MEETING AGENDA
City Council
REGULAR SESSION CITY COUNCIL
September 5, 2023

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

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

AGENDA
TUESDAY, SEPTEMBER 5, 2023 at 6:00 p.m.

Call to Order

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

Appointment of the Mayor Pro-Tem - Discussion, consideration, and/or action regarding the confirmation, or election, and appointment of the Mayor Pro-Tem. (Mayor/Council)

Proclamations

- National Preparedness Month

Employee Introductions

- Civic Center: Kasha Ennis-Events Attendant
- Police: Rashad Beecham-Police Cadet
- Engineering: Samuel Lopez-Engineering Inspector
- EMS: Kirsten Seiler-Paramedic; Cooper Woodward-Paramedic; William Waller-Paramedic
- Facilities: Lauren Vargas-Plumber Apprentice; Antonio Wilson-HVAC Technician
- Public Works-Water/Wastewater: Garrett Flores- Service Worker-1; Richard Arroyo-Service Worker-1
- Public Works-Streets: Cody Luna-Street worker-1; David Arce-Street Worker-1

City Events and Announcements

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

Hearing of Residents

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

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

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

Consent Agenda Items

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

1. **Minutes** - Approval of the budget meeting of August 4, 2023, and the regular meeting minutes of August 15, 2023. (S.Edmondson/S.Courney)

2. **Appointments, Reappointments, & Resignations - City Boards, Commissions, and Committees**

   - **Appointments**
     Building and Standards - Edward Paquette
     EDC - Eryn McElroy, Henry Hayes
     Parks and Rec Advisory Board - James "Brad" Snow (from alternate to regular board member)

   - **Reapointments**
     Building and Standards - Glenn Outlaw, Andrew Buratowski
     EDC - Mark Moody
     Parks and Rec Advisory Board - Robert Sheridan III, Reginna Agee

   - **Resignations**
     SHPC - Barbara Hall, Patrick Holmes
     Building and Standards - Shawn Moore
     EDC - Bryan Snowden, Roy Richard

Parks and Rec Advisory Board - Floy Simmons, Shawn Moore

3. **Resolution 23-R-89** - Approving the Water Supply Contract between Schertz/Seguin Local Government Corporation (SSLGC) and Springs Hill Water Supply Corporation (Springs Hill WSC). (B. James/L. Busch)

4. **Resolution 23-R-91** - Mutual Aid Agreement - Joint Base San Antonio (JBSA) (S.Williams/G.Rodgers)

5. **Resolution 23-R-90** - Approving a Resolution authorizing the City Manager to enter into an Interlocal Agreement and Business Associate Agreement with Southwest Texas Regional Advisory Council (STRAC) for a data management system for electronic patient care records (ePCR) and Fire records management system (FireRMS). (S. Williams/J. Mabbitt/G. Rodgers)

6. **Resolution 23-R-94 -** Authorizing expenditures with US Digital Design to upgrade the Public Safety Alerting System. (B. James/J. Bluebird)

7. **Resolution 23-R-85** - Approving a Resolution authorizing the City Manager to sign a Letter of Intent (LOI) with Sterling McCall Ford for the purchase of one (1) new ambulance for Fiscal Year 2024/2025. (S. Williams/J. Mabbitt)

8. **Resolution 23-R-87** - Amending the City's Investment Policy (S. Gonzalez/J. Walters)

9. **Ordinance 23-S-15 -** Approving amendments to Part III of the Schertz Code of Ordinances, Unified Development Code (UDC) to Article 8, Section 21.8.4 Home Occupation. ***Final Reading*** (B.James/L.Wood/S.Haas).

10. **Resolution 23-R-84** - Authorizing expenditures with LK Jordan & Associates totaling no more than $65,000 for temporary staffing services during the 2022-2023 Fiscal Year. (S.Gonzalez/J.Kurz)

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

12. **Resolution 23-R-83 -** Amendment of contract with AG|CM, Inc., for Owner's Representative Services related to the Woman Hollering Creek Wastewater Project. (B. James/K. Woodlee)

Discussion and Action Items

13. **Ordinance 23-T-23** - Authorizing adjustments to the FY 2022-23 Budget. ***First Reading*** (S. Gonzalez/J. Walters)

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

Public Hearings

15. **Ordinance 23-S-16** – Conduct a public hearing and consideration and/or action on a request for a Specific Use Permit to allow a convenience store with gas pumps on approximately 5.5 acres of land, more specifically described 1008 and 1020 FM 78, Schertz, TX 78154, also known as Guadalupe County Property Identification Number: 67650 and 67552, City of Schertz, Guadalupe County, Texas. ***First Reading*** (B. James, L. Wood, E. Delgado)

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

17. **Resolution 23-R-86 -** Ratifying the property tax increase reflected in the Adopted Budget for FY 2023-24. (S. Gonzalez/J. Walters)

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

Closed Session

19. The City Council will meet in closed session under Section 551.087 of the Texas Government Code, Deliberation Regarding Economic Development Negotiations; Closed Meeting. The governmental body is not required to conduct an open meeting (1) to discuss or deliberate regarding commercial or financial information that the governmental body has received from a business prospect that the governmental body seeks to have locate, stay, or expand in or near the territory of the governmental body and with which the governmental body is conducting economic development negotiations; or (2) to deliberate the offer of a financial or other incentive to a business prospect.

- Project E-80/E-84
- Project E-92
- Project E-93

Reconvene into Regular Session

20. Take any action based on discussions held in Closed Session under Agenda Item #19.

Information available in City Council Packets - NO DISCUSSION TO OCCUR

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

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

Requests and Announcements

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

Adjournment

CERTIFICATION

I, SHEILA EDMONDSON, CITY SECRETARY OF THE CITY OF SCHERTZ, TEXAS, DO HEREBY CERTIFY THAT THE ABOVE AGENDA WAS PREPARED AND POSTED ON THE OFFICIAL BULLETIN BOARDS ON THIS THE 1ST DAY OF SEPTEMBER 2023 AT 7:00 P.M., WHICH IS A PLACE READILY ACCESSIBLE TO THE PUBLIC AT ALL TIMES AND THAT SAID NOTICE WAS POSTED IN ACCORDANCE WITH CHAPTER 551, TEXAS GOVERNMENT CODE.

SHEILA EDMONDSON

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

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

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

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

COUNCIL COMMITTEE AND LIAISON ASSIGNMENTS

Mayor Gutierrez Audit Committee Board of Adjustments Investment Advisory Committee Main Street Committee Senior Center Advisory Board-Alternate	**Councilmember Davis– Place 1** Interview Committee for Boards and Commissions Main Street Committee - Chair Parks & Recreation Advisory Board Schertz Housing Authority Board Transportation Safety Advisory Commission TIRZ II Board
Councilmember Watson-Place 2 Audit Committee Library Advisory Board Senior Center Advisory Board Interview Committee for Boards and Commissions-Alternate Cibolo Valley Local Government Corporation-Alternate	**Councilmember Whittaker – Place 3** Historical Preservation Committee Interview Committee for Boards and Commissions-Chair TIRZ II Board
Councilmember Dahle – Place 4 Cibolo Valley Local Government Corporation Interview Committee for Boards and Commissions Planning & Zoning Commission TIRZ II Board	**Councilmember Scagliola – Place 5** Animal Advisory Commission - Alternate Hal Baldwin Scholarship Committee Schertz-Seguin Local Government Corporation
Councilmember Heyward – Place 6 Animal Advisory Commission Audit Committee Building and Standards Commission Economic Development Corporation - Alternate Investment Advisory Committee Main Street Committee Interview Committee for Boards and Commissions Senior Center Advisory Board	**Councilmember Brown – Place 7** Economic Development Corporation Main Street Committee Schertz-Seguin Local Government Corporation - Alternate

Agenda No.

CITY COUNCIL MEMORANDUM

City Council Meeting:	**September 5, 2023**
Department:	**City Secretary**
Subject:	**Appointment of the Mayor Pro-Tem - Discussion, consideration, and/or action regarding the confirmation, or election, and appointment of the Mayor Pro-Tem. (Mayor/Council)**

BACKGROUND

On August 28, 2018 City Council amending their Rules of Conduct and Procedure (Ordinance 18-M-30) regarding the appointment of the Mayor Pro Tem.Below is the amended article: Article 5 Section 5.1 Appointment Procedure for the Mayor Pro Tem.

- a. The Council will discuss, and with a majority vote, appoint the Councilmember to serve as the Mayor Pro Tem for the City.
- b.The appointed Mayor Pro Tem must be a Councilmember and must meet the qualifications of Section 4.02 of the City Charter. In addition, to be appointed to the position of Mayor Pro Tem, a Councilmember must be an elected member of Council and a member in good standing.
- c.Term dates for the Mayor Pro Tem position will begin in February and August of each year (the election dates offset by three (3) months). Terms will sequentially rotate according to Councilmember place.
- d. If the Councilmember place that is up for appointment as Mayor Pro Tem is vacant or is held by a Councilmember who is not qualified to serve as Mayor Pro Tem, the Mayor Pro Tem appointment will go to the next qualified Councilmember.
- e. The position will have a term of office of six (6) months.
- f. The appointed Mayor Pro Tem may be removed by Council by a two-thirds (2/3) majority vote of the members of Council at any time during his or her term.
- g. Council reserves the right to alter this procedure at any time by resolution or rule.City Charter Section.Section 4.02
- Qualifications.The Mayor and each Councilmember must have attained the age of eighteen or older on the first day of the term of office applied for, be a registered voter of the City of Schertz, and have been a resident of the City for at least twelve consecutive months immediately preceding the deadline for filing for an application for a place on the ballot.Section 4.05 Mayor and Mayor Pro-Tem.The Mayor shall be the official head of the City government. He or she shall be the chairman and shall preside at all meetings of the City Council. The Mayor may vote only in the event of a tie. He or she shall, unless another signatory is otherwise designated by the City Council, sign all official documents such as ordinances, resolutions, conveyances, grant agreements, official plats, contracts, and bonds. He or she shall appoint special committees as instructed by City Council, with committee membership to be composed of nominees by the City Council. He or she shall perform such other duties consistent with this Charter or as may be imposed upon him or her by City Council. The Mayor shall not have veto powers.The Mayor Pro-Tem shall be a Councilmember appointed by the City Council for a term and pursuant to procedures established by the City Council from time to time. The Mayor Pro- Tem shall act as Mayor during the absence or disability of the Mayor and in this capacity shall have the rights conferred upon the Mayor. While acting as Mayor, the Mayor Pro-Tem may vote on any matter before the City Council.

RECOMMENDATION-Council will discuss and consider the appointment of the next Mayor Pro-Tem regarding the above qualification. Next in line to serve is Councilmember Mark Davis.

If appointed, Councilmember Mark Davis will be sworn in as the new Mayor Pro-Tem on September 5, 2023.

Agenda No.

CITY COUNCIL MEMORANDUM

City Council Meeting:	**September 5, 2023**
Department:	**City Secretary**
Subject:	**Proclamations**

- **National Preparedness Month**

BACKGROUND

The Ready Campaign's 2023 National Preparedness Month campaign will focus on preparing the older adults in our community ready for a disaster, specifically older adults from communities that are typically impacted by the all-hazard events, which continue to threaten the nation. We know older adults can face greater risks when it comes to the multitude of extreme weather events and emergencies we now face, especially if they are living alone, are on a fixed-income, have a disability, or live in rural areas. Emergency managers and all those who work with and support older adult communities are encouraged to assist this population in accessing the new Ready.gov webpage available in English and Spanish languages at ready.gov/older-adults and ready.gov/es/adultos-mayores for initial messaging, graphics and resources.

Agenda No. 1.

CITY COUNCIL MEMORANDUM

City Council Meeting:	**September 5, 2023**
Department:	**City Secretary**
Subject:	**Minutes - Approval of the budget meeting of August 4, 2023, and the regular meeting minutes of August 15, 2023. (S.Edmondson/S.Courney)**

Attachments

Minutes 08-15-2023

Minutes 08-04-2023

D R A F T

MINUTES
REGULAR MEETING
August 15, 2023

A Regular Meeting was held by the Schertz City Council of the City of Schertz, Texas, on August 15, 2023, at 6:00 p.m. in the Hal Baldwin Municipal Complex Council Chambers, 1400 Schertz Parkway, Building #4, Schertz, Texas. The following members present to-wit:

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

Call to Order
Mayor Gutierrez called the meeting to order at 6:00 p.m.

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

Mayor Gutierrez recognized Councilmember Allison Heyward who provided the opening prayer and led the Pledges of Allegiance to the Flags of the United States and State of Texas.

City Events and Announcements

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

  Monday, September 4
  Labor Day
  City Offices closed

  Tuesday, September 5
  Next Regular Council Meeting
  Council Chambers
  6:00 p.m.

  Election Information - The City of Schertz will be holding its General Election on November 7, 2023, for the purpose of electing Council Members in Place 3, Place 4, and Place 5. Completed applications with filing fee will be accepted by the City Secretary's Office until 5:00 p.m., August 21, 2023. Filing ends Monday, August 21, 2023, at 5:00 p.m.

- Announcements and recognitions by the City Manager (S. Williams)

  Mayor Gutierrez recognized City Manager Steve Williams who provided the following:

Recognition of Larry Busch who was promoted to Public Works Director.

Library hosted an indoor miniature golf event on Saturday, July 29th that was attended by over 1,100 people.

Schertz-Seguin Local Government Corporation (SSLGC) is recognizing Kenneth Greenwald for his service to the SSLGC. He served on Schertz City Council from 1983 to 2005. He was a strong advocate for seeking a reliable long-term water supply source for the City of Schertz and instrumental in the creation of the SSLGC in 1998. The current SSLGC Board has proclaimed the original Water Treatment Plant within the Gonzalez Water Treatment Facility to be dedicated as the Kenneth Greenwald Water Treatment Building. Dedication will be held Tuesday, October 10, from 11:00 a.m. - 1:00 p.m.

- Announcements and recognitions by the Mayor (R. Gutierrez**)**
  No announcements from Mayor Gutierrez were made.

Hearing of Residents

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

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

Mayor Pro-Tem Brown recognized the following residents who spoke regarding K-9 Officer Medor:

Carol Davis, 3337 Wimbledon Drive, by proxy
Deidra Lee, 622 Aviation Avenue, by proxy
Millie Lee, 622 Aviation Avenue, by proxy
Sabrina Richardson, 632 Aviation Avenue, by proxy
Marty Goodrich, (no address provided), by proxy
Julie Bostwick, 567 Primrose Path
Luke Hanley, 567 Primrose Path
Michelle Frey, 2833 Valencia Ln
Sandee Goodrich, 3933 Windy Brook

Richard Dziewit, 2550 Chase Field Dr, Schertz, expressed his thanks to the City Council and staff for the acknowledgment given to the Boards and Commissions. He stated that it's important for citizens to know they are able to get into an organization that can benefit the City, helping to maintain a community in a city that is growing as well as we are.

Michelle Tereletsky, 705 Marilyn Drive, Schertz, stated she had been a resident for 46 years. She has watched, and is thankful for, the growth of the City, stating that if you don't grow you become stagnant and you die. Her concern is the blatant disregard for the rule that states 'all remarks shall be addressed to Council as a body' by a certain resident who points at a particular Councilmember and makes 'snarky' remarks. This is disrespectful to every member of Council, to the residents who voted for that Council person, and the residents who come consistently to meetings and follow the rules. She called

upon Council to take action the next time the person violates the rule, or to get rid of the rule.

Robert Westbrook, 4073 Brook Hollow, Schertz, came to introduce himself to Council as a candidate for the November 7, 2023, General Election. He is a graduate of Churchill High School and Southwest Texas State University. He went on to receive a Master of Business Administration degree from Webster University. He has been a member of the San Antonio Fire Department for 24 years, currently a Division Chief for the Office of the Fire Marshal, responsible for Hazardous Materials Inspections and special events. He has served on the SCUCISD School Board for a number of years and would like to now serve at the municipal level.

Jinjer LeVan, 1504 Red Cedar Cove, expressed concern for the postal carriers who didn't have water to refill their bottles while on duty nor in the restrooms of their building. She also expressed concern regarding K-9 Officer Medor and provided personal experience with service dogs. She offered her services to the Schertz Police Department stating she offers free consultant services related to service and working dogs.

Mayor Gutierrez thanked everyone for the concern expressed regarding K-9 Officer Medor. He shared the following statement:

> It is our highest priority to ensure the safety and wellness of our K-9. Medor's keen and impressive senses make him a valuable and effective law enforcement officer in every sense. Schertz Police Department has invested considerable resources in Medor's highly specialized training and care. Medor has been trained to assist members of law enforcement with various tasks, adding an extra layer of security to the community. Unfortunately, the circumstances of Medor's previous handler's recent departure is beyond our control. However, it is our goal to ensure and continue to support the best outcome for our K-9 officer, taking into account, his well-being and to meet the requirements of his role and his future success as our police dog.

Consent Agenda Items

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Mayor Gutierrez asked for a motion to approve Consent Agenda Items #1-12.

Moved by Councilmember Allison Heyward, seconded by Councilmember Michael Dahle

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

Passed

Discussion and Action Items

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

Mayor Gutierrez made the motion to table this item until the 2nd City Council Meeting in November 2023, seconded by Councilmember Allison Heyward.

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

Passed

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

Mayor Gutierrez recognized Finance Director James Walters who presented the proposed changes to the fee schedule.

Mr. Walters then introduced the rate consultant, Mr. Dan Jackson, Vice President, Willdan Financial Services, who presented information on water and sewer fees. They have worked with the City of Schertz for the past 10 years and have recently done a comprehensive review of the water and wastewater rate fund. Mr. Jackson gave a synopsis of the water industry, including costs incurred in the process of providing water, then provided the following as it pertains to the City of Schertz:

- Monthly residential charges - 10,000 gallons of water/5,000 gallons of wastewater
- Water rates increase with usage to incentive conservation
- Schertz's residents pay on average $98.97/month; which compare favorably to neighboring cities and is almost $20 below state average
- Billed consumption average annual growth at a rate of 1.8%
- City is adding 300–400 accounts per year
- Recommendation: City implement a 2% increase in water rate and 3% increase in wastewater rate effective October 1, 2023; forecast rate adjustments will be similar over the next four years.
- Benefits to Ratepayers and the City for adopting the rate plan include:
    1. Prudent management by City staff has enabled magnitude of rate adjustments to be minimized;
    2. Proposed rate plan enables the utility to fully fund all water and wastewater maintenance, operating and construction costs;
    3. Will provide for the Utility Fund to operate self-sufficiently with no need for General Fund subsidies; and
    4. Enables the City to continually provide safe drinking water and effectively treat wastewater.

Mayor Gutierrez opened the floor to Council for discussion. No discussion occurred.

Mayor Gutierrez called for a motion to approve Ordinance 23-M-17.

Moved by Councilmember Mark Davis, seconded by Councilmember Allison Heyward

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

Passed

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

Mayor Gutierrez recognized Ms. Kathy Woodlee, City Engineer, who explained the reasoning for the emergency reading was due to the start of the new school year. The modification extends the school zone to encompass the area in front of the new elementary school as well as Danville Middle School. The change is necessary to ensure the safety of students as agreed upon by the School District, contractors, and City Inspections staff.

Mayor Gutierrez opened the floor to Council for discussion. No discussion occurred.

Mayor Gutierrez recognized Councilmember Dahle who made the motion to approve Ordinance 23-D-20, seconded by Councilmember Heyward.

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

Passed

Public Hearings

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

Mayor Gutierrez recognized Senior Planner Samuel Haas who presented information to support the proposed amendment to the UDC Article 8, Section 21.8.4, Home Occupation. These businesses occur regularly in Schertz, and although they have no adverse impact on the City they are currently out of compliance due to outdated, rigid requirements. Staff has researched Home Occupation regulations at eight other municipalities and drafted proposed amendments based on their findings and incorporating development subcommittee recommendations. Staff recommends approval of the amendments to the UDC which will provide clarity and flexibility to Home Occupations.

Mayor Gutierrez opened the Public Hearing.

Ms. Jinjer LeVan, 1504 Red Cedar Cove, addressed Council with concerns that the amendments are in direct opposition to her subdivision's Declaration of Covenants, Conditions, and Restrictions. She cited businesses that would generate traffic create an issue since the streets cannot support additional use. She indicated a number of subdivisions would not like needing to modify existing declarations.

Mayor Gutierrez closed the Public Hearing and asked Mr. Haas to brief Council on the effect 23-S-15 would have on HOAs. Mr. James responded to the question that the HOAs can have their own restrictions, but it is on the property owners to enforce the limits themselves.

Mayor Gutierrez opened the floor to Council for discussion. No discussion occurred.

Mayor Gutierrez asked for a motion to approve Ordinance 23-S-15.

Moved by Councilmember Allison Heyward, seconded by Councilmember Mark Davis

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

Passed

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

Mayor Gutierrez recognized Finance Director James Walters who presented the proposed budget for FY 2023-24. The budget priorities for the next fiscal year are:

- Staff Compensation
- Infrastructure
- Consolidated CIP Document
- Increasing Staffing Levels
- New/Remodeled Facilities

Budget Highlights include:

- Wage Adjustments
- New Personnel
- Additional SPAM Funding
- Police Equipment
- Additional Programs/Equipment

General Fund proposed budget $49,927,113.

Mayor Gutierrez opened the Public Hearing,

Ms. Jinjer LeVan, stated concerns that she didn't see anything in the budget to replace the K-9 Officer.

No other Public spoke.

Mayor Gutierrez closed Public Hearing and opened the floor to Council for discussion. No discussion occurred.

Mayor Gutierrez asked for a motion to approve Ordinance 23-T-18.

Moved by Councilmember Allison Heyward, seconded by Councilmember Michelle Watson

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

Passed

Moved by Councilmember Allison Heyward, seconded by Councilmember Michelle Watson

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

Passed

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

Mayor Gutierrez recognized Finance Director James Walters who presented the following:

- 2023 Property Values - increased by $551.6 million over 2022
- Disabled Veteran Homestead Exemption - increased by $140 million
- Current tax rate is $0.4950; Proposed tax rate is $0.4872
- Tax rate breakdown: $0.3324 for day-to-day operations and $0.1548 to pay the City's debt
- One penny on the tax rate is equal to about $544,000 in revenue

Mayor Gutierrez opened the Public Hearing. No Public spoke. Public Hearing was closed.

Mayor Gutierrez asked for a motion to approve Ordinance 23-T-19.

Councilmember Jill Whittaker made the motion that the property tax rate be increased by the adoption of a tax rate of $0.4872 which is effectively a 7% increase in the tax rate, seconded by Councilmember Michelle Watson.

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

Passed

Information available in City Council Packets - NO DISCUSSION TO OCCUR

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

Requests and Announcements

- Requests by Mayor and Councilmembers for updates or information from Staff
  Councilmember Dahle asked Deputy City Manager Brian James to look into the traffic issues in front of the new charter school near Belmont Park.

- Requests by Mayor and Councilmembers that items or presentations be placed on a future City Council agenda
  Councilmember Scagliola requested a discussion regarding parking on a prepared surface.

- Announcements and City Events attended by Councilmembers
  - Councilmember Whittaker attended the NEP luncheon, the Rebecca Creek Distillery Ribbon Cutting, and the City Budget Retreat.
  - Councilmember Dahle attended the City Budget Retreat and the Volunteer Appreciation Banquet.
  - Councilmember Heyward attended the Filipino Adobo Cook-off, ATAC Meeting, Northeastern Partnership Luncheon, Mad Minds Ribbon Cutting, the Investment Committee Meeting, The Chamber Luncheon, the National Watermelon Day event, the Volunteer Appreciation Banquet, and the City Budget Retreat.

Mayor Gutierrez thanked the City Secretary Office staff and Councilmember Heyward for coordinating the Volunteer Appreciation Banquet.

Adjournment
Mayor Gutierrez adjourned the meeting at 7:51 p.m.

_____
Ralph Gutierrez, Mayor

ATTEST:

_____
Sheila Edmondson, City Secretary

D R A F T

MINUTES
REGULAR MEETING
August 4, 2023

A Regular Meeting was held by the Schertz City Council of the City of Schertz, Texas, on August 4, 2023, at 8:30 a.m. in the Hal Baldwin Municipal Complex Council Chambers, 1400 Schertz Parkway, Building #4, Schertz, Texas. The following members present to-wit:

Present:	Mayor Ralph Gutierrez; Councilmember Allison Heyward; Councilmember Mark Davis; Councilmember Michelle Watson; Councilmember Jill Whittaker; Councilmember Michael Dahle; Mayor Pro-Tem Tim Brown
Absent:	Councilmember David Scagliola
Staff present:	City Manager Steve Williams; Deputy City Manager Brian James; Assistant City Manager Sarah Gonzalez; City Attorney Daniel Santee; City Secretary Sheila Edmondson; Chief of Fire Dept. Greg Rodgers; EMS Director Jason Mabbitt; Asst. Police Chief Daniel Roman; Asst. Police Chief Manny Casas; Finance Director James Walters; Planning/Inspection Director Lesa Wood; Engineering Director Kathy Woodlee; I.T. Director Jack Bluebird; Public Works Director Larry Busch; Facilities Director Dawniecia Hardin-Trussell

Call to Order

Hearing of the Residents

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

Mayor Gutierrez welcomed the residents and stated there would be an opportunity to speak after the Budget Information was presented.

WELCOME AND OVERVIEW

Mayor Ralph Gutierrez welcomed everyone to the Budget and Tax Rate Workshop.

City Manager Steve Williams welcomed everyone and went over the Retreat Overview:

REVIEW OVERVIEW

- Budget Timeline
- Legislative Updates
- Tax Rate Discussion

- FY 2023-24 Budget Development & Highlights
- Cut Line Discussion
- City Holiday Discussion
- Action Item – Set Prelim Tax Rate (and accept rates)
- CIP & Project Updates

August 4, 2023

- Accept the state defined tax rates
- Vote to set the Preliminary Tax Rate

August 15, 2023

- 1st Public Hearing on Budget & Tax Rate
- 1st Vote on Budget & Adoption
- 1st Vote on Tax Rate & Adoption
- Approve Fee Schedule

September 5, 2023

- 2nd Public Hearing on Budget & Tax Rate
- 2nd Vote on Budget & Adoption
- Ratify Tax Increase in Budget
- 2nd Vote on Tax Rate & Adoption

October 1, 2023-New budget in effect

City Manager went through the budget timeline and explained the 1st and 2nd Public Hearings and approvals process.

LEGISLATIVE UPDATE: Presented by Director of Public Affairs Linda Klepper

Key Bills

- H.B. 1613 – DVHS Bill - Did NOT pass -This bill would have provided state funding to all cities impacted up to a percentage of revenue loss.
    - Supported by our representatives
- H.B. 2127 – Preemption Bill-Unclear on the impact. San Antonio joined a lawsuit since this bill violates the Texas Constitution. We will wait to see what the courts decide.
    - Unknown impact/headed to the courts
- H.B. 3 – School Safety Measures - The bill passed and requires that every school have an armed security on each campus.

Other Bills

- Annexation, Engineering Fees, TikTok Ban, Broadband

Special Sessions

- Summer 2023
    - School Property Tax Relief Plan (goes to voters in Nov. election) If passes, residents will see a reduction in school taxes.

- Future special session is anticipated to begin this Fall- Speculation that school vouchers and teacher's pay raise could be discussed.
- Next session
    - Land Use

SCHOOL SAFETY/SECURITY-Assistant Police Chief Daniel Roman presented HB3.

- On June 14, 2023, TX Legislation passed HB3
- This bill mandates armed security at school campuses but doesn't provide the funding
- SCUCISD has asked for 5 additional officers for the 2023-24 school year
- Schertz PD currently provides 6 officers
- Off-duty officers will be used in the interim to fulfill the mandate (funded by SCUCISD)
- Projected timeline to staff with full-time police officers is school year 2024-25

TAX RATE DISCUSSION-Finance Director James Walters presented the following presentation.

2023 Property Values

- 2023 Equivalent Taxable Value $5,326,877,888
- 2023 New Taxable Development +$113,763,340
- 2023 Adjusted Taxable Value $5,440,641,228
- Difference Between Adjusted Taxable Values $551,629,839

DVHS-Disabled Veteran Homestead

DVHS	2020	2021	2022	2023
TOTAL EXEMPTION	$436,800,000	$550,500,000	$694,200,000	$834,200,000
INCREASE %	22.0%	26.0%	26.1%	20.2%
INCREASE $	$78,000,000	$113,700,000	$143,700,000	$140,000,000
TAX RATE w/o DVHS	$0.4548	$0.4428	$0.4234	$0.4126

•19% of Homesteads have a DVHS Exemption for 2023
•51% of Homesteads have some sort of DV Exemption for 2023
Approximately 1 out of 2 have some sort of a DVHS exemption. The exemption works out to be approx 3-4 million less revenue to the city.

Finance Director went over the Tax Rate Definitions

No New Revenue	The tax rate which will generate the same revenue for the city from property on the previous year's tax roll.
Voter Approval Rate	The rate if exceeded triggers an automatic election on the tax rate.
Current	The rate currently adopted by the City.
Proposed Tax Rate	The maximum rate set at which the final adopted rate cannot exceed.

TAX RATE

Current	$0.4950
No New Revenue	$0.4554
Voter Approval	$0.4872
Voter Approval – Unused Increment	$0.0000

Proposed Tax Rate $0.4872
$0.01 is equal to $544,000 revenue or $32.46 on the average home

Taxes are going down. Staff recommends the Voter Approval Tax Rate of $0.4872.

TARGET TAX RATE

TAX RATE	CURRENT	PROPOSED TAX RATE	
M&O	$0.3470	$0.3324	For day-to-day operations
I&S	$0.1480	$0.1548	To pay the City's debt
TOTAL	$0.4950	$0.4872	

FY 2023-24 CITY TAX RATE

Tax Rate Name	Tax Rate per $100	Est. Tax Bill	Bill Increase	% Increase
No New Revenue	$0.4554	$1,478.22	--	--
Voter Approval	$0.4872	$1,582.00	$103.78	7.0%
Proposed	$0.4872	$1,582.00	$103.78	7.0%
Current	$0.4950	$1,606.89	$128.67	8.7%
School Tax Bill Change			-$850.00	

•$103.79 is about $8.65 on the monthly escrow
•Tax bills are based on average taxable value of homes for 2023 of $324,600
•Estimated Tax Bills and Bill Increases are annual amounts

1. Budget Prioritization Process

- Discussion and direction for prioritizing the FY2023-24 budget, including but not limited to funding all programs needed to accomplish the City Mission and taking into consideration factors such as population growth, tax base development, large time sensitive infrastructure projects, right of way issues, staffing levels and structure, school safety, Schertz Magazine and magazine printing costs, and prioritizing expanded programs that may be required in the future. (S.Williams/Executive Team)

  City Manager Steve Williams presented the following FY 2023-2024 Budget

  Established 5 Goals from the Pre-Budget Workshop Discussion
  •Goal 1: Staff Compensation
  •Goal 2: Infrastructure
  •Goal 3: Consolidated CIP Document
  •Goal 4: Increase Staffing Levels
  •Goal 5: New/Remodeled Facilities

  FY 2023-2024 Budget Highlights-Expanded Programs Proposed to Fund
  •Wage Adjustments
  •New Personnel
  •Additional SPAM Funding

•Police Equipment
•Additional Programs/Equipment

Wage Adjustments – All Funds
•ECI Adjustment (4.7%) effective Oct. 7, 2023 - $1,400,000
•Class & Comp. Adjustment – effective Dec. 30, 2023 - $2,600,000 ($1.9 million in FY 2023-24)
•Primary focus on salaries; will also review benefits, supplemental pay and career progression opportunities
•Cover Cost of Increases to Insurance Premiums - $344,700

New Personnel – General Fund
•Fire – 3 Firefighters (for Station 4) - $315,000
•Engineering – Administrative Assistant - $60,000

Additional SPAM Funding
•FY 23/24 base has $650,000
•Propose one-time Street Funding of $1 million

Police Equipment
•Purchase of in-car cameras, body worn cameras and TASERs (to replace all current equipment)
•5-year phase-in - $550,000 per year

Additional Programs – General Fund
•Library - Library Materials - $15,000
•IT
    •ArcGIS Indoor Maps Extension - $6,525
    •Implementation of vSphere servers for Public Safety - $87,000
•Court - Court Security Plan funding - $16,450

Additional Equipment – General Fund
•Fleet
    •Hydraulic Hose Crimper - $6,350
    •Hose Reels for Bulk Fluid Delivery System - $23,400
•Facility Services
    •Tablets - $12,000
    •Multi-use Drop Deck Trailer - $19,000
•Fire
    •Opticom system for intersection light system - $33,800
    •Hurst Strong Arm Multi-purpose E Tool - $30,000
•Streets
    •Pothole Truck - $80,000
    •Laydown Machine - $140,000

EMS Fund
    •Medic 5 – 2 EMT positions (overnight) - $106,300
    •2 F/T positions to staff peak hours - $110,600

Drainage Fund

- Zero Turn Mower - $24,000

Water & Sewer Fund
•Utility Billing

- Position: Lead Clerk - $58,000
- Automated Phone Payment System - $12,000

•Water/Wastewater

- Combination Vacuum Truck - $675,000
- Fire Hydrant and Valve Replacement Program (initial funding) - $50,000

General Fund Proposed Budget $49,927,113

•Increase of $4,810,888 or 10.7% from FY 2022-23 Adopted Budget, including infrastructure funding
•Non-Personnel Budgets increased 9.6% due to police equipment, capital replacement, TIRZ contribution, and additional road maintenance funds
•Personnel Budgets increased 11.3% for pay adjustments, insurance, ECI, and 4 new positions

General Fund

- Proposed Budget meets the 26% Fund Balance requirement
- Utilize excess fund balance for street maintenance and repair over the next 5 years
- Discussion and direction for setting the preliminary maximum tax rate for fiscal year 2024 and setting Public Hearing dates.(S.Williams/J.Walters)

What's Below the Line: Summary of Requested Budget, Funded Budget and the Unfunded Budget

Assistant City Manager Sarah Gonzalez went over the requested budget items that did not get funded in the FY2023-2024 Budget.

	Requested	Funded	Unfunded
General Fund	$8,093,000	$5,144,500	$2,948,500
EMS	$1,294,770	$1,076,900	$217,870
Drainage	$292,900	$68,000	$224,900
Water/Wastewater	$1,714,064	$996,500	$717,564

Official City Holidays •Juneteenth Discussion

Assistant City Manager Sarah Gonzalez opened the discussion on recognizing the Juneteenth Day as a City Holiday. It would cost the city approx, $35,000.00 in salary. If Juneteenth falls on a Tuesday/Thursday, staff would get the Monday/Friday off as well costing the city approx, $70,000.00. Several surrounding cities have added it to their holiday schedule. Staff recommends adding it to the Holiday Schedule without removing one of the floating holidays.

The discussion brought up many good points. Adding the holiday to the list without taking or switching it with a current holiday. Other cities, counties, agencies, federal offices are closed that day, so no regular business could occur at the city. Wanting to be a premier city, adding the holiday and giving this benefit to our employees goes along with wanting to get compensation to the midpoint or higher. Comments that were opposed to adding the holiday ranged from the possibility of giving staff a two-day holiday if it falls on a Tuesday or Thursday doubling the holiday cost for Juneteenth.

Discussion and Action Items

2. Action Item-Set Preliminary Tax Rate:

City Manager Steve Williams explained that the city is presenting the No New Revenue Rate and Voter Approval rate that were calculated by our tax assessor collector, and we are required to bring these forward for presentation.The Proposed Tax Rate is the max tax rate that you will approve. The Voter Approval Rate and the Proposed Tax Rate are the same.

TAX RATE	
Current	$0.4950
No New Revenue	$0.4554
Voter Approval	$0.4872
Proposed Tax Rate	$0.4872

Resolution 23-R-75 - a Resolution by the City Council of the City of Schertz, TX accepting the state defined tax rates and setting the preliminary 2023 tax rate.

Moved by Councilmember Michael Dahle, seconded by Councilmember Allison Heyward

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

Passed

CIP & Project Updates

The Directors and Supervisors from Public Works, Water/Wastewater Drainage, Facilities, Streets and Parks went over their FY 2022-2023 Completed projects and Planned Projects. Many of the planned projects did not make this year's budget and were right under the cut-line. These projects will be considered in the future when funds are available. City Manager stated the city is working on a multi-year plan for these projects and will bring the proposed plan back to council.

City Manager Steve Williams thanked the Finance Director James Walters and the rest of the City Staff in bringing forwarded a good budget for FY2023-2024.

Mayor Gutierrez thanked the staff for bringing a good FY2023-2024 forward.

Adjournment

Mayor Gutierrez adjourned the meeting at 11:03 am.

_____
Ralph Gutierrez, Mayor

ATTEST:

_____
Sheila Edmondson, City Secretary

Agenda No. 2.

CITY COUNCIL MEMORANDUM

City Council Meeting:	**September 5, 2023**
Department:	**City Secretary**
Subject:	**Appointments, Reappointments, & Resignations - City Boards, Commissions, and Committees**

- **Appointments**
  Building and Standards - Edward Paquette
  EDC - Eryn McElroy, Henry Hayes
  Parks and Rec Advisory Board - James "Brad" Snow (from alternate to regular board member)

- **Reapointments**
  Building and Standards - Glenn Outlaw, Andrew Buratowski
  EDC - Mark Moody
  Parks and Rec Advisory Board - Robert Sheridan III, Reginna Agee

- **Resignations**
  SHPC - Barbara Hall, Patrick Holmes
  Building and Standards - Shawn Moore
  EDC - Bryan Snowden, Roy Richard
  Parks and Rec Advisory Board - Floy Simmons, Shawn Moore

BACKGROUND

The Interview Committee meet on August 31, 2023, to review the applications for appointments and reappointment to the Economic Development Corporation, Parks & Recreation Advisory Board and the Building and Standards Commission.
The recommendations from the Interview Committee for appointment and reappointment are listed above.

Agenda No. 3.

CITY COUNCIL MEMORANDUM

City Council Meeting:	**September 5, 2023**
Department:	**Public Works**
Subject:	**Resolution 23-R-89 - Approving the Water Supply Contract between Schertz/Seguin Local Government Corporation (SSLGC) and Springs Hill Water Supply Corporation (Springs Hill WSC). (B. James/L. Busch)**

BACKGROUND

The SSLGC has an existing Regional Water Supply Contract with Springs Hill WSC for 840 ac-ft/yr. which expires August 29, 2023. This new Water Supply Contract between SSLGC and Springs Hill WSC shall be effective for a period of twenty (20) years from the Effective Date for 840 ac-ft/yr. Springs Hill WSC will pay the same O & M Rate and Water Lease Rate as the Cities of Schertz and Seguin under this new contract, unless a separate rate is established in the future, as well as an annual debt service. The SSLGC Board has approved the Water Supply Contract on August 17, 2023 and Springs Hill WSC approved the contract on July 25, 2023.

GOAL

For the City of Schertz City Council to approve the Water Supply Contract between the SSLGC and Springs Hill WSC.

COMMUNITY BENEFIT

The City of Schertz is a member of the SSLGC, and it is through the SSLGC that the City provides water to its residents and businesses. Approval of the Water Supply Contract in August 2003 provided the opportunity to keep the rates more stable for the residents and businesses of Schertz. Entering in to this new agreement with some required system improvements will continue this benefit for Schertz' customers as well as provide for future efficiencies to allow for increased water delivery to the City of Schertz.

SUMMARY OF RECOMMENDED ACTION

Staff recommends approval of the Resolution approving the Water Supply Contract between the SSLGC and Springs Hill WSC.

FISCAL IMPACT

Springs Hill WSC will currently pay the same O & M Rate and Water Lease Rate as the Citie's of Schertz and Seguin under this new contract to SSLGC, as well as an annual debt service amount of $343,414.

RECOMMENDATION

Approval of Resolution 23-R-89.

Attachments

Resolution 23-R-89

RESOLUTION NO. 23-R-89

A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF SCHERTZ, TEXAS APPROVING THE WATER SUPPLY CONTRACT BETWEEN SCHERTZ SEGUIN LOCAL GOVERNMENT CORPORATION AND SPRINGS HILL WATER SUPPLY CORPORATION, AND OTHER MATTERS IN CONNECTION THEREWITH

WHEREAS, Schertz Seguin Local Government Corporation (SSLGC), the City of Schertz (Schertz), the City of Seguin (Seguin), and the Springs Hill Water Supply Corporation (Spring Hill WSC) have previously entered into a Water Supply Contract, dated August 29, 2003, contemplating the sale of 840 acre-feet of water per year to Springs Hill WSC, for a period of 20 years; and

WHEREAS, the Springs Hill WSC desires to continue to obtain water from SSLGC and has requested to replace the existing Water Supply Contract with this new Water Supply Contract (Exhibit A); and

WHEREAS, the SSLGC has approved the proposed Water Supply Contract on August 17, 2023; and

WHEREAS, the City Council has determined that it is in the best interest of the City to approve the Water Supply Contract to ensure that the citizens and businesses of Schertz continue to receive excellent and vital water service at a more favorable rate.

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

Section 1. The City Council hereby authorizes the approval of the Water Supply Contract between the Schertz Seguin Local Corporation and Springs Hill Water Supply Corporation as substantially proposed in Exhibit A**.**

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

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

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

Section 5. If any provision of this Resolution or the application thereof to any person or circumstance shall be held to be invalid, the remainder of this Resolution and the application of such provision to other persons and circumstances shall nevertheless be

valid, and the City Council hereby declares that this Resolution would have been enacted without such invalid provision.

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

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

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

CITY OF SCHERTZ, TEXAS

_____
Ralph Gutierrez, Mayor

ATTEST:

_____
Sheila Edmondson, City Secretary

Exhibit A

Water Supply Contract between SSLGC and Spring Hill WSC

WATER SUPPLY CONTRACT
SPRINGS HILL WATER SUPPLY CORPORATION (840 Acre-Feet)

THIS WATER SUPPLY CONTRACT (the "Contract") is dated and entered into as of the 30th day of August, 2023 (the "Effective Date"), by and among the Schertz/Seguin Local Government Corporation (the "Corporation"), a non-profit corporation of the State of Texas, created and existing under the laws of the State, including the Texas Transportation Corporation Act, as amended, Texas Transportation Code Section 431.001 et. seq., the City of Schertz, Texas, a home-rule city ("Schertz"); the City of Seguin, Texas, a home-rule city ("Seguin"); and the Springs Hill Water Supply Corporation, a non-profit water supply corporation under Texas Water Code, chapter 67 (the "Customer").

RECITALS

WHEREAS, Seguin and Schertz (collectively, the "Cities") have previously determined to authorize and approve the creation of the Corporation as their constituted authority and instrumentality to accomplish the specific public purpose of acquiring, constructing, improving, enlarging, extending, repairing, maintaining, and operating a water utility system, pursuant to the provisions of Chapter 552 of the Texas Local Government Code, as amended, and other applicable law; and

WHEREAS, the Cities, pursuant to Subchapter D of Chapter 431 (Sections 431.101-431.109) of the Texas Transportation Code and other applicable law, have authorized the creation of the Corporation for the purposes set forth in the Corporation's Articles of Incorporation, including the issuance of bonds to finance the costs of the water utility system; and

WHEREAS, each of the Cities and the Corporation have entered into a contract entitled "Regional Water Supply Contract," dated November 15, 1999 (the "Corporation/City Contract") which unconditionally obligates each of the Cities to pay one-half of the debt service on the Corporation's bonds and entitles each of the Cities to one-half of the water provided by the Corporation; and

WHEREAS, each of the Cities and the Corporation have entered into a Cost Allocation Agreement dated August 30, 2016 Relating to the Guadalupe Project, a copy of which has been provided to Customer; and

WHEREAS, each of the Cities and the Corporation have entered into a Tri-Lateral Agreement dated March 20, 2018 Relating to the Water Sales, a copy of which has been provided to Customer; and

WHEREAS, in order to deliver the water to which the Cities are entitled under the Corporation/City Contract and to other potential purchasers on a regional basis, the Corporation has constructed facilities, lines, booster pumps, treatment facilities, and

other appurtenances, acquired interests in property, and acquired regulatory approvals for the production of groundwater, and subject to regulatory approvals and financing plans to construct additional facilities and acquire additional rights to produce groundwater (the "Water System"); and

WHEREAS, the Cities and the Corporation have determined that the Corporation's Water System capacity can be increased by developing additional sources of water, along with related production, treatment, and transportation facilities; and

WHEREAS, the Corporation, Schertz, Seguin, and Customer (collectively called the "Parties") previously entered into a regional water supply contract, dated August 29, 2003, contemplating the sale of 840 acre-feet of water per year to Customer (the " Regional Water Supply Contract"); and

WHEREAS, Customer desires to continue to obtain water from the Corporation and has requested to replace the Regional Water Supply Contract with this Contract; and the Corporation desires to replace the Regional Water Supply Contract with this Contract; and

WHEREAS, the "Contract Point of Delivery" as defined in the Regional Water Supply Contract is the Corporation's 30-inch main located on the south side of the Guadalupe River on _Gamecock Road (the "Point of Delivery"); and the Corporation and Customer desire to continue use the same Point of Delivery;

WHEREAS, Customer has other options to obtain supplemental water to increase its water supply, and Customer has determined that obtaining water from Corporation and with the written consent of the Cities, is in Customer's best interest and that the terms and conditions of this Contract are fair and reasonable and that there is no disparate bargaining power between the Parties to this Contract; and

NOW, THEREFORE, in consideration of the mutual covenants and agreements herein contained, the sufficiency of which are hereby acknowledged, and upon and subject to the terms and conditions hereinafter set forth, the Corporation, the Cities, and the Customer mutually undertake, promise, and agree as follows:

ARTICLE I
DEFINITIONS; INTERPRETATIONS; AND EXISTING CONTRACTS

Section 1.01. Definitions. Capitalized words and phrases shall have the meanings assigned to them in the Corporation/City Contract, unless the context clearly requires otherwise.

Section 1.02. Interpretation. The caption headings of this Contract are for reference purposes only and shall not affect its interpretation in any respect. This Contract and all the terms and provisions shall be liberally construed to effectuate the purpose set forth herein and to sustain the validity of this Contract.

Section 1.03. Corporation/City Contract. Customer acknowledges receipt of the Corporation/City Contract and the Corporation/City Contract is incorporated by reference into this Contract as if set forth verbatim herein. Customer acknowledges the following: (i) that Customer has read the Corporation/City Contract and is familiar with all of its terms, (ii) that this Contract is subject and subordinate in all respects to the Corporation/City Contract. Customer agrees that nothing contained in this Contract will be deemed to grant to Customer any rights that would conflict with any of the covenants, terms, and conditions of the Corporation/City Contract, except as set forth in Section 1.04 of this Contract, relating to the subordination of the Cities' rights to receive water. In the event of any inconsistencies between the terms of the Corporation/City Contract and this Contract, the terms of the Corporation/City Contract will control. To the extent applicable and except as expressly provided by this Contract or inconsistent with this Contract, the Customer shall have the same duties to the Corporation, the Trustee, and the holders of the Bonds relating to the Bonds as the Cities have to the Corporation, the Trustee, and the holders of the Bonds under the Corporation/City Contracts, but Customer shall not be obligated to pay the Annual Payment except as to the part of the rate paid to Corporation as provided by this Contract. Customer expressly acknowledges that it will take no action to adversely affect the tax-exempt status of the Corporation's bonds; and Corporation agrees that the quantity of water to be sold to Customer under this Contract does not adversely affect the tax-exempt status of the Corporation's bonds.

Section 1.04. Subordination of Cities' Rights. Under the Corporation/City Contract, Schertz and Seguin each have a right to receive fifty percent (50%) of the water produced by the Corporation from the Corporation's Water System. Subject to the terms and conditions of this Contract, Schertz and Seguin each subordinate their right to receive water in equal amounts from Corporation so that Corporation may supply water to Customer in accordance with this Contract. Schertz and Seguin shall each remain unconditionally obligated to pay Corporation the amount due under the Corporation/City Contracts, but the Corporation, Schertz, and Seguin acknowledge and agree that the amounts payable by Schertz and Seguin should be reduced by the Corporation's actual receipt of the amounts paid by Customer under this Contract, so as between Corporation, Schertz, and Seguin and for the purposes of Section 3.05 of the Corporation/City Contract, the amounts paid by Customer to Corporation shall be considered to be proportionate payments of the Annual Payments required to be paid by Schertz and Seguin under the Corporation/City Contract.

Section 1.05. Source of Water. Customer agrees that the source of the water supplied by the Corporation will be from the Corporation's wells and water treatment plant located in Guadalupe County, once those wells and treatment plant are functional and acknowledges and agrees that the rate for water from those facilities may be higher than the rates for water from the Corporation's facilities located in Gonzales County. Corporation may, but shall not have any obligation under this Contract or otherwise, to supply water to Customer from the Corporation's wells and treatment plant located in Gonzales County, Texas and existing as of the Effective Date of this

Contract, unless (i) the Corporation is unable to fulfill its responsibilities and obligations to supply water to Customer from the Corporation's then-existing alternative sources of supply and (ii) the Corporation has water then-available that is projected to be in excess of the demands of customers under contracts with the Corporation entered into before the Effective Date of this Contract.

ARTICLE II
SPECIAL PROVISIONS

Section 2.01. Mutual Cancellation of Regional Water Supply Contract. Beginning on the Effective Date of this Contract, this Contract shall supersede and replace the Regional Water Supply Contract, as amended and extended. Amounts owed by Customer to the Corporation, Seguin, or Schertz pursuant to the Regional Water Supply Contract shall continue to be due and payable under the terms of this Contract. As partial consideration for this Contract, Customer waives all claims and causes of action, if any, that Customer may have under the Regional Water Supply Contract against the Corporation, Seguin, or Schertz. As partial consideration for this Contract, Corporation, Seguin, and Schertz each waive all claims and causes of action, if any, that Corporation, Seguin, and/or Schertz may have under the Regional Water Supply Contract against the Customer, save and except for any payments due and owed by Customer under the Regional Water Supply Contract, if any.

Section 2.02. Required Improvements at Point of Delivery. Corporation acknowledges Customer's recently added booster pump station at the Point of Delivery but Corporation requires, in accordance with recognized engineering practices and the applicable regulatory guidance, that Customer construct and install, at Customer's sole expense, a ground storage tank at the Point of Delivery with an airgap.

A. The ground storage tank with an air gap shall be constructed in accordance with plans and specifications submitted to, and approved by the Corporation, which approval shall not be unreasonably withheld or delayed.

B. Customer must complete the construction of the ground storage tank with air gap as soon as practical, which shall be no later than three (3) years from the Effective Date of this Contract. If Customer does not timely complete the ground storage tank with air gap by that date, Customer shall be in breach of this Contract and Corporation may suspend delivery of water.

C. All delivery of water from Corporation to Customer under this Contract shall be through an approved back-flow prevention method at the Point of Delivery prior to completion of the ground storage tank with air gap; and, then after the completion of the ground storage tank with air gap, only through the ground storage tank with air gap at

the Point of Delivery.

ARTICLE III
DELIVERY OF WATER

Section 3.01. Connection. Subject to the terms and conditions of this Contract, the Corporation will allow Customer to continue the existing connection of Customer's water system to the Corporation's Water System at the Point of Delivery.

Section 3.02. Delivery. The Corporation will deliver to Customer the water that is subject to the terms and conditions of this Contract at (or through) the Point of Delivery.

Section 3.03. Volume. The volume of water actually delivered by Corporation to the Customer under this Contract depends upon Customer's demand, but the amount of water delivered and the rate of delivery shall not exceed any of the following maximums:

Annual Maximum not to exceed 840 acre-feet (273,714,840 gallons);

Monthly Maximum not to exceed 70 acre-feet (22,809,570 gallons);

Daily Maximum not to exceed 750,000 gallons; and

Maximum Instantaneous not to exceed 782 gallons per minute (1.5 times the rate of 750,000 gallons per twenty-four hours.

Corporation will deliver the water to the Customer at the Point of Delivery at a minimum pressure of twenty pounds per square inch, except during those times when repairs, maintenance, or improvements are being performed on Corporation's water system or as a result force majeure. Corporation shall not be obligated to deliver water to the Customer at the Point of Delivery at a pressure exceeding twenty pounds per square inch, regardless of the maximum instantaneous flow allowed by this Contract.

The SCADA for the flow meter needs to be owned and controlled by Corporation and if Customer wants its own meter with SCADA or to monitor the Corporation's meter via SCADA, Customer may do so at its sole cost, but the Corporation will control the flow and bill on Corporation's meter and SCADA.

Section 3.04. Notice of Projected Requirements. By April 1 of each year, Customer shall notify Corporation of how much water Customer expects to take each month for the twelve months beginning on the next October 1 (such twelve month period beginning on October 1 and ending on the subsequent September 30 is a "Contract Year"). If Customer fails to provide Corporation with notice of the expected quantity of water to be taken in the upcoming Contract Year by April 1, then the Parties agree that Customer has agreed that the expected quantity of water to be taken in the upcoming Contract Year is the maximum amount of water allowed under this Contract.

Corporation shall not be obligated to deliver water to Customer in excess of the monthly amount unless Corporation has an additional supply available to deliver to Customer. To the extent that Customer's projected monthly demand for the upcoming Contract Year is less than the monthly maximum stated in Section 3.03 above, the Corporation may supply the excess to other persons for such upcoming Contract Year, provided such other person pays Corporation the Customer's portion of the debt service and fixed operation and maintenance charges allocated to the excess water, in which case Customer shall not be obligated to make such payment for such portion of water. Corporation shall have no duty to Customer, either express or implied, to market the excess water. For the Contract Year commencing on October 1, 2023, the Customer expects to take the maximum amount of water allowed under this Contract each month.

Section 3.05. Metering Station. At the Point of Delivery, the Customer at its own expense will maintain a site of sufficient size and configuration to install, operate, and maintain a valve, measuring, metering and recording devices, and other equipment or devices required by the Corporation (the "Metering Station"), together with a right of unrestricted ingress and egress between the site and a public road (the "Access Road"), electric power supply, and communication access. The location, size, and boundaries of the Metering Station and its location shall be subject to approval of the Corporation's Engineer. If the Metering Station is not located adjacent to a public street or road, then the Customer will construct, at its sole expense, an all-weather access road between the Metering Station and a public road and an intruder-resistant fence along the perimeter of the Metering Station that meets or exceeds Texas Commission of Environmental Quality standards.

Section 3.06. Metering Equipment. In accordance with this Section, at the Point of Delivery, the Customer at its own expense shall maintain all facilities and equipment required to receive water at the Point of Delivery. The materials and equipment required will be reasonably determined by the Corporation's Engineer. Corporation shall at its own expense review and approve the design, equipment and materials submitted by the Corporation's Engineer. All such piping and equipment that are not on the Customer's side of the meter will become the property of the Corporation. All such piping and equipment on the Customer's side of the meter shall remain the sole property of the Customer.

Section 3.07. Water Conservation, Drought Contingency, and other Required Plans. Customer shall cooperate with and assist Corporation in its efforts to develop and implement plans, programs, and rules to promote practices, techniques, and technologies that will reduce the consumption of water, reduce the loss or waste of water, or improve the efficiency in use of water. Corporation's obligations under this Contract shall be subject to water conservation plans, drought contingency plans, or any other plan adopted by Corporation and required or approved by the Texas Commission on Environmental Quality (the "TCEQ"), the Texas Water Development Board, or any other federal, state, or local regulatory authority with power to require or approve water conservation and drought contingency plans. As required by rules of

the TCEQ in effect on the Effective Date of this Contract, Customer shall develop and implement a water conservation plan or water conservation measures using the standards established by the TCEQ. If required by order of the TCEQ, Corporation may be required to implement water conservation strategies and, if Corporation is so ordered, then Customer will cooperate and consent to Corporation's implementation of such water conservation strategies required by the TCEQ. As required by TCEQ rules in effect on the Effective Date of this Contract, in case of a shortage of water resulting from drought, the water to be distributed by Corporation to its Customers will be distributed in accordance with the provisions of this Contract, or to the extent required by law.

Section 3.08. Water Quality. The water that Corporation delivers to Customer shall be of the same quality of water that Corporation delivers to the Cities. Customer has satisfied itself that such water is suitable for its needs. The quality of water to be supplied and delivered by the Corporation must meet the quality criteria prescribed by the TCEQ Drinking Water Standards Governing Drinking Water Quality and Reporting Requirements for Public Water Systems, 30 TAC Chapter 290, subchapter F.

Section 3.09. Title. The title to the water shall transfer from the Corporation to the Customer on the discharge side of the meter located at the Point of Delivery. To the extent permitted by law, each of the Parties hereto hereby agrees to save and hold each other Party hereto harmless from all claims, demands and causes of action which may be asserted by anyone on account of the transportation and delivery of said water while title remains in such Party.

Section 3.10. Approvals. Unless otherwise required by law, each consent, approval, or other official action required of the Customer, either of the Cities, or the Corporation by any provision of this Contract shall be deemed in compliance with this Contract when written evidence of such action, signed by the respective Authorized Representative (as defined in the Corporation/City Contract), is delivered to the Party who is to receive evidence of such action. The Customer and Cities will cooperate with the Corporation in the design, financing, acquisition, and construction of the Point of Delivery and related facilities, and will not take any action or fail to take any action (including, without limitation, any exercise or denial of its consent or approval of any action proposed to be taken by the Corporation or any of its agents hereunder), if taking or failing to take such action, respectively, would unreasonably delay or obstruct the completion of the Point of Delivery by the Corporation.

Section 3.11. Retail Use. Customer will not construct facilities for providing retail service or supply water to persons (as defined by state law) who will use the water outside Customer's service area as shown by the CCN maps on file with the TCEQ as of the Effective Date of this Contract. Customer will not supply water received under this Contract, directly or indirectly, to any other person (as defined by state law) who resells the water.

Section 3.12. Air Gap. The water delivered by the Corporation to the Customer will be delivered through an air gap into Customer's ground storage tank as required by Section 2.02.

Section 3.13. Additional Facilities. To the extent it is necessary for Corporation to modify the Corporation System to deliver water to Customer under this Contract, as determined by Corporation in its sole discretion, then Corporation will notify Customer in writing. Upon receipt of such notice, Customer may (i) make any such necessary modification(s) at Customer's sole cost, (ii) reduce the amount of Water delivered to Customer under this Contract in order to mitigate the need for such modification(s), (iii) coordinate with other water suppliers to find an alternative to which Corporation is also agreeable; or (iv) terminate this Contract for convenience in its sole discretion. Upon receipt of such notice from Corporation and until Customer either resolves the issue under the four options, above, or terminates this Contract, Corporation's obligation to provide water to Customer under this Contract shall be reduced to the maximum amount that Corporation, as determined in its sole discretion, can deliver to Customer without risk to the Corporation's Water System.

Section 3.14. Right of Access. During the term of this Contract, Customer grants Corporation a right of access upon Customer's property at or adjacent to the Point of Delivery for the purpose of observing compliance with this Contract. Corporation may exercise such right only during normal business hours after notice to Customer and Corporation will comply with Customer's customary safety requirements for access to the site.

ARTICLE IV
CUSTOMER PAYMENTS

Section 4.01. Connection Fee. Customer shall not be obligated to pay a connection fee.

Section 4.02. Monthly Payments.

A. Service Availability Charge. As consideration for the service to be provided to Customer under this Contract, beginning with the month after the Effective Date, Customer agrees to pay Corporation, on take or pay basis, monthly charges calculated by multiplying the rate specified in section 4.03 below, expressed in a rate per thousand gallons, by the number equal to 22,809,570 thousands of gallons, whether or not Customer demands or receives any water from Corporation under this Contract during the prior month.

B. Surcharge. Customer acknowledges that (i) Section 3.03 of this Contract specifies certain maximum rates of delivery; (ii) if Customer exceeds any of those specified maximum rates of delivery, then Corporation may not be able to satisfy the needs of its other Customers who are receiving water within their stated maximum rates of delivery; and (iii) the surcharge specified herein, depending upon the nature of the

exceedance, may not allow the Corporation to recover its costs. For those reasons, Customer agrees that Corporation may, upon an exceedance the maximum rates of delivery and with prior written notice, restrict the rate of flow at the Point of Delivery to the maximum allowed by this Contract by means of restrictors or other physical means, or by controlling the rate of flow at the delivery point by using SCADA or other controls, unless the Parties agree otherwise or in the event of an emergency. Notwithstanding the foregoing, if at any time, the rate of withdrawal exceeds the allowed maximum quantity specified in Section 3.03 of this Contract, then the charge for the water taken shall be two times the then-applicable rate per thousand gallons, plus any charge or penalty imposed by any groundwater conservation district, unless the Parties agree otherwise.

C. SSLGC Impact Fee. Customer shall be obligated by this Contract to pay Corporation monthly, beginning on the first day of the calendar month occurring after the Effective Date of this Contract and continuing each calendar month during the term of this Contract, a charge equal to the product of multiplying the number of new service connections made to within Zone 1 of the Customer's water system (Zone 1 is described below) during each prior calendar month (which shall be self-reported by Customer) multiplied by the Corporation's "Treatment Impact Fee," that is effective on the Effective Date, in order to pay for capital improvements described in Corporation's capital improvements plan, as that plan is reviewed and modified from time to time; provided, however, SHWSC shall not be required to pay Treatment Impact Fees for more than the number of 1,132 LUEs of water service, which is based upon SHWSC's alternative capacity requirement factor of 0.46 gallons per minute per connection; and provided further, that if such factor changes during the term of this Contract, then (i) this maximum number of LUEs shall be recalculated based upon the new factor and (ii) if the number of allowable LUEs is lowered, then Customer shall receive a refund from Corporation for the number of Treatment Impact Fees paid in excess of the then-current allowable number of LUEs. The source of the funds used by the Customer to pay the monthly fee is within Customer's discretion, other than the monthly charge shall not be payable from property taxes, but Customer may, if it chooses to do so, without Corporation's objection, collect the fee from service applicants and label the charge as "SSLGC Impact Fee pass-through." The "Treatment Impact Fee" assessed within Customer's Zone 1 of the Customer's water system will not exceed the "Treatment Impact Fee" assessed by the Corporation upon new development within the City of Schertz. The boundaries of Customer's Zone 1, as of the Effective Date is shown on a map provided by Customer to Corporation, which map shall be incorporated by reference into this Contract. Customer may not restrict the territory within the boundaries of Zone 1 as of the Effective Date without the prior consent of the Corporation.

Section 4.03. Rate.

A. The initial rate paid by Customer to Corporation shall equal the rate, including monthly debt service payments paid by Customer beginning October 1, 2022 and that initial rate shall increase on October 1, 2023 to $1.675 per thousand gallons for

Operation & Maintenance and lease payment expenses, plus an annual debt service charge of $343,414 payable on a monthly basis depending upon the number of days in the month. Corporation reserves the right to modify the rate from time to time. The rate will recover the costs of having the water available for use as Customer may require, up to the maximums stated in this Contract, specifically including but not limited to a proportionate share of the debt service and other deposits and transfers on the basis that the 840 acre feet per year bears to the total amount of water that Corporation is permitted to produce and transport during the same billing period, plus a risk premium as described in 4.03(B), below. Such costs shall not include any costs of the capital improvements are paid for by the Treatment Impact Fees.

B. Customer acknowledges that Corporation may include Customer in a separate Customer class from Schertz and Seguin because Schertz and Seguin are unconditionally obligated to pay the debt service on the Corporation's Bonds outstanding on the Effective Date of this Contract. **Customer specifically acknowledges that for the services and water obtained by Customer from Corporation under this Contract, the rate methodology allows the Corporation to recover an amount based upon a percentage of the net capital cost of the project from which the water supplied to Customer is obtained, characterized and referred to in this Contract as a risk premium payable by the Customer to the Corporation that is remitted or credited to the Cities in equal amounts, and to recover as a cost of service an amount to be used as a capital outlay for future water supply is fair and reasonable.**

Section 4.04. Due Date. The monthly charges for a month shall be paid in full on or before the twentieth day of the next month.

Section 4.05. Other Charges. In the event any sales or use taxes, or taxes, assessments, production fees or charges of any similar nature are imposed on production, storing, delivering, gathering, impounding, taking, selling, using, or consuming the water received by Customer from the Corporation, the amount of tax, assessment, or charge shall be borne by Customer, in addition to all other charges, and whenever Corporation shall be required to pay, collect, or remit any tax, assessment, or charge on water received by Customer, then Customer shall promptly pay or reimburse Corporation for the tax, assessment, or charge in the manner directed by Corporation.

Section 4.06. Default in Payments. All amounts due and owing to Corporation by Customer shall, if not paid when due, bear interest at the Texas post-judgment interest rate under Texas law from the date when due until paid, provided that such rate shall never be usurious or exceed the maximum rate as permitted by law as set forth in Chapter 1204, as amended, Texas Government Code. If any amount due and owing by Customer to Corporation is placed with an attorney for collection, Customer shall pay to Corporation, in addition to all other payments provided by this Contract, including interest, Corporation's collection expenses, including court costs and reasonable attorneys' fees. Corporation shall, to the extent permitted by law, suspend delivery of water to Customer if Customer remains delinquent in any payments due hereunder for a

period of sixty (60) days, and shall not resume delivery of water while Customer is so delinquent. Corporation may pursue all legal remedies against Customer to enforce and protect the rights of Corporation, the other Parties, and the holders of Corporation's bonds. It is understood that the foregoing provisions are for the benefit of the holders of Corporation's bonds.

Section 4.07. Pledge of Gross Revenue. Unless Customer has caused this contract to be approved and authorized by an election conducted by Customer pursuant to Texas Local Government Code, section 552.018(d) or other applicable law, Customer represents and covenants that all payments to be made by it under this Contract shall constitute reasonable and necessary "operating expenses" of its utility system, and that all such payments will be made from the gross revenues of its utility system. Customer represents and has determined that the water supply to be obtained from Corporation is absolutely necessary and essential to the present and future operation of its utility system, and, accordingly all payments required by this Contract to be made by Customer shall constitute reasonable and necessary operating expenses of Customer's utility system as described above with the effect that the obligation to make such payments from gross revenues of such utility system or systems shall have priority over any obligation to make any payments from such revenues, whether of principal, interest, or otherwise, with respect to all bonds or other obligations heretofore or hereafter issued by Customer. Customer agrees throughout the term of this Contract to continuously operate and maintain its utility system and to fix and collect such rates and charges for utility services to be supplied by its utility system as will produce gross revenues in an amount equal to at least all of its payments under this Contract.

Section 4.08. Payment under Protest. If Customer at any time disputes the amount to be paid by it to Corporation, Customer shall nevertheless promptly make the disputed payment or payments, but if it is subsequently determined by agreement or court decision that the disputed amount paid by Customer should have been less, or more, Corporation shall promptly revise the monthly payment in a manner that Customer, or Corporation, will recover the amount due.

Section 4.09. Customer Acknowledgments. By signing this Contract, Customer stipulates and agrees that Corporation and its other customers will be prejudiced if Customer avoids the obligation to pay the rates for water specified in this Contract while accepting the benefits of obtaining water from Corporation. Nothing in this Contract shall be construed as constituting an undertaking by Corporation to furnish water to Customer except pursuant to the terms of this Contract.

ARTICLE V
TERM OF CONTRACT, REMEDIES, AND INDEMNITY

Section 5.01. Term. This Contract shall be effective as of the Effective Date and shall continue in effect for a period of twenty (20) years from the Effective Date. This Contract may continue past such initial term for successive terms of one year each

unless at least sixty (60) days prior to the beginning of each such one-year term, including the first such one-year term, the Corporation, Customer, Schertz, or Seguin gives written notice to not extend this Contract.

Section 5.02. No Surviving Obligations. Upon termination, neither Customer nor Corporation will have any obligation to the other, except for payments due by the Customer to the Corporation at the time of termination.

Customer hereby acknowledges and agrees that it is obligated to develop alternate or replacement supplies of water prior to the expiration of the Term or any mutually agreed upon additional one-year period(s). Customer acknowledges that the supply of water pursuant to this Contract is for a specified term of years and that SSLGC will need the water provided hereunder to meet the Cities' future water supply needs. Neither Party shall be obligated to extend this Contract or enter into another water agreement for the benefit of the other Party.

Upon expiration of this Contract, SSLGC may close the valve at the Point of Delivery and after the valve is closed, it may not be reopened without the agreement of SSLGC, except as necessary to disconnect the Parties' Systems.

Section 5.03. Remedies. It is not intended hereby to specify (and this Contract shall not be considered as specifying) an exclusive remedy for any default, but all such other remedies (other than termination and damages) existing at law or in equity may be availed of by any Party hereto and shall be cumulative. Recognizing, however, that failure in the performance of any Party's obligations hereunder could not be adequately compensated in money damages alone, each Party agrees in the event of any default on its part that each Party shall have available to it the equitable remedy of mandamus and specific performance, in addition to any other legal or equitable remedies (other than termination and damages) which also may be available to each Party.

Section 5.04. Notice of Default Required. In the event a Party breaches any of its material obligations under this Contract, the other Party may provide the defaulting Party with written notice of the breach specifying the breach relied upon. The breaching Party will have the opportunity to cure the breach within (i) ten (10) business days from receipt of notice, if the breach is a monetary breach, or (ii) thirty (30) days after receipt of notice, if the breach is non-monetary; provided, however, if the breach results in a Party not being able to obtain water pursuant to this Contract, then the breaching Party shall cure the breach as soon as practical but no longer than twenty-four (24) hours. However if a non-monetary breach that does not result in the non-breaching Party being unable to take delivery of Water under this Contract cannot reasonably be cured within the 30-day period, the breaching Party will have a longer period of time, as reasonably necessary, to cure the breach, so long as the breaching Party commences to cure within the 30-day period and prosecutes the cure to completion with commercially reasonable diligence, and in any event, within ninety (90) days following receipt of the original notice. In addition to the other provisions of this Section 7.01, in the event Springs Hill has failed to timely pay Corporation in full as required under this Contract, then Corporation shall have the right, at its sole option,

and without liability to Springs Hill, to cease providing water to Springs Hill at the Point of Delivery until Springs Hill makes the payment to Corporation in full.

Section 5.05. Non-Binding Dispute Resolution. If any dispute between the Parties cannot be resolved to the mutual satisfaction of the Parties after meeting to resolve the dispute, then within three (3) business days following the notice to the other Party of the dispute, each Party to the dispute shall appoint an engineer with a minimum of ten (10) years' experience in designing or operating water systems in the greater San Antonio metropolitan area who shall confer and attempt to mutually agree upon a resolution of the disputed matter within ten (10) business days following their appointment. If the appointed engineers mutually agree on a resolution of the matter, the Parties agree to bring the agreed resolution to their governing bodies for approval. In the event that the appointed engineers cannot mutually agree on a resolution of the dispute, then within three (3) business days following the expiration of such ten-business-day resolution period, the engineers shall mutually appoint a disinterested engineer with a minimum of ten (10) years' experience in designing or operating water systems in the greater San Antonio metropolitan area that is not then employed by any Party to determine such matter within seven (7) business days following appointment. If the appointed engineers mutually agree on a resolution of the matter, the Parties agree to bring the agreed resolution to their governing bodies for approval. In the event of disputes relating to the appropriate amount of any cost, other than the rate adopted pursuant to this Contract, the dispute will be resolved with respect to comparable costs for comparable labor, materials or services rendered in connection with projects of comparable size. The Parties agree to implement the non-binding dispute resolution procedures provided for in this Section 5.05 prior to any Party exercising any of the applicable remedies provided for in Section 5.03 or 5.04, unless the dispute involves an emergency.

ARTICLE VI
METERING AND MEASUREMENT

Section 6.01. Unit of Measurement. The unit of measurement for water delivered hereunder shall be 1,000 gallons of water, U. S. Standard Liquid Measure.

Section 6.02. Measuring Equipment. In accordance with Sections 3.05 and 3.06 of this Contract, the Customer shall, at Customer's expense, furnish, install, operate and maintain the necessary electronic or other equipment and devices of standard type for measuring properly the quantity of water delivered at the Point of Delivery under this Contract. Such meter or meters and other equipment so installed shall remain the property of the Corporation. The Customer shall have access to such metering equipment at all reasonable times, but the reading, calibration, and adjustment thereof shall be done only by the employees or agents of the Corporation. For the purpose of this Contract, the original record or reading of the meter or meters shall be the journal or other record book of Corporation in its office in which the records of the employees or agents of the Corporation who take readings are or may be transcribed. Upon written request of Customer, the Corporation will give the

Customer a copy of such journal or record book, or permit the Customer to have access to the same in the office of the Corporation during reasonable business hours.

The Corporation shall test its meters annually, and if requested in writing by Customer to do so, in the presence of a representative of the Customer .The Parties shall jointly observe any adjustments which are made to the meters in case any adjustments shall be necessary, and if the check meters hereinafter provided for have been installed, the same shall also be calibrated by the Customer in the presence of a representative of Corporation and the Parties shall jointly observe any adjustment in case any adjustment is necessary. If the Customer shall in writing request Corporation to calibrate its meters and Corporation shall give the Customer notice of the time when any such calibration is to be made and a representative of the Customer is not present at the time set, the Corporation may proceed with calibration and adjustment in the absence of any representative of the Customer.

If either Party at any time observes a variation between the delivery meter or meters and the check meter or meters, if any such check meter or meters shall be installed, such Party will promptly notify the other Party, and the Parties hereto shall then cooperate to procure an immediate calibration test and joint observation of any adjustment and the said meter or meters shall then be adjusted to accuracy. Each Party shall give the other Parties forty-eight (48) hours' notice of the time of all tests of meters so that the other Parties may conveniently have a representative present.

If upon any test, the percentage of inaccuracy of any metering equipment is found to be in excess of accuracy limits as established in AVWVA Manual 6 – Testing of Meters, registration thereof shall be corrected for a period extending back to the time when such inaccuracy began, if such time is ascertainable, and if such time is not ascertainable, then for a period extending back one-half (½) of the time elapsed since the last date of calibration. If for any reason any meters are out of service or out of repair so that the amount of water delivered cannot be ascertained or computed from the reading thereof, the water delivered during the period such meters are out of service or out of repair shall be estimated and agreed upon by the Parties hereto upon the basis of the best data available. For such purpose, the best data available shall be deemed to be the registration of any check meter or meters if the same have been installed and are accurately registering. Otherwise, the amount of water delivered during such period may be estimated (i) by correcting the error if the percentage of the error is ascertainable by calibration tests or mathematical calculation, or (ii) by estimating the quantity of delivery by deliveries during the preceding periods under similar conditions when the meter or meters were registering accurately.

The Customer may, at Customer's option and expense, install and operate a check meter to check each meter installed by Corporation, but the measurement of water for the purpose of this Contract shall be solely by the Corporation's meters, except in the cases hereinabove specifically provided to the contrary. All such check meters shall be of standard make and shall be subject at all reasonable times to inspection and examination by any employee or agent of the Corporation, but the

reading, calibration and adjustment thereof shall be made only by the Customer, except during any period when a check meter may be used under the provisions hereof for measuring the amount of water delivered, in which case the reading, calibration and adjustment thereof shall be made by Corporation with like effect as if such check meter or meters had been furnished or installed by Corporation.

If Customer requests Corporation to test the Corporation's meter, either more frequently than once every year required by this Section or because the Corporation's meter and the Customer's check meter show different readings, the Customer will pay the cost of the test if the test shows that the meter is accurate (within accuracy limits as established in AWWA Manual 6 – Testing of Meters), but if the test shows that the meter is not accurate (in excess of accuracy limits as established in AWWA Manual 6 – Testing of Meters), then Corporation will pay the costs for conducting the test.

ARTICLE VII
GENERAL PROVISIONS

Section 7.01. Participation by the Parties. The Parties to this Contract each represent to the others that it is empowered by law to execute this Contract and other agreements and documents as are or may hereafter be required to accomplish the same; and that its execution of this Contract have been duly authorized by action of its governing body.

Section 7.02. Force Majeure. If by reason of Force Majeure any Party hereto shall be rendered unable wholly or in part to carry out its obligations under this Contract, then if such Party shall give notice and full particulars of such Force Majeure in writing to the other Party within a reasonable time after the occurrence of the event or cause relied on, the obligation of the Party giving such notice, so far as it is affected by such Force Majeure, shall be suspended during the continuance of the inability then claimed, but for no longer period, and any such Party shall endeavor to remove or overcome such inability with all reasonable dispatch. The term "Force Majeure" as employed herein shall mean acts of God, strikes, lockouts or other industrial disturbances, acts of public enemy, orders of any kind of the Government of the United States or the State of Texas, or any civil or military authority, insurrection, riots, epidemics, landslides, lightning, earthquake, fires, hurricanes, blue northers, storms, floods, washouts, droughts, arrests, restraint of government and people, civil disturbances, explosions, breakage or accidents to machinery, pipelines or canals, partial or entire failure of water supply, inability on the part of the Corporation to deliver water for any reason, or on account of any other causes not reasonably within the control of the Party claiming such inability.

Section 7.03. Modification. No change, amendment, or modification of this Contract shall be made or be effective that will affect adversely the prompt payment when due of all money required to be paid by the Customer under the terms of this Contract.

Section 7.04. Addresses and Notice. Unless otherwise provided herein, any notice, communication, request, reply, or advice (herein severally and collectively, for convenience, called "Notice") herein provided or permitted to be given, made, or accepted by any Party to the other parties must be in writing and may be given or be served by depositing the same in the United States mail postpaid and registered or certified and addressed to the Party to be notified, with return receipt requested, or by delivering the same to an officer of such Party, addressed to the Party to be notified. Notice deposited in the mail in the manner hereinabove described shall be conclusively deemed to be effective, unless otherwise stated herein, from and after the expiration of three (3) days after it is so deposited. Notice given in any other manner shall be effective only if and when received by the Party to be notified. For the purposes of notice, the addresses of the parties shall, until changed as hereinafter provided, be as follows:

If to the Corporation:

Manager
Schertz/Seguin Local Government Corporation
108 W. Mountain
Seguin, Texas 78155

If to the Customer:

Manager
Springs Hill Water Supply Corporation
P.O. Box 29
Seguin, Texas 78156

If to the Cities:

City Manager
City of Schertz, Texas
1400 Schertz Parkway
Schertz, Texas 78154

City Manager
City of Seguin, Texas
210 East Gonzales
Seguin, Texas 78155

The Corporation, the Customer, and the Cities hereto shall have the right from time to time and at any time to change their respective addresses and each shall have the right to specify as its address any other address by at least fifteen (15) days' written notice to the other Parties.

Section 7.05. State or Federal Laws, Rules, Orders, or Regulations. This Contract is subject to all applicable federal and State laws and any applicable permits, ordinances, rules, orders, and regulations of any local, state, or federal governmental authority having or asserting jurisdiction, but nothing contained herein shall be construed as a waiver of any right to question or contest any such law, ordinance, order, rule, or regulation in any forum having jurisdiction. The Customer, the Cities, and the Corporation represent that, to the best of their knowledge, no provisions of any applicable federal or State law, nor any permit, ordinance, rule, order, or regulation of either Party will limit or restrict the ability of either Party to carry out their respective obligations under or contemplated by this Contract.

Section 7.06. Severability. The Parties hereto specifically agree that in case any one or more of the sections, subsections, provisions, clauses, or words of this Contract or the application of such sections, subsections, provisions, clauses, or words to any situation or circumstance should be, or should be held to be, for any reason, invalid or unconstitutional, under the laws or constitutions of the State or the United States of America, or in contravention of any such laws or constitutions, such invalidity, unconstitutionality, or contravention shall not affect any other sections, subsections, provisions, clauses, or words of this Contract or the application of such actions, subsections, provisions, clauses, or words to any other situation or circumstance, and it is intended that this Contract shall be severable and shall be construed and applied as if any such invalid or unconstitutional section, subsection, provision, clause, or word had not been included herein, and the rights and obligations of the Parties hereto shall be construed and remain in force accordingly.

Section 7.07. Waiver. Notwithstanding anything to the contrary contained in this Contract, any right or remedy or any default hereunder, except the right of the Corporation to receive the payments from the Customer, which shall never be determined to be waived, shall be deemed to be conclusively waived unless asserted by a proper proceeding at law or in equity within two (2) years plus one (1) day after the occurrence of such default. No waiver or waivers of any breach or default (or any breaches or defaults) by any Party hereto or of the performance by any other party of any duty or obligation hereunder shall be deemed a waiver thereof in the future, nor shall any such waiver or waivers be deemed or construed to be a waiver of subsequent breaches or defaults of any kind, character or description, under any circumstances.

Section 7.08. Venue. All amounts due under this Contract, including, but not limited to, payments due under this Contract or damages for the breach of this Contract, shall be paid and be due in Guadalupe County, Texas, which is the County in which the principal administrative offices of the Corporation are located. It is specifically agreed among the parties to this Contract that Guadalupe County, Texas, is the place of performance of this Contract; and in the event that any legal proceeding is brought to enforce this Contract or any provision hereof, the same shall be brought in Guadalupe County, Texas.

Section 7.09. Succession and Assignment. This Contract is binding on and inures to the benefit of the Parties hereto and their respective successors, representatives, and assigns. This Contract may not be assigned by any Party hereto without prior written notice to and approval by the other parties, which consent may be withheld without cause. The provisions of this Section do not affect the assignment of the Corporation's rights under this Contract to the Trustee.

Section 7.10. Entire Contract. This Contract constitutes the entire agreement among the Parties with respect to the matters described herein.

Section 7.11. Applicable Law. This Contract shall be governed by and construed in accordance with the laws of the State of Texas, and the obligations, rights, and remedies of the Parties hereunder shall be determined in accordance with such laws without reference to the laws of any other state or jurisdiction, except for applicable federal laws, rules, and regulations.

Section 7.12. Counterparts. This Contract may be executed in counterparts, each of which shall be an original and all of which together shall constitute but one and the same instrument.

Section 7.13. Officers and Agents. No officer or agent of Corporation and the Cities, or Customer is authorized to waive or modify any provision of the Contract. No modifications to or rescission of this Contract may be made except by a written document signed by Corporation's, the Cities', and Customer's authorized representatives.

Section 7.14. Recitals. The Cities, the Customer, and the Corporation agree that the recitals in this Contract are true and correct and are incorporated into the terms of this Contract.

Section 7.15. Approval by Parties. Attached as Exhibit "A" are the official actions of Schertz, Seguin, and the Corporation evidencing approval of and consent to this Contract as required by the terms of the Corporation/City Contract.

Section 7.16. Condition Precedents. The Corporation's, Schertz', and Seguin's obligations in this Contract are contingent upon approval of this Contract by the Corporation, Schertz, and Seguin.

Section 7.18. No Third-Party Beneficiary. No Partnership. This Contract is not intended to confer any rights, privileges or causes of action upon any third party. The relationship of the Parties under this Contract is not and shall not be construed or interpreted to be a partnership, joint venture or agency. The relationship of the Parties shall be an independent contractor relationship. No Party shall have the authority to make any statements, representations or commitments of any kind, or to take any action, which shall be binding on the other Parties.

IN WITNESS WHEREOF, the Parties hereto acting under authority of their respective governing bodies have caused this Contract to be duly effective as of the day and year first above written, regardless if any Party's governing body approves this Contract after the stated Effective Date or whether a Party's representatives signs this Contract after the stated Effective Date.

SPRINGS HILL WATER SUPPLY CORPORATION

By: _____
James Martin
President, Board of Directors

Attest:
_____
Bernie Mueller
Secretary, Board of Directors

SCHERTZ/SEGUIN LOCAL GOVERNMENT CORPORATION

By: _____
Jack Hamlett
President, Board of Directors

Attest:
_____
Heath Anders
Secretary, Board of Directors

[Remainder of Page Intentionally Left Blank]
Additional Signature Pages to Follow

CITY OF SCHERTZ, TEXAS

By: _____
Ralph Gutierrez
Mayor

Attest:

_____
Sheila Edmondson
City Secretary

Approved as to form:

_____
City Attorney

CITY OF SEGUIN, TEXAS

By: _____
Donna Dodgen
Mayor

Attest:

_____
Naomi Manski
City Secretary

Approved as to form:

_____
City Attorney

Agenda No. 4.

CITY COUNCIL MEMORANDUM

City Council Meeting:	**September 5, 2023**
Department:	**Fire Department**
Subject:	**Resolution 23-R-91 - Mutual Aid Agreement - Joint Base San Antonio (JBSA) (S.Williams/G.Rodgers)**

BACKGROUND

The previous five-year agreement is set to expire at the end of the month and would be effective for the next five years, til 9/2028

GOAL

To continue to grow and maintain our relationship with our regional stakeholders as well as be able to give and receive assistance when it is necessary.

COMMUNITY BENEFIT

The city and the region will be better served through added resources that can help us respond in a more effective and efficient manner.

SUMMARY OF RECOMMENDED ACTION

The goal is to continue with working relationship for the foreseeable future.

RECOMMENDATION

To approve the city manager to sign the document on behalf of the city and allow the agreement to continue.

Attachments

Resolution 23-R-91

RESOLUTION NO. 23-R-91

A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF SCHERTZ, TEXAS AUTHORIZING THE CITY MANAGER TO ENTER INTO A MUTUAL AID AGREEMENT WITH JOINT BASE SAN ANTONIO

WHEREAS, each of the Parties hereto maintains equipment and personnel for the suppression of fires and the management of other emergency incidents occurring within areas under their respective jurisdictions; and

WHEREAS, as set forth in 42 U.S.C. § 1856 the term 'fire protection' includes personal services and equipment required for fire prevention, the protection of life and property from fire, firefighting, and emergency services, including basic medical support, basic and advanced life support, hazardous material containment and confinement, and special rescue incidents involving vehicular and water mishaps, and trench, building, and confined space extractions; and

WHEREAS, the Parties hereto desire to augment the fire protection capabilities available in their respective jurisdictions by entering into this Agreement.

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

Section 1. The City council hereby authorizes the city manager to enter into a mutual aid agreement with Joint Base San Antonio as attached in exhibit A.

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

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

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

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

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

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

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

CITY OF SCHERTZ, TEXAS

_____
Ralph Gutierrez, Mayor

ATTEST:

_____
Sheila Edmondson, City Secretary

Exhibit A

SCHERTZ FIRE DEPARTMENT

MUTUAL AID IN FIRE EMERGENCY SERVICES (US)

SCHERTZ FIRE DEPARTMENT

MUTUAL AID IN FIRE EMERGENCY SERVICES (US)

This Agreement will become effective on the date of the last signature to the Agreement and will remain in effect for five years. This Mutual Aid Agreement (the "Agreement") is made and entered between the Secretary of the Air Force (the "Air Force") acting by and through the Commander, Joint Base San Antonio and 502d Air Base Wing (JBSA - 502 ABW), pursuant to the authority of 42 U.S.C. § 1856a and the Fire Department of Schertz the "*Schertz Fire Department*". Together the Air Force and the *Schertz Fire Department* are hereinafter referred to as the "Parties".

WITNESSETH:

WHEREAS, each of the Parties hereto maintains equipment and personnel for the suppression of fires and the management of other emergency incidents occurring within areas under their respective jurisdictions; and

WHEREAS, as set forth in 42 U.S.C. § 1856 the term 'fire protection' includes personal services and equipment required for fire prevention, the protection of life and property from fire, firefighting, and emergency services, including basic medical support, basic and advanced life support, hazardous material containment and confinement, and special rescue incidents involving vehicular and water mishaps, and trench, building, and confined space extractions; and

WHEREAS, the Parties hereto desire to augment the fire protection capabilities available in their respective jurisdictions by entering into this Agreement.

NOW, THEREFORE, in consideration of the mutual covenants, obligations and agreements herein established, the Parties hereby agree as follows:

a. The authority to enter into this Agreement is set forth in 42 U.S.C. § 1856a, and Title 15 United States Code Section 2210, the regulations implementing same at Title 44 Code of Federal Regulations Part 151 Emergency Management and Assistance and AFI 32-2001, Fire and Emergency Services Program.

b. This Agreement will serve as the agreement between the Parties for securing to each mutual aid in fire protection services as defined above.

c. On request to a representative of the JBSA - 502 ABW fire department by a representative of the *Schertz Fire Department*, fire protection equipment and personnel of the JBSA - 502 ABW fire department will be dispatched to any point within the area for which the *Schertz Fire Department* normally provides fire

protection services as designated by the representatives of the *Schertz Fire Department*.

d. On request to a representative of the *Schertz Fire Department* by a representative of the JBSA - 502 ABW fire department, fire protection equipment and personnel of the *Schertz Fire Department* will be dispatched to any point within the jurisdiction of the JBSA - 502 ABW as designated by the representative of the JBSA - 502 ABW fire department.

e. Any dispatch of equipment and personnel by the Parties pursuant to this Agreement is subject to the following conditions:

(1) Any request for aid hereunder will include a statement of the amount and type of equipment and personnel requested and will specify the location to which the equipment and personnel are to be dispatched, but the amount and type of equipment and the number of personnel to be furnished will be determined by the responding organization. The requesting organization will ensure access to site for the responding organization.

(2) The responding organization will report to the officer in charge of the requesting organization at the location to which the equipment is dispatched and will be subject to the orders of that official.

(3) The responding organization will be released by the requesting organization when the services of the responding organization are no longer required or when the responding organization is needed within the area for which it normally provides fire protection.

(4) Sharing of non-encrypted Radio Frequencies/INTEROPERABILITY capability between agencies specifically during Mutual Aids for accountability of personnel and assets, including sharing of valuable information between Incident Command and firefighters.

(5) HAZMAT incident response will include the response to, and control and containment of any release or suspected release of any material suspected to be or known to be hazardous. Where the properties of a released material are not known, it will be considered hazardous until proven otherwise by the requesting organization using all technical resources available. Cleanup and removal of contained HAZMAT will be the responsibility of the requesting organization.

(6) In the event of a crash of an aircraft owned or operated by the United States or military aircraft of any foreign nation within the area for which the *Schertz Fire Department* normally provides fire protection services, the chief of the JBSA - 502 ABW fire department or his or her representative may assume full command on arrival at the scene of the crash.

(7) Regardless of local agencies assigning an incident safety officer, an Air Force representative will be assigned to act as the incident safety officer for 502 ABW Fire Department to observe Air Force support and operations at an incident. Local agencies are encouraged to assign a safety officer to observe the agencies support and operations at an incident on the installation.

f. Each Party hereby agrees that its intent with respect to the rendering of assistance to

the other Party under this Agreement is not to seek reimbursement from the Party requesting such assistance.

(1) Notwithstanding the above, the Parties hereby recognize that pursuant to the Section 11 of the Federal Fire Prevention and Control Act of 1974 (15 U.S.C. § 2210) and Federal regulations issued there under (44 Code of Federal Regulations Part 151), *Schertz Fire Department* is permitted to seek reimbursement for all or any part of its direct expenses and losses (defined as additional firefighting costs over normal operational costs) incurred in fighting fires on property under the jurisdiction of the United States. Furthermore, under the authority of 42 U.S.C. § 1856a, and pursuant to any applicable state or local IAW each Party hereby reserves the right to seek reimbursement from the other for all or any part of the costs (defined as additional firefighting costs over normal operational costs) incurred by it in providing fire protection services to the other Party in response to a request for assistance.

(2) Furthermore, *Schertz Fire Department* agrees to indemnify and hold harmless the United States from any liability that may arise from the use of fire-fighting foams, chemicals, or other materials by the Air Force in providing fire protection services to the *Schertz Fire Department*, which agreement to indemnify and hold harmless includes, but is not limited to, such uses that may result in hazardous substance exposure or pollution of or contamination to air, land, water, person or property or such uses that may result in response actions under CERCLA, RCRA, or any other federal, state, or local laws. Notwithstanding any other provision of this Agreement, termination of this Agreement shall in no way affect *Schertz Fire Department*'s obligation under this paragraph to indemnify and hold harmless the United States from any liability that may arise from the use of fire-fighting foams, chemicals, or other materials by the Air Force in providing fire protection services to the *Schertz Fire Department*, which obligation shall survive such termination.

g. Both Parties agree to implement the National Incident Management System during all emergency responses on and off Installations IAW National Fire Protection Association Standard 1561.

h. Each Party waives all claims against the other Party for compensation for any loss, damage, personal injury, or death occurring as a consequence of the performance of this Agreement. This provision does not waive any right of reimbursement pursuant to paragraph f.

i. All equipment used by *Schertz Fire Department* in carrying out this Agreement will, at the time of action hereunder, be owned by it; and all personnel acting for *Schertz Fire Department* under this Agreement will, at the time of such action, be an employee or volunteer member of *Schertz Fire Department*.

j. The rendering of assistance under the terms of this Agreement will not be mandatory; however, the Party receiving a request for assistance will endeavor to immediately inform the requesting Party if the requested assistance cannot be provided and, if assistance can be provided, the quantity of such resources as may be dispatched in response to such request.

k. Neither Party will hold the other Party liable or at fault for failing to respond to any request for assistance or for failing to respond to such a request in a timely manner or with less than optimum equipment and/or personnel, it being the understanding of the Parties that

each is primarily and ultimately responsible for the provision of fire protection services needed within their own jurisdictions.

l. Disputes.

Parties to Negotiate. If a dispute should arise, the Parties agree to first attempt to resolve the dispute using unassisted negotiation techniques (i.e., without the assistance of a neutral third party). Either Party may request in writing that unassisted negotiations commence. As part of the unassisted negotiation, the Parties shall consider employing joint fact-finding, if material factual disputes are involved, and shall use other early resolution techniques appropriate to the circumstances. If the dispute involves material issues of fact, the Parties may employ a neutral third party to provide a confidential evaluation of the issues of fact.

m. Alternative Dispute Resolution.

(1) If the dispute is not resolved within sixty (60) days after the request for unassisted negotiations, and the Parties do not mutually agree to continue the unassisted negotiations, the Parties shall employ alternative dispute resolution procedures involving nonbinding mediation of the dispute by a neutral third party. The alternative dispute resolution procedures employed shall include a confidential evaluation of both the facts and the law and the issuance of confidential recommendations by the neutral third party.

(2) By entering into this Agreement, the Parties have voluntarily adopted alternative dispute resolution procedures IAW 5 United States Code. § 572(c). These procedures shall not be employed if determined by either Party to be inappropriate after taking into consideration the factors enumerated at 5 United States Code. § 572(b). A Party rejecting alternative dispute resolution as inappropriate shall document its reasons in writing and deliver them to the other Party. The Parties shall enter into a master written alternative dispute resolution Agreement governing alternative dispute resolution proceedings that may be amended as needed to fit individual proceedings. (A template of an acceptable alternative dispute resolution agreement may be found at www.adr.af.mil).

(3) The Government's obligation to make any payment arising out of an agreement resolving a dispute under this Agreement is contingent upon the availability of funds proper for such payment. The *Schertz Fire Department* obligation to make any payment arising out of an agreement resolving a dispute under this Agreement is contingent upon the availability of funds proper for such payment.

n. All notices, requests, demands, and other communications which may or are required to be delivered hereunder will be in writing and will be delivered by messenger, by a nationally-recognized overnight mail delivery service or by certified mail, return receipt requested, at the following addresses:

For the Air Force:

JBSA - 502 ABW
c/o Commander
2080 Wilson Way, Bldg 247
Joint Base San Antonio – Fort Sam Houston, Texas 78234-7680

And:

Department of the Air Force
Air Force Civil Engineer Center/CXF
139 Barnes Dr, Suite 1
Tyndall AFB FL 32403-5319

And:

JBSA - 502 ABW
c/o Installation Fire Chief
1910 Kenly Avenue
Joint Base San Antonio - Lackland, Texas 78236

For Fire Department of Schertz

Schertz Fire Department
attention to Security and Fire Protection Manager
1400 Schertz Parkway, Bldg #8
Schertz, TX 78154

TERMS OF THE AGREEMENT

o. This Agreement will become effective on the date of the last signature to the Agreement and will remain in effect for five years. The Parties to this agreement shall conduct an annual review for currency to respective regulatory and policy guidance and shall acknowledge review by cover letter signature from both Parties' senior fire officers. Either Party may unilaterally terminate this Agreement during the Term by sending notification of its intent to terminate to the other Party at 180 days in advance of the proposed date of termination. Such notification will be in the form of a written submission to the other Party. Upon becoming effective, this Agreement will supersede and cancel all previous agreements between the Parties concerning the rendering of assistance from one to the other for the purposes stated in this Agreement.

p. The modification or amendment of this Agreement, or any of the provisions of this Agreement, will not become effective unless executed in writing by both Parties.

q. This Agreement may be executed in one or more counterparts, each of which will be deemed an original.

IN WITNESS WHEREOF, the Parties have caused this Agreement to be executed by their duly authorized representatives on the dates shown below:

FIRE DEPARTMENT

for City of Schertz

BY:_____

STEVE WILLIAMS
City Manager

THE UNITED STATES OF AMERICA

by the Secretary of the Air Force

BY:_____

RUSSELL D. DRIGGERS
Brigadier General, USAF
Commander,
Joint Base San Antonio and 502d A

Agenda No. 5.

CITY COUNCIL MEMORANDUM

City Council Meeting:	**September 5, 2023**
Department:	**Emergency Medical Services**
Subject:	**Resolution 23-R-90 - Approving a Resolution authorizing the City Manager to enter into an Interlocal Agreement and Business Associate Agreement with Southwest Texas Regional Advisory Council (STRAC) for a data management system for electronic patient care records (ePCR) and Fire records management system (FireRMS). (S. Williams/J. Mabbitt/G. Rodgers)**

BACKGROUND

Southwest Texas Regional Advisory Council (STRAC) is one of twenty-one regional advisory councils in Texas. STRAC and the other advisory councils are designated by the Texas Department of State Health Services (DSHS).

Schertz EMS and Schertz Fire have been participating in the regional data management system through STRAC for patient care reports (ePCR) and Fire reports (FireRMS) for the last several years.

STRAC manages this solution for area agencies to streamline day-to-day reporting, improving the collection of run data while providing reoccurring and on-demand State and custom reports as well as managing inventory and department equipment.

The Business Associate Agreement (BAA), provides for the security of public health information (PHI) to meet certain HIPAA (Health Insurance Portability and Accountability Act) requirements.

GOAL

Authorizing the City Manager to enter into an interlocal agreement with STRAC for a data management system for ePCR and FireRMS records.

COMMUNITY BENEFIT

To further eliminate duplicative processes and repetitive data entry, STRAC coordinates and manages the integration of ePCR and FireRMS to save additional time, money, and lives.

SUMMARY OF RECOMMENDED ACTION

Staff recommends approving the attached ILA and BAA authorizing the City Manager to enter into agreements with STRAC for a data management system for ePCR and FireRMS records.

FISCAL IMPACT

for EMS:
The annual base fee for the data management software is $3,000 and a fee of $3.00 per record/run. The FY 2024 records are estimated at 13,886 or $41,658. Total cost for EMS is estimated at $44,658. These funds have been accounted for in the FY24 budget. Future years will see a cost increase of 3% for each record/run.

for Fire:
The annual base fee for the data management software is $3,000 and a fee of $3.00 per record/run. The FY 2024 records are estimated at 5,112 or $15,336. Total cost for Fire is estimated at $18,336. These funds have been accounted for in the FY24 budget. Future years will see a cost increase of 3% for each record/run.

RECOMMENDATION

Staff recommends approval of Resolution No. 23-R-90

Attachments

Agreement - EMS

EMS - BAA

Fire - BAA

Resolution 23-R-90

Agreement - Fire

STRAC ELECTRONIC RECORDS MANAGEMENT SYSTEM (eRMS) PROJECT INTERLOCAL COOPERATION AGREEMENT

This PROJECT AGREEMENT ("**Agreement**"), is entered into by the following parties: the Southwest Texas Regional Advisory Council ("**STRAC**"), a Texas non-profit corporation created by Texas law and regulations, and City of Schertz, Texas ("**Agency**"), a political subdivision of the State of Texas.

Recitals

It is the purpose of this Agreement to establish a cooperative and mutually beneficial relationship between the parties and to set forth the relative responsibilities of the parties as they relate to the provision of certain electronic records management software (eRMS) services, as further described in Schedule A, by STRAC to Agency.

STRAC is the Regional EMS/Trauma Advisory Council designated by the Texas Department of State Health Services ("DSHS") in the STRAC region (Trauma Service Area – P, TSA-P).

STRAC has licensed certain eRMS software from ImageTrend for providing electronic records management software services, including electronic Patient Care Records (ePCR) and/or Fire Record Management System (FireRMS).

STRAC is designated by DSHS to design, implement and maintain the Regional EMS/Trauma, Disaster and Emergency Healthcare System for Trauma Service Area – P (TSA-P) and will provide overall coordination and management to the eRMS project and as such has an interest to provide cost effective software solutions to member agencies.

STRAC is providing the eRMS solution to eligible EMS member agencies, Fire Departments and other public safety agencies on a software as a service basis in a co-operative fashion, leveraging economies of scale by having multiple public safety member agencies subscribe through STRAC to utilize STRAC's pricing with ImageTrend for the eRMS system.

Agency has an interest in and need to have an electronic records management system to increase capability and performance for the jurisdiction or population it serves

Agreement

Accordingly, both Agency and STRAC agree as follows:

I. LEGAL AUTHORITY

STRAC represents and warrants that:

1. STRAC is a Texas non-profit corporation organized to provide one or more governmental functions and services described in Texas Administrative Code Title 25, Part 1, Chapter 157.
2. STRAC possesses adequate legal authority to enter into this Agreement.
3. The governing body of STRAC believes that this Agreement is beneficial to the public.
4. STRAC has valid and enforceable licenses and all other necessary legal authority to grant Agency the right to use the software services to be provided under this Agreement.

The Agency represents and warrants that:

1. The Agency possesses adequate legal authority to enter into this Agreement.

2. The governing body of the Agency believes that this Agreement is beneficial to the public and that the Agency has the legal authority to provide the governmental function which is the subject of this Agreement.
3. The Agency is an active member in good standing and is licensed through the Texas DSHS.

II. STATEMENT OF SERVICES TO BE PERFORMED:

STRAC shall provide services as set forth in the attached "Schedule (A), eRMS Project."

Services listed in Schedule (A) provided by STRAC under this Agreement or assigned to the Agency as eRMS Project-specific services are provided to the Agency by STRAC at the rates in Schedule (B), eRMS Project Pricing. The Agency is responsible for all costs associated with implementing and operating the eRMS Project as provided for in the attached Schedules, including all costs of wireless data, GPS and hardware equipment and any utility services required to enable the eRMS Project to function correctly.

Schedules (A) and (B), are incorporated in this Agreement for all purposes.

III. TERM OF AGREEMENT:

This Agreement is effective as of the 06/08/2023 ("Effective Date.") The initial term of this Agreement continues for one (1) year from the Effective Date ("Term"). At the end of the Term, this Agreement automatically renews on each anniversary of the Effective Date for five (5) consecutive years, unless earlier terminated by the parties in accordance with paragraph IV. The maximum duration of this contract is six (6) years.

IV. TERMINATION AND DISPUTE RESOLUTION:

This Agreement may be terminated by either the Agency or STRAC if either party in its sole discretion requests termination in writing to the other party, with 60 days prior notice.

When mediation is acceptable to both parties in resolving a dispute arising under this Agreement, the parties agree to use a mutually agreed upon mediator, or a person appointed by a court of competent jurisdiction, for mediation as described in section 154.023 of the Texas Civil Practice and Remedies Code. Unless both parties are satisfied with the result of the mediation, the mediation is not a final and binding resolution of the dispute. All communications within the scope of the mediation shall remain confidential as described in section 154.073 of the Texas Civil Practice and Remedies Code, unless both parties agree, in writing, to waive the confidentiality.

V. VENUE

This Agreement and all of the transactions described herein shall be governed by and construed in accordance with the laws of the State of Texas. All obligations under this Agreement are performable in Bexar County, Texas.

VI. GENERAL PROVISIONS:

1. This Agreement is entered into by the duly authorized officials of each respective party.
2. Any notice required pursuant to this Agreement must be in writing and is properly given if hand delivered, or sent by certified or registered mail, or overnight courier service, to the

parties either at the address below for or at such other address as the parties from time to time specify by written notice pursuant to this Section. Any such notice is considered delivered on the date of delivery if hand delivered, or upon confirmation if sent by certified or registered mail or an overnight courier service.

If to STRAC:
STRAC
Attention: Executive Director
7500 Highway 90 West
AT&T Building, Suite 200
San Antonio, Texas 78227

If to Agency:
Schertz EMS Department
1400 Schertz Parkway Building 7
Schertz, TX 78154

3. To the extent authorized by the laws of the State of Texas, STRAC and the Agency are not liable for any lost profits, special, incidental, consequential, or punitive damages, for breach of any express or implied warranties or otherwise. STRAC and the Agency do not warrant, expressly or implied, and does not represent that the software or services provided under this Agreement are without defect, interruption, or suited for particular purposes or uses.
4. During the term of this Agreement and any extensions of it, the Agency, to the extent permitted by law assumes liability arising from the misuse or erroneous employment, deployment, redeployment, and reconstitution of the eRMS Project and supporting equipment in accordance with the provisions of law and regulations which govern its activities. This assumption of liability does not apply to claims of infringement of intellectual property rights for actions that are not in breach of this Agreement.
5. If any provision of this Agreement is held to be illegal, invalid or unenforceable in any respect, such illegality, invalidity or unenforceability shall not affect any other provision of this Agreement, and this Agreement shall be construed as if that invalid, illegal or unenforceable provision had never been included in this Agreement. In computing any period of time pursuant to this Agreement, the first day is excluded and the last day included except that if the last day falls on a Saturday, Sunday, or a day Agency has declared a holiday for its employees, these days shall be omitted. All hours stated in this Agreement are stated in Central Time as recognized in San Antonio, Texas. Words of any gender in this Agreement shall be construed to include any other genders and words in singular shall be construed to include plural and vice versa unless the context in the Agreement clearly requires otherwise. Headings and titles at the beginning of the various provisions of this Agreement have been included only to make it easier to locate the subject matter covered by that part, section or subsection and are not to be used in interpreting this Agreement.
6. Both parties understand that each will fulfill its responsibilities under this Agreement in accordance with the provisions of law and regulations which govern their activities. Nothing in this Agreement is intended to negate or otherwise render ineffective any such provisions or operating procedures. If at any time either party is unable to perform its functions under this Agreement consistent with such party's statutory and regulatory mandates or authority, the affected party shall immediately provide written notice to the other to establish a date for mutual resolution of the conflict. Resolution may include forfeiture of the use and return to STRAC of those assets described in the Schedule (A).
7. Assignment. The parties to this Agreement shall not assign any of the rights or obligation under this Agreement without the prior written consent of the other party. No official,

employee, representative or agent of Agency has the authority to approve any assignment under this Agreement unless that specific authority is expressly granted by Agency. The terms, provisions, covenants, obligations and conditions of this Agreement are binding upon and inure to the benefit of the successors in interest and the assigns of the parties to this Agreement if the assignment or transfer is made in compliance with the provisions of this Agreement. Without the prior written approval or the prior written waiver of this right of approval from Agency, STRAC shall not enter into any subcontracts for any service or activity relating to the performance of this Agreement other than the contract with ImageTrend. STRAC acknowledges that no officer, agent, employee or representative of the Agency, has the authority to grant such approval or waiver unless expressly granted that specific authority by Agency

8. If a change of name is required, the Agency shall be notified immediately. No change in the obligation of or to STRAC will be recognized until it is approved by the Agency.
9. This Agreement constitutes the entire agreement of the parties with respect to the subject matter of it, and supersedes any prior understanding or written or oral agreements between the parties with respect to the subject matter of this Agreement.
10. No amendment, modification, or alteration of the terms of the Agreement is binding on either party unless the same is in writing, is dated subsequent to the date of this Agreement, and is duly executed by the party against whom enforcement is sought except that the Agency may, with consent of STRAC, at any time, by written document, make changes within the general scope of this Agreement in any aspect of Agreement to correct errors of a general administrative nature or other mistakes, the correction of which does not affect the scope of the Agreement and does not result in expense to the STRAC.
11. Each person signing this Agreement on behalf of a party confirms for the benefit of the other party that any requisite approvals from the governing body of the signing party have been obtained, and all prerequisites to the execution, delivery, and performance of this Agreement have been obtained by or on behalf of that party.
12. Force Majeure – Either party may be excused from performance under this Agreement for any period that the party is prevented from performing its obligations in whole or in part as a result of any act of God, war, civil disturbance, epidemic, court order, or other event outside the control of such party, provided the party seeking to be excused has prudently and promptly acted to take any and all reasonable corrective measures that are within that party's control.
13. Neither party has authority for or on behalf of the other as to the subject matter of this Agreement, except as provided in this Agreement. No other authority, power, partnership, use, or rights are granted or implied except as provided by Texas or federal laws and regulations, and as defined in the Agreement and Schedule (A) to it.
14. Neither party may incur any debt, obligation, expense, or liability of any kind on behalf of the other party without the other party's express written approval.
15. To the extent permitted by law, the Agency will defend and indemnify STRAC, its directors, employees, agents, and representatives (the "Indemnitees") and hold the Indemnitees harmless against any damage, claims, suits, actions, liabilities, loss, penalties, costs, and expenses including, without limitation, reasonable attorneys' fees arising out of or alleged to have arisen from or in any way connected to:

    i. The misuse by the Agency of the eRMS Project and issued equipment.
    ii. a breach of any of the representations, warranties, or obligations of this agreement by the Agency; and/or
    iii. any claim (whether founded or unfounded) of any nature or character, arising out of or alleged to have arisen from or in any way connected to any actual or alleged

negligence or dishonesty of, or any actual or alleged act of commission or omission by the Agency or any of its employees, agents, representatives or contractors.

16. STRAC will defend and indemnify the Agency, its elected officials, directors, officers, employees, agents and representatives (the "Agency Indemnities") and hold the Agency Indemnities harmless against any damages, claims, suits, actions, liabilities, loss, penalties, costs, and expenses including without limitation reasonable attorneys' fees arising out of or alleged to have arisen from or in any way connected to:

    i. any infringement of any applicable copyrights, licenses or other intellectual property or proprietary rights which may exist on materials used in this Agreement and any rights granted to Agency shall apply for the duration of this Agreement.
    ii. a breach of any of the representations, warranties, or obligations of this Agreement by STRAC; and/or
    iii. any claim (whether founded or unfounded) of any nature or character arising out of or alleged to have arisen from or in any way connected to any actual or alleged negligence or dishonesty of, or any actual or alleged act of commission or omission by STRAC, or any of its employees, agents, representatives or contractors.

17. STRAC certifies that at the time of execution of this Agreement, it is not on the federal government's list of suspended, ineligible, or debarred contractors. If the STRAC is placed on the list during the term of this Agreement, STRAC shall notify the Agency. False certification or failure to notify may result in terminating this Agreement.

AGREEMENT SIGNATURES:

The undersigned parties bind themselves to the faithful performance of the Agreement. It is mutually understood that this Agreement shall be effective if signed by a person authorized to do so according to the normal operating procedures of that party. If the governing body of a party is required to approve this Agreement, it does not become effective until approved by the governing body of that party. In that event, when this Agreement is executed by the duly authorized official(s) of the party as expressed in an approving resolution or order of the governing body of that party, a copy of the resolution or order shall be attached to this Agreement.

[Remainder of Page Intentionally Blank; Signature Page Attached]

[Signature Page to STRAC eRMS Agreement]

APPROVED AS TO FORM AND LEGALITY:		
		City of Schertz EMS Department
		By: _____ Steve Williams, City Manager _____ Date of Signature
APPROVED AS TO FORM AND LEGALITY:		
		Southwest Texas Regional Advisory Council
		By: _____ Eric Epley, Executive Director _____ Date of Signature

SCHEDULE (A)
eRMS PROJECT

I. Project Description

The eRMS Project shall include the provision of Fire and EMS records management service Agency on a Software as a Service basis. The system includes:

- Patient Care Reporting
- Fire Incident Reporting
- Personnel Management
- Continuous Quality Improvement Module
- Community Health Records Management
- Training Records Management
- Activity Tracking
- Inventory Management
- Occupancies and Fire Inspections
- Reporting, Dashboards, and Data Analysis
- Integration with Agency CAD system
- Integration with Agency monitor/defibrillator hardware
- State compliant NEMSIS reporting
- State compliant NFIRS reporting
- STRAC technical support

II. Purpose of the eRMS Project

The eRMS Project supports day to day operations of agencies in TSA-P while also increasing efficiencies with regard to patient care documentation, patient billing, performance improvement, reporting and Fire and EMS operations.

III. Compliance with Copyrights

STRAC warrants that all applicable copyrights, licenses and other intellectual property and proprietary rights which may exist on materials used in this Agreement and any rights granted to Agency shall apply for the duration of this Agreement have been adhered to and further warrants that Agency shall not be liable for any infringement of these copyrights, licenses and other rights.

----- End of Schedule A -----

SCHEDULE (B)
eRMS Project Pricing

I. Rates

STRAC shall invoice Agency based on the following rates:

eRMS Software Service:

Annual Fees:

Annual Agency Fee: $3,000/year (billed annually each September 1 for life of agreement)

Per Run Fee: $3.00/run (plus 3% annual increase effective each September 1 for life of agreement) based on the actual number of total runs in the previous agreement period of September 1 thru August 31. Runs are defined as those with unique incident run numbers. For example, an incident with a unique run number that generates multiple patients or an incident with a unique run number that has a fire and EMS response is counted as a single run.

Example Calculations for First Fiscal Year and Second Fiscal Year

First Year price for Schertz EMS Department starting September 1, 2023:

Actual Number of Runs in prior calendar year as provided in your initial quote: 13,886
Per Run Fee: $3.00

Fees	Qty	Unit Price	TOTAL
Annual Agency Fee	1	$3,000.00	$3,000.00
Annual Per Run Fee	13,886	$3.00	$41,658.00
TOTAL Fees			**$44,658.00**

Agency Annual Fee: $3,000
Agency Run Volume Fee: 13,886 runs x $3.00= $15,336.00
Total: $44,658.00

Second Year price for Schertz EMS Department starting September 1, 2024:

Actual Number of Runs in prior year agreement period (9/1/23 thru 8/31/24)
Per Run Fee: $3.00 x 3% annual increase = $3.09/Run

Fees	Qty	Unit Price	TOTAL
Annual Agency Fee	1	$3,000.00	$3,000.00
Annual Per Run Fee	13,900 (est).	$3.09	$42,951.00

TOTAL Fees			**$45,951.00**

Agency Annual Fee: $3,000
Agency Run Volume Fee: 13,900 estimated runs x $3.09= $42,951.00
Total: $45,951.00

(for example purposes only; not binding)

II. INVOICING/PAYMENTS:

STRAC shall provide Agency with an Internal Revenue Form W-9, Request for Taxpayer Identification Number and Certification, that is completed in compliance with the Internal Revenue Code and its rules and regulations before any funds are payable.

Agency shall pay STRAC by check upon satisfactory deployment and annually thereafter. STRAC will submit an invoice to the address below:

Schertz EMS Department
1400 Schertz Parkway Building 7
Schertz, TX 78154

Invoices shall include at least the following information:

- name, address, and telephone number of STRAC
- name, address, and telephone number of payment location if different from STRAC address;
- Agency Contract number;
- identification of department deployed, products or services as outlined in this Agreement;
- quantity or quantities, applicable unit prices, total prices, and total amount; and
- any additional payment information called for by this Agreement.

Payment shall be deemed to have been made on the date of mailing of the check. Agency may choose to make payment through a withhold of their County 911 funds.

Accrual and payment of interest on overdue payments shall be governed by TEX. GOV'T CODE ANN., ch. 2251.

III. Business Records

STRAC shall maintain and make available all books, documents, and other evidence pertinent to the costs and expenses of this Agreement for inspection, audit or reproduction by any authorized representative of Agency to the extent this detail will properly reflect these costs to Agency. All required records shall be maintained until an audit is completed and all required questions arising therefrom are resolved, or three (3) years after completion of the Agreement term, whichever occurs first; however, the records shall be retained beyond the third year if an audit is in progress or the findings of a completed audit have not been resolved satisfactorily.

----- End of Schedule (B) -----

Southwest Texas Regional Advisory Council

Business Associate Agreement Provisions

This Business Associate Agreement (the "Agreement"), is made as of the 8th day of June, 2023 (the "Effective Date"), by and between Business Associate and Covered Entity (collectively the "Parties") to comply with privacy standards adopted by the U.S. Department of Health and Human Services as they may be amended from time to time, 45 C.F.R. parts 160 and 164 ("the Privacy Rule") and security standards adopted by the U.S. Department of Health and Human Services as they may be amended from time to time, 45 C.F.R. parts 160, 162 and 164, subpart C ("the Security Rule"), and the Health Information Technology for Economic and Clinical Health (HITECH) Act, Title XIII of Division A and Title IV of Division B of the American Recovery and Reinvestment Act of 2009 and regulations promulgated there under and any applicable state confidentiality laws.

RECITALS

WHEREAS, Business Associate provides City of Schertz EMS Department electronic patient care record and management system and/or clinical registries to or on behalf of Covered Entity;

WHEREAS, in connection with these services, Covered Entity discloses to Business Associate certain protected health information that is subject to protection under the HIPAA Rules; and

WHEREAS, the HIPAA Rules require that Covered Entity receive adequate assurances that Business Associate will comply with certain obligations with respect to the PHI received in the course of providing services to or on behalf of Covered Entity.

NOW THEREFORE, in consideration of the mutual promises and covenants herein, and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties agree as follows:

A. Definitions. Terms used herein, but not otherwise defined, shall have meaning ascribed by the Privacy Rule and the Security Rule.

1. Breach. A "breach" under the Privacy Rule § 164.402 means the acquisition, access, use, or disclosure of protected health information in a manner not permitted under Subpart E of this part which compromises the security or privacy of the protected health information.

2. Business Associate. "Business Associate" shall mean **Southwest Texas Regional Advisory Council [STRAC]**.

3. Covered Entity. "Covered Entity" shall mean **AGENCY**

4. Designated Record Set. "Designated Record Set" under the HIPAA Privacy Rule 45 C.F.R. § 164.501 is a group of records maintained by or for a Covered Entity that is: (i) the medical records about Individuals maintained by or for a covered health care provider; (ii) The enrollment, payment, claims adjudication, and case or medical management record systems maintained by or for a health plan; or (iii) used, in whole or in part, by or for the covered entity to make decisions about individuals. For purposes of this definition, the term "record" means any item, collection, or grouping of information that includes protected health information and is maintained, collected, used, or disseminated by or for a covered entity.

5. HIPAA Rules. The Privacy Rule and the Security Rule and amendments codified and promulgated by the HITECH Act are referred to collectively herein as "HIPAA Rules."

6. Individual. "Individual" shall mean the person who is the subject of the protected health information.

7. Protected Health Information ("PHI"). "Protected Health Information" or PHI shall mean individually identifiable health information that is transmitted or maintained in any form of the STRAC Clinical registries and electronic patient care records.

8. Required by Law. "Required by Law" shall mean a mandate contained in law that compels a use or disclosure of PHI.

9. Secretary. "Secretary" shall mean the Secretary of the Department of Health and Human Services or his or her Designee.

10. Sensitive Personal Information. As defined in Texas Business and Commerce Code (TBCC) Chapter 521, "Sensitive Personal Information" shall mean an individual's first name or last name in combination with any one or more of the following items, if the name and the items are not encrypted: a) social security number; driver's license number or government-issued identification number; account number or credit or debit card number in combination with any required security code, access code, or password that would permit access to an individual's financial account; or b) information that identifies an individual and relates to (1) the physical or mental health or condition of the individual; (2) the provision of health care to the individual; or 3) payment for the provision of health care to the individual.

11. Unsecured PHI. "Unsecured PHI" shall mean PHI that is not rendered unusable, unreadable, or indecipherable to unauthorized individuals through the use of a technology or methodology specified by the Secretary in the

guidance issued under section 13402(h)(2) of Public Law 111-5 on the HHS Web site.

B. Purposes for which PHI May Be Disclosed to Business Associate. In connection with the services provided by Business Associate to or on behalf of Covered Entity described in this Agreement, Covered Entity may disclose PHI to Business Associate for the purposes of system management and administration, creation of data extracts, creation and management of reports, data aggregation, systems performance improvement, and research.

C. Obligations of Covered Entity. The covered entity shall:

1. provide Business Associate a copy of its Notice of Privacy Practices ("Notice") produced by Covered Entity in accordance with 45 C.F.R. 164.520 as well as any changes to such Notice;

2. provide Business Associate with any changes in, or revocation of, authorizations by Individuals relating to the use and/or disclosure of PHI, if such changes affect Business Associate's permitted or required uses and/or disclosures;

3. notify Business Associate of any restriction to the use and/or disclosure of PHI to which Covered Entity has agreed in accordance with 45 C.F.R. 164.522, to the extent that such restriction may affect Business Associate's use or disclosure of PHI;

4. not request Business Associate to use or disclose PHI in any manner that would not be permissible under the Privacy rule if done by the Covered entity;

5. notify Business Associate of any amendment to PHI to which Covered Entity has agreed that affects a Designated Record Set maintained by Business Associate;

6. Notify affected individuals of breaches in accordance with the breach notification provisions codified at 45 C.F.R. § 160.103 and section 13402 of the Health Information Technology for Economic and Clinical Health (HITECH) Act.

D. Obligations of Business Associate. Business Associate agrees to comply with applicable federal and state confidentiality and security laws, specifically the provisions of the HIPAA Rules applicable to business associates, including:

1. Use and Disclosure of PHI. Except as otherwise permitted by this Agreement or applicable law, Business Associate shall not use or disclose PHI except as necessary to provide Services described above to or on behalf of Covered Entity, and shall not use or disclose PHI that would violate the HIPAA Rules if

used or disclosed by Covered Entity. Business Associate may use and disclose PHI as necessary for the proper management and administration of Business Associate, or to carry out its legal responsibilities. Business Associate shall in such cases:

(a) provide information and training to members of its workforce using or disclosing PHI regarding the confidentiality requirements of the HIPAA Rules and this Agreement;

(b) obtain reasonable assurances from the person or entity to whom the PHI is disclosed that: (a) the PHI will be held confidential and further used and disclosed only as Required by Law or for the purpose for which it was disclosed to the person or entity; and (b) the person or entity will notify Business Associate of any instances of which it is aware in which confidentiality of the PHI has been breached; and

(c) agree to notify the designated Privacy Officer of Covered Entity of any instances of which it is aware in which the PHI is used or disclosed for a purpose that is not otherwise provided for in this Agreement or for a purpose not expressly permitted by the HIPAA Rules.

2. Data Aggregation. In the event that Business Associate works for more than one Covered Entity, Business Associate is permitted to use and disclose PHI for data aggregation purposes, however, only in order to analyze data for permitted health care operations, and only to the extent that such use is permitted under the HIPAA Rules.

3. De-identified Information. Business Associate may use and disclose de-identified health information to include Limited Data Sets in compliance with the HIPAA Rules. Moreover, Business Associate shall review and comply with the requirements defined under Section E of this Agreement.

4. Safeguards.

(a) Business Associate shall maintain appropriate safeguards to ensure that PHI is not used or disclosed other than as provided by this Agreement or as required by Law. Business Associate shall implement administrative, physical and technical safeguards that reasonably and appropriately protect the confidentiality, integrity, and availability of any paper or electronic PHI it creates, receives, maintains, or transmits on behalf of Covered Entity.

(b) Business Associate shall assure that all PHI be secured when accessed by Business Associate's employees, agents or subcontractor. Any access to PHI by Business Associate's employees, agents or

subcontractors shall be limited to legitimate business needs while working with PHI.

5. Minimum Necessary. Business Associate shall ensure that all uses and disclosures of PHI are subject to the principle of "minimum necessary use and disclosure," i.e., that only PHI that is the minimum necessary to accomplish the intended purpose of the use, disclosure, or request is used or disclosed; and, the use of limited data sets when possible.

6. Disclosure to Agents and Subcontractors. If Business Associate discloses PHI received from Covered Entity, or created or received by Business Associate on behalf of Covered Entity, to agents, including a subcontractor, Business Associate shall require the agent or subcontractor to agree to the same restrictions and conditions as apply to Business Associate under this Agreement. Business Associate shall ensure that any agent, including a subcontractor, agrees to implement reasonable and appropriate safeguards to protect the confidentiality, integrity, and availability of the paper or electronic PHI that it creates, receives, maintains, or transmits on behalf of the Covered Entity. [45 CFR 164.504(e)(2,3,4), 164.502(e)(1)(ii)]

7. Individual Rights Regarding Designated Record Sets. If Business Associate maintains a Designated Record Set on behalf of Covered Entity Business Associate agrees as follows:

   (a) Individual Right to Copy or Inspection. Business Associate agrees that if it maintains a Designated Record Set for Covered Entity that is not maintained by Covered Entity, it will permit an Individual to inspect or copy PHI about the Individual in that set as directed by Covered Entity to meet the requirements of 45 C.F.R. § 164.524. If the PHI is in electronic format, the Individual shall have a right to obtain a copy of such information in electronic format and, if the Individual chooses, to direct that an electronic copy be transmitted directly to an entity or person designated by the individual in accordance with HITECH section 13405 (c). Under the Privacy Rule, Covered Entity is required to take action on such requests as soon as possible, but not later than 30 days following receipt of the request. Business Associate agrees to make reasonable efforts to assist Covered Entity in meeting this deadline. The information shall be provided in the form or format requested if it is readily producible in such form or format; or in summary, if the Individual has agreed in advance to accept the information in summary form. A reasonable, cost-based fee for copying health information may be charged. If Covered Entity maintains the requested records, Covered Entity, rather than Business Associate shall permit access according to its policies and procedures implementing the Privacy Rule.

(b) Individual Right to Amendment. Business Associate agrees, if it maintains PHI in a Designated Record Set, to make amendments to PHI at the request and direction of Covered Entity pursuant to 45 C.F.R. 164.526. If Business Associate maintains a record in a Designated Record Set that is not also maintained by Covered Entity, Business Associate agrees that it will accommodate an Individual's request to amend PHI only in conjunction with a determination by Covered Entity that the amendment is appropriate according to 45 C.F.R. § 164.526.

(c) Accounting of Disclosures. Business Associate agrees to maintain documentation of the information required to provide an accounting of disclosures of PHI, whether PHI is paper or electronic format, in accordance with 45 C.F.R. § 164.528 and HITECH Sub Title D Title VI Section 13405 (c), and to make this information available to Covered Entity upon Covered Entity's request, in order to allow Covered Entity to respond to an Individual's request for accounting of disclosures. Under the Privacy Rule, Covered Entity is required to take action on such requests as soon as possible but not later than 60 days following receipt of the request. Business Associate agrees to use its best efforts to assist Covered Entity in meeting this deadline but not later than 45 days following receipt of the request.

8. Internal Practices, Policies and Procedures. Except as otherwise specified herein, Business Associate shall make available its internal practices, policies and procedures relating to the use and disclosure of PHI, received from or on behalf of Covered Entity to the Secretary or his or her agents for the purpose of determining Covered Entity's and/or Business Associate's compliance with the HIPAA Rules, or any other health oversight agency, or to Covered Entity. Records requested that are not protected by an applicable legal privilege will be made available in the time and manner specified by Covered Entity or the Secretary.

9. Notice of Privacy Practices. Business Associate shall abide by the limitations of Covered Entity's Notice of which it has knowledge.

10. Withdrawal of Authorization. If the use or disclosure of PHI in this Agreement is based upon an Individual's specific authorization for the use or disclosure of his or her PHI, and the Individual revokes such authorization, the effective date of such authorization has expired, or such authorization is found to be defective in any manner that renders it invalid, Business Associate shall, if it has notice of such revocation, expiration, or invalidity, cease the use and disclosure of the Individual's PHI except to the extent it has relied on such use or disclosure, or if an exception under the Privacy Rule expressly applies.

11. Knowledge of HIPAA Rules. Business Associate agrees to comply with the applicable requirements of the HIPAA Rule, as well as any applicable amendments.

12. Information Breach Notification for PHI. Business Associate expressly recognizes that Covered Entity has certain reporting and disclosure obligations to the Secretary and the Individual in case of a security breach of unsecured PHI. Where Business Associate accesses, maintains, retains, modifies, records, stores, destroys, or otherwise holds, uses or discloses unsecured paper or electronic PHI, Business Associate immediately following the discovery of a breach of such information, shall notify Covered Entity of such breach. Initial notification of the breach does not need to be in compliance with Sub Title D Title IV Section 13402 of the HITECH Act; however, Business Associate must provide Covered Entity with all information necessary for Covered Entity to comply with Sub Title D Title IV Section 13402 of the HITECH Act without reasonable delay, and in no case later than 30 days following the discovery of the breach.

13. Breach Notification to Individuals. Business Associate's duty to notify Covered Entity of any breach does not permit Business Associate to notify those individuals whose PHI has been breached by Business Associate without the express written permission of Covered Entity to do so. Any and all notification to those individuals whose PHI has been breached shall be made under the direction, review and control of Covered Entity. The Business Associate will notify the Privacy Officer via telephone with follow-up in writing to include; name of individuals whose PHI was breached, information breached, date of breach, form of breach, etc.

14. Information Breach Notification for Other Sensitive Personal Information. In addition to the reporting under Section D.11, Business Associate shall notify Covered Entity of any breach of computerized sensitive personal information to assure Covered Entity's compliance with the notification requirements of Title 11, Subtitle B, Chapter 521, Subchapter A, Section 521.053, and Texas Business & Commerce Code.

E. Permitted Uses and Disclosures by Business Associates. Except as otherwise limited in this Agreement, Business Associate may use or disclose Protected Health Information to perform functions, activities, or services for, or on behalf of, Covered Entity as specified in this Business Associates Agreement, provided that such use or disclosure would not violate the HIPAA Rules if done by Covered Entity or the minimum necessary policies and procedures of the Covered Entity. Also, Business Associate may use PHI to report violations of law to appropriate Federal and State authorities, consistent with the HIPAA Rules. Business Associate acknowledges and agrees that Covered Entity owns all right, title, and interest in and to all PHI, and that such right, title, and interest will be vested in

Covered Entity. Neither Business Associate nor any of its employees, agents, consultants or assigns will have any rights in any of the PHI, except as expressly set forth above.

F. Application of Security and Privacy Provisions to Business Associate.

1. Security Measures. Sections 164.308, 164.310, 164.312 and 164.316 of Title 45 of the Code of Federal Regulations dealing with the administrative, physical and technical safeguards as well as policies, procedures and documentation requirements that apply to Covered Entity shall in the same manner apply to Business Associate. Any additional security requirements contained in Sub Title D of Title IV of the HITECH Act that apply to Covered Entity shall also apply to Business Associate. Pursuant to the foregoing requirements in this section, the Business Associate will implement administrative, physical, and technical safeguards that reasonably and appropriately protect the confidentiality, integrity, and availability of the paper or electronic PHI that it creates, has access to, or transmits. Business Associate will also ensure that any agent, including a subcontractor, to whom it provides such information, agrees to implement reasonable and appropriate safeguards to protect such information.

2. Privacy Provisions. The enhanced HIPAA privacy requirements including but not necessarily limited to accounting for certain PHI disclosures for treatment, restrictions on the sale of PHI, restrictions on marketing and fundraising communications, payment and health care operations contained Subtitle D of the HITECH Act that apply to the Covered entity shall apply to the Business Associate to the extent applicable to the Business Associate.

3. Application of Civil and Criminal Penalties. If Business Associate violates any security or privacy provision specified in subparagraphs (1) and (2) above, sections 1176 and 1177 of the Social Security Act (42 U,S.C, 1320d-5, 1320d-5) shall apply to Business Associate with respect to such violation in the same manner that such sections apply to Covered Entity if it violates such provisions.

G. Term and Termination.

1. Term. This Agreement shall be effective as of the Effective Date and shall be terminated when all PHI provided to Business Associate by Covered Entity, or created or received by Business Associate on behalf of Covered Entity, is destroyed or returned to Covered Entity.

2. Termination for Cause. Upon Covered entity's knowledge of a material breach by Business Associate, Covered Entity shall provide an opportunity for Business Associate to cure the breach or end the violation and terminate this Agreement ,

if Business Associate does not cure the breach or end the violation within the time specified by Covered Entity.

3. Effect of Termination. Upon termination of this Agreement for any reason, Business Associate agrees to return or destroy all PHI received from Covered Entity or created or received by Business Associate on behalf of Covered Entity, maintained by Business Associate in any form. If Business Associate determines that the return or destruction of PHI is not feasible, Business Associate shall inform Covered Entity in writing of the reason thereof, and shall agree to extend the protections of this Agreement to such PHI and limit further uses and disclosures of the PHI to those purposes that make the return or destruction of the PHI not feasible for so long as Business Associate retains the PHI.

H. Miscellaneous.

1. Rights of Proprietary Information. Covered Entity retains any and all rights to the proprietary information, confidential information, and PHI it releases to Business Associate.

2. Survival. The respective rights and obligations of Business Associate under Section E of this Agreement shall survive the termination of this Agreement.

3. Notices. Any notices pertaining to this Agreement shall be given in writing and shall be deemed duly given when personally delivered to a Party or a Party's authorized representative as listed below or sent by means of a reputable overnight carrier, or sent by means of certified mail, return receipt requested, postage prepaid. A notice sent by certified mail shall be deemed given on the date of receipt or refusal of receipt. All notices shall be addressed to the appropriate Party as follows:

If to Covered Entity:
Schertz EMS Department
1400 Schertz Parkway Building 7
Schertz, TX 78154

If to Business Associate:
Southwest Texas Regional Advisory Council (STRAC)
7500 US Hwy 90 AT&T Building
Suite 200
San Antonio, Texas 78227

Attn: EXECUTIVE DIRECTOR
Phone Number: 210-233-5850

4. Amendments. This Agreement may not be changed or modified in any manner except by an instrument in writing signed by a duly authorized officer of each of

the Parties hereto. The Parties, however, agree to amend this Agreement from time to time as necessary, in order to allow Covered Entity's to comply with the requirements of the HIPAA Rules.

5. Choice of Law. This Agreement and the rights and the obligations of the Parties hereunder shall be governed by and construed under the laws of the State of Texas, without regard to applicable conflict of laws principles.

6. Assignment of Rights and Delegation of Duties. This Agreement is binding upon and inures to the benefit of the Parties hereto and their respective successors and permitted assigns. However, neither Party may assign any of its rights or delegate any of its obligations under this Agreement without the prior written consent of the other Party, which consent shall not be unreasonably withheld or delayed. Notwithstanding any provisions to the contrary, however, Covered Entity retains the right to assign or delegate any of its rights or obligations hereunder to any of its wholly owned subsidiaries, affiliates or successor companies. Assignments made in violation of this provision are null and void.

7. Nature of Agreement. Nothing in this Agreement shall be construed to create (i) a partnership, joint venture or other joint business relationship between the Parties or any of their affiliates, (ii) any fiduciary duty owed by one Party to another Party or any of its affiliates, or (iii) a relationship of employer and employee between the Parties.

8. No Waiver. Failure or delay on the part of either Party to exercise any right, power, privilege or remedy hereunder shall not constitute a waiver thereof. No provision of this Agreement may be waived by either Party except by a writing signed by an authorized representative of the Party making the waiver.

9. Severability. The provisions of this Agreement shall be severable, and if any provision of this Agreement shall be held or declared to be illegal, invalid or unenforceable, the remainder of this Agreement shall continue in full force and effect as though such illegal, invalid or unenforceable provision had not been contained herein.

10. No Third Party Beneficiaries. Nothing in this Agreement shall be considered or construed as conferring any right or benefit on a person not party to this Agreement nor imposing any obligations on either Party hereto to persons not a party to this Agreement.

11. ***INDEMNIFICATION. BA WILL INDEMNIFY, DEFEND AND HOLD COVERED ENTITY AND ITS OFFICERS, DIRECTORS, EMPLOYEES, AGENTS, SUCCESSORS AND ASSIGNS HARMLESS, FROM AND AGAINST ANY AND ALL LOSSES, LIABILITIES, DAMAGES, COSTS AND EXPENSES ARISING OUT OF OR RELATED TO ANY THIRD-PARTY CLAIM BASED UPON ANY BREACH OF THIS AGREEMENT BY BA IN ACCORDANCE WITH***

THE INDEMNITY PROVISIONS IN THE SERVICECONTRACT, WHICH ARE HEREBY INCORPORATED BY REFERENCE FOR ALL PURPOSES.

12. Headings. The descriptive headings of the articles, sections, subsections, exhibits and schedules of this Agreement are inserted for convenience only, do not constitute a part of this Agreement and shall not affect in any way the meaning or interpretation of this Agreement.

13. Entire Agreement. This Agreement, together with all Exhibits, Riders and amendments, if applicable, which are fully completed and signed by authorized persons on behalf of both Parties from time to time while this Agreement is in effect, constitutes the entire Agreement between the Parties hereto with respect to the subject matter hereof and supersedes all previous written or oral understandings, agreements, negotiations, commitments, and any other writing and communication by or between the Parties with respect to the subject matter hereof. In the event of any inconsistencies between any provisions of this Agreement in any provisions of the Exhibits, Riders, or amendments, the provisions of this Agreement shall control.

14. Interpretation. Any ambiguity in this Agreement shall be resolved in favor of a meaning that permits Covered Entity to comply with the HIPAA Rules and any applicable state confidentiality laws. The provisions of this Agreement shall prevail over the provisions of any other agreement that exists between the Parties that may conflict with, or appear inconsistent with, any provision of this Agreement or the HIPAA Rules.

15. Regulatory References. A citation in this Agreement to the Code of Federal Regulations shall mean the cited section as that section may be amended from time to time.

16. Agreed to:

BUSINESS ASSOCIATE	COVERED ENTITY
Southwest Texas Regional Advisory Council (STRAC)	**SCHERTZ EMS DEPARTMENT**
7500 US Hwy 90 AT&T Building Suite 200 San Antonio, Texas 78227	**1400 Schertz Parkway Building 7 Schertz, TX 78154**
BY:_____ (Authorized Signature)	**BY:_____** (Authorized Signature)
NAME: ERIC EPLEY	**NAME: STEVE WILLIAMS**
TITLE: EXECUTIVE DIRECTOR	**TITLE: CITY MANAGER**
DATE:	**DATE:**

Southwest Texas Regional Advisory Council

Business Associate Agreement Provisions

This Business Associate Agreement (the "Agreement"), is made as of the 8th day of June, 2023 (the "Effective Date"), by and between Business Associate and Covered Entity (collectively the "Parties") to comply with privacy standards adopted by the U.S. Department of Health and Human Services as they may be amended from time to time, 45 C.F.R. parts 160 and 164 ("the Privacy Rule") and security standards adopted by the U.S. Department of Health and Human Services as they may be amended from time to time, 45 C.F.R. parts 160, 162 and 164, subpart C ("the Security Rule"), and the Health Information Technology for Economic and Clinical Health (HITECH) Act, Title XIII of Division A and Title IV of Division B of the American Recovery and Reinvestment Act of 2009 and regulations promulgated there under and any applicable state confidentiality laws.

RECITALS

WHEREAS, Business Associate provides City of Schertz Fire Department electronic patient care record and management system and/or clinical registries to or on behalf of Covered Entity;

WHEREAS, in connection with these services, Covered Entity discloses to Business Associate certain protected health information that is subject to protection under the HIPAA Rules; and

WHEREAS, the HIPAA Rules require that Covered Entity receive adequate assurances that Business Associate will comply with certain obligations with respect to the PHI received in the course of providing services to or on behalf of Covered Entity.

NOW THEREFORE, in consideration of the mutual promises and covenants herein, and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties agree as follows:

A. Definitions. Terms used herein, but not otherwise defined, shall have meaning ascribed by the Privacy Rule and the Security Rule.

1. Breach. A "breach" under the Privacy Rule § 164.402 means the acquisition, access, use, or disclosure of protected health information in a manner not permitted under Subpart E of this part which compromises the security or privacy of the protected health information.

2. Business Associate. "Business Associate" shall mean **Southwest Texas Regional Advisory Council [STRAC]**.

3. Covered Entity. "Covered Entity" shall mean **AGENCY**

4. Designated Record Set. "Designated Record Set" under the HIPAA Privacy Rule 45 C.F.R. § 164.501 is a group of records maintained by or for a Covered Entity that is: (i) the medical records about Individuals maintained by or for a covered health care provider; (ii) The enrollment, payment, claims adjudication, and case or medical management record systems maintained by or for a health plan; or (iii) used, in whole or in part, by or for the covered entity to make decisions about individuals. For purposes of this definition, the term "record" means any item, collection, or grouping of information that includes protected health information and is maintained, collected, used, or disseminated by or for a covered entity.

5. HIPAA Rules. The Privacy Rule and the Security Rule and amendments codified and promulgated by the HITECH Act are referred to collectively herein as "HIPAA Rules."

6. Individual. "Individual" shall mean the person who is the subject of the protected health information.

7. Protected Health Information ("PHI"). "Protected Health Information" or PHI shall mean individually identifiable health information that is transmitted or maintained in any form of the STRAC Clinical registries and electronic patient care records.

8. Required by Law. "Required by Law" shall mean a mandate contained in law that compels a use or disclosure of PHI.

9. Secretary. "Secretary" shall mean the Secretary of the Department of Health and Human Services or his or her Designee.

10. Sensitive Personal Information. As defined in Texas Business and Commerce Code (TBCC) Chapter 521, "Sensitive Personal Information" shall mean an individual's first name or last name in combination with any one or more of the following items, if the name and the items are not encrypted: a) social security number; driver's license number or government-issued identification number; account number or credit or debit card number in combination with any required security code, access code, or password that would permit access to an individual's financial account; or b) information that identifies an individual and relates to (1) the physical or mental health or condition of the individual; (2) the provision of health care to the individual; or 3) payment for the provision of health care to the individual.

11. Unsecured PHI. "Unsecured PHI" shall mean PHI that is not rendered unusable, unreadable, or indecipherable to unauthorized individuals through the use of a technology or methodology specified by the Secretary in the

guidance issued under section 13402(h)(2) of Public Law 111-5 on the HHS Web site.

B. Purposes for which PHI May Be Disclosed to Business Associate. In connection with the services provided by Business Associate to or on behalf of Covered Entity described in this Agreement, Covered Entity may disclose PHI to Business Associate for the purposes of system management and administration, creation of data extracts, creation and management of reports, data aggregation, systems performance improvement, and research.

C. Obligations of Covered Entity. The covered entity shall:

1. provide Business Associate a copy of its Notice of Privacy Practices ("Notice") produced by Covered Entity in accordance with 45 C.F.R. 164.520 as well as any changes to such Notice;

2. provide Business Associate with any changes in, or revocation of, authorizations by Individuals relating to the use and/or disclosure of PHI, if such changes affect Business Associate's permitted or required uses and/or disclosures;

3. notify Business Associate of any restriction to the use and/or disclosure of PHI to which Covered Entity has agreed in accordance with 45 C.F.R. 164.522, to the extent that such restriction may affect Business Associate's use or disclosure of PHI;

4. not request Business Associate to use or disclose PHI in any manner that would not be permissible under the Privacy rule if done by the Covered entity;

5. notify Business Associate of any amendment to PHI to which Covered Entity has agreed that affects a Designated Record Set maintained by Business Associate;

6. Notify affected individuals of breaches in accordance with the breach notification provisions codified at 45 C.F.R. § 160.103 and section 13402 of the Health Information Technology for Economic and Clinical Health (HITECH) Act.

D. Obligations of Business Associate. Business Associate agrees to comply with applicable federal and state confidentiality and security laws, specifically the provisions of the HIPAA Rules applicable to business associates, including:

1. Use and Disclosure of PHI. Except as otherwise permitted by this Agreement or applicable law, Business Associate shall not use or disclose PHI except as necessary to provide Services described above to or on behalf of Covered Entity, and shall not use or disclose PHI that would violate the HIPAA Rules if

used or disclosed by Covered Entity. Business Associate may use and disclose PHI as necessary for the proper management and administration of Business Associate, or to carry out its legal responsibilities. Business Associate shall in such cases:

(a) provide information and training to members of its workforce using or disclosing PHI regarding the confidentiality requirements of the HIPAA Rules and this Agreement;

(b) obtain reasonable assurances from the person or entity to whom the PHI is disclosed that: (a) the PHI will be held confidential and further used and disclosed only as Required by Law or for the purpose for which it was disclosed to the person or entity; and (b) the person or entity will notify Business Associate of any instances of which it is aware in which confidentiality of the PHI has been breached; and

(c) agree to notify the designated Privacy Officer of Covered Entity of any instances of which it is aware in which the PHI is used or disclosed for a purpose that is not otherwise provided for in this Agreement or for a purpose not expressly permitted by the HIPAA Rules.

2. Data Aggregation. In the event that Business Associate works for more than one Covered Entity, Business Associate is permitted to use and disclose PHI for data aggregation purposes, however, only in order to analyze data for permitted health care operations, and only to the extent that such use is permitted under the HIPAA Rules.

3. De-identified Information. Business Associate may use and disclose de-identified health information to include Limited Data Sets in compliance with the HIPAA Rules. Moreover, Business Associate shall review and comply with the requirements defined under Section E of this Agreement.

4. Safeguards.

(a) Business Associate shall maintain appropriate safeguards to ensure that PHI is not used or disclosed other than as provided by this Agreement or as required by Law. Business Associate shall implement administrative, physical and technical safeguards that reasonably and appropriately protect the confidentiality, integrity, and availability of any paper or electronic PHI it creates, receives, maintains, or transmits on behalf of Covered Entity.

(b) Business Associate shall assure that all PHI be secured when accessed by Business Associate's employees, agents or subcontractor. Any access to PHI by Business Associate's employees, agents or

subcontractors shall be limited to legitimate business needs while working with PHI.

5. Minimum Necessary. Business Associate shall ensure that all uses and disclosures of PHI are subject to the principle of "minimum necessary use and disclosure," i.e., that only PHI that is the minimum necessary to accomplish the intended purpose of the use, disclosure, or request is used or disclosed; and, the use of limited data sets when possible.

6. Disclosure to Agents and Subcontractors. If Business Associate discloses PHI received from Covered Entity, or created or received by Business Associate on behalf of Covered Entity, to agents, including a subcontractor, Business Associate shall require the agent or subcontractor to agree to the same restrictions and conditions as apply to Business Associate under this Agreement. Business Associate shall ensure that any agent, including a subcontractor, agrees to implement reasonable and appropriate safeguards to protect the confidentiality, integrity, and availability of the paper or electronic PHI that it creates, receives, maintains, or transmits on behalf of the Covered Entity. [45 CFR 164.504(e)(2,3,4), 164.502(e)(1)(ii)]

7. Individual Rights Regarding Designated Record Sets. If Business Associate maintains a Designated Record Set on behalf of Covered Entity Business Associate agrees as follows:

   (a) Individual Right to Copy or Inspection. Business Associate agrees that if it maintains a Designated Record Set for Covered Entity that is not maintained by Covered Entity, it will permit an Individual to inspect or copy PHI about the Individual in that set as directed by Covered Entity to meet the requirements of 45 C.F.R. § 164.524. If the PHI is in electronic format, the Individual shall have a right to obtain a copy of such information in electronic format and, if the Individual chooses, to direct that an electronic copy be transmitted directly to an entity or person designated by the individual in accordance with HITECH section 13405 (c). Under the Privacy Rule, Covered Entity is required to take action on such requests as soon as possible, but not later than 30 days following receipt of the request. Business Associate agrees to make reasonable efforts to assist Covered Entity in meeting this deadline. The information shall be provided in the form or format requested if it is readily producible in such form or format; or in summary, if the Individual has agreed in advance to accept the information in summary form. A reasonable, cost-based fee for copying health information may be charged. If Covered Entity maintains the requested records, Covered Entity, rather than Business Associate shall permit access according to its policies and procedures implementing the Privacy Rule.

(b) Individual Right to Amendment. Business Associate agrees, if it maintains PHI in a Designated Record Set, to make amendments to PHI at the request and direction of Covered Entity pursuant to 45 C.F.R. 164.526. If Business Associate maintains a record in a Designated Record Set that is not also maintained by Covered Entity, Business Associate agrees that it will accommodate an Individual's request to amend PHI only in conjunction with a determination by Covered Entity that the amendment is appropriate according to 45 C.F.R. § 164.526.

(c) Accounting of Disclosures. Business Associate agrees to maintain documentation of the information required to provide an accounting of disclosures of PHI, whether PHI is paper or electronic format, in accordance with 45 C.F.R. § 164.528 and HITECH Sub Title D Title VI Section 13405 (c), and to make this information available to Covered Entity upon Covered Entity's request, in order to allow Covered Entity to respond to an Individual's request for accounting of disclosures. Under the Privacy Rule, Covered Entity is required to take action on such requests as soon as possible but not later than 60 days following receipt of the request. Business Associate agrees to use its best efforts to assist Covered Entity in meeting this deadline but not later than 45 days following receipt of the request.

8. Internal Practices, Policies and Procedures. Except as otherwise specified herein, Business Associate shall make available its internal practices, policies and procedures relating to the use and disclosure of PHI, received from or on behalf of Covered Entity to the Secretary or his or her agents for the purpose of determining Covered Entity's and/or Business Associate's compliance with the HIPAA Rules, or any other health oversight agency, or to Covered Entity. Records requested that are not protected by an applicable legal privilege will be made available in the time and manner specified by Covered Entity or the Secretary.

9. Notice of Privacy Practices. Business Associate shall abide by the limitations of Covered Entity's Notice of which it has knowledge.

10. Withdrawal of Authorization. If the use or disclosure of PHI in this Agreement is based upon an Individual's specific authorization for the use or disclosure of his or her PHI, and the Individual revokes such authorization, the effective date of such authorization has expired, or such authorization is found to be defective in any manner that renders it invalid, Business Associate shall, if it has notice of such revocation, expiration, or invalidity, cease the use and disclosure of the Individual's PHI except to the extent it has relied on such use or disclosure, or if an exception under the Privacy Rule expressly applies.

11. Knowledge of HIPAA Rules. Business Associate agrees to comply with the applicable requirements of the HIPAA Rule, as well as any applicable amendments.

12. Information Breach Notification for PHI. Business Associate expressly recognizes that Covered Entity has certain reporting and disclosure obligations to the Secretary and the Individual in case of a security breach of unsecured PHI. Where Business Associate accesses, maintains, retains, modifies, records, stores, destroys, or otherwise holds, uses or discloses unsecured paper or electronic PHI, Business Associate immediately following the discovery of a breach of such information, shall notify Covered Entity of such breach. Initial notification of the breach does not need to be in compliance with Sub Title D Title IV Section 13402 of the HITECH Act; however, Business Associate must provide Covered Entity with all information necessary for Covered Entity to comply with Sub Title D Title IV Section 13402 of the HITECH Act without reasonable delay, and in no case later than 30 days following the discovery of the breach.

13. Breach Notification to Individuals. Business Associate's duty to notify Covered Entity of any breach does not permit Business Associate to notify those individuals whose PHI has been breached by Business Associate without the express written permission of Covered Entity to do so. Any and all notification to those individuals whose PHI has been breached shall be made under the direction, review and control of Covered Entity. The Business Associate will notify the Privacy Officer via telephone with follow-up in writing to include; name of individuals whose PHI was breached, information breached, date of breach, form of breach, etc.

14. Information Breach Notification for Other Sensitive Personal Information. In addition to the reporting under Section D.11, Business Associate shall notify Covered Entity of any breach of computerized sensitive personal information to assure Covered Entity's compliance with the notification requirements of Title 11, Subtitle B, Chapter 521, Subchapter A, Section 521.053, and Texas Business & Commerce Code.

E. Permitted Uses and Disclosures by Business Associates. Except as otherwise limited in this Agreement, Business Associate may use or disclose Protected Health Information to perform functions, activities, or services for, or on behalf of, Covered Entity as specified in this Business Associates Agreement, provided that such use or disclosure would not violate the HIPAA Rules if done by Covered Entity or the minimum necessary policies and procedures of the Covered Entity. Also, Business Associate may use PHI to report violations of law to appropriate Federal and State authorities, consistent with the HIPAA Rules. Business Associate acknowledges and agrees that Covered Entity owns all right, title, and interest in and to all PHI, and that such right, title, and interest will be vested in

Covered Entity. Neither Business Associate nor any of its employees, agents, consultants or assigns will have any rights in any of the PHI, except as expressly set forth above.

F. Application of Security and Privacy Provisions to Business Associate.

1. Security Measures. Sections 164.308, 164.310, 164.312 and 164.316 of Title 45 of the Code of Federal Regulations dealing with the administrative, physical and technical safeguards as well as policies, procedures and documentation requirements that apply to Covered Entity shall in the same manner apply to Business Associate. Any additional security requirements contained in Sub Title D of Title IV of the HITECH Act that apply to Covered Entity shall also apply to Business Associate. Pursuant to the foregoing requirements in this section, the Business Associate will implement administrative, physical, and technical safeguards that reasonably and appropriately protect the confidentiality, integrity, and availability of the paper or electronic PHI that it creates, has access to, or transmits. Business Associate will also ensure that any agent, including a subcontractor, to whom it provides such information, agrees to implement reasonable and appropriate safeguards to protect such information.

2. Privacy Provisions. The enhanced HIPAA privacy requirements including but not necessarily limited to accounting for certain PHI disclosures for treatment, restrictions on the sale of PHI, restrictions on marketing and fundraising communications, payment and health care operations contained Subtitle D of the HITECH Act that apply to the Covered entity shall apply to the Business Associate to the extent applicable to the Business Associate.

3. Application of Civil and Criminal Penalties. If Business Associate violates any security or privacy provision specified in subparagraphs (1) and (2) above, sections 1176 and 1177 of the Social Security Act (42 U,S.C, 1320d-5, 1320d-5) shall apply to Business Associate with respect to such violation in the same manner that such sections apply to Covered Entity if it violates such provisions.

G. Term and Termination.

1. Term. This Agreement shall be effective as of the Effective Date and shall be terminated when all PHI provided to Business Associate by Covered Entity, or created or received by Business Associate on behalf of Covered Entity, is destroyed or returned to Covered Entity.

2. Termination for Cause. Upon Covered entity's knowledge of a material breach by Business Associate, Covered Entity shall provide an opportunity for Business Associate to cure the breach or end the violation and terminate this Agreement ,

if Business Associate does not cure the breach or end the violation within the time specified by Covered Entity.

3. Effect of Termination. Upon termination of this Agreement for any reason, Business Associate agrees to return or destroy all PHI received from Covered Entity or created or received by Business Associate on behalf of Covered Entity, maintained by Business Associate in any form. If Business Associate determines that the return or destruction of PHI is not feasible, Business Associate shall inform Covered Entity in writing of the reason thereof, and shall agree to extend the protections of this Agreement to such PHI and limit further uses and disclosures of the PHI to those purposes that make the return or destruction of the PHI not feasible for so long as Business Associate retains the PHI.

H. Miscellaneous.

1. Rights of Proprietary Information. Covered Entity retains any and all rights to the proprietary information, confidential information, and PHI it releases to Business Associate.

2. Survival. The respective rights and obligations of Business Associate under Section E of this Agreement shall survive the termination of this Agreement.

3. Notices. Any notices pertaining to this Agreement shall be given in writing and shall be deemed duly given when personally delivered to a Party or a Party's authorized representative as listed below or sent by means of a reputable overnight carrier, or sent by means of certified mail, return receipt requested, postage prepaid. A notice sent by certified mail shall be deemed given on the date of receipt or refusal of receipt. All notices shall be addressed to the appropriate Party as follows:

If to Covered Entity:
Schertz Fire Department
1400 Schertz Parkway Building 8
Schertz, TX 78154

If to Business Associate:
Southwest Texas Regional Advisory Council (STRAC)
7500 US Hwy 90 AT&T Building
Suite 200
San Antonio, Texas 78227

Attn: EXECUTIVE DIRECTOR
Phone Number: 210-233-5850

4. Amendments. This Agreement may not be changed or modified in any manner except by an instrument in writing signed by a duly authorized officer of each of

the Parties hereto. The Parties, however, agree to amend this Agreement from time to time as necessary, in order to allow Covered Entity's to comply with the requirements of the HIPAA Rules.

5. Choice of Law. This Agreement and the rights and the obligations of the Parties hereunder shall be governed by and construed under the laws of the State of Texas, without regard to applicable conflict of laws principles.

6. Assignment of Rights and Delegation of Duties. This Agreement is binding upon and inures to the benefit of the Parties hereto and their respective successors and permitted assigns. However, neither Party may assign any of its rights or delegate any of its obligations under this Agreement without the prior written consent of the other Party, which consent shall not be unreasonably withheld or delayed. Notwithstanding any provisions to the contrary, however, Covered Entity retains the right to assign or delegate any of its rights or obligations hereunder to any of its wholly owned subsidiaries, affiliates or successor companies. Assignments made in violation of this provision are null and void.

7. Nature of Agreement. Nothing in this Agreement shall be construed to create (i) a partnership, joint venture or other joint business relationship between the Parties or any of their affiliates, (ii) any fiduciary duty owed by one Party to another Party or any of its affiliates, or (iii) a relationship of employer and employee between the Parties.

8. No Waiver. Failure or delay on the part of either Party to exercise any right, power, privilege or remedy hereunder shall not constitute a waiver thereof. No provision of this Agreement may be waived by either Party except by a writing signed by an authorized representative of the Party making the waiver.

9. Severability. The provisions of this Agreement shall be severable, and if any provision of this Agreement shall be held or declared to be illegal, invalid or unenforceable, the remainder of this Agreement shall continue in full force and effect as though such illegal, invalid or unenforceable provision had not been contained herein.

10. No Third Party Beneficiaries. Nothing in this Agreement shall be considered or construed as conferring any right or benefit on a person not party to this Agreement nor imposing any obligations on either Party hereto to persons not a party to this Agreement.

11. ***INDEMNIFICATION. BA WILL INDEMNIFY, DEFEND AND HOLD COVERED ENTITY AND ITS OFFICERS, DIRECTORS, EMPLOYEES, AGENTS, SUCCESSORS AND ASSIGNS HARMLESS, FROM AND AGAINST ANY AND ALL LOSSES, LIABILITIES, DAMAGES, COSTS AND EXPENSES ARISING OUT OF OR RELATED TO ANY THIRD-PARTY CLAIM BASED UPON ANY BREACH OF THIS AGREEMENT BY BA IN ACCORDANCE WITH***

THE INDEMNITY PROVISIONS IN THE SERVICECONTRACT, WHICH ARE HEREBY INCORPORATED BY REFERENCE FOR ALL PURPOSES.

12. Headings. The descriptive headings of the articles, sections, subsections, exhibits and schedules of this Agreement are inserted for convenience only, do not constitute a part of this Agreement and shall not affect in any way the meaning or interpretation of this Agreement.

13. Entire Agreement. This Agreement, together with all Exhibits, Riders and amendments, if applicable, which are fully completed and signed by authorized persons on behalf of both Parties from time to time while this Agreement is in effect, constitutes the entire Agreement between the Parties hereto with respect to the subject matter hereof and supersedes all previous written or oral understandings, agreements, negotiations, commitments, and any other writing and communication by or between the Parties with respect to the subject matter hereof. In the event of any inconsistencies between any provisions of this Agreement in any provisions of the Exhibits, Riders, or amendments, the provisions of this Agreement shall control.

14. Interpretation. Any ambiguity in this Agreement shall be resolved in favor of a meaning that permits Covered Entity to comply with the HIPAA Rules and any applicable state confidentiality laws. The provisions of this Agreement shall prevail over the provisions of any other agreement that exists between the Parties that may conflict with, or appear inconsistent with, any provision of this Agreement or the HIPAA Rules.

15. Regulatory References. A citation in this Agreement to the Code of Federal Regulations shall mean the cited section as that section may be amended from time to time.

16. Agreed to:

BUSINESS ASSOCIATE	COVERED ENTITY
Southwest Texas Regional Advisory Council (STRAC)	**SCHERTZ FIRE DEPARTMENT**
7500 US Hwy 90 AT&T Building Suite 200 San Antonio, Texas 78227	**1400 Schertz Parkway Building 8 Schertz, TX 78154**
BY:_____ (Authorized Signature)	**BY:_____** (Authorized Signature)
NAME: ERIC EPLEY	**NAME: STEVE WILLIAMS**
TITLE: EXECUTIVE DIRECTOR	**TITLE: CITY MANAGER**
DATE:	**DATE:**

RESOLUTION NO. 23-R-90

A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF SCHERTZ, TEXAS AUTHORIZING THE CITY MANAGER TO ENTER INTO AN INTERLOCAL AGREEMENT AND BUSINESS ASSOCIATE AGREEMENT WITH SOUTHWEST TEXAS REGIONAL ADVISORY COUNCIL (STRAC) FOR A DATA MANAGEMENT SYSTEM FOR ELECTRONIC PATIENT CARE RECORDS (EPCR) AND FIRE RECORDS MANAGEMENT SYSTEM (FIRERMS) AND OTHER MATTERS IN CONNECTION THEREWITH

WHEREAS, STRAC is the Regional EMS/Trauma Advisory Council designated by the Texas Department of State Health Services ("DSHS") in the STRAC region (Trauma Service Area – P, TSA-P); and

WHEREAS, STRAC has licensed certain eRMS software from ImageTrend for providing electronic records management software services, including electronic Patient Care Records (ePCR) and/or Fire Record Management System (FireRMS); and

WHEREAS, STRAC is designated by DSHS to design, implement and maintain the Regional EMS/Trauma, Disaster and Emergency Healthcare System for Trauma Service Area – P (TSA-P) and will provide overall coordination and management to the eRMS project and as such has an interest to provide cost effective software solutions to member agencies; and

WHEREAS, STRAC is providing the eRMS solution to eligible EMS member agencies, Fire Departments and other public safety agencies on a software as a service basis in a co-operative fashion, leveraging economies of scale by having multiple public safety member agencies subscribe through STRAC to utilize STRAC's pricing with ImageTrend for the eRMS system; and

WHEREAS, the City of Schertz has an interest in and need to have an electronic records management system to increase capability and performance for the jurisdiction or population it serves; therefore,

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

THAT:

Section 1. The City Council hereby authorizes the City Manager to enter into an Interlocal Agreement and Business Associate Agreement with Southwest Texas Regional Advisory Council (STRAC) for a data management system for electronic patient care records (ePCR) and Fire records management system (FireRMS).

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

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

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

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

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

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

PASSED AND ADOPTED, this _____ day of _____, 2023

CITY OF SCHERTZ, TEXAS

Ralph Gutierrez, Mayor

ATTEST:

Sheila Edmondson, City Secretary

(CITY SEAL)

STRAC ELECTRONIC RECORDS MANAGEMENT SYSTEM (eRMS) PROJECT INTERLOCAL COOPERATION AGREEMENT

This PROJECT AGREEMENT ("**Agreement**"), is entered into by the following parties: the Southwest Texas Regional Advisory Council ("**STRAC**"), a Texas non-profit corporation created by Texas law and regulations, and City of Schertz, Texas ("**Agency**"), a political subdivision of the State of Texas.

Recitals

It is the purpose of this Agreement to establish a cooperative and mutually beneficial relationship between the parties and to set forth the relative responsibilities of the parties as they relate to the provision of certain electronic records management software (eRMS) services, as further described in Schedule A, by STRAC to Agency.

STRAC is the Regional EMS/Trauma Advisory Council designated by the Texas Department of State Health Services ("DSHS") in the STRAC region (Trauma Service Area – P, TSA-P).

STRAC has licensed certain eRMS software from ImageTrend for providing electronic records management software services, including electronic Patient Care Records (ePCR) and/or Fire Record Management System (FireRMS).

