



**MEETING AGENDA
City Council
REGULAR SESSION CITY COUNCIL
November 14, 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, NOVEMBER 14, 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 Dahle)**

Proclamations

Schertz-Cibolo Cemetery Day

Presentations

Fire Prevention Week Poster Presentation (B.High)

Presentation of the 2024 Schertz Young Leaders Class (S.Gonzalez/L.Shrum/C.Paddock)

**Presentation on the Upcoming Holidazzle event Saturday, December 2, 2023
(S.Gonzalez/L.Shrum/C.Paddock)**

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:** Consideration and/or action regarding the approval of the regular meeting minutes of October 17, 2023. (S.Edmondson/S.Courney)
2. **Appointment, Reappointment, & Resignations:** City Boards, Commissions, and Committees (S.Edmondson/S.Courney)

Resignations: EDC- Mr. Jesse Hamilton

Appointments: EDC-Ms. Donna Steward
3. **Resolution 23-R-115:** Authorizing the City Manager to enter into a contract for on-call SCADA Services with Prime Controls. (B.James/L.Busch)
4. **Resolution 23-R-116:** Authorizing an amendment to the agreement with Lockwood, Andrews & Newnam, Inc., for engineering services related to the Water and Wastewater Master Plan and Impact Fee Update Study (B.James/K.Woodlee)
5. **Ordinance 23-M-28:** Amending Ordinance 23-M-28 Code of Conduct and Procedures on Videoconferencing and Written Statements. **Final Reading** (S.Edmondson)

6. **Ordinance 23-S-24:** Consider a request to rezone approximately 2.1 acres of land from Neighborhood Services District (NS) and Planned Development District (PDD) to Planned Development District (PDD), known as Guadalupe County Parcel ID 31970, 31971, 31972, 31973, 31980, 31981, 31982, 31983, generally located northwest of the intersection between Schertz Parkway and Wiederstein Road, City of Schertz, Guadalupe County, Texas. ***Final Reading*** (B.James/S.Haas)
7. **Ordinance 23-S-78:** Consider amendments to Part III of the Schertz Code of Ordinances, Unified Development Code (UDC) to Article 5, Section 21.5.4 Zoning Change/Zoning Map Amendment. ***Final Reading*** (B.James/L.Wood/S.Haas)
8. **Resolution 23-R-119:** Authorizing expenditures with Halff Associates totaling no more than \$985,000.00 for professional engineering-related services for the Lower Seguin Road Reconstruction Project and other matters in connection herewith.
(B.James/K. Woodlee/J.Nowak)
9. **Resolution 23-R-118:** Increasing the not to exceed amount of the construction contract with Intermountain Slurry Seal, Inc. to \$196,616.25 for the 2023 SPAM Resurfacing project.
(B.James/K. Woodlee/J.Nowak)
10. **Resolution 23-R-117:** Authorizing a Schertz Main Street Local Flavor Economic Development Grant for 415 Main Street. (S.Williams/B.James)

Public Hearings

11. **Ordinance 23-S-29:** Conduct a public hearing and consider amendments to Part III of the Schertz Code of Ordinances, Unified Development Code (UDC) to Article 3 Boards, Commissions, and Committees and Article 12 Subdivisions. ***First Reading***
(B.James/L.Wood/S.Haas)

Discussion and Action Items

12. **Ordinance 23-T-31:** Authorize an adjustment to the Fiscal Year 2023-24 Adopted Budget for items approved but not expended in the Fiscal Year 2022-23. ***First Reading***
(S.Gonzalez/J.Walters)
13. **Resolution 23-R-122:** Authorizing the City Manager to amend the Southern Plant Wastewater Services and Funding Agreement. (B.James/L.Busch)

Information available in City Council Packets - NO DISCUSSION TO OCCUR

14. Structure at 1049 Live Oak Road (B.James/D.Hardin Trussell)
15. August and September 2023 Monthly Financial Statements (S.Gonzalez/J.Walters)

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 10th DAY OF NOVEMBER 2023 AT 2:30 P.M., WHICH IS A PLACE READILY ACCESSIBLE TO THE PUBLIC AT ALL TIMES AND THAT SAID NOTICE WAS POSTED IN ACCORDANCE WITH CHAPTER 551, TEXAS GOVERNMENT CODE.

SHEILA EDMONDSON

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

TITLE: _____

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

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

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

COUNCIL COMMITTEE AND LIAISON ASSIGNMENTS

<p>Mayor Gutierrez Audit Committee Board of Adjustments Investment Advisory Committee Main Street Committee Senior Center Advisory Board-Alternate</p>	<p>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</p>
<p>Councilmember Watson-Place 2 Audit Committee Library Advisory Board Senior Center Advisory Board Interview Committee for Boards and Commissions Cibolo Valley Local Government Corporation-Alternate</p>	<p>Councilmember Whittaker – Place 3 Historical Preservation Committee Interview Committee for Boards and Commissions-Chair TIRZ II Board</p>

<p>Councilmember Dahle – Place 4 Cibolo Valley Local Government Corporation Interview Committee for Boards and Commissions Planning & Zoning Commission TIRZ II Board</p>	<p>Councilmember Scagliola – Place 5 Animal Advisory Commission - Alternate Hal Baldwin Scholarship Committee Schertz-Seguin Local Government Corporation</p>
<p>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-Alternate Senior Center Advisory Board</p>	<p>Councilmember Brown – Place 7 Economic Development Corporation Main Street Committee Schertz-Seguin Local Government Corporation - Alternate</p>

CITY COUNCIL MEMORANDUM

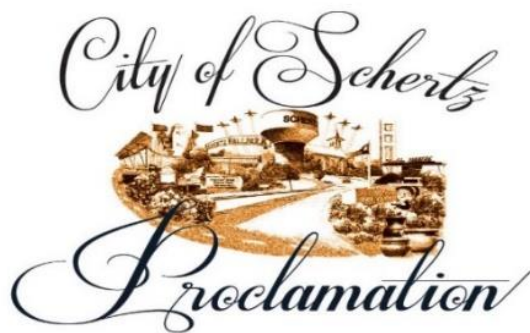
City Council Meeting: November 14, 2023
Department: City Secretary
Subject: Schertz-Cibolo Cemetery Day

BACKGROUND

The Texas Historical Commission and the City of Schertz are recognizing the Schertz-Cibolo Cemetery with the dedication of a Texas Historical Marker on November, 18, 2023

Attachments

Schertz Cibolo Cemetery



Schertz-Cibolo Cemetery Dedication

Texas Historical Marker November 18, 2023

WHEREAS, the Texas Historical Commission and the City of Schertz are recognizing the Schertz-Cibolo Cemetery with the dedication of a Texas Historical Marker on November, 18, 2023; and

WHEREAS, this burial ground came into existence around 1905, and served as the burial ground for the first Mexican farmworkers to this part of Texas, and

WHEREAS, the initial German family of Ferdinand Michael Dietz and Elizabeth Stapper Dietz who established their farmstead and bestowed a portion of their farm where the farmworkers could bury their families; an act which is still recognized and appreciated today; and

WHEREAS, these families who migrated from Rosales, Coahuila, Mexico and found work in planting and harvesting corn, milo maize, sugarcane and ultimately cotton; and

WHEREAS, this Mexican and German immigration paved the way for the small farming communities of Cibolo and Schertz to what is now a flourishing population of more than 100,000 people in the Cibolo Valley,

NOW, THEREFORE, I, Ralph Gutierrez, as Mayor of the City of Schertz, Texas and on behalf of the City Council do hereby proclaim November, 18, 2023 as

Schertz-Cibolo Cemetery Day

In witness whereof, I have hereunto set my hand and caused the Seal of the City of Schertz to be affixed this 14th day of November 2023.

Ralph Gutierrez, Mayor

Agenda No.

CITY COUNCIL MEMORANDUM

City Council Meeting: November 14, 2023
Department: Fire Department
Subject: Fire Prevention Week Poster Presentation (B.High)

CITY COUNCIL MEMORANDUM

City Council Meeting: November 14, 2023
Department: Parks, Recreation & Community Service
Subject: Presentation of the 2024 Schertz Young Leaders Class (S.Gonzalez/L.Shrum/C.Paddock)

BACKGROUND

Schertz Parks and Recreation is excited to present the second year class of the Schertz Young Leaders Program. High school sophomores, juniors, and seniors that live in Schertz or attend SCUCISD were invited to apply to learn about their community and develop key leadership skills in this eight-month program. Students will hear from area leaders, tour facilities such as the Randolph Air Force Base, and get a closer look behind the scenes of how a city operates.

Schertz Young Leaders consists of six (6) mandatory school-day sessions, all of which begin at 9:15 am and end approximately at 3:15 pm, as well as an evening graduation in May. Each session will be focused on a particular topic pertaining to the community and will also promote personal growth. Students will hear from and interact with community leaders, tour facilities, and complete a class project. Also required is attendance to one (1) Schertz City Council Meeting, one (1) volunteer event, and one (1) SCUCISD Board Meeting.

Program Schedule

October 19 - Retreat

November 9 - Leadership & Personality Styles

November 14 - City Council Meeting

December 2 - Holidazzle Volunteer

January 16 - SCUC ISD School Board Meeting

January 18 - Education & Peak Performance

February 22 - Local Government & Emotional Intelligence

March 21 - Community Businesses & Communication

April 18 - JBSA Randolph & Leadership Mindset

May 8 - Graduation

Attachments

Schertz Young Leaders 2024 pdf

Schertz Young Leaders

SCHERTZ
COMMUNITY. SERVICE. OPPORTUNITY.



CASSIE PADDOCK
RECREATION MANAGER
PARKS & RECREATION DEPARTMENT



BACKSTORY

- Sweetheart Court
- Objectives
- Partners
- Selection Process



REQUIREMENTS

- 6 Sessions
- 1 Council Meeting
- 1 School Board Meeting
- 1 Volunteer Event
- Graduation/Presentation

	Agenda Item	Leadership Topic
Thurs, Oct 19	Leadership Retreat	Team Building
Thurs, Nov 9	Leadership	Personality Styles
Thurs, Jan 18	Education	Peak Performance
Thurs, Feb 22	Local Government	Emotional Intelligence
Thurs, Mar 21	Community Businesses & Partners	Communication
Thurs, Apr 18	Joint Base San Antonio Randolph	Decision Making
Wed, May 8	Graduation	Project Presentation

Class of '23-24

Clemens High School

Anela Clark, 10th grade

JC McElroy, 10th grade

Sarah Johnson, 10th grade

Eleanor Forsberg, 10th grade

Laila Burcham, 10th grade

Mattie Mays, 10th grade

Hadrian Edwards, 11th grade

Connor Gobin, 12th grade

Kiera Bearce, 12th grade

Founders Academy

Jacob Ha, 10th grade

St. Mary's Hall

Micah Guice, 12th grade

Steele High School

Jaclynn Wheatley, 12th grade



COMMENTS & QUESTIONS

CITY COUNCIL MEMORANDUM

City Council Meeting: November 14, 2023
Department: Parks, Recreation & Community Service
Subject: Presentation on the Upcoming Holidazzle event Saturday, December 2, 2023 (S.Gonzalez/L.Shrum/C.Paddock)

BACKGROUND

Get in the festive spirit with a full day of activities at Holidazzle! Start your day off by eating breakfast with Santa at the Schertz Civic Center then mosey on over across the hall to the Kris Kringle Market to get your holiday shopping done from 10 am - 3 pm. Next, Holiday Hoopla opens up at the McDow Sports Complex at 4 pm with snow play areas, Mt. Schertz snow hill, and other holiday activities. Santa Claus will be present for kiddos to get in their last-minute requests. Finally, end your night by being dazzled at the Festival of Angles lighted night parade at 6 pm through Schertz.

Attachments

Holidazzle 2023 Presentation

HOLIDAZZLE

SCHIERTZ
COMMUNITY. SERVICE. OPPORTUNITY.



CASSIE PADDOCK
RECREATION MANAGER
PARKS & RECREATION DEPARTMENT

DECK THE CITY HALL



Cookies & Hot Cocoa:

Provided by River City
Community Church,
Sponsored by The Chamber



Crafts & Activities:

Holiday Craft, Letters to
Santa, and Photobooth



Holiday Lights:

Buildings, Trees, and Canopy
Lights*

MARKETING

Billboard

Oct 30 – Dec 4

Media Advisories

Oct 10, Nov 13, and Nov 30

Communication

Website, Social Media, Magazine, E-mail Blasts,
Letters to all businesses and residents in
Aviation Heights



HOLIDAZZLE
SATURDAY * DECEMBER 2, 2023

HAL BALDWIN MUNICIPAL COMPLEX
BREAKFAST WITH SANTA
KRIS KRINGLE MARKET
HOLIDAY HOOPLA
MT. SCHERTZ.
FESTIVAL OF ANGELS PARADE

Activities and locations shown on the map include: SKATING RINK, FIRESIDE TOASTING & ROASTING, FOOD TRUCKS, MT. SCHERTZ, SNOW AREA 1, SNOW AREA 2, SANTA, GILLOON TWISTERS, INFLATABLES, FACE PAINTERS, CITY HALL, CIVIC CENTER, KRIS KRINGLE MARKET, and SCHERTZ PARKS & RECREATION. The map also indicates various parking areas and entry/exit points.

PARKING AND EVENT MAP
LEARN MORE AND VIEW SCHEDULE AT [SCHERTZ.COM/HOLIDAZZLE](https://www.schertz.com/holidazzle)



Breakfast with Santa

Saturday, Dec 2

8AM | 9:30AM | 11AM

Bluebonnet Hall

Breakfast provided by Abel's

SCHIERTZ
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Kris Kringle Market

Saturday, Dec 2

10AM-3PM

Grand Ball Room

35 Vendors

Holiday Hoopla (4-8PM)

Fireside Roasting & Toasting

Food Trucks

Mt. Schertz Snow hill

2 Snow Play Areas

Ice Rink

Frozen Playland

15 ft Inflatable Slide

Facepainting

Balloon Twisters

Santa Photos

Holidazzle Marquee Letters

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Festival of Angels Parade

Saturday, Dec 2

Parade Start: 6PM

Parade Staging:

Pickrell Park, 4:30PM

Road Closures

4PM: Secondary Roads

5PM: Major Roads

5:30PM: Full Shutdown



Festival of Angels Parade Route



City of Schertz
HOLIDAZZLE

Saturday, December 2

6:00 PM

FUTURE PLANNING

Trail of Lights Research

Exploring Options

Site Visits

Cost Analysis

Operational Needs



COMMENTS & QUESTIONS

CITY COUNCIL MEMORANDUM

City Council Meeting: November 14, 2023
Department: City Secretary
Subject: Minutes: Consideration and/or action regarding the approval of the regular meeting minutes of October 17, 2023. (S.Edmondson/S.Courney)

Attachments

Minutes 10-14-2023

MINUTES
REGULAR MEETING
October 17, 2023

A Regular Meeting was held by the Schertz City Council of the City of Schertz, Texas, on October 17, 2023, at 6:00 p.m. in the Hal Baldwin Municipal Complex Council Chambers, 1400 Schertz Parkway, Building #4, Schertz, Texas. The following members present to-wit:

Present: Mayor Ralph Gutierrez; Mayor Pro-Tem Michelle Watson; Councilmember Mark Davis; Councilmember Jill Whittaker; Councilmember Michael Dahle; Councilmember David Scagliola; Councilmember Allison Heyward; Councilmember Tim Brown

Staff present: City Manager Steve Williams; Deputy City Manager Brian James; Assistant City Manager Sarah Gonzalez; City Attorney Daniel Santee; City Secretary Sheila Edmondson; Deputy City Secretary Sheree Courney

Call to Order

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

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

Councilmember Davis provided the opening prayer and led the Pledges of Allegiance to the Flags of the United States and State of Texas.

Proclamations

**Hill Country Night Sky Month-October 2023-Ms. Michelle Molina
(Councilmember Heyward)**

Councilmember Heyward presented the Hill Country Night Sky Month-October 2023 Proclamation to Ms. Michelle Molina.

Memorial Service Detachment Proclamation (Mayor Ralph Gutierrez)

Mayor Gutierrez presented the Memorial Service Detachment Proclamation to Command Sergeant Major Luis Gonzalez and Chief Petty Officer Manny Mendoza.

Presentations

Milestone Service Pin Presentation (S.Williams)

City Manager Steve Williams presented Sgt. Michael McGuire a pin in honor of and gratitude for his 20 years of dedicated service to the City of Schertz.

Recognition of outgoing Schertz Economic Development Corporation Board Member Roy W. Richard, Jr. (B.James/S.Wayman)

Executive Director Scott Wayman and members of the Schertz Economic Development Corporation team presented Mr. Richard with a commissioned Watercolor representing the milestones of his life in appreciation of his contributions and service to the City. Deputy City Manager Brian James added that the City of Schertz is a better place today because of Mr. Richard. Mayor Gutierrez provided accolades and heartfelt thanks to Mr. Richard for all the contributions he made and his part in helping to shape the City of Schertz.

Presentation of the TML Municipal Excellence Award (S. Williams/S. Gonzalez)

The City of Schertz received the TML Municipal Excellence Award for Public Safety for its Yellow Dot Program. The Yellow Dot Program is a free service to the community that allows first responders to have a detailed medical history of those patients that are special needs and/or high acuity. Upon enrollment in the program a yellow sticker is placed on the back windshield of the participants' vehicle. Assistant City Manager Sarah Gonzalez presented the criteria used to judge nominees for the Excellence Award and introduced Paramedic Amy Anderson and EMS Division Chief Mike Shown who are credited with the development of the program in Schertz.

Presentation of Scenic City Award Designation (B. James/S. Wayman)

Ashley Ritchey, Business Engagement Manager, Schertz Economic Development Corporation, was the catalyst behind the application process. The award is given by Scenic Texas, a 501(c)(3) non-profit organization whose mission is to preserve and enhance the state of Texas' visual environment. The evaluation includes a review of the City's existing ordinance and code language in ten areas - Streetscape enhancement; Parks, Trails, and Open Space; Lighting Standards; Design Integrity; Landscaping; Sign Control; Litter and Graffiti Prohibition; Utility and Cable Line Programs; Dumpster Screening; and Unique Municipal Features and Special Programs.