STRAC is designated by DSHS to design, implement and maintain the Regional EMS/Trauma, Disaster and Emergency Healthcare System for Trauma Service Area – P (TSA-P) and will provide overall coordination and management to the eRMS project and as such has an interest to provide cost effective software solutions to member agencies.

STRAC is providing the eRMS solution to eligible EMS member agencies, Fire Departments and other public safety agencies on a software as a service basis in a co-operative fashion, leveraging economies of scale by having multiple public safety member agencies subscribe through STRAC to utilize STRAC's pricing with ImageTrend for the eRMS system.

Agency has an interest in and need to have an electronic records management system to increase capability and performance for the jurisdiction or population it serves

Agreement

Accordingly, both Agency and STRAC agree as follows:

I. LEGAL AUTHORITY

STRAC represents and warrants that:

1. STRAC is a Texas non-profit corporation organized to provide one or more governmental functions and services described in Texas Administrative Code Title 25, Part 1, Chapter 157.
2. STRAC possesses adequate legal authority to enter into this Agreement.
3. The governing body of STRAC believes that this Agreement is beneficial to the public.
4. STRAC has valid and enforceable licenses and all other necessary legal authority to grant Agency the right to use the software services to be provided under this Agreement.

The Agency represents and warrants that:

1. The Agency possesses adequate legal authority to enter into this Agreement.

2. The governing body of the Agency believes that this Agreement is beneficial to the public and that the Agency has the legal authority to provide the governmental function which is the subject of this Agreement.
3. The Agency is an active member in good standing and is licensed through the Texas DSHS.

II. STATEMENT OF SERVICES TO BE PERFORMED:

STRAC shall provide services as set forth in the attached "Schedule (A), eRMS Project."

Services listed in Schedule (A) provided by STRAC under this Agreement or assigned to the Agency as eRMS Project-specific services are provided to the Agency by STRAC at the rates in Schedule (B), eRMS Project Pricing. The Agency is responsible for all costs associated with implementing and operating the eRMS Project as provided for in the attached Schedules, including all costs of wireless data, GPS and hardware equipment and any utility services required to enable the eRMS Project to function correctly.

Schedules (A) and (B), are incorporated in this Agreement for all purposes.

III. TERM OF AGREEMENT:

This Agreement is effective as of the 06/08/2023 ("Effective Date.") The initial term of this Agreement continues for one (1) year from the Effective Date ("Term"). At the end of the Term, this Agreement automatically renews on each anniversary of the Effective Date for five (5) consecutive years, unless earlier terminated by the parties in accordance with paragraph IV. The maximum duration of this contract is six (6) years.

IV. TERMINATION AND DISPUTE RESOLUTION:

This Agreement may be terminated by either the Agency or STRAC if either party in its sole discretion requests termination in writing to the other party, with 60 days prior notice.

When mediation is acceptable to both parties in resolving a dispute arising under this Agreement, the parties agree to use a mutually agreed upon mediator, or a person appointed by a court of competent jurisdiction, for mediation as described in section 154.023 of the Texas Civil Practice and Remedies Code. Unless both parties are satisfied with the result of the mediation, the mediation is not a final and binding resolution of the dispute. All communications within the scope of the mediation shall remain confidential as described in section 154.073 of the Texas Civil Practice and Remedies Code, unless both parties agree, in writing, to waive the confidentiality.

V. VENUE

This Agreement and all of the transactions described herein shall be governed by and construed in accordance with the laws of the State of Texas. All obligations under this Agreement are performable in Bexar County, Texas.

VI. GENERAL PROVISIONS:

1. This Agreement is entered into by the duly authorized officials of each respective party.
2. Any notice required pursuant to this Agreement must be in writing and is properly given if hand delivered, or sent by certified or registered mail, or overnight courier service, to the

parties either at the address below for or at such other address as the parties from time to time specify by written notice pursuant to this Section. Any such notice is considered delivered on the date of delivery if hand delivered, or upon confirmation if sent by certified or registered mail or an overnight courier service.

If to STRAC:
STRAC
Attention: Executive Director
7500 Highway 90 West
AT&T Building, Suite 200
San Antonio, Texas 78227

If to Agency:
Schertz Fire Department
1400 Schertz Parkway Building 8
Schertz, TX 78154

3. To the extent authorized by the laws of the State of Texas, STRAC and the Agency are not liable for any lost profits, special, incidental, consequential, or punitive damages, for breach of any express or implied warranties or otherwise. STRAC and the Agency do not warrant, expressly or implied, and does not represent that the software or services provided under this Agreement are without defect, interruption, or suited for particular purposes or uses.
4. During the term of this Agreement and any extensions of it, the Agency, to the extent permitted by law assumes liability arising from the misuse or erroneous employment, deployment, redeployment, and reconstitution of the eRMS Project and supporting equipment in accordance with the provisions of law and regulations which govern its activities. This assumption of liability does not apply to claims of infringement of intellectual property rights for actions that are not in breach of this Agreement.
5. If any provision of this Agreement is held to be illegal, invalid or unenforceable in any respect, such illegality, invalidity or unenforceability shall not affect any other provision of this Agreement, and this Agreement shall be construed as if that invalid, illegal or unenforceable provision had never been included in this Agreement. In computing any period of time pursuant to this Agreement, the first day is excluded and the last day included except that if the last day falls on a Saturday, Sunday, or a day Agency has declared a holiday for its employees, these days shall be omitted. All hours stated in this Agreement are stated in Central Time as recognized in San Antonio, Texas. Words of any gender in this Agreement shall be construed to include any other genders and words in singular shall be construed to include plural and vice versa unless the context in the Agreement clearly requires otherwise. Headings and titles at the beginning of the various provisions of this Agreement have been included only to make it easier to locate the subject matter covered by that part, section or subsection and are not to be used in interpreting this Agreement.
6. Both parties understand that each will fulfill its responsibilities under this Agreement in accordance with the provisions of law and regulations which govern their activities. Nothing in this Agreement is intended to negate or otherwise render ineffective any such provisions or operating procedures. If at any time either party is unable to perform its functions under this Agreement consistent with such party's statutory and regulatory mandates or authority, the affected party shall immediately provide written notice to the other to establish a date for mutual resolution of the conflict. Resolution may include forfeiture of the use and return to STRAC of those assets described in the Schedule (A).
7. Assignment. The parties to this Agreement shall not assign any of the rights or obligation under this Agreement without the prior written consent of the other party. No official,

employee, representative or agent of Agency has the authority to approve any assignment under this Agreement unless that specific authority is expressly granted by Agency. The terms, provisions, covenants, obligations and conditions of this Agreement are binding upon and inure to the benefit of the successors in interest and the assigns of the parties to this Agreement if the assignment or transfer is made in compliance with the provisions of this Agreement. Without the prior written approval or the prior written waiver of this right of approval from Agency, STRAC shall not enter into any subcontracts for any service or activity relating to the performance of this Agreement other than the contract with ImageTrend. STRAC acknowledges that no officer, agent, employee or representative of the Agency, has the authority to grant such approval or waiver unless expressly granted that specific authority by Agency

8. If a change of name is required, the Agency shall be notified immediately. No change in the obligation of or to STRAC will be recognized until it is approved by the Agency.
9. This Agreement constitutes the entire agreement of the parties with respect to the subject matter of it, and supersedes any prior understanding or written or oral agreements between the parties with respect to the subject matter of this Agreement.
10. No amendment, modification, or alteration of the terms of the Agreement is binding on either party unless the same is in writing, is dated subsequent to the date of this Agreement, and is duly executed by the party against whom enforcement is sought except that the Agency may, with consent of STRAC, at any time, by written document, make changes within the general scope of this Agreement in any aspect of Agreement to correct errors of a general administrative nature or other mistakes, the correction of which does not affect the scope of the Agreement and does not result in expense to the STRAC.
11. Each person signing this Agreement on behalf of a party confirms for the benefit of the other party that any requisite approvals from the governing body of the signing party have been obtained, and all prerequisites to the execution, delivery, and performance of this Agreement have been obtained by or on behalf of that party.
12. Force Majeure – Either party may be excused from performance under this Agreement for any period that the party is prevented from performing its obligations in whole or in part as a result of any act of God, war, civil disturbance, epidemic, court order, or other event outside the control of such party, provided the party seeking to be excused has prudently and promptly acted to take any and all reasonable corrective measures that are within that party's control.
13. Neither party has authority for or on behalf of the other as to the subject matter of this Agreement, except as provided in this Agreement. No other authority, power, partnership, use, or rights are granted or implied except as provided by Texas or federal laws and regulations, and as defined in the Agreement and Schedule (A) to it.
14. Neither party may incur any debt, obligation, expense, or liability of any kind on behalf of the other party without the other party's express written approval.
15. To the extent permitted by law, the Agency will defend and indemnify STRAC, its directors, employees, agents, and representatives (the "Indemnitees") and hold the Indemnitees harmless against any damage, claims, suits, actions, liabilities, loss, penalties, costs, and expenses including, without limitation, reasonable attorneys' fees arising out of or alleged to have arisen from or in any way connected to:

    i. The misuse by the Agency of the eRMS Project and issued equipment.
    ii. a breach of any of the representations, warranties, or obligations of this agreement by the Agency; and/or
    iii. any claim (whether founded or unfounded) of any nature or character, arising out of or alleged to have arisen from or in any way connected to any actual or alleged

negligence or dishonesty of, or any actual or alleged act of commission or omission by the Agency or any of its employees, agents, representatives or contractors.

16. STRAC will defend and indemnify the Agency, its elected officials, directors, officers, employees, agents and representatives (the "Agency Indemnities") and hold the Agency Indemnities harmless against any damages, claims, suits, actions, liabilities, loss, penalties, costs, and expenses including without limitation reasonable attorneys' fees arising out of or alleged to have arisen from or in any way connected to:

    i. any infringement of any applicable copyrights, licenses or other intellectual property or proprietary rights which may exist on materials used in this Agreement and any rights granted to Agency shall apply for the duration of this Agreement.
    ii. a breach of any of the representations, warranties, or obligations of this Agreement by STRAC; and/or
    iii. any claim (whether founded or unfounded) of any nature or character arising out of or alleged to have arisen from or in any way connected to any actual or alleged negligence or dishonesty of, or any actual or alleged act of commission or omission by STRAC, or any of its employees, agents, representatives or contractors.

17. STRAC certifies that at the time of execution of this Agreement, it is not on the federal government's list of suspended, ineligible, or debarred contractors. If the STRAC is placed on the list during the term of this Agreement, STRAC shall notify the Agency. False certification or failure to notify may result in terminating this Agreement.

AGREEMENT SIGNATURES:

The undersigned parties bind themselves to the faithful performance of the Agreement. It is mutually understood that this Agreement shall be effective if signed by a person authorized to do so according to the normal operating procedures of that party. If the governing body of a party is required to approve this Agreement, it does not become effective until approved by the governing body of that party. In that event, when this Agreement is executed by the duly authorized official(s) of the party as expressed in an approving resolution or order of the governing body of that party, a copy of the resolution or order shall be attached to this Agreement.

[Remainder of Page Intentionally Blank; Signature Page Attached]

[Signature Page to STRAC eRMS Agreement]

APPROVED AS TO FORM AND LEGALITY:		
		City of Schertz Fire Department
		By: _____ Steve Williams, City Manager _____ Date of Signature
APPROVED AS TO FORM AND LEGALITY:		
		Southwest Texas Regional Advisory Council
		By: _____ Eric Epley, Executive Director _____ Date of Signature

SCHEDULE (A)
eRMS PROJECT

I. Project Description

The eRMS Project shall include the provision of Fire and EMS records management service Agency on a Software as a Service basis. The system includes:

- Patient Care Reporting
- Fire Incident Reporting
- Personnel Management
- Continuous Quality Improvement Module
- Community Health Records Management
- Training Records Management
- Activity Tracking
- Inventory Management
- Occupancies and Fire Inspections
- Reporting, Dashboards, and Data Analysis
- Integration with Agency CAD system
- Integration with Agency monitor/defibrillator hardware
- State compliant NEMSIS reporting
- State compliant NFIRS reporting
- STRAC technical support

II. Purpose of the eRMS Project

The eRMS Project supports day to day operations of agencies in TSA-P while also increasing efficiencies with regard to patient care documentation, patient billing, performance improvement, reporting and Fire and EMS operations.

III. Compliance with Copyrights

STRAC warrants that all applicable copyrights, licenses and other intellectual property and proprietary rights which may exist on materials used in this Agreement and any rights granted to Agency shall apply for the duration of this Agreement have been adhered to and further warrants that Agency shall not be liable for any infringement of these copyrights, licenses and other rights.

----- End of Schedule A -----

SCHEDULE (B)
eRMS Project Pricing

I. Rates

STRAC shall invoice Agency based on the following rates:

eRMS Software Service:

Annual Fees:

Annual Agency Fee: $3,000/year (billed annually each September 1 for life of agreement)

Per Run Fee: $3.00/run (plus 3% annual increase effective each September 1 for life of agreement) based on the actual number of total runs in the previous agreement period of September 1 thru August 31. Runs are defined as those with unique incident run numbers. For example, an incident with a unique run number that generates multiple patients or an incident with a unique run number that has a fire and EMS response is counted as a single run.

Example Calculations for First Fiscal Year and Second Fiscal Year

First Year price for Schertz Fire Department starting September 1, 2023:

Actual Number of Runs in prior calendar year as provided in your initial quote: 5,112
Per Run Fee: $3.00

Fees	Qty	Unit Price	TOTAL
Annual Agency Fee	1	$3,000.00	$3,000.00
Annual Per Run Fee	5,112	$3.00	$15,336.00
TOTAL Fees			**$18,336.00**

Agency Annual Fee: $3,000
Agency Run Volume Fee: 5,112 runs x $3.00= $15,336.00
Total: $18,336.00

Second Year price for Schertz Fire Department starting September 1, 2024:

Actual Number of Runs in prior year agreement period (9/1/23 thru 8/31/24)
Per Run Fee: $3.00 x 3% annual increase = $3.09/Run

Fees	Qty	Unit Price	TOTAL
Annual Agency Fee	1	$3,000.00	$3,000.00
Annual Per Run Fee	5,150 (est).	$3.09	$15,913.50

TOTAL Fees			**$18,913.00**

Agency Annual Fee: $3,000
Agency Run Volume Fee: 5,150 estimated runs x $3.09= $15,913.50
Total: $18,913.00

(for example purposes only; not binding)

II. INVOICING/PAYMENTS:

STRAC shall provide Agency with an Internal Revenue Form W-9, Request for Taxpayer Identification Number and Certification, that is completed in compliance with the Internal Revenue Code and its rules and regulations before any funds are payable.

Agency shall pay STRAC by check upon satisfactory deployment and annually thereafter. STRAC will submit an invoice to the address below:

Schertz Fire Department
1400 Schertz Parkway Building 8
Schertz, TX 78154

Invoices shall include at least the following information:

- name, address, and telephone number of STRAC
- name, address, and telephone number of payment location if different from STRAC address;
- Agency Contract number;
- identification of department deployed, products or services as outlined in this Agreement;
- quantity or quantities, applicable unit prices, total prices, and total amount; and
- any additional payment information called for by this Agreement.

Payment shall be deemed to have been made on the date of mailing of the check. Agency may choose to make payment through a withhold of their County 911 funds.

Accrual and payment of interest on overdue payments shall be governed by TEX. GOV'T CODE ANN., ch. 2251.

III. Business Records

STRAC shall maintain and make available all books, documents, and other evidence pertinent to the costs and expenses of this Agreement for inspection, audit or reproduction by any authorized representative of Agency to the extent this detail will properly reflect these costs to Agency. All required records shall be maintained until an audit is completed and all required questions arising therefrom are resolved, or three (3) years after completion of the Agreement term, whichever occurs first; however, the records shall be retained beyond the third year if an audit is in progress or the findings of a completed audit have not been resolved satisfactorily.

----- End of Schedule (B) -----

Agenda No. 6.

CITY COUNCIL MEMORANDUM

City Council Meeting:	**September 5, 2023**
Department:	**Information Technology**
Subject:	**Resolution 23-R-94 - Authorizing expenditures with US Digital Design to upgrade the Public Safety Alerting System. (B. James/J. Bluebird)**

BACKGROUND

The current Station Alerting equipment has been in service since 2009 and is past end of life and needs to be upgraded to current specifications. IT Staff are proposing to contract with US Digital Design, a sole source vendor, to provide the equipment and do the installation. The anticipated cost is just under $90,000.

GOAL

To upgrade our outdated alerting system to current specifications.

COMMUNITY BENEFIT

This will help to ensure that our Fire and EMS alerting system can service our community in a reliable and timely manner.

SUMMARY OF RECOMMENDED ACTION

Approval of Resolution will allow IT to contract with US Digital Design to upgrade the Station Alerting Equipment for Fire and EMS.

FISCAL IMPACT

The total cost of this upgrade is estimated be $90,000 and funds will come from the IT fiscal year 2022/23 budget.

RECOMMENDATION

Approval of Resolution 23-R-94.

Attachments

Res 23 R 94 US Digital Design

RESOLUTION NO. 22-R-94

A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF SCHERTZ, TEXAS AUTHORIZING A CONTRACT WITH US DIGITAL DESIGN FOR THE PURCHASE AND INSTALLATION OF A PUBLIC SAFETY ALERTING SYSTEM IN AND AMOUNT NOT TO EXCEED NINETY THOUSAND DOLLARS.

WHEREAS, the Schertz Information Technology Department has a need to contract with US Digital Design for purchase of installation of Public Safety Alerting System equipment to service Fire and Emergency Management Services (EMS); and

WHEREAS, the Schertz Information Technology Department utilizes the US Digital Design Alerting System to fit the needs of the Fire and Emergency Management Services Departments, to alert for emergency calls at the stations located at Schertz, Universal City, and Marion; and

WHEREAS, the Schertz Information Technology Department has chosen US Digital Design Alerting System, a Sole Source vendor, for the purchase of this equipment; and

WHEREAS, the City of Schertz will fund the purchase of US Digital Design Alerting System through the approved 2022-2023 annual Information Technology department budget.

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

Section 1. The City Council hereby authorizes a contract with US Digital Design Alerting System not to exceed the amount of **NINETY THOUSAND DOLLARS** ($90,000.00) during the FY 2022-2023 for purchase and installation of Public Safety Alerting system**.**

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

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

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

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

Section 6. It is officially found, determined, and declared that the meeting at which this Resolution is adopted was open to the public and public notice of the time, place, and

subject matter of the public business to be considered at such meeting, including this Resolution, was given, all as required by Chapter 551, Texas Government Code, as amended.

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

PASSED AND ADOPTED, this_____day of_____, 2023.

CITY OF SCHERTZ, TEXAS

_____
Ralph Gutierrez, Mayor

ATTEST:

_____
Sheila Edmondson, City Secretary

Agenda No. 7.

CITY COUNCIL MEMORANDUM

City Council Meeting:	**September 5, 2023**
Department:	**Emergency Medical Services**
Subject:	**Resolution 23-R-85 - Approving a Resolution authorizing the City Manager to sign a Letter of Intent (LOI) with Sterling McCall Ford for the purchase of one (1) new ambulance for Fiscal Year 2024/2025. (S. Williams/J. Mabbitt)**

BACKGROUND

The EMS Department currently has a fleet of twelve (12) ambulances, eight (8) of these ambulances are "front-line" or are in-service at any given time which leaves a reserve fleet of four (4) ambulances. A goal is to have four (4) reserve ambulances to allow our fleet department time to "down" each ambulance for preventative and safety checks. As of August 1, mileage for these ambulances range from 452 to over 200,000 miles:

Unit #	Year	Mileage
274	2013	217,684
275	2013	212,321
276-B	2022	34,189
277	2015	198,849
278-B	2021	52,662
279-B	2022	452
280	2017	170,275
281	2017	118,960
282	2020	116,364
283	2021	56,130
284	2021	57,506
285	2022	5,271
286	2023	Will receive in FY24

After coordination with the Fleet Department and inline with our vehicle replacement program, it was decided to purchase this ambulance from Frazer through Sterling McCall Ford (for the chassis). Frazer is a HGAC Buy Purchasing Cooperative program participant, and the ambulances are built here in Texas. Like our previous six ambulances, this ambulance will be mounted on a Ford F450 chassis.

Due to COVID-19, ambulance manufacturers have lengthened their build times (mainly due to chassis delays) and to have our ambulance built in FY25 we need to have a Letter of Intent (LOI) signed to save a chassis for the build. Final purchase will be dependent on final approval of the FY25 budget.

GOAL

Authorizing the City Manager to sign a Letter of Intent (LOI) with Sterling McCall Ford for the intent to purchase one (1) new ambulance for FY25.

COMMUNITY BENEFIT

The items purchased from Frazer are in support of EMS response to the communities served.

SUMMARY OF RECOMMENDED ACTION

Staff recommends approving the attached Letter of Intent (LOI) authorizing the City Manager to sign a Letter of Intent (LOI) with Sterling McCall Ford for the purchase of one (1) new ambulance for FY25.

FISCAL IMPACT

This ambulance will be purchased in FY25 contingent on approval of the FY25 budget. The total amount for this ambulance will not exceed $301,275. Staff will return for approval of the funds once the budget is approved.

RECOMMENDATION

Staff recommends approval of Resolution No. 23-R-85

Attachments

Quote

Resolution 23-R-85

Customer Quote

8/2/2023 11:34:19 AM

Estimate No:	Q3090-0001
Quote Date:	8/2/2023
Expiration Date:	9/16/2023
Salesperson:	KS
Payment Terms:	Due on Delivery

Invoice To: 11338

Jason Mabbit
City of Schertz EMS
1400 Schertz Pkwy, Bldg 7
Schertz TX 78154
US

Deliver To:

Jason Mabbit
City of Schertz EMS
1400 Schertz Pkwy, Bldg 7
Schertz TX 78154
US
Phone:210-619-1400

Order Instructions:

* Chassis only must be paid for at time of arrival to dealership. Balance will be invoiced 30 days prior to unit completion and will be due at time of delivery.

* Estimated chassis price may change at the discretion of the chassis manufacturer

No.	Item	Qty	U/M:		Unit Price		Net Amount
1	MODULE	1.00	EA	$	231,775.00	$	231,775.00
	Type I 12' XT Module						
2	CHASSIS	1.00	EA	$	68,500.00	$	68,500.00
	2024 Ford F-450 Gas						
	Estimated chassis price may change at the discretion of the chassis manufacturer						
3	DELIVERY	1.00	M	$	0.00	$	0.00
	Customer Pick Up-Frazer FOB						
4	HGAC-NEW	1.00	EA	$	1,000.00	$	1,000.00
	Contract No. AM10-20						
5	SpecDoc	1.00	EA	$	0.00	$	0.00
	Configurable item to create the SpecDoc						

Frazer will accept returns on parts up to 180 days after shipment. No restocking fee will be charged if the item is returned within 90 days of the original invoice date. All parts returns should be shipped back freight prepaid and require prior approval with a "Returns Material Authorization" (RMA) clearly displayed on the exterior of the shipping package. A credit will be issued towards the customer's account within approximately 7 business days of receipt of the item. If a part is returned after 90 days of the original invoice date a 15% restocking fee will be applied. Frazer Ltd reserves the right to accept returned items at its sole discretion based upon the condition of the item to be placed back into stock. :

Customer Quote

8/2/2023 11:34:19 AM

Estimate No:	Q3090-0001
Quote Date:	8/2/2023
Expiration Date:	9/16/2023
Salesperson:	KS
Payment Terms:	Due on Delivery

Order Instructions:

No.	Item	Qty	U/M:		Unit Price		Net Amount

Sale Amount:	301,275.00
Order Disc(0.0000%):	0.00
Surcharge:	N/A
Sales Tax:	0.00
Misc Charges:	0.00
Total Amount:	301,275.00

Frazer will accept returns on parts up to 180 days after shipment. No restocking fee will be charged if the item is returned within 90 days of the original invoice date. All parts returns should be shipped back freight prepaid and require prior approval with a "Returns Material Authorization" (RMA) clearly displayed on the exterior of the shipping package. A credit will be issued towards the customer's account within approximately 7 business days of receipt of the item. If a part is returned after 90 days of the original invoice date a 15% restocking fee will be applied. Frazer Ltd reserves the right to accept returned items at its sole discretion based upon the condition of the item to be placed back into stock. :

Defining the future of Mobile Healthcare.™

For your convenience, all pricing has been itemized below per quote Q3090-0001 for City of Schertz EMS

Base Module	$	129,150.00
Chassis Exterior	$	29,875.00
Module Exterior	$	44,450.00
Chassis Interior	$	9,900.00
Module Interior	$	18,400.00
Total	**$**	**231,775.00**

Items included in above totals:

1. Type I 12' XT Module	$	incl
2. This is a CAAS GVS v2.0 Unit	$	incl
Chassis Exterior:		
3. Chassis Paint Layout: Paint All Two Tone - FLNA 92772 and FLNA 10707	$	7,475.00
4. Chassis : 2023 Ford F-450, Gas, 4x2, Regular Cab, 84" Cab to Axle, Z1 - Oxford White	$	incl
5. Suspension: LiquidSpring	$	15,550.00
6. Wheel type: Factory Steel	$	incl
7. Dual Dynamics Valve Stem Extender with Equalization and Pressure Indicator	$	375.00
8. Road Force Elite tire and wheel balancing	$	incl
9. Chassis Steps: ArcRite with Sure Grip	$	1,350.00
10. Grille Guard: Full Replacement Bumper	$	1,750.00
11. Siren Amplifier: Howler	$	1,700.00
12. Window Tint (35% VLT) on Chassis Doors	$	375.00
13. Passenger's side Grille Light: Whelen M6 Red Light	$	100.00
14. Driver's side Grille Light: Whelen M6 Blue Light	$	100.00
15. Passenger's side Intersect Light: Whelen M6 Blue Light	$	100.00
16. Driver's side Intersect Light: Whelen M6 Red Light	$	100.00
17. Additional Grille Guard Driver Side Light: Whelen M4 Red/Blue Light	$	450.00
18. Additional Grille Guard Passenger Side Light: Whelen M4 Blue/Red Light	$	450.00
19. *Note to Engineering* Chassis MY will be 2024	$	incl
Chassis Exterior Subtotal	**$**	**29,875.00**
Module Exterior:		
20. Power Source: Onan 5.5kW Generator	$	12,625.00
21. Module Paint Layout: Two Tone - FLNA 92772 and FLNA 10707	$	4,000.00
22. Roof Color: OTHER: FLNA 92772	$	incl

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23. Supertherm Coating on Module Roof	$	1,350.00
24. Rear Wall 3M Conspicuity Layout - Chevron : Yellow Base Color and Blue - Reflective Overlay	$	2,025.00
25. Conspicuity on Rear Entry Door Windows Matching the Rear Wall	$	250.00
26. Entry Door Conspicuity Layout - Squares : White Base Color	$	450.00
27. Conspicuity Strips on Compartments Matching the Rear Wall	$	375.00
28. Frazer Provided Graphics	$	3,000.00
29. Graphics Write-In Option 1 - one-way mesh on rear entry windows to not have chevron, solid blue	$	incl
30. Body Drop on the Passenger's Side Forward of Rear Wheels	$	incl
31. Hidden Switch Behind the Driver's Side Rear Bumper End Cap	$	300.00
32. Dri-Deck in Applicable Exterior Compartments	$	375.00
33. Ground Lights: Perimeter of Module and Under Chassis Steps	$	4,000.00
34. Shore Power: Dual 20/30 Amp Kussmaul Auto Eject w/ Yellow covers on Rear Wall	$	775.00
35. Pigtail/Plug Option: Pigtail	$	incl
36. Coax 1: Run coax from location 1 to Chassis	$	incl
37. Coax 2: Run coax from location 2 to Electrical Compartment terminated to Sierra Wireless Antenna	$	incl
38. Coax 3: Run coax from location 3 to Electrical Compartment terminated to UHF Antenna	$	incl
39. Coax 4: Run coax from location 4 to Electrical Compartment terminated to VHF Antenna	$	incl
40. UNOC #2212 - Furnish and install Green LED indicator light above each shore power outlet	$	275.00
41. UNOC #811 - Install customer provided Sierra Wireless modem in the electrical compartment, battery hot, with antenna on module roof at location #2	$	275.00
42. Front Scene: Whelen Pioneer Plus Dual Panel LED (Surface)	$	2,525.00
43. Front Wall Light Layout: Lower 5 Lights	$	incl
44. Front Wall Light #1: Whelen M6 Blue Light	$	incl
45. Front Wall Light #2: Whelen M6 Red Light	$	incl
46. Front Wall Light #3: Whelen M6 Clear Light	$	incl
47. Front Wall Light #4: Whelen M6 Red Light	$	incl
48. Front Wall Light #5: Whelen M6 Blue Light	$	incl
49. Front Wall Driver Side Box Light: Whelen M9 Red Light	$	175.00
50. Front Wall Passenger Box Light: Whelen M9 Red Light	$	175.00

51. Driver Wall Front Box Light: Whelen M9 Red Light	$	175.00
52. Driver Wall Rear Box Light: Whelen M9 Red Light	$	175.00
53. Driver Wheel Well Light: Whelen M6 Blue Light	$	incl
54. Side Scene Lights: Whelen Pioneer Plus Dual Panel LED (Surface)	$	3,750.00
55. O2 Compartment Style: Laydown O2 with Divider and Adjustable Shelf	$	275.00
56. O2 Rollers for an H Cylinder	$	incl
57. O2 Cylinder Changing Wrench	$	125.00
58. Electrical Compartment Style: Standard Electrical Compartment	$	incl
59. Lower Storage Style: Standard Lower Storage	$	incl
60. Compartment Above Wheel Well Style: Standard Compartment Above Wheel Well	$	incl
61. Dometic Self-Contained A/C with Exhaust Fan	$	incl
62. Rear Storage Compartment Style: Rear Storage with divider and shelf with I/O access	$	675.00
63. Module Window Option: Sliding Window	$	incl
64. Upper Rear Wall Light Layout: 3 Across	$	incl
65. Upper Light #1: Whelen M6 Load Light	$	incl
66. Upper Light #2: Whelen M6 Amber Light	$	incl
67. Upper Light #3: Whelen M6 Load Light	$	incl
68. Lower Light #1: Whelen M6 Brake/Tail/Turn Red Light	$	incl
69. Lower Light #2: Whelen M6 Brake/Tail/Turn Red Light	$	incl
70. Lower Light #3: Whelen M6 Red/Amber Light	$	125.00
71. Lower Light #4: Whelen M6 Red/Amber Light	$	125.00
72. Rear Wall Driver Box Light: Whelen M9 Red Light	$	175.00
73. Rear Wall Passenger Box Light: Whelen M9 Red Light	$	175.00
74. Rear Backboard Options: 5" Compartment Shelf	$	300.00
75. Lower BTTs: 2 M6 Lights on each side	$	950.00
76. Rear Bumper	$	incl
77. Door Grabbers	$	incl
78. License Plate Light	$	incl
79. Passenger Wall Front Box Light: Whelen M9 Red Light	$	175.00
80. Passenger Wall Rear Box Light: Whelen M9 Red Light	$	175.00
81. Passenger Wheel Well Light: Whelen M6 Blue Light	$	incl
82. Passenger Scene Light Activated with Side Entry Door	$	425.00
83. Interior Step Option: Double Step Well	$	incl

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84. Passenger Rear Compartment Style: Onan Genset Compartment	$	incl
85. Door Locks on Entry Doors and Compartments	$	3,700.00
Module Exterior Subtotal	**$**	**44,450.00**

Chassis Interior:

86. Siren Speakers: Whelen SA 315 Speakers	$	incl
87. Tap-2 on Primary Siren	$	incl
88. Siren Option: Whelen C9 Siren in Console	$	incl
89. Mic 1 shipped loose	$	incl
90. HAAS Alert System: HAAS Alert Responder to Vehicle - 3 Year Sub	$	incl
91. Slot 1: Single Slot Switch Panel	$	incl
92. Slot 2: Radio Plate: 7.5 L X 2.5 W opening dims	$	incl
93. Slot 3: Siren 1	$	incl
94. Slot 4: Single Blank	$	incl
95. Console Switch Layout : Primary - Secondary - Howler - Front Scene - Side Scene (Driver's Side) - Side Scene (Passenger's Side) - Rear Load - Interior Lights - Start/Stop Genset -	$	incl
96. New Armrest	$	300.00
97. Console Layout: 4-Slot Console	$	incl
98. Front Base of Console: 120VAC	$	700.00
99. Floor in Front of Console: Gamber Johnson Heavy Dual Cup Holder	$	250.00
100. Front of Console: 12VDC wired Battery hot with Medical Diode	$	350.00
101. Rear of Console: Single Mapholder	$	300.00
102. Chassis Rear Wall: 3 High Glove Box Holder	$	300.00
103. Back-up warning system with speaker installed inside the console	$	1,275.00
104. Secure-Idle Anti-Theft System	$	850.00
105. Aftermarket Vinyl Seats	$	1,100.00
106. UNOC #1094 - Install customer provided Digital Ally DVM 250 monitor built into rear view mirror/DVR, with forward-facing, driver-facing, and back-up cameras	$	1,725.00
107. UNOC #297 - Install customer provided radio equipment:	$	725.00

- Motorola APX 7500 multi-band radio base in electrical compartment; wired battery hot
- Multi-band antenna on module roof, location #3

- Radio head in console slot 2
- Mic on D/S of console slot 2

- Speaker on rear of map holder on rear of console, facing up		
108. UNOC #1655 - Furnish and install Havis telescoping pole mount with motion adapter and swivel on P/S front of console (see pics in unit folder)	$	1,150.00
109. UNOC #796 - Install customer provided CAD mount on motion adapter attached to the telescoping pole mount, with Lind power supply inside the console; battery hot	$	475.00
110. UNOC #86 - Install (1) customer provided Streamlight Stinger flashlight and charger on driver's side of console slot 1; battery hot	$	125.00
111. UNOC #332 - Furnish and install Kussmaul dual USB on console switch panel	$	275.00
Chassis Interior Subtotal	**$**	**9,900.00**
Module Interior:		
112. Protek Cushions	$	incl
113. Gunmetal Grey Interior	$	incl
114. Stainless Steel Countertops	$	incl
115. Yellow Grab Rails	$	300.00
116. Front I/O with Lexan Doors	$	incl
117. 2 High "D" Cylinder Holder in the Front I/O Facing the Rear Wall	$	250.00
118. Duplex Outlet in the Front I/O	$	incl
119. Map Holder on Side of Front I/O	$	250.00
120. Duplex Outlet on the Front Wall	$	incl
121. Netting at the Front Corner Area	$	incl
122. Customer Provided Medvault	$	625.00
123. UNOC #1778 - Install customer provided Engel 15-qt fridge with slide lock and spacer in standard location	$	250.00
124. Location 1: 4 Switch w/Thermostat	$	incl
125. Location 2: Single O2 Outlet	$	incl
126. Location 3: 12VDC wired Battery hot with Medical Diode	$	350.00
127. Location 4: Dual USB receptacles	$	300.00
128. Location 6: Blank	$	incl
129. Location 7: Blank	$	incl
130. Location 8: Quad 120 VAC	$	incl
131. Location 9: Suction	$	incl
132. Action Wall Switch Layout : Interior Lights; Dimmer; Ventilation Fan; Module Heater - Hi/Off/Low;	$	incl
133. Sharps Container at Action Wall	$	incl
134. Acrylic Holder at the Action Wall Cabinet	$	incl

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135. New 6pt Harness at the CPR Seat	$	700.00
136. Acrylic Holder Aft CPR Seat	$	incl
137. Rear Door Switch Layout : Acknowledge; Blank; Dump/Bypass (Suspension); Rear Load;	$	incl
138. UNOC #520 - Furnish and install (1) Perko clip on bottom right corner of AC vent plate and (1) on P/S of rear wall toward head knocker	$	125.00
139. UNOC #726 - Furnish and install 12" grab bar/IV pump bar on bottom of action wall cabinet, as far toward rear of unit and as close to the aisle as possible	$	275.00
140. Two Seating Positions at the Squad Bench - 2 and 3	$	incl
141. Harness Type for Seat Position 2: New 6pt Harness	$	700.00
142. Harness Type for Seat Position 3: New 6pt Harness	$	700.00
143. Acrylic Holder and Sharps at Squad Bench	$	1,075.00
144. Double Squad Bench Cabinet	$	850.00
145. New Glove Box & Handrail at the Head of the Squad Bench	$	450.00
146. Trashcan With Lid at the Head of the Squad Bench	$	incl
147. O2 Outlet at the Squad Bench Wall	$	incl
148. Install Evergreen UV-C air and surface disinfection lamp in ceiling raceway with control unit in electrical compartment	$	6,000.00
149. IV Hanger on Ceiling Raceway	$	incl
150. Driver and Passenger Side Yellow Powdercoated Ceiling Grab Rails for 12' Unit	$	400.00
151. IV Hanger on Squad Bench Ceiling	$	incl
152. Head knocker options: With Clock only	$	625.00
153. Stryker cot tower only (no antler and bar)	$	incl
154. Floor Options: Customer Provided Stryker Power-LOAD - Gen 2	$	2,225.00
155. Loncoin II Onyx Floor	$	incl
156. Captain's Chair Type: Captain's Chair with Child Safety Seat and 4pt. Harness	$	950.00
157. Module Heater : New	$	incl
158. Customer Provided Items Processing Fee	$	1,000.00
Module Interior Subtotal	**$**	**18,400.00**

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Email this quote along with your PO

to Kalyn Salsman at ksalsman@frazerbilt.com

Remit To:

Per TMVCC, we are quoting this through our
licensed franchise dealer, Sterling McCall Ford.

Sterling McCall Ford
6445 Southwest Freeway
Houston, TX 77074

Standard Terms and Conditions

INVOICING AND PAYMENT TERMS: Vendor shall submit one (1) original invoice per payment due. The invoice(s) shall include the items listed in accordance with the quote mentioned in the Sale Agreement with reference to the Customer's Purchase Order Number.

If the Sale Agreement provides for any progress (or advance) payments based on specific milestones or activities, Vendor's invoice shall certify to the accomplishment or performance by Vendor of said milestone or activity, and that Customer has obtained a security interest in such Products to the extent of such payment.

Payment shall be due upon receipt of the invoice and delivery of the unit to the Customer unless previously negotiated.

CANCELLATION POLICY: Cancellation of orders must be received 120 days prior to the agreed upon delivery date. If the order is cancelled within the 120 day window, a fee of 25% of the total purchase order price will apply.

DELIVERY TERMS: The products listed in the estimate are to be delivered Free On Board (FOB) Destination to Houston,TX. Customer representative(s) will pick up the unit at upfitter location, 7219 Rampart St., Houston, TX 77081 and transport it to their final destination at customer expense unless otherwise specified in the Vendor quote.

TERMINATION FOR CAUSE: Customer may terminate this Sale Agreement and any corresponding Purchase Order, or any part thereof, for cause including, but not limited to the following Vendor actions: (1) any default or breach of any of the terms and conditions of the Sale Agreement, (2) failure to provide Customer, upon request, a reasonable assurance of future performance, or (3) bankruptcy, dissolution, or suspension of payments by judicial decree. If Vendor does not cure such failure within a period of five (5) days or such a longer period as Customer may authorize in writing after the date such notice is sent to Vendor, then termination may proceed.

Vendor may also terminate this Sale Agreement and any corresponding Purchase Order for cause, and Vendor will not be in breach of same, in the event any supplier to Vendor fails to deliver Products and/or component parts in a timely fashion and Vendor cannot make alternate accommodations in order to comply with the Parties' agreed upon completion and delivery dates.

CHANGE ORDERS: Vendor has the right to modify the Purchase Order requirements and conditions as needed and will advise Customer in writing of such requested changes. Vendor shall not proceed with any changes without Customer's written authorization. Any request by Customer to change the terms or conditions of the Purchase Order, including product specifications, options, and price, must be made in advance of the production job order release. Any changes made after the release of the production job order will incur a $350 fee per change order made in a 24 hour period and will be included on a secondary invoice. Vendor reserves the right to refuse changes requested by the Customer.

PROPRIETARY INFORMATION, CONFIDENTIALITY AND ADVERTISING: All commercial, financial or technical information in any form that Vendor provides to Customer shall be deemed proprietary and confidential and Customer shall not disclose such information to third parties without Vendor's written consent. Termination of the Sale Agreement shall not relieve Customer of this confidentiality obligation. Upon Vendor's request, Customer shall return all confidential information to Vendor along with any reproductions, in whole or in part. The confidentiality obligation does not apply to information that is in the public domain through no fault of Customer or to information lawfully within Customer's possession prior to the date of the Purchase Order, as evidenced by Customer's written records.

INDEMNIFICATION: Customer shall fully release, indemnify, defend and hold harmless Vendor, its co-venturers, its contractors, and their respective affiliates, and Vendor's and their respective directors, officers and employees (including agency personnel) ("Vendor Group") from and against any and all claims arising out of the Customer's purchase, use, sale or incorporation of any Products purchased from Vendor into Customer's products or equipment wherein it is claimed or alleged that Vendor's Products are defective or violate any warranty, standard of care, industry standard or governmental regulation or term or condition of any Purchase

Order without regard to any allegation of negligence on the part of the Vendor Group as it pertains to Vendor's Products.

Vendor shall fully release, indemnify, defend and hold harmless Customer, its co-venturers, its contractors, and their respective affiliates, and the Customer's and their respective directors, officers and employees (including agency personnel) ("Customer Group") from and against any and all claims arising out of the Customer's purchase, use, sale or incorporation of any Products purchased from Vendor into Customer's products or equipment wherein it is claimed or alleged that Vendor's Products are defective or violate any warranty, standard of care, industry standard or governmental regulation or term or condition of any Purchase Order without regard to any allegation of negligence on the part of the Customer Group as it pertains to Vendor's Products.

Customer Initials: _____

LIMITATIONS ON DAMAGES: In the event of any dispute, disagreement or breach alleged by Customer on the part of Vendor, Customer's exclusive and sole remedy shall be repair or replacement, if practical, of the module, or component part, by Vendor. If Vendor is not able to effectuate a repair, replacement, or cure that brings the module, or component part, into compliance with the Parties' agreement, then Vendor shall refund the sale price to Customer. In no event shall Vendor be liable to Customer, or to any third-party acting through Customer, for any additional, consequential or punitive damages, or damages for lost sales, revenue or profits claimed by Customer or any third-party acting through Customer.

FORCE MAJEURE: A force majeure delay shall mean any delay or other unforeseeable causes beyond the reasonable control of the party affected, provided that any such delay is not caused, in whole or in part, by the acts or omissions of the party so delayed and further provided that such party is unable to make up for such delay with reasonable diligence and speed. If any such cause delays Vendor's performance, the delivery date or time for completion may be extended by a period of time reasonably necessary to overcome the effect of such delay; however, Vendor shall take all reasonable measures to mitigate the effects of the force majeure event and to minimize such delay. A party affected by a force majeure event shall notify the other party of such force majeure event within forty-eight (48) hours of its knowledge of such event for the event to be considered a bona fide force majeure event.

TITLE AND RISK OF LOSS: Title to the Products shall transfer to Customer upon receipt of Products by Customer or its agent unless otherwise stated in the Sale Agreement. Notwithstanding the above, risk of loss of the Products shall remain with Vendor until delivered to Customer.

WAIVER: Vendor's failure to exercise or enforce any right in the Purchase Order, or any other right or privilege under law, or Vendor's waiver of any breach by Customer shall not constitute a waiver or modification of any terms, conditions, privileges or rights whether of the same or similar type, unless Vendor gives such waiver in writing.

LIENS: Vendor waives and relinquishes all existing and future liens and claims (statutory or otherwise) for the Products specified in the Purchase Order, and warrants that the Products will be free and clear of all liens, claims or encumbrances of any kind.

INSPECTION, REVIEW AND WITNESSING: Customer and/or the ultimate owner of the Products have the right to inspect and attend testing of the Products at Vendor's premises (or its supplier's or subcontractor's premises) with reasonable advance notice. If any inspection is made on the premises of Vendor or its supplier, Vendor, without additional charge, shall provide all reasonable facilities and assistance for the safety and convenience of the inspectors in the performance of their duties.

APPLICABLE LAW AND VENUE: The Sale Agreement shall be governed and interpreted in accordance with the laws of the State of Texas, without reference to any principle of conflict of laws. Customer and Vendor expressly exclude the application of the Convention on International Sale of Goods to the Sale Agreement. Venue for all judicial, administrative, or regulatory proceedings shall be Houston, Harris County, Texas.

OWNERSHIP OF DOCUMENTS: Title to all drawings, specifications, calculations, technical data and other documents that Customer submits in accordance with the Purchase Order shall vest with Vendor. Vendor shall have the right to use such documents for any purpose pertaining to the manufacture, assembly, and delivery of the Products.

Title to all drawings, specifications, calculations, technical data, and other documents that Vendor submits to the Customer shall vest with the Customer. Customer shall have the right to use such documents for any purpose pertaining to the installation, operation, and maintenance of the Products.

INSURANCE: Vendor shall comply with the project insurance requirements for which the Products are being provided. Customer shall provide specific reasonable levels required as soon as such levels are available, which shall not exceed $1,000,000 for any non-statutory category other than excess liability umbrella, which shall not exceed $4,000,000. When requested by Customer, Vendor shall provide certificates of insurance as proof of same.

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SURVIVAL: The provisions of the following Paragraphs of these Terms and Conditions shall survive any cancellation or termination of the Purchase Order: (Proprietary Information, Confidentiality and Advertising), (Indemnification), (Liens), and (Applicable Law and Venue).

RESOLUTION NO. 23-R-85

A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF SCHERTZ, TEXAS AUTHORIZING THE CITY MANAGER TO SIGN A LETTER OF INTENT (LOI) WITH STERLING MCCALL FORD FOR THE PURCHASE OF ONE (1) NEW AMBULANCE FOR FISCAL YEAR 2024/2025 AND OTHER MATTERS IN CONNECTION THEREWITH

WHEREAS, the Schertz EMS Department has chosen Sterling McCall Ford and Frazer, a HGACBuy Purchasing Cooperative vendor, for the purchase of one (1) Ford Ambulance; and

WHEREAS, the total cost of one ambulance will be no more than $301,275; and

WHEREAS, this purchase will be funded with budgeted operating costs from the FY25 approved budget.

WHEREAS, HGACBuy Purchasing Cooperative is a national online purchasing cooperative, developed to comply with state laws which require government entities to make purchases through a competitive procurement process; and

WHEREAS, HGACBuy Purchasing Cooperative gives public entities the advantage of leveraging the cooperative's ability to obtain bulk discounts, combined with the ease of online, web-based shopping and ordering; and

WHEREAS, purchases under the cooperative programs meet the requirements under the Texas Local Government Purchasing Code rule for cooperative purchases as adopted by the City of Schertz Resolution 11-R-41 on August 30, 2011 amending the City's purchasing policy; therefore,

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

Section 1. The City Council hereby authorizes the City Manager to sign a Letter of Intent (LOI) with Sterling McCall Ford attached in Exhibit A for one ambulance not to exceed $301,275.

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

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

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

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

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

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

PASSED AND ADOPTED, this_____day of_____, 2023

CITY OF SCHERTZ, TEXAS

Ralph Gutierrez, Mayor

ATTEST:

Sheila Edmondson, City

Secretary (CITY SEAL)

Exhibit A

Purchase Agreement

This PURCHASE AGREEMENT made this 2nd day of August, 2023 between ("Vendor") Sterling McCall Ford lo- cated at 6445 Southwest Freeway Houston, TX 77074and City of Schertz EMS located at 1400 Schertz EMS Pkwy, Bldg 7 Schertz, TX 78154 ("Customer"). WHEREAS, Vendor desires to sell and Customer desires to pur- chase certain products, and/or services more specifically described in Estimate Q3090-1 dated 8/2/2023 for the total amount of $301, 275.00 (hereafter "Products"),

Chassis details

- **Chassis Make: Ford**
- **Chassis Model: F-450 Gas**
- **Qty ordered: 1**
- **Quoted chassis price (each): $68,500.00**

NOW THEREFORE, the parties hereto, for good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, do hereby agree as follows:

1. Vendor agrees to sell and schedule pickup/delivery as described in Estimate Q3090-1 dated 8/2/2023 and Customer shall purchase from Vendor, the Products for the prices as set forth in detail on Estimate Q3090-1 dated 8/2/2023.

2. The sale of the Products is governed by the terms and conditions set forth on Exhibit A, which is attached hereto and made a part hereof.

3. The Term of this Agreement shall commence on August 2nd, 2023 and expire 1 year from execution date.

4. If the parties have entered into any additional covenants, promises, terms and conditions not otherwise specified herein or in any schedule or Exhibit hereto, said special provisions shall be set forth in Exhibit A. If there shall be any conflict within the provisions of this Agreement, the following order of priority shall ap- ply: this PURCHASE AGREEMENT, Exhibit A, Customer's purchase order, Vendor's invoice.

IN WITNESS WHEREOF, the undersigned have executed and delivered this Agreement as of the day and year first above written.

Title Information
Enter Exactly as it needs to appear

Owner
Name: _____
Address: _____

Lien Holder *(If Applicable)*
Name: _____
Address: _____

Purchase Agreement Signature Page

Schertz EMS

Sign: _____

Print: _____

Title: _____

Date: _____

Frazer, Ltd.

Sign:

Print: Adam Fischer

Title: Vice President, Sales & Marketing

Date: 8/3/2023

LIST OF EXHIBITS:
EXHIBIT A: Standard Terms and Conditions
EXHIBIT A

Standard Terms and Conditions

INVOICING AND PAYMENT TERMS: Vendor shall submit one (1) original invoice per payment due. The invoice(s) shall include the items listed in accordance with the quote mentioned in the Sale Agreement with reference to the Customer's Purchase Order Number.

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TERMINATION FOR CAUSE: Customer may terminate this Sale Agreement and any corresponding Purchase Order, or any part thereof, for cause including, but not limited to the following Vendor actions: (1) any default or breach of any of the terms and conditions of the Sale Agreement, (2) failure to provide Customer, upon request, a reasonable assurance of future performance, or (3) bankruptcy, dissolution, or suspension of payments by judicial decree. If Vendor does not cure such failure within a period of five (5) days or such a longer period as Customer may authorize in writing after the date such notice is sent to Vendor, then termination may proceed.

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PROPRIETARY INFORMATION, CONFIDENTIALITY AND ADVERTISING: All commercial, financial or technical information in any form that Vendor provides to Customer shall be deemed proprietary and confidential and Customer shall not disclose such information to third parties without Vendor's written consent. Termination of the Sale Agreement shall not relieve Customer of this confidentiality obligation. Upon Vendor's request, Customer shall return all confidential information to Vendor along with any reproductions, in whole or in part. The confidentiality obligation does not apply to information that is in the public domain through no fault of Customer or to information

lawfully within Customer's possession prior to the date of the Purchase Order, as evidenced by Customer 's written records.

LIMITATIONS ON DAMAGES: In the event of any dispute, disagreement or breach alleged by Customer on the part of Vendor, Customer's exclusive and sole remedy shall be repair or replacement, if practical, of the module, or component part, by Vendor. If Vendor is not able to effectuate a repair, replacement, or cure that brings the module, or component part, into compliance with the Parties' agreement, then Vendor shall refund the sale price to Customer. In no event shall Vendor be liable to Customer, or to any third-party acting through Customer, for any additional, consequential or punitive damages, or damages for lost sales, revenue or profits claimed by Cus- tomer or any third-party acting through Customer.

FORCE MAJEURE: A force majeure delay shall mean any delay or other unforeseeable causes beyond the reasonable control of the party affected, provided that any such delay is not caused, in whole or in part, by the acts or omissions of the party so delayed and further provided that such party is unable to make up for such delay with reasonable diligence and speed. If any such cause delays Vendor's performance, the delivery date or time for completion may be extended by a period of time reasonably necessary to overcome the effect of such delay; however, Vendor shall take all reasonable measures to mitigate the effects of the force majeure event and to minimize such delay. A party affected by a force majeure event shall notify the other party of such force majeure event within forty-eight (48) hours of its knowledge of such event for the event to be considered a bona fide force majeure event.

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WAIVER: Vendor's failure to exercise or enforce any right in the Purchase Order, or any other right or privilege under law, or Vendor's waiver of any breach by Customer shall not constitute a waiver or modification of any terms, conditions, privileges or rights whether of the same or similar type, unless Vendor gives such waiver in writing.

LIENS: Vendor waives and relinquishes all existing and future liens and claims (statutory or otherwise) for the Products specified in the Purchase Order, and warrants that the Products will be free and clear of all liens, claims or encumbrances of any kind.

INSPECTION, REVIEW AND WITNESSING: Customer and/or the ultimate owner of the Products have the right to inspect and attend testing of the Products at Vendor's premises (or its supplier's or subcontractor's premises) with reasonable advance notice. If any inspection is made on the premises of Vendor or its supplier, Vendor, with- out additional charge, shall provide all reasonable facilities and assistance for the safety and convenience of the inspectors in the performance of their duties.

APPLICABLE LAW AND VENUE: The Sale Agreement shall be governed and interpreted in accordance with the laws of the State of Texas, without reference to any principle of conflict of laws. Customer and Vendor expressly exclude the application of the Convention on International Sale of Goods to the Sale Agreement. Venue for all judicial, administrative, or regulatory proceedings shall be Guadalupe County

OWNERSHIP OF DOCUMENTS: Title to all drawings, specifications, calculations, technical data and other documents that Customer submits in accordance with the Purchase Order shall vest with Vendor. Vendor shall have the right to use such documents for any purpose pertaining to the manufacture, assembly, and delivery of the Products.

Title to all drawings, specifications, calculations, technical data, and other documents that Vendor submits to the Customer shall vest with the Customer. Customer shall have the right to use such documents for any purpose pertaining to the installation, operation, and maintenance of the Products.

INSURANCE: Vendor shall comply with the project insurance requirements for which the Products are being pro- vided. Customer shall provide specific reasonable levels required as soon as such levels are available, which shall not exceed $1,000,000 for any non-statutory category other than excess liability umbrella, which shall not exceed $4,000,000. When requested by Customer, Vendor shall provide certificates of insurance as proof of same.

SURVIVAL: The provisions of the following Paragraphs of these Terms and Conditions shall survive any cancellation or termination of the Purchase Order: (Proprietary Information, Confidentiality and Advertising), (Indemnification), (Liens), and (Applicable Law and Venue).

Agenda No. 8.

CITY COUNCIL MEMORANDUM

City Council Meeting:	**September 5, 2023**
Department:	**Finance**
Subject:	**Resolution 23-R-87 - Amending the City's Investment Policy (S. Gonzalez/J. Walters)**

BACKGROUND

The Investment Policy of the City of Schertz outlines the processes the City uses to determine and set its investment strategy. Much of the policy is outlined by Section 2256 of the Texas Government Code, called the Public Funds Investment Act (PFIA), which ensures public entities make safe choices as to how they invest.

The top priority regarding investable public funds in both the Act and in the City Policy is the safety of the funds invested. This means low risk investments that can be easily withdrawn in the event the City needs funding. The City of Schertz Investment Policy requires an annual reaffirmation by City Council. On August 11, 2023, the Investment Advisory Committee reviewed and voted to send the policy to council with proposed changes for consideration.

City Staff and the Investment Committee recommend City Council approve the Investment Policy with the following changes to the document attached. Most of the changes are to clean up and clarify sections of the document but do not significantly alter the requirements on the City. One change includes removing the Deputy City Manager, Assistant City Manager, and the Economic Development Director as named investment officers, leaving the City Manager and the Finance Director. The Committee agreed the named investment officer needed to be one designated employee and a back-up. The positions that were removed from this designation are still on the committee, will still review the monthly reports, and still ensure the funds are invested according to policy. The other change is in Section IV - Investment Reporting. Instead of quarterly, reports will now be provided monthly to City Council.

There are no changes in the type of investments or in the strategy.

The red-line copy is attached for review and the clean version is attached to the Resolution.

Attachments

Resolution 23-R-87

Schertz Investment Policy 2022-23 - Red Line Version

RESOLUTION NO. 23-R-87

A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF SCHERTZ, TEXAS AUTHORIZING A REVISED CITY OF SCHERTZ INVESTMENT POLICY AND STRATEGY.

WHEREAS, Section 2256 of the Texas Government Code, also known as the Public Funds Investment Act (PFIA), requires City Councils to approve the City's Investment Policy annually, and

WHEREAS, the City has created an Investment Committee to review the performance of the investment portfolio and ensure it follows policy, and to make recommendations to Council for updates to the policy, and

WHEREAS, the Investment Committee met on August 11, 2023 and recommended revisions to the Investment Policy.

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

Section 1. The City Council hereby adopts the City of Schertz Investment Policy and is repealing any and all prior changes and amendments to Investment Policy attached as Exhibit A.

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

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

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

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

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

PASSED AND ADOPTED, this ____day of_____, 2023.

CITY OF SCHERTZ, TEXAS

Ralph Gutierrez, Mayor

ATTEST:

Sheila Edmondson, City Secretary

EXHIBIT A

CITY OF SCHERTZ, TEXAS INVESTMENT POLICY AND STRATEGY

CITY OF SCHERTZ, TEXAS
INVESTMENT POLICY

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I. INVESTMENT SCOPE

General Statement

This policy (this "Policy") serves to satisfy the statutory requirement of the Public Funds Investment Act, as amended, Texas Government Code Chapter 2256, as amended (the "Act"), to define and adopt a formal written investment policy for the City of Schertz, Texas (the "City"). The City shall be authorized to invest its funds pursuant to the provisions of the Act and this Policy or, upon obtaining the prior approval of the City Council of the City (the "City Council"), any other applicable law.

Funds Included

This Policy applies to all City funds under the direct control of the City, at the present time any funds to be received in the future and any other funds held in custody by the City, unless expressly prohibited by law or unless it is in contravention of any depository contract between the City and any depository bank.

The City funds that are entrusted to the City Council for investment pursuant to this Policy are divided into the following portfolios based on the source of funds:

The operating account portfolio that consists of funds from the general fund and all other miscellaneous funds.

The agency funds portfolio, which consists of all agency funds.

Special Revenue, Special Assessment, and all other City funds.

Funds Excluded

This Policy shall not be applicable to any funds on deposit in any bond account, reserve account, or capital improvement construction account. The provisions of the ordinances authorizing the issuance of these debt obligations and the provisions of the Internal Revenue Code of 1986, as amended control the investment of funds on deposit in these accounts.

II. INVESTMENT OBJECTIVES

General Statement

Funds of the City will be invested in accordance with the Act, this Policy, written investment strategy, and written administrative procedures to be developed by the City Manager, Finance Director, and Investment Officers. The City's investment portfolio shall be managed in a manner to attain the maximum rate of return allowed through prudent and legal investing of City funds while preserving and protecting capital in the overall portfolio.

Safety

The primary objective of the City for all portfolios and funds is to ensure the safety of the principal. All investment transactions shall first seek to avoid capital losses by choosing high credit quality securities. The Investment Officers will monitor credit rating changes on a monthly basis and will immediately liquidate any investment that fails to meet the credit quality required by the Public Funds Investment Act.

Liquidity

The City's investment portfolio must be structured in a manner that will provide the liquidity necessary to meet all operating requirements which might reasonably be anticipated, and to pay obligations as they become due.

Diversification

The policy of the City, except when investing with the City's depository bank or in U.S. Treasury Bills, Bonds or Notes, will be to diversify its investment portfolio when investing in certificates of deposit of other banks and savings and loans domiciled in Texas, repurchase agreements, U.S. agencies securities, and other investment instruments provided for by law. The City's portfolio shall be diversified to eliminate the risk of loss resulting from over concentration of assets in a specific maturity, a specific issuer or a specific class of investments. Investments of the City shall always be selected to provide stability of income and reasonable liquidity. Liquidity is defined as the ability to sell an investment at reasonable cost under adverse market conditions.

In establishing specific diversification strategies, the following general polices and constraints shall apply:

(1) Portfolio maturities shall be staggered in a way that avoids undue concentration of assets in a specific maturity sector. Maturities shall be selected which provide for stability of income and reasonable liquidity.

(2) Liquidity shall be maintained through practices that ensure that the next disbursement date and payroll date are covered through current revenues, maturing investments, or marketable securities.

(3) Risks of market price volatility shall be controlled through maturity diversification.

Yield

It is the objective of the City to earn the maximum rate of return allowed on its investments within the constraints imposed by its safety and liquidity objectives, and the applicable law governing the investment of public funds.

The City must invest its portfolios in eligible investments that yield the highest possible rate of return while providing the necessary protection of the principal. The City seeks to optimize return on investments in all portfolios. The average minimum rate of return for the entire portfolio, excluding funds needed for current obligations, must be at least equal to a no default risk rate of return indicator, such as the return on the three-month Treasury bill. If funds are subject to yield restrictions due to federal arbitrage regulations, those funds are excluded from the yield calculation.

All security transactions will be made on documented competitive bid basis to assure the City is receiving good market rates. When issued US agency securities should be compared to other securities available in the secondary market to determine competitiveness.

Public Trust

It will be the objective of the City to act responsibly as custodians of the public trust.

Portfolio Management

Under this Policy all investments will be made with the intent of pursuing, at the time of purchase, the best rate of return on securities held until maturity, and not with the intent of speculative trading. However, securities may be sold before maturity if market conditions present an opportunity for the City to benefit from this transaction.

Investment Strategy

The City maintains one commingled portfolio for investment purposes which incorporates the specific use and the unique characteristics of the funds in the portfolio. The investment strategy has as its primary objective assurance that anticipated liabilities are matched and adequate investment liquidity provided. The City shall pursue conservative portfolio management strategy. This may be accomplished by creating a laddered maturity structure with some extension for yield enhancement. The maximum maturity of any security will be five years and the maximum dollar weighted average maturity of one year or less will be calculated using the stated final maturity date of each security.

The investment strategy for debt service shall have as its primary objective the timely payment of debt service obligations. Successive debt service dates will be fully funded before any investment extensions are made.

III. INVESTMENT RESPONSIBILITY AND CONTROL

City's Investment Officers

In accordance with Section 2256.005 of the Act, the Investment Officers for the City include the City Manager and the Finance Director.. The Finance Director is the primary manager of City investment portfolios, and shall develop and maintain written administrative procedures for the operation of the investment program, consistent with this Policy, including the following:

(1) Summarizing the economic and market analysis;

(2) Forecasting available cash for investments;

(3) Formulating strategies for asset mix, investment instruments, maturities, and target yields;

(4) Monitoring performance against the current investment strategy and evaluating reasons for variances;

(5) Reporting portfolios performance for the previous quarter to the City Council; and

(6) Revising the investment strategy based on recommendations by the Investment Advisory Committee.

The City Manager and the Investment Officers must file a statement with the City Council and the Texas Ethics Commission of any personal business relationship that they may have with a business organization as defined in the Act offering to engage in an investment transaction with the City. A personal business relationship is defined by Section 2256.005 of the Act to exist if

(1)The Investment officer owns 10% or more of the voting stock or shares of the business organization or owns $5,000 or more of the fair market value of the business organization;

(2)Funds received by the investment officer from the business organization exceed 10% of the investment officer's gross income for the previous year or;

(3)The investment officer has acquired from the business organization during the previous year investments with a book value of $2,500 or more for the personal account of the investment officer.

(4)The City Manager and Investment Officers must file a statement with the City Council and Texas Ethics to disclose any personal business relationships within two levels of blood or marriage with an organization seeking to sell an investment to the City.

Selecting and Processing Investments

The Investment Officers review the composition of the current portfolio and determines whether the securities under consideration maintain the portfolio within the guidelines established by this Policy, subchapter A of the Act, and all federal, state, and local statutes, rules or regulations. The Investment Officers approve the wire transfer form authorizing the transfer of funds for a specific investment transaction.

Documenting Investments and Providing Details

The City Manager, Finance Director, and Investment Officers retain documentation of all investment transactions, including any bond swaps. The City Manager, Finance Director, and Investment Officers provide information and supporting documentation for all investment transactions for entry in the General Ledger. The City Manager, Finance Director, and Investment Officers will utilize information and back-up documentation on all investment transactions to ensure accurate calculation of cash position and accurate posting to appropriate accounts.

New Investment accounts can only be established by signatures from all Investment Officers not on probation. Changes in the account authorization or banking information may only be updated with signatures from all active Investment Officers. Investment transactions cannot be initiated and recorded by the same Investment Officer.

Developing Cash Flow Projections for All Portfolios

The City Manager, Finance Director, and Investment Officers analyze prior period data and develop and amend cash flow projections of the City's cash requirements. The cash flow projections to match assets and liabilities in order to maximize the return on investments. All funds that can be legally

invested and match the available balance identified in the cash flow projections are considered available for investment.

Monitoring Investment Performance

The City Manager, Finance Director, and Investment Officers must routinely perform market and economic analysis to forecast probable market conditions for the investment period by assembling and analyzing current and trend data to develop and plan investment strategy. This analysis uses information obtained from investment advisors, brokers, and investment industry publications.

The City Manager, Finance Director, and Investment Officers monitor the current and expected yield curves for interest rate movements. When interest rates are expected to decline, maturity ranges are extended within portfolio and the constraints of this Policy. When interest rates are expected to increase, maturity ranges are shortened. The City Manager, Finance Director, and Investment Officers monitor yield spreads between various government agency issues and United States notes and bonds to determine the best value. The City Manager, Finance Director, and Investment Officers summarize economic and market trend information and present recommendations for investments strategy based on economic and market conditions to the City Council and the Investment Advisory Committee.

Reconciling Investment Records and General Ledger

The City Manager, Finance Director, and Investment Officers prepare a monthly report that includes information such as identifying investments at par value, identifying CUSIP number, disclosing the premium or discount, and the interest purchased for the City's investments. The report includes monthly and year-to-date interest accruals and amortization/accretion of premium/discount. This report should reconcile to the investment accounts in the General Ledger.

Allocating Interest Revenue

The City Manager, Finance Director, and Investment Officers allocate the interest revenue earned from investments proportionately to all accounts that participate in the investment function.

Providing Revenue Estimates for All Portfolios

The City Manager, Finance Director, and Investment Officers provide an estimate of the investment revenue for the annual budget.

Prudence

Investments of the City shall be made with judgment and the exercise of due care, under prevailing circumstances, that a person of prudence, discretion and intelligence would exercise in the management of the person's own affairs, not for speculation, but for investment, considering the probable safety of capital, as well as the probable income to be derived for the City. Unless authorized by law, a person may not deposit, withdraw, transfer, or manage in any other manner the funds of the City.

Liability of City Manager, Finance Director, and Investment Officers

The City Manager, Finance Director, and Investment Officers are not responsible for any loss of the City funds through the failure or negligence of a depository bank or other financial or investment institution as described in Article VI of this Policy.

IV. INVESTMENT REPORTING

Monthly Report

The City Manager, Finance Director, and Investment Officers will continually monitor and evaluate the City's investments, and report monthly to the City Council as provided in Section 2256.023 of the Act. The report must:

(1) describe in detail the investment position of the City on the date of the report;

(2) be prepared jointly by all investment officers of the City;

(3) be signed by each investment officer of the City;

(4) contain a summary statement, prepared in compliance with generally accepted accounting principles, of each pooled fund group that states the:

  (a) beginning market value for the reporting period;

  (b) additions and changes to the market value during the period;

  (c) ending market value for the period; and

  (d) fully accrued interest for the reporting period;

(5) state the book value and market value of each separately invested asset at the beginning and end of the reporting period by the type of asset and fund type invested;

(6) state the maturity date of each separately invested asset that has a maturity date;

(7) state the account or fund or pooled group fund in the City for which each individual investment was acquired; and

(8) state the compliance of the investment portfolio of the City as it relates to:

  (a) the investment strategy expressed in the City's investment policy; and

  (b) relevant provisions of the Act.

The report shall be presented not less than quarterly to the City Council and the City Manager of the City within a reasonable time after the end of the period.

If the City invests in other than money market mutual funds, investment pools or accounts offered by its depository bank in the form of certificates of deposit, or money market accounts or similar accounts, the reports prepared by the investment officers under this section shall be formally reviewed at least annually by an independent auditor, and the result of the review shall be reported to the City Council by that auditor.

Investment Advisory Committee

An Investment Advisory Committee composed of the City Manager (as Chair), the Deputy City Manager, the Assistant City Manager, the Executive Director of Economic Development, the Finance Director, the Assistant Finance Director, the Budget/Financial Analyst, and two representatives of the City Council, will meet no less than once semiannually to review the investment portfolio, process and practices to ensure adherence to the Act and the adopted policy.

Annual Review

This Policy and investment strategy will be reviewed by the Investment Advisory Committee and City Council annually. The Investment Advisory Committee will recommend changes to the policy annually to the City Council who shall adopt a written rule, order, ordinance, or resolution stating that it has reviewed the Policy and investment strategy and shall record in the order, ordinance or resolution any changes made to either the Policy or investment strategy.

Investment Training

The City Manager, Finance Director, and Investment Officers are required to receive 10 hours training pertaining to the Texas Public Funds Investment Act within the first 12 months after assuming duties and 8 hours every 2 years thereafter. This training shall be through courses and seminars offered by professional organizations and associations in order to ensure the quality and capability of the Investment Officers and staff in making investment decisions. Training for city council officials on the Investment Committee is recommended to provide education and knowledge pertaining to the Public Funds Investment Act but the training is not mandatory.

Notification of Investment Changes or Defaults

It shall be the duty of the City Manager, the Finance Director, and Investment Officers to notify the City Council of any significant changes in current investment methods and procedures prior to their implementation and to immediately notify the City Council in the event of a default or nonpayment of any investment acquired with City funds. In addition, the City Council in its annual review of the Policy shall adopt any order, ordinance, or resolution establishing its annual review and record any changes to the Policy or investment strategies.

Compliance Audit

The City, in conjunction with its annual financial audit, shall perform a compliance audit of management controls on investments and adherence to the Policy.

V. INVESTMENT INSTRUMENTS

Authorized Investment Instruments

The City Manager, Finance Director, and Investment Officers shall use any or all of the following authorized investment instruments consistent with governing law:

(1) Obligations, including letters of credit, of the United States or its agencies and instrumentalities;

(2) Collateralized mortgage obligations directly issued by a federal agency or instrumentality of the United States, the underlying security for which is guaranteed by an agency of instrumentality of the United States;

(3) General Obligations of states, agencies, counties, cities, and other political subdivisions of any state having been rated as to investment quality by a nationally recognized investment rating firm and having received a rating of not less than A or its equivalent;

(4) Certificates of deposit issued by a state or national bank domiciled in this State, a savings bank domiciled in this State or a state or federal credit union domiciled in this State that are

(A) Guaranteed or insured by the Federal Deposit Insurance Corporation or its successor or the National Credit Union Share Insurance Fund or its successor; or

(B) Secured by obligations that are described by subdivisions (1)-(6) of this subsection, including mortgage-backed securities directly issued by a federal agency or instrumentality that have a market value of not less than the principal amount of the certificates or in any other manner and amount provided by law for deposits of the City; or

(C) Secured in any other manner and amount provided by law for deposits of the City;

(5) Prime domestic bankers' acceptances if it

(A) Has stated maturity of 270 days or fewer from the date of its issuance;

(B) Will be, in accordance with its terms, liquidated in full at maturity;

(C) Is eligible for collateral for borrowing from a Federal Reserve Bank; and

(D) Is accepted by a bank organized and existing under the laws of the United States or any state, if the short-term obligations of the bank, or of a bank holding company of which the bank is the largest subsidiary, are rated not less than A-1 or P-1 or an equivalent rating by at least one nationally recognized credit rating agency;

(6) Commercial paper if it

(A) Has a stated maturity of 270 days or less from the date of its issuance; and

(B) Is rated not less than A-1, P-1, or the equivalent by at least

(1) Two nationally recognized credit rating agencies; or

(2) One nationally recognized credit rating agency and is fully secured by an irrevocable letter of credit issued by a bank organized and existing under the laws of the United States or any state thereof;

(C) For commercial paper with maturity of over 90 days, monthly credit checks will be conducted on the issuer to determine risk and to take appropriate steps to protect the investment

(7) Fully collateralized direct repurchase agreements having a defined termination date, secured by obligations described by subdivision (1) of this subsection, pledged to the City, held in the City's name, and deposited at the time the investment is made with a third party selected and approved by the City, and placed through a primary government securities dealer, as defined by the Federal Reserve, or a financial institution doing business in this State;

(8) Bond proceeds, other than bond proceeds representing reserves and funds maintained for debt service purposes, may not be invested under the Act in a guaranteed investment contract with a term of longer than five years from date of issuance of the bonds; to be eligible as an authorized investment

(A) The City Council must specifically authorize guaranteed investment contracts as an eligible investment in the ordinance or resolution authorizing the issuance of bonds;

(B) The City must receive bids from at least three separate providers with no material financial interest in the bonds from which proceeds were received;

(C) The City must purchase the highest yielding guaranteed investment contract for which a qualifying bid is received;

(D) The price of the guaranteed investment contract must take into account the reasonably expected drawdown schedule for the bond proceeds to be invested; and

(E) The provider must certify the administrative costs reasonably expected to be paid to third parties in connection with the guaranteed investment contract.

(9) Interest bearing bank deposits insured by the FDIC or National Credit Union Share Insurance Fund, and shared deposit programs, are authorized investments.

In addition to the investments described by items (1) - (9) above, the City may invest funds under its control in eligible public funds investment pools as permitted under the Act. A public funds investment pool must be continuously rated no lower than AAA or AAA-m or at an equivalent rating by at least one nationally recognized rating service or no lower than investment grade by at least one nationally recognized rating service with a weighted average maturity no greater than 90 days.

In addition to the investments described by items (1) - (9) above, the City may, in accordance with the Act, purchase, sell, and invest funds, after receiving a prospectus and other information required by the SEC, under its control in an SEC-regulated, no-load money market mutual fund with a dollar-weighted average stated maturity of 60 days and whose investment objectives include seeking to maintain a stable net asset value of $1 per share and must comply with SEC Rule 2a-7, or a no-load mutual fund which is registered with the SEC, has an average weighted maturity of less than two years, is invested exclusively in obligations approved by the Act, is continuously rated as investment quality by at least one nationally recognized investment rating firm of not less than AAA or its equivalent and conforms to the requirements set forth in Sections 2256.016(b) and (c) of the Act relating to the eligibility of investment pools to receive and invest funds of the City. The City shall not (i) invest in the aggregate more than 15% of its monthly average fund balance, excluding bond proceeds and reserves and other funds held for debt service in mutual funds as described by the Act; (ii) invest any portion of bond proceeds, reserves and funds held for debt service, in mutual funds described by the Act; or (iii) invest its funds or funds under its control, including bond proceeds and reserves and other funds held for debt service in any one mutual fund described by the Act in an amount that exceeds 10% of the total assets of the mutual fund.

VI. INVESTMENT INSTITUTIONS

Selection of Bank and Securities Dealers

Any business organization offering to engage in an investment transaction must be given a copy of the entity's Investment Policy and must sign a certification that acknowledges they have received it and have implemented procedures to preclude imprudent transactions, and supply the City Manager, Finance Director, and Investment Officers with the information specified below. First, a broker/dealer must submit audited financial statements for the financial institution or broker/dealer. Second, a broker/dealer must provide evidence of appropriate registration by the qualified representative of the business organization as such terms are defined in the Act. For bank dealers, this requires a statement from a senior bank official that the bank dealer is appropriately registered with its primary regulatory agency (the Office of the Comptroller of the Currency for National Banks) as a government securities dealer, municipal securities dealer, or both. For a securities firm, this requires a statement from a senior official that the firm is registered with the National Association of Securities Dealers. Finally, a broker/dealer must deliver a written statement, acceptable to the City, by the qualified representative, offering to engage in an investment transaction with the City, that they have received and thoroughly reviewed the Policy and acknowledged that the business organization has implemented reasonable procedures and controls in an effort to preclude investment transactions conducted between the City and the business organization that are not authorized by this Policy or the Public Funds Investment Act. The City Manager, Finance Director, and Investment Officers will recommend both primary and secondary securities dealers to the City Council for final approval. The City Manager, Finance Director and Investment Officers may not acquire or otherwise obtain any authorized investment described in this Policy from a person who has not delivered to the City the written statement required in this section.

The City Council or the designated Investment Advisory Committee member shall, at least annually, review, revise, and adopt a list of qualified brokers that are authorized to engage in investment transactions with the City.

Investment Management Firms

The City may contract with an investment management firm registered under either the Investment Advisors Act of 1940 or with the State Securities Board for a maximum of 2 years with renewal or extensions subject to approval by City Council by resolution.

VII. INVESTMENT COLLATERAL AND SAFEKEEPING

Collateral or Insurance for Deposits

The City Manager, Finance Director, and Investment Officers shall ensure that all deposited and invested City funds are, to the extent required, fully collateralized or insured consistent with federal and state law and the current bank depository contract in one or more of the following manners:

(1) FDIC or National Credit Union Share coverage;

(2) Obligations of the United States or its agencies and instrumentalities;

(3) Direct obligations of the State of Texas or its agencies;

(4) Other obligations, the principal of and interest on which are unconditionally guaranteed or insured by the State of Texas or the United States or its agencies and instrumentalities; or

(5) Any other manner allowed by law.

(6) Certificates of Deposits can be secured by an FHLB letter of credit.

Safekeeping

All purchased securities shall be held in safekeeping by the City, or a City account in a third party financial institution, or with a Federal Reserve Bank.

All certificates of deposit, insured by FDIC, purchased outside the depository bank shall be held in safekeeping by either the City or a City account in a third party financial institution.

All pledged securities by the depository bank shall be held in safekeeping by the City, or a City account in a third party financial institution, or with a Federal Reserve Bank.

All certificates of deposit, pledged by the depository bank shall be held in custody of a Federal Reserve Bank for safekeeping, be the subject of a valid pledge agreement designating the City as the beneficiary of the pledge agreement; be insured by the FDIC; be described in detail by a safekeeping receipt issued to the City by the Federal Reserve Bank having custody of the certificates; and be issued with the City as registered owner.

Delivery vs. Payment

It will be the policy of the City that all transactions, except investment pool funds and mutual funds, shall be purchased using the delivery vs. payment method through the Federal Reserve System. By so doing, City funds are not released until the City has received, through the Federal Reserve wire, the securities purchased.

Broker Dealer List

1. **Baird, Robert W.**
2. **Bank of America**
3. **Bank of New York (BNY)**
4. **Bank of Oklahoma**
5. **Barclays Capital**
6. **Benchmark Securities**
7. **BMO Capital Markets**
8. **Cantor Fitzgerald**
9. **Citigroup**
10. **Cowen Execution Svc**
11. **Crews & Assoc**
12. **D.A. Davidson**
13. **Dorsey & Co**
14. **Fifth Third**
15. **FTN Financial**
16. **Goldman Sachs**
17. **Hilltop Sec**
18. **Hutchinson, Shockey**
19. **Imperial Capital**
20. **Intl F C Stone**
21. **ITG**
22. **Janney Montgomery Scott**
23. **JP Morgan Chase**
24. **Jefferies & Co**
25. **KeyBanc Capital Mkts**
26. **MarketAxess**
27. **Millennium Advisors**
28. **Morgan Stanley**
29. **Oppenheimer**
30. **Piper Jaffray**
31. **Raymond James/ MK**
32. **RBC Capital Markets**
33. **R B Riley**
34. **SEI**
35. **Stephens**
36. **Stifel Nicolaus**
37. **Suntrust**
38. **Tradeweb Direct**
39. **UBS**
40. **US Bancorp Inv**
41. **Vining Sparks**
42. **Wells Fargo**
43. **Zions Bank**
44. **Multi-Bank Securities, Inc. (MBS)**
45. **Great Pacific Securities**

CITY OF SCHERTZ, TEXAS
INVESTMENT POLICY

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I. INVESTMENT SCOPE

General Statement

This policy (this "Policy") serves to satisfy the statutory requirement of the Public Funds Investment Act, as amended, Texas Government Code Chapter 2256, as amended (the "Act"), to define and adopt a formal written investment policy for the City of Schertz, Texas (the "City"). The City shall be authorized to invest its funds pursuant to the provisions of the Act and this Policy or, upon obtaining the prior approval of the City Council of the City (the "City Council"), any other applicable law.

Funds Included

This Policy applies to all City funds under the direct control of the City, at the present time any funds to be received in the future and any other funds held in custody by the City, unless expressly prohibited by law or unless it is in contravention of any depository contract between the City and any depository bank.

The City funds that are entrusted to the City Council for investment pursuant to this Policy are divided into the following portfolios based on the source of funds:

The operating account portfolio that consists of funds from the general fund and all other miscellaneous funds.

The agency funds portfolio, which consists of all agency funds.

Special Revenue, Special Assessment, and all other City funds.

Funds Excluded

This Policy shall not be applicable to any funds on deposit in any bond account, reserve account, or capital improvement construction account. The provisions of the ordinances authorizing the issuance of these debt obligations and the provisions of the Internal Revenue Code of 1986, as amended control the investment of funds on deposit in these accounts.

II. INVESTMENT OBJECTIVES

General Statement

Funds of the City will be invested in accordance with the Act, this Policy, written investment strategy, and written administrative procedures to be developed by the City Manager, Finance Director, and Investment Officers. The City's investment portfolio shall be managed in a manner to attain the maximum rate of return allowed through prudent and legal investing of City funds while preserving and protecting capital in the overall portfolio.

Safety

The primary objective of the City for all portfolios and funds is to ensure the safety of the principal. All investment transactions shall first seek to avoid capital losses by choosing high credit quality securities. The Investment Officers will monitor credit rating changes on a monthly basis and will immediately liquidate any investment that fails to meet the credit quality required by the Public Funds Investment Act.

Liquidity

The City's investment portfolio must be structured in a manner that will provide the liquidity necessary to meet all operating requirements which might reasonably be anticipated, and to pay obligations as they become due.

Diversification

The policy of the City, except when investing with the City's depository bank or in U.S. Treasury Bills, Bonds or Notes, will be to diversify its investment portfolio when investing in certificates of deposit of other banks and savings and loans domiciled in Texas, repurchase agreements, U.S. agencies securities, and other investment instruments provided for by law. The City's portfolio shall be diversified to eliminate the risk of loss resulting from over concentration of assets in a specific maturity, a specific issuer or a specific class of investments. Investments of the City shall always be selected to provide stability of income and reasonable liquidity. Liquidity is defined as the ability to sell an investment at reasonable cost under adverse market conditions.

In establishing specific diversification strategies, the following general polices and constraints shall apply:

(1) Portfolio maturities shall be staggered in a way that avoids undue concentration of assets in a specific maturity sector. Maturities shall be selected which provide for stability of income and reasonable liquidity.

(2) Liquidity shall be maintained through practices that ensure that the next disbursement date and payroll date are covered through current revenues, maturing investments, or marketable securities.

(3) Risks of market price volatility shall be controlled through maturity diversification.

Yield

It is the objective of the City to earn the maximum rate of return allowed on its investments within the constraints imposed by its safety and liquidity objectives, and the applicable law governing the investment of public funds.

The City must invest its portfolios in eligible investments that yield the highest possible rate of return while providing the necessary protection of the principal. The City seeks to optimize

return on investments in all portfolios. The average minimum rate of return for the entire portfolio, excluding funds needed for current obligations, must be at least equal to a no default risk rate of return indicator, such as the return on the three-month Treasury bill. If funds are subject to yield restrictions due to federal arbitrage regulations, those funds are excluded from the yield calculation.

All security transactions will be made on documented competitive bid basis to assure the City is receiving good market rates. When issued US agency securities should be compared to other securities available in the secondary market to determine competitiveness.

Public Trust

It will be the objective of the City to act responsibly as custodians of the public trust.

Portfolio Management

Under this Policy all investments will be made with the intent of pursuing, at the time of purchase, the best rate of return on securities held until maturity, and not with the intent of speculative trading. However, securities may be sold before maturity if market conditions present an opportunity for the City to benefit from this transaction.

Investment Strategy

The City maintains one commingled portfolio for investment purposes which incorporates the specific use and the unique characteristics of the funds in the portfolio. The investment strategy has as its primary objective assurance that anticipated liabilities are matched and adequate investment liquidity provided. The City shall pursue conservative portfolio management strategy. This may be accomplished by creating a laddered maturity structure with some extension for yield enhancement. The maximum maturity of any security will be five years and the maximum dollar weighted average maturity of one year or less will be calculated using the stated final maturity date of each security.

The investment strategy for debt service shall have as its primary objective the timely payment of debt service obligations. Successive debt service dates will be fully funded before any investment extensions are made.

III. INVESTMENT RESPONSIBILITY AND CONTROL

City's Investment Officers

In accordance with Section 2256.005 of the Act, the Investment Officers for the City include the City Manager~~,~~ and ~~the Assistant City Managers, the Executive Director of Economic Development~~, the Finance Director~~, and the Assistant Finance Director~~. The Finance Director is the primary manager of City investment portfolios, and shall develop and maintain written

administrative procedures for the operation of the investment program, consistent with this Policy, including the following:

(1) Summarizing the economic and market analysis;

(2) Forecasting available cash for investments;

(3) Formulating strategies for asset mix, investment instruments, maturities, and target yields;

(4) Monitoring performance against the current investment strategy and evaluating reasons for variances;

(5) Reporting portfolios performance for the previous quarter to the City Council; and

(6) Revising the investment strategy based on recommendations by the Investment Advisory Committee.

The City Manager and the Investment Officers must file a statement with the City Council and the Texas Ethics Commission of any personal business relationship that they may have with a business organization as defined in the Act offering to engage in an investment transaction with the City. A personal business relationship is defined by Section 2256.005 of the Act to exist if

(1)The Investment officer owns 10% or more of the voting stock or shares of the business organization or owns $5,000 or more of the fair market value of the business organization;

(2)Funds received by the investment officer from the business organization exceed 10% of the investment officer's gross income for the previous year or;

(3)The investment officer has acquired from the business organization during the previous year investments with a book value of $2,500 or more for the personal account of the investment officer.

(4)The City Manager and Investment Officers must file a statement with the City Council and Texas Ethics to disclose any personal business relationships within two levels of blood or marriage with an organization seeking to sell an investment to the City.

Selecting and Processing Investments

The Investment Officers review the composition of the current portfolio and determines whether the securities under consideration maintain the portfolio within the guidelines established by this Policy, subchapter A of the Act, and all federal, state, and local statutes, rules or regulations.

The Investment Officers approve the wire transfer form authorizing the transfer of funds for a specific investment transaction.

Documenting Investments and Providing Details

The City Manager, Finance Director, and Investment Officers retain documentation of all investment transactions, including any bond swaps. The City Manager, Finance Director, and Investment Officers provide information and supporting documentation for all investment transactions for entry in the General Ledger. The City Manager, Finance Director, and Investment Officers will utilize information and back-up documentation on all investment transactions to ensure accurate calculation of cash position and accurate posting to appropriate accounts.

New Investment accounts can only be established by signatures from all Investment Officers not on probation. Changes in the account authorization or banking information may only be updated with signatures from all active Investment Officers. Investment transactions cannot be initiated and recorded by the same Investment Officer.

Developing Cash Flow Projections for All Portfolios

The City Manager, Finance Director, and Investment Officers analyze prior period data and develop and amend cash flow projections of the City's cash requirements. The cash flow projections to match assets and liabilities in order to maximize the return on investments. All funds that can be legally invested and match the available balance identified in the cash flow projections are considered available for investment.

Monitoring Investment Performance

The City Manager, Finance Director, and Investment Officers must routinely perform market and economic analysis to forecast probable market conditions for the investment period by assembling and analyzing current and trend data to develop and plan investment strategy. This analysis uses information obtained from investment advisors, brokers, and investment industry publications.

The City Manager, Finance Director, and Investment Officers monitor the current and expected yield curves for interest rate movements. When interest rates are expected to decline, maturity ranges are extended within portfolio and the constraints of this Policy. When interest rates are expected to increase, maturity ranges are shortened. The City Manager, Finance Director, and Investment Officers monitor yield spreads between various government agency issues and United States notes and bonds to determine the best value. The City Manager, Finance Director, and Investment Officers summarize economic and market trend information and present recommendations for investments strategy based on economic and market conditions to the City Council and the Investment Advisory Committee.

Reconciling Investment Records and General Ledger

The City Manager, Finance Director, and Investment Officers prepare a monthly report that includes information such as identifying investments at par value, identifying CUSIP number, disclosing the premium or discount, and the interest purchased for the City's investments. The report includes monthly and year-to-date interest accruals and amortization/accretion of premium/discount. This report should reconcile to the investment accounts in the General Ledger.

Allocating Interest Revenue

The City Manager, Finance Director, and Investment Officers allocate the interest revenue earned from investments proportionately to all accounts that participate in the investment function.

Providing Revenue Estimates for All Portfolios

The City Manager, Finance Director, and Investment Officers provide an estimate of the investment revenue for the annual budget.

Prudence

Investments of the City shall be made with judgment and the exercise of due care, under prevailing circumstances, that a person of prudence, discretion and intelligence would exercise in the management of the person's own affairs, not for speculation, but for investment, considering the probable safety of capital, as well as the probable income to be derived for the City. Unless authorized by law, a person may not deposit, withdraw, transfer, or manage in any other manner the funds of the City.

Liability of City Manager, Finance Director, and Investment Officers

The City Manager, Finance Director, and Investment Officers are not responsible for any loss of the City funds through the failure or negligence of a depository bank or other financial or investment institution as described in Article VI of this Policy.

IV. INVESTMENT REPORTING

~~Quarterly~~ Monthly Report

The City Manager, Finance Director, and Investment Officers will continually monitor and evaluate the City's investments, and report ~~quarterly~~ monthly to the City Council as provided in Section 2256.023 of the Act. The report must:

(1) describe in detail the investment position of the City on the date of the report;

(2) be prepared jointly by all investment officers of the City;

(3) be signed by each investment officer of the City;

(4) contain a summary statement, prepared in compliance with generally accepted accounting principles, of each pooled fund group that states the:

(a) beginning market value for the reporting period;

(b) additions and changes to the market value during the period;

(c) ending market value for the period; and

(d) fully accrued interest for the reporting period;

(5) state the book value and market value of each separately invested asset at the beginning and end of the reporting period by the type of asset and fund type invested;

(6) state the maturity date of each separately invested asset that has a maturity date;

(7) state the account or fund or pooled group fund in the City for which each individual investment was acquired; and

(8) state the compliance of the investment portfolio of the City as it relates to:

(a) the investment strategy expressed in the City's investment policy; and

(b) relevant provisions of the Act.

The report shall be presented not less than quarterly to the City Council and the City Manager of the City within a reasonable time after the end of the period.

If the City invests in other than money market mutual funds, investment pools or accounts offered by its depository bank in the form of certificates of deposit, or money market accounts or similar accounts, the reports prepared by the investment officers under this section shall be formally reviewed at least annually by an independent auditor, and the result of the review shall be reported to the City Council by that auditor.

Investment Advisory Committee

An Investment Advisory Committee composed of the City Manager (as Chair), the ~~Assistant~~ Deputy City Manager~~s~~, the Assistant City Manager, the Executive Director of Economic Development, the Finance Director, the Assistant Finance Director, the Budget/Financial Analyst, and two representatives of the City Council, will meet no less than once semiannually to review the investment portfolio, process and practices to ensure adherence to the Act and the adopted policy.

Annual Review

This Policy and investment strategy will be reviewed by the Investment Advisory Committee and City Council annually. The Investment Advisory Committee will recommend changes to the policy annually to the City Council who shall adopt a written rule, order, ordinance, or resolution stating that it has reviewed the Policy and investment strategy and shall record in the order, ordinance or resolution any changes made to either the Policy or investment strategy.

Investment Training

The City Manager, Finance Director, and Investment Officers are required to receive 10 hours training pertaining to the Texas Public Funds Investment Act within the first 12 months after assuming duties and 8 hours every 2 years thereafter. This training shall be through courses and seminars offered by professional organizations and associations in order to ensure the quality and capability of the Investment Officers and staff in making investment decisions. Training for city council officials on the Investment Committee is recommended to provide education and knowledge pertaining to the Public Funds Investment Act but the training is not mandatory.

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Notification of Investment Changes or Defaults

It shall be the duty of the City Manager, the Finance Director, and Investment Officers to notify the City Council of any significant changes in current investment methods and procedures prior to their implementation and to immediately notify the City Council in the event of a default or nonpayment of any investment acquired with City funds. In addition, the City Council in its annual review of the Policy shall adopt any order, ordinance, or resolution establishing its annual review and record any changes to the Policy or investment strategies.

Compliance Audit

The City, in conjunction with its annual financial audit, shall perform a compliance audit of management controls on investments and adherence to the Policy.

V. INVESTMENT INSTRUMENTS

Authorized Investment Instruments

The City Manager, Finance Director, and Investment Officers shall use any or all of the following authorized investment instruments consistent with governing law:

(1) Obligations, including letters of credit, of the United States or its agencies and instrumentalities;

(2) Collateralized mortgage obligations directly issued by a federal agency or instrumentality of the United States, the underlying security for which is guaranteed by an agency of instrumentality of the United States;

(3) General Obligations of states, agencies, counties, cities, and other political subdivisions of any state having been rated as to investment quality by a nationally recognized investment rating firm and having received a rating of not less than A or its equivalent;

(4) Certificates of deposit issued by a state or national bank domiciled in this State, a savings bank domiciled in this State or a state or federal credit union domiciled in this State that are

(A) Guaranteed or insured by the Federal Deposit Insurance Corporation or its successor or the National Credit Union Share Insurance Fund or its successor; or

(B) Secured by obligations that are described by subdivisions (1)-(6) of this subsection, including mortgage-backed securities directly issued by a federal agency or instrumentality that have a market value of not less than the principal amount of the certificates or in any other manner and amount provided by law for deposits of the City; or

(C) Secured in any other manner and amount provided by law for deposits of the City;

(5) Prime domestic bankers' acceptances if it

(A) Has stated maturity of 270 days or fewer from the date of its issuance;

(B) Will be, in accordance with its terms, liquidated in full at maturity;

(C) Is eligible for collateral for borrowing from a Federal Reserve Bank; and

(D) Is accepted by a bank organized and existing under the laws of the United States or any state, if the short-term obligations of the bank, or of a bank holding company of which the bank is the largest subsidiary, are rated not less than A-1 or P-1 or an equivalent rating by at least one nationally recognized credit rating agency;

(6) Commercial paper if it

(A) Has a stated maturity of 270 days or less from the date of its issuance; and

(B) Is rated not less than A-1, P-1, or the equivalent by at least

(1) Two nationally recognized credit rating agencies; or

(2) One nationally recognized credit rating agency and is fully secured by an irrevocable letter of credit issued by a bank organized and existing under the laws of the United States or any state thereof;

(C) For commercial paper with maturity of over 90 days, monthly credit checks will be conducted on the issuer to determine risk and to take appropriate steps to protect the investment

(7) Fully collateralized direct repurchase agreements having a defined termination date, secured by obligations described by subdivision (1) of this subsection, pledged to the City, held in the City's name, and deposited at the time the investment is made with a third party selected and approved by the City, and placed through a primary government securities dealer, as defined by the Federal Reserve, or a financial institution doing business in this State;

(8) Bond proceeds, other than bond proceeds representing reserves and funds maintained for debt service purposes, may not be invested under the Act in a guaranteed investment contract with a term of longer than five years from date of issuance of the bonds; to be eligible as an authorized investment

(A) The City Council must specifically authorize guaranteed investment contracts as an eligible investment in the ordinance or resolution authorizing the issuance of bonds;

(B) The City must receive bids from at least three separate providers with no material financial interest in the bonds from which proceeds were received;

(C) The City must purchase the highest yielding guaranteed investment contract for which a qualifying bid is received;

(D) The price of the guaranteed investment contract must take into account the reasonably expected drawdown schedule for the bond proceeds to be invested; and

(E) The provider must certify the administrative costs reasonably expected to be paid to third parties in connection with the guaranteed investment contract.

(9) Interest bearing bank deposits insured by the FDIC or National Credit Union Share Insurance Fund, and shared deposit programs, are authorized investments.

In addition to the investments described by items (1) - (9) above, the City may invest funds under its control in eligible public funds investment pools as permitted under the Act. A public funds investment pool must be continuously rated no lower than AAA or AAA-m or at an equivalent rating by at least one nationally recognized rating service or no lower than investment grade by at least one nationally recognized rating service with a weighted average maturity no greater than 90 days.

In addition to the investments described by items (1) - (9) above, the City may, in accordance with the Act, purchase, sell, and invest funds, after receiving a prospectus and other information required by the SEC, under its control in an SEC-regulated, no-load money market mutual fund with a dollar-weighted average stated maturity of 60 days and whose investment objectives include seeking to maintain a stable net asset value of $1 per share and must comply with SEC Rule 2a-7, or a no-load mutual fund which is registered with the SEC, has an average weighted maturity of less than two years, is invested exclusively in obligations approved by the Act, is continuously rated as investment quality by at least one nationally recognized investment rating firm of not less than AAA or its equivalent and conforms to the requirements set forth in Sections 2256.016(b) and (c) of the Act relating to the eligibility of investment pools to receive and invest funds of the City. The City shall not (i) invest in the aggregate more than 15% of its monthly average fund balance, excluding bond proceeds and reserves and other funds held for debt service in mutual funds as described by the Act; (ii) invest any portion of bond proceeds, reserves and funds held for debt service, in mutual funds described by the Act; or (iii) invest its funds or funds under its control, including bond proceeds and reserves and other funds held for debt service in any one mutual fund described by the Act in an amount that exceeds 10% of the total assets of the mutual fund.

VI. INVESTMENT INSTITUTIONS

Selection of Bank and Securities Dealers

Any business organization offering to engage in an investment transaction must be given a copy of the entity's Investment Policy and must sign a certification that acknowledges they have received it and have implemented procedures to preclude imprudent transactions, and supply the City Manager, Finance Director, and Investment Officers with the information specified below. First, a broker/dealer must submit audited financial statements for the financial institution or broker/dealer. Second, a broker/dealer must provide evidence of appropriate registration by the qualified representative of the business organization as such terms are defined in the Act. For bank dealers, this requires a statement from a senior bank official that the bank dealer is appropriately registered with its primary regulatory agency (the Office of the Comptroller of the Currency for National Banks) as a government securities dealer, municipal securities dealer, or both. For a securities firm, this requires a statement from a senior official that the firm is registered with the

National Association of Securities Dealers. Finally, a broker/dealer must deliver a written statement, acceptable to the City, by the qualified representative, offering to engage in an investment transaction with the City, that they have received and thoroughly reviewed the Policy and acknowledged that the business organization has implemented reasonable procedures and controls in an effort to preclude investment transactions conducted between the City and the business organization that are not authorized by this Policy or the Public Funds Investment Act. The City Manager, Finance Director, and Investment Officers will recommend both primary and secondary securities dealers to the City Council for final approval. The City Manager, Finance Director and Investment Officers may not acquire or otherwise obtain any authorized investment described in this Policy from a person who has not delivered to the City the written statement required in this section.

The City Council or the designated Investment Advisory Committee member shall, at least annually, review, revise, and adopt a list of qualified brokers that are authorized to engage in investment transactions with the City.

Investment Management Firms

The City may contract with an investment management firm registered under either the Investment Advisors Act of 1940 or with the State Securities Board for a maximum of 2 years with renewal or extensions subject to approval by City Council by resolution.

VII. INVESTMENT COLLATERAL AND SAFEKEEPING

Collateral or Insurance for Deposits

The City Manager, Finance Director, and Investment Officers shall ensure that all deposited and invested City funds are, to the extent required, fully collateralized or insured consistent with federal and state law and the current bank depository contract in one or more of the following manners:

(1) FDIC or National Credit Union Share coverage;

(2) Obligations of the United States or its agencies and instrumentalities;

(3) Direct obligations of the State of Texas or its agencies;

(4) Other obligations, the principal of and interest on which are unconditionally guaranteed or insured by the State of Texas or the United States or its agencies and instrumentalities; or

(5) Any other manner allowed by law.

(6) Certificates of Deposits can be secured by an FHLB letter of credit.

Safekeeping

All purchased securities shall be held in safekeeping by the City, or a City account in a third party financial institution, or with a Federal Reserve Bank.

All certificates of deposit, insured by FDIC, purchased outside the depository bank shall be held in safekeeping by either the City or a City account in a third party financial institution.

All pledged securities by the depository bank shall be held in safekeeping by the City, or a City account in a third party financial institution, or with a Federal Reserve Bank.

All certificates of deposit, pledged by the depository bank shall be held in custody of a Federal Reserve Bank for safekeeping, be the subject of a valid pledge agreement designating the City as the beneficiary of the pledge agreement; be insured by the FDIC; be described in detail by a safekeeping receipt issued to the City by the Federal Reserve Bank having custody of the certificates; and be issued with the City as registered owner.

Delivery vs. Payment

It will be the policy of the City that all transactions, except investment pool funds and mutual funds, shall be purchased using the delivery vs. payment method through the Federal Reserve System. By so doing, City funds are not released until the City has received, through the Federal Reserve wire, the securities purchased.

Agenda No. 9.

CITY COUNCIL MEMORANDUM

City Council Meeting:	**September 5, 2023**
Department:	**Planning & Community Development**
Subject:	**Ordinance 23-S-15 - Approving amendments to Part III of the Schertz Code of Ordinances, Unified Development Code (UDC) to Article 8, Section 21.8.4 Home Occupation. *Final Reading* (B.James/L.Wood/S.Haas).**

BACKGROUND

As stated in the Unified Development Code (UDC), City Council from time to time, on its own motion, or at the recommendation of City staff amend, change, or modify text in any portion of the UDC to establish and maintain stable and desirable development. It is generally considered good practice to periodically review and update the development regulations due to changing conditions, community goals, and/or State and Federal regulations.

Home Occupations occur frequently in the City of Schertz. Often, these businesses have little to no adverse impact on the surrounding community, yet are not compliant with the current version and regulations of the UDC. In an effort to better serve the citizens of Schertz, and to match the changing nature of work (and by extension at-home work), staff has drafted amendments to Article 8, Section 21.8.4: Home Occupation of the UDC. The amendments were drafted with consideration to the Development Subcommittee's discussions on the subject, and after extensive research was done on other municipalities similar regulations concerning Home Occupations.

On May 24th, 2023, the Planning and Zoning Commission first met to hear these proposed UDC amendments. The Commission decided to table the proposed UDC amendments to make modifications and additions. On June 28th, 2023, the Planning & Zoning Commission made a recommendation of approval with more minor language modifications. All requested modifications were included in the proposed amendments.

City Council met on August 15, 2023 and voted to approve Ordinance 23-S-15 with a 7-0 vote.

Proposed Amendments:

Staff is proposing the following amendments in relation to UDC Article 8, Section 21.8.4: Home Occupations

UDC 21.8.4 Existing vs Proposed Regulations	
Existing	**Proposed**
	Added language permitting home occupations as an accessory use in all residential zoning districts provided they comply with all other restrictions
The area set aside for home occupations shall not exceed twenty percent (20%) of the total floor area of such residence.	Proposing home occupation not exceed 30% of combined floor area of main and accessory structures and cannot exceed 600 square feet.

Retail sales prohibited.	Retail sales permitted if item is produced on premise in conformance with Code.
	Added language clarifying home occupation business must have permanent resident of home involved.
	Added language stating only one home occupation business-related vehicle permitted.
Home occupation must be within principle structure.	Allowing for additional accessory structure use.
	Added language clarifying that no exterior storage or display may occur.
	Added language clarifying that home occupation is accessory use only.
No permitted use list currently exist.	List of permitted home occupation uses.
No prohibited use list currently exist.	List of prohibited home occupation uses.

GOAL

To amend the UDC to review and update the development regulations due to changing conditions and community goals in order to establish and maintain sound, stable and desirable development.

COMMUNITY BENEFIT

It is the City's desire to promote safe, orderly, efficient development and ensure compliance with the City's vision of future growth.

SUMMARY OF RECOMMENDED ACTION

Staff conducted research on eight (8) other municipalities in the region and compared and contrasted each municipalities' regulations concerning Home Occupations with the City of Schertz's current regulations. The amendments that are proposed take into consideration areas in which Schertz is more restrictive, not restrictive enough, or when further nuance/explanation is needed for sections of the code. Also, these amendments were drafted with discussions from the Development Subcommittee in-mind.

The proposed amendments will add clarity on the land uses that are permitted and not permitted as a home occupation which is beneficial for the residents of Schertz who desire doing a home business. Additionally, the increased flexibility in percentage of home area, the use of an accessory structure, and being able to have customers come to the home will be a benefit to residents who are interested in doing a home occupation that previously would not have been permitted.

Following the May 24th, 2023, Planning and Zoning Commission meeting items were added to the permitted use section, other items had language added-in to further clarify uses or restrictions. Specifically, the Commission wanted counseling, pet grooming, and massage therapist added to the permitted uses. Staff, researched terms and uses, and decided that for counseling the term "mental health professional" to be used, and instead of massage therapist the term "health spa" was to be used. These terms are specific to the intent of the Commission's adjustments while being sufficiently broad enough to encompass related activities under the same occupational field. Also, the garage sale subsection should have further clarity regarding the number of sales allowed.
Finally, language was incorporated to highlight the appeal process in the event an applicant does not agree with staff's decision, or if an applicant feels that the proposed use is indeed permitted. Following

the June 28th, 2023, Planning and Zoning Commission meeting, some minor language adjustments were made.

The Planning and Zoning Commission met on June 28, 2023, and recommended approval with a couple minor language modifications, to City Council with a 7-0 vote.

City Council met on August 15, 2023 and voted to approve Ordinance 23-S-15 with a 7-0 vote.

Staff recommends approval of Ordinance 23-S-15, amendments to the Unified Development Code (UDC) as proposed and discussed.

RECOMMENDATION

Approval of Ordinance 23-S-15.

Attachments

Ord. 23-S-15

Proposed UDC - Sec. 21.8.4 Redlines

City Council Presentation Slides

ORDINANCE NO. 23-S-15

AN ORDINANCE BY THE CITY COUNCIL OF THE CITY OF SCHERTZ, TEXAS TO AMEND PART III, SCHERTZ CODE OF ORDINANCES, THE UNIFIED DEVELOPMENT CODE (UDC) ARTICLE 8 SUBSECTION 21.8.4 HOME OCCUPATIONS.

WHEREAS, pursuant to Ordinance No. 10-S-06, the City of Schertz (the "City") adopted and Amended and Restated Unified Development Code on April 13, 2010, as further amended (the "Current UDC"); and

WHEREAS, City Staff has reviewed the Current UDC and have recommended certain revision and updates to, and reorganization of, the Current UDC;

WHEREAS, on June 28, 2023, the Planning and Zoning Commission conducted public hearings and, thereafter recommended approval; and

WHEREAS, on August 15, 2023, the City Council conducted a public hearing and after considering the Criteria and recommendation by the Planning and Zoning Commission, determined that the proposed amendments are appropriate and in the interest of the public safety, health, and welfare.

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

Section 1. The current UDC is hereby amended as set forth on Exhibit A hereto.

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

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

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

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

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

Section 7. This Ordinance shall be effective upon the date of final adoption hereof and any publication required by law.

PASSED ON FIRST READING, the ____ day of _____ 2023.

PASSED, APPROVED and ADOPTED ON SECOND READING, the ____ day of _____, 2023.

CITY OF SCHERTZ, TEXAS

_____
Ralph Gutierrez, Mayor

ATTEST:

_____
Sheila Edmondson, City Secretary

(city seal)

Exhibit “A”

Proposed Unified Development Code (UDC) Amendments

Article 8 Section 21.8.4 – Home Occupancy

Sec. 21.8.4. Home Occupations.

A. *Purpose and Intent.*

1. Protect residential areas from adverse impact of activities associated with home occupations.
2. Permit residents of the community a reasonable choice in the use of their homes as a place of livelihood and the production or supplementing of personal and family income.
3. Establish criteria and development standards for home occupations conducted in dwelling units.

B. *Home Occupations—Required Conditions* - home occupations shall be permitted as an accessory use in all residential zoning districts provided that they comply with all restrictions herein.

1. Such use shall be incidental and secondary to the use of the premises for residential purposes, and shall not utilize floor area exceeding 30 percent of the combined enclosed gross floor area of dwelling unit and any accessory building(s). In no case shall the combined enclosed floor area utilized for a home occupation exceed 600 square feet.
2. No interior or exterior business sign shall be permitted.
3. Retail sales shall be prohibited on the premises except for items that are produced entirely on the premises in conformance with this Code
4. No more than one person other than the immediate family permanently residing on the premises shall be employed in the home occupation and at least one person permanently residing in the home must be involved in the business and shall obtain the Home Occupation Permit.
5. No more than one home occupation shall be permitted within any single dwelling unit.
6. The home occupation shall not result in the off-street or on-street parking of more than two (2) vehicles at any one (1) time not owned by members of the occupant family, and no more than one business-related commercial vehicle shall be present at one time.
7. A home occupation shall be carried on wholly within the principal building or accessory building.
8. Performance of the occupation activity shall not be visible from the street
9. There shall be no exterior storage of materials, equipment, or display to be used in conjunction with a home occupation.
10. A home occupation shall produce no offensive noise, vibration, smoke, electrical interferences, dust, odors, or heat detectable beyond the property limits or beyond the walls of the dwelling unit. The judgment of the City's Code Enforcement Officer pertaining to a violation under this section shall be considered decisive and final unless formally appealed to the Planning and Zoning Commission within thirty (30) days after the Code Enforcement Officer's written determination.
11. All home occupations are subject to periodic inspections by the City.
12. Said incidental use shall never be permitted as a principal use but only as an accessory use.

C. *Uses allowed as home occupations.* Subject to the provisions of this Section, home occupations may include the following uses:

1. Office facility of an accountant, architect, landscape architect, attorney, engineer, consultant, insurance agent, mental health professional, realtor, broker, or similar profession.
2. Author, artist, artisan, or sculptor.
3. Dressmaker, seamstress or tailor.

4. Music or dance teacher, or similar types of instruction, provided that instruction shall be limited to no more than five pupils at a time.

5. Individual tutoring.

6. Office facility of a minister, rabbi, priest or other cleric.

7. Home crafts, such as rug weaving, model making, etc.

8. Office facility of a salesman, sales or manufacturer's representative, provided that no retail or wholesale transactions or provision of services are personally and physically made on the premises except for items that are produced entirely on the premises in conformance with this Code.

9. Repair shop for small electrical appliances, cameras, watches and clocks, and other small items, provided that the items can be carried by one person without using special equipment, and provided that the items are not equipped with an internal combustion engine.

10. Food preparation establishments such as cake making, decorating or catering, provided that there is no on-premises consumption by customers, and provided that all aspects of the business comply with all state and local health regulations.

11. Family homes, in compliance with applicable state laws, which are incorporated herein by reference, with no more than six children or adults.

12. Barber shop or beauty salon or health spa, provided that no more than one customer is served on the premises at any one time.

13. Swimming lessons and water safety instruction, provided that such instruction involves no more than two pupils at any one time.

14. Activity involving primarily a computer.

15. Contractor, provided that there shall be no outside storage of materials related to the operation of the business and any interior storage shall count toward the maximum area allowed in Subsection B.

16. Pet grooming, provided that no overnight kenneling activity is taking place.

D. *Uses prohibited as home occupations.* Home occupations shall not, in any event, be deemed to include the following uses:

1. Animal hospitals or clinics, commercial stables having more than two horses per acre or kennels.

2. Restaurants or on-premises food or beverage, including private clubs, consumption of any kind, except for limited food or meal consumption associated with the operation of a licensed registered family home or a bed and breakfast facility.

3. Automobile, boat or trailer paint or repair shop; small engine or motorcycle repair shop; welding shop; large household appliance repair shop; or other similar type of business.

4. On-premises retail or wholesale sales of any kind where multiple customers patronize the sales business on-site, except for items that are produced entirely on the premises in conformance with this Code, and except for occasional garage sales in conformance with Chapter 50, Article VII of the City of Schertz Code of Ordinances.

5. Commercial clothing laundering or cleaning.

6. Mortuaries or funeral homes.

7. Trailer, vehicle, tool or equipment rentals.

8. Repair shops for any items having internal combustion engines.

9. Any use that would be defined by the building code as an assembly, factory or industrial, hazardous, institutional or mercantile occupancy.

E. *Home occupation uses not classified herein.* Any use that is not either expressly allowed nor expressly prohibited by this division is considered prohibited, unless and until such use is classified by amendment to this chapter by the city council, subsequent to an affirmative recommendation by the planning commission. Any person or persons who has been aggrieved by an interpretation from the City Manager or his/her designee of the permitted and prohibited Home Occupation uses, may appeal the decision in accordance with Section 21.4.14 and will have the Planning and Zoning Commission make the final determination.

F. *Home Occupation Permit.*

1. *Purpose.* To establish a method to allow the City to regulate and control nonresidential activities and maintain a record of the types and numbers of home occupations in the City.

2. *Permit Required.* Each resident within the City who has, or desires to establish an authorized home occupation, is required to have a home occupation permit.

3. *Application for Home Occupation Permit.*

a. Applicant shall apply to the City Manager or his/her designee for a home occupation permit.

b. The City Manager or his/her designee may issue the permit if the home occupation meets all the requirements established in Subsection B.

c. The decision of the City Manager or his/her designee may be appealed to the Planning and Zoning Commission in accordance with section 21.4.14.

d. The Planning and Zoning Commission will be the final judgment on appeals which must be submitted to the Planning and Zoning Commission within thirty (30) days after disapproval by the City Manager or his/her designee.

e. Supporting Documents.

i. *Signed statement*. One type of supporting evidence that may be submitted to the Planning and Zoning Commission for their consideration of an appeal is a signed statement by each property owner up to 200 feet of the property on which the home occupation is to occur, stating that the property owner has no objection to the existence of the proposed home occupation. An example of such a statement is as follows:

"I (name) the property owner at (address) have been advised by (name of home occupation applicant) of the request to the City for a Home Occupation Permit for the purpose of conducting (type of home occupation) and I have no objection to the home occupation permit being granted for the purpose reflected in this statement.

Signature of neighboring property owner and date"

ii. *Statement from property owner.* An applicant who is renting the property on which a home occupation permit is requested shall obtain a written statement from the owner of the property. The owner will state that he/she has no objection to the home occupation on the property.

iii. *Persons with demonstrated physical handicaps.* Persons with physical handicaps may be permitted special consideration. The applicant may request a waiver of a portion or all of one or more of the requirements for a home occupation.

iv. *Granting of exception.* It shall be the responsibility of the applicant to submit sufficient evidence to justify the granting of an exception to any of the requirements in Subsection B.

f. *Conditions Applicable to Home Occupation Permits.*

i. *Validation.* A home occupation permit expires every December 31.

ii. *Renewal.* Permits shall be renewed annually.

iii. *Inspection*. The City Manager or his/her designee is authorized to periodically enter the premises to ensure full compliance with these requirements.

iv. *Termination.* When a home occupation is found in noncompliance with the requirements outlined in Subsection B, the permit will be terminated immediately.

v. *Renewal of terminated permits.* The procedure for renewal of a terminated permit shall be the same as required for the issuance of a new permit under this section.

(Ord. No. 17-S-40 , § 1(Exh. A), 10-24-2017; Ord. No. 18-S-04 , § 1(Exh. A), 1-23-2018)

Sec. 21.8.4. Home Occupations.

A. *Purpose and Intent.*

1. Protect residential areas from adverse impact of activities associated with home occupations.

2. Permit residents of the community a reasonable choice in the use of their homes as a place of livelihood and the production or supplementing of personal and family income.

3. Establish criteria and development standards for home occupations conducted in dwelling units.

B. *Home Occupations—Required Conditions* - home occupations shall be permitted as an accessory use in all residential zoning districts provided that they comply with all restrictions herein.

1. ~~The area set aside for home occupations shall not exceed twenty percent (20%) of the total floor area of such residence.~~ Such use shall be incidental and secondary to the use of the premises for residential purposes, and shall not utilize floor area exceeding 30 percent of the combined enclosed gross floor area of dwelling unit and any accessory building(s). In no case shall the combined enclosed floor area utilized for a home occupation exceed 600 square feet.

2. No interior or exterior business sign shall be permitted.

~~3. No mechanical equipment shall be used except of a type that is similar in character to that normally used for purely domestic or household mechanical equipment as for hobby purposes in conjunction with the home occupation.~~

3~~4~~. Retail sales shall be prohibited on the premises except for items that are produced entirely on the premises in conformance with this Code ~~.~~

4~~5~~. No more than one person other than the immediate family permanently residing on the premises shall be employed in the home occupation and at least one person permanently residing in the home must be involved in the business and shall obtain the Home Occupation Permit.~~.~~

5~~6~~. No more than one home occupation shall be permitted within any single dwelling unit.

6~~7~~. ~~-~~The home occupation shall not result in the off-street or on-street parking of more than two (2) vehicles at any one (1) time not owned by members of the occupant family, and n~~N~~o~~t~~ more than one business-related commercial vehicle~~-~~ shall be present at one time.

7~~8~~7. A home occupation shall be carried on wholly within the principal ~~buildin~~building or accessory building ~~g.~~ ~~No home occupation or any storage of goods, materials, or products connected with a home occupation shall be allowed in accessory buildings or garages, attached or detached, excluding paints and chemicals that may be used in the home occupation.~~

8~~9~~8. ~~There shall be no exterior indication of the home occupation or variation from the residential character of the principal building.~~ Performance of the occupation activity shall not be visible from the street

9~~10~~9. There shall be no exterior storage of materials, equipment, or display to be used in conjunction with a home occupation.

10~~10~~1. A home occupation shall produce no offensive noise, vibration, smoke, electrical interferences, dust, odors, or heat detectable beyond the property limits or beyond the walls of the dwelling unit. The judgment of the City's Code Enforcement Officer pertaining to a violation under this section shall be considered decisive and final unless formally appealed to the Planning and Zoning Commission within thirty (30) days after the Code Enforcement Officer's written determination.

11 ~~11~~2. All home occupations ~~may be~~ are~~-~~ subject to periodic inspections by the City.

~~13. Such uses must be located in the dwelling used by the person who has the home occupation as his or her private residence.~~

12~~14.~~ Said incidental use shall never be permitted as a principal use but only as an accessory use.

C. *Uses allowed as home occupations.* Subject to the provisions of this Section, home occupations may include the following uses:

1. Office facility of an accountant, architect, landscape architect, attorney, engineer, consultant, insurance agent, mental health professional, realtor, broker, or similar profession.

2. Author, artist, artisan, or sculptor.

3. Dressmaker, seamstress or tailor.

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12. Barber shop or beauty salon ~~or manicure studio,~~, or health spa, provided that no more than one customer is served on the premises at any one time.

13. Swimming lessons and water safety instruction, provided that such instruction involves no more than two pupils at any one time.

14. Activity involving primarily a computer.

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2. Restaurants or on-premises food or beverage, including private clubs, consumption of any kind, except for limited food or meal consumption associated with the operation of a licensed registered family home or a bed and breakfast facility.

3. Automobile, boat or trailer paint or repair shop; small engine or motorcycle repair shop; welding shop; large household appliance repair shop; or other similar type of business.

4. On-premises retail or wholesale sales of any kind where multiple customers patronize the sales business on-site, except for items that are produced entirely on the premises in conformance with this Code, and except for garage sales in conformance with Chapter 50, Article VII of the City of Schertz Code of Ordinances ~~(no more than two per calendar year and shall not be held within six months of each other).~~

5. Commercial clothing laundering or cleaning.

6. Mortuaries or funeral homes.

7. Trailer, vehicle, tool or equipment rentals.

8. Repair shops for any items having internal combustion engines.

9. Any use that would be defined by the building code as an assembly, factory or industrial, hazardous, institutional or mercantile occupancy.

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   b. The City Manager or his/her designee may issue the permit if the home occupation meets all the requirements established in Subsection ~~Paragraph~~ B.

   c. The decision of the City Manager or his/her designee may be appealed to the Planning and Zoning Commission in accordance with section 21.4.14.

   d. The Planning and Zoning Commission will be the final judgment on appeals which must be submitted to the Planning and Zoning Commission within thirty (30) days after disapproval by the City Manager or his/her designee.

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v. *Renewal of terminated permits.* The procedure for renewal of a terminated permit shall be the same as required for the issuance of a new permit under this section.

(Ord. No. 17-S-40 , § 1(Exh. A), 10-24-2017; Ord. No. 18-S-04 , § 1(Exh. A), 1-23-2018)

Ord. 23-S-15

Amendments to Article 8 of the UDC, Section 21.8.4 - Home Occupations

Samuel Haas| SENIOR PLANNER

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Background

- Home Occupations occur frequently in Schertz
- Development Subcommittee discussions
- 8 other municipalities Home Occupation regulations were researched
- At the May 24th & June 28th Planning & Zoning Commission meeting the commission directed staff to make adjustments.

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UDC 21.8.4 Existing vs Proposed Regulations

Existing	Proposed
	Added language permitting home occupations as an accessory use in all residential zoning districts provided they comply with all other restrictions
The area set aside for home occupations shall not exceed twenty percent (20%) of the total floor area of such residence.	Proposing home occupation not exceed 30% of combined floor area of main and accessory structures and cannot exceed 600 square feet
Retail sales prohibited	Retail sales permitted if item is produced on premise in conformance with Code.
	Added language clarifying home occupation business must have permanent resident of home involved.
	Added language stating only one home occupation business-related vehicle permitted
Home occupation must be within principle structure	Allowing for additional accessory structure use.
	Added language clarifying that no exterior storage or display may occur.
	Added language clarifying that home occupation is accessory use only.
No permitted use list currently exist	List of permitted home occupation uses.
No prohibited use list currently exist	List of prohibited home occupation uses.
	Added language clarifying unlisted uses considered prohibited until further amendments. Also, outlined appeal process.

Proposed Permitted Uses

- Office facility of an accountant, architect, landscape architect, attorney, engineer, consultant, insurance agent, mental health professional, realtor, broker, or similar profession.
- Author, artist, artisan, or sculptor.
- Dressmaker, seamstress or tailor.
- Music or dance teacher, or similar types of instruction
- Individual tutoring.
- Office facility of a minister, rabbi, priest or other cleric.
- Home crafts, such as rug weaving, model making, etc.
- Office facility of a salesman, sales or manufacturer's representative
- Repair shop for small electrical appliances, cameras, watches and clocks, and other small items
- Food preparation establishments such as cake making, decorating or catering
- Family homes
- Barber shop or beauty salon or health spa
- Swimming lessons and water safety instruction
- Contractor
- Pet grooming

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Proposed Prohibited Uses

- Animal hospitals or clinics, commercial stables having more than two horses per acre or kennels.
- Restaurants or on-premises food or beverage, including private clubs, consumption of any kind
- Automobile, boat or trailer paint or repair shop; small engine or motorcycle repair shop; welding shop; large household appliance repair shop; or other similar type of business.
- On-premises retail or wholesale sales of any kind where multiple customers patronize the sales business onsite
- Commercial clothing laundering or cleaning.
- Mortuaries or funeral homes.
- Trailer, vehicle, tool or equipment rentals.
- Repair shops for any items having internal combustion engines.
- Any use that would be defined by the building code as an assembly, factory or industrial, hazardous, institutional or mercantile occupancy.

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Staff Recommendation

- **The amendments would provide added clarity and flexibility to Home Occupations.**
- **Adjustments have been made with following two Planning & Zoning Commission meetings, with the commission recommending approval with a 7-0 vote at the June 28th, 2023, meeting.**
- **City Council met on August 15, 2023 and voted to approve Ordinance 23-S-15 with a 7-0 vote.**
- **Therefore, staff recommends approval of the amendments to the Unified Development Code (UDC) as proposed and discussed.**

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COMMENTS & QUESTIONS

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Agenda No. 10.

CITY COUNCIL MEMORANDUM

City Council Meeting:	**September 5, 2023**
Department:	**Human Resources**
Subject:	**Resolution 23-R-84 - Authorizing expenditures with LK Jordan & Associates totaling no more than $65,000 for temporary staffing services during the 2022-2023 Fiscal Year. (S.Gonzalez/J.Kurz)**

BACKGROUND

LK Jordan is a local temporary staffing agency that retains a diverse pool of staff including retired military, office administration, skilled trades and hospitality services. As a result of a formal solicitation process, the City has on-call contracts with LK Jordan & Associates and VIP Staffing for temporary staffing services. The contracts have an annual not-to-exceed amount of $49,999.

Due to vacancies within multiple City departments, the City has spent approximately $40,000 with LK Jordan through August 18, 2023. Currently, Engineering is employing a temporary full-time administrative assistant; Planning & Community Development is employing a temporary full-time permit technician; and the City Secretary's office is employing a temporary part-time administrative assistant/records coordinator.

With approximately four weeks remaining in FY 22/23, staff anticipates spending more than $50,000 with LK Jordan. Therefore, staff is requesting Council authorization to spend up to $65,000 with LK Jordan in FY 22/23 to ensure appropriate staffing levels necessary to maintain standards of City business operations.

Please note that staff expects a decrease in temp staff usage in FY 23/24, as two of the positions that are currently being filled with temporary staffing will be converted to new FTE and PTE positions (Engineering Admin. Assistant and City Secretary Part-Time Records Coordinator, respectively) with final approval of the FY 23/24 budget.

GOAL

Ensure appropriate staffing levels necessary to maintain standards of City business operations, while seeking to fill permanent position vacancies.

COMMUNITY BENEFIT

Temporary staffing allows the City to maintain standards of business operations so there is minimal disruption in service to residents and customers.

SUMMARY OF RECOMMENDED ACTION

Approval of Resolution 23-R-84.

FISCAL IMPACT

Temporary staffing services are funded through salary savings in the department's personnel line item.

RECOMMENDATION

Staff recommends approval of Resolution 23-R-84.

Attachments

Resolution 23-R-84

RESOLUTION NO. 23-R-84

A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF SCHERTZ, TEXAS AUTHORIZING EXPENDITURES WITH LK JORDAN & ASSOCIATES TOTALING NO MORE THAN $65,000 FOR TEMPORARY STAFFING SERVICES DURING THE 2022-2023 FISCAL YEAR AND OTHER MATTERS IN CONNECTION THEREWITH

WHEREAS, the City of Schertz (the "City") requires temporary staffing services to ensure appropriate staffing levels necessary to maintain standards of City business operations while seeking to fill permanent position vacancies; and

WHEREAS, the City has an on-call contract with LK Jordan & Associates to provide such services for the City; and

WHEREAS, the City Council authorizes expenditures with LK Jordan & Associates for temporary staffing services in an amount not to exceed $65,000 for the 2022-2023 Fiscal Year.

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

Section 1. The City Council hereby authorizes expenditures with LK Jordan & Associates for temporary staffing services in an amount not to exceed $65,000 for the 2022-2023 Fiscal Year.

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

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

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

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

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

matter of the public business to be considered at such meeting, including this Resolution, was given, all as required by Chapter 551, Texas Government Code, as amended.

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

PASSED AND ADOPTED, this _____ day of _____, 2023

CITY OF SCHERTZ, TEXAS

_____
Ralph Gutierrez, Mayor

ATTEST:

_____
Sheila Edmondson, City Secretary

(CITY SEAL)

Agenda No. 11.

CITY COUNCIL MEMORANDUM

City Council Meeting:	**September 5, 2023**
Department:	**Finance**
Subject:	**Ordinance 23-M-17 - Amending the City of Schertz Code of Ordinances and certain other Ordinances by amending and establishing fees for certain licenses, permits, and other services provided by the City of Schertz.** ***Final Reading*** **(S.Gonzalez/J.Walters)**

BACKGROUND

City Departments collect a wide variety of fees for permits, services, fines and other charges that are all part of everyday operations of municipal government. Since September 2008, the fees have been incorporated into a single fee schedule. Ordinance 08-M-43 established the consolidated fee schedule and allows for the modification of existing fees to be done by resolution while new fees are established or added to the Fee Schedule by ordinance.

The Fee Schedule ordinance provides a single document with all City fees that directly affect the users. The changes to the fees ensure the continued operation of public utilities, provides for essential services to the community and to adequately maintain the investment in existing infrastructure. All changes to the fee schedule will have a 45-day period before the new fees take effect. This allows staff to update and advise citizens on the upcoming changes. The recommended effective date of these fee changes will be October 1, 2023, except the engineering fees which will be September 1, due to a change in State Law.

Parks & Recreation

Proposing to remove the Holidazzle business parade entry fee which is currently $15. The fee was set to help offset staff time organizing the parade, however, currently there are very few entries and staff recommends the entry be free. If the parade grows large enough, the fee could be reconsidered at that time.

Emergency Medical Services (EMS)

Proposing to increase their mileage fee $3 per mile due to inflationary factors on parts and service as well as fuel.

It is also proposed to increase standby fees in the amount of $25 per hour for an Ambulance and $5 per hour for a gator. These fees have not been increased since their addition in 2013-14 but pay has continued to grow over that time.

EMT class fees are proposed to increase from $1,100.00 to $1,200.00. Schertz' classes are consistently booked up and the fee hasn't been updated since 2017-18.

The per capital fee charged to serviced City's was updated via their individual contracts and will be reflected in the fee schedule as such.

Fire Department

Has expanded their fee schedule to include common fees based on other communities and on the services currently provided. Different types of license inspections will be broken out based on type and include various charges. This includes Daycare/Foster Care Centers at no charge, Adult Day Care increase to $200, Licensed Nursing Care increase to $200, Licensed Hospital Inspection increase to $250, Licensed Institutional Inspection increase to $250, and Licensed In-Home Facilities with no change in fee at $50.

Fire suppression systems have been separated as well, based on type and set to different fees based on the complexity of the system inspection and review. New fees break out remodeling of existing systems, Kitchen Hood suppression Systems, Underground Fire line, Fixed Pipe Systems, Gaseous Suppression Systems, Standpipe systems, Spray Paint Booths, and Other Fire systems not named.

Reinspecting fees will increase from $45 to $150. There is no fee for initial inspections, so the fee would be charged when violations have not been corrected at re-inspections.

Plan review fees have been increased from $75 to $100 per hour and after hours review fees have been increased from $75 to $200. Smoke control system plan fees have increased $75 to $400.

Fire Watch, where a crew and truck will stay and observe a potential fire hazard at the request of the property owner, will be listed on the fee scheduled at $150 (with Pumper Apparatus) and $75 (without Pumper Apparatus).

Inspections Division
Proposes to add Technology Fees to permits in support of Cityview costs and to match other communities. This fee would be $25 for commercial construction (new or remodels/additions), $25 for new residential only, and $10 for all other permits. Staff also proposes to remove costs for additional licenses and registrations for General Contractors, Master Electricians, and Electrical Sign Contractors. Doing this will match all other license/registration trades in Schertz.

Water and Sewer
Water and Sewer Fees were reviewed by Wildan, a rate consultant who is also contracted by the City's primary water provider, Schertz Seguin Local Government Corporation (SSLGC), and the primary wastewater treatment provider, Cibolo Creek Municipal Authority (CCMA). Wildan provided Schertz a 5-year recommended rate plan based on current annual operational costs, projected growth of new accounts, debt service, and future infrastructure plans. Based on their model, the FY 2023-24 water rates would increase 2% and the sewer would increase 3%. Based on the city sewer average (5,200 gallons) and 10,000 gallons of water, this would be a $2.39 monthly utility bill increase.

Engineering
House Bill 3492 prohibits value-based fees for permitting public infrastructure construction and goes into effect on September 1, 2023. Prior to this, Public Improvement Permit fees have been calculated as 1% of the cost of construction of the improvements. It is proposed that, effective September 1, 2023, fees for Public Infrastructure Permits will now be based on a dollar amount per unit of the major categories of infrastructure. Because of the short time frame available during which the updated fee structure needs to be in place, the resource required for the plan review and inspection services has been intentionally underestimated in an effort to avoid overcharging. Staff will more closely evaluate costs encountered by the City to perform these services and will propose updated rates when available.

****UPDATE FROM PREVIOUS READING****
1. The Inspection per linear foot on the Development Permit rework were incorrect. They have been adjusted higher to reflect the original numbers as intended. Staff believes this fee rework

will lower the costs to developers compared to the previous fee calculation.
2. The City lists Cibolo Creek Municipal Authority (CCMA)'s connection fees on our schedule to provide a clear picture to customers what their final costs would be to build in Schertz. CCMA sets these fees and staff includes their most recent amounts on the schedule. CCMA has updated their connection fees and they are now properly shown in the Impact Fee section.

GOAL

To update the Adopted Fee Schedule for FY 2023-24.

COMMUNITY BENEFIT

Provide a single place for information on City fees.

SUMMARY OF RECOMMENDED ACTION

Staff recommends council approve the proposed changes to the fees schedule.

FISCAL IMPACT

The fee changes will all affect the General Fund but have a low overall fiscal impact due to the narrow scope of their estimated use but are intended as cost recovery of providing the described services.

The average bill increase for EMS transports would increase $24 with the mileage change and the overall effect to covered cities would be $44,000 combined.

On average, residential utility customers would see a $2.39 per month, or about a 2.5% increase under the recommended 5-year rate plan and fund the projected operational costs and help offset debt and impact fee requirements on upcoming projects.

RECOMMENDATION

Adopt Ordinance 23-M-17 and updated fees for FY 2023-24

Attachments

Ordinance 23-M-17 Proposed FY 2023-24 Fee Schedule

5 Year Water & Sewer Rate Plan

WS Rate Plan Presentation

ORDINANCE NO. 23-M-17

AN ORDINANCE BY THE CITY COUNCIL OF THE CITY OF SCHERTZ, TEXAS AMENDING THE CITY OF SCHERTZ CODE OF ORDINANCES AND CERTAIN OTHER ORDINANCES BY AMENDING AND ESTABLISHING FEES FOR CERTAIN LICENSES, PERMITS, AND OTHER SERVICES PROVIDED BY THE CITY OF SCHERTZ, REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT WITH THIS ORDINANCE; AND PROVIDING AN EFFECTIVE DATE

WHEREAS, the City of Schertz (the "City") has established by ordinances and resolutions for fees for licenses, permits, and services provided by the City; and

WHEREAS, the City Council has authorized a review and a consolidation of certain fees for licenses, permits, and services provided by the City; and

WHEREAS, the Schedule of Fees attached as Exhibit A reflects revisions to certain fees, a restatement of certain fees not revised, and a consolidation of all such fees; and

WHEREAS, due to the need for periodic modification of said fees and for the purposes of efficiency, the City Council desires to adopt future fee changes by resolution rather than by ordinance.

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

Section 1**.** All persons, firms, or corporations applying for licenses or permits or receiving other City services described on Exhibit A that require the payment of a fee incident to such application or service shall pay the fees as prescribed in the Fee Schedule attached hereto as Exhibit A and made a part of hereof. It shall be a violation of this Ordinance to conduct any activity or commence any use or receive any service for which payment of a fee described herein is required until such fee has been paid (if required to be paid in advance) or to fail to pay such fee when properly billed.

Section 2. This Ordinance shall be cumulative of all provisions of ordinances and of the Code of Ordinances of the City of Schertz, Texas as to the fees set forth on Exhibit A effect on the effective date of this Ordinance, except where the provisions of this Ordinance are in direct conflict with the provisions of such ordinances and such Code, in which event the conflicting provisions of such ordinances and such Code are hereby repealed.

Section 3. The City Council may, from time to time, by ordinance add to the fees set forth on Exhibit A, and the fees now or hereafter set forth on Exhibit A may be modified from time to time by resolution of the City Council.

Section 4. It is hereby declared to be the intention of the City Council that the phrases, clauses, sentences, paragraphs, and sections of this Ordinance are severable, and if any phrase, clause, sentence, paragraph, or section of this Ordinance shall be declared unconstitutional by the valid judgment or decree of any court of competent jurisdiction, such unconstitutionality shall not affect any of the remaining phrases, clauses, sentences, paragraphs, and sections of this Ordinance, since the same would have been enacted by the City Council without the incorporation in this Ordinance of any such unconstitutional phrase, clause, sentence, paragraph, or section.

Section 5. Subject to the last sentence of this Section, any person, firm, or corporation who violates, disobeys, omits, neglects, or refuses to comply with or who resists the enforcement of any of provisions of this Ordinance shall be fined not more than Five Hundred Dollars ($500.00) for each offense. Each day that a violation is permitted to exist shall constitute a separate offense. If any other ordinance, including the Code of Ordinances, establishes a different penalty for the failure to pay any fee on Exhibit A, the provisions of such other ordinance or the Code of Ordinances shall control with respect to such penalty.

Section 6. All rights and remedies of the City are expressly saved as to any and all violations of the provisions of the Code of Ordinances in effect on the effective date of this Ordinance and modified by this Ordinance or any other ordinances in effect on the effective date of this Ordinance and modified by this Ordinance and requiring the payment of fees for licenses, permits, and other services provided by the City which have accrued on the effective date of this Ordinance; and any and all accrued violations and all pending litigation, both civil and criminal, whether pending in court or not, under such ordinances, shall not be affected by this Ordinance but may be prosecuted until final disposition by the courts.

Section 7**.** This Ordinance shall be in full force and effect from and after its final passage and any publication required by law.

Passed and approved on the first reading this _____ day of _____, 2023.

PASSED, APPROVED and ADOPTED ON SECOND READING this ____day of _____, 2023.

CITY OF SCHERTZ, TEXAS

_____
Ralph Gutierrez, Mayor

ATTEST:

_____

Sheila Edmondson, City Secretary

City of Schertz

Schedule of Fees

Effective October 1, 2023

City of Schertz
Schedule of Fees

Summary of Changes	2022-23	2023-24
City Events		
Holidazzle		
Business Parade Entry	$ 15.00	$ -
EMS		
Response Services		
Mileage, per mile	$ 22.00	$ 25.00
Other Services		
Ambulance Standby, per hour	$ 125.00	$ 150.00
Gator Standby, per hour	$ 95.00	$ 100.00
EMT Class	$ 1,100.00	$ 1,200.00
Per Capita	$ 16.10	$ 17.07
Fire		
Inspections & Permits		
License Inspections	$ 50.00	N/A
Annual Daycare/Foster Care Centers	$ -	$ -
Adult Daycare	$ 50.00	$ 200.00
Licensed Nursing Care Center	$ 50.00	$ 200.00
Licensed Hospital Inspection	$ 50.00	$ 250.00
Licensed Institutional Inspection	$ 50.00	$ 250.00
Licensed In-Home Facilities	$ 50.00	$ 50.00
~~Base~~ Fire ~~Suppression~~ Sprinkler System ~~Installation~~ (1-10 heads)	$ 100.00	$ 200.00
Fire Sprinkler System (11-200 heads)	N/A	$ 250.00
Additional ~~installation charge, per sprinkler~~ heads (beyond 200)	$ 1.00	$ 1.00
Sprinkler System Modification (no heads involved)	N/A	$ 150.00
False Alarm, per occurance (after 2 in an annual period)	$ -	$ 50.00
~~Base~~ Fire Alarms Installation (1-20 Devices)	$ 100.00	$ 200.00
Fire Alarms Installation (21-200 Devices)	N/A	$ 250.00
Additional installation charge, per initiating or notification device (beyond 200)	$ 1.00	$ 1.00
Fire Alarm Remodel (Less than 10 Devices)	N/A	$ 75.00
Fire Alarm Remodel (11-25 Devices)	N/A	$ 150.00
Fire Alarm Remodel (26-100 Devices)	N/A	$ 225.00
Fire Alarm Remodel (101-200 Devices)	N/A	$ 300.00
Fire Alarm Remodel (201+ Devices)	N/A	$ 375.00
Fire Alarm Panel Replacement (1-9 effected Devices)	N/A	$ 100.00
Fire Alarm panel Replacement (10+ effected Devices)	N/A	$ 200.00
Re-Inspection	$ 45.00	$ 150.00
After hours fee, per hour per inspector (beyond the hours of 8:00 a.m. to 5:00 p.m.)	$ 75.00	$ 75.00
Plan Review Fees, ~~construction~~ per hour, minimum 2 hours	$ 75.00	$ 100.00
SFR After Hours Plan Review Rush (per hour, 2 hour minimum)	$ 75.00	$ 200.00
Smoke Control System Plan ~~(for each review)~~ (per system)	$ 75.00	$ 400.00
Kitchen Hood Suppression System	N/A	$ 400.00
Emergency Responder Radio Coverage System	N/A	$ 500.00
High Piled/Rack Storage System	N/A	$ 400.00
Underground Fire Line (per line)	N/A	$ 250.00
Fixed Pipe Systems (per system)	N/A	$ 150.00
Gaseous Suppression Systems (per system)	N/A	$ 300.00
Standpipe	N/A	$ 200.00

City of Schertz
Schedule of Fees

Summary of Changes		2022-23		2023-24
Additional Standpipes (beyond 1)		N/A	$	150.00
Above Ground Storage Tanks (all sizes) - commercial		N/A	$	250.00
Above Ground Storage Tanks (all sizes) - residential		N/A	$	150.00
Below Ground Storage Tanks (per tank) - commercial		N/A	$	250.00
Below Ground Storage Tanks (per tank) - residential		N/A	$	150.00
Spray Paint Booth (per booth)		N/A	$	300.00
Access Control Systems (per system)		N/A	$	150.00
Limited Access Security Gates and Perimeter Fencing (per system)		N/A	$	185.00
Solar		N/A	$	250.00
Other Fire Systems		N/A	$	100.00
Fireworks display permit	$	250.00	$	450.00
Tents and Membranes (per event)	$	50.00	$	75.00
Tents and Membranes (annually)		N/A	$	400.00
Short Term Rental Annual Inspection		N/A	$	125.00
Fire Watch ~~Fee, cost based on weighted salary of disptached employee (per hour) - minimum 2 hours~~		ACTUAL	$	75.00
Fire Watch with Pumper Apparatus (per hour) - MInimum 2 hours		N/A	$	150.00
Inspections				
Technology Fees				
Commercial Construction (new, additions, remodels)		N/A		$25.00
New Residential Construction		N/A		$25.00
All other permits		N/A		$10.00
Licenses/Registrations:				
~~General Contractor (Initial)~~				
General Contractor (Initial and Renewal)				
Master Electrician (Initial) State of Texas Issued	$	100.00		$0
Electrical Sign Contractor (Initial) State of Texas Issued	$	50.00		$0
Electric Sign Journeyman Electrician (Annually) State of Texas Issued	$	40.00		$0
	$	50.00		$0
Sewer				
Residential Rates (Single Family)				
Base Rate-per month		15.01		15.46
Per 1,000 gal Charge, Per Month				
Per 1,000 gal charge Total- 12,000 gallons or less		4.94		5.09
greater than 12,000 gallons		11.33		11.67
Business and Multi-family Dwelling Units:				
Base Rate per month		18.88		19.45
The base rate shall be assessed in terms of connection equivalents which shall be as follows: the customer's previous 12 month water consumption as determined at the annual re-rating in February divided by 365, with the results of such division then divided by 245 gallons. The figure arrived at by the second division shall be the customer's "connection equivalent". Each business shall be assessed a base rate.				

City of Schertz
Schedule of Fees

Summary of Changes		2022-23		2023-24
Per 1,000 gal Charge, Per Month				
Line Maintenance-Commercial/Industrial users plus Franchise fee				
User Charge-based on 100% of water consumed				
Per 1,000 gal charge Total- 12,000 gallons or less		5.06		5.21
greater than 12,000 gallons		11.33		11.67
YMCA				
Per 1,000 gal Charge, Per Month		3.33		3.43
Water Rates				
Residential & Small Commercial				
Base Monthly Fee, based on meter size				
5/8 IN	$	25.84	$	26.36
3/4 IN	$	38.73	$	39.50
1.0 IN	$	64.56	$	65.85
1 1/2 IN	$	129.14	$	131.72
2 IN COMPOUND	$	206.62	$	210.75
2IN TURBINE	$	258.26	$	263.43
3 IN COMPOUND	$	413.23	$	421.49
3 IN TURBINE	$	619.85	$	632.25
4 IN COMPOUND	$	645.68	$	658.59
4 IN TURBINE	$	1,084.73	$	1,106.42
6 IN COMPOUND	$	1,291.35	$	1,317.18
6 IN TURBINE	$	2,376.08	$	2,423.60
8 IN COMPOUND	$	2,087.13	$	2,128.87
8 IN TURBINE	$	4,174.25	$	4,257.74
10 IN COMPOUND	$	3,000.24	$	3,060.24
10 IN TURBINE	$	6,522.25	$	6,652.70
12 IN TURBINE	$	8,609.39	$	8,781.58
Usage Fee, rate per 1,000 gallons				
0 - 6,000	$	3.19	$	3.25
6,001 - 12,000	$	3.57	$	3.64
12,001 - 18,000	$	4.18	$	4.26
18, 001 -30,000	$	5.10	$	5.20
30,001 and Above	$	6.48	$	6.61

City of Schertz
Schedule of Fees

Summary of Changes	2022-23	2023-24
Large Commercial		
Base Monthly Fee, based on meter size		
5/8 IN	$ 25.84	$ 26.36
3/4 IN	$ 38.73	$ 39.50
1.0 IN	$ 64.56	$ 65.85
1 1/2 IN	$ 129.14	$ 131.72
2 IN COMPOUND	$ 206.62	$ 210.75
2IN TURBINE	$ 258.26	$ 263.43
3 IN COMPOUND	$ 413.23	$ 421.49
3 IN TURBINE	$ 619.85	$ 632.25
4 IN COMPOUND	$ 645.68	$ 658.59
4 IN TURBINE	$ 1,084.73	$ 1,106.42
6 IN COMPOUND	$ 1,291.35	$ 1,317.18
6 IN TURBINE	$ 2,376.08	$ 2,423.60
8 IN COMPOUND	$ 2,087.13	$ 2,128.87
8 IN TURBINE	$ 4,174.25	$ 4,257.74
10 IN COMPOUND	$ 3,000.24	$ 3,060.24
10 IN TURBINE	$ 6,522.25	$ 6,652.70
12 IN TURBINE	$ 8,609.39	$ 8,781.58
Usage Fee, rate per 1,000 gallons		
0 - 18,000	$ 3.19	$ 3.25
18,001 - 36,000	$ 3.57	$ 3.64
36,001 - 54,000	$ 4.18	$ 4.26
54,001 - 90,000	$ 5.10	$ 5.20
90,001 and Above	$ 6.48	$ 6.61
Fire Hydrant Meter		
Base Monthly Fee	$ 122.72	$ 125.17
Usage Fee, per 1,000 galls	$ 9.43	$ 9.62
Cibolo Wholesale Water Rate	$ 3.27	$ 3.34

City of Schertz
Schedule of Fees

Summary of Changes	2022-23	2023-24
Engineering		
Development Permit		
% of total valuation of public infrastructure improvements	1%	N/A
Construction Plan Review		
Base Fee	N/A	$ 1,065.00
Water, per 100 linear foot of main	N/A	$ 8.52
Wastewater, per 100 linear foot of main	N/A	$ 12.78
Street and Drainage, per 100 linear foot of street	N/A	$ 8.52
Drainage, per 100 linear feet of street + 100 linear feet of off-street facility	N/A	$ 12.78
OR		
Actual Cost of third party plan review	N/A	Actual
Construction Inspection		
Base Fee	N/A	$ 3,386.40
Water, per 100 linear foot of main	N/A	$ 67.73
Wastewater, per 100 linear foot of main	N/A	$ 84.66
Street and Drainage, per 100 linear foot of street	N/A	$ 67.73
Drainage, per 100 linear feet of street + 100 linear feet of off-street facility	N/A	$ 84.66
OR		
Actual Cost of third party inspection	N/A	Actual
Cibolo Creek Municipal Authority (CCMA)		
South Basin Impact Fee Per LUE:	$ 1,800.00	$ 2,200.00
North Basin Impact Fee Per LUE:	$ 1,800.00	$ 2,300.00

City of Schertz
Schedule of Fees

City Secretary	2022-23	2023-24
Candidate Filing Fee	$ 25.00	$ 25.00
Licenses		
Package Store Permit	$ 250.00	$ 250.00
Wine and Malt Beverage Retailer's Permit - Bexar County	$ 500.00	$ 500.00
Wine and Malt Beverage Retailer's Permit - Bexar County Renewal	$ 375.00	$ 375.00
Wine and Malt Beverage Retailer's Permit - All Other Counties	$ 87.50	$ 87.50
Wine and Malt Beverage Retailer's Off Premises Permit	$ 30.00	$ 30.00
(Malt Beverage) Retail Dealer's On-Premise License - Bexar County	$ 500.00	$ 500.00
(Malt Beverage) Retail Dealer's On-Premise License - Bexar County Renewal	$ 375.00	$ 375.00
(Malt Beverage) Retail Dealer's On-Premise License - All Other Counties	$ 75.00	$ 75.00
Wine-Only Package Store Permit	$ 37.50	$ 37.50
Mixed Beverage Permit	$ 375.00	$ 375.00
Wholesaler's Permit	$ 937.50	$ 937.50
Branch's Distributor's License	$ 37.50	$ 37.50
(Malt Beverage) Retail Dealer's Off-Premise License	$ 30.00	$ 30.00
Local Distributor's Permit	$ 50.00	$ 50.00
Winery Permit	$ 37.50	$ 37.50

City of Schertz
Schedule of Fees

All Departments	2022-23	2023-24
Records Requests		
Standard paper copy, per page (front and back is 2 pages)	$ 0.10	$ 0.10
Nonstandard-size copy:		
Oversize paper copy (11” X 17”)	$ 0.50	$ 0.50
Specialty paper (Mylar, blueprint, blue line, map, photographic)	Actual	Actual
Certified Copy- Each Certification	$ 5.00	$ 5.00
Diskette	$ 1.00	$ 1.00
Magnetic tape - actual cost	Actual	Actual
Data cartridge -actual cost	Actual	Actual
Tape cartridge - actual cost	Actual	Actual
Rewritable CD (CD-RW)	$ 1.00	$ 1.00
Non-rewritable CD (CD-R)	$ 1.00	$ 1.00
Digital video disc (DVD)	$ 3.00	$ 3.00
JAZ drive - actual cost	Actual	Actual
Other electronic media - actual cost	Actual	Actual
Miscellaneous supplies - actual cost	Actual	Actual
Postage and shipping charge actual cost	Actual	Actual
Photographs - actual cost	Actual	Actual
Maps - actual cost	Actual	Actual
Labor charge:		
For locating, compiling, and reproducing, per hour (if documents are NOT located in the immediate area and over 50 pages)	$ 15.00	$ 15.00
Overhead charge - % of labor charge	20%	20%
Remote document retrieval charge	Actual	Actual
No Sales Tax shall be applied to copies of public information.		
Notary Fees		
Acknowledgement, Certified Copies, Jurat's, Oaths and Affirmation	$ 6.00	$ 6.00
Protests- Per Document	$ 5.00	$ 5.00
Convenience Fees		
Credit Card Payment Over Phone	$ 1.00	$ 1.00
Return Check Fee	$ 25.00	$ 25.00

City of Schertz
Schedule of Fees

Library	2022-23	2023-24
Non-Resident user fee- Library Card	$ 15.00	$ 15.00
Meeting Room Fee- Non-Schertz residents, 4 hours	$ 50.00	$ 50.00
Meeting Room Fee- After hour fee, per hour	$ 25.00	$ 25.00
Meeting Room Cleaning Fee (Spot Cleaning)	$ 50.00	$ 50.00
Meeting Room Cleaning Fee (Whole Room)	Actual	Actual
Additional Fee for After Hours Cleaning, per hour	$ 25.00	$ 25.00
Inter-Library Loans Materials (ILL Materials)		
Lost or damaged ILL items - Cost of item as billed by the lending library (may include additional fines or fees assessed by the lending library)	Actual	Actual
Inter-Library Loan items per day (3 day grace period)	$ 1.00	$ 1.00
Max overdue amount per ILL item	$ 5.00	$ 5.00
Return Postage Fee--for ILL items never picked up by customer after arrival	$ 3.00	$ 3.00
Overdue Fines (3 day grace period)		
All Items per day (except ILL items)	$ 0.25	$ 0.25
Max amount that can be charged	$ 1.00	$ 1.00
Replacement Library Card	$ 1.00	$ 1.00
Copier, per standard page (2-sided copies are the same as 2 pages; oversized copies are the same as 2 pages)		
Black and White	$ 0.15	$ 0.15
Color	$ 0.50	$ 0.50
Printing, per standard page (2-sided copies are the same as 2 pages; oversized copies are the same as 2 pages)		
Black and White	$ 0.15	$ 0.15
Color	$ 0.50	$ 0.50
Outgoing Fax, 1st page	$ 1.00	$ 1.00
Per each succeeding page	$ 0.25	$ 0.25
Lost & Damaged Materials - Cost of item		
plus a processing fee	$ 5.00	$ 5.00
Damaged DVD Case or Video Case	$ 1.00	$ 1.00
Damaged or Missing Barcode	$ 1.00	$ 1.00
Damaged or Missing RFID Tag	$ 1.00	$ 1.00
Damaged or Missing DVD/Video Cover (if replaceable) plus processing fee	$ 3.00	$ 3.00
Toddler Tote Bag	$ 2.50	$ 2.50
Juvenile Audiobook Bag	$ 5.00	$ 5.00
Materials Recovery Fee (per account sent to collections)	$ 10.00	$ 10.00

Note: If an item is lost and paid for, any overdue fines assessed against the item are waived. If part of an item is lost, the item as a whole is considered lost and the full cost of the item is charged to the patron. Again, any overdue fines assessed against the item are waived if the item is paid for. Refunds for items that were paid for and subsequently found and returned to the library are available for up to 60 days after payment and require the original receipt. Processing fees are non-refundable. No refunds will be given after 60 days.

City of Schertz
Schedule of Fees

Schertz Magazine	2022-23	2023-24
Display Ads:		
Eighth Page for 6 mo., per month	$ 325.00	$ 325.00
Eighth Page for 12 mo., per month	$ 300.00	$ 300.00
Quarter Page for 6 mo., per month	$ 600.00	$ 600.00
Quarter Page for 12 mo., per month	$ 450.00	$ 450.00
Half Page for 6 mo., per month	$ 1,100.00	$1,100.00
Half Page for 12 mo., per month	$ 775.00	$ 775.00
Full Page for 6 mo., per month	$ 1,650.00	$1,650.00
Full Page for 12 mo., per month	$ 1,325.00	$1,325.00
Special placement fee	$ 100.00	$ 100.00
Artwork ownership fee	$ 95.00	$ 95.00
Premium Placement:		
Back Cover for 6 mo., per month	$ 2,000.00	$2,000.00
Back Cover for 12 mo., per month	$ 1,650.00	$1,650.00

Churches, governmental entities, 501 (c) 3 and civic groups who provide a service to the residents of Schertz will receive a 25% discount on the above facility rental rates.

City of Schertz
Schedule of Fees

Event Facilities	2022-23	2023-24
Vendor/Ancillary Fees		
Kitchen Fee, per person		
Kitchen/F&B Fee, Ballroom	$ 300.00	$ 300.00
Kitchen/F&B Fee, Bluebonnet Room	$ 100.00	$ 100.00
Early Open Fee (one hour only)	$ 200.00	$ 200.00
Late Fee	$ 200.00	$ 200.00
Ice, one bin (80lbs)	$ 15.00	$ 15.00
Ice, unlimited	$ 25.00	$ 25.00
Beverage Service (for 50 people)	$ 50.00	$ 50.00
Beverage Linen per table	$ 6.00	$ 6.00
Cancellation Fee	$ 50.00	$ 50.00
Portable Bar (includes 5 cocktail tables)	$ 200.00	$ 200.00
Cocktail Tables (up to 5)	$ 50.00	$ 50.00
Uplighting, per light	$ 15.00	$ 15.00
Uplighting package, 10 lights	$ 100.00	$ 100.00
Pipe for Back Drop	$ 25.00	$ 25.00
Drape per linear ft.	$ 2.00	$ 2.00
Cleaning Fee	$ 150.00	$ 150.00
Beverage Tub	$ 75.00	$ 75.00
Private Suite	$ 150.00	$ 150.00
Discount/Special Rates		
Frequent Renters 25% discount (Must rent at least 12 times calendar year)		
Multiple Day Renters 25% discount (Must rent two or more consecutive days)		
Day before setup - 50% of regular room rate (only in ballroom or entire Civic Center)		
Non-Profits 25% discount - rent only		
All comp'd requests will require approval from City Manager		
H.O.A. Meeting Fee	$ 100.00	$ 100.00
Funeral Reception Only in Bluebonnet Hall/Community Centers 3 hr maximum	$ 100.00	$ 100.00
Gym Use Fee (Community Center/per hour)	$ 25.00	$ 25.00
Facility Security		
Security Coordination Fee	$ 15.00	$ 15.00
Regular- per officer, per hour (4 hour minimum)	$ 40.00	$ 50.00
Holiday- per officer, per hour (4 hour minimum)	$ 50.00	$ 75.00
Civic Center - Grand Ballroom- (7,198 sq. ft)		
Regular Rentals (room only)		
Sunday, Full day	$ 925.00	$ 925.00
Monday - Thursday, Full day	$ 600.00	$ 600.00
Monday - Thursday, Half day	$ 375.00	$ 375.00
Friday, Full Day (half day not available)	$ 925.00	$ 925.00
Saturday, Full day (half day not available)	$ 1,975.00	$ 1,975.00
Small Stage	$ 200.00	$ 200.00
Dance Floor	$ 200.00	$ 200.00
Damage/Cancellation Deposit	$ 500.00	$ 500.00
Audio/Visual Services (upgraded)	$ 175.00	$ 175.00
Additional time, per hour	$ 50.00	$ 50.00
Audio/Visual Panel Access (for 2 screens/projectors)	$ 100.00	$ 100.00

City of Schertz
Schedule of Fees

Event Facilities	2022-23	2023-24
Banquet Package - includes hall and kitchen rental, easel, tables/chairs, dance floor, AV panel access, ice, private suite, portable bar, cocktail tables, uplighting package, beverage tub:		
Friday/Sunday, Full Day (half day not available)	$ 2,025.00	$ 2,025.00
Saturday, Full day (half day not available)	$ 3,000.00	$ 3,000.00
Civic Center Cut-Off Hall (Larger portion of Ballroom - (4,172 sq ft)		
Regular Rentals		
Sunday, Full day	$ 700.00	$ 700.00
Monday - Thursday, Full day	$ 425.00	$ 425.00
Monday - Thursday, Half day	$ 250.00	$ 250.00
Friday, Full Day (half day not available)	$ 700.00	$ 700.00
Saturday, Full day (half day not available)	$ 1,550.00	$ 1,550.00
Small Stage - move to only one stage	$ 200.00	$ 200.00
Dance Floor	$ 200.00	$ 200.00
Audiovisual Services (upgraded)	$ 175.00	$ 175.00
Additional time, per hour	$ 50.00	$ 50.00
Audio/Visual Panel Access (for 2 screens/projectors)	$ 100.00	$ 100.00
Damage/Cancellation Deposit	$ 500.00	$ 500.00
Banquet Package - includes hall and kitchen rental, easel, tables/chairs, dance floor, AV panel access, ice, private suite, portable bar, cocktail tables, uplighting package, beverage tub:		
Friday/Sunday, Full day (half day not available)	$ 1,725.00	$ 1,725.00
Saturday, Full day (half day not available)	$ 2,575.00	$ 2,575.00
Civic Center Conference Hall (Smaller portion of Ballroom - (3,026 sq ft)		
Regular Rentals		
Friday/Sunday, Full day	$ 400.00	$ 400.00
Monday - Thursday, Full day	$ 250.00	$ 250.00
Monday - Thursday, Half day	$ 175.00	$ 175.00
Audio/Visual Panel Access (for 2 screens/projectors)	$ 100.00	$ 100.00
Damage/Cancellation Deposit	$ 200.00	$ 200.00
Civic Center - Bluebonnet Hall- (2,500 sq ft)		
Regular Rentals		
Friday/Sunday, Full day	$ 450.00	$ 450.00
Friday/Sunday, Half day	$ 225.00	$ 225.00
Monday - Thursday, Full day	$ 275.00	$ 275.00
Monday - Thursday, Half day	$ 150.00	$ 150.00
Saturday, Full day (half day not available)	$ 775.00	$ 775.00
Audio/Visual Panel Access (for 2 screens/projectors)	$ 100.00	$ 100.00
Damage/Cancellation Deposit	$ 200.00	$ 200.00
Banquet Package - includes hall rental, kitchen, tables/chairs, AV panel access, ice, uplights, portable bar:		
Friday/Sunday, Full day	$ 925.00	$ 925.00
Friday/Sunday, Half day	$ 700.00	$ 700.00
Saturday, Full day (half day not available)	$ 1,250.00	$ 1,250.00
Community Center North- 3501 Morning Dr- (2,006 sq ft)		
Sunday - Thursday per hour, 2 hour minimum	$ 25.00	$ 25.00
Friday - Saturday per hour, 4 hour minimum	$ 50.00	$ 50.00
Daily Maximum (up to 12 hours)	$ 375.00	$ 375.00

City of Schertz
Schedule of Fees

Event Facilities	2022-23	2023-24
Damage/Cancellation Deposit	$ 200.00	$ 200.00
Community Center Central (2,940 sq ft)		
Sunday - Thursday per hour, 2 hour minimum	$ 50.00	$ 50.00
Friday - Saturday per hour, 4 hour minimum	$ 75.00	$ 75.00
Daily Maximum (up to 12 hours)	$ 475.00	$ 475.00
Projector/Screen/Microphone	$ 50.00	$ 50.00
Damage/Cancellation Deposit	$ 200.00	$ 200.00

Churches, governmental entities, 501 (c) 3 and civic groups who provide a service to the residents of Schertz will receive a 25% discount on the above facility rental rates.

City of Schertz
Schedule of Fees

Event Fee	2022-23	2023-24
Daddy Daughter/Mother Son Dances		
Adult	$ 18.00	$ 18.00
Child (17 and under)	$ 12.00	$ 12.00
Kick Cancer 1k/5k		
1K Kids Run	$ 20.00	$ 20.00
5K Timed Run/Walk	$ 35.00	$ 35.00
Signs of Love	$ 20.00	$ 20.00
Movin on Main		
Vendor Fee	$ 100.00	$ 100.00
Non-Profit Vendor Fee	$ 50.00	$ 50.00
Jubilee		
Food Vendor	$ 300.00	$ 300.00
Carnival	$ 6,000.00	$ 6,000.00
Craft Vendor	$ 50.00	$ 50.00
Business Parade Entry	$ 50.00	$ 50.00
Kickball		
Individual	$ 25.00	$ 25.00
Late Fee Per Individual	$ 10.00	$ 10.00
Cornhole League		
Individual	$ 25.00	$ 25.00
Late Fee Per Individual	$ 10.00	$ 10.00
Softball League		
Individual	$ 25.00	$ 25.00
Late Fee Per Individual	$ 10.00	$ 10.00
Holidazzle		
Food Vendor	$ 50.00	$ 50.00
Craft Vendor	$ 50.00	$ 50.00
Business Parade Entry	$ 15.00	$ -
Breakfast with Santa	$ 10.00	$ 10.00
New Years Eve Masquerade		
Food Vendor	$ 50.00	$ 50.00

City of Schertz
Schedule of Fees

Event Fee	2022-23	2023-24
Wild Adaptations		
Per Individual	$ 10.00	$ 10.00
Parent And Me		
Per couple	$ 7.00	$ 7.00
Crafty Tweens		
Per Individual	$ 10.00	$ 10.00
Archery Camp		
Per Individual	$ 50.00	$ 50.00
Battle of the Bots Camp (iCode)		
Per Individual	$ 200.00	$ 200.00
Roblox Editor Camp (iCode)		
Per Individual	$ 200.00	$ 200.00
Lacrosse Camp (Skyhawks)		
Per Individual	$ 169.00	$ 169.00
STEM & Play (Skyhawks)		
Per Individual	$ 185.00	$ 185.00

City of Schertz
Schedule of Fees

Parks and Recreation	2022-23	2023-24
Small Pavilion (Resident)		
Weekday Full Day (Mon-Thur)	$ 42.50	$ 42.50
Weekend Half Day (Fri-Sun)	$ 55.00	$ 55.00
Weekend Full Day (Fri-Sun)	$ 85.00	$ 85.00
Small Pavilion (Non-Resident)		
Weekday Full Day (Mon-Thur)	$ 67.50	$ 67.50
Weekend Half Day (Fri-Sun)	$ 90.00	$ 90.00
Weekend Full Day (Fri-Sun)	$ 135.00	$ 135.00
Large Pavilion (Resident)		
Weekday without facilities (Mon-Thur)	$ 50.00	$ 50.00
Weekday with facilities (Mon-Thur)	$ 100.00	$ 100.00
Weekend without facilities (Fri-Sun)	$ 100.00	$ 100.00
Weekend with facilities (Fri-Sun)	$ 200.00	$ 200.00
Large Pavilion (Non-Resident)		
Weekday without facilities (Mon-Thur)	$ 75.00	$ 75.00
Weekday with facilities (Mon-Thur)	$ 150.00	$ 150.00
Weekend without facilities (Fri-Sun)	$ 150.00	$ 150.00
Weekend with facilities (Fri-Sun)	$ 300.00	$ 300.00
Group Picnic Areas (Resident)		
Weekday Full Day (Mon-Thur)	$15.00	$ 15.00
Weekend Half Day (Fri-Sun)	$20.00	$ 20.00
Weekend Full Day (Fri-Sun)	$30.00	$ 30.00
Group Picnic Areas (Non-Resident)		
Weekday Full Day (Mon-Thur)	$22.50	$ 22.50
Weekend Half Day (Fri-Sun)	$35.00	$ 35.00
Weekend Full Day (Fri-Sun)	$45.00	$ 45.00
Spike ball		
Spike ball nets with balls	$ 15.00	$ 15.00
Basketball		
Set of Half Dozen Basketballs	$ 15.00	$ 15.00
Pickleball		
Pickleball Net (Paddles and Balls are Included)	$ 40.00	$ 40.00
Veteran's Memorial Plaza Pavers		
Per Paver	$ 75.00	$ 75.00
Senior Center Membership		
Per Person	$ 36.00	$ 36.00
Per Couple	$ 65.00	$ 65.00

City of Schertz
Schedule of Fees

Parks and Recreation	2022-23	2023-24
Pools		
Daily Rates		
Per swimmer per entry	$ 2.00	$ 2.00
Daily pass	$ 3.00	$ 3.00
Admission is free for children under the age of 2 years.		
Float & Fireworks	$ 3.00	$ 3.00
Paws in the Pool	$ 3.00	$ 3.00
Watermelon Day	$ 3.00	$ 3.00
Season Rates-Maximum per season pass is six (6) members		
Schertz Residents		
Individual rate	$ 40.00	$ 40.00
2 member rate	$ 50.00	$ 50.00
3 member rate	$ 60.00	$ 60.00
4 member rate	$ 70.00	$ 70.00
5 member rate	$ 80.00	$ 80.00
6 member rate	$ 90.00	$ 90.00
Non-Schertz Residents		
Individual rate	$ 70.00	$ 70.00
2 member rate	$ 80.00	$ 80.00
3 member rate	$ 90.00	$ 90.00
4 member rate	$ 100.00	$ 100.00
5 member rate	$ 110.00	$ 110.00
6 member rate	$ 120.00	$ 120.00
Regular Preschool/Child Care Center		
Teacher/Child Care Attendant and 5 students per pass.		
In City	$ 80.00	$ 80.00
Out of City	$ 120.00	$ 120.00
****THESE RATES NOW SET BY CONTRACTOR****		
Swimming lessons rate		
Schertz Residents - per child	**	**
Non- Residents - per child	**	**
Pool Reservations		
Schertz Residents		
1 to 50 People	**	**
51 to 100 People	**	**
101 to 150 People	**	**
151 to 200 People	**	**
201 to 250 People	**	**
251 to 293 People	**	**
Non-Residents		
1 to 50 People	**	**
51 to 100 People	**	**
101 to 150 People	**	**
151 to 200 People	**	**
201 to 250 People	**	**
251 to 293 People	**	**

City of Schertz
Schedule of Fees

Parks and Recreation	2022-23	2023-24
Northcliffe Pool		
Schertz Residents		
1 to 50 People (2 hours maximum)	**	**
50 to 100 People (2 hours maximum)	**	**
Non-Residents		
1 to 50 People (2 hours maximum)	**	**
50 to 100 People (2 hours maximum)	**	**

****THESE RATES NOW SET BY CONTRACTOR****

City of Schertz
Schedule of Fees

Animal Services	2022-23	2023-24
Animal Adoption		
Dog	$ 60.00	$ 60.00
Cat	$ 35.00	$ 35.00
Adoption pricing may be discounted for adoption events or during special promotions		
Permits - A permit shall be issue after payment of application fee:		
Kennel authorized to house 10 or less dogs or cats	$ 75.00	$ 75.00
Kennel authorized to house more than 10 but less than 50	$ 150.00	$ 150.00
Kennel authorized to house 50 or more	$ 200.00	$ 200.00
Pet Shop	$ 100.00	$ 100.00
Grooming Shop	$ 30.00	$ 30.00
Commercial Riding Stable 10 or less	$ 75.00	$ 75.00
Commercial Riding Stable 11-50	$ 150.00	$ 150.00
Commercial Riding Stable 51 or more	$ 200.00	$ 200.00
Annual Crescent Bend Riding Permit, per horse	$ 100.00	$ 100.00
Auction	$ 100.00	$ 100.00
Zoological Park	$ 200.00	$ 200.00
Animal Exhibition/Circus/Petting Zoo	$ 100.00	$ 100.00
Guard Dog Training Center	$ 200.00	$ 200.00
Obedience Training Center	$ 50.00	$ 50.00
Commercial Establishment Using a Guard Dog	$ 75.00	$ 75.00
Commercial Annual Sellers Permit	$ 150.00	$ 150.00
Dangerous Dog Permit	$ 200.00	$ 200.00
Temporary Permit* - not to exceed 7 days	$ 15.00	$ 15.00
*Good for Crescent Bend Riding (per horse), Animal Exhibition/Circus/Petting Zoo, and Auction Permits		
Temporary Animal Sales Permit (Pet Expos), not to exceed 3 days	$ 30.00	$ 30.00
Impoundment Fee: An impoundment fee must be paid for each captured animal		
Dog/Cat Impoundment		
Within a 1 year period		
1st Offense		
Neutered	$ 30.00	$ 30.00
Un-neutered	$ 45.00	$ 45.00
2nd Offense		
Neutered	$ 50.00	$ 50.00
Un-neutered	$ 70.00	$ 70.00
3rd Offense		
Neutered	$ 100.00	$ 100.00
Un-neutered	$ 120.00	$ 120.00
4th Offense		
Neutered	$ 150.00	$ 150.00
Un-neutered	$ 170.00	$ 170.00
Each Additional Offense		
Base- Neutered	$ 150.00	$ 150.00
Base- Un-neutered	$ 170.00	$ 170.00
Per Additional Offense	$ 50.00	$ 50.00
Fowl or other small animal	$ 30.00	$ 30.00
Livestock	$ 75.00	$ 75.00
Zoological/Circus animal	$ 200.00	$ 200.00

City of Schertz
Schedule of Fees

Animal Services	2022-23	2023-24
Boarding Fee: A boarding fee must be paid for each animal		
Dog/Cat, per day	$ 15.00	$ 15.00
Fowl or other small animal, per day	$ 10.00	$ 10.00
Reptile, per day	$ 30.00	$ 30.00
Livestock, per day	$ 50.00	$ 50.00
Zoological/Circus animal, per day	$ 200.00	$ 200.00
Surrender Fee: Charge per animal with proof of Schertz residency		
Fowl/Reptile/Small Animal	$ 10.00	$ 10.00
Dog/Cat neutered/spayed /current rabies cert./heartworm negative	$ 35.00	$ 35.00
Dog/Cat all other surrenders	$ 65.00	$ 65.00
Small Livestock	$ 50.00	$ 50.00
Large Livestock	$ 100.00	$ 100.00
Zoological or Circus	$ 200.00	$ 200.00
Litter Fee (3 or more animals under 2 months old)	$ 75.00	$ 75.00
Quarantine Fee:		
Dog/Cat	$ 50.00	$ 50.00
Plus Daily Charge per animal for boarding	$ 15.00	$ 15.00
Micro Chipping	$ 15.00	$ 15.00
Trap Rental Fee:		
Trap Deposit, refundable when trap is returned	$ 75.00	$ 75.00
Trap Rental Fee, per day	$ 5.00	$ 5.00

City of Schertz
Schedule of Fees

Neighborhood Service	2022-23	2023-24
Health and Sanitation Division		
Food Establishment Fees:		
Non-Profit Organizations (regardless of number of employees)	$ 100.00	$ 100.00
1-3 Employees	$ 150.00	$ 150.00
4-6 Employees	$ 285.00	$ 285.00
7-10 Employees	$ 540.00	$ 540.00
11-20 Employees	$ 575.00	$ 575.00
21+ Employees	$ 725.00	$ 725.00
Temporary Food and/or Beverage Establishment	$ 50.00	$ 50.00
Mobile Vendors	$ 100.00	$ 100.00
Mobile Vendors, registration (existing permit from another government agency)	$ 25.00	$ 25.00
Public and HOA Swimming Pool License	$ 110.00	$ 110.00
Foster Care	$ 50.00	$ 50.00
Re-inspection fees	$ 75.00	$ 75.00
Nuisance Abatement Administrative Fee		
First abatement	$100.00	$ 100.00
Second abatement	$200.00	$ 200.00
Third and subsequent abatements	$500.00	$ 500.00
Sanitation Inspection Fees - Outside of City		
Hourly Charge, one hour minimum	$ 50.00	$ 50.00
Mileage over 15 miles, per mile	$ 5.00	$ 5.00
Administrative Fee	15%	15%

City of Schertz
Schedule of Fees

Police Department	2022-23	2023-24
Alarm Permit Fees		
Residential - Annually	$ 10.00	$ 10.00
Tier 1 Commercial	$ 25.00	$ 25.00
Tier 2 Commercial site alarm system required under local, state or national code	$ 50.00	$ 50.00
Alarm Service Fees: Other than Burglar Alarms		
4TH False Alarm within 12 Mo. Period	$ 100.00	$ 100.00
5TH False Alarm within 12 Mo. Period	$ 150.00	$ 150.00
6TH False Alarm within 12 Mo. Period	$ 200.00	$ 200.00
7TH False Alarm within 12 Mo. Period	$ 250.00	$ 250.00
8TH False Alarm within 12 Mo. Period	$ 500.00	$ 500.00
Others After 8TH within 12 Mo. Period	$ 500.00	$ 500.00
Burglar Alarm Service Fees:		
4TH False Alarm within 12 Mo. Period	$ 50.00	$ 50.00
5TH False Alarm within 12 Mo. Period	$ 50.00	$ 50.00
6TH False Alarm within 12 Mo. Period	$ 75.00	$ 75.00
7TH False Alarm within 12 Mo. Period	$ 75.00	$ 75.00
8TH False Alarm within 12 Mo. Period	$ 100.00	$ 100.00
Others After 8TH within 12 Mo. Period	$ 100.00	$ 100.00
Miscellaneous Fees		
Accident Reports, each	$ 6.00	$ 6.00
Fingerprints, per set	$ 10.00	$ 10.00
Solicitor/Peddler Permit	$ 50.00	$ 50.00
Background Check Fee	$ 10.00	$ 10.00
BODY CAM VIDEO ($1.00 per minute +$10.00)	$ 10.00	$ 10.00

City of Schertz
Schedule of Fees

Fire Department and Haz-Mat Fees	2022-23	2023-24
Licenses & Permits		
Certificate of Occupancy - Inspections (CO)	$ 50.00	$ 50.00
License Inspections	$ 50.00	N/A
Annual Daycare/Foster Care Centers	$ -	$ -
Adult Daycare	$ 50.00	$ 200.00
Licensed Nursing Care Center	$ 50.00	$ 200.00
Licensed Hospital Inspection	$ 50.00	$ 250.00
Licensed Institutional Inspection	$ 50.00	$ 250.00
Licensed In-Home Facilities	$ 50.00	$ 50.00
Emergency Responder Radio Coverage System	N/A	$ 500.00
High Piled/Rack Storage System	N/A	$ 400.00
Above Ground Storage Tanks (all sizes) - commercial	N/A	$ 250.00
Above Ground Storage Tanks (all sizes) - residential	N/A	$ 150.00
Below Ground Storage Tanks (per tank) - commercial	N/A	$ 250.00
Below Ground Storage Tanks (per tank) - residential	N/A	$ 150.00
Access Control Systems (per system)	N/A	$ 150.00
Limited Access Security Gates and Perimeter Fencing (per system)	N/A	$ 185.00
Solar	N/A	$ 250.00
Open or Control Burn - Commercial	$ 150.00	$ 150.00
Open or Control Burn - Non-commercial	$ 25.00	$ 25.00
Fireworks display permit	$ 250.00	$ 450.00
Tents and Membranes (per event)	$ 50.00	$ 75.00
Tents and Membranes (annually)	N/A	$ 400.00
Cutting and Welding	$ 50.00	$ 50.00
Explosives	$ 50.00	$ 50.00
Flammable Storage	$ 50.00	$ 50.00
Carnivals and Fairs	$ 50.00	$ 50.00
Food Booth (per booth, per event)	$ 25.00	$ 25.00
Mobile Food Establistments (annual)	$ 25.00	$ 25.00
Battery Systems	$ 50.00	$ 50.00
Combustible Dust Product Options	$ 50.00	$ 50.00
Cryogenic Fluids	$ 50.00	$ 50.00
Haz-mat	$ 50.00	$ 50.00
Lumberyards	$ 50.00	$ 50.00
Spraying and Dipping	$ 50.00	$ 50.00
Storage of Tires	$ 50.00	$ 50.00
Short Term Rental Annual Inspection	N/A	$ 125.00
Fire Suppression System Permits		
~~Base~~ Fire ~~Suppression~~ Sprinkler System ~~Installation~~ (1-10 heads)	$ 100.00	$ 200.00
Fire Sprinkler System (11-200 heads)	N/A	$ 250.00
Additional ~~installation charge, per sprinkler~~ heads (beyond 200)	$ 1.00	$ 1.00
Sprinkler System Modification (no heads involved)	N/A	$ 150.00
False Alarm, per occurance (after 2 in an annual period)	$ -	$ 50.00
~~Base~~ Fire Alarms Installation (1-20 Devices)	$ 100.00	$ 200.00
Fire Alarms Installation (21-200 Devices)	N/A	$ 250.00
Additional installation charge, per initiating or notification device (beyond 200)	$ 1.00	$ 1.00
Fire Alarm Remodel (Less than 10 Devices)	N/A	$ 75.00
Fire Alarm Remodel (11-25 Devices)	N/A	$ 150.00
Fire Alarm Remodel (26-100 Devices)	N/A	$ 225.00
Fire Alarm Remodel (101-200 Devices)	N/A	$ 300.00
Fire Alarm Remodel (201+ Devices)	N/A	$ 375.00
Fire Alarm Panel Replacement (1-9 effected Devices)	N/A	$ 100.00
Fire Alarm panel Replacement (10+ effected Devices)	N/A	$ 200.00

City of Schertz
Schedule of Fees

Fire Department and Haz-Mat Fees	2022-23	2023-24
Kitchen Hood Suppression System	N/A	$ 400.00
Underground Fire Line (per line)	N/A	$ 250.00
Fixed Pipe Systems (per system)	N/A	$ 150.00
Gaseous Suppression Systems (per system)	N/A	$ 300.00
Standpipe	N/A	$ 200.00
Additional Standpipes (beyond 1)	N/A	$ 150.00
Spray Paint Booth (per booth)	N/A	$ 300.00
Other Fire Systems	N/A	$ 100.00
Inspection & Plan Review		
Inspection Fees		
Re-Inspection	$ 45.00	$ 150.00
After hours fee, per hour per inspector	$ 75.00	$ 75.00
(beyond the hours of 8:00 a.m. to 5:00 p.m.)		
Plan Review Fees, ~~construction~~ per hour, minimum 2 hours	$ 75.00	$ 100.00
Plan Review Rush, Outsource - Sent out by Fire Marshal	Cost	Cost
SFR After Hours Plan Review Rush (per hour, 2 hour minimum)	$ 75.00	$ 200.00
Smoke Control System Plan ~~(for each review)~~ (per system)	$ 75.00	$ 400.00
Hazardous materials operations service fees.		
The current replacement cost shall be charged for the use of consumable haz-mat supplies and firefighting agents	ACTUAL	ACTUAL
If any protective equipment or firefighting equipment is damaged or contaminated, the current replacement cost shall be charged.	ACTUAL	ACTUAL
Fire Watch ~~Fee, cost based on weighted salary of disptached employee (per hour) - minimum 2 hours~~	ACTUAL	$ 75.00
Fire Watch with Pumper Apparatus (per hour) - MInimum 2 hours	N/A	$ 150.00

City of Schertz
Schedule of Fees

EMS	2022-23	2023-2024
Response Services		
Aid Call	$ 200.00	$ 200.00
Air Medical Assist Call	$ 700.00	$ 700.00
BLS Non- Emergency	$ 1,090.00	$ 1,090.00
BLS Emergency	$ 1,210.00	$ 1,210.00
ALS Non Emergency	$ 1,230.00	$ 1,230.00
ALS Emergency No Specialty Care	$ 1,440.00	$ 1,440.00
ALS Emergency W \ Specialty Care	$ 1,600.00	$ 1,600.00
Mileage, per mile	$ 22.00	$ 25.00
Other Services		
Ambulance Standby, per hour	$ 125.00	$ 150.00
Gator Standby, per hour	$ 95.00	$ 100.00
AED Supplies	Actual	Actual
CPR Class and Supplies	Actual	Actual
System Continuing Education	Actual	Actual
Vaccinations	Actual	Actual
EMT Class	$ 1,100.00	$ 1,200.00
Passport to Care - Single (insured)	$ 50.00	$ 50.00
Passport to Care - Family (insured)	$ 60.00	$ 60.00
Passport to Care - Single (Not insured)	$ 65.00	$ 65.00
Passport to Care - Family (Not insured)	$ 75.00	$ 75.00
Per Capita	$ 16.10	$ 17.07

City of Schertz
Schedule of Fees

Planning and Zoning	2022-23	2023-24
Plat recording service:		
Fees assessed are due prior to recording:		
Plat recording fee is equal to the fee charged by the County Clerks Office		
Annexation Petition by Property Owner - Plus all related fees	$ 750.00	$ 750.00
Zone Change		
Zone change for 0 to 2 acres	$ 650.00	$ 650.00
Zone change for 2+ to 5 acres	$1,000.00	$1,000.00
Zone change for 5+ to 20 acres	$2,000.00	$2,000.00
Zone change for 20+ to 50 acres	$3,500.00	$3,500.00
Zone change for 50+ to 100 acres	$4,000.00	$4,000.00
Zone change for 100+ acres	$6,000.00	$6,000.00
Specific Use Permit (SUP) - plus other applicable items (i.e. Site Plan)		
Specific Use Permit (SUP) for 0 to 2 acres	$ 650.00	$ 650.00
Specific Use Permit (SUP) for 2+ to 5 acres	$ 1,000.00	$1,000.00
Specific Use Permit (SUP) for 5+ to 20 acres	$ 2,000.00	$2,000.00
Specific Use Permit (SUP) for 20+ to 50 acres	$ 3,500.00	$3,500.00
Specific Use Permit (SUP) for 50+ to 100 acres	$ 4,000.00	$4,000.00
Specific Use Permit (SUP) for 100+ acres	$ 6,000.00	$6,000.00
Building addition of a current/legal SUP	$ 500.00	$ 500.00
Master Development Plan		
All phased developments and PDD's	$ 1,500.00	$1,500.00
Master Development Plan Amendment (minor revision)	$ 500.00	$ 500.00
Preliminary Plat		
0 to 50 acres	$ 2,000.00	$2,000.00
greater than 50 acres	$ 3,000.00	$3,000.00
Final Record Plat or Re-plat		
0 to 50 acres	$ 1,500.00	$1,500.00
greater than 50 acres	$ 2,000.00	$2,000.00
Revised Final Plat (minor)	$ 500.00	$ 500.00
Amended Plat	$ 1,500.00	$1,500.00
Minor Plat	$ 1,500.00	$1,500.00
Vacate Plat	$ 1,500.00	$1,500.00
Plat Time Extension - plus all related fees	$ 250.00	$ 250.00
Street and Subdivision Name Changes	$ 1,500.00	$1,500.00

City of Schertz
Schedule of Fees

Planning and Zoning	2022-23	2023-24
Site Plan	$ 1,500.00	$1,500.00
Amended Site Plan (minor)	$ 500.00	$ 500.00
Park Fees - Residential		
Land Dedication: one (1) acre per 100 dwelling unit		
Fee in Lieu of Land Dedication: per dwelling unit	$ 350.00	$ 350.00
Park Development Fee: Per Dwelling unit	$ 650.00	$ 650.00
Park Fees - Multi-Family		
Land Dedication: one (1) acre per 100 dwelling unit		
Fee in Lieu of Land Dedication; per dwelling unit:	$ 350.00	$ 350.00
Park Development Fee: Per Dwelling unit	$ 650.00	$ 650.00
Miscellaneous		
Tree Mitigation, inch of DBH - Plus all related fees	$ 100.00	$ 100.00
Legal Review (i.e. Improvement Agreements)	Actual	Actual
Zoning Verification Letter - Single tract of land per Tract	$ 150.00	$ 150.00
Certificate of Determination - Single Tract of Land per Tract	$ 150.00	$ 150.00
Postponement of any Public Hearing by the Applicant	$ 350.00	$ 350.00
Appeals and requests for amendments Considered by City Council, the Planning & Zoning Commission, the Building and Standards Commission, or the Board of Adjustment as allowed by the Unified Development Code, to include requested amendments to the Comprehensive Land Use Plan	$ 500.00	$ 500.00
Variance and/or Waivers		
Unified Development Code, ea.	$ 500.00	$ 500.00
Building Code, ea.	$ 500.00	$ 500.00
Driveway width waiver requests will not be assessed with the waiver fee		
Copies, Plans, and Maps:		
Unified Development Code	$ 50.00	$ 50.00
Public Works Specification Manual	$ 50.00	$ 50.00
Staff Review - Application completeness review, internal SDR (staff) review & meeting with applicant to review application package. Fee included in all applications.		

City of Schertz
Schedule of Fees

Inspections		2022-23	2023-24
Residential Building Permit Fees			
Minimum permit fee		$ 50.00	$ 50.00
New Single Family Residential (one & two family dwellings)	per square foot	$ 0.50	$ 0.50
New Assessory structures	per square foot	$ 0.50	$ 0.50
Flatwork/Deck		$ 100.00	$ 100.00
Patio/Patio Cover		$ 225.00	$ 225.00
Roof Replacement		$ 200.00	$ 200.00
Window Replacement		$ 150.00	$ 150.00
Foundation Repair		$ 225.00	$ 225.00
No plan check fee applies to residential flatwork/deck permits			
A building permit is required for swimming pools greater than 24 inches (24") in depth.			
Swimming Pools - In ground		$ 500.00	$ 500.00
Swimming Pools - Above Ground (where a permit is required)		$ 25.00	$ 25.00
No permit required for prefabricated pools less than 24"			
A residential plan review fee of 50% of the building permit fee is assessed to all permits for the review of construction documents and plans associated with a permit.		50%	50%
See trade permit and technology fees associated with residential permits below.			
Commercial Building Permit Fees			
Building Permit Fees			
New Construction - Commercial (see Cost table below)		Cost	Cost
Plan review fees for projects with a cost of $5,000 or greater, are assessed review fees based on a percentage (%) of Permit Fee		50%	50%
Permit Fees:			
Cost of Construction (Cost)			
$0.00 to $1,000.00		$ 50.00	$ 50.00
$1,001.00 to $15,000.00, for each additional $1,000 and fraction thereof		$ 8.00	$ 8.00
$15,001.00 to $50,000.00, for each additional $1,000 and fraction thereof		$ 7.00	$ 7.00
$50,001 and up, for each additional $1,000 and fraction thereof		$ 6.00	$ 6.00
Following Use The Cost of Construction (Cost) Table above:			
Non - residential Flatwork/Deck		Cost	Cost
Non - residential Accessory Buildings		Cost	Cost
Non - residential Patio/Patio Cover		Cost	Cost
Non - residential Roof Replacement		Cost	Cost
Non - residential Window Replacement		Cost	Cost
Non - residential Swimming Pools in Ground		Cost	Cost
Non - residential Foundation Repair		Cost	Cost
Sign		Cost	Cost
All other permit fees (Residential & Commercial):			
Fence (New and Replacement)		$ 50.00	$ 50.00
Siding/Fascia		$ 75.00	$ 75.00
Temporary Building or Structure		$ 50.00	$ 50.00

City of Schertz
Schedule of Fees

Inspections	2022-23	2023-24
Moving Permit Fee	$ 100.00	$ 100.00
Demolition Permit Fee	$ 60.00	$ 60.00
Mobile Home Permit Fee (plus sub-trades as necessary)	$ 25.00	$ 25.00
Certificate of Occupancy	$ 50.00	$ 50.00
Pre Certificate of Occupancy Inspection	$ 200.00	$ 200.00
Failure to Obtain Certificate of Occupancy	$ 200.00	$ 200.00
Compliance Inspection, each trade	$ 50.00	$ 50.00
Temporary Sign	$ 30.00	$ 30.00
Development Sign	$ 100.00	$ 100.00
Banner	$ 25.00	$ 25.00
Street Span Banner	$ 25.00	$ 25.00
Home Occupation Permit (annually)	$ 35.00	$ 35.00
Construction beginning without permit, pay additional:	$ 200.00	$ 200.00
Failure to Request Inspection, per trade	$ 100.00	$ 100.00
Failure to Obtain Contractors License/Provide Insurance	$ 100.00	$ 100.00
Electrical Permit Fees		
Electrical Repair/Replacement	$ 60.00	$ 60.00
New Construction per building/unit	$ 100.00	$ 100.00
Solar	$100.00	$100.00
Mechanical Permit Fees		
Mechanical Repair/Replacement	$ 60.00	$ 60.00
New Construction per building/unit	$ 100.00	$ 100.00
Plumbing Permit Fees		
Plumbing Repair/Replacement	$ 60.00	$ 60.00
New Construction per building/unit	$ 100.00	$ 100.00
Irrigation Permit Fees		
Permit Fee	$ 60.00	$ 60.00
plus per sprinkler head	$ 1.00	$ 1.00
plus per backflow or RPZ	$ 3.00	$ 3.00
subsequent to the installation of the piping or equipment served, each		
Re-Inspection Fees		
Each re-inspection, per trade	$ 75.00	$ 75.00
Re-inspections after first, per trade	$150.00	$150.00
Re-inspections after second and all subsequent, per trade	$500.00	$500.00
No permit fees will be charged for sites located on Main St. (All departments)		
No permit fees will be charged to the Schertz Housing Authority (All departments)		
Technology Fees		
Commercial Construction (new, additions, remodels)		$25.00
New Residential Construction		$25.00
All other permits		$10.00
Licenses/Registrations:		
General Contractor (Initial and Renewal)	$ 100.00	$0
Master Electrician (Initial) State of Texas Issued	N/C	N/C

City of Schertz
Schedule of Fees

Inspections	2022-23	2023-24
Apprentice/Wireman Electrician (Annually) State of Texas Issued	N/C	N/C
Electrical Contractor (Annually) State of Texas Issued	N/C	N/C
Mechanical Contractor (Annually) State of Texas Issued	N/C	N/C
Plumbing Contractor (Annually)* State of Texas Issued	N/C	N/C
Irrigation (Annually) State of Texas Issued	N/C	N/C
Backflow Tester - State of Texas Issued	N/C	N/C
Sign Contractor (Initial)	N/C	N/C
Sign Contractor (Renewal)	$ 50.00	$0
Electrical Sign Contractor (Initial) State of Texas Issued	$ 40.00	$0
Electric Sign Journeyman Electrician (Annually) State of Texas Issued	N/C	N/C
Electric Sign Apprentice/Wireman Electrician (Annually) State of Texas Issued	N/C	N/C
Utility Contractor (Annually)	N/C	N/C
Mobile Home Park (Annually)	$ 50.00	$0
	$ 40.00	

*N/C - No Charge for license per state law

City of Schertz
Schedule of Fees

Engineering	2022-23	2023-24
Grading and Clearing Permit - Acreage		
For non-agricultural purposes		
Below 5 acres	$ 100.00	$ 100.00
5 to 20 acres	$ 250.00	$ 250.00
Per acre over 20, plus base charge for 20 acres	$ 3.00	$ 3.00
Over 100 acres	$ 490.00	$ 490.00
Grading and Clearing Permit Fees are waived for applicants representing Home Owner's Associations proposing maintenance activities in drainage easements.		
Public Improvement Permit Fees		
Development Permit		
% of total valuation of public infrastructure improvements	$ 0.01	N/A
Construction Plan Review		
Base Fee	N/A	$ 1,065.00
Water, per 100 linear foot of main	N/A	$ 8.52
Wastewater, per 100 linear foot of main	N/A	$ 12.78
Street and Drainage, per 100 linear foot of street	N/A	$ 8.52
Drainage, per 100 linear feet of street + 100 linear feet of off-street facility	N/A	$ 12.78
OR		
Actual Cost of third party plan review	N/A	Actual
Construction Inspection		
Base Fee	N/A	$ 3,386.40
Water, per 100 linear foot of main	N/A	$ 67.73
Wastewater, per 100 linear foot of main	N/A	$ 84.66
Street and Drainage, per 100 linear foot of street	N/A	$ 67.73
Drainage, per 100 linear feet of street + 100 linear feet of off-street facility	N/A	$ 84.66
OR		
Actual Cost of third party inspection	N/A	Actual

City of Schertz
Schedule of Fees

Drainage Fees	2022-23	2023-24
Charge Per Residence	$ 5.20	$ 5.20
Commercial, per LUE	$ 5.20	$ 5.20
Floodplain Permit, Residential	$ 50.00	$ 50.00
Floodplain Permit, Commercial	$ 150.00	$ 150.00

City of Schertz
Schedule of Fees

Public Works - Streets	2022-23	2023-2024
Chipping charges, per half hour	$ 40.00	$ 40.00

Garbage Collection Fees	2022-23	2023-24
Residential:		
Zone I: Once a week pick up		
One 96 gallon cart provided by franchisee, per month	$ 12.41	$ 12.41
Residents requesets 2 carts total:	$ 18.59	$ 18.59
Resident requests 3 carts total:	$ 24.80	$ 24.80
Resident requests 4 carts total:	$ 30.99	$ 30.99
Recycling Fee, per month/container	$ 2.05	$ 2.05
Zone 2: Single Family, twice per week pick up, per month, no cart provided	$ 12.41	$ 12.41
Recycling Fee, per month/container	$ 2.05	$ 2.05
Front Porch Pick Up	$ 18.11	$ 18.11
Recycling Fee, per month/container	$ 2.05	$ 2.05
Special Pickup:		
Move Ins, Special Tree Trimmings, oversize materials, & similar circumstances; minimum	$ 17.29	$ 17.29
Class II: Mobile Home Parks	$ 9.90	$ 9.90
Mobile Home Parks (2 or more mobile homes) (based on number in park on the 15th day of the month), per unit/monthly		
Class III: Apartments	$ 9.90	$ 9.90
per unit/monthly		
Class IV: Motels	$ 4.37	$ 4.37
per unit/monthly		
2. Commercial		
Class V:	$ 15.70	$ 15.70
Offices, barber shops and Professional services, per month		
Class VI:	$ 27.08	$ 27.08
Light retail, wholesale, commercial or industrial, 2000 to 4000 square feet and excluding large grocery stores, etc., per month		
Class VII:	$ 39.34	$ 39.34
Medium retail, wholesale commercial or industrial (2000 to 4000 square feet and exclude large grocery store, etc.), per month		
2 Cart, 1 pickup per week	$ 40.61	$ 40.61

City of Schertz
Schedule of Fees

Garbage Collection Fees	2022-23	2023-24
Class VIII: Heavy Volume retail wholesale, commercial, or industrial (placement determined by a time and cost study of refuse generation and collection. The categories in this class usually require hand loading from rooms or pens and would not apply when commercial containers are used.)		
A. Two weekly pickups of 1.5 cubic yard containers, excluding large grocery, furniture or department stores, per month	$ 69.89	$ 69.89
B. Two weekly pickups of 3 cu. Yard containers, excluding large grocery, furniture or department stores, etc., per month	$ 139.77	$ 139.77
C. Three weekly pickups of 3 cu. Yard containers, excluding large grocery, furniture or department stores, etc., per month	$ 218.41	$ 218.41
D. Four weekly pickups of 4 cu. Yard containers, including large grocery, furniture or department stores, etc., per month	$ 262.05	$ 262.05
E. Five weekly pickups of 4 cu. Yard containers, including large grocery, furniture or department stores, etc., per month	$ 349.42	$ 349.42
F. Six weekly pickups of 4 cu. Yard containers, including large grocery, furniture or department stores, etc., per month	$ 436.84	$ 436.84
G. Customer requiring more than four (4) cu. Yds each pickup would be charged per cu. Yds. Collected., per yard	$ 4.84	$ 4.84

City of Schertz
Schedule of Fees

Garbage Collection Fees	2022-23	2023-24

3. Commercial Containers.

CONTRACTOR will provide commercial containers to those customers who desire to use them in lieu of garbage cans. The use of such CONTRACTOR provided containers is required by this contract. Rates for containers and pickup will be based on the following table:

Container Size:	**Frequency of Pickup**						
2017-18 through 2021-22	**1**	**2**	**3**	**4**	**5**	**6**	
2 cu. Yard	$ 59.45	$ 101.23	$ 122.28	$ 139.79	$ 157.26	$ 174.72	
3 cu. Yard	$ 71.65	$ 129.26	$ 178.23	$ 204.38	$ 230.63	$ 256.82	
4 cu. Yard	$ 89.06	$ 153.79	$ 209.65	$ 253.32	$ 297.04	$ 340.71	
6 cu. Yard	$ 125.84	$ 209.65	$ 288.30	$ 366.95	$ 445.49	$ 524.14	
8 cu. Yard	$ 148.53	$ 270.81	$ 375.60	$ 480.46	$ 586.04	$ 690.14	
10 cu. Yard	$ 171.19	$ 314.45	$ 445.49	$ 559.12	$ 672.64	$ 786.19	
Commercial Recycle Hauling Permit						$2,500.00	$2,500.00

City of Schertz
Schedule of Fees

Garbage Collection Fees	2022-23	2023-24
4. Roll-Off Rates Per Pull Open Top Containers - Dry Material		
20 cu. Yard	$ 323.20	$ 323.20
30 cu. Yard	$ 384.34	$ 384.34
40 cu. Yard	$ 445.49	$ 445.49
Roll-off Rental (no pulls within billing cycle) per container per month	$ 133.65	$ 133.65
Collection and Disposal of Municipal Wastes		
5. Wet Material Rates on Compactor containers or open top containers with wet material must be negotiated with customers at the time they are needed. This type of waste must be hauled to a Type I landfill which generally has a higher disposal rate attached to it.		
Roll-off Container Delivery Charge per container	$ 38.95	$ 38.95
Roll-off Relocation or Trip Charge per container	$ 38.95	$ 38.95
2 cu. Yard compactor, per month (2 services per week)	$ 230.27	$ 230.27
Extra pick ups (2 yard compactor), each	$ 87.31	$ 87.31
4 cu. Yard compactor, per month (2 services per week)	$ 474.39	$ 474.39
30 cu yard Compactor, per pull	$ 585.30	$ 585.30
40 cu yard Compactor, per pull	$ 695.37	$ 695.37
30 cu yard Open-top (Recycle), per pull	$ 218.27	$ 218.27
Front-Load container extra pick-up charges		
2 cu yard	$ 29.70	$ 29.70
3 cu yard	$ 37.12	$ 37.12
4 cu yard	$ 44.56	$ 44.56
6 cu yard	$ 51.98	$ 51.98
8 cu yard	$ 59.41	$ 59.41
10 cu yard	$ 66.82	$ 66.82
OVER WEIGHT CHARGE	$ 29.79	$ 29.79

To address non standard requests, the solid waste contractor can negotiate a fee with the customer requesting the service. The City will collect 15% of the negotiated fee per the franchise agreement.

City of Schertz
Schedule of Fees

Business Office	2022-23	2023-24
Water Deposit		
In City	$ 125.00	$ 125.00
Out of City	$ 150.00	$ 150.00
Commercial	$ 100.00	$ 100.00
or 2.5 times estimated monthly billing	2.5x	2.5x
Disconnect Fee	$ 20.00	$ 20.00
Extension Fee	$ 5.00	$ 5.00
2 free extensions		
Transfer Fee	$ 10.00	$ 10.00
Garbage Deposit		
Residential	$ 25.00	$ 25.00
Commercial	$ 100.00	$ 100.00
or 2 1/2 times estimated monthly billing	2.5x	2.5x
Meter Flow Test		
After Hours Disconnect/Reconnect	$ 50.00	$ 50.00
City Field Test	$ 10.00	$ 10.00
City Meter Bench Flow Test	$ 25.00	$ 25.00
Schertz Seguin Water Customers	$ 4.00	$ 4.00
Non-Schertz Seguin Customer	$ 15.00	$ 15.00
Extended Absence Charge	$ 10.00	$ 10.00
Re-Installation Fee, per hour	$ 50.00	$ 50.00
Fire Hydrant Fee		
Deposit	$ 200.00	$ 200.00
Service Fee	$ 50.00	$ 50.00

City of Schertz
Schedule of Fees

Public Works	2022-23	2023-24
Permit Fees - If tie into manhole, public utility or street cut	$ 25.00	$ 25.00
Fire Line Type Nos. 1 and 2 - (non-metered), in City		
4-inch service line connection or smaller	$ 175.00	$ 175.00
6 inch	$ 235.00	$ 235.00
8 inch	$ 290.00	$ 290.00
10 inch	$ 340.00	$ 340.00
12 inch	$ 405.00	$ 405.00
Fire Line - Outside City		
4-inch service line connection or smaller	$ 225.00	$ 225.00
6 inch	$ 305.00	$ 305.00
8 inch	$ 375.00	$ 375.00
10 inch	$ 440.00	$ 440.00
12 inch	$ 525.00	$ 525.00
Meter Installation Fees - Inside the City		
Meter Size		
5/8" X 3/4"	$ 330.00	$ 330.00
3/4" X 3/4"	$ 345.00	$ 345.00
1" X 1"	$ 450.00	$ 450.00
2" X 2"	$ 1,940.00	$1,940.00
*2" turbine	Cost + Labor	ost + Labor
*3" Comp	Cost + Labor	ost + Labor
*3" turbine	Cost + Labor	ost + Labor
*4" Comp	Cost + Labor	ost + Labor
*4" turbine	Cost + Labor	ost + Labor

City of Schertz
Schedule of Fees

Public Works	2022-23	2023-24
Meter Installation Fees - Outside the City		
Meter Size		
5/8" X 3/4"	$ 340.00	$ 340.00
3/4" X 3/4"	$ 355.00	$ 355.00
1" X 1"	$ 460.00	$ 460.00
2" X 2"	$ 1,950.00	$1,950.00
*2" turbine	Cost + Labor	ost + Labor
*3" Comp	Cost + Labor	ost + Labor
*3" turbine	Cost + Labor	ost + Labor
*4" Comp	Cost + Labor	ost + Labor
*4" turbine	Cost + Labor	ost + Labor
Fire Hydrant Meter for Construction		
Deposit (refundable)	$ 200.00	$ 200.00
Service Charge	$ 50.00	$ 50.00
Wholesale Water Distribution Rate		
Base Rate, per month		
3 Inch Compound Meter	$ 315.28	$ 315.28
3 Inch Turbine Meter	$ 472.92	$ 472.92
4 Inch Compound Meter	$ 492.63	$ 492.63
4 Inch Turbine Meter	$ 827.62	$ 827.62
6 Inch Compound Meter	$ 985.26	$ 985.26
6 Inch Turbine Meter	$ 1,812.88	$1,812.88
8 Inch Compound Meter	$ 1,576.80	$1,576.80
8 Inch Turbine Meter	$ 3,153.60	$3,153.60
10 Inch Compound Meter	$ 2,266.65	$2,266.65
10 Inch Turbine Meter	$ 4,927.50	$4,927.50
12 Inch Turbine Meter	$ 6,504.30	$6,504.30
Available by agreement to distributors with a self-maintained water distribution service, Military Bases, and for temporary use until reuse water is made available in a particular area.		
Network Nodes		
Application	$ 500.00	$ 500.00
Additional for each node over 5 on the application (up to 30)	$ 100.00	$ 100.00
Annual Public Right of Way	$ 250.00	$ 250.00
Node Support Pole Application Fee	$ 1,000.00	$1,000.00
Collaction Fee for Network Nodes on City Service Poles, per pole, per month	$ 20.00	$ 20.00
Transport Facilities		
Application	$ 500.00	$ 500.00
Additional for each node over 5 on the application (up to 30)	$ 100.00	$ 100.00
Rental Fee for Transport Facilities, per device per month	$ 28.00	$ 28.00
Annual Public Right of Way Fee	$ 250.00	$ 250.00
Permit Fees will be due at the time of the permit submission. Permit will not be accepted if the permit fee is not attached. Other fees will be assessed at the time of permit approval		

City of Schertz
Schedule of Fees

Capital Recovery Impact Fees			2022-23	2023-24
Meter Size	Meter Type	LUEs Water		
5/8"	SIMPLE	1.0	$ 2,934	$ 2,934
3/4"	SIMPLE	1.5	$ 4,401	$ 4,401
1"	SIMPLE	2.5	$ 7,335	$ 7,335
1.5"	SIMPLE	5.0	$ 14,670	$ 14,670
2"	SIMPLE	8.0	$ 23,472	$ 23,472
2"	COMPOUND	8.0	$ 23,472	$ 23,472
2"	TURBINE	10.0	$ 29,340	$ 29,340
3"	COMPOUND	16.0	$ 46,944	$ 46,944
3"	TURBINE	24.0	$ 70,416	$ 70,416
4"	COMPOUND	25.0	$ 73,350	$ 73,350
4"	TURBINE	42.0	$ 123,228	$ 123,228
6"	COMPOUND	50.0	$ 146,700	$ 146,700
6"	TURBINE	92.0	$ 269,928	$ 269,928
8"	COMPOUND	80.0	$ 234,720	$ 234,720
9"	TURBINE	160.0	$ 469,440	$ 469,440
10"	COMPOUND	115.0	$ 337,410	$ 337,410
10"	TURBINE	250.0	$ 733,500	$ 733,500
12"	TURBINE	330.0	$ 968,220	$ 968,220

SEWER COLLECTION IMPACT FEE

*Collection Impact Fee Per Living Unit Equivalent (LUE)		$ 1,668	$ 1,668

*Sewer based on LUE: LUE = 245 gallons per day
These are only City of Schertz impact fees.

Other Utility Impact Fees

Cibolo Creek Municipal Authority (CCMA)

South Basin Impact Fee Per LUE:		$ 1,800.00	$ 2,200.00
North Basin Impact Fee Per LUE:		$ 1,800.00	$ 2,300.00

Schertz Seguin Local Government Corporation (SSLGC)

Meter Size	Meter Type			
5/8"	SIMPLE	1.0	$ 1,607.24	$ 1,607.24
3/4"	SIMPLE	1.5	$ 2,410.86	$ 2,410.86
1"	SIMPLE	2.5	$ 4,018.10	$ 4,018.10
1.5"	SIMPLE	5.0	$ 8,036.20	$ 8,036.20
2"	SIMPLE	8.0	$ 12,857.92	$ 12,857.92
2"	COMPOUND	8.0	$ 12,857.92	$ 12,857.92
2"	TURBINE	10.0	$ 16,072.40	$ 16,072.40
3"	COMPOUND	16.0	$ 25,715.84	$ 25,715.84
3"	TURBINE	24.0	$ 38,573.76	$ 38,573.76
4"	COMPOUND	25.0	$ 40,181.00	$ 40,181.00
4"	TURBINE	42.0	$ 67,504.08	$ 67,504.08
6"	COMPOUND	50.0	$ 80,362.00	$ 80,362.00
6"	TURBINE	92.0	$147,866.08	$ 147,866.08
8"	COMPOUND	80.0	$128,579.20	$ 128,579.20
9"	TURBINE	160.0	$257,158.40	$ 257,158.40
10"	COMPOUND	115.0	$184,832.60	$ 184,832.60
10"	TURBINE	250.0	$401,810.00	$ 401,810.00
12"	TURBINE	330.0	$530,389.20	$ 530,389.20

City of Schertz
Schedule of Fees

Capital Recovery Impact Fees	2022-23	2023-24
ROADWAY IMAPACT FEE		
Residential Home through 3/26/2021	$ 2,696.00	$ 2,696.00
Residential Home between 3/27/2021 and 3/26/2022	$ 3,033.00	$ 3,033.00
Residential Home after 3/26/2022	$ 3,370.00	$ 3,370.00
Nonresidential through 3/26/2021, per service unit*	$ 100.00	$ 100.00
Nonresidential after 3/26/2021, per service unit*	$ 175.00	$ 175.00

*The number of service units are based on the use of the property. A fee calculator is available on the City Website under the Engineering page

City of Schertz
Schedule of Fees

Sewer Rates	2022-23	2023-24
Residential Rates (Single Family)		
Base Rate-per month	15.01	15.46
Per 1,000 gal Charge, Per Month		
City line Maintenance fee plus Franchise fee	0.81	0.88
User Charge based on 100% of avg consumption mo.	4.13	4.21
User avg. based on Nov, Dec, and Jan, min. 500 gals.		
Per 1,000 gal charge Total- 12,000 gallons or less	4.94	5.09
greater than 12,000 gallons	11.33	11.67
Business and Multi-family Dwelling Units:		
Base Rate per month	18.88	19.45
The base rate shall be assessed in terms of connection equivalents which shall be as follows: the customer's previous 12 month water consumption as determined at the annual re-rating in February divided by 365, with the results of such division then divided by 245 gallons. The figure arrived at by the second division shall be the customer's "connection equivalent". Each business shall be assessed a base rate.		
Per 1,000 gal Charge, Per Month		
Line Maintenance-Commercial/Industrial users plus Franchise fee		
User Charge-based on 100% of water consumed		
Per 1,000 gal charge Total- 12,000 gallons or less	5.06	5.21
greater than 12,000 gallons	11.33	11.67
YMCA		
Per 1,000 gal Charge, Per Month	3.33	3.43

City of Schertz
Schedule of Fees

Public Works - Water Rates Residential	2022-23	2023-24

GALLONS SOLD BY METER SIZE (RESIDENTIAL & SMALL COMMERCIAL)

Base Monthly Fee, based on meter size

5/8 IN	$ 25.84	$ 26.36
3/4 IN	$ 38.73	$ 39.50
1.0 IN	$ 64.56	$ 65.85
1 1/2 IN	$ 129.14	$ 131.72
2 IN COMPOUND	$ 206.62	$ 210.75
2IN TURBINE	$ 258.26	$ 263.43
3 IN COMPOUND	$ 413.23	$ 421.49
3 IN TURBINE	$ 619.85	$ 632.25
4 IN COMPOUND	$ 645.68	$ 658.59
4 IN TURBINE	$ 1,084.73	$ 1,106.42
6 IN COMPOUND	$ 1,291.35	$ 1,317.18
6 IN TURBINE	$ 2,376.08	$ 2,423.60
8 IN COMPOUND	$ 2,087.13	$ 2,128.87
8 IN TURBINE	$ 4,174.25	$ 4,257.74
10 IN COMPOUND	$ 3,000.24	$ 3,060.24
10 IN TURBINE	$ 6,522.25	$ 6,652.70
12 IN TURBINE	$ 8,609.39	$ 8,781.58

Usage Fee, rate per 1,000 gallons

-	6,000	$ 3.19	$ 3.25
6,001	12,000	$ 3.57	$ 3.64
12,001	18,000	$ 4.18	$ 4.26
18,001	30,000	$ 5.10	$ 5.20
30,001	Above	$ 6.48	$ 6.61

City of Schertz
Schedule of Fees

Public Works - Water Rates Residential	2022-23	2023-24
GALLONS SOLD BY METER SIZE (LARGE COMMERCIAL)		
Base Monthly Fee, based on meter size		
5/8 IN	$ 25.84	$ 26.36
3/4 IN	$ 38.73	$ 39.50
1.0 IN	$ 64.56	$ 65.85
1 1/2 IN	$ 129.14	$ 131.72
2 IN COMPOUND	$ 206.62	$ 210.75
2IN TURBINE	$ 258.26	$ 263.43
3 IN COMPOUND	$ 413.23	$ 421.49
3 IN TURBINE	$ 619.85	$ 632.25
4 IN COMPOUND	$ 645.68	$ 658.59
4 IN TURBINE	$ 1,084.73	$ 1,106.42
6 IN COMPOUND	$ 1,291.35	$ 1,317.18
6 IN TURBINE	$ 2,376.08	$ 2,423.60
8 IN COMPOUND	$ 2,087.13	$ 2,128.87
8 IN TURBINE	$ 4,174.25	$ 4,257.74
10 IN COMPOUND	$ 3,000.24	$ 3,060.24
10 IN TURBINE	$ 6,522.25	$ 6,652.70
12 IN TURBINE	$ 8,609.39	$ 8,781.58
Usage Fee, rate per 1,000 gallons		
- 18,000	$ 3.19	$ 3.25
18,001 36,000	$ 3.57	$ 3.64
36,001 54,000	$ 4.18	$ 4.26
54,001 90,000	$ 5.10	$ 5.20
90,001 Above	$ 6.48	$ 6.61
Fire Hydrant Meter		
Base Monthly Fee	$ 122.72	$ 125.17
Usage Fee, per 1,000 galls	$ 9.43	$ 9.62
Cibolo Wholesale Water Rate	$ 3.27	$ 3.34

City of Schertz
Schedule of Fees

Drought Contingency Surcharges	2022-23	2023-24
For the first 1,000 gallons over allocation*	$ 2.00	$ 2.00
For the second 1,000 gallons over allocation*	$ 3.00	$ 3.00
For the third 1,000 gallons over allocation*	$ 4.00	$ 4.00
For each additional 1,000 gallons over allocation*	$ 5.00	$ 5.00
Drought Contingency Violation Fines, up to	$ 200.00	$ 200.00

*Refer to the Conservation Ordinance for all allocations

CITY OF SCHERTZ
WATER/WASTEWATER COST OF SERVICE MODEL

Water Summary
***Scen:* 2023 08 15 -- Scenario 1 -- Status Quo**

1 Water Monthly Rates and Charges

CITY Water Rate and Charges

W1 Res. and Small Comm. INSIDE

Monthly Minimum Charge

		Current	Effective Oct-23	Effective Oct-24	Effective Oct-25	Effective Oct-26	Effective Oct-27
-	5/8"	$ 25.84	$ 26.36	$ 26.88	$ 27.42	$ 27.97	$ 28.53
-	3/4"	38.73	39.50	40.29	41.10	41.92	42.76
-	1"	64.56	65.85	67.17	68.51	69.88	71.28
-	1 1/2"	129.14	131.72	134.36	137.04	139.79	142.58
compound	2"	206.62	210.75	214.97	219.27	223.65	228.13
turbine	2"	258.26	263.43	268.69	274.07	279.55	285.14
compound	3"	413.23	421.49	429.92	438.52	447.29	456.24
turbine	3"	619.85	632.25	644.89	657.79	670.95	684.36
compound	4"	645.68	658.59	671.77	685.20	698.90	712.88
turbine	4"	1,084.73	1,106.42	1,128.55	1,151.12	1,174.15	1,197.63
compound	6"	1,291.35	1,317.18	1,343.52	1,370.39	1,397.80	1,425.75
turbine	6"	2,376.08	2,423.60	2,472.07	2,521.52	2,571.95	2,623.38
compound	8"	2,087.13	2,128.87	2,171.45	2,214.88	2,259.18	2,304.36
turbine	8"	4,174.25	4,257.74	4,342.89	4,429.75	4,518.34	4,608.71
compound	10"	3,000.24	3,060.24	3,121.45	3,183.88	3,247.56	3,312.51
turbine	10"	6,522.25	6,652.70	6,785.75	6,921.46	7,059.89	7,201.09
turbine	12"	8,609.39	8,781.58	8,957.21	9,136.35	9,319.08	9,505.46

Volume Rate/1,000 Gal

		Current	Effective Oct-23	Effective Oct-24	Effective Oct-25	Effective Oct-26	Effective Oct-27
-	6,000	3.19	3.25	3.32	3.39	3.45	3.52
6,001	12,000	3.57	3.64	3.71	3.79	3.86	3.94
12,001	18,000	4.18	4.26	4.35	4.44	4.52	4.62
18,001	30,000	5.10	5.20	5.31	5.41	5.52	5.63
30,001	Above	6.48	6.61	6.74	6.88	7.01	7.15

W2 Res. and Small Comm. OUTSIDE

Monthly Minimum Charge

		Current	Effective Oct-23	Effective Oct-24	Effective Oct-25	Effective Oct-26	Effective Oct-27
-	5/8"	$ 25.84	$ 26.36	$ 26.88	$ 27.42	$ 27.97	$ 28.53
-	3/4"	38.73	39.50	40.29	41.10	41.92	42.76
-	1"	64.56	65.85	67.17	68.51	69.88	71.28
-	1 1/2"	129.14	131.72	134.36	137.04	139.79	142.58
compound	2"	206.62	210.75	214.97	219.27	223.65	228.13
turbine	2"	258.26	263.43	268.69	274.07	279.55	285.14
compound	3"	413.23	421.49	429.92	438.52	447.29	456.24
turbine	3"	619.85	632.25	644.89	657.79	670.95	684.36
compound	4"	645.68	658.59	671.77	685.20	698.90	712.88
turbine	4"	1,084.73	1,106.42	1,128.55	1,151.12	1,174.15	1,197.63
compound	6"	1,291.35	1,317.18	1,343.52	1,370.39	1,397.80	1,425.75
turbine	6"	2,376.08	2,423.60	2,472.07	2,521.52	2,571.95	2,623.38
compound	8"	2,087.13	2,128.87	2,171.45	2,214.88	2,259.18	2,304.36
turbine	8"	4,174.25	4,257.74	4,342.89	4,429.75	4,518.34	4,608.71
compound	10"	3,000.24	3,060.24	3,121.45	3,183.88	3,247.56	3,312.51
turbine	10"	6,522.25	6,652.70	6,785.75	6,921.46	7,059.89	7,201.09
turbine	12"	8,609.39	8,781.58	8,957.21	9,136.35	9,319.08	9,505.46

Volume Rate/1,000 Gal

		Current	Effective Oct-23	Effective Oct-24	Effective Oct-25	Effective Oct-26	Effective Oct-27
-	6,000	3.19	3.25	3.32	3.39	3.45	3.52
6,001	12,000	3.57	3.64	3.71	3.79	3.86	3.94
12,001	18,000	4.18	4.26	4.35	4.44	4.52	4.62
18,001	30,000	5.10	5.20	5.31	5.41	5.52	5.63
30,001	Above	6.48	6.61	6.74	6.88	7.01	7.15

CITY OF SCHERTZ
WATER/WASTEWATER COST OF SERVICE MODEL

Water Summary
***Scen:* 2023 08 15 -- Scenario 1 -- Status Quo**

W3 Large Commercial INSIDE

Monthly Minimum Charge

		Current	Effective Oct-23	Effective Oct-24	Effective Oct-25	Effective Oct-26	Effective Oct-27
-	5/8"	$ 25.84	$ 26.36	$ 26.88	$ 27.42	$ 27.97	$ 28.53
-	3/4"	38.73	39.50	40.29	41.10	41.92	42.76
-	1"	64.56	65.85	67.17	68.51	69.88	71.28
-	1 1/2"	129.14	131.72	134.36	137.04	139.79	142.58
compound	2"	206.62	210.75	214.97	219.27	223.65	228.13
turbine	2"	258.26	263.43	268.69	274.07	279.55	285.14
compound	3"	413.23	421.49	429.92	438.52	447.29	456.24
turbine	3"	619.85	632.25	644.89	657.79	670.95	684.36
compound	4"	645.68	658.59	671.77	685.20	698.90	712.88
turbine	4"	1,084.73	1,106.42	1,128.55	1,151.12	1,174.15	1,197.63
compound	6"	1,291.35	1,317.18	1,343.52	1,370.39	1,397.80	1,425.75
turbine	6"	2,376.08	2,423.60	2,472.07	2,521.52	2,571.95	2,623.38
compound	8"	2,087.13	2,128.87	2,171.45	2,214.88	2,259.18	2,304.36
turbine	8"	4,174.25	4,257.74	4,342.89	4,429.75	4,518.34	4,608.71
compound	10"	3,000.24	3,060.24	3,121.45	3,183.88	3,247.56	3,312.51
turbine	10"	6,522.25	6,652.70	6,785.75	6,921.46	7,059.89	7,201.09
turbine	12"	8,609.39	8,781.58	8,957.21	9,136.35	9,319.08	9,505.46

Volume Rate/1,000 Gal

-	18,000	3.19	3.25	3.32	3.39	3.45	3.52
18,001	36,000	3.57	3.64	3.71	3.79	3.86	3.94
36,001	54,000	4.18	4.26	4.35	4.44	4.52	4.62
54,001	90,000	5.10	5.20	5.31	5.41	5.52	5.63
90,001	Above	6.48	6.61	6.74	6.88	7.01	7.15

W4 Large Commercial OUTSIDE

Monthly Minimum Charge

-	5/8"	$ 25.84	$ 26.36	$ 26.88	$ 27.42	$ 27.97	$ 28.53
-	3/4"	38.73	39.50	40.29	41.10	41.92	42.76
-	1"	64.56	65.85	67.17	68.51	69.88	71.28
-	1 1/2"	129.14	131.72	134.36	137.04	139.79	142.58
compound	2"	206.62	210.75	214.97	219.27	223.65	228.13
turbine	2"	258.26	263.43	268.69	274.07	279.55	285.14
compound	3"	413.23	421.49	429.92	438.52	447.29	456.24
turbine	3"	619.85	632.25	644.89	657.79	670.95	684.36
compound	4"	645.68	658.59	671.77	685.20	698.90	712.88
turbine	4"	1,084.73	1,106.42	1,128.55	1,151.12	1,174.15	1,197.63
compound	6"	1,291.35	1,317.18	1,343.52	1,370.39	1,397.80	1,425.75
turbine	6"	2,376.08	2,423.60	2,472.07	2,521.52	2,571.95	2,623.38
compound	8"	2,087.13	2,128.87	2,171.45	2,214.88	2,259.18	2,304.36
turbine	8"	4,174.25	4,257.74	4,342.89	4,429.75	4,518.34	4,608.71
compound	10"	3,000.24	3,060.24	3,121.45	3,183.88	3,247.56	3,312.51
turbine	10"	6,522.25	6,652.70	6,785.75	6,921.46	7,059.89	7,201.09
turbine	12"	8,609.39	8,781.58	8,957.21	9,136.35	9,319.08	9,505.46

Volume Rate/1,000 Gal

-	18,000	3.19	3.25	3.32	3.39	3.45	3.52
18,001	36,000	3.57	3.64	3.71	3.79	3.86	3.94
36,001	54,000	4.18	4.26	4.35	4.44	4.52	4.62
54,001	90,000	5.10	5.20	5.31	5.41	5.52	5.63
90,001	Above	6.48	6.61	6.74	6.88	7.01	7.15

CITY OF SCHERTZ
WATER/WASTEWATER COST OF SERVICE MODEL

Water Summary
***Scen:* 2023 08 15 -- Scenario 1 -- Status Quo**

		Current	Effective Oct-23	Effective Oct-24	Effective Oct-25	Effective Oct-26	Effective Oct-27
W5 FH Meter Volume Rate INSIDE							
Monthly Minimum Charge		$ 122.72	$ 125.17	$ 127.68	$ 130.23	$ 132.84	$ 135.49
Volume Rate/1,000 Gal							
-	Above	9.43	9.62	9.81	10.01	10.21	10.41
W6 FH Meter Volume rate OUTSIDE							
Monthly Minimum Charge		$ 122.72	$ 125.17	$ 127.68	$ 130.23	$ 132.84	$ 135.49
Volume Rate/1,000 Gal							
-	Above	9.43	9.62	9.81	10.01	10.21	10.41
W7 Cibolo Wholesale							
Volume Rate/1,000 Gal							
-	Above	3.27	3.34	3.40	3.47	3.54	3.61

CITY OF SCHERTZ
WATER/WASTEWATER COST OF SERVICE MODEL

Water Summary
***Scen:* 2023 08 15 -- Scenario 1 -- Status Quo**

			Current	Effective Oct-23	Effective Oct-24	Effective Oct-25	Effective Oct-26	Effective Oct-27
2	**Wastewater Monthly Rates and Charges**							
	Residential							
	Monthly Minimum Charge							
	All meter sizes		$ 15.01	$ 15.46	$ 15.92	$ 16.40	$ 17.06	$ 17.74
	Volume Rate/1,000 Gal							
	-	12,000	4.94	5.09	5.24	5.40	5.61	5.84
	12,001	Above	11.33	11.67	12.02	12.38	12.88	13.39
	Business/MF							
	Monthly Minimum Charge							
	All meter sizes		18.88	19.45	20.03	20.63	21.46	22.31
	Volume Rate/1,000 Gal							
	-	12,000	5.06	5.21	5.37	5.53	5.75	5.98
	12,001	Above	11.33	11.67	12.02	12.38	12.88	13.39
	YMCA							
	Monthly Minimum Charge							
	All meter sizes		-	-	-	-	-	-
	Volume Rate/1,000 Gal							
	-	Above	3.33	3.43	3.53	3.64	3.78	3.94

City of Schertz

2023 Water & Wastewater Rate Study

City Council Presentation

August 15 2023

SCHERTZ
COMMUNITY. SERVICE. OPPORTUNITY.

WILLDAN

Agenda

- Background on Rates
- Customers and Volumes
- Current and Forecast Cost of Service
- Proposed Rate Plan
- Summary

BACKGROUND ON RATES

21st Century Water & Wastewater Rate Facts

SCHERTZ | COMMUNITY SERVICE OPPORTUNITY

- Average utility has been increasing rates **5-6% per year**, a trend that is expected to continue and may accelerate
- American Water Works Association (AWWA) forecasts that water and wastewater rates across the U.S. will **triple** in the next 15 years
- Rate adjustments are primarily due to reasons beyond a utility's direct control – inflation, necessary Capital Improvement Plans, wholesale costs, and other indirect expenses
- 30-40% of utilities charge rates that **do not cover their costs**

Current Water and Wastewater Rate Structure

SCHERTZ | COMMUNITY SERVICE OPPORTUNITY

Water Rates

Residential and Small/Large Commercial

Minimum Charge by Meter Size	5/8"	-	$	25.84
	3/4"	-		38.73
	1"	-		64.56
	1 1/2"	-		129.14
	2"	compound		206.62
	2"	turbine		258.26
	3"	compound		413.23
	3"	turbine		619.85
	4"	compound		645.68
	4"	turbine		1,084.73
	6"	compound		1,291.35
	6"	turbine		2,376.08
	8"	compound		2,087.13
	8"	turbine		4,174.25
	10"	compound		3,000.24
	10"	turbine		6,522.25
	12"	turbine		8,609.39

Volume Rate (per 1,000 Gallons)		
0 - 6,000	$	3.19
6,001 - 12,000		3.57
12,001 - 18,000		4.18
18,001 - 30,000		5.10
30,001 - Above		6.48

FH Meter Volume Rate

Minimum Charge All Meter Sizes	$	122.72
Volume Rate (per 1,000 Gallons)		9.43

Cibolo Wholesale

Minimum Charge All Meter Sizes	$	-
Volume Rate (per 1,000 Gallons)		3.27

Wastewater Rates

Residential Rates

Monthly Charge	$	15.01
Volume Rate (per 1,000 Gallons)		
0 - 12,000	$	4.94
12,000 - Above		11.33

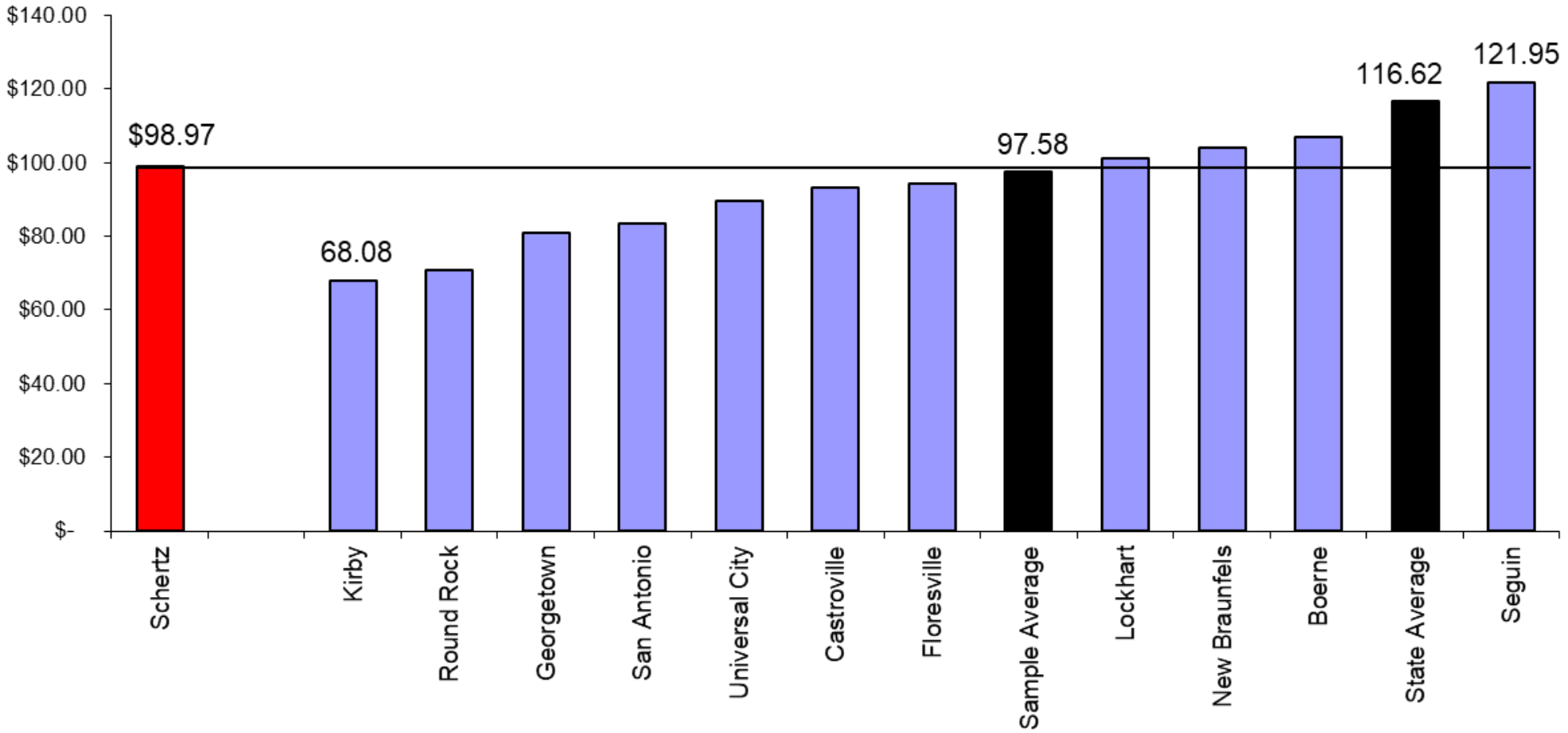
Business and Multi-family Rates

Monthly Charge	$	18.88
Volume Rate (per 1,000 Gallons)		
0 - 12,000		5.06
12,000 - Above		11.33

YMCA Rates

Monthly Charge	$	-
Volume Rate (per 1,000 Gallons)	$	3.33

Monthly Residential Charges | 10,000 Gal Water and 5,000 Gal WW

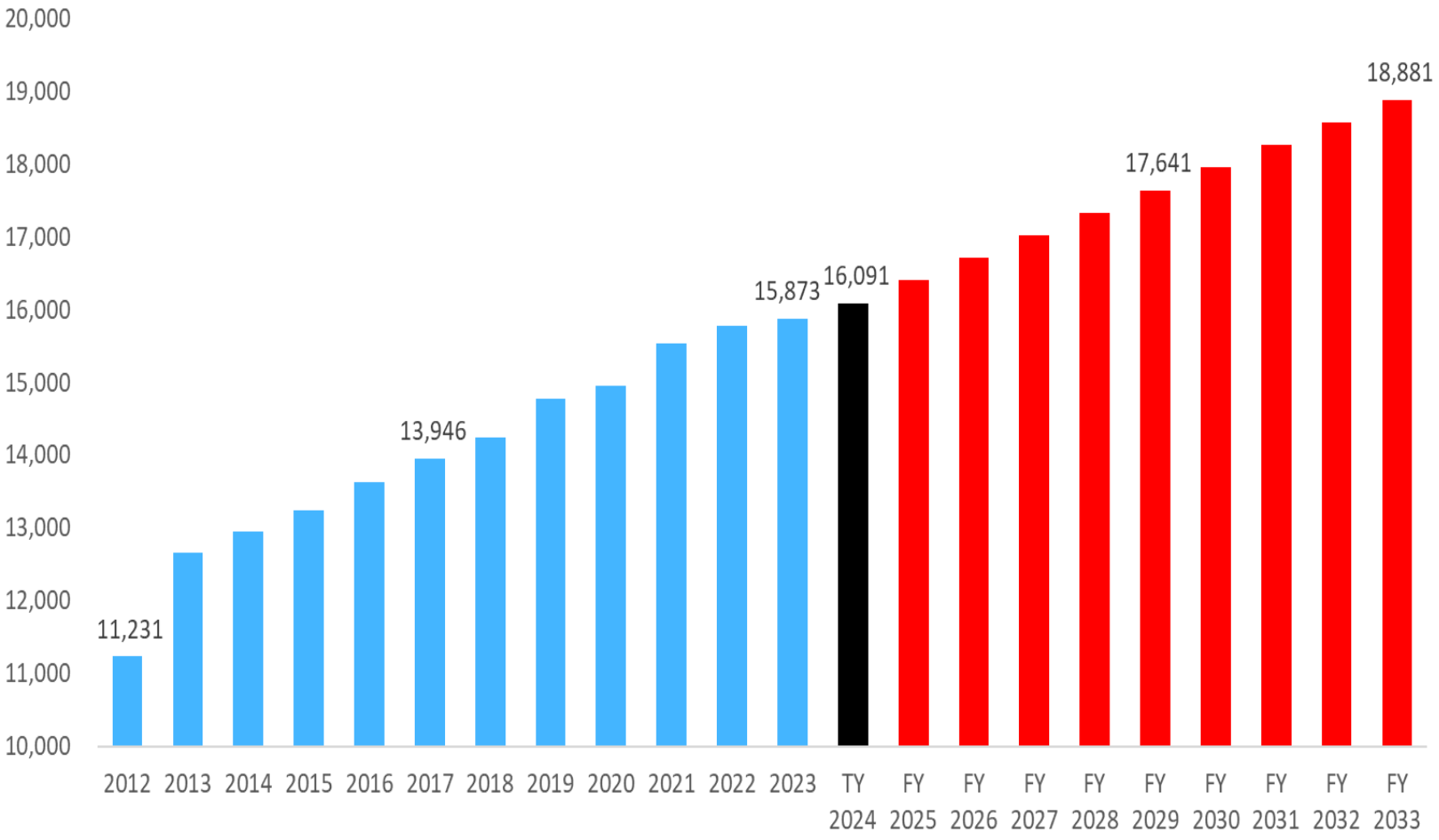


*Rates as of June 2023

NOTE: San Antonio charges a separate water supply fee of $32 for 10,000 gallons

CUSTOMERS & VOLUMES

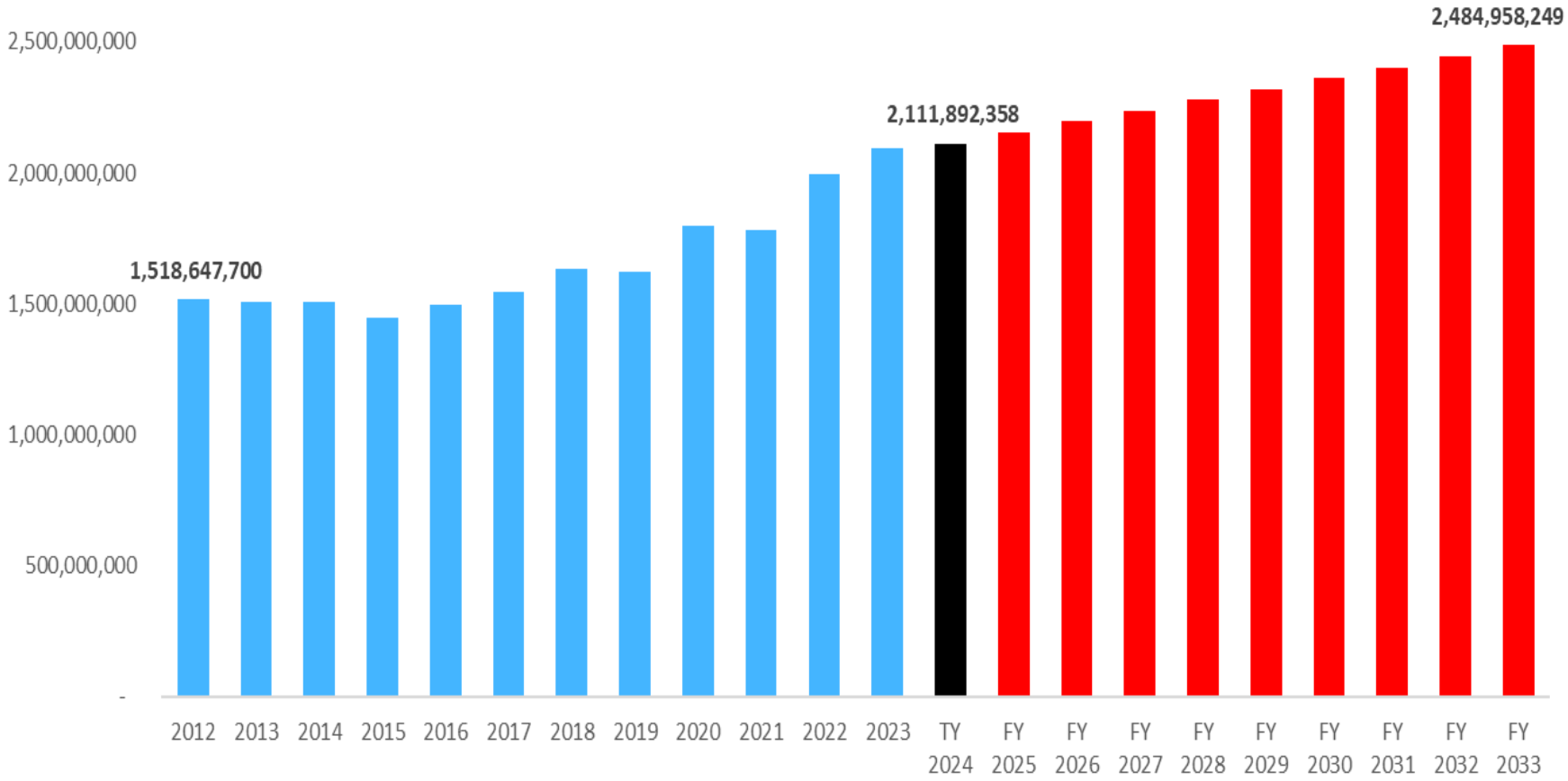
Historical and Forecast Water Accounts



Account growth over period 2024-2033 forecast to be on average 310 new accounts per year (1.8%).

Historical and Forecast Water Consumption (gallons)

Residential/Commercial Avg. Monthly Usage per Account = 9,514 Gallons



Billed consumption average annual growth rate of 1.8%.

Water usage varies considerably with weather patterns, the model is based on the overall trend. Annual results may vary significantly.

WATER & WASTEWATER
CURRENT AND FORECAST COST OF SERVICE

Key Assumptions for Forecast Financial and Rate Plan

- SSLGC costs are expected to increase by 4.3% each year
- CCMA costs are expected to increase by 5.5% each year
- Most operating expenses increase 3% per year; certain expenses increase at a higher rate
- Salaries are expected to increase by 10% per year in FY2024-2025 and by 5% afterwards
- Water and WW CIP totals **$77,351,021**
  - City is assumed to fund majority of CIP through combination of impact fees and reserves
  - City anticipates issuing the following debt:
    - **$7.0M** in water debt—2024
    - **$7.5M** in WW debt – 2029

Forecast Water and Wastewater CIP

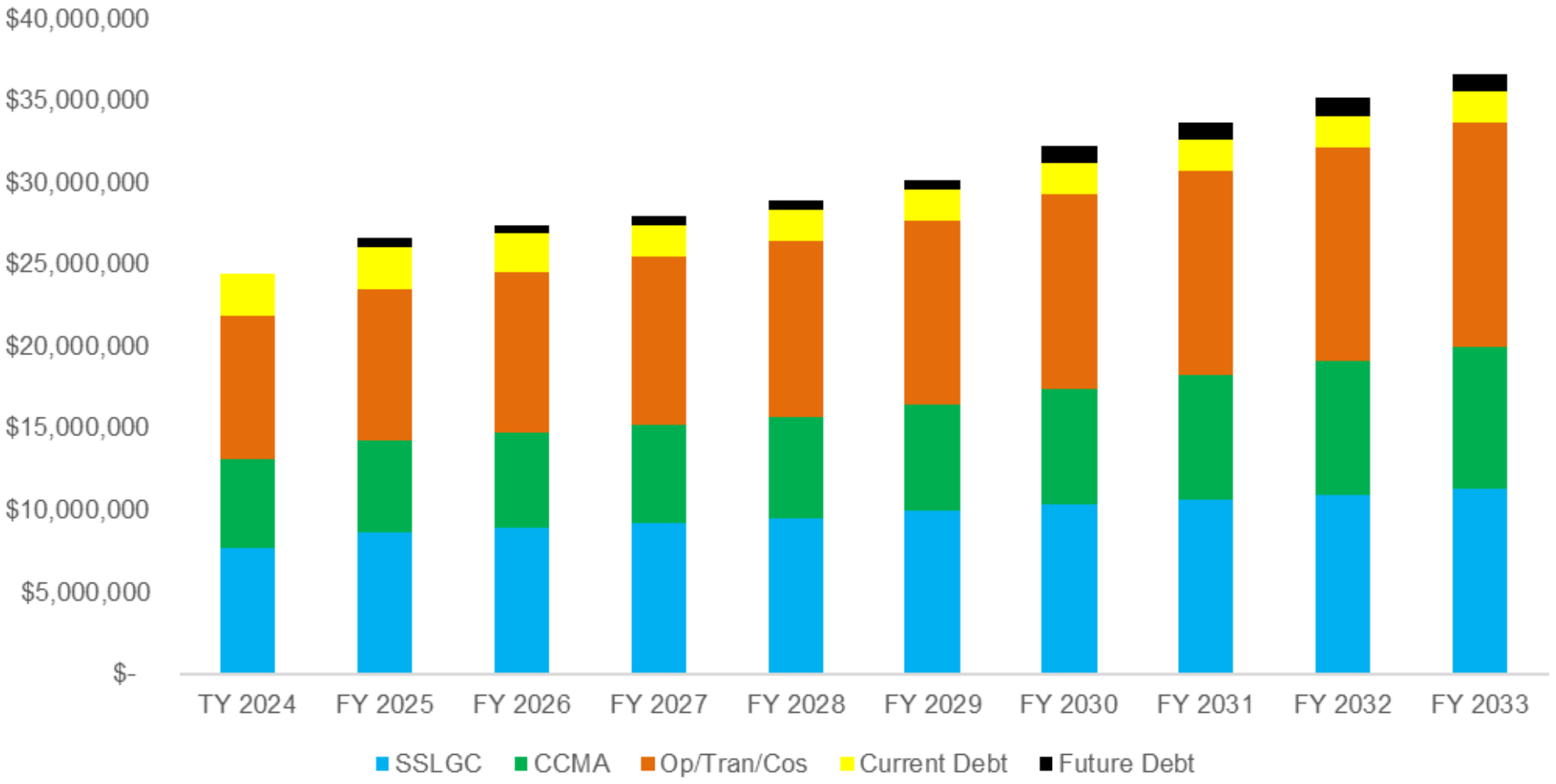
SCHERTZ | COMMUNITY SERVICE OPPORTUNITY

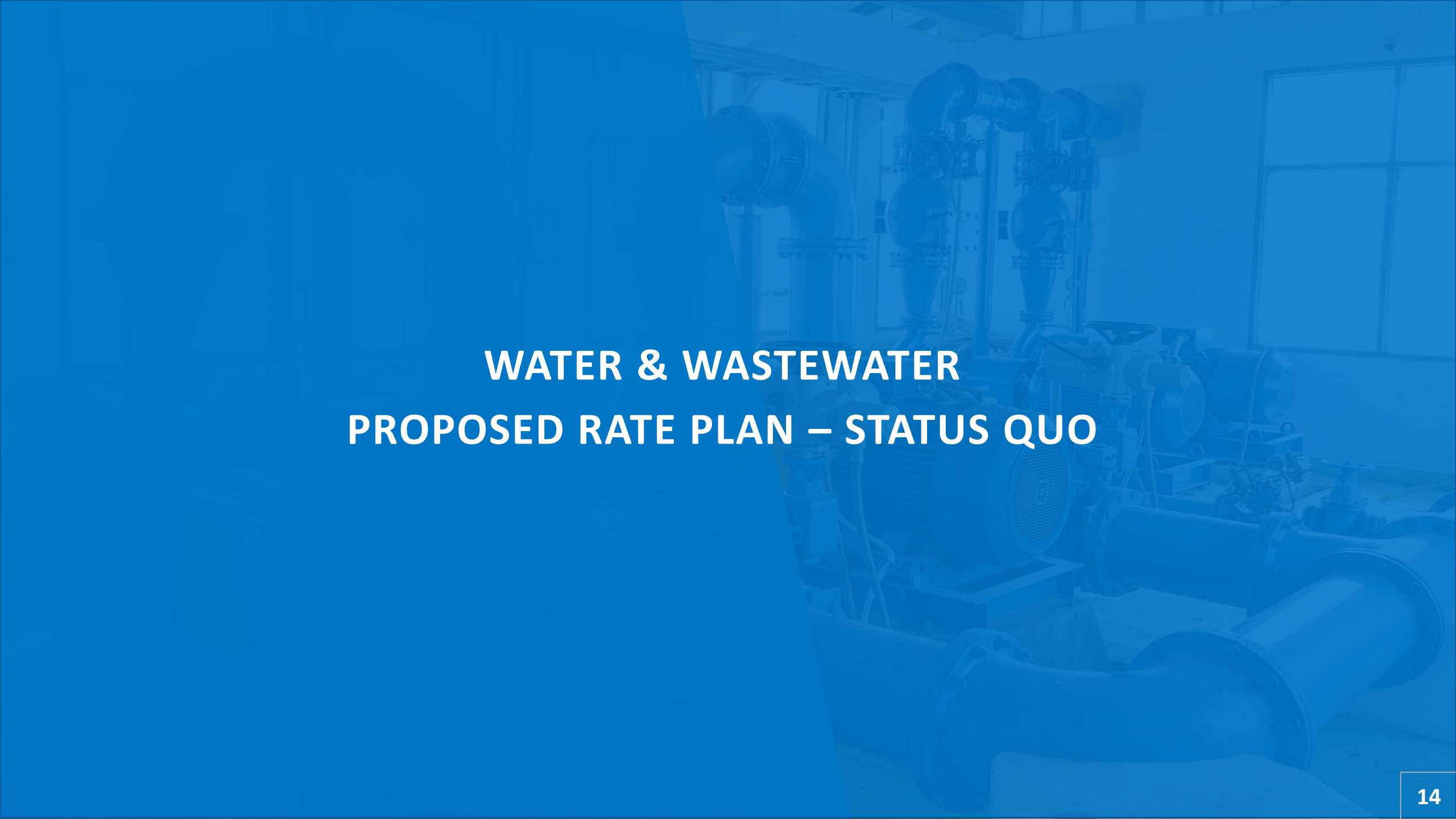
WATER PROJECT		
Corbett Ground Storage Tank	$	631,590
Corbett GST and Generator Switch		466,265
Ware Seguin Lower Seguin/Gtown-Pfeil Loop Lines		464,166
Greenshire Drive		2,700,000
Replace EST Piping: Northcliffe Tank		100,000
I35 NEX Utility Relocations - North Section		1,400,000
Tank Painting-Deer Haven		350,000
Tank Painting-Ware Seguin		350,000
Walmart Line/Cibolo Crossing Upsize		800,000
3009 18" Transmission line		4,545,000
Scenic Hills Subdivision Replacement Pipes		150,000
Water Lines for Buffalo Valley		4,000,000
Expand Capacity : Northcliffe Tank		1,500,000
Total Water CIP	**$**	**17,457,021**

WASTEWATER PROJECTS		
CCMA South Plant Expansion	$	20,000,000
WW Town Creek Phase IV Trunk Main		800,000
WW Cibolo West WW trunk main		1,000,000
WW Cibolo West WW trunk main		12,000,000
WW Town Creek Phase IV Trunk Main		8,000,000
Greenshire Drive		600,000
Replace EST Piping: Northcliffe Tank		100,000
I35 NEX Utility Relocations - North Section		1,400,000
WW Bell North Sewer		1,000,000
Wastewater Lines for Buffalo Valley		3,000,000
Wastewater for Aviation Heights Phases 1-4		3,000,000
Wastewater for Aviation Heights Phases 5-9		3,000,000
Northcliffe Sewer Replacement		6,000,000
Total Wastewater CIP	**$**	**59,900,000**

Total Water and Wastewater CIP	**$**	**77,357,021**

Forecast Cost of Service | Water and Wastewater





WATER & WASTEWATER
PROPOSED RATE PLAN – STATUS QUO

Recommended Rate Plan Water

SCHERTZ | COMMUNITY SERVICE OPPORTUNITY

The rate plan fully funds all aspects of the water and wastewater utility based on the existing market conditions and assumptions.

			Current	Effective Oct-23	Effective Oct-24	Effective Oct-25	Effective Oct-26	Effective Oct-27
Water Rates - Residential/Commercial								
Minimum Chg	5/8"	-	$ 25.84	**$ 26.36**	$ 26.88	$ 27.42	$ 27.97	$ 28.53
	3/4"	-	38.73	**39.50**	40.29	41.10	41.92	42.76
	1"	-	64.56	**65.85**	67.17	68.51	69.88	71.28
	1 1/2"	-	129.14	**131.72**	134.36	137.04	139.79	142.58
	2"	compound	206.62	**210.75**	214.97	219.27	223.65	228.13
	2"	turbine	258.26	**263.43**	268.69	274.07	279.55	285.14
	3"	compound	413.23	**421.49**	429.92	438.52	447.29	456.24
	3"	turbine	619.85	**632.25**	644.89	657.79	670.95	684.36
	4"	compound	645.68	**658.59**	671.77	685.20	698.90	712.88
	4"	turbine	1,084.73	**1,106.42**	1,128.55	1,151.12	1,174.15	1,197.63
	6"	compound	1,291.35	**1,317.18**	1,343.52	1,370.39	1,397.80	1,425.75
	6"	turbine	2,376.08	**2,423.60**	2,472.07	2,521.52	2,571.95	2,623.38
	8"	compound	2,087.13	**2,128.87**	2,171.45	2,214.88	2,259.18	2,304.36
	8"	turbine	4,174.25	**4,257.74**	4,342.89	4,429.75	4,518.34	4,608.71
	10"	compound	3,000.24	**3,060.24**	3,121.45	3,183.88	3,247.56	3,312.51
	10"	turbine	6,522.25	**6,652.70**	6,785.75	6,921.46	7,059.89	7,201.09
	12"	turbine	8,609.39	**8,781.58**	8,957.21	9,136.35	9,319.08	9,505.46
Volume Rate Per 1,000 Gal								
-	6,000		3.19	**3.25**	3.32	3.39	3.45	3.52
6,001	12,000		3.57	**3.64**	3.71	3.79	3.86	3.94
12,001	18,000		4.18	**4.26**	4.35	4.44	4.52	4.62
18,001	30,000		5.10	**5.20**	5.31	5.41	5.52	5.63
30,001	Above		6.48	**6.61**	6.74	6.88	7.01	7.15
Water Rates - Fire Hydrant								
Minimum Chg (all meter sizes)			122.72	**125.17**	127.68	130.23	132.84	135.49
Volume Rate Per 1,000 Gal			9.43	**9.62**	9.81	10.01	10.21	10.41
Water Rates - Cibolo Wholesale								
Volume Rate Per 1,000 Gal			3.27	**3.34**	3.40	3.47	3.54	3.61

Recommended Rate Plan WW

Wastewater Rates -- Residential	Current	Effective Oct-23	Effective Oct-24	Effective Oct-25	Effective Oct-26	Effective Oct-27
Monthly Charge	$ 15.01	**$ 15.46**	$ 15.92	$ 16.40	$ 17.06	$ 17.74
Volume Rate Per 1,000 Gal						
- 12,000	4.94	**5.09**	5.24	5.40	5.61	5.84
12,001 Above	11.33	**11.67**	12.02	12.38	12.88	13.39
Wastewater Rates -- Business and MF						
Monthly Charge	18.88	**19.45**	20.03	20.63	21.46	22.31
Volume Rate Per 1,000 Gal						
- 12,000	5.06	**5.21**	5.37	5.53	5.75	5.98
12,001 Above	11.33	**11.67**	12.02	12.38	12.88	13.39
Wastewater Rates -- YMCA						
Monthly Charge	-	**-**	-	-	-	-
Volume Rate Per 1,000 Gal	3.33	**3.43**	3.53	3.64	3.78	3.94

Impact on Monthly Bills

SCHERTZ | COMMUNITY SERVICE OPPORTUNITY

		Current	Effective Oct-23	Effective Oct-24	Effective Oct-25	Effective Oct-26	Effective Oct-27
Residential Average Monthly Water Bill							
5,000 Gal W	Total	$ 81.50	**$ 83.53**	$ 85.61	$ 87.74	$ 90.36	$ 93.07
5,000 Gal WW	Increase -- $		**2.03**	2.08	2.13	2.62	2.71
	Increase -- %		**2.5%**	2.5%	2.5%	3.0%	3.0%
10,000 Gal W	Total	$ 123.67	**$ 126.79**	$ 129.99	$ 133.27	$ 137.34	$ 141.55
10,000 Gal WW	Increase -- $		**3.12**	3.20	3.28	4.07	4.21
	Increase -- %		**2.5%**	2.5%	2.5%	3.1%	3.1%
20,000 Gal W	Total	$ 266.61	**$ 273.59**	$ 280.76	$ 288.13	$ 297.49	$ 307.19
20,000 Gal WW	Increase -- $		**6.98**	7.17	7.36	9.37	9.70
	Increase -- %		**2.6%**	2.6%	2.6%	3.3%	3.3%

Forecast Additional Revenue

SCHERTZ | COMMUNITY SERVICE OPPORTUNITY

	2024	2025	2026	2027	2028
WATER Revenues -- Total					
Res. and Small Comm. INSIDE	$ 11,948,069	$ 12,420,498	$ 12,907,045	$ 13,408,086	$ 13,924,006
Res. and Small Comm. OUTSIDE	173,831	181,470	189,345	197,462	205,828
Large Commercial INSIDE	1,871,419	1,960,718	2,052,840	2,147,864	2,245,867
FH Meter Volume Rate INSIDE	394,216	402,100	410,142	418,345	426,712
Cibolo Wholesale	62,939	64,197	65,481	66,791	68,127
Total Rate Revenue	**14,450,473**	**15,028,983**	**15,624,854**	**16,238,548**	**16,870,540**
Water Revenues -- Additional					
Res. and Small Comm. INSIDE		472,429	486,547	501,041	515,920
Res. and Small Comm. OUTSIDE		7,639	7,875	8,117	8,366
Large Commercial INSIDE		89,299	92,123	95,023	98,003
FH Meter Volume Rate INSIDE		7,884	8,042	8,203	8,367
Cibolo Wholesale		1,259	1,284	1,310	1,336
Additional Rate Revenue		**578,510**	**595,871**	**613,694**	**631,992**
WASTEWATER Revenues -- Total					
Residential	$ 6,646,054	$ 6,998,978	$ 7,367,096	$ 7,820,151	$ 8,303,878
Business/MF	3,158,202	3,266,107	3,377,645	3,524,096	3,679,708
YMCA	11,997	12,357	12,727	13,226	13,755
Total Rate Revenue	**9,816,253**	**10,277,442**	**10,757,468**	**11,357,473**	**11,997,341**
WASTEWATER Revenues -- Additional					
Residential		352,924	368,118	453,055	483,726
Business/MF		107,905	111,537	146,452	155,612
YMCA		360	371	499	529
Additional Rate Revenue		**461,189**	**480,026**	**600,006**	**639,868**

How Does Rate Plan Benefit Ratepayers & City?

SCHERTZ | COMMUNITY SERVICE OPPORTUNITY

- Prudent management by City staff has enabled magnitude of rate adjustments to be minimized
- Proposed rate plan enables the utility to fully fund all water and wastewater maintenance, operating and construction costs
- Will provide for the Utility Fund to operate self-sufficient with no need for General Fund subsidies
- Enables the City to continually provide safe drinking water and effectively treat wastewater

WILLDAN

QUESTIONS & DISCUSSION

Agenda No. 12.

CITY COUNCIL MEMORANDUM

City Council Meeting:	**September 5, 2023**
Department:	**Engineering**
Subject:	**Resolution 23-R-83 - Amendment of contract with AG|CM, Inc., for Owner's Representative Services related to the Woman Hollering Creek Wastewater Project. (B. James/K. Woodlee)**

BACKGROUND

The Woman Hollering Creek Wastewater Trunk Main and Lift Station Project (WHC WW Project) is part of the City's effort to establish and expand public wastewater collection and conveyance service to the southern portion of Schertz. The project generally consists of 13,000 linear feet (lf) of 30-inch diameter gravity main, 1,500 lf of 18-inch gravity main, 6,000 lf of 14-inch force main, and a wastewater lift station with 16-foot diameter storage and wet wells. Once completed, the project will provide the backbone to a future system that will serve approximately 4,461 acres and 6,450 dwelling units in an area known as the WHC sewershed. The project will convey wastewater to the newly constructed CCMA water reclamation plant on Trainer Hale Road.

It was initially expected that construction of the WHC WW Project would take 12 to 15 months to be fully complete. Unexpected significant delays over the course of construction that began in early 2022 have occurred, and the project is currently expected to be fully complete late this year. In order to continue to ensure that construction is managed appropriately and that it is done in compliance with City and other applicable standards, and considering current workload, City staff must continue to be augmented by the qualified professional contractual assistance that has been provided throughout the project by AG|CM.

GOAL

The goal of the owner's representative contract is to provide the appropriate level of construction management and quality assurance through installation of the Woman Hollering Creek Wastewater trunk main, lift station, and forcemain (WHC Project). Management and inspection of the WHC Project will demand significantly more time than current city staff has available. By providing for contracted owner's rep services, the project can be managed more thoroughly and properly. AG|CM personnel will continue to function on the WHC Project as an extension of staff resources during the construction period.

COMMUNITY BENEFIT

The community benefits from having well run projects that result in quality infrastructure products and to ensure that taxpayer funds are used responsibly. AG|CM will work for the city to accomplish those goals.

SUMMARY OF RECOMMENDED ACTION

Staff recommends Council approve Resolution 23-R-83.

FISCAL IMPACT

Funding needed for the not to exceed amount of this agreement is $90,000. That amount is available under the total funding for construction and ancillary tasks associated with the WHC WW Project. Total funding for the current construction effort comes from a combination of 2013 Bond Sales, Wastewater Capital Recovery Funds, and planned Future Bond Sales, and totals $11,783,000.

RECOMMENDATION

Staff recommends Council approve Resolution 23-R-83.

Attachments

Resolution 23-R-83

RESOLUTION NO. 23-R-83

A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF SCHERTZ, TEXAS, AUTHORIZING AN AMENDMENT TO THE AGREEMENT WITH AG|CM, FOR OWNER'S REPRESENTATIVE SERVICES ON THE WOMAN HOLLERING CREEK WASTEWATER PROJECT, AND OTHER MATTERS IN CONNECTION THEREWITH

WHEREAS, the City staff of the City of Schertz (the "City") has determined that the City requires continued construction management and quality assurance services relating to the construction of the Woman Hollering Creek Wastewater Project; and

WHEREAS, AG|CM, Inc., is an approved project management firm with the City and is qualified to provide such owner's representative services for the City; and

WHEREAS, AG|CM has been acting acceptably as the City's Owner's Representative to this point on the project; and

WHEREAS, the City Council has determined that it is in the best interest of the City to amend its Agreement with AG|CM, Inc., to continue its services related to the project for an additional base amount of $78,300, pursuant to the proposal attached hereto as Exhibit A ("Agreement").

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

Section 1. The City Council hereby authorizes an amendment to the agreement with AG|CM, Inc., in substantially the form set forth on Exhibit A and in accordance with the "Owners Rep Professional Services Agreement" in place between the City and AG|CM, Inc., for an additional amount of $78,300 and authorizes additional expenditures as needed up to an additional amount not to exceed $90,000.

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

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

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

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

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

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

PASSED AND ADOPTED, this 5th day of September, 2023.

CITY OF SCHERTZ, TEXAS

_____
Ralph Gutierrez, Mayor

ATTEST:

_____
Sheila Edmondson, City Secretary

(city seal)

EXHIBIT A

AG|CM
Professional Project Management Firm

SAN ANTONIO
11503 Jones Maltsberger
Suite #1153
San Antonio, Tx 78216
Ofc (210) 403-2284
Fax (210) 403-2281
www.agcm.com

May 20, 2023

Mrs. Kathryn Woodlee
City Engineer
City of Schertz

SUBJECT: Woman Hollering Wastewater Project - Amendment #1

Mrs. Woodlee:

AG|CM. Inc. is pleased to provide an Amendment for Project Management Services, in relation to the Woman Hollering Wastewater Project, as follows:

- Project Management Proposal, Executed 10-5-21, will be amended as follows:
  - Previously Adopted "Not to Exceed" fee of Three Hundred and Two Thousand, Five Hundred and Fifty Dollars ($302,550) will be increased by Seventy Eight Thousand, Three Hundred ($78,300) for a Total Revised Not To Exceed of Three Hundred Eighty Thousand and Eight Hundred Fifty Dollars ($380,850). This not to exceed amount will be based on assumed completion of construction in September of 2023, as shown on attached "Exhibit B – Rates and Labor Schedule Amendment #1". Completion dates were provided to AG|CM, Inc. for assumption. AG|CM does not control the assumed schedule.

Please indicate your acceptance of this proposal by signing below. Let me know of any questions, and thank you again for the opportunity to once again work with the City of Schertz. We very much value our relationship with The City, and look forward to aiding in delivering this most important project.

Respectfully,

Ryan Rosborough, CCM
Vice President – Central Texas
AG|CM, Inc.

Approved By:

Signature _____

Print Name _____

Date _____

AGCM
Professional Project Management Firm

SAN ANTONIO
11503 Jones Maltsberger
Suite #1153
San Antonio, Tx 78216
Ofc (210) 403-2284
Fax (210) 403-2281
www.agcm.com

Attachments: Exhibit B – Rates and Labor Schedule Amendment #1

Woman Hollering Extension

			Labor Schedule	2023							
AGCM INC			Schedule	M	J	J	A	S	O	N	D
			Construction								
2023	Total Hours	Fee	Staff Proposed								
$ 135.00	580	$ 78,300.00	QA Inspector	172	96	96	120	96			
	580	$ 78,300		**172**	**96**	**96**	**120**	**96**	**0**	**0**	**0**

Agenda No. 13.

CITY COUNCIL MEMORANDUM

City Council Meeting:	**September 5, 2023**
Department:	**Finance**
Subject:	**Ordinance 23-T-23 - Authorizing adjustments to the FY 2022-23 Budget. *First Reading* (S. Gonzalez/J. Walters)**

BACKGROUND

The City Budget for FY 2022-23 was approved by Ordinance 22-T-30. The budget can be modified by council authorization when necessary throughout the year.

As previously directed, staff will try to limit the number of budget adjustments that come to council throughout the year by bundling different budget requests together in one adjustment ordinance. This adjustment will adjust budgets of multiple departments as needed, including to fund projects as previously authorized by City Council.

The payment to the Sedona Tax Increment Refinancing Zone (TIRZ) was higher than expected by $300,000. The adjustment will add that amount to the Non-departmental budget line.

Event Facilities will need an additional $58,000 for personnel overages and utility costs.

Fleet will need an additional $60,000 to cover the costs of outside fleet repair orders.

These items will be funded by a transfer from the City Manager personnel savings of $100,000 due to the reorganization initiated by the City Manager earlier this year that transformed the position of Assistant to the City Manager into the Internal Services Director and by $40,000 from the unused legal expenditure budget.

For the remaining amount, staff proposes to recognize $240,000 in fire personnel deployment reimbursements that were unbudgeted and an additional $38,000 in investment income generated by the higher interest rates on the city's investments.

GOAL

To approve the budget adjustment to match operations and council authorized projects.

COMMUNITY BENEFIT

To maintain a complete and balanced budget as identified as a goal in the City's Strategic Plan and that meets State and Charter requirements.

SUMMARY OF RECOMMENDED ACTION

Staff recommends approval of Ordinance 23-T-23.

FISCAL IMPACT

This adjustment will increase the general fund budget by $455,000 and will recognize $455,000 in additional revenues to offset the increase.

Expenditure Budget:

Non-Departmental	+$300,000
Event Facilities	+$58,000
Fleet	+$60,000
City Manager	-$100,000
Legal Services	-$40,000
Total	**+$278,000**

Revenue Budget:

Fire OT Reimbursement	+$240,000
Investment Income	+$38,000
Total	**+$278,000**

RECOMMENDATION

Staff recommends approval of Ordinance 23-T-23.

Attachments

Ordinance 23-T-23

ORDINANCE NO. 23-T-23

AN ORDINANCE BY THE CITY COUNCIL OF THE CITY OF SCHERTZ, TEXAS AUTHORIZING AN ADJUSTMENT TO THE FISCAL YEAR 2022-2023 BUDGET, REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT WITH THIS ORDINANCE; AND PROVIDING AN EFFECTIVE DATE

WHEREAS, pursuant to Ordinance 22-T-30, the City of Schertz (the "**City**") adopted the budget for the City for the fiscal year 2022-2023 (the "**Budget**), which provides funding for the City's operations throughout the 2022-2023 fiscal year; and

WHEREAS, the City needs to authorized budget amounts of $278,000.00 to raise the budget to cover expected budget overages; and

WHEREAS, City staff recommends that the City Council of the City adjust the Budget and approve the ordinance; and

WHEREAS, the City Council of the City has determined that it is in the best interest of the City to adjust the and re-authorize the funds as more fully set forth in this Ordinance.

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

Section 1. The City shall increase the Non-Departmental Budget by $300,000.00 for the annual contribution to the Sedona Tax Increment Refinancing Zone.

Section 2. The City shall increase the Event Facilities Department Budget by $58,000.00 for personnel and utility costs.

Section 3. The City shall increase the Fleet Department Budget by $60,000.00 for outside fleet repair costs.

Section 4. The City shall decrease the City Manager Department Budget by $100,000.00 due to a personnel reorganization.

Section 5. The City shall decrease the Legal Services Department Budget by $40,000.00 to match estimated year end expenditures.

Section 6. The City shall recognize an additional $240,000.00 in reimbursement revenue for firefighter deployments in the state above the previous budget.

Section 7. The City shall recognize an additional $38,000.00 in additional investment income earned for the year.

Section 8. The recitals contained in the preamble hereof are hereby found to be true, and such recitals are hereby made a part of this Ordinance for all purposes and are adopted as a part of the judgment and findings of the Council.

Section 9. All ordinances and codes, or parts thereof, which are in conflict or inconsistent with any provision of this Ordinance are hereby repealed to the extent of such conflict, and the provisions of this Ordinance shall be and remain controlling as to the matters resolved herein.

Section 10. This Ordinance shall be construed and enforced in accordance with the laws of the State of Texas and the United States of America.

Section 11. If any provision of this Ordinance or the application thereof to any person or circumstance shall be held to be invalid, the remainder of this Ordinance and the application of such provision to other persons and circumstances shall nevertheless be valid, and the City hereby declares that this Ordinance would have been enacted without such invalid provision.

Section 12. It is officially found, determined, and declared that the meeting at which this Ordinance is adopted was open to the public and public notice of the time, place, and subject matter of the public business to be considered at such meeting, including this Ordinance, was given, all as required by Chapter 551, as amended, Texas Government Code.

Section 13. This Ordinance shall be effective upon the date of final adoption hereof and any publication required by law.

PASSED ON FIRST READING, the _____ day of _____, 2023.

PASSED, APPROVED, and ADOPTED ON SECOND READING, the _____ day of _____, 2023.

CITY OF SCHERTZ, TEXAS

_____
Ralph Gutierrez, Mayor

ATTEST:

_____
Sheila Edmondson, City Secretary

Agenda No. 14.

CITY COUNCIL MEMORANDUM

City Council Meeting:	**September 5, 2023**
Department:	**Planning & Community Development**
Subject:	**Ordinance 23-S-14 - Consideration and/or action on a request to rezone approximately 25 acres of land from Pre-Development District (PRE) to Planned Development District (PDD), generally located approximately 2,200 feet southeast of the intersection of Country Club Boulevard and IH-35 access road, also known as Comal County Property Identification Number 377261 and Guadalupe County Property Identification 63833, City of Schertz, Comal County and Guadalupe County, Texas. *Final Reading* (B.James/L.Wood/E.Delgado)**

BACKGROUND

Update from the August 1, 2023 City Council Meeting:

At the August, 1, 2023 City Council meeting, the applicant requested that the item be postponed / tabled to the September 5th City Council meeting. City Council voted to table the item with a 5-1 vote with Council Member Davis with the nay vote.

On August 22, 2023, the Planning Division received a revised Planned Development District Design Standards document from the applicant for Ordinance No. 23-S-14, the zone change to Planned Development District (PDD) for The Villas at Bluebonnet Ridge.

Below is a table that identifies the changes that have been proposed by the applicant since the August 1, 2023 City Council meeting:

Design Standard Presented at the July 18th and August 1st City Council Meetings	Modified Design Standard to be presented at the September 5th City Council Meeting	Change in standard
Gated community with no more than 170 units	Gated community with no more than 140 units	**Reduction in overall unit count by 30 units**
Units spread across 85 duplexes	Units spread across 70 duplexes	**Reduction in overall duplex count by 15 units**
Amenities proposed included playscapes, picnic tables, and a neighborhood pavilion	Amenities proposed included playscapes, pickleball courts, picnic tables, and a neighborhood pavilion	**Addition of a proposed pickleball court**
Proposed 7.31 acres of green space and amenities	Proposed 8.52 acres of green space and amenities (which includes 0.74 acres of miscellaneous spaces and detention ponds in addition to the specific acreages listed)	**Increased green space and amenities by 1.21 acres**
Interior Park and amenities shown as 0.50 acres	Interior Park and amenities shown on 0.52 acres	**Increase of 0.02 acres of interior park and amenities**

Mail Center with covered pavilion and additional parking on 0.29 acres	Mail center with covered pavilion and additional parking on 0.23 acres	**Reduction of mail center area by 0.06 acres**
0.56 acre fenced in private dog park	0.29 acre youth sport facilities such as pickleball courts	**Removal of proposed private dog park and replace with youth sport facility. Reduction in acreage by 0.27 acres**
1.95 acre private Picnic / Trail / Community Garden Area	2.73 acre private Picnic / Trail / Community Garden Area	**Increase private picnic / trail / community garden area by 0.78 acres**
Lot width proposed at 65 feet	Lot width proposed at 75 feet	**Increase of 10 feet in each proposed lot width. 75 feet is the lot width for R-3 per the UDC. No longer requesting a modification to the lot width.**
Lot area proposed at 5,655 square feet	Lot with proposed at 6,525 square feet	**Increase in proposed lot width 870 square feet**
Each lot will have a 10 foot side setback on one side and a zero lot line setback on the opposite side	All lots will have a 10 foot side setback on each side (the 6 corner lots within the development will maintain 15 foot side setbacks)	**No longer requesting a modification to the side setbacks. All lots will have the required per the UDC 10 foot side setbacks**
Due to the reduced side yard setbacks, each duplex would be required to have fire walls and A/C condensers to be in the rear yard	Due to the side yards all being 10 feet, the fire wall paragraph of requirements have been removed	**No longer proposing firewalls due to all lots having 10 foot side yard setbacks**
Proposed 680 off street parking spaces	Proposed 560 off street parking spaces	**With the reduction in overall unit counts to 140 units, the overall parking of 4 spaces per unit is reduced by 120 spaces**
16 parking spaces split between interior parks and mail station	23 parking spaces split between interior parks and mail stations	**Increase of 7 spaces across the interior parks and mail stations**
Proposed overall parking spaces of 772	Proposed overall parking spaces of 659	**Due to the reduction in unit count there are less parking spaces overall for the development**

The applicant is requesting action be taken at the September 5, 2023 City Council meeting based on the revised Planned Development District Design Standards as included within this agenda item.
The rest of this report has been modified to include the new proposed PDD Design Standards.

Public Notice:
One hundred seventeen (117) public hearing notices were mailed to the surrounding property owners on June 1, 2023. A public hearing notice was published in the "San Antonio Express" on June 28, 2023. At the time of this report (August 25, 2023, at 3:00pm) staff has received one hundred sixty-six (166) responses opposed, and thirty-two (32) response in favor, and three (3) responses neutral to the proposed rezoning request. As a note on the public hearing responses, there are fourteen (14) properties

that had submitted either an opposition letter or an in favor letter, that subsequently submitted a differing response.

If a proposed zoning change is protested in writing and signed by the owners of at least twenty percent (20%) of the area of the lots or land immediately adjoining the area covered by the proposed zoning change or zoning map amendment and extending 200 feet from that area, the proposed change must receive, in order to take effect, the affirmative vote of at least three-fourths (¾) of all members of the City Council according to LGC, Local Government Code § 211.006(d). At the time of this staff report (August 25, 2023, at 3:00pm) the total percentage of the protested parcel acreage is 28.50%, therefore, the 3/4 vote has been triggered for the September 5, 2023, City Council.

Proposed Zoning Concept:
The proposed development will be a gated community with no more than 140 units. These units will be spread across seventy (70) duplexes. Each unit is proposed to be between 1,300 square feet and 1,400 square feet and will feature three bedrooms, 2.5 baths, an eat-in kitchen, two living rooms, a laundry room, covered back patio, private yard, and a two-car garage.

The PDD Design Standards propose to conform with the Two-Family Residential District (R-3) zoning with modifications to the minimum lot area, lot depth, and setbacks as shown in the table below.

Classification	**Minimum Lot Size**			**Minimum Yard Setback**		
	Area Square Footage	Width Ft.	Depth Ft.	Front Ft.	Side Ft.	Rear Ft.
Two-Family Residential District (R-3) Per the Unified Development Code	9,000	75	120	25	10	20
Proposed Two-Family Residential (R-3), Per The Villas at Bluebonnet Ridge PDD	6,525	75	87	25	10	20

All lots within the proposed The Villas at Bluebonnet Ridge will have 10 foot side yard setbacks, all corner lots within the development will maintain a 15 foot side setback.

Parks and Amenities:
The proposed PDD plans to incorporate 8.52 acres of green space and amenities. This would include a pavilion, playground for the community, a concrete walking path. Additionally, a mail center is proposed with a covered pavilion, and additional parking access. There is also a proposed 0.29 acre space for youth sport facilities such as pickleball courts, a 2.73 acre private picnic / trail / community garden area, a 4.01 acre public walking trail contingent upon approval with LCRA to develop within the easement, and 0.74 acres of miscellaneous spaces and detention ponds.

Parking:
Per the City of Schertz Unified Development Code, duplexes have a required parking ratio of two (2) spaces per unit. The proposed The Villas at Bluebonnet Ridge has 140 units which would require 280 off-street parking spaces. However, per the proposed The Villas at Bluebonnet Ridge PDD Design Standards there are 659 proposed parking spaces across the development, including a total of 4 spaces per unit (2 within the driveway and an additional two in the garage), an additional 23 parking spaces split between the interior parks and mail station and an additional 76 spaces available on the street to use as overflow and guest parking.

HOA and Maintenance Proposed:

The proposed The Villas at Bluebonnet Ridge will be a gated community with an HOA established. The entire development both inside and outside the gates to include irrigation will be maintained by the HOA's maintenance crew. This includes maintenance of all common areas to include all proposed crushed granite walking trails, concrete pathways, neighborhood amenities and multi-use paths, all the front yards, side yards, and backyards of the duplexes. A 6-foot wood privacy fence will be installed along the boundary with The Fairways at Scenic Hills neighborhood.

GOAL

The project goal is to rezone approximately 25 acres of land, generally located approximately 2,200 feet southeast of the intersection of Country Club Boulevard and IH-35 access road, also known as a portion of Comal County Property Identification Number 377261 and Guadalupe County Property Identification 63833 from Pre-Development District (PRE) to Planned Development District (PDD) in order to develop a gated community with no more than 140 units spread across seventy (70) duplexes.

COMMUNITY BENEFIT

It is the City's desire to promote safe, orderly, efficient development and ensure compliance with the City's vision of future growth.

SUMMARY OF RECOMMENDED ACTION

In 2022, the applicant submitted a zone change request to a Planned Development District (PDD) with a base zoning of Apartment/ Multi-Family Residential (R4). That proposal included approximately 220 units to be developed as fourplexes. On September 27, 2022, the City Council was unable to obtain the super majority needed for the approval of that zone change application, which ultimately lead to the application being denied. During the discussion at the September 27, 2022, City Council meeting there were concerns with the proposed density.

Based on the previous City Council feedback the developer made changes and proposed a different PDD to address the concerns presented at the September 27th meeting. At the January 25, 2023, Planning and Zoning Commission meeting and the February 28, 2023, City Council meeting the proposed PDD design concept was presented with a base zoning of Townhome District. That proposal was for a maximum of fifty-one (51) buildings consisting of no more than 198 units. Ultimately, at the April 25, 2023, City Council meeting the project was unable to obtain the required super majority for approval at the final reading and the item failed and the zone change request was denied.

The Schertz Sector Plan for Northern Schertz designates the subject property as Single-Family Residential. The Single-Family Residential land use designation encourages the mixture of various residential type development as well as maintaining a walkable neighborhood feel. The proposed rezoning to Planned Development District (PDD), with a base zoning of Two-Family Residential (R-3) does conform to the Comprehensive Land Use Plan designation as it would provide a needed mixture of housing type to Schertz. The current proposed The Villas at Bluebonnet Ridge PDD provides a reduction in density from the previous two proposal. By proposing no more than 140 units spread across 70 duplexes, it is both a reduction in overall unit density but also a different product type than what was previously proposed. This reduction in density was identified as being desirable by City Council.

Additionally, the proposal of duplexes does conform with the Schertz Sector Plan by providing for a type of residential housing that currently does not exist in the area. Additionally, the current proposal accommodates an area for the dedication and construction of the walking trail within the overhead electrical easement, contingent upon LCRA approval, which was desired by staff and City Council has expressed the importance of trails to be constructed with developments at the January 10, 2023 City Council meeting. This proposed trail is identified on the Schertz Transportation Plan-Trails Network

and would ultimately be part of the "Great Northern Trail".

Proposed PDD Design Standards Update from the July 18th and August 1st City Council Meetings :

At the August 1, 2023 City Council meeting, the applicant requested that the item be tabled to the September 5th City Council meeting so they could make revisions to the proposed project. On August 22, the Planning Division received an update Planned Development Design Standards document with revised attachments. The modifications include reducing the overall unit density by 30 units for an overall proposed density of 140 units, reducing the overall duplex count by 15 units, for an overall duplex count of 70 units, requiring all lots to have a minimum side yard setback of 10 feet eliminating the need for the fire wall requirements that were previously proposed. Additionally, the applicant is proposing increased green space and amenities, and a reduction in overall parking based on the decrease in unit counts.

The proposed changes by the applicant are based on previous feedback from the City Council and the residents.

RECOMMENDATION

Staff Recommendation:

The Planning Division, Engineering Department, Public Works Department and Fire Department have all reviewed the proposed The Villas at Bluebonnet Ridge Planned Development District design standards with no objections to the proposed. Staff recommends approval of the proposed zone change to Planned Development District (PDD) as presented with the modifications made by the applicant as presented within this agenda item.

Planning and Zoning Commission Recommendation:

The Schertz Planning and Zoning Commission met on June 14, 2023 and voted to recommend that City Council approve the proposed zone change with corrections to the PDD Design Standards in relation to the Impervious Coverage and the UDC acreage requirement for gated communities by a 5-1 vote with Commissioner Hector with the nay vote.

Attachments

Ord 23 S 14 w attachments

Aerial Exhibit

Public Hearing Notice Map

Public Hearing Responses as of August 25, 2023 at 3:00PM

City Council Presentation Slides

ORDINANCE NO. 23-S-14

AN ORDINANCE BY THE CITY COUNCIL OF THE CITY OF SCHERTZ, TEXAS AUTHORIZING THE OFFICIAL ZONING MAP BY REZONING APPROXIMATELY 25 ACRES OF LAND FROM PRE-DEVELOPMENT DISTRICT (PRE) TO PLANNED DEVELOPMENT DISTRICT (PDD), GENERALLY LOCATED APPROXIMATELY 2,200 FEET SOUTHEAST OF THE INTERSECTION OF COUNTRY CLUB BOULEVARD AND IH-35 ACCESS ROAD, ALSO KNOWN AS A PORTION OF COMAL COUNTY PROPERTY IDENTIFICATION 377261 AND GUADALUPE COUNTY PROPERTY IDENTIFICATION 63833, CITY OF SCHERTZ, COMAL AND GUADLAUPE COUNTY, TEXAS

WHEREAS, an application to rezone approximately 25 acres of land from Pre-Development District (PRE) to Planned Development District (PDD), generally located approximately 2,200 feet southeast of the intersection of Country Club Boulevard and IH-35 access road, and more specifically described in the Exhibit A and Exhibit B attached herein (herein, the "Property") has been filed with the City; and

WHEREAS, the City's Unified Development Code Section 21.5.4.D. provides for certain criteria to be considered by the Planning and Zoning Commission in making recommendations to City Council and by City Council in considering final action on a requested zone change (the "Criteria"); and

WHEREAS, on June 14, 2023, the Planning and Zoning Commission conducted a public hearing and, after considering the Criteria, made a recommendation to City Council to approve with clarifications to the development standards set forth in Exhibit C attached herein (the "Development Standards"); and

WHEREAS, on July 18, 2023, the City Council conducted a public hearing and after considering the Criteria and recommendation by the Planning and Zoning Commission, determined that the requested zoning be approved as provided for herein.

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

Section 1. The Property as shown and more particularly described in the attached Exhibit A and depicted in Exhibit B, is hereby zoned Planned Development District (PDD) as per the attached Exhibit C.

Section 2. The Official Zoning Map of the City of Schertz, described and referred to in Article 2 of the Unified Development Code, shall be revised to reflect the above amendment.

Section 3. The recitals contained in the preamble hereof are hereby found to be true, and such recitals are hereby made a part of this Ordinance for all purposes and are adopted as a part of the judgment and findings of the Council.

Section 4. All ordinances and codes, or parts thereof, which are in conflict or inconsistent with any provision of this Ordinance are hereby repealed to the extent of such conflict, and the provisions of this Ordinance shall be and remain controlling as to the matters resolved herein.

Section 5. This Ordinance shall be construed and enforced in accordance with the laws of the State of Texas and the United States of America.

Section 6. If any provision of this Ordinance or the application thereof to any person or circumstance shall be held to be invalid, the remainder of this Ordinance and the application of such provision to other persons and circumstances shall nevertheless be valid, and the City hereby declares that this Ordinance would have been enacted without such invalid provision.

Section 7. It is officially found, determined, and declared that the meeting at which this Ordinance is adopted was open to the public and public notice of the time, place, and subject matter of the public business to be considered at such meeting, including this Ordinance, was given, all as required by Chapter 551, as amended, Texas Government Code.

Section 8. This Ordinance shall be effective upon the date of final adoption hereof and any publication required by law.

Section 9. This Ordinance shall be cumulative of all other ordinances of the City of Schertz, and this Ordinance shall not operate to repeal or affect any other ordinances of the City of Schertz except insofar as the provisions thereof might be inconsistent or in conflict with the provisions of this Ordinance, in which event such conflicting provisions, if any, are hereby repealed.

PASSED ON FIRST READING, the ____ day of _____ 2023.

PASSED, APPROVED and ADOPTED ON SECOND READING, the ___ day of _____, 2023.

CITY OF SCHERTZ, TEXAS

_____
Ralph Gutierrez, Mayor

ATTEST:

_____
Sheila Edmondson, City Secretary

(city seal)

Exhibit "A"
Subject Property Metes and Bounds

Exhibit "A" Subject Property Metes and Bounds

EXHIBIT "A" – PROPERTY

24.19 acres out of the
Rafael Garza Survey No. 98
Abstract 138
City of Schertz

THE STATE OF TEXAS
COUNTIES OF GUADALUPE AND COMAL

METES AND BOUNDS DESCRIPTION OF A SURVEY OF

24.19 acres out of the Rafael Garza Survey No. 98, Abstract 138, City of Schertz, Guadalupe County and Comal County, Texas, being that 24.1784-acre tract of land described in deed of record in Document Number 2017013553 of the Official Public Records of Guadalupe County, Texas and in deed of record in Document Number 201706029109 of the Official Public Records of Comal County, Texas and being more particularly described by metes and bounds, as surveyed, as follows:

Beginning at an ½" iron bar with a red cap marked "Survey Ass." found set in the ground in the southwest right-of-way line of Columbia, an east corner of a 24.1784-acre tract of land described in deed of record in Document Number 2017013553 of the Official Public Records of Guadalupe County, Texas and in deed of record in Document Number 201706029109 of the Official Public Records of Comal County, Texas and the west corner of Block 16, The Fairways at Scenic Hills, Unit 3A as shown by plat of record in Volume 6 at page 762 of the Plat Records of Guadalupe County, Texas, for an east corner of this tract;

Thence S 14°44'52" W (called S 14°45'10" W) with the east boundary line of said 24.1784-acre tract and a west boundary line of said Block 16 a distance of 267.16 feet (called 267.10 feet) to an ½" iron bar with a yellow cap marked "Reg. No. 5464" set in the ground, a reentrant corner of said 24.1784-acre tract and a corner of said Block 16, for a reentrant corner of this tract;

Thence S 18°44'53" E (called S 18°41'26" E) with a northeast boundary line of said 24.1784-acre tract and a southwest boundary line of said Block 16 a distance of 31.65 feet (called 31.67 feet) to an ½" iron bar with an orange cap marked "SLS RPLS 5142" set in the ground, a corner of said 24.1784-acre tract and a corner of said Block 16, for a corner of this tract;

Thence S 25°24'20" E (called S 25°22'27" E) with a northeast boundary line of said 24.1784-acre tract and a southwest boundary line of said Block 16 a distance of 157.41 feet (called 157.55 feet) to an ½" iron bar with a yellow cap marked "Baker" found set in the ground, a corner of said 24.1784-acre tract and the south corner of said Block 16, for a corner of this tract;

Thence S 36°04'53" E (called S 36°43'13" E) with a northeast boundary line of said 24.1784-

acre tract a distance of 98.98 feet (called 100.40 feet) to an ½" iron bar with an orange cap marked "SLS RPLS 5142" set in the ground in the northwest boundary line of Block 21, The Ridge at Scenic Hills, Unit 1 as shown by plat of record in Volume 6 at page 763 of the Plat Records of Guadalupe County, Texas, the east corner of said 24.1784-acre tract, for the east corner of this tract;

Thence S 52°58'20" W (called S 53°03'32" W) with the southeast boundary line of said 24.1784-acre tract and the southwest boundary lines of said Block 21, and Block 1, Scenic Hills Community, Phase 1 as shown by plat of record in Volume 4 at pages 143-147 of the Plat Records of Guadalupe County, Texas a distance of 1,729.56 feet (called 1,729.56 feet) to an ½" iron bar with an orange cap marked "SLS RPLS 5142" set in the ground in the northeast right-of-way line of Country Club Blvd., the south corner of said 24.1784-acre tract and the west corner of said Block 1, for the south corner of this tract;

Thence N 30°23'09" W (called N 30°21'33" W) with the northeast right-of-way line of Country Club Blvd. and the southwest boundary line of said 24.1784-acre tract a distance of 560.34 feet (called 559.03 feet) to an ½" iron bar with an orange cap marked "SLS RPLS 5142" set in the ground, the west corner of said 24.1784-acre tract and the south corner of Block 14, Fairways at Scenic Hills, Section 2 as shown by plat of record in Volume 6 at page 745 of the Plat Records of Guadalupe County, Texas and Volume 15 at page 86 of the Plat Records of Comal County, Texas, for the west corner of this tract;

Thence N 53°30'56" E (called N 53°32'22" E) with the northwest boundary line of said 24.1784-acre tract and the southeast boundary line of said Block 14 a distance of 935.14 feet (called 935.05 feet) to an ½" iron bar with an orange cap marked "C&B" found set in the ground, a corner of said 24.1784-acre tract and a corner of said Block 14, for a corner of this tract;

Thence N 42°40'11" E (called N 42°37'53" E) with a northwest boundary line of said 24.1784-acre tract and a southeast boundary line of said Block 14 a distance of 348.59 feet (called 348.59 feet) to an ½" iron bar with an orange cap marked "SLS RPLS 5142" set in the ground, a corner of said 24.1784-acre tract and a corner of said Block 14, for a corner of this tract;

Thence N 41°39'37" E (called N 41°31'58" E) with a northwest boundary line of said 24.1784-acre tract and a southeast boundary line of said Block 14 a distance of 363.99 feet (called 364.04 feet) to an ½" iron bar with a yellow cap marked "Baker" found set in the ground, a corner of said 24.1784-acre tract and a corner of said Block 14, for a corner of this tract;

Thence N 56°01'58" E (called N 56°03'18" E) with a northwest boundary line of said 24.1784-acre tract and a southeast boundary line of said Block 14 a distance of 151.27 feet (called 151.28 feet) to an ½" iron bar with an orange cap marked "C&B" found set in the ground in the southwest right-of-way line of Columbia, the north corner of said 24.1784-acre tract and the east corner of said Block 14, for the north corner of this tract;

Exhibit "A" Subject Property Metes and Bounds

Thence S 54°25'16" E (called S 54°20'37" E) with a northeast boundary line of said 24.1784-acre tract a distance of 75.46 feet (called 75.87 feet) to an ½" iron bar with a yellow cap marked "Baker" found set in the ground, a reentrant corner of said 24.1784-acre tract, for a reentrant corner of this tract;

Thence N 44°58'13" E (called N 45°15'45" E) with a northwest boundary line of said 24.1784-acre tract a distance of 18.41 feet (called 18.40 feet) to an ½" iron bar with an orange cap marked "SLS RPLS 5142" set in the ground, in the southwest right-of-way line of Columbia, a north corner of said 24.1784-acre tract, for a north corner of this tract;

Thence S 67°23'54" E (called S 67°27'09" E) with the southwest right-of-way line of Columbia and the northeast boundary line of said 24.1784-acre tract a distance of 180.14 feet (called 180.08 feet) to the point of beginning.

Containing 24.19 acres of land, more or less

The bearings for this survey are based on the Texas State Plane Coordinate System Grid, South Central Zone (4204), North American Datum 1983.

SINCLAIR LAND SURVEYING, INC.

Lemuel T. Sinclair,
Registered Professional Land
Surveyor No. 5142

Exhibit "B"
Subject Property Zoning Exhibit

Exhibit "B" Subject Property Zoning Exhibit

ACREAGE SUMMARY
EXISTING: 24.1784 AC PRE-DEVELOPMENT ZONING
PROPOSED: 24.1784 AC R3 PDD ZONING

NOTE:
NO 100-YR FLOODPLAIN EXISTS ON THE PROPERTY AS DEFINED BY THE COMAL COUNTY, TEXAS COMMUNITY PANEL NUMBER 48187C0090F, AS PREPARED BY THE FEDERAL EMERGENCY MANAGEMENT AGENCY, EFFECTIVE DATE NOVEMBER 2, 2007

Owner/ Developer:
HABI Land,LLC.
7551 Callaghan RD, Suite 103, San Antonio, TX 78229
(210) 683-5158

Applicant:
Eugenio Murillo / HABI Land,LLC.
7551 Callaghan RD, Suite 103, San Antonio, TX 78229
(210) 683-5158

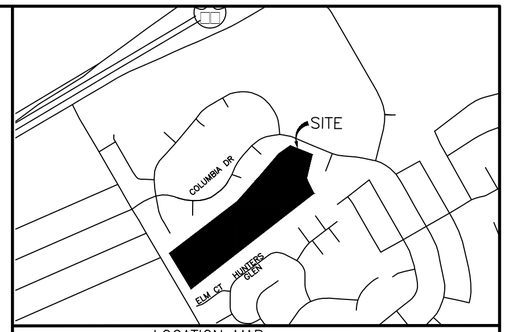
Engineer:
Alejandro R. Gomez, PE / Gomez-Garcia & Associates, Inc.
19230 Stone Oak Pkwy, Suite 302, San Antonio, TX 78258
(210) 639-5193 TBPE #5362

Surveyor:
Lemuel T. Sinclair, RPLS / Sinclair Land Surveying, Inc.
3411 Magic DR, San Antonio, TX 78229
(210) 341-4518 TBPLS #10089000

GOMEZ-GARCIA & ASSOCIATES, INC.
19230 Stone Oak Pkwy, Ste. 302, San Antonio, Tx 78258
(210) 832-9608
TBPE FIRM REGISTRATION #5362

LEGEND

- (1) PROPERTY INFORMATION. SEE TABLE FOR ADDITIONAL INFORMATION
- NOTIFICATION BOUNDARY
- ZONE CHANGE BOUNDARY
- 835 EXISTING CONTOUR LINES



LOCATION MAP

SCALE 1" = 100'
0' 50' 100' 200'

PROPOSED ZONING: R3 PDD
EXISTING ZONING: PRE-DEVELOPMENT

10' WATERLINE EASEMENT (VOL. 1003, PG. 707, O.P.R.G.C.TX.) (VOL. 1126, PG. 6271, O.P.R.G.C.TX.) (VOL. 1276, PG. 603, O.P.R.C.C.TX.) ITEM 10g

100' COMAL POWER CO. ELECTRIC EASEMENT (VOL. 85, PG. 252, D.R.G.C.TX.) ITEM 10h

EXIST. 10' WATER EASEMENT VOL. 1634, PG. 174 REMAINDER 0.2297 ac.

REMAINDER OF 167.758 ac. VOL. 1634 PG. 179

N 41°39'37" E 363.99'
N 42°40'11" E 348.59'
N 53°30'56" E 935.14'
N 56°01'58" E 151.27'
S 54°25'16" E 75.46'
N 44°58'13" E 18.41'
S 67°23'54" E 180.14'
S 14°44'52" W 267.16'
S 25°24'20" E 157.41'
S 36°04'53" E 98.98'
S 52°58'20" W 1729.56'
N 30°23'09" W 560.34'

COMAL COUNTY
GUADALUPE COUNTY

PEBBLE BEACH
TUCKATOE
COLUMBIA
PELICAN HILLS
MAHOGANY BAY
MERION WAY
PORTCHESTER
COUNTRY CLUB BLVD
ELM COURT
HUNTERS GLEN (50' R.O.W.)
PECAN CT.
CYPRESS CT.
CHERRYHURST

ZONE CHANGE EXHIBIT

RAFAEL GARZA SURVEY 24.1784 AC.
ABS#: 138
PREPARED MAY 24, 2023

Exhibit "C"
The Villas at Bluebonnet Ridge
Planned Development District Design Standards

Exhibit "C"

The Villas at Bluebonnet Ridge

A PLANNED DEVELOPMENT DISTRICT

City of Schertz

August 2023

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Exhibits

A. The Villas at Bluebonnet Ridge

B. Amenities, Parks, Entry, Mail Station

C. Parking Exhibit Per Unit

August 2023

Habi Land, LLC.

Authored by: Eugenio Murillo

Habi HOMES

The Villas at Bluebonnet Ridge

140 Unit Development on 24.1784 Acres

Planned Development District. Understanding there may be circumstances in which a development might not be able to adhere to the strict regulations and design standards set forth in the Schertz Unified Development Code (UDC), the UDC established Article 5, and Section 21.5.10, a Planned Development District (PDD), as an alternative approach to conventional land development.

The City of Schertz Unified Development Code as amended will govern development of the property, except for the following statements.

PDD Purpose and Intent. The purpose of PDD regulations is to encourage and promote more creative, innovative, and imaginative land development than would be possible under the regulations found in a typical zoning district. The intent is to allow substantial flexibility in planning, design, and development standards in exchange for greater land values and amenities. Enhanced parkland and open space, preservation of natural resources, pedestrian friendly environment, and deviation from the typical traffic patterns are all a result of this allowed flexibility. It is this intrinsic flexibility, in the form of relief from the normal zoning ordinances, design standards, land use densities, and subdivision regulations, that allows for the definition of uses, densities and standards that will permit the alternative planning associated with a PDD and this development known as The Villas at Bluebonnet Ridge.

The Property. The location of the subject property is directly west of the Scenic Hills Neighborhood and directly east of The Fairways at Scenic Hills as described on *Exhibit A.* The current condition of the property creates a unique opportunity for development. The approximately 24.1784-acre site was previously known as part of the Northcliffe Golf Club.

The property is bound by Country Club Boulevard to the south, Columbia Drive to the North, and existing single-family neighborhoods to the east and west.

Analysis of the property via phase 1 ESA reports, geotechnical reports, and bore samples do not reveal any physical constraints, potential health, or safety hazards. Further evaluation of the tract by the Developer's engineers has confirmed utilities are available and the property's demands can be served.

The Villas at Bluebonnet Ridge (*Exhibit A*) is proposed. Such amenities will include both passive and active areas, as well as concrete pathways and crushed granite walking trails. Multi-purposed walkways and sidewalks will provide links between park areas, open spaces, resident units, and amenities. Amenities provided and shown on *Exhibit B* will include playscapes, pickleball courts, picnic tables, and a neighborhood pavilion. All of which promote a safe and pedestrian friendly environment and overall livable community. Also, Exhibit B will depict the entry gate and landscaping features.

Our current concept plan consists of a gated community with no more than 140 units. These units will be spread across 70 duplexes. Each unit will be between 1,300 sf and 1,400 sf. Every unit will feature 3 bedrooms, 2.5 baths, an eat in kitchen, two living rooms, a laundry room, a covered back patio, a private yard, and a two-car garage. This proposed community will be managed and maintained by The Villas at Bluebonnet Ridge "HOA". The community is designed to enhance the overall neighborhood standards by incorporating 8.52 acres of green space and amenities. This includes multiple private parks, public walking trail contingent upon approval with LCRA to develop within the easement. All of which are outlined in the overall site plan *Exhibit A.*

Parks & Amenities. The development's interior private park and amenities as shown on 0.52 acres, are designed to house a pavilion for birthday parties & special events, a playground for the community, and a concrete walking path. The mail center is designed with a covered pavilion, and additional parking access will be provided on 0.23 acres. In addition to the previously mentioned improvements, the development will also feature a 0.29-acre space for youth sport facilities such as pickleball courts, a 2.73-acre private Picnic/Trail/Community Garden area, and a 4.01 Acre public walking trail contingent upon approval with LCRA to develop within the easement and 0.74 acres between misc. spaces and detention ponds. All the above is shown on *Exhibit A and Exhibit B*

Two-Family Residential District. The intent of the development is to conform with the Two-Family Residential District (R-3) zoning district but to modify the lot depth and lot area as follows. Each lot is comprised of at least 6,525 sf with a minimum depth of 87-feet. Each lot will have a width of at least 75 feet. There will be 70 lots in total. Each area, as shown and identified on *Exhibit A*.

Each lot will have a 10-foot side setback on one side (the 6 corner lots within the development will maintain 15-foot side setback). Each lot will have a 25-foot front setback, and a 20-foot rear setback per the table below. Where residential lots have double frontage, running from one street to another, no access from the rear of the property will be permitted to the street. Only one access point will be permitted from a residential lot, so long as the access is from the front of the lot. All lots with double frontage within that block will have the same restriction and orientation as the lot on either side.

Table 21.5.7.A DIMENSIONAL REQUIREMENTS
RESIDENTIAL ZONING DISTRICTS

		Minimum Lot Size and Dimensions			Minimum Yard Setback (Ft)				Miscellaneous Lot Requirements		
Code	**Zoning District**	**Area Sq. Ft.**	**Width Ft.**	**Depth Ft.**	**Front Ft.**	**Side Ft.**	**Rear Ft.**	**Minimum Off-Street Parking Spaces**	**Max Height Ft.**	**Max Imperv Cover**	**Key**
R-3 Per UDC	**Two-Family Residential District**	9000	75	120	25	10	20	2	35	60%	h,j,k,l, m,o
R-3 (PDD)	**Two-Family Residential District (PDD)**	**6525**	**75**	**87**	25	**10**	20	2	35	60%	h,j,k,l, m

Key:	
h.	**Corner lot shall have minimum 15-foot yard setback from street right-of-way.**
j.	**Site Plan approval required.**
k.	**Swimming pools count toward the maximum impervious cover limitations, unless the swimming pool is equipped with a water overflow device appropriate for such pool, and only if it drains into any pervious surface, in which case the water surface shall be excluded.**
l.	**No variances may be permitted to exceed the maximum impervious cover limitations**
m.	**Refer to Article 14, section 21.14.3 for additional design requirements**
o.	**Side yard setback of 7.5 ft. for R-1, R-2, R-3, R-6, R-7, and MHS continues in effect for all subdivisions vested on the date of adoption of Ordinance No. 11-S-15. → *(Not to be used for The Villas at Bluebonnet Ridge)***

Homeowners Association & Maintenance. City of Schertz UDC Article 8 Section 21.8.1.B.1 stipulates that a Gated Community shall be a minimum of seventy-five (75) acres. The Villas at Bluebonnet Ridge is modifying this UDC requirement to allow the

development of a gated community a minimum of 24 acres. This development will be gated, and a Homeowners Association (HOA) will be established. The entire development both inside and outside of the gates to include irrigation will be maintained by the HOA's maintenance crew. This is to include the maintenance of common areas, all front yards, side yards, and back yards. The HOA's maintenance crew will have access to all back yards via side gates. The HOA will have master keyed locks to allow for access to maintain each unit's backyard. A 6-foot wood fence will be installed along the boundary with The Fairways at Scenic Hills neighborhood. Crushed granite walking trails, concrete pathways, neighborhood amenities, and multi-use paths within the development's common areas will all be maintained by "The Villas at Bluebonnet Ridge HOA" as well.

Architectural Review Committee. The Developer will establish an Architectural Review Committee (ARC) which will be responsible for reviewing and approving construction plans for all residential construction within The Villas at Bluebonnet Ridge. The ARC will consist of members appointed by the Developer until all the property within the Villas at Bluebonnet Ridge has been transferred to an independent third-party purchaser or to the HOA.

Construction of residential and community amenities within the Villas at Bluebonnet Ridge shall first be submitted to the ARC for approval and to verify compliance with the terms, conditions, and obligations of the PDD and deed restrictions. The ARC shall review such contemplated construction and shall, if approved, provide verification in a form acceptable to the City by which the ARC verifies that the plan for the contemplated construction complies with the PDD and associated guidelines.

Site Design Standards. With the exemption of lot sizes, lot area and gated community minimum acreage, this proposed development conforms to the UDC for orderly and unified development of streets, utilities, neighborhood design, public land and facilities. Streets, gates, and lighting will be maintained by the HOA. All public utilities will be maintained by the city with easements to be recorded for access and maintenance as detailed in the utility plan provided to the city.

Parking. According to UDC Section 21.10.4, each 3-bedroom unit within this development is required to have 2 off street parking spaces. As noted, and shown in Exhibit C, each 3 -bedroom unit has two driveway parking spaces in addition to two garage parking space for a total of 4 spaces per unit. In addition to the 560 off street parking spaces allocated across the development, there are an additional 23 parking spaces split between the interior parks and mail station and an additional 76 spaces available on street to use as overflow and guest parking. Total parking spaces available are 659.

Amendments to the Planned Development District (PDD). Any significant future changes from the established Dimensional Requirements for the approved PDD, which alter the concept of the PDD or increase the density, will cause the plan to be re-submitted for approval by the Planning & Zoning Commission and the City Council, including a new public hearing with applicable fees. Minor changes which do not change the concept or intent of the development shall be approved or denied administratively.

Exhibit A

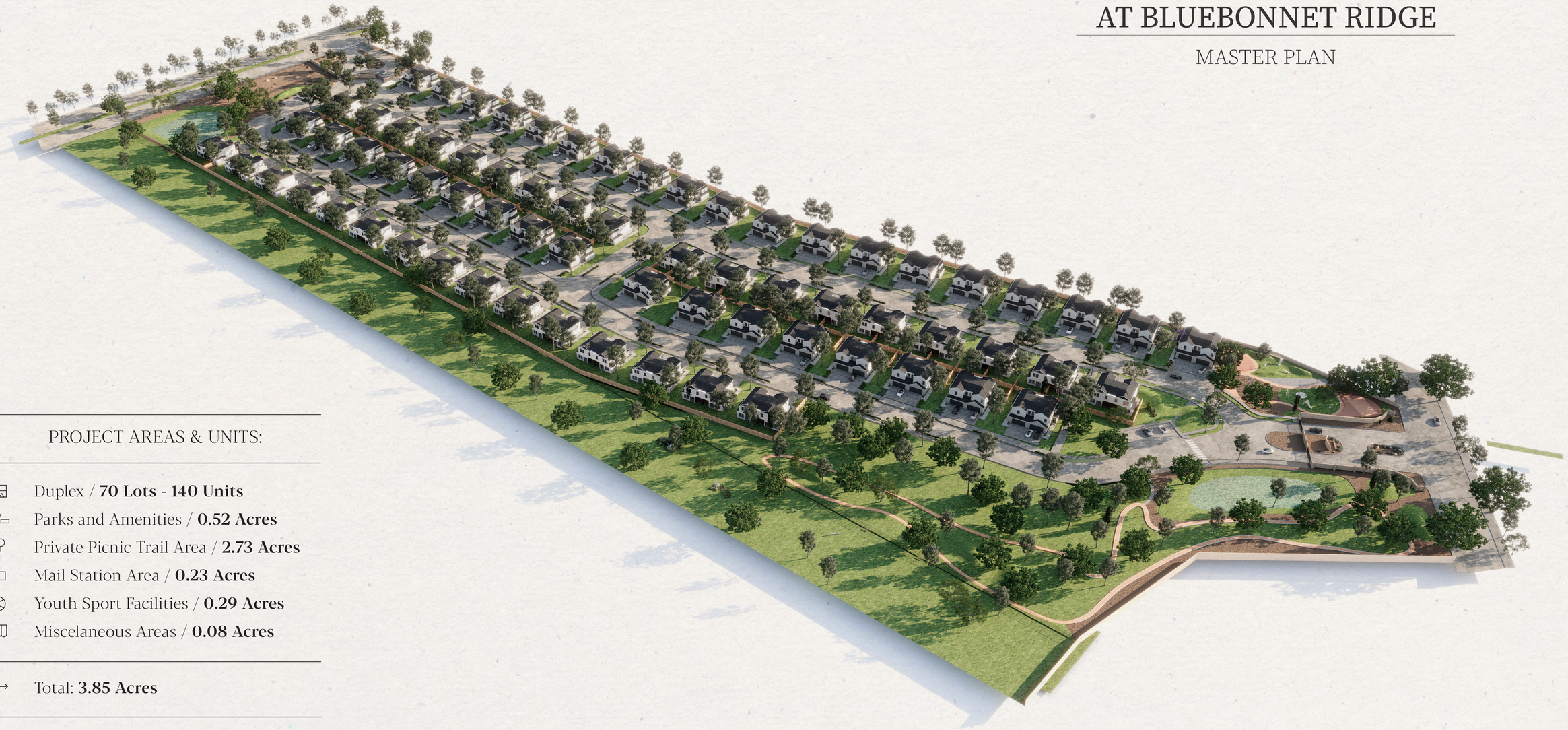
The Villas at Bluebonnet Ridge

Habi
HOMES

The Villas

AT BLUEBONNET RIDGE

MASTER PLAN



PROJECT AREAS & UNITS:

- Duplex / **70 Lots - 140 Units**
- Parks and Amenities / **0.52 Acres**
- Private Picnic Trail Area / **2.73 Acres**
- Mail Station Area / **0.23 Acres**
- Youth Sport Facilities / **0.29 Acres**
- Miscelaneous Areas / **0.08 Acres**

→ Total: **3.85 Acres**

- Detention Ponds / **0.66 Acres**
- Public Trail System / **4.01 Acres**

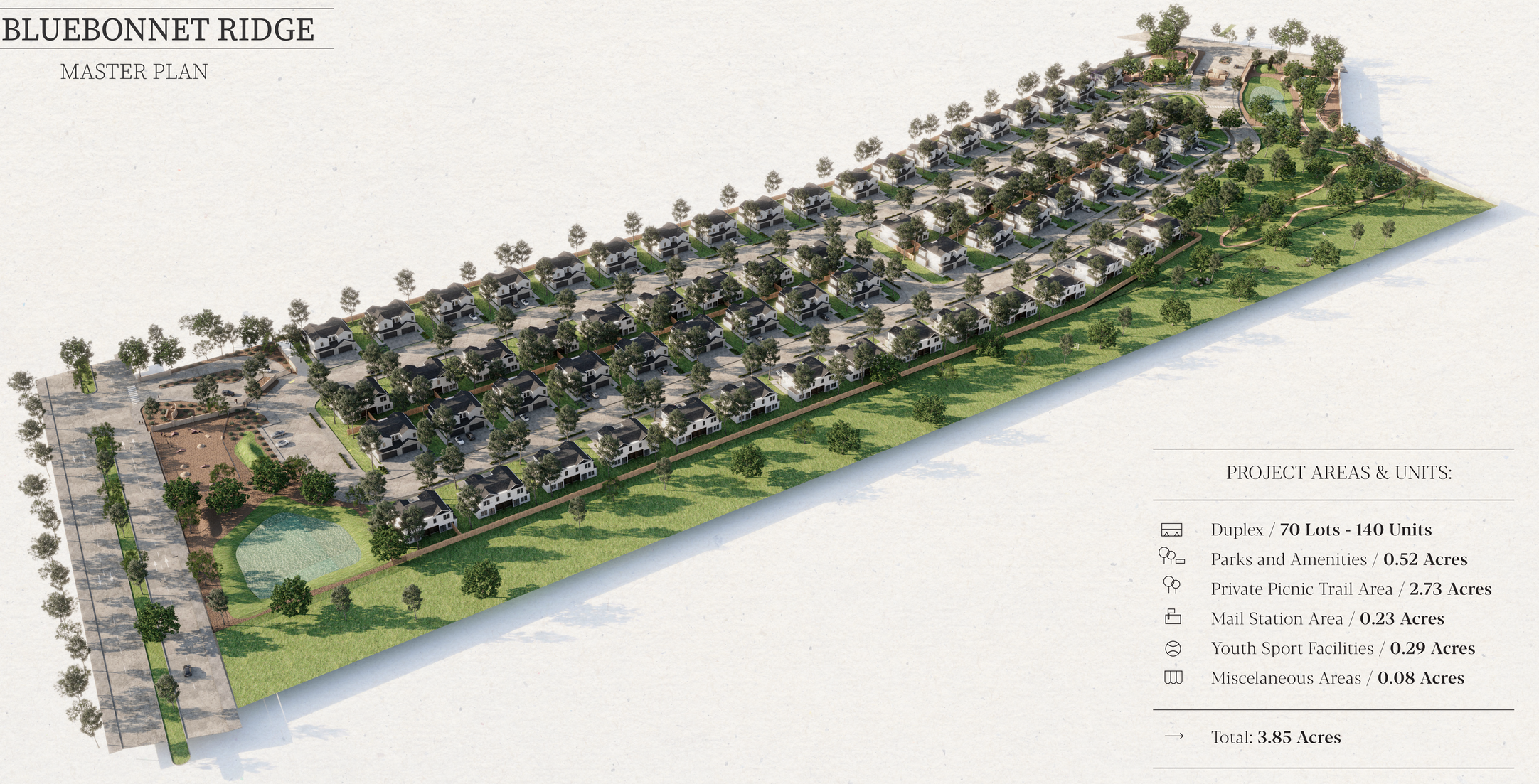
→ Total: **8.52 Acres**

ALL RENDERINGS & ILLUSTRATIONS SHOWN ARE FOR ILLUSTRATION PURPOSE ONLY.

The Villas

AT BLUEBONNET RIDGE

MASTER PLAN



ALL RENDERINGS & ILLUSTRATIONS SHOWN ARE FOR ILLUSTRATION PURPOSE ONLY.

PROJECT AREAS & UNITS:

- Duplex / **70 Lots - 140 Units**
- Parks and Amenities / **0.52 Acres**
- Private Picnic Trail Area / **2.73 Acres**
- Mail Station Area / **0.23 Acres**
- Youth Sport Facilities / **0.29 Acres**
- Miscelaneous Areas / **0.08 Acres**

→ Total: **3.85 Acres**

- Detention Ponds / **0.66 Acres**
- Public Trail System / **4.01 Acres**

→ Total: **8.52 Acres**

Exhibit B

Amenities, Parks, Entry, Mail Station

Habi HOMES

KEY:

1. PRIMARY GATED ACCESS
2. SECONDARY GATED ACCESS (RESIDENTS ONLY)
3. COMMON PAVILION
4. AMENITIES
5. PRIVATE TRAIL & PICNIC AREA
6. PUBLIC TRAIL SYSTEM (DESIGN TBD)
7. POND
8. MAILBOX PAVILION
9. YOUTH SPORT FACILITIES
10. WORKOUT EQUIPMENT

GENERAL INFORMATION:

70 LOTS
140 UNITS
2 STORY BLDGS

PARKING:

76 STREET PARKING
4 OFF STREET PARKING PER UNIT
23 AMENITY PARKING
659 TOTAL PARKING SPOTS

1 GENERAL SITE PLAN
SCALE: 1"=80'-0"

NOT FOR CONSTRUCTION
NOTE: THESE DRAWINGS ARE INCOMPLETE AND MAY NOT BE USED FOR REGULATORY PERMIT, OR CONSTRUCTION

ADELANTUS
ADELANTUS INC
110 E Houston St. 7th Floor, SAN ANTONIO, TEXAS 78205
(210) 832-9926 — (210) 832-9815 FAX
TBAE FIRM REGISTRATION #BR3705

COPYRIGHT 2020 ©
BUILDING DESIGN DRAWINGS AS INSTRUMENTS OF SERVICE ARE AND SHALL REMAIN EXCLUSIVE PROPERTY OF THE ARCHITECT WHETHER THE PROJECT FOR WHICH THEY ARE MADE IS TO BE EXECUTED OR NOT. THEY ARE NOT TO BE USED BY THE OWNER ON OTHER PROJECTS OR EXTENSIONS TO THIS PROJECT EXCEPT BY AGREEMENT IN WRITING FROM THIS ARCHITECT.

OCTAVIO A. VIRAMONTES
ARCHITECT
908 LEMON CV.
SAN ANTONIO, TX.
210.464.8120

The Texas Board of Architectural Examiners has jurisdiction regarding the professional practice of persons registered as Architects in Texas.
TEXAS BOARD OF ARCHITECTURAL EXAMINERS
P.O. BOX 12337 — AUSTIN, TX. 78711-2337
TELEPHONE: 512-305-9000 / FAX: 512-305-8900

M.E.P. | CIVIL
STRUCTURAL | LANDSCAPE

The Villas AT BLUEBONNET RIDGE
Northcliffe
Schertz, TX 78108

REVISIONS

No.	Date	Description

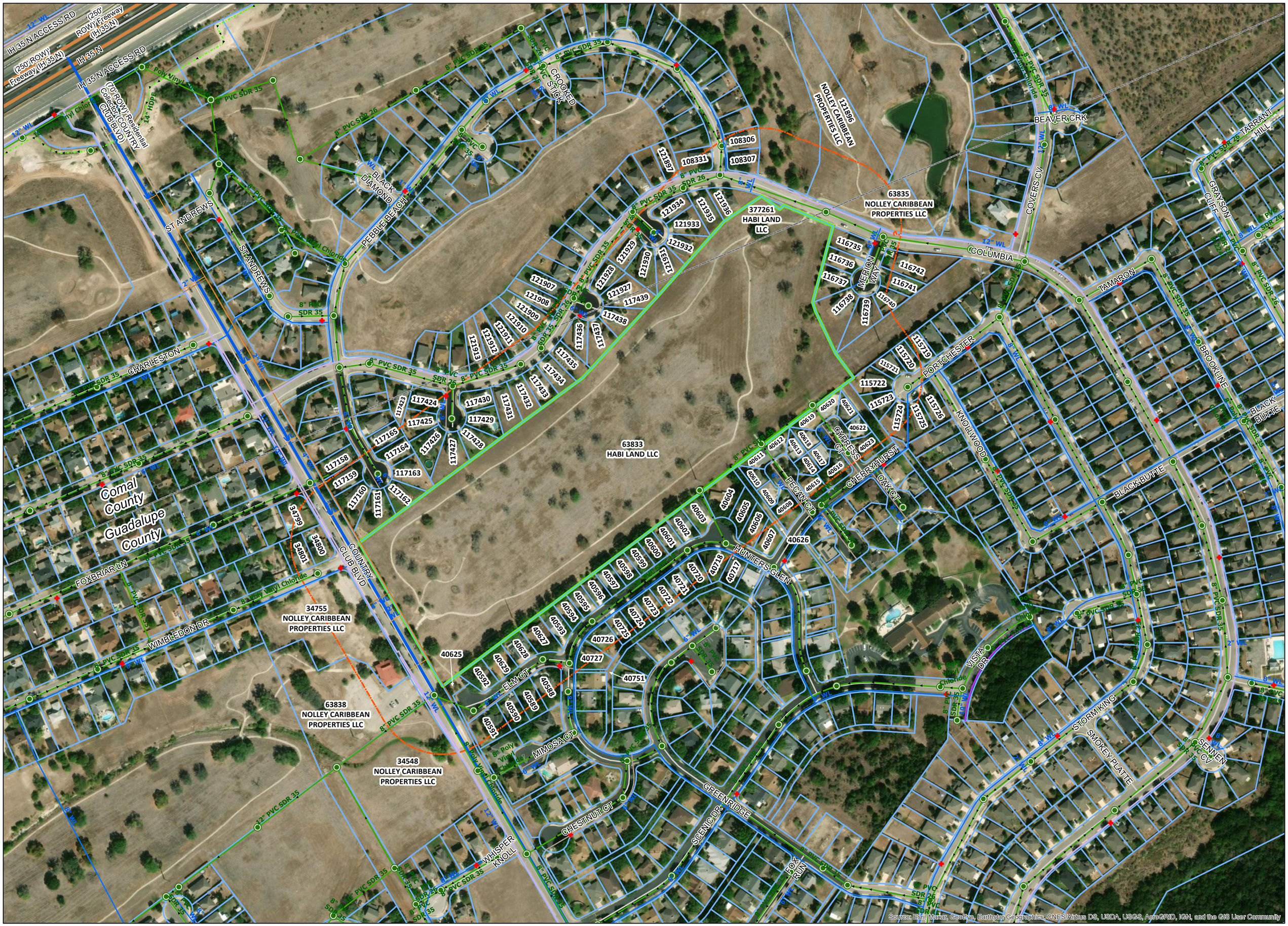
PROJECT # 8129-S
DATE: 04/05/2023
DRAWN: JPV
CHECKED BY: OAV

L0.0
SHEET #

OF SHTS.

Exhibit C

Parking Exhibit Per Unit

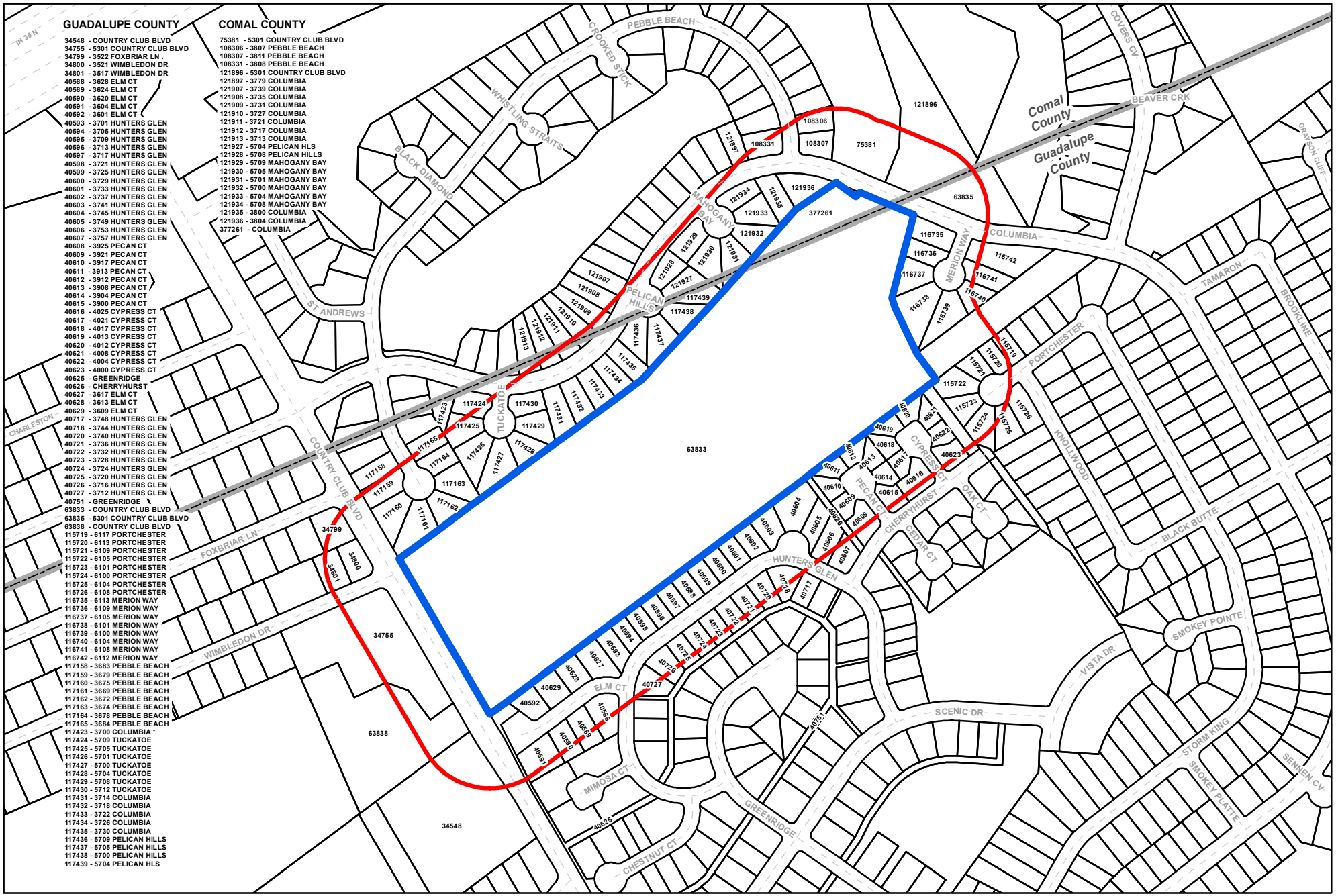


SCHERTZ
COMMUNITY ★ SERVICE ★ OPPORTUNITY

THE VILLAS AT
BLUEBONNET RIDGE
(PLPDD20230093)

- <all other values>
- Highways
- Major Roads
- Minor Roads
- Other Cities
- <all other values>
- Freeway
- Principal Arterial
- Planned Principal Arterial
- Secondary Arterial
- Planned Secondary Arterial
- Secondary Rural Arterial
- Planned Secondary Rural Arterial
- Residential Collector
- Planned Residential Collector
- Commercial Collector B
- Planned Commercial Collector B
- Commercial Collector A
- Planned Commercial Collector A
- 1" 2" 3" 4" 6" 8" 10" 12" 16" 18" 20" 24" 30" 36"
- Schertz Gravity
- Schertz Pressure
- Neighboring Gravity
- Private Pressure
- Hydrant
- Manholes
- 200' Buffer
- Schertz Municipal Boundary
- County Boundaries

1 Inch = 200 Feet
0 100 200 400 600 800 Feet



SCHERTZ
COMMUNITY ★ SERVICE ★ OPPORTUNITY

City of Schertz

The Villas at Bluebonnet Ridge
(PLPDD20230093)

Project Area
200' Buffer
County Boundaries

N
W
E
S

0 200 400 800 1,200 Feet

Last Update: May 24, 2023

City of Schertz GIS Department gis@schertz.com

"The City of Schertz provides this Geographic Information System product "as is" without any express or implied warranty of any kind including but not limited to the implied warranties of merchantability and fitness for a particular purpose. In no event shall The City of Schertz be liable for any special, indirect or consequential damages or any damages whatsoever arising out of or in connection with the use of or performance of these materials. Information published in this product could include technical inaccuracies or typographical errors. Periodical changes may be made and information may be added to the information herein. The City of Schertz may make improvements and/or changes in the product(s) described herein at any time."

SCHERTZ | COMMUNITY SERVICE OPPORTUNITY

PLANNING & COMMUNITY DEVELOPMENT

NOTICE OF PUBLIC HEARING

June 1, 2023

Dear Property Owner,

The Schertz Planning and Zoning Commission will conduct a public hearing on **Wednesday, June 14, 2023,** at **6:00 p.m.** located at the Municipal Complex Council Chambers, 1400 Schertz Parkway, Building #4, Schertz, Texas to consider and make recommendation on the following item:

PLPDD20230093– A request to rezone approximately 25 acres of land from Pre-Development District (PRE) to Planned Development District (PDD), generally located approximately 2,200 feet southeast of the intersection of Country Club Boulevard and IH-35 access road, also known as a portion Comal County Property Identification Number 377261 and Guadalupe County Property Identification 63833, City of Schertz, Comal County and Guadalupe County, Texas.