Due to Ms. Ritchey's efforts, the City of Schertz received a Platinum Scenic City Award Designation for 2023 at the Annual TML Conference. This is the highest honor of all designations. To receive this designation a city must receive at least 319 out of a possible 333 points. Schertz is one of 28 Platinum status cities and the only one in the San Antonio MSA.

City Events and Announcements

- Announcements of upcoming City Events (B. James/S. Gonzalez)

Deputy City Manager provided the following list of upcoming events for the City:

Thursday, October 19

Domestic Violence Candlelight Vigil
Schertz Civic Center, Bluebonnet Hall
6:00 p.m. - 7:30 p.m.

Friday, October 20

Music & Movies in the Park and Costume Contest - "Hocus Pocus"

Rhine Valley Park

7:00 p.m. - 9:30 p.m.

Sunday, October 22

Owl Prowl

Crescent Bend Nature Park

8:30 p.m. - 9:30 p.m.

Friday, November 10

Schertz-Cibolo-Selma Veterans Day Ceremony

Selma Heroes Memorial, 9375 Corporate Drive, Selma

9:00 a.m.

Friday, November 10

Veterans Day Observance

City Offices Closed

Saturday, November 11

Veterans Day

Nature Discovery Series - Horns & Thorns

Crescent Bend Nature Park

10:00 a.m. - 12:00 p.m.

Tuesday, November 14

Next Regular City 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 for a three-year term, November 2023 - November 2026. Early voting begins October 23 and ends November 3, 2023. Please check your County Election Page for a list of Early Voting sites/hours of operation and Election Day voting sites/hours of operation.

- Announcements and recognitions by the City Manager (S. Williams)
No announcements were provided by the City Manager.
- Announcements and recognitions by the Mayor (R. Gutierrez)
No announcements were provided by the Mayor.

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 Watson recognized the following residents:

Maureen Maus, 3434 Wimbledon Drive, voiced opposition to Ordinance 23-M-28 amending the Code of Conduct and Procedures on Videoconferencing and Hearing of Residents: Written Statements.

Richard Maus, 3434 Wimbledon Drive, voiced opposition to Ordinance 23-M-28 amending the Code of Conduct and Procedures on Videoconferencing and Hearing of Residents: Written Statements. Mr. Maus also expressed concerns with the PDD process.

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 regular meeting of October 10, 2023 (S.Edmondson/S.Courney)
2. **Resolution 23-R-104** - Authorizing an amendment to the Services Agreement with Vanguard Cleaning Systems increasing the maximum expenditures to \$204,179.28 during the 2023-24 fiscal year. (B. James, D. Hardin-Trussel/C. Lonsberry)
3. **Resolution 23-R-109** - Authorizing a Schertz/Seguin Local Government Corporation (SSLGC) Budget Amendment for Fiscal Year 2022-23. (B. James/L. Busch)
4. **Ordinance 23-S-25** - Approving a request to rezone approximately 14.3 acres from General Business (GB) to Single-Family Residential District (R-2), located approximately 483 feet from the intersection of Green Valley Road and Eckhardt Road, also known as a portion of 4600 Eckhardt Road and 7263 Green Valley Road, Schertz, Guadalupe County, Texas. **Final Reading** (B. James/L. Wood/ D. Marquez)

5. **Ordinance 23-S-27** - Approving amendments to Part III of the Schertz Code of Ordinances, Unified Development Code (UDC) to Article 4, Section 21.4.12 Variances and Article 9 Section 21.9.7 Landscaping and Section 21.9.9 Tree Mitigation. *Final Reading* (B. James/ L. Wood/ S. Haas)
6. **Resolution 23-R-103** - Authorizing the City Manager to sign an Advanced Funding Agreement with the Texas Department of Transportation for Local Government Contributions to a Transportation Improvement Project to provide for Schertz Parkway Bridge Signage. (B.James/S.Wayman)

Mayor Gutierrez asked Council if any item needed to be removed from Consent for discussion. No items were removed. Mayor Gutierrez asked for a motion to approve Consent Agenda items #1 - 6.

Moved by Councilmember Tim Brown, seconded by Councilmember Allison Heyward

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

Passed

Discussion and Action Items

7. **Ordinance 23-M-28** - Amending the Code of Conduct and Procedures on Videoconferencing and Hearing of Residents: Written Statements. *First Reading* (S.Edmondson)

Deputy City Secretary Sheree Courney brought forth Ordinance 23-M-28 highlighting issues/concerns brought forth during the previous meeting's workshop. There was no discussion on the videoconferencing amendments. There was brief discussion regarding the Hearing of Residents: Written Statements to address concerns brought forth during the Hearing of Residents. Councilmember Whittaker explained that Council is expected to be diligent about reading all correspondence from residents. There is nothing in the policy currently that requires the reading of statements by the City Secretary's Office. Councilmember Scagliola stated that as council members they have the option to invoke the Point of Privilege and read any statement into record. Councilmember Dahle concurred with Councilmember Whittaker stating this was a practice implemented during Covid, but sees no reason to continue the practice.

Moved by Councilmember Michael Dahle, seconded by Mayor Pro-Tem Michelle Watson

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

Passed

8. **Resolution 23-R-102** – Approving a bond resolution previously adopted by the board of directors of the Schertz/Seguin Local Government Corporation authorizing the issuance of obligations designated as “Schertz/Seguin Local Government Corporation Contract Revenue Improvement Bonds, New Series 2023”; acknowledging that these bonds will be sold pursuant to the provisions of a purchase contract; ratifying, reconfirming, and readopting the provisions of a regional water supply contract executed between the City of Schertz, Texas, the City of Seguin, Texas, and the Schertz/Seguin Local Government Corporation; authorizing the Mayor, the City Manager, and the City Secretary of the City of Schertz, Texas to execute on behalf of the City of Schertz, Texas all documents in connection with this transaction; and other matters in connection therewith. (S. Williams/ B. James/J. Walters/M. McLiney/A. Friedman)

Assistant City Manager Sarah Gonzalez introduced Mr. Andrew Friedman, SAMCO Financial Market, financial advisor for the City of Schertz, who explained the process for the issuance of bonds for SSLGC and asked for approval of Resolution 23-R-102.

Mayor Gutierrez called for a motion to approve Resolution 23-R-102.

Moved by Councilmember Michael Dahle, seconded by Councilmember Allison Heyward

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

Passed

Public Hearings

9. **Ordinance 23-S-24** – Conduct a public hearing and consider a request to rezone approximately 2.1 acres of land from Neighborhood Services District (NS) and Planned Development District (PDD) to Planned Development District (PDD), known as Guadalupe County Parcel ID 31970, 31971, 31972, 31973, 31980, 31981, 31982, 31983, generally located northwest of the intersection between Schertz Parkway and Wiederstein Road, City of Schertz, Guadalupe County, Texas. **First Reading** (B. James/S. Haas)

Samuel Haas, Senior Planner, provided the location of the subject property, five

public hearing notices were sent on September 15, 2023, public hearing notice was published in the San Antonio Express News on September 29, 2023, and the responses received as of October 17, 2023 (2 in favor; 0-opposed; 0-neutral).

The Planning and Zoning Commission met on September 27, 2023, and recommended approval with a 7-0 vote.

Mayor Gutierrez opened the public hearing. No public came forward to speak. Mayor Gutierrez closed the public hearing and opened the floor to Council for discussion.

There was brief discussion among Council as to why this small parcel had not been included previously with the larger property when it was zoned. Mr. Haas explained that at the time the subject property had not been sold to the developer so could not be included.

Mayor Gutierrez called for a motion to approve Ordinance 23-S-24.

Moved by Councilmember Allison Heyward, seconded by Mayor Pro-Tem Michelle Watson

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

Passed

10. **Ordinance 23-S-78** - Conduct a public hearing and consider amendments to Part III of the Schertz Code of Ordinances, Unified Development Code (UDC) to Article 5, Section 21.5.4 Zoning Change/Zoning Map Amendment. *First Reading* (B. James, L. Wood, S. Haas)

Samuel Haas, Senior Planner, provided background on Local Government Code 211.007 and explained the proposed amendments is to provide a Friday preceding a Council meeting as a deadline for the receipt of the public notices to be included in the count to determine whether a super majority vote has been triggered. This will allow time to confirm property ownership through the County Appraisal District and to ensure there are no duplications.

Planning and Zoning Commission met on September 27, 2023, and recommended approval with a 7-0 vote with provision to include deadline accommodations for holidays and city closures.

Mayor Gutierrez opened the public hearing. No public came forth to speak. Mayor Gutierrez closed the public hearing and opened the floor to Council for discussion.

After a brief discussion, Mayor Gutierrez asked for a motion to approve Ordinance

23-S-78.

Moved by Councilmember Allison Heyward with a modification that a timestamp be added to the public notice upon receipt, seconded by Mayor Pro-Tem Michelle Watson.

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

Passed

Mayor Gutierrez recessed to Closed Session at 7:20 p.m.

Closed Session

11. 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-91
 - Project: E-92
 - Project: E-88

Mayor Gutierrez convened Closed Session at 7:26 p.m.

Mayor Gutierrez recessed Closed Session at 7:51 p.m.

Reconvene into Regular Session

Mayor Gutierrez reconvened to Regular Session at 7:56 p.m.

Discussion and Action Items

12. Take any action based on discussions held in Closed Session under Agenda Item #11.

No action was taken on discussions held in Closed Session under Agenda Item #11.

Information available in City Council Packets - NO DISCUSSION TO OCCUR

Requests and Announcements

- Requests by Mayor and Councilmembers for updates or information from Staff
No requests by Mayor or Councilmembers for updates or information from Staff.
- Requests by Mayor and Councilmembers that items or presentations be placed on a future City Council agenda
No requests by Mayor or Councilmembers that items or presentations be placed on a future City Council agenda.
- Announcements and City Events attended by Councilmembers
Councilmember Whittaker attended the NEP Luncheon, La Madeline Ribbon Cutting, and The Chamber Luncheon.

Councilmember Scagliola attended the EMS Picnic and The Chamber Luncheon.

Councilmember Heyward attended the ATAC Meeting, Smoke Detector Giveaway, Bulverde Chamber of Commerce Fundraiser, and The Chamber Luncheon.

Councilmember Brown attended the NEP Luncheon and The Chamber Luncheon.

Adjournment

Mayor Gutierrez adjourned the meeting at 8:01 p.m.

Ralph Gutierrez, Mayor

ATTEST:

Sheila Edmondson, City Secretary

CITY COUNCIL MEMORANDUM

**City Council
Meeting:**

November 14, 2023

Department:

City Secretary

Subject:

**Appointment, Reappointment, & Resignations: City Boards, Commissions,
and Committees (S.Edmondson/S.Courney)**

Resignations: EDC- Mr. Jesse Hamilton

Appointments: EDC-Ms. Donna Steward

CITY COUNCIL MEMORANDUM

City Council Meeting: November 14, 2023
Department: Public Works
Subject: Resolution 23-R-115: Authorizing the City Manager to enter into a contract for on-call SCADA Services with Prime Controls. (B.James/L.Busch)

BACKGROUND

The City has a large and expanding Supervisory Control And Data Acquisition (SCADA) system that is responsible for monitoring, controlling and data collecting from water and wastewater systems in the City. The SCADA system is an essential tool to monitor and maintain water and wastewater services, particularly in peak demand times, weather events, and system disruptions due to electrical, hydraulic or mechanical failures.

The Public Works Department operates and maintains a SCADA system that reaches every water and wastewater site in every corner of the City. The SCADA system monitors and gathers data from each booster station, storage site, well station, and lift station using a dedicated radio network. Each site has an RTU (Remote Terminal Unit) that is responsible for monitoring and collecting data for the SCADA system from an array of different data collection points such as pump run times, tank level sensors and flow meters. Each RTU is also responsible for signaling alarms for system issues both locally and to the SCADA system.

At unforeseen times, any of the water and wastewater sites SCADA systems could experience a fault that would result in repairs. Typically, this is an urgent repair that the City would try to make in-house, but having limited materials, long lead times, or the need for specialized tools or personnel could necessitate the call for a SCADA contractor. For this reason, the City would like to retain a qualified firm to perform maintenance and repairs as needed.

The project was publicly bid using a Request for Proposals (RFP). Two proposals were received for this project. Staff recommends awarding the on-call contract to the qualified firm, Prime Controls. Based on the nature and scope of the work, as well as, historical data, any one SCADA site and/or SCADA maintenance project could cost up to or more than \$30,000. If there were just two separate incidents in one fiscal year, the likelihood of exceeding \$50,000 with this vendor is high. For this reason, we are requesting a not-to-exceed amount of \$100,000 with the vendor per fiscal year.

GOAL

To enter into a contract for on-call SCADA services for a yearly not to exceed value of \$100,000.

COMMUNITY BENEFIT

To provide the best qualified services at the lowest cost for labor and related materials for various SCADA system service calls and repairs as needed.

SUMMARY OF RECOMMENDED ACTION

Staff recommends Council authorize the City Manager to enter into a contract for on-call SCADA system services.

FISCAL IMPACT

Not to exceed \$100,000 from water and wastewater operations budget per fiscal year of contract duration.

RECOMMENDATION

Approval of Resolution 23-R-115.

Attachments

Resolution 23-R-115

RESOLUTION NO. 23-R-115

A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF SCHERTZ, TEXAS AUTHORIZING THE CITY MANAGER TO ENTER INTO AN CONTRACT FOR ON-CALL SCADA SYSTEM SERVICES AND OTHER MATTERS IN CONNECTION THEREWITH

WHEREAS, the City of Schertz (the “City”) has a need for SCADA system services for maintenance and emergencies; and

WHEREAS, two bids were received through the sealed bidding process; and

WHEREAS, City staff has determined that Prime Controls is qualified to provide such services for the City; and

WHEREAS, the City Council has determined that it is in the best interest of the City to contract with Prime Controls pursuant to the recommendation of City staff.

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

Section 1. The City Council hereby authorizes the City Manager to execute and deliver a contract with Prime Controls for on-call SCADA system services in substantially the form attached hereto as Exhibit “A” (On-Call SCADA Services Contract).

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"

On-Call SCADA Services Contract

CITY OF SCHERTZ
SERVICE AGREEMENT

THE STATE OF TEXAS §
 §
GUADALUPE COUNTY §

This Service Agreement (“Agreement”) is made and entered by and between the City of Schertz, Texas, (the “City”) a Texas municipality, and Prime Controls, L.P. (“Contractor”).

Section 1. Duration

This Agreement shall become effective upon the date of the final signature affixed hereto and shall remain in effect through September 30, 2024, with the option to renew for two (2) additional terms of one (1) year each unless terminated as provided for in this Agreement. The renewals on this agreement shall not extend beyond September 30, 2026.

Section 2. Scope of Work

- (A) Contractor shall perform the Work as more particularly described in the Scope of Work attached hereto as Exhibit “A”. The work as described in the Scope of Work constitutes the “Project”.
- (B) The Quality of Work provided under this Agreement shall be of the level of quality performed by Contractors regularly rendering this type of service.
- (C) The Contractor shall perform its Work for the Project in compliance with all statutory, regulatory and contractual requirements now or hereafter in effect as may be applicable to the rights and obligations set forth in the Agreement.
- (D) The Contractor may rely upon the accuracy of reports and surveys provided to it by the City except when defects should have been apparent to a reasonably competent Contractor or when it has actual notice of any defects in the reports and surveys.

Section 3. Compensation

- (A) The Contractor shall be paid in full upon completion of the project or in the manner set forth in Exhibit “A” and as provided herein.
- (B) *Billing Period.* Subject to Chapter 2251, Texas Government Code (the “Prompt Payment Act”), payment is due within thirty (30) days of the City’s receipt of the Contractor’s invoice. Interest on overdue payments shall be calculated in accordance with the Prompt Payment Act.
- (C) *Reimbursable Expenses.* Any and all reimbursable expenses related to the Project shall be included in the scope of Work (Exhibit A) and accounted for in the total contract amount.

(D) *Payments Subject to Future Appropriation.* This Agreement shall not be construed as a commitment, issue, pledge or obligation of any specific taxes or tax revenues for payment to Contractor.

- (1) All payments or expenditures made by the City under this Agreement are subject to the City's appropriation of funds for such payments or expenditures to be paid in the budget year for which they are made.
- (2) The payments to be made to Contractor, or other expenditures under this Agreement, if paid, shall be made solely from annual appropriations of the City as may be legally set aside for the implementation of Article III, Section 52-a of the Texas Constitution or Chapter 380 of the Texas Local Government Code or any other economic development or financing program authorized by statute or home rule powers of the City under applicable Texas law, subject to any applicable limitations or procedural requirements.
- (3) In the event the City does not appropriate funds in any fiscal year for payments due or expenditures under this Agreement, the City shall not be liable to Contractor for such payments or expenditures unless and until appropriation of said funds is made; provided, however, that Contractor, in its sole discretion, shall have the right but not the obligation to terminate this Agreement and shall have no obligations under this Agreement for the year in respect to which said unappropriated funds relate.
- (4) To the extent there is a conflict of this Section and any other language or covenants in this Agreement, this Section 3 shall control.

Section 4. Time of Completion

The prompt completion of the Work under the Scope of Work relates is critical to the City. Unnecessary delays in providing Work under a Scope of Work shall be grounds for dismissal of the Contractor and termination of this Agreement without any or further liability to the City other than a prorated payment for necessary, timely, and conforming work done by Contractor prior to the time of termination.

(A) *Contract Times: Days*
N/A

(B) *Liquidated Damages*

Contractor and Owner recognize that time is of the essence as stated above and that Owner will suffer financial and other losses if the Work is not completed and Milestones not achieved within the times specified in the Scope of Work, plus any extensions thereof allowed in accordance with the Contract. The Contractor acknowledges and recognizes that the Owner is entitled to full and beneficial occupancy and use of the completed work following expiration of the Contract Time. The Contractor further acknowledges and agrees that, if the Contractor fails to substantially, or cause the Substantial Completion of any portion of the Work within the Contract time, the Owner will sustain actual damages as a result of such failure. The exact amount of such damages will be difficult to ascertain. Therefore, the Owner and Contractor agree that, if the Contractor shall neglect, fail, or refuse to achieve substantial completion of the Work by the Substantial Completion date, subject to proper extension granted by the Owner, then the Contractor agrees to pay the Owner the sum of **Six hundred dollars (\$600.00) per day** for each day in which such Work is not completed, not as penalty, but as liquidated damages, for the damages

("Liquidated Damages") that would be suffered by Owner as a result of delay for each and every calendar day that the Contractor shall have failed to have completed the Work as required herein. The Liquidated Damages shall be in lieu of any and all other damages which may be incurred by Owner as a result of the failure of Contractor to complete within the Contract Time.