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Sincerely,

Emily Delgado

Emily Delgado
Planning Manager

Reply Form

I am: in favor of ☐ opposed to ☒ neutral to ☐ the request for **PLPDD20230093**

COMMENTS: _____

NAME CLIFF GRAUMAN (PLEASE PRINT) SIGNATURE _____

STREET ADDRESS: 3608 HILLSIDE SCHERTZ, TX 78108

DATE: 7-28-23

SCHERTZ | COMMUNITY SERVICE OPPORTUNITY

PLANNING & COMMUNITY DEVELOPMENT

NOTICE OF PUBLIC HEARING

June 1, 2023

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Sincerely,

Emily Delgado

Emily Delgado
Planning Manager

Reply Form

I am: in favor of ☐ opposed to ☑ neutral to ☐ the request for **PLPDD20230093**

COMMENTS: _____

NAME: CHRISTOPHER T. McCARLEY (PLEASE PRINT) SIGNATURE: _____

STREET ADDRESS: 3725 HILLSIDE SCHERTZ, TX 78108

DATE: 7/28/2023

SCHERTZ | COMMUNITY SERVICE OPPORTUNITY

PLANNING & COMMUNITY DEVELOPMENT

NOTICE OF PUBLIC HEARING

June 1, 2023

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Sincerely,

Emily Delgado

Emily Delgado
Planning Manager

Reply Form

I am: in favor of ☐ opposed to ☑ neutral to ☐ the request for **PLPDD20230093**

COMMENTS: _____

NAME: James Gibbens SIGNATURE James Gibbens
(PLEASE PRINT)

STREET ADDRESS: 5608 Taylor meadow

DATE: 7/27/2023

SCHERTZ | COMMUNITY SERVICE OPPORTUNITY

PLANNING & COMMUNITY DEVELOPMENT

NOTICE OF PUBLIC HEARING

June 1, 2023

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Sincerely,

Emily Delgado

Emily Delgado
Planning Manager

Reply Form

I am: in favor of ☐ opposed to ■ neutral to ☐ the request for **PLPDD20230093**

COMMENTS: _____

NAME: Larry T. Boutwell (PLEASE PRINT) SIGNATURE: Larry T Boutwell

STREET ADDRESS: 4013 Oak Court

DATE: 7/24/23

SCHERTZ | COMMUNITY SERVICE OPPORTUNITY

PLANNING & COMMUNITY DEVELOPMENT

NOTICE OF PUBLIC HEARING

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Sincerely,

Emily Delgado

Emily Delgado
Planning Manager

Reply Form

I am: in favor of ☐ opposed to [redacted] neutral to ☐ the request for **PLPDD20230093**

COMMENTS: This would cause so many issues not enough space is the main reason.

NAME: Chad Cagle SIGNATURE Chad Cagle
(PLEASE PRINT)

STREET ADDRESS: 5112 storm king schertz tx

DATE: 7/28/23

SCHERTZ | COMMUNITY SERVICE OPPORTUNITY

PLANNING & COMMUNITY DEVELOPMENT

NOTICE OF PUBLIC HEARING

June 1, 2023

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Sincerely,

Emily Delgado

Emily Delgado
Planning Manager

Reply Form

I am: in favor of ☐ opposed to ☑ neutral to ☐ the request for **PLPDD20230093**

COMMENTS: _____

NAME: Kirk Irwin SIGNATURE _____
(PLEASE PRINT)

STREET ADDRESS: 5120 Knollwood Schertz Tx 78108

DATE: July 27 2023

SCHERTZ | COMMUNITY SERVICE OPPORTUNITY

PLANNING & COMMUNITY DEVELOPMENT

NOTICE OF PUBLIC HEARING

June 1. 2023

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Sincerely,

Emily Delgado

Emily Delgado
Planning Manager

Reply Form

I am: in favor of ☐ opposed to ☒ neutral to ☐ the request for **PLPDD20230093**

COMMENTS: JOSEPH BEDCOD

NAME: Joe Bynum SIGNATURE Joe Bynum
(PLEASE PRINT)

STREET ADDRESS: 5124 Kirkhaven

DATE: 7-28-23

SCHERTZ | COMMUNITY SERVICE OPPORTUNITY

PLANNING & COMMUNITY DEVELOPMENT

June 1, 2023

NOTICE OF PUBLIC HEARING

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Sincerely,

Emily Delgado

Emily Delgado
Planning Manager

Reply Form

I am: in favor of ☐ opposed to ☒ neutral to ☐ the request for PLPDD20230093

COMMENTS: _____

NAME: Kevin Hecox (PLEASE PRINT) SIGNATURE Kevin Hecox

STREET ADDRESS: 1220 FM 1518 Schertz TX 78154

DATE: 7/29/23

SCHERTZ | COMMUNITY SERVICE OPPORTUNITY

PLANNING & COMMUNITY DEVELOPMENT

NOTICE OF PUBLIC HEARING

June 1, 2023

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Sincerely,

Emily Delgado

Emily Delgado
Planning Manager

Reply Form

I am: in favor of ☐ opposed to ☑ neutral to ☐ the request for **PLPDD20230093**

COMMENTS: _____

NAME: Vida Linton (PLEASE PRINT) SIGNATURE Vida Linton

STREET ADDRESS: 345 Morning Dr. Schertz

DATE: 7/30/23

June 1, 2023

NOTICE OF PUBLIC HEARING

Dear Property Owner,

The Solveris Planning and Zoning Commission will conduct a public hearing on Wednesday, June 14, 2023, at 6:00 p.m. located at the Municipal Complex Council Chambers, 1400 Solveris Parkway, Building #4, Solveris, Texas to consider and make recommendation on the following item:

PLPDC20230005- A request to rezone approximately 28 acres of land from Pre-Development District (PRE) to Planned Development District (PDD), generally located approximately 2,200 feet southeast of the intersection of Country Club Boulevard and IH-35 access road, also known as a portion Comal County Property Identification Number 377261 and Guadalupe County Property Identification 83603, City of Solveris, Comal County and Guadalupe County, Texas.

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Sincerely,

Emily Delgado

Emily Delgado
Planning Manager

Reply Form

I am IN FAVOR OF ☐ OPPOSED TO ☒ NEUTRAL TO ☐ the request for PLPDC20230005

COMMENTS: _____

NAME: Phillip + Crystal Schreiber (PLEASE PRINT) SIGNATURE: _____

STREET ADDRESS: 3912 Clarice Dr. Solveris TX 7815

DATE: 7/31/23

1400 Solveris Parkway • Solveris, Texas 78154 • (210) 619-1780 • solveris.com

SCHERTZ | COMMUNITY SERVICE OPPORTUNITY

PLANNING & COMMUNITY DEVELOPMENT

NOTICE OF PUBLIC HEARING

June 1, 2023

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Sincerely,

Emily Delgado

Emily Delgado
Planning Manager

Reply Form

I am: in favor of ☐ opposed to ☑ neutral to ☐ the request for **PLPDD20230093**

COMMENTS: _____

NAME: K.A. LANCASTER (PLEASE PRINT) SIGNATURE K A Lancaster

STREET ADDRESS: 3417 SITTERLIN 726

DATE: 7/27/2023

SCHERTZ | COMMUNITY SERVICE OPPORTUNITY

PLANNING & COMMUNITY DEVELOPMENT

NOTICE OF PUBLIC HEARING

June 1, 2023

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Sincerely,

Emily Delgado

Emily Delgado
Planning Manager

Reply Form

I am: in favor of ☒ opposed to ☐ neutral to ☐ the request for **PLPDD20230093**

COMMENTS: _____

NAME: Scenic Hills Comm. Assoc. SIGNATURE _____ president
(PLEASE PRINT)

STREET ADDRESS: 4820 Scenic Drive

DATE: _____

SCHERTZ | COMMUNITY SERVICE OPPORTUNITY

PLANNING & COMMUNITY DEVELOPMENT

NOTICE OF PUBLIC HEARING

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Sincerely,

Emily Delgado

Emily Delgado
Planning Manager

Reply Form

I am: in favor of ☐ opposed to ☒ neutral to ☐ the request for **PLPDD20230093**

COMMENTS: _____

NAME: Madison Young (PLEASE PRINT) SIGNATURE Madison Young

STREET ADDRESS: 3406 Meadow Head Dr

DATE: 7/21/23

SCHERTZ | COMMUNITY SERVICE OPPORTUNITY

PLANNING & COMMUNITY DEVELOPMENT

NOTICE OF PUBLIC HEARING

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PLPDD20230093– A request to rezone approximately 25 acres of land from Pre-Development District (PRE) to Planned Development District (PDD), generally located approximately 2,200 feet southeast of the intersection of Country Club Boulevard and IH-35 access road, also known as a portion Comal County Property Identification Number 377261 and Guadalupe County Property Identification 63833, City of Schertz, Comal County and Guadalupe County, Texas.

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Sincerely,

Emily Delgado

Emily Delgado
Planning Manager

Reply Form

I am: in favor of ☐ opposed to ☑ neutral to ☐ the request for **PLPDD20230093**

COMMENTS: _____

NAME: Dan & Stephanie Haynes (PLEASE PRINT) SIGNATURE Dan Haynes Stephanie

STREET ADDRESS: 3824 Pheasant

DATE: 7/29/2023

SCHERTZ | COMMUNITY SERVICE OPPORTUNITY

PLANNING & COMMUNITY DEVELOPMENT

NOTICE OF PUBLIC HEARING

June 1, 2023

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Sincerely,

Emily Delgado

Emily Delgado
Planning Manager

Reply Form

I am: in favor of ☐ opposed to ☒ neutral to ☐ the request for **PLPDD20230093**

COMMENTS: _____

NAME: Colby White SIGNATURE Colby White
(PLEASE PRINT)

STREET ADDRESS: 3816 Pheasant

DATE: 7/28/23

SCHERTZ | COMMUNITY SERVICE OPPORTUNITY

PLANNING & COMMUNITY DEVELOPMENT

NOTICE OF PUBLIC HEARING

June 1, 2023

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Sincerely,

Emily Delgado

Emily Delgado
Planning Manager

Reply Form

I am: in favor of ☐ opposed to ☑ neutral to ☐ the request for **PLPDD20230093**

COMMENTS: _____

NAME: Morgan Seabert/Gregory Boyce (PLEASE PRINT) SIGNATURE _____

STREET ADDRESS: 36009 Storm Ridge, Schertz TX, 78108

DATE: 7/30/23

SCHERTZ | COMMUNITY SERVICE OPPORTUNITY

PLANNING & COMMUNITY DEVELOPMENT

NOTICE OF PUBLIC HEARING

June 1, 2023

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Sincerely,

Emily Delgado

Emily Delgado
Planning Manager

Reply Form

I am: in favor of ☐ opposed to ☑ neutral to ☐ the request for PLPDD20230093

COMMENTS: Too much traffic

NAME: STEVEN McGAUGH SIGNATURE S.L. McGaugh
(PLEASE PRINT)

STREET ADDRESS: 4000 Cypress Ct

DATE: 7/25/2023

SCHERTZ | COMMUNITY SERVICE OPPORTUNITY

PLANNING & COMMUNITY DEVELOPMENT

NOTICE OF PUBLIC HEARING

June 1, 2023

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Sincerely,

Emily Delgado

Emily Delgado
Planning Manager

Reply Form

I am: in favor of ☑ opposed to ☐ neutral to ☐ the request for **PLPDD20230093**

COMMENTS: _____

NAME: MARTIN S. RIOS (PLEASE PRINT) SIGNATURE Martin S Rios

STREET ADDRESS: 4004 CYPRESS CUT

DATE: 27 July 2023

SCHERTZ | COMMUNITY SERVICE OPPORTUNITY

PLANNING & COMMUNITY DEVELOPMENT

NOTICE OF PUBLIC HEARING

June 1, 2023

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Sincerely,

Emily Delgado

Emily Delgado
Planning Manager

Reply Form

I am: in favor of ☑ opposed to ☐ neutral to ☐ the request for **PLPDD20230093**

COMMENTS: _____

NAME: JOHN MABIN SIGNATURE _____
(PLEASE PRINT)

STREET ADDRESS: 4008 Cypress Ct.

DATE: 7/27/23

SCHERTZ | COMMUNITY SERVICE OPPORTUNITY

PLANNING & COMMUNITY DEVELOPMENT

NOTICE OF PUBLIC HEARING

June 1, 2023

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Sincerely,

Emily Delgado

Emily Delgado
Planning Manager

Reply Form

I am: in favor of ☒ opposed to ☐ neutral to ☐ the request for **PLPDD20230093**

COMMENTS: _____

NAME: ROGER LASALLE (PLEASE PRINT) SIGNATURE Roger LaSalle

STREET ADDRESS: 4012 CYPRESS CT

DATE: 7/6/2023

SCHERTZ | COMMUNITY SERVICE OPPORTUNITY

PLANNING & COMMUNITY DEVELOPMENT

NOTICE OF PUBLIC HEARING

June 1, 2023

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Sincerely,

Emily Delgado

Emily Delgado
Planning Manager

Reply Form

I am: in favor of ☐ opposed to ☑ neutral to ☐ the request for PLPDD20230093

COMMENTS: given invalid info; changing vote

NAME: Mary E Berg (PLEASE PRINT) SIGNATURE Mary E Berg

STREET ADDRESS: 4013 Cypress Court

DATE: 28 JUL 2023

SCHERTZ | COMMUNITY SERVICE OPPORTUNITY

PLANNING & COMMUNITY DEVELOPMENT

NOTICE OF PUBLIC HEARING

June 1, 2023

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Sincerely,

Emily Delgado

Emily Delgado
Planning Manager

Reply Form

I am: in favor of ☑ opposed to ☐ neutral to ☐ the request for **PLPDD20230093**

COMMENTS: Please revise my earlier reply

NAME: Mary E. "Betsy" Berg (PLEASE PRINT) SIGNATURE Mary E Berg

STREET ADDRESS: 4013 Cypress Court

DATE: 13 JUL 2023

SCHERTZ | COMMUNITY SERVICE OPPORTUNITY

PLANNING & COMMUNITY DEVELOPMENT

NOTICE OF PUBLIC HEARING

June 1, 2023

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Sincerely,

Emily Delgado

Emily Delgado
Planning Manager

Reply Form

I am: in favor of ☐ opposed to ☒. neutral to ☐ the request for **PLPDD20230093**

COMMENTS: _____

NAME: Mary E Berg (PLEASE PRINT) SIGNATURE _____

STREET ADDRESS: 4013 Cypress Court

DATE: 12 JUN 2023

SCHERTZ | COMMUNITY SERVICE OPPORTUNITY

PLANNING & COMMUNITY DEVELOPMENT

NOTICE OF PUBLIC HEARING

June 1, 2023

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Sincerely,

Emily Delgado

Emily Delgado
Planning Manager

Reply Form

I am: in favor of ☑ opposed to ☐ neutral to ☐ the request for **PLPDD20230093**

COMMENTS: _____

NAME: Troy Avery (PLEASE PRINT) SIGNATURE _____

STREET ADDRESS: 4017 Cypress Ct

DATE: 7-18-23

SCHERTZ | COMMUNITY SERVICE OPPORTUNITY

PLANNING & COMMUNITY DEVELOPMENT

NOTICE OF PUBLIC HEARING

June 1, 2023

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Sincerely,

Emily Delgado

Emily Delgado
Planning Manager

Reply Form

I am: in favor of ☒ opposed to ☐ neutral to ☐ the request for **PLPDD20230093**

COMMENTS: _____

NAME: LYNN WITTE SIGNATURE Lynn Witte
(PLEASE PRINT)

STREET ADDRESS: 4025 CYPRESS CT

DATE: JULY 31-2023

SCHERTZ | COMMUNITY SERVICE OPPORTUNITY

PLANNING & COMMUNITY DEVELOPMENT

NOTICE OF PUBLIC HEARING

June 1, 2023

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Emily Delgado

Emily Delgado
Planning Manager

Reply Form

I am: in favor of ☐ opposed to ☒ neutral to ☐ the request for **PLPDD20230093**

COMMENTS: _____

NAME: LYNN & JUDYJANE WITTE (PLEASE PRINT) SIGNATURE Lynn Witte Judyjane Witte

STREET ADDRESS: 4025 CYPRESS CT

DATE: JUNE 12, 2023

SCHERTZ | COMMUNITY SERVICE OPPORTUNITY

PLANNING & COMMUNITY DEVELOPMENT

NOTICE OF PUBLIC HEARING

June 1, 2023

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Sincerely,

Emily Delgado

Emily Delgado
Planning Manager

Reply Form

I am: in favor of ☐ opposed to ☑ neutral to ☐ the request for **PLPDD20230093**

COMMENTS: _____

NAME: William M Zvlaica (PLEASE PRINT) SIGNATURE _____

STREET ADDRESS: 5700 Pelican Hts, Schertz, TX 78108

DATE: 6/27/23

SCHERTZ | COMMUNITY SERVICE OPPORTUNITY

PLANNING & COMMUNITY DEVELOPMENT

NOTICE OF PUBLIC HEARING

June 1, 2023

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Emily Delgado

Emily Delgado
Planning Manager

Reply Form

I am: in favor of ☐ opposed to ☑ neutral to ☐ the request for **PLPDD20230093**

COMMENTS: _____

NAME: Joe Goodpasture (PLEASE PRINT) SIGNATURE Joe Goodpasture

STREET ADDRESS: 5704 Pelican Hill,

DATE: 6/26/2023

SCHERTZ | COMMUNITY SERVICE OPPORTUNITY

PLANNING & COMMUNITY DEVELOPMENT

NOTICE OF PUBLIC HEARING

June 1, 2023

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Sincerely,

Emily Delgado

Emily Delgado
Planning Manager

Reply Form

I am: in favor of ☐ opposed to ☒ neutral to ☐ the request for **PLPDD20230093**

COMMENTS: _____

NAME: GERALD L. NATAUSHAN (PLEASE PRINT) SIGNATURE _____

STREET ADDRESS: 6705 PELICAN HILLS

DATE: 26 JUNE 23

SCHERTZ | COMMUNITY SERVICE OPPORTUNITY

PLANNING & COMMUNITY DEVELOPMENT

NOTICE OF PUBLIC HEARING

June 1, 2023

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Sincerely,

Emily Delgado

Emily Delgado
Planning Manager

Reply Form

I am: in favor of ☐ opposed to ☒ neutral to ☐ the request for **PLPDD20230093**

COMMENTS: _____

NAME: GERALD L. NAVA ROMAN SIGNATURE _____
(PLEASE PRINT)

STREET ADDRESS: 5705 PELICAN HILLS, SCHERTZ, TX

DATE: 14 JUN 2023

SCHERTZ | COMMUNITY SERVICE OPPORTUNITY

PLANNING & COMMUNITY DEVELOPMENT

NOTICE OF PUBLIC HEARING

June 1, 2023

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Sincerely,

Emily Delgado

Emily Delgado
Planning Manager

Reply Form

I am: in favor of ☐ opposed to ☑ neutral to ☐ the request for **PLPDD20230093**

COMMENTS: _____

NAME: Thomas Hollingsworth (PLEASE PRINT) SIGNATURE Thomas Hollingsworth

STREET ADDRESS: 5708 Pelican Hills Schertz, TX 78108

DATE: 7/23/2023

SCHERTZ | COMMUNITY SERVICE OPPORTUNITY

PLANNING & COMMUNITY DEVELOPMENT

NOTICE OF PUBLIC HEARING

June 1, 2023

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Sincerely,

Emily Delgado

Emily Delgado
Planning Manager

Reply Form

I am: in favor of ☐ opposed to ☒ neutral to ☐ the request for **PLPDD20230093**

COMMENTS: _____

NAME: DEWEY HARMONS (PLEASE PRINT) SIGNATURE Dewey Harmons

STREET ADDRESS: 5709 PELICAN HLS

DATE: 6-25-23

SCHERTZ | COMMUNITY SERVICE OPPORTUNITY

PLANNING & COMMUNITY DEVELOPMENT

NOTICE OF PUBLIC HEARING

June 1, 2023

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Sincerely,

Emily Delgado

Emily Delgado
Planning Manager

Reply Form

I am: in favor of ☒ opposed to ☐ neutral to ☐ the request for **PLPDD20230093**

COMMENTS: _____

NAME: Laurie J. Hale SIGNATURE Laurie J. Hale
(PLEASE PRINT)

STREET ADDRESS: 3900 Pecan Ct. Schertz, TX 78108

DATE: 07/13/2023

SCHERTZ | COMMUNITY SERVICE OPPORTUNITY

PLANNING & COMMUNITY DEVELOPMENT

NOTICE OF PUBLIC HEARING

June 1, 2023

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Sincerely,

Emily Delgado

Emily Delgado
Planning Manager

Reply Form

I am: in favor of ☑ opposed to ☐ neutral to ☐ the request for **PLPDD20230093**

COMMENTS: _____

NAME: Martin Zamzow SIGNATURE Martin Zamzow
(PLEASE PRINT)

STREET ADDRESS: 3912 Pecan Court

DATE: 7/14/23

SCHERTZ | COMMUNITY SERVICE OPPORTUNITY

PLANNING & COMMUNITY DEVELOPMENT

NOTICE OF PUBLIC HEARING

June 1, 2023

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Sincerely,

Emily Delgado

Emily Delgado
Planning Manager

Reply Form

I am: in favor of ☐ opposed to ☒ neutral to ☐ the request for **PLPDD20230093**

COMMENTS: Home owner dwellings OK, Rental apartments NO

NAME: Martin Zamzow (PLEASE PRINT) SIGNATURE Martin Zamzow

STREET ADDRESS: 3912 Pecan Court (lot 20617)

DATE: 6-6-23

SCHERTZ | COMMUNITY SERVICE OPPORTUNITY

PLANNING & COMMUNITY DEVELOPMENT

NOTICE OF PUBLIC HEARING

June 1, 2023

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Sincerely,

Emily Delgado

Emily Delgado
Planning Manager

Reply Form

I am: in favor of ☒ opposed to ☐ neutral to ☐ the request for **PLPDD20230093**

COMMENTS: _____

NAME: Richard + Susan Perry (PLEASE PRINT) SIGNATURE Susan K. Perry
Richard L Perry

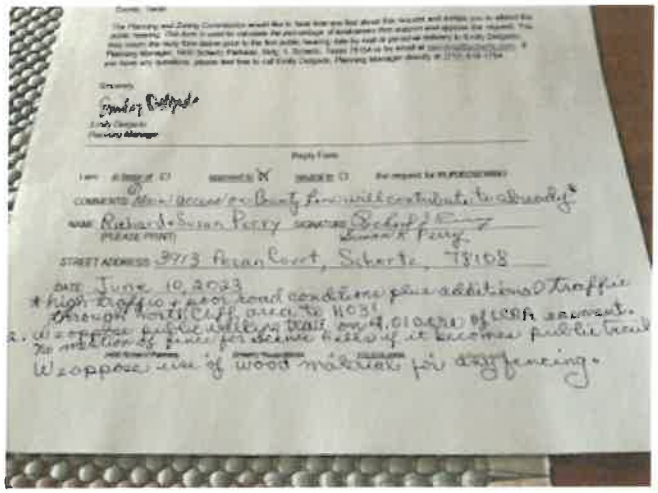
STREET ADDRESS: 3913 Pecan Court, Schertz 78108

DATE: July 14, 2023

Emily Delgado

From: SUSAN PERRY
Sent: Friday, June 9, 2023 5:54 PM
To: planning@schertz.com
Subject: Reply to Notice of Public Meeting

ATTN: Emily Delgado
Attached is our Reply Form in opposition to PLPDD20230093


Reply Form

I am in favor ☐ opposed ☒ neutral ☐ to the request for PLPDD20230093

COMMENTS We oppose due to Beitz Ln will contribute to already high traffic & poor road conditions plus additional traffic through Northcliff area to 1031

NAME Richard & Susan Perry SIGNATURE Richard Perry Susan K Perry
(PLEASE PRINT)

STREET ADDRESS 3913 Pecan Court, Schertz, TX 78108

DATE June 10, 2023

2. We oppose the rezoning request on 4.010 acres of land to allow for future utility trailer parking for business based on it becomes public traffic

We oppose use of wood materials for dog fencing.

We are currently traveling in Idaho.
Richard and Susan Perry
3913 Pecan Court
Schertz, TX 78108

Sent from my iPad Susan 😉😇

SCHERTZ | COMMUNITY SERVICE OPPORTUNITY

PLANNING & COMMUNITY DEVELOPMENT

NOTICE OF PUBLIC HEARING

June 1, 2023

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Sincerely,

Emily Delgado

Emily Delgado
Planning Manager

Reply Form

I am: in favor of ☐ opposed to ☒ neutral to ☐ the request for **PLPDD20230093**

COMMENTS: Not wanting Rental Units.

NAME: Pamela Mihrlips (PLEASE PRINT) SIGNATURE

STREET ADDRESS: 3701 Hunters Glen, Schertz, TX 78701

DATE: 7/12/2023

SCHERTZ | COMMUNITY SERVICE OPPORTUNITY

PLANNING & COMMUNITY DEVELOPMENT

NOTICE OF PUBLIC HEARING

June 1, 2023

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Sincerely,

Emily Delgado

Emily Delgado
Planning Manager

Reply Form

I am: in favor of ☐ opposed to ☒ neutral to ☐ the request for **PLPDD20230093**

COMMENTS: _____

NAME: Pamela Hinrichs SIGNATURE _____
(PLEASE PRINT)

STREET ADDRESS: 3701 Hunters Glen

DATE: 7/17/23

SCHERTZ | COMMUNITY SERVICE OPPORTUNITY

PLANNING & COMMUNITY DEVELOPMENT

NOTICE OF PUBLIC HEARING

June 1, 2023

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Sincerely,

Emily Delgado

Emily Delgado
Planning Manager

Reply Form

I am: in favor of ☑ opposed to ☐ neutral to ☐ the request for **PLPDD20230093**

COMMENTS: _____

NAME: ALAN MCGOWEN SIGNATURE _____
(PLEASE PRINT)

STREET ADDRESS: 3705 HUNTERS GLEN

DATE: 7/5/2023

SCHERTZ | COMMUNITY SERVICE OPPORTUNITY

PLANNING & COMMUNITY DEVELOPMENT

NOTICE OF PUBLIC HEARING

June 1, 2023

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Sincerely,

Emily Delgado

Emily Delgado
Planning Manager

Reply Form

I am: in favor of ☐ opposed to ☒ neutral to ☐ the request for **PLPDD20230093**

COMMENTS: _____

NAME: Bonnie M. Iler (PLEASE PRINT) SIGNATURE: [signature]

STREET ADDRESS: 3709 Hunters Glen

DATE: 2/29/23

Reply Form

I am: in favor of ☒ opposed to ☐ neutral to ☐ the request for **PLPDD2023009**

COMMENTS: _____

NAME: Bonnie Miller (PLEASE PRINT) SIGNATURE _____

STREET ADDRESS: 3709 Hunters Glen Dr.

DATE: 6/5/23

SCHERTZ | COMMUNITY SERVICE OPPORTUNITY

PLANNING & COMMUNITY DEVELOPMENT

NOTICE OF PUBLIC HEARING

June 1, 2023

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Sincerely,

Emily Delgado

Emily Delgado
Planning Manager

Reply Form

I am: in favor of ☒ opposed to ☐ neutral to ☐ the request for **PLPDD20230093**

COMMENTS: _____

NAME: Margaret Igel (PLEASE PRINT) SIGNATURE Margaret Igel

STREET ADDRESS: 3712 Hunter Glen

DATE: 7/14/23

SCHERTZ | COMMUNITY SERVICE OPPORTUNITY

PLANNING & COMMUNITY DEVELOPMENT

NOTICE OF PUBLIC HEARING

June 1, 2023

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Sincerely,

Emily Delgado

Emily Delgado
Planning Manager

Reply Form

I am: in favor of ☐ opposed to ☒ neutral to ☐ the request for **PLPDD20230093**

COMMENTS: Needs to be 55+ if rental units - one level - these would sell with mort interests rates - 55+ buyers pay cash!!

NAME: Margaret Igel (PLEASE PRINT) SIGNATURE Margaret Igel

STREET ADDRESS: 3712 Hunters Gln -

DATE: 6-6-23

SCHERTZ | COMMUNITY SERVICE OPPORTUNITY

PLANNING & COMMUNITY DEVELOPMENT

NOTICE OF PUBLIC HEARING

August 12, 2022

Dear Property Owner,

The Schertz Planning and Zoning Commission will conduct a public hearing on **Wednesday, August 24, 2022**, at **6:00 p.m.** located at the Municipal Complex Council Chambers, 1400 Schertz Parkway, Building #4, Schertz, Texas to consider and make recommendation on the following item:

PLPDD20220095 – A request to rezone approximately 25 acres of land from Pre-Development District (PRE) to Planned Development District (PDD), generally located approximately 2,200 feet southeast of the intersection of Country Club Boulevard and IH-35 access road, also known as a portion Comal County Property Identification Number 377261 and Guadalupe County Property Identification 63833, City of Schertz, Comal County and Guadalupe County, Texas.

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Sincerely,

Megan Harrison
Planner

Reply Form

I am: in favor of ☒ opposed to ☐ neutral to ☐ the request for **PLPDD20220095**

COMMENTS: _____

NAME: Othann Warner (PLEASE PRINT) SIGNATURE Othann Warner

Othann Warner
3717 Hunters Gln
Schertz, TX 78108

STREET ADDRESS: _____

DATE: 7-16-23

SCHERTZ | COMMUNITY SERVICE OPPORTUNITY

PLANNING & COMMUNITY DEVELOPMENT

NOTICE OF PUBLIC HEARING

June 1, 2023

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Sincerely,

Emily Delgado

Emily Delgado
Planning Manager

Reply Form

I am: in favor of ☐ opposed to ☒ neutral to ☐ the request for **PLPDD20230093**

COMMENTS: _____

NAME: OTHANN WARNER (PLEASE PRINT) SIGNATURE Othann Warner

STREET ADDRESS: 3717 Hunters Glen Schertz, TX 78108

DATE: 6-12-23

SCHERTZ | COMMUNITY SERVICE OPPORTUNITY

PLANNING & COMMUNITY DEVELOPMENT

NOTICE OF PUBLIC HEARING

June 1, 2023

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Sincerely,

Emily Delgado

Emily Delgado
Planning Manager

Reply Form

I am: in favor of ☒ opposed to ☐ neutral to ☐ the request for **PLPDD20230093**

COMMENTS: _____

NAME: DONNA Ireland SIGNATURE Donna Y Ireland
(PLEASE PRINT)

STREET ADDRESS: 3720 Hunters Glen

DATE: 7-13-23

SCHERTZ | COMMUNITY SERVICE OPPORTUNITY

PLANNING & COMMUNITY DEVELOPMENT

NOTICE OF PUBLIC HEARING

June 1, 2023

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Sincerely,

Emily Delgado

Emily Delgado
Planning Manager

Reply Form

I am: in favor of ☒ opposed to ☐ neutral to ☐ the request for **PLPDD20230093**

COMMENTS: _____

NAME: GEORGE H. MAURER (PLEASE PRINT) SIGNATURE George H Maurer

STREET ADDRESS: 3721 HUNTERS GLN SCHERTZ, TX 78108

DATE: 7/6/23

SCHERTZ | COMMUNITY SERVICE OPPORTUNITY

PLANNING & COMMUNITY DEVELOPMENT

NOTICE OF PUBLIC HEARING

June 1, 2023

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Sincerely,

Emily Delgado

Emily Delgado
Planning Manager

Reply Form

I am: in favor of ☐ opposed to ☐ neutral to ☒ the request for **PLPDD20230093**

COMMENTS: Don't have enough info to make an informed decision

NAME: Ruth Radcliffe SIGNATURE Ruth Radcliffe
(PLEASE PRINT)

STREET ADDRESS: 3724 Hunters Glen, Schertz TX 78108

DATE: 06/14/23

SCHERTZ | COMMUNITY SERVICE OPPORTUNITY

PLANNING & COMMUNITY DEVELOPMENT

NOTICE OF PUBLIC HEARING

June 1, 2023

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Sincerely,

Emily Delgado

Emily Delgado
Planning Manager

Reply Form

I am: in favor of ☑ opposed to ☐ neutral to ☐ the request for **PLPDD20230093**

COMMENTS: _____

NAME: CHARLES JENKINS SIGNATURE _____
(PLEASE PRINT)

STREET ADDRESS: 3729 Hunters Glen

DATE: 7/7/23

SCHERTZ | COMMUNITY SERVICE OPPORTUNITY

PLANNING & COMMUNITY DEVELOPMENT

NOTICE OF PUBLIC HEARING

June 1, 2023

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Sincerely,

Emily Delgado

Emily Delgado
Planning Manager

Reply Form

I am: in favor of ☑ opposed to ☐ neutral to ☐ the request for **PLPDD20230093**

COMMENTS: _____

NAME: STANLEY R MOORE SIGNATURE _____
(PLEASE PRINT)

STREET ADDRESS: 3732 HUNTERS GLEN, SCHERTZ, 78108

DATE: _____

SCHERTZ | COMMUNITY SERVICE OPPORTUNITY

PLANNING & COMMUNITY DEVELOPMENT

NOTICE OF PUBLIC HEARING

June 1, 2023

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Sincerely,

Emily Delgado

Emily Delgado
Planning Manager

Reply Form

I am: in favor of ☒ opposed to ☐ neutral to ☐ the request for **PLPDD20230093**

COMMENTS: _____

NAME: PHILIP BERG (PLEASE PRINT) SIGNATURE Philip Berg

STREET ADDRESS: 3740 HUNTERS GLEN, SCHERTZ, TX

DATE: 14 JUL 2023

SCHERTZ | COMMUNITY SERVICE OPPORTUNITY

PLANNING & COMMUNITY DEVELOPMENT

NOTICE OF PUBLIC HEARING

June 1, 2023

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Sincerely,

Emily Delgado

Emily Delgado
Planning Manager

Reply Form

I am: in favor of ☐ opposed to ☒ neutral to ☐ the request for **PLPDD20230093**

COMMENTS: ZONING SHOULD BE SINGLE FAMILY HOMES; SAME AS SURROUNDING AREA.

NAME: PHILIP BERG (PLEASE PRINT) SIGNATURE Philip Berg

STREET ADDRESS: 3740 HUNTERS GLEN, SCHERTZ, TX 78108

DATE: 11 JUNE 2023

SCHERTZ | COMMUNITY SERVICE OPPORTUNITY

PLANNING & COMMUNITY DEVELOPMENT

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June 1, 2023

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Sincerely,

Emily Delgado

Emily Delgado
Planning Manager

Reply Form

I am: in favor of ☑ opposed to ☐ neutral to ☐ the request for **PLPDD20230093**

COMMENTS: _____

NAME: Tommy Knight (PLEASE PRINT) SIGNATURE Tommy Knight

STREET ADDRESS: 374 ~~Scenic Hills~~ Ventas Glen

DATE: 6/28/23

SCHERTZ | COMMUNITY SERVICE OPPORTUNITY

PLANNING & COMMUNITY DEVELOPMENT

NOTICE OF PUBLIC HEARING

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Sincerely,

Emily Delgado

Emily Delgado
Planning Manager

Reply Form

I am: in favor of ☐ opposed to ☒ neutral to ☐ the request for **PLPDD20230093**

COMMENTS: _____

NAME: TOMMY & JENNIFER KNIGHT (PLEASE PRINT) SIGNATURE Tommy Knight

STREET ADDRESS: 3741 HUNTERS GLEN

DATE: 6/6/2023

SCHERTZ | COMMUNITY SERVICE OPPORTUNITY

PLANNING & COMMUNITY DEVELOPMENT

NOTICE OF PUBLIC HEARING

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Emily Delgado
Planning Manager

Reply Form

I am: in favor of ☒ opposed to ☐ neutral to ☐ the request for **PLPDD20230093**

COMMENTS: _____

NAME: Sharon Clancy (PLEASE PRINT) SIGNATURE Sharon K Clancy

STREET ADDRESS: 3744 Hunters Glen Schertz TX 78154

DATE: 7/16/23

SCHERTZ | COMMUNITY SERVICE OPPORTUNITY

PLANNING & COMMUNITY DEVELOPMENT

NOTICE OF PUBLIC HEARING

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Sincerely,

Emily Delgado

Emily Delgado
Planning Manager

Reply Form

I am: in favor of ☐ opposed to ☒ neutral to ☐ the request for PLPDD20230093

COMMENTS: AGAINST WOODEN FENCE AND RENTALS

NAME: Kelly Griffin (PLEASE PRINT) SIGNATURE Kelly Griffin

STREET ADDRESS: 3745 Huntas Glen

DATE: 7/29/23

SCHERTZ | COMMUNITY SERVICE OPPORTUNITY

PLANNING & COMMUNITY DEVELOPMENT

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Emily Delgado

Emily Delgado
Planning Manager

Reply Form

I am: in favor of ☒ opposed to ☐ neutral to ☐ the request for **PLPDD20230093**

COMMENTS: I VOTE YES AS THE PLAN STANDS NOW

NAME: Kelly GRIFFIN (PLEASE PRINT) SIGNATURE Kelly Griffin

STREET ADDRESS: 3745 HUNTERS GLEN, SCHERTZ

DATE: July 17, 2023

Emily Delgado

From: Kelly Griffin
Sent: Wednesday, June 14, 2023 2:38 PM
To: planning@schertz.com
Subject: public hearing June 14, 2023--my response

Hello,

I'm Kelly Griffin
3745 Hunters Glen
and I live in the Scenic Hills 55+ community.

Tonight is a public hearing.regarding PLPDD20230093

There has been so much back and forth I've lost track to where we are. I think I'm in favor --My wish is for this land to be used for single family homes. I am very against any kind of apartments or rental townhomes.

Thank-you
Kelly Griffin

SCHERTZ | COMMUNITY SERVICE OPPORTUNITY

PLANNING & COMMUNITY DEVELOPMENT

NOTICE OF PUBLIC HEARING

June 1, 2023

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Emily Delgado
Planning Manager

Reply Form

I am: in favor of ☑ opposed to ☐ neutral to ☐ the request for **PLPDD20230093**

COMMENTS: _____

NAME: ANITA LEACH SIGNATURE Anita Leach
(PLEASE PRINT)

STREET ADDRESS: 3749 HUNTERS GLEN

DATE: 7/14/23

Reply Form

I am: in favor of ☒ opposed to ☐ neutral to ☐ the request for **PLPDD20230093**

COMMENTS: WITHOUT PROPOSED WALKING TRAIL!!

NAME: GARY ENSMINGER SIGNATURE

(PLEASE PRINT)

STREET ADDRESS: 3753 HUNTERS GLEN

DATE: 6/5/23

SCHERTZ | COMMUNITY SERVICE OPPORTUNITY

PLANNING & COMMUNITY DEVELOPMENT

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Sincerely,

Emily Delgado

Emily Delgado
Planning Manager

Reply Form

I am: in favor of ☐ opposed to ☑ neutral to ☐ the request for **PLPDD20230093**

COMMENTS: We are opposed to the development.

NAME: Mrs Ms Steve Mendiola SIGNATURE Alicia Mendiola
(PLEASE PRINT)

STREET ADDRESS: 3330 Columbia Dr.

DATE: 7/28/23

SCHERTZ | COMMUNITY SERVICE OPPORTUNITY

PLANNING & COMMUNITY DEVELOPMENT

NOTICE OF PUBLIC HEARING

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Sincerely,

Emily Delgado

Emily Delgado
Planning Manager

Reply Form

I am: in favor of ☐ opposed to ☒ neutral to ☐ the request for **PLPDD20230093**

COMMENTS: I am deeply opposed to construction of duplex housing in this housing area.

NAME: Linda L. Parker (PLEASE PRINT) SIGNATURE: Linda L. Parker

STREET ADDRESS: 3334 Columbia Dr., Cibolo, TX 78108

DATE: 29 July 2023

I do not feel that the Schertz city government is at all interested in the concerns expressed by those who live here, and many have been here for many years.

SCHERTZ | COMMUNITY SERVICE OPPORTUNITY

PLANNING & COMMUNITY DEVELOPMENT

NOTICE OF PUBLIC HEARING

June 1, 2023

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Emily Delgado

Emily Delgado
Planning Manager

Reply Form

I am: in favor of ☐ opposed to ☑ neutral to ☐ the request for **PLPDD20230093**

COMMENTS: _____

NAME: Waynette Dolan (PLEASE PRINT) SIGNATURE: Waynette C. Dolan

STREET ADDRESS: 3401 Columbia

DATE: 7/28/2023

SCHERTZ | COMMUNITY SERVICE OPPORTUNITY

PLANNING & COMMUNITY DEVELOPMENT

NOTICE OF PUBLIC HEARING

June 1, 2023

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Sincerely,

Emily Delgado

Emily Delgado
Planning Manager

Reply Form

I am in favor of ☐ opposed to ☒ neutral to ☐ the request for **PLPDD20230093**

COMMENTS These developments will reault in increased vehicle and pedestrian traffic , resulting in an increase in thefts, butglaries and criminal miso; all supporting my local PD stats

NAME Jorge Carmona (PLEASE PRINT) SIGNATURE

STREET ADDRESS 3406 Columbia Dr cibolo tx 78108

DATE 07-27-23

SCHERTZ | COMMUNITY SERVICE OPPORTUNITY

PLANNING & COMMUNITY DEVELOPMENT

NOTICE OF PUBLIC HEARING

June 1, 2023

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Sincerely,

Emily Delgado

Emily Delgado
Planning Manager

Reply Form

I am: in favor of ☐ opposed to ☑ neutral to ☐ the request for **PLPDD20230093**

COMMENTS: I am not in the area directly affected, but the increased population + traffic will affect all in Schertz.

NAME: INA JENELLE VANMATRE (PLEASE PRINT) SIGNATURE Ina Jenelle VanMatre

STREET ADDRESS: 2410 Columbia Drive

DATE: 1-31-23

SCHERTZ | COMMUNITY SERVICE OPPORTUNITY

PLANNING & COMMUNITY DEVELOPMENT

NOTICE OF PUBLIC HEARING

June 1, 2023

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Sincerely,

Emily Delgado

Emily Delgado
Planning Manager

Reply Form

I am: in favor of ☐ opposed to ☑ neutral to ☐ the request for **PLPDD20230093**

COMMENTS: _____

NAME: Carlos De Leon SIGNATURE _____
(PLEASE PRINT)

STREET ADDRESS: 3518 Columbia Cibolo, TX 78108

DATE: 7/28/23
cdl

SCHERTZ | COMMUNITY SERVICE OPPORTUNITY

PLANNING & COMMUNITY DEVELOPMENT

NOTICE OF PUBLIC HEARING

June 1, 2023

Dear Property Owner,

The Schertz Planning and Zoning Commission will conduct a public hearing on **Wednesday, June 14, 2023,** at **6:00 p.m.** located at the Municipal Complex Council Chambers, 1400 Schertz Parkway, Building #4, Schertz, Texas to consider and make recommendation on the following item:

PLPDD20230093– A request to rezone approximately 25 acres of land from Pre-Development District (PRE) to Planned Development District (PDD), generally located approximately 2,200 feet southeast of the intersection of Country Club Boulevard and IH-35 access road, also known as a portion Comal County Property Identification Number 377261 and Guadalupe County Property Identification 63833, City of Schertz, Comal County and Guadalupe County, Texas.

The Planning and Zoning Commission would like to hear how you feel about this request and invites you to attend the public hearing. *This form is used to calculate the percentage of landowners that support and oppose the request.* You may return the reply form below prior to the first public hearing date by mail or personal delivery to Emily Delgado, Planning Manager, 1400 Schertz Parkway, Bldg. 1, Schertz, Texas 78154 or by email at planning@schertz.com. If you have any questions, please feel free to call Emily Delgado, Planning Manager directly at (210) 619-1784.

Sincerely,

Emily Delgado

Emily Delgado
Planning Manager

Reply Form

I am: in favor of ☐ opposed to ☒ neutral to ☐ the request for **PLPDD20230093**

COMMENTS: _____

NAME: GLENN & NARDIE TURNER (PLEASE PRINT) SIGNATURE W Turner

STREET ADDRESS: 3709 Columbia Dr Cibolo, Tx 78108

DATE: 7/13/23

I am: in favor of ☐ opposed to ☑ neutral to ☐ the request for **PLPDD20230093**

COMMENTS: Single family homes ONLY. Rezone to A6. for community farm.

NAME: Steven Simmons SIGNATURE

(PLEASE PRINT)

STREET ADDRESS: 3713 Columbia Dr.

DATE: 6/6/23

SCHERTZ | COMMUNITY SERVICE OPPORTUNITY

PLANNING & COMMUNITY DEVELOPMENT

NOTICE OF PUBLIC HEARING

June 1, 2023

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Sincerely,

Emily Delgado

Emily Delgado
Planning Manager

Reply Form

I am: in favor of ☐ opposed to ☑ neutral to ☐ the request for **PLPDD20230093**

COMMENTS: _____

NAME: Monica Miller (PLEASE PRINT) SIGNATURE _____

STREET ADDRESS: 3714 Columbia Dr, Cibolo, TX 78108

DATE: 6-27-23

SCHERTZ | COMMUNITY SERVICE OPPORTUNITY

PLANNING & COMMUNITY DEVELOPMENT

NOTICE OF PUBLIC HEARING

June 1, 2023

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Sincerely,

Emily Delgado

Emily Delgado
Planning Manager

Reply Form

I am: in favor of ☐ opposed to ☒ neutral to ☐ the request for **PLPDD20230093**

COMMENTS: _____

NAME: James Cortinas SIGNATURE _____
(PLEASE PRINT)

STREET ADDRESS: 3717 Columbia

DATE: 25 Jun 23

SCHERTZ | COMMUNITY SERVICE OPPORTUNITY

PLANNING & COMMUNITY DEVELOPMENT

NOTICE OF PUBLIC HEARING

June 1, 2023

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Sincerely,

Emily Delgado

Emily Delgado
Planning Manager

Reply Form

I am: in favor of ☐ opposed to ☒ neutral to ☐ the request for **PLPDD20230093**

COMMENTS: DO NOT SUPPORT

NAME: NORMAN ST. CLAIR SIGNATURE

(PLEASE PRINT)

STREET ADDRESS: 3718 Columbia Drive

DATE: ~~6-29-23~~ 6-26-23

SCHERTZ | COMMUNITY SERVICE OPPORTUNITY

PLANNING & COMMUNITY DEVELOPMENT

NOTICE OF PUBLIC HEARING

June 1, 2023

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Sincerely,

Emily Delgado

Emily Delgado
Planning Manager

Reply Form

I am: in favor of ☐ opposed to ☒ neutral to ☐ the request for **PLPDD20230093**

COMMENTS: Don't want no Complex behind my house I didn't move here for that

NAME: Roger Wallace SIGNATURE: R

(PLEASE PRINT)

STREET ADDRESS: 3722 Columbia Dr

DATE: 6/22/2023

SCHERTZ | COMMUNITY SERVICE OPPORTUNITY

PLANNING & COMMUNITY DEVELOPMENT

NOTICE OF PUBLIC HEARING

June 1, 2023

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Sincerely,

Emily Delgado

Emily Delgado
Planning Manager

Reply Form

I am: in favor of ☐ opposed to ☒ neutral to ☐ the request for **PLPDD20230093**

COMMENTS: _____

NAME: Robbie Wallace SIGNATURE RWallace
(PLEASE PRINT)

STREET ADDRESS: 3722 Columbia Dr. Cibolo, TX 78108

DATE: 7-31-23 EW

SCHERTZ | COMMUNITY SERVICE OPPORTUNITY

PLANNING & COMMUNITY DEVELOPMENT

NOTICE OF PUBLIC HEARING

June 1, 2023

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Sincerely,

Emily Delgado

Emily Delgado
Planning Manager

Reply Form

I am: in favor of ☐ opposed to ☒ neutral to ☐ the request for **PLPDD20230093**

COMMENTS: No DUPLEXES!

NAME: SONYA LOREDO-REYES (PLEASE PRINT) SIGNATURE

STREET ADDRESS: 3726 COLUMBIA DR.

DATE: 7/29/2023

SCHERTZ | COMMUNITY SERVICE OPPORTUNITY

PLANNING & COMMUNITY DEVELOPMENT

NOTICE OF PUBLIC HEARING

June 1, 2023

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Sincerely,

Emily Delgado

Emily Delgado
Planning Manager

Reply Form

I am: in favor of ☐ opposed to ☑ neutral to ☐ the request for **PLPDD20230093**

COMMENTS: AGAINST DUPLEX DEVELOPMENT

NAME: SONYA LOREDO-REYES (PLEASE PRINT) SIGNATURE [signature]

STREET ADDRESS: 3726 COLUMBIA DR.

DATE: 6/14/2023

SCHERTZ | COMMUNITY SERVICE OPPORTUNITY

PLANNING & COMMUNITY DEVELOPMENT

NOTICE OF PUBLIC HEARING

June 1, 2023

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Sincerely,

Emily Delgado

Emily Delgado
Planning Manager

Reply Form

I am: in favor of ☐ opposed to ☑ neutral to ☐ the request for **PLPDD20230093**

COMMENTS: _____

NAME: Sonya Loredo-Reyes SIGNATURE S Reyes
(PLEASE PRINT)

STREET ADDRESS: 3726 Columbia Drive

DATE: 6/25/23

SCHERTZ | COMMUNITY SERVICE OPPORTUNITY

PLANNING & COMMUNITY DEVELOPMENT

NOTICE OF PUBLIC HEARING

June 1, 2023

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Sincerely,

Emily Delgado

Emily Delgado
Planning Manager

Reply Form

I am: in favor of ☐ opposed to ☑ neutral to ☐ the request for **PLPDD20230093**

COMMENTS: _____

NAME: Sydney Harris SIGNATURE _____
(PLEASE PRINT)

STREET ADDRESS: 3727 Columbia Dr

DATE: June 25, 2023

SCHERTZ | COMMUNITY SERVICE OPPORTUNITY

PLANNING & COMMUNITY DEVELOPMENT

NOTICE OF PUBLIC HEARING

June 1, 2023

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Emily Delgado

Emily Delgado
Planning Manager

Reply Form

I am: in favor of ☐ opposed to ☒ neutral to ☐ the request for **PLPDD20230093**

COMMENTS: _____

NAME: James Goodman SIGNATURE James Goodman
(PLEASE PRINT)

STREET ADDRESS: 3730 Columbia Dr.

DATE: 7/31/23

SCHERTZ | COMMUNITY SERVICE OPPORTUNITY

PLANNING & COMMUNITY DEVELOPMENT

NOTICE OF PUBLIC HEARING

June 1, 2023

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Sincerely,

Emily Delgado

Emily Delgado
Planning Manager

Reply Form

I am: in favor of ☐ opposed to ☒ neutral to ☐ the request for **PLPDD20230093**

COMMENTS: _____

NAME: Laurie Lampheat (PLEASE PRINT) SIGNATURE Laurie Lampheat

STREET ADDRESS: 3731 Columbia Dr, Cibolo TX 78108

DATE: 6/7/2023

SCHERTZ | COMMUNITY SERVICE OPPORTUNITY

PLANNING & COMMUNITY DEVELOPMENT

NOTICE OF PUBLIC HEARING

June 1, 2023

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Sincerely,

Emily Delgado

Emily Delgado
Planning Manager

Reply Form

I am: in favor of ☐ opposed to ☒ neutral to ☐ the request for **PLPDD20230093**

COMMENTS: _____

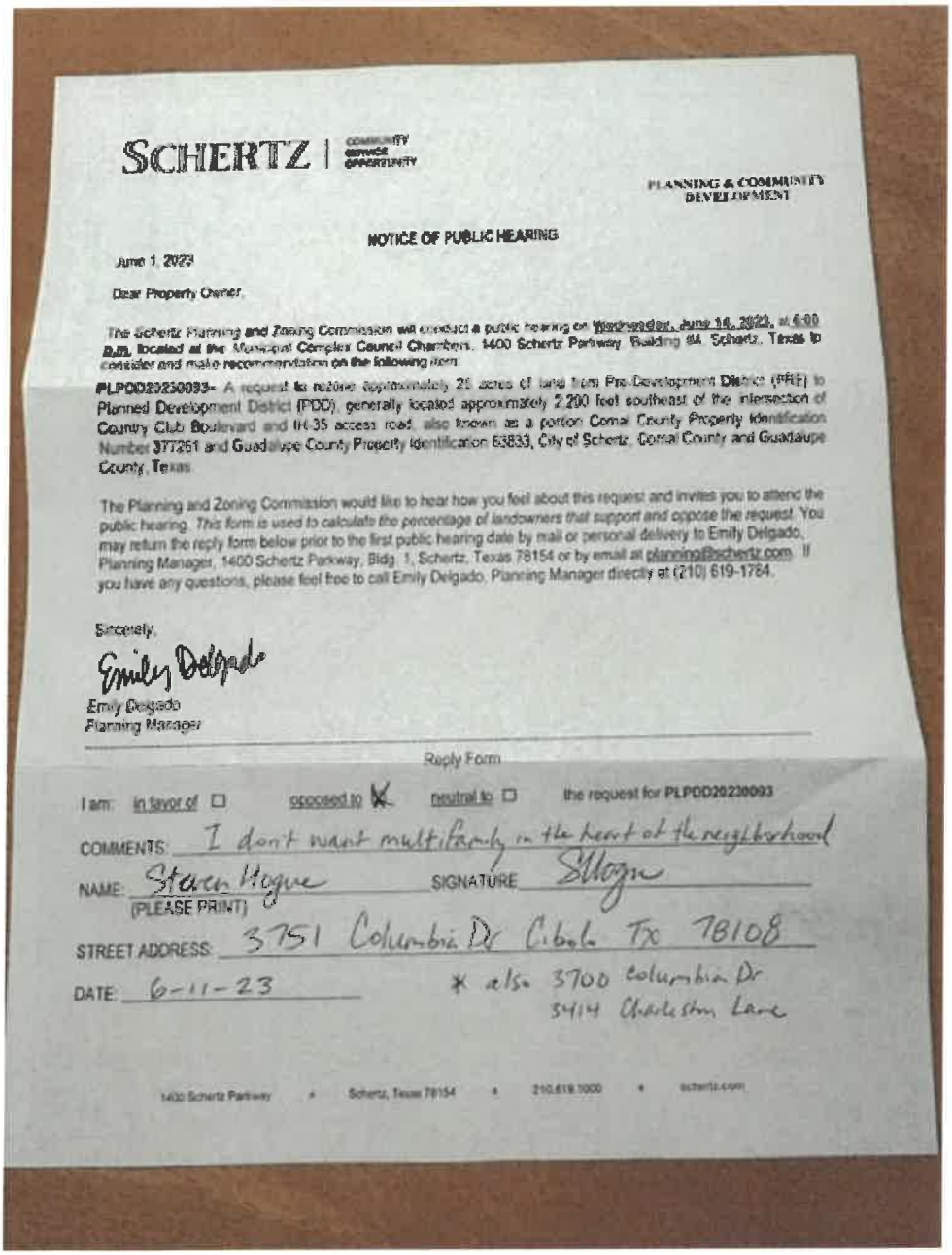
NAME: Laurie Lamphear SIGNATURE Laurie Lamphear
(PLEASE PRINT)

STREET ADDRESS: 3731 Columbia Dr

DATE: 6/25/23

Emily Delgado

From: Steven Hogue
Sent: Sunday, June 11, 2023 10:33 PM
To: planning@schertz.com
Subject: Attn Emily Delgado



SCHERTZ | COMMUNITY SERVICE OPPORTUNITY

PLANNING & COMMUNITY DEVELOPMENT

NOTICE OF PUBLIC HEARING

June 1, 2023

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Sincerely,

Emily Delgado

Emily Delgado
Planning Manager

Reply Form

I am: in favor of ☐ opposed to ☒ neutral to ☐ the request for **PLPDD20230093**

COMMENTS: I don't want multifamily in the heart of the neighborhood

NAME: Steven Hogue (PLEASE PRINT) SIGNATURE: SHogue

STREET ADDRESS: 3751 Columbia Dr Cibolo Tx 78108

DATE: 6-11-23

* also 3700 Columbia Dr
3414 Charleston Lane

1400 Schertz Parkway • Schertz, Texas 78154 • 210.619.1000 • schertz.com

Sent from my iPhone

SCHERTZ | COMMUNITY SERVICE OPPORTUNITY

PLANNING & COMMUNITY DEVELOPMENT

NOTICE OF PUBLIC HEARING

June 1, 2023

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Sincerely,

Emily Delgado

Emily Delgado
Planning Manager

Reply Form

I am: in favor of ☐ opposed to ☐ neutral to ☑ the request for **PLPDD20230093**

COMMENTS: _____

NAME: BILL CHANDLER (PLEASE PRINT) SIGNATURE William Chandler

STREET ADDRESS: 3200 COLUMBIA DR.

DATE: 27 JULY '23

SCHERTZ | COMMUNITY SERVICE OPPORTUNITY

PLANNING & COMMUNITY DEVELOPMENT

NOTICE OF PUBLIC HEARING

June 1, 2023

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Sincerely,

Emily Delgado

Emily Delgado
Planning Manager

Reply Form

I am: in favor of ☐ opposed to ☒ neutral to ☐ the request for **PLPDD20230093**

COMMENTS: _____

NAME: JAMES W. CHANDLER JR (PLEASE PRINT) SIGNATURE _____

STREET ADDRESS: 3800 COLUMBIA DR, SCHERTZ TX 78108

DATE: 24 JUNE 23

SCHERTZ | COMMUNITY SERVICE OPPORTUNITY

PLANNING & COMMUNITY DEVELOPMENT

NOTICE OF PUBLIC HEARING

June 1, 2023

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Sincerely,

Emily Delgado

Emily Delgado
Planning Manager

Reply Form

I am: in favor of ☐ opposed to ☒ neutral to ☐ the request for **PLPDD20230093**

COMMENTS: _____

NAME: Zoorob SIGNATURE _____
(PLEASE PRINT)

STREET ADDRESS: 3804 Columbus Dr

DATE: 6/25/2023

SCHERTZ | COMMUNITY SERVICE OPPORTUNITY

PLANNING & COMMUNITY DEVELOPMENT

NOTICE OF PUBLIC HEARING

June 1, 2023

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Sincerely,

Emily Delgado

Emily Delgado
Planning Manager

Reply Form

I am: in favor of ☐ opposed to ☒ neutral to ☐ the request for PLPDD20230093

COMMENTS: _____

NAME: Sharon Lisby (PLEASE PRINT) SIGNATURE Sharon Lisby

STREET ADDRESS: 5217 Columbia Dr.

DATE: 28 July 23

SCHERTZ | COMMUNITY SERVICE OPPORTUNITY

PLANNING & COMMUNITY DEVELOPMENT

NOTICE OF PUBLIC HEARING

June 1, 2023

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Sincerely,

Emily Delgado

Emily Delgado
Planning Manager

Reply Form

I am: in favor of ☐ opposed to ☒ neutral to ☐ the request for **PLPDD20230093**

COMMENTS: _____

NAME: Larry D. Hall SIGNATURE _____
(PLEASE PRINT)

STREET ADDRESS: 560 Columbia Dr

DATE: 7/29/2023

SCHERTZ | COMMUNITY SERVICE OPPORTUNITY

PLANNING & COMMUNITY DEVELOPMENT

NOTICE OF PUBLIC HEARING

June 1, 2023

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Sincerely,

Emily Delgado

Emily Delgado
Planning Manager

Reply Form

I am: in favor of ☐ opposed to ☑ neutral to ☐ the request for **PLPDD20230093**

COMMENTS: _____

NAME: Jessica B Cordova SIGNATURE J Cordova
(PLEASE PRINT)

STREET ADDRESS: 5740 Columbia DR Schertz TX 78108

DATE: 7/28/23

SCHERTZ | COMMUNITY SERVICE OPPORTUNITY

PLANNING & COMMUNITY DEVELOPMENT

NOTICE OF PUBLIC HEARING

June 1, 2023

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Sincerely,

Emily Delgado

Emily Delgado
Planning Manager

Reply Form

I am: in favor of ☐ opposed to ☐ neutral to ☑ the request for **PLPDD20230093**

COMMENTS: _____

NAME: Melanie Solis SIGNATURE Melanie Solis
(PLEASE PRINT)

STREET ADDRESS: 5701 Mahogany Bay

DATE: 07/31/2023

SCHERTZ | COMMUNITY SERVICE OPPORTUNITY

PLANNING & COMMUNITY DEVELOPMENT

NOTICE OF PUBLIC HEARING

June 1, 2023

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Sincerely,

Emily Delgado

Emily Delgado
Planning Manager

Reply Form

I am: in favor of ☐ opposed to ☒ neutral to ☐ the request for **PLPDD20230093**

COMMENTS: _____

NAME: JOE SOLIS (PLEASE PRINT) SIGNATURE _____

STREET ADDRESS: 5701 MAHOGANY BAY SCHERTZ TX 78108

DATE: 6/25/23

SCHERTZ | COMMUNITY SERVICE OPPORTUNITY

PLANNING & COMMUNITY DEVELOPMENT

NOTICE OF PUBLIC HEARING

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Sincerely,

Emily Delgado

Emily Delgado
Planning Manager

Reply Form

I am: in favor of ☐ opposed to ☒ neutral to ☐ the request for **PLPDD20230093**

COMMENTS: _____

NAME: Alan Alva (PLEASE PRINT) SIGNATURE _____

STREET ADDRESS: 5704 Mahogany Bay

DATE: 7-29-23

SCHERTZ | COMMUNITY SERVICE OPPORTUNITY

PLANNING & COMMUNITY DEVELOPMENT

NOTICE OF PUBLIC HEARING

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Sincerely,

Emily Delgado

Emily Delgado
Planning Manager

Reply Form

I am: in favor of ☐ opposed to ☒ neutral to ☐ the request for **PLPDD20230093**

COMMENTS: _____

NAME: Araceli Adame (PLEASE PRINT) SIGNATURE Araceli Adame

STREET ADDRESS: 5704 Mahogany Bay Schertz TX 78108

DATE: 6/25/2023

SCHERTZ | COMMUNITY SERVICE OPPORTUNITY

PLANNING & COMMUNITY DEVELOPMENT

NOTICE OF PUBLIC HEARING

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Sincerely,

Emily Delgado

Emily Delgado
Planning Manager

Reply Form

I am: in favor of ☐ opposed to ☒ neutral to ☐ the request for **PLPDD20230093**

COMMENTS: SINGLE FAMILY ONLY

NAME: THOMAS GOODWIN (PLEASE PRINT) SIGNATURE

STREET ADDRESS: 5705 Mahagany Bay

DATE: 7/31/23

SCHERTZ | COMMUNITY SERVICE OPPORTUNITY

PLANNING & COMMUNITY DEVELOPMENT

NOTICE OF PUBLIC HEARING

June 1, 2023

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Emily Delgado

Emily Delgado
Planning Manager

Reply Form

I am: in favor of ☐ opposed to ☒ neutral to ☐ the request for **PLPDD20230093**

COMMENTS: _____

NAME: Loretta Goodwin (PLEASE PRINT) SIGNATURE Loretta Goodwin

STREET ADDRESS: 5705 Mahagany Bay

DATE: 7-31-23

SCHERTZ | COMMUNITY SERVICE OPPORTUNITY

PLANNING & COMMUNITY DEVELOPMENT

NOTICE OF PUBLIC HEARING

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Emily Delgado
Planning Manager

Reply Form

I am: in favor of ☐ opposed to ☑ neutral to ☐ the request for **PLPDD20230093**

COMMENTS: _____

NAME: Julie Martin (PLEASE PRINT) SIGNATURE _____

STREET ADDRESS: 5708 Mahogany Bay Schertz TX 78108

DATE: 6/25/23

SCHERTZ | COMMUNITY SERVICE OPPORTUNITY

PLANNING & COMMUNITY DEVELOPMENT

NOTICE OF PUBLIC HEARING

June 1, 2023

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Emily Delgado
Planning Manager

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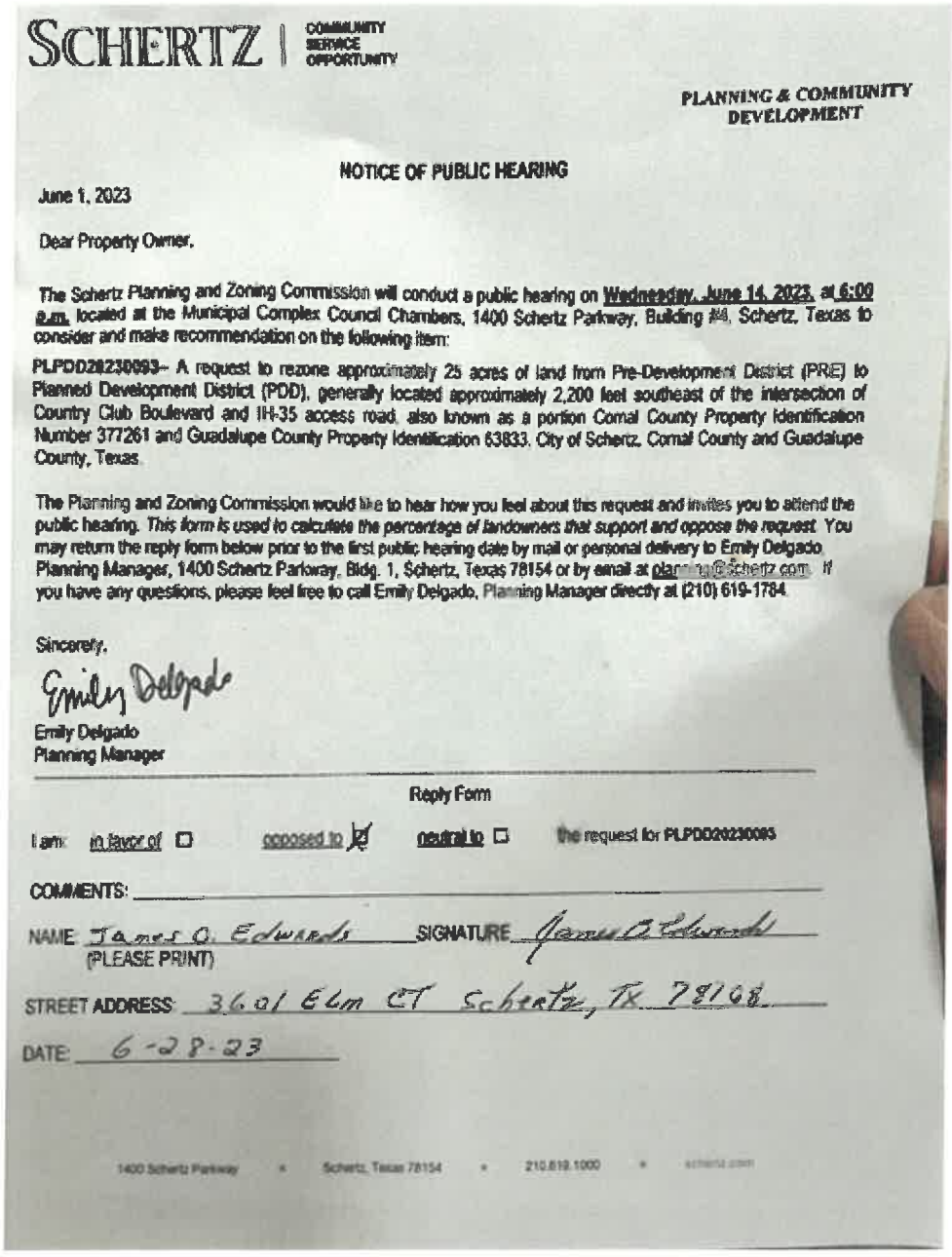
I am: in favor of ☒ opposed to ☐ neutral to ☐ the request for **PLPDD20230093**

COMMENTS: _____

NAME: James O. Edwards (PLEASE PRINT) SIGNATURE James O Edwards

STREET ADDRESS: 3601 Elm CT.

DATE: 7-13-23



SCHERTZ | COMMUNITY SERVICE OPPORTUNITY

PLANNING & COMMUNITY DEVELOPMENT

NOTICE OF PUBLIC HEARING

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Emily Delgado

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Planning Manager

Reply Form

I am: in favor of ☐ opposed to ☒ neutral to ☐ the request for PLPDD20230093

COMMENTS: _____

NAME: James O. Edwards (PLEASE PRINT) SIGNATURE: James O Edwards

STREET ADDRESS: 3601 Elm CT Schertz, TX 78108

DATE: 6-28-23

1400 Schertz Parkway • Schertz, Texas 78154 • 210.619.1000 • schertz.com

Sent from my iPhone

SCHERTZ | COMMUNITY SERVICE OPPORTUNITY

PLANNING & COMMUNITY DEVELOPMENT

NOTICE OF PUBLIC HEARING

June 1, 2023

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Emily Delgado

Emily Delgado
Planning Manager

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COMMENTS: _____

NAME: Ann McMaster SIGNATURE Ann McMaster
(PLEASE PRINT)

STREET ADDRESS: 3604 Elm Ct Schertz TX 78108

DATE: 7/6/23

SCHERTZ | COMMUNITY SERVICE OPPORTUNITY

PLANNING & COMMUNITY DEVELOPMENT

NOTICE OF PUBLIC HEARING

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Sincerely,

Emily Delgado

Emily Delgado
Planning Manager

Reply Form

I am: in favor of ☐ opposed to ☒ neutral to ☐ the request for **PLPDD20230093**

COMMENTS: _____

NAME: DENNIS R Cook (PLEASE PRINT) SIGNATURE _____

STREET ADDRESS: 3669 Elm Ct Schertz, TX 78108

DATE: 6/7/2023

SCHERTZ | COMMUNITY SERVICE OPPORTUNITY

PLANNING & COMMUNITY DEVELOPMENT

NOTICE OF PUBLIC HEARING

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Sincerely,

Emily Delgado

Emily Delgado
Planning Manager

Reply Form

I am: in favor of ☒ opposed to ☐ neutral to ☐ the request for **PLPDD20230093**

COMMENTS: _____

NAME: Wes + Marcheta Wright SIGNATURE Wesley Wright
(PLEASE PRINT) Marcheta Wright

STREET ADDRESS: 3613 Elm Ct, Schertz

DATE: _____

SCHERTZ | COMMUNITY SERVICE OPPORTUNITY

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NOTICE OF PUBLIC HEARING

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Sincerely,

Emily Delgado

Emily Delgado
Planning Manager

Reply Form

I am: in favor of ☐ opposed to ☒ neutral to ☐ the request for **PLPDD20230093**

COMMENTS: _____

NAME: DENNIS R COOK (PLEASE PRINT) SIGNATURE Dennis R Cook

STREET ADDRESS: 3609 Elm Ct

DATE: 14 JUL 23

SCHERTZ | COMMUNITY SERVICE OPPORTUNITY

PLANNING & COMMUNITY DEVELOPMENT

NOTICE OF PUBLIC HEARING

June 1, 2023

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PLPDD20230093– A request to rezone approximately 25 acres of land from Pre-Development District (PRE) to Planned Development District (PDD), generally located approximately 2,200 feet southeast of the intersection of Country Club Boulevard and IH-35 access road, also known as a portion Comal County Property Identification Number 377261 and Guadalupe County Property Identification 63833, City of Schertz, Comal County and Guadalupe County, Texas.

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Sincerely,

Emily Delgado

Emily Delgado
Planning Manager

Reply Form

I am: in favor of ☑ opposed to ☐ neutral to ☐ the request for **PLPDD20230093**

COMMENTS: _____

NAME: Amelia Courser (PLEASE PRINT) SIGNATURE: Amelia Courser

STREET ADDRESS: 3620 F/M Ct.

DATE: 07/13/2023

SCHERTZ | COMMUNITY SERVICE OPPORTUNITY

PLANNING & COMMUNITY DEVELOPMENT

NOTICE OF PUBLIC HEARING

June 1, 2023

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Sincerely,

Emily Delgado

Emily Delgado
Planning Manager

Reply Form

I am: in favor of ☒ opposed to ☐ neutral to ☐ the request for **PLPDD20230093**

COMMENTS: _____

NAME: Margaret Mendez (PLEASE PRINT) SIGNATURE Margaret D. Mendez

STREET ADDRESS: 3624 Elm Court Schertz, Tx 78108

DATE: 7/16/23

SCHERTZ | COMMUNITY SERVICE OPPORTUNITY

PLANNING & COMMUNITY DEVELOPMENT

NOTICE OF PUBLIC HEARING

August 12, 2022

Dear Property Owner,

The Schertz Planning and Zoning Commission will conduct a public hearing on **Wednesday, August 24, 2022,** at **6:00 p.m.** located at the Municipal Complex Council Chambers, 1400 Schertz Parkway, Building #4, Schertz, Texas to consider and make recommendation on the following item:

PLPDD20220095 – A request to rezone approximately 25 acres of land from Pre-Development District (PRE) to Planned Development District (PDD), generally located approximately 2,200 feet southeast of the intersection of Country Club Boulevard and IH-35 access road, also known as a portion Comal County Property Identification Number 377261 and Guadalupe County Property Identification 63833, City of Schertz, Comal County and Guadalupe County, Texas.

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Sincerely,

Megan Harrison
Planner

Reply Form

I am: in favor of ☒ opposed to ☐ neutral to ☐ the request for **PLPDD20220095**

COMMENTS: _____

NAME: Judy G. Spencer SIGNATURE Judy G Spencer
(PLEASE PRINT)

STREET ADDRESS: 3638 Elm Court, Schertz TX 78108

DATE: 7/6/23

SCHERTZ | COMMUNITY SERVICE OPPORTUNITY

PLANNING & COMMUNITY DEVELOPMENT

NOTICE OF PUBLIC HEARING

June 1, 2023

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Sincerely,

Emily Delgado

Emily Delgado
Planning Manager

Reply Form

I am: in favor of ☐ opposed to ☑ neutral to ☐ the request for **PLPDD20230093**

COMMENTS: _____

NAME: DAVID LERMA (PLEASE PRINT) SIGNATURE _____

STREET ADDRESS: 5700 TUCKAHOE

DATE: 6-25-23

Emily Delgado

From: David Lerma
Sent: Tuesday, June 6, 2023 11:28 PM
To: planning@schertz.com
Subject: PLANNED DEVELOPMENT DISTRICT REZONE PROTEST

Hello Mrs. Delgado, I am **opposed** to the rezoning related to PLPDD20230093. My Name is- David Lerma. Address- 5700 Tuckatoe. I graduated from Samuel Clemens High School and have lived in Schertz for the past 40 years. Schertz always advertises that they have parks and trails. I am very disappointed that the City of Schertz have not purchased the property and make it into a park and trails for the citizens of Schertz that live in this area. Schertz could and should buy the property and do the right thing and make it into a park with trails.

Regards,
David Lerma

SCHERTZ | COMMUNITY SERVICE OPPORTUNITY

PLANNING & COMMUNITY DEVELOPMENT

NOTICE OF PUBLIC HEARING

June 1, 2023

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Sincerely,

Emily Delgado

Emily Delgado
Planning Manager

Reply Form

I am: in favor of ☐ opposed to ☒ neutral to ☐ the request for **PLPDD20230093**

COMMENTS: _____

NAME: ERIC LACROIX (PLEASE PRINT) SIGNATURE _____

STREET ADDRESS: 5701 Tuckatoe

DATE: 6 | 25 | 23

SCHERTZ | COMMUNITY SERVICE OPPORTUNITY

PLANNING & COMMUNITY DEVELOPMENT

NOTICE OF PUBLIC HEARING

June 1, 2023

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Sincerely,

Emily Delgado

Emily Delgado
Planning Manager

Reply Form

I am: in favor of ☐ opposed to ☒ neutral to ☐ the request for **PLPDD20230093**

COMMENTS: _____

NAME: AUDREY HECTOR SIGNATURE Audrey Hector
(PLEASE PRINT)

STREET ADDRESS: 5704 TUCKATOE SCHERTZ, TX

DATE: 6/27/23

SCHERTZ | COMMUNITY SERVICE OPPORTUNITY

PLANNING & COMMUNITY DEVELOPMENT

NOTICE OF PUBLIC HEARING

June 1, 2023

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Sincerely,

Emily Delgado

Emily Delgado
Planning Manager

Reply Form

I am: in favor of ☐ opposed to ☒ neutral to ☐ the request for **PLPDD20230093**

COMMENTS: _____

NAME: AUDREY HECTOR (PLEASE PRINT) SIGNATURE Audrey Hector

STREET ADDRESS: 5704 TULKATOE SCHERTZ, TX

DATE: 7/28/23

Reply Form

I am: in favor of ☐ opposed to ☒ neutral to ☐ the request for **PLPDD20230093**

COMMENTS: _____

NAME: Audrey Hector SIGNATURE Audrey Hector
(PLEASE PRINT)

STREET ADDRESS: 5704 Hickator Schertz, TX 78108

DATE: 6/6/23

SCHERTZ | COMMUNITY SERVICE OPPORTUNITY

PLANNING & COMMUNITY DEVELOPMENT

NOTICE OF PUBLIC HEARING

June 1, 2023

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Sincerely,

Emily Delgado

Emily Delgado
Planning Manager

Reply Form

I am: in favor of ☐ opposed to ☑ neutral to ☐ the request for **PLPDD20230093**

COMMENTS: _____

NAME: Tristan Cardenas (PLEASE PRINT) SIGNATURE _____

STREET ADDRESS: 5705 Tockatoe

DATE: 6/25/23

SCHERTZ | COMMUNITY SERVICE OPPORTUNITY

PLANNING & COMMUNITY DEVELOPMENT

NOTICE OF PUBLIC HEARING

June 1, 2023

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Sincerely,

Emily Delgado

Emily Delgado
Planning Manager

Reply Form

I am: in favor of ☐ opposed to ☒ neutral to ☐ the request for **PLPDD20230093**

COMMENTS: _____

NAME: Tristan Cardenas SIGNATURE _____
(PLEASE PRINT)

STREET ADDRESS: 5705 Tuckaloe

DATE: 7/28/23

SCHERTZ | COMMUNITY SERVICE OPPORTUNITY

PLANNING & COMMUNITY DEVELOPMENT

NOTICE OF PUBLIC HEARING

June 1, 2023

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Sincerely,

Emily Delgado

Emily Delgado
Planning Manager

Reply Form

I am: in favor of ☐ opposed to ☒ neutral to ☐ the request for **PLPDD20230093**

COMMENTS: /

NAME: Krista Miller SIGNATURE Krista
(PLEASE PRINT)

STREET ADDRESS: 5708 Tuckaho

DATE: 6/24/23

SCHERTZ | COMMUNITY SERVICE OPPORTUNITY

PLANNING & COMMUNITY DEVELOPMENT

NOTICE OF PUBLIC HEARING

June 1, 2023

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Sincerely,

Emily Delgado

Emily Delgado
Planning Manager

Reply Form

I am: in favor of ☐ opposed to ☒ neutral to ☐ the request for **PLPDD20230093**

COMMENTS: _____

NAME: Hilda Hundley SIGNATURE: Hilda Hundley

(PLEASE PRINT)

STREET ADDRESS: 5709 Tuckaboe

DATE: 6.25.23

SCHERTZ | COMMUNITY SERVICE OPPORTUNITY

PLANNING & COMMUNITY DEVELOPMENT

NOTICE OF PUBLIC HEARING

June 1, 2023

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Sincerely,

Emily Delgado

Emily Delgado
Planning Manager

Reply Form

I am: in favor of ☐ opposed to ☑ neutral to ☐ the request for **PLPDD20230093**

COMMENTS: _____

NAME: Leticia Ann Moore SIGNATURE Leticia Moore
(PLEASE PRINT)

STREET ADDRESS: 5712 Tuckaloe

DATE: 6/25/23

SCHERTZ | COMMUNITY SERVICE OPPORTUNITY

PLANNING & COMMUNITY DEVELOPMENT

NOTICE OF PUBLIC HEARING

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Sincerely,

Emily Delgado

Emily Delgado
Planning Manager

Reply Form

I am: in favor of ☐ opposed to ☑ neutral to ☐ the request for **PLPDD20230093**

COMMENTS: _____

NAME: Leticia Ann Moore (PLEASE PRINT) SIGNATURE Leticia Ann Moore

STREET ADDRESS: 5712 Tuckatoe

DATE: 7/28/23

SCHERTZ | COMMUNITY SERVICE OPPORTUNITY

PLANNING & COMMUNITY DEVELOPMENT

NOTICE OF PUBLIC HEARING

June 1, 2023

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Sincerely,

Emily Delgado

Emily Delgado
Planning Manager

Reply Form

I am: in favor of ☐ opposed to ☒ neutral to ☐ the request for **PLPDD20230093**

COMMENTS: _____

NAME: Curtis Hermosillo SIGNATURE _____
(PLEASE PRINT)

STREET ADDRESS: 3609 Pebble Beach

DATE: 6/27/23

SCHERTZ | COMMUNITY SERVICE OPPORTUNITY

PLANNING & COMMUNITY DEVELOPMENT

NOTICE OF PUBLIC HEARING

June 1, 2023

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Sincerely,

Emily Delgado

Emily Delgado
Planning Manager

Reply Form

I am: in favor of ☐ opposed to ☒ neutral to ☐ the request for **PLPDD20230093**

COMMENTS: _____

NAME: Cuevas Hermosillo (PLEASE PRINT) SIGNATURE: _____

STREET ADDRESS: 3669 Pebble Beach

DATE: 7/23/23

SCHERTZ | COMMUNITY SERVICE OPPORTUNITY

PLANNING & COMMUNITY DEVELOPMENT

NOTICE OF PUBLIC HEARING

June 1, 2023

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Sincerely,

Emily Delgado

Emily Delgado
Planning Manager

Reply Form

I am: in favor of ☐ opposed to ☒ neutral to ☐ the request for **PLPDD20230093**

COMMENTS: _____

NAME: Sarah Howard (PLEASE PRINT) SIGNATURE Sarah Howard

STREET ADDRESS: 3672 Pebble Beach, Schertz, TX 78108

DATE: 9JUL2023

SCHERTZ | COMMUNITY SERVICE OPPORTUNITY

PLANNING & COMMUNITY DEVELOPMENT

NOTICE OF PUBLIC HEARING

June 1, 2023

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Sincerely,

Emily Delgado

Emily Delgado
Planning Manager

Reply Form

I am: in favor of ☐ opposed to ☒ neutral to ☐ the request for **PLPDD20230093**

COMMENTS: _____

NAME: Sarah Howard (PLEASE PRINT) SIGNATURE Sarah Howard

STREET ADDRESS: 3672 Pebble Beach, Schertz, TX 78108

DATE: 23 JUL 2023

SCHERTZ | COMMUNITY SERVICE OPPORTUNITY

PLANNING & COMMUNITY DEVELOPMENT

NOTICE OF PUBLIC HEARING

June 1, 2023

Dear Property Owner,

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PLPDD20230093– A request to rezone approximately 25 acres of land from Pre-Development District (PRE) to Planned Development District (PDD), generally located approximately 2,200 feet southeast of the intersection of Country Club Boulevard and IH-35 access road, also known as a portion Comal County Property Identification Number 377261 and Guadalupe County Property Identification 63833, City of Schertz, Comal County and Guadalupe County, Texas.

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Sincerely,

Emily Delgado

Emily Delgado
Planning Manager

Reply Form

I am: in favor of ☐ opposed to ☒ neutral to ☐ the request for **PLPDD20230093**

COMMENTS: Disgraceful decision!

NAME: Melissa Marchese (PLEASE PRINT) SIGNATURE Melissa Marchese

STREET ADDRESS: 3674 Pebble Beach 78108

DATE: 6/25/23

SCHERTZ | COMMUNITY SERVICE OPPORTUNITY

PLANNING & COMMUNITY DEVELOPMENT

NOTICE OF PUBLIC HEARING

June 1, 2023

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Sincerely,

Emily Delgado

Emily Delgado
Planning Manager

Reply Form

I am: in favor of ☐ opposed to ☒ neutral to ☐ the request for **PLPDD20230093**

COMMENTS: _____

NAME: Timothy Seidel (PLEASE PRINT) SIGNATURE _____

STREET ADDRESS: 3675 Pebble Beach Schertz Tx 78108

DATE: 7/23/2023

SCHERTZ | COMMUNITY SERVICE OPPORTUNITY

PLANNING & COMMUNITY DEVELOPMENT

NOTICE OF PUBLIC HEARING

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Sincerely,

Emily Delgado

Emily Delgado
Planning Manager

Reply Form

I am: in favor of ☐ opposed to ☑ neutral to ☐ the request for **PLPDD20230093**

COMMENTS: _____

NAME: Howson Lau SIGNATURE _____
(PLEASE PRINT)

STREET ADDRESS: 3678 Pebble Beach

DATE: 6/25/23

SCHERTZ | COMMUNITY SERVICE OPPORTUNITY

PLANNING & COMMUNITY DEVELOPMENT

NOTICE OF PUBLIC HEARING

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Sincerely,

Emily Delgado

Emily Delgado
Planning Manager

Reply Form

I am: in favor of ☐ opposed to ☒ neutral to ☐ the request for **PLPDD20230093**

COMMENTS: _____

NAME: Modesto Morales (PLEASE PRINT) SIGNATURE _____

STREET ADDRESS: 3679 Pebble Beach Schertz 78108

DATE: 6/11/23

SCHERTZ | COMMUNITY SERVICE OPPORTUNITY

PLANNING & COMMUNITY DEVELOPMENT

NOTICE OF PUBLIC HEARING

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Emily Delgado

Emily Delgado
Planning Manager

Reply Form

I am: in favor of ☐ opposed to ☒ neutral to ☐ the request for **PLPDD20230093**

COMMENTS: _____

NAME: Modesto Morales SIGNATURE _____
(PLEASE PRINT)

STREET ADDRESS: 367 Pebble Beach

DATE: 6-25-2023

SCHERTZ | COMMUNITY SERVICE OPPORTUNITY

PLANNING & COMMUNITY DEVELOPMENT

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Sincerely,

Emily Delgado

Emily Delgado
Planning Manager

Reply Form

I am: in favor of ☐ opposed to ☒ neutral to ☐ the request for **PLPDD20230093**

COMMENTS: This is disgusting ~~development~~ and wrong for the owners on the golf green

NAME: Estes E. Fogel (PLEASE PRINT) SIGNATURE Estes E. Fogel

STREET ADDRESS: 3684 Pebble Beach

DATE: 6-25-23

SCHERTZ | COMMUNITY SERVICE OPPORTUNITY

PLANNING & COMMUNITY DEVELOPMENT

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Sincerely,

Emily Delgado

Emily Delgado
Planning Manager

Reply Form

I am: in favor of ☐ opposed to ☒ neutral to ☐ the request for **PLPDD20230093**

COMMENTS: Due to Environmental Concerns & UDC deviations

NAME: Tammy Kennedy (PLEASE PRINT) SIGNATURE: [signature]

STREET ADDRESS: 3712 Pebble Beach

DATE: 7/13/23

SCHERTZ | COMMUNITY SERVICE OPPORTUNITY

PLANNING & COMMUNITY DEVELOPMENT

NOTICE OF PUBLIC HEARING

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Sincerely,

Emily Delgado

Emily Delgado
Planning Manager

Reply Form

I am: in favor of ☐ opposed to ☒ neutral to ☐ the request for **PLPDD20230093**

COMMENTS: _____

NAME: Alyssa Stief SIGNATURE Alyssa Stief
(PLEASE PRINT)

STREET ADDRESS: 3774 Delorie Dch, Schertz, TX 78108

DATE: 1/19/23

SCHERTZ | COMMUNITY SERVICE OPPORTUNITY

PLANNING & COMMUNITY DEVELOPMENT

NOTICE OF PUBLIC HEARING

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Sincerely,

Emily Delgado

Emily Delgado
Planning Manager

Reply Form

I am: in favor of ☐ opposed to ☒ neutral to ☐ the request for **PLPDD20230093**

COMMENTS: _____

NAME: BRITTNEY HONEYWTT (PLEASE PRINT) SIGNATURE: [signature]

STREET ADDRESS: 3808 Pebble Beach

DATE: 6/27/23

SCHERTZ | COMMUNITY SERVICE OPPORTUNITY

PLANNING & COMMUNITY DEVELOPMENT

NOTICE OF PUBLIC HEARING

June 1, 2023

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Emily Delgado

Emily Delgado
Planning Manager

Reply Form

I am: in favor of ☐ opposed to ☒ neutral to ☐ the request for **PLPDD20230093**

COMMENTS: _____

NAME: JUDITH HENFELI (PLEASE PRINT) SIGNATURE Judith Henfeli

STREET ADDRESS: 3811 Pebble Beach Cibolo, TX 78108

DATE: 6/27/23

SCHERTZ | COMMUNITY SERVICE OPPORTUNITY

PLANNING & COMMUNITY DEVELOPMENT

NOTICE OF PUBLIC HEARING

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Sincerely,

Emily Delgado

Emily Delgado
Planning Manager

Reply Form

I am: in favor of ☐ opposed to ☒ neutral to ☐ the request for **PLPDD20230093**

COMMENTS: _____

NAME: PAUL J. HENFEY (PLEASE PRINT) SIGNATURE _____

STREET ADDRESS: 3811 PEBBLE BEACH, CIBOLO, TX 78108

DATE: 6/14/2023

SCHERTZ | COMMUNITY SERVICE OPPORTUNITY

PLANNING & COMMUNITY DEVELOPMENT

NOTICE OF PUBLIC HEARING

June 1, 2023

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Emily Delgado

Emily Delgado
Planning Manager

Reply Form

I am: in favor of ☐ opposed to ☒ neutral to ☐ the request for **PLPDD20230093**

COMMENTS: _____

NAME: Ruth Lawrence SIGNATURE Ruth Lawrence
(PLEASE PRINT)

STREET ADDRESS: 6100 Marian Way

DATE: 6.12.23

SCHERTZ | COMMUNITY SERVICE OPPORTUNITY

PLANNING & COMMUNITY DEVELOPMENT

NOTICE OF PUBLIC HEARING

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Sincerely,

Emily Delgado

Emily Delgado
Planning Manager

Reply Form

I am: in favor of ☐ opposed to ☒ neutral to ☐ the request for **PLPDD20230093**

COMMENTS: _____

NAME: Wade Lawrence SIGNATURE _____
(PLEASE PRINT)

STREET ADDRESS: 6100 MERION WAY

DATE: 6/26/2023

SCHERTZ | COMMUNITY SERVICE OPPORTUNITY

PLANNING & COMMUNITY DEVELOPMENT

NOTICE OF PUBLIC HEARING

June 1, 2023

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Sincerely,

Emily Delgado

Emily Delgado
Planning Manager

Reply Form

I am: in favor of ☐ opposed to ☒ neutral to ☐ the request for **PLPDD20230093**

COMMENTS: _____

NAME: STACY C. COLEMAN (PLEASE PRINT) SIGNATURE Stacy C. Coleman

STREET ADDRESS: 6101 MERION WAY

DATE: 7/23/23

SCHERTZ | COMMUNITY SERVICE OPPORTUNITY

PLANNING & COMMUNITY DEVELOPMENT

NOTICE OF PUBLIC HEARING

June 1, 2023

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Emily Delgado

Emily Delgado
Planning Manager

Reply Form

I am: in favor of ☒ opposed to ☐ neutral to ☐ the request for **PLPDD20230093**

COMMENTS: _____

NAME: Brandi Coleman SIGNATURE Brandi Coleman
(PLEASE PRINT)

STREET ADDRESS: 6101 Merion Way

DATE: 7/16/23

SCHERTZ | COMMUNITY SERVICE OPPORTUNITY

PLANNING & COMMUNITY DEVELOPMENT

NOTICE OF PUBLIC HEARING

June 1, 2023

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Sincerely,

Emily Delgado

Emily Delgado
Planning Manager

Reply Form

I am: in favor of ☐ opposed to ☑ neutral to ☐ the request for **PLPDD20230093**

COMMENTS: ~~We~~ our property value would be greatly appreciated.

NAME: Brandi Coleman SIGNATURE Brandi Coleman
(PLEASE PRINT)

STREET ADDRESS: 6101 Merion Way

DATE: 6/25/23

SCHERTZ | COMMUNITY SERVICE OPPORTUNITY

PLANNING & COMMUNITY DEVELOPMENT

NOTICE OF PUBLIC HEARING

June 1, 2023

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Emily Delgado

Emily Delgado
Planning Manager

Reply Form

I am: in favor of ☐ opposed to ☒ neutral to ☐ the request for **PLPDD20230093**

COMMENTS: _____

NAME: Andrea Dotson SIGNATURE _____
(PLEASE PRINT)

STREET ADDRESS: 6108 Melon Way

DATE: 6/20/23

SCHERTZ | COMMUNITY SERVICE OPPORTUNITY

PLANNING & COMMUNITY DEVELOPMENT

NOTICE OF PUBLIC HEARING

June 1, 2023

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Sincerely,

Emily Delgado

Emily Delgado
Planning Manager

Reply Form

I am: in favor of ☐ opposed to ☑ neutral to ☐ the request for **PLPDD20230093**

COMMENTS: _____

NAME: Amanda Jackson (PLEASE PRINT) SIGNATURE Amanda L Jackson

STREET ADDRESS: 6108 Merion Way

DATE: 6/12/23

SCHERTZ | COMMUNITY SERVICE OPPORTUNITY

PLANNING & COMMUNITY DEVELOPMENT

NOTICE OF PUBLIC HEARING

June 1, 2023

Dear Property Owner,

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Sincerely,

Emily Delgado

Emily Delgado
Planning Manager

Reply Form

I am: in favor of ☐ opposed to ☒ neutral to ☐ the request for **PLPDD20230093**

COMMENTS: ZONE PROPERTY FOR RECREATION USE - CITY OWNED GOLF COURSE

NAME: RAY ALLOWAY (PLEASE PRINT) SIGNATURE Ray Alloway

STREET ADDRESS: 6109 MERION WAY

DATE: 6/13/23

From: Ray Alloway
Sent: Tuesday, June 13, 2023 7:36 AM
To: planning@schertz.com
Subject: ZONE PROPOSAL
Attachments: ZONE PROPROSAL.pdf

Morning Emily:

Attached is my response to the building of apartments next to my house.

How would you like to wake up in the morning and have that happen to you. Closing of the golf course was bad enough, but to replace the course with apartments. Our area needs a well maintained park and even a 9 hole golf course. Something that enhances our neighborhood, not devalue our investment.

Sincerely,

Ray Alloway

SCHERTZ | COMMUNITY SERVICE OPPORTUNITY

PLANNING & COMMUNITY DEVELOPMENT

NOTICE OF PUBLIC HEARING

June 1, 2023

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Sincerely,

Emily Delgado

Emily Delgado
Planning Manager

Reply Form

I am: in favor of ☐ opposed to ☒ neutral to ☐ the request for **PLPDD20230093**

COMMENTS: _____

NAME: Jeff Hackman SIGNATURE _____
(PLEASE PRINT)

STREET ADDRESS: 6112 Mesa Way

DATE: 6/24/23

SCHERTZ | COMMUNITY SERVICE OPPORTUNITY

PLANNING & COMMUNITY DEVELOPMENT

NOTICE OF PUBLIC HEARING

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Sincerely,

Emily Delgado

Emily Delgado
Planning Manager

Reply Form

I am: in favor of ☐ opposed to ☒ neutral to ☐ the request for **PLPDD20230093**

COMMENTS: _____

NAME: William Lacy SIGNATURE _____
(PLEASE PRINT)

STREET ADDRESS: 6113 Merion Way Schertz TX

DATE: 25 June 2023

SCHERTZ | COMMUNITY SERVICE OPPORTUNITY

PLANNING & COMMUNITY DEVELOPMENT

NOTICE OF PUBLIC HEARING

June 1, 2023

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Sincerely,

Emily Delgado

Emily Delgado
Planning Manager

Reply Form

I am: in favor of ☐ opposed to ☑ neutral to ☐ the request for **PLPDD20230093**

COMMENTS: We need a park not more Houses

NAME: James Gardalen (PLEASE PRINT) SIGNATURE

STREET ADDRESS: 3310 Harvest

DATE: 7-31-'23

SCHERTZ | COMMUNITY SERVICE OPPORTUNITY

PLANNING & COMMUNITY DEVELOPMENT

NOTICE OF PUBLIC HEARING

June 1, 2023

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Sincerely,

Emily Delgado

Emily Delgado
Planning Manager

Reply Form

I am: in favor of ☐ opposed to ☒ neutral to ☐ the request for **PLPDD20230093**

COMMENTS: _____

NAME: LINDA HUGHES (PLEASE PRINT) SIGNATURE _____

STREET ADDRESS: 3314 HARVEST DR.

DATE: 7/31/2023

SCHERTZ | COMMUNITY SERVICE OPPORTUNITY

PLANNING & COMMUNITY DEVELOPMENT

NOTICE OF PUBLIC HEARING

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Sincerely,

Emily Delgado

Emily Delgado
Planning Manager

Reply Form

I am: in favor of ☐ opposed to ☒ neutral to ☐ the request for **PLPDD20230093**

COMMENTS: _____

NAME: Rose McCabe SIGNATURE Rose McCabe
(PLEASE PRINT)

STREET ADDRESS: 3321 Harvest Dr, Schertz TX 78108

DATE: 7/31/2023

SCHERTZ | COMMUNITY SERVICE OPPORTUNITY

PLANNING & COMMUNITY DEVELOPMENT

NOTICE OF PUBLIC HEARING

June 1, 2023

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Sincerely,

Emily Delgado

Emily Delgado
Planning Manager

Reply Form

I am: in favor of ☐ opposed to ☑ neutral to ☐ the request for **PLPDD20230093**

COMMENTS: _____

NAME: GEORGE B. CHAMBERS JR (PLEASE PRINT) SIGNATURE George B. Chambers Jr.

STREET ADDRESS: 3329 HARVEST DR.

DATE: AUG. 1, 2023

SCHERTZ | COMMUNITY SERVICE OPPORTUNITY

PLANNING & COMMUNITY DEVELOPMENT

NOTICE OF PUBLIC HEARING

June 1, 2023

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Sincerely,

Emily Delgado

Emily Delgado
Planning Manager

Reply Form

I am: in favor of ☐ opposed to ☑ neutral to ☐ the request for **PLPDD20230093**

COMMENTS: _____

NAME: Teresa Stewart SIGNATURE Teresa Stewart
(PLEASE PRINT)

STREET ADDRESS: 3333 Harvest DR.

DATE: 1-27-23

SCHERTZ | COMMUNITY SERVICE OPPORTUNITY

PLANNING & COMMUNITY DEVELOPMENT

NOTICE OF PUBLIC HEARING

June 1, 2023

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Sincerely,

Emily Delgado

Emily Delgado
Planning Manager

Reply Form

I am: in favor of ☐ opposed to ☒ neutral to ☐ the request for **PLPDD20230093**

COMMENTS: Opposed. Significant burden to basic area infrastructure

NAME: David Hermann (PLEASE PRINT) SIGNATURE

STREET ADDRESS: 6037 Scenic Links, Schertz, TX

DATE: 7/27/2023

SCHERTZ | COMMUNITY SERVICE OPPORTUNITY

PLANNING & COMMUNITY DEVELOPMENT

NOTICE OF PUBLIC HEARING

June 1, 2023

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Sincerely,

Emily Delgado

Emily Delgado
Planning Manager

Reply Form

I am: in favor of ☐ opposed to ☑ neutral to ☐ the request for **PLPDD20230093**

COMMENTS: _____

NAME: Molly Bruscher (PLEASE PRINT) SIGNATURE Molly Bruscher

STREET ADDRESS: 6021 Scenic Links

DATE: 7/29/23

SCHERTZ | COMMUNITY SERVICE OPPORTUNITY

PLANNING & COMMUNITY DEVELOPMENT

NOTICE OF PUBLIC HEARING

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Emily Delgado
Planning Manager

Reply Form

I am: In favor of ☐ opposed to ☑ neutral to ☐ the request for **PLPDD20230093**

COMMENTS: _____

NAME: Jacob Wells (PLEASE PRINT) SIGNATURE: Jacob Wells

STREET ADDRESS: 5010 castle hill drive Schertz tx

DATE: 07/21/2023

SCHERTZ | COMMUNITY SERVICE OPPORTUNITY

PLANNING & COMMUNITY DEVELOPMENT

NOTICE OF PUBLIC HEARING

June 1, 2023

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Emily Delgado

Emily Delgado
Planning Manager

Reply Form

I am: in favor of ☐ opposed to ☑ neutral to ☐ the request for **PLPDD20230093**

COMMENTS: _____

NAME: Rebecca [illegible] SIGNATURE [signature]
(PLEASE PRINT)

STREET ADDRESS: 5010 Castle Hill Dr

DATE: 7-27-23

SCHERTZ |

PLANNING & COMMUNITY DEVELOPMENT

June 1, 2023

NOTICE OF PUBLIC HEARING

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Sincerely,

Emily Delgado

Emily Delgado
Planning Manager

Reply Form

I am in favor of ☐ ACCEPTS ☑ OPPOSES ☐ the request for PUD2023000##

COMMENTS: Keep Schertz Small, Tired of the traffic and crime

NAME: Cecilia Shapiro (PLEASE PRINT) SIGNATURE: [signature]

STREET ADDRESS: 5022 Castle hill Dr. Schertz Tx 78108

DATE: 6/9/23

1400 Schertz Parkway • Schertz, Texas 78154 • (210) 619-1000 • schertz.com

SCHERTZ | COMMUNITY SERVICE OPPORTUNITY

PLANNING & COMMUNITY DEVELOPMENT

NOTICE OF PUBLIC HEARING

June 1, 2023

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Emily Delgado

Emily Delgado
Planning Manager

Reply Form

I am: in favor of ☐ opposed to ☒ neutral to ☐ the request for **PLPDD20230093**

COMMENTS: I'm opposed to the Variances Requested from following the UDC.
① width Variance Requesting 65' instead of UDC Required 75 feet
② Side Set Back Requesting Total 10' side set Back with zero on one side and 10' on the other

NAME: Linda Rasch (PLEASE PRINT) SIGNATURE: Linda C Rasch

STREET ADDRESS: 3509 Whisper Knoll Schertz, Tx 78108

DATE: 6/23/22

Continued: instead of the UDC Required 7.5 feet on each side for a total 15' Between units.

SCHERTZ | COMMUNITY SERVICE OPPORTUNITY

PLANNING & COMMUNITY DEVELOPMENT

NOTICE OF PUBLIC HEARING

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Sincerely,

Emily Delgado

Emily Delgado
Planning Manager

Reply Form

I am: in favor of ☐ opposed to ☒ neutral to ☐ the request for **PLPDD20230093**

COMMENTS: To much traffic, poor infrastructure, Drainage

NAME: Vernon L. Smith (PLEASE PRINT) SIGNATURE Vernon L Smith

STREET ADDRESS: 3513 Whisper Knoll

DATE: 7-28-2023

SCHERTZ | COMMUNITY SERVICE OPPORTUNITY

PLANNING & COMMUNITY DEVELOPMENT

NOTICE OF PUBLIC HEARING

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Sincerely,

Emily Delgado

Emily Delgado
Planning Manager

Reply Form

I am: in favor of ☐ opposed to ☒ neutral to ☐ the request for **PLPDD20230093**

COMMENTS: _____

NAME: Patricia Rodriguez (PLEASE PRINT) SIGNATURE _____

STREET ADDRESS: 6100 Dortchester, Schertz, TX 78108

DATE: 7/20/23

SCHERTZ | COMMUNITY SERVICE OPPORTUNITY

PLANNING & COMMUNITY DEVELOPMENT

NOTICE OF PUBLIC HEARING

June 1, 2023

Dear Property Owner,

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PLPDD20230093– A request to rezone approximately 25 acres of land from Pre-Development District (PRE) to Planned Development District (PDD), generally located approximately 2,200 feet southeast of the intersection of Country Club Boulevard and IH-35 access road, also known as a portion Comal County Property Identification Number 377261 and Guadalupe County Property Identification 63833, City of Schertz, Comal County and Guadalupe County, Texas

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Sincerely,

Emily Delgado

Emily Delgado
Planning Manager

Reply Form

I am: in favor of ☐ opposed to ☒ neutral to ☐ the request for **PLPDD20230093**

COMMENTS: _____

NAME: David + Beverly Mitchell (PLEASE PRINT) SIGNATURE: Beverly Mitchell

STREET ADDRESS: 6104 Portchester, Schertz, TX 78108

DATE: 6/7/2023

SCHERTZ | COMMUNITY SERVICE OPPORTUNITY

PLANNING & COMMUNITY DEVELOPMENT

NOTICE OF PUBLIC HEARING

June 1, 2023

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Sincerely,

Emily Delgado

Emily Delgado
Planning Manager

Reply Form

I am: in favor of ☐ opposed to ☑ neutral to ☐ the request for **PLPDD20230093**

COMMENTS: _____

NAME: Lynann Lawrence SIGNATURE Lynann Lawrence
(PLEASE PRINT)

STREET ADDRESS: 6103 Portchester

DATE: 7-20-23

SCHERTZ | COMMUNITY SERVICE OPPORTUNITY

PLANNING & COMMUNITY DEVELOPMENT

NOTICE OF PUBLIC HEARING

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Sincerely,

Emily Delgado

Emily Delgado
Planning Manager

Reply Form

I am: in favor of ☐ opposed to ☑ neutral to ☐ the request for **PLPDD20230093**

COMMENTS: _____

NAME: Odion Jamaal Nelson SIGNATURE _____
(PLEASE PRINT)

STREET ADDRESS: 6113 Portchester

DATE: 30 Jul 2023

SCHERTZ | COMMUNITY SERVICE OPPORTUNITY

PLANNING & COMMUNITY DEVELOPMENT

NOTICE OF PUBLIC HEARING

June 1, 2023

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Sincerely,

Emily Delgado

Emily Delgado
Planning Manager

Reply Form

I am: in favor of ☐ opposed to ☒ neutral to ☐ the request for **PLPDD20230093**

COMMENTS: _____

NAME: Anita Cline Lee (PLEASE PRINT) SIGNATURE Anita Cline Lee

STREET ADDRESS: 6141 Portchester Schertz TX 78108

DATE: 7/27/23

SCHERTZ | COMMUNITY SERVICE OPPORTUNITY

PLANNING & COMMUNITY DEVELOPMENT

NOTICE OF PUBLIC HEARING

June 1, 2023

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Sincerely,

Emily Delgado

Emily Delgado
Planning Manager

Reply Form

I am: in favor of ☐ opposed to ☑ neutral to ☐ the request for **PLPDD20230093**

COMMENTS:

NAME: Misty Jones (PLEASE PRINT) SIGNATURE Misty Jones

STREET ADDRESS: 5732 Ty Lindstrom

DATE: Aug 1, 2023

SCHERTZ | COMMUNITY SERVICE OPPORTUNITY

PLANNING & COMMUNITY DEVELOPMENT

NOTICE OF PUBLIC HEARING

June 1, 2023

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Sincerely,

Emily Delgado

Emily Delgado
Planning Manager

Reply Form

I am: in favor of ☐ opposed to ☒ neutral to ☐ the request for **PLPDD20230093**

COMMENTS: _____

NAME: [redacted] Samuel Jones SIGNATURE: Samuel Jones
(PLEASE PRINT)

STREET ADDRESS: 5732 Ty Lindsey Dr

DATE: AUG 1, 2023

SCHERTZ | COMMUNITY SERVICE OPPORTUNITY

PLANNING & COMMUNITY DEVELOPMENT

NOTICE OF PUBLIC HEARING

June 1, 2023

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Sincerely,

Emily Delgado

Emily Delgado
Planning Manager

Reply Form

I am: in favor of ☐ opposed to ☒ neutral to ☐ the request for **PLPDD20230093**

COMMENTS: _____

NAME: Robert & Nicole Peters SIGNATURE _____
(PLEASE PRINT)

STREET ADDRESS: 5705 Fairways Dr. 78108

DATE: 7-28-23

SCHERTZ | COMMUNITY SERVICE OPPORTUNITY

PLANNING & COMMUNITY DEVELOPMENT

NOTICE OF PUBLIC HEARING

June 1, 2023

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Sincerely,

Emily Delgado

Emily Delgado
Planning Manager

Reply Form

I am: in favor of ☐ opposed to ☒ neutral to ☐ the request for **PLPDD20230093**

COMMENTS: _____

NAME: Anne Ochoa Buckley SIGNATURE _____
(PLEASE PRINT)

STREET ADDRESS: 5701 Fairways Dr.

DATE: 5/28/23

SCHERTZ | COMMUNITY SERVICE OPPORTUNITY

PLANNING & COMMUNITY DEVELOPMENT

NOTICE OF PUBLIC HEARING

June 1, 2023

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Sincerely,

Emily Delgado

Emily Delgado
Planning Manager

Reply Form

I am: in favor of ☐ opposed to ☑ neutral to ☐ the request for **PLPDD20230093**

COMMENTS: _____

NAME: JAVIER D. RODRIGUEZ SIGNATURE _____
(PLEASE PRINT)

STREET ADDRESS: 5621 FAIR WAYS DR.

DATE: 7-30-2023

SCHERTZ | COMMUNITY SERVICE OPPORTUNITY

PLANNING & COMMUNITY DEVELOPMENT

NOTICE OF PUBLIC HEARING

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Planning Manager

Reply Form

I am: in favor of ☐ opposed to ☒ neutral to ☐ the request for **PLPDD20230093**

COMMENTS: Unsuitable for living spaces its a flood zone area.

NAME: Armando Cruz (PLEASE PRINT) SIGNATURE: [signature]

STREET ADDRESS: 6070 Covers Cove

DATE: 28 July 2023

SCHERTZ | COMMUNITY SERVICE OPPORTUNITY

PLANNING & COMMUNITY DEVELOPMENT

NOTICE OF PUBLIC HEARING

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Sincerely,

Emily Delgado

Emily Delgado
Planning Manager

Reply Form

I am: in favor of ☐ opposed to ☒ neutral to ☐ the request for **PLPDD20230093**

COMMENTS: _____

NAME: Alan Thanningmeier SIGNATURE _____
(PLEASE PRINT)

STREET ADDRESS: 6058 Lovers Cove

DATE: 7/27/23

SCHERTZ | COMMUNITY SERVICE OPPORTUNITY

PLANNING & COMMUNITY DEVELOPMENT

NOTICE OF PUBLIC HEARING

June 1, 2023

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Planning Manager

Reply Form

I am: in favor of ☐ opposed to ☒ neutral to ☐ the request for **PLPDD20230093**

COMMENTS: _____

NAME: Mikes Ills (PLEASE PRINT) SIGNATURE Mslls

STREET ADDRESS: 6108 Covers Cove, Schertz, TX 78108

DATE: 7/28/23

SCHERTZ | COMMUNITY SERVICE OPPORTUNITY

PLANNING & COMMUNITY DEVELOPMENT

NOTICE OF PUBLIC HEARING

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Planning Manager

Reply Form

I am: in favor of ☐ opposed to ☒ neutral to ☐ the request for PLPDD20230093

COMMENTS: _____

NAME: CAROL DAVIS (PLEASE PRINT) SIGNATURE Carol Davis

STREET ADDRESS: 3337 Wimbledon Dr

DATE: 7-27-23

SCHERTZ | COMMUNITY SERVICE OPPORTUNITY

PLANNING & COMMUNITY DEVELOPMENT

NOTICE OF PUBLIC HEARING

June 1, 2023

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Emily Delgado

Emily Delgado
Planning Manager

Reply Form

I am: in favor of ☐ opposed to ☑ neutral to ☐ the request for **PLPDD20230093**

COMMENTS: _____

NAME: Bobby Yates (PLEASE PRINT) SIGNATURE [signature]

STREET ADDRESS: 8401 Wimbledon Dr

DATE: 7/27/2023

SCHERTZ | COMMUNITY SERVICE OPPORTUNITY

PLANNING & COMMUNITY DEVELOPMENT

NOTICE OF PUBLIC HEARING

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Sincerely,

Emily Delgado

Emily Delgado
Planning Manager

Reply Form

I am: in favor of ☐ opposed to ☑ neutral to ☐ the request for **PLPDD20230093**

COMMENTS: This development is still not appropriate for our neighborhood.

NAME: Heather Jackson (PLEASE PRINT) SIGNATURE Heather E Jackson

STREET ADDRESS: 3410 Wimbledon Dr.

DATE: 7/17/23

SCHERTZ | COMMUNITY SERVICE OPPORTUNITY

PLANNING & COMMUNITY DEVELOPMENT

NOTICE OF PUBLIC HEARING

June 1, 2023

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Sincerely,

Emily Delgado

Emily Delgado
Planning Manager

Reply Form

I am: in favor of ☐ opposed to ☒ neutral to ☐ the request for **PLPDD20230093**

COMMENTS: _____

NAME: Carol Young SIGNATURE Carol Young
(PLEASE PRINT)

STREET ADDRESS: 3442 Wimbledon Dr.

DATE: July 28 2023

SCHERTZ | COMMUNITY SERVICE OPPORTUNITY

PLANNING & COMMUNITY DEVELOPMENT

NOTICE OF PUBLIC HEARING

June 1, 2023

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Sincerely,

Emily Delgado

Emily Delgado
Planning Manager

Reply Form

I am: in favor of ☐ opposed to ☒ neutral to ☐ the request for PLPDD20230093

COMMENTS: _____

NAME: Richard Maus (PLEASE PRINT) SIGNATURE Richard Maus

STREET ADDRESS: 3434 Wimbledon Dr Schertz

DATE: July 31, 2023

SCHERTZ | COMMUNITY SERVICE OPPORTUNITY

PLANNING & COMMUNITY DEVELOPMENT

NOTICE OF PUBLIC HEARING

June 1, 2023

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Sincerely,

Emily Delgado

Emily Delgado
Planning Manager

Reply Form

I am: in favor of ☐ opposed to ☒ neutral to ☐ the request for **PLPDD20230093**

COMMENTS: _____

NAME: Maureen Maus (PLEASE PRINT) SIGNATURE Maureen Maus

STREET ADDRESS: 3434 Wimbledon Dr.

DATE: July 28, 2023

SCHERTZ | COMMUNITY SERVICE OPPORTUNITY

PLANNING & COMMUNITY DEVELOPMENT

NOTICE OF PUBLIC HEARING

June 1, 2023

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Sincerely,

Emily Delgado

Emily Delgado
Planning Manager

Reply Form

I am: in favor of ☐ opposed to ☒ neutral to ☐ the request for **PLPDD20230093**

COMMENTS: _____

NAME: ELAINE HARRISON (PLEASE PRINT) SIGNATURE Elaine F Harrison

STREET ADDRESS: 3438 Wimbledon Dr, Schertz TX 78108

DATE: 29 Jul 2023

SCHERTZ | COMMUNITY SERVICE OPPORTUNITY

PLANNING & COMMUNITY DEVELOPMENT

NOTICE OF PUBLIC HEARING

June 1, 2023

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Sincerely,

Emily Delgado

Emily Delgado
Planning Manager

Reply Form

I am: in favor of ☐ opposed to ☒ neutral to ☐ the request for **PLPDD20230093**

COMMENTS: _____

NAME: ARLISS C HARRISON (PLEASE PRINT) SIGNATURE Arliss C Harrison

STREET ADDRESS: 3438 WIMBLEDON DR, SCHERTZ TX

DATE: July 29, 2023

Emily Delgado

From: Mary Salvaterra
Sent: Wednesday, June 14, 2023 4:14 PM
To: Emily Delgado
Subject: property and zoning meeting

Follow Up Flag: Follow up
Flag Status: Flagged

To whom this may concern,

I hope this PLPDD20230093 The Villas at Bluebonnet does concern everyone on the board. I am the first to admit this proposal coming up again with very little change after being exposed and denied is very confusing.
Like the council members have stated they are trying to put a square peg in a round hole. And why anyone would want this certaining has me baffled.
Please follow your own UDC guidelines and this will not pass. And why am I told that it doesn't matter if planning and zoning deny this. Are you not the ones who make them follow the guidelines, and are able to see that they are not following them with this proposal? Like I said, all these conversations are getting very confusing and I truly believe all of Schertz would agree how inappropriate this request is.
I am thinking the city needs to start offering classes on how to understand planning and zoning and our city council members' conversations. Why approve or disapprove this if the Council does not have to abide by your decision.

Thank you,
very confused
Mary Salvaterra
3422 Wimbledon Dr.

SCHERTZ | COMMUNITY SERVICE OPPORTUNITY

PLANNING & COMMUNITY DEVELOPMENT

NOTICE OF PUBLIC HEARING

June 1, 2023

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Sincerely,

Emily Delgado

Emily Delgado
Planning Manager

Reply Form

I am: in favor of ☐ opposed to ☒ neutral to ☐ the request for **PLPDD20230093**

COMMENTS: _____

NAME: Larry Craft SIGNATURE Larry A Craft
(PLEASE PRINT)

STREET ADDRESS: 3509 Wimbledon DR

DATE: 7/27/23

SCHERTZ | COMMUNITY SERVICE OPPORTUNITY

PLANNING & COMMUNIT DEVELOPMENT

NOTICE OF PUBLIC HEARING

June 1, 2023

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Sincerely,

Emily Delgado

Emily Delgado
Planning Manager

Reply Form

I am: in favor of ☐ opposed to ☐ neutral to ☐ the request for **PLPDD20230093**

COMMENTS: _____

NAME: Jessica Wehrung SIGNATURE _____
(PLEASE PRINT)

STREET ADDRESS: 3521 Wimbledon

DATE: 6/20/23

SCHERTZ | COMMUNITY SERVICE OPPORTUNITY

PLANNING & COMMUNITY DEVELOPMENT

NOTICE OF PUBLIC HEARING

June 1, 2023

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Sincerely,

Emily Delgado

Emily Delgado
Planning Manager

Reply Form

I am: in favor of ☐ opposed to ☒ neutral to ☐ the request for **PLPDD20230093**

COMMENTS: _____

NAME: Richard Smith SIGNATURE _____
(PLEASE PRINT)

STREET ADDRESS: 3325 Fox Briar LN Schertz TX 78108

DATE: 07/30/2023

SCHERTZ | COMMUNITY SERVICE OPPORTUNITY

PLANNING & COMMUNITY DEVELOPMENT

NOTICE OF PUBLIC HEARING

June 1, 2023

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Sincerely,

Emily Delgado

Emily Delgado
Planning Manager

Reply Form

I am: in favor of ☐ opposed to ☑ neutral to ☐ the request for **PLPDD20230093**

COMMENTS: _____

NAME: Amanda Rodriguez SIGNATURE _____
(PLEASE PRINT)

STREET ADDRESS: 3334 Foxbriar Ln Schertz

DATE: 07-30-2023

SCHERTZ | COMMUNITY SERVICE OPPORTUNITY

PLANNING & COMMUNITY DEVELOPMENT

NOTICE OF PUBLIC HEARING

June 1, 2023

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Sincerely,

Emily Delgado

Emily Delgado
Planning Manager

Reply Form

I am: in favor of ☐ opposed to ☒ neutral to ☐ the request for **PLPDD20230093**

COMMENTS: _____

NAME: Kelly J Guilford (PLEASE PRINT) SIGNATURE Kelly J Guilford

STREET ADDRESS: 3405 Foxbriar Ln Schertz, TX 78108

DATE: 7/29/2023

SCHERTZ | COMMUNITY SERVICE OPPORTUNITY

PLANNING & COMMUNITY DEVELOPMENT

NOTICE OF PUBLIC HEARING

June 1, 2023

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Sincerely,

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Planning Manager

Reply Form

I am: in favor of ☐ opposed to ☒ neutral to ☐ the request for **PLPDD20230093**

COMMENTS: Duplex Homes Bring in Rentals which cause crime, which affects Prop. values of Quality of Life.

NAME: Russell Pettyjohn (PLEASE PRINT) SIGNATURE

STREET ADDRESS: 3409 Fox Briar Ln, Schertz, TX 78108

DATE: 7/30/23

Cont.: The few Rentals we have in our area are a constant source of problems.

SCHERTZ | COMMUNITY SERVICE OPPORTUNITY

PLANNING & COMMUNITY DEVELOPMENT

NOTICE OF PUBLIC HEARING

June 1, 2023

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Sincerely,

Emily Delgado

Emily Delgado
Planning Manager

Reply Form

I am: in favor of ☐ opposed to ☑ neutral to ☐ the request for **PLPDD20230093**

COMMENTS: _____

NAME: LANE & KATHERINE THOMAS (PLEASE PRINT) SIGNATURE Katherine Thomas

STREET ADDRESS: 3414 FOXBRIAR

DATE: 7/28/23

SCHERTZ | COMMUNITY SERVICE OPPORTUNITY

PLANNING & COMMUNITY DEVELOPMENT

NOTICE OF PUBLIC HEARING

June 1, 2023

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Emily Delgado

Emily Delgado
Planning Manager

Reply Form

I am: in favor of ☐ opposed to ☒ neutral to ☐ the request for **PLPDD20230093**

COMMENTS: _____

NAME: Sherry Green SIGNATURE Sherry Green
(PLEASE PRINT)

STREET ADDRESS: 3425 Foxbriar LN

DATE: 7-30-23

SCHERTZ | COMMUNITY SERVICE OPPORTUNITY

PLANNING & COMMUNITY DEVELOPMENT

NOTICE OF PUBLIC HEARING

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Sincerely,

Emily Delgado

Emily Delgado
Planning Manager

Reply Form

I am: in favor of ☐ opposed to ☒ neutral to ☐ the request for **PLPDD20230093**

COMMENTS: _____

NAME: Joshua Chinn SIGNATURE _____
(PLEASE PRINT)

STREET ADDRESS: 3129 Foxbriar lane

DATE: 7-30-23

SCHERTZ | COMMUNITY SERVICE OPPORTUNITY

PLANNING & COMMUNITY DEVELOPMENT

NOTICE OF PUBLIC HEARING

June 1, 2023

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Sincerely,

Emily Delgado

Emily Delgado
Planning Manager

Reply Form

I am: in favor of ☐ opposed to ☑ neutral to ☐ the request for **PLPDD20230093**

COMMENTS: _____

NAME: Dawn Lewis (PLEASE PRINT) SIGNATURE: _____

STREET ADDRESS: 3430 Foxbriar Ln Schertz, TX 78108

DATE: 7/29/23

SCHERTZ | COMMUNITY SERVICE OPPORTUNITY

PLANNING & COMMUNITY DEVELOPMENT

NOTICE OF PUBLIC HEARING

June 1, 2023

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Sincerely,

Emily Delgado

Emily Delgado
Planning Manager

Reply Form

I am: in favor of ☐ opposed to ☑ neutral to ☐ the request for **PLPDD20230093**

COMMENTS:

NAME: Olivia Dominguez (PLEASE PRINT) SIGNATURE Olivia Dominguez

STREET ADDRESS: 3434 Foxbriar Ln, Schertz, TX 78108

DATE: 30 Jul 2023

SCHERTZ | COMMUNITY SERVICE OPPORTUNITY

PLANNING & COMMUNITY DEVELOPMENT

NOTICE OF PUBLIC HEARING

June 1, 2023

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Sincerely,

Emily Delgado

Emily Delgado
Planning Manager

Reply Form

I am: in favor of ☐ opposed to ☑ neutral to ☐ the request for **PLPDD20230093**

COMMENTS: _____

NAME: PAUL SANDERS SIGNATURE _____
(PLEASE PRINT)

STREET ADDRESS: 8436 FOXBRIAR LN

DATE: 7/29

SCHERTZ | COMMUNITY SERVICE OPPORTUNITY

PLANNING & COMMUNITY DEVELOPMENT

NOTICE OF PUBLIC HEARING

June 1, 2023

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Emily Delgado

Emily Delgado
Planning Manager

Reply Form

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COMMENTS: _____

NAME: MICHAEL G. DUGI (PLEASE PRINT) SIGNATURE Michael G. Dugi

STREET ADDRESS: 3502 FOXBRIAR LN

DATE: 7/29/2023

SCHERTZ | COMMUNITY SERVICE OPPORTUNITY

PLANNING & COMMUNITY DEVELOPMENT

NOTICE OF PUBLIC HEARING

June 1, 2023

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Emily Delgado

Emily Delgado
Planning Manager

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I am: in favor of ☐ opposed to ☑ neutral to ☐ the request for **PLPDD20230093**

COMMENTS: _____

NAME: Clint Sansom SIGNATURE _____
(PLEASE PRINT)

STREET ADDRESS: 3506 Foxbriar Lane Schertz, TX. 78108

DATE: 7/30/23

SCHERTZ | COMMUNITY SERVICE OPPORTUNITY

PLANNING & COMMUNITY DEVELOPMENT

NOTICE OF PUBLIC HEARING

June 1, 2023

Dear Property Owner,

The Schertz Planning and Zoning Commission will conduct a public hearing on **Wednesday, June 14, 2023,** at **6:00 p.m.** located at the Municipal Complex Council Chambers, 1400 Schertz Parkway, Building #4, Schertz, Texas to consider and make recommendation on the following item:

PLPDD20230093– A request to rezone approximately 25 acres of land from Pre-Development District (PRE) to Planned Development District (PDD), generally located approximately 2,200 feet southeast of the intersection of Country Club Boulevard and IH-35 access road, also known as a portion Comal County Property Identification Number 377261 and Guadalupe County Property Identification 63833, City of Schertz, Comal County and Guadalupe County, Texas.

The Planning and Zoning Commission would like to hear how you feel about this request and invites you to attend the public hearing. *This form is used to calculate the percentage of landowners that support and oppose the request.* You may return the reply form below prior to the first public hearing date by mail or personal delivery to Emily Delgado, Planning Manager, 1400 Schertz Parkway, Bldg. 1, Schertz, Texas 78154 or by email at planning@schertz.com. If you have any questions, please feel free to call Emily Delgado, Planning Manager directly at (210) 619-1784.

Sincerely,

Emily Delgado

Emily Delgado
Planning Manager

Reply Form

I am: in favor of ☐ opposed to ☒ neutral to ☐ the request for **PLPDD20230093**

COMMENTS: _____

NAME: Tina Cano SIGNATURE: Tina Cano
(PLEASE PRINT)

STREET ADDRESS: 3518 Foxbriar Ln Schertz, TX 78108

DATE: 4-30-23

SCHERTZ | COMMUNITY SERVICE OPPORTUNITY

PLANNING & COMMUNITY DEVELOPMENT

NOTICE OF PUBLIC HEARING

June 1, 2023

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Sincerely,

Emily Delgado

Emily Delgado
Planning Manager

Reply Form

I am: in favor of ☐ opposed to ☑ neutral to ☐ the request for **PLPDD20230093**

COMMENTS: _____

NAME: Rose Carpintayo-Reyes (PLEASE PRINT) SIGNATURE Rose Carpintayo Reyes

STREET ADDRESS: 3522 Foxbriar Ln Schertz TX 78108

DATE: 7-29-2023

SCHERTZ | COMMUNITY SERVICE OPPORTUNITY

PLANNING & COMMUNITY DEVELOPMENT

NOTICE OF PUBLIC HEARING

June 1, 2023

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Sincerely,

Emily Delgado

Emily Delgado
Planning Manager

Reply Form

I am: in favor of ☐ opposed to ☑ neutral to ☐ the request for **PLPDD20230093**

COMMENTS: _____

NAME: Rose Carpintero-Reyes SIGNATURE Rose Carpintero-Reyes
(PLEASE PRINT)

STREET ADDRESS: 3522 Foxbriar Ln Schertz, TX 78108

DATE: 6-25-2023

SCHERTZ | COMMUNITY SERVICE OPPORTUNITY

PLANNING & COMMUNITY DEVELOPMENT

NOTICE OF PUBLIC HEARING

June 1, 2023

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Sincerely,

Emily Delgado

Emily Delgado
Planning Manager

Reply Form

I am: in favor of ☐ opposed to ☒ neutral to ☐ the request for **PLPDD20230093**

COMMENTS: traffic congestion, crime from subsidized housing

NAME: Reynaldo Galindo (PLEASE PRINT) SIGNATURE Reynaldo Galindo

STREET ADDRESS: 3201 overlook Dr

DATE 30 July 2023

SCHERTZ | COMMUNITY SERVICE OPPORTUNITY

PLANNING & COMMUNITY DEVELOPMENT

NOTICE OF PUBLIC HEARING

June 1, 2023

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Sincerely,

Emily Delgado

Emily Delgado
Planning Manager

Reply Form

I am: in favor of ☐ opposed to ☑ neutral to ☐ the request for PLPDD20230093

COMMENTS: _____

NAME: Tom & Janet Wilson (PLEASE PRINT) SIGNATURE Tom Wilson Janet Wilson

STREET ADDRESS: 3805 Overlook Dr.

DATE: 7-28-2023

SCHERTZ | COMMUNITY SERVICE OPPORTUNITY

PLANNING & COMMUNITY DEVELOPMENT

NOTICE OF PUBLIC HEARING

June 1, 2023

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Sincerely,

Emily Delgado

Emily Delgado
Planning Manager

Reply Form

I am: in favor of ☐ opposed to ☒ neutral to ☐ the request for **PLPDD20230093**

COMMENTS: _____

NAME: Mary Pape (PLEASE PRINT) SIGNATURE Mary Pape

STREET ADDRESS: 3804 Overlook Dr., Schertz, TX 78108

DATE: 7/28/2023

SCHERTZ | COMMUNITY SERVICE OPPORTUNITY

PLANNING & COMMUNITY DEVELOPMENT

NOTICE OF PUBLIC HEARING

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Sincerely,

Emily Delgado

Emily Delgado
Planning Manager

Reply Form

I am: in favor of ☐ opposed to ☒ neutral to ☐ the request for **PLPDD20230093**

COMMENTS: _____

NAME: William E. Yeamans (PLEASE PRINT) SIGNATURE William E. Yeamans

STREET ADDRESS: 3525 Charleston Lane

DATE: 7-28-23

SCHERTZ | COMMUNITY SERVICE OPPORTUNITY

PLANNING & COMMUNITY DEVELOPMENT

NOTICE OF PUBLIC HEARING

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Sincerely,

Emily Delgado

Emily Delgado
Planning Manager

Reply Form

I am: in favor of ☐ opposed to ☑ neutral to ☐ the request for **PLPDD20230093**

COMMENTS: _____

NAME: KENNETH YEAMANS (PLEASE PRINT) SIGNATURE [signature]

STREET ADDRESS: 3509 Charleston Lane

DATE: 7-28-2023

SCHERTZ | COMMUNITY SERVICE OPPORTUNITY

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Sincerely,

Emily Delgado

Emily Delgado
Planning Manager

Reply Form

I am: in favor of ☐ opposed to ☒ neutral to ☐ the request for **PLPDD20230093**

COMMENTS: _____

NAME: William DAVIS SIGNATURE William K Davis
(PLEASE PRINT)

STREET ADDRESS: 3334 Charleston

DATE: 7/28/23

SCHERTZ | COMMUNITY SERVICE OPPORTUNITY

PLANNING & COMMUNITY DEVELOPMENT

NOTICE OF PUBLIC HEARING

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Sincerely,

Emily Delgado

Emily Delgado
Planning Manager

Reply Form

I am: in favor of ☐ opposed to ☒ neutral to ☐ the request for **PLPDD20230093**

COMMENTS: We are 100% against development of our ESTABLISHED neighborhood.

NAME: Michelle Zimmerhanzel (PLEASE PRINT) SIGNATURE Michelle Zimmerhanzel

STREET ADDRESS: 3522 Charleston Lane Schertz TX 78108

DATE: 7/31/2023

ORDINANCE NO: 23-S-14

25 ACRE ZONE CHANGE FROM PRE-DEVELOPMENT DISTRICT (PRE) TO PLANNED DEVELOPMENT DISTRICT (PDD): THE VILLAS AT BLUEBONNET RIDGE

EMILY DELGADO | PLANNING MANAGER

SCHERTZ
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CITY COUNCIL ACTION

- **July 18, 2023 City Council Meeting**
  - **The Schertz City Council met on July 18, 2023 and voted to approve the proposed zone change as presented by a 4-3 vote with Council Members Davis, Watson, and Scagliola with the nay vote.**

- **August 1, 2023 City Council Meeting**
  - **The applicant requested for the item to be tabled and City Council approved that request to table until the September 5, 2023 City Council Meeting.**

SCHERTZ
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Changes since previous City Council Meeting

- **On August 22, 2023, the Planning Division received a revised Planned Development District Design Standards document from the applicant for Ordinance No. 23-S-14, the zone change to Planned Development District (PDD) for The Villas at Bluebonnet Ridge.**

SCHERTZ
COMMUNITY. SERVICE. OPPORTUNITY.

Changes since previous City Council Meeting

Design Standard Presented at the July 18th and August 1st City Council Meetings	Modified Design Standard to be presented at the September 5th City Council Meeting	Change in standard
Gated community with no more than 170 units	Gated community with no more than 140 units	Reduction in overall unit count by 30 units
Units spread across 85 duplexes	Units spread across 70 duplexes	Reduction in overall duplex count by 15 units
Amenities proposed included playscapes, picnic tables, and a neighborhood pavilion	Amenities proposed included playscapes, pickleball courts, picnic tables, and a neighborhood pavilion	Addition of a proposed pickleball court
Proposed 7.31 acres of green space and amenities	Proposed 8.52 acres of green space and amenities	Increased green space and amenities by 1.21 acres
Interior Park and amenities shown as 0.50 acres	Interior Park and amenities shown on 0.52 acres	Increase of 0.02 acres of interior park and amenities

SCHERTZ
COMMUNITY. SERVICE. OPPORTUNITY.

Changes since previous City Council Meeting

Design Standard Presented at the July 18th and August 1st City Council Meetings	Modified Design Standard to be presented at the September 5th City Council Meeting	Change in standard
Mail Center with covered pavilion and additional parking on 0.29 acres	Mail center with covered pavilion and additional parking on 0.23 acres	Reduction of mail center area by 0.06 acres
0.56 acre fenced in private dog park	0.29 acre youth sport facilities such as pickleball courts	Removal of proposed private dog park and replace with youth sport facility. Reduction in acreage by 0.27 acres
1.95 acre private Picnic / Trail / Community Garden Area	2.73 acre private Picnic / Trail / Community Garden Area	Increase private picnic / trail / community garden area by 0.78 acres
Lot width proposed at 65 feet	Lot width proposed at 75 feet	Increase of 10 feet in each proposed lot width. 75 feet is the lot width for R-3 per the UDC. No longer requesting a modification to the lot width.
Lot area proposed at 5,655 square feet	Lot with proposed at 6,525 square feet	Increase in proposed lot width 870 square feet

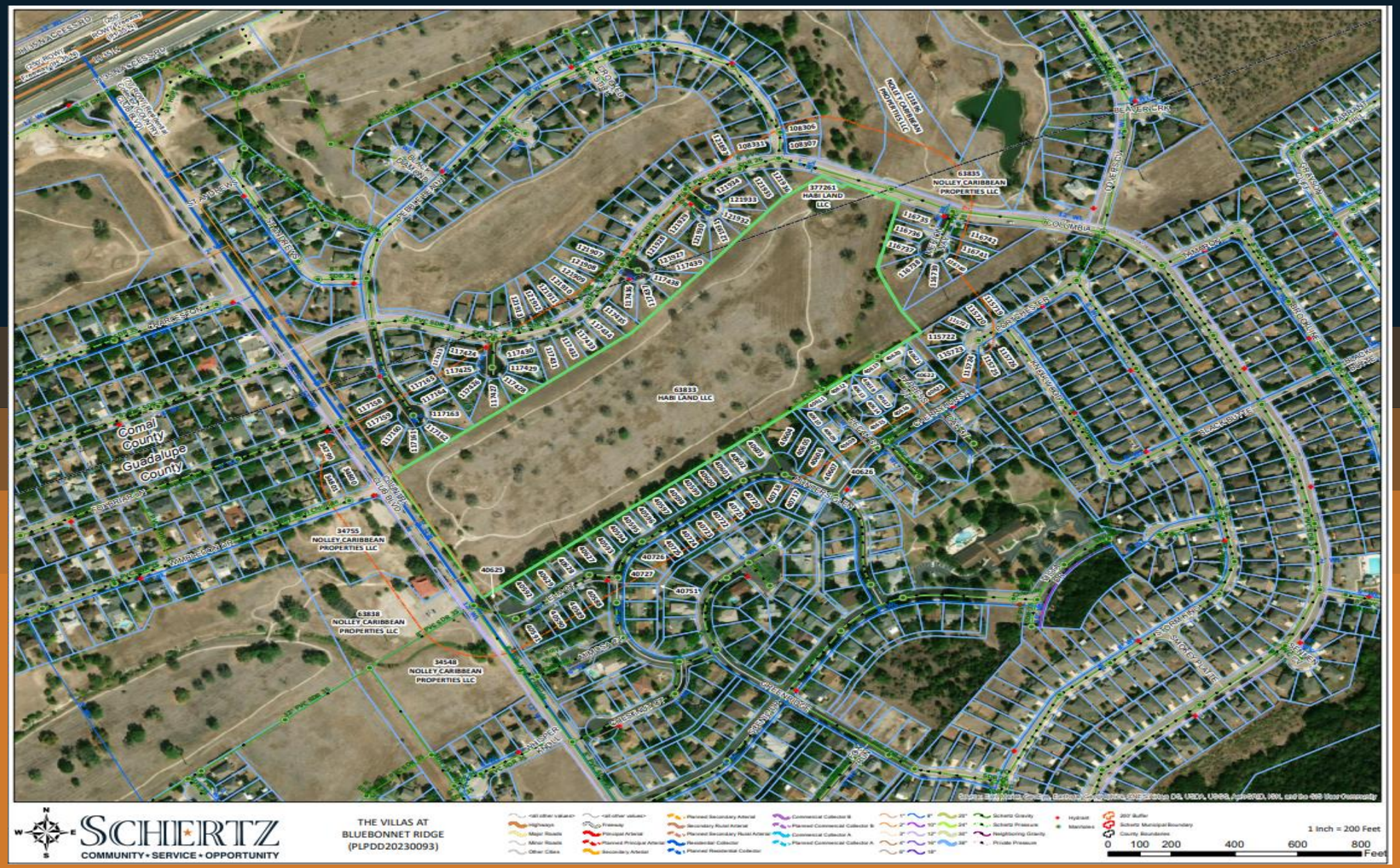
SCHERTZ
COMMUNITY. SERVICE. OPPORTUNITY.

Changes since previous City Council Meeting

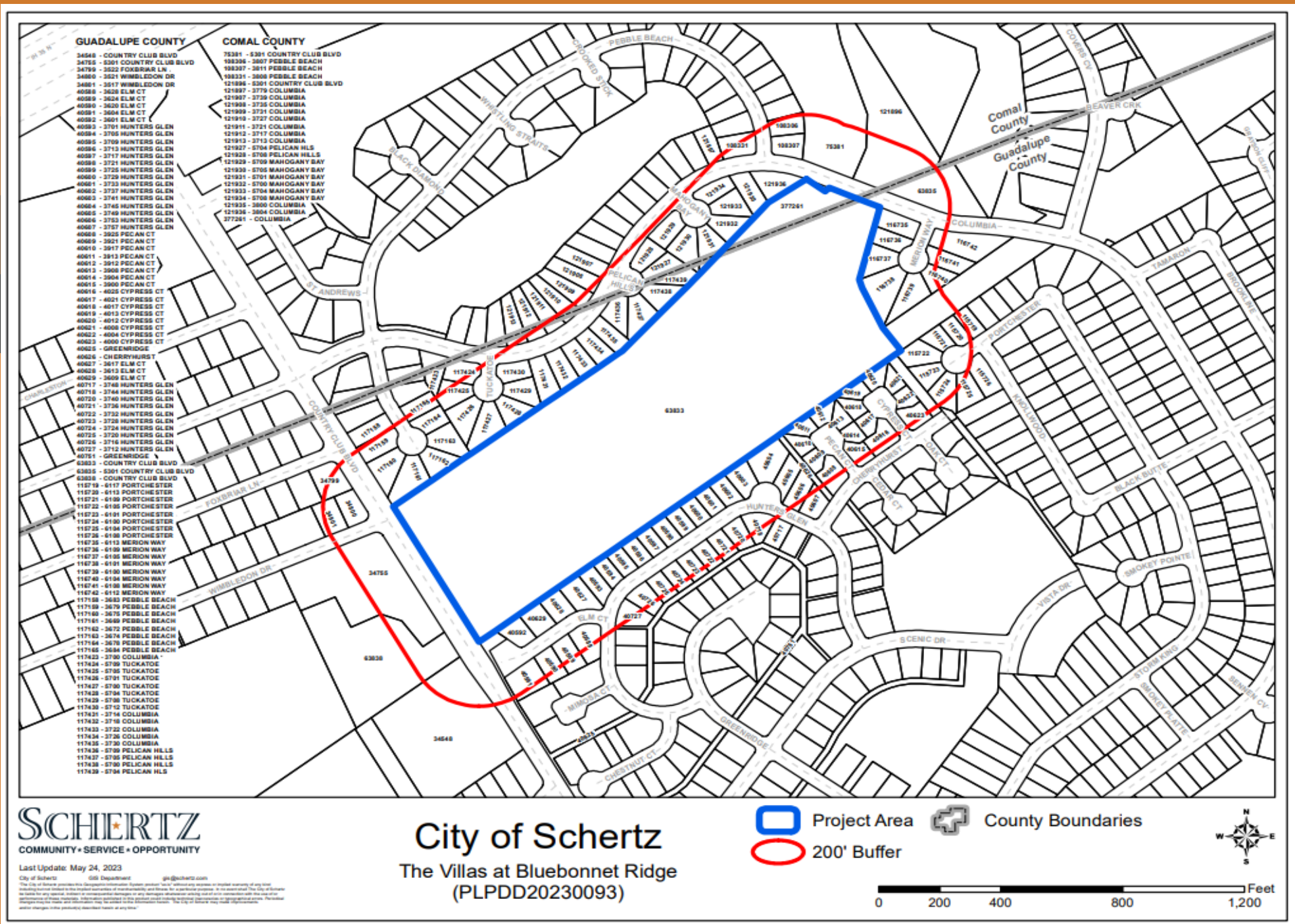
Design Standard Presented at the July 18th and August 1st City Council Meetings	Modified Design Standard to be presented at the September 5th City Council Meeting	Change in standard
Each lot will have a 10 foot side setback on one side and a zero lot line setback on the opposite side	All lots will have a 10 foot side setback on each side (the 6 corner lots within the development will maintain 15 foot side setbacks	No longer requesting a modification to the side setbacks. All lots will have the required per the UDC 10 foot side setbacks
Due to the reduced side yard setbacks, each duplex would be required to have fire walls and A/C condensers to be in the rear yard	Due to the side yards all being 10 feet, the fire wall paragraph of requirements have been removed	No longer proposing firewalls due to all lots having 10 foot side yard setbacks
Proposed 680 off street parking spaces	Proposed 560 off street parking spaces	With the reduction in overall unit counts to 140 units, the overall parking of 4 spaces per unit is reduced by 120 spaces
16 parking spaces split between interior parks and mail station	23 parking spaces split between interior parks and mail stations	Increase of 7 spaces across the interior parks and mail stations
Proposed overall parking spaces of 772	Proposed overall parking spaces of 659	Due to the reduction in unit count there are less parking spaces overall for the development

SCHERTZ
COMMUNITY. SERVICE. OPPORTUNITY.

SUBJECT PROPERTY



SCHERTZ
COMMUNITY. SERVICE. OPPORTUNITY.



June 1, 2023: 117 Public Hearing Mailers sent

June 28, 2023: public hearing notice published in San Antonio Express

As of July 24, 2023 at 10:00am staff has received the following responses:

29- In Favor

71- Opposed

1- Neutral

SCHERTZ
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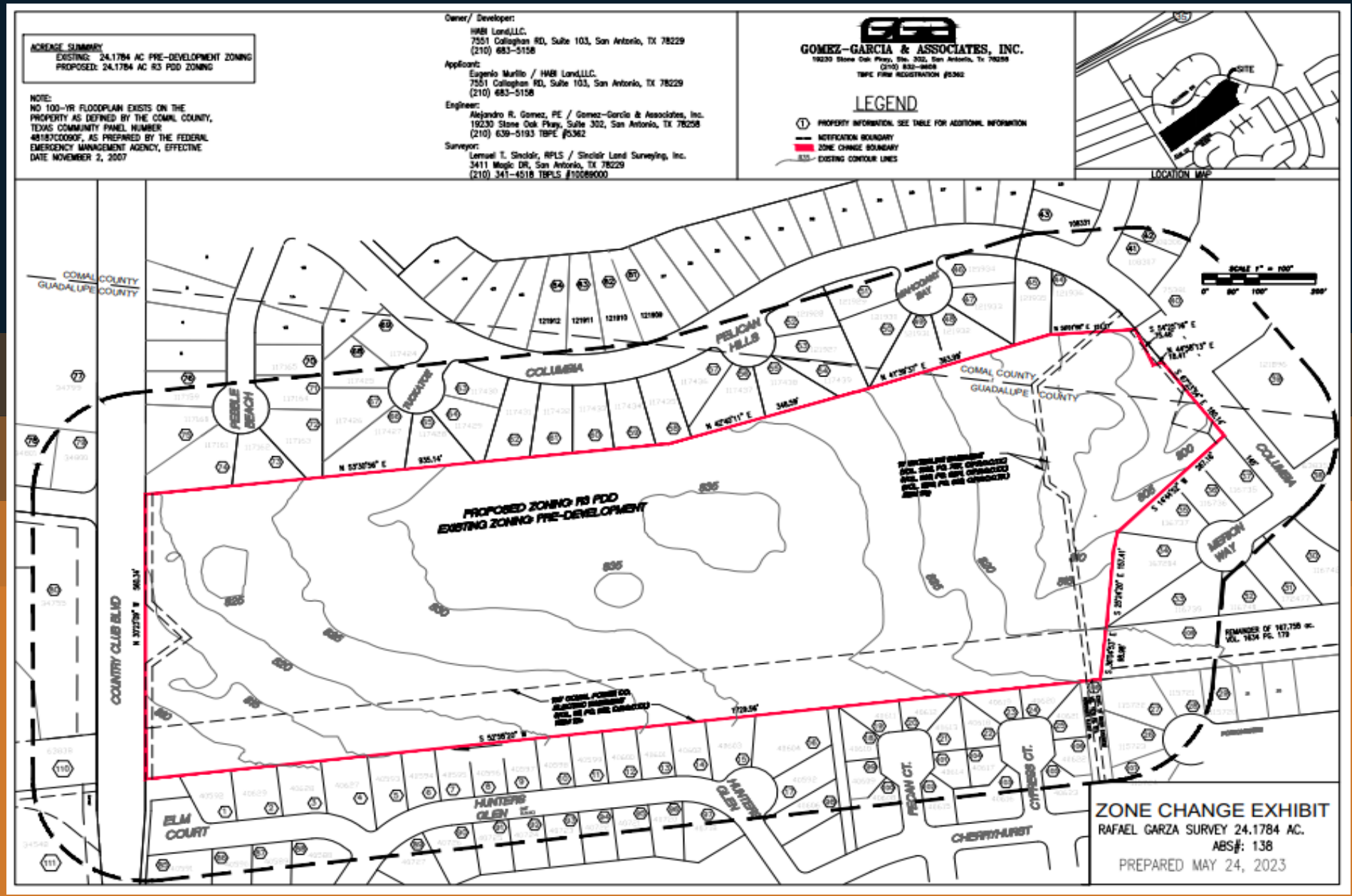
Public Hearing Responses

- **If a proposed zoning change is protested in writing and signed by the owners of at least twenty percent (20%) of the area of the lots or land immediately adjoining the area covered by the proposed zoning change or zoning map amendment and extending 200 feet from that area, the proposed change must receive, in order to take effect, the affirmative vote of at least three-fourths (¾) of all members of the City Council according to LGC, Local Government Code § 211.006(d).**

- **At the time of the staff report (August 25, 2023 at 3:00pm) the total percentage of the protested parcel acreage is 28.50%, therefore, the 3/4 vote has been triggered for the City Council for the September 5, 2023 meeting.**

SCHERTZ
COMMUNITY. SERVICE. OPPORTUNITY.

SUBJECT PROPERTY



- Approximately 25 Acres
- Currently zoned Pre-Development District (PRE)
- Proposed Zoning: Planned Development District (PDD) with a base zoning of Two-Family Residential District (R-3) with the intention to construct duplexes

SCHERTZ
COMMUNITY. SERVICE. OPPORTUNITY.

PROPOSED PDD-

The Villa's at Bluebonnet Ridge

- **The proposed rezone from Pre-Development District (PRE) to Planned Development District (PDD) with a base zoning of Two-Family Residential (R-3)**

- **The proposed development would consist of the following:**
  - **Gated Community / HOA Maintained**
  - **70 Duplexes**
  - **No more than 140 Units**
    - **Each unit will be between 1,300 square feet and 1,400 square feet**
  - **8.52 acres of green space and amenities**

SCHERTZ
COMMUNITY. SERVICE. OPPORTUNITY.

THE VILLA'S AT BLUEBONNET RIDGE

- Each lot will have a 10-foot side setback on both sides of the lot.

- Proposed reduce lot area and depth. Front, side and rear setbacks consistent with the UDC standards for R-3.

Table 21.5.7.A DIMENSIONAL REQUIREMENTS
RESIDENTIAL ZONING DISTRICTS

		Minimum Lot Size and Dimensions			Minimum Yard Setback (Ft)				Miscellaneous Lot Requirements		
Code	Zoning District	Area Sq. Ft.	Width Ft.	Depth Ft.	Front Ft.	Side Ft.	Rear Ft.	Minimum Off-Street Parking Spaces	Max Height Ft.	Max Imperv Cover	Key
R-3 Per UDC	Two-Family Residential District	9000	75	120	25	10	20	2	35	60%	h,j,k,l, m,o
R-3 (PDD)	Two-Family Residential District (PDD)	**6525**	75	**87**	25	10	20	2	35	60%	h,j,k,l, m

Key:	
h.	Corner lot shall have minimum 15-foot yard setback from street right-of-way.
j.	Site Plan approval required.
k.	Swimming pools count toward the maximum impervious cover limitations, unless the swimming pool is equipped with a water overflow device appropriate for such pool, and only if it drains into any pervious surface, in which case the water surface shall be excluded.
l.	No variances may be permitted to exceed the maximum impervious cover limitations
m.	Refer to Article 14, section 21.14.3 for additional design requirements
o.	Side yard setback of 7.5 ft. for R-1, R-2, R-3, R-6, R-7, and MHS continues in effect for all subdivisions vested on the date of adoption of Ordinance No. 11-S-15.

SCHERTZ
COMMUNITY. SERVICE. OPPORTUNITY.

THE VILLA'S AT BLUEBONNET RIDGE

- **Parks & Amenities:**
  - 8.52 acres of green space and amenities

Proposed to include:

- a pavilion, playground for the community, a concrete walking path, a mail center with covered pavilion and additional parking spaces
- 0.29-acre space for youth sport facilities (pickleball)
- 2.73-acre private picnic / trail / community garden area
- 4.01 acre public walking trail, contingent on LCRA approval to develop within the easement

SCHERTZ
COMMUNITY. SERVICE. OPPORTUNITY.

THE VILLA'S AT BLUEBONNET RIDGE

- **Parking:**

  Each 3-bedroom unit has two driveway parking spaces in addition to two garage parking spaces for a total of 4 spaces per unit. There are a proposed 140 units with 4 spaces per unit for a total of 560 off-street parking spaces. In addition to those spaces there are an additional 23 parking spaces split between the interior parks and mail station and an additional 76 spaces available on street to use as overflow and guest parking. Total parking proposed is 659 spaces.

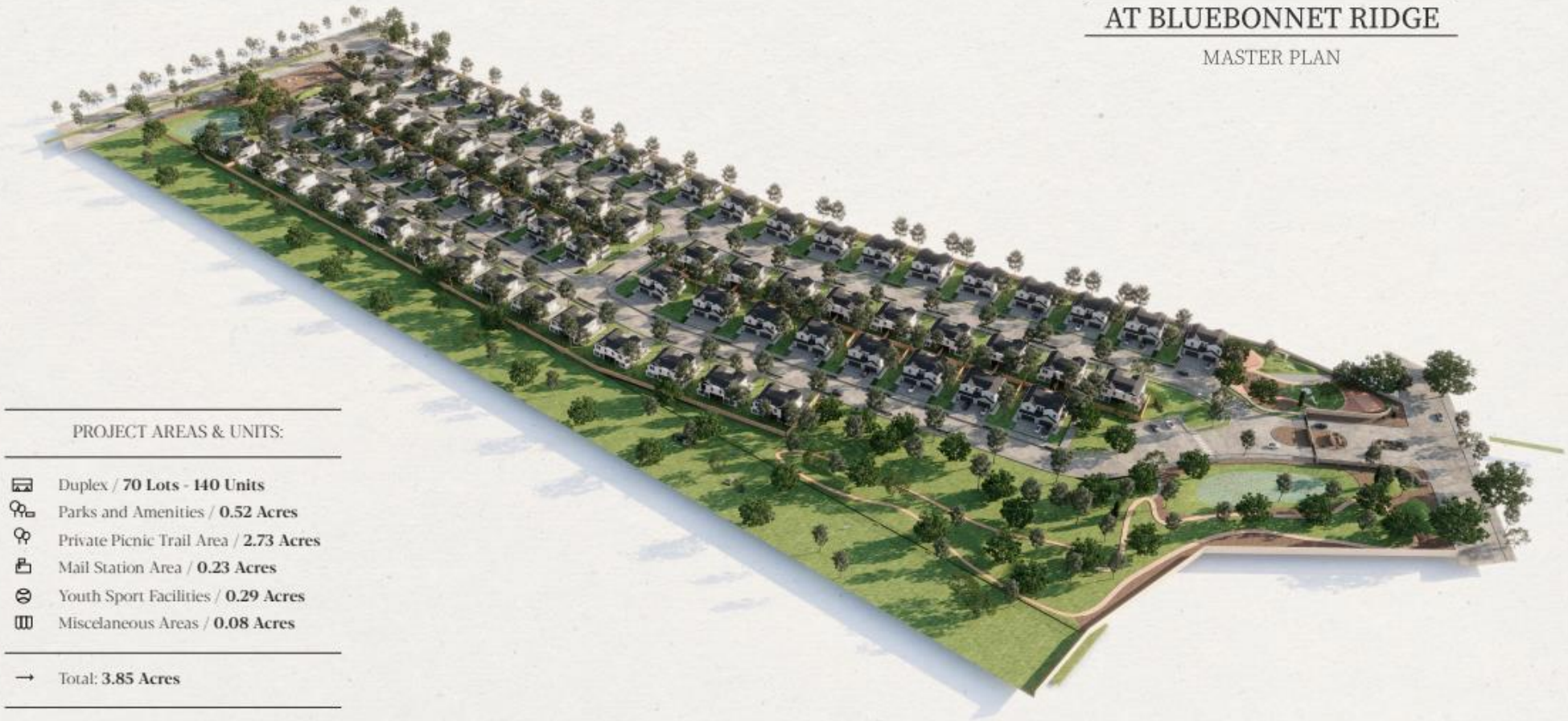
  The current UDC, as amended by 23-S-07, requires that duplexes provide 2 parking spaces per unit. The UDC does not require additional guest parking for duplexes. Under the current UDC The Villas at Bluebonnet Ridge would require 280 parking spaces.

SCHERTZ
COMMUNITY. SERVICE. OPPORTUNITY.

The Villas

AT BLUEBONNET RIDGE

MASTER PLAN



PROJECT AREAS & UNITS:

- Duplex / **70 Lots - 140 Units**
- Parks and Amenities / **0.52 Acres**
- Private Picnic Trail Area / **2.73 Acres**
- Mail Station Area / **0.23 Acres**
- Youth Sport Facilities / **0.29 Acres**
- Miscelaneous Areas / **0.08 Acres**

→ Total: **3.85 Acres**

- Detention Ponds / **0.66 Acres**
- Public Trail System / **4.01 Acres**

→ Total: **8.52 Acres**

ALL RENDERINGS & ILLUSTRATIONS SHOWN ARE FOR ILLUSTRATION PURPOSE ONLY.

SCHERTZ

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HISTORY OF PREVIOUS PDD PROPOSALS

- **In 2022 the applicant submitted a zone change request for a PDD with a base zoning of Multi-family / Apartments (R-4). The original proposal was for 220 units that would be developed as fourplexes. This application was denied by City Council on September 27, 2022 when they were unable to obtain the super majority needed for approval.**

- **At the January 15, 2023 P&Z meeting and the February 28, 2023 City Council meeting a new proposal was presented for a PDD with a base zoning of Townhome District (TH). This proposal was for a maximum of 51 buildings with no more than 198 Units. Ultimately, this PDD request was denied at the April 25, 2023 City Council meeting when the project was unable to obtain the required super majority for approval.**

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CHANGES FROM PREVIOUS PDD PROPOSALS

- **First Proposal: PDD with a base zoning of Multi-family / Apartments (R-4) / 220 units that would be developed as fourplexes.**

- **Second Proposal: PDD with a base zoning of Townhome District (TH) / maximum of 51 buildings with no more than 198 Units.**

- **Current Proposal: PDD with a base zoning of Two-Family Residential (R-3) / maximum of 170 units spread across 85 duplexes**
  - **Decreased maximum number of units from the first two proposals**
  - **Change in product type**

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STAFF ANALYSIS

- **The Schertz Sector Plan identifies the subject property as Single-Family Residential which encourages a mixture of residential housing types. The proposed PDD with the base zoning of Two-Family Residential (R-3); which allows for duplexes, would provide for a housing type that is not currently in the area.**

- **Additionally, the change to duplexes is in line with the discussion that occurred at the previous City Council meetings. The current proposal reduces the overall density from the previously proposed zone change.**

- **The current proposal accommodates an area for the dedication and construction of the walking trail within the overhead electrical easement, contingent on LCRA approval, which was desired by staff and City Council based on previous trail presentations.**

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RECOMMENDATION

- **Planning and Zoning Commission Recommendation:**

  - The Schertz Planning and Zoning Commission met on June 14, 2023 and voted to recommend that City Council approve the proposed zone change with corrections to the PDD Design Standards in relation to the Impervious Coverage and the UDC acreage requirement for gated communities by a 5-1 vote with Commissioner Hector with the nay vote.

- **Staff Recommendation:**
  - **The Planning Division, Engineering Department, Public Works Department and Fire Department have all reviewed the proposed The Villas at Bluebonnet Ridge PDD design standards with no objections.**
  - **Staff recommends approval of the proposed zone change (Ordinance 23-S-14) to Planned Development District (PDD) with the proposed PDD design standards modifications presented at the September 5, 2023 City Council meeting.**

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COMMENTS & QUESTIONS

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Agenda No. 15.

CITY COUNCIL MEMORANDUM

City Council Meeting:	**September 5, 2023**
Department:	**Planning & Community Development**
Subject:	**Ordinance 23-S-16 – Conduct a public hearing and consideration and/or action on a request for a Specific Use Permit to allow a convenience store with gas pumps on approximately 5.5 acres of land, more specifically described 1008 and 1020 FM 78, Schertz, TX 78154, also known as Guadalupe County Property Identification Number: 67650 and 67552, City of Schertz, Guadalupe County, Texas. *First Reading* (B. James, L. Wood, E. Delgado)**

BACKGROUND

The applicant is requesting a Specific Use Permit to allow a convenience store with gas pumps on approximately 5.5 acres of land located at 1008 and 1020 FM 78, Schertz, TX 78154, also known as Guadalupe County Property Identification Number: 67650 and 67552, City of Schertz, Guadalupe County, Texas. More specifically, per the letter of intent submitted with the application, the proposed project would include a 6,500 square foot convenience store with gas pumps, a 2,500 square foot Burger King fast food restaurant with drive-thru, a 2,040 square foot restaurant with drive-thru and an automated car wash. The subject property was previously developed as a convenience store with gas pumps which was demolished in 2022 and is currently zoned General Business District (GB).

Thirteen (13) public hearing notices were mailed to surrounding property owners within two hundred (200) feet of the subject property on July 7, 2023. A public hearing notice was published in the San Antonio Express on August 9, 2023. At the time of this report, staff has received three (3) responses in favor, two (2) response opposed, and one (1) response neutral to the proposed request. The Planning and Zoning Commission conducted a public hearing on this item at the July 26, 2023, meeting.

GOAL

The proposed Specific Use Permit is to allow a convenience store with gas pumps on approximately 5.5 acres of land located at 1008 and 1020 FM 78.

COMMUNITY BENEFIT

It is the City's desire to promote safe, orderly, efficient development and ensure compliance with the City's vision of future growth.

SUMMARY OF RECOMMENDED ACTION

The applicant is proposing to construct a 6,500 square foot convenience store with gas pumps, a 2,500 square foot Burger King fast food restaurant with drive-thru, a 2,040 square foot restaurant with drive-thru and an automated car wash on an approximately 5.5 acre tract of land. Per the conceptual plan, the applicant is proposing two driveway locations onto FM 78, which will be reviewed by the Texas Department of Transportation.

The subject property is directly adjacent to FM 78, which is classified as a Principal Arterial and is currently zoned General Business District (GB). The site was previously a convenience store with gas

pumps that has been demolished. The surrounding properties are also zoned General Business District (GB) with a commercial establishment (the VFW) on the west and properties used for residential purposes on the east.

The Comprehensive Land Use Plan identifies two land use designations for this property. Adjacent to FM 78, approximately 160 feet into the subject property is designated as Commercial Campus. The rest of the property is identified as Parks, Open Space. Commercial Campus is intended to encourage development of lower intensity commercial and office uses such as research, flex-office, and supporting uses, light industrial and assembly uses. Parks, Open Space is intended to be utilized for open space and for sensitive areas such as floodplain areas. The subject property is within the floodplain as identified by FEMA. The identified floodplain is consistent with the areas identified on the Comprehensive Land Use Plan designation of Parks, Open Space. The submitted conceptual plan identifies that the proposed convenience store with gas pumps would be located outside the floodplain area.

The proposed business would take advantage of the FM 78 frontage as it is a transportation oriented business and is dependent on the traffic generated on roadways such as FM 78 as a principal arterial. Additionally, the proposed convenience store with gas pumps and food establishments are consistent with other businesses on FM 78. The proposed Specific Use Permit for a convenience store with gas pumps is generally in conformance with the Comprehensive Land Use Plan and is compatible with adjacent businesses located along FM 78.

The subject property had previously had a convenience store with gas pumps and a car wash that had been abandoned. From aerial imagery it appears the site was used as a convenience store since at least 1995. In fall of 2022, the structures were demolished with the ultimate goal being to obtain a Specific Use Permit in order to construct a new convenience store with gas pumps in addition to two food establishments within the building.

RECOMMENDATION

A Specific Use Permit allows for discretionary City Council approval of uses with unique or widely varying operating characteristics or unusual site development features, subject to the terms and conditions set forth in this UDC.Approval of a specific use permit authorizes a property owner to submit subsequent development applications consistent with the approved Specific Use Permit.

The Planning & Zoning Commission conducted a public hearing on July 26, 2023 and offered a recommendation of approval with modifications to the proposed conceptual plan by a 7-0 vote. The modifications requested by the Planning and Zoning Commission include relocating the dumpster to be farther away from the residential property and ensuring the eight-foot tall masonry wall and twenty foot wide landscape buffer are completed adjacent to the residential property, 1028 FM 78. These modifications have been reflected on the updated conceptual plan provided by the applicant. One page of the conceptual site plan has been attached to Ordinance 23-S-16 to illustrate the requirement imposed by the Planning and Zoning Commission as to the dumpster location and the screening wall, but the other aspects of site develoment are not a condition of the SUP.

Due to the limited adverse impact on adjacent development and the compatibility between the proposed land use and the Comprehensive Land Use Plan, along with the land previously being used for a convenience store with gas pumps, Staff recommends approval of the Specific Use Permit to allow a convenience store with gas pumps at the subject property conditioned upon the following:

1. A building permit is approved within two (2) years of the adoption of the SUP Ordinance in accordance with Unified Development Code Article 5, Section 21.5.11.F Expiration of Specific Use Permit.

Attachments

Ord 23 S 16 w attachments
Aerial Exhibit
Public Hearing Notice Map
Public Hearing Responses
Conceptual Site Plan Exhibits
City Council Presentation Slides

ORDINANCE NO. 23-S-16

AN **ORDINANCE BY THE CITY COUNCIL OF THE CITY OF SCHERTZ, TEXAS TO APPROVE A SPECIFIC USE PERMIT TO ALLOW FOR OPERATION OF A CONVENIENCE STORE WITH GAS PUMPS ON APPROXIMATELY 5.5 ACRES OF LAND, MORE SPECIFICALLY DESCRIBED AS 1008 AND 1020 FM 78, SCHERTZ TX, 78154, ALSO KNOWN AS PROPERTY IDENTIFICATION NUMBER 67650 AND 67552, CITY OF SCHERTZ, GUADALUPE COUNTY, TEXAS.**

WHEREAS, an application for a Specific Use Permit to allow a convenience store with gas pumps, more particularly described in Exhibit A attached hereto and incorporated herein by reference, as 1008 and 1020 FM 78, and more specifically described as Guadalupe County Property ID 67650 and 67552, (herein, the "Property") has been filed with the City; and

WHEREAS, the City's Unified Development Code Section 21.5.11. D. provides for certain criteria to be considered by the Planning and Zoning Commission in making recommendations to City Council and by City Council in considering final action on a requested specific use permit (the "Criteria"); and

WHEREAS, on July 26, 2023, the Planning and Zoning Commission conducted a public hearing and, after considering the Criteria, made a recommendation to City Council to approve the Specific Use Permit for a convenience store with gas pumps, with modifications to the conceptual plan; and

WHEREAS, on September 5, 2023, the City Council conducted a public hearing and after considering the Criteria and recommendation by the Planning and Zoning Commission, determined that the requested Specific Use Permit be approved as provided for herein.

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

Section 1. A Specific Use Permit for Guadalupe County Property IDs 67650 and 67552, more particularly described in the attached Exhibit A, is hereby approved to allow a convenience store with gas pumps conditioned upon the following occurring:

a) A building permit is approved within two (2) years of the adoption of the SUP Ordinance in accordance with Unified Development Code Article 5, Section 21.5.11.F Expiration of Specific Use Permit.

b) The dumpster location and the screening wall shall be provided as per the conceptual site plan in Exhibit B.

Section 2. The recitals contained in the preamble hereof are hereby found to be true, and

such recitals are hereby made a part of this Ordinance for all purposes and are adopted as a part of the judgment and findings of the Council.

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

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

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

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

Section 7. This Ordinance shall be effective upon the date of final adoption hereof and any publication required by law.

Section 8. This Ordinance shall be cumulative of all other ordinances of the City of Schertz, and this Ordinance shall not operate to repeal or affect any other ordinances of the City of Schertz except insofar as the provisions thereof might be inconsistent or in conflict with the provisions of this Ordinance, in which event such conflicting provisions, if any, are hereby repealed.

PASSED ON FIRST READING, the day of 2023.

PASSED, APPROVED and ADOPTED ON SECOND READING, the _ day of _____, 2023.

CITY OF SCHERTZ, TEXAS

_____
Ralph Gutierrez, Mayor

ATTEST:

_____

Sheila Edmondson, City Secretary

(city seal)

Exhibit "A"
Subject Property Metes and Bounds
and
Specific Use Permit Exhibit

MATKINHOOVER
ENGINEERING
& SURVEYING

FIELD NOTES FOR A 4.59 ACRE TRACT OF LAND

A **4.59 acre** tract of land, located in the G. Malpaz Survey No. 67, Abstract 221, Guadalupe County, Texas and being the remaining portion of a called 0.79 acre tract of land and all of a called 3.99 acre tract of land, both as described in Volume 303, Page 407 of the Deed Records of Guadalupe County, Texas. Said **4.59 acre** tract being more particularly described by metes and bounds as follows:

BEGINNING at a set ½" iron rod with a red plastic cap stamped "Matkin Hoover Eng. & Survey" in the southeast right-of-way line of F.M. 78, a variable width public right-of-way, at the northwest corner of a called 6.663 acre tract of land as described in Document No. 201999009590 of the Official Public Records of Guadalupe County, Texas, in the northeast line of said 0.79 acre tract and for the most northerly corner of the tract described herein, from which a found Texas Department of Transportation (TxDOT) Right-of-Way Monument, Type I, bears, N 62° 12' 17" E, a distance of 193.35 feet;

THENCE: **S 30° 04' 12" E**, departing said right-of-way line and with the common line between said 0.79 acre tract and said 6.663 acre tract, a distance of **167.22 feet** to a found ½" iron rod for the east corner of said 0.79 acre tract and an easterly exterior corner of the tract described herein;

THENCE: **S 61° 37' 09" W**, with the southeast line of said 0.79 acre tract, a distance of **67.74 feet** to a set ½" iron rod with a red plastic cap stamped "Matkin Hoover Eng. & Survey" for the north corner of said 3.99 acre tract and an interior corner of the tract described herein;

THENCE: **S 30° 18' 33" E**, with the northeast line of said 3.99 acre tract, a distance of **111.51 feet** to a found ½" iron rod with yellow plastic cap stamped "BLS 2024" at the northwest corner of a called 0.35 acre tract of land as described in Volume 926, Page 702 of the Official Records of Guadalupe County, Texas and for an angle of the tract described herein;

THENCE: **S 30° 21' 17" E**, with the common line between said 0.35 acre tract and said 3.99 acre tract, a distance of **229.33 feet** to a found ½" iron rod at the southwest corner of said 0.35 acre tract, a westerly corner of said 6.663 acre tract and for an angle of the tract described herein;

THENCE: With the common lines between said 3.99 acre tract and said 6.663 acre tract, the following five (**5**) courses:

1. **S 29° 56' 51" E**, a distance of **29.00 feet** to a found ½" iron rod with yellow plastic cap stamped "BLS 2024" for corner,
2. **S 59° 02' 07" W**, a distance of **244.11 feet** to a found ½" iron rod with yellow plastic cap stamped "BLS 2024" for corner,
3. **S 25° 36' 42" W**, a distance of **42.88 feet** to a set ½" iron rod with a red plastic cap stamped "Matkin Hoover Eng. & Survey" for corner,
4. **S 07° 06' 42" W**, a distance of **75.00 feet** to a set ½" iron rod with a red plastic cap stamped "Matkin Hoover Eng. & Survey" for corner, and
5. **S 59° 16' 42" W**, a distance of **104.89 feet** to a found ½" iron rod with yellow plastic cap stamped "BLS 2024" for the west corner of said 6.663 acre tract, at a northeasterly corner of a called 101.911 acre tract of land as described in Volume 2822, Page 584 of the Official Public Records of Guadalupe County, Texas, and for an angle of the tract described herein;

THENCE: With the common line between said 3.99 acre tract and said 101.911 acre tract, the following two (**2**) courses:

1. **S 58° 40' 00" W**, a distance of **82.08 feet** to a set ½" iron rod with a red plastic cap stamped "Matkin Hoover Eng. & Survey" for an interior corner of said 101.911 acre tract, the south corner of said 3.99 acre tract and the tract described herein, and

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2. **N 30° 37’ 57” W**, a distance of **275.52 feet** to a set ½” iron rod with a red plastic cap stamped “Matkin Hoover Eng. & Survey” at the south corner of a called 2 acre tract of land as conveyed to the Trustees of Post No. 8315 of record in Volume 231, Page 580 of the Deed Records of Guadalupe County, Texas, for the west corner of said 3.99 acre tract and the tract described herein;

THENCE: With the common lines between said 2 acre tract and said 3.99 acre tract, the following two (**2**) courses:

1. **N 62° 33’ 21” E**, a distance of **210.00 feet** to a set ½” iron rod with a red plastic cap stamped “Matkin Hoover Eng. & Survey” for corner, and
2. **N 30° 40’ 28” W**, a distance of **206.12 feet** to a found ½” iron rod at the south corner of a called 0.807 acre tract of land as described in Volume 2748, Page 527 of the Official Public Records of Guadalupe County, Texas, for the northwest corner of said 3.99 acre tract and for a westerly exterior corner of the tract described herein;

THENCE: **N 62° 17’ 00” E**, with the common line between said 0.807 acre tract and said 3.99 acre tract, a distance of **208.70 feet** to a found ½” iron rod for the south corner of said 0.79 acre tract, the east corner of said 0.807 acre tract and for an interior corner of the tract described herein;

THENCE: **N 30° 13’ 00” W**, with the common line between said 0.807 acre tract and said 0.79 acre tract, a distance of **168.92 feet** to a set ½” iron rod with a red plastic cap stamped “Matkin Hoover Eng. & Survey” in the southeast right-of-way line of F.M. 79, at the north corner of said 0.807 acre tract and for the most northerly northwest corner of the tract described herein;

THENCE: **N 62° 12’ 17” E**, with said right-of-way line, a distance of **165.06 feet** to the **POINT OF BEGINNING** and containing **4.59 acres** of land situated in the City of Schertz, Guadalupe County, Texas.

Note: The basis of bearing was established using the Trimble VRS Network, NAD (83), Texas State Plane Coordinate System, South Central Zone, 4204, US Survey Foot, Grid. A survey plat was prepared by a separate document. Field work performed in July, 2021.

Job # 21-4090 – 4.59 Acres

Date: July 12, 2021

Exhibit A

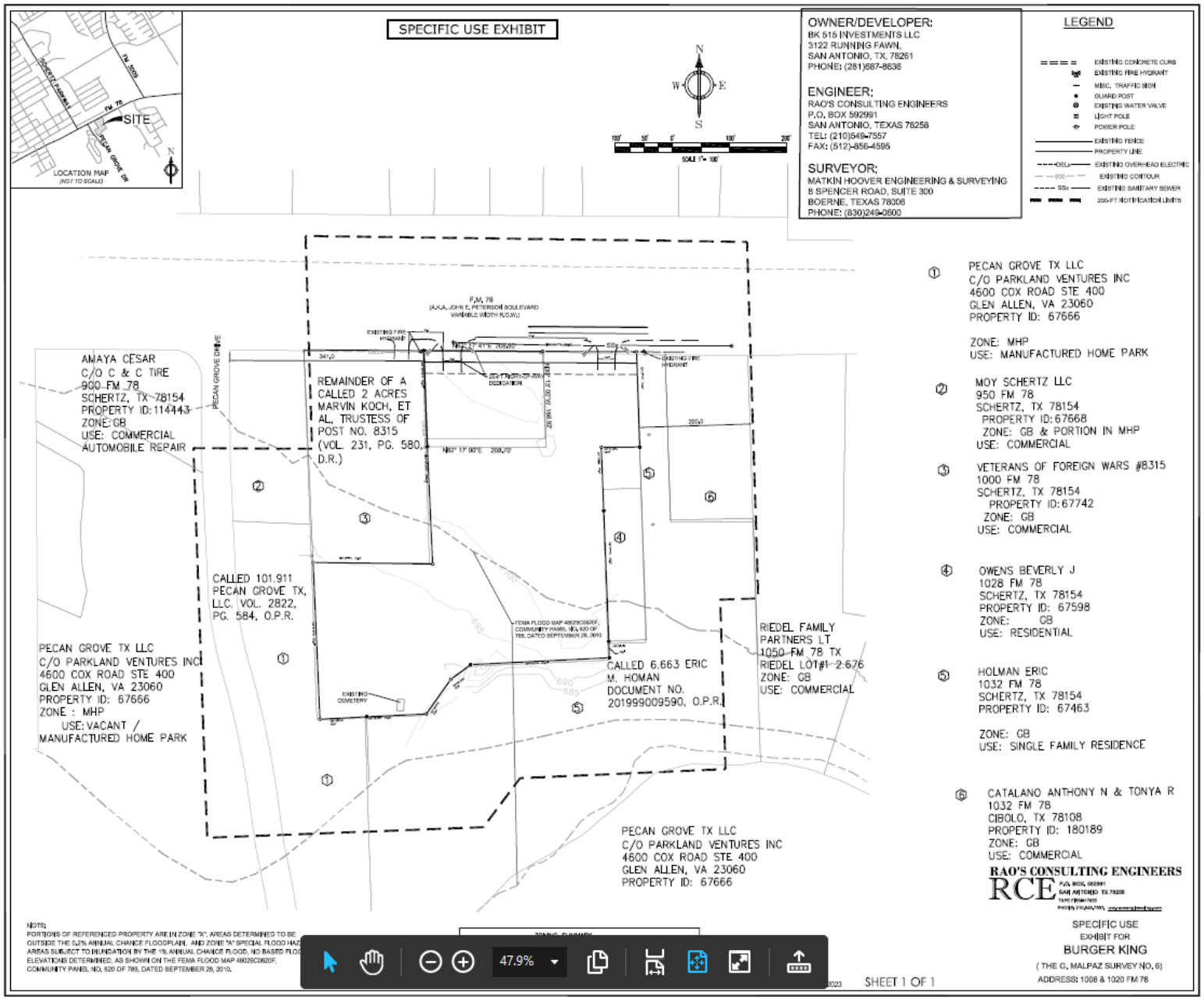
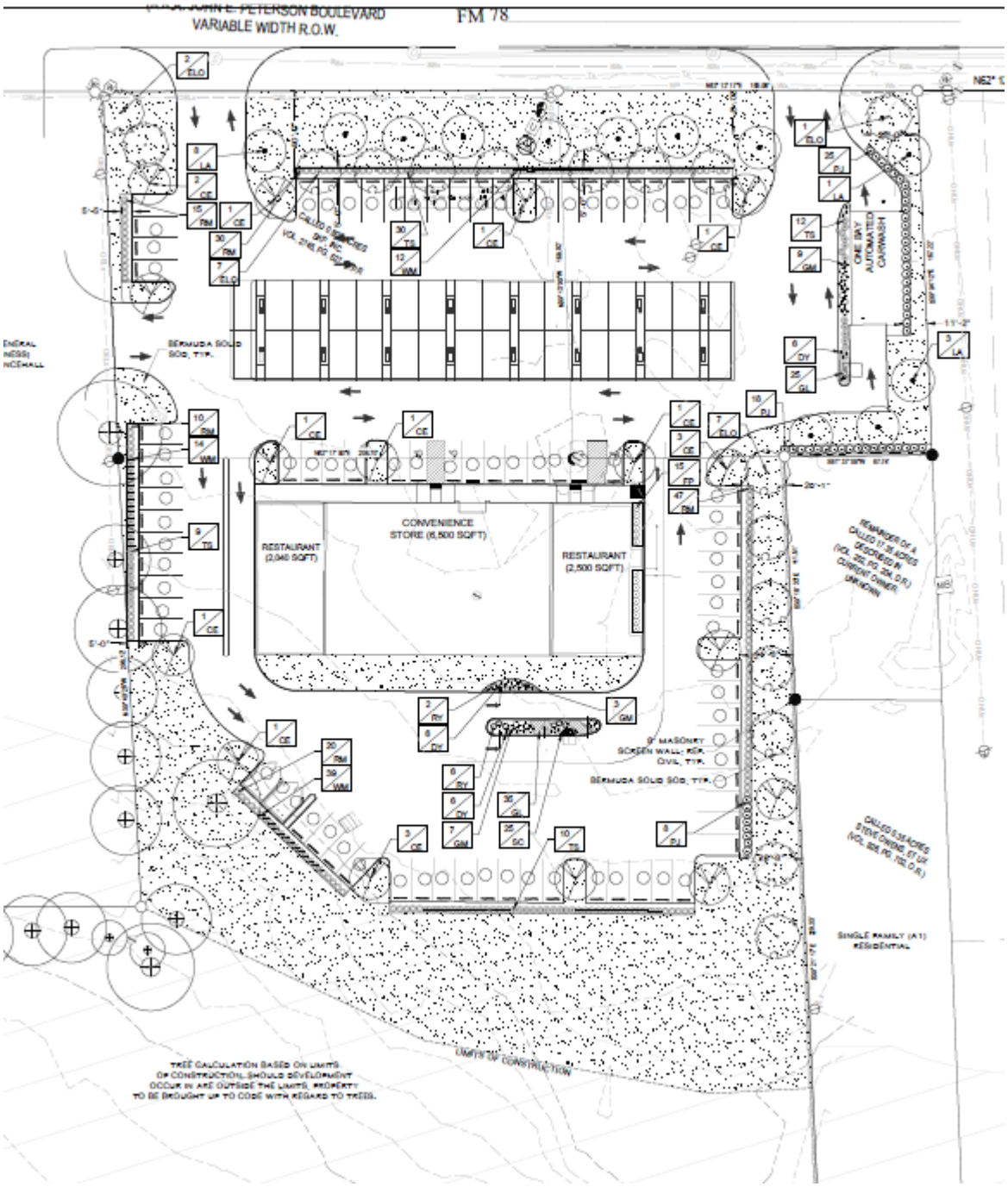

SPECIFIC USE EXHIBIT
OWNER/DEVELOPER:
BK 515 INVESTMENTS LLC
3122 RUNNING FAWN,
SAN ANTONIO, TX, 78261
PHONE: (281)687-8636
ENGINEER:
RAO'S CONSULTING ENGINEERS
P.O. BOX 592991
SAN ANTONIO, TEXAS 78258
TEL: (210)549-7557
FAX: (512)-656-4595
SURVEYOR:
MATKIN HOOVER ENGINEERING & SURVEYING
8 SPENCER ROAD, SUITE 300
BOERNE, TEXAS 78006
PHONE: (830)249-0600
LEGEND
EXISTING CONCRETE CURB
EXISTING FIRE HYDRANT
MISC. TRAFFIC SIGN
GUARD POST
EXISTING WATER VALVE
LIGHT POLE
POWER POLE
EXISTING FENCE
PROPERTY LINE
EXISTING OVERHEAD ELECTRIC
EXISTING CONTOUR
EXISTING SANITARY SEWER
200-FT NOTIFICATION LIMITS
LOCATION MAP
(NOT TO SCALE)
SITE
PECAN GROVE DR
F.M. 78
(A.K.A. JOHN E. PETERSON BOULEVARD
VARIABLE WIDTH R.O.W.)
PECAN GROVE DRIVE
AMAYA CESAR
C/O C & C TIRE
900 FM 78
SCHERTZ, TX 78154
PROPERTY ID: 114443
ZONE: GB
USE: COMMERCIAL
AUTOMOBILE REPAIR
REMAINDER OF A
CALLED 2 ACRES
MARVIN KOCH, ET
AL, TRUSTESS OF
POST NO. 8315
(VOL. 231, PG. 580,
D.R.)
CALLED 101.911
PECAN GROVE TX,
LLC. VOL. 2822,
PG. 584, O.P.R.
PECAN GROVE TX LLC
C/O PARKLAND VENTURES INC
4600 COX ROAD STE 400
GLEN ALLEN, VA 23060
PROPERTY ID: 67666
ZONE : MHP
USE: VACANT /
MANUFACTURED HOME PARK
CALLED 6.663 ERIC
M. HOMAN
DOCUMENT NO.
201999009590, O.P.R.
RIEDEL FAMILY
PARTNERS LT
1050 FM 78 TX
RIEDEL LOT#1 2.676
ZONE: GB
USE: COMMERCIAL
PECAN GROVE TX LLC
C/O PARKLAND VENTURES INC
4600 COX ROAD STE 400
GLEN ALLEN, VA 23060
PROPERTY ID: 67666
EXISTING CEMETERY
FEMA FLOOD MAP 48029C0620F,
COMMUNITY PANEL NO. 620 OF
785, DATED SEPTEMBER 29, 2010
① PECAN GROVE TX LLC
C/O PARKLAND VENTURES INC
4600 COX ROAD STE 400
GLEN ALLEN, VA 23060
PROPERTY ID: 67666
ZONE: MHP
USE: MANUFACTURED HOME PARK
② MOY SCHERTZ LLC
950 FM 78
SCHERTZ, TX 78154
PROPERTY ID: 67668
ZONE: GB & PORTION IN MHP
USE: COMMERCIAL
③ VETERANS OF FOREIGN WARS #8315
1000 FM 78
SCHERTZ, TX 78154
PROPERTY ID: 67742
ZONE: GB
USE: COMMERCIAL
④ OWENS BEVERLY J
1028 FM 78
SCHERTZ, TX 78154
PROPERTY ID: 67598
ZONE: GB
USE: RESIDENTIAL
⑤ HOLMAN ERIC
1032 FM 78
SCHERTZ, TX 78154
PROPERTY ID: 67463
ZONE: GB
USE: SINGLE FAMILY RESIDENCE
⑥ CATALANO ANTHONY N & TONYA R
1032 FM 78
CIBOLO, TX 78108
PROPERTY ID: 180189
ZONE: GB
USE: COMMERCIAL
RAO'S CONSULTING ENGINEERS
RCE
SPECIFIC USE
EXHIBIT FOR
BURGER KING
(THE G, MALPAZ SURVEY NO. 6)
ADDRESS: 1008 & 1020 FM 78
SHEET 1 OF 1
47.9%

Exhibit "B"
Conceptual Site Plan Illustrating the Required Location of the Dumpster and Screening Wall

Exhibit B


FM 78
VARIABLE WIDTH R.O.W.
CONVENIENCE STORE (6,500 SQFT)
RESTAURANT (2,040 SQFT)
RESTAURANT (2,500 SQFT)
ONE BAY AUTOMATED CARWASH
BERMUDA SOLID SOD, TYP.
8' MASONRY SCREEN WALL, REF. CIVIL, TYP.
SINGLE FAMILY (A1) RESIDENTIAL
LIMITS OF CONSTRUCTION
TREE CALCULATION BASED ON LIMITS OF CONSTRUCTION. SHOULD DEVELOPMENT OCCUR IN ARE OUTSIDE THE LIMITS, PROPERTY TO BE BROUGHT UP TO CODE WITH REGARD TO TREES.

N
W E
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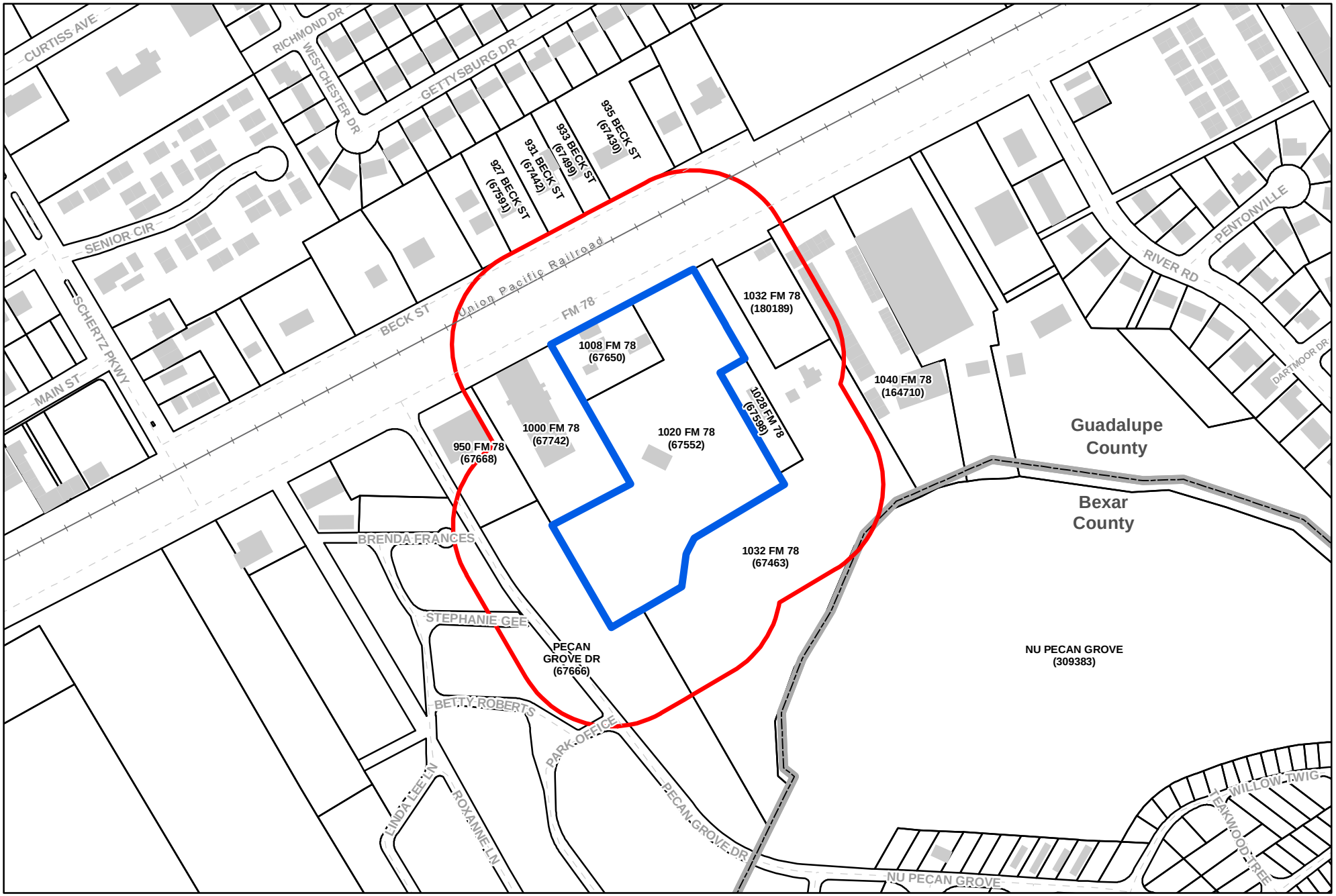
BURGER KING FM 78
5.397 AC.
(PLSPU20220116)

- <all other values>
- Highways
- Major Roads
- Minor Roads
- Other Cities
- <all other values>
- Freeway
- Principal Arterial
- Planned Principal Arterial
- Secondary Arterial
- Planned Secondary Arterial
- Secondary Rural Arterial
- Planned Secondary Rural Arterial
- Residential Collector
- Planned Residential Collector
- Commercial Collector B
- Planned Commercial Collector B
- Commercial Collector A
- Planned Commercial Collector A
- 1" 2" 3" 4" 6" 8" 10" 12" 16" 18" 20" 24" 30" 36"
- Schertz Gravity
- Schertz Pressure
- Neighboring Gravity
- Private Pressure
- Hydrant
- Manholes
- 200' Buffer
- Schertz Municipal Boundary
- County Boundaries

1 Inch = 150 Feet
0 75 150 300 450 600
Feet



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Last Update: September 23, 2022

City of Schertz, GIS Specialist: Bill Gardner, gis@schertz.com (210) 619-1185

"The City of Schertz provides this Geographic Information System product "as is" without any express or implied warranty of any kind including but not limited to the implied warranties of merchantability and fitness for a particular purpose. In no event shall The City of Schertz be liable for any special, indirect or consequential damages or any damages whatsoever arising out of or in connection with the use of or performance of these materials. Information published in this product could include technical inaccuracies or typographical errors. Periodical changes may be made and information may be added to the information herein. The City of Schertz may make improvements and/or changes in the product(s) described herein at any time."

City of Schertz

Burger King FM 78 - 5.397 AC.
(PLSPU20220116)

Project Area
200' Buffer
County Boundaries

N
W
E
S

Feet
0 150 300 600 900

SCHERTZ | COMMUNITY SERVICE OPPORTUNITY

PLANNING & COMMUNITY DEVELOPMENT

NOTICE OF PUBLIC HEARING

July 7, 2023

Dear Property Owner,

The Schertz Planning and Zoning Commission will conduct a public hearing on **Wednesday, July 26, 2023,** at **7:00 p.m.** located at the Municipal Complex Council Chambers, 1400 Schertz Parkway, Building #4, Schertz, Texas to consider and make recommendation on the following item:

PLSPU20220116– A request for a Specific Use Permit to allow a convenience store with gas pumps on approximately 5.5 acres of land, more specifically described 1008 and 1020 FM 78, Schertz, TX 78154, also known as Guadalupe County Property Identification Number: 67650 and 67552, City of Schertz, Guadalupe County, Texas.

The Planning and Zoning Commission would like to hear how you feel about this request and invites you to attend the public hearing. *This form is used to calculate the percentage of landowners that support and oppose the request.* You may return the reply form below prior to the first public hearing date by mail or personal delivery to Emily Delgado, Planning Manager, 1400 Schertz Parkway, Schertz, Texas 78154, or by e-mail planning@schertz.com. If you have any questions please feel free to call Emily Delgado, Planning Manager directly at (210) 619-1784.

Sincerely,

Emily Delgado

Emily Delgado
Planning Manager

Reply Form

I am: in favor of ☐ opposed to ☐ neutral to ☑ the request for **PLSPU20220116**

COMMENTS: _____

NAME: Leslie Beck SIGNATURE: Leslie Beck
(PLEASE PRINT)

STREET ADDRESS: 941 Beck St. Schertz

DATE: July 13, 2023

From: Tony Catalano
Sent: Thursday, July 13, 2023 4:47 PM
To: planning@schertz.com; Emily Delgado; Tony Catalano
Subject: Hearing reply form

Hi Emily

Please see attached reply form
We're excited to see new growth on FM78

Thank you
Tony Catalano

SCHERTZ | COMMUNITY SERVICE OPPORTUNITY

PLANNING & COMMUNITY DEVELOPMENT

NOTICE OF PUBLIC HEARING

July 7, 2023

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The Schertz Planning and Zoning Commission will conduct a public hearing on **Wednesday, July 26, 2023,** at **7:00 p.m.** located at the Municipal Complex Council Chambers, 1400 Schertz Parkway, Building #4, Schertz, Texas to consider and make recommendation on the following item:

PLSPU20220116– A request for a Specific Use Permit to allow a convenience store with gas pumps on approximately 5.5 acres of land, more specifically described 1008 and 1020 FM 78, Schertz, TX 78154, also known as Guadalupe County Property Identification Number: 67650 and 67552, City of Schertz, Guadalupe County, Texas.

The Planning and Zoning Commission would like to hear how you feel about this request and invites you to attend the public hearing. *This form is used to calculate the percentage of landowners that support and oppose the request.* You may return the reply form below prior to the first public hearing date by mail or personal delivery to Emily Delgado, Planning Manager, 1400 Schertz Parkway, Schertz, Texas 78154, or by e-mail planning@schertz.com. If you have any questions please feel free to call Emily Delgado, Planning Manager directly at (210) 619-1784.

Sincerely,

Emily Delgado

Emily Delgado
Planning Manager

Reply Form

I am: in favor of ☒ opposed to ☐ neutral to ☐ the request for **PLSPU20220116**

COMMENTS: We are looking forward to the commercial growth and adding value to area

NAME: Anthony Catalano (PLEASE PRINT) SIGNATURE Anthony Catalano

STREET ADDRESS: 1032 FM 78 Schertz 78154

DATE: 7/13/23

SCHERTZ | COMMUNITY SERVICE OPPORTUNITY

PLANNING & COMMUNITY DEVELOPMENT

NOTICE OF PUBLIC HEARING

July 7, 2023

Dear Property Owner,

The Schertz Planning and Zoning Commission will conduct a public hearing on **Wednesday, July 26, 2023,** at **7:00 p.m.** located at the Municipal Complex Council Chambers, 1400 Schertz Parkway, Building #4, Schertz, Texas to consider and make recommendation on the following item:

PLSPU20220116– A request for a Specific Use Permit to allow a convenience store with gas pumps on approximately 5.5 acres of land, more specifically described 1008 and 1020 FM 78, Schertz, TX 78154, also known as Guadalupe County Property Identification Number: 67650 and 67552, City of Schertz, Guadalupe County, Texas.

The Planning and Zoning Commission would like to hear how you feel about this request and invites you to attend the public hearing. *This form is used to calculate the percentage of landowners that support and oppose the request.* You may return the reply form below prior to the first public hearing date by mail or personal delivery to Emily Delgado, Planning Manager, 1400 Schertz Parkway, Schertz, Texas 78154, or by e-mail planning@schertz.com. If you have any questions please feel free to call Emily Delgado, Planning Manager directly at (210) 619-1784.

Sincerely,

Emily Delgado

Emily Delgado
Planning Manager

Reply Form

I am: in favor of ☑ opposed to ☐ neutral to ☐ the request for **PLSPU20220116**

COMMENTS: _____

NAME: MARTINEZ MICHAEL J SIGNATURE _____
(PLEASE PRINT)

STREET ADDRESS: 1000 FM 78 Schertz, TX 78154

DATE: 25 Jul 2023

VETERANS OF FOREIGN WARS

NO ONE DOES MORE FOR VETERANS.

July 25, 2023

City of Schertz
Planning & Zoning Commission
1400 Schertz Parkway
Schertz, TX 78154

Re: BK 515 Investments,
Proposed construction at 1006 & 1020 FM 78 Schertz, Texas

Dear Commission:

This letter is to confirm that the Veterans of Foreign Wars (VFW) Post 8315 is aware that BK 515 Investments has purchased the adjacent property to the east of our location. We have appreciated the new neighbor for their clean-up of the property. The removal of the dilapidated and unsafe structures on the property has been an improvement to the appearance and safety of our overall neighborhood.

It is our understanding that BK 515 Investments is planning to construct a new business at that location that may include a Burger King Restaurant, a convenience store and a gasoline service station. Knowing that it must meet the City of Schertz construction standards, the VFW Post 8315 is in favor of the proposed project and believes it will be a vast improvement over what the property has been over the last number of years. It would be compatible with our current operations.

The owner, Mr. Sutaria has been very cooperative in working with the VFW as a neighbor.

Your consideration is appreciated.

Sincerely,

M _____ Commander
Cibolo Valley VFW Post 8315
1000 FM 78
Schertz, TX 78154

From: Beverly h
Sent: Friday, July 14, 2023 12:46 PM
To: planning@schertz.com
Subject: Opposition to build

Beverly J Owens
1028 FM 78
Schertz, TX 78154-2009

PLSPU20220116

Attention: Emily Delgado

As the owner and resident of the over stated property, I vehemently **oppose** the building of a convenience store with gas pumps. I ask that Schertz Planning and Zoning Commission deny the request for gas station development. These are the reasons why this is not the best location for such development.

For the 32 years I have live on this property, I have enjoyed fresh clean water from the well that provides water to my home and property. The pollution that occurs when gas tanks leak toxic chemicals into the ground soil caused by a gas station storage tanks and surface runoff in such close proximity to my water well is a health and safety issue for me and my family. Modern health and safety guidelines suggest that a safe distance from a gas station should be at least 500 feet. This distance takes into account the possibility of spills, leaks, and other accidents that can occur at a gas station. There have been other municipalities that have adopted ordinances that require gas stations be built 500 feet from residential homes.

Having this type of business next to my property will greatly decrease the value of my home. There is a risk of fire/explosions from gas pumps. Safety concerns intensify from traffic and vagrants that come with this type of business. A gas station constructed adjacent to my home will increase the amount of noise, air, and light pollution. Vehicles and pedestrians causing an increase of litter, chemicals and exhaust fumes in and around my home. There will be convenience/gas station lights shining onto my home and property. It also generates and attracts substances, and odors that will greatly affect myself, my children, grandchildren and my pets.

There is already 3 gas stations on FM 78 that are within 1 mile of the proposed gas station site. The increased traffic will also impact my ability to enter and exit my driveway.

Allowing a business like this to develop next door to my home and property will considerably impact/impede me and my families ability to enjoy my home and outdoor living as we have done for the last 32 years.

Please Consider,
Beverly Owens

CONCEPTUAL SITE PLAN / NOT AN APPROVED DOCUMENT

OWNER/DEVELOPER:
BK 515 INVESTMENTS LLC
3122 RUNNING FAWN,
SAN ANTONIO, TX, 78261

ENGINEER:
RAO'S CONSULTING ENGINEERS
P.O. BOX 592991
SAN ANTONIO, TEXAS 78258
TEL: (210)549-7557
FAX: (512)-856-4595

SURVEYOR:
MATKIN HOOVER ENGINEERING & SURVEYING
8 SPENCER ROAD, SUITE 300
BOERNE, TEXAS 78006
PHONE: (830)249-0600

SITE SUMMARY	
PROPOSED USE:	RETAIL, RESTAURANT, CONVENIENCE STORE WITH GAS STATION
ZONING DISTRICT:	GENERAL BUSINESS (GB)
LOT AREA	235,093 SQFT/ 5.397 ACRES
EXISTING IMPERVIOUS COVER	43,690 SQFT / 1.003 ACRES (18.6%)
PROPOSED IMPERVIOUS COVER	107,950 SQFT / 2.48 ACRES (46%)
BUILDING AREA	11,040 SQFT
BUILDING HEIGHT	34 FT 3 IN
REQUIRED PARKING	25 SPACES (RESTAURANT 2500 SQ.FT) 21 SPACES (RESTAURANT 2040 SQ.FT) 26 SPACES (CONVENIENCE STORE 6500 SQ.FT)
PROVIDED PARKING	86 SPACES
ACCESSIBLE PARKING	4 SPACES

WHEEL STOP NOTE:

WHEEL STOPS ARE REQUIRED FOR ALL AREAS OF HEAD-IN PARKING ADJACENT TO LANDSCAPED AREAS. WHEEL STOPS WILL BE PLACED SO THAT THE OVERHANG OF VEHICLES IS CONTAINED TOTALLY WITHIN THE PARKING SPACE.

LIGHT NOTE:

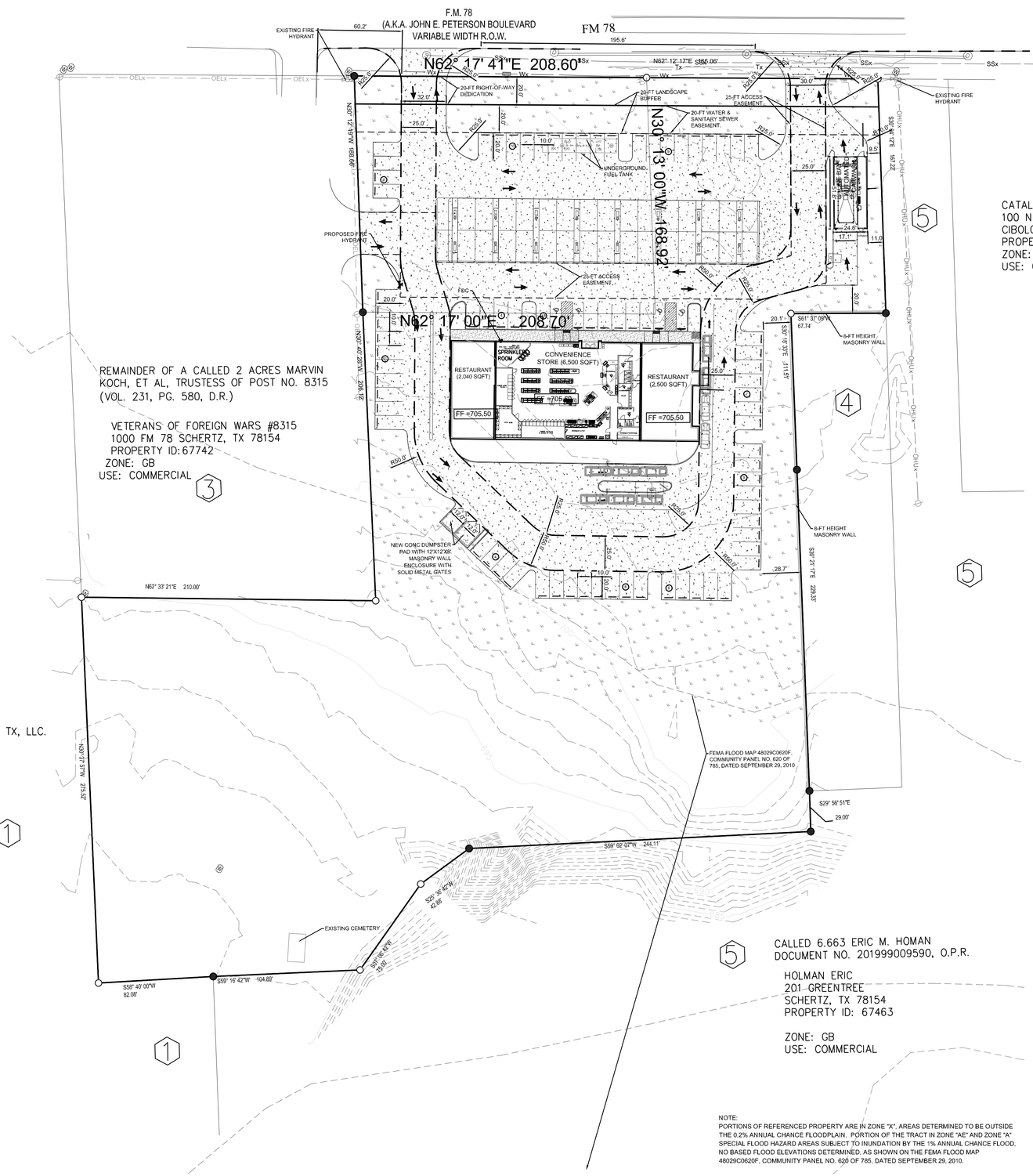
THIS SITE WILL COMPLY WITH ALL LIGHTING AND GLARE STANDARDS ACCORDING TO THE UNIFIED DEVELOPMENT CODE AT THE TIME OF BUILDING PERMIT.

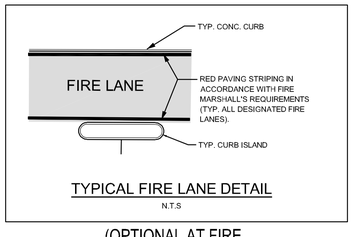
SIGNAGE NOTE:

ALL SIGNAGE WILL COMPLY WITH UNIFIED DEVELOPMENT CODE AT THE TIME OF BUILDING PERMIT.

FLOODPLAIN NOTE:

PORTIONS OF REFERENCED PROPERTY ARE IN ZONE "X", AREAS DETERMINED TO BE OUTSIDE THE 0.2% ANNUAL CHANCE FLOODPLAIN, PORTION OF THE TRACT IN ZONE "AE" AND ZONE "A" SPECIAL FLOOD HAZARD AREAS SUBJECT TO INUNDATION BY THE 1% ANNUAL CHANCE FLOOD, NO BASED FLOOD ELEVATIONS DETERMINED, AS SHOWN ON THE FEMA FLOOD MAP 48029C0620F, COMMUNITY PANEL NO. 620 OF 785, DATED SEPTEMBER 29, 2010.





TYPICAL FIRE LANE DETAIL
N.T.S

(OPTIONAL AT FIRE MARSHALLS DISCRETION)

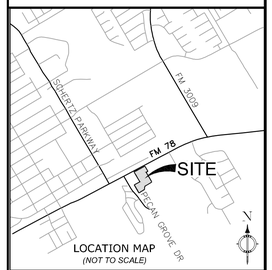
NOTE:
PORTIONS OF REFERENCED PROPERTY ARE IN ZONE "X", AREAS DETERMINED TO BE OUTSIDE THE 0.2% ANNUAL CHANCE FLOODPLAIN. PORTION OF THE TRACT IN ZONE "AE" AND ZONE "A" SPECIAL FLOOD HAZARD AREAS SUBJECT TO INUNDATION BY THE 1% ANNUAL CHANCE FLOOD, NO BASED FLOOD ELEVATIONS DETERMINED. AS SHOWN ON THE FEMA FLOOD MAP 48029C0620F, COMMUNITY PANEL NO. 620 OF 785, DATED SEPTEMBER 29, 2010.

LEGAL DESCRIPTION:
DESCRIPTION OF A CALLED 5.397 ACRE TRACT OF LAND, SITUATED IN THE CITY OF SCHERTZ, TEXAS, OUT OF IN THE G. MALPAZ SURVEY NO. 67, ABSTRACT 221, GUADALUPE COUNTY, TEXAS .

PERMIT SET

REV. NO.	DESCRIPTION	DATE

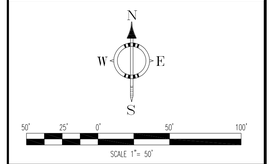
Notes:



LOCATION MAP
(NOT TO SCALE)

LEGEND

- PROPOSED CONCRETE HEADER CURB
- PROPOSED CONCRETE CURB
- EXISTING CONCRETE CURB
- EXISTING FIRE HYDRANT
- PROPOSED FIRE HYDRANT
- FIRE DEPARTMENT CONNECTION
- PROPOSED REMOTE FIRE DEPARTMENT CONNECTION
- MISC. TRAFFIC SIGN
- GUARD POST
- EXISTING WATER VALVE
- PROPOSED WATER VALVE
- LIGHT POLE
- POWER POLE
- GRATE
- TRAFFIC LIGHT
- ACCESSIBLE PARKING
- EXISTING CONCRETE AREAS
- WHEELSTOP
- EXISTING FENCE
- PROPOSED FENCE
- OHE EXISTING OVERHEAD ELECTRIC
- RETAINING WALL
- 8' MASONRY SCREEN WALL
- LANDSCAPE
- PROPOSED CONCRETE PAVEMENT
- PROPOSED FIRE LANE
- 600 EXISTING CONTOUR



SIGNATURE/SEAL

RCE RAO'S CONSULTING ENGINEERS
TXPE F#8861/7585
P.O. BOX. 592991 SAN ANTONIO TX 78258
PHONE: 210.549.7557 FAX:512.856.4595
ww.raoengineering.com

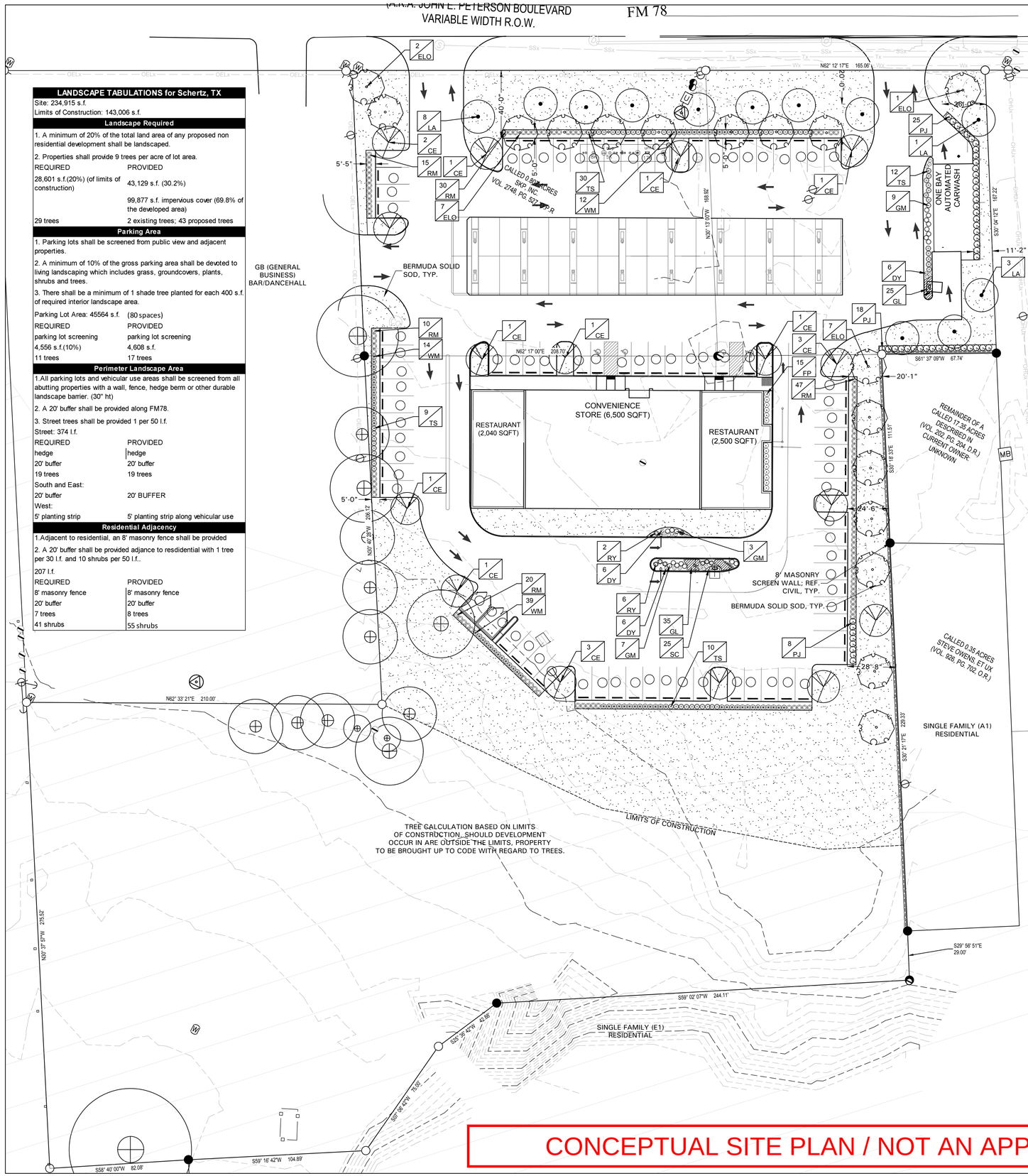
PROJECT DESCRIPTION:

BURGER KING
1008 FM 78
SCHERTZ, TX 78154

TITLE:

SITE PLAN

DATE :	10/26/22	JOB NO.	2021-868
DESIGNED BY :	RV	DRG NO	C1
DRAWN BY :	MO		
CHECKED BY :	RV		



LANDSCAPE TABULATIONS for Schertz, TX

Site: 234,915 s.f.
Limits of Construction: 143,006 s.f.

Landscape Required

1. A minimum of 20% of the total land area of any proposed non residential development shall be landscaped.

2. Properties shall provide 9 trees per acre of lot area.

REQUIRED	PROVIDED
28,601 s.f.(20%) (of limits of construction)	43,129 s.f. (30.2%)
	99,877 s.f. impervious cover (69.8% of the developed area)
29 trees	2 existing trees; 43 proposed trees

Parking Area

1. Parking lots shall be screened from public view and adjacent properties.

2. A minimum of 10% of the gross parking area shall be devoted to living landscaping which includes grass, groundcovers, plants, shrubs and trees.

3. There shall be a minimum of 1 shade tree planted for each 400 s.f. of required interior landscape area.

Parking Lot Area: 45564 s.f. (80 spaces)

REQUIRED	PROVIDED
parking lot screening	parking lot screening
4,556 s.f.(10%)	4,608 s.f.
11 trees	17 trees

Perimeter Landscape Area

1.All parking lots and vehicular use areas shall be screened from all abutting properties with a wall, fence, hedge berm or other durable landscape barrier. (30" ht)

2. A 20' buffer shall be provided along FM78.

3. Street trees shall be provided 1 per 50 l.f.

Street: 374 l.f.

REQUIRED	PROVIDED
hedge	hedge
20' buffer	20' buffer
19 trees	19 trees
South and East:	
20' buffer	20' BUFFER
West:	
5' planting strip	5' planting strip along vehicular use

Residential Adjacency

1.Adjacent to residential, an 8' masonry fence shall be provided

2. A 20' buffer shall be provided adjance to residential with 1 tree per 30 l.f. and 10 shrubs per 50 l.f..

207 l.f.

REQUIRED	PROVIDED
8' masonry fence	8' masonry fence
20' buffer	20' buffer
7 trees	8 trees
41 shrubs	55 shrubs

GENERAL LAWN NOTES

1. CONTRACTOR SHALL COORDINATE OPERATIONS AND AVAILABILITY OF EXISTING TOPSOIL WITH ON-SITE CONSTRUCTION MANAGER
2. LAWN AREAS SHALL BE LEFT 1" BELOW FINAL FINISHED GRADE PRIOR TO TOPSOIL INSTALLATION, AS SHOWN.
3. CONTRACTOR TO FIND GRADE AREAS TO ACHIEVE FINAL CONTOURS AS SHOWN ON CIVIL DRAWINGS. POSITIVE DRAINAGE SHALL BE PROVIDED AWAY FROM ALL BUILDINGS. ROUNDING AT TOP AND BOTTOM OF SLOPES SHALL BE PROVIDED AND IN OTHER BREAKS IN GRADE. CORRECT AREAS WHERE STANDING WATER MAY OCCUR.
4. ALL LAWN AREAS SHALL BE FINE GRADED, IRRIGATION TRENCHES COMPLETELY SETTLED AND FINISH GRADE APPROVED BY THE OWNER'S CONSTRUCTION MANAGER OR LANDSCAPE ARCHITECT PRIOR TO LAWN INSTALLATION.
5. CONTRACTOR SHALL REMOVE ALL ROCKS 3/4" IN DIAMETER AND LARGER. REMOVE ALL DIRT CLODS, STICKS, CONCRETE SPOILS, TRASH ETC PRIOR TO PLACING TOPSOIL AND GRASS INSTALLATION.
6. CONTRACTOR SHALL MAINTAIN ALL LAWN AREAS UNTIL FINAL ACCEPTANCE.
7. CONTRACTOR SHALL GUARANTEE ESTABLISHMENT OF ACCEPTABLE TURF AREA AND SHALL PROVIDE REPLACEMENT IF NECESSARY.

SOLID SOD:

1. SOLID SOD SHALL BE PLACED ALONG ALL IMPERVIOUS EDGES, AT A MINIMUM. THIS SHALL INCLUDE CURBS, WALKS, INLETS, MANHOLES AND PLANTING BED AREAS. SOD SHALL COVER OTHER AREAS COMPLETELY AS INDICATED BY PLAN.
2. SOD SHALL BE STRONGLY ROOTED DROUGHT RESISTANT SOD, NOT LESS THAN 2 YEARS OLD, FREE OF WEEDS AND UNDESIRABLE NATIVE GRASS AND MACHINE CUT TO PAD THICKNESS OF 3/4" (+1/4"), EXCLUDING TOP GROWTH AND THATCH.
3. LAY SOD BY HAND TO COVER INDICATED AREAS COMPLETELY, ENSURING EDGES ARE TOUCHING WITH TIGHTLY FITTING JOINTS, NO OVERLAPS WITH STAGGERED STRIPS TO OFFSET JOINTS.
4. TOP DRESS JOINTS IN SOD BY HAND WITH TOPSOIL TO FILL VOIDS IF NECESSARY
5. SOD SHALL BE ROLLED TO CREATE A SMOOTH EVEN SURFACE. SOD SHOULD BE WATERED THOROUGHLY DURING INSTALLATION PROCESS.
6. SHOULD INSTALLATION OCCUR BETWEEN OCTOBER 1ST AND MARCH 1ST, OVERSEED BERMUDAGRASS SOD WITH WINTER RYEGRASS AT A RATE OF 4 POUNDS PER 1000 S.F.

HYDROMULCH:

1. SCARIFY AND LOOSEN ALL AREAS TO BE HYDROMULCHED TO A MINIMUM DEPTH OF 4" PRIOR TO TOPSOIL AND HYDROMULCH INSTALLATION.
2. BERMUDA GRASS SEED SHALL BE EXTRA HULLED, TREATED LAWN TYPE. SEED SHALL BE DELIVERED TO THE SITE IN ITS ORIGINAL UNOPENED CONTAINER AND SHALL MEET ALL STATE/LOCAL LAW REQUIREMENTS.
3. FIBER SHALL BE 100% WOOD CELLULOSE FIVER, DELIVERED TO THE SITE IN ITS ORIGINAL UNOPENED CONTAINER AS MANUFACTURED BY "CONWEB" OR EQUAL.
4. FIBER TACK SHALL BE DELIVERED TO THE SITE IN ITS UNOPENED CONTAINER AND SHALL BE 'TERRO-TACK ONE', AS MANUFACTURED BY GROWERS, INC OR APPROVED EQUAL.
5. HYDROMULCH WITH BERMUDA GRASS SEET AT A RATE OF 2 POUNDS PER 1000 S.F.
6. USE A BATTER BOARD AGAINST ALL BED AREAS TO PREVENT OVER SPRAY.
7. IF INADEQUATE MOISTURE IS PRESENT IN SOIL, APPLY WATER AS NECESSARY FOR OPTIMUM MOISTURE FOR SEED APPLICATION.
8. IF INSTALLATION OCCURS BETWEEN SEPTEMBER 1ST AND MAY 1ST, ALL HYDORMULCH AREAS SHALL BE OVER-SEEDED WITH WINTER RYE GRASS AT A RATE OF FOUR POUNDS PER ONE THOUSAND SQUARE FEET. CONTRACTOR SHALL BE REQUIRED TO RE-HYDROMULCH WITH BERMUDA GRASS THE FOLLOWING GROWING SEASON AS PART OF THIS CONTRACT.
9. AFTER APPLICATION, NO EQUIPMENT SHALL OPERATE OVER APPLIED AREAS. WATER SEEDED AREAS IMMEDIATELY AFTER INSTALLATION TO SATURATION.
10. ALL LAWN AREAS TO BE HYDROMULCHED SHALL ACHIEVE 100% COVERAGE PRIOR TO FINAL ACCEPTANCE.

LANDSCAPE NOTES

1. CONTRACTOR TO VERIFY AND LOCATE ALL PROPOSED AND EXISTING ELEMENTS. NOTIFY LANDSCAPE ARCHITECT OR DESIGNATED REPRESENTATIVE FOR ANY LAYOUT DISCREPANCIES OR ANY CONDITION THAT WOULD PROHIBIT THE INSTALLATION AS SHOWN. SURVEY DATA OF EXISTING CONDITIONS WAS SUPPLIED BY OTHERS
2. CONTRACTOR SHALL CALL 811 TO VERIFY AND LOCATE ANY AND ALL UTILITIES ON SITE PRIOR TO COMMENCING WORK. LANDSCAPE ARCHITECT SHOULD BE NOTIFIED OF ANY CONFLICTS. CONTRACTOR TO EXERCISE EXTREME CAUTION WHEN WORKING NEAR UNDERGROUND UTILITIES.
3. A MINIMUM OF 2% SLOPE SHALL BE PROVIDED AWAY FROM ALL STRUCTURES.
4. CONTRACTOR SHALL FINE GRADE AREAS TO ACHIEVE FINAL CONTOURS AS INDICATED. LEAVE AREAS TO RECEIVE TOPSOIL 3" BELOW FINAL FINISHED GRADE IN PLANTING AREAS AND 1" BELOW FINAL FINISHED GRADE IN LAWN AREAS.
5. LANDSCAPE ISLANDS SHALL BE CROWNED, AND UNIFORM THROUGHOUT THE SITE.
6. PLANTING AREAS AND SOD TO BE SEPARATED BY STEEL EDGING. NO STEEL EDGING SHALL BE INSTALLED ADJACENT TO BUILDINGS, WALKS OR CURBS. EDGING NOT TO BE MORE THAN 1/2" ABOVE FINISHED GRADE.
7. EDGING SHALL BE CUT AT 45 DEGREE ANGLE WHERE IT INTERSECTS WALKS AND/OR CURBS.
8. MULCH SHALL BE INSTALLED AT 1/2" BELOW THE TOPS OF SIDEWALKS AND CURBING.
9. QUANTITIES ON THESE PLANS ARE FOR REFERENCE ONLY. THE SPACING OF PLANTS SHOULD BE AS INDICATED ON PLANS OR OTHERWISE NOTED. ALL TREES AND SHRUBS SHALL BE PLANTED PER DETAILS.
10. CONTAINER GROWN PLANT MATERIAL IS PREFERRED HOWEVER BALL AND BURLAP PLANT MATERIAL CAN BE SUBSTITUTED IF NEED BE AND IS APPROPRIATE TO THE SIZE AND QUALITY INDICATED ON THE PLANT MATERIAL LIST.
11. TREES SHALL BE PLANTED AT A MINIMUM OF 5' FROM ANY UTILITY LINE, SIDEWALK OR CURB. TREES SHALL ALSO BE 10' CLEAR FROM FIRE HYDRANTS.
12. 4" OF SHREDDED HARDWOOD MULCH (2" SETTLED THICKNESS) SHALL BE PLACED OVER WEED BARRIER FABRIC. MULCH SHALL BE SHREDDED HARDWOOD MULCH OR APPROVED EQUAL, PINE STRAW MULCH IS PROHIBITED.
13. WEED BARRIER FABRIC SHALL BE USED IN PLANT BEDS AND AROUND ALL TREES AND SHALL BE MIRAFI 140S WEED BARRIER OR APPROVED EQUAL.
14. CONTRACTOR TO PROVIDE UNIT PRICING OF LANDSCAPE MATERIALS AND BE RESPONSIBLE FOR OBTAINING ALL LANDSCAPE AND IRRIGATION PERMITS.

IRRIGATION:

1. ALL REQUIRED LANDSCAPE AREAS SHALL HAVE AN AUTOMATIC IRRIGATION SYSTEM WITH A FREEZE/RAIN SENSOR. SYSTEM SHALL ALSO HAVE AN ET WEATHER BASED CONTROLLER AND BE DESIGNED AND INSTALLED BY A LICENSED IRRIGATOR.

MAINTENANCE REQUIREMENTS:

1. VEGETATION SHOULD BE INSPECTED REGULARLY TO ENSURE THAT PLANT MATERIAL IS ESTABLISHING PROPERLY AND REMAINS IN A HEALTHY GROWING CONDITION APPROPRIATE FOR THE SEASON. IF DAMAGED OR REMOVED, PLANTS MUST BE REPLACED BY A SIMILAR VARIETY AND SIZE.
2. MOWING, TRIMMING, EDGING AND SUPERVISION OF WATER APPLICATIONS SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR UNTIL THE OWNER OR OWNER'S REPRESENTATIVE ACCEPTS AND ASSUMES REGULAR MAINTENANCE.
3. ALL LANDSCAPE AREAS SHOULD BE CLEANED AND KEPT FREE OF TRASH, DEBRIS, WEEDS AND OTHER MATERIAL.

MISCELLANEOUS MATERIALS:

1. STEEL EDGING SHALL BE 3/16" X 4 X 16' DARK GREEN DURAEDGE STEEL LANDSCAPE EDGING UNLESS NOTED OTHERWISE ON PLANS/DETAILS.

PRUNING AND TRIMMING NOTES

1. CONTRACTOR SHALL PRUNE ALL EXISTING TREES ON-SITE USING STANDARD GUIDELINES IN THE INDUSTRY.
2. ALL TREES SHALL BE TRIMMED SO THAT NATURAL SHAPES OF THE PLANTS ARE RETAINED.
3. DO NOT 'TOP' OR 'HEAD' TREES.
4. IF BALLING OR SHEARING OF TREES HAS OCCURRED IN THE PAST, DISCONTINUE THIS PRACTICE AND ALLOW PLANTS TO GROW INTO NATURAL SHAPE.
5. REMOVE SUCKERS, DEAD, DYING, DISEASED, BROKEN AND / OR WEAK BRANCHES FROM ALL TREES ALONG THE MAIN TRUNK STRUCTURE AND WITHIN THE BRANCHING AREA.
6. CONTRACTOR SHALL PRUNE EXISTING DECIDUOUS HARDWOOD BY REMOVING LOWER LIMBS TO RAISE THE CANOPY. THE BOTTOM OF THE CANOPY SHALL BE RAISED TO 12'-0" ABOVE GRADE FOR DECIDUOUS HARDWOOD TREES, WHEN POSSIBLE. THE INTEGRITY OF THE CANOPY AND STRUCTURE OF THE TREE SHALL BE MAINTAINED. DO NOT CUT OR PRUNE CENTRAL LEADERS.
7. CONTRACTOR SHALL THIN THE CANOPY BY ONE-FOURTH. PRUNE TREE TO EVENLY SPACE BRANCHES WITHIN THE CANOPY WHENEVER POSSIBLE. REMOVE THOSE LIMBS THAT CROSS OTHERS, DOUBLE LEADERS AND THOSE THAT EXCESSIVELY EXTEND BEYOND THE NATURAL CROWN OF THE TREE.
8. CONTRACTOR SHALL PROVIDE DEEP ROOT FEEDING AND INVIGORATION OF EXISTING TREES. THIS SHALL BE ORGANIC BASED NUTRIENTS BASED FOR ROOT GROWTH AND LEAF GROWTH STIMULATION.
9. CONTRACTOR SHALL BE REQUIRED TO CHIP ALL REMOVED BRANCHES, LEAFS, ETC.

PLANT SCHEDULE

QTY	LABEL	COMMON NAME	SCIENTIFIC NAME	SIZE	NOTES
		SHADE TREES			
16	CE	Cedar Elm	*Ulmus crassifolia*	3" cal.	12' ht., 4' spread, matching
17	ELO	Escarpment Live Oak	*Quercus fusiformis*	3" cal.	12' ht., 4' spread, matching
12	LA	Lacey Oak	*Quercus glaucoides*	3" cal.	12' ht., 4' spread, matching
		SHRUBS			
18	DY	Dwarf Yaupon Holly	*Ilex vomitoria 'Condeaux'*	5 gal.	full, 24" sprd, 24" o.c.
19	GM	Gulf Muhly	*Muhlenbergia capillaris*	3 gal.	full, 30" o.c.
15	FP	Firecracker Plant	*Russelia equisetiformis*	5 gal.	full, 18" sprd, 24" o.c.
51	PJ	Primrose Jasmine	*Jasminum mesnyi*	5 gal.	full, 24" sprd, 42" o.c.
109	RM	Upright Rosemary	*Rosmarinus officinalis 'Upright'*	5 gal.	full, 24" sprd, 36" o.c.
8	RY	Red Yucca	*Hesperaloe parvifolia*	5 gal.	full, 24" sprd, 30" o.c.
61	TS	Texas Sage 'Green Cloud'	*Leucophyllum frutescens 'Green Cloud'*	5 gal.	full, 24" sprd, 36" o.c.
65	WM	Wax Myrtle	*Myrica cerifera*	5 gal.	full, 24" sprd, 36" o.c.
		GROUNDCOVER/VINES/GRASS			
60	GL	Giant Lirope	*Liriope gigantea*	1 gal.	full, 18" o.c.
25	SC	Seasonal Color		4" pots	full, 12" o.c.
		Bermuda Solid Sod	*Cynodon dactylon*		

Plant list is an aid to bidders only. Contractor shall verify all quantities on plan. All heights and spreads are minimums. Trees shall have a strong central leader and be of matching specimens. All plant material shall meet or exceed remarks as indicated.

CONCEPTUAL SITE PLAN / NOT AN APPROVED DOCUMENT

GRAPHIC SCALE
0 30 60 FEET
Scale 1"=30' - 0"

AWR Designs, LLC
P.O. Box 1746
Schertz, TX 78154-6008
amanda@awr-designs.com
c. 512.517.5589

AWR

RESTAURANT/ COMMERCIAL

1008 FM 78
SCHERTZ, TX 78154

REGISTERED LANDSCAPE ARCHITECT
AMANDA W. RICHARDSON
2754
STATE OF TEXAS
11-22-22

Project Number: 22047

Drawn By: AWR
Checked By: AWR

Issue Date: 11-22-22

Revisions

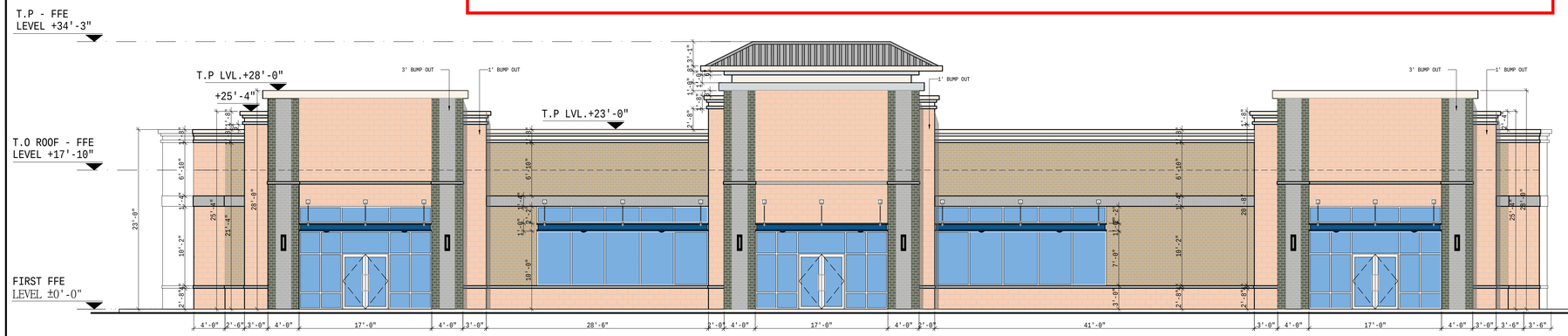
Sheet Title:

LANDSCAPE PLAN

Sheet Number:

L1.02

CONCEPTUAL SITE PLAN / NOT AN APPROVED DOCUMENT



ELEVATION -1

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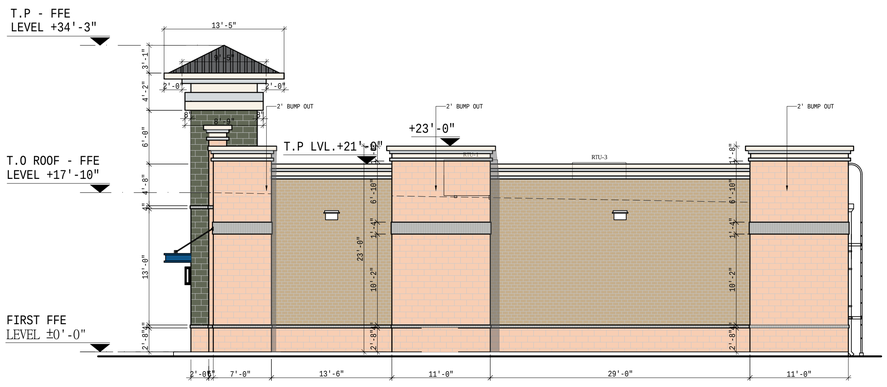

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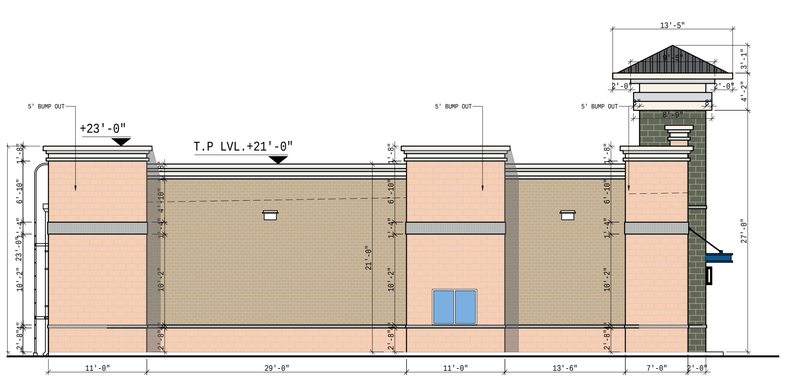

ELEVATION -3

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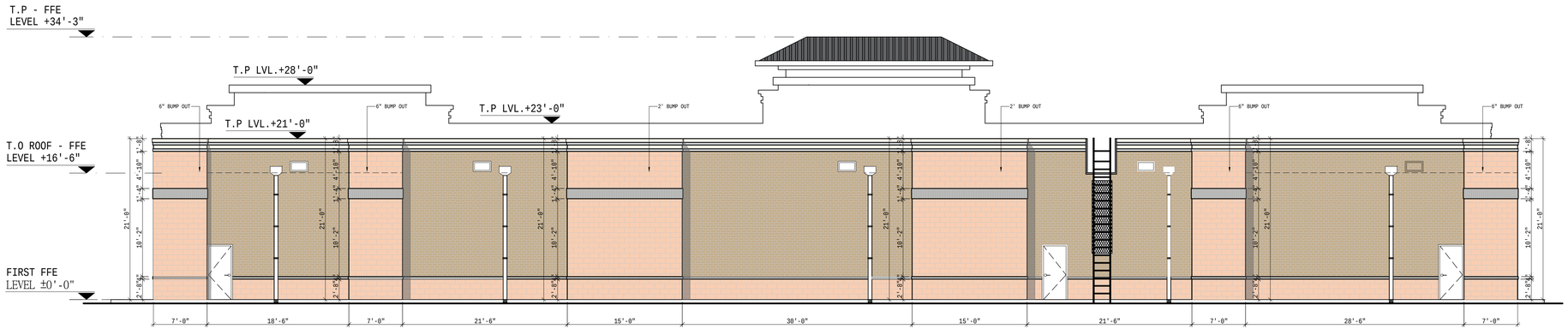


ELEVATION -4

Scale: 1/8"=1'0"

EXTERIOR MATERIAL FINISH SCHEDULE

MATERIAL	DESCRIPTION	COLOR
POLISHED CONCRETE MASONRY UNITS	NITTERHOUSE MASONRY PRODUCTS Stretcher Unit (A-53) 5-5/8" x 7 -5/8" x 15-5/8"	
PREMIER GLAZED THIN BRICK	ACME BRICK (MORAINE) Modular size (2 1/4" x 7 5/8" x 5/8")	
PREMIER GLAZED THIN BRICK	ACME BRICK (PANAMA CITY GLOSSY) Modular size (2 1/4" x 7 5/8" x 5/8")	
PREMIER GLAZED THIN BRICK	ACME BRICK (CONTINETAL) Modular size (2 1/4" x 7 5/8" x 5/8")	
SOLDIER COURSE THIN BRICK	ACME BRICK (PANAMA CITY GLOSSY) Modular size (2 1/4" x 7 5/8" x 5/8")	
3/4" STUCCO BAND PAINTED FINISH	SHERWIN- WILLIAMS (SW 6371) VANILLIN	
3/4" STUCCO BAND PAINTED FINISH	SHERWIN- WILLIAMS (SW 6255) MORNING FOG	
STAND SEEM LIGHT GRAY METAL ROOFING	METAL SUPPLIER	

MATERIAL TAKE-OFF

	CMU BLOCK	THIN BRICK	OTHERS	GLAZING	TOTAL
ELEVATION-1	1459 SF	1949 SF	74 SF	1068 SF	4550 SF
ELEVATION-2 & 4	TOTAL MASONRY EXCLUDING DOORS / WINDOWS				
	307 SF	850 SF	92 SF	0 SF	1249 SF
ELEVATION-3	TOTAL MASONRY EXCLUDING DOORS / WINDOWS				
	594 SF	2678 SF	287 SF	63 SF	3622 SF

ISSUE FOR:
- FOR INTER REVIEW ONLY
- BID ONLY
- PERMITS SET
- CONSTRUCTION SET ☑

REVISIONS:

NO.	DATE	DESCRIPTION

MAKMO DESIGN
86 ZENITH LANE, SUGAR LAND, TX 77498
PH # 832-231-7047 TBPE FIRM # 21236

PROPOSED BURGER KING, C-STORE & GAS STATION
LOCATED AT
1008 FM 78, SCHERTZ, TX 78154

SEAL :

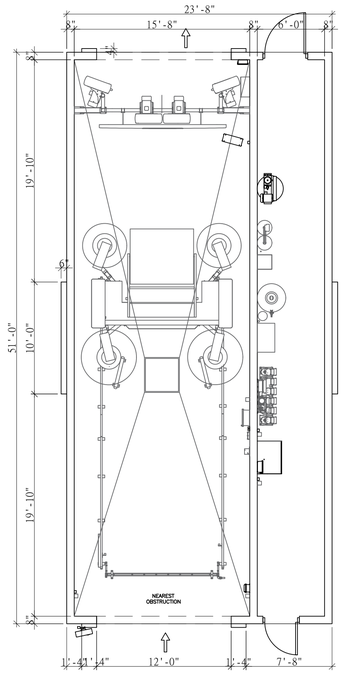
STATE OF TEXAS
ASHLEY BICE
134060
LICENSED PROFESSIONAL ENGINEER
SURVEYED
3/1/22

DATE: 02/03/2022

PROJECT NUMBER :	22006-0
SCALE :	
DRAWN BY :	A.B
CHECKED BY:	A.B
SHEET TITLE :	ELEVATION 1 & 2

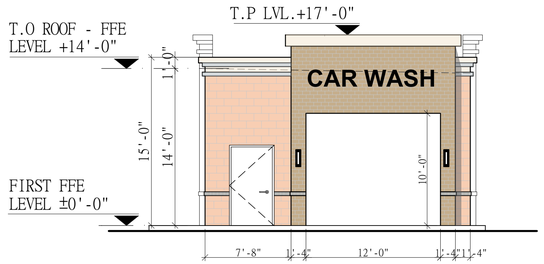
DRAWING NUMBER: A-2.0

CONCEPTUAL SITE PLAN / NOT AN APPROVED DOCUMENT



CAR WASH FLOOR PLAN

Scale: 3/16"=1'-0"



ELEVATION -3

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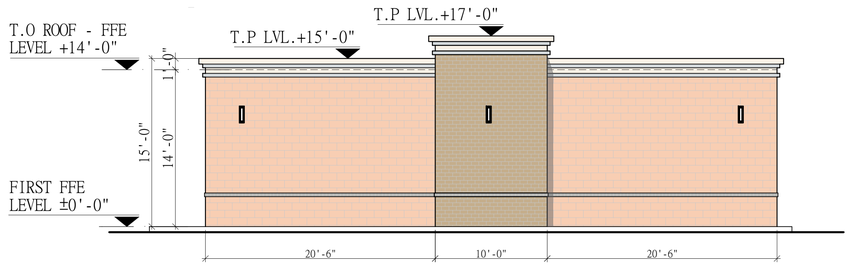

ELEVATION -4

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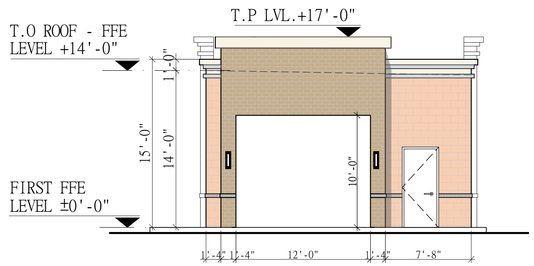

ELEVATION -1

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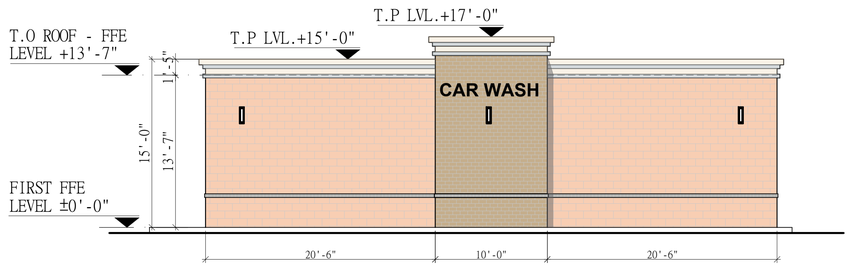

ELEVATION -2

Scale: 1/8"=1'0"

ISSUE FOR:
- FOR INTER REVIEW ONLY
- BID ONLY
- PERMITS SET
- CONSTRUCTION SET

REVISIIONS:

NO.	DATE	DESCRIPTION

MAKMO DESIGN
86 ZENITH LANE, SUGAR LAND, TX 77498
PH # 832-231-7047 TBPE FIRM # 21236

PROPOSED BURGER KING, C-STORE & GAS STATION
LOCATED AT
1008 FM 78, SCHERTZ, TX 78154

SEAL :

DATE:

PROJECT NUMBER	:	22-000
SCALE	:	N.T.S=1'-0"
DRAWN BY	:	A.B
CHECKED BY:		A.B
SHEET TITLE	:	

CAR WASH FLOOR PLAN & ELEVATION

DRAWING NUMBER:

A-1.1

ORDINANCE NO: 23-S-16

Specific Use Permit to allow for a convenience store with gas pumps for 5.5 acres (1008 and 1020 FM 78)

EMILY DELGADO | PLANNING MANAGER

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SUBJECT PROPERTY

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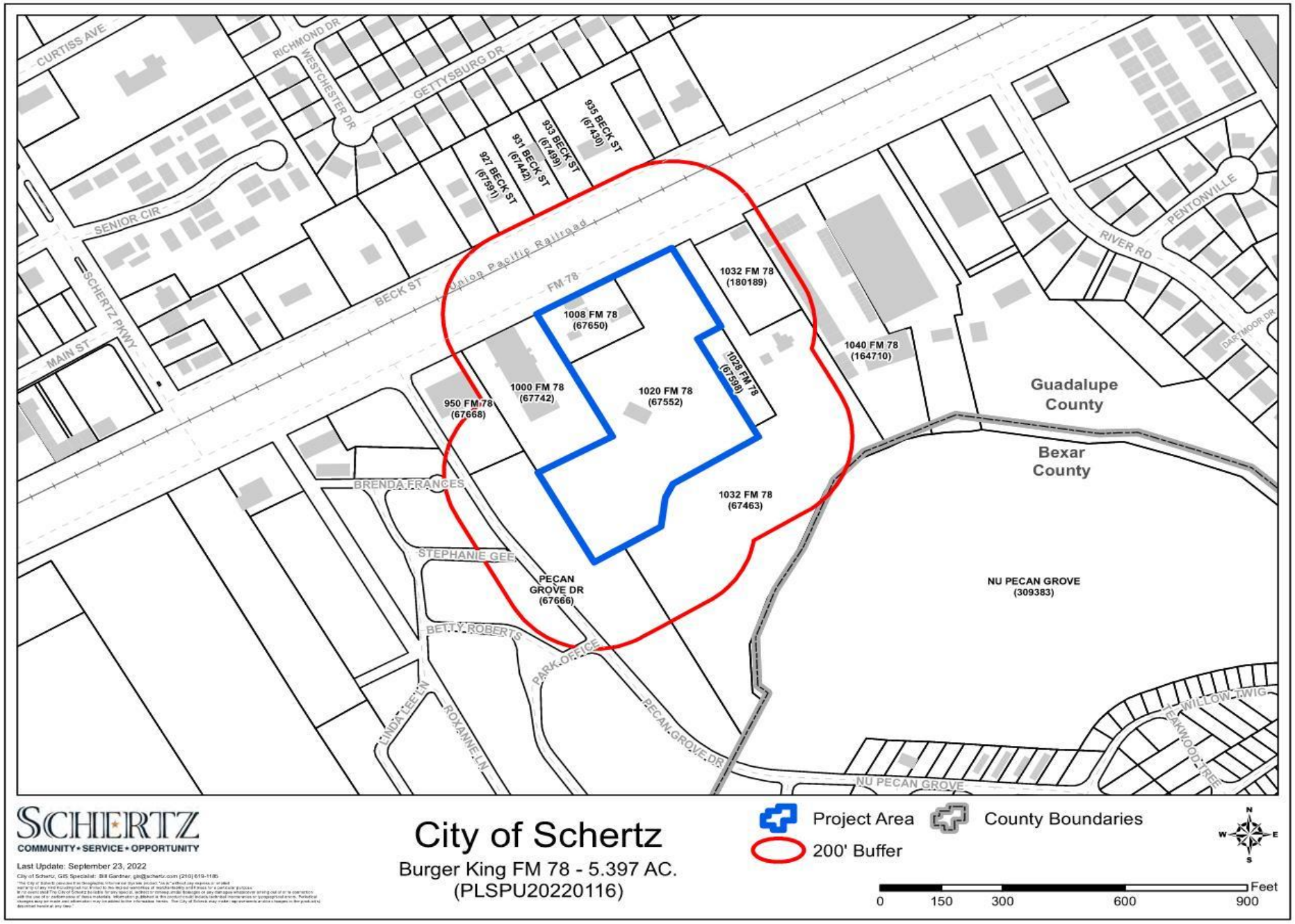

July 7, 2023: 13 Public Hearing Mailers sent

August 9, 2023: public hearing notice published in San Antonio Express

As of August 23, 2023 staff has received the following responses:

3- In Favor

2- Opposed

(from same property owner)

1- Neutral

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- Subject Property zoned General Business (GB)
- Adjacent Properties also zoned GB

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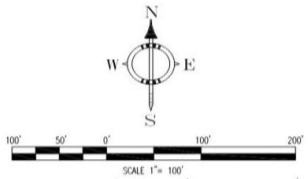
SPECIFIC USE EXHIBIT



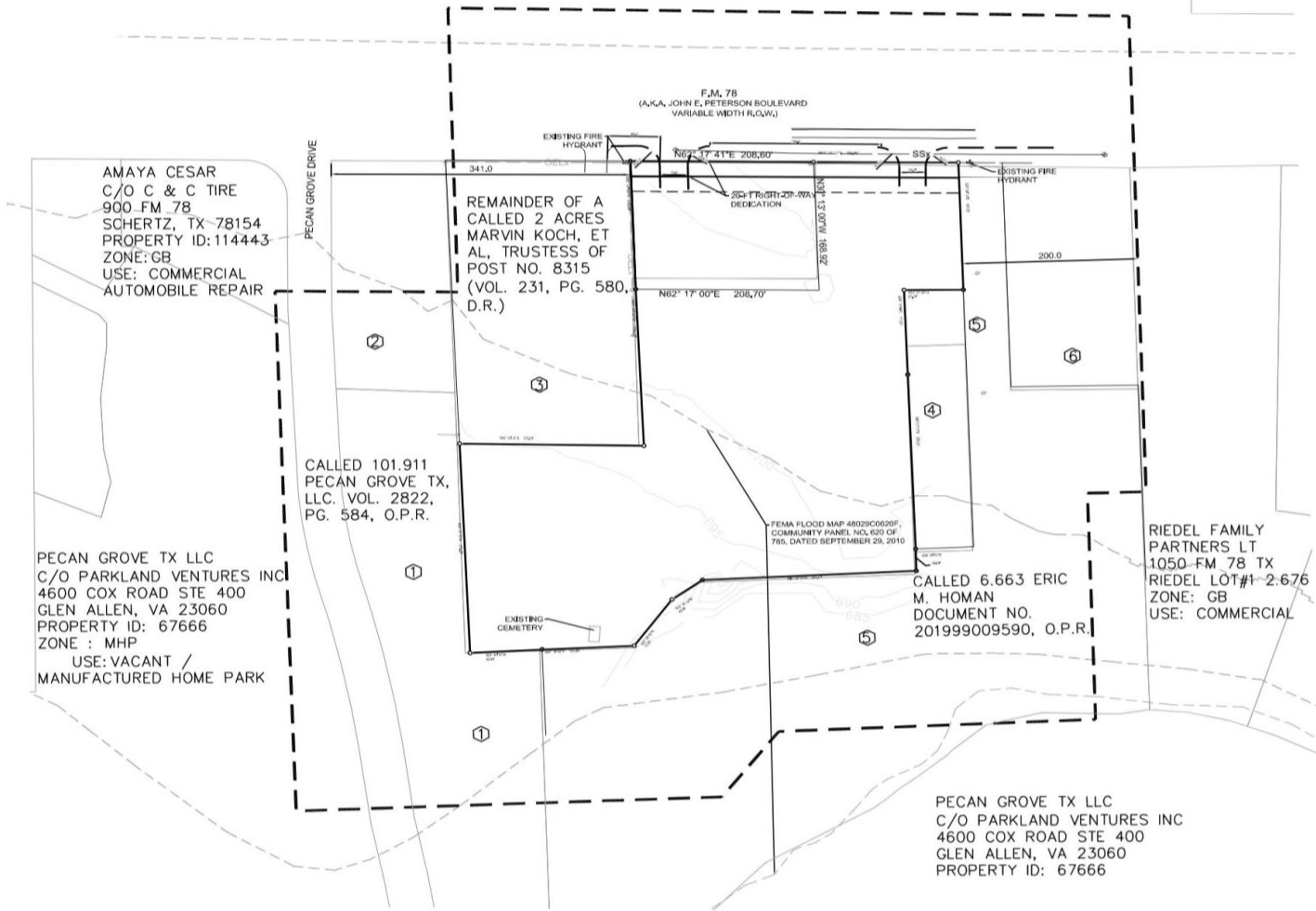
OWNER/DEVELOPER:
BK 515 INVESTMENTS LLC
3122 RUNNING FAWN,
SAN ANTONIO, TX, 78261
PHONE: (281)687-8636

ENGINEER:
RAO'S CONSULTING ENGINEERS
P.O. BOX 592991
SAN ANTONIO, TEXAS 78258
TEL: (210)549-7557
FAX: (512)-856-4595

SURVEYOR:
MATKIN HOOVER ENGINEERING & SURVEYING
8 SPENCER ROAD, SUITE 300
BOERNE, TEXAS 78006
PHONE: (830)249-0600

LEGEND

- EXISTING CONCRETE CURB
- EXISTING FIRE HYDRANT
- MISC. TRAFFIC SIGN
- GUARD POST
- EXISTING WATER VALVE
- LIGHT POLE
- POWER POLE
- EXISTING FENCE
- PROPERTY LINE
- OELx EXISTING OVERHEAD ELECTRIC
- 600 EXISTING CONTOUR
- SSx EXISTING SANITARY SEWER
- 200-FT NOTIFICATION LIMITS



1. PECAN GROVE TX LLC
C/O PARKLAND VENTURES INC
4600 COX ROAD STE 400
GLEN ALLEN, VA 23060
PROPERTY ID: 67666

ZONE: MHP
USE: MANUFACTURED HOME PARK

2. MOY SCHERTZ LLC
950 FM 78
SCHERTZ, TX 78154
PROPERTY ID: 67668
ZONE: GB & PORTION IN MHP
USE: COMMERCIAL

3. VETERANS OF FOREIGN WARS #8315
1000 FM 78
SCHERTZ, TX 78154
PROPERTY ID: 67742
ZONE: GB
USE: COMMERCIAL

4. OWENS BEVERLY J
1028 FM 78
SCHERTZ, TX 78154
PROPERTY ID: 67598
ZONE: GB
USE: RESIDENTIAL

5. HOLMAN ERIC
1032 FM 78
SCHERTZ, TX 78154
PROPERTY ID: 67463

ZONE: GB
USE: SINGLE FAMILY RESIDENCE

6. CATALANO ANTHONY N & TONYA R
1032 FM 78
CIBOLO, TX 78108
PROPERTY ID: 180189
ZONE: GB
USE: COMMERCIAL

NOTE:
PORTIONS OF REFERENCED PROPERTY ARE IN ZONE "X", AREAS DETERMINED TO BE OUTSIDE THE 0.2% ANNUAL CHANCE FLOODPLAIN, AND ZONE "A" SPECIAL FLOOD HAZARD AREAS SUBJECT TO INUNDATION BY THE 1% ANNUAL CHANCE FLOOD, NO BASED FLOOD ELEVATIONS DETERMINED, AS SHOWN ON THE FEMA FLOOD MAP 48029C0620F, COMMUNITY PANEL NO. 620 OF 785, DATED SEPTEMBER 29, 2010.

ZONING SUMMARY	
CURRENT ZONING (5.397 ACRES)	GB (0.807 ACRE W/GAS PUMPS)
PROPOSED ZONING (5.397 ACRES)	GB (W/GAS PUMPS)

DATE OF PRINT: JUNE 02, 2023

SHEET 1 OF 1

RAO'S CONSULTING ENGINEERS
RCE
P.O. BOX. 592991
SAN ANTONIO TX 78258
TXPE FIRM#17655
PHONE: 210.549.7557. www.raosengineering.com

SPECIFIC USE
EXHIBIT FOR
BURGER KING
(THE G. MALPAZ SURVEY NO. 6)
ADDRESS: 1008 & 1020 FM 78

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Proposed SUP

- **Applicant is requesting a Specific Use Permit (SUP) to allow a convenience store with gas pumps on the approximately 5.5 acre property.**

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Proposed SUP

- **Per the submitted Letter of Intent, if the SUP is approved the development would consist of:**
  - **A 6,500 square foot convenience store with gas pumps**
  - **A 2,500 square foot Burger King fast food restaurant with drive-thru**
  - **A 2,040 square foot restaurant with drive-thru**
  - **An automated car wash**

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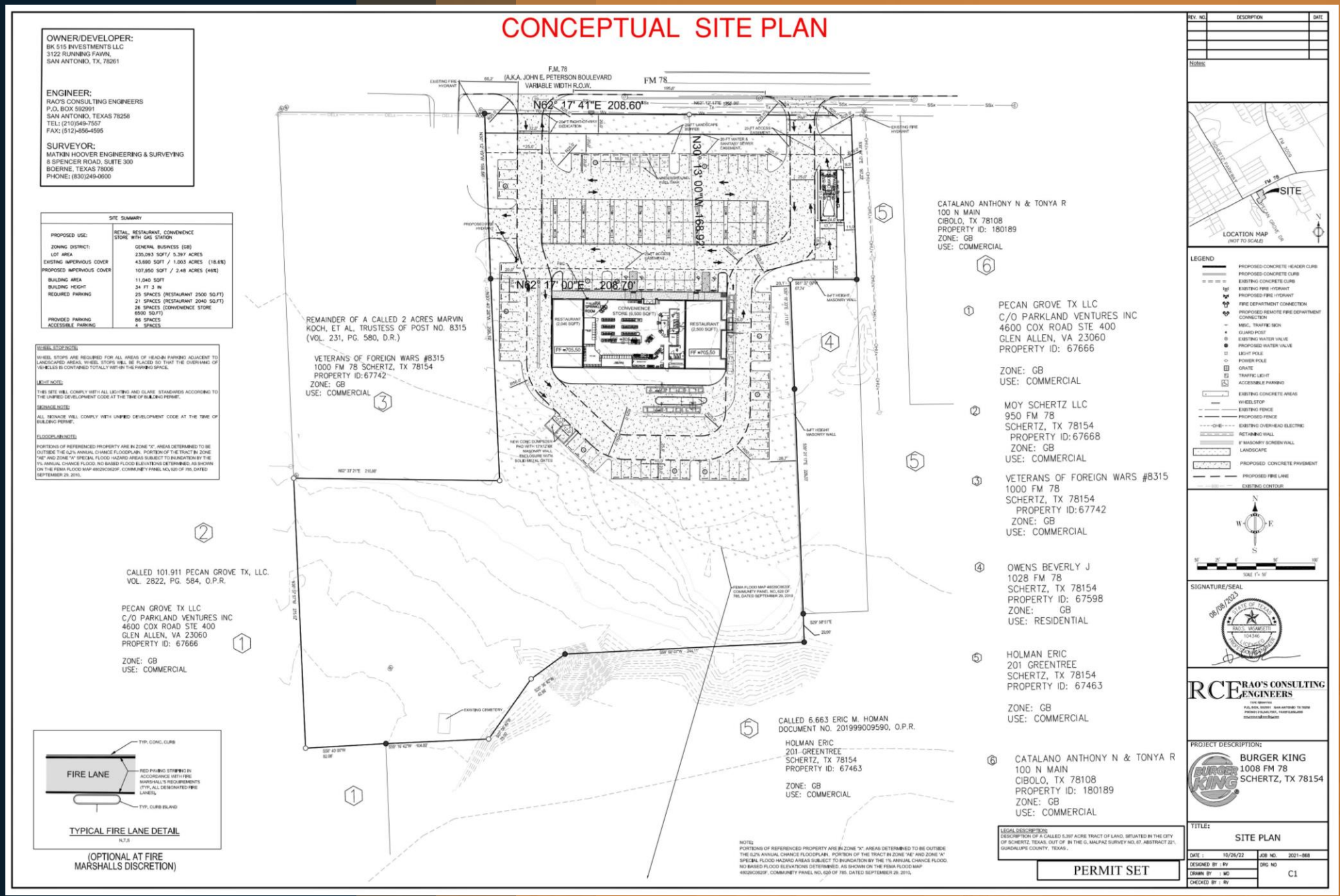
CONCEPTUAL SITE PLAN



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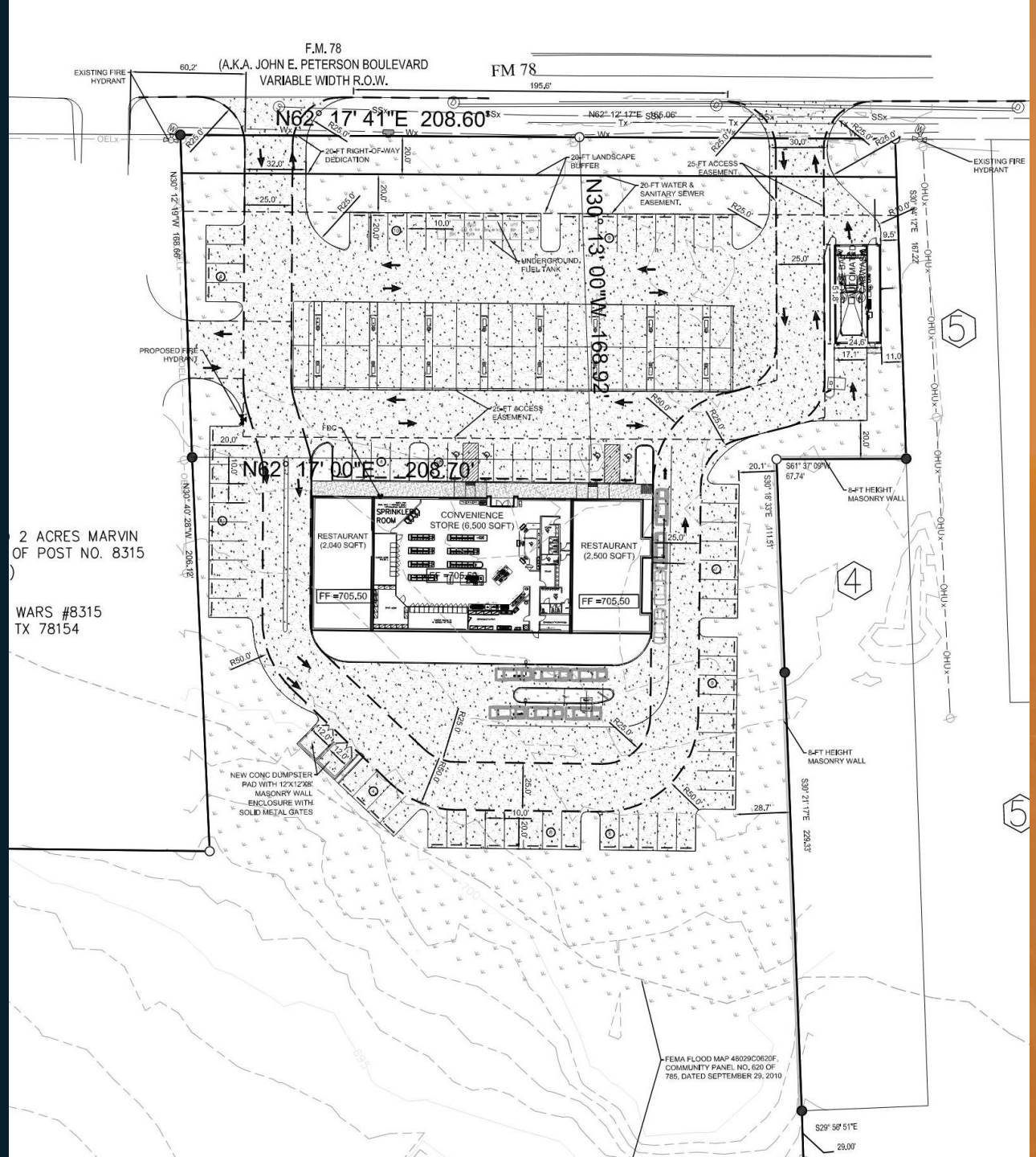

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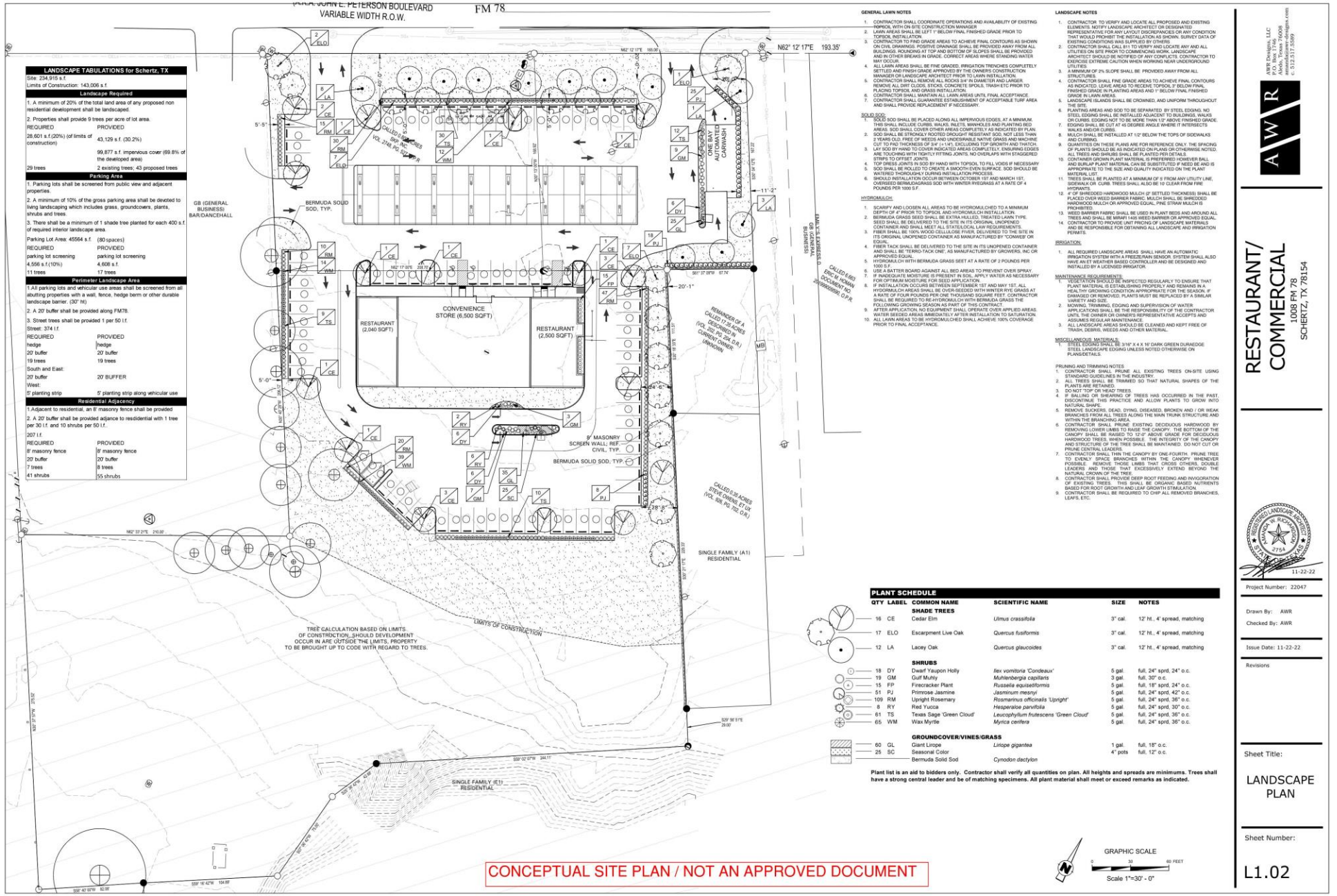


LANDSCAPE TABULATIONS for Schertz, TX

Site: 234,915 s.f.
Limits of Construction: 143,006 s.f.

Landscape Required

1. A minimum of 20% of the total land area of any proposed non residential development shall be landscaped.

2. Properties shall provide 9 trees per acre of lot area.

REQUIRED	PROVIDED
28,601 s.f.(20%) (of limits of construction)	43,129 s.f. (30.2%)
	99,877 s.f. impervious cover (69.8% of the developed area)
29 trees	2 existing trees; 43 proposed trees

Parking Area

1. Parking lots shall be screened from public view and adjacent properties.

2. A minimum of 10% of the gross parking area shall be devoted to living landscaping which includes grass, groundcovers, plants, shrubs and trees.

3. There shall be a minimum of 1 shade tree planted for each 400 s.f. of required interior landscape area.

Parking Lot Area: 45564 s.f. (80 spaces)

REQUIRED	PROVIDED
parking lot screening	parking lot screening
4,556 s.f.(10%)	4,608 s.f.
11 trees	17 trees

Perimeter Landscape Area

1.All parking lots and vehicular use areas shall be screened from all abutting properties with a wall, fence, hedge berm or other durable landscape barrier. (30" ht)

2. A 20' buffer shall be provided along FM78.

3. Street trees shall be provided 1 per 50 l.f.

Street: 374 l.f.

REQUIRED	PROVIDED
hedge	hedge
20' buffer	20' buffer
19 trees	19 trees
South and East:	
20' buffer	20' BUFFER
West:	
5' planting strip	5' planting strip along vehicular use

Residential Adjacency

1.Adjacent to residential, an 8' masonry fence shall be provided

2. A 20' buffer shall be provided adjance to residential with 1 tree per 30 l.f. and 10 shrubs per 50 l.f..

207 l.f.

REQUIRED	PROVIDED
8' masonry fence	8' masonry fence
20' buffer	20' buffer
7 trees	8 trees
41 shrubs	55 shrubs

GENERAL LAWN NOTES

1. CONTRACTOR SHALL COORDINATE OPERATIONS AND AVAILABILITY OF EXISTING TOPSOIL WITH ON-SITE CONSTRUCTION MANAGER
2. LAWN AREAS SHALL BE LEFT 1" BELOW FINAL FINISHED GRADE PRIOR TO TOPSOIL INSTALLATION.
3. CONTRACTOR TO FIND GRADE AREAS TO ACHIEVE FINAL CONTOURS AS SHOWN ON CIVIL DRAWINGS. POSITIVE DRAINAGE SHALL BE PROVIDED AWAY FROM ALL BUILDINGS. ROUNDING AT TOP AND BOTTOM OF SLOPES SHALL BE PROVIDED AND IN OTHER BREAKS IN GRADE. CORRECT AREAS WHERE STANDING WATER MAY OCCUR.
4. ALL LAWN AREAS SHALL BE FINE GRADED, IRRIGATION TRENCHES COMPLETELY SETTLED AND FINISH GRADE APPROVED BY THE OWNER'S CONSTRUCTION MANAGER OR LANDSCAPE ARCHITECT PRIOR TO LAWN INSTALLATION.
5. CONTRACTOR SHALL REMOVE ALL ROCKS 3/4" IN DIAMETER AND LARGER. REMOVE ALL DIRT CLODS, STICKS, CONCRETE SPOILS, TRASH ETC PRIOR TO PLACING TOPSOIL AND GRASS INSTALLATION.
6. CONTRACTOR SHALL MAINTAIN ALL LAWN AREAS UNTIL FINAL ACCEPTANCE.
7. CONTRACTOR SHALL GUARANTEE ESTABLISHMENT OF ACCEPTABLE TURF AREA AND SHALL PROVIDE REPLACEMENT IF NECESSARY.

SOLID SOD:

1. SOLID SOD SHALL BE PLACED ALONG ALL IMPERVIOUS EDGES, AT A MINIMUM. THIS SHALL INCLUDE CURBS, WALKS, INLETS, MANHOLES AND PLANTING BED AREAS. SOD SHALL COVER OTHER AREAS COMPLETELY AS INDICATED BY PLAN.
2. SOD SHALL BE STRONGLY ROOTED DROUGHT RESISTANT SOD, NOT LESS THAN 2 YEARS OLD, FREE OF WEEDS AND UNDESIRABLE NATIVE GRASS AND MACHINE CUT TO PAD THICKNESS OF 3/4" (+ 1/4"), EXCLUDING TOP GROWTH AND THATCH.
3. LAY SOD BY HAND TO COVER INDICATED AREAS COMPLETELY, ENSURING EDGES ARE TIGHTLY MATCHING WITH TIGHTLY FITTING JOINTS. NO OVERLAPS WITH STAGGERED STRIPS TO OFFSET JOINTS.
4. TOP DRESS JOINTS IN SOD BY HAND WITH TOPSOIL TO FILL VOIDS IF NECESSARY
5. SOD SHALL BE ROLLED TO CREATE A SMOOTH EVEN SURFACE. SOD SHOULD BE WATERED THOROUGHLY DURING INSTALLATION PROCESS.
6. SHOULD INSTALLATION OCCUR BETWEEN OCTOBER 1ST AND MARCH 1ST, OVERSEED BERMUDAGRASS SOD WITH WINTER RYEGRASS AT A RATE OF 4 POUNDS PER 1000 S.F.

HYDROMULCH:

1. SCARIFY AND LOOSEN ALL AREAS TO BE HYDROMULCHED TO A MINIMUM DEPTH OF 4" PRIOR TO TOPSOIL AND HYDROMULCH INSTALLATION.
2. BERMUDA GRASS SEED SHALL BE EXTRA HULLED, TREATED LAWN TYPE. SEED SHALL BE DELIVERED TO THE SITE IN ITS ORIGINAL UNOPENED CONTAINER AND SHALL MEET ALL STATE/LOCAL LAW REQUIREMENTS.
3. FIBER SHALL BE 100% WOOD CELLULOSE FIVER, DELIVERED TO THE SITE IN ITS ORIGINAL UNOPENED CONTAINER AS MANUFACTURED BY "CONWEB" OR EQUAL.
4. FIBER TACK SHALL BE DELIVERED TO THE SITE IN ITS UNOPENED CONTAINER AND SHALL BE 'TERRO-TACK ONE', AS MANUFACTURED BY GROWERS, INC OR EQUAL.
5. HYDROMULCH WITH BERMUDA GRASS SEET AT A RATE OF 2 POUNDS PER 1000 S.F.
6. USE A BATTER BOARD AGAINST ALL BED AREAS TO PREVENT OVER SPRAY.
7. IF INADEQUATE MOISTURE IS PRESENT IN SOIL, APPLY WATER AS NECESSARY FOR OPTIMUM MOISTURE FOR SEED APPLICATION.
8. IF INSTALLATION OCCURS BETWEEN SEPTEMBER 1ST AND MAY 1ST, ALL HYDORMULCH AREAS SHALL BE OVER-SEEDED WITH WINTER RYE GRASS AT A RATE OF FOUR POUNDS PER ONE THOUSAND SQUARE FEET. CONTRACTOR SHALL BE REQUIRED TO RE-HYDROMULCH WITH BERMUDA GRASS THE FOLLOWING GROWING SEASON AS PART OF THIS CONTRACT.
9. AFTER APPLICATION, NO EQUIPMENT SHALL OPERATE OVER APPLIED AREAS. WATER SEEDED AREAS IMMEDIATELY AFTER INSTALLATION TO SATURATION.
10. ALL LAWN AREAS TO BE HYDROMULCHED SHALL ACHIEVE 100% COVERAGE PRIOR TO FINAL ACCEPTANCE.

LANDSCAPE NOTES

1. CONTRACTOR TO VERIFY AND LOCATE ALL PROPOSED AND EXISTING ELEMENTS. NOTIFY LANDSCAPE ARCHITECT OR DESIGNATED REPRESENTATIVE FOR ANY LAYOUT DISCREPANCIES OR ANY CONDITION THAT WOULD PROHIBIT THE INSTALLATION AS SHOWN. SURVEY DATA OF EXISTING CONDITIONS WAS SUPPLIED BY OTHERS.
2. CONTRACTOR SHALL CALL 811 TO VERIFY AND LOCATE ANY AND ALL UTILITIES ON SITE PRIOR TO COMMENCING WORK. LANDSCAPE ARCHITECT SHOULD BE NOTIFIED OF ANY CONFLICTS. CONTRACTOR TO EXERCISE EXTREME CAUTION WHEN WORKING NEAR UNDERGROUND UTILITIES.
3. A MINIMUM OF 2% SLOPE SHALL BE PROVIDED AWAY FROM ALL STRUCTURES.
4. CONTRACTOR SHALL FINE GRADE AREAS TO ACHIEVE FINAL CONTOURS AS INDICATED. LEAVE AREAS TO RECEIVE TOPSOIL 1" BELOW FINAL FINISHED GRADE IN PLANTING AREAS AND 1" BELOW FINAL FINISHED GRADE IN LAWN AREAS.
5. LANDSCAPE ISLANDS SHALL BE CROWNED, AND UNIFORM THROUGHOUT THE SITE.
6. PLANTING AREAS AND SOD TO BE SEPARATED BY STEEL EDGING. NO STEEL EDGING SHALL BE INSTALLED ADJACENT TO BUILDINGS, WALKS OR CURBS. EDGING NOT TO BE MORE THAN 1/2" ABOVE FINISHED GRADE.
7. EDGING SHALL BE CUT AT 45 DEGREE ANGLE WHERE IT INTERSECTS WALKS AND/OR CURBS.
8. MULCH SHALL BE INSTALLED AT 1/2" BELOW THE TOPS OF SIDEWALKS AND CURBING.
9. QUANTITIES ON THESE PLANS ARE FOR REFERENCE ONLY. THE SPACING OF PLANTS SHOULD BE AS INDICATED ON PLANS OR OTHERWISE NOTED. ALL TREES AND SHRUBS SHALL BE PLANTED PER DETAILS.
10. CONTAINER GROWN PLANT MATERIAL IS PREFERRED HOWEVER BALL AND BURLAP PLANT MATERIAL CAN BE SUBSTITUTED IF NEED BE AND IS APPROPRIATE TO THE SIZE AND QUALITY INDICATED ON THE PLANT MATERIAL LIST.
11. TREES SHALL BE PLANTED AT A MINIMUM OF 5' FROM ANY UTILITY LINE, SIDEWALK OR CURB. TREES SHALL ALSO BE 10' CLEAR FROM FIRE HYDRANTS.
12. 4" OF SHREDDED HARDWOOD MULCH (3" SETTLED THICKNESS) SHALL BE PLACED OVER WEED BARRIER FABRIC. MULCH SHALL BE SHREDDED HARDWOOD MULCH OR APPROVED EQUAL. PINE STRAW MULCH IS PROHIBITED.
13. WEED BARRIER FABRIC SHALL BE USED IN PLANT BEDS AND AROUND ALL TREES AND SHALL BE MIRAFI 140S WEED BARRIER OR APPROVED EQUAL.
14. CONTRACTOR TO PROVIDE UNIT PRICING OF LANDSCAPE MATERIALS AND BE RESPONSIBLE FOR OBTAINING ALL LANDSCAPE AND IRRIGATION PERMITS.

IRRIGATION:

1. ALL REQUIRED LANDSCAPE AREAS SHALL HAVE AN AUTOMATIC IRRIGATION SYSTEM WITH A FREEZE/RAIN SENSOR. SYSTEM SHALL ALSO HAVE AN ET WEATHER BASED CONTROLLER AND BE DESIGNED AND INSTALLED BY A LICENSED IRRIGATOR.

MAINTENANCE REQUIREMENTS:

1. VEGETATION SHOULD BE INSPECTED REGULARLY TO ENSURE THAT PLANT MATERIAL IS ESTABLISHING PROPERLY AND REMAINS IN A HEALTHY GROWING CONDITION APPROPRIATE FOR THE SEASON. IF DAMAGED OR REMOVED, PLANTS MUST BE REPLACED BY A SIMILAR VARIETY AND SIZE.
2. MOWING, TRIMMING, EDGING AND SUPERVISION OF WATER APPLICATIONS SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR UNTIL THE OWNER OR OWNER'S REPRESENTATIVE ACCEPTS AND ASSUMES REGULAR MAINTENANCE.
3. ALL LANDSCAPE AREAS SHOULD BE CLEANED AND KEPT FREE OF TRASH, DEBRIS, WEEDS AND OTHER MATERIAL.

MISCELLANEOUS MATERIALS:

1. STEEL EDGING SHALL BE 3/16" X 4 X 16' DARK GREEN DURAEDGE STEEL LANDSCAPE EDGING UNLESS NOTED OTHERWISE ON PLANS/DETAILS.

PRUNING AND TRIMMING NOTES:

1. CONTRACTOR SHALL PRUNE ALL EXISTING TREES ON-SITE USING STANDARD GUIDELINES IN THE INDUSTRY.
2. ALL TREES SHALL BE TRIMMED SO THAT NATURAL SHAPES OF THE PLANTS ARE RETAINED.
3. DO NOT "TOP" OR 'HEAD' TREES.
4. IF SIALING OR SHEARING OF TREES HAS OCCURRED IN THE PAST, DISCONTINUE THIS PRACTICE AND ALLOW PLANTS TO GROW INTO NATURAL SHAPE.
5. REMOVE SUCKERS, DEAD, DYING, DISEASED, BROKEN AND / OR WEAK BRANCHES FROM ALL TREES ALONG THE MAIN TRUNK STRUCTURE AND WITHIN THE BRANCHING AREA.
6. CONTRACTOR SHALL PRUNE EXISTING DECIDUOUS HARDWOOD BY REMOVING LOWER LIMBS TO RAISE THE CANOPY. THE BOTTOM OF THE CANOPY SHALL BE RAISED TO 12'-0" ABOVE GRADE FOR DECIDUOUS HARDWOOD TREES. WHEN POSSIBLE. THE INTEGRITY OF THE CANOPY AND STRUCTURE OF THE TREE SHALL BE MAINTAINED. DO NOT CUT OR PRUNE CENTRAL LEADER.
7. CONTRACTOR SHALL THIN THE CANOPY BY ONE-FOURTH. PRUNE TREE TO EVENLY SPACE BRANCHES WITHIN THE CANOPY WHENEVER POSSIBLE. REMOVE THOSE LIMBS THAT CROSS OTHERS, DOUBLE LEADERS AND THOSE THAT EXCESSIVELY EXTEND BEYOND THE NATURAL CROWN OF THE TREE.
8. CONTRACTOR SHALL PROVIDE DEEP ROOT FEEDING AND INVIGORATION OF EXISTING TREES. THIS SHALL BE ORGANIC BASED NUTRIENTS BASED FOR ROOT GROWTH AND LEAF GROWTH STIMULATION.
9. CONTRACTOR SHALL BE REQUIRED TO CHIP ALL REMOVED BRANCHES, LEAFS, ETC.

PLANT SCHEDULE

QTY	LABEL	COMMON NAME	SCIENTIFIC NAME	SIZE	NOTES
		SHADE TREES			
16	CE	Cedar Elm	*Ulmus crassifolia*	3" cal.	12' ht., 4' spread, matching
17	ELO	Escarpment Live Oak	*Quercus fusiformis*	3" cal.	12' ht., 4' spread, matching
12	LA	Lacey Oak	*Quercus glaucoides*	3" cal.	12' ht., 4' spread, matching
		SHRUBS			
18	DY	Dwarf Yaupon Holly	*Ilex vomitoria 'Condeaux'*	5 gal.	full, 24" sprd, 24" o.c.
19	GM	Gulf Muhly	*Muhlenbergia capillaris*	3 gal.	full, 30" o.c.
15	FP	Firecracker Plant	*Russelia equisetiformis*	5 gal.	full, 18" sprd, 24" o.c.
51	PJ	Primrose Jasmine	*Jasminum mesnyi*	5 gal.	full, 24" sprd, 42" o.c.
109	RM	Upright Rosemary	*Rosmarinus officinalis 'Upright'*	5 gal.	full, 24" sprd, 36" o.c.
8	RY	Red Yucca	*Hesperaloe parviflola*	5 gal.	full, 24" sprd, 30" o.c.
61	TS	Texas Sage 'Green Cloud'	*Leucophyllum frutescens 'Green Cloud'*	5 gal.	full, 24" sprd, 36" o.c.
65	WM	Wax Myrtle	*Mytica cerifera*	5 gal.	full, 24" sprd, 36" o.c.
		GROUNDCOVER/VINES/GRASS			
60	GL	Giant Liriope	*Liriope gigantea*	1 gal.	full, 18" o.c.
25	SC	Seasonal Color		4" pots	full, 12" o.c.
		Bermuda Solid Sod	*Cynodon dactylon*		

Plant list is an aid to bidders only. Contractor shall verify all quantities on plan. All heights and spreads are minimums. Trees shall have a strong central leader and be of matching specimens. All plant material shall meet or exceed remarks as indicated.

GRAPHIC SCALE
0 30 60 FEET
Scale 1"=30' - 0"

AWR Designs, LLC
P.O. Box 1746
Boerne, TX 78006
amanda@awr-designs.com
C: 512.317.3589

AWR

RESTAURANT/ COMMERCIAL
1008 FM 78
SCHERTZ, TX 78154

REGISTERED LANDSCAPE ARCHITECT
MARION RICHARDSON
2764
STATE OF TEXAS
11-22-22

Project Number: 22047

Drawn By: AWR
Checked By: AWR

Issue Date: 11-22-22

Revisions

Sheet Title:
LANDSCAPE PLAN

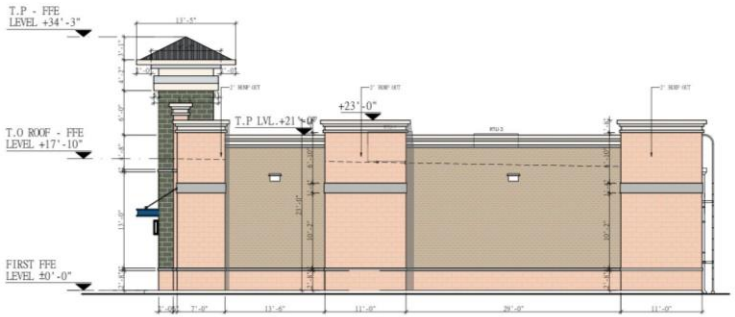
Sheet Number:
L1.02

SCHERTZ
COMMUNITY. SERVICE. OPPORTUNITY.

CONCEPTUAL SITE PLAN / NOT AN APPROVED DOCUMENT

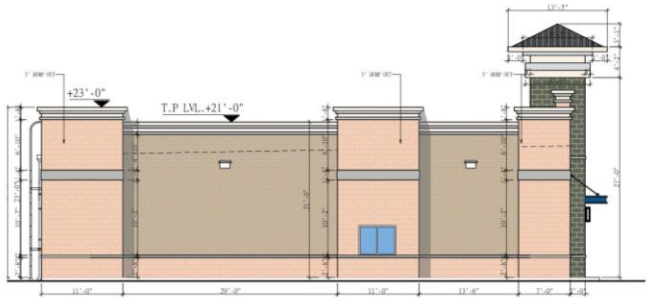
ELEVATION -1

Scale: 1/8"=1'0"



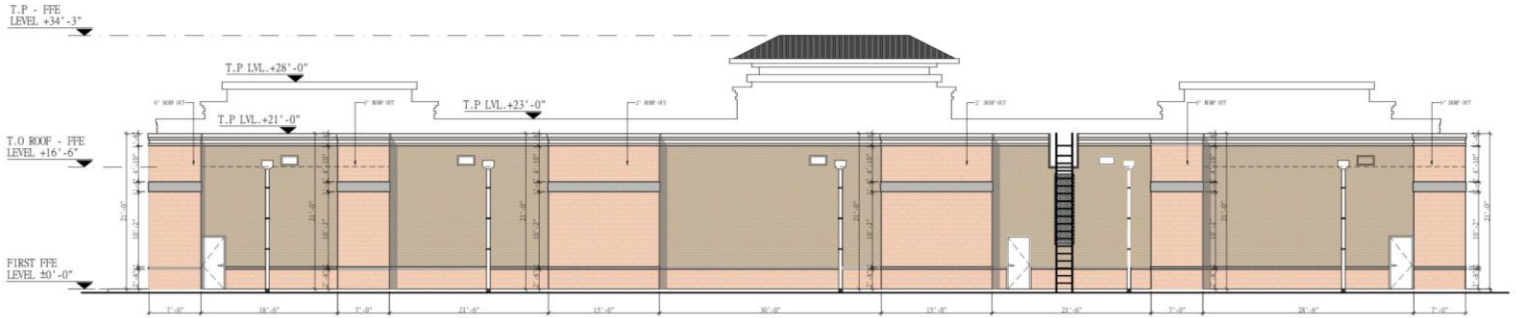
ELEVATION -2

Scale: 1/8"=1'0"



ELEVATION -3

Scale: 1/8"=1'0"



ELEVATION -4

Scale: 1/8"=1'0"

EXTERIOR MATERIAL FINISH SCHEDULE

MATERIAL	DESCRIPTION	COLOR
POLISHED CONCRETE MASONRY UNITS	NITTERHOUSE MASONRY PRODUCTS Stretcher Unit (A-53) 5-5/8" x 7 -5/8" x 15-5/8"	
PREMIER GLAZED THIN BRICK	ACME BRICK (MORAINE) Modular size (2 1/4" x 7 5/8" x 5/8")	
PREMIER GLAZED THIN BRICK	ACME BRICK (PANAMA CITY GLOSSY) Modular size (2 1/4" x 7 5/8" x 5/8")	
PREMIER GLAZED THIN BRICK	ACME BRICK (CONTINETAL) Modular size (2 1/4" x 7 5/8" x 5/8")	
SOLDIER COURSE THIN BRICK	ACME BRICK (PANAMA CITY GLOSSY) Modular size (2 1/4" x 7 5/8" x 5/8")	
3/4" STUCCO BAND PAINTED FINISH	SHERWIN- WILLIAMS (SW 6371) VANILLIN	
3/4" STUCCO BAND PAINTED FINISH	SHERWIN- WILLIAMS (SW 6255) MORNING FOG	
STAND SEEM LIGHT GRAY METAL ROOFING	METAL SUPPLIER	

MATERIAL TAKE-OFF

	CMU BLOCK	THIN BRICK	OTHERS	GLAZING	TOTAL
ELEVATION-1	1459 SF	1949 SF	74 SF	1068 SF	4550 SF
	TOTAL MASONRY EXCLUDING DOORS / WINDOWS				
ELEVATION-2 & 4	307 SF	850 SF	92 SF	0 SF	1249 SF
	TOTAL MASONRY EXCLUDING DOORS / WINDOWS				
ELEVATION-3	594 SF	2678 SF	287 SF	63 SF	3622 SF

ISSUE FOR:
FOR INTER REVIEW ONLY
BID ONLY
PERMITS SET
CONSTRUCTION SET

REVISIONS:

NO.	DATE	DESCRIPTION

MAKMO DESIGN
86 ZENITH LANE, SUGAR LAND, TX 77498
PH # 832-231-7147 TBPE FIRM # 21236

PROPOSED BURGER KING, C-STORE & GAS STATION
LOCATED AT
1008 FM 78, SCHERTZ, TX 78154

SEAL :

ASHLEY BICE
134060
LICENSED
ARCHITECT

DATE: 02/03/2022

PROJECT NUMBER :	22.000
SCALE :	
DRAWN BY :	A.B
CHECKED BY:	A.B
SHEET TITLE :	

ELEVATION 1 & 2

DRAWING NUMBER:
A-2.0

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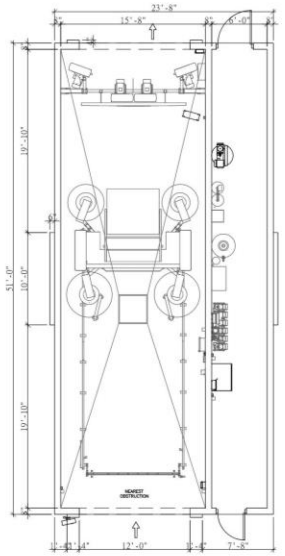
CONCEPTUAL SITE PLAN / NOT AN APPROVED DOCUMENT

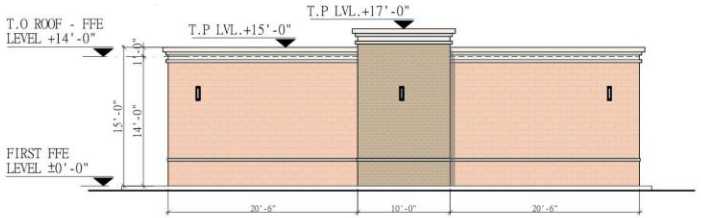


CAR WASH FLOOR PLAN

Scale: 3/16"=1'-0"

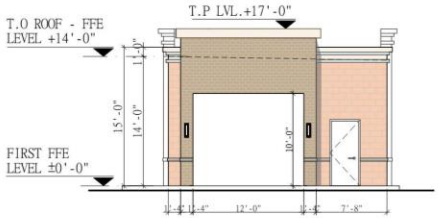
ELEVATION -3

Scale: 1/8"=1'0"



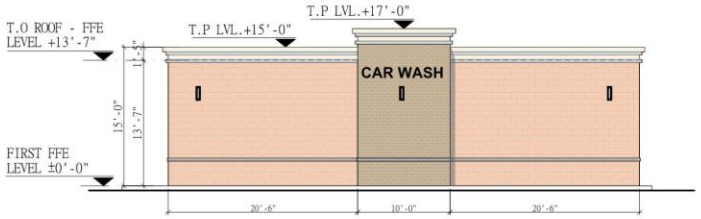
ELEVATION -4

Scale: 1/8"=1'0"



ELEVATION -1

Scale: 1/8"=1'0"



ELEVATION -2

Scale: 1/8"=1'0"

ISSUE FOR:
FOR INTER REVIEW ONLY
BID ONLY
PERMITS SET
CONSTRUCTION SET

REVISIONS:

NO.	DATE	DESCRIPTION

MAKMO DESIGN
86 ZENITH LAKE SUGAR LAND TX 77498
PH # 832.231.7047 TBPE FIRM # 21256

PROPOSED BURGER KING, C-STORE
& GAS STATION
LOCATED AT
1008 FM 78, SCHERTZ, TX 78154

SEAL :

ASHLEY BICE
134000
3/8/23

DATE:

PROJECT NUMBER	22-000
SCALE	N.T.S=1'-0"
DRAWN BY	A.B
CHECKED BY	A.B
SHEET TITLE	

CAR WASH FLOOR PLAN & ELEVATION

DRAWING NUMBER:
A-1.1

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Staff Analysis

- **The Comprehensive Land Use Plan identifies the property as Commercial Campus and Parks, Open Space.**
  - **Commercial Campus: lower intensity commercial and office uses such as research, flex-office, and supporting uses, light industrial and assembly uses.**
  - **Parks, Open Space: open space and for sensitive areas such as floodplain areas**

- **The proposed business would take advantage of the FM 78 frontage as it is a transportation-oriented business and is dependent on the traffic generated on roadways such as FM 78 as a principal arterial. Additionally, the proposed convenience store with gas pumps and food establishments is consistent with other businesses on FM 78.**

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Staff Analysis

- **The subject property had previously had a convenience store with gas pumps and a car wash that had been abandoned.**
- **From aerial imagery it appears the site was used as a convenience store since at least 1995.**
- **In fall of 2022, the structures were demolished with the ultimate goal being to obtain a Specific Use Permit in order to construct a new convenience store with gas pumps in addition to two food establishments within the building.**

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Staff Analysis

- **If the Specific Use Permit is approved, the applicant will go through the site plan process in conformance with Unified Development Code (UDC) Article 9, Section 21.9.12 and will have to meet all City of Schertz UDC requirements as listed in Article 9.**
- **At the time of the site plan, a Traffic Impact Analysis Study will be reviewed by both the City of Schertz Engineering Department and TxDoT as this property is located on FM 78.**
- **In addition, the proposed parking areas will have to meet all current regulations within UDC Article 10 including the required parking ratios and dimensions.**
- **Additionally, the site will be required to comply with all landscaping, screening and buffering requirements as identified in the UDC.**

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P&Z Recommendation

- **The Planning & Zoning Commission conducted a public hearing on July 26, 2023 and offered a recommendation of approval with modifications to the proposed conceptual plan by a 7-0 vote.**

- **The modifications requested by the Planning and Zoning Commission include relocating the dumpster to be farther away from the residential property and ensuring the eight-foot tall masonry wall and twenty foot wide landscape buffer are completed adjacent to the residential property, 1028 FM 78.**

- **These modifications have been reflected on the updated conceptual plan provided by the applicant.**

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Staff Recommendation

- **Due to the limited adverse impact on adjacent development and the compatibility between the proposed land use and the Comprehensive Land Use Plan, along with the land previously being used for a convenience store with gas pumps, Staff recommends approval of the Specific Use Permit to allow a convenience store with gas pumps at the subject property conditioned upon the following:**

  1. A building permit is approved within two (2) years of the adoption of the SUP Ordinance in accordance with Unified Development Code Article 5, Section 21.5.11.F Expiration of Specific Use Permit.

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COMMENTS & QUESTIONS

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Agenda No. 16.

CITY COUNCIL MEMORANDUM

City Council Meeting:	**September 5, 2023**
Department:	**Finance**
Subject:	**Ordinance 23-T-18 - Conduct a Public Hearing and Adopt a budget for the fiscal year beginning October 1, 2023, and ending September 30, 2024, in accordance with the Charter of the City of Schertz, Texas; providing for the filing of the Budget; providing that this Ordinance shall be cumulative of all Ordinances; providing a Severability Clause; and providing an Effective Date.** ***Final Reading*** **(S.Gonzalez/J.Walters)**

BACKGROUND

In accordance with applicable statutes and the City Charter, the City Manager submitted a budget proposal to the City Council for consideration on August 11, 2023. The City Council held a public hearing for the Proposed Budget on August 15, 2023 and will hold a second public hearing on September 5, 2023.

The Budget Priorities for FY 2023-24 are as follows:
Goal 1: Staff Compensation - turnover is high and hiring is difficult due to non-competitive wages. Staff hopes to correct this by making compensation a budget priority.
Goal 2: Infrastructure (with a primary focus on streets) - the City's roadways, parks, facilities, and drainage channels need additional maintenance and reconstruction. Staff is also looking at adding and expanding streets, parks, drainage channels, water transportation pipes and storage, and wastewater transportation pipes to meet the growing needs of the community as outlined in the master thoroughfare plan, the master parks plan, and the master water and sewer plan.
Goal 3: Consolidated CIP Document - this document will lay out a consolidated plan for the City's large infrastructure projects and outline funding sources allowing the City Manager and City Council to see the impact of infrastructure projects within a 5 to 10 year window and plan accordingly.
Goal 4: Increase staffing levels - adding key staff in services areas that will have the largest impact on operations and the community.
Goal 5: New/Remodeled Facilities - with additional staff coming on board, the City will need to look at office spaces and new service locations as the community continues to expand.

Staff proposes to raise salaries for all departments by 4.7% across the board for inflation. This number is based on the last 2 quarterly reports by the Bureau of Labor Statistics on the Employment Cost Index (ECI). This metric measures wages and benefits costs across the country based on private corporation jobs, civilian jobs, and state and local government jobs. The past 2 quarterly reports showed wages for state and local governments grow by 4.7% and is the basis for the adjustment recommendation. This ECI adjustment is proposed to take effect in October 2023 with the new budget.

Based on staff's review of target cities' wages in the area, there was strong indication Schertz was below market in the wages offered to employees. Working with City Council, the City has contracted with Public Sector Personnel Consultants (PSPC) to conduct a Classification & Compensation Study to determine wages and compensation compared to the market and how to adjust wages to get Schertz' positions to market. Based on the original review by Staff, an estimated $2.6 million of adjustments

could be required, with $1.9 million showing in FY 2023-24 with the anticipated January 2024 wage adjustment. The final number will be based on the results of the survey.

The City also saw an increase in health insurance costs of 7.5% for FY 2023-24.

To continue the infrastructure improvements, staff recommends withdrawing $1 million from General Fund Reserves to be spent on the street preservation and maintenance program. This is in addition to the $650,000 that is part of the base Streets Budget, and $4.5 million in funding from the Schertz Economic Development Corporation Reserves for roadway improvements. Staff also plans to issue $37.25 million in debt in the General Fund for other infrastructure projects, like Main Street Improvements and $7.5 million in Water & Sewer to continue the transmission line from East Live Oak to IH 35.

In the General Fund, Staff proposes to add 5 new positions based on the recommendations of Staff and Council. The positions include:
- 3 Firefighters in preparation of Station 4
- 1 Engineering Administrative Assistant
- 1 Part Time Records Clerk to assist with the increased open records requests in the City Secretary's office

In addition, 5 additional police officers have been added to the approved position table, but not funded, to allow the City to more quickly hire School Resource Officers.

The Water & Sewer Fund proposes to add a new Lead Clerk position for Utility Billing.

The Emergency Medical Services Fund proposes to add 4 Emergency Medical Technicians (EMTs) to field additional ambulance hours to meet service call volumes.

Other items in the General Fund that are being proposed are the following programs, projects, and equipment:
-Replace all in-car cameras, body worn cameras, and TASERs for police officers
-Add additional Library materials budget
-Add an ArcGIS IndoorMaps Extension for building mapping capabilities
-Add new servers for Public Safety
-Reassign court security funding from operations to fund larger projects
-Add new Hydrolic Hose Crimper and Hose Reels for Fleet
-Add new Tablets and Trailer for Facilitiy Services
-Add new Opticom system to control intersection lights for Public Safety
-Add new Hurst Strong Arm Multi-purpose Tool to add in rescue operations in Fire
-Add new Pothole Truck and Asphalt Laydown Machine in Streets

The Water & Sewer Fund will add:
-Automated Phone Payment System
-Combination Vaccume Truck
-Funding for Fire Hydrant and Valve replacements across the city

Drainage will replace a zero turn mower.

The Special Revenue Funds Budgets will remain constant with no significant changes in operations.

A copy of the proposed budget is available for view on the City’s webpage www.schertz.com. This copy will include all changes included in the change memo.

Update since last reading:
Staff has been notified that the City of Cibolo has been awarded a grant from the OAG that will allow them to fund a full-time Crime Victim Liaison position. Currently, the City of Schertz and the City of Cibolo have a Crime Vicitms' Liaison interlocal agreement where the City of Schertz employees a full-time position for these services and the City of Cibolo reimburses Schertz for their half. This position services both the Schertz and Cibolo communities. With this notification from Cibolo that they will have their own position, staff proposes to continue to keep the position as full-time. It has always been budgeted as such; the only difference is that the revenues will be less than expected (as Cibolo won't be contributing half).

GOAL

Per state statutes and the City Charter, the city must adopt a budget prior to the beginning of the fiscal year beginning on October 1st.

COMMUNITY BENEFIT

This budget will provide for additional resources to areas identified by citizens, city council, and staff.

SUMMARY OF RECOMMENDED ACTION

Staff recommends that the City Council approve the final reading of Ordinance No. 23-T-18, adopting the budget for the fiscal year beginning October 1, 2023, and ending September 30, 2024.

FISCAL IMPACT

Fund	Proposed Budget	Fund Balance Change
General Fund	$49,954,992	($2,564,504)
Tax I&S Fund	8,602,745	732,255
Water & Sewer Fund	31,241,901	262,899
Capital Recovery - Water	55,748	1,166,252
Capital Recovery - Sewer	67,248	632,752
Drainage Fund	1,594,207	(217,584)
EMS Fund	13,640,835	(780,612)
SEDC	12,985,053	(4,578,053)
Special Events Fund	45,000	0
PEG Fund	67,000	0
Hotel Occupancy Fund	260,865	640,635
Park Fund	100,000	0
Tree Mitigation	75,000	10,750
Roadway Impact Fee Area1	5,000	320,175
Roadway Impact Fee Area2	85,000	160,650
Roadway Impact Fee Area3	5,000	345,250
Roadway Impact Fee Area4	3,000	360
Library Fund	29,200	0
Historical Committee	11,750	2,500

Total:	**$118,829,544**	($3,866,275)

RECOMMENDATION

Staff recommends that the City Council approve the final reading of Ordinance No. 23-T-18, adopting the budget for the fiscal year beginning October 1, 2023 and ending September 30, 2024.

Attachments

Ordinance 23-T-18 FY 2023-24 Proposed Budget

8-15-23 Proposed Budget Council Presentation

ORDINANCE NO. 23-T-18

AN ORDINANCE ADOPTING A BUDGET FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2023, AND ENDING SEPTEMBER 30, 2024, IN ACCORDANCE WITH THE CHARTER OF THE CITY OF SCHERTZ, TEXAS; PROVIDING FOR THE FILING OF THE BUDGET; PROVIDING THAT THIS ORDINANCE SHALL BE CUMULATIVE OF ALL ORDINANCES; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Schertz is a home rule city acting under its charter adopted by the electorate pursuant to Article XI, Section 5 of the Texas Constitution and Chapter 9 of the Local Government Code; and

WHEREAS, the City Manager of the City of Schertz submitted a budget proposal to the City Council prior to the beginning of the fiscal year, and in said budget proposal set forth the estimated revenues and expenditures and made the detailed classification as required by the City Charter of the City of Schertz, Texas; and

WHEREAS, the City Council finds that all provisions pertaining to the adoption of a budget contained in the City Charter have been in all things complied with; and

WHEREAS, a Public Hearing is held by the City Council of the City of Schertz, Texas on the 15th day of August 2023 and the 5th day of September 2023; and

WHEREAS, after a full and final consideration, the City Council is of the opinion that the budget should be approved and adopted; and

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

Section 1. The budget of the expenditures of the City of Schertz for the ensuing fiscal year beginning October 1, 2023, and ending September 30, 2024, be, and the same is, in all things, adopted and approved as the said City of Schertz budget for the Fiscal Year beginning the first day of October 2023, and ending the thirtieth day of September 2024.

Section 2. The sums below are hereby appropriated from the respective funds for the payment of expenditures on behalf of the City government as established in the approved budget document:

2023-2024 Budget

General Fund	$49,954,992
Tax I&S Fund	8,602,745
Water & Sewer Fund	31,241,901
Capital Recovery - Water	55,748
Capital Recovery - Sewer	67,248
Drainage Fund	1,594,207
EMS Fund	13,640,835
SEDC	12,985,053
Special Events Fund	45,000
PEG Fund	67,000
Hotel Occupancy Fund	260,865
Park Fund	100,000
Tree Mitigation	75,000
Roadway Impact Fee Area 1	5,000
Roadway Impact Fee Area 2	85,000
Roadway Impact Fee Area 3	5,000
Roadway Impact Fee Area 4	3,000
Library Fund	29,200
Historical Committee	11,750
Total:	$118,829,544

Section 3. A true and correct copy of this ordinance along with the approved budget attached hereto, and any amendments thereto, shall be filed with the City Secretary. In addition, the City Manager is hereby directed to file or cause to be filed a true and correct copy of this ordinance along with the approved budget attached hereto, and any amendments thereto, in the office of the County Clerk of Guadalupe, Comal, and Bexar Counties, Texas, as required by law.

Section 4. This ordinance shall be cumulative of all provisions of ordinances and of the Code of Ordinances of the City of Schertz, Texas (2006), as amended, except where the provisions of this ordinance are in direct conflict with the provisions of such ordinances and such Code, in which event the conflicting provisions of such ordinances and such Code are hereby repealed.

Section 5. It is hereby declared to be the intention of the City Council that the phrases, clauses, sentences, paragraphs, and sections of this ordinance are severable, and if any phrase, clause, sentence, paragraph, or section of this ordinance shall be declared unconstitutional by the valid judgment or decree of any court of competent jurisdiction, such unconstitutionality shall not affect any of the remaining phrases, clauses, sentences, paragraphs, and sections of this ordinance, since the same would have been enacted by the City Council without the incorporation in this ordinance of any such unconstitutional phrase, clause, sentence, paragraph, or section.

Section 6. This ordinance shall be in full force and effect from and after its final passage, and it is so ordained.

PASSED ON FIRST READING, the _____ day of _____, 2023.

PASSED, APPROVED and ADOPTED ON SECOND READING, the _____ day of _____, 2023.

CITY OF SCHERTZ, TEXAS

_____
Ralph Gutierrez, Mayor

ATTEST:

_____
Sheila Edmondson, City Secretary

CITY OF SCHERTZ

FY 2023-24
PROPOSED BUDGET

City of Schertz
Fiscal Year 2023-24
Budget Cover Page

This budget will raise more total property taxes than last year's budget by $2,398,167 or 9.9% increase, and of that amount, $554,255 is tax revenue to be raised from new property added to the tax roll this year.

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

FOR: Councilmembers Mark Davis, Michelle Watson Jill Whittaker, Michael Dahle, Allison Heyward, Tim Brown

AGAINST: N/A

PRESENT and not voting: N/A

ABSENT: Councilmember David Scagliola

Property Tax Rate Comparison

	2023-24	**2022-23**
Property Tax Rate:		$0.4950/100
No-new-revenue	$.04553/100	$.04526/100
No-new-revenue Maintenance & Operations Tax Rate:	$0.3212/100	$0.3046/100
Voter-approval Rate:	$0.4872/100	$0.4968/100
Debt Rate:	$0.1548/100	$0.1480/100

Total debt obligation for the City of Schertz secured by property taxes: $ 96,572,010

SCHERTZ | COMMUNITY SERVICE OPPORTUNITY

CITY OF SCHERTZ, TEXAS
PROPOSED ANNUAL BUDGET

FISCAL YEAR 2023-24
OCTOBER 1, 2023 – SEPTEMBER 30, 2024

CITY COUNCIL

RALPH GUTIERREZ
Mayor

MARK DAVIS
Council Member, Place 1

MICHELLE WATSON
Council Member, Place 2

JILL WHITTAKER
Council Member, Place 3

MICHAEL DAHLE
Council Member, Place 4

DAVID SCAGLIOLA
Council Member, Place 5

ALLISON HEYWARD
Council Member, Place 6

TIM BROWN
Council Member, Place 7

PREPARED BY

STEVE WILLIAMS, CITY MANAGER
BRIAN C. JAMES, DEPUTY CITY MANAGER
SARAH GONZALEZ, ASSISTANT CITY MANAGER

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

City of Schertz

Our Vision

Community. Service. Opportunity.

Our Mission

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

City Policy Values

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

City Operational Values

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

City Core Value

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

SCHERTZ | COMMUNITY SERVICE OPPORTUNITY

August 11, 2023

TO: The Honorable Mayor and Councilmembers

FROM: Steve Williams, City Manager

SUBJECT: Adopted Budget for Fiscal Year 2023-24

The proposed budget for fiscal year 2023-24 was filed with the City Secretary on August 11, 2023 in accordance with the requirements of the City Charter. The proposed revenues in each of the funds 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 Babett Martin, Mike Walkden, and Finance Director James Walters.

Lastly, I wish to thank the Mayor and City Council for your continued support and leadership. Together, we are providing vision and quality operations to the City while being good stewards of the resources our residents and businesses have provided.

Sincerely,

Steve Williams
City Manager

BUDGET STRUCTURE

GENERAL FUND

The City's primary governmental operating fund. Allocates property taxes, sales taxes, fees, fines and other revenue sources to provide basic City services, such as Police, Fire, Street Maintenance, Park Maintenance, Building Inspections, Support Services, and others. It is used to account for all financial resources that cannot otherwise be accounted for in other funds that have specific purposes.

INTEREST & SINKING FUND

This fund is used to account for the accumulation of resources for and the payment of general long term debt principal and interest on city debt.

ENTERPRISE FUNDS

Enterprise funds are used to account for governmental activities that are similar to those found in private businesses. The major revenue source for these enterprise funds is the rate revenue generated from the customers who receive the services provided. Expenses for these services are paid for through revenue generated from services provided.

WATER & SEWER

Fund tracks revenue and expenses for the City's water, sewer, and solid waste functions and is managed by the Public Works Department.

CAPITAL RECOVERY WATER

The Capital Recovery program is designated to support future growth of population and commercial water and wastewater demands without an impact on existing customers while keeping bond supported programs to a minimum.

CAPITAL RECOVERY SEWER

The Capital Recovery program is designated to support future growth of population and commercial water and wastewater demands without an impact on existing customers while keeping bond supported programs to a minimum.

EMERGENCY MEDICAL SERVICES(EMS)

Schertz Emergency Medical Services responds to 911 requests for ambulance service across a 220 square mile service area that includes the municipalities of Schertz, Cibolo, Live Oak, Marion, Santa Clara, Selma, Universal City, western Guadalupe County, Comal County Emergency Services District (ESD) #6 (about 25% of Comal County including the City of Garden Ridge); and a small portion of unincorporated Bexar County.

DRAINAGE

The Public Works Drainage Division is responsible for the maintenance and management of drainage channels, storm water inlets, floodways, road rights-of-way, alleys, and compliance with regulations, as well as reviewing subdivision plans and the issuance of permits for development and that might affect drainage infrastructure.

SCHERTZ ECONOMIC DEVELOPMENT FUND

The mission of the City of Schertz Economic Development Corporation (SEDC) is to grow the Schertz economy through Projects.

SPECIAL REVENUE FUNDS

Special revenue funds are used to account for the proceeds of certain specific revenue sources that are legally restricted to expenditures for specified purposes.

SPECIAL EVENTS

The Special Events Fund is designated to monitor and manage funds appropriated to host community events, sponsored or co-sponsored, by the City of Schertz.

PUBLIC, EDUCATIONAL, and GOVERNMENT (PEG) ACCESS FUND

The PEG Fund is dedicated to provide communication infrastructure in the City. This will allow the City to better reach the citizens with necessary information.

HOTEL/MOTEL TAX

Revenues for the Hotel/Motel Fund are derived from a 7% tax on rooms rented in the City. These revenues are used to support Schertz as a destination location.

PARK FUND

The Park Fund is a special fund designated to monitor and manage funds for the management of the City of Schertz Urban Forest and capital improvements of the City of Schertz Park System.

TREE MITIGATION

Tree mitigation fund is a special fund that is derived from revenue from permits for tree removal issued in connection with a building permit, subdivision plan, and site plan.

ROADWAY AREA 1-4

The Roadway Impact Fee program is designated to support future growth of population and commercial roadway demands while keeping bond supported programs to a minimum.

LIBRARY FUND

The purpose of the Library Advisory Board is to provide citizen input to the City of Schertz on Library policy and operation and to raise community awareness of the library and its services.

HISTORICAL COMMITTEE

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

BUDGET PROCESS

STRATEGIC PLANNING
At the beginning of the budget process, the City Council, City Management and Department heads gather at a pre-budget retreat to discuss priorities and goals for the upcoming fiscal year budget.

REVENUE PROJECTION
The Finance Department staff develops revenue projections based upon trend analysis, anticipated changes in the local, state and national economies, and discussions with other departments. The revenue projection is used to determine the financial limitations for the development of the budget.

BUDGET DEVELOPMENT
The budget was developed based on zero base budgeting. Supplemental requests for capital items, new personnel, expanded services, or other items that do not fit within normal operating budgets are requested and justified separately. Upon completion of the proposed budget, department heads submit their budget request to the Finance Department for review, after which the budget is submitted to the City Manager for review and approval. The City Manager meets with his direct reports to discuss and adjust where needed.

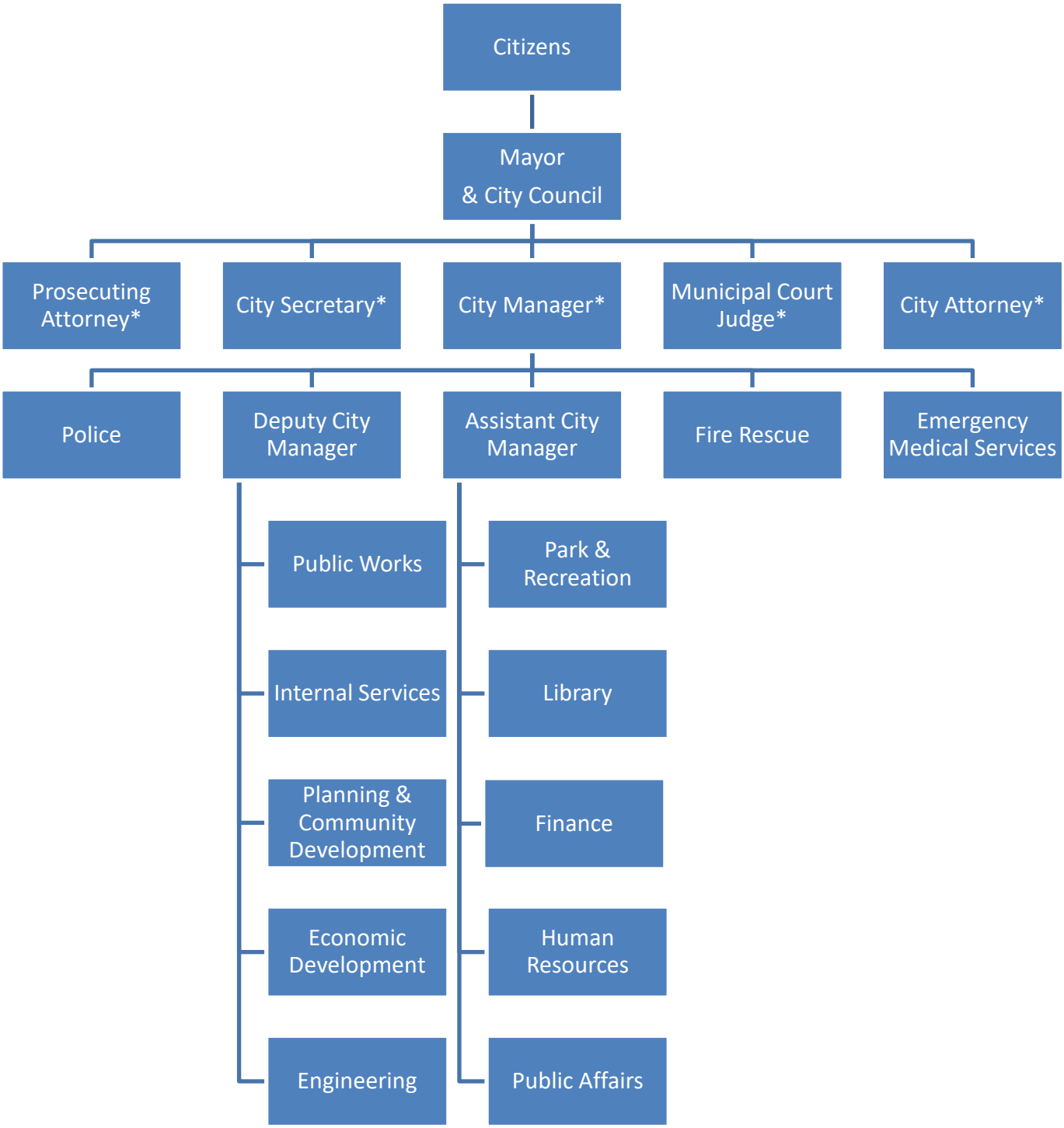
BUDGET
The City Manager submits to the City Council a proposed operating budget City Councill meets for budget workshops to review the proposed budget and ensure it meets the priorities and goals set at the beginning of the budget process.

PUBLIC HEARINGS/BUDGET ADOPTION
Public hearings are held to inform the public about the proposed budget and tax rate and give citizens the opportunity to comment. The budget and tax rate take effect on October 1st.

FY 23-24 BUDGET CALENDAR

DATE	ACTION
March	Pre-Budget Retreat
April	Budget Kickoff-go over instructions for preparing budget, calendar and process. Departments submit Year end projections to Finance for review and approval.
May	Departments submit base budget and fee schedules to Finance for review and approval
June	City Management reviews budgets and supplemental requests
July	Fee Schedule is presented to Council. Tax rate is reviewed by Finance and City Manager.
August	Budget Retreat, Budget workshop, and first public hearing on Budget & Tax Rate. The preliminary Tax rate is set.
September	Second public hearing and vote on budget & tax rate.
October	New budget in effect

CITY OF SCHERTZ
ORGANIZATIONAL CHART
FY 2023-24



*Appointed by City Council

CITY OF SCHERTZ 2023-24 BUDGET

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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 be implemented in January 2024, 4 new personnel and a 4.7% ECI increase.

This budget also includes an additional $1 million in one-time funding for street preservation and maintenance.

Another notable increase is related to the replacement of all in-car cameras, body worn cameras, and TASERs for the police department. The existing camera systems are being discontinued by the manufacturer and need to be replaced. Due to the lack of support for the existing system, all the devices need to be replaced at once. Due to this, staff is proposing a lease and service plan that will pay $550,000 annually for 5 years to cover the new system.

City Council

The Proposed FY 2023-24 Budget increases 23.8% from the FY 2022-23 year-end estimates for in anticipated CPI increases and expenditures related to a City Charter review process.

City Manager

The FY 2023-24 Budget decreases 14.8% from the FY 2022-23 year-end estimates. The decrease is due to transferring the personnel related to Economic Development services to their own department in the General Fund and the removal of the Assistant to the City Manager position.

Municipal Court

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

311 Customer Service

The FY 2023-24 Budget increases 6.2% from the FY 2022-23 year end estimates for the anticipated wage increases with no other changes to operation.

Planning & Zoning
The FY 2023-24 Budget increases by 41.0% from the FY 2022-23 year end estimate due to filling vacancies in the planner positions seen in FY 2022-23 and the anticipated wage increases for FY 2023-24.

Legal Services
The FY 2023-24 Budget increases 28.6% from the FY 2022-23 year end estimate. Staff has not needed to utilize legal services as much as past years and will continue to budget a downward trend if expenditures continue to fall.

Economic Development
The FY 2022-23 Budget transfers expenditures previously located in the City Manager and Non-Departmental budgets. The personnel did increase with the proposed wage adjustments and the amount paid into the TIRZ increased based on development located in the designated area of the Crossvine development.

City Secretary
The FY 2023-24 Budget increases 14.6% from the FY 2022-23 year-end estimate from the anticipated wage adjustments and the addition of part time Records Clerk position to aid with the increasing open records requests.

Non-Departmental
The FY 2023-24 Budget decreases 17.0% from the FY 2022-23 year-end estimate by transferring the Tax Abatement/TIRZ line and the local flavor grant to the new Economic Development department and is offset by setting the contingency accounts to $480,000 total.

Public Affairs
The FY 2023-24 Budget increases 6.0% from the FY 2022-23 year-end estimates. The increase is caused by the anticipated wage adjustments.

Engineering
The FY 2023-24 Engineering Budget increased 31.7% from the FY 2022-23 year-end estimate for two new positions, inspector and engineer, and vehicle replacements.

Police
The FY 2023-24 Budget increases 14.8% from the FY 2022-23 year-end estimates. 5 school resource officers are added to the position, but due to the difficulty in hiring police officers they are added without funding in the budget. If hired, the contract with Schertz-Cibolo-Universal City ISD will be updated and funds will be added to the budget. The increase in the budget is due to the anticipated wage adjustments, the new lease/maintenance program to replace the body cameras, in-car cameras, and the TASERs that is estimated at $550,000 per year for 5 years, and an increase in vehicle replacement due to price increases for vehicles.

Fire Rescue
The FY 2023-24 Budget will increase 13.2% from the FY 2022-23 year-end estimate. This increase comes from adding 3 new captain positions, promoting 3 Firefighters to Fire Apparatus Operators (FAO) and from anticipated wage adjustments.

Inspections
The FY 2023-24 Budget increases 16.2% from the FY 2022-23 year-end estimate with the anticipated wage adjustments.

Neighborhood Services
The FY 2023-24 Budget increases 0.4% from the FY 2022-23 year-end estimate. Fewer capital purchases almost offset the anticipated wage adjustments.

Streets
The FY 2023-24 Budget will increase 25.2% from the FY 2022-23 year-end estimate. Personnel increases with anticipated wage adjustments while staff has engaged contractors to resurface streets for the next year. Also being purchased is a asphalt lay down machine and a new truck.

Parks
The FY 2023-24 Budget will increase 0.7% from the FY 2022-23 year-end estimate. Personnel increases from the anticipated wage adjustment is mostly offset by fewer park improvements with the completion of existing projects.

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

Event Facilities
The FY 2023-24 Budget will increase 14.5% from the FY 2022-23 year-end estimate for the anticipated wage adjustments.

Library
The Library FY 2023-24 Budget increases 7.6% from the FY 2022-23 year-end estimate with the anticipated wage increase. Library materials budget increases $15,000 and is offset in FY 2023-24 by fewer furniture replacements.

Animal Services
This budget was combined into the Police Department Budget.

Information Technology
The Information Technology FY 2023-24 Budget increases 9.6% from the FY 2022-23 year-end estimate. The increase is due to the anticipated wage adjustments, contractual software increases, and new server purchases for police officers' virtual terminals.

Human Resources
The FY 2023-24 Budget will increase 13.7% from the FY 2022-23 year-end estimate from the anticipated wage increases and adding $20,000 in unused employee wellness program funds from FY 2022-23 for future use.

Finance
The FY 2023-24 Budget will increase 2.1% from the FY 2022-23 year-end estimate. The anticipated wage increases are partially offset by reclassifying the vacant Senior Accountant position as an Accountant.

Purchasing & Asset Management
The FY 2023-24 Budget reflects an increase of 6.5% from the FY 2022-23 year-end estimate to account for training related to new staff certifications and anticipated wage increases.

Fleet Services
The FY 2023-24 Budget will decrease 12.9% from the FY 2022-23 year-end estimate due to anticipated wage increases and full year funding for the new Internal Services Director position that was created mid-FY 2022-23.

Facility Services
The FY 2023-24 Budget increases 5.1% from the FY 2022-23 year-end estimates due to anticipated wage adjustments. The building maintenance funds were moved from Maintenance Services to Capital Outlay to better track emergency repairs and routine maintenance versus building renovations and large repair projects.

City Assistance
The FY 2023-24 Budget will increase $10,000 from the FY 2022-23 year-end estimate for the Senior Citizens meal program with increased attendance.

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

Interest & Sinking Fund
Revenues: Revenues for FY 2023-24 increase 15.4% from the FY 2022-23 estimate with higher property values and an increase in the I&S tax rate.

Expenses: The FY 2023-24 Budget will decrease 1.7% from the FY 2022-23 year-end estimate following the existing debt payment schedule.

Water & Sewer Fund
Revenue: Revenues for FY 2023-24 Budget are expected to increase 1.8% from the FY 2022-23 year-end estimate due to account growth and fee increases.

Expenses: The FY 2023-24 Budget increases 7.1% from the FY 2022-23 year-end estimates for anticipated wage adjustments and costs of water purchases and wastewater treatment increasing.

Utility Billing
The FY 2023-24 Budget increases 11.1% from the FY 2022-23 year-end estimate due to anticipated wage adjustments and the addition of a Lead Clerk position and higher credit card fees as more customers pay by phone or online.

Administration
The FY 2023-24 Budget will increase 8.2% from the FY 2022-23 year-end estimate due to anticipated wage adjustments and the purchase of a replacement Combo Vac Truck, system monitoring upgrades and easement acquisition for future infrastructure.

Capital Recovery Fund – Water
The FY 2023-24 Budget will be set at $55,748 for any professional services or studies that need to be completed.

Capital Recovery Fund - Sewer
The FY 2023-24 Budget will be set at $67,248 for any professional services or studies that need to be completed.

Drainage Fund
Revenue: The FY 2023-24 Budget increase 4.7% from the FY 2022-23 year-end estimate from anticipated service additions.

Expenses: The FY 2023-24 Budget will increase 6.9% from the FY 2022-23 year-end estimate for anticipated wage adjustments and equipment replacements and additional drainage channel maintenance projects.

EMS Fund
Revenue: Revenues for FY 2023-24 Budget are expected to increase 6.9% from FY 2022-23 year-end estimates from an increase in transports and new service contracts with customer cities.

Expenses: The FY 2023-24 Budget will increase 13.9% from the FY 2022-23 year-end estimate due to anticipated wage adjustments and the addition of 4 EMT positions.

Schertz Economic Development Corporation (SEDC)
Revenues: The SEDC receives one-half of one percent of all sales and use tax generated within the City of Schertz. The revenue for FY 2023-24 is projected to increase by 9.3% from the FY 2023-24 year-end estimate. The increase is reflective of an increase in sales tax revenue of 7% and additional investment income makes up the remainder.