Section 5. Insurance

Before commencing work under this Agreement, Contractor shall obtain and maintain the liability insurance provided for below throughout the term of the Project plus an additional two years. Contractor shall provide evidence of such insurance to the City. Such documentation shall meet the requirements noted in Exhibit B.

Contractor shall maintain the following limits and types of insurance:

Workers Compensation Insurance: Contractor shall carry and maintain during the term of this Agreement, workers compensation and employers liability insurance meeting the requirements of the State of Texas on all the Contractor's employees carrying out the work involved in this contract.

General Liability Insurance: Contractor shall carry and maintain during the term of this Agreement, general liability insurance on a per occurrence basis with limits of liability not less than \$1,000,000 for each occurrence and for fire damage. For Bodily Injury and Property Damage, coverage shall be no less than \$1,000,000. As a minimum, coverage for Premises, Operations, Products and Completed Operations shall be \$2,000,000. This coverage shall protect the public or any person from injury or property damages sustained by reason of the Contractor or its employees carrying out the work involved in this Agreement. The general aggregate shall be no less than \$2,000,000.

Automobile Liability Insurance: Contractor shall carry and maintain during the term of this Agreement, automobile liability insurance with either a combined limit of at least \$1,000,000 per occurrence for bodily injury and property damage or split limits of at least \$1,000,000 for bodily injury per person per occurrence and \$1,000,000 for property damage per occurrence. Coverage shall include all owned, hired, and non-owned motor vehicles used in the performance of this contract by the Contractor or its employees.

Subcontractor: In the case of any work sublet, the Contractor shall require subcontractor and independent contractors working under the direction of either the Contractor or a subcontractor to carry and maintain the same workers compensation and liability insurance required of the Contractor.

Qualifying Insurance: The insurance required by this Agreement shall be written by non-assessable insurance company licensed to do business in the State of Texas and currently rated "B+" or better by the A.M. Best Companies. All policies shall be written on a "per occurrence basis" and not a "claims made" form.

Evidence of such insurance shall be attached as Exhibit "C".

Failure of Certificate Holder to demand a certificate or other evidence of full compliance with these insurance requirements or failure of Certificate Holder to identify a deficiency from evidence that is

provided will not be construed as a waiver of Insured's obligation to maintain such insurance.

Section 6. Miscellaneous Provisions

- (A) *Subletting.* The Contractor shall not sublet or transfer any portion of the work under this Agreement or any Scope of Work issued pursuant to this Agreement unless specifically approved in writing by the City, which approval shall not be unreasonably withheld. Subcontractors shall comply with all provisions of this Agreement and the applicable Scope of Work. The approval or acquiescence of the City in the subletting of any work shall not relieve the Contractor of any responsibility for work done by such subcontractor.
- (B) *Compliance with Laws.* The Contractor shall comply with all federal, state and local laws, statutes, ordinances, rules and regulations, and the orders and decrees of any courts, administrative, or regulatory bodies in any matter affecting the performance of this Agreement, including, without limitation, worker's compensation laws, minimum and maximum salary and wage statutes and regulations, and licensing laws and regulations. When required, the Contractor shall furnish the City with satisfactory proof of compliance.
- (C) *Independent Contractor.* Contractor acknowledges that Contractor is an independent contractor of the City and is not an employee, agent, official or representative of the City. Contractor shall not represent, either expressly or through implication, that Contractor is an employee, agent, official or representative of the City. Income taxes, self-employment taxes, social security taxes and the like are the sole responsibility of the Contractor.
- (D) *Non-Collusion.* Contractor represents and warrants that Contractor has not given, made, promised or paid, nor offered to give, make, promise or pay any gift, bonus, commission, money or other consideration to any person as an inducement to or in order to obtain the work to be provided to the City under this Agreement. Contractor further agrees that Contractor shall not accept any gift, bonus, commission, money, or other consideration from any person (other than from the City pursuant to this Agreement) for any of the Work performed by Contractor under or related to this Agreement. If any such gift, bonus, commission, money, or other consideration is received by or offered to Contractor, Contractor shall immediately report that fact to the City and, at the sole option of the City, the City may elect to accept the consideration for itself or to take the value of such consideration as a credit against the compensation otherwise owing to Contractor under or pursuant to this Agreement.
- (E) *Force Majeure.* If the performance of any covenant or obligation to be performed hereunder by any party is delayed as a result of circumstances which are beyond the reasonable control of such party (which circumstances may include, without limitation, pending litigation, acts of God, war, acts of civil disobedience, fire or other casualty, shortage of materials, adverse weather conditions [such as, by way of illustration and not of limitation, severe rain storms or below freezing temperatures, or tornados] labor action, strikes or similar acts, moratoriums or regulations or actions by governmental authorities), the time for such performance shall be extended by the amount of time of such delay, but no longer than the amount of time reasonably occasioned by the delay. The party claiming delay of performance as a result of any of the foregoing force majeure events shall deliver written notice of the commencement of any such delay resulting from such force majeure event not later than seven (7) days after the claiming party becomes aware of the same, and if the claiming party fails to so notify the other party of the occurrence of a force majeure event causing such delay and the other party

shall not otherwise be aware of such force majeure event, the claiming party shall not be entitled to avail itself of the provisions for the extension of performance contained in this subsection.

(F) *Conflict of Terms.*

Scope of work:

In the case of any conflicts between the terms of this Agreement within the Scope of Work, this Agreement shall govern. The Scope of Work is intended to detail the technical scope of Work, fee schedule, and contract time only and shall not dictate Agreement terms.

Other Agreements between parties:

In the case of any conflicts between the terms of this Agreement and wording contained within any other attachment, amendment, and agreement executed between the parties in conjunction with this Agreement, this Agreement shall govern.

- (G) *Non-Boycott of Israel.* Pursuant to Section 2270.002 of the Texas Government Code, Contractor certifies that either (i) it meets an exemption criterion under Section 2270.002; or (ii) it does not boycott Israel and will not boycott Israel during the term of the contract resulting from this solicitation. Contractor shall state any facts that make it exempt from the boycott certification as an attachment to this agreement.

Relevant definitions from the bill:

"Company" means a for-profit sole proprietorship, organization, association, corporation, partnership, joint venture, limited partnership, limited liability partnership, or limited liability company, including a wholly owned subsidiary, majority-owned subsidiary, parent company, or affiliate of those entities or business associations that exists to make a profit.

"Boycott Israel" means refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations specifically with Israel, or with a person or entity doing business in Israel or in an Israeli-controlled territory, but does not include an action made for ordinary business purposes.

- (H) *Non-Boycott of Energy.* Pursuant to Texas Senate Bill 13 (2021), Contractor certifies that either (i) it does not boycott Israel and will not boycott energy companies; and (2) will not boycott energy companies during the term of the contract resulting from this solicitation. Contractor shall state any facts that make it exempt from the boycott certification as an attachment to this agreement.
- (I) *Non-Boycott of Firearm Entity.* Pursuant to Texas Senate Bill 19 (2021), Contractor certifies that it: (a) does not have a practice, policy, guidance, or directive that discriminates against a firearm entity or firearm trade association; and (b) will not discriminate during the term of the contract against a firearm entity or firearm trade association .
- (J) *Access to Premises.* Authorized representatives of the Contractor will be allowed access to the facilities on City premises at reasonable times to perform the obligations of the Contractor

regarding such facilities. Contractor shall adhere to all City rules, regulations, and guidelines while on City property. It is expressly understood that the City may limit or restrict the right of access herein granted in any manner considered necessary (e.g., national security, public safety).

- (K) *Interlocal Participation.* The City may enter into Interlocal Cooperation Purchasing Agreements with other governmental entities or governmental cooperatives (hereafter collectively referred to as "Entity" or "Entities") to enhance the City's purchasing power. At the City's sole discretion and option, City may inform other Entities that they may acquire items listed in this IFB. Such acquisition(s) shall be at the prices stated herein, and shall be subject to bidder's acceptance. Entities desiring to acquire items listed in this IFB shall be listed on a rider attached hereto, if known at the time of issuance of the IFB. City may issue subsequent riders after contract award setting forth additional Entities desiring to utilize this bid. VENDOR shall sign and return any subsequently issued riders within ten calendar days of receipt.

In no event shall City be considered a dealer, re-marketer, agent or other representative of Vendor or Entity. Further, City shall not be considered and is not an agent; partner or representative of the Entity making purchases hereunder, and shall not be obligated or liable for any such order.

Entity purchase orders shall be submitted to Vendor by the Entity. City will not be liable or responsible for any obligations, including, but not limited to, payment, and for any item ordered by an entity other than City.

Vendor authorizes City's use of Vendor's name, trademarks and Vendor provided materials in City's presentations and promotions regarding the availability of use of this contract. The City makes no representation or guarantee as to any minimum amount being purchased by City or Entities, or whether Entity will purchase utilizing City's contract.

Section 7. Termination

(A) This Agreement may be terminated:

- (1) By the mutual agreement and consent of both Contractor and City;
- (2) By either party, upon the failure of the other party to fulfill its obligations as set forth in either this Agreement or a Scope of Work issued under this Agreement;
- (3) By the City, immediately upon notice in writing to the Contractor, as consequence of the failure of Contractor to perform the Work contemplated by this Agreement in a timely or satisfactory manner;
- (4) By the City, at will and without cause upon not less than thirty (30) days written notice to the Contractor.

(B) If the City terminates this Agreement pursuant to subsection 7(A)(2) or (3), above, the

Contractor shall not be entitled to any fees or reimbursable expenses other than the fees and reimbursable expenses then due and payable as of the time of termination and only then for those Work that have been timely and adequately performed by the Contractor considering the actual costs incurred by the Contractor in performing work to date of termination, the value of the work that is nonetheless usable to the City, the cost to the City of employing another Contractor to complete the work required and the time required to do so, and other factors that affect the value to the City of the work performed at time of termination. In the event of termination not the fault of the Contractor, the Contractor shall be compensated for all basic, special, and additional Work actually performed prior to termination, together with any reimbursable expenses then due.

Section 8. Indemnification

CONTRACTOR AGREES TO INDEMNIFY AND HOLD THE CITY OF SCHERTZ, TEXAS AND ALL OF ITS PRESENT, FUTURE AND FORMER AGENTS, EMPLOYEES, OFFICIALS AND REPRESENTATIVES HARMLESS IN THEIR OFFICIAL, INDIVIDUAL AND REPRESENTATIVE CAPACITIES FROM ANY AND ALL CLAIMS, DEMANDS, CAUSES OF ACTION, JUDGMENTS, LIENS AND EXPENSES (INCLUDING ATTORNEY'S FEES, WHETHER CONTRACTUAL OR STATUTORY), COSTS AND DAMAGES (WHETHER COMMON LAW OR STATUTORY), COSTS AND DAMAGES (WHETHER COMMON LAW OR STATUTORY, AND WHETHER ACTUAL, PUNITIVE, CONSEQUENTIAL OR INCIDENTAL), OF ANY CONCEIVABLE CHARACTER, FOR INJURIES TO PERSONS (INCLUDING DEATH) OR TO PROPERTY (BOTH REAL AND PERSONAL) CREATED BY, ARISING FROM OR IN ANY MANNER RELATING TO THE WORK OR GOODS PERFORMED OR PROVIDED BY CONTRACTOR – EXPRESSLY INCLUDING THOSE ARISING THROUGH STRICT LIABILITY OR UNDER THE CONSTITUTIONS OF THE UNITED STATES.

Section 9. Notices

Any notice required or desired to be given from one party to the other party to this Agreement shall be in writing and shall be given and shall be deemed to have been served and received (whether actually received or not) if (i) delivered in person to the address set forth below; (ii) deposited in an official depository under the regular care and custody of the United States Postal Service located within the confines of the United States of America and sent by certified mail, return receipt requested, and addressed to such party at the address hereinafter specified; or (iii) delivered to such party by courier receipted delivery. Either party may designate another address within the confines of the continental United States of America for notice, but until written notice of such change is actually received by the other party, the last address of such party designated for notice shall remain such party's address for notice.

Section 10. No Assignment

Neither party shall have the right to assign that party's interest in this Agreement without the prior written consent of the other party.

Section 11. Severability

If any term or provision of this Agreement is held to be illegal, invalid or unenforceable, the legality, validity or enforceability of the remaining terms or provisions of this Agreement shall not be affected thereby, and in lieu of each such illegal, invalid or unenforceable term or provision, there shall be added automatically to this Agreement a legal, valid or enforceable term or provision as similar as possible to the term or provision declared illegal, invalid or unenforceable.

Section 12. Waiver

Either City or the Contractor shall have the right to waive any requirement contained in this Agreement that is intended for the waiving party's benefit, but, except as otherwise provided herein, such waiver shall be effective only if in writing executed by the party for whose benefit such requirement is intended. No waiver of any breach or violation of any term of this Agreement shall be deemed or construed to constitute a waiver of any other breach or violation, whether concurrent or subsequent, and whether of the same or of a different type of breach or violation.

Section 13. Governing Law; Venue

This Agreement and all of the transactions contemplated herein shall be governed by and construed in accordance with the laws of the State of Texas. The provisions and obligations of this Agreement are performable in Guadalupe County, Texas such that exclusive venue for any action arising out of this Agreement shall be in Guadalupe County, Texas.

Section 14. Paragraph Headings; Construction

The paragraph headings contained in this Agreement are for convenience only and shall in no way enlarge or limit the scope or meaning of the various and several paragraphs hereof. Both parties have participated in the negotiation and preparation of this Agreement and this Agreement shall not be construed either more or less strongly against or for either party.

Section 15. Binding Effect

Except as limited herein, the terms and provisions of this Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective heirs, devisees, personal and legal representatives, successors and assigns.

Section 16. Gender

Within this Agreement, words of any gender shall be held and construed to include any other gender, and words in the singular number shall be held and construed to include the plural, unless the context otherwise requires.

Section 17. Counterparts

This Agreement may be executed in multiple counterparts, each of which shall be deemed an original, and all of which shall constitute but one and the same instrument.

Section 18. Exhibits & Attachments

All exhibits and attachments to this Agreement are incorporated herein by reference for all purposes wherever reference is made to the same.

Section 19. Entire Agreement

It is understood and agreed that this Agreement, which incorporates the original RFP, Contractor's Response to RFP, and Purchase Order(s) issued for payment contains the entire agreement between the parties and supersedes any and all prior agreements, arrangements or understandings between the parties relating to the subject matter. No oral understandings, statements, promises or inducements contrary to the terms of this Agreement exist. This Agreement cannot be changed or terminated orally.

Order of Precedence. In the event of a conflict between the terms and conditions included in the body of this Agreement and the terms and conditions included in any of the incorporated

documents, the order of precedence shall be: (a) Agreement; (b) the attachments and/or exhibits to Agreement, (c) Contractor's Response to RFP, and (d) Purchase Order(s).

Section 20. Relationship of Parties

Nothing contained in this Agreement shall be deemed or construed by the parties hereto or by any third party to create the relationship of principal and agent or of partnership or of joint venture or of any association whatsoever between the parties, it being expressly understood and agreed that no provision contained in this Agreement nor any act or acts of the parties hereto shall be deemed to create any relationship between the parties other than the relationship of independent parties contracting with each other solely for the purpose of effecting the provisions of this Agreement.

Section 21. Right To Audit

City shall have the right to examine and audit the books and records of Contractor with regards to the work described in Exhibit A, or any subsequent changes, at any reasonable time. Such books and records will be maintained in accordance with generally accepted principles of accounting and will be adequate to enable determination of: (1) the substantiation and accuracy of any payments required to be made under this Agreement; and (2) compliance with the provisions of this Agreement.

Section 22. Dispute Resolution

In accordance with the provisions of Subchapter I, Chapter 271, TEX. LOCAL GOV'T CODE, the parties agree that, prior to instituting any lawsuit or other proceeding arising from a dispute under this agreement, the parties will first attempt to resolve the dispute by taking the following steps: (1) A written notice substantially describing the nature of the dispute shall be delivered by the dissatisfied party to the other party, which notice shall request a written response to be delivered to the dissatisfied party not less than 5 days after receipt of the notice of dispute. (2) If the response does not reasonably resolve the dispute, in the opinion of the dissatisfied party, the dissatisfied party shall give notice to that effect to the other party whereupon each party shall appoint a person having authority over the activities of the respective parties who shall promptly meet, in person, in an effort to resolve the dispute. (3) If those persons cannot or do not resolve the dispute, then the parties shall each appoint a person from the highest tier of managerial responsibility within each respective party, who shall then promptly meet, in person, in an effort to resolve the dispute.

Section 23. Disclosure of Business Relationships/Affiliations; Conflict of Interest Questionnaire

Contractor represents that it is in compliance with the applicable filing and disclosure requirements of Chapter 176 of the Texas Local Government Code.

Certificate of Interested Parties

Effective January 1, 2016, pursuant to House Bill 1295 passed by the 84th Texas Legislature (Section 2252.908, Texas Government Code, as amended) and formal rules released by the Texas Ethics Commission (TEC), all contracts with private business entities requiring approval by the Schertz City Council will require the on-line completion of Form 1295 "Certificate of Interested Parties." Form 1295 is also required for any and all contract amendments, extensions or renewals. Contractors are required to complete and file electronically with the Texas Ethics Commission using the online filing application.

Please visit the State of Texas Ethics Commission website, https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm and <https://www.ethics.state.tx.us/tec/1295-Info.htm> for more information.

IF YOU HAVE ANY QUESTIONS ABOUT COMPLIANCE, PLEASE CONSULT YOUR OWN LEGAL COUNSEL. COMPLIANCE IS THE INDIVIDUAL RESPONSIBILITY OF EACH PERSON OR AGENT OF A PERSON WHO IS SUBJECT TO THE FILING REQUIREMENT. AN OFFENSE UNDER CHAPTER 176 IS A CLASS C MISDEMEANOR.