Expenses: The SEDC funds are restricted to those expenses authorized by the Texas Local Government Code sections 501 and 505. The expenses for FY 2023-24 are projected to increase 7.2% to utilize the maximum allowed Marketing and Promotion dollars. Unspent Marketing and Promotion dollars may be carried forward per State statute for Marketing and Promotion purposes.

Project Expenses: The SEDC is funding improvements to Lookout Rd, signalization, and upsizing of wastewater facilities in FY 2023-24.

Special Events Fund
Revenue: Revenue budget has increased due to a trend increase to sponsorships and event participation. It is now set at $45,000 each year and any additional covers event expenses.

Expenses: The Special Events Fund FY 2023-24 Budget is set at $45,000 with no change in operations.

Public, Educational, and Governmental Access (PEG) Fund

Revenue: Revenues for FY 2023-24 Budget are expected to decrease by $10,000 from the FY 2022-23 year-end estimates as the community moves away from cable.

Expenses: The PEG Fund FY 2023-24 Budget decreased to $67,000 from the FY 2022-23 year-end estimates with the continued implementation of the communication master plan.

Hotel Motel Tax Fund

Revenue: Revenue for FY 2023-24 Budget is expected to decrease 16.1% from the FY 2022-23 year end estimates. FY 2022-23 received a lump sum of back taxes owed resulting in a higher revenue amount than is normal.

Expenses: The Hotel Motel Tax Fund FY 2023-24 Budget increases 2.2% from FY 2022-23 year-end estimate. Fewer building maintenance and projects offset increases in the City Support Services grant program.

Park Fund

Revenue: The revenue for FY 2023-24 Budget is expected to be $100,000 in anticipation of new development which will pay into the fund.

Expenses: The FY 2023-24 Budget is set at $100,000 to utilize incoming funds for park improvements.

Tree Mitigation

Revenue: The revenue for the FY 2023-24 Budget is expected to decrease 14.8% from 2022-23 year-end estimate following the previous years' trends.

Expenses: The FY 2023-24 Budget increases 7.1% from FY 2022-23 year-end estimate for additional tree planting.

Roadway Impact Fee Area 1

The FY 2023-24 Budget will be set at $5,000 for any professional services or studies that need to be completed.

Roadway Impact Fee Area 2

The FY 2023-24 Budget will be set at $58,000 for any professional services or studies that need to be completed and to reimburse developers for road construction.

Roadway Impact Fee Area 3

The FY 2023-24 Budget will be set at $5,000 for any professional services or studies that need to be completed.

Roadway Impact Fee Area 4

The FY 2023-24 Budget will be set at $3,000 for any professional services or studies that need to be completed.

Library Fund

Revenues: Revenue for FY 2023-24 is expected to increase $7,290 from the FY 2022-23 estimate with a withdraw from their fund balance.

Expenses: The Library Fund's FY 2023-24 Budget will increase $7,000 from the FY 2022-23 year-end estimate for additional funding for library projects.

Historical Committee

Revenues: Revenue for FY 2023-24 will remain at the same funding allocation as FY 2022-23.

Expenses: The Historical Committee's FY 2023-24 Budget will remain the same as the FY 2022-23 Budget.

FUND: 101 GENERAL FUND

DESCRIPTION

The General Fund is the City's primary governmental operating fund. It is used to account for all financial resources that cannot otherwise be accounted for in other funds that have specific purposes, such as the Water and Sewer Fund or Special Revenue Funds. All general tax revenues, franchise fees, permits, interest income and any other fees that are not allocated by law or otherwise restricted to other funds are accounted for in this fund. It accounts for the majority of City services, like Police, Fire, Parks, Community Development, Library, and internal support services.

Budget	2020-21 Actual	2021-22 Actual	2022-23 Estimate	2023-24 Budget
Revenues				
Taxes	$27,294,411	$28,794,951	$32,687,232	$35,018,000
Franchises	2,226,361	2,494,637	2,751,000	2,795,000
Permits	1,547,780	2,167,429	1,718,310	1,419,300
Licenses	45,600	45,620	9,120	9,120
Fees	1,975,216	2,255,861	2,210,643	1,896,140
Fines & Forfeitures	8,477	10,590	11,000	11,000
Inter-Jurisdictional	899,348	961,604	1,180,682	1,196,684
Fund Transfers	2,893,814	3,123,769	3,112,873	3,204,837
Miscellaneous	720,561	1,053,268	1,912,672	1,840,407
Total	*$37,611,600*	*$40,898,652*	*$45,593,532*	*$47,390,488*
Expenses				
General Government	$6,315,829	$6,573,414	$6,890,426	$8,281,168
Public Safety	17,489,515	18,633,808	20,671,256	23,553,629
Public Environment	1,413,809	1,926,603	2,561,705	2,720,161
Parks & Recreation	2,506,318	2,577,796	3,465,317	3,555,854
Cultural	1,040,278	1,144,684	1,288,728	1,386,318
Internal Service	6,808,023	7,169,922	8,176,287	8,880,296
Misc & Projects	2,616,394	2,218,615	1,158,870	1,577,666
Total	*$38,190,165*	*$40,244,842*	*$44,212,589*	*$49,954,992*
Change in Fund Balance	*-$578,566*	*$653,811*	*$1,380,943*	*-$2,564,504*

PROGRAM JUSTIFICATION AND ANALYSIS

Revenue: Revenues for FY 2023-24 Budget are expected to increase 3.9% from the FY 2022-23 year-end estimate. The largest contributor to this increase will be from property and sales taxes. The property taxes for FY 2022-23 are estimated to increase 5.8% and sales taxes are estimated to increase 7.0%.

These increases are offset by a projected decrease in building permits and fees expected in FY 2023-24 as new development starts to slow down with the Federal Reserve tightening lending.

Expenses: The overall FY 2023-24 Budget increased 13.0% from the FY 2022-23 year-end estimates. This includes wage increases based on the Classification & Compensation Study be implemented in January 2024, 4 new personnel and a 4.7% ECI increase.

This budget also includes an additional $1 million in one-time funding for street preservation and maintenance.

Another notable increase is related to the replacement of all in-car cameras, body worn cameras, and TASERs for the police department. The existing camera systems are being discontinued by the manufacturer and need to be replaced. Due to the lack of support for the existing system, all the devices need to be replaced at once. Due to this, staff is proposing a lease and service plan that will pay $550,000 annually for 5 years to cover the new system.

FINANCIAL SUMMARY

	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 CURRENT BUDGET	2022-2023 Y-T-D ACTUAL	2022-2023 PROJECTED YEAR END	2023-2024 CITY ADMIN. RECOMMENDED	2023-2024 ADOPTED BUDGET
REVENUE SUMMARY							
Taxes	27,294,441	28,794,951	32,305,000	29,228,015	32,687,232	35,018,000	
Franchises	2,226,361	2,494,637	2,550,000	1,639,738	2,751,000	2,795,000	
Permits	1,547,780	2,167,429	1,717,800	1,353,931	1,718,310	1,419,300	
Licenses	45,600	36,543	45,620	4,850	9,120	9,120	
Fees	1,975,216	2,255,861	2,189,200	1,775,248	2,210,643	1,896,140	
Fines & Forfeitures	8,477	10,590	9,000	10,662	11,000	11,000	
Inter-Jurisdictional	899,348	961,604	1,151,352	928,840	1,180,682	1,196,684	
Fund Transfers	2,893,814	3,123,769	4,208,028	2,720,903	3,112,873	3,204,837	
Miscellaneous	720,561	1,053,268	940,225	1,515,316	1,912,672	1,840,407	
TOTAL REVENUES	37,611,600	40,898,652	45,116,225	39,177,502	45,593,532	47,390,488	
EXPENDITURE SUMMARY							
NON PROGRAM							
GENERAL GOVERNMENT							
CITY COUNCIL	105,989	100,695	133,870	95,398	122,431	151,565	
CITY MANAGER	1,249,953	1,341,557	1,379,657	980,233	1,147,527	977,360	
MUNICIPAL COURT	343,557	372,394	416,702	329,503	410,937	447,441	
CUSTOMER RELATIONS-311	115,148	118,399	121,062	103,859	130,227	138,257	
PLANNING & ZONING	220,517	630,653	376,095	245,714	319,646	450,686	
LEGAL SERVICES	158,366	110,717	137,200	42,089	70,000	90,000	
ECONOMIC DEVELOPMENT	0	0	0	0	0	1,548,032	
CITY SECRETARY	204,993	221,126	233,574	154,401	209,992	240,733	
NONDEPARTMENTAL	2,443,351	2,140,783	2,554,198	2,407,864	2,637,774	2,190,286	
PUBLIC AFFAIRS	603,792	632,793	662,484	502,196	636,840	674,912	
ENGINEERING	870,162	904,296	1,263,846	857,420	1,205,052	1,371,896	
TOTAL GENERAL GOVERNMENT	6,315,829	6,573,414	7,278,687	5,718,677	6,890,426	8,281,168	
PUBLIC SAFETY							
POLICE	9,955,402	10,233,034	11,754,146	8,586,608	11,556,943	13,269,814	
FIRE RESCUE	6,559,780	7,029,410	7,653,804	5,514,188	7,408,602	8,385,016	
INSPECTIONS	974,332	1,011,446	1,271,297	849,316	1,179,514	1,370,411	
NEIGHBORHOOD SERVICES	0	359,918	525,496	351,347	526,197	528,388	
TOTAL PUBLIC SAFETY	17,489,515	18,633,808	21,204,743	15,301,459	20,671,256	23,553,629	
PUBLIC ENVIRONMENT							
STREETS	1,413,809	1,926,603	2,587,507	1,397,826	2,561,705	2,720,161	
TOTAL PUBLIC ENVIRONMENT	1,413,809	1,926,603	2,587,507	1,397,826	2,561,705	2,720,161	

FINANCIAL SUMMARY

	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 CURRENT BUDGET	2022-2023 Y-T-D ACTUAL	2022-2023 PROJECTED YEAR END	2023-2024 CITY ADMIN. RECOMMENDED	2023-2024 ADOPTED BUDGET
PARKS & RECREATION							
PARKS	1,661,869	1,593,522	2,312,157	1,487,503	2,367,606	2,384,461	
SWIM POOL	536,674	589,274	580,824	317,257	594,102	594,552	
EVENT FACILITIES	307,775	395,000	466,985	406,118	503,609	576,841	
TOTAL PARKS & RECREATION	2,506,318	2,577,796	3,359,966	2,210,878	3,465,317	3,555,854	
CULTURAL							
LIBRARY	1,040,278	1,144,684	1,292,795	982,676	1,288,728	1,386,218	
TOTAL CULTURAL	1,040,278	1,144,684	1,292,795	982,676	1,288,728	1,386,218	
HEALTH							
INTERNAL SERVICE							
INFORMATION TECHNOLOGY	2,517,577	2,653,434	3,063,098	2,169,850	3,060,791	3,355,379	
HUMAN RESOURCES	666,392	654,569	768,340	607,936	751,611	854,880	
FINANCE	687,033	728,341	755,468	608,373	776,977	792,929	
PURCHASING & ASSET MGT	247,913	277,858	295,370	241,176	308,373	328,466	
FLEET SERVICE	1,025,476	1,217,320	1,351,130	972,147	1,316,348	1,486,000	
BUILDING MAINTENANCE	1,663,632	1,638,399	1,956,575	1,447,517	1,962,187	2,062,642	
TOTAL INTERNAL SERVICE	6,808,023	7,169,922	8,189,981	6,046,999	8,176,287	8,880,296	
MISC & PROJECTS							
PROJECTS	2,314,007	1,645,112	850,000	204	850,204	1,250,000	
CITY'S ASSISTANCE	290,617	282,518	339,806	173,809	307,666	317,666	
SEWER PROJECTS	0	285,000	0	0	0	0	
COURT-RESTRICTED FUNDS	11,770	5,985	12,740	521	1,000	10,000	
TOTAL MISC & PROJECTS	2,616,394	2,218,615	1,202,546	174,534	1,158,870	1,577,666	
TOTAL EXPENDITURES	38,190,165	40,244,842	45,116,225	31,833,048	44,212,589	49,954,992	
REVENUE OVER/(UNDER) EXPENDITURES	(578,566)	653,811	0	7,344,455	1,380,943	(2,564,504)	

REVENUES

	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 CURRENT BUDGET	2022-2023 Y-T-D ACTUAL	2022-2023 PROJECTED YEAR END	2023-2024 CITY ADMIN. RECOMMENDED	2023-2024 ADOPTED BUDGET
Taxes							
000-411100 Advalorem Tax-Current	14,762,219	15,626,509	17,965,000	17,959,236	17,965,000	19,100,000	
000-411110 Disabled Veterans Assist Pmt	1,064,592	897,969	1,100,000	1,179,232	1,179,232	1,500,000	
000-411200 Advalorem Tax-Delinquent	68,737	22,661	50,000	92,593	100,000	50,000	
000-411300 Advalorem Tax-P&I	107,361	114,391	80,000	98,153	100,000	100,000	
000-411500 Sales Tax Revenue-Gen Fund	11,222,803	12,050,030	13,040,000	9,826,033	13,255,000	14,180,000	
000-411600 Bingo Tax	0	0	0	11	0	0	
000-411700 Mixed Beverage Tax	68,730	83,391	70,000	72,755	88,000	88,000	
TOTAL Taxes	27,294,441	28,794,951	32,305,000	29,228,015	32,687,232	35,018,000	
Franchises							
000-421200 Center Point/Entex Energy	103,058	126,358	120,000	104,321	135,000	145,000	
000-421220 City Public Service	1,039,100	1,233,886	1,200,000	779,475	1,300,000	1,400,000	
000-421240 Guadalupe Valley Elec Co-op	457,842	524,779	475,000	304,880	535,000	550,000	
000-421250 New Braunfels Utilities	71,296	77,047	80,000	48,595	80,000	85,000	
000-421300 Spectrum-State Franchise	317,385	307,341	325,000	213,233	300,000	290,000	
000-421460 DIRECT TV Franchise Fee	27,032	22,858	75,000	28,192	40,000	30,000	
000-421480 Other Telecom Franchise - ROW	44,206	26,551	100,000	45,986	177,000	100,000	
000-421500 Solid Waste Franchise Fee	166,443	175,817	175,000	115,058	184,000	195,000	
TOTAL Franchises	2,226,361	2,494,637	2,550,000	1,639,738	2,751,000	2,795,000	
Permits							
000-431100 Home Occupation Permit	665	350	550	140	210	550	
000-431205 Bldg Permit-Residential	475,336	337,018	513,000	211,465	225,000	320,000	
000-431210 Bldg Permit-Commercial	210,053	890,051	347,000	494,654	650,000	350,000	
000-431215 Bldg Permit-General	356,641	281,150	328,000	187,129	300,000	300,000	
000-431300 Mobile Home Permit	400	100	0	250	100	400	
000-431400 Signs Permit	6,668	6,047	5,500	4,678	5,500	5,500	
000-431500 Food Establishmnt Permit	73,410	69,075	71,000	53,000	71,000	70,000	
000-431700 Plumbing Permit	121,196	93,030	123,000	79,563	100,000	90,000	
000-431750 Electrical Permit	75,500	62,500	70,000	47,640	65,000	65,000	
000-431800 Mechanical Permit	53,800	47,480	60,000	36,580	50,000	50,000	
000-431900 Solicitor/Peddler Permit	2,890	2,800	2,000	2,440	2,000	2,800	
000-431950 Animal/Pet Permit	100	400	250	100	0	250	
000-432000 Cert of Occupancy Prmt	11,350	7,550	9,500	7,050	9,500	9,000	
000-432100 Security Alarm Permit	31,662	40,027	43,000	26,657	35,000	35,800	
000-432300 Grading/Clearing Permit	12,943	27,220	15,000	25,297	25,000	15,000	
000-432400 Development Permit	87,450	273,966	100,000	154,438	150,000	75,000	
000-435000 Fire Permit	27,718	28,666	30,000	22,850	30,000	30,000	
TOTAL Permits	1,547,780	2,167,429	1,717,800	1,353,931	1,718,310	1,419,300	
Licenses							
000-441000 Alcohol Beverage License	9,620	8,243	8,500	4,770	9,000	9,000	
000-441300 Mobile Home License	80	120	120	80	120	120	
000-442000 Contractors License	35,900	28,180	37,000	0	0	0	
TOTAL Licenses	45,600	36,543	45,620	4,850	9,120	9,120	
Fees							

REVENUES

	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 CURRENT BUDGET	2022-2023 Y-T-D ACTUAL	2022-2023 PROJECTED YEAR END	2023-2024 CITY ADMIN. RECOMMENDED	2023-2024 ADOPTED BUDGET
000-451000 Municipal Court Fines	481,067	475,979	525,000	298,408	380,000	300,000	
000-451010 Texas Motor Carrier Fines	0	21,954	30,000	200	0	0	
000-451015 CVE Out of Service	250	1,950	3,000	50	0	0	
000-451100 Arrest Fee	14,040	15,354	12,000	8,671	11,545	9,600	
000-451110 Expunction Fee	0	0	0	0	0	340	
000-451200 Warrant Fees	56,474	54,749	53,000	36,661	44,000	36,000	
000-451220 Officer Jury Fee	0	0	0	131	150	200	
000-451310 Restitution Fee-Local	103	0	0	0	0	0	
000-451340 Judicial Fee-City	544	344	300	206	219	240	
000-451400 Traffic Fine Costs TTL	5,839	6,588	6,000	3,413	4,719	3,600	
000-451510 Juvenile Case Mgmt Fee	4,543	2,877	3,000	1,715	1,851	1,800	
000-451520 Truancy Fees	12,459	15,115	14,000	8,720	11,884	9,600	
000-451530 Local Municipal Jury Fund	238	295	150	170	230	200	
000-451600 Technology Fund Fee	13,233	14,171	13,000	8,241	10,898	8,400	
000-451700 Security Fee	14,437	16,232	15,000	9,409	12,590	9,000	
000-451800 Time Payment Fee-City	2,617	4,847	4,000	3,406	4,360	3,000	
000-451850 State Fines 10% Service Fee	27,691	24,548	15,000	20,055	22,000	18,000	
000-451900 DPS Payment-Local	4,353	4,427	4,000	2,698	3,288	3,000	
000-452000 Child Safety Fee	4,800	4,842	5,000	2,777	3,949	3,000	
000-452100 Platting Fees	44,500	55,250	54,000	48,500	54,000	54,000	
000-452200 Site Plan Fee	19,000	23,000	23,000	21,000	23,000	23,000	
000-452300 Plan Check Fee	462,928	592,969	570,000	389,386	570,000	550,000	
000-452320 Tree Mitigation Admin Fee	38,738	11,550	15,000	0	15,000	15,000	
000-452400 BOA/Variance Fees	1,500	3,500	2,500	2,500	2,500	2,500	
000-452600 Specific Use/Zone Chng Fee	34,300	37,250	26,450	30,800	26,450	26,450	
000-452710 Zoning Ltr & Dev Rights	2,700	4,800	2,550	3,450	2,550	2,550	
000-453100 Reinspection Fees	179,625	185,725	190,000	204,425	190,000	190,000	
000-453110 Swim Pool Inspection Fee	3,410	990	2,900	2,530	2,900	2,900	
000-453200 Lot Abatement	6,525	7,265	6,700	7,369	9,000	6,500	
000-453211 Admin Fee-Inspections	3,000	10,400	10,000	3,700	10,000	5,000	
000-453710 Foster Care	300	50	500	0	500	500	
000-454200 Pool Gate Admission Fee	21,545	25,595	22,000	17,023	22,000	22,000	
000-454300 Seasonal Pool Pass Fee	6,730	6,885	4,000	6,390	6,000	6,000	
000-456110 Senior Center Memberships	0	23,718	16,000	22,812	23,000	23,000	
000-456120 Senior Center Meal Fee	28,205	23,797	20,000	32,116	34,000	25,000	
000-456500 HAZ MAT Fees	0	0	5,000	0	0	0	
000-456600 Fire Re-inspection Fee	300	100	700	395	0	0	
000-458000 Sale of General Fixed Assets	0	37,572	0	0	30,000	0	
000-458100 Sale of Merchandise	90	0	0	0	0	0	
000-458110 Sale of Mdse - GovDeals	126,933	19,910	100,000	116,077	130,000	60,000	
000-458350 Gain on Sale of Fixed Assets	3,800	0	0	0	0	0	
000-458400 Civic Center Rental Fees	42,904	315,026	225,000	235,880	295,000	250,000	
000-458401 Capital Recovery Fee-Civic C	7,775	4,375	0	(900)	0	0	
000-458402 Civic Center Ancillary Fees	210	2,115	0	(450)	0	0	
000-458450 North Center Rental Fees	26,094	40,588	28,000	32,900	37,000	30,000	
000-458460 Senior Center Rental	0	4,200	7,000	6,300	8,400	8,400	
000-458500 Community Center Rental Fees	32,505	53,370	40,000	46,527	50,000	43,000	
000-458501 Community Center Service Fees	500	900	0	0	0	0	
000-458510 Grand Ballroom Rental Fees	51,501	(30,694)	0	0	0	0	
000-458520 Cut-Off Hall Rental Fees	8,016	600	0	0	0	0	

REVENUES

	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 CURRENT BUDGET	2022-2023 Y-T-D ACTUAL	2022-2023 PROJECTED YEAR END	2023-2024 CITY ADMIN. RECOMMENDED	2023-2024 ADOPTED BUDGET
000-458530 Conference Hall Rental Fees	506	0	0	0	0	0	
000-458540 Bluebonnet Hall Rental Fees	19,974	(3,138)	0	0	0	0	
000-458550 Pavilion Rental Fees	24,308	26,775	25,000	22,640	25,000	25,000	
000-458551 Equipment Rentals-Parks	0	40	0	125	100	100	
000-458560 Chamber of Comm Rent	7,800	5,850	7,800	7,800	7,800	7,800	
000-458570 Non-Resident SYSA League	9,160	7,500	10,000	10,420	10,000	10,000	
000-458580 HOA Meeting Rental Fees	825	0	0	0	0	0	
000-458581 Funeral Reception Rental Fees	675	0	0	0	0	0	
000-458582 Quality of Life Rental Fees	6,150	0	0	0	0	0	
000-458590 Cancellation Fees-Event Renta	1,600	2,150	1,500	5,300	3,500	3,500	
000-458650 NonResident User Fee-BVYA	12,600	8,240	0	7,510	7,600	7,000	
000-458660 BVYA Utility Reimbursement	18,338	10,134	15,000	13,466	15,000	15,000	
000-458670 SYSA Utility Reimbursement	5,863	8,486	7,500	5,908	7,500	7,500	
000-458675 Lions Futbol Utility Reimbrsm	22,580	15,548	15,000	17,540	18,000	15,000	
000-458685 Recreation Programs	2,431	(25)	1,000	14,349	15,000	10,000	
000-458685.Rec Prgrm-Kickball Leagues	7,105	7,305	2,600	1,625	4,000	3,000	
000-458700 Vehicle Impoundment	11,580	13,070	0	9,291	12,000	12,300	
000-459200 NSF Check Fee	0	0	0	75	100	0	
000-459300 Notary Fee	84	60	50	36	60	60	
000-459600 Animal Adoption Fee	10,955	11,305	12,000	11,285	14,000	11,100	
000-459700 Pet Impoundment Fee	9,436	11,870	13,000	9,685	13,000	12,000	
000-459800 Police Reports Fee	6,924	5,613	5,000	4,534	5,000	5,000	
TOTAL Fees	1,975,216	2,255,861	2,189,200	1,775,248	2,210,643	1,896,140	
Fines & Forfeitures							
000-463000 Library Fines	8,477	10,590	9,000	10,662	11,000	11,000	
TOTAL Fines & Forfeitures	8,477	10,590	9,000	10,662	11,000	11,000	
Inter-Jurisdictional							
000-473100 Bexar Co - Fire	35,130	7,026	21,077	0	21,077	21,077	
000-473200 City of Seguin-Fire Contract	33,453	30,665	30,107	34,380	34,380	30,107	
000-473300 Guadalupe Co-Library	203,191	217,152	220,000	180,960	217,152	220,000	
000-474200 Library Services-Cibolo	40,000	40,000	40,000	40,000	40,000	40,000	
000-474210 Library Services-Selma	25,020	24,825	25,000	25,275	25,275	23,000	
000-474400 Dispatch Service-Cibolo	83,000	243,000	160,000	120,000	160,000	160,000	
000-474600 School Crossing Guard-Bexar C	41,212	41,882	36,000	37,252	40,000	40,000	
000-474610 School Cross Guard-Guadalupe	47,822	48,098	41,000	40,016	48,000	48,000	
000-474620 School Crossing Guards - Coma	1,813	14,571	1,900	15,405	15,405	10,000	
000-474700 School Officer Funding	363,708	275,634	551,268	407,426	551,268	567,000	
000-474750 Crime Victim Liaison Agreemen	25,000	18,750	25,000	28,125	28,125	37,500	
TOTAL Inter-Jurisdictional	899,348	961,604	1,151,352	928,840	1,180,682	1,196,684	
Fund Transfers							
000-480000 Indirect Costs-EMS	182,682	212,740	216,994	180,828	216,994	221,334	
000-480100 Indirect Costs-Hotel/Motel	72,464	74,443	69,915	58,263	69,915	80,265	
000-481000 Transfer In - Reserves	0	0	1,086,155	0	0	0	
000-485000 Interfund Charges-Drainage-5%	285,506	308,010	320,073	266,728	320,073	265,625	
000-486000 Interfund Chrges-Admin W&S	1,450,827	1,478,230	1,493,620	1,244,683	1,493,620	1,540,372	
000-486100 Transfer In	0	37,853	0	0	0	0	
000-486202 Transfer In-Water&Sewer Fund	0	0	4,000	0	0	4,000	

REVENUES

	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 CURRENT BUDGET	2022-2023 Y-T-D ACTUAL	2022-2023 PROJECTED YEAR END	2023-2024 CITY ADMIN. RECOMMENDED	2023-2024 ADOPTED BUDGET
000-486203 Transfer In-EMS	0	0	4,000	0	0	4,000	
000-486204 Transfer In-Drainage	0	0	1,000	0	0	1,000	
000-487000 Interfund Charges-Fleet	397,666	505,509	470,050	428,180	470,050	541,358	
000-488000 Interfund Charges-4B	504,669	506,984	542,221	542,221	542,221	546,883	
TOTAL Fund Transfers	2,893,814	3,123,769	4,208,028	2,720,903	3,112,873	3,204,837	
Miscellaneous							
000-491000 Interest Earned	7,536	16,674	25,000	110,433	160,000	200,000	
000-491200 Investment Income	52,592	157,926	250,000	622,061	815,000	1,000,000	
000-491900 Unrealized Gain/Loss-CapOne	(30,999)	(83,864)	0	3,242	0	0	
000-493000 Donations-Others	500	0	375	375	0	0	
000-493120 Donations-Public Library	1,798	1,563	10,000	1,837	2,000	5,000	
000-493400 Donations-Animal Control	2,905	4,787	5,000	1,795	5,000	5,000	
000-493401 Donations-A/C Microchip	1,045	85	0	0	0	0	
000-493402 Donations-Spay&Neuter	0	70	0	0	0	0	
000-493460 Donations- Parks	0	0	0	0	0	0	
000-493465 Donations-Senior Center	1,711	4,874	10,000	2,140	2,500	1,000	
000-493502 Donations-PD	450	0	0	0	0	0	
000-493503 Donation-Fire Rescue	800	625	1,000	150	150	0	
000-493618 Donation - Veteran's Memorial	2,100	2,930	1,250	1,500	2,025	3,000	
000-493700 July 4th Activities	27,721	28,417	26,000	33,000	33,300	28,000	
000-493701 Proceeds-Holidazzle	3,290	21,640	12,500	16,070	16,070	14,000	
000-493704 Moving on Main	9,950	8,700	4,000	12,000	12,000	8,500	
000-493706 Music, Movies in the Park	0	8,000	8,000	8,000	8,000	8,000	
000-493707 Cornhole League	2,260	1,230	2,000	1,380	2,200	2,000	
000-494481 LawEnforcemtOfficersStnd&Educ	4,489	4,152	5,000	4,107	4,107	4,107	
000-494482 Grants-Police, Fire, Gen Fund	541	0	0	0	0	0	
000-495100 Mobile Stage Rental Fees	0	3,600	0	1,550	1,550	1,500	
000-497000 Misc Income-Gen Fund	176,674	74,078	60,000	29,127	60,000	60,000	
000-497005 Schertz Magazine Advertising	155,537	142,893	145,000	102,719	122,000	125,000	
000-497100 Misc Income-Police	15,738	9,553	9,000	5,244	9,000	9,000	
000-497150 Misc Income-Fire Department	0	0	0	0	0	0	
000-497200 Misc Income-Library	4,785	4,060	3,000	4,338	5,900	6,000	
000-497210 Misc Income-Library Copier	9,021	14,310	14,000	14,777	16,000	16,000	
000-497300 Misc Income-Animal Control	721	420	500	1,080	870	800	
000-497400 Misc Income-Streets Dept	13,207	33,954	50,000	34,101	35,000	40,000	
000-497460 Misc Income-Parks	288	75	0	191	100	0	
000-497500 Misc Income-TML Ins. Claims	62,834	23,065	25,000	39,349	45,000	30,000	
000-497550 Misc Income-TML WC Reimbursmn	45,649	58,164	10,000	7,829	10,000	10,000	
000-497600 Misc Income-Vending Mach	800	2,407	1,600	1,927	2,500	2,500	
000-497610 Misc Income-Muni Court	0	4	0	400	400	0	
000-498000 Reimbursmnt-Gen Fund	0	0	20,000	0	20,000	20,000	
000-498105 Reimbursmt Police OT-DEA	38,501	27,539	35,000	13,938	35,000	33,000	
000-498110 Reimburmnt Fire-Emg Acti-OT	88,294	473,242	200,000	440,658	480,000	200,000	
000-498150 Reimbursement - Library	19,824	8,094	7,000	0	7,000	8,000	
TOTAL Miscellaneous	720,561	1,053,268	940,225	1,515,316	1,912,672	1,840,407	
TOTAL REVENUES	37,611,600	40,898,652	45,116,225	39,177,502	45,593,532	47,390,488	

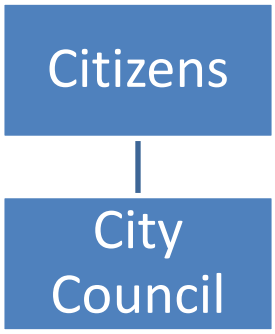
DEPARTMENT: 150 CITY COUNCIL
FUND: 101 GENERAL FUND

DEPARTMENT DESCRIPTION

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

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

ORGANIZATIONAL CHART



PERFORMANCE INDICATORS

Workload/Output	2020-21 Actual	2021-22 Actual	2022-23 Estimate	2023-24 Budget
Number of ordinances passed	61	41	41	43
Number of resolutions passed	131	140	140	140
Requests for Information	14	11	11	11

Number of Council Meetings	40	40	40	41
Requests for Agenda Items	7	7	7	10
Council on the Go Meetings	1	1	1	1
Council HOA Presidents Meeting	2	1	1	0

Efficiency	2020-21 Actual	2021-22 Actual	2022-23 Estimate	2023-24 Budget
Meeting Attendance rate	95	95	95	98

Budget	2020-21 Actual	2021-22 Actual	2022-23 Estimate	2023-24 Budget
Personnel	$37,823	$36,444	$41,241	$47,665
Supplies	259	303	500	500
City Support Services	45,985	39,764	49,304	61,000
Operations Support	86	289	250	250
Staff Support	19,838	21,744	29,136	32,150
Professional Services	2,000	2,150	2,000	10,000
Total	*$105,989*	*$100,695*	*$122,431*	*$151,565*

PROGRAM JUSTIFICATION AND ANALYSIS

The Proposed FY 2023-24 Budget increases 23.8% from the FY 2022-23 year-end estimates for in anticipated CPI increases and expenditures related to a City Charter review process.

GENERAL GOVERNMENT
EXPENDITURES

	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 CURRENT BUDGET	2022-2023 Y-T-D ACTUAL	2022-2023 PROJECTED YEAR END	2023-2024 CITY ADMIN. RECOMMENDED	2023-2024 ADOPTED BUDGET
CITY COUNCIL							
Personnel Services							
150-511110 Regular	25,189	23,867	28,054	21,554	27,132	32,189	
150-511240 Allowances	9,940	9,983	10,729	8,511	10,705	12,089	
150-511310 FICA-Employer	2,694	2,594	2,967	2,300	3,404	3,387	
TOTAL Personnel Services	37,823	36,444	41,750	32,366	41,241	47,665	
Supplies							
150-521000 Operating Supplies	54	137	735	0	250	250	
150-521100 Office Supplies	205	166	343	243	250	250	
TOTAL Supplies	259	303	1,078	243	500	500	
City Support Services							
150-532600 City Elections	39,127	32,209	44,100	44,254	44,304	50,000	
150-532800 Special Events	6,857	7,555	10,780	450	5,000	11,000	
TOTAL City Support Services	45,985	39,764	54,880	44,704	49,304	61,000	
Utility Services							
Operations Support							
150-534200 Printing & Binding	86	289	343	43	250	250	
TOTAL Operations Support	86	289	343	43	250	250	
Staff Support							
150-535100 Uniforms	308	162	392	232	392	400	
150-535200 Awards	1,874	0	1,470	0	800	1,500	
150-535300 Memberships	12,413	8,118	12,740	12,944	12,944	13,000	
150-535400 Publications	0	139	147	0	0	0	
150-535500 Training/Travel	5,243	13,325	17,150	4,867	15,000	17,250	
TOTAL Staff Support	19,838	21,744	31,899	18,042	29,136	32,150	
Professional Services							
150-541300 Other Consl/Prof Services	2,000	2,150	3,920	0	2,000	10,000	
TOTAL Professional Services	2,000	2,150	3,920	0	2,000	10,000	
Rental/Leasing							
Operating Equipment							
TOTAL CITY COUNCIL	105,989	100,695	133,870	95,398	122,431	151,565	

DEPARTMENT: 151 CITY MANAGER
FUND: 101 GENERAL FUND

DEPARTMENT DESCRIPTION

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

GOALS AND OBJECTIVES

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

ORGANIZATIONAL CHART

CITY MANAGER	2020-21 Actual	2021-22 Actual	2022-23 Estimate	2023-24 Budget
City Manager	1	1	1	1
Deputy City Manager	0	0	1	1
Assistant City Manager	2	2	1	1
Assistant to the City Manager	1	1	0	0
Administrative Assistant	1	1	1	1
TOTAL POSITIONS	5	5	4	4

Budget	2020-21 Actual	2021-22 Actual	2022-23 Estimate	2023-24 Budget
Personnel	$1,232,491	$1,259,295	$1,125,677	$946,925
Supplies	1,064	1,192	1,470	1,470
City Support Services	3,697	1,333	695	1,960
Staff Support	11,502	22,559	19,685	27,005
Professional Services	0	13,641	0	0
Operating Equipment	1,200	0	0	0
Capital Outlay	0	43,537	0	0
Total	*$1,249,953*	*$1,341,557*	*$1,147,527*	*$977,360*

PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2023-24 Budget decreases 14.8% from the FY 2022-23 year-end estimates. The decrease is due to transferring the personnel related to Economic Development services to their own department in the General Fund and the removal of the Assistant to the City Manager position.

GENERAL GOVERNMENT
EXPENDITURES

	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 CURRENT BUDGET	2022-2023 Y-T-D ACTUAL	2022-2023 PROJECTED YEAR END	2023-2024 CITY ADMIN. RECOMMENDED	2023-2024 ADOPTED BUDGET
CITY MANAGER							
Personnel Services							
151-511110 Regular	909,335	934,844	990,123	709,144	814,711	676,480	
151-511120 Overtime	499	1,711	239	1,154	1,000	283	
151-511210 Longevity	6,696	4,183	5,354	5,170	5,170	4,524	
151-511230 Certification Allowance	2,205	1,935	1,820	1,055	830	650	
151-511240 Allowances	7,200	7,477	6,894	5,539	6,923	14,554	
151-511310 FICA - Employer	64,896	65,864	76,288	49,152	63,391	52,151	
151-511350 TMRS-Employer	151,271	150,699	164,576	112,098	132,706	116,329	
151-511410 Health-Employer	89,103	91,231	104,808	74,507	98,686	80,834	
151-511500 Workers' Compensation	1,286	1,351	1,776	2,260	2,260	1,120	
TOTAL Personnel Services	1,232,491	1,259,295	1,351,878	960,079	1,125,677	946,925	
Supplies							
151-521100 Office Supplies	1,064	1,192	1,470	1,346	1,470	1,470	
TOTAL Supplies	1,064	1,192	1,470	1,346	1,470	1,470	
City Support Services							
151-532800 Special Events	3,697	1,333	1,960	1,547	695	1,960	
TOTAL City Support Services	3,697	1,333	1,960	1,547	695	1,960	
Utility Services							
Operations Support							
Staff Support							
151-535100 Uniforms	35	384	1,723	1,836	1,900	1,000	
151-535200 Employee Recognition	755	1,898	3,937	1,635	1,600	4,900	
151-535300 Memberships	3,182	4,322	3,920	3,695	4,225	4,200	
151-535400 Publications	295	305	490	437	460	695	
151-535500 Training/Travel	6,143	14,188	11,270	7,925	10,000	13,270	
151-535510 Meeting Expenses	1,091	1,391	2,940	1,733	1,500	2,940	
151-535600 Professional Certification	0	71	70	0	0	0	
TOTAL Staff Support	11,502	22,559	24,349	17,262	19,685	27,005	
Professional Services							
151-541300 Other Consl/Prof Services	0	13,641	0	0	0	0	
TOTAL Professional Services	0	13,641	0	0	0	0	
Rental/Leasing							

GENERAL GOVERNMENT
EXPENDITURES

	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 CURRENT BUDGET	2022-2023 Y-T-D ACTUAL	2022-2023 PROJECTED YEAR END	2023-2024 CITY ADMIN. RECOMMENDED	2023-2024 ADOPTED BUDGET
Operating Equipment							
151-571000 Furniture & Fixtures	1,200	0	0	0	0	0	
TOTAL Operating Equipment	1,200	0	0	0	0	0	
Capital Outlay							
151-581200 Vehicles & Access. Over $5,00	0	43,537	0	0	0	0	
TOTAL Capital Outlay	0	43,537	0	0	0	0	
TOTAL CITY MANAGER	1,249,953	1,341,557	1,379,657	980,233	1,147,527	977,360	

DEPARTMENT: 152 MUNICIPAL COURT
FUND: 101 GENERAL FUND

DEPARTMENTAL DESCRIPTION

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

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

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

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

GOALS AND OBJECTIVES

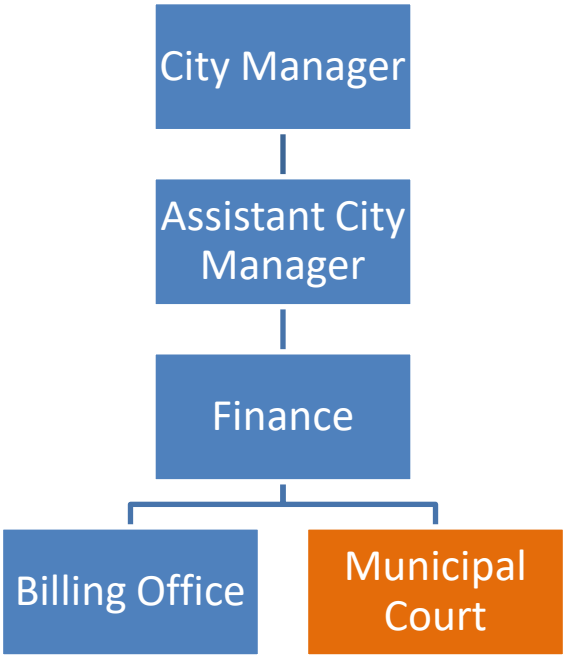
- Promote respect for the administration of justice through improvements in the Court's customer service and the physical attributes of the Municipal Court building.

- Implement the use of new technology and other innovative practices to maintain efficient and security.

- Promote traffic safety by focusing attention on fair and impartial punishment for those individuals charged in this court.

- Relocate court session from city hall to council chambers.

ORGANIZATIONAL CHART



MUNICIPAL COURT	2020-21 Actual	2021-22 Actual	2022-23 Estimate	2023-24 Budget
Court Administrator	1	1	1	1
Senior Deputy Court Clerk	1	1	1	1
Deputy Court Clerk	2	2	2	2
TOTAL POSITIONS	4	4	4	4

PERFORMANCE INDICATORS

Workload/Output	2020-21 Actual	2021-22 Actual	2022-23 Estimate	2023-24 Budget
Traffic Citations Filed	2,239	3,290	2,056	1,235
State Law Citations Filed	1,098	996	640	285
Municipal Ordinances Filed	232	270	325	270

Efficiency	2020-21 Actual	2021-22 Actual	2022-23 Estimate	2023-24 Budget
Cases Disposed	2,454	4,362	6,000	3,000
Charges Processed per Clerk	818	1,454	2,000	1,000

Effectiveness	2020-21 Actual	2021-22 Actual	2022-23 Estimate	2023-24 Budget
Cases Disposed per Clerk	33%	33%	33%	33%

Budget	2020-21 Actual	2021-22 Actual	2022-23 Estimate	2023-24 Budget
Personnel Services	$293,161	$319,683	$343,227	$364,881
Supplies	1,403	1,261	1,200	1,500
City Support Services	472	234	740	1,000
Operations Support	302	1,565	1,900	2,000
Staff Support	2,777	3,378	3,870	6,900
Court Support	0	264	90	2,160
Professional Services	43,379	41,404	56,100	66,500
Maintenance Services	2,065	2,714	3,000	2,500
Operating Equipment	0	1,891	0	0
Total	*$343,557*	*$372,394*	*$410,937*	*$447,441*

PROGRAM JUSTIFICATION AND ANALYSIS

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

GENERAL GOVERNMENT
EXPENDITURES

	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 CURRENT BUDGET	2022-2023 Y-T-D ACTUAL	2022-2023 PROJECTED YEAR END	2023-2024 CITY ADMIN. RECOMMENDED	2023-2024 ADOPTED BUDGET
MUNICIPAL COURT							
Personnel Services							
152-511110 Regular	192,215	207,658	210,621	179,557	221,512	237,588	
152-511120 Overtime	210	218	958	1,160	2,264	958	
152-511210 Longevity	7,978	8,739	9,635	9,635	9,635	10,247	
152-511230 Certification Allowance	1,186	2,553	2,471	2,276	2,580	2,471	
152-511310 FICA - Employer	14,584	15,876	17,007	14,159	18,053	19,115	
152-511350 TMRS-Employer	32,909	35,972	36,595	29,911	37,794	41,907	
152-511410 Health-Employer	43,808	48,365	51,789	37,875	50,883	52,184	
152-511500 Workers' Compensation	270	303	396	565	506	411	
TOTAL Personnel Services	293,161	319,683	329,472	275,139	343,227	364,881	
Supplies							
152-521000.Operating Supplies - CVE	0	0	98	0	0	0	
152-521100 Office Supplies	1,403	1,261	1,470	1,189	1,200	1,500	
TOTAL Supplies	1,403	1,261	1,568	1,189	1,200	1,500	
City Support Services							
152-532800 Special Events	472	234	980	237	740	1,000	
TOTAL City Support Services	472	234	980	237	740	1,000	
Utility Services							
Operations Support							
152-534200 Printing & Binding	302	1,565	1,960	0	1,900	2,000	
TOTAL Operations Support	302	1,565	1,960	0	1,900	2,000	
Staff Support							
152-535100 Uniforms	489	452	588	270	300	600	
152-535300 Memberships	655	655	794	220	570	800	
152-535400 Publications	15	353	490	0	0	0	
152-535500 Training/Travel	978	1,453	3,920	1,795	2,000	4,000	
152-535510 Meeting Expenses	639	465	1,470	532	1,000	1,500	
TOTAL Staff Support	2,777	3,378	7,262	2,817	3,870	6,900	
Court Support							
152-536500 Court/Jury Cost	0	264	980	756	900	2,160	
TOTAL Court Support	0	264	980	756	900	2,160	
Professional Services							
152-541310 Judges Services	27,000	25,575	36,260	27,350	30,000	36,000	
152-541320 Prosecutor Services	16,298	15,829	29,204	20,865	26,000	30,000	
152-541330 Interpreter Services	81	0	490	0	100	500	
TOTAL Professional Services	43,379	41,404	65,954	48,215	56,100	66,500	

GENERAL GOVERNMENT
EXPENDITURES

	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 CURRENT BUDGET	2022-2023 Y-T-D ACTUAL	2022-2023 PROJECTED YEAR END	2023-2024 CITY ADMIN. RECOMMENDED	2023-2024 ADOPTED BUDGET
Maintenance Services							
152-551800 Other Maintenance Agreements	2,065	2,714	8,526	1,150	3,000	2,500	
TOTAL Maintenance Services	2,065	2,714	8,526	1,150	3,000	2,500	
Rental/Leasing							
Operating Equipment							
152-571000 Furniture & Fixtures	0	1,891	0	0	0	0	
TOTAL Operating Equipment	0	1,891	0	0	0	0	
Capital Outlay							
TOTAL MUNICIPAL COURT	343,557	372,394	416,702	329,503	410,937	447,441	

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

DEPARTMENT DESCRIPTION

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

GOALS AND OBJECTIVES

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

ORGANIZATIONAL CHART

CUSTOMER RELATIONS/311	2020-21 Actual	2021-22 Actual	2022-23 Estimate	2023-24 Budget
Customer Relations/311 Rep	2	2	2	2
Customer Relations/311 Rep (PT)	1	1	1	1
TOTAL POSITIONS	3	3	3	3

PERFORMANCE INDICATORS

Workload/Output	2020-21 Actual	2021-22 Actual	2022-23 Estimate	2023-24 Budget
Work Orders (initiated for other depts.)	519	554	750	800
Customer Care Inquiries (online)	1,762	1,762	2,250	2,500
Calls Received	22,963	16,395	20,000	22,000
Calls Not Answered	3,070	1,182	800	750
Average Calls Per Day Received	81	68	82	91

Budget	2020-21 Actual	2021-22 Actual	2022-23 Estimate	2023-24 Budget
Personnel	$114,658	$118,164	$129,687	$137,232
Supplies	149	73	70	125
Staff Support	342	162	470	550
Operating Equipment	0	0	0	350
Total	*$115,148*	*$118,399*	*$130,227*	*$138,257*

PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2023-24 Budget increases 6.2% from the FY 2022-23 year end estimates for the anticipated wage increases with no other changes to operation.

GENERAL GOVERNMENT
EXPENDITURES

	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 CURRENT BUDGET	2022-2023 Y-T-D ACTUAL	2022-2023 PROJECTED YEAR END	2023-2024 CITY ADMIN. RECOMMENDED	2023-2024 ADOPTED BUDGET
CUSTOMER RELATIONS-311							
Personnel Services							
153-511110 Regular	84,225	85,568	86,669	75,266	93,643	98,812	
153-511120 Overtime	379	249	246	329	498	263	
153-511210 Longevity	2,038	2,302	2,627	2,627	2,627	2,903	
153-511230 Certification Allowance	0	0	0	150	0	0	
153-511310 FICA - Employer	6,545	6,624	6,841	5,913	7,403	7,792	
153-511350 TMRS-Employer	14,151	14,469	14,658	12,148	15,497	17,017	
153-511410 Health-Employer	7,203	8,826	9,318	7,125	9,807	10,278	
153-511500 Workers' Compensation	117	127	159	238	212	167	
TOTAL Personnel Services	114,658	118,164	120,518	103,795	129,687	137,232	
Supplies							
153-521100 Office Supplies	149	73	123	64	70	125	
TOTAL Supplies	149	73	123	64	70	125	
Staff Support							
153-535100 Uniforms	70	162	176	0	155	200	
153-535300 Memberships	97	0	0	0	0	0	
153-535500 Training/Travel	175	0	245	0	315	350	
TOTAL Staff Support	342	162	421	0	470	550	
Operating Equipment							
153-571000 Furniture & Fixtures	0	0	0	0	0	350	
TOTAL Operating Equipment	0	0	0	0	0	350	
TOTAL CUSTOMER RELATIONS-311	115,148	118,399	121,062	103,859	130,227	138,257	

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

DEPARTMENT DESCRIPTION

The Planning & Zoning Division ensures quality development within the City limits and the Extraterritorial Jurisdiction through an efficient, consistent, unbiased, and effective development review process. Division responsibilities include the review and processing of development projects, such as commercial site plans, plats, zone changes, specific use permits, and annexations. The Division also researches and develops long-range plans and goals to help guide the future of our city; and creates development codes to tailor our regulations around citizen, businesses, and developer needs and city goals. The Division frequently collaborates with other departments within the city, including Engineering, Fire, and Inspections, as well as other governmental agencies, in order to provide guidance and staff recommendations to the City Council, Planning and Zoning Commission, Board of Adjustment, and the Capital Improvements Advisory Committee to help them best serve the residents of Schertz.

GOALS AND OBJECTIVES

- Continue to assist property owners, developers, and engineers through our development process through timely and thorough project review.

- Review and update the Comprehensive Land Plan for the City, which will shape the future of Schertz to meet the desires and goals of the residents.

- Continue to reevaluate and modify regulations within the Schertz Unified Development Code to accommodate the evolving needs of our residents and make the development process more efficient and effective.

- Implement the Joint Land Use Study Strategies to promote compatibility of land uses and development with the long-range goals of Randolph AFB.

- Continue to update the website to provide improved customer service by updating flowcharts, providing information on current residential and commercial developments, providing information guides on how to apply for planning applications, and providing information on public hearing on the city’s webpage.

- Promote staff development including continued education and cross training to provide outstanding customer service.

- Continue to digitize previous years case files into the digital records retention system to improve access and availability.

- Continue to provide regular updates to the website feature “What’s Developing in Schertz” to ensure residents are provided information on current development projects within the city.

ACCOMPLISHMENTS

- Received the 2022 Certificate of Achievement for Planning Excellence by the American Planning Association – Texas Chapter which recognizes a commitment to professional planning by City Administration, Elected and Appointed Officials and exemplary professional standards demonstrated by the Planning Department for the ninth year in a row.

- Maintained the partnership with Joint Base San Antonio (JBSA). Participated in the JBSA Technical Working Group for their Regional Compatible Use Plan update, to be completed in 2023/2024.

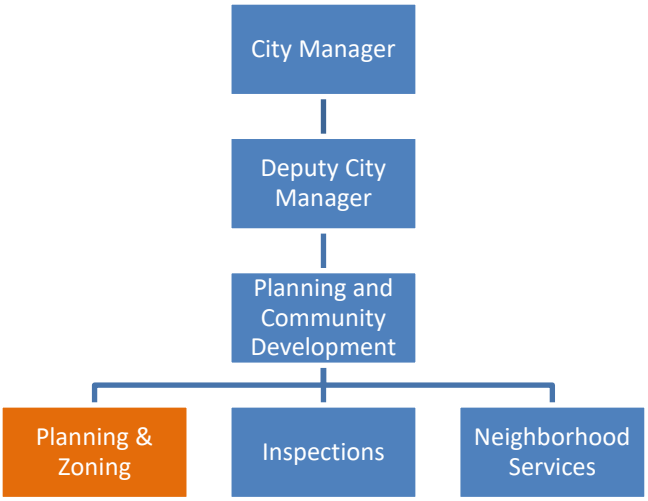
- Completed UDC amendments in relation to Article 5 Section 21.5.2 *Zoning Districts Established,* Article 5 Section 21.5.5 *Statement of Purpose and Intent for Residential Developments,* Article 5 Section 21.5.*11 Specific Use Permits,* Article 9 Section 21.9.7 *Landscaping*, Article 10 *Parking Standards,* specifically in relation to parking space size, parking ratios for Multifamily, Condominium, or other similar use, and stacking requirements for financial institutions, Article 14 Section 21.14.3 *Additional Design Standards.*

- Attended various continuing education classes including American Planning Association- National Conference, American Planning Association- Texas Chapter Conference, CityView Annual Users Conference, Certified Floodplain Manager Training, and Cybersecurity Training.

- Completed weekly updates to the website feature, “What’s Developing in Schertz”, to provide information on new residential subdivisions and new commercial sites currently under construction to improve public relations and transparency, while providing useful, accessible information to the public.

- Completed updates to the development manual and application checklists based on the utilization of the CityView software.

ORGANIZATIONAL CHART



PLANNING AND ZONING	2020-21 Actual	2021-22 Actual	2022-23 Estimate	2023-24 Budget
Planning Manager	0	1	1	1
Senior Planner	2	1	1	1
Planner	2	2	2	2
TOTAL POSITIONS	4	4	4	4

PERFORMANCE INDICATORS

Workload/Output	2020-21 Actual	2021-22 Actual	2022-23 Estimate	2023-24 Budget
Plats	29	32	32	32
Site Plans and Master Plan	15	18	18	18
Variances/Waivers	6	5	5	5
Zone Changes and Specific Use Permits	19	15	15	15
UDC/ Comp. Plan Revisions	3	5	5	5
Annexation	2	4	4	4
All Plats	$44,500	$54,000	$54,000	$54,000
Site Plan and Master Plan	$19,000	$23,000	$23,000	$23,000
Variance	$1,500	$2,500	$2,500	$2,500
Zone Change and Specific Use Permit	$34,300	$26,450	$26,450	$26,450
Other (Zoning Letters and Additional Admin fees)	$2,700	$2,550	$2,550	$2,550
Total Revenue	$102,000	$108,500	$108,500	$108,500

Budget	2020-21 Actual	2021-22 Actual	2022-23 Estimate	2023-24 Budget
Personnel	$210,013	$208,949	$278,124	$411,736
Supplies	807	1,390	1,980	2,050
Operations Support	129	0	243	250
Staff Support	3,174	11,514	34,584	36,100
Professional Services	20	75	196	100
Fund Charges/Transfers	0	400,000	0	0
Operating Equipment	6,375	1,225	319	450
Total	*$220,517*	*$630,653*	*319,646*	*$450,686*

PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2023-24 Budget increases by 41.0% from the FY 2022-23 year end estimate due to filling vacancies in the planner positions seen in FY 2022-23 and the anticipated wage increases for FY 2023-24.

GENERAL GOVERNMENT
EXPENDITURES

	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 CURRENT BUDGET	2022-2023 Y-T-D ACTUAL	2022-2023 PROJECTED YEAR END	2023-2024 CITY ADMIN. RECOMMENDED	2023-2024 ADOPTED BUDGET
PLANNING & ZONING							
Personnel Services							
154-511110 Regular	140,148	136,966	220,308	159,958	192,954	283,543	
154-511120 Overtime	3,748	4,769	5,562	2,662	5,562	6,377	
154-511210 Longevity	1,055	926	1,198	1,165	1,165	1,290	
154-511230 Certification Allowance	0	0	0	830	0	2,241	
154-511310 FICA - Employer	10,641	10,140	17,688	12,329	15,276	22,445	
154-511350 TMRS-Employer	23,698	22,424	37,896	26,048	31,979	49,019	
154-511410 Health-Employer	30,471	33,441	51,520	23,146	30,714	46,349	
154-511500 Workers' Compensation	252	283	402	529	474	472	
TOTAL Personnel Services	210,013	208,949	334,574	226,666	278,124	411,736	
Supplies							
154-521000 Operating Supplies	89	301	608	373	608	650	
154-521100 Office Supplies	718	1,089	1,176	934	1,176	1,200	
154-521600 Equip Maint Supplies	0	0	196	41	196	200	
TOTAL Supplies	807	1,390	1,980	1,349	1,980	2,050	
City Support Services							
154-532400 Computer Fees & Licenses	0	7,500	4,200	4,200	4,200	0	
TOTAL City Support Services	0	7,500	4,200	4,200	4,200	0	
Utility Services							
Operations Support							
154-534200 Printing & Binding	129	0	243	31	243	250	
TOTAL Operations Support	129	0	243	31	243	250	
Staff Support							
154-535100 Uniforms	306	626	833	413	833	850	
154-535300 Memberships	1,128	1,320	2,411	1,335	2,411	2,550	
154-535400 Publications	0	89	490	0	490	500	
154-535500 Training/Travel Staff	790	7,470	23,118	11,074	23,118	24,000	
154-535500.Training/Travel Commission	950	1,553	7,242	58	7,242	7,500	
154-535510 Meeting Expenses	0	456	490	299	490	700	
TOTAL Staff Support	3,174	11,514	34,584	13,179	34,584	36,100	
Professional Services							
154-541500 State/County Admin Fees	20	75	196	(10)	196	100	
TOTAL Professional Services	20	75	196	(10)	196	100	

GENERAL GOVERNMENT
EXPENDITURES

	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 CURRENT BUDGET	2022-2023 Y-T-D ACTUAL	2022-2023 PROJECTED YEAR END	2023-2024 CITY ADMIN. RECOMMENDED	2023-2024 ADOPTED BUDGET
Fund Charges/Transfers							
154-548404 Transfer Out - Capital Projec	0	400,000	0	0	0	0	
TOTAL Fund Charges/Transfers	0	400,000	0	0	0	0	
Rental/Leasing							
Operating Equipment							
154-571000 Furniture & Fixtures	6,375	1,225	319	300	319	450	
TOTAL Operating Equipment	6,375	1,225	319	300	319	450	
Capital Outlay							
TOTAL PLANNING & ZONING	220,517	630,653	376,095	245,714	319,646	450,686	

DEPARTMENT: 155 LEGAL SERVICES
FUND: 101 GENERAL FUND

DEPARTMENT DESCRIPTION

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

GOALS AND OBJECTIVES

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

ORGANIZATIONAL CHART

Budget	2020-21 Actual	2021-22 Actual	2022-23 Estimate	2023-24 Budget
Operations Support	$8,120	$11,341	$10,000	$10,000
Professional Services	150,246	99,376	60,000	80,000
Total	*$158,366*	*$110,717*	*$70,000*	*$90,000*

PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2023-24 Budget increases 28.6% from the FY 2022-23 year end estimate. Staff has not needed to utilize legal services as much as past years and will continue to budget a downward trend if expenditures continue to fall.

GENERAL GOVERNMENT
EXPENDITURES

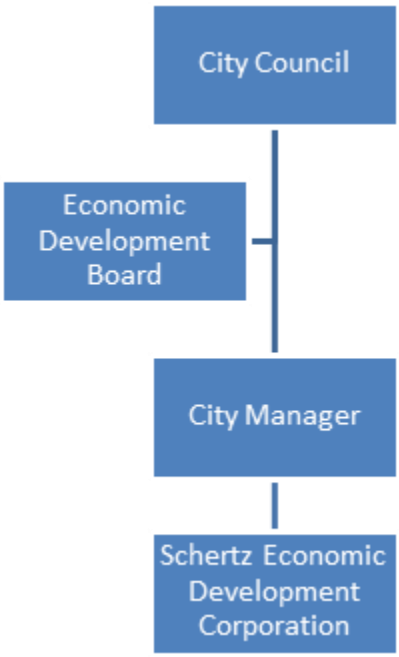
	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 CURRENT BUDGET	2022-2023 Y-T-D ACTUAL	2022-2023 PROJECTED YEAR END	2023-2024 CITY ADMIN. RECOMMENDED	2023-2024 ADOPTED BUDGET
LEGAL SERVICES							
Operations Support							
155-534100 Advertising/Legal Notices	8,120	11,341	9,800	3,251	10,000	10,000	
TOTAL Operations Support	8,120	11,341	9,800	3,251	10,000	10,000	
Professional Services							
155-541200 Legal Svcs	150,246	99,376	127,400	38,839	60,000	80,000	
TOTAL Professional Services	150,246	99,376	127,400	38,839	60,000	80,000	
TOTAL LEGAL SERVICES	158,366	110,717	137,200	42,089	70,000	90,000	

DEPARTMENT: 156 ECONOMIC DEVELOPMENT
FUND: 101 GENERAL FUND

DEPARTMENT DESCRIPTION

This department represents the services related to soliciting and promoting economic development in the City of Schertz. Staff here is contracted by the Schertz Economic Development Corportation (SEDC) in line with this goal. This department will also have other economic development programs not funded by the SEDC, like the Main Street Local Flavor Grant program and any tax abatement agreements. Currently there are no active tax abatements but there is a Tax Increment Refinancing Zone (TIRZ) in the Crossvine Development that the City pays into along with the other taxing jurisdictions, Bexar County and the San Antonio River Authority.

ORGANIZATIONAL CHART



ECONOMIC DEVELOPMENT	2020-21 Actual	2021-22 Actual	2022-23 Estimate	2022-24 Budget
Executive Director	1	1	1	1
Deputy Director	0	0	1	1
Business Retention Manager	1	1	1	1
Economic Development Analyst	1	1	0	0
Administrative Assistant	1	1	1	1
TOTAL POSITIONS	4	4	4	4

Budget	2020-21 Actual	2020-21 Actual	2021-22 Estimate	2022-23 Budget
Personnel	$0	$0	$0	$498,032
City Assistance	0	0	0	1,050,000
Total	*$0*	*$0*	*$0*	*$1,548,032*

PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2022-23 Budget transfers expenditures previously located in the City Manager and Non-Departmental budgets. The personnel did increase with the proposed wage adjustments and the amount paid into the TIRZ increased based on development located in the designated area of the Crossvine development.

GENERAL GOVERNMENT
EXPENDITURES

	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 CURRENT BUDGET	2022-2023 Y-T-D ACTUAL	2022-2023 PROJECTED YEAR END	2023-2024 CITY ADMIN. RECOMMENDED	2023-2024 ADOPTED BUDGET
ECONOMIC DEVELOPMENT							
Personnel Services							
156-511110 Regular	0	0	0	0	0	367,466	
156-511210 Longetivy	0	0	0	0	0	370	
156-511230 Certification Allowance	0	0	0	0	0	15,607	
156-511310 FICA - Employer	0	0	0	0	0	29,333	
156-511350 TMRS-Employer	0	0	0	0	0	64,064	
156-511410 Health-Employer	0	0	0	0	0	20,588	
156-511500 Workers' Compensation	0	0	0	0	0	604	
TOTAL Personnel Services	0	0	0	0	0	498,032	
City Assistance							
156-537200 Main Street Local Program	0	0	0	0	0	50,000	
156-537450 Tax Reimbursements/Abatements	0	0	0	0	0	1,000,000	
TOTAL City Assistance	0	0	0	0	0	1,050,000	
TOTAL ECONOMIC DEVELOPMENT	0	0	0	0	0	1,548,032	

DEPARTMENT: 164 CITY SECRETARY
FUND: 101 GENERAL FUND

DEPARTMENT DESCRIPTION

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

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

GOALS AND OBJECTIVES

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

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

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

ORGANIZATIONAL CHART

CITY SECRETARY	2020-21 Actual	2021-22 Actual	2022-23 Estimate	2023-24 Budget
City Secretary	1	1	1	1
Deputy City Secretary	1	1	1	1
PT Records Clerk	0	0	0	1
TOTAL POSITIONS	2	2	2	3

PERFORMANCE INDICATORS

Workload	2020-21 Actual	2020-21 Actual	2021-22 Estimated	2022-23 Budget
Ordinances Passed and Processed	61	61	41	40
Resolutions Passed and Processed	131	131	140	140
Council Meetings Attended	39	39	40	40
Open Records	571	571	600	750

Efficiency	2020-21 Actual	2020-21 Actual	2021-22 Estimated	2022-23 Budget
Ordinances & Resolutions Executed within 72 hours of Council Meeting	98%	98%	98%	98%
Documents completed, signed, scanned within 48 hours of council approval	98%	98%	98%	98%

Council meeting minutes transcribed within 48 hours following Council meeting	98%	98%	98%	98%
Agendas available to citizens within legally required timeframe - Posted on website	100%	100%	100%	100%
Alcohol permits processed within the month of expiration	96%	96%	97%	98%

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

Budget	2020-21 Actual	2020-21 Actual	2021-22 Estimated	2022-23 Budget
Personnel	$194,552	$211,496	$196,240	$225,983
Supplies	1,082	1,347	1,100	1,700
City Support Services	5,921	5,109	5,800	8,000
Operations Support	43	139	3,647	150
Staff Support	3,144	3,035	2,825	4,900
Operating Equipment	250	0	380	0
Total	*$204,993*	*$221,126*	*$209,992*	*$240,733*

PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2023-24 Budget increases 14.6% from the FY 2022-23 year-end estimate from the anticipated wage adjustments and the addition of part time Records Clerk position to aid with the increasing open records requests.

GENERAL GOVERNMENT
EXPENDITURES

	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 CURRENT BUDGET	2022-2023 Y-T-D ACTUAL	2022-2023 PROJECTED YEAR END	2023-2024 CITY ADMIN. RECOMMENDED	2023-2024 ADOPTED BUDGET
CITY SECRETARY							
Personnel Services							
164-511110 Regular	142,073	153,532	154,730	114,421	146,573	171,386	
164-511120 Overtime	0	0	0	85	120	0	
164-511210 Longevity	2,125	2,072	2,336	2,158	2,158	600	
164-511230 Certification Allowance	0	600	0	485	600	575	
164-511310 FICA - Employer	10,810	11,698	12,008	8,435	11,424	13,199	
164-511350 TMRS-Employer	23,546	25,653	25,727	15,208	23,915	28,826	
164-511410 Health-Employer	15,806	17,731	18,868	8,122	11,097	11,113	
164-511500 Workers' Compensation	193	211	280	395	353	284	
TOTAL Personnel Services	194,552	211,496	213,949	149,309	196,240	225,983	
Supplies							
164-521100 Office Supplies	1,082	1,347	1,727	884	1,100	1,700	
TOTAL Supplies	1,082	1,347	1,727	884	1,100	1,700	
City Support Services							
164-532700 Records Management	5,921	5,109	11,760	154	5,800	8,000	
TOTAL City Support Services	5,921	5,109	11,760	154	5,800	8,000	
Utility Services							
Operations Support							
164-534100 Advertising	0	0	100	100	100	0	
164-534200 Printing & Binding	43	139	147	129	147	150	
164-534800 Temporary Empl. Services	0	0	0	1,749	3,400	0	
TOTAL Operations Support	43	139	247	1,978	3,647	150	
Staff Support							
164-535100 Uniforms	0	0	498	0	0	500	
164-535300 Memberships	722	713	1,005	310	750	1,400	
164-535400 Publications	476	464	588	280	475	500	
164-535500 Training/Travel	1,945	1,858	2,800	1,105	1,600	2,500	
TOTAL Staff Support	3,144	3,035	4,891	1,695	2,825	4,900	
Professional Services							
Maintenance Services							
Operating Equipment							
164-571000 Furniture & Fixtures	250	0	0	0	0	0	
164-571300 Computer & Periphe. LESS $500	0	0	1,000	380	380	0	
TOTAL Operating Equipment	250	0	1,000	380	380	0	

GENERAL GOVERNMENT
EXPENDITURES

	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 CURRENT BUDGET	2022-2023 Y-T-D ACTUAL	2022-2023 PROJECTED YEAR END	2023-2024 CITY ADMIN. RECOMMENDED	2023-2024 ADOPTED BUDGET
Capital Outlay							
TOTAL CITY SECRETARY	204,993	221,126	233,574	154,401	209,992	240,733	

DEPARTMENT: 167 NON-DEPARTMENTAL
FUND: 101 GENERAL FUND

DEPARTMENT DESCRIPTION

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

Budget	2020-21 Actual	2021-22 Actual	2022-23 Estimated	2023-24 Budget
City Support Services	$779,549	$576,464	$660,000	$1,150,000
Utility Services	7,123	3,065	0	0
Operations Support	141,919	129,079	133,500	133,500
City Assistance	1,406,900	1,317,828	1,367,604	770,949
Professional Services	100,288	83,402	100,600	108,080
Fund Charges/Transfers	122	30,945	37,700	27,757
Land Purchase	7,450	0	26,283	0
Total	*$2,443,351*	*$2,140,783*	*$2,637,774*	*$2,190,286*

PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2023-24 Budget decreases 17.0% from the FY 2022-23 year-end estimate by transferring the Tax Abatement/TIRZ line and the local flavor grant to the new Economic Development department and is offset by setting the contingency accounts to $480,000 total.

GENERAL GOVERNMENT
EXPENDITURES

	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 CURRENT BUDGET	2022-2023 Y-T-D ACTUAL	2022-2023 PROJECTED YEAR END	2023-2024 CITY ADMIN. RECOMMENDED	2023-2024 ADOPTED BUDGET
NONDEPARTMENTAL							
Supplies							
City Support Services							
167-532200 County Appraisal District	228,143	236,110	240,100	211,451	280,000	280,000	
167-532500 City Insurance-Commercial	260,108	312,797	337,120	341,283	350,000	390,000	
167-532900 Contingencies	291,297	27,556	155,195	16,624	30,000	180,000	
167-532901 Contingencies-Personnel	0	0	186,200	0	0	300,000	
TOTAL City Support Services	779,549	576,464	918,615	569,359	660,000	1,150,000	
Utility Services							
167-533200 Electric Utility Services	7,123	3,065	0	0	0	0	
TOTAL Utility Services	7,123	3,065	0	0	0	0	
Operations Support							
167-534000 Postage	6,841	9,148	8,820	5,687	9,000	9,000	
167-534300 Equipment Maint - Copiers	113,791	118,034	112,700	93,053	120,000	120,000	
167-534810 Electronic Filing Services	21,286	1,897	4,900	3,447	4,500	4,500	
167-534999 Misc. Expense	0	0	0	0	0	0	
TOTAL Operations Support	141,919	129,079	126,420	102,186	133,500	133,500	
Staff Support							
City Assistance							
167-537100 Medical Services-EMS Contract	667,049	695,644	711,004	725,514	725,514	770,949	
167-537200 Main Street Local Program	118,115	43,596	49,000	12,913	49,000	0	
167-537450 Tax Reimbursements/Abatements	621,736	578,588	607,600	905,177	905,177	0	
TOTAL City Assistance	1,406,900	1,317,828	1,367,604	1,643,605	1,679,691	770,949	
Professional Services							
167-541500 State/County Admin Fees	126	35	123	35	100	100	
167-541600 Misc Bank Charges	971	823	980	649	800	980	
167-541800 Credit Card Service Fee	94,440	65,762	98,000	51,762	90,700	95,000	
167-541810 Credit Cards Fees - AMEX	4,751	16,781	14,700	4,043	9,000	12,000	
TOTAL Professional Services	100,288	83,402	113,803	56,489	100,600	108,080	
Fund Charges/Transfers							
167-548000 Transfer Out	(1,516)	0	0	9,796	9,796	0	
167-548106 Transfer Out- Special Events	(1,472)	(147)	0	147	147	0	
167-548204 Transfer Out - Drainage	0	17,229	17,222	0	17,222	17,222	
167-548615 Transfer Out - Hist. Committe	3,109	13,863	10,535	0	10,535	10,535	
TOTAL Fund Charges/Transfers	122	30,945	27,757	9,943	37,700	27,757	

GENERAL GOVERNMENT
EXPENDITURES

	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 CURRENT BUDGET	2022-2023 Y-T-D ACTUAL	2022-2023 PROJECTED YEAR END	2023-2024 CITY ADMIN. RECOMMENDED	2023-2024 ADOPTED BUDGET
Maintenance Services							
Operating Equipment							
Capital Outlay							
167-581010 Land Purchase	7,450	0	0	26,283	26,283	0	
TOTAL Capital Outlay	7,450	0	0	26,283	26,283	0	
TOTAL NONDEPARTMENTAL	2,443,351	2,140,783	2,554,198	2,407,864	2,637,774	2,190,286	

DEPARTMENT: 170 PUBLIC AFFAIRS
FUND: 101 GENERAL FUND

DEPARTMENT DESCRIPTION

The Public Affairs Department is responsible for establishing and maintaining internal and external communications with Schertz residents and city employees. Emphasis is placed on engaging with residents about city services, programs, and policies in a manner designed to build trust and understanding in local government. Public Affairs accomplishes this through Schertz Magazine, use of social media, advertising, production of city videos, media relations, City Headlines, and Schertz.com website. The department also captures photos/video of City events and activities, designs City marketing materials, social media/print graphics, logos, etc., and maintains the Schertz brand to ensure consistency and promote a positive public perception of the city.

Public Affairs publishes *Schertz Magazine* monthly with 16,000 copies printed; including 15,000+ direct mailed to households in Schertz and over 500 distributed to local businesses. The magazine is the number one source of information for Schertz residents according to the past three citizen surveys.

The department serves an internal audience of over 400 employees, elected and appointed officials, as well as an estimated city population of 44,000+.

Operations of 311/Customer Care are maintained under the umbrella of Public Affairs.

GOALS FOR FY 2023-24

Strategic Plan Emphasis

- Policy Value: Essential Services
    - Engage with residents about city services, programs, and policies in a manner designed to build trust and understanding in local government to achieve and maintain status as the primary source of information for City government activities. Disseminate accurate and timely information to residents and the media during times of crisis incidents/emergency.
- Policy Value: Attractive Community
    - Develop effective marketing and communication plans featuring approved branding that highlight our high quality of life and the numerous opportunities that ensure the joy and enrichment of our citizens' lives and reflects a positive image for the City of Schertz.

Project focus for FY 2023-24

- Evaluate where and how the city's communications and engagement resources, processes, strategies and materials may need to be improved or enhanced for better community stakeholder awareness and engagement.
- Review the Schertz.com website to prepare for, develop, and launch a redesigned website that will enhance resident awareness and understanding of city government activities.
- Perform the 2023 Citizen Satisfaction Survey.
- Coordinate, develop, and implement a comprehensive recruitment campaign in conjunction with HR and Public Safety to attract top quality talent to fill vacant positions.
-

ORGANIZATIONAL CHART

PUBLIC AFFAIRS	2020-21 Actual	2021-22 Actual	2022-23 Estimate	2023-24 Budget
Public Affairs Director	1	1	1	1
Communications Manager	1	1	1	1
Marketing and Communications Specialist	1	1	1	1
Administrative Assistant	1	1	1	0
TOTAL POSITIONS	4	4	4	3

PERFORMANCE INDICATORS

Workload/Output Measures	2020-21 Actual	2021-22 Actual	2022-23 Estimate	2023-24 Budget
News Items Created	158	158	107	125
Marketing Materials Produced	82	134	500	500
Number of publications/e-newsletters produced	67	67	68	69
Social Media Posts (City account)	1,080	1,080	1,497	1,550
Social Media Posts (Parks account)	386	386	724	900

Effectiveness	2020-21 Actual	2021-22 Actual	2022-23 Estimate	2023-24 Budget
Schertz Magazine Ad revenue	155,537	142,893	122,500	125,000
City social media fans (Instagram/FB)	14,854	14,854	17,800	19,500
Facebook Reach (city account)	155,842	155,842	168,235	170,000
Instagram Reach (city account)	95,147	95,147	30,305	35,000
Schertz.com sessions	568,000	568,000	500,000	525,000
Percentage open rate for e-newsletter	30%	43%	45%	47%
Percentage click rate for e-newsletter	3%	5%	5%	7%

Budget	2020-21 Actual	2020-21 Actual	2021-22 Estimate	2022-23 Budget
Personnel	$313,029	$329,938	$352,179	$377,337
Supplies	1,663	1,063	955	700
City Support Services	0	528	544	750
Operations Support	39,119	37,125	45.415	58,075
Staff Support	3,163	3,524	9,695	10,250
Professional Services	246,818	259,815	222,760	227,800
Operating Equipment	0	80	5,292	0
Total	*$603,792*	*$632,793*	*$636.840*	*$674,912*

PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2023-24 Budget increases 6.0% from the FY 2022-23 year-end estimates. The increase is caused by the anticipated wage adjustments.

GENERAL GOVERNMENT
EXPENDITURES

	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 CURRENT BUDGET	2022-2023 Y-T-D ACTUAL	2022-2023 PROJECTED YEAR END	2023-2024 CITY ADMIN. RECOMMENDED	2023-2024 ADOPTED BUDGET
PUBLIC AFFAIRS							
Personnel Services							
170-511110 Regular	222,760	231,922	241,050	194,398	250,138	266,952	
170-511120 Overtime	206	554	975	665	700	1,035	
170-511210 Longevity	4,336	5,237	5,597	5,237	5,237	5,789	
170-511310 FICA - Employer	16,938	17,523	18,929	14,786	19,582	20,925	
170-511350 TMRS-Employer	37,119	39,060	40,556	31,533	40,994	45,700	
170-511410 Health-Employer	31,365	35,302	40,538	24,448	34,610	36,488	
170-511500 Workers' Compensation	305	340	439	918	918	448	
TOTAL Personnel Services	313,029	329,938	348,084	271,984	352,179	377,337	
Supplies							
170-521000 Operating Supplies	973	364	392	243	275	0	
170-521100 Office Supplies	689	699	686	508	680	700	
TOTAL Supplies	1,663	1,063	1,078	751	955	700	
City Support Services							
170-532800 Other Events	0	528	550	0	544	750	
TOTAL City Support Services	0	528	550	0	544	750	
Operations Support							
170-534000 Postage	17,219	9,211	13,200	11,734	12,500	17,000	
170-534100 Advertising	7,604	6,552	8,228	7,429	8,225	10,200	
170-534200 Printing & Binding	13,801	20,823	24,350	16,582	24,000	30,000	
170-534500 Memberships - Organizations	255	340	270	210	270	375	
170-534550 Business Meetings/Networking	240	200	474	383	420	500	
TOTAL Operations Support	39,119	37,125	46,522	36,338	45,415	58,075	
Staff Support							
170-535100 Uniforms	197	208	196	161	196	200	
170-535400 Publications	0	60	49	0	49	50	
170-535500 Training/Travel	2,734	2,970	10,350	8,422	9,000	9,500	
170-535510 Meeting Expenses	232	285	495	409	450	500	
TOTAL Staff Support	3,163	3,524	11,090	8,993	9,695	10,250	
Professional Services							
170-541300 Other/Consl/Prof Services	24,076	28,087	29,160	13,584	26,960	30,000	
170-541305 Prof Services-Writers/Photogr	11,714	9,361	9,800	8,326	9,800	9,800	
170-541350 Magazine-Printing Services	94,369	114,042	104,400	78,474	88,000	90,000	
170-541355 Design Services	62,208	62,208	62,000	40,096	50,000	50,000	
170-541360 Magazine-Postage	54,451	46,118	49,000	42,946	48,000	48,000	
TOTAL Professional Services	246,818	259,815	254,360	183,427	222,760	227,800	

GENERAL GOVERNMENT
EXPENDITURES

	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 CURRENT BUDGET	2022-2023 Y-T-D ACTUAL	2022-2023 PROJECTED YEAR END	2023-2024 CITY ADMIN. RECOMMENDED	2023-2024 ADOPTED BUDGET
Operating Equipment							
170-571000 Furniture & Fixtures	0	100	600	511	600	0	
170-571300 Computer & Perriph under $500	0	0	0	0	4,500	0	
170-571500 Operating Equipment	0	700	200	192	192	0	
TOTAL Operating Equipment	0	800	800	703	5,292	0	
TOTAL PUBLIC AFFAIRS	603,792	632,793	662,484	502,196	636,840	674,912	

DEPARTMENT: 173 ENGINEERING
FUND: 101 GENERAL FUND

DEPARTMENT DESCRIPTION

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

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

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

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

ORGANIZATIONAL CHART

ENGINEERING	2020-21 Actual	2021-22 Actual	2022-23 Estimate	2023-24 Budget
City Engineer	1	1	1	1
Engineer	3	3	4	4
Senior Graduate Engineer	1	1	1	1
Graduate Engineer	1	1	1	1
Engineering Inspector	2	2	3	3
TOTAL POSITIONS	8	8	10	10

PERFORMANCE INDICATORS

Workload/Output	2020-21 Actual	2021-22 Actual	2022-23 Estimate	2023-24 Budget
Capital Improvement Projects (number active)	17	17	20	20
Capital Improvement Projects dollar value	$4.8 million	$4.8 million	$11.5 million	$12.0 million
Nonresidential and Subdivision-Wide Grading and Clearing Permits Issued*	51	51	35	15
Single Family Nonresidential Grading and Clearing Permits Issued*	-	-	120	300
Grading and Clearing Permits Active (Average Monthly Concurrent Maximum)*	53	53	120	140

Grading and Clearing Permits Active (Concurrent Maximum)*	64	64	125	150
Grading and Clearing Permits Issued – acreage	505	505	510	500
Number of Non-Construction Plan Reviews (includes master plans, plats, site plans, etc.)	39	39	65	60
Residential Subdivision Construction – number of projects (completed projects)	4	4	6	8
Residential Subdivision Construction – dollar value of public improvements (completed projects)	$6.0 million	$6.0 million	$13.0 million	$13.5 million
Commercial Subdivision Construction – number of projects (completed projects)	2	2	6	2
Commercial Subdivision Construction – dollar value of public improvements (completed projects)	$4.1 million	$4.1 million	$2.0 million	$2.0 million

Budget	2020-21 Actual	2021-22 Actual	2022-23 Estimate	2023-24 Budget
Personnel	$824,117	$849,599	$1,024,905	$1,289,576
Supplies	979	1,277	1,715	2,200
City Support Services	0	1,265	0	0
Utility Services	5,212	6,286	7,900	8,000
Operation Support	93	62	12,147	150
Staff Support	6,084	8,804	12,916	20,970
Professional Services	34,465	36,885	49,000	50,000
Operating Equipment	-788	119	10,990	1,000
Capital Outlay	0	0	85,479	0
Total	*$870,162*	*$904,296*	*$1,205,052*	*$1,371,896*

PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2022-23 Engineering Budget increased 31.7% from the FY 2021-22 year end estimate for two new positions, inspector and engineer, and vehicle replacements.

GENERAL GOVERNMENT
EXPENDITURES

	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 CURRENT BUDGET	2022-2023 Y-T-D ACTUAL	2022-2023 PROJECTED YEAR END	2023-2024 CITY ADMIN. RECOMMENDED	2023-2024 ADOPTED BUDGET
ENGINEERING							
Personnel Services							
173-511110 Regular	578,498	603,450	760,547	559,479	717,074	886,627	
173-511120 Overtime	349	725	750	1,501	2,000	750	
173-511210 Longevity	7,483	6,114	7,421	8,827	7,141	11,941	
173-511230 Certification Allowance	2,066	3,116	2,873	2,446	3,243	14,169	
173-511310 FICA - Employer	43,131	45,230	59,000	42,071	55,804	69,841	
173-511350 TMRS-Employer	98,700	100,985	126,407	91,067	116,823	152,531	
173-511410 Health-Employer	90,849	86,644	118,229	83,938	117,239	150,534	
173-511500 Workers' Compensation	3,041	3,336	3,046	6,247	5,581	3,183	
TOTAL Personnel Services	824,117	849,599	1,078,273	795,576	1,024,905	1,289,576	
Supplies							
173-521000 Operating Supplies	315	154	490	383	490	1,000	
173-521100 Office Supplies	575	1,083	980	234	980	1,000	
173-521300 Motor Vehicle Supplies	89	40	245	80	245	200	
TOTAL Supplies	979	1,277	1,715	698	1,715	2,200	
City Support Services							
173-532400 Computer Fees & Licenses	0	1,265	0	0	0	0	
TOTAL City Support Services	0	1,265	0	0	0	0	
Utility Services							
173-533500 Vehicle Fuel	5,212	6,286	7,938	5,617	7,900	8,000	
TOTAL Utility Services	5,212	6,286	7,938	5,617	7,900	8,000	
Operations Support							
173-534000 Postage	0	31	49	36	49	50	
173-534200 Printing & Binding	93	31	98	62	98	100	
173-534800 Temp Employee Services	0	0	0	5,526	12,000	0	
TOTAL Operations Support	93	62	147	5,624	12,147	150	
Staff Support							
173-535100 Uniforms	1,339	2,605	4,047	530	3,800	4,220	
173-535300 Memberships	1,880	2,103	2,499	2,409	2,499	2,500	
173-535400 Publications	109	500	490	0	490	3,300	
173-535500 Training/Travel	2,230	2,822	7,350	3,096	5,000	9,600	
173-535510 Meeting Expenses	294	167	627	421	627	700	
173-535600 Professional Certification	231	606	637	362	500	650	
TOTAL Staff Support	6,084	8,804	15,651	6,817	12,916	20,970	

GENERAL GOVERNMENT
EXPENDITURES

	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 CURRENT BUDGET	2022-2023 Y-T-D ACTUAL	2022-2023 PROJECTED YEAR END	2023-2024 CITY ADMIN. RECOMMENDED	2023-2024 ADOPTED BUDGET
Professional Services							
173-541100 Engineering Services	19,075	13,123	0	4,245	4,245	0	
173-541300 Other Professional Services	15,390	23,762	49,000	38,623	44,755	50,000	
TOTAL Professional Services	34,465	36,885	49,000	42,868	49,000	50,000	
Maintenance Services							
Rental/Leasing							
Operating Equipment							
173-571000 Furniture & Fixtures	387	119	5,632	0	5,500	500	
173-571300 Computer & Periphe. < $5000	(1,175)	0	5,490	220	5,490	500	
TOTAL Operating Equipment	(788)	119	11,122	220	10,990	1,000	
Capital Outlay							
173-581200 Vehicles & Access. Over $5,00	0	0	100,000	0	85,479	0	
TOTAL Capital Outlay	0	0	100,000	0	85,479	0	
TOTAL ENGINEERING	870,162	904,296	1,263,846	857,420	1,205,052	1,371,896	

DEPARTMENT: 256 POLICE
FUND: 101 GENERAL FUND

DEPARTMENT DESCRIPTION

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

GOALS AND OBJECTIVES

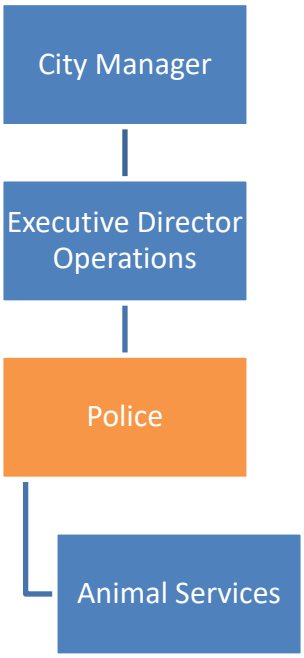
- Promoting a safe community through public education, community involvement, criminal investigations, enforcement action and other essential services.

- Enhance our citizens' quality of life by promoting a feeling of safety for all citizens and visitors to the city, including neighborhoods, commercial areas, parks and public facilities.

- To increase department participation in community programs and increase citizen interest and participation in police department programs which lends to an attractive, safe community and promotes economic prosperity.

- To enhance the recruitment of high quality officers/personnel to serve the citizens of Schertz and to retain those employees in which the City has already invested with an engaged workforce.

ORGANIZATIONAL CHART



POLICE	2020-21 Actual	2021-22 Actual	2022-23 Estimate	2023-24 Budget
Chief of Police	1	1	1	1
Assistant Chief of Police	1	1	1	1
Captain	1	1	1	1
Lieutenants	4	4	4	4
Sergeants	7	7	7	15
Corporals	14	14	14	0
Officers	36	37	40	51
Administrative Assistant	2	2	2	2
Records Manager	1	1	1	1
Records Clerk	2	2	3	3
Civilian Evidence Technician	1	2	2	2
Crime Victim Liaison	1	1	1	1
Animal Services Manager	1	1	1	1
Animal Services Officer	4	4	4	4
Animal Services Kennel Tech	3	3	4	4
Communications Manager	1	1	1	1
Communications Shift Supervisor	4	4	4	4
Communications Officer	12	12	12	12
P/T Communications Officer (Irregular)	3	3	3	3
Crossing Guards (Part Time)	16	16	16	16
TOTAL POSITIONS	**115**	**118**	**122**	**127**

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

PERFORMANCE INDICATORS

Workload/Output	2020-21 Actual	2021-22 Actual	2022-23 Estimate	2023-24 Budget
Dispatch-911 Calls	26,492	29,072	31,929	31,929
Patrol-Citations/Warnings Issued	6,575	10,768	11,845	11,845
Inv-Criminal Cases Filed w/ Prosecutor	106	75	110	110
Inv-Cases Investigated per Investigator	155	160	175	175
Inv-Total Cases Cleared	110	155	170	170
Records-Total Active Alarm Permits	133	166	200	200
Records-Open Records Requests	1,667	1,571	1,780	1,780
Crime Victim Liaison-Assigned Cases	40	200	225	225
Marshals				
Warrants Issued	2095	1650	2100	2100
Warrants Cleared	1448	1625	1800	1800
Animal Services	1070	925	1025	1025
Animals Taken In	329	325	325	325
Adoptions	284	300	300	300
Return to Owner	152	110	215	215
Transferred Out	91	75	80	80
Wildlife Release	93	55	85	85
Euthanized				

Budget	2020-21 Actual	2021-22 Actual	2022-23 Estimate	2023-24 Budget
Personnel	$8,793,001	$8,980,659	$9,730,589	$10,485,486
Supplies	81,817	78,178	110,330	126,526
City Support Services	32,422	33,970	36,437	34,500
Utility Services	142,160	210,811	182,282	237,600
Operations Support	11,714	15,906	15,539	17,605
Staff Support	185,170	154,914	293,312	299,692
City Assistance	49,923	73,671	73,429	66,500
Professional Services	58,082	58,241	78,632	72,808
Maintenance Services	63,918	58,968	78,230	80,005
Rental/Leasing	0	0	0	550,000
Operating Equipment	292,746	269,074	381,268	426,641
Capital Outlay	244,451	298,643	576,893	872,450
Total	*$9,955,402*	*$10,233,034*	*$11,556,943*	*$13,269,814*

PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2023-24 Budget increases 14.8% from the FY 2022-23 year-end estimates. 5 school resource officers are added to the position, but due to the difficulty in hiring police officers they are added without funding in the budget. If hired, the contract with Schertz-Cibolo-Universal City ISD will be updated and funds will be added to the budget. The increase in the budget is due to the anticipated wage adjustments, the new lease/maintenance program to replace the body cameras, in-car cameras, and the TASERs that is estimated at $550,000 per year for 5 years, and an increase in vehicle replacement due to price increases for vehicles.

PUBLIC SAFETY
EXPENDITURES

	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 CURRENT BUDGET	2022-2023 Y-T-D ACTUAL	2022-2023 PROJECTED YEAR END	2023-2024 CITY ADMIN. RECOMMENDED	2023-2024 ADOPTED BUDGET
POLICE							
Personnel Services							
256-511110 Regular	5,797,035	5,741,342	6,141,427	4,895,758	6,183,048	6,747,673	
256-511120 Overtime	253,306	469,617	308,986	297,324	410,000	337,045	
256-511210 Longevity	108,667	117,790	109,633	110,690	109,633	105,612	
256-511220 Clothing Allowance	71,870	67,800	63,333	56,504	72,592	61,142	
256-511230 Certification Allowance	46,778	46,488	108,791	36,125	45,000	99,187	
256-511310 FICA - Employer	475,446	467,179	501,874	396,330	504,330	548,365	
256-511350 TMRS-Employer	1,043,504	1,036,236	1,085,487	824,150	1,176,466	1,209,376	
256-511410 Health-Employer	940,831	975,476	1,161,243	840,705	1,099,520	1,260,576	
256-511500 Workers' Compensation	55,564	58,733	118,511	110,411	130,000	116,510	
TOTAL Personnel Services	8,793,001	8,980,659	9,599,285	7,567,996	9,730,589	10,485,486	
Supplies							
256-521000 Operating Supplies	44,995	29,137	52,796	14,986	52,585	64,001	
256-521100 Office Supplies	7,009	5,545	7,350	5,878	6,787	7,500	
256-521150 Child Safety Supplies	2,497	3,583	3,112	0	3,075	5,275	
256-521200 Medical/Chem Supplies	18,258	22,761	27,636	25,879	28,296	28,350	
256-521300 Motor Veh. Supplies	9,058	17,152	19,657	19,587	19,587	21,400	
TOTAL Supplies	81,817	78,178	110,550	66,330	110,330	126,526	
City Support Services							
256-532500 City Insurance-Commercial	32,422	33,970	33,810	36,437	36,437	34,500	
TOTAL City Support Services	32,422	33,970	33,810	36,437	36,437	34,500	
Utility Services							
256-533200 Electric Utility Service	24,460	34,186	28,812	25,909	27,922	29,400	
256-533410 Water Utility Service	6,026	6,026	14,700	5,490	13,631	15,000	
256-533500 Vehicle Fuel	111,674	170,599	258,720	115,721	140,730	193,200	
TOTAL Utility Services	142,160	210,811	302,232	147,120	182,282	237,600	
Operations Support							
256-534100 Advertising	400	31	4,410	1,695	3,695	4,500	
256-534200 Printing & Binding	5,109	3,043	7,526	1,276	7,344	8,605	
256-534800 Temp Staff Services	6,205	12,832	4,500	1,800	4,500	4,500	
TOTAL Operations Support	11,714	15,906	16,436	4,771	15,539	17,605	
Staff Support							
256-535100 Uniforms	63,056	52,890	94,465	47,478	87,687	64,439	
256-535200 Awards	14	5,349	0	0	0	0	
256-535210 Employee Recognition-Morale	4,023	3,020	9,114	7,418	9,224	10,000	
256-535300 Memberships	2,824	2,115	3,528	2,369	3,773	3,815	
256-535400 Publications	264	390	260	126	126	265	
256-535500 Training/Travel	110,132	89,450	163,667	67,241	165,873	217,174	
256-535500.T-Class Training	0	0	33,440	18,401	23,000	0	
256-535510 Meeting Expenses	4,857	1,700	3,920	1,359	3,629	4,000	
TOTAL Staff Support	185,170	154,914	308,394	144,393	293,312	299,692	

PUBLIC SAFETY
EXPENDITURES

	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 CURRENT BUDGET	2022-2023 Y-T-D ACTUAL	2022-2023 PROJECTED YEAR END	2023-2024 CITY ADMIN. RECOMMENDED	2023-2024 ADOPTED BUDGET
City Assistance							
256-537100 Medical Services	42,247	66,205	55,272	50,341	64,000	56,400	
256-537800 Community Outreach	7,676	7,466	9,898	5,850	9,429	10,100	
TOTAL City Assistance	49,923	73,671	65,170	56,191	73,429	66,500	
Professional Services							
256-541300 Prof Services/Consulting	54,244	53,863	70,700	41,635	70,707	65,918	
256-541310 Contract Service - Crematory	513	1,053	980	702	869	1,000	
256-541700 Microchip Service	3,325	3,325	7,629	6,391	7,056	5,890	
TOTAL Professional Services	58,082	58,241	79,309	48,728	78,632	72,808	
Fund Charges/Transfers							
Maintenance Services							
256-551400 Minor & Other Equip Maint	1,315	4,246	4,900	3,483	5,371	5,000	
256-551700 Abatement/Lot Cleaning	10,828	872	4,900	0	4,500	5,000	
256-551800 Other Maintenance Agreements	0	775	809	0	809	825	
256-551810 Maintenance Agr. - Radios	51,775	53,075	67,796	28,965	67,550	69,180	
TOTAL Maintenance Services	63,918	58,968	78,405	32,448	78,230	80,005	
Debt Service							
Rental/Leasing							
256-561200 Lease/Purchase Payments	0	0	0	0	0	550,000	
TOTAL Rental/Leasing	0	0	0	0	0	550,000	
Operating Equipment							
256-571000 Furniture & Fixtures	5,728	13,586	13,693	4,959	9,188	10,920	
256-571200 Vehicles & Access. LESS $5,00	137,761	116,229	248,200	163,278	247,475	289,060	
256-571300 Computer & Periphe. < $5000	29,327	31,153	19,541	12,941	12,941	17,440	
256-571600 Donation-Expense	552	0	0	0	0	0	
256-571800 Equipment under $5,000	118,568	107,646	121,782	39,322	108,663	104,221	
256-571800.Operating Equipment CVE	810	460	4,900	32	3,000	5,000	
TOTAL Operating Equipment	292,746	269,074	408,115	220,532	381,268	426,641	
Capital Outlay							
256-581200 Vehicles & Access. Over $5,00	158,300	293,253	498,139	107,006	403,979	693,000	
256-581300 Computer & Periphe. > $5,000	0	0	12,900	2,700	11,957	5,600	
256-581800 Equipment Over $5,000	86,151	5,390	241,400	151,957	160,957	173,850	
TOTAL Capital Outlay	244,451	298,643	752,439	261,662	576,893	872,450	
TOTAL POLICE	9,955,402	10,233,034	11,754,146	8,586,608	11,556,943	13,269,814	

DEPARTMENT: 257 FIRE RESCUE
FUND: 101 GENERAL FUND

DEPARTMENTAL DESCRIPTION

Schertz Fire Rescue is a full service fully paid life safety department that responds to all Fire, EMS, Technical Rescue, Hazardous Materials, any additional emergency service calls in the City of Schertz. In addition, these services are also provided to our Automatic and Mutual Aid partners of Cibolo along with the contracted areas of Guadalupe and Bexar Counties. All department members are certified as structural firefighters and emergency medical technicians through the Texas Commission on Fire Protection and the Texas Department of State Health Services, respectively. Schertz firefighters are highly trained with many holding advanced firefighter, medical, and multi-discipline specialized certifications. Schertz Fire Rescue has an active public education/fire prevention program that conducts building construction plans review, code enforcement, and fire inspections within the city. Fire and arson investigation services are maintained within the department as well as support any needs in Guadalupe County.

GOALS AND OBJECTIVES

- Perform comprehensive and excellent customer service
- Deliver comprehensive safety services of the highest quality.
    - Respond to 90% of City within 5 minutes from time of dispatch.
    - Pre-fire plan all commercial occupancies in the city once per year, and extra hazard occupancies twice per year.
- Support and maintain a safe, healthy, well trained, and high performing work force.
    - Improve training opportunities and encourage involvement in specialized operations.
    - Build upon area-wide technical rescue, hazardous materials, and wildland strike teams.
    - Build and promote wellness and fitness initiatives
- Provide high quality medical first responder service as part of an integrated emergency medical service.
    - Encourage advanced medical training and certifications.
    - Support emergency medical operations through interdepartmental cooperation.

- Become the community resource for life safety knowledge and information regarding Schertz Fire Rescue.
    - Semi-Annual inspects all schools and nursing homes.
    - Encourage public speaking for all firefighters.
    - Maintain safe construction and occupancy within the city through code enforcement.
- Attract and maintain a qualified and diverse workforce.
    - Encourage diverse applicants through career fairs and public education.
    - Continue to apply for staffing grants through Department of Homeland Security.
- Keep up with growth needs: Facilities, Apparatus, Equipment, Personnel

ORGANIZATIONAL CHART

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

Assistant Chief	1	1	1	1
Emergency Management Coordinator	1	1	1	1
Division Chief of Prevention (Fire Marshal)	1	1	1	1
Deputy Fire Marshal	1	1	1	1
Inspector	0	0	1	1
Division Chief of Training	0	0	1	1
Battalion Chief	4	4	3	3
Lieutenant	9	9	9	12
Fire Apparatus Operator	9	9	9	12
Firefighter	18	18	21	18
Administrative Assistant	1	1	1	1
TOTAL POSITIONS	46	46	50	53

PERFORMANCE INDICATORS

Input	2020-21 Actual	2021-22 Actual	2022-23 Estimate	2023-24 Budget
Number of Commercial Occupancies	1030	1050	1065	1100
Total staffing	46	46	50	54
Suppression staffing	39	39	42	45
Prevention staffing	2	2	3	3
Support staffing (command/training/admin)	5	5	5	5
Number of fire stations	3	3	3	3
Number of full-time engine companies	3	3	3	3

Workload/Output	2020-21 Actual	2021-22 Actual	2022-23 Estimate	2023-24 Budget
Number of incidents	4516	4516	4848	5187

Unit Responses (# calls for all units responding to all emergencies)	5700	5700	6178	6720
Buildings preplan contacts				
Community Contact (citizen contact)	10000	10000	10656	11500
Fire Inspections Conducted	450	450	350	700
Plan Reviews Completed	260	260	340	400
Training Hours Provided	6144	6144	5320	6750

Efficiency	2020-21 Actual	2021-22 Actual	2022-23 Estimate	2023-24 Budget
Average Drive Time (Minutes)	5.70	5.70	5.70	5.65
% Drive Time < 5 Minutes	30%	30%	31%	31%
% of Buildings Preplanned	100%	100%	100%	100%
% Prevention Contacts	29%	29%	29%	29%
Inspections per Inspector	262/233	262/233	100/250	150/300
Training Hours/Employee	205	205	220	235

Budget	2020-21 Actual	2021-22 Actual	2022-23 Estimate	2023-24 Budget
Personnel	$5,703,001	$6,338,804	$6,164,965	$7,203,711
Supplies	11,647	21,950	21,312	24,412
Utility Services	86,881	121,405	116,500	132,240
Operations Support	375	2,352	4,436	4,436
Staff Support	174,585	161,975	221,490	245,174
City Assistance	21,575	9,198	40,227	30,000
Professional Services	73,052	43,634	70,000	70,000
Maintenance Services	53,861	56,863	82,950	119,743
Other Costs	6,895	66,977	50,000	10,000
Rental/Leasing	0	38,745	28,055	26,720
Operating Equipment	341,500	75,261	121,222	109,080
Capital Outlay	86,409	92,247	487,445	409,500
Total	*$6,559,780*	*$7,029,410*	*$7,408,602*	*$8,385,016*

PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2023-24 Budget will increase 13.2% from the FY 2022-23 year-end estimate. This increase comes from adding 3 new captain positions, promoting 3 Firefighters to Fire Apparatus Operators (FAO) and from anticipated wage adjustments.

PUBLIC SAFETY
EXPENDITURES

	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 CURRENT BUDGET	2022-2023 Y-T-D ACTUAL	2022-2023 PROJECTED YEAR END	2023-2024 CITY ADMIN. RECOMMENDED	2023-2024 ADOPTED BUDGET
FIRE RESCUE							
Personnel Services							
257-511110 Regular	3,739,439	4,018,193	3,996,365	3,115,113	3,750,563	4,558,806	
257-511120 Overtime	341,523	526,827	420,793	524,390	575,000	448,925	
257-511210 Longevity	74,217	79,490	79,121	64,288	67,725	71,631	
257-511220 Clothing Allowance	13,356	13,968	14,340	10,998	13,902	13,443	
257-511230 Certification Allowance	19,705	20,595	59,298	20,100	23,525	55,439	
257-511310 FICA - Employer	308,626	337,665	347,780	268,759	338,950	391,955	
257-511350 TMRS-Employer	678,380	759,114	745,114	571,742	709,579	856,025	
257-511410 Health-Employer	496,330	549,182	651,601	450,338	629,229	706,575	
257-511500 Workers' Compensation	31,424	33,769	95,695	63,367	56,492	100,912	
TOTAL Personnel Services	5,703,001	6,338,804	6,410,107	5,089,095	6,164,965	7,203,711	
Supplies							
257-521000 Operating Supplies	6,943	9,121	6,860	4,223	6,500	7,000	
257-521100 Office Supplies	1,739	1,948	3,332	2,419	3,332	4,000	
257-521200 Medical/Chem Supplies	2,447	9,484	10,736	1,161	9,500	10,736	
257-521300 Motor Veh. Supplies	349	276	980	920	980	1,500	
257-521600 Equip Maint Supplies	168	1,121	1,176	281	1,000	1,176	
TOTAL Supplies	11,647	21,950	23,084	9,003	21,312	24,412	
City Support Services							
Utility Services							
257-533100 Gas Utility Service	5,553	5,243	6,860	3,228	4,000	6,860	
257-533200 Electric Utility Service	24,659	29,946	24,500	19,352	24,500	28,000	
257-533320 Telephone/Air Cards	2,778	494	5,880	1,012	5,500	5,880	
257-533330 Telephone/Internet	556	5,486	0	3,543	5,000	0	
257-533410 Water Utility Service	8,943	9,408	9,800	8,539	12,500	11,500	
257-533500 Vehicle Fuel	44,393	70,828	98,000	47,535	65,000	80,000	
TOTAL Utility Services	86,881	121,405	145,040	83,209	116,500	132,240	
Operations Support							
257-534200 Printing & Binding	375	2,352	4,436	131	4,436	4,436	
TOTAL Operations Support	375	2,352	4,436	131	4,436	4,436	
Staff Support							
257-535100 Uniforms	88,976	72,326	127,913	65,919	127,000	125,000	
257-535210 Employee Recognition-Morale	4,035	5,658	4,606	4,600	6,000	7,500	
257-535300 Memberships	1,750	1,396	3,724	1,931	2,750	3,724	
257-535400 Publications	1,969	2,966	2,450	54	2,400	2,450	
257-535500 Training/Travel	66,845	72,761	73,500	44,261	72,000	91,500	
257-535510 Meeting Expenses	3,475	2,854	2,940	2,935	3,500	5,000	
257-535600 Professional Certification	7,535	4,013	7,840	6,972	7,840	10,000	
TOTAL Staff Support	174,585	161,975	222,973	126,672	221,490	245,174	

PUBLIC SAFETY
EXPENDITURES

	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 CURRENT BUDGET	2022-2023 Y-T-D ACTUAL	2022-2023 PROJECTED YEAR END	2023-2024 CITY ADMIN. RECOMMENDED	2023-2024 ADOPTED BUDGET
City Assistance							
257-537800 Community Outreach	21,575	9,198	40,227	22,979	40,227	30,000	
TOTAL City Assistance	21,575	9,198	40,227	22,979	40,227	30,000	
Professional Services							
257-541300 Other Professional Services	73,052	43,634	72,328	27,954	70,000	70,000	
TOTAL Professional Services	73,052	43,634	72,328	27,954	70,000	70,000	
Fund Charges/Transfers							
Maintenance Services							
257-551400 Minor & Other Equip Maint	(457)	0	1,470	214	1,250	750	
257-551800 Other maintenance agreement	27,234	43,472	39,200	27,587	39,200	75,795	
257-551810 Maintenance Agr. - Radios	12,320	13,020	18,698	10,180	18,000	18,698	
257-551900 Construction	14,764	371	24,500	0	24,500	24,500	
TOTAL Maintenance Services	53,861	56,863	83,868	37,981	82,950	119,743	
Other Costs							
257-554200 Deployment-Reimb-TIFMAS	6,895	66,977	9,800	48,439	50,000	10,000	
TOTAL Other Costs	6,895	66,977	9,800	48,439	50,000	10,000	
Debt Service							
Rental/Leasing							
257-561200 Lease/Purchase Payments	0	38,745	26,460	28,055	28,055	26,720	
TOTAL Rental/Leasing	0	38,745	26,460	28,055	28,055	26,720	
Operating Equipment							
257-571000 Furniture & Fixtures	15,861	6,903	7,840	167	7,840	15,000	
257-571200 Vehicles & Access. LESS $5,00	76,281	10,645	16,990	7,548	16,500	9,800	
257-571300 Computer & Periphe. < $5000	15,961	4,059	10,182	609	10,182	7,840	
257-571310 Computer Software	11,894	4,420	7,840	1,836	3,000	7,840	
257-571400 Communication Equip LESS $500	158,950	8,561	9,800	3,678	9,800	9,800	
257-571600 Police/Fire/Medical Equipment	49,371	28,855	69,480	9,009	69,000	53,900	
257-571800 Equipment under $5,000	13,182	11,818	4,900	3,066	4,900	4,900	
TOTAL Operating Equipment	341,500	75,261	127,032	25,914	121,222	109,080	
Capital Outlay							
257-581200 Vehicles & Access. Over $5,00	35,924	94,384	293,045	0	293,045	324,500	
257-581400 Communication Equip Over $500	163	0	95,904	5,065	95,900	55,000	
257-581600 Donation-Expense	457	(2,137)	1,000	0	0	0	
257-581800 Equipment Over $5,000	49,865	0	98,500	9,690	98,500	30,000	
TOTAL Capital Outlay	86,409	92,247	488,449	14,755	487,445	409,500	
TOTAL FIRE RESCUE	6,559,780	7,029,410	7,653,804	5,514,188	7,408,602	8,385,016	

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

DEPARTMENT DESCRIPTION

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

GOALS AND OBJECTIVES

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

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

ACCOMPLISHMENTS

- Successfully implemented CityView a new permitting/planning/Code Enforcement software which has improved the service to customers, transparency, and efficiency on all development projects.

- Focus on training opportunities for staff. Staff attended various continuing education classes virtually related to building code regulations, the Master Exam Prep Class for Plumbing, Coaching and Teambuilding Skills for Managers and Supervisors, ADA Accessibility Training, various webinars for inspector training, and training.

- Updated the website with the implementation of the CityView software related to permits, inspections, code complaints, and items related to construction projects.

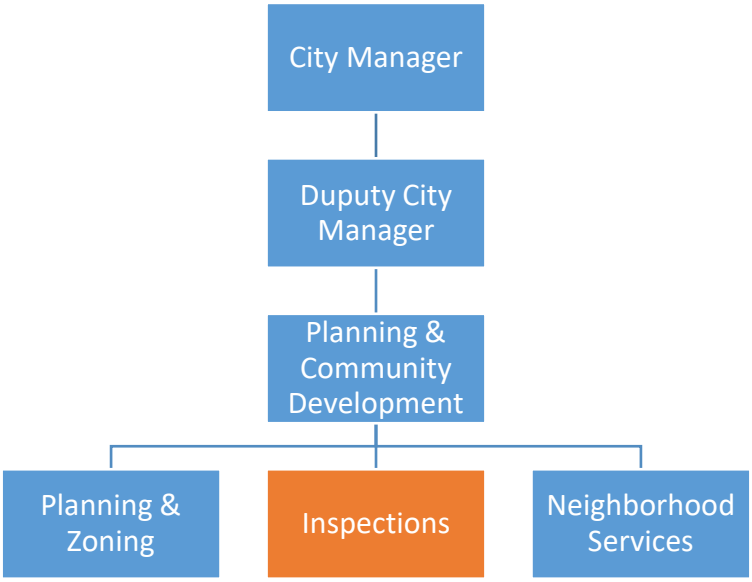
- Promoted the yearly program to raise awareness for Building Safety Month which included safety tips on the city social media site and an article in the Schertz Magazine as well as meet and greets at Lowe's.

- Implemented the new CityView customer portal which is a one stop shop for contractor and citizen communications for submitting permits, make payments, request online inspections.

- Continued to provide flexibility in meeting types by offering in-person or virtual meetings through Microsoft Teams to continue daily business with contractors and developers.

- Increased the use of the Residential Video Inspection Program which allows residents, contractors, and the city inspectors the ability to conduct virtual inspections on certain building projects.

ORGANIZATIONAL CHART



INSPECTIONS	2020-21 Actual	2021-22 Actual	2022-23 Estimate	2023-24 Budget
Dir. of Planning & Comm. Dev.	1	1	1	1
Administrative Assistant	1	1	1	1
Chief Building Official	1	1	1	1
Plans Examiner	1	1	2	2
Building Inspector	5	5	5	5
Permit Technician	2	2	3	3
Development Specialists	1	1	1	1
TOTAL POSITIONS	12	12	14	14

PERFORMANCE INDICATORS

Workload/Output	2020-21 Actual	2021-22 Actual	2022-23 Estimate	2023-24 Budget
New Residential Construction	286	186	150	150
New Commercial Construction	15	23	16	16
Reroof Permits	302	533	400	400
Accessory/Temporary Building Permits	39	38	100	100
Deck/Patio Permits	105	96	190	190
Sign Permits	96	50	50	50
Other Permits	1,701	1,202	3,090	3,090
Mechanical Permits	688	566	500	500
Electric Permits	700	378	225	225
Plumbing Permits	1,122	437	750	750
Total Permit/License/Fee Revenue	$1,960,572	$1,943,766	$2,571,494	$2,571,494

Effectiveness	2020-21 Actual	2021-22 Actual	2022-23 Estimate	2023-24 Budget
Standard Inspections (i.e. framing) and Re-Inspections	12,538	10,809	13,302	12,000

Budget	2020-21 Actual	2021-22 Actual	2022-23 Estimate	2023-24 Budget
Personnel	$884,169	$923,679	$1,012,201	$1,237,876
Supplies	2,548	2,116	3,228	4,560
Utility Services	5,659	6,385	6,000	7,200
Operations Support	176	31	833	850
Staff Support	20,210	20,765	45,497	49,025
Professional Services	32,988	57,900	58,000	70,000
Operating Equipment	1,202	571	10,005	900
Capital Outlay	27,381	0	43,750	0
Total	*$974,333*	*$1,011,446*	*$1,179,514*	*$1,370,411*

PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2023-24 Budget increases 16.2% from the FY 2022-23 year-end estimate with the anticipated wage adjustments.

PUBLIC SAFETY
EXPENDITURES

	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 CURRENT BUDGET	2022-2023 Y-T-D ACTUAL	2022-2023 PROJECTED YEAR END	2023-2024 CITY ADMIN. RECOMMENDED	2023-2024 ADOPTED BUDGET
INSPECTIONS							
Personnel Services							
258-511110 Regular	609,349	629,928	735,923	562,207	691,390	847,516	
258-511120 Overtime	6,418	12,111	12,179	8,001	12,179	13,312	
258-511210 Longevity	11,506	11,692	11,710	11,888	11,888	13,075	
258-511230 Certification Allowance	1,781	2,700	2,116	2,685	2,210	2,738	
258-511310 FICA - Employer	46,519	48,098	58,249	43,155	54,902	67,021	
258-511350 TMRS-Employer	101,286	105,600	124,798	91,154	114,934	146,372	
258-511410 Health-Employer	105,488	111,534	144,722	89,454	121,327	145,728	
258-511500 Workers' Compensation	1,822	2,015	2,053	3,770	3,371	2,114	
TOTAL Personnel Services	884,169	923,679	1,091,750	812,314	1,012,201	1,237,876	
Supplies							
258-521000 Operating Supplies	569	813	1,274	874	1,274	1,000	
258-521100 Office Supplies	1,034	820	582	343	582	2,400	
258-521300 Motor Vehicle Supplies	322	241	882	99	882	660	
258-521600 Equip Maint Supplies	623	242	490	475	490	500	
TOTAL Supplies	2,548	2,116	3,228	1,791	3,228	4,560	
City Support Services							
Utility Services							
258-533500 Vehicle Fuel	5,659	6,385	8,232	5,830	6,000	7,200	
TOTAL Utility Services	5,659	6,385	8,232	5,830	6,000	7,200	
Operations Support							
258-534200 Printing & Binding	176	31	833	217	833	850	
TOTAL Operations Support	176	31	833	217	833	850	
Staff Support							
258-535100 Uniforms	5,279	4,675	8,722	3,142	8,722	11,000	
258-535300 Memberships	285	280	750	50	750	725	
258-535400 Publications	2,225	2,128	2,352	599	2,352	2,400	
258-535500 Training/Travel Staff	7,965	9,718	26,935	10,662	26,935	33,000	
258-535510 Meeting Expenses	799	1,868	1,862	859	1,862	1,900	
258-535600 Professional Certification	3,657	2,096	4,876	1,598	4,876	0	
TOTAL Staff Support	20,210	20,764	45,497	16,910	45,497	49,025	
City Assistance							

PUBLIC SAFETY
EXPENDITURES

	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 CURRENT BUDGET	2022-2023 Y-T-D ACTUAL	2022-2023 PROJECTED YEAR END	2023-2024 CITY ADMIN. RECOMMENDED	2023-2024 ADOPTED BUDGET
Professional Services							
258-541300 Other Consl/Prof Services	32,988	57,900	68,600	4,950	58,000	70,000	
TOTAL Professional Services	32,988	57,900	68,600	4,950	58,000	70,000	
Maintenance Services							
Rental/Leasing							
Operating Equipment							
258-571000 Furniture & Fixtures	1,202	571	6,407	7,005	7,005	900	
258-571300 Computer & Periphe. < $5,000	0	0	3,000	300	3,000	0	
TOTAL Operating Equipment	1,202	571	9,407	7,305	10,005	900	
Capital Outlay							
258-581200 Vehicles & Access. Over $5,00	27,381	0	43,750	0	43,750	0	
TOTAL Capital Outlay	27,381	0	43,750	0	43,750	0	
TOTAL INSPECTIONS	974,332	1,011,446	1,271,297	849,316	1,179,514	1,370,411	

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

DEPARTMENT DESCRIPTION

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

The Neighborhood Services Division – Environmental Health focuses on inspection services to promote public health and uses health safety best practices to ensure compliance with state and local health codes to include, but not limited to, food establishments, all public and semi-public aquatic facilities, and responds to complaints and concerns.

GOALS AND OBJECTIVES

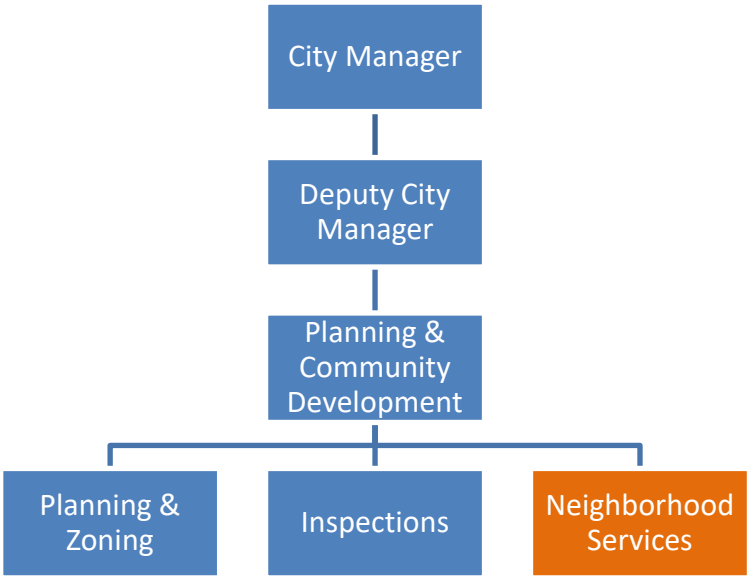
- Build a sense of community by closing gaps between needs and resources.
- Help increase a feeling of safety through proactive property maintenance inspections.
- Fostering collaborative partnerships between neighbors through our Good Neighbor Program and practices.
- Encourage and improve property maintenance in residential and commercial areas through proactive engagement.
- Build additional service programs to support the community.
- Work hand-in-hand with community stakeholders to increase and maintain a high quality of life by increasing our property maintenance program.
- Provide and seek interdepartmental assistance to support the community needs working alongside Planning, Building Inspections, Public Works, Parks, Police and Library.
- Seek grants to support community programs.

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

ACCOMPLISHMENTS

- Successfully worked with the Love Where You Live volunteers to help over 160 residents to remediate code violations.
- Worked with Public Affairs to brand the Division and post programs on social media including reels and testimonial videos.
- Attended public events such as Healthy Home event and Moving on Main to help build relationships with the community.
- Connected residents with community resources for a major home repair.
- Increased division presence in the community earning trust and improving our accessibility to support residents in property maintenance projects.
- Created a community tool shed with the assistance of SACADA grant which added to the tool shed inventory.
- Coordinated the Cibolo Creek Clean up event with other jurisdictions on removing over 20 tons of trash and debris from the watershed within our community.
- Created the Graffiti Abatement Program (GAP) to address the increase of graffiti in our city.
- Continue to collaborate with city departments on events to ensure the health and safety of food vendors and promote the Neighborhood Services Department.

ORGANIZATIONAL CHART



NEIGHBORHOOD SERVICES	2020-21 Actual	2021-22 Actual	2022-23 Estimate	2023-24 Budget
Neighborhood Services Manager	1	1	1	1
Neighborhood Services Specialists	0	0	1	1
Code Enforcement Officer	3	3	3	3
Sanitarian	1	1	1	1
TOTAL POSITIONS	5	5	6	6

PERFORMANCE INDICATORS

Workload/Output	2020-21 Actual	2021-22 Actual	2022-23 Estimate	2023-24 Budget
Code Enforcement Cases	NA	3,002	3,400	3,800
Other Permit (food/foster/pool)	NA	215	215	230
Health Inspections	NA	265	280	290

Budget	2020-21 Actual	2021-22 Actual	2022-23 Estimate	2023-24 Budget
Personnel	NA	$326,231	$371,966	$444,238
Supplies	NA	4,568	9,289	9,950
Utility Services	NA	4,853	6,000	6,500
Operations Support	NA	31	1,500	1,700
Staff Support	NA	14,051	29,061	33,100
Professional Services	NA	0	1,225	2,450
Maintenance Services	NA	9,025	24,700	30,000
Operating Equipment	NA	1,159	6,456	450
Capital Outlay	NA	0	76,000	0
Total	*NA*	*$359,918*	*$526,197*	*$528,388*

PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2023-24 Budget increases 0.4% from the FY 2022-23 year-end estimate. Fewer capital purchases almost offset the anticipated wage adjustments.

PUBLIC SAFETY
EXPENDITURES

	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 CURRENT BUDGET	2022-2023 Y-T-D ACTUAL	2022-2023 PROJECTED YEAR END	2023-2024 CITY ADMIN. RECOMMENDED	2023-2024 ADOPTED BUDGET
NEIGHBORHOOD SERVICES							
Personnel Services							
259-511110 Regular	0	229,018	249,371	219,716	258,228	305,443	
259-511120 Overtime	0	2,535	6,910	4,399	6,910	7,778	
259-511210 Longevity	0	1,480	1,886	2,145	2,145	1,896	
259-511220 Clothing Allowance	0	1,469	0	0	0	0	
259-511230 Certification Allowance	0	2,025	1,445	1,775	1,950	1,445	
259-511310 FICA - Employer	0	17,387	20,280	16,807	20,596	24,173	
259-511350 TMRS-Employer	0	41,502	43,450	34,888	43,118	52,794	
259-511410 Health-Employer	0	29,506	43,891	28,626	36,827	49,677	
259-511500 Worker' Compensation	0	1,310	970	2,192	2,192	1,032	
TOTAL Personnel Services	0	326,231	368,203	310,546	371,966	444,238	
Supplies							
259-521000 Operating Supplies	0	1,027	873	589	1,023	1,300	
259-521040 Operating Supplies-Creek Clea	0	0	5,375	4,746	5,375	5,500	
259-521100 Office Supplies	0	976	930	152	980	1,200	
259-521300 Motor Vehicle Supplies	0	447	1,176	57	1,176	850	
259-521600 Equip Maint Supplies	0	2,118	735	385	735	1,100	
TOTAL Supplies	0	4,568	9,089	5,929	9,289	9,950	
Utility Services							
259-533500 Vehicle Fuel	0	4,853	8,624	3,801	6,000	6,500	
TOTAL Utility Services	0	4,853	8,624	3,801	6,000	6,500	
Operations Support							
259-534200 Printing & Binding	0	31	3,351	93	1,500	1,700	
TOTAL Operations Support	0	31	3,351	93	1,500	1,700	
Staff Support							
259-535100 Uniforms	0	5,053	6,076	3,310	6,076	7,300	
259-535300 Memberships	0	275	441	400	441	1,100	
259-535400 Publications	0	0	980	248	980	1,200	
259-535500 Training/Travel	0	6,818	16,319	10,008	18,719	22,500	
259-535510 Meeting Expenses	0	947	980	421	980	1,000	
259-535600 Professional Certification	0	958	1,865	553	1,865	0	
TOTAL Staff Support	0	14,051	26,661	14,940	29,061	33,100	
City Assistance							

PUBLIC SAFETY
EXPENDITURES

	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 CURRENT BUDGET	2022-2023 Y-T-D ACTUAL	2022-2023 PROJECTED YEAR END	2023-2024 CITY ADMIN. RECOMMENDED	2023-2024 ADOPTED BUDGET
Professional Services							
259-541300 Other Consl/Prof Services	0	0	2,450	0	1,225	2,450	
TOTAL Professional Services	0	0	2,450	0	1,225	2,450	
Maintenance Services							
259-551700 Abatement/Lot Cleaning	0	9,025	14,700	2,214	14,700	15,000	
259-551750 Abatement-Graffiti	0	0	10,000	7,367	10,000	15,000	
TOTAL Maintenance Services	0	9,025	24,700	9,581	24,700	30,000	
Operating Equipment							
259-571000 Furniture & Fixtures < $5,000	0	285	2,869	2,922	2,922	450	
259-571300 Computer & Periphe. < $5,000	0	0	3,550	3,534	3,534	0	
259-571800 Equipment Less $5,000	0	874	0	0	0	0	
TOTAL Operating Equipment	0	1,159	6,419	6,456	6,456	450	
Capital Outlay							
259-581200 Vehicles & Access. Over $5,00	0	0	76,000	0	76,000	0	
TOTAL Capital Outlay	0	0	76,000	0	76,000	0	
TOTAL NEIGHBORHOOD SERVICES	0	359,918	525,496	351,347	526,197	528,388	
TOTAL PUBLIC SAFETY	17,489,515	18,633,808	21,204,743	15,301,459	20,671,256	23,553,629	

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

DEPARTMENT DESCRIPTION

The Street Division provides high quality essential services in design, construction, inspection, and renovation of streets to provide safe and sustainable transportation infrastructure. The Streets division's service-oriented focus is to offer innovative customer service while being fiscally sustainable, the division evaluates affordable and efficient options for providing street maintenance service, including support for community service opportunities.

GOALS AND OBJECTIVES

- Apply preventative maintenance strategies to extend the life of City streets and reduce unscheduled maintenance.

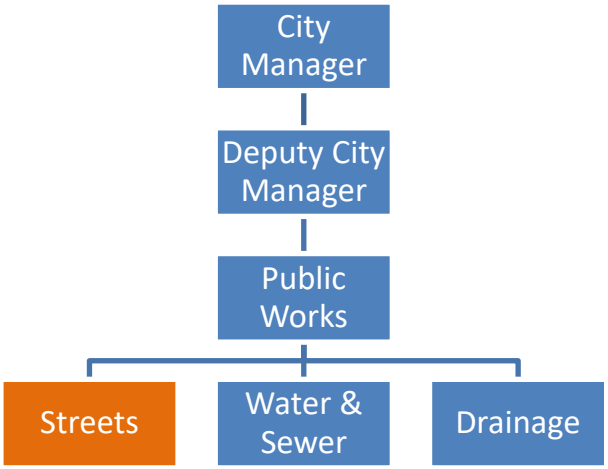
- Plan, design, construct, inspect, operate, and maintain traffic functions including traffic control devices, crosswalk signals, street resurfacing and rehabilitation, streetlights, street signs, street sweeping and street pavement markings.

- Emphasize safety to reduce preventable accidents.

- Provide proactive services such as traffic counts and speed information on specific streets as requested to improve community traffic conditions and safety.

- Develop and execute a systems management approach to street maintenance plans, pothole patching, crack sealing, and sidewalk repair/construction.

ORGANIZATIONAL CHART



STREETS	2020-21 Actual	2021-22 Actual	2022-23 Estimate	2023-24 Budget
Director	1	1	1	1
Assistant Director	1	1	1	0
Streets/Drainage Manager	1	1	1	1
Street Superintendent	1	1	1	1
Street Supervisor	1	1	1	1
Street Worker II	5	5	5	5
Street Worker I	7	7	7	7
Traffic Signal & Sign Technician	2	2	2	2
TOTAL POSITIONS	17	17	17	16

PERFORMANCE INDICATORS

Workload/Output	2020-21 Actual	2021-22 Actual	2022-23 Estimate	2023-24 Budget
Street Sweeping hours	2173	1624	1900	1900
Number of signs produced	1207	1100	1100	1250
Quantity of asphalt purchased (tons)	482	1565	500	1600
Special projects (Hours)	1433	692	700	750

Street centerline miles	165	172	180	185

Efficiency	2020-21 Actual	2020-21 Actual	2021-22 Estimate	2023-24 Budget
Annual cost to operate street sweepers (operators and fuel)	120,500	120,500	125,000	135,000
Cost per ton of asphalt	45	45	65	75
Approved daily budget expenditures for operation	5,583	5,583	8,165	9,630

Effectiveness	2020-21 Actual	2021-22 Actual	2022-23 Estimate	2023-24 Budget
Hours spent on roadway maintenance	3788	4757	2400	5000

Budget	2020-21 Actual	2021-22 Actual	2022-23 Estimate	2023-24 Budget
Personnel	$815,232	$815,232	$1,012,792	$1,107,287
Supplies	100,222	100,222	157,950	178,850
City Support	133	133	6,000	5,880
Utility Services	188,189	188,189	195,000	196,000
Staff Support	18,944	18,944	22,200	22,050
Professional Services	12,495	12,495	16,000	30,380
Maintenance Services	213,778	213,778	485,500	725,790
Rental/Leasing	2,612	2,612	5,000	4,900
Operating Equipment	30,581	30,581	6,000	6,370
Capital Outlay	31,623	31,623	160,975	310,000
Total	*$1,413,809*	*$1,413,809*	*$2,067,417*	*$2,587,507*

PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2023-24 Budget will increase 25.2% from the FY 2022-23 year-end estimate. Personnel increases with anticipated wage adjustments while staff has engaged contractors to resurface streets for the next year. Also being purchased is a asphalt lay down machine and a new truck.

PUBLIC ENVIRONMENT
EXPENDITURES

	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 CURRENT BUDGET	2022-2023 Y-T-D ACTUAL	2022-2023 PROJECTED YEAR END	2023-2024 CITY ADMIN. RECOMMENDED	2023-2024 ADOPTED BUDGET
STREETS							
Personnel Services							
359-511110 Regular	513,176	619,433	712,687	505,044	615,450	757,045	
359-511120 Overtime	15,870	16,292	18,192	13,694	18,192	18,717	
359-511210 Longevity	12,628	18,070	18,628	19,979	18,341	14,068	
359-511230 Certification Allowance	1,985	3,116	2,873	2,416	2,835	1,724	
359-511310 FICA - Employer	40,486	48,988	56,290	40,770	50,094	59,273	
359-511350 TMRS-Employer	90,140	107,865	123,059	83,625	104,869	132,016	
359-511410 Health-Employer	119,622	130,197	152,310	101,643	137,108	167,787	
359-511500 Workers' Compensation	21,325	23,541	23,248	44,047	39,381	22,596	
TOTAL Personnel Services	815,232	967,503	1,107,287	811,218	986,270	1,173,226	
Supplies							
359-521000 Operating Supplies	3,791	3,650	3,675	1,673	3,675	3,900	
359-521050 Operating Supplies-Sign	27,714	47,361	58,800	22,665	58,800	85,000	
359-521052 Operating Supplies-Dept Sign	0	4,991	9,800	1,310	9,800	10,780	
359-521055 Operating Supplies-StreetMain	65,470	66,131	88,200	62,478	88,200	105,750	
359-521100 Office Supplies	179	818	3,675	1,843	3,675	3,675	
359-521200 Medical/Chem Supplies	1,980	1,725	4,900	2,964	4,900	6,900	
359-521300 Motor Veh. Supplies	1,087	2,557	9,800	4,689	9,800	10,000	
TOTAL Supplies	100,222	127,233	178,850	97,621	178,850	226,005	
City Support Services							
359-532800 EMPLOYEE APPRECIATION EVENTS	133	3,772	5,880	2,305	5,880	6,500	
TOTAL City Support Services	133	3,772	5,880	2,305	5,880	6,500	
Utility Services							
359-533200 Electric Utility Service	149,738	174,545	137,200	126,263	175,000	192,500	
359-533410 Water Utility Service	144	0	0	0	0	0	
359-533500 Vehicle Fuel	38,307	56,267	58,800	34,637	58,800	60,000	
TOTAL Utility Services	188,189	230,811	196,000	160,900	233,800	252,500	
Operations Support							
Staff Support							
359-535100 Uniforms	12,447	12,841	14,210	7,349	14,210	11,400	
359-535500 Training/Travel	5,279	10,736	7,840	5,550	7,840	10,500	
359-535510 Meeting Expenses	1,141	414	0	0	0	500	
359-535600 Professional Certification	77	0	0	0	0	0	
TOTAL Staff Support	18,944	23,991	22,050	12,898	22,050	22,400	

PUBLIC ENVIRONMENT
EXPENDITURES

	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 CURRENT BUDGET	2022-2023 Y-T-D ACTUAL	2022-2023 PROJECTED YEAR END	2023-2024 CITY ADMIN. RECOMMENDED	2023-2024 ADOPTED BUDGET
City Assistance							
Professional Services							
359-541310 Contractual Services	12,495	49,232	30,380	2,535	30,380	30,380	
TOTAL Professional Services	12,495	49,232	30,380	2,535	30,380	30,380	
Maintenance Services							
359-551400 Minor & Other Equip Maint	316	0	490	47	490	1,250	
359-551600 Outsourced Street Maintenance	213,462	238,256	642,000	502	642,000	650,000	
359-551650 Sidewalk Maintenance	0	85,928	83,300	19,680	83,300	90,000	
TOTAL Maintenance Services	213,778	324,184	725,790	20,229	725,790	741,250	
Debt Service							
Rental/Leasing							
359-561100 Rental-Equipment	2,612	4,285	4,900	848	4,900	6,000	
TOTAL Rental/Leasing	2,612	4,285	4,900	848	4,900	6,000	
Operating Equipment							
359-571000 Furniture & Fixtures	236	112	1,470	0	1,470	2,000	
359-571200 Vehicles & Access under $5,00	1,190	0	0	0	0	0	
359-571750 Street Crossing Minor Imprvmn	22,517	28,337	0	12,415	12,415	0	
359-571800 Equipment under $5,000	6,638	7,098	4,900	1,611	4,900	4,900	
TOTAL Operating Equipment	30,581	35,547	6,370	14,026	18,785	6,900	
Capital Outlay							
359-581200 Vehicles & Access. Over $5,00	31,623	0	51,250	0	75,000	0	
359-581800 Equipment Over $5,000	0	160,045	258,750	275,245	280,000	255,000	
TOTAL Capital Outlay	31,623	160,045	310,000	275,245	355,000	255,000	
TOTAL STREETS	1,413,809	1,926,603	2,587,507	1,397,826	2,561,705	2,720,161	
TOTAL PUBLIC ENVIRONMENT	1,413,809	1,926,603	2,587,507	1,397,826	2,561,705	2,720,161	

DEPARTMENT: 460 PARKS, RECREATION AND COMMUNITY SERVICES

FUND: 101 GENERAL FUND

DEPARTMENT DESCRIPTION

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

GOALS AND OBJECTIVES

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

- Continue to expand our internal, recreation services program through our Music & Movies in the Park series, restructuring of our established special events, and introduction of more adult-oriented sports opportunities.

- Continue to expand our nature park educational opportunities through more organized, structured site tours and programming accomplished through partnerships with the Friends of Crescent Bend Nature Park, members of the local birding community, and the local school district (SCUCISD).

ORGANIZATIONAL CHART

PARKS, RECREATION & COMMUNITY SERVICES	2020-21 Actual	2021-22 Actual	2022-23 Estimate	2023-24 Budget
Director of Parks, Recreation & Community Services	1	1	1	1
Administrative Assistant	1	1	1	1
Recreation Coordinator	0	0	1	1
Parks Manager	1	1	1	1
Park Maintenance Crew Supervisor	1	1	1	1
Park Maintenance Technician I	5	5	8	8
Park Worker I, Part Time	1	1	1	1
Seasonal Park Workers	1	1	1	1
Recreation Manager	1	1	1	1
Recreation Specialist	1	1	1	1
TOTAL POSITIONS	13	13	17	17

PERFORMANCE INDICATORS

Workload/Outputs	2020-21 Actual	2021-22 Actual	2022-23 Estimate	2023-24 Budget
Total Acres of Park Land Managed	425.31	425.31	438.97	438.97
Total Acres of City Campuses Managed	36.03	36.03	36.03	36.03
Total Acres of Land Managed Per FTE	76.89	76.89	79.17	79.17
Total Miles of Trails Managed	25	25	25	25.6
Special Events, Programs & Parades	50	49	81	100

Efficiency	2020-21 Actual	2021-22 Actual	2022-23 Estimate	2023-24 Budget
Acres of Contractual Mowing	119.40	123.09	123.09	123.09
Acres of Athletic Association Maintenance	70.02	70.02	70.02	70.02
Hours of Volunteer Service	800	500	543	500
Hours of Athletic Association Service	1,200	1,200	1,200	1,200

Effectiveness	2020-21 Actual	2021-22 actual	2022-23 Estimate	2023-24 Budget
Cost Benefit for Athletic Association Field Maintenance	$550,000	$550,000	$550,000	$550,000
Cost Benefit for Volunteer Hours	$12,000	$12,000	$12,000	$12,000
Special Event Attendance	15,000	23,000	25,847	26,000
Program Participants	370	370	859	1,000
League Participants	320	320	461	500
Youth Sports Registrations (BVYA & SYSA)	3,800	3,800	3,800	3,800

Budget	2020-21 Actual	2020-21 Actual	2021-22 Estimate	2022-23 Budget
Personnel	$669,997	$729,138	$986,615	$1,112,260
Supplies	122,154	98,309	122,268	94,680
City Support Services	153,879	167,763	194,664	194,300
Utility Services	260,988	246,900	250,880	276,000
Operations Support	1,049	1,044	980	1,000

Staff Support	15,958	18,938	23,638	25,819
Professional Services	146,145	149,267	214,107	194,987
Maintenance Services	76,649	12,985	13,785	17,400
Rental/Leasing	10,038	7,007	9,800	10,000
Operating Equipment	52,345	33,792	72,715	73,015
Capital Outlay	152,667	128,377	478,154	385,000
Total	*$1,661,869*	*$1,593,522*	*$2,367,606*	*$2,384,461*

PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2023-24 Budget will increase 0.7% from the FY 2022-23 year-end estimate. Personnel increases from the anticipated wage adjustment is mostly offset by fewer park improvements with the completion of existing projects.

PARKS & RECREATION
EXPENDITURES

	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 CURRENT BUDGET	2022-2023 Y-T-D ACTUAL	2022-2023 PROJECTED YEAR END	2023-2024 CITY ADMIN. RECOMMENDED	2023-2024 ADOPTED BUDGET
PARKS							
Personnel Services							
460-511110 Regular	440,047	478,242	632,489	520,795	645,083	718,635	
460-511120 Overtime	19,562	22,929	26,866	21,200	26,000	28,495	
460-511210 Longevity	3,208	5,140	2,318	3,560	3,560	3,662	
460-511230 Certification Allowance	4,337	6,243	4,740	4,039	4,133	6,291	
460-511310 FICA - Employer	34,462	37,932	50,973	40,771	51,926	57,905	
460-511350 TMRS-Employer	74,854	83,669	106,803	83,826	108,706	123,776	
460-511410 Health-Employer	88,767	89,582	143,450	100,199	138,173	165,332	
460-511500 Workers' Compensation	4,760	5,400	8,173	10,076	9,034	8,164	
TOTAL Personnel Services	669,997	729,138	975,812	784,466	986,615	1,112,260	
Supplies							
460-521000 Operating Supplies	34,029	33,037	32,095	29,612	41,000	34,000	
460-521100 Office Supplies	2,038	2,078	1,470	2,241	2,500	3,000	
460-521200 Medical/Chem Supplies	3,254	6,194	4,018	3,638	4,018	6,500	
460-521300 Motor Vehicle Supplies	532	1,381	490	1,061	1,380	1,500	
460-521310 Landscaping Supplies-Parks	38,610	21,887	18,130	18,311	18,130	26,180	
460-521315 Landscaping Supplies-Campus	32,273	28,328	22,050	14,855	22,050	14,000	
460-521400 Plumbing Supplies	11,208	5,007	32,700	4,845	32,700	9,000	
460-521610 Building Maintenance Supplies	211	397	490	302	490	500	
TOTAL Supplies	122,154	98,309	111,443	74,865	122,268	94,680	
City Support Services							
460-532601 Holidazzle	54,351	34,137	34,300	35,435	35,435	36,000	
460-532604 4th of July Jubilee	47,254	42,445	34,300	33,694	45,000	45,000	
460-532619 Schertz Young Leaders	2,142	7,411	9,800	6,832	6,699	10,000	
460-532620 Sweetheart Scholarships	4,000	4,500	4,410	2,094	8,500	3,000	
460-532626 Other Events	25,370	65,872	76,578	70,490	78,000	78,000	
460-532629 MOVING ON MAIN	13,964	10,519	11,760	11,920	12,030	12,300	
460-532800 Music, Movies in the Park	6,798	2,880	9,800	5,102	9,000	10,000	
TOTAL City Support Services	153,879	167,763	180,948	165,567	194,664	194,300	
Utility Services							
460-533200 Electric Utility Service	74,419	86,562	74,480	62,354	74,480	76,000	
460-533410 Water Utility Service	174,257	137,702	156,800	135,889	156,800	175,000	
460-533500 Vehicle Fuel	12,312	22,637	19,600	15,689	19,600	25,000	
TOTAL Utility Services	260,988	246,900	250,880	213,932	250,880	276,000	
Operations Support							
460-534100 Advertising	927	831	980	705	980	1,000	
460-534800 Temporary Empl. Services	123	213	980	0	0	0	
TOTAL Operations Support	1,049	1,044	1,960	705	980	1,000	

PARKS & RECREATION
EXPENDITURES

	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 CURRENT BUDGET	2022-2023 Y-T-D ACTUAL	2022-2023 PROJECTED YEAR END	2023-2024 CITY ADMIN. RECOMMENDED	2023-2024 ADOPTED BUDGET
Staff Support							
460-535100 Uniforms	7,519	6,983	7,051	7,304	7,304	9,565	
460-535300 Memberships	1,864	1,913	1,593	2,023	2,023	1,632	
460-535500 Training/Travel	5,401	9,003	9,800	12,811	12,811	13,122	
460-535510 Meeting Expenses	1,175	1,039	833	1,422	1,500	1,500	
TOTAL Staff Support	15,958	18,938	19,277	23,561	23,638	25,819	
City Assistance							
Professional Services							
460-541300 Other Consl/Prof Services	26,913	11,606	5,880	22,694	25,000	5,880	
460-541310 Contract Services	119,233	137,661	189,107	37,683	189,107	189,107	
TOTAL Professional Services	146,145	149,267	194,987	60,377	214,107	194,987	
Maintenance Services							
460-551100 Building Maintenance	14,443	2,366	2,450	2,330	2,450	2,500	
460-551400 Minor & Other Equip Maint	7,373	4,674	4,900	4,965	4,965	5,000	
460-551600 Street Maintenance Materials	51,183	0	0	0	0	0	
460-551618 Veteran's Memorial Maint.	3,650	3,199	3,920	2,904	3,920	7,400	
460-551710 Landscaping	0	2,746	2,450	2,071	2,450	2,500	
TOTAL Maintenance Services	76,649	12,985	13,720	12,270	13,785	17,400	
Rental/Leasing							
460-561100 Rental-Equipment	10,038	7,007	9,800	7,236	9,800	10,000	
TOTAL Rental/Leasing	10,038	7,007	9,800	7,236	9,800	10,000	
Operating Equipment							
460-571700 Improvements under $5,000	39,194	24,368	58,015	44,696	58,015	58,015	
460-571800 Equipment under $5,000	13,151	9,425	14,700	6,228	14,700	15,000	
TOTAL Operating Equipment	52,345	33,792	72,715	50,924	72,715	73,015	
Capital Outlay							
460-581200 Vehicles & Access. Over $5,00	0	0	87,500	29,990	87,500	120,000	
460-581700 Improvements Over $5,000	141,028	118,347	376,115	48,071	375,115	250,000	
460-581800 Equipment Over $5,000	11,639	10,030	17,000	15,539	15,539	15,000	
TOTAL Capital Outlay	152,667	128,377	480,615	93,600	478,154	385,000	
TOTAL PARKS	1,661,869	1,593,522	2,312,157	1,487,503	2,367,606	2,384,461	

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

DEPARTMENT DESCRIPTION

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

GOALS AND OBJECTIVES

- Maintain and develop aquatic programs designed to educate our citizens and to meet the needs of our expanding community.

- Maintain a high quality of pool maintenance while providing excellent aquatic recreation and leisure service programs.

- Incorporate management oversight of the Schertz Aquatics Center in order to expand the availability of recreational and health/well-being programming and provide year-round access to same.

ORGANIZATIONAL CHART

PERFORMANCE INDICATORS

Workload/Outputs	2020-21 Actual	2021-22 Actual	2022-23 Estimate	2023-24 Budget
Revenue per year Outdoor Pools	$28,275	$25,000	$25,000	$28,500
Days open per year Outdoor Pools	72	72	72	72
Daily Admissions Pickrell Pool	$21,545	$22,024	$22,024	$22,000
Total Attendance Pickrell Pool	9,736	11,651	11,651	11,000
Season Pool Pass Sales	$6,730	$6,495	$6,495	$4,000
Total Attendance Schertz Aquatics Ctr	78,000	78,000	78,000	78,000

Efficiency	2020-21 Actual	2021-22 Actual	2022-23 Estimate	2023-24 Budget
Cost per resident for Pool Operations (Includes Schertz Aquatics Center	$14.25	$14.25	$14.25	$13.16

Budget	2020-21 Actual	2021-22 Actual	2021-22 Estimate	2022-23 Budget
Supplies	$23,107	$27,389	$27,350	$27,000
Utility Services	22,616	24,788	24,700	25,500
Maintenance Services	490,950	537,096	542,052	542,052
Total	*$536,674*	*$589,274*	*$594,102*	*$594,552*

PROGRAM JUSTIFICATION AND ANALYSIS

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

PARKS & RECREATION
EXPENDITURES

	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 CURRENT BUDGET	2022-2023 Y-T-D ACTUAL	2022-2023 PROJECTED YEAR END	2023-2024 CITY ADMIN. RECOMMENDED	2023-2024 ADOPTED BUDGET
SWIM POOL							
Personnel Services							
Supplies							
463-521000 Operating Supplies	3,806	5,491	4,410	4,198	4,410	5,000	
463-521200 Chem/Med/Lab Supplies	17,459	20,092	17,640	6,629	20,000	19,000	
463-521600 Equip Maint Supplies	1,842	1,805	2,940	649	2,940	3,000	
TOTAL Supplies	23,107	27,389	24,990	11,476	27,350	27,000	
City Support Services							
Utility Services							
463-533200 Electric Utility Service	14,916	17,093	9,800	9,777	17,000	18,000	
463-533410 Water Utility Service	7,701	7,695	6,370	5,636	7,700	7,500	
TOTAL Utility Services	22,616	24,788	16,170	15,413	24,700	25,500	
Operations Support							
Staff Support							
Professional Services							
Maintenance Services							
463-551100 Building Maintenance	(2)	0	0	0	0	0	
463-551400 Minor & Other Equip Maint	9,418	7,289	9,800	5,385	9,800	9,800	
463-551700 Contract Maintenance	481,534	529,807	529,864	284,983	532,252	532,252	
TOTAL Maintenance Services	490,950	537,096	539,664	290,368	542,052	542,052	
Rental/Leasing							
Operating Equipment							
Capital Outlay							
TOTAL SWIM POOL	536,674	589,274	580,824	317,257	594,102	594,552	

DEPARTMENT: PARKS AND RECREATION
DIVISION: 464 EVENT FACILITIES
FUND: 101 GENERAL FUND

DEPARTMENT DESCRIPTION

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

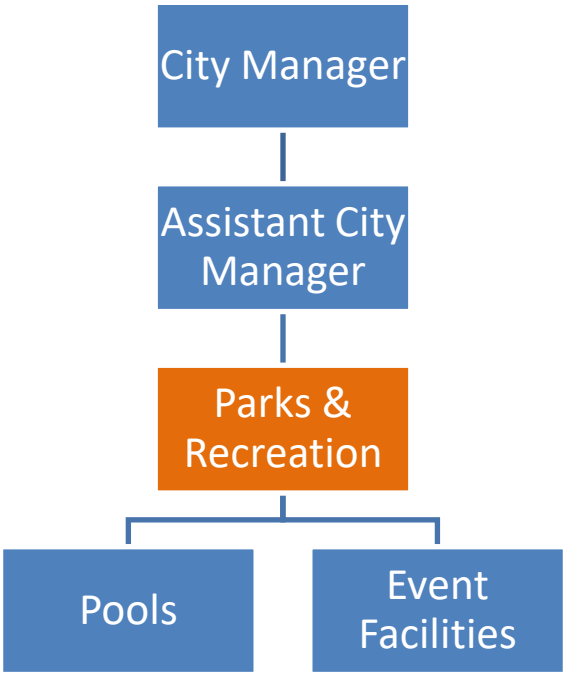
GOALS AND OBJECTIVES

- Promotes community involvement by attracting public events such as fundraisers, tradeshows/conventions, and performing arts events.

- Promotes high quality of life for residents and other customers by providing an affordable, friendly, and safe gathering place for special events.

- Promotes relationships with surrounding cities, businesses, organizations, and citizens by offering audio/video capabilities and attractive, flexible and diverse use of venue space through upgrades in technology and building improvements.

ORGANIZATIONAL CHART



EVENT FACILITIES	2020-21 Actual	2021-22 Actual	2022-23 Estimate	2023-24 Budget
Civic Center Manager	1	1	1	1
Civic and Community Centers Coordinator	1	1	1	1
Event Attendant	2	2	4	4
P/T Event Attendant	2	2	1	1
TOTAL POSITIONS	6	6	7	7

PERFORMANCE INDICATORS

Workload/Output	2020-21 Actual	2021-22 Actual	2022-23 Estimate	2023-24 Budget
Number of events booked	837	808	1020	1100
Number of events cancelled	128	137	200	150
Number of facility tours	250	300	300	300
Number of web inquiries answered	126	209	300	150

Efficiency	2020-21 Actual	2021-22 Actual	2022-23 Estimate	2023-24 Budget
Revenue	198.771	422,262	390.000	300,000
Comp'd Value	55,000	123,000	38,000	30,000

Effectiveness	2020-21 Actual	2021-22 Actual	2022-23 Estimate	2023-24 Budget
Tradeshows/conventions	9	11	15	17
Customer satisfaction Rating	95%	95%	90%	100%

Budget	2020-21 Actual	2021-22 Actual	2022-23 Estimate	2023-24 Budget
Personnel Services	$216,037	$320,975	$397,610	$421,581
Supplies	5,606	4,361	4,236	4,410
Utility Services	40,363	47,276	63,394	65,779
Operations Support	30,114	2,789	20,000	6,650
Staff Support	2,362	2,894	5,139	5,191
Professional Services	907	0	0	0
Maintenance Services	5,641	4,173	2,450	2,450
Operating Equipment	6,745	12,532	10,780	10,780
Total	*$307,775*	*$395,000*	*$503,609*	*$576,841*

PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2023-24 Budget will increase 14.5% from the FY 2022-23 year-end estimate for the anticipated wage adjustments.

PARKS & RECREATION
EXPENDITURES

	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 CURRENT BUDGET	2022-2023 Y-T-D ACTUAL	2022-2023 PROJECTED YEAR END	2023-2024 CITY ADMIN. RECOMMENDED	2023-2024 ADOPTED BUDGET
EVENT FACILITIES							
Personnel Services							
464-511110 Regular	155,721	222,924	261,922	225,592	277,239	291,357	
464-511120 Overtime	790	5,585	5,558	4,375	5,558	5,884	
464-511210 Longevity	3,467	3,979	6,301	7,033	6,571	6,472	
464-511230 Certification Allowance	0	0	0	50	0	0	
464-511310 FICA - Employer	12,178	17,430	20,926	17,909	22,137	23,215	
464-511350 TMRS-Employer	24,664	37,836	44,834	44,056	46,342	50,701	
464-511410 Health-Employer	18,940	32,929	37,030	28,578	39,275	39,882	
464-511500 Workers' Compensation	277	291	4,012	548	488	4,070	
TOTAL Personnel Services	216,037	320,975	380,583	328,142	397,610	421,581	
Supplies							
464-521000 Operating Supplies	4,814	3,419	3,136	1,313	3,136	3,136	
464-521050 Ancillary Products	166	375	490	435	450	490	
464-521100 Office Supplies	626	567	784	550	650	784	
TOTAL Supplies	5,606	4,361	4,410	2,298	4,236	4,410	
Utility Services							
464-533100 Gas Utility Service	696	1,209	1,058	999	1,394	1,058	
464-533200 Electric Utility Service	32,673	40,169	39,200	44,620	50,000	55,000	
464-533410 Water Utility Service	6,429	4,800	6,860	7,552	11,000	8,721	
464-533500 Vehicle Fuel	565	1,099	1,470	763	1,000	1,000	
TOTAL Utility Services	40,363	47,276	48,588	53,935	63,394	65,779	
Operations Support							
464-534100 Advertising	989	1,409	3,920	0	1,000	1,000	
464-534200 Printing & Binding	1,527	182	1,470	31	500	500	
464-534550 Business Meetings/Networking	0	0	108	0	500	150	
464-534800 Temporary Empl. Services	27,599	1,199	9,800	14,953	18,000	5,000	
TOTAL Operations Support	30,114	2,789	15,298	14,984	20,000	6,650	
Staff Support							
464-535100 Uniforms	462	1,039	1,470	1,782	1,800	1,500	
464-535300 Memberships	243	249	270	294	294	500	
464-535500 Training/Travel	1,478	1,450	2,891	391	2,800	2,891	
464-535510 Meeting Expenses	179	156	245	168	245	300	
TOTAL Staff Support	2,362	2,894	4,876	2,635	5,139	5,191	
Professional Services							
464-541300 Professional Services	907	0	0	0	0	0	
TOTAL Professional Services	907	0	0	0	0	0	

PARKS & RECREATION
EXPENDITURES

	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 CURRENT BUDGET	2022-2023 Y-T-D ACTUAL	2022-2023 PROJECTED YEAR END	2023-2024 CITY ADMIN. RECOMMENDED	2023-2024 ADOPTED BUDGET
Maintenance Services							
464-551800 Other Maintenance Agreements	5,641	4,173	2,450	0	2,450	2,450	
TOTAL Maintenance Services	5,641	4,173	2,450	0	2,450	2,450	
Rental/Leasing							
Operating Equipment							
464-571000 Furniture and Fixtures < $500	1,014	1,682	980	281	980	980	
464-571401 Audio/Visual Equipment	264	0	0	0	0	0	
464-571500 Operating Equipment <$5,000	5,467	10,849	9,800	3,843	9,800	9,800	
TOTAL Operating Equipment	6,745	12,532	10,780	4,124	10,780	10,780	
Capital Outlay							
464-581200 Vehicles & Access. Over $5,00	0	0	0	0	0	60,000	
TOTAL Capital Outlay	0	0	0	0	0	60,000	
TOTAL EVENT FACILITIES	307,775	395,000	466,985	406,118	503,609	576,841	

DEPARTMENT: 665 LIBRARY
FUND: 101 GENERAL FUND

DEPARTMENT DESCRIPTION

The Schertz Public Library:

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

2023-24 GOALS

- Every year the library pursues the following goals:
    - Improve the collection and acceptable items-to-customer ratio by adding titles in a variety of formats. Focus will continue to be on collections with high turnover rates, e.g., bestsellers, DVDs, graphic novels, beginning readers, etc., with an additional focus in FY24 on providing new types of circulating items, e.g., games, activity kits, and read-along audiobooks.

  - Weed the collection according to schedule in order to enhance and update collections.
  - Review and update policies and procedures with an eye toward providing excellent customer-focused service, inclusion, and efficiency in service delivery.

- Specific goals for FY23-24:
  - Complete full implementation of in-house laptop circulation program.
  - Upgrade catalog search station hardware.
  - Purchase additional mobile hot spots to expand hot spot circulation program.
  - Replace classroom all-in-one computers with new laptops.
  - Add additional fitness and wellness classes to the adult programming schedule.
  - Add additional literacy-based and/or STEAM programs for youth and teens to the youth programming schedule.
  - Add additional ESL courses throughout the year.
  - Continue working on the home-bound initiative with Neighborhood Services.
  - Establish a core collection of circulating Experience Kits for adults and youth.
  - Work with IT to research and install a public address system to ensure a smoother deployment of emergency preparedness procedures.
  - Purchase an interactive computer table to engage youth in educational, multi-player games.
  - Improve web site navigation and organization for increased engagement and a better user experience.

2022-23 HIGHLIGHTS AND ACCOMPLISHMENTS

Received Texas Municipal Library Directors 2022 Achievement in Excellence Award for demonstrating consistent excellence and outstanding contributions to public library services within our community. Out of 518 Texas public libraries, only 73 received this award.

Operations and Collections

- Added approximately 9,000 new and replacement items to library's physical collections and withdrew more than 3,000 dated, worn, lost and damaged items from library's physical collections.
- Became an Affiliate Library with Family Search for genealogy research.
- Established new core collection of 200 Read-Along audiobooks for children.
- Transitioned in-house use board game collection to a circulating collection.

- Completed upgrade of PC reservation system to CloudNine for more streamlined patron and guest access to public computers.
- Re-established circulating mobile hot spot program.
- Added Weiss Financial to our electronic resources.

Programming

Programming in FY23 saw a complete return to in-person programming.

- More than 7,600 people attended 334 programs in the first half of FY2023, a 34% increase in attendance over the same timeframe in FY22. Programs included weekly story times, outreach events, health programs, STEM and game programs, genealogy presentations, retirement planning presentations, book clubs, craft sessions, poetry programs, seasonal reading programs, tech help, and tech demonstration programs.
- Tech Help by Appointment program implemented June 2023.
- Began offering weekly math and reading tutoring with the support of certified teacher volunteers.
- Created a revised/simpler summer reading program for Schertz Area Sr. Center and Forest Ridge Assisted Living Community
- Offered 2 8-week sessions of ESL classes.
- Added strength training and Mindfulness Meditation programs to adult wellness programming.
- Implemented passive programming called *Spice Up Your Life* kits that contain a small amount of the monthly spice, three recipes, and information about the spice.

Outreach and Partnerships

- Continued to partner with the Texas State Library to provide service as a Texas Talking Books Program Demo Library.
- Continued to place a bi-weekly rotating children's book collection in the memory care unit of the Legacy at Forest Ridge Retirement Community.
- Continued to partner with SCUCISD for various programs and activities including Family Night literacy programs, school visits, a program for ALE students, SCUC's Special Education Resource Fair, the district's Bilingual/ESL/LOTE program to provide a family event at the library with over 250 people in attendance. The library also hosts on-the-job training students weekly from Clemens HS.
- Continued partnerships and event participation with other City departments, including Movin' on Main and the Library's Discovery Garden with Parks & Rec; a Hygiene Kit Drive with Neighborhood Services; participation in PD's homeless intervention committee; tech and reading programs and a Large Print collection at the Schertz Sr. Center; and HR's Health & Wellness Fair to promote library resources and services to city employees.

- Partnered with various organizations to provide programming and services to the community including TexasRxCard for discount medications cards; National Alliance on Mental Illness for programs, workshops and support groups; AACOG; Texas Medicare Solutions for Medicare programs; Texas Dispute Resolution Center (TDRC) for free legal advice clinics; South Texas Blood and Tissue for a blood drive; Native Plant Society for gardening program; and YMCA for Story & Swim, Story & Song, and holiday programs.
- Offered 2 8-week parenting workshops in partnership with Boysville and offered monthly Baby & Me story time at Boysville for teen moms in foster care.
- Offered a 6-week afterschool coding program in partnership with iCode Cibolo.
- Offered a Zoom presentation for a Classical Conversations Homeschool Class on internet searching and library databases.
- Partnered with a local dialysis dietician to offer educational programming on self-care management for prevention of chronic kidney disease.
- Partnered with the Legacy at Forest Ridge on our 1st Adopt a Grandparent for the Holidays program.

ORGANIZATION CHART

LIBRARY	2020-21 Actual	2021-22 Actual	2022-23 Estimate	2023-24 Budget
Library Director	1	1	1	1
Librarian	3	3	3	3
Library Technician	2	2	2	2
Library Assistant	3	3	3	3
Library Assistant (20 hours)	7	7	9	9
Library Assistant (10 hours)	2	4	2	2

Programming Specialist (20 hours)	1	1	2	2
Library Page (10 hours)	2	0	0	0
Temp Part-time Library Clerk (Unfunded)	0	0	1	1
TOTAL POSITIONS	21	21	23	23

PERFORMANCE INDICATORS

Input	2020-21 Actual	2021-22 Actual	2022-23 Estimate	2023-24 Budget
Service population (determined by TSLAC)	116,207	121,698	121,698	125,000
Total Staffing FTE	14.0	14.0	15.0	15.0
Circulation Staffing FTE	9.0	9.0	9.5	9.5
Total Operating Budget	$1,040,278	$1,144,684	$1,288,728	$1,386,218
Total Materials Collection	149,956	155,715	160,000	166,000
Registered Borrowers	30,291	29,612	30,000	30,000
Materials Budget	$125,472	$129,952	$157,000	$166,000

Workload/Output	2020-21 Actual	2021-22 Actual	2022-23 Estimate	2023-24 Budget
Circulation per Capita	2.42	2.95	2.96	2.90
Library Visits per Capita	0.79	1.29	1.58	1.56
Program Attendance per Capita	0.02	0.03	0.12	0.12
Collection Turnover Rate	1.88	2.31	2.25	2.19
Total Circulation	281,659	359,425	360,000	363,000
Total Library Visits	91,291	157,428	192,000	195,000
Total Program Attendance				

Efficiency	2020-21 Actual	2021-22 Actual	2022-23 Estimate	2023-24 Budget
Cost per Person Served	$8.95	$9.41	$10.59	$
Cost per Circulation	$3.63	$3.18	$3.58	$
Circulation per Circulation FTE	31,295	39,936	37,895	38,211

Effectiveness	2020-21 Actual	2021-22 Actual	2022-23 Estimate	2023-24 Budget
Percentage of Service Population With Library Cards	26.07%	24.33%	24.65%	24.00%
Materials Expenditures per Capita	$1.08	$1.07	$1.29	$1.16

Materials Expenditures as a Percentage of Operating Budget (striving for 15% min.)	12.06%	11.35%	12.18%	12.0%
Items per Capita (striving to meet 1.53 items per capita standard)	1.29	1.28	1.31	1.33

Budget	2020-21 Actual	2021-22 Actual	2022-23 Estimate	2023-24 Budget
Personnel Services	$847,827	$911,988	$991,044	$1,101,378
Supplies	11,347	11,205	18,500	22,500
Utility Services	48,117	63,622	61,600	64,000
Operations Support	2,168	4,808	3,700	5,700
Staff Support	3.655	6,249	7,150	15,740
Professional Services	1,656	2,129	2,194	2,300
Operating Equipment	125,508	144,682	189,540	174,600
Capital Outlay	0	0	15,000	0
Total	*$1,040,278*	*$1,144,684*	*$1,288,728*	*$1,386,218*

PROGRAM JUSTIFICATION AND ANALYSIS

The Library FY 2023-24 Budget increases 7.6% from the FY 2022-23 year-end estimate with the anticipated wage increase. Library materials budget increases $15,000 and is offset in FY 2023-24 by fewer furniture replacements.