[The remainder of this page is intentionally left blank.]

EXECUTED on this the _____ day of _____, 2023.

CITY:

CONTRACTOR:

By: _____
Name: Steve Williams
Title: City Manager

By: _____
Name: _____
Title: _____

ADDRESS FOR NOTICE:

CITY:

CONTRACTOR:

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

Prime Controls, L.P.
1725 Lakepointe Drive
Lewisville, TX 75057

Exhibit "A"

SCOPE OF WORK

General

The City of Schertz SCADA system requires troubleshooting, maintenance and repairs from time to time.

Contractor shall demonstrate knowledge and experience of the legacy and modern SCADA software and hardware in use by the City. Contractor shall be able to install, program, troubleshoot and maintain these systems while providing a cost-effective delivery of high-quality services in a prompt and reliable manner.

Because any work under this contract is an on-call contract service, exact project specifications are not available. Specific work requirements will be identified in each individual project as they are deemed necessary and approved by the City.

Contractor shall furnish all labor, supervision, tools, equipment, materials, metering instruments, supplies, parts, transportation, mobilization, insurance, bonds, permits, incidentals, and quality control necessary to provide on-call SCADA services on an "as-needed basis.

The Contractor shall systematically examine, troubleshoot, repair, retrofit, upgrade, replace worn parts or components of equipment with new or reconditioned parts or components and install new equipment. When completed, the equipment must be cleaned, aligned, adjusted, calibrated, balanced, lubricated and all other tasks required, then tested to verify the efficient and effective performance of the component.

Contractors must be available to provide service twenty-four (24) hours a day, seven (7) days a week, 365-days a year, including holidays throughout the duration of the contract, and are to give "priority" to all City trade service requests. Response times for trade work will be answered within a 24-hour period.

Contractor shall provide City with a schedule indicating the date and time personnel will be at a particular facility to perform work. This schedule must be provided PRIOR to arrival at any facility.

Contractor shall diligently prosecute the work to completion within the time set forth for each individual project. The period of performance shall include allowance for mobilization, holidays, weekend days, normal inclement weather, and cleanup.

When possible, respondent must ensure that the purchase, delivery and storage of materials and equipment are made without interference to City operations and personnel.

Contractor shall take all necessary precautions to ensure that no damage shall result from operations to private or public property. All damages must be reported, repaired or replaced by respondent at no cost to the City.

Contractor must at all times keep the site, including storage areas, free from accumulations of waste materials. Before completing the work, respondent must remove from the premises all rubbish, tools, scaffolding, equipment, and materials not the property of the City. Upon completing the work, Respondent must leave the site in a clean and orderly condition satisfactory to the City. Final cleanup is part of the project, and respondent is responsible for all construction refuse disposal containers and their removal from the site.

Service will be performed at a variety of City locations, including, but not limited to, restricted areas. All unique requirements and or regulations for each location shall be strictly followed by the selected respondent and personnel, and subcontractor's and personnel. The City, at its sole discretion, may request a criminal background check on any personnel entering City property.

Warranty

General Warranty. Respondent shall warrant that work performed conforms to the project specifications or PO requirements and is free of any defect in equipment, material, or workmanship performed by respondent or any of its subcontractors or suppliers at any tier. All work provided by respondent shall be warranted for a minimum period of 1 year from the date of final acceptance of the work.

Performance Warranty. Work performed under the on-call services contract shall meet all applicable standards and codes. Respondent shall guarantee all work against any defects in workmanship, and shall satisfactorily correct, at no cost to the City, any such defect that may become apparent within a period of 1 year after completion of work. The warranty period shall commence upon date of acceptance by the City.

Material Warranty. Materials provided shall be in current production, as offered to commercial trade, and shall be of quality material. USED, SHOPWORN, DEMONSTRATOR, PROTOTYPE, RECONDITIONED OR DISCONTINUED MATERIALS ARE NOT ACCEPTABLE, unless previously approved by the City. Materials shall be warranted against material defects and defects in workmanship for a period of not less than 1 year. The warranty period shall commence upon date of acceptance by the City. If the manufacturer's standard warranty period exceeds one year, then the warranty period hereunder shall be the length of the manufacturer's warranty. Respondent shall be ultimately responsible for the warranty. Respondent shall provide the City with all manufacturers' warranty documents upon completion of service prior to leaving the job site.

Pricing for Services

Contractors labor rates set forth herein shall remain fixed and firm for term of contract. Material cost shall be paid at cost for each project at time services are requested.

Service Description	Unit of Measure	Rate in Dollars
SERVICE CALL: ONSITE INSPECTION, TROUBLESHOOTING OR REPAIRS MONDAY - FRIDAY 7:30AM - 5:00PM	Hr	\$116.00
SERVICE CALL: ONSITE PROGRAMMING MONDAY - FRIDAY 7:30AM - 5:00PM	Hr	\$156.00
EMERGENCY SERVICE CALL: WEEKENDS AND AFTER HOURS	Hr	\$155.00 (Tech) \$156.00 (Automation Specialist)
EMERGENCY SERVICE CALL: HOLIDAYS	Hr	\$209.00 (Tech) \$281.00 (Automation Specialist)

Exhibit "B"

REQUIREMENTS FOR ALL INSURANCE DOCUMENTS

The Contractor shall comply with each and every condition contained herein. The Contractor shall provide and maintain the minimum insurance coverage set forth below during the term of its agreement with the City. Any Subcontractor(s) hired by the Contractor shall maintain insurance coverage equal to that required of the Contractor. It is the responsibility of the Contractor to assure compliance with this provision. The City of Schertz accepts no responsibility arising from the conduct, or lack of conduct, of the Subcontractor.

INSTRUCTIONS FOR COMPLETION OF INSURANCE DOCUMENT

With reference to the foregoing insurance requirements, Contractor shall specifically endorse applicable insurance policies as follows:

1. The City of Schertz shall be named as an additional insured with respect to General Liability and Automobile Liability **on a separate endorsement.**
2. A waiver of subrogation in favor of The City of Schertz shall be contained in the Workers Compensation and all liability policies and must be provided **on a separate endorsement.**
3. All insurance policies shall be endorsed to the effect that The City of Schertz will receive at least thirty (30) days written notice prior to cancellation or non-renewal of the insurance.
4. All insurance policies, which name The City of Schertz as an additional insured, must be endorsed to read as primary and non-contributory coverage regardless of the application of other insurance.
5. **Chapter 1811 of the Texas Insurance Code, Senate Bill 425 82(R) of 2011, states that the above endorsements cannot be on the certificate of insurance. Separate endorsements must be provided for each of the above.**
6. All insurance policies shall be endorsed to require the insurer to immediately notify The City of Schertz of any material change in the insurance coverage.
7. All liability policies shall contain no cross liability exclusions or insured versus insured restrictions.
8. Required limits may be satisfied by any combination of primary and umbrella liability insurances.
9. Contractor may maintain reasonable and customary deductibles, subject to approval by The City of Schertz.
10. Insurance must be purchased from insurers having a minimum AmBest rating of B+.
11. All insurance must be written on forms filed with and approved by the Texas Department of Insurance. (ACORD 25 2010/05). Coverage must be written on an occurrence form.
12. Contractual Liability must be maintained covering the Contractors obligations contained in the contract. Certificates of Insurance shall be prepared and executed by the insurance company or its authorized agent and shall contain provisions representing and warranting all endorsements and insurance coverages according to requirements and instructions contained herein.
13. Upon request, Contractor shall furnish The City of Schertz with certified copies of all insurance policies.
14. A valid certificate of insurance verifying each of the coverages required above shall be issued directly to the City of Schertz within ten (10) business days after contract award and prior to starting any work by the successful Contractor's insurance agent of record or insurance company. Also, prior to the start of any work and at the same time that the Certificate of Insurance is issued and sent to the City of Schertz, all required endorsements identified in sections A, B, C and D, above shall be sent to the City of Schertz. The certificate of insurance and endorsements shall be sent to:

City of Schertz
Purchasing Department
1400 Schertz Parkway
Schertz, TX 78154

emailed to: purchasing@schertz.com
Faxed to: 210-619-1169



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
01/01/1000

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER ABC Insurance Agency 655 Main Street Tampa, FL 33333-0000	CONTACT NAME:	
	PHONE (Area, Ext):	FAX (Area, Ext):
INSURED XYZ Company 123 Apple Street Tampa, FL 22223-0000	INSURER(S) AFFORDING COVERAGE	
	INSURED A: Insurance Carrier	NAIC # 00000
	INSURED B: Insurance Carrier	00000
	INSURED C: Insurance Carrier	00000
	INSURED D: Insurance Carrier	00000
	INSURED E: Insurance Carrier	00000

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

TYPE OF INSURANCE	ADDITIONAL INSURED	POLICY NUMBER	POLICY EFF. DATE (MM/DD/YYYY)	POLICY EXPI. DATE (MM/DD/YYYY)	LIMITS
<input checked="" type="checkbox"/> GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR GENL AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJE CT <input type="checkbox"/> LOC	Y Y	X123456	01/01/1000	01/01/1000	EACH OCCURRENCE \$ 1,000,000 LIABILITY TO HEATED PREMISES (Per occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMPROP AGG \$ 1,000,000 \$
<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWN AUTOS	Y Y	123456700	01/01/1000	01/01/1000	OCCUPIED STRUCTURE (Per accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$ \$
<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> EXCESS LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> CLAIMS MADE DED RETENTION \$	Y Y				EACH OCCURRENCE \$ AGGREGATE \$ \$
<input checked="" type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY <input type="checkbox"/> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/EMBER EXCLUDED? (Mandatory in TX) If yes, describe under DESCRIPTION OF OPERATIONS below	N/A Y	01234	01/01/1000	01/01/1000	<input checked="" type="checkbox"/> WC STATUTE (Per occurrence) <input type="checkbox"/> OTHER E L EACH ACCIDENT \$ 500,000 E L DISEASE - EACH EMPLOYEE \$ 500,000 E L DISEASE - POLICY LIMIT \$ 500,000
<input checked="" type="checkbox"/> Builder's Risk <input checked="" type="checkbox"/> Professional Services	Y Y	123450	01/01/1000	01/01/1000	100% Insurable Value, replacement cost basis \$1,000,000 each claim / \$1,000,000 aggregate

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks if schedule, if more space is required)

Effective January 1, 2012 must be compliant with Chapter 1011, Tex. Ins. Code (SB 426 enacted by Texas Legislature 02(R) session in 2011).

CERTIFICATE HOLDER City of Schertz 1400 Schertz Parkway Schertz, Tx 78154 Attn: Purchasing Dept.	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE AUTHORIZED SIGNATURE REQUIRED HERE:
--	--

(Instructions for completing and submitting a certificate to the City of Schertz)

Complete the certificate of insurance with the information listed below:

- A) Certificate of Insurance date
- B) Producer (Insurance Agency) Information – complete name, address, telephone information, & email address.
- C) Insured's (Insurance Policy Holder) Information – complete name & address information
- D) Insurer (name/names of insurance company) ******(Remember the city requires all insurance companies to be Authorized to do business in the State of Texas be rated by A.M. Best with a rating of B+ (or better) Class VI (or higher) or otherwise be acceptable to the City if not rated by A.M. Best)
- E) NAIC # (National Association of Insurance Commissioners, a # that is assigned by the State to all insurance companies)
- F) Insurer letter represents which insurance company provides which type of coverage from D
- G) General Liability Insurance Policy – must have an (x) in box. Also, "Occurrence" type policy – must have an (x) in the box (occurrence policy preferred but claims made policy can be accepted with special approval)
- H) This section shall be filled in with "Y" for yes under Additional Insured for all coverages, except for Contractor Liability and Workers' Compensation. There shall also be a "Y" for yes under all coverages for subrogation waived.
- I) Automobile Liability Insurance – must be checked for Any Auto, All Owned Autos, Hired Autos
- J) Umbrella Coverage – must be checked in this section and by occurrence whenever it is required by written contract and in accordance with the contract value.
- K) Worker's Compensation and Employers Liability Insurance – information must be completed in this section of the certificate of insurance form (if applicable).
- L) Builder's Risk Policy – for construction projects as designated by the City of Schertz.
Professional Liability Coverage – for professional services if required by the City of Schertz.
- M) Insurance Policy #'s
- N) Insurance policy effective dates (always check for current dates)
- O) Insurance Policy limits (See Insurance Requirements Checklist)
- P) This section is to list projects, dates of projects, or location of project. Endorsements to the insurance policy(ies) must be provided separately and not in this section. The following endorsements are required by the City of Schertz.
 - (1) Adding the City of Schertz as an additional insured. The "additional insured" endorsement is not required for professional liability and workers compensation insurance; and
 - (2) Waiver of Subrogation
 - (3) Primary and Non-Contributory
 - (4) Cancellation Notice
- Q) City of Schertz's name and address information must be listed in this section
- R) Notice of cancellation, non-renewal, or material change to the insurance policy(ies) must be provided to the City of Schertz in accordance with a cancellation notice endorsement to the policy and/or per the policy provisions based on the endorsement adding the city as an additional insured. (Sec. 1811.155, Tex. Ins. Code)
- S) The certificate must be signed by the Authorized Agent in this section of the certificate form.

Exhibit “C”

EVIDENCE OF INSURANCE

CITY COUNCIL MEMORANDUM

City Council Meeting: November 14, 2023
Department: Engineering
Subject: Resolution 23-R-116: Authorizing an amendment to the agreement with Lockwood, Andrews & Newnam, Inc., for engineering services related to the Water and Wastewater Master Plan and Impact Fee Update Study (B.James/K.Woodlee)

BACKGROUND

Lockwood, Andrews & Newnam, Inc., are nearing completion of development of updates of the City's Water and Waster Master Plans and Capital Improvement Plans to be included in an update of the maximum allowable capital recovery fees for water and wastewater. The original contract not-to-exceed was \$500,000. It has been recognized that numerous developments have occurred during the course of the work that require additional analysis and plan revisions on the sewer side in order for the final product to be as up-to-date as possible when it is done. The additional work would add \$15,000.00 to the contract amount.

GOAL

The goal of Resolution 23-R-116 is to obtain authorization from City Council to have LAN provide additional services toward completion of the Water and Wastewater Master Plan and Impact Fee Update Project.

COMMUNITY BENEFIT

Having properly prepared and up-to-date plans in place to guide the maintenance and expansion of the City's water and wastewater systems assists in efficient operation and growth to serve the growing community.

SUMMARY OF RECOMMENDED ACTION

Staff recommends approval of Resolution 23-R-116 authorizing an amendment to LAN's agreement for the Water and Wastewater Master Plan and Impact Fee Update Study.

FISCAL IMPACT

The cost of the additional services is not to exceed \$15,000 and will be paid from the Sewer Capital Recovery Fund.

RECOMMENDATION

Staff recommends that Council approve Resolution 23-R-116 authorizing an amendment to the agreement with LAN for expenditures not to exceed an additional \$15,000 for engineering services related to the Water and Wastewater Master Plan and Impact Fee Update Project.

Attachments

RESOLUTION NO. 23-R-116

A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF SCHERTZ, TEXAS, AUTHORIZING AN AMENDMENT TO THE AGREEMENT WITH LOCKWOOD, ANDREWS & NEWNAM, INC., TOTALLING NO MORE THAN \$15,000, FOR ENGINEERING SERVICES FOR THE WATER AND WASTEWATER MASTER PLAN AND CAPITAL IMPROVEMENT PLAN UPDATES AND IMPACT FEE UPDATE STUDY, AND OTHER MATTERS IN CONNECTION THEREWITH

WHEREAS, the City staff of the City of Schertz (the “City”) has determined that the City requires additional engineering-related services for the completion of the Water and Wastewater Master Plan and Capital Improvement Plan Update and Impact Fee Update Study; and

WHEREAS, Lockwood, Andrews & Newnam, Inc., (LAN) is nearing completion of development of the wastewater master plan and several conditions have changed during the course of the project; and

WHEREAS, LAN needs to expend addition hours beyond those originally anticipated to incorporate the changes request by City Staff; and

WHEREAS, the City Council has determined that it is in the best interest of the City to amend its Agreement with LAN to continue its services related to the project for an additional base amount of \$12,550, 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 LAN in substantially the form set forth on Exhibit A and in accordance with the original project agreement authorized by Resolution 19-R-54, for an additional amount of \$12,550 and authorizes additional expenditures as needed up to an additional amount not to exceed \$15,000.

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 ___th day of _____, 2023.

CITY OF SCHERTZ, TEXAS

Ralph Gutierrez, Mayor

ATTEST:

Sheila Edmondson, City Secretary

(city seal)

EXHIBIT A

Resolution 23-R-116 Exhibit A



Client Additional Services Authorization

Date: 10/ /2023

Project Name City of Schertz - Water and Wastewater Master Plan and Impact Fee	Additional Services Authorization No.
Client Name City of Schertz	To Project No. 120-11816-012
Subject of Additional Services Scope Revisions - Wastewater Future System and CIP	Original Contract Date 10/22/2019

Description Changes to the Future Wastewater System and Proposed CIP
CHANGES TO THE FUTURE WASTEWATER SYSTEM - The City has requested several changes to the existing and proposed wastewater systems requiring revisions to the wastewater system beyond the original scope for the masterplan and the August 29, 2023 revised future CIP.
 In order to accomplish these changes, the following tasks will be required:
 * Review Wastewater Sewersheds - \$2,500
 * Evaluate Additional Lift Station Consolidations, Adjust Development Line Sizing and Alignment Adjustments - \$8,250
 * Revise Existing Lift Station Pump Curves and Planned Development Wastewater Loading - \$1,800
TOTAL ADDITIONAL SERVICES - \$12,550

Reason for Change
 See description above.

Compensation: Will be an amount equal to _____ times Salary Cost plus reimbursable expenses, both defined in the **PROFESSIONAL SERVICES AGREEMENT**, and in addition to the compensation for **BASIC SERVICES**. Total charges for these **ADDITIONAL SERVICES** are estimated to be approximately \$_____.
 Will be the lump sum of \$12,550.00 for these **ADDITIONAL SERVICES**.
 Other _____ (use reverse if necessary)

Completion: Current Date _____
 This Extension NA
 New Date NA

All terms and conditions of the original agreement remain in full force and effect.