CULTURAL
EXPENDITURES

	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 CURRENT BUDGET	2022-2023 Y-T-D ACTUAL	2022-2023 PROJECTED YEAR END	2023-2024 CITY ADMIN. RECOMMENDED	2023-2024 ADOPTED BUDGET
LIBRARY							
Personnel Services							
665-511110 Regular	590,588	643,373	702,528	563,504	691,863	786,060	
665-511120 Overtime	288	293	1,053	528	800	1,053	
665-511210 Longevity	14,401	16,817	17,404	18,067	17,664	18,180	
665-511230 Certification Allowance	1,463	2,310	2,471	2,161	2,580	2,471	
665-511310 FICA - Employer	44,426	48,770	55,288	43,542	54,537	61,735	
665-511350 TMRS-Employer	94,463	100,723	109,556	85,524	114,172	125,385	
665-511410 Health-Employer	101,393	98,795	103,786	79,443	107,910	104,801	
665-511500 Workers' Compensation	805	908	1,633	1,694	1,518	1,693	
TOTAL Personnel Services	847,827	911,988	993,719	794,463	991,044	1,101,378	
Supplies							
665-521000 Operating Supplies	8,930	9,587	15,190	8,987	15,500	19,500	
665-521100 Office Supplies	2,417	1,617	2,940	1,710	3,000	3,000	
TOTAL Supplies	11,347	11,205	18,130	10,697	18,500	22,500	
City Support Services							
Utility Services							
665-533100 Gas Utility Service	2,942	2,552	2,940	2,688	2,600	3,000	
665-533200 Electric Utility Service	33,309	45,398	37,240	32,696	38,000	40,000	
665-533410 Water Utility Service	11,866	15,672	20,580	14,912	21,000	21,000	
TOTAL Utility Services	48,117	63,622	60,760	50,296	61,600	64,000	
Operations Support							
665-534000 Postage	1,916	2,542	2,940	1,984	2,600	3,000	
665-534200 Printing & Binding	252	2,267	1,078	740	1,100	2,700	
TOTAL Operations Support	2,168	4,808	4,018	2,724	3,700	5,700	
Staff Support							
665-535100 Uniforms	429	21	392	0	100	440	
665-535200 Awards	0	172	294	159	200	300	
665-535300 Memberships	1,557	1,336	1,357	1,393	1,550	2,000	
665-535500 Training/Travel	1,567	4,700	5,537	4,308	5,000	12,700	
665-535510 Meeting Expenses	103	20	294	249	300	300	
TOTAL Staff Support	3,655	6,249	7,874	6,109	7,150	15,740	
Professional Services							
665-541365 Courier/Delivery Services	1,656	2,129	2,254	0	2,194	2,300	
TOTAL Professional Services	1,656	2,129	2,254	0	2,194	2,300	

CULTURAL
EXPENDITURES

	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 CURRENT BUDGET	2022-2023 Y-T-D ACTUAL	2022-2023 PROJECTED YEAR END	2023-2024 CITY ADMIN. RECOMMENDED	2023-2024 ADOPTED BUDGET
Maintenance Services							
Operating Equipment							
665-571000 Furniture & Fixtures < $5,000	0	14,730	26,460	1,783	27,000	3,600	
665-571400 Library Materials	125,472	129,952	154,780	115,348	157,540	166,000	
665-571600 Donation-Expense	36	0	9,800	1,257	5,000	5,000	
TOTAL Operating Equipment	125,508	144,682	191,040	118,388	189,540	174,600	
Capital Outlay							
665-581400 Library Materials Over $5,000	0	0	15,000	0	15,000	0	
TOTAL Capital Outlay	0	0	15,000	0	15,000	0	
TOTAL LIBRARY	1,040,278	1,144,684	1,292,795	982,676	1,288,728	1,386,218	
TOTAL CULTURAL	1,040,278	1,144,684	1,292,795	982,676	1,288,728	1,386,218	

DEPARTMENT: 853 INFORMATION TECHNOLOGIES (IT)
FUND: 101 GENERAL FUND

DEPARTMENT DESCRIPTION

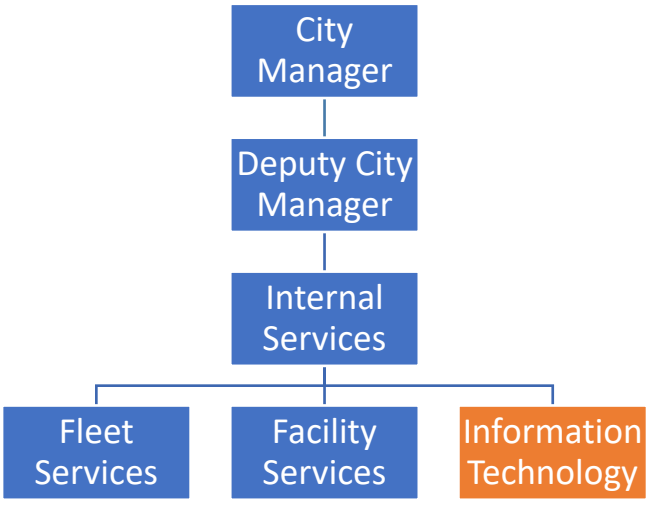
The Information Technologies Dept. is charged with maintaining, operating and securing the City's information assets. These assets form the foundation upon which many of the City's core operations depend. Therefore, this foundation must be reliable, resilient and responsive. To meet these expectations,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

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

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

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

ORGANIZATIONAL CHART



INFORMATION TECHNOLOGY	2020-21 Actual	2021-22 Actual	2022-23 Estimate	2023-24 Budget
Internal Service Director	0	0	0	1
Director	1	1	1	1
Administrative Assistant	1	1	1	1
Senior Systems Administrator	1	1	1	1
Senior Computer Support Engineer	1	1	1	1
Customer Services Technician I	3	3	3	3
Public Safety Administrator	1	1	1	1
Public Safety Technician	0	0	2	2
GIS Administrator	1	1	1	1
GIS Specialist	1	1	2	2
TOTAL POSITIONS	10	10	13	13

Workload	2020-21 Actual	2021-22 Actual	2022-23 Estimate	2023-24 Budget
Average Annual Work Orders Completed	2,550	3,084	3,200	3,200
Average Monthly Hours to Complete Work Orders	1.25	1.5	1.25	1.25
Total Projects	45	62	67	67
Average Monthly Project Hours	620	620	750	750
Total Emails Received	1,122,550	1,116,600	1,239,530	1,239,530
Total Sent Good Email	452,550	454,875	475,000	475,000
Total Teams Meetings	1,675	1,452	1,575	1,575
Total Teams Interoffice Chats	14,500	23,450	25,000	25,000

Efficiency	2020-21 Actual	2021-22 Actual	2022-23 Estimate	2023-24 Budget
% Work Orders Completed 0-1 Day	46%	46%	45%	55%
% Work Orders Completed 2-3 Days	8%	8%	12%	15%
% Work Orders Completed 4-6 Days	11%	11%	11%	10%
% Work Orders Completed 7-10 Days	7%	7%	9%	5%
%Work Orders Completed >11 Days	28%	28%	23%	15%
Average Number of Days to Work Orders				

% Time on GIS Specific Projects	52%	52%	53%	55%
% Time on GIS Customer Assistance	8%	8%	9%	17%
% Time on Training/Conferences	0%	0%	8%	8%
% Time on Non-Department Projects	20%	20%	16%	8%
% Time on Administrative Overhead	20%	20%	14%	12%

Budget	2020-21 Actual	2021-22 Actual	2022-23 Estimate	2023-24 Budget
Personnel	$847,553	$952,715	$1,056,238	$1,165,654
Supplies	4,351	7,620	8,624	8,800
City Support Services	863,873	998,888	1,133,254	1,218,525
Utility Services	318,226	367,727	399,699	422,000
Staff Support	22,059	43,207	87,941	66,100
Professional Services	118,813	1,406	14,900	15,000
Maintenance Services	9,948	9,639	14,700	3,800
Rental/Leasing	3,477	3,346	3,577	0
Operating Equipment	302,387	268,886	273,808	293,500
Capital Outlay	26,889	0	68,050	162,000
Total	*$2,517,577*	*$2,653,434*	*$3,060,791*	*$3,355,379*

PROGRAM JUSTIFICATION AND ANALYSIS

The Information Technology FY 2023-24 Budget increases 9.6% from the FY 2022-23 year-end estimate. The increase is due to the anticipated wage adjustments, contractual software increases, and new server purchases for police officers' virtual terminals.

INTERNAL SERVICE
EXPENDITURES

	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 CURRENT BUDGET	2022-2023 Y-T-D ACTUAL	2022-2023 PROJECTED YEAR END	2023-2024 CITY ADMIN. RECOMMENDED	2023-2024 ADOPTED BUDGET
INFORMATION TECHNOLOGY							
Personnel Services							
853-511110 Regular	571,869	631,166	740,579	592,019	716,745	787,825	
853-511120 Overtime	42,071	44,901	38,173	38,874	39,000	40,004	
853-511210 Longevity	9,389	8,414	9,889	10,347	9,639	9,243	
853-511230 Certificate Allowance	0	600	747	150	0	0	
853-511310 FICA - Employer	46,173	50,263	60,356	47,737	58,552	64,006	
853-511350 TMRS-Employer	101,812	122,700	129,312	89,118	122,576	139,788	
853-511410 Health-Employer	75,140	93,460	129,422	79,386	107,700	123,430	
853-511500 Workers' Compensation	1,100	1,211	1,387	2,267	2,026	1,358	
TOTAL Personnel Services	847,553	952,715	1,109,865	859,898	1,056,238	1,165,654	
Supplies							
853-521100 Office Supplies	2,174	4,136	5,891	3,474	3,430	3,700	
853-521300 Motor Vehicle Supplies	365	13	539	11	539	400	
853-521600 Equip Maint Supplies	1,812	3,471	4,655	2,277	4,655	4,700	
TOTAL Supplies	4,351	7,620	11,085	5,762	8,624	8,800	
City Support Services							
853-532300 Computer Consulting	8,780	0	9,800	4,130	4,000	5,000	
853-532350 Software Maintenance	0	0	50,000	15,257	50,000	0	
853-532355 Software Maint-City Wide	483,520	513,111	550,298	432,717	550,298	662,000	
853-532360 Software Maint-Dept Specific	337,022	475,277	509,219	333,424	520,000	546,525	
853-532400 Computer Fees & Licenses	34,552	10,500	8,956	7,494	8,956	5,000	
TOTAL City Support Services	863,873	998,888	1,128,274	793,022	1,133,254	1,218,525	
Utility Services							
853-533300 Telephone/Land Line	40,258	59,095	54,194	56,888	65,000	70,000	
853-533310 Telephone/Cell Phones	93,249	106,965	92,153	91,373	120,000	125,000	
853-533320 Telephone/Air Cards	92,388	100,306	82,670	75,143	101,000	101,000	
853-533330 Telephone/Internet	91,671	100,563	112,899	72,828	112,899	125,000	
853-533500 Vehicle Fuel	660	798	980	701	800	1,000	
TOTAL Utility Services	318,226	367,727	342,896	296,933	399,699	422,000	
Operations Support							
Staff Support							
853-535100 Uniforms	541	1,351	1,470	1,173	2,100	2,700	
853-535300 Memberships	340	165	490	467	467	1,400	
853-535500 Training/Travel	21,178	41,691	85,374	40,234	85,374	62,000	
TOTAL Staff Support	22,059	43,207	87,334	41,874	87,941	66,100	

INTERNAL SERVICE
EXPENDITURES

	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 CURRENT BUDGET	2022-2023 Y-T-D ACTUAL	2022-2023 PROJECTED YEAR END	2023-2024 CITY ADMIN. RECOMMENDED	2023-2024 ADOPTED BUDGET
Professional Services							
853-541300 Other Consl/Prof Services	118,813	1,406	4,900	3,664	4,900	15,000	
853-541800 IT Services-Web Design/Maint	0	0	21,070	7,938	10,000	0	
TOTAL Professional Services	118,813	1,406	25,970	11,602	14,900	15,000	
Fund Charges/Transfers							
Maintenance Services							
853-551300 Computer Maintenance	9,948	9,639	14,700	12,083	14,700	0	
853-551800 Other Maintenance Agreements	0	0	0	0	0	3,800	
TOTAL Maintenance Services	9,948	9,639	14,700	12,083	14,700	3,800	
Rental/Leasing							
853-561200 Lease/Purchase Payments	3,477	3,346	3,577	1,295	3,577	0	
TOTAL Rental/Leasing	3,477	3,346	3,577	1,295	3,577	0	
Operating Equipment							
853-571000 Furniture & Fixtures	0	1,163	3,637	1,832	1,176	1,500	
853-571300 Computer & Periphe. < $5000	282,527	229,095	222,533	84,359	222,533	237,000	
853-571401 Communication Equip LESS $500	19,860	38,628	36,799	4,565	36,799	40,000	
853-571800 Equipment under $5,000	0	0	13,300	14,041	13,300	15,000	
TOTAL Operating Equipment	302,387	268,886	276,269	104,798	273,808	293,500	
Capital Outlay							
853-581200 Vehicles & Access. > $5000	26,889	0	0	0	0	0	
853-581300 Computer & Periphe. > $5000	0	0	42,550	22,007	42,550	162,000	
853-581800 Equipment Over $5,000	0	0	20,578	20,578	25,500	0	
TOTAL Capital Outlay	26,889	0	63,128	42,584	68,050	162,000	
TOTAL INFORMATION TECHNOLOGY	2,517,577	2,653,434	3,063,098	2,169,850	3,060,791	3,355,379	

DEPARTMENT: 866 HUMAN RESOURCES

FUND: 101 GENERAL FUND

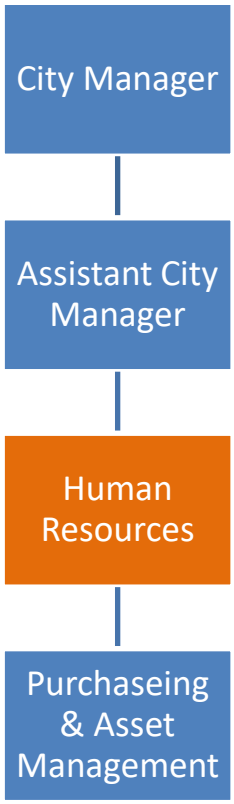
DEPARTMENT DESCRIPTION

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

GOALS AND OBJECTIVES

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

ORGANIZATIONAL CHART



HUMAN RESOURCES	2020-21 Actual	2021-22 Actual	2022-23 Estimate	2023-24 Budget
Director	1	1	1	1
HR Manger	1	1	1	1
Senior Generalist	1	1	1	1
Generalist	1	1	1	1
Human Resources Assistant	1	1	1	1
TOTAL POSITIONS	5	5	5	5

PERFORMANCE INDICATORS

Workload/Output Measures	2020-21 Actual	2021-22 Actual	2022-23 Estimate	2023-24 Budget
Total No. of Employees (Avg.)	430	430	430	460
# Full Time Employees (Avg.)	395	395	380	410
Job Announcements Posted	84	84	110	110
# Applications received	5,288	5,288	5,000	1000 - 3,216 ADP `19
# Full Time Positions Filled	77	77	80	80
# Part Time Positions Filled	11	11	10	10
# Total Turnover	88	88	85	80
# Full Time Turnover	81	81	75	80
# Part Time Turnover	7	7	10	10
# Retirements	6	6	10	12
# FMLA Claims	37	37	40	17 (or request - 30)
# General Training Courses	15	15	15	15
# of tuition reimbursements	24	24	20	20

Budget	2020-21 Actual	2021-22 Actual	2022-23 Estimate	2023-24 Budget
Personnel	$451,403	$443,644	$521,222	$576,770
Supplies	1,055	1,197	828	3,860
Human Services	159,426	156,973	156,129	179,850
Operations Support	4,018	3,298	6,209	22,450
Staff Support	33,547	26,374	48,712	51,950
City Assistance	16,430	18,958	17,500	15,000
Professional Services	0	4,126	520	4,500
Operating Equipment	513	0	490	500
Total	*$666,392*	*$654,569*	*$751,611*	*$854,880*

PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2023-24 Budget will increase 13.7% from the FY 2022-23 year-end estimate from the anticipated wage increases and adding $20,000 in unused employee wellness program funds from FY 2022-23 for future use.

INTERNAL SERVICE
EXPENDITURES

	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 CURRENT BUDGET	2022-2023 Y-T-D ACTUAL	2022-2023 PROJECTED YEAR END	2023-2024 CITY ADMIN. RECOMMENDED	2023-2024 ADOPTED BUDGET
HUMAN RESOURCES							
Personnel Services							
866-511110 Regular	317,331	297,549	341,027	293,123	363,212	386,498	
866-511120 Overtime	139	481	299	459	299	337	
866-511210 Longevity	4,851	4,872	5,482	5,482	5,482	6,142	
866-511230 Certificate Allowance	1,820	3,015	1,743	2,565	2,990	2,863	
866-511310 FICA - Employer	24,118	22,630	26,646	22,398	28,457	30,262	
866-511350 TMRS-Employer	53,000	50,480	57,089	46,749	59,573	66,091	
866-511410 Health-Employer	41,257	49,289	57,183	44,265	60,418	63,927	
866-511500 Workers' Compensation	430	473	620	885	791	650	
866-511600 Unemployment Compensation	8,457	14,855	20,000	0	0	20,000	
TOTAL Personnel Services	451,403	443,644	510,089	415,926	521,222	576,770	
Supplies							
866-521000 Operating Supplies	517	500	3,160	129	142	3,160	
866-521100 Office Supplies	537	697	686	530	686	700	
TOTAL Supplies	1,055	1,197	3,846	659	828	3,860	
Human Services							
866-531100 Pre-employment Check	2,843	2,598	2,450	3,993	4,000	3,000	
866-531150 Interview Expenses	0	1,831	2,450	49	1,500	2,450	
866-531160 COBRA FSA/HSA Adm Services	6,019	6,090	5,880	7,252	8,438	8,400	
866-531170 Broker Services	81,250	75,000	73,500	62,500	75,000	75,000	
866-531200 Medical Co-pay	1,646	2,330	2,940	540	411	3,000	
866-531300 Employee Assistance	9,320	9,421	9,408	7,608	10,030	10,000	
866-531400 Tuition Reimbursement	24,197	15,264	17,640	18,955	17,640	18,000	
866-531500 Employee Wellness Program	20,993	8,116	40,180	15,633	20,000	40,000	
866-531600 Training Classes	13,159	36,323	19,110	13,990	19,110	20,000	
TOTAL Human Services	159,426	156,973	173,558	130,519	156,129	179,850	
City Support Services							
Utility Services							
Operations Support							
866-534100 Advertising	2,631	1,938	19,450	3,158	3,878	19,450	
866-534200 Printing & Binding	1,386	1,360	2,940	1,360	2,331	3,000	
TOTAL Operations Support	4,018	3,298	22,390	4,518	6,209	22,450	
Staff Support							
866-535100 Uniforms	373	360	490	270	490	500	
866-535210 Employee Recognition-Morale	28,417	24,363	27,587	32,329	39,772	40,000	
866-535300 Memberships	2,498	1,217	2,450	1,130	2,450	2,450	
866-535500 Training/Travel	2,258	433	7,840	5,301	6,000	8,000	
866-535510 Meeting Expenses	0	0	0	0	0	1,000	
TOTAL Staff Support	33,547	26,374	38,367	39,029	48,712	51,950	

INTERNAL SERVICE
EXPENDITURES

	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 CURRENT BUDGET	2022-2023 Y-T-D ACTUAL	2022-2023 PROJECTED YEAR END	2023-2024 CITY ADMIN. RECOMMENDED	2023-2024 ADOPTED BUDGET
City Assistance							
866-537100 Medical Services	16,430	18,958	14,700	16,684	17,500	15,000	
TOTAL City Assistance	16,430	18,958	14,700	16,684	17,500	15,000	
Professional Services							
866-541300 Other Consl/Prof Services	0	4,126	4,900	520	520	4,500	
TOTAL Professional Services	0	4,126	4,900	520	520	4,500	
Maintenance Services							
Operating Equipment							
866-571000 Furniture & Fixtures	513	0	490	81	490	500	
TOTAL Operating Equipment	513	0	490	81	490	500	
TOTAL HUMAN RESOURCES	666,392	654,569	768,340	607,936	751,611	854,880	

DEPARTMENT: 868 FINANCE
FUND: 101 GENERAL FUND

DEPARTMENT DESCRIPTION

Prepare monthly financial reports for the City Manager, City Council and City departments. Process all accounts payable and receivable in a timely manner, prepare 1099s, and prepare monthly bank reconciliations. Maintain and process payroll for all city employees. Finance handles unclaimed property and their subsequent disbursements to the individuals or the State. Adopt and update an Investment Policy and strategy annually that follows the Public Funds Investment Act that outlines oversight of investment funds and states the types of investments the city can use. Manage debt service and fixed assets annually. Complete the annual budget and facilitate annual audit and Comprehensive Annual Financial Report. Perform financial forecasting to make better, more informed operational decisions. The Finance Director also oversees the Utility Billing and Municipal Court Divisions.

GOALS AND OBJECTIVES

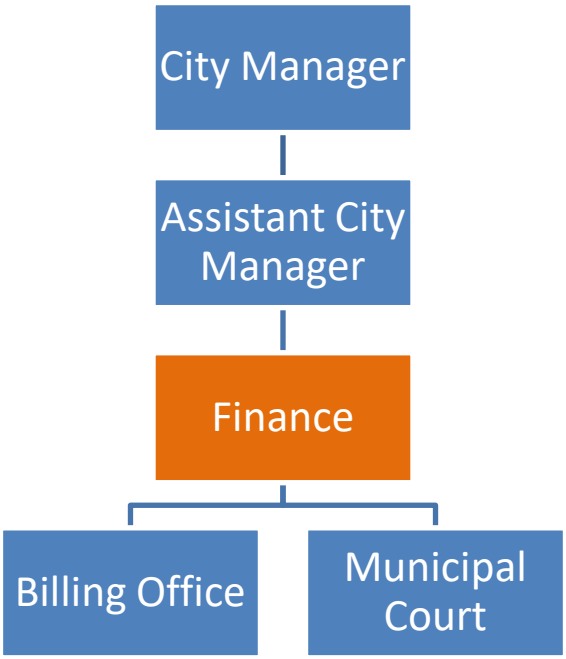
- Provide timely and accurate financial information and reports to the City Manager, City Council, other City departments, citizens, and other agencies so they have the information they need to make operational decisions to keep the city financially sustainable. Reports should be delivered within 30 days of the prior month end.

- Work with departments and key stakeholders to adapt and refine policies and procedures to best utilize new financial software coming in FY 2023-24. The goal will be to increase the effectiveness and efficiency of all financial related operations in the city as a systemwide approach.

- Receive the Government Finance Officers Association Certification of Excellence in Financial Reporting for the 36th consecutive year.

- Improve the 5 year budgeting and forecasting plan for operations and debt management. These tools help maintain the fiscal sustainability of the City.

ORGANIZATIONAL CHART



ACCOUNTING	2020-21 Actual	2021-22 Actual	2022-23 Estimate	2023-24 Budget
Finance Director	1	1	1	1
Assistant Director	1	1	1	1
Senior Accountant	1	1	1	0
Financial Analyst	1	1	1	1
Accountant	1	1	1	2
Senior AP Specialist	1	1	1	1
Administrative Assistant	1	1	1	1
TOTAL POSITIONS	7	7	7	7

PERFORMANCE INDICATORS

Workload/Output	2020-21 Actual	2021-22 Actual	2022-23 Estimate	2023-24 Budget
Accounts payable checks	6,039	6,039	6,200	6,500
Number of Purchase Orders Processed	7,322	7,322	10,000	10,500

Effectiveness	2020-21 Actual	2021-22 Actual	2022-23 Estimate	2023-24 Budget
Certificate of Achievement for Excellence in Financial Reporting, Accumulative	36	36	38	39
Quarterly Financials completed within 30 days	0	0	1	0

Budget	2020-21 Actual	2021-22 Actual	2022-23 Estimate	2023-24 Budget
Personnel	$641,054	$668,782	$719,010	$733,269
Supplies	3,125	2,621	2,646	2,700
Staff Support	3,384	4,347	3,583	4,160
Professional Services	38,884	52,312	50,550	52,500
Operating Equipment	586	280	1,188	300
Total	*$687,033*	*$728,341*	*$776,977*	*$792,929*

PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2023-24 Budget will increase 2.1% from the FY 2022-23 year-end estimate. The anticipated wage increases are partially offset by reclassifying the vacant Senior Accountant position as an Accountant.

INTERNAL SERVICE
EXPENDITURES

	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 CURRENT BUDGET	2022-2023 Y-T-D ACTUAL	2022-2023 PROJECTED YEAR END	2023-2024 CITY ADMIN. RECOMMENDED	2023-2024 ADOPTED BUDGET
FINANCE							
Personnel Services							
868-511110 Regular	441,045	456,877	472,828	392,852	486,336	498,174	
868-511120 Overtime	2,965	1,596	924	1,731	1,800	936	
868-511210 Longevity	10,770	12,117	12,746	14,070	12,776	11,207	
868-511230 Certification Allowance	1,701	2,430	2,528	2,090	2,340	2,528	
868-511310 FICA - Employer	33,586	34,558	37,369	30,182	38,499	39,196	
868-511350 TMRS-Employer	74,547	77,749	80,063	64,680	80,596	85,604	
868-511410 Health-Employer	75,842	82,785	92,037	68,835	95,542	94,783	
868-511500 Workers' Compensation	600	670	868	1,252	1,121	841	
TOTAL Personnel Services	641,054	668,782	699,363	575,692	719,010	733,269	
Supplies							
868-521000 Operating Supplies	2,142	1,961	1,960	1,322	1,960	2,000	
868-521100 Office Supplies	984	660	686	627	686	700	
TOTAL Supplies	3,125	2,621	2,646	1,949	2,646	2,700	
City Support Services							
Utility Services							
Operations Support							
Staff Support							
868-535100 Uniforms	465	354	401	401	401	0	
868-535300 Memberships	1,240	1,010	1,035	240	1,010	1,160	
868-535500 Training/Travel	1,679	2,983	2,619	2,172	2,172	3,000	
TOTAL Staff Support	3,384	4,347	4,055	2,813	3,583	4,160	
Professional Services							
868-541300 Other Consl/Prof Services	16,349	26,727	17,640	13,729	20,000	22,000	
868-541400 Auditor/Accounting Service	19,500	22,000	26,950	10,000	26,950	26,500	
868-541650 Investment Management Fee	3,035	3,586	3,626	3,003	3,600	4,000	
TOTAL Professional Services	38,884	52,312	48,216	26,732	50,550	52,500	
Maintenance Services							
Rental/Leasing							
Operating Equipment							
868-571000 Furniture & Fixtures	250	280	1,188	1,188	1,188	300	
868-571200 Office Equipment	336	0	0	0	0	0	
TOTAL Operating Equipment	586	280	1,188	1,188	1,188	300	
TOTAL FINANCE	687,033	728,341	755,468	608,373	776,977	792,929	

DEPARTMENT: HUMAN RESOURCES
DIVISION: 872 PURCHASING
FUND: 101 GENERAL FUND

DEPARTMENT DESCRIPTION

The Purchasing Department is responsible for managing the Purchasing, Inventory, Property Disposal, Contracts, Grants, Real Property Acquisitions, Risk Management, Worker's Compensation, Property Insurance, and Safety functions for the City.

Purchasing manages all bids, quotes, contracts and agreements, City purchases, warehouse inventory, City property disposal, auctions, grants, fleet vehicle registration and titles, and Real Property acquisitions.

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

GOALS AND OBJECTIVES

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

- Manage, review, and track City contracts and agreements. Notify departments when contracts are expiring.
- Manage the real property acquisition process to include routing of offers for property purchases, and overseeing the offer to closing processes.
- Manage procedures for Capital and Fixed asset inventory and accountability and conduct physical surveys of City property.
- Manage disposal and auction activities for surplus, excess, and damaged City property.
- Manage insurance and Workers Compensation claims and accident/incident reports with immediate response. Gather all information for all incidents involving City property regardless of repair costs. Retain claims, reports and litigation according to the Texas State Records Retention Schedules.
- Program and oversee safety training for employees to minimize accidents and incidents and mitigate risk. Develop and Maintain the City Safety Policy.

ORGANIZATIONAL CHART

PURCHASING	2020-21 Actual	2021-22 Actual	2022-23 Estimate	2023-24 Budget
Purchasing Manager	1	1	1	1
Purchasing Specialist	1	1	1	1
Risk & Safety Specialist	1	1	1	1
TOTAL POSITIONS	3	3	3	3

PERFORMANCE INDICATORS

Workload/Output	2020-21 Actual	2021-22 Actual	2022-23 Estimate	2023-24 Budget
Bids and Proposals Drafted	44	24	20	30
Bids and Proposals Responses	127	57	38	100
Contracts Reviewed	211	97	75	100
Meetings with Vendors	42	22	20	30
Research Requests	135	71	45	100
Workers Comp Claims Processed	84	144	39	100
Accident and Incident Investigated	309	217	150	200
Training Classes Held	6	16	20	20
Vehicles Processed (Titles, Gas Cards, Plates)	422	247	150	300
Fixed Asset Modifications	350	163	150	175
GovDeals Items Processed	148	98	65	75
GovDeals Total Sales	$333,459.74	$25,186.52	$100,000.00	$10,000.00

Budget	2020-21 Actual	2021-22 Actual	2022-23 Estimate	2023-24 Budget
Personnel	$235,535	$260,776	$283,081	$297,911
Supplies	559	1,615	3,720	4,140
City Support Services	378	498	0	0
Utility Services	0	0	800	0
Operating Support	3,757	5,535	6,990	7,600
Staff Support	4,885	6,826	9,436	14,825
City Assistance	1,342	2,108	646	1,490
Operating Equipment	1,457	500	3,700	2,500
Total	*$247,913*	*$277,858*	*$308,373*	*$328,466*

PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2023-24 Budget reflects an increase of 6.5% from the FY 2022-23 year-end estimate to account for training related to new staff certifications and anticipated wage increases.

INTERNAL SERVICE
EXPENDITURES

	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 CURRENT BUDGET	2022-2023 Y-T-D ACTUAL	2022-2023 PROJECTED YEAR END	2023-2024 CITY ADMIN. RECOMMENDED	2023-2024 ADOPTED BUDGET
PURCHASING & ASSET MGT							
Personnel Services							
872-511110 Regular	171,990	185,530	188,467	154,594	193,595	202,403	
872-511120 Overtime	238	173	0	48	75	72	
872-511210 Longevity	4,010	4,418	4,826	5,451	5,034	3,285	
872-511230 Certification Allowance	1,160	1,215	1,120	955	1,170	1,120	
872-511310 FICA - Employer	13,557	14,552	14,857	11,994	15,290	15,816	
872-511350 TMRS-Employer	28,970	30,884	31,831	25,323	32,010	34,541	
872-511410 Health-Employer	15,376	23,748	27,365	24,940	35,478	40,334	
872-511500 Workers' Compensation	233	256	346	480	429	340	
TOTAL Personnel Services	235,535	260,776	268,812	223,785	283,081	297,911	
Supplies							
872-521000 Operating Supplies	334	249	392	277	390	450	
872-521005 Supplies-Inspections	0	2,027	2,940	2,294	2,940	3,000	
872-521100 Office Supplies	225	(661)	392	284	390	450	
872-521300 Motor Veh. Supplies	0	0	0	0	0	240	
TOTAL Supplies	559	1,615	3,724	2,855	3,720	4,140	
City Support Services							
872-532350 Software Maintenance	378	498	0	0	0	0	
TOTAL City Support Services	378	498	0	0	0	0	
Utility Services							
872-533320 Telephone/Air Card	0	0	800	793	800	0	
TOTAL Utility Services	0	0	800	793	800	0	
Operations Support							
872-534100 Advertising	2,273	4,236	5,280	3,207	4,959	5,500	
872-534200 Printing & Binding	0	0	49	31	31	100	
872-534710 Service Fees - GovDeals	0	0	0	500	500	0	
872-534740 Business Memberships	1,484	1,299	1,568	1,404	1,500	2,000	
TOTAL Operations Support	3,757	5,535	6,897	5,142	6,990	7,600	
Staff Support							
872-535100 Uniforms	232	161	294	208	294	325	
872-535300 Memberships	1,236	1,069	1,421	1,469	1,400	2,000	
872-535500 Training/Travel	3,417	5,556	7,840	2,216	7,350	12,000	
872-535510 Meeting Expenses	0	40	392	167	392	500	
TOTAL Staff Support	4,885	6,826	9,947	4,060	9,436	14,825	

INTERNAL SERVICE
EXPENDITURES

	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 CURRENT BUDGET	2022-2023 Y-T-D ACTUAL	2022-2023 PROJECTED YEAR END	2023-2024 CITY ADMIN. RECOMMENDED	2023-2024 ADOPTED BUDGET
City Assistance							
872-537100 Medical Services	1,342	2,108	1,490	840	646	1,490	
TOTAL City Assistance	1,342	2,108	1,490	840	646	1,490	
Professional Services							
Rental/Leasing							
Operating Equipment							
872-571000 Furniture & Fixtures	478	500	2,610	2,610	2,610	2,000	
872-571300 Computer & Periphe. < $5,000	0	0	1,090	1,090	1,090	0	
872-571500 Operating Equipment	979	0	0	0	0	500	
TOTAL Operating Equipment	1,457	500	3,700	3,700	3,700	2,500	
Capital Outlay							
TOTAL PURCHASING & ASSET MGT	247,913	277,858	295,370	241,176	308,373	328,466	

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

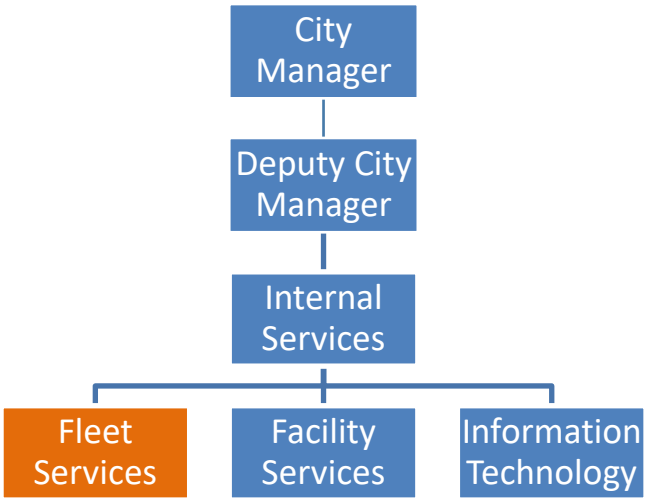
DEPARTMENT DESCRIPTION

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

GOALS AND OBJECTIVES

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

ORGANIZATIONAL CHART



FLEET MAINTENANCE	2020-21 Actual	2021-22 Actual	2022-23 Estimate	2022-23 Budget
Internal Services Director	0	0	1	1
Assistant Director	1	1	0	0
Administrative Assistant	1	1	1	1
Fleet Manager	1	1	1	1
Fleet Crew Supervisor	1	1	1	1
Mechanic	4	4	4	4
Parts/Lube Tech	0	0	1	1
TOTAL POSITIONS	8	8	9	9

PERFORMANCE INDICATORS

Workload/Output	2020-21 Actual	2021-22 Actual	2022-23 Estimate	2023-24 Budget
Work Orders:				
-Police Department vehicles and equipment	471	450	460	460
-EMS vehicles and equipment	449	425	430	434
-Streets vehicles and equipment	213	200	210	208
-Administration vehicles	5	8	0	4
-Animal Control vehicles	46	35	40	41
-Facilities Services vehicles	67	80	75	74
-Fire vehicles and equipment	247	215	230	231
-Fleet Service vehicles	19	25	25	23
-I.T	8	15	10	11
-Inspection vehicles	0	0	0	30
-Marshal Service vehicles	0	0	0	0
-Parks vehicles and equipment	164	120	135	140
-Water & Sewer vehicles and equipment	237	185	190	204
-Utility Billing vehicles	28	40	20	30
-Drainage vehicles and equipment	183	205	195	195
-Economic Development vehicles	4	7	10	7
Engineering vehicles	28	25	25	26
-Purchasing vehicles	2	2	2	2
-Operations (non-asset specific)	16	15	10	14
-Motor Pool vehicles	75	80	65	74
Work Orders(in-house)				
Work Orders(outside vendors)				

Total Work Orders Issued

Efficiency	2020-21 Actual	2021-22 Actual	2022-23 Estimate	2023-24 Budget
Hours Worked				
Public Safety	2369.8	2300	2500	3010
Public Works	1458.3	2000	2200	2600
Administration Vehicles	4.25	5	5	5
Facilities Services Vehicles	64	70	65	70
Fleet Service Vehicles	30.5	35	30	35
I.T	12.1	10	10	10
Inspections vehicles	0	0	0	30
Parks vehicles and equipment	153	165	170	180
Economic Development vehicles	4	5	5	5
Engineering vehicles	44.95	50	55	55
Purchasing vehicles	9	7	7	7
Motor Pool vehicles	54.3	70	65	65
Fleet Operations	220	220	220	220
Total Hours Worked	4424.2	4937	5332	6292

Effectiveness	2020-21 Actual	2021-22 Actual	2022-23 Estimate	2023-24 Budget
% of all vehicles and equipment issues resolved without recall	97%	97%	98%	98%

Budget	2020-21 Actual	2021-22 Actual	2022-23 Estimate	2023-24 Budget
Personnel	$532,884	$512,536	$641,908	$829,076
Supplies	166,116	235,083	252,904	242,350
City Support Services	2,497	4,689	14,500	7,000
Utility Services	8,518	9,420	11,760	12,000
Operations Support	0	30,300	0	0
Staff Support	16,358	28,714	36,540	36,800
Maintenance Services	232,179	230,124	250,760	308,000
Operating Equipment	39,249	20,909	13,720	21,000
Capital Outlay	27,675	145,545	94,256	29,774

Total	*$1,025,476*	*$1,217,320*	*$1,316,348*	*$1,486,000*

PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2023-24 Budget will decrease 12.9% from the FY 2022-23 year-end estimate due to anticipated wage increases and full year funding for the new Internal Services Director position that was created mid-FY 2022-23.

INTERNAL SERVICE
EXPENDITURES

	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 CURRENT BUDGET	2022-2023 Y-T-D ACTUAL	2022-2023 PROJECTED YEAR END	2023-2024 CITY ADMIN. RECOMMENDED	2023-2024 ADOPTED BUDGET
FLEET SERVICE							
Personnel Services							
877-511110 Regular	364,668	341,686	440,662	352,487	440,445	554,675	
877-511120 Overtime	10,638	10,234	17,545	8,435	11,000	21,121	
877-511210 Longevity	3,134	2,812	3,597	3,317	3,317	4,328	
877-511230 Certificate Allowance	1,110	1,928	622	2,470	2,470	2,365	
877-511310 FICA - Employer	28,246	25,879	35,364	27,160	34,978	44,546	
877-511350 TMRS-Employer	59,568	57,194	75,767	52,953	73,226	97,289	
877-511410 Health-Employer	61,064	67,831	100,907	53,310	68,154	95,998	
877-511500 Workers' Compensation	4,458	4,972	7,455	9,293	8,318	8,754	
TOTAL Personnel Services	532,884	512,536	681,919	509,424	641,908	829,076	
Supplies							
877-521000 Operating Supplies	3,480	9,539	11,760	8,203	11,760	12,000	
877-521005 Supplies - Inspection Sticker	2,409	0	0	0	0	850	
877-521100 Office Supplies	556	690	490	447	490	500	
877-521200 Oil Lube Suppl, Chem Supplies	14,304	18,501	17,640	10,486	18,000	19,000	
877-521300 Motor Veh. Supplies	144,427	204,211	229,340	186,620	218,000	205,000	
877-521600 Equip Maint Supplies	939	2,142	2,450	(634)	4,654	5,000	
TOTAL Supplies	166,116	235,083	261,680	205,121	252,904	242,350	
City Support Services							
877-532400 Computer Fees & Licenses	2,497	4,689	10,720	8,419	14,500	7,000	
TOTAL City Support Services	2,497	4,689	10,720	8,419	14,500	7,000	
Utility Services							
877-533500 Vehicle Fuel	8,518	9,420	11,760	8,158	11,760	12,000	
TOTAL Utility Services	8,518	9,420	11,760	8,158	11,760	12,000	
Operations Support							
877-534800 Temporary Empl. Services	0	30,300	0	0	0	0	
TOTAL Operations Support	0	30,300	0	0	0	0	
Staff Support							
877-535100 Uniforms	3,572	4,494	6,140	4,215	7,840	8,000	
877-535200 Awards	0	482	1,350	888	300	300	
877-535500 Training/Travel	12,069	23,722	24,650	14,361	27,900	28,000	
877-535510 Meeting Expenses	717	16	600	399	500	500	
TOTAL Staff Support	16,358	28,714	32,740	19,863	36,540	36,800	

INTERNAL SERVICE
EXPENDITURES

	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 CURRENT BUDGET	2022-2023 Y-T-D ACTUAL	2022-2023 PROJECTED YEAR END	2023-2024 CITY ADMIN. RECOMMENDED	2023-2024 ADOPTED BUDGET
City Assistance							
Professional Services							
Maintenance Services							
877-551000 Outside Fleet Repair	189,071	187,236	223,100	179,980	190,000	250,000	
877-551050 Outside Collision Repair	30,972	30,144	33,320	28,092	33,320	33,000	
877-551100 Building Maintenance	0	0	0	54	0	0	
877-551800 Other Maintenance Agreements	12,136	12,744	27,440	7,054	27,440	25,000	
TOTAL Maintenance Services	232,179	230,124	283,860	215,179	250,760	308,000	
Rental/Leasing							
Operating Equipment							
877-571200 Vehicles & Access. < $5,000	11,221	10,222	13,276	3,592	3,920	10,000	
877-571500 Operating Equipment	28,028	10,687	8,300	2,390	9,800	11,000	
TOTAL Operating Equipment	39,249	20,909	21,576	5,982	13,720	21,000	
Capital Outlay							
877-581200 Vehicles & Access. Over $5,00	21,325	57,428	46,875	0	94,256	0	
877-581500 Equipment Over $5,000	6,350	88,117	0	0	0	29,774	
TOTAL Capital Outlay	27,675	145,545	46,875	0	94,256	29,774	
TOTAL FLEET SERVICE	1,025,476	1,217,320	1,351,130	972,147	1,316,348	1,486,000	

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

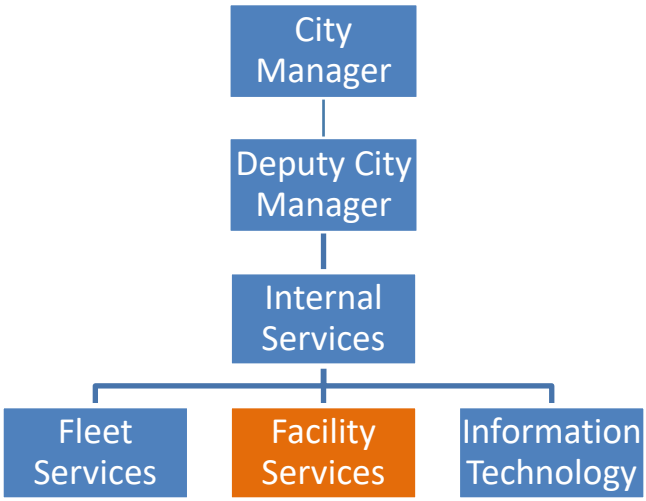
DEPARTMENT DESCRIPTION

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

GOALS AND OBJECTIVES

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

ORGANIZATION CHART



FACILITY SERVICES	2020-21 Actual	2021-22 Actual	2022-23 Estimate	2023-24 Budget
Internal Services Director	0	0	1	1
Assistant Director	0	0	0	0
Facility Services Manager	1	1	1	1
Assistant Facility Services Manager	1	1	1	1
Facilities Leader	1	1	1	1
Facilities Technician	4	2	1	1
Grounds Maintenance Technician	1	1	1	1
HVAC Technician	1	1	1	1
HVAC Apprentice	1	1	1	1
Master Electrician	1	1	1	1
Electric Apprentice	0	1	1	1
Plumber	0	1	1	1
Plumber Apprentice	0	1	1	1
TOTAL POSITIONS	11	11	12	12

PERFORMANCE INDICATORS

Workload/Output	2020-21 Actual	2021-22 Actual	2022-23 Estimate	2023-24 Budget
Square footage maintained	301,656	301,656	301,656	301,656
City Buildings Maintained	27	27	27	27
Completed work orders	238	1560	1800	1800
Internal Pest Control Services	22	35	41	41

Workload/Output	2020-21 Actual	2021-22 Actual	2022-23 Estimate	2023-24 Budget
Electrical Repairs	22	154	178	166
Plumbing Repairs	31	165	190	177
HVAC Repairs	27	93	107	100
Carpentry	17	161	188	175
Misc. / other	119	952	1095	1024

Budget	2020-21 Actual	2021-22 Actual	2022-23 Estimate	2023-24 Budget
Personnel	$767,106	$754,037	$864,312	$990,787
Supplies	57,240	119,148	157,185	168,235
City Support Services	355	0	0	0
Utility Services	185,012	193,501	210,306	213,000
Staff Support	11,542	17,451	20,620	23,200
Professional Services	94,954	148,080	193,904	225,000
Maintenance Services	517,295	367,921	419,440	150,000
Rental Equipment	0	0	490	490
Operating Equipment	2,861	1,704	3,430	3,430
Capital Outlay	27,266	36,557	92,500	288,500
Total	*$1,663,632*	*$1,638,399*	*$1,962,187*	*$2,062,642*

PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2023-24 Budget increases 5.1% from the FY 2022-23 year-end estimates due to anticipated wage adjustments. The building maintenance funds were moved from Maintenance Services to Capital Outlay to better track emergency repairs and routine maintenance versus building renovations and large repair projects.

INTERNAL SERVICE
EXPENDITURES

	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 CURRENT BUDGET	2022-2023 Y-T-D ACTUAL	2022-2023 PROJECTED YEAR END	2023-2024 CITY ADMIN. RECOMMENDED	2023-2024 ADOPTED BUDGET
BUILDING MAINTENANCE							
Personnel Services							
878-511110 Regular	493,589	474,535	532,758	439,750	536,275	600,888	
878-511120 Overtime	12,605	10,763	26,996	8,120	11,000	29,320	
878-511210 Lonegevity	14,169	14,425	12,025	12,512	12,512	13,113	
878-511230 Certification Allowance	854	2,538	3,753	1,945	2,310	2,633	
878-511310 FICA-Employer	36,489	35,002	44,028	32,905	43,000	49,416	
878-511350 TMRS-Employer	84,631	82,909	94,330	74,405	90,020	107,923	
878-511410 Health-Employer	117,259	125,934	153,397	114,046	155,926	174,522	
878-511500 Workman's Compensation	7,510	7,932	12,489	14,912	13,269	12,972	
TOTAL Personnel Services	767,106	754,037	879,776	698,596	864,312	990,787	
Supplies							
878-521000 Operating Supplies	53,044	101,374	125,424	78,744	122,240	130,000	
878-521100 Office Supplies	212	743	735	615	735	735	
878-521200 Medical/Chem Supplies	3,466	3,175	4,556	6,756	12,740	14,000	
878-521315 Landscaping Supplies-Campus	0	13,856	19,600	13,573	20,000	22,000	
878-521600 Equip Maint Supplies	519	0	1,470	75	1,470	1,500	
TOTAL Supplies	57,240	119,148	151,785	99,763	157,185	168,235	
City Support Services							
878-532400 Computer Fees & Licenses	355	0	0	0	0	0	
TOTAL City Support Services	355	0	0	0	0	0	
Utility Services							
878-533100 Gas Utility Service	4,827	9,422	9,800	13,912	16,000	16,000	
878-533200 Electric Utility Service	119,019	134,760	115,640	90,026	134,000	134,000	
878-533410 Water Utility Service	52,465	35,003	53,900	41,112	48,306	50,000	
878-533500 Vehicle Fuel	8,700	14,316	9,800	8,676	12,000	13,000	
TOTAL Utility Services	185,012	193,501	189,140	153,726	210,306	213,000	
Operations Support							
Staff Support							
878-535100 Uniforms	4,818	8,094	6,900	6,623	6,900	10,000	
878-535200 Awards	0	2,766	7,840	4,800	7,840	7,000	
878-535300 Memberships	156	0	0	0	0	0	
878-535500 Training/Travel	5,500	5,917	5,880	3,523	5,880	6,200	
878-535510 Meeting Expense	1,067	674	0	0	0	0	
TOTAL Staff Support	11,542	17,451	20,620	14,946	20,620	23,200	

INTERNAL SERVICE
EXPENDITURES

	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 CURRENT BUDGET	2022-2023 Y-T-D ACTUAL	2022-2023 PROJECTED YEAR END	2023-2024 CITY ADMIN. RECOMMENDED	2023-2024 ADOPTED BUDGET
Professional Services							
878-541310 Contractual Services	94,954	148,080	193,904	122,614	193,904	225,000	
TOTAL Professional Services	94,954	148,080	193,904	122,614	193,904	225,000	
Maintenance Services							
878-551100 Building Maint Misc	246,689	5,290	287,100	81,429	327,100	40,000	
878-551100.Builing Maint Misc - CH	7,619	824	0	395	0	0	
878-551100.Building Maint Misc - ADM	1,002	36,196	0	0	0	0	
878-551100.Building Maint Misc - COMM CT	346	514	0	346	0	0	
878-551100.Building Maint Misc - CIVIC C	2,630	740	0	760	0	0	
878-551100.Building Maint Misc - PD	415	0	0	2,362	0	0	
878-551100.Building Maint Misc - EMS1	577	0	0	355	0	0	
878-551100.Building Maint Misc - FD1	346	0	0	6,476	0	0	
878-551100.Building Maint Misc -F&F/PARK	984	4,928	0	30,822	0	0	
878-551100.Building Maint Misc - 11CP	250	150	0	0	0	0	
878-551100.Building Maint Misc - PW	349	0	0	355	0	0	
878-551100.Building Maint Misc-CHAMBER C	0	0	0	3,484	0	0	
878-551100.Building Maint Misc - SENIOR	766	0	0	346	0	0	
878-551100.Buildings Maint Misc -BORGFEL	1,121	605	0	0	0	0	
878-551100.Building Maint Misc - FD2	437	0	0	650	0	0	
878-551100.Building Maint Misc - LIB	1,883	4,542	0	305	0	0	
878-551100.Building Maint Misc-PICKRELL	349	0	0	355	0	0	
878-551100.Building Maint Misc - FD3	565	0	0	565	0	0	
878-551110.Sitework - CIVIC C	121	0	0	0	0	0	
878-551110.Sitework - CHAMBER CM	0	0	0	402	0	0	
878-551110.Sitework - FD2	1,742	0	0	0	0	0	
878-551110.Sitework - YMCA	0	1,174	0	0	0	0	
878-551110.Sitework - AAC	0	40,000	0	0	0	0	
878-551120.Roofing - ADM	275	0	0	0	0	0	
878-551120.Roofing - CIVIC C	0	0	0	688	0	0	
878-551120.Roofing - FD1	625	0	0	2,265	0	0	
878-551120.Roofing - CHAMBER CM	225	0	0	0	0	0	
878-551120.Roofing - SENIOR C	0	0	0	962	0	0	
878-551120.Roofing - BORGFELD	2,760	0	0	0	0	0	
878-551120.Roofing - EMS4	0	425	0	0	0	0	
878-551120.Roofing - YMCA	2,350	2,650	0	0	0	0	
878-551120.Roofing - SOCCER C	3,025	0	0	0	0	0	
878-551130 Plumbing - Misc.	2,304	889	30,000	23,367	20,000	40,000	
878-551130.Plumbing - CH	893	9,458	0	0	0	0	
878-551130.Plumbing - ADM	3,019	243	0	0	0	0	
878-551130.Plumbing - COMM CTR	2,348	1,574	0	0	0	0	
878-551130.Plumbing - CIVIC C	2,193	716	0	0	0	0	
878-551130.Plumbing - PD	1,832	764	0	0	0	0	
878-551130.Plumbing - EMS1	1,570	851	0	3,670	0	0	
878-551130.Plumbing - FD1	986	3,905	0	570	0	0	
878-551130.Plumbing - EMS/PURCH	0	0	0	809	0	0	
878-551130.Plumbing - F&F/PARKS	187	0	0	0	0	0	
878-551130.Plumbing - 11CP	2,260	152	0	0	0	0	
878-551130.Plumbing - PW	2,824	228	0	0	0	0	

INTERNAL SERVICE
EXPENDITURES

	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 CURRENT BUDGET	2022-2023 Y-T-D ACTUAL	2022-2023 PROJECTED YEAR END	2023-2024 CITY ADMIN. RECOMMENDED	2023-2024 ADOPTED BUDGET
878-551130.Plumbing - SENIOR C	0	845	0	0	0	0	
878-551130.Plumbing - FD2	1,711	8,535	0	350	0	0	
878-551130.Plumbing - EMS4	0	522	0	78	0	0	
878-551130.Plumbing - LIB	1,113	1,163	0	487	0	0	
878-551130.Plumbing - NORTHC C	113	0	0	0	0	0	
878-551130.Plumbing - AAC	4,233	2,752	0	253	0	0	
878-551130.Plumbing - AQUATIC C	11,676	0	0	0	0	0	
878-551130.Plumbing - PICKRELL P	0	411	0	0	0	0	
878-551130.Plumbing - 27CP	0	2,350	0	37	0	0	
878-551130.Plumbing - FD3	247	412	0	0	0	0	
878-551140 Electric - Misc.	1,722	3,010	20,000	10,362	20,000	30,000	
878-551140.Electric - CH	8,480	168	0	42	0	0	
878-551140.Electric - ADM	46	133	0	0	0	0	
878-551140.Electric - COMM CTR	560	0	0	6	0	0	
878-551140.Electric - C CHAMBERS	34	235	0	0	0	0	
878-551140.Electric - CIVIC C	1,027	1,325	0	884	0	0	
878-551140.Electric - PD	1,205	242	0	459	0	0	
878-551140.Electric - EMS1	1,546	1,253	0	0	0	0	
878-551140.Electric - FD1	1,537	1,237	0	909	0	0	
878-551140.Electric - EMS/PURCH	10	0	0	0	0	0	
878-551140.Electric - F&F/PARKS	0	228	0	0	0	0	
878-551140.Electric - 11CP	219	0	0	150	0	0	
878-551140.Electric - PW	675	1,867	0	5,457	0	0	
878-551140.Electric - CHAMBER CM	9	0	0	0	0	0	
878-551140.Electric - FD2	465	485	0	0	0	0	
878-551140.Electric - EMS4	0	3,032	0	0	0	0	
878-551140.Electric - LIB	1,857	253	0	38	0	0	
878-551140.Electric - YMCA	0	77	0	0	0	0	
878-551140.Electric - AAC	653	1,285	0	0	0	0	
878-551140.Electric - AQUATIC C	382	0	0	0	0	0	
878-551140.Electric - PICKRELL P	0	419	0	0	0	0	
878-551140.Electric - 27CP	0	1,181	0	0	0	0	
878-551140.Electric - FD3	50	644	0	0	0	0	
878-551150 HVAC - Misc.	10,038	9,398	50,000	29,175	20,000	40,000	
878-551150.HVAC - CH	818	680	0	156	0	0	
878-551150.HVAC - ADM	2,798	0	0	0	0	0	
878-551150.HVAC - COMM CTR	0	40,630	0	0	0	0	
878-551150.HVAC - C CHAMBERS	935	192	0	1,622	0	0	
878-551150.HVAC - CIVIC C	4,048	0	0	1,112	0	0	
878-551150.HVAC - PD	593	10,954	0	0	0	0	
878-551150.HVAC - EMS1	22,307	500	0	0	0	0	
878-551150.HVAC - FD1	38,654	66	0	230	0	0	
878-551150.HVAC - 11CP	162	0	0	0	0	0	
878-551150.HVAC - PW	2,093	0	0	12,668	0	0	
878-551150.HVAC - SENIOR C	0	15,080	0	0	0	0	
878-551150.HVAC - FD2	8,027	8,472	0	0	0	0	
878-551150.HVAC - LIB	1,227	1,351	0	46,947	0	0	
878-551150.HVAC - YMCA	2,735	0	0	0	0	0	
878-551150.HVAC - NORTHC C	0	15,500	0	0	0	0	
878-551150.HVAC - AAC	4,072	0	0	0	0	0	

INTERNAL SERVICE
EXPENDITURES

	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 CURRENT BUDGET	2022-2023 Y-T-D ACTUAL	2022-2023 PROJECTED YEAR END	2023-2024 CITY ADMIN. RECOMMENDED	2023-2024 ADOPTED BUDGET
878-551150.HVAC - AQUATIC C	2,020	0	0	38,281	0	0	
878-551150.HVAC - FD3	0	4,932	0	1,343	0	0	
878-551160 Windows, Doors - Misc.	55	1,408	0	450	0	0	
878-551160.Windows, Doors - CH	220	0	0	277	0	0	
878-551160.Windows, Doors - ADM	721	0	0	0	0	0	
878-551160.Windows, Doors - COMM CTR	26	0	0	2,505	0	0	
878-551160.Windows, Doors - C CHAMBERS	106	0	0	0	0	0	
878-551160.Windows, Doors - CIVIC C	1,247	615	0	1,533	0	0	
878-551160.Windows, Doors - PD	9,114	4,979	0	3,731	0	0	
878-551160.Windows, Doors - EMS1	2,900	3,861	0	0	0	0	
878-551160.Windows, Doors - FD1	3,544	6,030	0	1,310	0	0	
878-551160.Windows, Doors - F&F/PARKS	0	328	0	0	0	0	
878-551160.Windows, Doors - 11CP	76	0	0	146	0	0	
878-551160.Windows, Doors - BORGFELD	283	0	0	0	0	0	
878-551160.Windows, Doors -FD2	5,579	8,921	0	216	0	0	
878-551160.Windows, Doors - EMS4	0	0	0	1,703	0	0	
878-551160.Windows, Doors - LIB	3,663	6,380	0	0	0	0	
878-551160.Windows, Doors - YMCA	3,014	0	0	0	0	0	
878-551160.Windows, Doors - NORTHC C	11	0	0	2,995	0	0	
878-551160.Windows, Doors - AAC	1,122	257	0	0	0	0	
878-551160.Windows, Doors - 27CP	21	81	0	0	0	0	
878-551160.Windows, Doors - FD3	419	2,325	0	1,475	0	0	
878-551170 Finishes - Misc.	(2)	0	0	0	0	0	
878-551170.Finishes - CH	400	0	0	0	0	0	
878-551170.Finishes - ADM	5,277	4,815	0	0	0	0	
878-551170.Finishes - COMM CTR	4,556	0	0	0	0	0	
878-551170.Finishes - C CHAMBERS	1,200	24,417	0	0	0	0	
878-551170.Finishes - CIVIC C	640	3,058	0	0	0	0	
878-551170.Finishes - PD	60	1,229	0	0	0	0	
878-551170.Finishes - EMS1	19	0	0	0	0	0	
878-551170.Finishes - EMS/PURCH	2,470	0	0	0	0	0	
878-551170.Finishes - 11CP	660	0	0	0	0	0	
878-551170.Finishes - PW	1,033	52	0	0	0	0	
878-551170.Finishes - CHAMBER CM	0	22	0	0	0	0	
878-551170.Finishes - FD2	805	0	0	0	0	0	
878-551170.Finishes - LIB	0	2,074	0	0	0	0	
878-551170.Finishes - AAC	168	0	0	0	0	0	
878-551400 Minor & Other Equip Maint	0	320	0	0	0	0	
878-551800 Other Maintenance Agreements	29,925	38,114	37,340	27,404	32,340	0	
TOTAL Maintenance Services	517,295	367,921	424,440	356,526	419,440	150,000	
Rental/Leasing							
878-561100 Rental-Equipment	0	0	490	0	490	490	
TOTAL Rental/Leasing	0	0	490	0	490	490	

INTERNAL SERVICE
EXPENDITURES

	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 CURRENT BUDGET	2022-2023 Y-T-D ACTUAL	2022-2023 PROJECTED YEAR END	2023-2024 CITY ADMIN. RECOMMENDED	2023-2024 ADOPTED BUDGET
Operating Equipment							
878-571600 Police/Fire/Medical Equipment	0	1,704	3,430	1,346	3,430	3,430	
878-571800 Equipment Less $5,000	2,861	0	490	0	0	0	
TOTAL Operating Equipment	2,861	1,704	3,920	1,346	3,430	3,430	
Capital Outlay							
878-581200 Vehicles & Access. Over $5,00	27,266	26,033	92,500	0	92,500	0	
878-581700 Improvements Over $5,000	0	0	0	0	0	269,500	
878-581800 Equipment Over $5,000	0	10,524	0	0	0	19,000	
TOTAL Capital Outlay	27,266	36,557	92,500	0	92,500	288,500	
TOTAL BUILDING MAINTENANCE	1,663,632	1,638,399	1,956,575	1,447,517	1,962,187	2,062,642	
TOTAL INTERNAL SERVICE	6,808,023	7,169,922	8,189,981	6,046,999	8,176,287	8,880,296	

DEPARTMENT: 901 CITY ASSISTANCE
FUND: 101 GENERAL FUND

DEPARTMENTAL DESCRIPTION

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

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

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

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

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

Budget	2020-21 Actual	2021-22 Actual	2022-23 Estimate	2023-24 Budget
City Assistance	$290,617	$282,518	$297,666	$307,666
Operating Equipment	0	0	10,000	10,000
Total	*$290,617*	*$282,518*	*$307,666*	*$317,666*

PROGRAM JUSTIFICATION & ANALYSIS

The FY 2023-24 Budget will increase $10,000 from the FY 2022-23 year-end estimate for the Senior Citizens meal program with increased attendance.

MISC & PROJECTS
EXPENDITURES

	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 CURRENT BUDGET	2022-2023 Y-T-D ACTUAL	2022-2023 PROJECTED YEAR END	2023-2024 CITY ADMIN. RECOMMENDED	2023-2024 ADOPTED BUDGET
CITY'S ASSISTANCE							
Utility Services							
City Assistance							
901-537300 Patient Assistence	5,000	5,000	4,900	5,000	5,000	5,000	
901-537400 Transportation Assistance	42,666	42,666	41,813	0	42,666	42,666	
901-537500 Children's Advocacy Assistanc	5,000	5,000	4,900	0	5,000	5,000	
901-537600 Schertz Housing Authority	5,000	0	4,900	0	5,000	5,000	
901-537700 Senior Citizens Program	232,951	229,852	269,500	163,522	240,000	250,000	
TOTAL City Assistance	290,617	282,518	326,013	168,522	297,666	307,666	
Operating Equipment							
901-571600 Donation-Expense Sr. Center	0	0	13,793	5,288	10,000	10,000	
TOTAL Operating Equipment	0	0	13,793	5,288	10,000	10,000	
TOTAL CITY'S ASSISTANCE	290,617	282,518	339,806	173,809	307,666	317,666	

DEPARTMENT: 910 COURT RESTRICTED FUNDS
FUND: 101 GENERAL FUND

DEPARTMENT DESCRIPTION

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

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

PROGRAM JUSTIFICAITON & ANALYSIS

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

MISC & PROJECTS
EXPENDITURES

	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 CURRENT BUDGET	2022-2023 Y-T-D ACTUAL	2022-2023 PROJECTED YEAR END	2023-2024 CITY ADMIN. RECOMMENDED	2023-2024 ADOPTED BUDGET
COURT-RESTRICTED FUNDS							
Fund Charges/Transfers							
Operating Equipment							
910-571600 Court Technology Expenditure	11,770	5,985	12,740	521	1,000	2,000	
910-571700 Court Security Expenditure	0	0	0	0	0	8,000	
TOTAL Operating Equipment	11,770	5,985	12,740	521	1,000	10,000	
TOTAL COURT-RESTRICTED FUNDS	11,770	5,985	12,740	521	1,000	10,000	

FUND: 505 INTEREST & SINKING FUND

DESCRIPTION

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

Budget	2020-21 Actual	2021-22 Actual	2022-23 Estimate	2023-24 Budget
Revenue				
Taxes	$7,102,016	$7,182,900	$7,800,000	$9,050,000
Fund Transfers	7,915	2,737	0	0
Miscellaneous	126,592	4,710,058	289,935	285,000
Total	*$7,236,523*	*$11,895,694*	*$8,089,935*	*$9,335,000*
Expenses				
Professional Service	$178,600	$90,626	$3,800	$84,800
Debt Service	6,756,465	6,584,155	8,743,986	8,517,945
Refund Debt	0	4,443,881	0	0
Total	*$6,935,065*	*$11,118,662*	*$8,747,786*	*$8,602,745*
Over/-Under	*$301,458*	*$777,032*	*-$657,851*	*$732,255*

PROGRAM JUSTIFICATION AND ANALYSIS

Revenues: Revenues for FY 2023-24 increase 15.4% from the FY 2022-23 estimate with higher property values and an increase in the I&S tax rate.

Expenses: The FY 2023-24 Budget will decrease 1.7% from the FY 2022-23 year-end estimate following the existing debt payment schedule.

FINANCIAL SUMMARY

	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 CURRENT BUDGET	2022-2023 Y-T-D ACTUAL	2022-2023 PROJECTED YEAR END	2023-2024 CITY ADMIN. RECOMMENDED	2023-2024 ADOPTED BUDGET
REVENUE SUMMARY							
Taxes	7,102,016	7,182,900	7,696,355	7,747,849	7,800,000	9,050,000	
Fund Transfers	7,915	2,737	814,143	3	0	0	
Miscellaneous	126,592	4,710,058	175,750	267,359	289,935	285,000	
TOTAL REVENUES	7,236,523	11,895,694	8,686,248	8,015,211	8,089,935	9,335,000	
EXPENDITURE SUMMARY							
GENERAL GOVERNMENT							
NON DEPARTMENTAL	6,935,065	11,118,662	8,686,248	8,747,785	8,747,786	8,602,745	
TOTAL GENERAL GOVERNMENT	6,935,065	11,118,662	8,686,248	8,747,785	8,747,786	8,602,745	
TOTAL EXPENDITURES	6,935,065	11,118,662	8,686,248	8,747,785	8,747,786	8,602,745	
REVENUE OVER/(UNDER) EXPENDITURES	301,458	777,032	0	(732,574)	(657,851)	732,255	

REVENUES

	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 CURRENT BUDGET	2022-2023 Y-T-D ACTUAL	2022-2023 PROJECTED YEAR END	2023-2024 CITY ADMIN. RECOMMENDED	2023-2024 ADOPTED BUDGET
Taxes							
000-411900 Property Tax Revenue	7,102,016	7,182,900	7,696,355	7,747,849	7,800,000	9,050,000	
TOTAL Taxes	7,102,016	7,182,900	7,696,355	7,747,849	7,800,000	9,050,000	
Fund Transfers							
000-481000 Transfer In - Reserves	0	0	814,143	0	0	0	
000-486100 Transfer In	6,585	0	0	3	0	0	
000-486401 Transfer In -Bond Project Fun	1,330	2,737	0	0	0	0	
TOTAL Fund Transfers	7,915	2,737	814,143	3	0	0	
Miscellaneous							
000-491000 Interest Earned	277	363	750	4,447	8,000	10,000	
000-491200 Investment Income	1,315	143,062	75,000	80,976	100,000	175,000	
000-491900 Bond Payable	0	421,632	0	0	0	0	
000-495020 Contribution From YMCA	125,000	75,000	100,000	125,000	125,000	100,000	
000-497000 Misc Income	0	0	0	56,935	56,935	0	
000-498000 Proceeds From Refunding Debt	0	4,070,000	0	0	0	0	
TOTAL Miscellaneous	126,592	4,710,058	175,750	267,359	289,935	285,000	
TOTAL REVENUES	7,236,523	11,895,694	8,686,248	8,015,211	8,089,935	9,335,000	

GENERAL GOVERNMENT
EXPENDITURES

	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 CURRENT BUDGET	2022-2023 Y-T-D ACTUAL	2022-2023 PROJECTED YEAR END	2023-2024 CITY ADMIN. RECOMMENDED	2023-2024 ADOPTED BUDGET
NON DEPARTMENTAL							
Professional Services							
101-541500 Paying Agent	3,800	3,800	4,000	3,800	3,800	4,800	
101-541502 Cost of Bond Issuance	174,800	86,826	80,000	0	0	80,000	
TOTAL Professional Services	178,600	90,626	84,000	3,800	3,800	84,800	
Debt Service							
101-555629 Bond-GO 2007 Principal	325,000	340,000	355,000	355,000	355,000	370,000	
101-555629.Bond-GO 2007 Interest	98,579	85,151	71,123	70,561	70,561	56,370	
101-555633 Bond-GO SR2011 Principal	270,000	0	0	0	0	0	
101-555633.Bond-GO SR2011 Interest	6,750	0	0	0	0	0	
101-555634 Bond-GO 2011A Refund-Principa	485,000	0	0	0	0	0	
101-555634.Bond-GO 2011A Refund-Interest	5,462	0	0	0	0	0	
101-555635 Bond-GO 2012 - Principal	365,000	375,000	0	0	0	0	
101-555635.Bond-GO 2012 - Interest	138,370	4,219	0	0	0	0	
101-555638 Bond-GO 2014 Refund-Principal	100,000	750,000	775,000	775,000	775,000	800,000	
101-555638.Bond-GO 2014 Refund-Interest	280,775	268,025	245,150	245,150	245,150	219,525	
101-555639 Tax Note - SR2015 - Principal	40,000	0	0	0	0	0	
101-555639.Tax Note - SR2015 - Interest	694	0	0	0	0	0	
101-555640 Bond-Ref 2015 Bond-Principal	690,000	0	0	0	0	0	
101-555640.Bond-GO Ref 2015-Interest	47,400	37,050	37,050	37,050	37,050	37,050	
101-555641 Tax Note - SR2015A-Principal	150,000	155,000	0	0	0	0	
101-555641.Tax Note - SR2015A - Interest	4,697	2,387	0	0	0	0	
101-555642 Bond-GO SR2016-Principal	235,000	245,000	255,000	313,253	313,253	265,000	
101-555642.Bond-GO SR2016-Interest	141,206	131,606	121,606	63,353	63,353	111,206	
101-555643 Bond-TaxableB CO SR2016-Princ	60,000	60,000	65,000	65,000	65,000	65,000	
101-555643.Bond-Taxable CO SR2016-Intere	42,063	40,263	38,388	38,388	38,388	36,438	
101-555644 Bond-NonTaxA CO SR2016-Princi	190,000	195,000	205,000	205,000	205,000	70,000	
101-555644.Bond-NonTax CO SR2016-Interes	48,169	40,469	32,469	32,469	32,469	27,319	
101-555645 Bond-CO SR2017-Principal	295,000	305,000	315,000	315,000	315,000	325,000	
101-555645.Bond-CO SR2017 - Interest	121,700	112,700	103,400	103,400	103,400	93,800	
101-555646 Bond-GO SR2017 - Principal	160,000	165,000	170,000	170,000	170,000	175,000	
101-555646.Bond-GO SR2017 - Interest	104,925	100,050	95,025	95,025	95,025	89,850	
101-555647 Bond-GO 2018 Refund- Principa	570,000	585,000	595,000	595,000	595,000	610,000	
101-555647.Bond-GO 2018 Refund - Interes	98,368	86,125	73,617	73,617	73,617	60,844	
101-555648 Bond-CO SR2018 - Principal	235,000	245,000	260,000	260,000	260,000	270,000	
101-555648.Bond-CO 2018 - Interest	175,888	163,888	151,263	151,263	151,263	138,013	
101-555649 Bond-GO 2018 Ref - Principal	530,000	185,000	205,000	205,000	205,000	250,000	
101-555649.Bond-GO 2018 Ref - Interest	199,694	181,819	172,069	172,069	172,069	160,694	
101-555650 Bond-CO 2019-Principal	255,000	265,000	275,000	275,000	275,000	280,000	
101-555650.Bond-CO 2019-Interest	122,700	114,900	106,800	106,800	106,800	95,675	
101-555651 Bond-GO 2020-Principal	0	935,000	960,000	960,000	960,000	970,000	
101-555651.Bond-GO 2020-Interest	164,027	211,963	174,063	174,063	174,063	135,463	
101-555652 Bond-GO 2021 Ref - Principal	0	0	350,000	350,000	350,000	360,000	
101-555652.Bond-GO 2021 Ref - Interest	0	98,850	124,800	124,800	124,800	110,600	
101-555653 Bond-CO 2022 - Principal	0	0	175,000	175,000	175,000	180,000	
101-555653.Bond-CO 2022 - Interest	0	99,692	166,525	166,525	166,525	157,650	
101-555654 Bond-CO 2022A - Principal	0	0	595,000	275,000	275,000	265,000	

GENERAL GOVERNMENT
EXPENDITURES

	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 CURRENT BUDGET	2022-2023 Y-T-D ACTUAL	2022-2023 PROJECTED YEAR END	2023-2024 CITY ADMIN. RECOMMENDED	2023-2024 ADOPTED BUDGET
101-555654.Bond-CO 2022A - Interest	0	0	0	364,225	364,225	350,725	
101-555655 Bond-GO 2022 - Principal	0	0	1,333,900	615,000	615,000	595,000	
101-555655.Bond-GO 2022 - Interest	0	0	0	816,975	816,975	786,725	
TOTAL Debt Service	6,756,465	6,584,155	8,602,248	8,743,985	8,743,986	8,517,945	
Other Financing Sources							
101-556300 Payment To Refund Debt	0	4,443,881	0	0	0	0	
TOTAL Other Financing Sources	0	4,443,881	0	0	0	0	
TOTAL NON DEPARTMENTAL	6,935,065	11,118,662	8,686,248	8,747,785	8,747,786	8,602,745	
TOTAL GENERAL GOVERNMENT	6,935,065	11,118,662	8,686,248	8,747,785	8,747,786	8,602,745	
TOTAL EXPENDITURES	6,935,065	11,118,662	8,686,248	8,747,785	8,747,786	8,602,745	

FUND: 202 WATER & SEWER

DESCRIPTION

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

Budget	2020-21 Actual	2021-22 Actual	2022-23 Estimate	2023-24 Budget
Revenues				
Franchises	$296,913	$360,419	$306,535	$320,000
Fees	25,922,940	28,981,667	29,880,000	30,303,800
Fund Transfers	171,404	439,670	150,000	157,500
Miscellaneous	5,616,906	6,834,861	598,858	723,500
Total	*$32,008,163*	*$36,616,618*	*$30,935,393*	*$31,504,800*
Expenses				
Non-Departmental	$2,405,230	$0	$0	$0
Business Office	1,088,932	1,065,851	1,253,983	1,393,245
W&S Administration	27,262,779	27,026,148	27,581,270	29,848,656
Projects	0	5,000,000	326,687	0
Total	*$30,756,941*	*$33,092,000*	*$29,161,940*	*$31,241,901*
Over/-Under	*$1,251,223*	*$3,524,618*	*$1,773,453*	*$262,899*

PROGRAM JUSTIFICATION AND ANALYSIS

Revenue: Revenues for FY 2023-24 Budget are expected to increase 1.8% from the FY 2022-23 year-end estimate due to account growth and fee increases.

Expenses: The FY 2023-24 Budget increases 7.1% from the FY 2022-23 year-end estimates for anticipated wage adjustments and costs of water purchases and wastewater treatment increasing.

FINANCIAL SUMMARY

	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 CURRENT BUDGET	2022-2023 Y-T-D ACTUAL	2022-2023 PROJECTED YEAR END	2023-2024 CITY ADMIN. RECOMMENDED	2023-2024 ADOPTED BUDGET
REVENUE SUMMARY							
Franchises	296,913	360,419	400,000	306,535	306,535	320,000	
Fees	25,922,940	28,981,667	27,487,000	24,309,215	29,880,000	30,303,800	
Fund Transfers	171,404	439,670	150,000	125,000	150,000	157,500	
Miscellaneous	5,616,906	6,834,861	448,858	560,254	598,858	723,500	
TOTAL REVENUES	32,008,163	36,616,618	28,485,858	25,301,005	30,935,393	31,504,800	
EXPENDITURE SUMMARY							
GENERAL GOVERNMENT							
NON DEPARTMENTAL	2,405,230	0	0	0	0	0	
BUSINESS OFFICE	1,088,932	1,065,851	1,281,787	957,103	1,253,983	1,393,245	
TOTAL GENERAL GOVERNMENT	3,494,162	1,065,851	1,281,787	957,103	1,253,983	1,393,245	
PUBLIC WORKS							
W & S ADMINISTRATION	27,262,779	27,026,148	25,544,954	20,647,593	27,581,270	29,848,656	
TOTAL PUBLIC WORKS	27,262,779	27,026,148	25,544,954	20,647,593	27,581,270	29,848,656	
MISC & PROJECTS							
PROJECTS	0	5,000,000	0	326,687	326,687	0	
TOTAL MISC & PROJECTS	0	5,000,000	0	326,687	326,687	0	
TOTAL EXPENDITURES	30,756,941	33,092,000	26,826,741	21,931,383	29,161,940	31,241,901	
REVENUE OVER/(UNDER) EXPENDITURES	1,251,223	3,524,618	1,659,117	3,369,622	1,773,453	262,899	

REVENUES

	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 CURRENT BUDGET	2022-2023 Y-T-D ACTUAL	2022-2023 PROJECTED YEAR END	2023-2024 CITY ADMIN. RECOMMENDED	2023-2024 ADOPTED BUDGET
Franchises							
000-421490 Cell Tower Leasing	296,913	360,419	400,000	306,535	306,535	320,000	
TOTAL Franchises	296,913	360,419	400,000	306,535	306,535	320,000	
Permits							
Fees							
000-455200 Garbage Collection Fee	5,157,312	5,673,337	5,300,000	4,941,917	5,900,000	6,018,000	
000-455600 Fire Line Fees	0	0	22,000	0	0	22,000	
000-455700 Recycle Fee Revenue	333,131	348,490	340,000	291,741	348,000	346,800	
000-455800 W&S Line Constructn Reimbur	26,565	11,541	25,000	1,460	2,000	0	
000-457100 Sale of Water	11,566,510	13,249,624	12,600,000	10,818,476	13,800,000	14,000,000	
000-457110 Edwards Water Lease	26,700	0	40,000	0	0	0	
000-457120 Water Transfer Charge-Selma	13,882	0	15,000	0	0	40,000	
000-457130 Water Transfer Charge-UC	0	0	0	0	0	20,000	
000-457200 Sale of Meters	95,185	116,855	100,000	59,164	100,000	100,000	
000-457400 Sewer Charges	8,608,375	9,256,697	8,800,000	7,926,273	9,400,000	9,500,000	
000-457500 Water Penalties	52,254	322,373	240,000	268,184	325,000	252,000	
000-458110 Sale of Merchandise - GovDeal	41,000	0	2,500	0	2,500	2,500	
000-459200 NSF Check Fee-Water&Sewer	2,025	2,750	2,500	2,000	2,500	2,500	
TOTAL Fees	25,922,940	28,981,667	27,487,000	24,309,215	29,880,000	30,303,800	
Fund Transfers							
000-486100 Transfer In	0	4,669	0	0	0	0	
000-486101 Transfer In-General Fund	0	285,000	0	0	0	0	
000-486204 Interfnd Chrg-Drainage Billin	146,400	150,000	150,000	125,000	150,000	157,500	
000-486406 Transfer In - Pblc Imprvmnt	25,004	0	0	0	0	0	
TOTAL Fund Transfers	171,404	439,670	150,000	125,000	150,000	157,500	
Miscellaneous							
000-490000 Misc Charges	15,964	14,730	10,500	9,749	13,500	13,500	
000-491000 Interest Earned	8,479	20,571	25,000	8,840	15,000	16,000	
000-491200 Investment Income	30,912	75,303	100,000	281,393	250,000	350,000	
000-495013 Capital Contribution-W&S	5,243,820	4,940,032	0	0	0	0	
000-496000 Water Construction Reserve Ac	0	0	0	1	0	0	
000-497000 Misc Income-W&S	66,295	4,379	18,000	17,821	25,000	18,000	
000-498110 Salary Reimb-SSLGC	251,437	340,913	295,358	242,449	295,358	326,000	
000-498200 Reimbursmnt-W&S Project	0	0	0	1	0	0	
000-499000 Change In Equity	0	1,438,934	0	0	0	0	
000-499100 Distribution- GSE Bond Settln	0	(0)	0	0	0	0	
TOTAL Miscellaneous	5,616,906	6,834,861	448,858	560,254	598,858	723,500	
TOTAL REVENUES	32,008,163	36,616,618	28,485,858	25,301,005	30,935,393	31,504,800	

GENERAL GOVERNMENT
EXPENDITURES

	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 CURRENT BUDGET	2022-2023 Y-T-D ACTUAL	2022-2023 PROJECTED YEAR END	2023-2024 CITY ADMIN. RECOMMENDED	2023-2024 ADOPTED BUDGET
NON DEPARTMENTAL							
Professional Services							
Fund Charges/Transfers							
101-548406 Transfer To Public Improvemen	1,805,230	0	0	0	0	0	
101-548406.Transfer Out-Water/Sewer Prjc	600,000	0	0	0	0	0	
TOTAL Fund Charges/Transfers	2,405,230	0	0	0	0	0	
Maintenance Services							
Other Financing Sources							
Capital Outlay							
TOTAL NON DEPARTMENTAL	2,405,230	0	0	0	0	0	

DEPARTMENT: FINANCE
DIVISION: 176 WATER AND SEWER UTILITY BILLING
FUND: 202 WATER AND SEWER

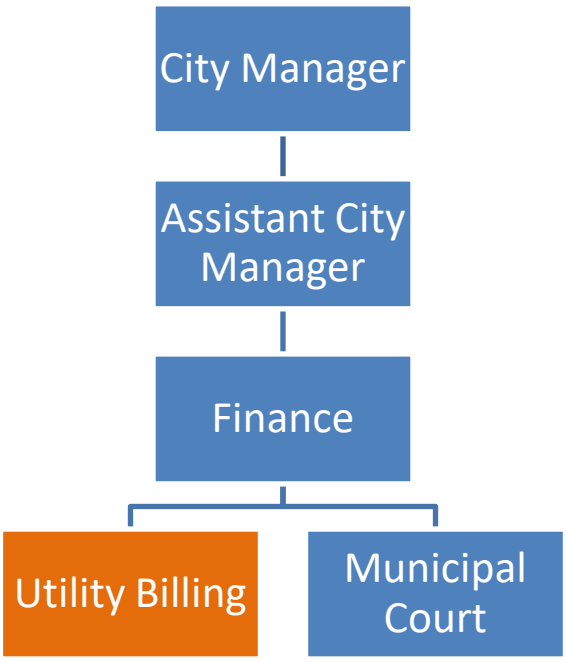
DEPARTMENT DESCRIPTION

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

GOALS AND OBJECTIVES

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

ORGANIZATIONAL CHART



UTILITY BILLING	2020-21 Actual	2021-22 Actual	2022-23 Estimate	2023-24 Budget
Utility Billing Manager	1	1	1	1
Utility Billing Asst. Manager	1	1	0	0
Utility Billing Lead Clerk	0	0	1	2
Utility Billing Clerk	4	5	5	5
Meter Tech	3	2	2	2
TOTAL POSITIONS	9	9	9	10

Budget	2020-21 Actual	2021-22 Actual	2022-23 Estimate	2023-24 Budget
Personnel Services	$504,675	$425,743	$583,011	$679,845
Supplies	146,984	149,748	213,091	212,600
City Support Services	33,151	37,262	44,000	53,000
Utility Services	10,787	11,333	10,000	13,000
Operations Support	112,212	120,360	120,000	120,000
Staff Support	3,230	5,323	8,700	8,700
Professional Services	272,853	311,462	273,000	305,500
Maintenance Services	5,040	4,620	0	0
Operating Equipment	0	0	2,181	600
Total	*$1,088,932*	*$1,065,851*	*$1,253,983*	*$1,393,245*

PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2023-24 Budget increases 11.1% from the FY 2022-23 year-end estimate due to anticipated wage adjustments and the addition of a Lead Clerk position and higher credit card fees as more customers pay by phone or online.

GENERAL GOVERNMENT
EXPENDITURES

	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 CURRENT BUDGET	2022-2023 Y-T-D ACTUAL	2022-2023 PROJECTED YEAR END	2023-2024 CITY ADMIN. RECOMMENDED	2023-2024 ADOPTED BUDGET
BUSINESS OFFICE							
Personnel Services							
176-511110 Regular	328,735	331,811	364,889	278,248	375,906	446,248	
176-511120 Overtime	5,411	6,591	7,078	4,884	6,300	7,579	
176-511210 Longevity	6,226	7,906	6,450	6,679	6,595	6,102	
176-511220 Clothing Allowance	0	0	0	112	112	0	
176-511230 Certification Allowance	1,521	3,575	3,150	1,390	1,410	780	
176-511310 FICA - Employer	24,724	26,189	29,190	21,500	29,860	35,244	
176-511350 TMRS-Employer	55,330	(45,321)	62,539	45,645	62,510	76,973	
176-511410 Health-Employer	80,873	92,900	93,574	65,564	96,817	104,756	
176-511500 Workers' Compensation	1,856	2,093	2,026	3,907	3,501	2,163	
TOTAL Personnel Services	504,675	425,743	568,896	427,928	583,011	679,845	
Supplies							
176-521000 Operating Supplies	1,737	2,083	2,991	2,695	2,991	2,500	
176-521100 Office Supplies	1,659	2,113	2,100	1,130	2,100	2,100	
176-521405 Water Meters-New	143,588	145,552	208,000	204,518	208,000	208,000	
TOTAL Supplies	146,984	149,748	213,091	208,343	213,091	212,600	
Human Services							
City Support Services							
176-532355 Software Maintenance	0	36,065	65,000	43,818	44,000	48,000	
176-532400 Computer Fees & Licenses	33,151	0	0	0	0	0	
176-532900 Contingencies	0	1,197	680	0	0	5,000	
TOTAL City Support Services	33,151	37,262	65,680	43,818	44,000	53,000	
Utility Services							
176-533310 Telephone/Cell Phone	1,732	556	1,500	0	0	3,000	
176-533500 Vehicle Fuel	9,055	10,777	10,000	6,442	10,000	10,000	
TOTAL Utility Services	10,787	11,333	11,500	6,442	10,000	13,000	
Operations Support							
176-534000 Postage	84,973	73,046	95,000	72,063	95,000	95,000	
176-534200 Printing & Binding	21,078	41,072	25,000	20,355	25,000	25,000	
176-534300 Equipment Maintenance - Copie	6,161	6,241	0	0	0	0	
TOTAL Operations Support	112,212	120,360	120,000	92,417	120,000	120,000	
Staff Support							
176-535100 Uniforms	2,163	2,178	3,200	2,175	3,200	3,200	
176-535200 Awards	108	200	1,000	208	1,000	1,000	
176-535300 Memberships	0	70	500	0	500	500	
176-535500 Training/Travel	763	2,637	3,500	1,621	3,500	3,500	
176-535510 Meeting Expenses	195	238	500	213	500	500	
TOTAL Staff Support	3,230	5,323	8,700	4,216	8,700	8,700	

GENERAL GOVERNMENT
EXPENDITURES

	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 CURRENT BUDGET	2022-2023 Y-T-D ACTUAL	2022-2023 PROJECTED YEAR END	2023-2024 CITY ADMIN. RECOMMENDED	2023-2024 ADOPTED BUDGET
Professional Services							
176-541800 Credit Card Fees	268,102	309,508	270,000	169,286	270,000	302,000	
176-541810 Credit Cards Fees - AMEX	4,751	1,954	3,000	2,473	3,000	3,500	
TOTAL Professional Services	272,853	311,462	273,000	171,758	273,000	305,500	
Fund Charges/Transfers							
Maintenance Services							
176-551800 Other Maintenance Agreements	5,040	4,620	18,700	0	0	0	
TOTAL Maintenance Services	5,040	4,620	18,700	0	0	0	
Rental/Leasing							
Operating Equipment							
176-571000 Furniture & Fixtures	0	0	2,220	2,181	2,181	600	
TOTAL Operating Equipment	0	0	2,220	2,181	2,181	600	
Capital Outlay							
TOTAL BUSINESS OFFICE	1,088,932	1,065,851	1,281,787	957,103	1,253,983	1,393,245	
TOTAL GENERAL GOVERNMENT	3,494,162	1,065,851	1,281,787	957,103	1,253,983	1,393,245	

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

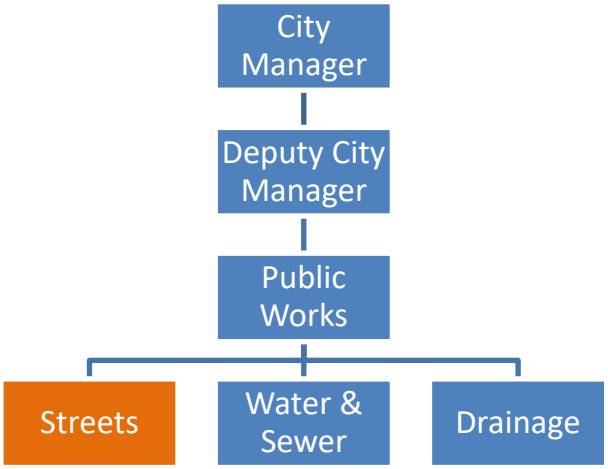
DEPARTMENT DESCRIPTION

The Water and Wastewater division of Public Works provides essential services to the Schertz community through maintenance, repair, strategic planning, inspection of infrastructure, and the expansion of water and wastewater services. To contribute to a higher quality of life and a safer community that is sustainable and financially sound, our employees offer excellent customer service, participate in community events, provide a weekly chipping service, meet with developers and utility providers, review plat and subdivision plans, as well as review water and wastewater construction plans. In addition, the Water and Wastewater division oversees the drought and water conservation plans/ordinance, provides letters of availability and Certificates of Convenience and Necessity, assists other departments, and conducts department training, education, and planning.

GOALS AND OBJECTIVES

- Provides a safe potable water system that maintains adequate pressure and meets all the State rules and regulations.
- Provides a safe, sanitary, and reliable wastewater system that meets all State rules and regulations.
- Ensure an adequate future water supply, through innovative conservation practices and proactively developing new resources.
- Proactively engage and empower personnel to strengthen ability to respond promptly to daily and emergency events.
- Emphasize safety to reduce preventable accidents.
- Engaged workforce that is service oriented in delivering quality services and providing accurate and timely responses to customer requests and concerns.

ORGANIZATION CHART



WATER & SEWER ADMINISTRATION	2020-21 Actual	2021-22 Actual	2022-23 Estimate	2023-24 Budget
Director	1	1	1	1
Assistant Director	1	1	1	0
Water & Sewer Manager	1	1	1	1
Customer Relations Representative	1	1	1	1
SCADA Technician	0	1	1	1
Schertz-Seguin Local Government Corp Gen Mgr	1	1	1	1
Schertz-Seguin Local Government Corp Assistant Gen Mgr	1	1	1	0
Schertz-Seguin Local Government Corp Electrical Journeyman	0	0	0	1
Water & Sewer Superintendent	1	1	1	1
Water & Sewer Supervisor	1	2	2	2
Service Worker II	5	5	5	5
Service Worker I	10	10	10	10

TOTAL POSITIONS	24	25	25	24

PERFORMANCE INDICATORS

Workload/Output	2020-21 Actual	2021-22 Actual	2022-23 Estimate	2023-24 Budget
Water Connections	16734	16031	16265	16590
Miles of Water Main	230	236	243	250
Miles of Sewer Main	118	124	131	137

Efficiency	2020-21 Actual	2021-22 Actual	2022-23 Estimate	2023-24 Budget
Gallons Pumped (Edwards), acre feet	52	324	400	550
Gallons Received (SSLGC), acre feet	6000	6694	6700	6800
Gallons Distributed, acre feet	5300	6282	5630	6000

Effectiveness	2020-21 Actual	2021-22 Actual	2022-23 Estimate	2023-24 Budget
New Meter Installed	260	276	80	150
New Service Taps	0	3	1	5
Water Service Calls	2212	1820	1858	2000
Water Main Break, Service Repair Calls	1806	1611	1506	1800
Sewer Backup and Repair Calls	792	904	765	775

Budget	2020-21 Actual	2021-22 Actual	2022-23 Estimate	2023-24 Budget
Personnel Services	$1,801,986	$1,821,807	$1,857,153	$2,287,456
Supplies	78,926	44,285	53,000	109,480
City Support Services	68,258	72,617	89,559	219,750
Utility Services	3,773,667	3,890,452	4,020,500	4,223,750
Operations Support	9,450	7,390	10,050	10,100
Staff Support	37,795	35,788	43,000	41,450
City Assistance	200	40	0	0
Professional Services	465,999	377,238	380,400	392,400
Fund Charges/Transfers	8,615,455	8,930,072	6,746,368	6,794,386
Maintenance Services	10,195,253	10,994,260	11,347,820	11,872,500

Other Costs	40,000	36,616	40,000	40,000
Debt Service	2,072,273	637,022	2,619,511	2,597,184
Other Financing Sources	0	57,095	0	0
Rental/Leasing	96,568	113,265	105,402	60,700
Operating Equipment	6,950	8,201	13,000	124,500
Capital Outlay	0	0	255,507	1,075,000
Total	*$27,262,779*	*$27,026,148*	*$27,581,270*	*$29,848,656*
Projects	$0	$5,000,000	$326,687	$0

PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2023-24 Budget will increase 8.2% from the FY 2022-23 year-end estimate due to anticipated wage adjustments and the purchase of a replacement Combo Vac Truck, system monitoring upgrades and easement acquisition for future infrastructure.

PUBLIC WORKS
EXPENDITURES

	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 CURRENT BUDGET	2022-2023 Y-T-D ACTUAL	2022-2023 PROJECTED YEAR END	2023-2024 CITY ADMIN. RECOMMENDED	2023-2024 ADOPTED BUDGET
W & S ADMINISTRATION							
Personnel Services							
575-511110 Regular	1,182,237	1,171,386	1,305,491	929,700	1,152,596	1,472,343	
575-511120 Overtime	52,807	82,165	68,801	55,888	85,000	72,173	
575-511210 Longevity	30,266	11,801	13,861	10,030	9,922	11,705	
575-511230 Certification Allowance	10,761	16,783	13,791	12,953	11,104	10,851	
575-511240 Vehicle/phone Allowance	900	866	900	0	0	0	
575-511310 FICA - Employer	92,185	94,928	107,008	73,415	96,284	119,579	
575-511350 TMRS-Employer	203,588	210,831	229,263	156,048	201,567	261,159	
575-511410 Health-Employer	218,247	219,573	265,624	201,301	275,733	316,229	
575-511500 Workers' Compensation	10,995	13,475	22,745	24,947	24,947	23,417	
TOTAL Personnel Services	1,801,986	1,821,807	2,027,484	1,464,281	1,857,153	2,287,456	
Supplies							
575-521000 Operating Supplies	8,469	11,551	10,000	10,240	20,000	15,000	
575-521100 Office Supplies	962	1,565	1,500	739	1,500	2,000	
575-521200 Medical/Chem Supplies	1,391	1,457	1,500	978	1,500	5,980	
575-521400 Plumbing Supplies	68,105	29,713	50,000	10,495	30,000	85,000	
575-521600 Equip Maint Supplies	0	0	0	0	0	1,500	
TOTAL Supplies	78,926	44,285	63,000	22,452	53,000	109,480	
Human Services							
City Support Services							
575-532400 Computer Fees & Licenses	0	0	0	0	0	4,000	
575-532500 City Insurance-Commercial	65,833	70,562	78,000	86,059	86,059	97,000	
575-532800 Employee Appreciation Events	2,500	2,055	3,500	2,907	3,500	3,750	
575-532900 Contingencies	(76)	0	109,000	0	0	115,000	
TOTAL City Support Services	68,258	72,617	190,500	88,966	89,559	219,750	
Utility Services							
575-533100 Gas Utility Service	2,064	2,820	3,000	2,225	3,000	4,000	
575-533200 Electric Utility Service	428,361	403,065	325,000	292,361	450,000	450,000	
575-533310 Telephone/Cell Phones	429	81	2,000	0	2,000	0	
575-533400 Water Purchase	3,293,664	3,415,885	3,200,000	2,004,481	3,500,000	3,700,000	
575-533410 Water Utility Service	1,936	2,075	2,500	2,032	2,500	2,750	
575-533500 Vehicle Fuel	47,213	66,524	53,000	48,424	63,000	67,000	
TOTAL Utility Services	3,773,667	3,890,452	3,585,500	2,349,523	4,020,500	4,223,750	
Operations Support							
575-534000 Postage	306	272	300	61	300	350	
575-534100 Advertising	2,455	0	3,000	0	3,000	3,000	
575-534200 Printing & Binding	0	179	250	31	250	250	
575-534300 Equipment Maintenance - Copie	6,688	6,939	6,500	4,453	6,500	6,500	
TOTAL Operations Support	9,450	7,390	10,050	4,545	10,050	10,100	

PUBLIC WORKS
EXPENDITURES

	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 CURRENT BUDGET	2022-2023 Y-T-D ACTUAL	2022-2023 PROJECTED YEAR END	2023-2024 CITY ADMIN. RECOMMENDED	2023-2024 ADOPTED BUDGET
Staff Support							
575-535100 Uniforms	15,113	13,960	20,000	9,723	20,000	17,450	
575-535300 Memberships	5,683	0	0	0	0	0	
575-535500 Training/Travel	15,000	20,545	23,000	11,006	23,000	23,000	
575-535510 Meeting Expenses	1,999	1,283	0	0	0	1,000	
TOTAL Staff Support	37,795	35,788	43,000	20,730	43,000	41,450	
City Assistance							
575-537100 Medical Services	200	40	0	0	0	0	
TOTAL City Assistance	200	40	0	0	0	0	
Professional Services							
575-541200 Legal Svcs	225,226	113,915	150,000	149,176	200,000	125,000	
575-541300 Other Consl/Prof Services	121,249	45,587	145,000	44,449	60,000	145,000	
575-541305 Cell Tower Management Fees	92,124	108,128	108,000	91,811	95,000	96,000	
575-541400 Auditor/Accounting Service	26,000	24,000	24,000	24,000	24,000	25,000	
575-541500 Paying Agent	1,400	797	1,400	600	1,400	1,400	
575-541502 Cost of Bond Issuance	0	84,811	0	0	0	0	
TOTAL Professional Services	465,999	377,238	428,400	310,035	380,400	392,400	
Fund Charges/Transfers							
575-548040 Contribution To CVLGC	99,999	300,000	400,000	400,000	400,000	300,000	
575-548050 Contribution to SSLG	3,908,231	3,913,110	3,898,064	2,977,674	3,898,064	4,065,751	
575-548060 Contribution to CCMA	714,450	716,245	800,000	218,025	800,000	715,050	
575-548101 Transfer Out - General Fund	0	0	4,000	0	4,000	4,000	
575-548600 Inter-fund Charges-Admin	1,450,827	1,478,230	1,493,620	1,244,683	1,493,620	1,540,372	
575-548610 Interfund Charge-Fleet	116,624	163,596	150,684	125,570	150,684	169,213	
575-548800 Depreciation Expense	2,313,943	2,358,892	0	0	0	0	
575-548900 Amortization Expense	11,381	0	0	0	0	0	
TOTAL Fund Charges/Transfers	8,615,455	8,930,072	6,746,368	4,965,952	6,746,368	6,794,386	
Maintenance Services							
575-551100 Building Maintenance	2,451	2,908	5,000	0	5,000	10,000	
575-551300 Computer Maintenance	11,004	14,647	17,500	6,229	17,500	17,500	
575-551400 Minor & Other Equip Maint	2,127	3,302	5,100	2,433	5,100	5,100	
575-551500 Water Maintenance	70,211	132,340	200,000	144,427	200,000	280,000	
575-551510 Waste Contractor Expense	5,206,801	5,452,509	5,000,000	4,147,104	5,500,000	5,582,100	
575-551520 Sewer Treatment-CCMA/MUD	4,708,982	5,286,445	4,182,000	4,072,525	5,500,000	5,720,000	
575-551530 Sewer Maintenance	129,617	78,157	90,000	33,044	90,000	120,000	
575-551540 I&I Maintenance	45,429	7,299	50,000	0	10,000	50,000	
575-551600 Street Maintenance Materials	18,411	16,333	20,000	16,992	20,000	87,500	
575-551720 Low Flow Rebate Program	0	100	400	0	0	100	
575-551800 Other Maintenance Agreements	220	220	200	220	220	200	
TOTAL Maintenance Services	10,195,253	10,994,260	9,570,200	8,422,973	11,347,820	11,872,500	

PUBLIC WORKS
EXPENDITURES

	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 CURRENT BUDGET	2022-2023 Y-T-D ACTUAL	2022-2023 PROJECTED YEAR END	2023-2024 CITY ADMIN. RECOMMENDED	2023-2024 ADOPTED BUDGET
Other Costs							
575-554100 State Water Fees-TCEQ	40,000	36,616	40,000	36,605	40,000	40,000	
TOTAL Other Costs	40,000	36,616	40,000	36,605	40,000	40,000	
Debt Service							
575-555900 Debt Service	1,560,000	0	1,912,700	1,580,000	1,580,000	1,630,000	
575-555900.Interest Expense	512,273	637,022	587,077	1,039,511	1,039,511	967,184	
TOTAL Debt Service	2,072,273	637,022	2,499,777	2,619,511	2,619,511	2,597,184	
Other Financing Sources							
575-556000 Issuance Costs	0	57,095	0	0	0	0	
TOTAL Other Financing Sources	0	57,095	0	0	0	0	
Rental/Leasing							
575-561000 Rental-Building & Land	3,041	3,132	3,275	3,402	3,402	3,700	
575-561100 Rental-Equipment	0	8,133	1,000	0	0	6,000	
575-561200 Lease/Purchase Payments	93,527	102,000	68,000	85,000	102,000	51,000	
TOTAL Rental/Leasing	96,568	113,265	72,275	88,402	105,402	60,700	
Operating Equipment							
575-571000 Furniture & Fixtures	4,361	3,952	3,000	266	3,000	6,000	
575-571300 Computer & Periphe. < $5000	0	0	0	0	0	108,500	
575-571500 Minor Equipment	2,588	4,249	4,000	4,963	10,000	10,000	
TOTAL Operating Equipment	6,950	8,201	7,000	5,229	13,000	124,500	
Capital Outlay							
575-581000 MAJOR PROJECTS-water & sewer	0	0	0	0	0	250,000	
575-581010 LAND/ROW	0	0	0	0	0	100,000	
575-581200 Vehicles & Access. Over $5,00	0	0	52,500	55,382	57,500	0	
575-581800 Equipment Over $5,000	0	0	208,900	193,006	198,007	725,000	
TOTAL Capital Outlay	0	0	261,400	248,388	255,507	1,075,000	
Water Line Relocation							
Aviation Heights							
TOTAL W & S ADMINISTRATION	27,262,779	27,026,148	25,544,954	20,647,593	27,581,270	29,848,656	
TOTAL PUBLIC WORKS	27,262,779	27,026,148	25,544,954	20,647,593	27,581,270	29,848,656	

FUND: 411 CAPITAL RECOVERY FUND WATER

(Water & Sewer)

DESCRIPTION

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

GOALS AND OBJECTIVES

- Ensure the Texas Commission of Environmental Quality (TCEQ) rules and regulations are met for future growth.
- Continue to improve and provide an efficient and reliable water and wastewater system that meets all of the State rules and regulations and future growth in the community.
- Provide citizens with quality projects completed on-time and on-budget.

- Design a 3 million gallon ground storage and booster station
- State law mandates that the Water/Wastewater Capital Recovery plan be updated at least every five years. The last study was 2011.

PERFORMANCE INDICATORS

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

PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2023-24 Budget will be set at $55,748 for any professional services or studies that need to be completed.

FINANCIAL SUMMARY

	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 CURRENT BUDGET	2022-2023 Y-T-D ACTUAL	2022-2023 PROJECTED YEAR END	2023-2024 CITY ADMIN. RECOMMENDED	2023-2024 ADOPTED BUDGET
REVENUE SUMMARY							
Fees	1,079,712	832,664	1,100,000	573,302	900,000	1,000,000	
Miscellaneous	10,310	65,208	51,500	179,590	211,800	222,000	
TOTAL REVENUES	1,090,022	897,871	1,151,500	752,892	1,111,800	1,222,000	
EXPENDITURE SUMMARY							
GENERAL GOVERNMENT							
NON DEPARTMENTAL	46,922	37,234	55,748	1,000	55,748	55,748	
TOTAL GENERAL GOVERNMENT	46,922	37,234	55,748	1,000	55,748	55,748	
MISC & PROJECTS							
PROJECTS	512,000	4,230,819	0	0	0	0	
TOTAL MISC & PROJECTS	512,000	4,230,819	0	0	0	0	
TOTAL EXPENDITURES	558,922	4,268,052	55,748	1,000	55,748	55,748	
REVENUE OVER/(UNDER) EXPENDITURES	531,100	(3,370,181)	1,095,752	751,892	1,056,052	1,166,252	

REVENUES

	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 CURRENT BUDGET	2022-2023 Y-T-D ACTUAL	2022-2023 PROJECTED YEAR END	2023-2024 CITY ADMIN. RECOMMENDED	2023-2024 ADOPTED BUDGET
Fees							
000-455900 Cap Rcvry-Water	1,079,712	832,664	1,100,000	573,302	900,000	1,000,000	
TOTAL Fees	1,079,712	832,664	1,100,000	573,302	900,000	1,000,000	
Fund Transfers							
Miscellaneous							
000-491000 Interest Earned	237	754	1,500	1,307	1,800	2,000	
000-491200 Investment Income	10,073	64,453	50,000	178,282	210,000	220,000	
TOTAL Miscellaneous	10,310	65,208	51,500	179,590	211,800	222,000	
TOTAL REVENUES	1,090,022	897,871	1,151,500	752,892	1,111,800	1,222,000	

GENERAL GOVERNMENT
EXPENDITURES

	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 CURRENT BUDGET	2022-2023 Y-T-D ACTUAL	2022-2023 PROJECTED YEAR END	2023-2024 CITY ADMIN. RECOMMENDED	2023-2024 ADOPTED BUDGET
NON DEPARTMENTAL							
Supplies							
City Support Services							
101-532400 Computer Fees & Licenses	0	0	11,748	0	11,748	11,748	
TOTAL City Support Services	0	0	11,748	0	11,748	11,748	
Utility Services							
Operations Support							
Professional Services							
101-541300 Professional Services-Cap Pla	45,922	36,234	43,000	0	43,000	43,000	
101-541400 Auditor/Accounting Service	1,000	1,000	1,000	1,000	1,000	1,000	
TOTAL Professional Services	46,922	37,234	44,000	1,000	44,000	44,000	
Fund Charges/Transfers							
Maintenance Services							
Debt Service							
Operating Equipment							
Capital Outlay							
TOTAL NON DEPARTMENTAL	46,922	37,234	55,748	1,000	55,748	55,748	

GENERAL GOVERNMENT
EXPENDITURES

	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 CURRENT BUDGET	2022-2023 Y-T-D ACTUAL	2022-2023 PROJECTED YEAR END	2023-2024 CITY ADMIN. RECOMMENDED	2023-2024 ADOPTED BUDGET
NONDEPARTMENTAL							
Professional Services							
TOTAL GENERAL GOVERNMENT	46,922	37,234	55,748	1,000	55,748	55,748	

MISC & PROJECTS
EXPENDITURES

	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 CURRENT BUDGET	2022-2023 Y-T-D ACTUAL	2022-2023 PROJECTED YEAR END	2023-2024 CITY ADMIN. RECOMMENDED	2023-2024 ADOPTED BUDGET
PROJECTS							
Personnel Services							
City Support Services							
Utility Services							
Operations Support							
Professional Services							
Fund Charges/Transfers							
900-548406 Transfer Out-Public Imprvment	512,000	4,230,819	0	0	0	0	
TOTAL Fund Charges/Transfers	512,000	4,230,819	0	0	0	0	
Maintenance Services							
Rental/Leasing							
Capital Outlay							
TOTAL PROJECTS	512,000	4,230,819	0	0	0	0	

MISC & PROJECTS
EXPENDITURES

	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 CURRENT BUDGET	2022-2023 Y-T-D ACTUAL	2022-2023 PROJECTED YEAR END	2023-2024 CITY ADMIN. RECOMMENDED	2023-2024 ADOPTED BUDGET
LIVE OAK ELEVATED TANK							
Operations Support							
Professional Services							
Maintenance Services							
Rental/Leasing							
Capital Outlay							
TOTAL MISC & PROJECTS	512,000	4,230,819	0	0	0	0	
TOTAL EXPENDITURES	558,922	4,268,052	55,748	1,000	55,748	55,748	

FUND: 421 CAPITAL RECOVERY FUND SEWER

(Water & Sewer)

DESCRIPTION

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

GOALS AND OBJECTIVES

- Ensure the Texas Commission of Environmental Quality (TCEQ) rules and regulations are met for future growth.

- Continue to improve and provide an efficient and reliable water and wastewater system that meets all of the State rules and regulations and future growth in the community.

- Preliminary engineering and land acquisition for a waste water treatment plant for South Schertz. Initiate plans for the Southeast Quad Pump Station and the Ground Storage and Distribution Main for South Schertz. State law mandates that the Water/Wastewater Capital Recovery Plan be updated at least every five years. Last study was in 2011. Currently the Sedona WWTP serves the Crossvine Subdivision area but will be eliminated when the new CCMA WWTP comes on line. A sewer line and lift-station will be needed to accomplish this project.

- Initiate and institute a study to implement reuse water throughout the City.

- Provide citizens with quality projects completed on-time and on-budget.

PERFORMANCE INDICATORS

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

PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2023-24 Budget will be set at $67,248 for any professional services or studies that need to be completed.

FINANCIAL SUMMARY

	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 CURRENT BUDGET	2022-2023 Y-T-D ACTUAL	2022-2023 PROJECTED YEAR END	2023-2024 CITY ADMIN. RECOMMENDED	2023-2024 ADOPTED BUDGET
REVENUE SUMMARY							
Fees	611,659	371,261	550,000	355,654	400,000	500,000	
Miscellaneous	9,865	59,887	51,500	194,555	245,000	200,000	
TOTAL REVENUES	621,523	431,148	601,500	550,209	645,000	700,000	
EXPENDITURE SUMMARY							
GENERAL GOVERNMENT							
NON DEPARTMENTAL	7,855,487	21,382	64,248	2,558	67,248	67,248	
TOTAL GENERAL GOVERNMENT	7,855,487	21,382	64,248	2,558	67,248	67,248	
MISC & PROJECTS							
TOTAL EXPENDITURES	7,855,487	21,382	64,248	2,558	67,248	67,248	
REVENUE OVER/(UNDER) EXPENDITURES	(7,233,964)	409,766	537,252	547,651	577,752	632,752	

REVENUES

	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 CURRENT BUDGET	2022-2023 Y-T-D ACTUAL	2022-2023 PROJECTED YEAR END	2023-2024 CITY ADMIN. RECOMMENDED	2023-2024 ADOPTED BUDGET
Fees							
000-455910 Cap Rcvry-Waste Water	611,659	371,261	550,000	355,654	400,000	500,000	
TOTAL Fees	611,659	371,261	550,000	355,654	400,000	500,000	
Fund Transfers							
Miscellaneous							
000-491000 Interest Earned	195	6,415	1,500	18,276	25,000	25,000	
000-491200 Investment Income	39,750	63,418	50,000	176,128	220,000	175,000	
000-491900 Unrealize Gain/Loss-Captl On	(30,080)	(9,945)	0	151	0	0	
TOTAL Miscellaneous	9,865	59,887	51,500	194,555	245,000	200,000	
TOTAL REVENUES	621,523	431,148	601,500	550,209	645,000	700,000	

GENERAL GOVERNMENT
EXPENDITURES

	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 CURRENT BUDGET	2022-2023 Y-T-D ACTUAL	2022-2023 PROJECTED YEAR END	2023-2024 CITY ADMIN. RECOMMENDED	2023-2024 ADOPTED BUDGET
NON DEPARTMENTAL							
Supplies							
City Support Services							
101-532400 Computer Fees & Licenses	0	0	11,748	0	11,748	11,748	
TOTAL City Support Services	0	0	11,748	0	11,748	11,748	
Operations Support							
Professional Services							
101-541300 Professional Services-Cap Pla	55,698	15,816	50,000	0	50,000	50,000	
101-541400 Auditor/Accounting Service	1,000	1,000	1,000	1,000	1,000	1,000	
101-541650 Investment Mgt Fee-Sewer	3,789	4,566	1,500	1,558	4,500	4,500	
TOTAL Professional Services	60,487	21,382	52,500	2,558	55,500	55,500	
Fund Charges/Transfers							
101-548406 Transfer Out-Water/Sewer Prjc	7,795,000	0	0	0	0	0	
TOTAL Fund Charges/Transfers	7,795,000	0	0	0	0	0	
Maintenance Services							
TOTAL NON DEPARTMENTAL	7,855,487	21,382	64,248	2,558	67,248	67,248	
TOTAL GENERAL GOVERNMENT	7,855,487	21,382	64,248	2,558	67,248	67,248	

MISC & PROJECTS
EXPENDITURES

	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 CURRENT BUDGET	2022-2023 Y-T-D ACTUAL	2022-2023 PROJECTED YEAR END	2023-2024 CITY ADMIN. RECOMMENDED	2023-2024 ADOPTED BUDGET
SEWER PROJECTS							
City Support Services							
Operations Support							
Professional Services							
Maintenance Services							
Rental/Leasing							
TOTAL EXPENDITURES	7,855,487	21,382	64,248	2,558	67,248	67,248	

FUND: 204 DRAINAGE FUND

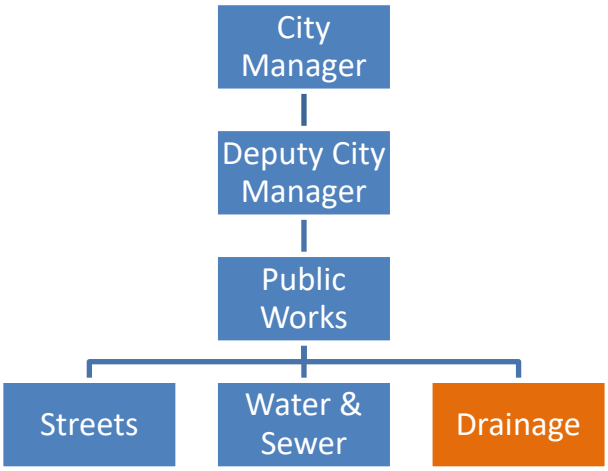
DEPARTMENT DESCRIPTION

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

GOALS AND OBJECTIVES

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

ORGANIZATIONAL CHART



DRAINAGE	2020-21 Actual	2021-22 Actual	2022-23 Estimate	2023-24 Budget
Director	1	1	1	1
Assistant Director	1	1	1	0
Streets/Drainage Manager	1	1	1	1
Drainage Superintendent	1	1	1	1
Drainage Worker II	2	2	2	2
Drainage Worker I	5	5	5	5
TOTAL POSITIONS	11	11	11	10

PERFORMANCE INDICATORS

Workload/Output	2020-21 Actual	2021-22 Actual	2022-23 Estimate	2023-24 Budget
Acres of Alleys Maintained	5.15	5.15	5.15	5.15
Acres of Rights-of-Way (ROW) Maintained	66.46	66.46	66.46	66.46
Acres of Drainage Ditches Maintained	158.75	220	220	220

Efficiency	2020-21 Actual	2021-22 Actual	2022-23 Estimate	2023-24 Budget

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

Effectiveness	2020-21 Actual	2021-22 Actual	2022-23 Estimate	2023-24 Budget
ROW Maintenance & Mowing, Hours	4250	4320	4550	4550
Drainage Mowing, Hours	1080	1340	1380	1400
Drainage Structure Maintenance, Hours	1640	2151	2100	2250

Budget	2020-21 Actual	2021-22 Actual	2022-23 Estimate	2023-24 Budget
Revenue				
Permits	$6,670	$9,650	$11,000	$10,200
Fees	1,211,192	1,258,899	1,258,500	1,321,850
Fund Transfers	0	19,166	17,573	17,573
Miscellaneous	59,975	3,938	27,500	27,000
Total	*$1,277,838*	*$1,291,653*	*$1,314,573*	*$1,376,623*
Expenses				
Personnel	$379,237	$283,539	$527,883	$589,467
Supplies	3,717	10,989	6,950	7,800
City Support Services	4,474	4,490	15,672	17,000
Utility Services	20,288	26,436	30,900	30,000
Operations Support	31	0	0	0
Staff Support	13,042	11,171	14,000	15,444
City Assistance	120	40	200	200
Professional Services	2,720	16,225	77,500	16,000
Fund Charges/Transfers	647,133	682,199	575,443	528,746
Maintenance Services	10,728	9,764	75,000	156,000
Other Costs	0	100	105	100
Debt Services	121,740	0	0	0
Operating Equipment	6,867	2,459	2,500	9,450
Capital Outlay	0	0	165,000	124,000
Projects	0	0	0	100,000
Total	*$1,210,097*	*$1,047,411*	*$1,491,153*	*$1,594,207*
Over/-Under	*$67,741*	*$244,241*	*-$176,580*	*-$217,584*

PROGRAM JUSTIFICATION AND ANALYSIS

Revenue: The FY 2023-24 Budget increase 4.7% from the FY 2022-23 year-end estimate from anticipated service additions.

Expenses: The FY 2023-24 Budget will increase 6.9% from the FY 2022-23 year-end estimate for anticipated wage adjustments and equipment replacements and additional drainage channel maintenance projects.

FINANCIAL SUMMARY

	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 CURRENT BUDGET	2022-2023 Y-T-D ACTUAL	2022-2023 PROJECTED YEAR END	2023-2024 CITY ADMIN. RECOMMENDED	2023-2024 ADOPTED BUDGET
REVENUE SUMMARY							
Permits	6,670	9,650	7,000	13,050	11,000	10,200	
Fees	1,211,192	1,258,899	1,258,500	1,054,423	1,258,500	1,321,850	
Fund Transfers	0	19,166	182,573	0	17,573	17,573	
Miscellaneous	59,975	3,938	2,000	20,467	27,500	27,000	
TOTAL REVENUES	1,277,838	1,291,653	1,450,073	1,087,941	1,314,573	1,376,623	
EXPENDITURE SUMMARY							
PUBLIC WORKS							
DRAINAGE	1,210,097	1,047,411	1,439,807	1,064,208	1,491,153	1,494,207	
TOTAL PUBLIC WORKS	1,210,097	1,047,411	1,439,807	1,064,208	1,491,153	1,494,207	
MISC & PROJECTS							
PROJECTS	0	0	0	0	0	100,000	
TOTAL MISC & PROJECTS	0	0	0	0	0	100,000	
TOTAL EXPENDITURES	1,210,097	1,047,411	1,439,807	1,064,208	1,491,153	1,594,207	
REVENUE OVER/(UNDER) EXPENDITURES	67,741	244,241	10,266	23,733	(176,580)	(217,584)	

REVENUES

	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 CURRENT BUDGET	2022-2023 Y-T-D ACTUAL	2022-2023 PROJECTED YEAR END	2023-2024 CITY ADMIN. RECOMMENDED	2023-2024 ADOPTED BUDGET
Permits							
000-432400 Floodplain Permit	6,670	9,650	7,000	13,050	11,000	10,200	
TOTAL Permits	6,670	9,650	7,000	13,050	11,000	10,200	
Fees							
000-457500 Drainage Penalties	1,540	9,881	8,500	8,803	8,500	9,350	
000-457600 Drainage Fee	1,209,653	1,249,018	1,250,000	1,045,620	1,250,000	1,312,500	
TOTAL Fees	1,211,192	1,258,899	1,258,500	1,054,423	1,258,500	1,321,850	
Fund Transfers							
000-481000 Transfer In - Reserves	0	0	165,000	0	0	0	
000-486100 Transfer In	0	19,166	0	0	0	0	
000-486101 Transfer In - General Fund	0	0	17,573	0	17,573	17,573	
TOTAL Fund Transfers	0	19,166	182,573	0	17,573	17,573	
Miscellaneous							
000-491000 Interest Earned	82	710	500	2,951	4,500	4,000	
000-491200 Investment Income	738	3,228	1,500	17,517	23,000	23,000	
000-497000 Misc Income-Drainage	59,155	0	0	0	0	0	
TOTAL Miscellaneous	59,975	3,938	2,000	20,467	27,500	27,000	
TOTAL REVENUES	1,277,838	1,291,653	1,450,073	1,087,941	1,314,573	1,376,623	

PUBLIC WORKS
EXPENDITURES

	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 CURRENT BUDGET	2022-2023 Y-T-D ACTUAL	2022-2023 PROJECTED YEAR END	2023-2024 CITY ADMIN. RECOMMENDED	2023-2024 ADOPTED BUDGET
DRAINAGE							
Personnel Services							
579-511110 Regular	234,047	202,262	319,184	265,615	331,406	368,504	
579-511120 Overtime	8,883	3,539	7,174	4,646	7,174	8,265	
579-511210 Longevity	9,876	10,151	9,558	12,802	12,802	13,145	
579-511230 Certification Allowance	1,985	2,352	2,450	2,573	2,723	2,873	
579-511310 FICA - Employer	18,135	16,858	25,885	21,003	27,089	30,021	
579-511350 TMRS-Employer	41,806	(13,709)	55,458	44,084	56,710	65,566	
579-511410 Health-Employer	60,674	57,392	99,305	63,528	82,126	94,154	
579-511500 Workers' Compensation	3,831	4,694	6,200	8,692	7,853	6,939	
TOTAL Personnel Services	379,237	283,539	525,214	422,943	527,883	589,467	
Supplies							
579-521000 Operating Supplies	2,318	10,098	2,500	1,402	2,500	3,000	
579-521100 Office Supplies	237	111	250	113	250	600	
579-521200 Medical/Chem Supplies	1,162	780	4,000	1,130	4,000	4,000	
579-521300 Motor Vehicle Supplies	0	0	200	0	200	200	
TOTAL Supplies	3,717	10,989	6,950	2,645	6,950	7,800	
Human Services							
City Support Services							
579-532500 City Insurance-Commercial	2,974	3,111	3,500	3,172	3,172	3,500	
579-532800 EMPLOYEE APPRECIATION EVENTS	1,500	980	2,500	1,475	2,500	2,500	
579-532900 Contingencies	0	399	10,000	460	10,000	11,000	
TOTAL City Support Services	4,474	4,490	16,000	5,107	15,672	17,000	
Utility Services							
579-533310 Telephone/Cell Phones	805	383	900	0	900	0	
579-533500 Vehicle Fuel	19,483	26,052	16,000	24,350	30,000	30,000	
TOTAL Utility Services	20,288	26,436	16,900	24,350	30,900	30,000	
Operations Support							
579-534200 Printing & Binding	31	0	0	0	0	0	
TOTAL Operations Support	31	0	0	0	0	0	
Staff Support							
579-535100 Uniforms	6,306	5,263	6,000	4,722	6,000	6,300	
579-535300 Memberships	(14)	0	0	0	0	600	
579-535500 Training/Travel	5,000	5,875	8,000	2,266	8,000	7,500	
579-535510 Meeting Expenses	1,200	33	0	0	0	500	
579-535600 Professional Certification	550	0	0	0	0	544	
TOTAL Staff Support	13,042	11,171	14,000	6,988	14,000	15,444	

PUBLIC WORKS
EXPENDITURES

	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 CURRENT BUDGET	2022-2023 Y-T-D ACTUAL	2022-2023 PROJECTED YEAR END	2023-2024 CITY ADMIN. RECOMMENDED	2023-2024 ADOPTED BUDGET
City Assistance							
579-537100 Medical Services	120	40	200	0	200	200	
TOTAL City Assistance	120	40	200	0	200	200	
Professional Services							
579-541200 Legal Svcs	59	0	1,000	0	1,000	1,000	
579-541310 Contractual Services	1,161	14,725	40,000	37,817	75,000	15,000	
579-541400 Auditor/Accounting Service	1,500	1,500	1,500	1,500	1,500	0	
TOTAL Professional Services	2,720	16,225	42,500	39,317	77,500	16,000	
Fund Charges/Transfers							
579-548000 Transfer Out	20,355	0	0	0	0	0	
579-548101 Transfer Out - General Fund	0	0	1,000	0	1,000	0	
579-548500 Interfund Charges-Admin	285,506	308,010	320,073	266,728	320,073	265,625	
579-548600 Interfund Charges-Water	146,400	150,000	150,000	125,000	150,000	157,500	
579-548610 Interfund Charge-Fleet	99,261	115,807	104,370	86,975	104,370	105,621	
579-548800 Depreciation Expense	95,611	108,382	0	0	0	0	
TOTAL Fund Charges/Transfers	647,133	682,199	575,443	478,703	575,443	528,746	
Maintenance Services							
579-551300 Computer Maintenance	(623)	0	0	0	0	0	
579-551610 Drainage Channel Maintenance	11,351	9,764	75,000	8,033	75,000	156,000	
TOTAL Maintenance Services	10,728	9,764	75,000	8,033	75,000	156,000	
Other Costs							
579-554100 State Storm Water Fee-TCEQ	0	100	100	105	105	100	
TOTAL Other Costs	0	100	100	105	105	100	
Debt Service							
579-555900 Debt Service	120,000	0	0	0	0	0	
579-555900.Interest Expense	1,740	0	0	0	0	0	
TOTAL Debt Service	121,740	0	0	0	0	0	
Rental/Leasing							
Operating Equipment							
579-571200 Vehicles & Access Less $5,000	130	0	0	0	0	0	
579-571300 Computer & Periphe. < $5,000	0	0	0	0	0	5,100	
579-571500 Equipment Under $5,000	6,737	2,459	2,500	2,402	2,500	4,350	
TOTAL Operating Equipment	6,867	2,459	2,500	2,402	2,500	9,450	

PUBLIC WORKS
EXPENDITURES

	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 CURRENT BUDGET	2022-2023 Y-T-D ACTUAL	2022-2023 PROJECTED YEAR END	2023-2024 CITY ADMIN. RECOMMENDED	2023-2024 ADOPTED BUDGET
Capital Outlay							
579-581010 Land Purchase	0	0	0	0	0	100,000	
579-581200 Vehicles & Access. Over $5,00	0	0	165,000	73,615	165,000	0	
579-581500 Machinery/Equipment	0	0	0	0	0	24,000	
TOTAL Capital Outlay	0	0	165,000	73,615	165,000	124,000	
TOTAL DRAINAGE	1,210,097	1,047,411	1,439,807	1,064,208	1,491,153	1,494,207	
TOTAL PUBLIC WORKS	1,210,097	1,047,411	1,439,807	1,064,208	1,491,153	1,494,207	

MISC & PROJECTS
EXPENDITURES

	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 CURRENT BUDGET	2022-2023 Y-T-D ACTUAL	2022-2023 PROJECTED YEAR END	2023-2024 CITY ADMIN. RECOMMENDED	2023-2024 ADOPTED BUDGET
PROJECTS							
City Support Services							
Operations Support							
Professional Services							
900-541100 Engineering	0	0	0	0	0	100,000	
TOTAL Professional Services	0	0	0	0	0	100,000	
Maintenance Services							
Capital Outlay							
TOTAL PROJECTS	0	0	0	0	0	100,000	
TOTAL MISC & PROJECTS	0	0	0	0	0	100,000	
TOTAL EXPENDITURES	1,210,097	1,047,411	1,439,807	1,064,208	1,491,153	1,594,207	

FUND: 203 EMERGENCY MEDICAL SERVICES (EMS)

DEPARTMENTAL DESCRIPTION

Schertz Emergency Medical Services responds to 911 requests for ambulance service across a 230 square mile service area that includes the municipalities of Schertz, Cibolo, Live Oak, Marion, Santa Clara, Selma, Universal City, western Guadalupe County, Comal County Emergency Services District (ESD) #6 (about 25% of Comal County including the City of Garden Ridge) and JBSA Randolph. We also work with individual at-risk patients to insure they have the best access to primary healthcare and that their medical needs are being met before an emergency occurs. We educate our employees by providing over fifty hours of Continuing Education annually and over thirty hours for our first responders. We provide ambulance demonstrations and stand-by event coverage to further the knowledge of Emergency Medical Services and injury/illness prevention and preparedness.

GOALS AND OBJECTIVES

- Provide efficient pre-hospital healthcare services to the communities that we serve.

- Integrate the care that we provide with the rest of the healthcare system to reduce demand for 911 services while elevating access to care and appropriate destination management for the citizens we serve.

- Provide appropriate and timely education and training to our employees and our first responders to ensure the best and most current standard of care is provided.

- Provide high quality pre-hospital training and community education for the communities we serve and the region as a whole.

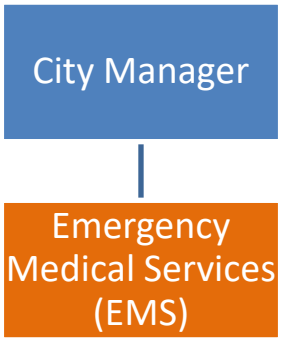
- Provide education and assistance to the community to prevent and prepare them for medical emergencies through community education, demonstrations, immunizations, and CPR and Automatic External Defibrillator training programs.

- Be the preferred employer for pre-hospital healthcare providers in the State of Texas

- Be thoroughly prepared for man-made and natural disasters in our jurisdiction, region, and statewide.

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

ORGANIZATIONAL CHART



EMS	2020-21 Actual	2021-22 Actual	2022-23 Estimate	2023-24 Budget
Chief	1	1	1	1
Assistant Chief - Operations	1	1	1	1
Assistant Chief - Clinical	1	1	1	1
Community Health Coordinator	1	1	1	1
Training Coordinator	1	1	1	2
Office Manager	1	1	1	1
Instructor	1	1	1	0
Administrative Asst.	1	1	1	1
Billing Specialist	3	3	3	3
EMS Battalion Chief	3	3	3	3
Field Training Officer	3	3	3	0
Lieutenant	3	3	3	6
MIH Paramedic	1	1	1	1
Paramedic	28	30	32	40
EMT	6	6	12	12
P/T Paramedics	15	15	15	15
P/T EMT	5	5	5	5
P/T Supply Coordinator	1	1	1	1
TOTAL POSITIONS	76	78	86	90

PERFORMANCE INDICATORS

Workload/Output	2020-21 Actual	2021-22 Actual	2022-23 Estimate	2023-24 Budget
Requests for EMS Service	12,269	13,520	13,618	14,893
Transports to Hospitals	7,443	8,332	8,366	9,358
Hospital to Hospital Transports	795	913	900	925
Collections per Transport	$459	$538	$500	$525
Students Enrolled in EMT Certification Classes	135	154	140	160
Trips billed for Alamo Heights	546	623	600	650
Members of EMS Passport	432	417	450	450

Efficiency	2020-21 Actual	2021-22 Actual	2022-23 Estimate	2023-24 Budget
Response Time 90% Reliability	13:59	13:59	13:00	13:00
Total Time on Task (Minutes)	58:30	57:50	57:00	57:00
Transport Percentage	61%	62%	62%	62%
Days Sales Outstanding	45.78	33.29	45	35
Mutual Aid Requested	28	22	20	20
Students Graduated from EMT Certification Classes	63	83	70	100

Effectiveness	2020-21 Actual	2021-22 Actual	2022-23 Estimate	2023-24 Budget
Critical Failures / 100,000 miles	7.0	3.7	6	4
Fleet Accidents / 100,000 miles	5.0	3.3	4	3
Cardiac Arrest Save %	7.1%	8%	10%	10%
Correct recognition of STEMI	64.6%	62%	75%	75%
EMT Class Certification Pass Rate	85.7%	92%	90%	94%

Budget	2020-21 Actual	2021-22 Actual	2022-23 Estimate	2023-24 Budget
Revenue				
Fees	$7,164,000	$7,780,595	$7,925,405	$8,486,771
Inter-Jurisdictional	3,204,108	4,133,931	3,901,113	4,207,452
Fund Transfers	409,606	7,381	0	0
Miscellaneous	115,705	81,240	199,465	166,000
Total	*$10,893,569*	*$12,003,147*	*$12,025,983*	*$12,860,223*
Expenses				
Personnel	$5,087,531	$5,748,218	$6,567,746	$7,778,652
Supplies	356,297	441,925	435,369	440,425
City Support Services	71,113	81,610	141,969	199,200
Utility Services	130,473	186,822	160,500	176,000
Operations Support	152,744	34,261	33,570	34,400
Staff Support	55,329	68,776	102,492	88,000
City Assistance	616,862	623,522	623,989	689,566
Professional Services	113,798	149,674	124,000	128,000
Fund Charges/Transfers	3,272,625	3,292,461	2,875,756	3,280,093
Maintenance Services	10,560	10,440	11,000	13,000
Debt Service	115,100	0	0	0
Rental/Leasing	65,118	-6,633	78,509	120,000
Operating Equipment	74,513	37,659	114,849	58,500
Capital Outlay	0	17,240	710,000	635,000
Total	*$10,122,063*	*$10,685,974*	*$11,979,749*	*$13,640,835*
Over/-Under	*$771,505*	*$1,317,174*	*$46,234*	*-$780,612*

PROGRAM JUSTIFICATION AND ANALYSIS

Revenue: Revenues for FY 2023-24 Budget are expected to increase 6.9% from FY 2022-23 year-end estimates from an increase in transports and new service contracts with customer cities.

Expenses: The FY 2023-24 Budget will increase 13.9% from the FY 2022-23 year-end estimate due to anticipated wage adjustments and the addition of 4 EMT positions.

FINANCIAL SUMMARY

	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 CURRENT BUDGET	2022-2023 Y-T-D ACTUAL	2022-2023 PROJECTED YEAR END	2023-2024 CITY ADMIN. RECOMMENDED	2023-2024 ADOPTED BUDGET
REVENUE SUMMARY							
Fees	7,164,150	7,780,595	7,605,302	5,607,235	7,925,405	8,486,771	
Inter-Jurisdictional	3,204,108	4,133,931	3,978,179	3,601,502	3,901,113	4,207,452	
Fund Transfers	409,606	7,381	262,000	0	0	0	
Miscellaneous	115,705	81,240	171,500	186,986	199,465	166,000	
TOTAL REVENUES	10,893,569	12,003,147	12,016,982	9,395,724	12,025,983	12,860,223	
EXPENDITURE SUMMARY							
PUBLIC SAFETY							
SCHERTZ EMS	10,122,063	10,685,974	12,015,662	10,005,291	11,979,749	13,640,835	
TOTAL PUBLIC SAFETY	10,122,063	10,685,974	12,015,662	10,005,291	11,979,749	13,640,835	
MISC & PROJECTS							
TOTAL EXPENDITURES	10,122,063	10,685,974	12,015,662	10,005,291	11,979,749	13,640,835	
REVENUE OVER/(UNDER) EXPENDITURES	771,505	1,317,174	1,319	(609,567)	46,234	(780,612)	

REVENUES

	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 CURRENT BUDGET	2022-2023 Y-T-D ACTUAL	2022-2023 PROJECTED YEAR END	2023-2024 CITY ADMIN. RECOMMENDED	2023-2024 ADOPTED BUDGET
Fees							
000-456100 Ambulance/Mileage Transprt Fe	6,844,294	7,400,892	7,248,302	5,312,710	7,566,405	8,107,771	
000-456110 Passport Membership Fees	25,765	26,660	26,000	25,285	25,000	26,000	
000-456120 EMT Class - Fees	134,600	170,975	140,000	115,615	155,000	150,000	
000-456122 CE Class - Fees	19,745	18,523	20,000	20,691	20,000	20,000	
000-456130 Immunization Fees	2,149	2,266	3,000	1,937	2,000	3,000	
000-456140 Billing Fees-External	20,157	23,383	28,000	22,338	29,000	30,000	
000-456150 Standby Fees	39,826	53,639	50,000	41,325	50,000	50,000	
000-456155 Community Services Support	40,176	42,062	50,000	36,371	38,000	50,000	
000-456160 MIH Services	37,413	42,145	40,000	30,963	40,000	50,000	
000-459200 NSF Check Fee	25	50	0	0	0	0	
TOTAL Fees	7,164,150	7,780,595	7,605,302	5,607,235	7,925,405	8,486,771	
Inter-Jurisdictional							
000-473500 Seguin/Guadalupe Co Support	1,005,263	850,607	927,935	773,279	927,935	1,020,728	
000-474200 JBSA Support	0	582,131	654,778	544,659	654,778	674,421	
000-474300 Cibolo Support	473,115	529,044	557,334	557,334	557,334	637,650	
000-475100 Comal Co ESD #6	141,411	200,905	132,247	104,509	139,346	154,309	
000-475200 Live Oak Support	246,256	259,351	273,764	273,764	273,764	282,952	
000-475300 Universal City Support	321,566	335,885	345,554	345,554	345,554	342,714	
000-475400 Selma Support	171,441	180,290	186,132	186,132	186,132	214,655	
000-475500 Schertz Support	667,049	695,644	725,514	725,514	725,514	770,949	
000-475600 Santa Clara Support	11,455	11,953	12,236	12,236	12,236	12,888	
000-475800 Marion Support	18,375	21,364	22,685	22,685	22,685	21,184	
000-475910 TASPP Program	148,177	466,757	140,000	55,835	55,835	75,000	
TOTAL Inter-Jurisdictional	3,204,108	4,133,931	3,978,179	3,601,502	3,901,113	4,207,452	
Fund Transfers							
000-486000 Transfer In-Reserves	0	0	262,000	0	0	0	
000-486100 Transfer In	0	7,381	0	0	0	0	
000-486405 Transfer In-Grant Fund	409,606	0	0	0	0	0	
TOTAL Fund Transfers	409,606	7,381	262,000	0	0	0	
Miscellaneous							
000-491000 Interest Earned	489	1,164	1,500	7,930	10,000	10,000	
000-491200 Investment Income	959	5,895	4,000	23,787	27,000	24,000	
000-493203 Donations-EMS	925	1,500	2,000	1,215	465	2,000	
000-497000 Misc Income	48,218	28,162	94,000	100,105	110,000	60,000	
000-497100 Recovery of Bad Debt	11,223	12,903	20,000	13,962	12,000	20,000	
000-497110 Collection Agency-Bad Debt	53,891	31,617	50,000	39,987	40,000	50,000	
TOTAL Miscellaneous	115,705	81,240	171,500	186,986	199,465	166,000	
TOTAL REVENUES	10,893,569	12,003,147	12,016,982	9,395,724	12,025,983	12,860,223	

PUBLIC SAFETY
EXPENDITURES

	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 CURRENT BUDGET	2022-2023 Y-T-D ACTUAL	2022-2023 PROJECTED YEAR END	2023-2024 CITY ADMIN. RECOMMENDED	2023-2024 ADOPTED BUDGET
SCHERTZ EMS							
Personnel Services							
280-511110 Regular	2,770,929	3,206,233	3,337,737	3,016,941	3,500,000	4,178,571	
280-511120 Overtime	864,024	1,094,359	1,000,000	856,164	1,075,000	1,185,414	
280-511210 Longevity	48,698	37,929	45,351	46,097	48,000	49,293	
280-511220 Clothing Allowance	12,972	17,824	14,976	14,484	17,000	19,344	
280-511230 Certification Allowance	11,645	16,730	20,410	15,095	18,000	21,320	
280-511310 FICA - Employer	272,255	318,078	350,838	290,932	360,000	410,428	
280-511350 TMRS-Employer	564,709	363,551	707,043	588,147	725,000	898,451	
280-511410 Health-Employer	474,438	633,799	686,029	575,304	710,000	898,414	
280-511500 Workers' Compensation	67,862	59,715	76,206	114,746	114,746	117,417	
TOTAL Personnel Services	5,087,531	5,748,218	6,238,590	5,517,911	6,567,746	7,778,652	
Supplies							
280-521000 Operating Supplies	629	1,870	2,000	222	2,000	2,000	
280-521010 Operating Supplies-EMT Class	29,950	39,944	30,000	25,705	26,000	30,000	
280-521020 Operating Supplies-CE Class	6,852	526	17,275	10,220	17,000	9,925	
280-521025 Community Support Supplies	23,480	34,258	25,000	19,646	20,000	25,000	
280-521030 Operating Supplies- MIH	0	174	2,000	1,369	1,369	2,000	
280-521100 Office Supplies	2,813	3,274	4,000	3,095	4,000	4,000	
280-521200 Medical/Chem Supplies	280,902	355,917	300,000	344,604	350,000	350,000	
280-521250 Immunization Supplies	7,998	3,060	14,000	8,950	12,000	14,000	
280-521300 Motor Veh. Supplies	2,480	2,765	2,500	1,704	2,000	2,500	
280-521600 Equip Maint Supplies	1,194	136	1,750	991	1,000	1,000	
TOTAL Supplies	356,297	441,925	398,525	416,505	435,369	440,425	
Human Services							
City Support Services							
280-532350 Software Maintenance	46,396	49,382	75,000	45,890	55,000	106,200	
280-532500 City Insurance-Commercial	24,718	31,430	35,000	38,469	38,469	43,000	
280-532900 Contingencies	0	798	48,500	0	48,500	50,000	
TOTAL City Support Services	71,113	81,610	158,500	84,359	141,969	199,200	
Utility Services							
280-533100 Gas Utility Service	6,538	6,777	7,000	6,393	7,000	7,000	
280-533200 Electric Utility Service	10,138	9,734	12,000	6,143	8,500	12,000	
280-533310 Telephone/Cell Phones	7,731	586	0	0	0	0	
280-533320 Telephone/Air Cards	261	0	0	0	0	0	
280-533330 Telephone/Internet	1,587	0	0	0	0	0	
280-533410 Water Utility Service	5,162	4,712	7,000	2,197	5,000	7,000	
280-533500 Vehicle Fuel	99,055	165,015	150,000	117,316	140,000	150,000	
TOTAL Utility Services	130,473	186,822	176,000	132,048	160,500	176,000	

PUBLIC SAFETY
EXPENDITURES

	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 CURRENT BUDGET	2022-2023 Y-T-D ACTUAL	2022-2023 PROJECTED YEAR END	2023-2024 CITY ADMIN. RECOMMENDED	2023-2024 ADOPTED BUDGET
Operations Support							
280-534000 Postage	2,427	5,019	6,500	3,991	5,000	6,500	
280-534100 Advertising	0	485	0	0	0	0	
280-534200 Printing & Binding	2,609	2,514	3,000	2,683	3,000	3,000	
280-534300 Equipment Maintenance - Copie	4,654	4,828	5,000	3,098	4,500	5,000	
280-534400 EMT Class Instructors	13,440	15,520	8,000	9,920	14,000	10,000	
280-534410 CE Class Instructors	640	0	1,500	880	1,000	2,400	
280-534420 Community Support-Instructors	3,680	2,080	3,000	1,120	2,000	3,000	
280-534500 Memberships - Organizations	3,815	3,815	4,500	4,115	4,070	4,500	
280-534999 Misc Expenses	121,479	0	0	0	0	0	
TOTAL Operations Support	152,744	34,261	31,500	25,807	33,570	34,400	
Staff Support							
280-535100 Uniforms	21,157	23,991	30,000	21,519	30,000	30,000	
280-535210 Employee Recognition-Morale	5,115	4,549	6,500	6,341	6,500	6,500	
280-535300 Memberships	0	40	0	0	0	0	
280-535400 Publications	0	0	500	0	0	500	
280-535500 Training/Travel	25,066	37,521	82,000	62,149	61,492	48,000	
280-535510 Meeting Expenses	2,933	2,676	4,500	3,655	4,500	3,000	
280-535600 Professional Certification	1,058	0	0	0	0	0	
TOTAL Staff Support	55,329	68,776	123,500	93,664	102,492	88,000	
City Assistance							
280-537100 Medical Services	1,738	1,012	2,000	501	1,000	2,000	
280-537110 EMS Outsourcing	611,113	618,489	618,489	463,867	618,489	680,566	
280-537800 Community Outreach	4,011	4,021	4,500	3,731	4,500	7,000	
TOTAL City Assistance	616,862	623,522	624,989	468,098	623,989	689,566	
Professional Services							
280-541200 Legal Svcs	351	1,067	5,000	1,035	1,000	5,000	
280-541300 Other Consl/Prof Services	93,028	124,102	100,000	75,112	100,000	100,000	
280-541400 Auditor/Accounting Service	3,000	3,000	3,000	3,000	3,000	3,000	
280-541800 Credit Card Fees	17,419	21,505	17,500	13,362	20,000	20,000	
TOTAL Professional Services	113,798	149,674	125,500	92,509	124,000	128,000	
Fund Charges/Transfers							
280-548101 Tranfer Out - General Fund	0	0	4,000	0	0	0	
280-548600 Interfund Charges-G/F Admin	182,682	212,740	216,994	180,828	216,994	221,335	
280-548610 Interfund Charges-Admin Fleet	181,781	226,106	258,762	215,635	258,762	263,937	
280-548700 Bad Debt Expense	2,621,818	2,451,472	2,665,302	2,169,118	2,400,000	2,794,821	
280-548800 Depreciation Expense	286,344	402,143	0	0	0	0	
TOTAL Fund Charges/Transfers	3,272,625	3,292,461	3,145,058	2,565,581	2,875,756	3,280,093	

PUBLIC SAFETY
EXPENDITURES

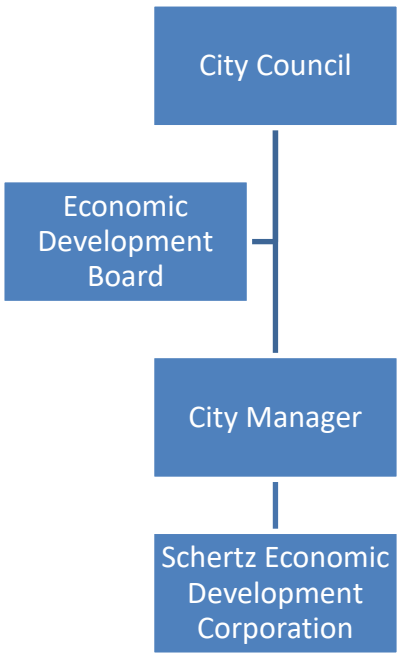
	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 CURRENT BUDGET	2022-2023 Y-T-D ACTUAL	2022-2023 PROJECTED YEAR END	2023-2024 CITY ADMIN. RECOMMENDED	2023-2024 ADOPTED BUDGET
Maintenance Services							
280-551810 Maintenance Agr. - Radios	10,560	10,440	13,000	5,220	11,000	13,000	
TOTAL Maintenance Services	10,560	10,440	13,000	5,220	11,000	13,000	
Other Costs							
Debt Service							
280-555600.Interest-CO Bond 2007	0	(0)	0	0	0	0	
280-555900 Debt Service	115,100	0	0	0	0	0	
TOTAL Debt Service	115,100	(0)	0	0	0	0	
Rental/Leasing							
280-561200 Lease/Purchase Payments	65,118	(6,633)	150,000	78,509	78,509	120,000	
TOTAL Rental/Leasing	65,118	(6,633)	150,000	78,509	78,509	120,000	
Operating Equipment							
280-571000 Furniture & Fixtures	1,569	6,399	5,000	1,163	5,000	5,000	
280-571200 Vehicles&Access. < $5,000	15,535	1,780	9,000	897	2,000	4,500	
280-571300 Computer&Periphe. < $5000	12,154	11,563	17,500	20,655	18,849	15,000	
280-571400 Communication Equip < $5000	8,475	3,029	19,000	2,607	19,000	4,000	
280-571800 Equipment Under $5,000	36,781	14,887	70,000	28,300	70,000	30,000	
TOTAL Operating Equipment	74,513	37,659	120,500	53,621	114,849	58,500	
Capital Outlay							
280-581200 Vehicles & Access. Over $5,00	0	10,451	625,000	427,201	625,000	510,000	
280-581800 Equipment Over $5,000	0	6,789	85,000	44,258	85,000	125,000	
TOTAL Capital Outlay	0	17,240	710,000	471,459	710,000	635,000	
TOTAL SCHERTZ EMS	10,122,063	10,685,974	12,015,662	10,005,291	11,979,749	13,640,835	
TOTAL PUBLIC SAFETY	10,122,063	10,685,974	12,015,662	10,005,291	11,979,749	13,640,835	

FUND: 620 CITY OF SCHERTZ ECONOMIC DEVELOPMENT CORPORATION

MISSION STATEMENT

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

ORGANIZATIONAL CHART



ECONOMIC DEVELOPMENT	2020-21 Actual	2021-22 Actual	2022-23 Estimate	2023-24 Budget
Executive Director	1	1	1	1
Deputy Director (reclassed Analyst position 2021)	0	1	1	1
Economic Development Analyst	1	0	0	0
Business Retention Manager	1	1	1	1
Executive Assistant	1	1	1	1
TOTAL POSITIONS	4	4	4	4

PERFORMANCE INDICATORS

Workload/Output	2020-21 Actual	2021-22 Actual	2022-23 Estimate	2023-24 Budget
Number of inquiries	94	121	155	164
Number of Schertz BRE visits	7	18	40	21
Number of recruitment events	6	8	12	14
Number of new prospects	15	35	45	43
Number of active performance agreements	14	15	18	17

Budget	2020-21 Actual	2021-22 Actual	2022-23 Estimate	2023-24 Budget
Revenue				
Taxes	$5,615,928	$6,025,703	$6,650,000	$7,092,000
Miscellaneous	56,144	201,279	1,042,500	1,315,000
Total	*$5,672,073*	*$6,226,982*	*$7,692,500*	*$8,407,000*
Expenses				
Supplies	$577	$1,011	$600	$1,000

City Support Services	3,322	7,311	19,834	21,200
Utility Services	1,836	2,212	2,600	975
Operations Support	68,826	186,417	362,410	441,610
Staff Support	7,077	21,350	24,150	24,575
City Assistance	0	0	203,000	205,000
Professional Services	21,267	20,752	61,000	61,300
Fund Charges/Transfers	504,669	506,984	542,221	546,883
Operating Equipment	2,508	4,047	4,000	5,000
Total Economic Development	*$610,082*	*$750,084*	*$1,219,815*	*$1,307,543*
Annual and Infrastructure Grants	*$4,274,385*	*$1,240,000*	*$8,750,079*	*$11,677,510*
Total Schertz Economic Development	*$4,884,467*	*$1,990,084*	*$9,969,894*	*$12,985,053*
Over/-Under	*$787,606*	*$4,236,898*	*-$2,277,394*	*-$4,578,053*

PROGRAM JUSTIFICATION AND ANALYSIS

Revenues: The SEDC receives one-half of one percent of all sales and use tax generated within the City of Schertz. The revenue for FY 2023-24 is projected to increase by 9.3% from the FY 2023-24 year-end estimate. The increase is reflective of an increase in sales tax revenue of 7% and additional investment income makes up the remainder.

Expenses: The SEDC funds are restricted to those expenses authorized by the Texas Local Government Code sections 501 and 505. The expenses for FY 2023-24 are projected to increase 7.2% to utilize the maximum allowed Marketing and Promotion dollars. Unspent Marketing and Promotion dollars may be carried forward per State statute for Marketing and Promotion purposes.

Project Expenses: The SEDC is funding improvements to Lookout Rd, signalization, and upsizing of wastewater facilities in FY 2023-24.

FINANCIAL SUMMARY

	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 CURRENT BUDGET	2022-2023 Y-T-D ACTUAL	2022-2023 PROJECTED YEAR END	2023-2024 CITY ADMIN. RECOMMENDED	2023-2024 ADOPTED BUDGET
REVENUE SUMMARY							
Taxes	5,615,928	6,025,703	6,548,000	4,913,009	6,650,000	7,092,000	
Fund Transfers	0	0	3,320,960	0	0	0	
Miscellaneous	56,144	201,279	182,000	865,138	1,042,500	1,315,000	
TOTAL REVENUES	5,672,073	6,226,982	10,050,960	5,778,147	7,692,500	8,407,000	
EXPENDITURE SUMMARY							
GENERAL GOVERNMENT							
NON DEPARTMENTAL	4,274,385	1,240,000	8,750,079	81,944	8,750,079	11,677,510	
TOTAL GENERAL GOVERNMENT	4,274,385	1,240,000	8,750,079	81,944	8,750,079	11,677,510	
MISC & PROJECTS							
ECONOMIC DEVELOPMENT	610,082	750,084	1,300,881	769,601	1,219,815	1,307,543	
TOTAL MISC & PROJECTS	610,082	750,084	1,300,881	769,601	1,219,815	1,307,543	
TOTAL EXPENDITURES	4,884,467	1,990,084	10,050,960	851,545	9,969,894	12,985,053	
REVENUE OVER/(UNDER) EXPENDITURES	787,606	4,236,898	0	4,926,602	(2,277,394)	(4,578,053)	

REVENUES

	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 CURRENT BUDGET	2022-2023 Y-T-D ACTUAL	2022-2023 PROJECTED YEAR END	2023-2024 CITY ADMIN. RECOMMENDED	2023-2024 ADOPTED BUDGET
Taxes							
000-411500 Sales Tax Revenue (4B)	5,615,928	6,025,703	6,548,000	4,913,009	6,650,000	7,092,000	
TOTAL Taxes	5,615,928	6,025,703	6,548,000	4,913,009	6,650,000	7,092,000	
Fund Transfers							
000-486010 Transfer In-Reserves	0	0	3,320,960	0	0	0	
TOTAL Fund Transfers	0	0	3,320,960	0	0	0	
Miscellaneous							
000-491000 Interest Earned-Bank	431	1,438	2,000	8,339	12,500	15,000	
000-491200 Investment Income	55,713	199,841	180,000	856,799	1,030,000	1,300,000	
TOTAL Miscellaneous	56,144	201,279	182,000	865,138	1,042,500	1,315,000	
TOTAL REVENUES	5,672,073	6,226,982	10,050,960	5,778,147	7,692,500	8,407,000	

GENERAL GOVERNMENT
EXPENDITURES

	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 CURRENT BUDGET	2022-2023 Y-T-D ACTUAL	2022-2023 PROJECTED YEAR END	2023-2024 CITY ADMIN. RECOMMENDED	2023-2024 ADOPTED BUDGET
NON DEPARTMENTAL							
Supplies							
Utility Services							
Operations Support							
City Assistance							
101-537600 Development Incentive Fund	224,385	0	3,000,079	81,944	3,000,079	3,027,510	
TOTAL City Assistance	224,385	0	3,000,079	81,944	3,000,079	3,027,510	
Professional Services							
Fund Charges/Transfers							
101-548000 Contributions	4,050,000	1,240,000	5,750,000	0	5,750,000	8,650,000	
TOTAL Fund Charges/Transfers	4,050,000	1,240,000	5,750,000	0	5,750,000	8,650,000	
Maintenance Services							
Debt Service							
Rental/Leasing							
Operating Equipment							
Capital Outlay							
TOTAL NON DEPARTMENTAL	4,274,385	1,240,000	8,750,079	81,944	8,750,079	11,677,510	

GENERAL GOVERNMENT
EXPENDITURES

	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 CURRENT BUDGET	2022-2023 Y-T-D ACTUAL	2022-2023 PROJECTED YEAR END	2023-2024 CITY ADMIN. RECOMMENDED	2023-2024 ADOPTED BUDGET
BUILDING 6-8 MAINTENANCE							
Personnel Services							
Supplies							
City Support Services							
Utility Services							
Operations Support							
Staff Support							
Professional Services							
TOTAL GENERAL GOVERNMENT	4,274,385	1,240,000	8,750,079	81,944	8,750,079	11,677,510	

MISC & PROJECTS
EXPENDITURES

	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 CURRENT BUDGET	2022-2023 Y-T-D ACTUAL	2022-2023 PROJECTED YEAR END	2023-2024 CITY ADMIN. RECOMMENDED	2023-2024 ADOPTED BUDGET
ECONOMIC DEVELOPMENT							
Personnel Services							
Supplies							
966-521100 Office Supplies	577	1,011	1,000	367	600	1,000	
TOTAL Supplies	577	1,011	1,000	367	600	1,000	
Human Services							
City Support Services							
966-532500 City Insurance-Commercial	1,469	1,461	1,700	1,534	1,534	1,700	
966-532800 Promotional Events	1,853	5,850	9,500	7,297	9,500	9,500	
966-532900 Contingencies	0	0	8,800	0	8,800	10,000	
TOTAL City Support Services	3,322	7,311	20,000	8,832	19,834	21,200	
Utility Services							
966-533310 Telephone/Cell Phones	1,660	1,780	2,000	0	2,000	0	
966-533500 Vehicle Fuel	119	432	750	91	400	750	
966-533550 Vehicle Maintenance	57	0	225	49	200	225	
TOTAL Utility Services	1,836	2,212	2,975	140	2,600	975	
Operations Support							
966-534000 Postage	75	71	500	19	100	500	
966-534100 Advertising	5,718	77,076	315,850	37,120	240,000	315,850	
966-534105 Goodwill	995	1,795	1,750	1,461	1,750	1,750	
966-534190 Recruitment Events	13,484	27,963	35,000	23,548	35,000	35,000	
966-534200 Printing & Binding	1,054	878	1,500	43	1,500	1,500	
966-534300 Equipment Maintenance-Copier	3,323	3,448	3,500	2,212	4,000	3,500	
966-534400 Computer Licenses-Software	29,903	45,802	50,675	30,769	50,675	54,675	
966-534500 Memberships-Organization	14,275	29,385	28,835	23,585	29,385	28,835	
TOTAL Operations Support	68,826	186,417	437,610	118,758	362,410	441,610	
Staff Support							
966-535100 Uniforms	643	676	800	345	300	800	
966-535210 Employee Recognition-Morale	1,514	547	1,800	896	950	600	
966-535300 Memberships-Staff Support	0	0	2,525	1,775	2,250	2,525	
966-535400 Publications	230	0	800	43	800	800	
966-535500 Training/Travel	2,413	16,269	12,000	6,295	12,000	12,000	
966-535510 Meeting Expenses-EDC Board	2,278	3,858	7,850	3,542	7,850	7,850	
TOTAL Staff Support	7,077	21,350	25,775	12,896	24,150	24,575	

MISC & PROJECTS
EXPENDITURES

	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 CURRENT BUDGET	2022-2023 Y-T-D ACTUAL	2022-2023 PROJECTED YEAR END	2023-2024 CITY ADMIN. RECOMMENDED	2023-2024 ADOPTED BUDGET
City Assistance							
966-537615 Small Business Grant Fund	0	0	200,000	40,000	200,000	200,000	
966-537650 Prospect Services	0	0	5,000	2,116	3,000	5,000	
TOTAL City Assistance	0	0	205,000	42,116	203,000	205,000	
Professional Services							
966-541200 Legal Svcs	12,920	9,770	15,000	6,396	15,000	15,000	
966-541400 Auditor/Accounting Service	6,000	6,000	6,300	6,000	6,000	6,300	
966-541450 Consulting Services	2,348	4,982	40,000	31,300	40,000	40,000	
TOTAL Professional Services	21,267	20,752	61,300	43,696	61,000	61,300	
Fund Charges/Transfers							
966-548600 Interfund Charges-Admin	504,669	506,984	542,221	542,221	542,221	546,883	
TOTAL Fund Charges/Transfers	504,669	506,984	542,221	542,221	542,221	546,883	
Fund Replenish							
Maintenance Services							
Debt Service							
Operating Equipment							
966-571100 Furniture & Fixtures	2,145	2,180	2,500	537	2,000	2,500	
966-571300 Computer & Periphe < $5000	362	1,867	2,500	40	2,000	2,500	
TOTAL Operating Equipment	2,508	4,047	5,000	577	4,000	5,000	
Capital Outlay							
TOTAL ECONOMIC DEVELOPMENT	610,082	750,084	1,300,881	769,601	1,219,815	1,307,543	

MISC & PROJECTS
EXPENDITURES

	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 CURRENT BUDGET	2022-2023 Y-T-D ACTUAL	2022-2023 PROJECTED YEAR END	2023-2024 CITY ADMIN. RECOMMENDED	2023-2024 ADOPTED BUDGET
SCHWAB RD PROJECT							
Maintenance Services							
TOTAL MISC & PROJECTS	610,082	750,084	1,300,881	769,601	1,219,815	1,307,543	
TOTAL EXPENDITURES	4,884,467	1,990,084	10,050,960	851,545	9,969,894	12,985,053	

FUND: 106 SPECIAL EVENTS

DESCRIPTION

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

Budget	2020-21 Actual	2021-22 Actual	2022-23 Estimate	2023-24 Budget
Revenues				
Fund Transfers	-$1,472	-$147	$0	$0
Miscellaneous	31,793	47,589	60,775	45,000
Total	*$30,321*	*$47,442*	*$60,775*	*$45,000*
Expenses				
Kick Cancer	$4,284	$9,849	$22,195	$15,000
Hal Baldwin Scholarship	16,632	19,719	17,015	30,000
Total	*$20,915*	*$29,568*	*$39,210*	*$45,000*

PROGRAM JUSTIFICATION AND ANALYSIS

Revenue: Revenue budget has increased due to a trend increase to sponsorships and event participation. It is now set at $45,000 each year and any additional covers event expenses.

Expenses: The Special Events Fund FY 2023-24 Budget is set at $45,000 with no change in operations.

FINANCIAL SUMMARY

	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 CURRENT BUDGET	2022-2023 Y-T-D ACTUAL	2022-2023 PROJECTED YEAR END	2023-2024 CITY ADMIN. RECOMMENDED	2023-2024 ADOPTED BUDGET
REVENUE SUMMARY							
Fund Transfers	(1,472)	(147)	0	147	0	0	
Miscellaneous	31,793	47,589	24,000	61,406	60,775	45,000	
TOTAL REVENUES	30,321	47,442	24,000	61,553	60,775	45,000	
EXPENDITURE SUMMARY							
GENERAL GOVERNMENT							
PUBLIC WORKS							
CULTURAL							
KICK CANCER	4,284	9,849	10,000	22,195	22,195	15,000	
HAL BALDWIN SCHOLARSHIP	16,632	19,719	14,000	25,555	17,015	30,000	
TOTAL CULTURAL	20,915	29,568	24,000	47,749	39,210	45,000	
TOTAL EXPENDITURES	20,915	29,568	24,000	47,749	39,210	45,000	
REVENUE OVER/(UNDER) EXPENDITURES	9,406	17,874	0	13,804	21,565	0	

REVENUES

	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 CURRENT BUDGET	2022-2023 Y-T-D ACTUAL	2022-2023 PROJECTED YEAR END	2023-2024 CITY ADMIN. RECOMMENDED	2023-2024 ADOPTED BUDGET
Fees							
Fund Transfers							
000-486101 Transfer In-General Fund	(1,472)	(147)	0	147	0	0	
TOTAL Fund Transfers	(1,472)	(147)	0	147	0	0	
Miscellaneous							
000-491200 Investment Income	18	147	0	632	0	0	
000-492200 Kick Cancer	2,795	9,595	10,000	22,195	22,195	15,000	
000-493621 Hal Baldwin Scholarship	28,980	37,846	14,000	38,580	38,580	30,000	
TOTAL Miscellaneous	31,793	47,589	24,000	61,406	60,775	45,000	
TOTAL REVENUES	30,321	47,442	24,000	61,553	60,775	45,000	

CULTURAL
EXPENDITURES

	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 CURRENT BUDGET	2022-2023 Y-T-D ACTUAL	2022-2023 PROJECTED YEAR END	2023-2024 CITY ADMIN. RECOMMENDED	2023-2024 ADOPTED BUDGET
KICK CANCER							
City Support Services							
608-532800 Kick Cancer	4,284	9,849	10,000	22,195	22,195	15,000	
TOTAL City Support Services	4,284	9,849	10,000	22,195	22,195	15,000	
Operations Support							
TOTAL KICK CANCER	4,284	9,849	10,000	22,195	22,195	15,000	

CULTURAL
EXPENDITURES

	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 CURRENT BUDGET	2022-2023 Y-T-D ACTUAL	2022-2023 PROJECTED YEAR END	2023-2024 CITY ADMIN. RECOMMENDED	2023-2024 ADOPTED BUDGET
HAL BALDWIN SCHOLARSHIP							
City Support Services							
621-532800 Golf Tournament	12,868	14,707	14,000	17,015	17,015	30,000	
621-532850 Hal Baldwin Scholarship	3,763	5,012	0	8,540	0	0	
TOTAL City Support Services	16,632	19,719	14,000	25,555	17,015	30,000	
Fund Charges/Transfers							
TOTAL HAL BALDWIN SCHOLARSHIP	16,632	19,719	14,000	25,555	17,015	30,000	

CULTURAL
EXPENDITURES

	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 CURRENT BUDGET	2022-2023 Y-T-D ACTUAL	2022-2023 PROJECTED YEAR END	2023-2024 CITY ADMIN. RECOMMENDED	2023-2024 ADOPTED BUDGET
OTHER EVENTS							
City Support Services							
Operations Support							
TOTAL CULTURAL	20,915	29,568	24,000	47,749	39,210	45,000	
TOTAL EXPENDITURES	20,915	29,568	24,000	47,749	39,210	45,000	

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

DESCRIPTION

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

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

PROGRAM JUSTIFICATION AND ANALYSIS

Revenue: Revenues for FY 2023-24 Budget are expected to decrease by $10,000 from the FY 2022-23 year-end estimates as the community moves away from cable.