Proposed By: Lockwood, Andrews & Newnam, Inc.
 Lee B. Hamm / Project Manager 04-27-2023

 Print Name/Title Signature Date

Approved By Client _____

 Print Name/Title Signature Date

Execute in duplicate – (1) copy to Client, (1) copy to Accounting

CITY COUNCIL MEMORANDUM

City Council Meeting: November 14, 2023
Department: City Secretary
Subject: Ordinance 23-M-28: Amending Ordinance 23-M-28 Code of Conduct and Procedures on Videoconferencing and Written Statements. *Final Reading* (S.Edmondson)

BACKGROUND

At the September 19, 2023, City Council meeting under the Workshop agenda item, (A) Videoconferencing and (B) Hearing of Residents-Written Communications was discussed.(A) Videoconferencing: Councilmember Allison Heyward asked for this item to be on the agenda for discussion. Videoconferencing is not mandated by the State, but if you allow it, you must follow certain guidelines. Several Councilmembers expressed difficulty participating in a Council meeting via videoconferencing. After much discussion, Council decided that videoconferencing would not be allowed and the Councilmember who cannot attend the City Council meetings in person because of work or illness would have an excused absence.

City Council approved the first reading of Ordinance 23-M-28 on September 17, 2023 with a vote of 7-0 in favor.

Attachments

Ordinance 23-M-28

ORDINANCE NO. 23-M-28

AN ORDINANCE BY THE CITY OF SCHERTZ AUTHORIZING AND AMENDING CITY COUNCIL RULES OF CONDUCT AND PROCEDURE; REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT WITH THIS ORDINANCE; AND PROVIDING AN EFFECTIVE DATE

WHEREAS, the City Council of the City of Schertz has previously adopted Rules of Conduct and Procedure for the conduct of meetings of the City Council 21-M-28; and

WHEREAS, the City Council discussed the following changes at their meeting of September 19, 2023; and

WHEREAS, the City Council has determined that it is in the best interest of the City to amend, update, and clarify the Rules of Conduct and Procedure as they relate to the placement of Ordinances on final reading.

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

Section 1. That the City Council's Rules of Conduct and Procedure are amended as follows:

Article 2 General Rules

2.2 Attendance. Councilmembers shall attend all meetings of the Council. Absence of a Councilmember from a meeting shall be managed in accordance with 2.2 B.

A. Quorum. Four members of the Council, not including the Mayor, shall constitute a quorum. In the absence of the Mayor, the Mayor Pro Tem or other presiding officer shall be counted for purpose of determining the existence of a quorum. If a quorum is not present, those in attendance will be named, and they may recess to a later time as permitted by State law or may hear business before them, taking no official action.

B. Absences. In the event a Councilmember is unable to attend a meeting of the Council, the Councilmember shall notify either the Mayor or the City Secretary as soon as they become aware that they will be unable to attend. Notification may be accomplished via e-mail or telephone and must include the reason for the absence.

Absences from meetings of the City Council that are due to occupational or business demands, personal or family illness or absence from the city shall be approved by the Council as excused.

The City Secretary shall annotate the Councilmember's absence and the reason therefore in the minutes of the meeting from which the Councilmember is absent. Council approval of the subject minutes shall ratify the absence and the reason given therefore and thus excuse the absence. If a Councilmember raises an objection to the absence or the reason given therefore at the time the minutes are to be approved, the matter may be placed on a future agenda for debate, discussion and further consideration.

C. Due to the challenges of connectivity, audio quality and equipment standards required, videoconferencing will not be permitted.

Article 12 Citizens Rights

12.5 Written Communications. Interested persons, or their authorized representatives, may address the Council by written communication in regard to any matter concerning the City's business or over which the Council has control at any time by direct mail or by addressing the City Secretary, who shall, on the request of the writer, distribute copies to the Councilmembers. **Written statements will not be read or made part of the official meeting record.**

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.

APPROVED ON FIRST READING the _____ day of _____, 2023.

PASSED, APPROVED AND ADOPTED ON FINAL READING, the _____ day of _____, 2023.

City of Schertz

Ralph Gutierrez, Mayor

ATTEST:

Sheila Edmondson, City Secretary

CITY OF SCHERTZ

CITY COUNCIL

RULES OF CONDUCT AND PROCEDURE

These Rules of Conduct and Procedure (these “Rules”) are intended to provide an understandable and workable structure for City Council meetings.

These Rules shall serve to aid the conduct of public business at Council meetings, to facilitate communication at Council meetings among Councilmembers and between Councilmembers and City staff and members of the public, and to promote confidence in the citizens that their government is performing its duties with the highest of ethical standards and with a genuine interest in the well-being of the community.

These Rules are in all events subject to the City Charter and applicable provisions of State law, including the Texas Open Meetings Act.

As a part of these Rules, the Council has established the following Code of Conduct for the Mayor and all Councilmembers:

- Address the merits of the issues — no personal attacks.
- Focus on representing the interests of all citizens.
- Attempt to resolve personal conflicts among Councilmembers internally before speaking publicly.
- Assume positive intentions — don’t look for hidden agendas.
- Observe the City’s written Rules of Conduct and Procedure.
- When others are speaking, listen with an open mind.
- Recognize that inappropriate public disclosure of confidential information can be detrimental to the City and its citizens.
- Understand that “majority rules”. Once a vote is taken, if you were in the minority agree to disagree and move on. Recognize that a majority view, when expressed in a vote, becomes an expression of City policy.
- Coordinate all requests of the City staff through the City Manager.

TABLE OF CONTENTS

**ARTICLE 1.
AUTHORITY**

1.1 City Charter..... 1
1.2 Effective Date; Amendment 1

**ARTICLE 2.
GENERAL RULES**

2.1 Meetings to be Public..... 1
2.2 Attendance 1
2.3 Minutes of Meetings..... 1
2.4 Questions to Contain One Subject..... 2
2.5 Right to the Floor..... 2
2.6 City Manager 2
2.7 City Attorney 2
2.8 City Secretary..... 2
2.9 Officers and Employees..... 2
2.10 Rules of Order..... 2
2.11 Suspension of Rules..... 2
2.12 Amendment to Rules..... 2
2.13 Matters Not Addressed by Rules 2

**ARTICLE 3.
TYPES OF MEETINGS**

3.1 Regular Meetings..... 2
3.2 Special Meetings.....2&3
3.3 Recessed Meetings..... 3
3.4 Adjourned Meetings..... 3
3.5 Closed Sessions..... 3
3.6 Emergency Meetings 3

**ARTICLE 4.
PRESIDING OFFICER AND DUTIES**

4.1 Mayor..... 3
4.2 Call to Order 3
4.3 Preservation of Order..... 3
4.4 Rulings by Presiding Officer 3
4.5 Questions to be Stated..... 3
4.6 Substitution of Mayor 3

TABLE OF CONTENTS

**ARTICLE 5.
APPOINTMENT PROCEDURES**

5.1 Appointment Procedure for the Mayor Pro Tem..... 4
5.2 Appointment Procedure for a Councilmember.....4&5

**ARTICLE 6.
ORDER OF BUSINESS**

6.1 Agenda.....5&6
6.2 Communication to Mayor and Council..... 6
6.3 Approval of Minutes..... 6
6.4 Presentations by Members of Council..... 6
6.5 Consent Agenda..... 6

**ARTICLE 7.
CONSIDERATION OF ORDINANCES, RESOLUTIONS, AND MOTIONS**

7.1 Printed, Typewritten, or Electronic Form..... 6
7.2 City Manager Review..... 6
7.3 City Attorney to Approve 7
7.4 Funding..... 7
7.5 Reading of Caption Only..... 7
7.6 Ordinances—Two Readings; Emergencies 7
7.7 Recording of Votes..... 7
7.8 Vote Required..... 7
7.9 Tie Vote 7
7.10 Numbering Ordinances and Resolutions 7
7.11 Ordinance Passage Procedure..... 7

**ARTICLE 8
RULES OF DECORUM**

8.1 Recognition by presiding officer 7
8.2 Order..... 7
8.3 Presiding Officer.....7&8
8.4 Improper References to be Avoided..... 8
8.5 Interruptions..... 8

**ARTICLE 9.
MOTIONS AND MEETING PROCEDURES**

9.1 Motions..... 8
9.2 Debate..... 8
9.3 Motion Procedures.....8&9

TABLE OF CONTENTS

9.4	Point of Privilege	9
9.5	Point of Procedure or Order.....	9
9.6	To Appeal a Ruling.....	9&10
9.7	To Recess.....	10
9.8	To Withdraw.....	10
9.9	To Postpone or Extend.....	10
9.10	To Refer.....	10
9.11	To Amend	10&11
9.12	To Limit or Close Debate or “Call the Question”.....	11
9.13	To Count the Vote.....	11
9.14	To Take Action or Reconsider an Action; Main Motions	11
9.15	To take action or Rescind motion.....	11
9.16	To Take Action; Main Motions	11&12
9.17	Effect of Abstentions.....	12

ARTICLE 10.

ENFORCEMENT OF DECORUM

10.1	Warning.....	12
10.2	Removal.....	12
10.3	Resisting Removal.....	12
10.4	Motions to Enforce	12
10.5	Adjournment.....	12&13

ARTICLE 11.

CREATION OF COMMITTEES, BOARDS, AND COMMISSIONS

11.1	Standing Committees.....	13
11.2	Special Committees	13

ARTICLE 12.

CITIZENS’ RIGHTS

12.1	Addressing the Council.....	13
12.2	Manner of Addressing the Council – Time Limit.....	13
12.3	Personal and Slandorous Remarks.....	13
12.4	Public Hearings.....	13&14
12.5	Written Communications.....	14
12.6	Hearing of Residents.....	14

TABLE OF CONTENTS

**ARTICLE 13.
COUNCIL AND STAFF RELATIONS**

13.1 City Manager to Provide Information..... 14
13.2 City Manager’s Responses to Requests.....14&15
13.3 Directions to City Manager..... 15
13.4 City Manager’s Duty to Inform 15
13.5 Customer Concerns..... 15
13.6 City Manager/Council Relations..... 15

**ARTICLE 1.
AUTHORITY**

- 1.1 City Charter. Section 4.09 (d) of the City Charter provides that the Council shall, by ordinance, determine its own rules and order of business.
- 1.2 Effective Date; Amendment. These Rules shall be in effect upon their adoption by the Council and until such time as they are amended, or new rules are adopted. In the event of a conflict between these Rules and the Charter, the Charter shall govern over these Rules. In the event of a conflict between these Rules and State law, State law shall take precedence.

**ARTICLE 2.
GENERAL RULES**

- 2.1 Meetings to be Public. All meetings of the Council and all meetings of committees composed of a quorum of the Council shall be open to the public as provided by State law, except when State law allows closed or Closed sessions for certain limited topics.
- 2.2 Attendance. Councilmembers shall attend all meetings of the Council. Absence of a Councilmember from a meeting shall be managed in accordance with 2.2 B.

A. Quorum. Four members of the Council, not including the Mayor, shall constitute a quorum. In the absence of the Mayor, the Mayor Pro Tem or other presiding officer shall be counted for purpose of determining the existence of a quorum. If a quorum is not present, those in attendance will be named, and they may recess to a later time as permitted by State law or may hear business before them, taking no official action.

B. Absences. In the event a Councilmember is unable to attend a meeting of the Council, the Councilmember shall notify either the Mayor or the City Secretary as soon as they become aware that they will be unable to attend. Notification may be accomplished via e-mail or telephone and must include the reason for the absence.

Absences from meetings of the City Council that are due to occupational or business demands, personal or family illness or absence from the city shall be approved by the Council as excused.

The City Secretary shall annotate the Councilmember's absence and the reason therefore in the minutes of the meeting from which the Councilmember is absent. Council approval of the subject minutes shall ratify the absence and the reason given therefore and thus excuse the absence. If a Councilmember raises an objection to the absence or the reason given therefore at the time the minutes are to be approved, the matter may be place on a future agenda for debate, discussion and further consideration.

C. Due to the challenges of connectivity, audio quality and equipment standards required, videoconferencing will not be permitted.

- 2.3 Minutes of Meetings. An account of all proceedings of the Council shall be kept by the City Secretary and shall constitute the official record of the Council. Such minutes, after being approved by the Council (except any closed or closed session portion), shall be open to public inspection. The City Secretary shall provide an index showing the action
- of the Council in regard to all matters before to it at both regular and special meetings. A recording or “certified agenda” of each closed or closed session shall be made and maintained as required by State law.
- 2.4 Questions to Contain One Subject. All questions submitted for a vote shall contain only one subject. If two or more subjects are involved, any Councilmember may require a division, if the subjects can be reasonably divided.
- 2.5 Right to the Floor. Subject to Section 8.5, any Councilmember or member of City staff desiring to speak shall be recognized by the Mayor (or the presiding officer in the Mayor’s absence) at an appropriate time and shall confine his/her remarks to the subject under consideration or to be considered.
- 2.6 City Manager. The City Manager or the Acting City Manager shall attend all meetings of the Council unless excused. The City Manager may make recommendations to the Council and shall have the right to take part in all discussions of the Council but shall have no vote. The City Manager shall be notified of all special meetings of the Council.
- 2.7 City Attorney. The City Attorney shall attend all meetings of the Council as required by the Council or as requested by the City Manager, and shall, upon request of the Council or the City Manager, give an opinion, either written or oral, on questions of law.
- 2.8 City Secretary. The City Secretary or the Deputy City Secretary shall attend all meetings of the Council, unless excused, and shall keep the official minutes.
- 2.9 Officers and Employees. Any officer or employee of the City, when requested by the City Manager, shall attend meetings of the Council. If requested to do so by the City Manager, they shall present information relating to matters before the Council.
- 2.10 Rules of Order. Part 8 of these Rules shall govern the proceedings of the Council.
- 2.11 Suspension of Rules. Any provision of these Rules not required by the Charter or State law may be temporarily suspended by a majority vote of the Councilmembers who are present. The vote of each person on any such suspension shall be entered in the minutes.
- 2.12 Amendment to Rules. These Rules may be amended, or new rules adopted, by a duly adopted ordinance.
- 2.13 Matters Not Addressed by Rules. Issues of the conduct or procedure of public meetings not addressed by these Rules, the Charter, or State law shall be determined by the Mayor (or the presiding officer in the Mayor’s absence).

**ARTICLE 3.
TYPES OF MEETINGS**

- 3.1 Regular Meetings. The Council shall hold regularly scheduled meetings as provided by the Code of Ordinances, Part II, Section 2-2. The Council may also hold regularly scheduled meetings which may be designated by the Council as “workshop” sessions.
- 3.2 Special Meetings. Special meetings may be called by the Mayor, the City Manager, or any three (3) members of the Council. The call for a special meeting shall be filed with the City Secretary in written form, except that announcement of a special meeting during any regular meeting at which all members are present shall be sufficient notice of such special meeting. The call for a special meeting shall specify the day, hour, and place of the special meeting and shall identify the subject or subjects to be considered.
- 3.3 Recessed Meetings. Subject to State law, any meeting of the Council may be recessed to a later time, provided that no recess shall be for a longer period than until the next regular meeting.
- 3.4 Adjourned Meetings. Any meeting of the Council that has been adjourned may not be reconvened except by a motion to reconsider prior to any Councilmember’s departure from the Council chamber. See Sections 9.3 and 9.4.
- 3.5. Closed Sessions. Closed sessions may only be held in accordance with state law.
- 3.6 Emergency Meetings. In case of emergency or urgent public necessity, an emergency meeting may be called as a special meeting as set forth in Section 3.2, however, an emergency meeting may not be held unless authorized by, and notice is given in accordance, with State law.

**ARTICLE 4.
PRESIDING OFFICER AND DUTIES**

- 4.1 Mayor. The Mayor, if present, shall preside as Mayor at all meetings of the Council. In the absence of the Mayor, the Mayor Pro-Tem shall preside. In the absence of both the Mayor and the Mayor Pro-Tem, the most senior Councilmember (by time of service on the Council) present shall be the chairperson.
- 4.2 Call to Order. Each meeting of the Council shall be called to order by the Mayor, or in the Mayor’s absence, by the Mayor Pro-Tem. In the absence of both the Mayor and the Mayor Pro-Tem, the meeting shall be called to order by the most senior Councilmember (by time of service on the Council) present.
- 4.3 Preservation of Order. The presiding officer shall preserve order and decorum, prevent personalities from becoming involved during debate or the impugning of members’ motives, and confine Councilmembers in debate to the question under discussion.

- 4.4 Rulings by Presiding Officer. The presiding officer shall rule on points of privilege, points of procedure or order, and withdrawals of motions, subject to the right of any member to appeal to the Council as set forth in Article 9 of these Rules. See Sections 9.3, 9.4, 9.5, 9.6, and 9.8.
- 4.5 Questions to be Stated. The presiding officer shall state all questions submitted for a vote and announce the result. A roll call vote shall be taken on all votes.
- 4.6 Substitution of Mayor. In the event the Mayor must relinquish the chair, the Mayor shall call upon the Mayor Pro-Tem to preside if the Mayor Pro-Tem is present. If the Mayor Pro-Tem is not present, the Mayor may call upon the most senior Councilmember (by time of service on the Council) present to preside, but such substitution shall not continue beyond adjournment of that meeting.

ARTICLE 5. APPOINTMENT PROCEDURES

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.

5.1 Appointment Procedure for a Councilmember.

- (a) The Council may appoint a Councilmember to a vacant seat as authorized by Section 4.06 of the City Charter.

- (b) The Council will announce and advertise on the City’s website and in the City’s newspaper of record that applications are being accepted for a vacant position on Council.
- (c) A due date for applications to be submitted will be set.
- (d) Applicants must meet the qualifications for a Councilmember set forth in Section 4.02 of the City Charter.
- (e) Applications will be received by the City Secretary’s office and distributed to all Councilmembers.
- (f) An interview date will be set and posted for a public meeting.
- (g) Interviews of prospective candidates will be held in a public forum by a quorum of Councilmembers.
- (h) Councilmembers will discuss, and appoint by majority vote, the new member of Council at either the same meeting as the interviews or at a subsequent Council meeting.
- (i) The Council is the final judge of whether a candidate is qualified to serve as a Councilmember as set forth in Section 4.03 of the City Charter.
- (j) Council reserves the right to alter this procedure at any time by resolution or rule.