Expenses: The PEG Fund FY 2023-24 Budget decreased to $67,000 from the FY 2022-23 year-end estimates with the continued implementation of the communication master plan.

FINANCIAL SUMMARY

	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 CURRENT BUDGET	2022-2023 Y-T-D ACTUAL	2022-2023 PROJECTED YEAR END	2023-2024 CITY ADMIN. RECOMMENDED	2023-2024 ADOPTED BUDGET
REVENUE SUMMARY							
Franchises	78,746	79,403	90,000	56,277	77,000	67,000	
Fund Transfers	0	0	854,770	0	0	0	
TOTAL REVENUES	78,746	79,403	944,770	56,277	77,000	67,000	
EXPENDITURE SUMMARY							
GENERAL GOVERNMENT							
MISC & PROJECTS							
PROJECTS	0	162,751	914,770	195,051	914,770	67,000	
TOTAL MISC & PROJECTS	0	162,751	914,770	195,051	914,770	67,000	
TOTAL EXPENDITURES	0	162,751	914,770	195,051	914,770	67,000	
REVENUE OVER/(UNDER) EXPENDITURES	78,746	(83,349)	30,000	(138,774)	(837,770)	0	

REVENUES

	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 CURRENT BUDGET	2022-2023 Y-T-D ACTUAL	2022-2023 PROJECTED YEAR END	2023-2024 CITY ADMIN. RECOMMENDED	2023-2024 ADOPTED BUDGET
Franchises							
000-421350 Spectrum-PEG Fee	46,224	62,327	60,000	45,688	63,000	55,000	
000-421465 Direct TV PEG Fee	32,522	17,076	30,000	10,589	14,000	12,000	
TOTAL Franchises	78,746	79,403	90,000	56,277	77,000	67,000	
Fund Transfers							
000-481000 Transfer In - Reserves	0	0	854,770	0	0	0	
TOTAL Fund Transfers	0	0	854,770	0	0	0	
Miscellaneous							
TOTAL REVENUES	78,746	79,403	944,770	56,277	77,000	67,000	

MISC & PROJECTS
EXPENDITURES

	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 CURRENT BUDGET	2022-2023 Y-T-D ACTUAL	2022-2023 PROJECTED YEAR END	2023-2024 CITY ADMIN. RECOMMENDED	2023-2024 ADOPTED BUDGET
PROJECTS							
Supplies							
Operations Support							
Professional Services							
900-541110 COMMUNICATION PLAN	0	0	60,000	0	60,000	67,000	
TOTAL Professional Services	0	0	60,000	0	60,000	67,000	
Operating Equipment							
Capital Outlay							
900-581400 Communication Equipment	0	162,751	854,770	195,051	854,770	0	
TOTAL Capital Outlay	0	162,751	854,770	195,051	854,770	0	
TOTAL PROJECTS	0	162,751	914,770	195,051	914,770	67,000	
TOTAL MISC & PROJECTS	0	162,751	914,770	195,051	914,770	67,000	
TOTAL EXPENDITURES	0	162,751	914,770	195,051	914,770	67,000	

FUND: 314 HOTEL/MOTEL OCCUPANCY TAX

DESCRIPTION

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

Budget	2020-21 Actual	2021-22 Actual	2022-23 Estimate	2023-24 Budget
Revenue				
Taxes	$518,925	$804,132	$1,000,000	$800,000
Miscellaneous	2,095	14,582	74,000	101,500
Total	*$521,016*	*$818,715*	*$1,074,000*	*$901,500*
Expenses				
Supplies	$6,995	$0	$0	$0
City Support Services	67,977	65,702	68,000	120,000
Operations Support	17,459	19,061	15,000	34,600
Professional Services	6,565	3,832	4,675	1,000
Fund Charges/Transfers	72,464	74,443	69,915	80,265
Building Maintenance	164,304	54,677	50,000	25,000
Operating Equipment	0	42,388	0	0
Capital Outlay	0	28,200	5,266	0
Projects	0	1,185,510	42,437	0
Total	*$335,764*	*$1,473,812*	*$255,293*	*$260,865*

PROGRAM JUSTIFICATION AND ANALYSIS

Revenue: Revenue for FY 2023-24 Budget is expected to decrease 16.1% from the FY 2022-23 year end estimates. FY 2022-23 received a lump sum of back taxes owed resulting in a higher revenue amount than is normal.

Expenses: The Hotel Motel Tax Fund FY 2023-24 Budget increases 2.2% from FY 2022-23 year-end estimate. Fewer building maintenance and projects offset increases in the City Support Services grant program.

FINANCIAL SUMMARY

	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 CURRENT BUDGET	2022-2023 Y-T-D ACTUAL	2022-2023 PROJECTED YEAR END	2023-2024 CITY ADMIN. RECOMMENDED	2023-2024 ADOPTED BUDGET
REVENUE SUMMARY							
Taxes	518,921	804,132	640,000	862,601	1,000,000	800,000	
Miscellaneous	2,095	14,582	8,500	60,744	74,000	101,500	
TOTAL REVENUES	521,016	818,715	648,500	923,345	1,074,000	901,500	
EXPENDITURE SUMMARY							
GENERAL GOVERNMENT							
NON DEPARTMENTAL	335,764	288,302	272,915	153,503	212,856	260,865	
TOTAL GENERAL GOVERNMENT	335,764	288,302	272,915	153,503	212,856	260,865	
MISC & PROJECTS							
PROJECTS	0	1,185,510	0	42,437	42,437	0	
TOTAL MISC & PROJECTS	0	1,185,510	0	42,437	42,437	0	
TOTAL EXPENDITURES	335,764	1,473,812	272,915	195,940	255,293	260,865	
REVENUE OVER/(UNDER) EXPENDITURES	185,251	(655,097)	375,585	727,405	818,707	640,635	

REVENUES

	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 CURRENT BUDGET	2022-2023 Y-T-D ACTUAL	2022-2023 PROJECTED YEAR END	2023-2024 CITY ADMIN. RECOMMENDED	2023-2024 ADOPTED BUDGET
Taxes							
000-411800 Hotel Occupancy Tax	518,921	804,132	640,000	862,601	1,000,000	800,000	
TOTAL Taxes	518,921	804,132	640,000	862,601	1,000,000	800,000	
Fund Transfers							
Miscellaneous							
000-491000 Interest Earned	80	168	500	704	1,000	1,500	
000-491200 Investment Income	2,015	14,415	8,000	60,040	73,000	100,000	
TOTAL Miscellaneous	2,095	14,582	8,500	60,744	74,000	101,500	
TOTAL REVENUES	521,016	818,715	648,500	923,345	1,074,000	901,500	

GENERAL GOVERNMENT
EXPENDITURES

	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 CURRENT BUDGET	2022-2023 Y-T-D ACTUAL	2022-2023 PROJECTED YEAR END	2023-2024 CITY ADMIN. RECOMMENDED	2023-2024 ADOPTED BUDGET
NON DEPARTMENTAL							
Personnel Services							
Supplies							
101-521000 Operating Expense	6,995	0	0	0	0	0	
TOTAL Supplies	6,995	0	0	0	0	0	
City Support Services							
101-532800 Special Events	67,977	65,702	68,000	55,504	68,000	70,000	
101-532820 Community Programs	0	0	50,000	0	0	50,000	
TOTAL City Support Services	67,977	65,702	118,000	55,504	68,000	120,000	
Operations Support							
101-534100 Advertising	0	3,895	9,700	0	0	18,600	
101-534120 Advertising-Billboards	17,459	15,166	16,000	10,742	15,000	16,000	
TOTAL Operations Support	17,459	19,061	25,700	10,742	15,000	34,600	
City Assistance							
Professional Services							
101-541300 Other Professional Services	3,565	832	500	17,929	1,175	0	
101-541400 Auditor/Accounting Service	3,000	3,000	3,500	3,500	3,500	1,000	
TOTAL Professional Services	6,565	3,832	4,000	21,429	4,675	1,000	
Fund Charges/Transfers							
101-548100 Interfund Transfer Out	72,464	74,443	69,915	58,263	69,915	80,265	
TOTAL Fund Charges/Transfers	72,464	74,443	69,915	58,263	69,915	80,265	
Maintenance Services							
101-551100 Building Maintenance	164,304	54,677	50,000	2,300	50,000	25,000	
TOTAL Maintenance Services	164,304	54,677	50,000	2,300	50,000	25,000	
Operating Equipment							
101-571500 Operating Equipment	0	42,388	0	0	0	0	
TOTAL Operating Equipment	0	42,388	0	0	0	0	
Capital Outlay							
101-581750 Civic Center Improvements	0	28,200	5,300	5,266	5,266	0	
TOTAL Capital Outlay	0	28,200	5,300	5,266	5,266	0	
TOTAL NON DEPARTMENTAL	335,764	288,302	272,915	153,503	212,856	260,865	
TOTAL GENERAL GOVERNMENT	335,764	288,302	272,915	153,503	212,856	260,865	

MISC & PROJECTS
EXPENDITURES

	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 CURRENT BUDGET	2022-2023 Y-T-D ACTUAL	2022-2023 PROJECTED YEAR END	2023-2024 CITY ADMIN. RECOMMENDED	2023-2024 ADOPTED BUDGET
PROJECTS							
Professional Services							
900-541100 Engineering	0	57,215	0	1,440	1,440	0	
TOTAL Professional Services	0	57,215	0	1,440	1,440	0	
Maintenance Services							
900-551900 Construction	0	1,128,295	0	40,997	40,997	0	
TOTAL Maintenance Services	0	1,128,295	0	40,997	40,997	0	
TOTAL PROJECTS	0	1,185,510	0	42,437	42,437	0	
TOTAL MISC & PROJECTS	0	1,185,510	0	42,437	42,437	0	
TOTAL EXPENDITURES	335,764	1,473,812	272,915	195,940	255,293	260,865	

FUND: 317 PARK FUND

DESCRIPTION

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

Budget	2020-21 Actual	2021-22 Actual	2022-23 Estimate	2023-24 Budget
Revenue				
Fees	$0	$0	$50,000	$100,000
Miscellaneous	294	2,195	12,150	0
Total	*$294*	*$2,195*	*$62,150*	*$100,000*
Expenses				
Professional Services	$4,500	$10,040	$0	$0
Capital Outlay	1,012	17,650	387,069	100,000
Total	*$5,512*	*$27,690*	*$387,069*	*$100,000*
Over/-Under	*-$5,218*	*-$25,49*	*-$324,919*	*$0*

PROGRAM JUSTIFICATION AND ANALYSIS

Revenue: The revenue for FY 2023-24 Budget is expected to be $100,000 in anticipation of new development which will pay into the fund.

Expenses: The FY 2023-24 Budget is set at $100,000 to utilize incoming funds for park improvements.

FINANCIAL SUMMARY

	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 CURRENT BUDGET	2022-2023 Y-T-D ACTUAL	2022-2023 PROJECTED YEAR END	2023-2024 CITY ADMIN. RECOMMENDED	2023-2024 ADOPTED BUDGET
REVENUE SUMMARY							
Fees	0	0	318,000	1,000	50,000	100,000	
Fund Transfers	0	0	262,069	0	0	0	
Miscellaneous	294	2,195	1,025	9,057	12,150	0	
TOTAL REVENUES	294	2,195	581,094	10,057	62,150	100,000	
EXPENDITURE SUMMARY							
GENERAL GOVERNMENT							
PUBLIC ENVIRONMENT							
PARKLAND DEDICATION	5,512	27,690	387,069	387,069	387,069	100,000	
TOTAL PUBLIC ENVIRONMENT	5,512	27,690	387,069	387,069	387,069	100,000	
TOTAL EXPENDITURES	5,512	27,690	387,069	387,069	387,069	100,000	
REVENUE OVER/(UNDER) EXPENDITURES	(5,218)	(25,495)	194,025	(377,012)	(324,919)	0	

REVENUES

	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 CURRENT BUDGET	2022-2023 Y-T-D ACTUAL	2022-2023 PROJECTED YEAR END	2023-2024 CITY ADMIN. RECOMMENDED	2023-2024 ADOPTED BUDGET
Fees							
000-458800 Parkland Dedication	0	0	318,000	1,000	50,000	100,000	
TOTAL Fees	0	0	318,000	1,000	50,000	100,000	
Fund Transfers							
000-481000 Transfer In- Reserves	0	0	262,069	0	0	0	
TOTAL Fund Transfers	0	0	262,069	0	0	0	
Miscellaneous							
000-491000 Interest Earned	10	32	25	118	150	0	
000-491200 Investment Income	284	2,162	1,000	8,939	12,000	0	
TOTAL Miscellaneous	294	2,195	1,025	9,057	12,150	0	
TOTAL REVENUES	294	2,195	581,094	10,057	62,150	100,000	

PUBLIC ENVIRONMENT
EXPENDITURES

	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 CURRENT BUDGET	2022-2023 Y-T-D ACTUAL	2022-2023 PROJECTED YEAR END	2023-2024 CITY ADMIN. RECOMMENDED	2023-2024 ADOPTED BUDGET
PARKLAND DEDICATION							
Supplies							
Utility Services							
Professional Services							
301-541300 Other Consl/prof Services	4,500	10,040	25,000	0	0	0	
TOTAL Professional Services	4,500	10,040	25,000	0	0	0	
Fund Charges/Transfers							
Maintenance Services							
Operating Equipment							
Capital Outlay							
301-581010 Land Purchase	1,012	0	262,069	0	0	0	
301-581700 Improvements Over $5,000	0	17,650	100,000	387,069	387,069	100,000	
TOTAL Capital Outlay	1,012	17,650	362,069	387,069	387,069	100,000	
TOTAL PARKLAND DEDICATION	5,512	27,690	387,069	387,069	387,069	100,000	

PUBLIC ENVIRONMENT
EXPENDITURES

	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 CURRENT BUDGET	2022-2023 Y-T-D ACTUAL	2022-2023 PROJECTED YEAR END	2023-2024 CITY ADMIN. RECOMMENDED	2023-2024 ADOPTED BUDGET
TREE MITIGATION							
Supplies							
Professional Services							
Fund Charges/Transfers							
Maintenance Services							
Operating Equipment							
Capital Outlay							
TOTAL PUBLIC ENVIRONMENT	5,512	27,690	387,069	387,069	387,069	100,000	
TOTAL EXPENDITURES	5,512	27,690	387,069	387,069	387,069	100,000	

FUND: 319 TREE MITIGATION

DESCRIPTION

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

Budget	2020-21 Actual	2021-22 Actual	2022-23 Estimate	2023-24 Budget
Revenue				
Fees	$219,513	$136,950	$70,000	$50,000
Miscellaneous	650	5,324	30,600	35,750
Total	*$220,163*	*$142,274*	*$100,600*	*$85,750*
Expenses				
Maintenance Services	$35,495	$82,110	$70,000	$75,000
Total	*$35,495*	*82,110*	*$70,000*	*$75,000*
Over/-Under	*$184,668*	*$60,164*	*$30,600*	*$10,750*

PROGRAM JUSTIFICATION AND ANALYSIS

Revenue: The revenue for the FY 2023-24 Budget is expected to decrease 14.8% from 2022-23 year-end estimate following the previous years' trends.

Expenses: The FY 2023-24 Budget increases 7.1% from FY 2022-23 year-end estimate for additional tree planting.

FINANCIAL SUMMARY

	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 CURRENT BUDGET	2022-2023 Y-T-D ACTUAL	2022-2023 PROJECTED YEAR END	2023-2024 CITY ADMIN. RECOMMENDED	2023-2024 ADOPTED BUDGET
REVENUE SUMMARY							
Fees	219,513	136,950	70,000	48,065	70,000	50,000	
Miscellaneous	650	5,324	1,400	25,186	30,600	35,750	
TOTAL REVENUES	220,163	142,274	71,400	73,251	100,600	85,750	
EXPENDITURE SUMMARY							
PUBLIC ENVIRONMENT							
TREE MITIGATION	35,495	82,110	70,000	15,800	70,000	75,000	
TOTAL PUBLIC ENVIRONMENT	35,495	82,110	70,000	15,800	70,000	75,000	
TOTAL EXPENDITURES	35,495	82,110	70,000	15,800	70,000	75,000	
REVENUE OVER/(UNDER) EXPENDITURES	184,668	60,164	1,400	57,451	30,600	10,750	

REVENUES

	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 CURRENT BUDGET	2022-2023 Y-T-D ACTUAL	2022-2023 PROJECTED YEAR END	2023-2024 CITY ADMIN. RECOMMENDED	2023-2024 ADOPTED BUDGET
Fees							
000-458900 Tree Mitigation	219,513	136,950	70,000	48,065	70,000	50,000	
TOTAL Fees	219,513	136,950	70,000	48,065	70,000	50,000	
Fund Transfers							
Miscellaneous							
000-491000 Interest Earned	21	39	200	536	600	750	
000-491200 Investment Income	630	5,285	1,200	24,649	30,000	35,000	
TOTAL Miscellaneous	650	5,324	1,400	25,186	30,600	35,750	
TOTAL REVENUES	220,163	142,274	71,400	73,251	100,600	85,750	

PUBLIC ENVIRONMENT
EXPENDITURES

	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 CURRENT BUDGET	2022-2023 Y-T-D ACTUAL	2022-2023 PROJECTED YEAR END	2023-2024 CITY ADMIN. RECOMMENDED	2023-2024 ADOPTED BUDGET
TREE MITIGATION							
Supplies							
Professional Services							
Fund Charges/Transfers							
Maintenance Services							
302-551110 Trees	35,495	82,110	70,000	15,800	70,000	75,000	
TOTAL Maintenance Services	35,495	82,110	70,000	15,800	70,000	75,000	
Operating Equipment							
Capital Outlay							
TOTAL TREE MITIGATION	35,495	82,110	70,000	15,800	70,000	75,000	
TOTAL PUBLIC ENVIRONMENT	35,495	82,110	70,000	15,800	70,000	75,000	
TOTAL EXPENDITURES	35,495	82,110	70,000	15,800	70,000	75,000	

FUND: 431 ROADWAY IMPACT FEE AREA 1

DESCRIPTION

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

PERFORMANCE INDICATORS

Budget	2020-21 Actual	2021-22 Actual	2022-23 Estimate	2023-24 Budget
Revenue				
Fees	$211,937	$252,872	$275,000	$275,000
Miscellaneous	592	6,035	35,175	50,175
Total	*$212,529*	*$258,907*	*$310,175*	*$325,175*
Expenses				
Non Departmental	$1,979	$1,359	$5,000	$0
Projects	0	0	104,851	5,000
Total	*$1,979*	*$1,359*	*$109,851*	*$5,000*
Over/-Under	*$210,550*	*$257,549*	*$200,324*	*$320,175*

PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2023-24 Budget will be set at $5,000 for any professional services or studies that need to be completed.

FINANCIAL SUMMARY

	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 CURRENT BUDGET	2022-2023 Y-T-D ACTUAL	2022-2023 PROJECTED YEAR END	2023-2024 CITY ADMIN. RECOMMENDED	2023-2024 ADOPTED BUDGET
REVENUE SUMMARY							
Fees	211,937	252,872	250,000	247,641	275,000	275,000	
Fund Transfers	0	0	88,173	0	0	0	
Miscellaneous	592	6,035	5,200	28,609	35,175	50,175	
TOTAL REVENUES	212,529	258,907	343,373	276,251	310,175	325,175	
EXPENDITURE SUMMARY							
GENERAL GOVERNMENT							
NON DEPARTMENTAL	1,979	1,359	5,000	0	5,000	0	
TOTAL GENERAL GOVERNMENT	1,979	1,359	5,000	0	5,000	0	
MISC & PROJECTS							
PROJECTS	0	0	88,173	104,851	104,851	5,000	
TOTAL MISC & PROJECTS	0	0	88,173	104,851	104,851	5,000	
TOTAL EXPENDITURES	1,979	1,359	93,173	104,851	109,851	5,000	
REVENUE OVER/(UNDER) EXPENDITURES	210,550	257,549	250,200	171,400	200,324	320,175	

REVENUES

	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 CURRENT BUDGET	2022-2023 Y-T-D ACTUAL	2022-2023 PROJECTED YEAR END	2023-2024 CITY ADMIN. RECOMMENDED	2023-2024 ADOPTED BUDGET
Fees							
000-455921 CapitalRcvry-RoadwaysSrvArea	211,937	252,872	250,000	247,641	275,000	275,000	
TOTAL Fees	211,937	252,872	250,000	247,641	275,000	275,000	
Fund Transfers							
000-481000 Transfer In - Reserves	0	0	88,173	0	0	0	
TOTAL Fund Transfers	0	0	88,173	0	0	0	
Miscellaneous							
000-491000 Interest Earned	195	33	200	141	175	175	
000-491200 Investment Income	397	6,003	5,000	28,468	35,000	50,000	
TOTAL Miscellaneous	592	6,035	5,200	28,609	35,175	50,175	
TOTAL REVENUES	212,529	258,907	343,373	276,251	310,175	325,175	

GENERAL GOVERNMENT
EXPENDITURES

	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 CURRENT BUDGET	2022-2023 Y-T-D ACTUAL	2022-2023 PROJECTED YEAR END	2023-2024 CITY ADMIN. RECOMMENDED	2023-2024 ADOPTED BUDGET
NON DEPARTMENTAL							
Professional Services							
101-541300 Professional Services	1,979	1,359	5,000	0	5,000	0	
TOTAL Professional Services	1,979	1,359	5,000	0	5,000	0	
Fund Charges/Transfers							
TOTAL NON DEPARTMENTAL	1,979	1,359	5,000	0	5,000	0	
TOTAL GENERAL GOVERNMENT	1,979	1,359	5,000	0	5,000	0	

MISC & PROJECTS
EXPENDITURES

	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 CURRENT BUDGET	2022-2023 Y-T-D ACTUAL	2022-2023 PROJECTED YEAR END	2023-2024 CITY ADMIN. RECOMMENDED	2023-2024 ADOPTED BUDGET
PROJECTS							
City Support Services							
900-532900 Contingency - Service Area 1	0	0	0	16,678	16,678	0	
TOTAL City Support Services	0	0	0	16,678	16,678	0	
Operations Support							
Professional Services							
900-541300 Professional Services-SrvArea	0	0	0	0	0	5,000	
TOTAL Professional Services	0	0	0	0	0	5,000	
Maintenance Services							
900-551900 Construction - Service Area 1	0	0	88,173	88,173	88,173	0	
TOTAL Maintenance Services	0	0	88,173	88,173	88,173	0	
Capital Outlay							
TOTAL PROJECTS	0	0	88,173	104,851	104,851	5,000	
TOTAL MISC & PROJECTS	0	0	88,173	104,851	104,851	5,000	
TOTAL EXPENDITURES	1,979	1,359	93,173	104,851	109,851	5,000	

FUND: 432 ROADWAY IMPACT FEE AREA 2

DESCRIPTION

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

PERFORMANCE INDICATORS

Budget	2020-21 Actual	2021-22 Actual	2022-23 Estimate	2023-24 Budget
Revenue				
Fees	$163,823	$341,650	$220,000	$220,000
Miscellaneous	249	4,087	23,650	25,650
Total	*$164,071*	*$345,737*	*$243,650*	*$245,650*
Expenses				
Non Departmental	$39,148	$52,484	$107,495	$85,000
Total	*$39,148*	*$52,484*	*$107,495*	*$85,000*
Over/-Under	*$124,923*	*$293,252*	*$136,155*	*$160,650*

PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2023-24 Budget will be set at $58,000 for any professional services or studies that need to be completed and to reimburse developers for road construction.

FINANCIAL SUMMARY

	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 CURRENT BUDGET	2022-2023 Y-T-D ACTUAL	2022-2023 PROJECTED YEAR END	2023-2024 CITY ADMIN. RECOMMENDED	2023-2024 ADOPTED BUDGET
REVENUE SUMMARY							
Fees	163,823	341,650	200,000	152,579	220,000	220,000	
Miscellaneous	249	4,087	1,600	19,698	23,650	25,650	
TOTAL REVENUES	164,071	345,737	201,600	172,276	243,650	245,650	
EXPENDITURE SUMMARY							
GENERAL GOVERNMENT							
NON DEPARTMENTAL	39,148	52,484	55,000	102,495	107,495	85,000	
TOTAL GENERAL GOVERNMENT	39,148	52,484	55,000	102,495	107,495	85,000	
MISC & PROJECTS							
TOTAL EXPENDITURES	39,148	52,484	55,000	102,495	107,495	85,000	
REVENUE OVER/(UNDER) EXPENDITURES	124,923	293,252	146,600	69,782	136,155	160,650	

REVENUES

	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 CURRENT BUDGET	2022-2023 Y-T-D ACTUAL	2022-2023 PROJECTED YEAR END	2023-2024 CITY ADMIN. RECOMMENDED	2023-2024 ADOPTED BUDGET
Fees							
000-455922 CapitalRcvry-RoadwaysSrvArea	163,823	341,650	200,000	152,579	220,000	220,000	
TOTAL Fees	163,823	341,650	200,000	152,579	220,000	220,000	
Miscellaneous							
000-491000 Interest Earned	89	52	100	602	650	650	
000-491200 Investment Income	159	4,035	1,500	19,096	23,000	25,000	
TOTAL Miscellaneous	249	4,087	1,600	19,698	23,650	25,650	
TOTAL REVENUES	164,071	345,737	201,600	172,276	243,650	245,650	

GENERAL GOVERNMENT
EXPENDITURES

	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 CURRENT BUDGET	2022-2023 Y-T-D ACTUAL	2022-2023 PROJECTED YEAR END	2023-2024 CITY ADMIN. RECOMMENDED	2023-2024 ADOPTED BUDGET
NON DEPARTMENTAL							
City Assistance							
101-537600 Development Incentive Fund	39,148	49,147	50,000	102,495	102,495	80,000	
TOTAL City Assistance	39,148	49,147	50,000	102,495	102,495	80,000	
Professional Services							
101-541300 Professional Services	0	3,338	5,000	0	5,000	5,000	
TOTAL Professional Services	0	3,338	5,000	0	5,000	5,000	
Fund Charges/Transfers							
TOTAL NON DEPARTMENTAL	39,148	52,484	55,000	102,495	107,495	85,000	
TOTAL GENERAL GOVERNMENT	39,148	52,484	55,000	102,495	107,495	85,000	

MISC & PROJECTS
EXPENDITURES

	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 CURRENT BUDGET	2022-2023 Y-T-D ACTUAL	2022-2023 PROJECTED YEAR END	2023-2024 CITY ADMIN. RECOMMENDED	2023-2024 ADOPTED BUDGET
PROJECTS							
City Support Services							
Operations Support							
Professional Services							
Maintenance Services							
Capital Outlay							
TOTAL EXPENDITURES	39,148	52,484	55,000	102,495	107,495	85,000	

FUND: 433 ROADWAY IMPACT FEE AREA 3

DESCRIPTION

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

PERFORMANCE INDICATORS

Budget	2020-21 Actual	2021-22 Actual	2022-23 Estimate	2023-24 Budget
Revenue				
Fees	$523,919	$204,433	$310,000	$300,000
Miscellaneous	977	9,675	50,300	50,250
Total	*$524,896*	*$214,108*	*$360,300*	*$350,250*
Expenses				
Non Departmental	$0	$3,338	$5,000	$5,000
Projects	0	0	152,021	0
Total	*$0*	*$3,338*	*$157,021*	*$5,000*
Over/-Under	*$524,896*	*$210,771*	*$203,279*	*$345,250*

PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2023-24 Budget will be set at $5,000 for any professional services or studies that need to be completed.

FINANCIAL SUMMARY

	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 CURRENT BUDGET	2022-2023 Y-T-D ACTUAL	2022-2023 PROJECTED YEAR END	2023-2024 CITY ADMIN. RECOMMENDED	2023-2024 ADOPTED BUDGET
REVENUE SUMMARY							
Fees	523,919	204,433	375,000	178,610	310,000	300,000	
Fund Transfers	0	0	160,000	0	0	0	
Miscellaneous	977	9,675	5,050	44,937	50,300	50,250	
TOTAL REVENUES	524,896	214,108	540,050	223,547	360,300	350,250	
EXPENDITURE SUMMARY							
GENERAL GOVERNMENT							
NON DEPARTMENTAL	0	3,338	5,000	0	5,000	5,000	
TOTAL GENERAL GOVERNMENT	0	3,338	5,000	0	5,000	5,000	
MISC & PROJECTS							
PROJECTS	0	0	160,000	152,021	152,021	0	
TOTAL MISC & PROJECTS	0	0	160,000	152,021	152,021	0	
TOTAL EXPENDITURES	0	3,338	165,000	152,021	157,021	5,000	
REVENUE OVER/(UNDER) EXPENDITURES	524,896	210,771	375,050	71,526	203,279	345,250	

REVENUES

	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 CURRENT BUDGET	2022-2023 Y-T-D ACTUAL	2022-2023 PROJECTED YEAR END	2023-2024 CITY ADMIN. RECOMMENDED	2023-2024 ADOPTED BUDGET
Fees							
000-455923 CapitalRcvry-RoadwaysSrvArea	523,919	204,433	375,000	178,610	310,000	300,000	
TOTAL Fees	523,919	204,433	375,000	178,610	310,000	300,000	
Fund Transfers							
000-481000 Transfer In - Reserves	0	0	160,000	0	0	0	
TOTAL Fund Transfers	0	0	160,000	0	0	0	
Miscellaneous							
000-491000 Interest Earned	442	31	50	180	300	250	
000-491200 Investment Income	535	9,645	5,000	44,757	50,000	50,000	
TOTAL Miscellaneous	977	9,675	5,050	44,937	50,300	50,250	
TOTAL REVENUES	524,896	214,108	540,050	223,547	360,300	350,250	

GENERAL GOVERNMENT
EXPENDITURES

	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 CURRENT BUDGET	2022-2023 Y-T-D ACTUAL	2022-2023 PROJECTED YEAR END	2023-2024 CITY ADMIN. RECOMMENDED	2023-2024 ADOPTED BUDGET
NON DEPARTMENTAL							
Professional Services							
101-541300 Professional Services	0	3,338	5,000	0	5,000	5,000	
TOTAL Professional Services	0	3,338	5,000	0	5,000	5,000	
Fund Charges/Transfers							
TOTAL NON DEPARTMENTAL	0	3,338	5,000	0	5,000	5,000	
TOTAL GENERAL GOVERNMENT	0	3,338	5,000	0	5,000	5,000	

MISC & PROJECTS
EXPENDITURES

	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 CURRENT BUDGET	2022-2023 Y-T-D ACTUAL	2022-2023 PROJECTED YEAR END	2023-2024 CITY ADMIN. RECOMMENDED	2023-2024 ADOPTED BUDGET
PROJECTS							
City Support Services							
Operations Support							
Professional Services							
Maintenance Services							
Capital Outlay							
900-581010 ROW/Easements	0	0	160,000	152,021	152,021	0	
TOTAL Capital Outlay	0	0	160,000	152,021	152,021	0	
TOTAL PROJECTS	0	0	160,000	152,021	152,021	0	
TOTAL MISC & PROJECTS	0	0	160,000	152,021	152,021	0	
TOTAL EXPENDITURES	0	3,338	165,000	152,021	157,021	5,000	

FUND: 434 ROADWAY IMPACT FEE AREA 4

DESCRIPTION

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

PERFORMANCE INDICATORS

Budget	2020-21 Actual	2021-22 Actual	2022-23 Estimate	2023-24 Budget
Revenue				
Fees	$3,033	$0	$0	$3,000
Miscellaneous	9	79	360	360
Total	*$3,042*	*$79*	*$360*	*$3,360*
Expenses				
Non Departmental	$0	$3,338	$3,000	$3,000
Total	*$0*	*$3,338*	*$3,000*	*$3,000*
Over/-Under	*$3,042*	*-$3,258*	*-$2,640*	*$360*

PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2023-24 Budget will be set at $3,000 for any professional services or studies that need to be completed.

FINANCIAL SUMMARY

	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 CURRENT BUDGET	2022-2023 Y-T-D ACTUAL	2022-2023 PROJECTED YEAR END	2023-2024 CITY ADMIN. RECOMMENDED	2023-2024 ADOPTED BUDGET
REVENUE SUMMARY							
Fees	3,033	0	3,000	0	0	3,000	
Miscellaneous	9	79	40	262	360	360	
TOTAL REVENUES	3,042	79	3,040	262	360	3,360	
EXPENDITURE SUMMARY							
GENERAL GOVERNMENT							
NON DEPARTMENTAL	0	3,338	3,000	0	3,000	3,000	
TOTAL GENERAL GOVERNMENT	0	3,338	3,000	0	3,000	3,000	
MISC & PROJECTS							
TOTAL EXPENDITURES	0	3,338	3,000	0	3,000	3,000	
REVENUE OVER/(UNDER) EXPENDITURES	3,042	(3,258)	40	262	(2,640)	360	

REVENUES

	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 CURRENT BUDGET	2022-2023 Y-T-D ACTUAL	2022-2023 PROJECTED YEAR END	2023-2024 CITY ADMIN. RECOMMENDED	2023-2024 ADOPTED BUDGET
Fees							
000-455924 CapitalRcvry-RoadwaysSrvArea	3,033	0	3,000	0	0	3,000	
TOTAL Fees	3,033	0	3,000	0	0	3,000	
Miscellaneous							
000-491000 Interest Earned	3	3	10	2	10	10	
000-491200 Investment Income	6	76	30	260	350	350	
TOTAL Miscellaneous	9	79	40	262	360	360	
TOTAL REVENUES	3,042	79	3,040	262	360	3,360	

GENERAL GOVERNMENT
EXPENDITURES

	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 CURRENT BUDGET	2022-2023 Y-T-D ACTUAL	2022-2023 PROJECTED YEAR END	2023-2024 CITY ADMIN. RECOMMENDED	2023-2024 ADOPTED BUDGET
NON DEPARTMENTAL							
Professional Services							
101-541300 Professional Services	0	3,338	3,000	0	3,000	3,000	
TOTAL Professional Services	0	3,338	3,000	0	3,000	3,000	
Fund Charges/Transfers							
TOTAL NON DEPARTMENTAL	0	3,338	3,000	0	3,000	3,000	
TOTAL GENERAL GOVERNMENT	0	3,338	3,000	0	3,000	3,000	

MISC & PROJECTS
EXPENDITURES

	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 CURRENT BUDGET	2022-2023 Y-T-D ACTUAL	2022-2023 PROJECTED YEAR END	2023-2024 CITY ADMIN. RECOMMENDED	2023-2024 ADOPTED BUDGET
PROJECTS							
City Support Services							
Operations Support							
Professional Services							
Maintenance Services							
Capital Outlay							
TOTAL EXPENDITURES	0	3,338	3,000	0	3,000	3,000	

FUND: 609 LIBRARY FUND

DESCRIPTION

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

Budget	2020-21 Actual	2021-22 Actual	2022-23 Estimate	2023-24 Budget
Revenue				
Fees	$9,104	$18,292	$19,000	$20,000
Fund Transfers	0	0	0	8,000
Miscellaneous	124	1,052	2,910	1,200
Total	*$9,228*	*$19,344*	*$21,910*	*$29,200*
Expenses				
Supplies	$210	$133	$200	$200
City Support Services	10,947	8,883	12,000	14,000
Operating Equipment	8,551	5,324	10,000	8,000
Capital Outlay	0	0	0	7,000
Total	*$19,708*	*$14,340*	*$22,200*	*$29,200*
Over/-Under	*-$10,480*	*$5,004*	*-$290*	*0*

PROGRAM JUSTIFICATION AND ANALYSIS

Revenues: Revenue for FY 2023-24 is expected to increase $7,290 from the FY 2022-23 estimate with a withdraw from their fund balance.

Expenses: The Library Fund's FY 2023-24 Budget will increase $7,000 from the FY 2022-23 year-end estimate for additional funding for library projects.

FINANCIAL SUMMARY

	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 CURRENT BUDGET	2022-2023 Y-T-D ACTUAL	2022-2023 PROJECTED YEAR END	2023-2024 CITY ADMIN. RECOMMENDED	2023-2024 ADOPTED BUDGET
REVENUE SUMMARY							
Fees	9,104	18,292	17,000	16,434	19,000	20,000	
Fund Transfers	0	0	5,165	0	0	8,000	
Miscellaneous	124	1,052	35	2,469	2,910	1,200	
TOTAL REVENUES	9,228	19,344	22,200	18,902	21,910	29,200	
EXPENDITURE SUMMARY							
GENERAL GOVERNMENT							
NON DEPARTMENTAL	19,708	14,340	22,200	16,205	22,200	29,200	
TOTAL GENERAL GOVERNMENT	19,708	14,340	22,200	16,205	22,200	29,200	
TOTAL EXPENDITURES	19,708	14,340	22,200	16,205	22,200	29,200	
REVENUE OVER/(UNDER) EXPENDITURES	(10,480)	5,004	0	2,697	(290)	0	

REVENUES

	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 CURRENT BUDGET	2022-2023 Y-T-D ACTUAL	2022-2023 PROJECTED YEAR END	2023-2024 CITY ADMIN. RECOMMENDED	2023-2024 ADOPTED BUDGET
Fees							
000-458100 Sale of Merchandise	9,104	18,292	17,000	16,434	19,000	20,000	
TOTAL Fees	9,104	18,292	17,000	16,434	19,000	20,000	
Fund Transfers							
000-481000 Transfer In - Reserves	0	0	5,165	0	0	8,000	
TOTAL Fund Transfers	0	0	5,165	0	0	8,000	
Miscellaneous							
000-491000 Interest Earned	63	152	25	775	900	300	
000-491200 Investment Income	48	394	10	1,688	2,000	900	
000-493000 Donations	0	500	0	0	0	0	
000-497000 Misc. Income - Library	13	7	0	6	10	0	
TOTAL Miscellaneous	124	1,052	35	2,469	2,910	1,200	
TOTAL REVENUES	9,228	19,344	22,200	18,902	21,910	29,200	

GENERAL GOVERNMENT
EXPENDITURES

	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 CURRENT BUDGET	2022-2023 Y-T-D ACTUAL	2022-2023 PROJECTED YEAR END	2023-2024 CITY ADMIN. RECOMMENDED	2023-2024 ADOPTED BUDGET
NON DEPARTMENTAL							
Supplies							
101-521000 Operating Supplies	210	133	200	177	200	200	
TOTAL Supplies	210	133	200	177	200	200	
City Support Services							
101-532800 Special Events	10,947	8,883	12,000	6,707	12,000	14,000	
TOTAL City Support Services	10,947	8,883	12,000	6,707	12,000	14,000	
City Assistance							
Professional Services							
Fund Charges/Transfers							
Operating Equipment							
101-571400 Library Materials	8,551	5,324	10,000	9,321	10,000	8,000	
TOTAL Operating Equipment	8,551	5,324	10,000	9,321	10,000	8,000	
Capital Outlay							
101-581500 Improvements over $5,000	0	0	0	0	0	7,000	
TOTAL Capital Outlay	0	0	0	0	0	7,000	
TOTAL NON DEPARTMENTAL	19,708	14,340	22,200	16,205	22,200	29,200	
TOTAL GENERAL GOVERNMENT	19,708	14,340	22,200	16,205	22,200	29,200	
TOTAL EXPENDITURES	19,708	14,340	22,200	16,205	22,200	29,200	

FUND: 615 HISTORICAL COMMITTEE

MISSION STATEMENT

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

DESCRIPTION

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

Budget	2020-21 Actual	2021-22 Actual	2022-23 Estimate	2023-24 Budget
Revenue				
Fees	$590	$1,943	$200	$1,000
Fund Transfers	3,109	13,863	10,750	10,750
Total	*$3,702*	*$15,806*	*$13,950*	*$14,250*
Expenses				
Supplies	$247	$1,393	$3,340	$1,500
Operations Support	0	0	500	500
Staff Support	0	1,721	1,600	1,600
Professional Services	100	0	1,600	1,600
Operating Equipment	2,762	0	0	3,000
Total	*$3,109*	*$3,113*	*$9,640*	*$11,750*
Over/-Under	*$592*	*$12,693*	*$4,310*	*$2,500*

PROGRAM JUSTIFICATION AND ANALYSIS

Revenues: Revenue for FY 2023-24 will remain at the same funding allocation as FY 2022-23.

Expenses: The Historical Committee's FY 2023-24 Budget will remain the same as the FY 2022-23 Budget.

FINANCIAL SUMMARY

	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 CURRENT BUDGET	2022-2023 Y-T-D ACTUAL	2022-2023 PROJECTED YEAR END	2023-2024 CITY ADMIN. RECOMMENDED	2023-2024 ADOPTED BUDGET
REVENUE SUMMARY							
Fees	590	1,943	1,000	152	200	1,000	
Fund Transfers	3,109	13,863	10,750	0	10,750	10,750	
Miscellaneous	2	0	0	2,244	3,000	2,500	
TOTAL REVENUES	3,702	15,806	11,750	2,396	13,950	14,250	
EXPENDITURE SUMMARY							
CULTURAL							
HISTORICAL COMMITTEE	3,109	3,113	11,750	8,821	9,640	11,750	
TOTAL CULTURAL	3,109	3,113	11,750	8,821	9,640	11,750	
TOTAL EXPENDITURES	3,109	3,113	11,750	8,821	9,640	11,750	
REVENUE OVER/(UNDER) EXPENDITURES	592	12,693	0	(6,425)	4,310	2,500	

REVENUES

	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 CURRENT BUDGET	2022-2023 Y-T-D ACTUAL	2022-2023 PROJECTED YEAR END	2023-2024 CITY ADMIN. RECOMMENDED	2023-2024 ADOPTED BUDGET
Fees							
000-458100 Sale of Merchandise	590	1,943	1,000	152	200	1,000	
TOTAL Fees	590	1,943	1,000	152	200	1,000	
Fund Transfers							
000-486101 Transfer In-General Fund	0	10,750	10,750	0	10,750	10,750	
000-486106 Transfer In-Special Events	3,109	3,113	0	0	0	0	
TOTAL Fund Transfers	3,109	13,863	10,750	0	10,750	10,750	
Miscellaneous							
000-497000 Misc. Income	2	0	0	2,244	3,000	2,500	
TOTAL Miscellaneous	2	0	0	2,244	3,000	2,500	
TOTAL REVENUES	3,702	15,806	11,750	2,396	13,950	14,250	

CULTURAL
EXPENDITURES

	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 CURRENT BUDGET	2022-2023 Y-T-D ACTUAL	2022-2023 PROJECTED YEAR END	2023-2024 CITY ADMIN. RECOMMENDED	2023-2024 ADOPTED BUDGET
HISTORICAL COMMITTEE							
Supplies							
609-521000 Operating Supplies	247	1,393	1,500	3,340	3,340	1,500	
TOTAL Supplies	247	1,393	1,500	3,340	3,340	1,500	
Operations Support							
609-534200 Printing & Binding	0	0	500	423	500	500	
TOTAL Operations Support	0	0	500	423	500	500	
Staff Support							
609-535200 Awards	0	1,721	2,200	2,000	2,200	2,200	
609-535300 Memberships	0	0	150	0	0	150	
609-535500 Training/Travel	0	0	2,800	1,558	2,000	2,800	
TOTAL Staff Support	0	1,721	5,150	3,558	4,200	5,150	
Professional Services							
609-541300 Other Consl/Prof Services	100	0	1,600	1,500	1,600	1,600	
TOTAL Professional Services	100	0	1,600	1,500	1,600	1,600	
Operating Equipment							
609-571810 Event Banners	2,762	0	3,000	0	0	3,000	
TOTAL Operating Equipment	2,762	0	3,000	0	0	3,000	
TOTAL HISTORICAL COMMITTEE	3,109	3,113	11,750	8,821	9,640	11,750	
TOTAL CULTURAL	3,109	3,113	11,750	8,821	9,640	11,750	
TOTAL EXPENDITURES	3,109	3,113	11,750	8,821	9,640	11,750	

Glossary

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

Glossary

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

Glossary

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

Glossary

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

Glossary

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

Glossary

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

CITY COUNCIL PROPOSED BUDGET

August 15, 2023

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BUDGET TIMELINE

August 4

- Accept the state defined tax rates
- Vote to set the Preliminary Tax Rate

August 15

- 1st Public Hearing on Budget & Tax Rate
- 1st Vote on Budget & Adoption
- 1st Vote on Tax Rate & Adoption
- Approve Fee Schedule

September 5

- 2nd Public Hearing on Budget & Tax Rate
- 2nd Vote on Budget & Adoption
- Ratify Tax Increase in Budget
- 2nd Vote on Tax Rate & Adoption

October 1

- New budget in effect

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FY 2023-24 Proposed Budget

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Budget Priorities

Established 5 Goals from the Pre-Budget workshop discussion

- Goal 1: Staff Compensation
- Goal 2: Infrastructure
- Goal 3: Consolidated CIP Document
- Goal 4: Increase Staffing Levels
- Goal 5: New/Remodeled Facilities

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FY 2023-24 Budget Highlights

Expanded Programs Proposed to Fund

- Wage Adjustments
- New Personnel
- Additional SPAM Funding
- Police Equipment
- Additional Programs/Equipment

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FY 2023-24 Budget Highlights

Wage Adjustments – All Funds

- ECI Adjustment (4.7%) effective Oct. 7, 2023 - $1,400,000
- Class & Comp. Adjustment – effective Dec. 30, 2023 - $2,600,000 ($1.9 million in FY 2023-24)
  - Primary focus on salaries; will also review benefits, supplemental pay and career progression opportunities
- Cover Cost of Increases to Insurance Premiums - $344,700

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FY 2023-24 Budget Highlights

New Personnel – General Fund

- Fire - 3 Firefighters (for Station 4) - $315,000
- Engineering - Administrative Assistant - $60,000
- City Secretary - Part Time Records Clerk - $31,000
- Police – 5 School Resource Officers - unfunded

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FY 2023-24 Budget Highlights

Additional SPAM Funding

- FY 23/24 base has $650,000
- Propose one-time Street Funding of $1 million

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FY 2023-24 Budget Highlights

Police Equipment

- Purchase of in-car cameras, body worn cameras and TASERs (to replace all current equipment)
- 5-year phase-in - $550,000 per year

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FY 2023-24 Budget Highlights

Additional Programs – General Fund

- Library - Library Materials - $15,000
- IT
  - ArcGIS Indoor Maps Extension - $6,525
  - Implementation of vSphere servers for Public Safety - $87,000
- Court - Court Security Plan funding - $16,450

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FY 2023-24 Budget Highlights

Additional Equipment – General Fund

- Fleet
  - Hydraulic Hose Crimper - $6,350
  - Hose Reels for Bulk Fluid Delivery System - $23,400
- Facility Services
  - Tablets - $12,000
  - Multi-use Drop Deck Trailer - $19,000
- Fire
  - Opticom system for intersection light system - $33,800
  - Hurst Strong Arm Multi-purpose E Tool - $30,000
- Streets
  - Pothole Truck - $80,000
  - Laydown Machine - $140,000

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FY 2023-24 Budget Highlights

EMS Fund

- **Medic 5 – 2 EMT positions (overnight) - $106,300**
- **2 F/T positions to staff peak hours - $110,600**

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FY 2023-24 Budget Highlights

Drainage Fund

- **Zero Turn Mower - $24,000**

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FY 2023-24 Budget Highlights

Water & Sewer Fund

- Utility Billing
  - Position: Lead Clerk - $58,000
  - Automated Phone Payment System - $12,000
- Water/Wastewater
  - Combination Vacuum Truck - $675,000
  - Fire Hydrant and Valve Replacement Program (initial funding) - $50,000

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FY 2023-24 Budget

- **General Fund Proposed Budget $49,927,113**
  - **Increase of $4,810,888 or 10.7% from FY 2022-23 Adopted Budget, not including infrastructure funding**
  - **Non-Personnel Budgets increased 9.6% due to police equipment, capital replacement, TIRZ contribution, and additional road maintenance funds**
  - **Personnel Budgets increased 11.3% for pay adjustments, insurance, ECI, and 4 new positions**

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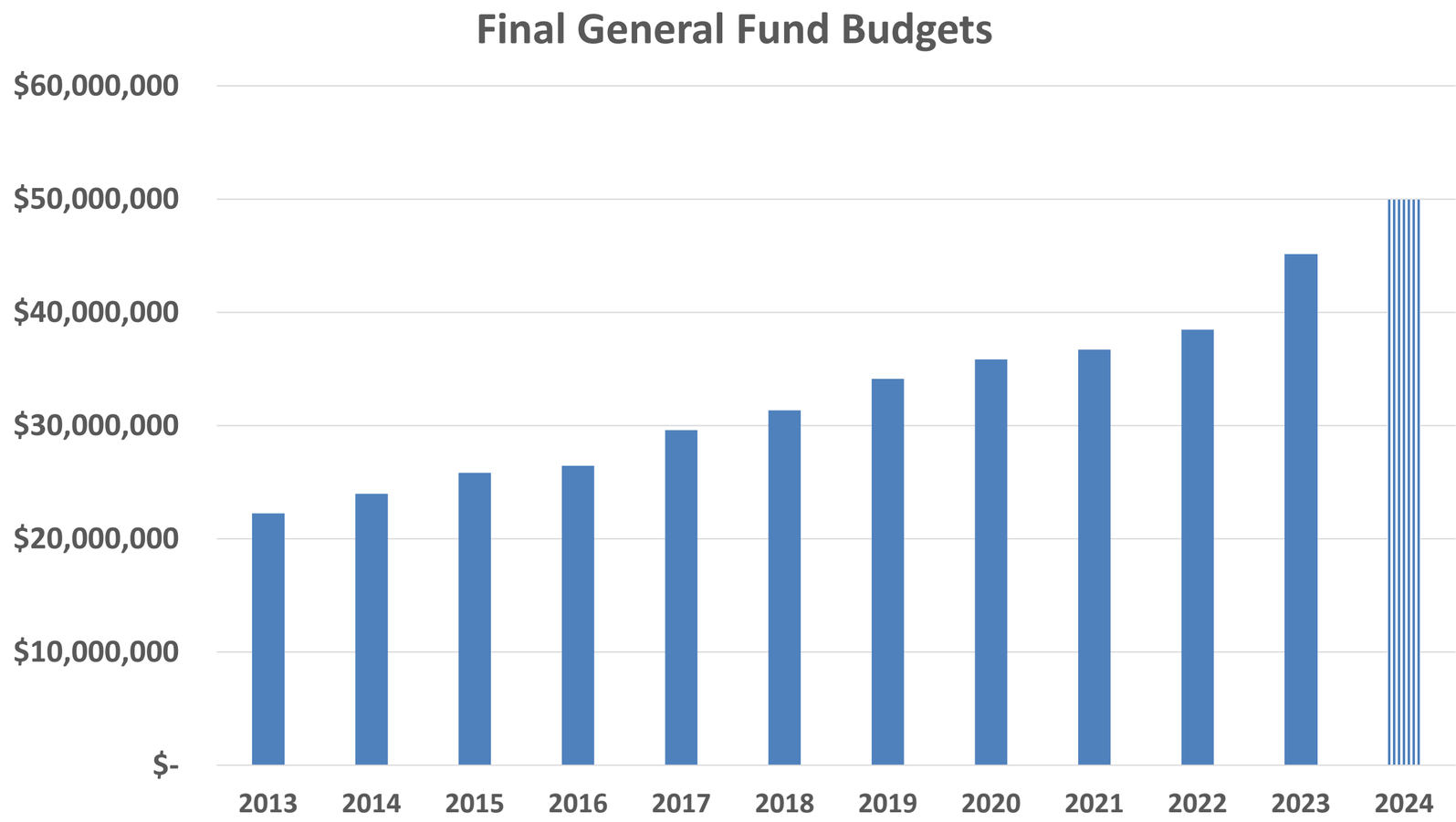
City Budgets – General Fund



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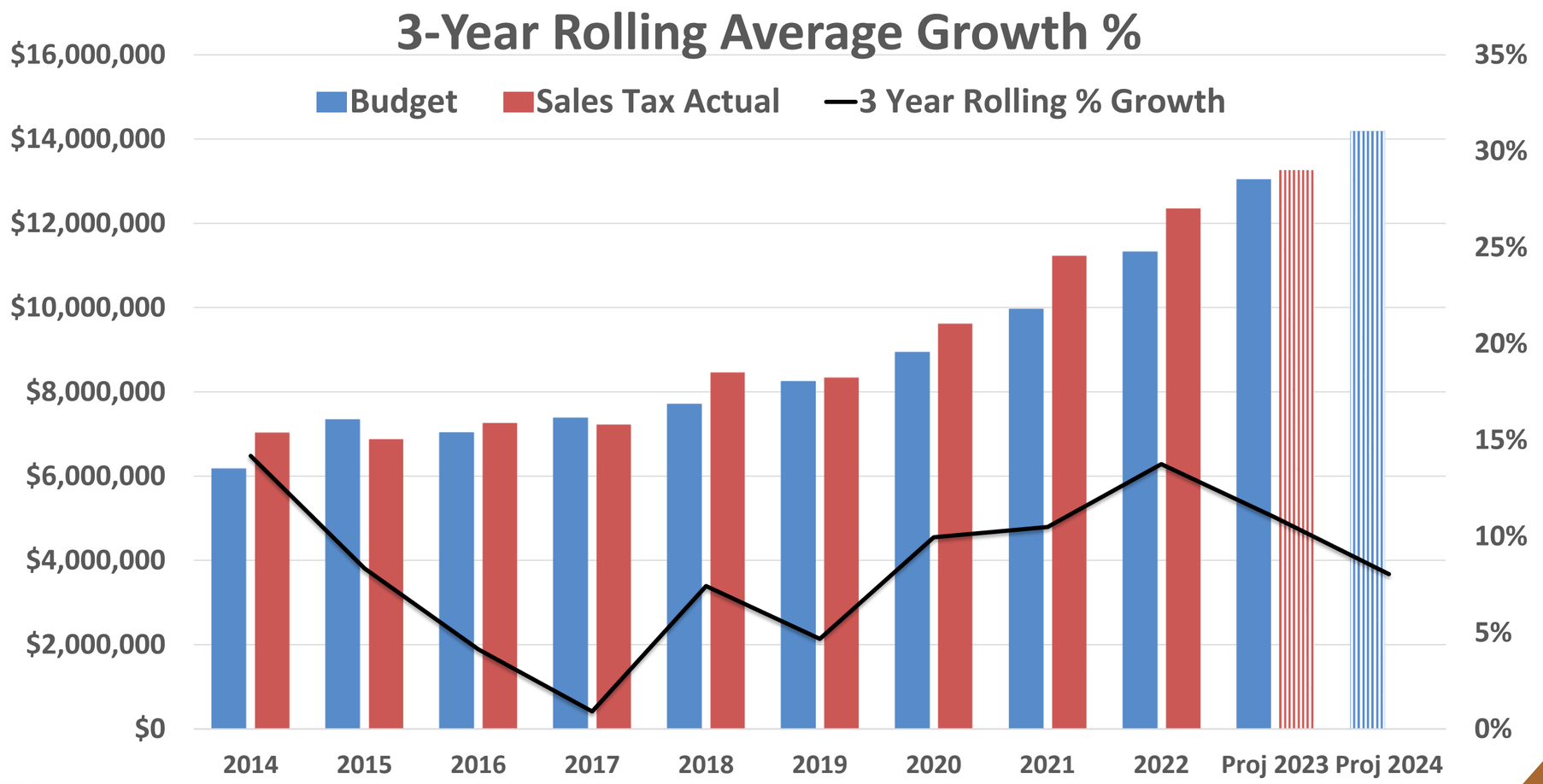
Sales Tax



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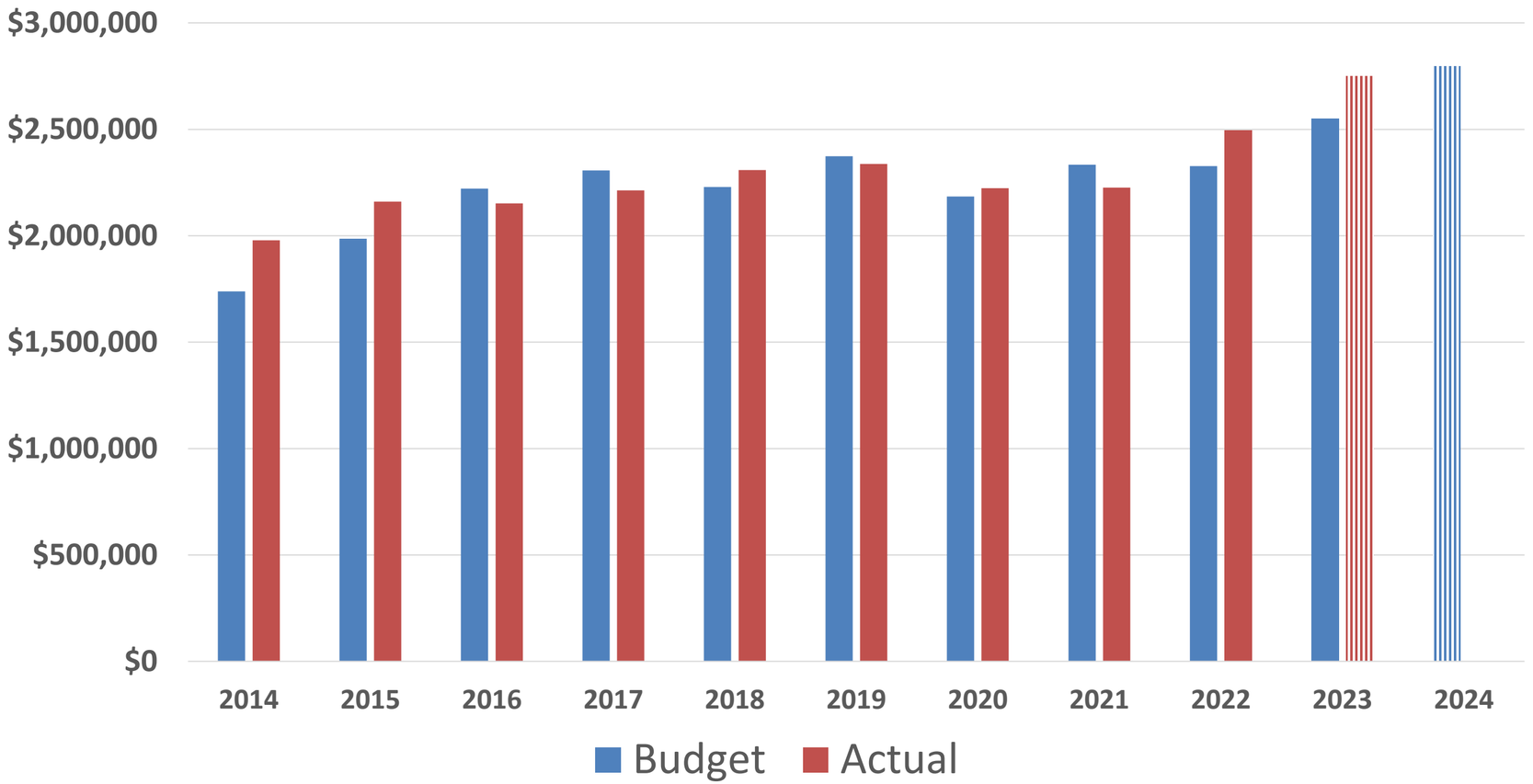
Franchise



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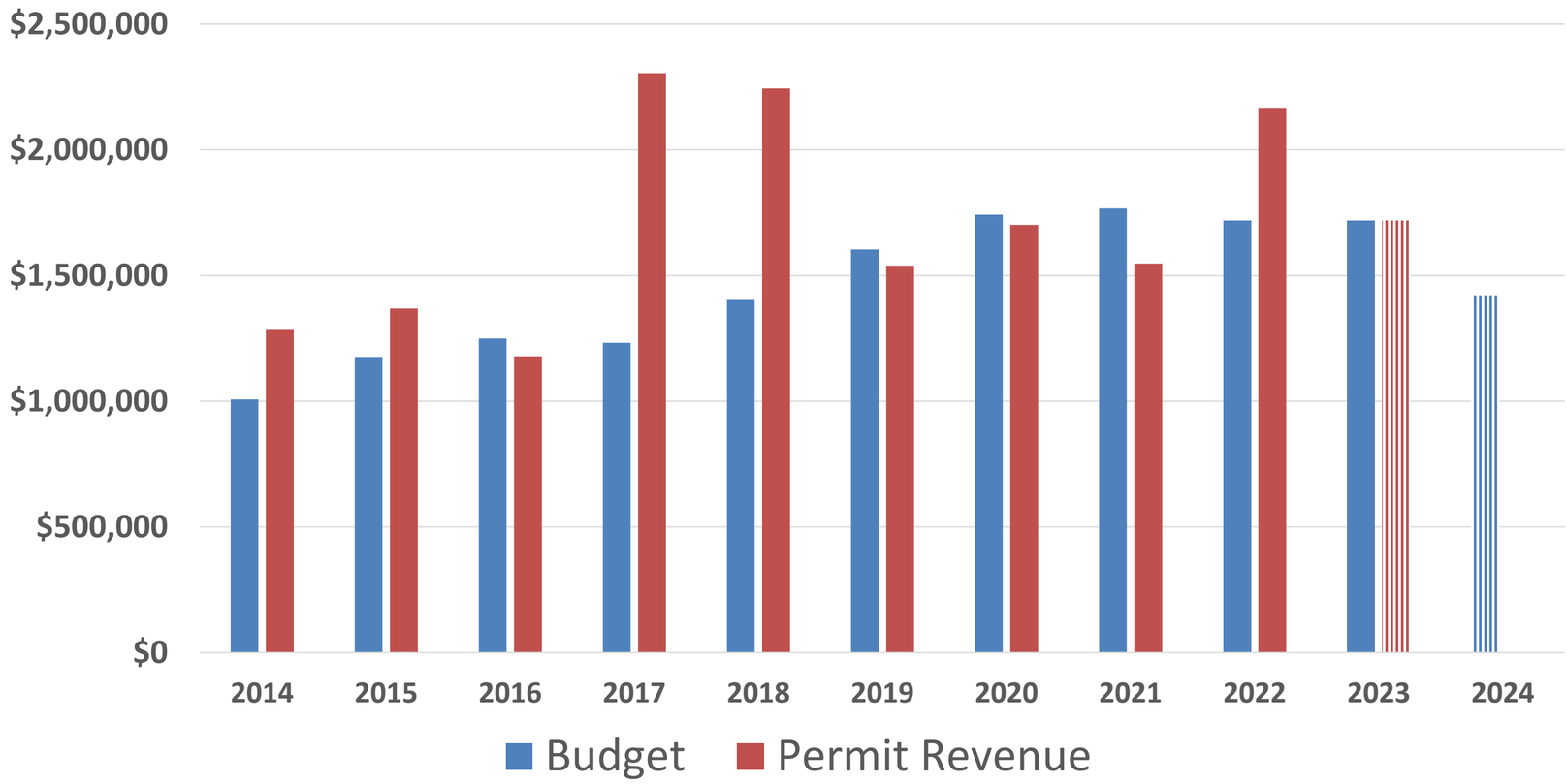
Permit



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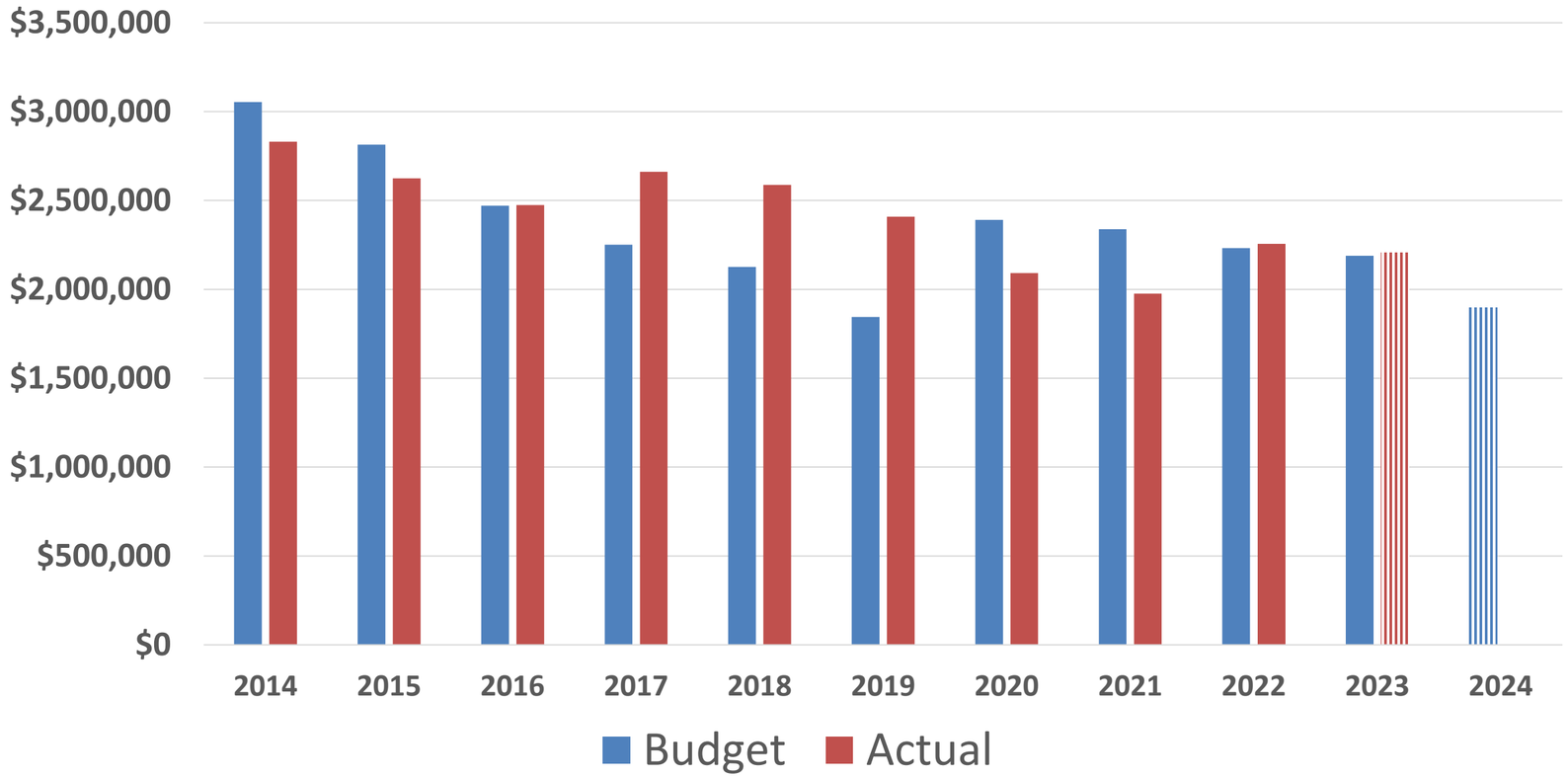
Fees



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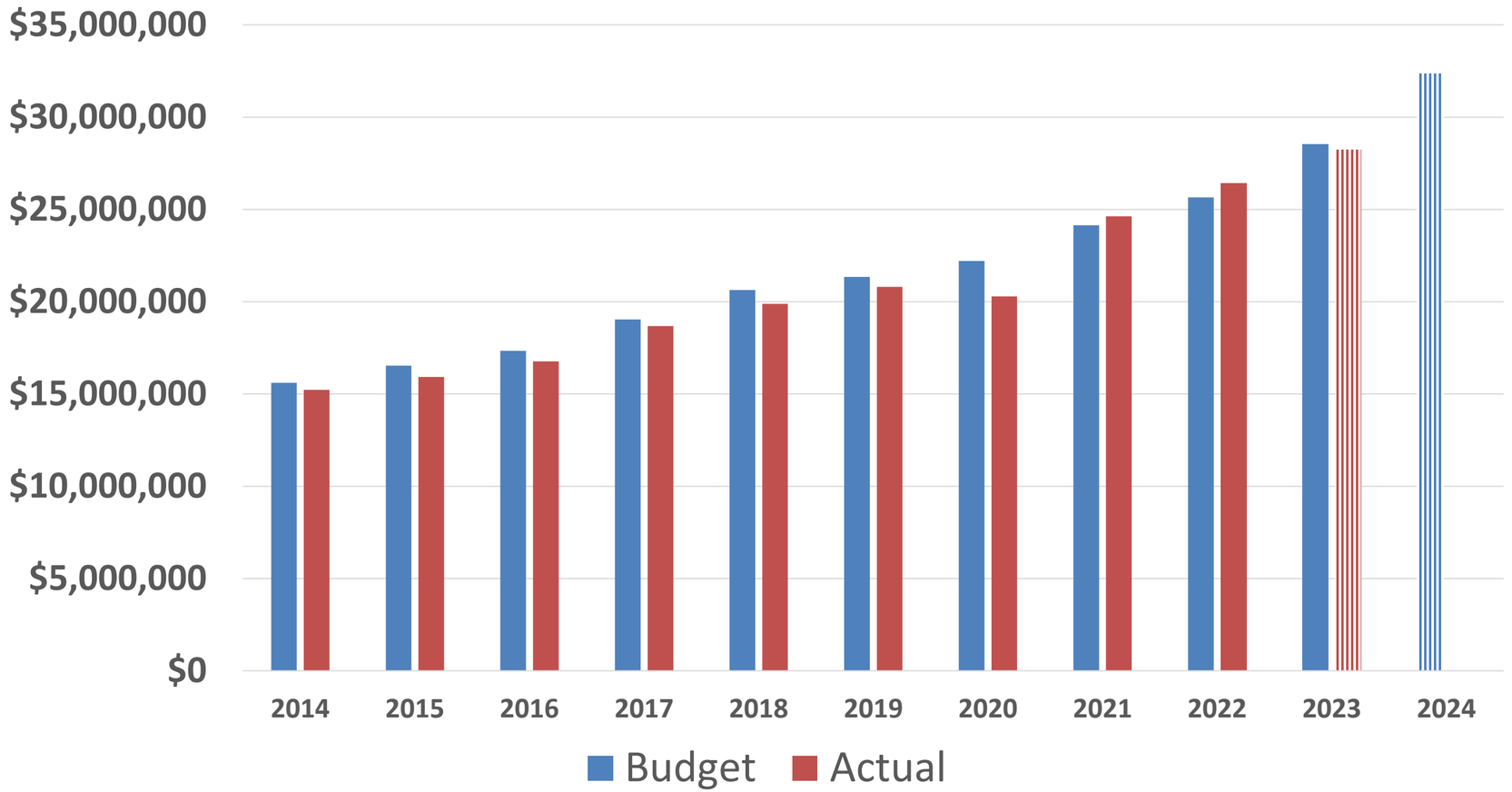
Personnel



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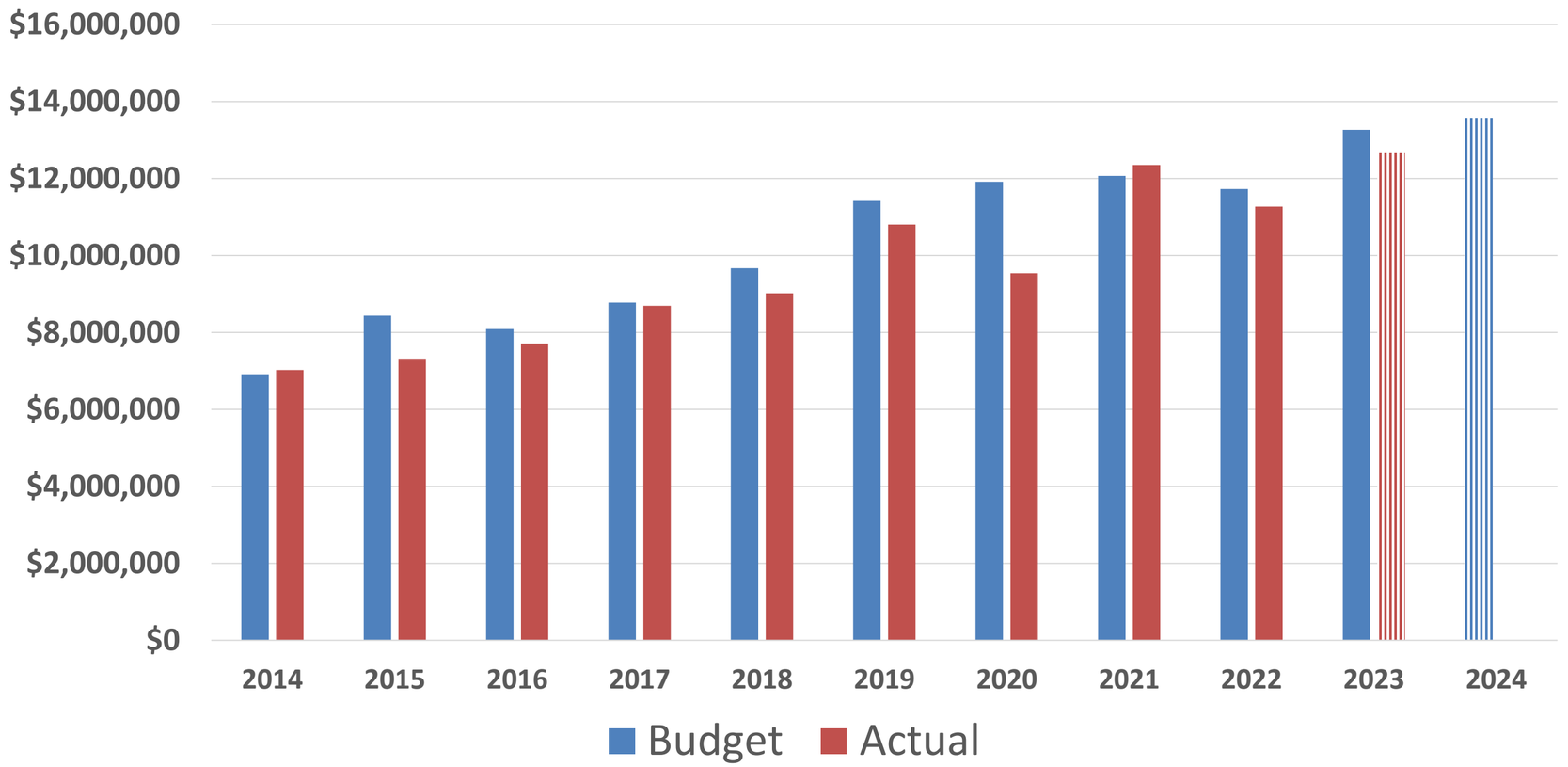
Operating



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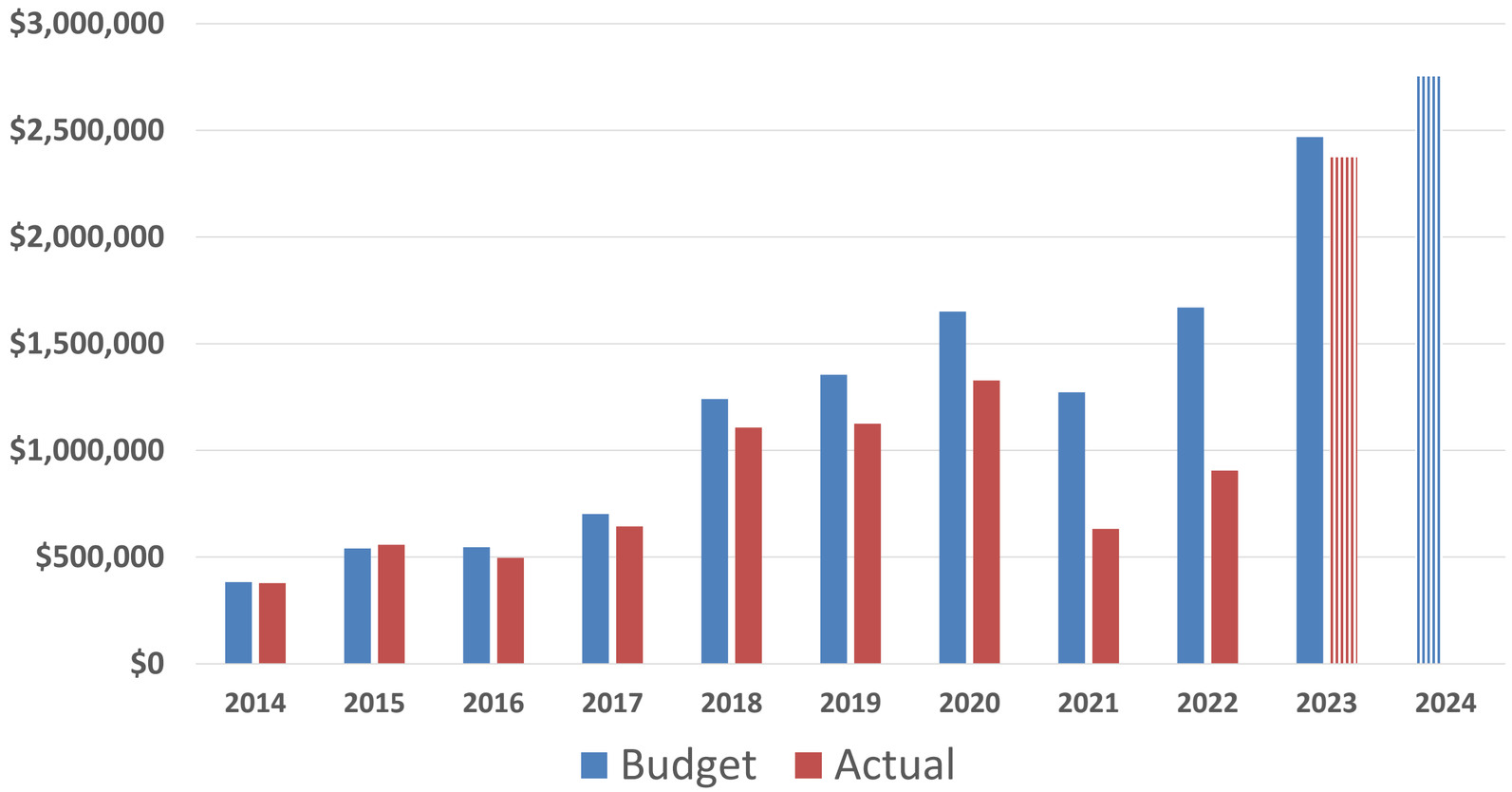
Capital Outlay



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Fund	Proposed Budget	Fund Balance Change
General Fund	$49,954,992	($2,564,504)
Tax I&S Fund	8,602,745	732,255
Water & Sewer Fund	31,241,901	262,899
Capital Recovery - Water	55,748	1,166,252
Capital Recovery - Sewer	67,248	632,752
Drainage Fund	1,594,207	(217,584)
EMS Fund	13,640,835	(780,612)
SEDC	12,985,053	(4,578,053)
Special Events Fund	45,000	0
PEG Fund	67,000	0
Hotel Occupancy Fund	260,865	640,635
Park Fund	100,000	0
Tree Mitigation	75,000	10,750
Roadway Impact Fee Area1	5,000	320,175
Roadway Impact Fee Area2	85,000	160,650
Roadway Impact Fee Area3	5,000	345,250
Roadway Impact Fee Area4	3,000	360
Library Fund	29,200	0
Historical Committee	11,750	2,500
Total:	**$118,829,544**	**($3,866,275)**

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General Fund

- **Proposed Budget meets the 26% Fund Balance requirement**
- **Utilize excess fund balance for street maintenance and repair over the next 5 years**

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5 Year Summary – I&S Fund

- **At I&S Rate of $0.1548:**
  Includes the following upcoming debt issuances:

  - **FY 23/24 - $37,250,000**
  - **FY 25/26 - $20,000,000**
  - **FY 26/27 - $15,000,000**
  - **FY 28/29 - $25,000,000**

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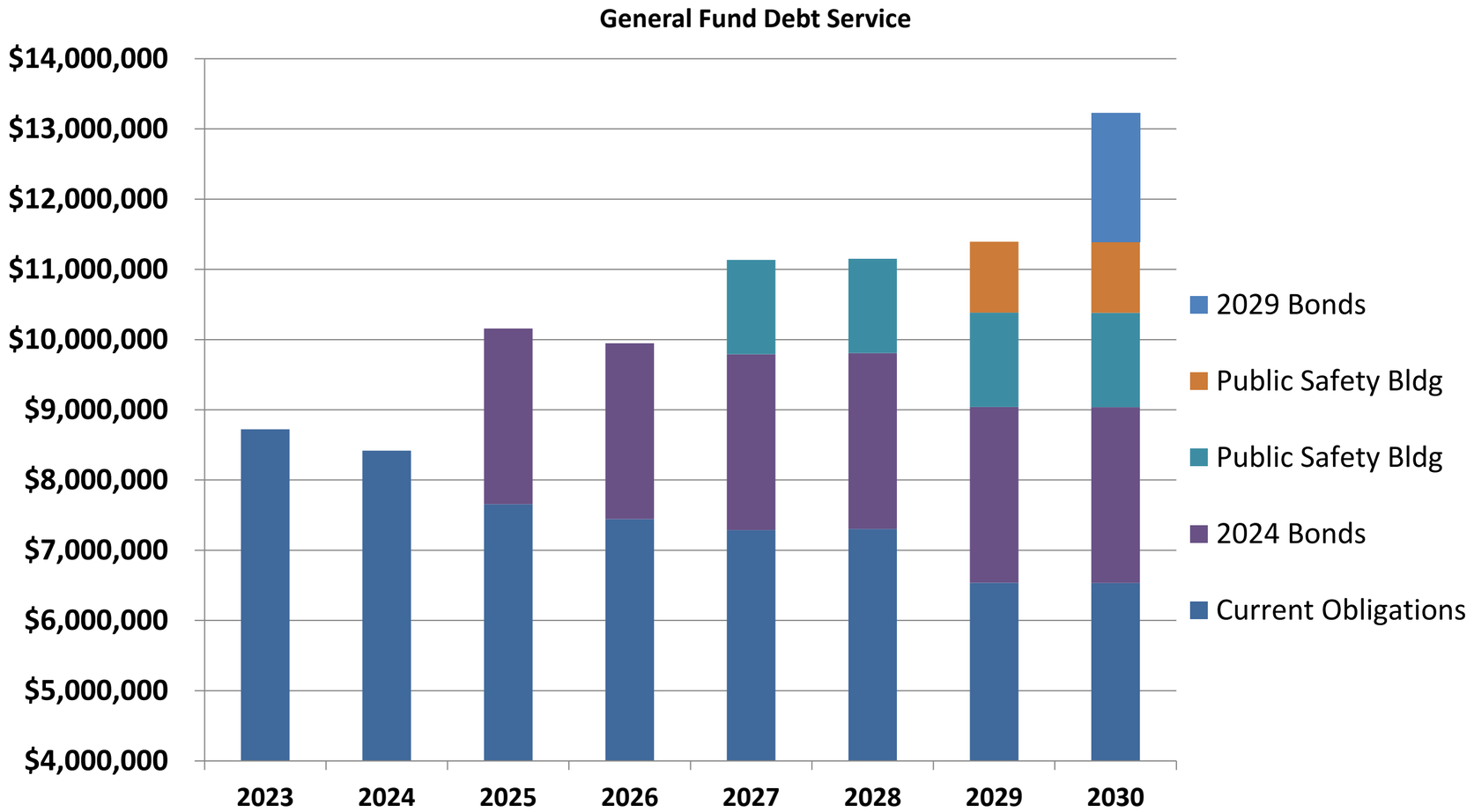
General Fund Debt Service



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Agenda No. 17.

CITY COUNCIL MEMORANDUM

City Council Meeting:	**September 5, 2023**
Department:	**Finance**
Subject:	**Resolution 23-R-86 - Ratifying the property tax increase reflected in the Adopted Budget for FY 2023-24. (S. Gonzalez/J. Walters)**

BACKGROUND

In accordance with the Local Government Code Section 102.007(c), with the adoption of a budget that will require raising more revenue from property taxes than in the previous year, a separate vote must be taken to ratify the property tax increase reflected in the budget.

This vote must be separate from the vote to approve the budget or adopt the tax rate.

GOAL

To be in compliance with state regulations and to ratify the property tax increase reflected in the Adopted Budget for FY 2023-24.

COMMUNITY BENEFIT

The tax increase will help provide adequate compensation for employees to address turnover and hiring issues. Additionally, it will replace the discontinued car and body cameras for police officers and provide streets funding and more equipment for more effective and efficient roadway maintenance.

SUMMARY OF RECOMMENDED ACTION

Staff recommends City Council ratify the property tax increase as voted on and approved with the adoption of the FY 2023-24 Budget.

FISCAL IMPACT

The City Council ratifying the 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.

RECOMMENDATION

Staff recommends City Council ratify the property tax increase as voted on and approved with the adoption of the FY 2023-24 Budget.

Attachments

Resolution 23-R-86

RESOLUTION NO. 23-R-86

A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF SCHERTZ, TEXAS RATIFYING THE PROPERTY TAX INCREASE REFLECTED IN THE ADOPTED BUDGET FOR FISCAL YEAR 2023-24.

WHEREAS, the Local Government Code Section 102.007(c) states when a budget will require raising more property taxes than in the previous year a vote separate from adopting the budget or tax rate must be taken to ratify the property tax increase; and

WHEREAS, the City staff of the City of Schertz (the "City") has recommended that the City ratify the property tax increase in accordance with the Local Government Code; and

WHEREAS, the City Council has determined that it is in the best interest of the City to ratify the property tax increase.

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

Section 1. The City Council hereby ratifies the 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.

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

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

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

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

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

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

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

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

CITY OF SCHERTZ, TEXAS

_____
Ralph Gutierrez, Mayor

ATTEST:

_____
Sheila Edmondson, City Secretary

(CITY SEAL)

Agenda No. 18.

CITY COUNCIL MEMORANDUM

City Council Meeting:	**September 5, 2023**
Department:	**City Secretary**
Subject:	**Ordinance 23-T-19 – Conduct a Public Hearing and approve an Ordinance approving the appraisal roll; setting the tax rate; levying and assessing general and special ad valorem taxes for the use and support of the municipal government of the City of Schertz, Texas. *Final Reading* (S.Gonzalez/J.Walters)**

BACKGROUND

At the August 4, 2023, Council meeting and Budget Workshop, the City Council, by record vote, established a proposed preliminary maximum tax rate of $0.4872, per $100 of value, with the M&O rate at $0.3324 and the I&S portion of $0.1548. This rate was under the Voter-Approval rate but greater than the No-New-Revenue rate.

In accordance with Chapter 26.05(d) of the State's Property Tax Code, a governing body must hold a public hearing on the tax rate if the proposed tax rate exceeds the lower of the No-New-Revenue or Voter-Approval Tax Rate. In this case a hearing is required as the proposed rate does exceed the No-New-Revenue rate.

The first public hearing was held on August 15, 2023, regular session of City Council. A second public hearing will be conducted on September 5, 2023.

During the tax rate adoption process Council can approve a lower rate, however they will not be able to approve a rate higher than this without republishing the notices and holding additional public hearings. Due to timing constraints set by the State Tax Code 26.05(a), the latest council could set a new preliminary rate was August 15, 2023, without calling special meetings or declaring an emergency.

Per Sec 26.05(b) of the Tax Code, the tax rate can only be adopted with more than 60% of the votes in favor of the proposed tax rate. Since Schertz has 7 voting Councilmembers, 5 members must vote in favor of the tax rate for it to pass.

GOAL

To adopt a tax rate in compliance with state statues and the City Charter.

COMMUNITY BENEFIT

The programs funded by this tax rate will provide additional benefits and service levels to the community.

SUMMARY OF RECOMMENDED ACTION

Staff recommends adoption of the tax rate of $0.4872

FISCAL IMPACT

This tax rate will raise more total property taxes than last year by $2,398,167, or a 9.9% increase, and of that amount $554,255 is tax revenue to be raised from new property added to the tax roll this year. These funds will go to pay for employee compensation and infrastructure such as roads, parks, and city facilities.

The current property tax rate is $0.4950 per $100 valuation. The proposed maximum tax rate will be $0.4872 per $100 valuation. The M&O portion of the property tax rate will decrease to $0.3324 from $0.3470 per $100 valuation. The I&S portion will increase to $0.1548 from $0.1480 per $100 valuation.

This tax rate will raise more taxes for Maintenance and Operations than last year's tax rate. The tax rate will effectively be raised by 3.5% and will raise taxes for maintenance and operations on a $100,000 home by approximately $11.24.

RECOMMENDATION

Staff recommends that the City Council approve Ordinance No. 23-T-19 approving the Fiscal Year 2023-24 Proposed Tax Rate on final reading.

MOTION LANGUAGE: "I move that the property tax rate be increased by the adoption of a tax rate of 0.4872, which is effectively a 7.0% increase in the tax rate."

Attachments

Ordinance 23-T-19

Tax Rate Calculation Sheet

Presentation 2023-08-15

ORDINANCE NO. 23-T-19

AN ORDINANCE APPROVING THE APPRAISAL ROLL; SETTING THE TAX RATE; LEVYING AND ASSESSING GENERAL AND SPECIAL AD VALOREM TAXES FOR THE USE AND SUPPORT OF THE MUNICIPAL GOVERNMENT OF THE CITY OF SCHERTZ, TEXAS; APPORTIONING THE LEVIES FOR SPECIFIC PURPOSES; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City Manager of the City of Schertz submitted a tax rate proposal to the City Council prior to the beginning of the fiscal year, and in said tax rate proposal set forth the estimated necessary tax rate required to provide adequate revenues for the general use and support of the Municipal Government of the City of Schertz Texas; and

WHEREAS, the City Council finds that all provisions pertaining to the adoption of an ad valorem tax rate have been in all things complied with; and

WHEREAS, a Public hearing was held by the City Council of the City of Schertz on the 15th day of August 2023 and a second Public Hearing will held on the 5th day of September 2023; and

WHEREAS, after a full and final consideration, the City Council is of the opinion the tax rate and ad valorem tax appraisal roll should be approved and adopted; and

WHEREAS, the taxes have been levied in accordance with the adopted 2023-24 budget as required by state law**;**

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

Section 1. The ad valorem tax appraisal roll and effective tax rate information as presented by the tax assessor for the tax year 2023, be and is hereby in all things approved and adopted.

Section 2. This tax rate will raise more taxes for Maintenance and Operations than last year's tax rate.

Section 3. The tax rate will effectively be raised by 3.5% and will raise taxes for maintenance and operations on a $100,000 home by approximately $11.24.

Section 4. There is hereby levied and assessed and there shall be collected for the tax year 2023 for the general use and support of the Municipal Government of the City of Schertz, Texas a total ad valorem tax of Forty-Eight Seventy-Two Cents ($0.4872) on each One Hundred Dollars ($100.00) of valuation of property – real and personal – within the corporate limits of the City of Schertz, Texas, subject to taxation. The assessment ratio shall be One Hundred percent (100%).

Section 5. The City Council of the City of Schertz, Texas, does hereby levy or adopt the tax rate on $100.00 valuation for this city for tax year 2023 as follows:

0.3324 for the purpose of maintenance and operation
0.1548 for the payment of principal and interest on debt
0.4872 total tax rate

Section 6. It is hereby declared to be the intention of the City Council that the phrases, clauses, sentences, paragraphs and sections of this ordinance are severable, and if any phrase, clause, sentence, paragraph or section of the ordinance shall be declared unconstitutional by the valid judgment or decree of any court of competent jurisdiction, such unconstitutionality shall not affect any of the remaining phrases, clauses, sentences, paragraphs and sections of this ordinance, since the same would have been enacted by the City Council without the incorporation in this ordinance of any such unconstitutional phrase, clause, sentence, paragraph or section.

Section 7. This ordinance shall be in full force and effect from and after its passage, and it is so ordained.

Section 8. Ad valorem taxes for the year are due and payable on October 1, 2023 and shall become delinquent after January 31, 2024. A delinquent tax shall incur all penalty and interest authorized by state law, Section 33.01 of the Property Tax Code. Taxes that remain delinquent on and after July 1, 2024, incur an additional penalty of 15% of the amount of the taxes, penalty and interest due, such additional penalty to defray the cost of collection as authorized in Section 6.30 of the Property Tax Code. The City shall have available all rights and remedies provided by law for the enforcement of the collection of taxes levied under this ordinance.

Section 9. Taxes are payable at the office of the counties of Comal, Bexar and Guadalupe.

PASSED ON FIRST READING, the _____day of _____2023.

PASSED, APPROVED, and ADOPTED ON SECOND READING, the _____day of _____, 2023.

CITY OF SCHERTZ, TEXAS

_____
Ralph Gutierrez, Mayor

ATTEST:

_____
Sheila Edmondson, City Secretary

2023 Tax Rate Calculation Worksheet
Taxing Units Other Than School Districts or Water Districts

Form 50-856

Taxing Unit Name

Phone *(area code and number)*

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

Taxing Unit's Website Address

GENERAL INFORMATION: Tax Code Section 26.04(c) requires an officer or employee designated by the governing body to calculate the no-new-revenue (NNR) tax rate and voter-approval tax rate for the taxing unit. These tax rates are expressed in dollars per $100 of taxable value calculated. The calculation process starts after the chief appraiser delivers to the taxing unit the certified appraisal roll and the estimated values of properties under protest. The designated officer or employee shall certify that the officer or employee has accurately calculated the tax rates and used values shown for the certified appraisal roll or certified estimate. The officer or employee submits the rates to the governing body by Aug. 7 or as soon thereafter as practicable.

School districts do not use this form, but instead use Comptroller Form 50-859 *Tax Rate Calculation Worksheet, School District without Chapter 313 Agreements* or Comptroller Form 50-884 *Tax Rate Calculation Worksheet, School District with Chapter 313 Agreements.*

Water districts as defined under Water Code Section 49.001(1) do not use this form, but instead use Comptroller Form 50-858 *Water District Voter-Approval Tax Rate Worksheet for Low Tax Rate and Developing Districts* or Comptroller Form 50-860 *Developed Water District Voter-Approval Tax Rate Worksheet.*

The Comptroller's office provides this worksheet to assist taxing units in determining tax rates. The information provided in this worksheet is offered as technical assistance and not legal advice. Taxing units should consult legal counsel for interpretations of law regarding tax rate preparation and adoption.

SECTION 1: No-New-Revenue Tax Rate

The NNR tax rate enables the public to evaluate the relationship between taxes for the prior year and for the current year based on a tax rate that would produce the same amount of taxes (no new taxes) if applied to the same properties that are taxed in both years. When appraisal values increase, the NNR tax rate should decrease.

The NNR tax rate for a county is the sum of the NNR tax rates calculated for each type of tax the county levies.

While uncommon, it is possible for a taxing unit to provide an exemption for only maintenance and operations taxes. In this case, the taxing unit will need to calculate the NNR tax rate separately for the maintenance and operations tax and the debt tax, then add the two components together.

Line	No-New-Revenue Tax Rate Worksheet	Amount/Rate
1.	**2022 total taxable value.** Enter the amount of 2022 taxable value on the 2022 tax roll today. Include any adjustments since last year'scertification; exclude Tax Code Section 25.25(d) one-fourth and one-third over-appraisal corrections from these adjustments. Exclude any property value subject to an appeal under Chapter 42 as of July 25 (will add undisputed value in Line 6). This total includes the taxable value of homesteads with tax ceil-ings (will deduct in Line 2) and the captured value for tax increment financing (adjustment is made by deducting TIF taxes, as reflected in Line 17).[1]	$ _____
2.	**2022 tax ceilings.** Counties, cities and junior college districts. Enter 2022 total taxable value of homesteads with tax ceilings. These include the homesteads of homeowners age 65 or older or disabled. Other taxing units enter 0. If your taxing unit adopted the tax ceiling provision in 2022 or a prior year for homeowners age 65 or older or disabled, use this step.[2]	$ _____
3.	**Preliminary 2022 adjusted taxable value.** Subtract Line 2 from Line 1.	$ _____
4.	**2022 total adopted tax rate.**	$ _____/$100
5.	**2022 Taxable Value lost because court appeals of ARB decisions reduced 2021 appraised Value.** **A. Original 2022 ARB values:** ..... $ _____ **B. 2022 values resulting from final court decisions:** ..... - $ _____ **C. 2022 value loss.** Subtract B from A.[3]	$ _____
6.	**2022 taxable value subject to an appeal under Chapter 42, as of July 25.** **A. 2022 ARB certified value:** ..... $ _____ **B. 2022 disputed value:** ..... - $ _____ **C. 2022 undisputed value.** Subtract B from A. [4]	$ _____
7.	**2022 Chapter 42 related adjusted values.** Add Line 5C and Line 6C.	$ _____

[1] Tex. Tax Code § 26.012(14)
[2] Tex. Tax Code § 26.012(14)
[3] Tex. Tax Code § 26.012(13)
[4] Tex. Tax Code § 26.012(13)

Line	No-New-Revenue Tax Rate Worksheet	Amount/Rate
8.	**2022 taxable value, adjusted for actual and potential court-ordered adjustments.** Add Line 3 and Line 7.	$ _____
9.	**2022 taxable value of property in territory the taxing unit deannexed after Jan. 1, 2022.** Enter the 2021 value of property in deannexed territory. [5]	$ _____
10.	**2022 taxable value lost because property first qualified for an exemption in 2023.** If the taxing unit increased an original exemption, use the difference between the original exempted amount and the increased exempted amount. Do not include value lost due to freeport, goods-in-transit, temporary disaster exemptions. Note that lowering the amount or percentage of an existing exemption in 2023 does not create a new exemption or reduce taxable value. **A. Absolute exemptions.** Use 2022 market value: ..... $ _____ **B. Partial exemptions.** 2023 exemption amount or 2023 percentage exemption times 2022 value: ..... + $ _____ **C. Value loss.** Add A and B. [6]	$ _____
11.	**2022 taxable value lost because property first qualified for agricultural appraisal (1-d or 1-d-1), timber appraisal, recreational/scenic appraisal or public access airport special appraisal in 2023.** Use only properties that qualified in 2023 for the first time; do not use properties that qualified in 2022. **A. 2022 market value:** ..... $ _____ **B. 2023 productivity or special appraised value:** ..... - $ _____ **C. Value loss.** Subtract B from A. [7]	$ _____
12.	**Total adjustments for lost value.** Add Lines 9, 10C and 11C.	$ _____
13.	**2022 captured value of property in a TIF.** Enter the total value of 2022 captured appraised value of property taxable by a taxing unit in a tax increment financing zone for which 2022 taxes were deposited into the tax increment fund. [8] If the taxing unit has no captured appraised value in line 18D, enter 0.	$ _____
14.	**2022 total value.** Subtract Line 12 and Line 13 from Line 8.	$ _____
15.	**Adjusted 2022 total levy.** Multiply Line 4 by Line 14 and divide by $100.	$ _____
16.	**Taxes refunded for years preceding tax year 2022.** Enter the amount of taxes refunded by the taxing unit for tax years preceding tax year 2022. Types of refunds include court decisions, Tax Code Section 25.25(b) and (c) corrections and Tax Code Section 31.11 payment errors. Do not include refunds for tax year 2022. This line applies only to tax years preceding tax year 2022. [9]	$ _____
17.	**Adjusted 2022 levy with refunds and TIF adjustment.** Add Lines 15 and 16. [10]	$ _____
18.	**Total 2023 taxable value on the 2023 certified appraisal roll today.** This value includes only certified values or certified estimate of values and includes the total taxable value of homesteads with tax ceilings (will deduct in Line 20). These homesteads include homeowners age 65 or older or disabled. [11] **A. Certified values:** ..... $ _____ **B. Counties:** Include railroad rolling stock values certified by the Comptroller's office: ..... + $ _____ **C. Pollution control and energy storage system exemption:** Deduct the value of property exempted for the current tax year for the first time as pollution control or energy storage system property: ..... - $ _____ **D. Tax increment financing:** Deduct the 2023 captured appraised value of property taxable by a taxing unitin a tax increment financing zone for which the 2023 taxes will be deposited into the tax increment fund. Do not include any new property value that will be included in Line 23 below. [12] ..... - $ _____ **E. Total 2023 value.** Add A and B, then subtract C and D.	$ _____

[5] Tex. Tax Code § 26.012(15)
[6] Tex. Tax Code § 26.012(15)
[7] Tex. Tax Code § 26.012(15)
[8] Tex. Tax Code § 26.03(c)
[9] Tex. Tax Code § 26.012(13)
[10] Tex. Tax Code § 26.012(13)
[11] Tex. Tax Code § 26.012, 26.04(c-2)
[12] Tex. Tax Code § 26.03(c)

Line	No-New-Revenue Tax Rate Worksheet	Amount/Rate
19.	**Total value of properties under protest or not included on certified appraisal roll.** [13] **A.** **2023 taxable value of properties under protest.** The chief appraiser certifies a list of properties still under ARB protest. The list shows the appraisal district's value and the taxpayer's claimed value, if any, or an estimate of the value if the taxpayer wins. For each of the properties under protest, use the lowest of these values. Enter the total value under protest. [14] ..... $ _____ **B.** **2023 value of properties not under protest or included on certified appraisal roll.** The chiefappraiser gives taxing units a list of those taxable properties that the chief appraiser knows about butare not included in the appraisal roll certification. These properties also are not on the list of properties that are still under protest. On this list of properties, the chief appraiser includes the market value, appraised value and exemptions for the preceding year and a reasonable estimate of the market value, appraised value and exemptions for the current year. Use the lower market, appraised or taxable value (as appropriate). Enter the total value of property not on the certified roll. [15] ..... + $ _____ **C.** **Total value under protest or not certified.** Add A and B.	$ _____
20.	**2023 tax ceilings.** Counties, cities and junior colleges enter 2023 total taxable value of homesteads with tax ceilings. These include the homesteads of homeowners age 65 or older or disabled. Other taxing units enter 0. If your taxing unit adopted the tax ceiling provision in 2022 or a prior year for homeowners age 65 or older or disabled, use this step.[16]	$ _____
21.	**2023 total taxable value.** Add Lines 18E and 19C. Subtract Line 20. [17]	$ _____
22.	**Total 2023 taxable value of properties in territory annexed after Jan. 1, 2022.** Include both real and personal property. Enter the 2023 value of property in territory annexed. [18]	$ _____
23.	**Total 2023 taxable value of new improvements and new personal property located in new improvements.** New means the item was not on the appraisal roll in 2022. An improvement is a building, structure, fixture or fence erected on or affixed to land. New additions to existing improvements may be included if the appraised value can be determined. New personal property in a new improvement must have been brought into the taxing unit after Jan. 1, 2022 and be located in a new improvement. New improvements **do** include property on which a tax abatement agreement has expired for 2023. [19]	$ _____
24.	**Total adjustments to the 2023 taxable value.** Add Lines 22 and 23.	$ _____
25.	**Adjusted 2023 taxable value.** Subtract Line 24 from Line 21.	$ _____
26.	**2023 NNR tax rate.** Divide Line 17 by Line 25 and multiply by $100. [20]	$ _____/$100
27.	**COUNTIES ONLY.** Add together the NNR tax rates for each type of tax the county levies. The total is the 2023 county NNR tax rate. [21]	$ _____/$100

SECTION 2: Voter-Approval Tax Rate

The voter-approval tax rate is the highest tax rate that a taxing unit may adopt without holding an election to seek voter approval of the rate. The voter-approval tax rate is split into two separate rates:

1. **Maintenance and Operations (M&O) Tax Rate:** The M&O portion is the tax rate that is needed to raise the same amount of taxes that the taxing unit levied in the prior year plus the applicable percentage allowed by law. This rate accounts for such things as salaries, utilities and day-to-day operations.
2. **Debt Rate:** The debt rate includes the debt service necessary to pay the taxing unit's debt payments in the coming year. This rate accounts for principal and interest on bonds and other debt secured by property tax revenue.

The voter-approval tax rate for a county is the sum of the voter-approval tax rates calculated for each type of tax the county levies. In most cases the voter-approval tax rate exceeds the no-new-revenue tax rate, but occasionally decreases in a taxing unit's debt service will cause the NNR tax rate to be higher than the voter-approval tax rate.

Line	Voter-Approval Tax Rate Worksheet	Amount/Rate
28.	**2022 M&O tax rate.** Enter the 2022 M&O tax rate.	$ _____/$100
29.	**2022 taxable value, adjusted for actual and potential court-ordered adjustments.** Enter the amount in Line 8 of the *No-New-Revenue Tax Rate Worksheet.*	$ _____

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

Line	Voter-Approval Tax Rate Worksheet	Amount/Rate
30.	**Total 2022 M&O levy.** Multiply Line 28 by Line 29 and divide by $100	$ _____
31.	**Adjusted 2022 levy for calculating NNR M&O rate.** **A.** **M&O taxes refunded for years preceding tax year 2022.** Enter the amount of M&O taxes refunded in the preceding year for taxes before that year. Types of refunds include court decisions, Tax Code Section 25.25(b) and (c) corrections and Tax Code Section 31.11 payment errors. Do not include refunds for tax year 2022. This line applies only to tax years preceding tax year 2022. ..... + $ _____ **B.** **2022 taxes in TIF.** Enter the amount of taxes paid into the tax increment fund for a reinvestment zone as agreed by the taxing unit. If the taxing unit has no 2023 captured appraised value in Line 18D, enter 0. ..... – $ _____ **C.** **2022 transferred function.** If discontinuing all of a department, function or activity and transferring it to another taxing unit by written contract, enter the amount spent by the taxing unit discontinuing the function in the 12 months preceding the month of this calculation. If the taxing unit did not operate this function for this 12-month period, use the amount spent in the last full fiscal year in which the taxing unit operated the function. The taxing unit discontinuing the function will subtract this amount in D below. The taxing unit receiving the function will add this amount in D below. Other taxing units enter 0. ..... +/- $ _____ **D.** **2022 M&O levy adjustments.** Subtract B from A. For taxing unit with C, subtract if discontinuing function and add if receiving function. ..... $ _____ **E.** Add Line 30 to 31D.	$ _____
32.	**Adjusted 2023 taxable value.** Enter the amount in Line 25 of the *No-New-Revenue Tax Rate Worksheet.*	$ _____
33.	**2023 NNR M&O rate (unadjusted).** Divide Line 31E by Line 32 and multiply by $100.	$ _____/$100
34.	**Rate adjustment for state criminal justice mandate.** [23] **If not applicable or less than zero, enter 0.** **A.** **2023 state criminal justice mandate.** Enter the amount spent by a county in the previous 12 months providing for the maintenance and operation cost of keeping inmates in county-paid facilities after they have been sentenced. Do not include any state reimbursement received by the county for the same purpose. $ _____ **B.** **2022 state criminal justice mandate.** Enter the amount spent by a county in the 12 months prior to the previous 12 months providing for the maintenance and operation cost of keeping inmates in county-paid facilities after they have been sentenced. Do not include any state reimbursement received by the county for the same purpose. Enter zero if this is the first time the mandate applies. ..... – $ _____ **C.** Subtract B from A and divide by Line 32 and multiply by $100. ..... $ _____/$100 **D.** Enter the rate calculated in C. If not applicable, enter 0.	$ _____/$100
35.	**Rate adjustment for indigent health care expenditures.** [24] **If not applicable or less than zero, enter 0.** **A.** **2023 indigent health care expenditures.** Enter the amount paid by a taxing unit providing for the maintenance and operation cost of providing indigent health care for the period beginning on July 1, 2022 and ending on June 30, 2023, less any state assistance received for the same purpose. ..... $ _____ **B.** **2022 indigent health care expenditures.** Enter the amount paid by a taxing unit providing for the maintenance and operation cost of providing indigent health care for the period beginning on July 1, 2021 and ending on June 30, 2022, less any state assistance received for the same purpose. ..... – $ _____ **C.** Subtract B from A and divide by Line 32 and multiply by $100. ..... $ _____/$100 **D.** Enter the rate calculated in C. If not applicable, enter 0.	$ _____/$100

[22] [Reserved for expansion]
[23] Tex. Tax Code § 26.044
[24] Tex. Tax Code § 26.0441

Line	Voter-Approval Tax Rate Worksheet	Amount/Rate
36.	**Rate adjustment for county indigent defense compensation.** [25] **If not applicable or less than zero, enter 0.** **A.** **2023 indigent defense compensation expenditures.** Enter the amount paid by a county to provide appointed counsel for indigent individuals and fund the operations of a public defender's office under Article 26.044, Code of Criminal Procedure for the period beginning on July 1, 2022 and ending on June 30, 2023, less any state grants received by the county for the same purpose. . . . . $ _____ **B.** **2022 indigent defense compensation expenditures.** Enter the amount paid by a county to provide appointed counsel for indigent individuals and fund the operations of a public defender's office under Article 26.044, Code of Criminal Procedure for the period beginning on July 1, 2021 and ending on June 30, 2022, less any state grants received by the county for the same purpose. . . . . $ _____ **C.** Subtract B from A and divide by Line 32 and multiply by $100. . . . . $ _____/$100 **D.** Multiply B by 0.05 and divide by Line 32 and multiply by $100. . . . . $ _____/$100 **E.** Enter the lesser of C and D. If not applicable, enter 0.	$ _____/$100
37.	**Rate adjustment for county hospital expenditures.** [26] **If not applicable or less than zero, enter 0.** **A.** **2023 eligible county hospital expenditures.** Enter the amount paid by the county or municipality to maintain and operate an eligible county hospital for the period beginning on July 1, 2022 and ending on June 30, 2023. . . . . $ _____ **B.** **2022 eligible county hospital expenditures.** Enter the amount paid by the county or municipality to maintain and operate an eligible county hospital for the period beginning on July 1, 2021 and ending on June 30, 2022. . . . . $ _____ **C.** Subtract B from A and divide by Line 32 and multiply by $100. . . . . $ _____/$100 **D.** Multiply B by 0.08 and divide by Line 32 and multiply by $100. . . . . $ _____/$100 **E.** Enter the lesser of C and D, if applicable. If not applicable, enter 0.	$ _____/$100
38.	**Rate adjustment for defunding municipality.** This adjustment only applies to a municipality that is considered to be a defunding municipality for the current tax year under Chapter 109, Local Government Code. Chapter 109, Local Government Code only applies to municipalities with a population of more than 250,000 and includes a written determination by the Office of the Governor. See Tax Code Section 26.0444 for more information. **A.** **Amount appropriated for public safety in 2022.** Enter the amount of money appropriated for public safety in the budget adopted by the municipality for the preceding fiscal year . . . . . $ _____ **B.** **Expenditures for public safety in 2022.** Enter the amount of money spent by the municipality for public safety during the preceding fiscal year . . . . . $ _____ **C.** Subtract B from A and divide by Line 32 and multiply by $100 . . . . . $ _____/$100 **D.** Enter the rate calculated in C. If not applicable, enter 0.	$ _____/$100
39.	**Adjusted 2023 NNR M&O rate.** Add Lines 33, 34D, 35D, 36E, and 37E. Subtract Line 38D.	$ _____/$100
40.	**Adjustment for 2022 sales tax specifically to reduce property taxes.** Cities, counties and hospital districts that collected and spent additional sales tax on M&O expenses in 2022 should complete this line. These entities will deduct the sales tax gain rate for 2023 in Section 3. Other taxing units, enter zero. **A.** Enter the amount of additional sales tax collected and spent on M&O expenses in 2022, if any. Counties must exclude any amount that was spent for economic development grants from the amount of sales tax spent . . . . . $ _____ **B.** Divide Line 40A by Line 32 and multiply by $100 . . . . . $ _____/$100 **C.** Add Line 40B to Line 39.	$ _____/$100
41.	**2023 voter-approval M&O rate.** Enter the rate as calculated by the appropriate scenario below. **Special Taxing Unit.** If the taxing unit qualifies as a special taxing unit, multiply Line 40C by 1.08. **- or -** **Other Taxing Unit.** If the taxing unit does not qualify as a special taxing unit, multiply Line 40C by 1.035.	$ _____/$100

[25] Tex. Tax Code §26.0442
[26] Tex. Tax Code §26.0443

Line	Voter-Approval Tax Rate Worksheet	Amount/Rate
D41.	***Disaster Line 41 (D41):* 2023 voter-approval M&O rate for taxing unit affected by disaster declaration.** If the taxing unit is located in an area declared a disaster area and at least one person is granted an exemption under Tax Code Section 11.35 for property located in the taxing unit, the governing body may direct the person calculating the voter-approval tax rate to calculate in the manner provided for a special taxing unit. The taxing unit shall continue to calculate the voter-approval tax rate in this manner until the earlier of 1) the first year in which total taxable value on the certified appraisal roll exceeds the total taxable value of the tax year in which the disaster occurred, or 2) the third tax year after the tax year in which the disaster occurred If the taxing unit qualifies under this scenario, multiply Line 40C by 1.08. [27] If the taxing unit does not qualify, do not complete Disaster Line 41 (Line D41).	$ _____/$100
42.	**Total 2023 debt to be paid with property taxes and additional sales tax revenue.** Debt means the interest and principal that will be paid on debts that: **(1)** are paid by property taxes, **(2)** are secured by property taxes, **(3)** are scheduled for payment over a period longer than one year, and **(4)** are not classified in the taxing unit's budget as M&O expenses. **A. Debt** also includes contractual payments to other taxing units that have incurred debts on behalf of this taxing unit, if those debts meet the four conditions above. Include only amounts that will be paid from property tax revenue. Do not include appraisal district budget payments. If the governing body of a taxing unit authorized or agreed to authorize a bond, warrant, certificate of obligation, or other evidence of indebtedness on or after Sept. 1, 2022, verify if it meets the amended definition of debt before including it here. [28] Enter debt amount ..... $ _____ **B.** Subtract **unencumbered fund amount** used to reduce total debt. ..... – $ _____ **C.** Subtract **certified amount spent from sales tax to reduce debt** (enter zero if none) ..... – $ _____ **D.** Subtract **amount paid** from other resources ..... – $ _____ **E. Adjusted debt.** Subtract B, C and D from A.	$ _____
43.	**Certified 2022 excess debt collections.** Enter the amount certified by the collector. [29]	$ _____
44.	**Adjusted 2023 debt.** Subtract Line 43 from Line 42E.	$ _____
45.	**2023 anticipated collection rate.** **A.** Enter the 2023 anticipated collection rate certified by the collector. [30] ..... _____% **B.** Enter the 2022 actual collection rate. ..... _____% **C.** Enter the 2021 actual collection rate. ..... _____% **D.** Enter the 2020 actual collection rate. ..... _____% **E.** If the anticipated collection rate in A is lower than actual collection rates in B, C and D, enter the lowest collection rate from B, C and D. If the anticipated rate in A is higher than at least one of the rates in the prior three years, enter the rate from A. Note that the rate can be greater than 100%. [31]	_____%
46.	**2023 debt adjusted for collections.** Divide Line 44 by Line 45E.	$ _____
47.	**2023 total taxable value.** Enter the amount on Line 21 of the *No-New-Revenue Tax Rate Worksheet.*	$ _____
48.	**2023 debt rate.** Divide Line 46 by Line 47 and multiply by $100.	$ _____/$100
49.	**2023 voter-approval tax rate.** Add Lines 41 and 48.	$ _____/$100
D49.	***Disaster Line 49 (D49):* 2023 voter-approval tax rate for taxing unit affected by disaster declaration.** Complete this line if the taxing unit calculated the voter-approval tax rate in the manner provided for a special taxing unit on Line D41. Add Line D41 and 48.	$ _____/$100

[27] Tex. Tax Code § 26.042(a)
[28] Tex. Tax Code § 26.012(7)
[29] Tex. Tax Code § 26.012(10) and 26.04(b)
[30] Tex. Tax Code § 26.04(b)
[31] Tex. Tax Code §§ 26.04(h), (h-1) and (h-2)

Line	Voter-Approval Tax Rate Worksheet	Amount/Rate
50.	**COUNTIES ONLY.** Add together the voter-approval tax rates for each type of tax the county levies. The total is the 2023 county voter-approval tax rate.	$ _____/$100

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

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

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

Line	Additional Sales and Use Tax Worksheet	Amount/Rate
51.	**Taxable Sales.** For taxing units that adopted the sales tax in November 2022 or May 2023, enter the Comptroller's estimate of taxable sales for the previous four quarters. [32] Estimates of taxable sales may be obtained through the Comptroller's Allocation Historical Summary webpage. Taxing units that adopted the sales tax before November 2022, enter 0.	$ _____
52.	**Estimated sales tax revenue.** Counties exclude any amount that is or will be spent for economic development grants from the amount of estimated sales tax revenue. [33] **Taxing units that adopted the sales tax in November 2022 or in May 2023.** Multiply the amount on Line 51 by the sales tax rate (.01, .005 or .0025, as applicable) and multiply the result by .95. [34] **- or -** **Taxing units that adopted the sales tax before November 2022.** Enter the sales tax revenue for the previous four quarters. Do not multiply by .95.	$ _____
53.	**2023 total taxable value.** Enter the amount from Line 21 of the *No-New-Revenue Tax Rate Worksheet*.	$ _____
54.	**Sales tax adjustment rate.** Divide Line 52 by Line 53 and multiply by $100.	$ _____/$100
55.	**2023 NNR tax rate, unadjusted for sales tax.**[35] Enter the rate from Line 26 or 27, as applicable, on the *No-New-Revenue Tax Rate Worksheet*.	$ _____/$100
56.	**2023 NNR tax rate, adjusted for sales tax.** **Taxing units that adopted the sales tax in November 2022 or in May 2023.** Subtract Line 54 from Line 55. Skip to Line 57 if you adopted the additional sales tax before November 2022.	$ _____/$100
57.	**2023 voter-approval tax rate, unadjusted for sales tax.**[36] Enter the rate from Line 49, Line D49 (disaster) or Line 50 (counties) as applicable, of the *Voter-Approval Tax Rate Worksheet*.	$ _____/$100
58.	**2023 voter-approval tax rate, adjusted for sales tax.** Subtract Line 54 from Line 57.	$ _____/$100

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

A taxing unit may raise its rate for M&O funds used to pay for a facility, device or method for the control of air, water or land pollution. This includes any land, structure, building, installation, excavation, machinery, equipment or device that is used, constructed, acquired or installed wholly or partly to meet or exceed pollution control requirements. The taxing unit's expenses are those necessary to meet the requirements of a permit issued by the Texas Commission on Environmental Quality (TCEQ). The taxing unit must provide the tax assessor with a copy of the TCEQ letter of determination that states the portion of the cost of the installation for pollution control.

This section should only be completed by a taxing unit that uses M&O funds to pay for a facility, device or method for the control of air, water or land pollution.

Line	Voter-Approval Rate Adjustment for Pollution Control Requirements Worksheet	Amount/Rate
59.	**Certified expenses from the Texas Commission on Environmental Quality (TCEQ).** Enter the amount certified in the determination letter from TCEQ. [37] The taxing unit shall provide its tax assessor-collector with a copy of the letter. [38]	$ _____
60.	**2023 total taxable value.** Enter the amount from Line 21 of the *No-New-Revenue Tax Rate Worksheet*.	$ _____
61.	**Additional rate for pollution control.** Divide Line 59 by Line 60 and multiply by $100.	$ _____/$100
62.	**2023 voter-approval tax rate, adjusted for pollution control.** Add Line 61 to one of the following lines (as applicable): Line 49, Line D49 (disaster), Line 50 (counties) or Line 58 (taxing units with the additional sales tax).	$ _____/$100

[32] Tex. Tax Code § 26.041(d)
[33] Tex. Tax Code § 26.041(i)
[34] Tex. Tax Code § 26.041(d)
[35] Tex. Tax Code § 26.04(c)
[36] Tex. Tax Code § 26.04(c)
[37] Tex. Tax Code § 26.045(d)
[38] Tex. Tax Code § 26.045(i)

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

The unused increment rate is the rate equal to the difference between the adopted tax rate and voter-approval tax rate adjusted to remove the unused increment rate for the prior three years. [39] In a year where a taxing unit adopts a rate by applying any portion of the unused increment rate, the portion of the unused increment rate must be backed out of the calculation for that year.

The difference between the adopted tax rate and adjusted voter-approval tax rate is considered zero in the following scenarios:

- a tax year before 2020; [40]
- a tax year in which the municipality is a defunding municipality, as defined by Tax Code Section 26.0501(a); [41] or
- after Jan. 1, 2022, a tax year in which the comptroller determines that the county implemented a budget reduction or reallocation described by Local Government Code Section 120.002(a) without the required voter approval. [42]

Individual components can be negative, but the overall rate would be the greater of zero or the calculated rate.

This section should only be completed by a taxing unit that does not meet the definition of a special taxing unit. [43]

Line	Unused Increment Rate Worksheet	Amount/Rate
63.	**Year 3 component.** Subtract the 2022 actual tax rate and the 2022 unused increment rate from the 2022 voter-approval tax rate. **A.** Voter-approval tax rate ..... $ _____/$100 As applicable: Line 49, Line 50 (counties), Line 58 (taxing units with the additional sales tax) or Line 62 (taxing units with pollution control **B.** Unused increment rate (Line 66). ..... $ _____/$100 **C.** Subtract B from A . ..... $ _____/$100 **D.** Adopted Tax Rate. ..... $ _____/$100 **E.** Subtract D from C. ..... $ _____/$100	
64.	**Year 2 component.** Subtract the 2021 actual tax rate and the 2021 unused increment rate from the 2021 voter-approval tax rate. **A.** Voter-approval tax rate ..... $ _____/$100 As applicable: Line 49, Line 50 (counties), Line 58 (taxing units with the additional sales tax) or Line 62 (taxing units with pollution control **B.** Unused increment rate (Line 66). ..... $ _____/$100 **C.** Subtract B from A . ..... $ _____/$100 **D.** Adopted Tax Rate. ..... $ _____/$100 **E.** Subtract D from C. ..... $ _____/$100	
65.	**Year 1 component.** Subtract the 2020 actual tax rate and the 2020 unused increment rate from the 2020 voter-approval tax rate. **A.** Voter-approval tax rate ..... $ _____/$100 As applicable: Line 47, Line 50 (counties), Line 56 (taxing units with the additional sales tax) or Line 60 (taxing units with pollution control **B.** Unused increment rate. ..... $ _____/$100 **C.** Subtract B from A . ..... $ _____/$100 **D.** Adopted Tax Rate. ..... $ _____/$100 **E.** Subtract D from C. ..... $ _____/$100	
66.	**2023 unused increment rate.** Add Lines 63E, 64E and 65E.	$ _____/$100
67.	**Total 2023 voter-approval tax rate, including the unused increment rate.** Add Line 66 to one of the following lines (as applicable): Line 49, Line D49 (disaster), Line 50 (counties), Line 58 (taxing units with the additional sales tax) or Line 62 (taxing units with pollution control).	$ _____/$100

[39] Tex. Tax Code §26.013(a)
[40] Tex. Tax Code §26.013(c)
[41] Tex. Tax Code §§26.0501(a) and (c)
[42] Tex. Local Gov't Code §120.007(d), effective Jan. 1, 2022
[43] Tex. Tax Code §26.063(a)(1)
[44] Tex. Tax Code §26.012(8-a)
[45] Tex. Tax Code §26.063(a)(1)

SECTION 6: De Minimis Rate

The de minimis rate is the rate equal to the sum of the no-new-revenue maintenance and operations rate, the rate that will raise $500,000, and the current debt rate for a taxing unit. [44]

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

Line	De Minimis Rate Worksheet	Amount/Rate
68.	**Adjusted 2023 NNR M&O tax rate.** Enter the rate from Line 39 of the *Voter-Approval Tax Rate Worksheet*	$ _____/$100
69.	**2023 total taxable value.** Enter the amount on Line 21 of the *No-New-Revenue Tax Rate Worksheet.*	$ _____
70.	**Rate necessary to impose $500,000 in taxes.** Divide $500,000 by Line 69 and multiply by $100.	$ _____/$100
71.	**2023 debt rate.** Enter the rate from Line 48 of the *Voter-Approval Tax Rate Worksheet.*	$ _____/$100
72.	**De minimis rate.** Add Lines 68, 70 and 71.	$ _____/$100

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

In the tax year after the end of the disaster calculation time period detailed in Tax Code Section 26.042(a), a taxing unit that calculated its voter-approval tax rate in the manner provided for a special taxing unit due to a disaster must calculate its emergency revenue rate and reduce its voter-approval tax rate for that year.[46]

Similarly, if a taxing unit adopted a tax rate that exceeded its voter-approval tax rate, calculated normally, without holding an election to respond to a disaster, as allowed by Tax Code Section 26.042(d), in the prior year, it must also reduce its voter-approval tax rate for the current tax year. [47]

This section will apply to a taxing unit other than a special taxing unit that:

- directed the designated officer or employee to calculate the voter-approval tax rate of the taxing unit in the manner provided for a special taxing unit in the prior year; and
- the current year is the first tax year in which the total taxable value of property taxable by the taxing unit as shown on the appraisal roll for the taxing unit submitted by the assessor for the taxing unit to the governing body exceeds the total taxable value of property taxable by the taxing unit on January 1 of the tax year in which the disaster occurred or the disaster occurred four years ago. This section will apply to a taxing unit in a disaster area that adopted a tax rate greater than its voter-approval tax rate without holding an election in the prior year.

Note: This section does not apply if a taxing unit is continuing to calculate its voter-approval tax rate in the manner provided for a special taxing unit because it is still within the disaster calculation time period detailed in Tax Code Section 26.042(a) because it has not met the conditions in Tax Code Section 26.042(a)(1) or (2).

Line	Emergency Revenue Rate Worksheet	Amount/Rate
73.	**2022 adopted tax rate.** Enter the rate in Line 4 of the *No-New-Revenue Tax Rate Worksheet.*	$ _____/$100
74.	**Adjusted 2022 voter-approval tax rate.** Use the taxing unit's Tax Rate Calculation Worksheets from the prior year(s) to complete this line. If a disaster occurred in 2022 and the taxing unit calculated its 2022 voter-approval tax rate using a multiplier of 1.08 on Disaster Line 41 (D41) of the 2022 worksheet due to a disaster, complete the applicable sections or lines of Form 50-856-a, Adjusted Voter-Approval Tax Rate for Taxing Units in Disaster Area Calculation Worksheet. **- or -** If a disaster occurred prior to 2022 for which the taxing unit continued to calculate its voter-approval tax rate using a multiplier of 1.08 on Disaster Line 41 (D41) in 2022, complete the separate *Adjusted Voter-Approval Tax Rate for Taxing Units in Disaster Area Calculation Worksheet* to recalculate the voter-approval tax rate the taxing unit would have calculated in 2022 if it had generated revenue based on an adopted tax rate using a multiplier of 1.035 in the year(s) following the disaster. [48] Enter the final adjusted 2022 voter-approval tax rate from the worksheet. **- or -** If the taxing unit adopted a tax rate above the 2022 voter-approval tax rate without calculating a disaster tax rate or holding an election due to a disaster, no recalculation is necessary. Enter the voter-approval tax rate from the prior year's worksheet.	$ _____/$100
75.	**Increase in 2022 tax rate due to disaster.** Subtract Line 74 from Line 73.	$ _____/$100
76.	**Adjusted 2022 taxable value.** Enter the amount in Line 14 of the *No-New-Revenue Tax Rate Worksheet.*	$ _____
77.	**Emergency revenue.** Multiply Line 75 by Line 76 and divide by $100.	$ _____
78.	**Adjusted 2023 taxable value.** Enter the amount in Line 25 of the *No-New-Revenue Tax Rate Worksheet.*	$ _____
79.	**Emergency revenue rate.** Divide Line 77 by Line 78 and multiply by $100. [49]	$ _____/$100

[46] Tex. Tax Code §26.042(b)
[47] Tex. Tax Code §26.042(f)
[48] Tex. Tax Code §26.042(c)
[49] Tex. Tax Code §26.042(b)

Line	Emergency Revenue Rate Worksheet	Amount/Rate
80.	**2023 voter-approval tax rate, adjusted for emergency revenue.** Subtract Line 79 from one of the following lines (as applicable): Line 49, Line D49 (disaster), Line 50 (counties), Line 58 (taxing units with the additional sales tax), Line 62 (taxing units with pollution control) or Line 67 (taxing units with the unused increment rate).	$ _____/$100

SECTION 8: Total Tax Rate

Indicate the applicable total tax rates as calculated above.

No-new-revenue tax rate. ..... $ _____/$100
As applicable, enter the 2023 NNR tax rate from: Line 26, Line 27 (counties), or Line 56 (adjusted for sales tax).
Indicate the line number used: _____

Voter-approval tax rate..... $ _____/$100
As applicable, enter the 2023 voter-approval tax rate from: Line 49, Line D49 (disaster), Line 50 (counties), Line 58 (adjusted for sales tax), Line 62 (adjusted for pollution control), Line 67 (adjusted for unused increment), or Line 80 (adjusted for emergency revenue).
Indicate the line number used: _____

De minimis rate...... $ _____/$100
If applicable, enter the 2022 de minimis rate from Line 72.

SECTION 9: Taxing Unit Representative Name and Signature

Enter the name of the person preparing the tax rate as authorized by the governing body of the taxing unit. By signing below, you certify that you are the designated officer or employee of the taxing unit and have accurately calculated the tax rates using values that are the same as the values shown in the taxing unit's certified appraisal roll or certified estimate of taxable value, in accordance with requirements in the Tax Code. [50]

print here _____
Printed Name of Taxing Unit Representative

sign here _____ _____
Taxing Unit Representative Date

[50] Tex. Tax Code §§26.04(c-2) and (d-2)

TAX RATE DISCUSSION

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2023 Property Values

2022 Taxable Value	$4,889,011,389
2023 Equivalent Taxable Value	$5,326,877,888
2023 New Taxable Development	+$113,763,340
2023 Adjusted Taxable Value	$5,440,641,228
Difference Between Adjusted Taxable Values	$551,629,839

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DVHS Update

DVHS	2020	2021	2022	2023
Total Exempt	$436,800,000	$550,500,000	$694,200,000	$834,200,000
Increase %	22.0%	26.0%	26.1%	20.2%
Increase $	$78,800,000	$113,700,000	$143,700,000	$140,000,000
Tax Rate w/o DVHS	$0.4548	$0.4428	$0.4234	$0.4126

- 19% of Homesteads have a DVHS Exemption for 2023
- 51% of Homesteads have some sort of DV Exemption for 2023

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TAX RATE DEFINITIONS

No New Revenue	The tax rate which will generate the same revenue for the city from property on the previous year's tax roll.
Voter Approval Rate	The rate if exceeded triggers an automatic election on the tax rate.
Current	The rate currently adopted by the City.
Proposed Tax Rate	The maximum rate set at which the final adopted rate cannot exceed.

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TAX RATE

Current	$0.4950
No New Revenue	$0.4554
Voter Approval	$0.4872
Voter Approval – Unused Increment	$0.0000
Proposed Tax Rate	$0.4872

$0.01 is equal to $544,000 revenue or $32.46 on the average home

Proposed Budget Assumes This Rate

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TARGET TAX RATE

TAX RATE	CURRENT	PROPOSED TAX RATE	
M&O	$0.3470	$0.3324	For day-to-day operations
I&S	$0.1480	$0.1548	To pay the City's debt
TOTAL	**$0.4950**	**$0.4872**	

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FY 2023-24 City Tax Rate

Tax Rate Name	Tax Rate per $100	Est. Tax Bill	Bill Increase	% Increase
No New Revenue	$0.4554	$1,478.22	--	--
Voter Approval	$0.4872	$1,582.00	$103.78	7.0%
Proposed	$0.4872	$1,582.00	$103.78	7.0%
Current	$0.4950	$1,606.89	$128.67	8.7%
School Tax Bill Change			-$850.00	

- **$103.79 is about $8.65 on the monthly escrow**
- **Tax bills are based on average taxable value of homes for 2023 of $324,600**
- **Estimated Tax Bills and Bill Increases are annual amounts**

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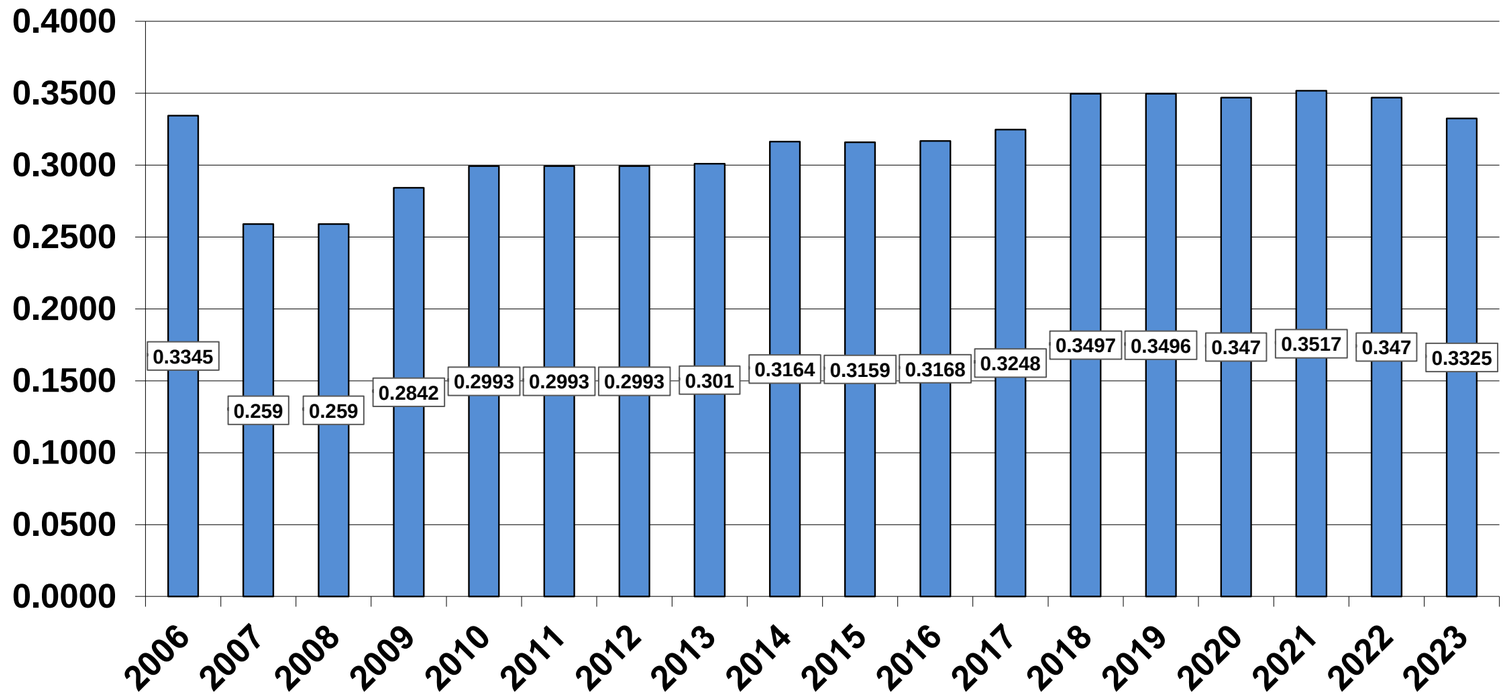
Historic Tax Rates – M&O



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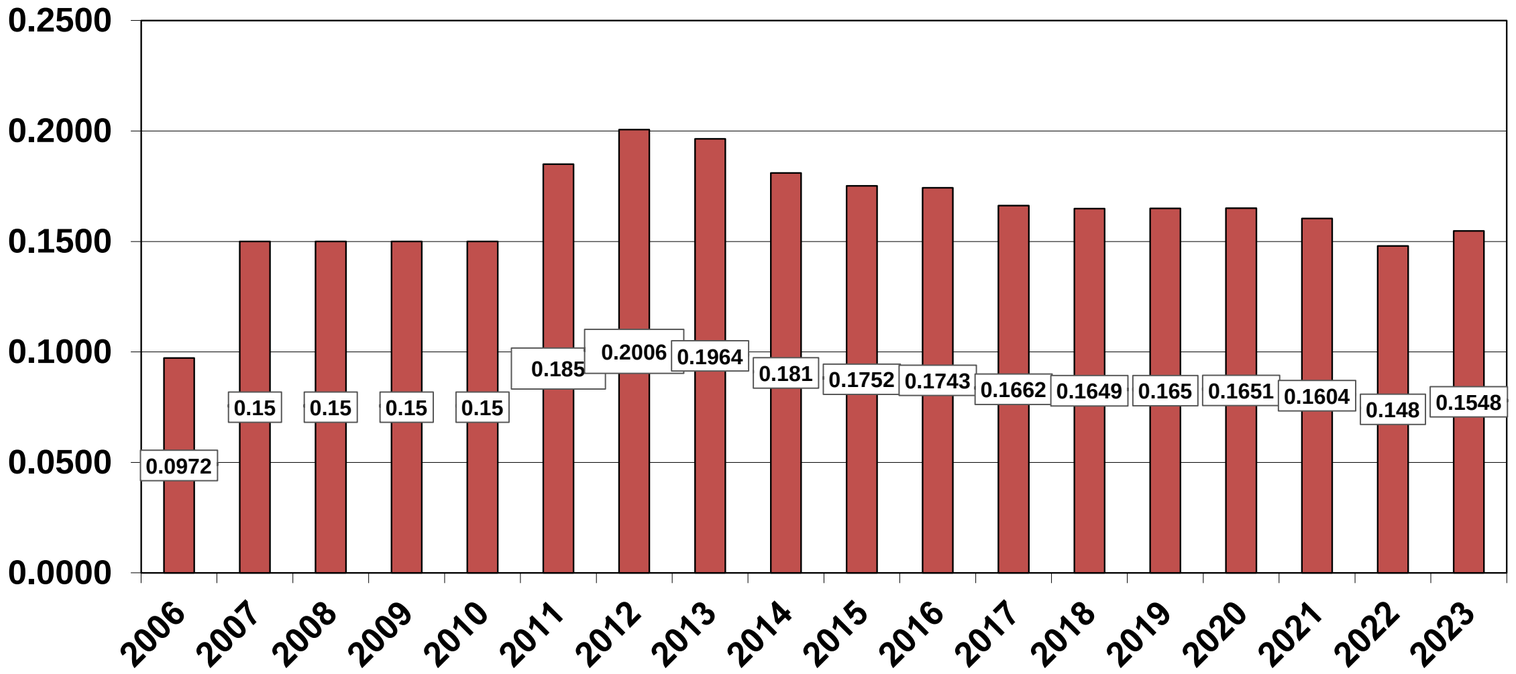
Historic Tax Rates – I&S



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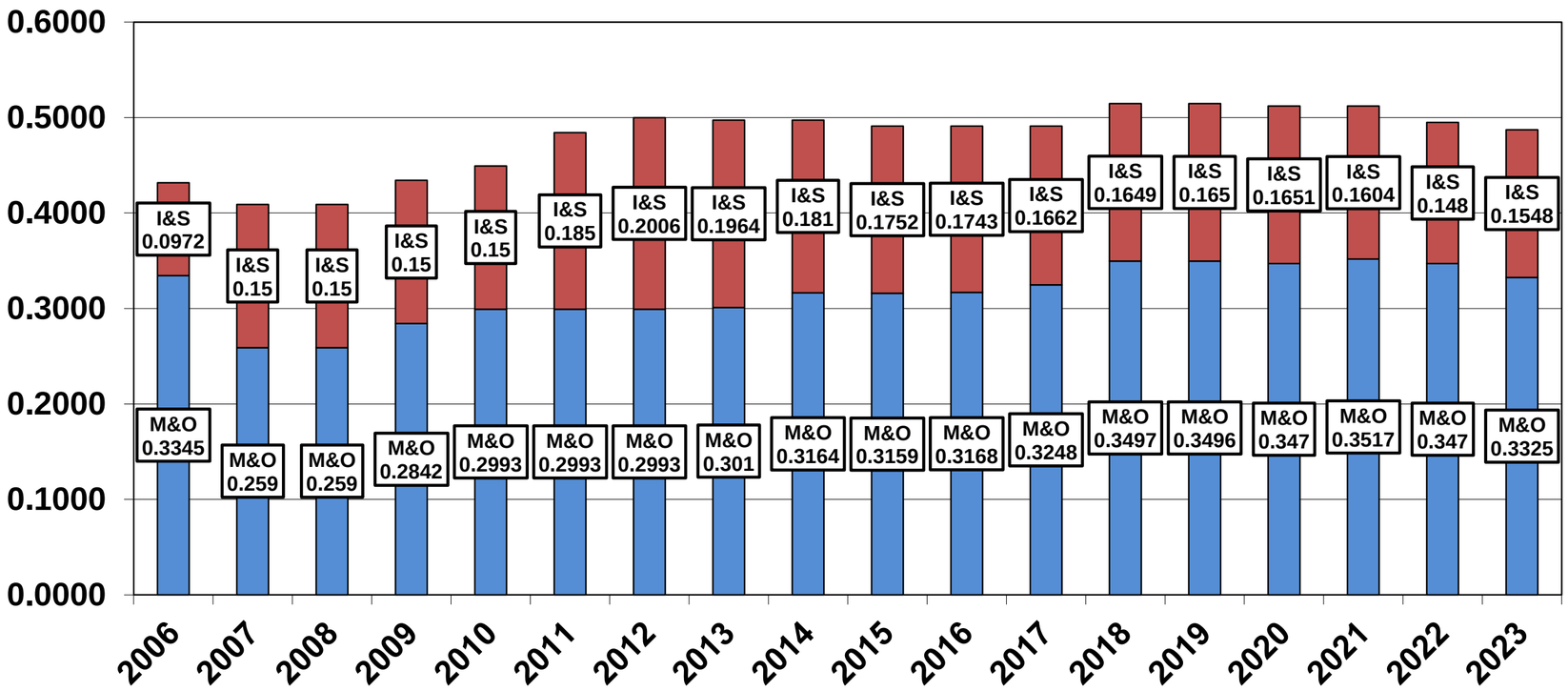
Historic Tax Rates – Total



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Agenda No. 19.

CITY COUNCIL MEMORANDUM

City Council Meeting:	**September 5, 2023**
Department:	**Economic Development Corporation**
Subject:	**The City Council will meet in closed session under Section 551.087 of the Texas Government Code, Deliberation Regarding Economic Development Negotiations; Closed Meeting. The governmental body is not required to conduct an open meeting (1) to discuss or deliberate regarding commercial or financial information that the governmental body has received from a business prospect that the governmental body seeks to have locate, stay, or expand in or near the territory of the governmental body and with which the governmental body is conducting economic development negotiations; or (2) to deliberate the offer of a financial or other incentive to a business prospect.**

- **Project E-80/E-84**
- **Project E-92**
- **Project E-93**

Agenda No. 21.

CITY COUNCIL MEMORANDUM

City Council Meeting:	**September 5, 2023**
Department:	**Executive Team**
Subject:	**Monthly Update - FY 2022-23 Approved Expanded Programs (S.Williams/S.Gonzalez)**

BACKGROUND

City staff has provided the attached update.

Attachments

September 2023 Expanded Program Update

Informational Only

CITY COUNCIL MEMORANDUM

City Council Meeting:	**September 5, 2023**
Department:	**City Manager**
Subject:	**FY 2022-23 Expanded Program Budget Update – September 2023**

Background

City Staff held a Council Workshop on October 21, 2022. At this workshop staff committed to providing monthly updates to Council on the expanded programs and personnel that were approved as part of the FY 2022-23 budget. If Council desires more information on any item, please reach out to staff and that information will be provided.

Note: Completed programs reflected in green.

Fire
- 3 Firefighters – Complete
- Fire Inspector – Moving forward with formal hiring process
- Public Safety Radios – Radios have been ordered but expect project to be completed after end of this FY (supporting parts are beginning to arrive)

Engineering
- Engineer Inspector – Complete
- Engineer – No change since last month – Position posted
- Water/Sewer Gems software – No update since last month – Working with Model Consultant and IT to coordinate purchase of appropriate licenses

Parks
- Recreation Coordinator – Complete
- 3 Parks Maintenance Technicians – Complete
- Trail Funding – Dietz Creek Trail Project made it past the preliminary review with AAMPO; staff submitted a formal application for the second round

Planning & Community Development
- Plans Examiner – Complete
- Permit Tech – Complete
- Neighborhood Services Officer – Complete
- Cibolo Creek Clean-Up – Complete

Police
- 2 School Resource Officers – Complete
- Records Specialist – Complete

- Traffic Officer – Complete
- Cellebrite system – Complete
- Breaching tools and shields – Complete
- Replace body armor for SWAT team – Complete
- RMS Replacement – Evaluation process underway by RMS Team – conducting off-site reviews of the final two vendors remaining in the process; should have final recommendation by mid-September

Public Works

- 600-gallon Emulsion Tank – Complete
- Skid steer with mulch head – Complete
- Mobile bypass pump – Complete
- SPAM Funding – Complete – Contracts were awarded for three projects at the 8/15/23 Council meeting; all projects should be complete within a few months

Library

- 2 10-hour positions to 2 20-hour positions – Complete
- Hotspot Program – Complete
- Library Materials – Complete
- PT Programming Specialist – Interviews completed; offer being extended

Public Affairs

- Event Attendant – Complete

EMS

- 8 Paramedics/EMTS – Complete

Purchasing

- eProcurement Software – Complete – Implementation kick-off meeting scheduled for beginning of September

Utility Billing

- Utility bill text messaging service – Complete

Internal Services

Fleet

- Parts Clerk – Complete

Facilities

- Building 27 Parking Lot – No update since last month – Pending replat certification – Parking lot design was finalized with Building 27 Project; site plan has been submitted based on current design; creating PO to move forward with the replat to include a storage area for 27 Commercial Place
- Manager+ Upgrade – Staff from key departments will be attending demos over the next two weeks
- Noise mitigation tiles for Library – Assessment was completed in August; next step is to review the proposal and move forward with recommendation

- Increase cleaning contract for emergency cleanings – No update since last month – discussion with Facilities about emergency cleaning; they are working on procedures

IT

- GIS Specialist – Complete
- Internet Upgrades – Complete
- Fiber Upgrades – Complete
- Office 365 training – Complete
- Public Safety Technician – Complete
- Security Cameras at Public Safety Buildings – Door badge access was completed, pending camera installation. Vendor has been contacted, they are waiting on three cameras to come in that are currently on back order

Agenda No. 22.

CITY COUNCIL MEMORANDUM

City Council Meeting:	**September 5, 2023**
Department:	**Engineering**
Subject:	**Monthly Update - Major Projects In Progress/CIP (B.James/K.Woodlee)**

Attachments

9 5 2023 major projects update

Informational Only

CITY COUNCIL MEMORANDUM

City Council Meeting: **September 5, 2023**

Department: **City Manager**

Subject: **Update on Major Projects in Progress**

Background

This is the monthly update on large projects that are in progress or in the planning process. This update is being provided so Council will be up to date on the progress of these large projects. If Council desires more information on any project or on projects not on this list, please reach out to staff and that information will be provided.

Facilities Projects:

1. **Borgfeld Facility Renovation Project**
   - Project Status: Scope development phase - Demo of existing drywall, insulation, HVAC system and water heater.
   - Projected Completion: Unknown.
   - Project Update: No change from last update. Project is on hold at this time. Project consists of renovating approximately 1600 SF of office space. This will be primarily done in house by the Facilities Team. Holes in metal siding and roofing have been sealed to keep out wildlife. New door has been installed leading to old kennel area to keep out wildlife.

2. **Building 10 Parks Renovation**
   - Project Status: Design phase
   - Projected Completion: Unknown
   - Estimated Cost: $250,000
   - Project Update: No change from last update. M&S Engineering is working on the additional scope of work to include the bay area of the building. City staff is currently reviewing the scope of work provided by M&S. Next step is finding a contractor and funding.

3. **Kramer House Deck Replacement**
   - Project Status: Partially complete.
   - Previously Projected Completion: Fall 2022
   - Estimated Cost: Estimated $85,000 - $100,000
   - Project Update: Work on deck is complete. Waiting for cooler weather to begin working on the landscaping.

4. **Fleet Building Parking Lot**
    - Project Status: Permit phase
    - Consultant: M&S Engineering
    - Contractor: To Be Determined
    - Project Completion: 2023
    - Project Update: No change from last update. Site Plan Certification for project in process. A proposal is under review for professional services relating to the replat of the subdivision, as four lots are currently being used as one purpose. Awaiting completion of replat. M&S Engineering will assist design scope of work.

Drainage Projects:

1. **FM 78 South Channel Silt Removal**
    - Project Status: Bidding
    - Design Engineer: Unintech Consulting Engineers, Inc.
    - Project Start: September 2022
    - Project Cost: $32,100 (Design) + $4,600 Drainage Report
    - Construction Costs: $172,587.31 base bid, $268,545.00 alternate in lieu
    - Project Update: Efforts to secure the necessary access easements are still ongoing.

Water and Wastewater Projects:

1. **Woman Hollering Creek Wastewater Interceptor Main and Lift Station**
    - Project Status: Construction
    - Construction Contractor: Thalle Construction Co., Inc.
    - Construction Management: AG|CM
    - Design Engineer: Cobb, Fendley & Associates, Inc.
    - Construction Start: January 2022
    - Estimated Cost of Construction (including construction and ancillary contracts): $12 million
    - Project Update: Installation of the 30-inch gravity pipe and manholes is approximately 98 percent complete. The lift station wet well and storage well structures are complete. Construction and installation of electrical equipment slabs and conduit at the lift station site continues.
    - Issues: Current substantial completion expected late 2023.

2. **24" Dedicated Transmission Main Design Phase II**
   Overall project intent is the construction of a 24" dedicated water transmission main to connect the Live Oak water storage facility to the IH 35 storage tank. Phase 1 (route study) was completed in March 2021. Phase 2 (construction design) is nearing completion.
    - Project Status: Design Phase – moving into Easement Acquisition Phase
    - Consultant: Kimley-Horn & Associates

- Design Project Start Date: June 1, 2021
- Phase 2 Project Completion Date: Summer 2023
- Project Cost (Phase 2 Design): $1,508,875.50 (Easement Acquisition): $900,000
- Project Update: Pre-100% design plans are complete. Easement acquisition was authorized by Council and initiated. Land acquisition agents reached out to property owners for easement related to temporary (construction) and permanent easements. Several property owners agreed to the initial offer letters. Meetings have been held with HOA representatives (Greenshire and Arroyo Verde) to discuss the needed easements and impacts to the property. Staff will work with the design team to make modifications to the specific alignment through HOA greenbelts based on feedback from those communities. Project put on pause until staff has adequate time to fully consider modified alignment and coordinate with HOAs.

3. Riata Lift Station Relocation (Design Phase)

Overall project intent is to relocate the Riata Lift Station ahead of TxDOT's IH-35 NEX Project to remove it from conflict with the proposed improvements. The design phase will identify a new site for the lift station, design the new lift station, and design the abandonment of the existing lift station.

- Project Status: Design Phase Consultant: Utility Engineering Group, PLLC (UEG)
- Design Project Start Date: August 2020
- Expected Design Project Completion Date: Summer 2023
- Total Project Cost (Design Phase): $129,795 (NTE $143,000)
- Estimated Construction Cost: $2,388,705
- Estimated Property Acquisition: $300,000
- Project Update: UEG is completing the easement and site acquisition documents for final offer and acceptance from the property owner. They are also addressing some revisions requested by TXDOT on the Standard Utility Agreement (SUA). Once these items are complete the project will move into public bidding stage.

4. FM 1518 Utility Relocations

Overall project intent is to relocate the water and sewer utilities to avoid conflicts as part of the TxDOT FM 1518 Project. The current contract is for the design services of the project.

- Project Status: Design Phase
- Consultant: Halff Associates
- Design Project Start Date: June 2021
- Expected Design Project Completion Date: Spring 2023
- Total Project Cost (Design Only): $548,370 (NTE $600,000)
- Project Update: Halff is making final revisions to the joint bid plans per TXDOT comments. The latest update from TxDOT is that they are planning for an October 2023 letting date. Payments for the water and sewer construction as part of the joint bid efforts and Advance Funding Agreements have been paid to TXDOT. Bid documents are being assembled for the non-joint bid work. An October bid date will likely be set for this portion of the project.

5. **Corbett Ground Storage Tank**

Overall project intent is to construct a new 3-million-gallon ground storage tank on Ray Corbett Drive. The ground storage tank (GST) will be used to fill the Corbett Elevated Storage Tank, the East Live Oak Elevated Storage Tank, and have additional water storage capacity.

- Project Status: Pre-Construction Phase
- Consultant: Unintech Consulting Engineers
- Construction Start Date: Original date January 7, 2023 (approx.). Project is delayed due to federal regulation uncertainty related to grant funding requirements – see update below.
- Expected Project Completion Date: 550 calendar days after construction begins
- Total Design Cost: Design $466,265.00
- Total Construction Cost: $7,028,017.00
- Project Update: As of August 29, 2023, Staff is still awaiting response and instruction from the EPA regarding requested waivers from American Iron and Steel (AIS) provisions and the Buy American, Build American (BABA) Act and the application for categorical exemption for the project (related to the grant funding). After several meetings with EPA staff, and consultation with the project engineer (Unintech), Staff plans to proceed with construction under the assumption that the waivers will not be granted. A change order will be processed for the Contractor to procure materials that meet AIS and BABA requirements, and other cost increases due to the delays experienced while waiting for grant-related issues to be resolved. At this time anticipated changes are within the not-to-exceed amount of funding approved by Council.

6. **FM 2252 Utility Relocations**

Overall project intent is to relocate the water utilities to avoid conflicts as part of the TxDOT FM 2252 Project. The current contract is for the design services of the project.

- Project Status: Construction Phase
- Consultant: Unintech Consulting Engineers
- Design Project Start Date: May 2022
- Expected Design Project Completion Date: September 2024
- Total Design Cost: $19,617.50
- Total Construction Cost: $247,053.50 (NTE $275,000)
- Project Update: Utilities have been relocated by CC Carlton and the City has conducted a final walk through. Close-out documents including the warranty bond are being assembled to complete the project.

7. **Water Loop Lines**

Overall project intent is to install 12” water lines to provide a looped distribution system from Ware Seguin to Lower Seguin and Pfeil Road to N Graytown Road

- Project Status: Design Phase
- Consultant: Unintech Consulting Engineers
- Design Start Date: July 2022
- Total Design Cost: $ 186,973.00 (NTE $200,000.00)
- Estimated Construction Cost: $ 4,400,000.00
- Project Update: Unintech has submitted a 60% plan set to the City for review. Right of Entry and easement acquisition efforts are ongoing.

Street Projects:

2. **Main Street Improvements Project**
    - Project Status: Design
    - Consultant: Kimley-Horn Associates
    - Project Update: Our consultant is coordinating with utility companies to refine the conflicts and gather information about the future utility relocations. GVEC is re-checking their relocation plans and updating their relocation costs. Staff anticipates having more detailed meetings with the utility companies and finalizing the water and sewer replacement plans.

3. **Schertz Parkway/Lookout Road Signalization**
    - Project Status: Design
    - Consultant: Halff Associates
    - Current Estimated Construction Cost: $300,000 ($100,000 of which will come from Selma)
    - Project Status: Nothing new to report.

4. **Lookout Road Reconstruction**
    - Project Status: Design
    - Consultant: Halff Associates
    - Current Estimated Construction Cost: $6 million
    - Project Update: Consultant has completed some additional survey work and has reached out to all the utility companies with more detailed project information to identify any remaining utility conflicts in the project. We're in the process of securing "right of entry" from the properties at the intersection corners so more detailed surveying can be done to fully identify the additional right-of-way needs and how best to widen the intersection. The consultant is also working on the sidewalk design. We hope to have plans completed by early November.

5. **2023 SPAM Resurfacing**
    - Project Status: Construction
    - Estimated Construction Cost: $195,000
    - Project Update: The contractor plans to begin work on the project on October 2nd. The project will not take very long, just a few days, to complete.

6. **2023 Trainer Hale Repairs**
    - Project Status: Construction: $130,000
    - Project Update: The contractor expects to begin construction in early September. The contractor anticipates completing the repairs in a week.

7. **2023 Windy Meadows Overlay**
    - Project Status: Construction
    - Estimated Construction Cost: $340,000
    - Project Update: The contractor, Clark Construction, expects to start the project in mid-September. The project is expected to be completed in a couple weeks. The longer duration for this project is due to the concrete valley gutter replacement. After the new

valley gutter is poured, it will need to cure for a few days before the rest of the work can be completed.

Parks & Recreation Projects:

1. **Wendy Swan Memorial Park Splashpad**
   - Project Status: Under Construction
   - Construction Start Date: September 29, 2022
   - Construction Contractor: T.F. Harper & Associates
   - Estimated Project Completion: October 2023
   - Project Cost: $297,350.09
   - Project Status: Splash pad construction is complete, and the Grand Opening was held on July 31. The restroom repairs are on-going. Rough-in electrical and plumbing is 95% complete and installation of the interior walls are scheduled to begin the first week of September. The temporary restroom trailer is still in place. The splashpad will remain open daily 9 am – 9 pm until October 31 (weather permitting.)

2. **Schertz Soccer Complex Irrigation Water Storage Project**
   - Project Status: Phase 1 Under Construction, Phase II pending schedule
   - Construction Start Date: October 2022
   - Construction Management: City staff
   - Construction Contractor: various subcontractors
   - Estimated Project Completion: March 2024
   - Project Estimated Cost: $107,036.90
   - Project Status: Original single bid received in the summer of 2022 was rejected due to being significantly higher than engineer's estimate. Project was phased out into various subspecialties and is being managed by city staff to contract individual subcontractors. Phase I included demolition of existing fence and placing of temporary fencing. Phase II was electrical work to bring panel up to code and add capacity for larger pumps and is completed. Phase III is replacing the well pump and piping and bids have been received and the work is being scheduled. Project is on a brief hold while we push on the splashpad project. The goal is to circle back with contractors and revise bids in September to get the project going again.

TxDOT Roadway Projects:

1. **FM 1103 Improvement Project:** Unexpected utility conflicts are still causing delay of the overall project. While construction officially began in November 2022, and was expected to be complete in fall 2026, at this time, a date for roadway construction to resume is unknown. Updates will be shared as available from TxDOT. General project updates are available by signing up at this link: FM 1103 Construction Newsletter

2. **FM 1518 Improvement Project:** The scheduled let date for the project is scheduled for October 5, 2023. A report of the letting should be shared in next month's project update. Acquisition of needed right of way from JBSA appears to be proceeding positively so that full build out can be completed without the need for an interim solution along that stretch of roadway.

3. **IH-35 NEX (I-410 South to FM 1103):** The central segment of the I-35 Northeast Expansion project continues with Alamo NEX Construction handling the design-build project. The central section runs from 410 N to FM 3009.

Utility coordination work for the northern segment of the project is also underway. TxDOT consultants have met with Public Works and Engineering Staff to begin establishing relocation needs. The City will be reimbursed for costs of all needed relocations except for any upsizing or improvements above current conditions.

Updates about the project can be obtained by signing up at the following link: I 35 NEX Project Updates

4. **IH-10 Graytown Road to Guadalupe County Line:** Work for the widening of the main lanes and utility relocations continues. Work on the FM 1518 bridge over IH 10 continues and will involve numerous episodes of the rerouting of traffic including shifting lanes and detours as necessary. Final completion of the bridge including turnarounds and full signalization is expected in summer 2023.

   Updates regarding the IH 10 project are available by signing up at the following link: IH 10 Expansion Information

Note: If links do not work, please contact engineering@schertz.com.

Studies and Plans:

1. **Water and Wastewater Master Plan Update and Impact Fee Study**
   - Project Status: Study
   - Consultant: Lockwood, Andrews, and Newnam, Inc.
   - Project Start Date: December 2019
   - Project Completion Date: TBD 2023
   - Total Project Cost: $467,280 (NTE $500,000)
   - Project Update: No change from June update. Staff expects submittal of the final water and wastewater Capital Improvement Plans from LAN at the end of August. Following any comments and revisions after Staff review, the consultant will begin the impact fee calculation phase of the project.

2. **Stormwater Control Inventory and City Operations Assessment**
   The work of this project is an action included in the City's Stormwater Management Plan (Plan). The Plan is the blueprint of activities needed to comply with the City's Texas Commission on Environmental Quality (TCEQ) Texas Pollutant Discharge Elimination System (TPDES) General Permit required by virtue of the City's classification as Municipal Separate Storm Sewer System (MS4).

   This project specifically consists of development of an inventory of City facility stormwater controls and an assessment of city operations as related to stormwater control and quality.
   - Project Status: Study
   - Consultant: Utility Engineering Group, PLLC
   - Project Start Date: July 2020
   - Project Completion Date: Summer 2023
   - Total Project Cost: $35,000

- Project Update: No change from last project update. Consultant and City staff have visited City sites for information collection. Consultant has submitted a final draft from the compiled information and Inventory Assessment is under review by staff.

3. **PCI Data Collection Study**
   - Project Status: Nearly fully complete
   - Consultant: Fugro, Inc.
   - Project Cost: $123,200
   - Project Update: The consultant is working with IT and GIS to get the revised data configured in the manner we want it and the GIS map layer created in our system.

Planning and Community Development Projects:

1. **Comprehensive Land Use Plan Update**
   The update is moving forward as planned with the website, survey, and interactive map live for public participation. It has been live for approximately 5 weeks and so far, there are 80 survey responses and 28 total interactive map comments. The interactive map has a feature available to the public that shows all public comments submitted anonymously which allows the public or Council to view them at any time to learn what others are contributing. Freese and Nichols, the firm hired by the city to assist staff with updating the plan, will be looking to engage with the community one more time. The format and the nature of this engagement has not been determined at this time but will likely take place in the month of October to coincide with the National Community Planning Month. The next Comprehensive Plan Advisory Committee (CPAC) meeting will be held on Wednesday, September 27, 2023, and will be a public hearing and anyone with interest will be invited to attend and give input.

Information Technologies Projects

1. **Master Communications Plan Citywide Network Upgrade**
   Vendor is here this week installing radios and switches at Live Oak, Nacogdoches, Scenic Hills, I-35, and Corbett. Cameras are currently being programmed for installation. Final completion is expected to be end of year 2023.

2. **Council Chambers AV Upgrade**
   We are still working with vendor on the remaining punch list items. Most issues have been corrected and vendor has been working with us on the remaining issues. Microphones are here and the additional programming required will start next week. Council meetings will continue in the Council chambers with temporary microphones until the programming is complete. Permanent microphones received and set up for use. Staff is working with vendor to set up Court functionality. City staff working on SOPs for operational use on control panels. City staff will receive general function training from vendor prior to project completion. Estimated project completion date is end of September 2023.