**ARTICLE 6.
ORDER OF BUSINESS**

6.1 Agenda. The City Manager and the City Secretary shall prepare an agenda for each meeting of the Council. Items may be placed on the agenda by the City Manager (or in his absence any Assistant City Manager), the Mayor, or any Councilmember, except that a Councilmember directing that an item or items be placed on an agenda must do so in open session, during a properly posted meeting of the Council. Items placed on the agenda by the City Manager (or in his absence any Assistant City Manager) may be removed only by the City Manager (or any Assistant City Manager) and he/she may do so at any time that permits the agenda for the Council meeting to be properly posted by the City Secretary’s Office under the Texas Open Meetings Act. Items placed on an agenda by the Mayor may be removed only by the Mayor, and he/she may do so at any time that permits the agenda for the Council meeting to be properly posted by the City Secretary’s Office under the Texas Open Meetings Act. Items placed on the agenda by a Councilmember may be removed only by that specific Councilmember, and he/she may do so at any time that permits the agenda for the Council meeting to be properly posted by the City Secretary’s Office under the Texas Open Meetings Act.

- (a) Information Required. Any item to be on the agenda must be provided to the City Manager pursuant to a procedure established and modified by the City Manager

from time to time. Each item on the agenda must contain sufficient information so that full disclosure of the item to be addressed is present so as to alert the Council and the public of the topic to be considered.

- (b) Order of Listing Items; Sponsor and Responsible Staff. The agenda shall list all items for consideration in a format recommended by the City Manager. The name of the person or persons placing an item on the agenda and the name of any expected staff presenter shall be stated on the agenda.
- (c) Copy Provided to Mayor and Council Members. The City Secretary shall furnish the Mayor and each Councilmember a copy of the agenda, including the proposed ordinances, resolutions, petitions, notices, or other materials as required. Copies of attachments and background material will generally be provided for the initial presentation only and should be retained by the Mayor and the Councilmembers until such time as the item is finalized.
- (d) Copy Available to Public. A copy of the agenda, with or without attachments as determined by the City Manager, shall be made available to the public at City Hall prior to the meeting. Copies of the agenda shall be available to the public at the meeting.
- (e) Order; Exception. The ordinances, resolutions, and other proposed actions shall be taken up and disposed of by the Council in the order listed in the agenda, subject to the right of the presiding officer to take up matters in a different order.
- (f) Chair Shall Not Entertain Objections. An agenda item properly placed on a future agenda by a member of Council during open session shall not be subject to objection by another member.

6.2 Communication to Mayor and Council. The City Manager shall provide the Council with a copy of each ordinance or resolution and appropriate analysis of items proposed to be acted upon by the Council at a meeting. These communications shall be delivered to the Mayor and Councilmembers along with the agenda. This information should also be retained by the Mayor and Councilmembers until such time as the item is finalized. Staff members, in making presentations to Council at a meeting of the Council, should endeavor to restrict their presentations to five (5) minutes, excluding responses to questions by the Mayor and/or Councilmembers.

6.3 Approval of Minutes. Minutes may be approved without public reading if the City Secretary has previously furnished the Mayor and each Councilmember with a copy thereof.

6.4 Presentations by Members of Council. The agenda shall provide a time when the Mayor and each Councilmember may bring before the Council any business that person believes should be brought up during the “Requests by Mayor and Councilmembers” and “Announcements by Mayor and Councilmembers” portions of the agenda. These matters need not be specifically listed on the agenda unless the person desiring to make a comment knows prior to posting of the agenda that he/she will make such comment. In

response to an unposted comment, there (1) may only be a statement of factual information in response, (2) a recitation of existing City policy, or (3) discussion regarding a proposal to place the subject on the agenda for a subsequent meeting.

- 6.5 Consent Agenda. At the direction of the City Manager (or in his absence an Assistant City Manager) with respect to items believed to be non-controversial, the City Secretary shall place multiple items on a “Consent Agenda” portion of the agenda, subject to the right of the Mayor or any Councilmember to request at the meeting that any one or more of such items be removed from the Consent Agenda for individual consideration. First readings of ordinances shall in all events be posted for individual consideration and shall not be included on the Consent Agenda.

ARTICLE 7. CONSIDERATION OF ORDINANCES, RESOLUTIONS, AND MOTIONS

- 7.1 Printed, Typewritten, or Electronic Form. All ordinances and resolutions shall be presented to the Council only in printed, typewritten, or electronic form.
- 7.2 City Manager Review. All ordinances and resolutions shall be reviewed by the City Manager or his designee.
- 7.3 City Attorney to Approve. All ordinances and resolutions shall be approved as to form and legal content by the City Attorney, when requested by the Mayor or the City Manager.
- 7.4 Funding. All actions authorizing an expenditure of money shall include the exact source of the funds to be expended.
- 7.5 Reading of Caption Only. Upon being introduced, each proposed ordinance or resolution shall be read by caption only.
- 7.6 Ordinances—Two Readings; Emergencies. Ordinances introduced at a Council meeting shall not be finally acted upon until at least the next regular meeting, except that immediate action may be taken upon an emergency as determined by the Council in accordance the Charter or State law. Ordinances that do not receive a unanimous vote on first reading shall (a) be placed on the consent portion of the next agenda or (b) be placed on the discussion portion of the next agenda.
- 7.7 Recording of Votes. The ayes and nays shall be taken upon the consideration of all ordinances and resolutions and shall be entered in the minutes of the Council.
- 7.8 Vote Required. Approval of every ordinance, resolution, or motion, unless otherwise required by these Rules, the Charter, or State law, shall require the affirmative vote of four (4) Councilmembers who are present and eligible to vote.
- 7.9 Tie Vote. In the event of a tie in votes on any motion, the Mayor shall cast the decisive vote in accordance with Section 4.05 of the Charter. Other Councilmembers acting as presiding officer shall not be restricted to voting only in the event of a tie.

7.10 Numbering Ordinances and Resolutions. After approval of a resolution or an ordinance on second reading or on a single reading as an emergency, the City Secretary shall assign a number to each ordinance or resolution within the records of the City.

7.11 Ordinance Passage Procedure. After passage, an ordinance shall be signed by the presiding officer and shall be attested by the City Secretary or Deputy City Secretary, and it shall be filed and thereafter preserved in the office of the City Secretary.

ARTICLE 8. RULES OF DECORUM

8.1 Recognition by presiding officer. Subject to Section 8.5, No person shall address the Council without first being recognized by the presiding officer.

8.2 Order. While the Council is in session, the Councilmembers must preserve the order and decorum of the meeting, and a Councilmember shall neither, by statement or otherwise, delay or interrupt the proceedings or the peace of the Council or disturb any other Councilmember while speaking or refuse to obey the orders of the presiding officer. Councilmembers are expected to remain on the dais during a Council meeting unless they have good cause to vacate.

8.3 Presiding Officer. The Mayor or the Mayor Pro-Tem or such other member of the Council who is serving as the presiding officer may participate in debate, subject only to such limitations of debate as are the rights and privileges of a Councilmember by reason of such Councilmember acting as the presiding officer. If the presiding officer is engaged in debate and is, at the insistence of four (4) Council members, abusing the position of the presiding officer, the presiding officer must relinquish the chair to the Mayor Pro-Tem, or in his/her absence, to the next most senior Councilmember (by time of service on the Council) present. The Mayor Pro-Tem or such other member, other than the Mayor, who is serving as presiding officer may move, second, and debate from the chair, subject only to such limitations of debate as are the rights and privileges of a Councilmember by reason of the member acting as the presiding officer.

8.4 Improper References to be Avoided. When a Councilmember has the floor pursuant to Section 2.5 or 8.5, he/she shall avoid all references to personalities and indecorous language.

8.5 Interruptions. A Councilmember, once recognized, shall not be interrupted by the Mayor or another Councilmember when speaking unless it is to raise a point of privilege (Section 9.4) or a point of procedure or order (Section 9.5), or to enter a motion to withdraw a previously-stated motion (Section 9.8), or as otherwise provided in these Rules. If a Councilmember, while speaking, is interrupted as set forth herein, the Councilmember so interrupted should cease speaking until the question is determined.

ARTICLE 9. MOTIONS AND MEETING PROCEDURES

9.1 Motions. A Councilmember, after he/she obtains the floor, or the Mayor may make a motion on the particular subject of discussion or a procedural point as permitted. A “Second” to the motion, if required, must be made by a Councilmember who did not make the motion within a reasonable but brief time period. The Mayor may not “Second” a motion. A motion or a “Second” merely implies that the maker of the motion and the person who “Seconds” agree that the motion should come before the meeting and not that he/she necessarily favors the motion. Without a “Second”, if required, the motion dies.

9.2 Debate. Debate, if permitted, must be limited to the merits of the issue under discussion as stated by the presiding officer.

9.3 Motion Procedures. There are twelve (12) types of motions in three (3) categories: Meeting Conduct Motions (4 types), Disposition Motions (7 types), and Main Motions (1 type)¹. When any motion is pending, any motion listed above it on the chart below is in order; those below it are out of order.

Motion	May Interrupt Speaker	Second Required	Debatable	Amendable	Resolved by Chair No Vote	Affirmative Vote by 4 Councilmembers	2/3 Vote
A. Meeting Conduct Motions							
1. point of privilege	yes	no	no	no	yes	no	no
2. point of procedure or order	yes	no	no	no	yes	no	no
3. to appeal a ruling	no	yes	yes	no	no	yes	no
4. to recess	no	yes	yes	yes	no	yes	no
B. Disposition Motions							
5. to withdraw	yes	no	no	no	yes	no	no
6. to postpone	no	yes	yes	yes	no	yes	no
7. to refer	no	yes	yes	yes	no	yes	no
8. to amend	no	yes	yes	yes	no	yes	no

¹ Sections 9.3 through 9.14 are included by permission of Donald A. Tortorice, The Modern Rules of Order, ABA Publishing, 2nd Edition.

9. to limit or close debate or "call the question"	no	yes	yes	yes	no	no	yes
10. to extend debate	no	yes	yes	yes	no	yes	no
11. to count the vote	no	yes	no	no	no**	no	no
C. Main Motions							
12. to reconsider	yes	yes	if original motion was debatable	no	no	yes	no
13. to rescind	no	yes	yes	yes	no	no	yes
14. to take action	no	yes	yes	yes	no	Yes***	no

² Mandatory if seconded; no vote required.

*** Unless a greater vote is required by the Charter or State Law

9.4 Point of Privilege. A point of privilege, sometimes called a point of personal privilege, is a communication from a Councilmember to the presiding officer, drawing urgent attention to a need for personal accommodation. For example, the point may relate to an inability to see or hear, a matter of comfort, a matter of requested convenience, or an overlooked right of privilege that should have been accorded to the Councilmember(s). In essence, it is a call to the presiding officer for the purpose of assuring a Councilmember's convenient and appropriate participation in the meeting. Because of its urgent nature, a point of privilege can interrupt a speaker. Because it is addressed to the attention of and action by the presiding officer, it cannot be debated or amended, and no vote is required.

9.5 Point of Procedure or Order. A point of procedure, sometimes called a point of order, is a question addressed to the presiding officer, no seconding is required, and either inquiring into the manner of conducting business or raising a question about the propriety of a particular procedure. It is simply an inquiry and is resolved by correction or clarification by the presiding officer. A point of procedure can interrupt a speaker. Because it is addressed to the attention of and action by the presiding officer, a second is not required, and it cannot be debated or amended, and no vote is taken.

9.6 To Appeal a Ruling. Decisions or rulings of the presiding officer are final on questions of procedure, except that any ruling by the presiding officer's ruling can be appealed to a vote of the Council. Whenever a Councilmember questions the appropriateness or essential fairness of the presiding officer, that member can appeal the ruling to a vote of

²Mandatory if seconded; no vote required.

the meeting. If, however, a motion is out of order as a matter of law (not a proper subject of the meeting, improper notice given, etc.), the presiding officer's ruling cannot be appealed. A motion to appeal cannot interrupt a speaker. To prevent frivolous appeals, a second is required. The motion is subject to debate (which should be brief) and, by its nature, is not amendable. To overrule a procedural decision of the presiding officer, an affirmative vote of four (4) Councilmembers is required.

9.7 To Recess. A motion to recess requests a brief interruption of the meeting's business, usually so that an ancillary matter can be addressed, or simply to provide a needed break. Unless stated in the motion, the period of recess is decided by the presiding officer. If necessary, a recess can extend the meeting from one day to another, subject to State law. The motion cannot interrupt a speaker, and a second is required. It is debatable, it can be amended, and an affirmative vote of four (4) Councilmembers is required.

9.8 To Withdraw. Only the maker of the motion can make a motion to withdraw it. It is essentially a communication to the presiding officer that the maker is withdrawing his/her proposal. This is the maker's privilege; thus, it does not require a second. Because the withdrawal motion obviates discussion, it can interrupt a speaker. In addition, because another Councilmember later can make a similar motion, a withdrawal motion is not subject to debate, amendment, or vote. The presiding officer should simply state that the motion is withdrawn, and the meeting should proceed with a new treatment of the issue at hand—or a new issue.

9.9 To Postpone or Extend. These motions may arise from a need for further information, a matter of convenience, or for any other reason that will enable the Council to deal with the issue more effectively during the same meeting or at a later time. Unless otherwise specifically provided in the motion itself, a postponed or extension motion can be renewed at a later appropriate time during the meeting or, if properly posted, at a later meeting. This motion cannot interrupt a speaker. It requires a second, it is debatable, and it is amendable (particularly as to postponement, timing), and an affirmative vote of four (4) Councilmembers is required.

9.10 To Refer. A motion to refer is typically used to submit an issue to a committee, usually for study leading to a subsequent recommendation. Because it ordinarily disposes the motion for purposes of the current meeting, a motion to refer is subject to the same rules that apply to a main motion. (See Section 9.14). This motion cannot interrupt a speaker, and a second is required. It is debatable and amendable, and an affirmative vote of four (4) Councilmembers is required.

9.11 To Amend. A motion to amend proposes a change in the wording of a motion then under consideration. When a motion to amend is pending and an amendment to the amendment is proposed, the presiding officer should focus discussion on the latest amendment, resolve that question, then proceed to the first amendment before continuing discussion on the main motion. Votes on amendments are thus in reverse order of the sequence in which they are proposed. A motion to amend cannot interrupt a speaker. It requires a second, and it is debatable and amendable. An affirmative vote of four (4)

Councilmembers is required for approval of the amendment. Note that State law may restrict amendments to proposals that are required to be set forth in the notice of the meeting.

9.12 To Limit or Close Debate or “Call the Question”. Because the extent to which an issue is discussed rests primarily with discretion of the presiding officer, it is the presiding officer who carries the burden of ensuring that adequate time and discussion are given to differing points of view. A motion to limit or close debate is therefore an overruling of the presiding officer’s determination. A motion to close debate is the same as a motion to “call the question”. Because this motion affects the most fundamental right of any Councilmember, the right to speak one’s views, it is the only procedural motion that requires an affirmative vote of two-thirds of participants voting.

9.13 To Count the Vote. A motion to count the vote should be limited to those circumstances where the convenient hearing of “yeas” and “nays” cannot clearly resolve the issue. It represents the right of a Councilmember to have a vote demonstrated by count. That count can be directed by the presiding officer either as a showing of hands or a standing of voting members while the vote is recorded. Upon completion of the count, the presiding officer announces the result—and final disposition of the issue voted upon. This motion cannot interrupt a speaker. It requires a second; it is neither debatable nor amendable; and, because of the importance of the matter, it should be considered mandatory; thus, no vote is required.

9.14 Motion to Reconsider. Allows a main motion to be brought back before the City Council for consideration. May be made only at the meeting at which the vote to be reconsidered was taken. It may be made by any member of City Council. Any City Council member may second it. It can be made while any other question is pending, even if another member has the floor. It requires a majority vote to pass. A motion may only be reconsidered twice. If the reconsideration is moved while another subject is before the City Council, it cannot interrupt the pending business, but, as soon as the pending business has been disposed of the motion has the preference over all other main motions

and general business of the agenda. In such a case the Mayor does not state the question on the reconsideration until the immediately pending business is completed.

9.15 Motion to Rescind. The motion to rescind is a main motion without any privilege, may only be made when there is nothing else before the City Council and must be made at the same meeting at which the subject matter of the motion was considered, and it requires a two-thirds vote of the City Council members. It cannot be made if a motion to reconsider has been previously made. The motion to rescind can be applied to votes on all main motions with the following exceptions: votes cannot be rescinded after something has been done as a result of that vote that the City Council cannot undo; or, where a resignation has been acted upon, or one has been appointed to, or expelled from, a committee or office, and was present or was officially notified. In the case of expulsion, the only way to reverse the action afterwards is to restore the person to the committee or office, which requires the same preliminary steps and vote as is required for the original appointment.

9.16 To Take Action; Main Motions. Main motions state proposed policy or action on a substantive issue being considered by the Council. As such, the motion is an initial call to take particular action. Although lowest in precedence among all motions, main motions are clearly the most important: through their content, the business decisions of the Council are determined. A main motion can be made only when a prior main motion has been disposed of. It cannot interrupt a speaker; a second is required; it is debatable and amendable; and an affirmative vote of four (4) Councilmembers is required unless a greater vote is prescribed by the Charter or State law.

9.17 Effect of Abstentions; action on required Abstentions; Effect of non-required Abstentions. The following rules shall apply when a Council Member abstains from voting on an item:

When the Council Member is Legally Obligated to Abstain.

When a Council Member is legally obligated to abstain from voting pursuant to Texas Local Government Code Chapter 171, a local ordinance or the City Charter then the Council Member shall leave the dais and exit City Council Chambers until such time as the debate and vote on the item has been concluded. The City Secretary shall record that the Council Member left the room and abstained from the vote in the official minutes and there shall be no other effect.

When the Council Member as no Legal Obligation to Abstain from Voting.

When a Council Member has no legal obligation to abstain from voting then an abstention shall be recorded in the minutes as an abstention and shall procedurally be treated as a “no” vote.

**ARTICLE 10.
ENFORCEMENT OF DECORUM**

10.1 Warning. All persons other than a recognized speaker shall, at the request of the presiding officer, be silent. If, after receiving a warning from the presiding officer, a

person persists in disturbing the meeting, the presiding officer may order the person to leave the meeting. The Chief of Police, or such member or members of the Police Department or other persons as the presiding officer may designate, shall be sergeant-at-arms of the Council meetings. If the person so requested does not leave the meeting, the presiding officer may order the sergeant-at-arms to remove such person.

10.2 Removal. Any designated sergeant-at-arms shall carry out all orders and instructions given by the presiding officer for the purpose of maintaining order and decorum at the Council meeting. Upon instruction of the presiding officer, it shall be the duty of the sergeant-at-arms to remove from the meeting any person who intentionally disturbs the proceedings of the Council (or successor provision of law).

10.3 Resisting Removal. Any person who resists removal by the sergeant-at-arms shall be charged with violating Section 42.05 (a) of the Texas Penal Code.

10.4 Motions to Enforce. Any Council member may move to require the presiding officer to enforce these Rules and the affirmative vote of a majority of the Councilmembers present and eligible to vote shall require the presiding officer to do so.

10.5 Adjournment. In the event that any meeting is willfully disturbed by a person or groups of persons so as to render the orderly conduct of such meeting unfeasible and when order cannot be restored by the removal of the individuals who are creating the disturbance, the meeting may be adjourned and the remaining business considered at the next regular or a special meeting or, subject to State law, may be recessed to a set time and date.

ARTICLE 11. CREATION OF COMMITTEES, BOARDS, AND COMMISSIONS

11.1 Standing Committees. The Council may create committees, boards and commissions to assist in the conduct of the operation of the City government with such duties as the Council may specify not inconsistent with the Charter, the Code of Ordinances, or State law. Membership and selection of members shall be as determined by the Council if not specified by the Charter, the Code of Ordinances, or State law. No person may concurrently serve on more than one Board unless, by virtue of his/her position on the Council, he/she also holds a position on another Board. Persons related within the second degree by affinity or consanguinity to the Mayor or any member of the Council shall not be eligible to serve on a standing committee. No standing committee so appointed shall have powers other than advisory to the Council or to the City Manager, except as otherwise specified by the Charter, the Code of Ordinances, or State law.

11.2 Special Committees. The Council may, as the need arises, authorize the appointment of “ad hoc” Council committees. Except where otherwise specifically provided by the Charter, the Mayor and the City Council shall appoint the members of the special committees. Any committee so created shall be given a “mission statement” directing its activities. Any special committee shall cease to exist upon the accomplishment of the special purpose for which it was created or when abolished by a majority vote of the Councilmembers present and entitled to vote.

ARTICLE 12. CITIZENS RIGHTS

12.1 Addressing the Council. Any person desiring to address the Council by oral communication shall first secure the permission of the presiding officer.

12.2 Manner of Addressing the Council – Time Limit. Each person addressing the Council shall speak at the podium into the microphone (or at another designated location), shall give his/her name and address in an audible tone of voice for the record, and, unless further time is granted by the Council, shall, subject to Section 12.4 below, limit his/her remarks to three (3) minutes or less. A person who addresses the Council through a translator will limit his/her remarks to six (6) minutes or less. All remarks shall be addressed to the Council as a body, and not to any individual member thereof. No person, other than members of the Council or City staff (when requested by the presiding officer) and the

person having the floor, shall be permitted to enter into any discussion, either directly or through the members of the Council, unless requested or approved by the presiding officer. No questions shall be asked the Councilmembers, except through the presiding officer. Responses to questions may be limited as required by State law.

12.3 Personal and Slanderous Remarks. Any person making personal, impertinent, or slanderous remarks, or who shall become boisterous, either while addressing the Council or otherwise while in attendance at a Council meeting, may be requested to leave the meeting, pursuant to Article 10 of these Rules, and may be removed from the meeting if necessary for the conduct of the remainder of the meeting. This is not intended to prohibit public criticism of the Council, including criticism of any act, omission, policy, procedure, program, or service unless such is otherwise prohibited by law.

12.4 Public Hearings. After being recognized by the presiding officer, interested persons, or their authorized representatives, may address the Council with respect to the subject matter of a public hearing being conducted. The presiding officer may establish procedures at a public hearing to limit the amount of time (which, unless modified by the presiding officer, shall be as set forth in Section 12.2 above) interested persons may speak, subject to the Councilmembers' right to appeal the presiding officer's ruling pursuant to Section 9.6. Subject to modification by the presiding officer, and subject to the Councilmembers' right of appeal pursuant to Section 9.6, the normal order of a public hearing is as follows: (i) the opening of the hearing and the establishment, if any, of a modified public hearing procedure by the presiding officer; (ii) address to the Council by any interested person(s); (iii) discussion by the Mayor and Councilmembers, including requests for information from City staff or any person(s) who addressed the Council; and (iv) action by the Council, if any is posted on the agenda relating to the hearing.

12.5 Written Communications. Interested persons, or their authorized representatives, may address the Council by written communication in regard to any matter concerning the City's business or over which the Council has control at any time by direct mail or by addressing the City Secretary, who shall, on the request of the writer, distribute copies to the Councilmembers. **Written statements will not be read or made part of the official meeting record.**

12.6 Hearing of Residents. There shall be included on the agenda of each City Council meeting, prior to any items listed on the agenda for action to be taken, an item labeled "Hearing of Residents". After being recognized by the presiding officer, members of the public (giving precedence to residents of the City) may address the Council on items on or not on the agenda at that time, providing they have completed the "Hearing of Residents" form, unless authorized by the presiding officer. The form shall be made available to persons wishing to address the Council prior to the calling of the meeting to order and such completed form shall be made available to the presiding officer prior to the calling of the meeting to order. The persons signed up for "Hearing of Residents" must speak during the "Hearing of Residents" portion of the meeting. Councilmembers and members of City staff may not discuss unpasted items nor take any action thereon

other than to (1) make a statement of factual information, (2) make a statement of existing City policy, or (3) discuss placing the item on a future agenda. Persons speaking shall be subject to the time limits set forth in Section 12.2, unless otherwise authorized by the presiding officer.

ARTICLE 13. COUNCIL AND STAFF RELATIONS

13.1 City Manager to Provide Information. The City Manager is directly responsible for providing information to all the Councilmembers concerning any inquiries by a specific Councilmember. If the City Manager or his staff's time is being dominated or misdirected by a Councilmember, it is his responsibility to inform the Mayor or the Council as a whole.

13.2 City Manager's Responses to Requests. The City Manager is expected to respond in a timely manner to the Council and Councilmember's requests. When information is requested, the City Manager will estimate a reasonable time frame for collecting the requested information.

- (a) If the City Manager disagrees with the request, he should say so and explain his position.
- (b) If the City Manager disagrees with individual directives, he should initiate clarification of the Council's will with regard to the individual Councilmember's request.
- (c) The City Manager may delegate responsibility for the response as necessary and appropriate, but the City Manager will be responsible for its receipt by the Council in a timely manner.
- (d) The City Manager should maintain a checklist and timetable for requests and other directives of the Council.
- (e) All Councilmembers will be provided the same written information when any matter under consideration may be of general concern to the Council. There will be no preferential dissemination of information by the City Manager or his staff.

13.3 Directions to City Manager. During meetings of the Council, unless a vote is taken, a consensus of the Councilmembers present will be required to direct the City Manager to take any action.

13.4 City Manager's Duty to Inform. The City Manager is responsible for keeping the Council informed. The Council should be provided weekly reports outlining progress on outstanding issues as well as information on new issues and opportunities. Additionally, the Council should be informed of City news prior to release of such information to the community, newspaper(s), or other governmental entities, etc.

13.5 Customer Concerns. It is the responsibility of the City Manager to establish procedures for handling customer concerns in all departments with prompt feedback to citizens and Councilmembers.

13.6 City Manager/Council Relations. The City Manager should strive to maintain positive relations with the Council by following these guidelines:

- (a) Work to establish mutual trust with the Council.
- (b) Maintain open lines of communication with the Council and keep Council informed.
- (c) Inform all Councilmembers of educational opportunities, recognizing that an educated Council is in the City's best interest.
- (d) Include the Council in City-sponsored employee social events.
- (e) Conduct orientation sessions for new Councilmembers, including a tour of City buildings and introductions to staff.

* * *

Amended: November 14, 2023

CITY COUNCIL MEMORANDUM

City Council Meeting: November 14, 2023

Department: Planning & Community Development

Subject: Ordinance 23-S-24: Consider a request to rezone approximately 2.1 acres of land from Neighborhood Services District (NS) and Planned Development District (PDD) to Planned Development District (PDD), known as Guadalupe County Parcel ID 31970, 31971, 31972, 31973, 31980, 31981, 31982, 31983, generally located northwest of the intersection between Schertz Parkway and Wiederstein Road, City of Schertz, Guadalupe County, Texas. *Final Reading* (B.James/S.Haas)

BACKGROUND

The applicant is requesting to rezone approximately 2.1 acres of land from Neighborhood Services District (NS) and Planned Development District (PDD) to Planned Development District (PDD).

On September 15, 2023, five (5) public hearing notices were mailed to the surrounding property owners within a 200-foot boundary of the subject property. At the time of this staff report, two (2) responses in favor, zero (0) neutral, and zero (0) opposed have been received. A public hearing notice was published in the "San Antonio Express" on September 29, 2023.

GOAL

The goal is to rezone approximately 2.1 acres of land, generally located northwest of the intersection between Schertz Parkway and Wiederstein Road to a Planned Development District (PDD) known as Heritage Oaks II. This PDD will conform to the Heritage Oaks PDD development and design standards that were previously approved by Ordinance 21-S-15 on May 11, 2021.

The intent of the Heritage Oaks PDD is to develop the western portion of the Live Oak Hills Subdivision off of Schertz Parkway and Weiderstein Road. The existing Live Oak Hills Subdivision was platted and individual lots were sold in 1963 without the necessary infrastructure improvements, such as water lines, sewer lines, and roads, which left hundreds of lots to remain undeveloped. These undeveloped lots in Live Oak Hills collectively formed what is commonly referred to as a 'paper subdivision', or a subdivision that is recognizable on paper, but not in the real world. This situation poses numerous development challenges; from various land ownership parties to cost-prohibitive infrastructure requirements for individual lot development, 'paper subdivisions' can often remain vacant for decades, as is the situation with most of the Live Oak Hills Subdivision.

The Heritage Oaks PDD is designed to redevelop 45 acres of the existing Live Oak Hills subdivision plat along with an additional 21 acre tract into a 66 acre single-family residential subdivision.

The proposed Heritage Oaks II PDD will incorporate Lot 13 Block 41 of the original Live Oak Hills subdivision that was not in the original Ordinance 21-S-15; this lot has since been acquired by the Heritage Oaks developer. Per UDC section 21.5.10.B.4.(a) the applicant must rezone a minimum of 2 acres for a PDD.

Key features of Ord. 21-S-15 (Heritage Oaks):

Base Zoning: Single-Family Residential District (R-1)

Coving Plan: the Heritage Oaks PDD is designed through a coving plan. Contrary to traditional urban grid patterns, the coving plan is characterized by winding roads, extended block lengths, cul-de-sacs, and meandering setbacks that result in less impervious coverage.

Parkland, Open Space, and Trails: Enhanced open space, parkland dedication, and 10-foot & 30-foot concrete trails.

Landscaping and Tree Mitigation Features: 3 trees on each lot with a minimum of 15" inches caliper for the lot, and Preservation of 50% of Heritage Trees

The Heritage Oaks II PDD will in no way alter the design standards of the original Heritage Oaks PDD otherwise known as Ordinance 21-S-15.

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 Comprehensive Plan identifies the subject properties under the Single-Family Residential land use designation. Areas classified under the Single-Family Residential land use designation are intended to utilize a mix of residential uses, including detached single-family residential, as well as limited commercial development to support the daily activities of the development. The proposed zone change meets the goals and objectives of the Single-Family Residential future land use designation, and is therefore in conformance with the Comprehensive Land Use Plan.

Adding Block 41, Lot 13 will make the proposed subdivision more contiguous and more consistent. UDC Section 21.5.10.B.4.(a) stipulates that single-family Planned Development Districts must be a minimum of 2 acres. As a result, the applicant is rezoning the adjacent 2 acres around said lot to comply with the minimum acreage for a PDD established in the UDC.

RECOMMENDATION

Staff Recommendation:

Based on the compatibility with the Comprehensive Land Use Plan, surrounding uses, and by incorporating the additional property into the proposed Heritage Oaks Development, staff recommends approval of the proposed zone change of approximately 2.1 acres from Neighborhood Services District (NS) and Planned Development District (PDD) to Planned Development District (PDD) as proposed.

Planning and Zoning Commission Recommendation:

The Schertz Planning and Zoning Commission met on September 27, 2023, in which they held a public hearing on the item. The Planning and Zoning Commission made a recommendation of approval with a 7-0 vote.

City Council First Reading:

City Council voted unanimously to approve the request at the October 17, 2023 regular meeting.

Attachments

Ord 23 S 24 with exhibits

Aerial Exhibit

Public Hearing Notice Map

Public Hearing Responses

ORDINANCE NO. 23-S-24

AN ORDINANCE BY THE CITY COUNCIL OF THE CITY OF SCHERTZ, TEXAS AMENDING THE OFFICIAL ZONING MAP BY REZONING APPROXIMATELY 2.1 ACRES OF LAND FROM NEIGHBORHOOD SERVICES DISTRICT (NS) AND PLANNED DEVELOPMENT DISTRICT (PDD) TO PLANNED DEVELOPMENT DISTRICT (PDD), KNOWN AS GUADALUPE COUNTY PARCEL ID 31970, 31971, 31972, 31973, 31980, 31981, 31982, 31983, GENERALLY LOCATED NORTHWEST OF THE INTERSECTION BETWEEN SCHERTZ PARKWAY AND WIEDERSTEIN ROAD, CITY OF SCHERTZ, GUADALUPE COUNTY, TEXAS.

WHEREAS, an application to rezone approximately 2.1 acres of land from Neighborhood Services District (NS) and Planned Development District (PDD) to Planned Development District (PDD) located northwest of the intersection between Schertz Parkway and Wiederstein Road, and more specifically described in the Exhibit A 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 September 27, 2023, the Planning and Zoning Commission conducted a public hearing and, after considering the Criteria, made a recommendation to City Council to approve the requested rezoning Planned Development District (PDD) in accordance with the development standards set forth in Exhibit B attached herein; and

WHEREAS, on October 17, 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, is hereby zoned Planned Development District (PDD) as described in the attached Exhibit B.

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

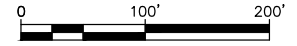
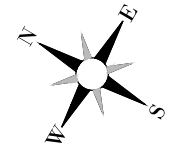
ATTEST:

Sheila Edmondson, City Secretary

(city seal)

Exhibit A
The Property

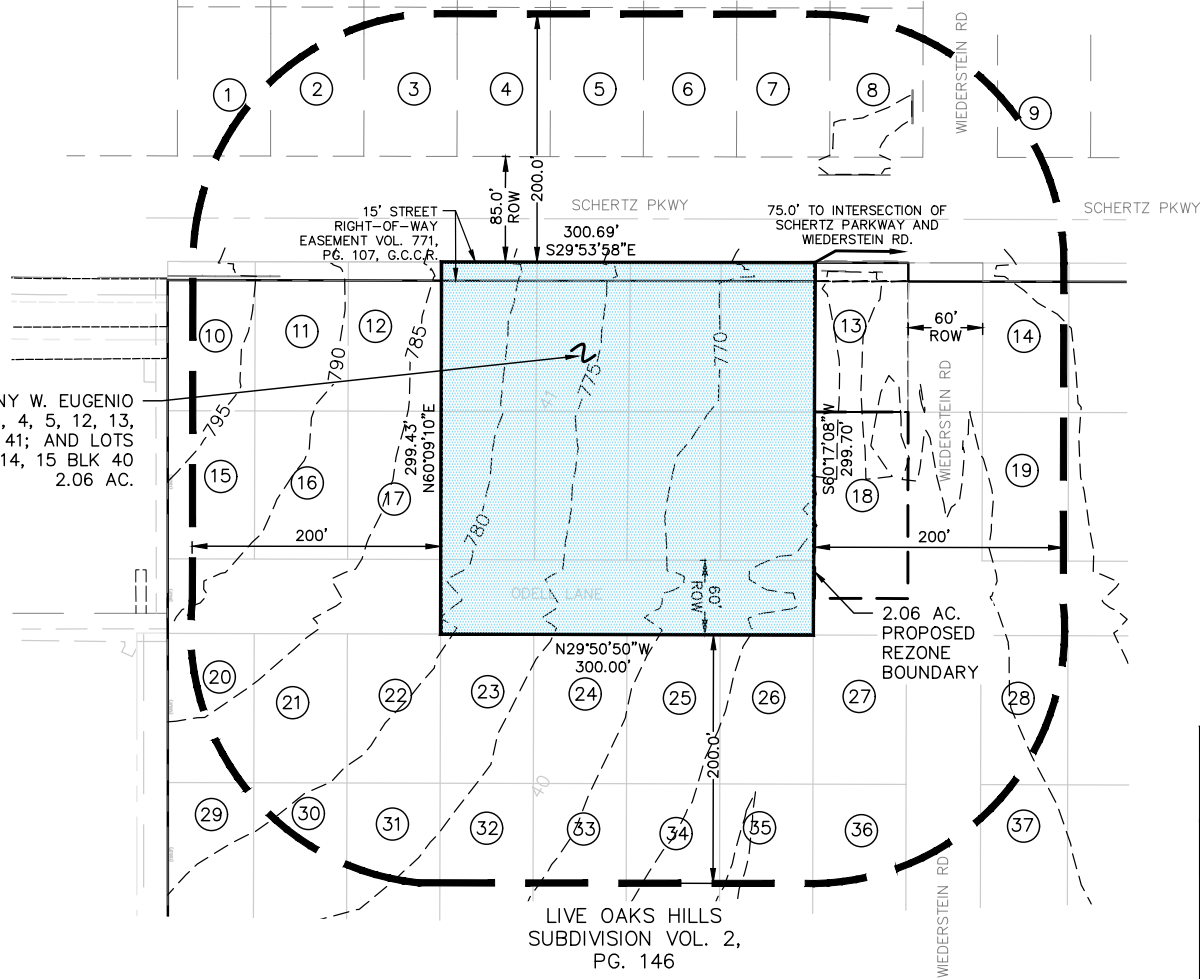
NOTE:
NO 100-YR FLOODPLAIN EXIST ON THE PROPERTY



SCALE: 1" = 100'

LIVE OAK HILL SUBDIVISION
(VOL. 2, PGS. 146-147, M.P.R.)
UNDEVELOPED
ZONED: NS

ANTHONY W. EUGENIO
LOTS 2, 3, 4, 5, 12, 13,
14, 15, BLK 41; AND LOTS
12, 13, 14, 15 BLK 40
2.06 AC.



Legend

- PROJECT BOUNDARY
- 200' NOTIFICATION BOUNDARY
- PDD
1 PLANNED DEVELOPMENT DISTRICT
- ADJACENT PROPERTY OWNERS

PDD - REZONING 2.06 AC.

Binkley & Barfield

DCCM

Binkley & Barfield, Inc.
TxEng F-257
190 S Seguin Ave
New Braunfels, TX 78130
830-606-3913
BinkleyBarfield.com

Exhibit B

Heritage Oaks II Planned Development District (PDD)



PLANNED DEVELOPMENT DISTRICT

HERITAGE OAKS II
SCHERTZ, TEXAS

May 15, 2023 (revised 7/19/23; 09/1523)

PLANNED DEVELOPMENT DISTRICT

HERITAGE OAKS II

Prepared By and For:

Anthony W. Eugenio

334 N Park Drive

San Antonio, TX 78216

(210) 826-9000

Date: May 15, 2023

(revised 7/19/23; 09/15/23)

TABLE OF CONTENTS

I.	PROPERTY	5
II.	AFFECTED UDC ARTICLES / SECTIONS	6
	A. ARTICLE 5. - ZONING DISTRICTS.....	6
	Sec. 21.5.7. - Dimensional and Development Standards	6
	B. ARTICLE 9. – SITE DESIGN STANDARDS	7
	Sec. 21.9.3. – Lots.....	7
	Sec. 21.9.7. – Landscaping	7
	Sec. 21.9.9. – Tree Preservation and Mitigation	7
III.	PLANNED DEVELOPMENT DISTRICT (PDD) AMENDMENTS	8

FIGURES

FIGURE 1.0: EXCERPT FROM LIVE OAK HILLS SUBDIVISION PLAT

EXHIBITS

EXHIBIT 1: PROPERTY DESCRIPTION

EXHIBIT 2: ZONING EXHIBIT

1) MAP

2) LIST- NEIGHBORS < 200'

HERITAGE OAKS II

A PLANNED DEVELOPMENT DISTRICT

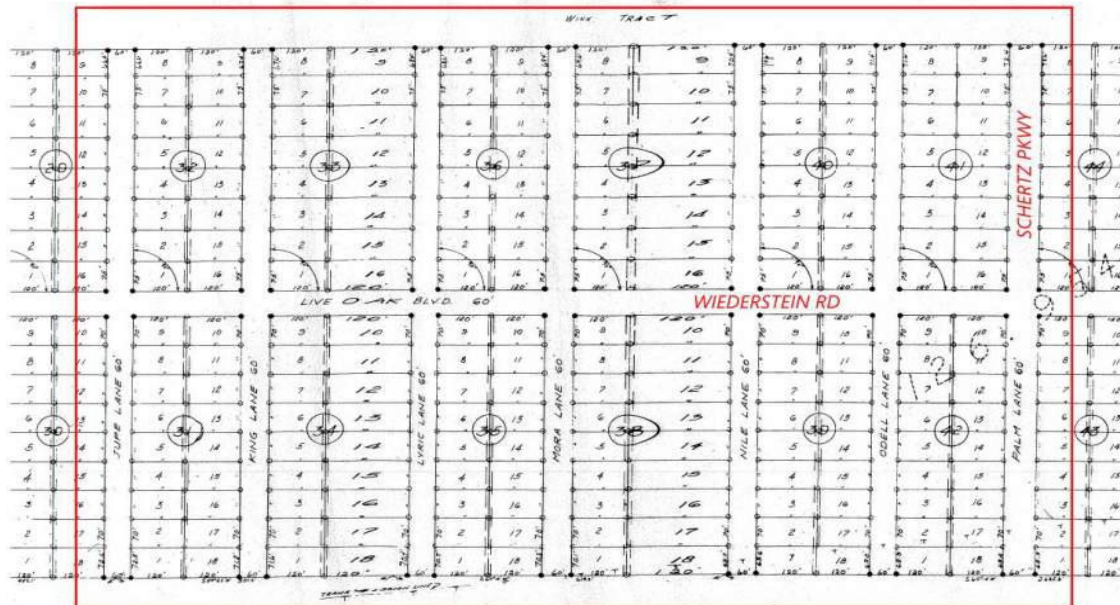
SCHERTZ, TEXAS

I. PROPERTY

The proposed rezoning of Lots 2, 3, 4, 5, 12, 13, 14, and 15, Block 41 and the portion of Lots 12, 13, 14, and 15, Block 40 located in the 60' ROW , Live Oak Hills Subdivision, City of Schertz, Guadalupe County, Texas (the “**Lots**”) from Neighborhood Services (NS) to PDD and PDD to PDD. If rezoned, the Lots will be the Heritage Oaks II PDD (“**Heritage II PDD**”) in conformance with the adjacent Heritage Oaks Neighborhood Planned Development District (the “**Heritage PDD**”) which is located 0.5 mile to the southeast of IH 35 off Schertz Parkway within the corporate limits of the City of Schertz. Refer to **Exhibit “1”** for the legal description of the Lots.

It is the intent of this PDD rezoning that this Lots rezoning be in conformance and comply with the provisions of the Heritage PDD approved May 11, 2021 as Ordinance No. 21-S-15. The rezoning of these Lots shall cause no modification to the Heritage PDD.

Figure 1: Excerpt from Live Oak Hills Subdivision Plat



Source: Live Oak Hills Subdivision; Vol. 2, Pg. 146-147, M.P.R.

Schertz Parkway, is located on the East side of the Lot, and the Heritage Oaks Neighborhood is zoned as the Heritage PDD and is on the North, West and South of the Lots.

Per the Federal Emergency Management Agency (FEMA) Flood Insurance Rate Map (FIRM), No. 48187C0210F, Effective Date November 2, 2007, none of the Lots is located within an area which is identified by FEMA as a special flood hazard area subject to inundation by the 1% annual chance flood (100-year flood) with Base Flood Elevations (BFEs) determined.

II. AFFECTED UDC ARTICLES/SECTIONS

A Planned Development District (PDD) allows for flexibility in planning, design and development standards while complying with the intent of the Unified Development Code (UDC). The article and section amendments proposed with the PDD for the Lots are as follows:

A. ARTICLE 5. – ZONING DISTRICTS

Sec. 21.5.7. – Dimensional and Development Standards

The Lots are presently zoned Neighborhood Services (NS) and PDD. Proposed with the PDD for Heritage Oaks II is a base zoning Single-Family Residential District-1 (R-1). The Lots are to be an absolute minimum of 6,000 square feet, variable width, 120 feet minimum depth (at the midplane of the lot) with minimum front and side yard setbacks of 20 feet and 5 feet, respectively. No permanent structures or heating, ventilation, and air conditioning equipment will be allowed in side yards less than 10 feet. Side yard fencing between homes shall be limited to no more than 20 feet from the rear corner of the home.

Minimum lot size and dimensions, maximum density, as well as maximum impervious cover proposed for the Lot with Heritage II PDD are a Planned Development District with a base zoning Single-Family Residential District -1 (R-1) are provided with **Table 1**.

Table 1 – The Lot for Heritage Oaks II, a Planned Development District (PDD)

Zoning District	Minimum Lot Size/Dimensions			Minimum Yard Setback				Maximum Density		Misc	
	Area Sq Ft	Width Ft	Depth Ft	Front Ft	Side Ft	Rear Ft	Minimum Off-Street Parking Spaces	Lots	Lots Per Acre	Max Height Ft	Max Imperv Cover
Planned Development District (PDD)	6,000	50	120**	20	5*	20	2	215	3.25	35	50%

*Rectangular shaped lots shall have minimum 6-foot side yard setback.

* Corner lot shall have minimum 10-foot side yard setback from street right-of-way.

**Minimum depth shall be taken at the midplane of the lot

B. ARTICLE 9 – SITE DESIGN STANDARDS

Sec. 21.9.3. – Lots

Large non-uniform lots with variable frontage and setbacks are proposed with Heritage Oaks II. Lot sizes and dimensions, as well as setbacks, shall be shown on all plats and shall conform to the minimum requirements recognized in the Dimension and Development Standards of this PDD. In addition, the following modified requirements to UDC Sec. 21.9.3 will apply:

- I. Lot lines are not required to be perpendicular to the local streets within Heritage Oaks
- II. The larger non-uniform lots, characteristic of a coving subdivision, provide more open space and tree preservation.

Sec. 21.9.7. – Landscaping

E.3.a Every single-family dwelling shall have a minimum of three shade trees with at least one in the front yard and one in the back yard. Each single family dwelling shall have a minimum of fifteen inches (15”) DBH of shade trees on the entire lot, including existing trees.

Sec. 21.9.9. – Tree Preservation and Mitigation

Trees with a 24" DBH (diameter at breast height-4 ½ feet above existing ground level) are designated "**Heritage Trees**".

Trees with an 8" DBH (diameter at breast height-4 ½ feet above existing ground level) are designated "**Protected Trees**".

C. Tree Preservation

1. Single Family Residential Development:

- a. Heritage Trees. A minimum of fifty percent (50%) of the total Heritage Trees in Heritage Oaks II must be preserved.
 - i. Exemptions. Heritage Trees located within proposed right-of-way, utility easements, and drainage right-of-way/easements shall be exempt from the 50% tree save requirement.

- b. Protected Trees. No Protected Trees in Heritage Oaks II must be preserved, however any preserved shall be credited toward the minimum builder requirement of 15” DBH.

D. Tree Mitigation. There are no tree mitigation requirements for Protected and Heritage Class Trees in Heritage Oaks II.

III. PLANNED DEVELOPMENT DISTRICT (PDD) AMENDMENTS

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 resubmitted 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.

EXHIBITS

EXHIBIT 1

PROPERTY DESCRIPTION

Lots 2, 3, 4, 5, 12, 13, 14, and 15, Block 41 and the portion of Lots 12, 13, 14, and 15, Block 40 located in the 60' ROW , Live Oak Hills Subdivision, City of Schertz, Guadalupe County, Texas, according to a Plat thereof recorded in Volume 2, Pages 146-147, Map and Plat Records, Guadalupe County, Texas

EXHIBIT 2

ZONING EXHIBIT

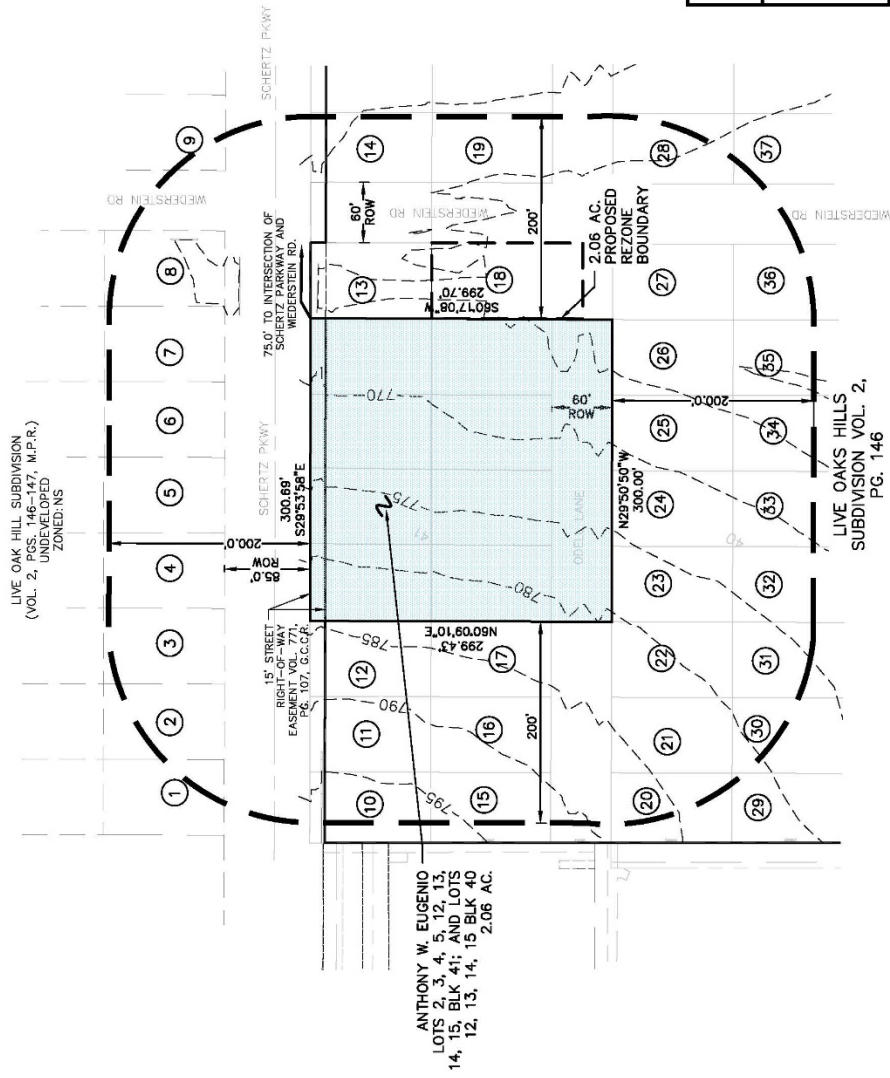
- 1) 200' zoning exhibit
- 2) List of Neighbors within 200'



Legend

- PROJECT BOUNDARY
- - - 200' NOTIFICATION BOUNDARY
- - - PLANNED DEVELOPMENT DISTRICT
- ① ADJACENT PROPERTY OWNERS

NOTE:
NO 100-YR FLOODPLAIN EXIST ON THE PROPERTY



PDD - REZONING 2.06 AC.

Binkley & Barfield
 Binkley & Barfield, Inc.
 1409 F-257 Ave
 New Braunfels, TX 78130
 830-606-3913
 BinkleyBarfield.com

DCCM

DRAWN BY: BOM
 CHECKED BY: JM
 DATE: 2023
 JOB NO.: 2108.13

PAGE: 1 OF 4

LIVE OAKS HILLS
 SUBDIVISION VOL. 2,
 PG. 146

ANTHONY W. EUGENIO
 LOTS 2, 3, 4, 5, 12, 13,
 14, 15, BLK 41, AND LOTS
 12, 13, 14, 15, BLK 40
 2.06 AC.

PROPERTY OWNERS

- ② SCHAEFER NANCY NON GST EXEMPT TRUST FBO JANE SCHAEFER, STEVE PRESLEY--TRUSTEE
 334 N. PARK DRIVE, SAN ANTONIO TX 78216
 PROPERTY ID: 32027
 LIVE OAK HILL SUBDIVISION (VOL. 2, PGS. 146-147, M.P.R.)
 UNDEVELOPED; ZONED: NS
- ③ SCHAEFER NANCY NON GST EXEMPT TRUST FBO JANE SCHAEFER, STEVE PRESLEY--TRUSTEE
 334 N. PARK DRIVE, SAN ANTONIO TX 78216
 PROPERTY ID: 32026
 LIVE OAK HILL SUBDIVISION (VOL. 2, PGS. 146-147, M.P.R.)
 UNDEVELOPED; ZONED: NS
- ④ CITY OF SCHERTZ
 1400 SCHERTZ PKWY SCHERTZ, TX 78154
 PROPERTY ID: 32025
 LIVE OAK HILL SUBDIVISION (VOL. 2, PGS. 146-147, M.P.R.)
 UNDEVELOPED; ZONED: NS
- ⑤ CITY OF SCHERTZ
 1400 SCHERTZ PKWY SCHERTZ, TX 78154
 PROPERTY ID: 32024
 LIVE OAK HILL SUBDIVISION (VOL. 2, PGS. 146-147, M.P.R.)
 UNDEVELOPED; ZONED: NS
- ⑥ HERNANDEZ JESUS LOPEZ & DORIS REBECCA PRATHER
 814 CIBOLO TRAIL UNIVERSAL CITY TX 78148
 PROPERTY ID: 32023
 LIVE OAK HILL SUBDIVISION (VOL. 2, PGS. 146-147, M.P.R.)
 UNDEVELOPED; ZONED: NS
- ⑦ SCHAEFER NANCY NON GST EXEMPT TRUST FBO JANE SCHAEFER, STEVE PRESLEY--TRUSTEE
 334 N. PARK DRIVE, SAN ANTONIO TX 78216
 PROPERTY ID: 32022
 LIVE OAK HILL SUBDIVISION (VOL. 2, PGS. 146-147, M.P.R.)
 UNDEVELOPED; ZONED: NS
- ⑧ CITY OF SCHERTZ
 1400 SCHERTZ PKWY SCHERTZ, TX 78154
 PROPERTY ID: 32021
 LIVE OAK HILL SUBDIVISION (VOL. 2, PGS. 146-147, M.P.R.)
 UNDEVELOPED; ZONED: NS
- ⑱ CITY OF SCHERTZ
 1400 SCHERTZ PKWY SCHERTZ, TX 78154
 PROPERTY ID: 31969
 LIVE OAK HILL SUBDIVISION (VOL. 776, PG. 948)
 UNDEVELOPED; ZONED: NS
- ⑬ EUGENIO ANTHONY W
 334 N. PARK DRIVE, SAN ANTONIO TX 78216
 PROPERTY ID: 31984
 LIVE OAK HILL SUBDIVISION (VOL. 2997, PG. 0588)
 UNDEVELOPED; ZONED: PDD

PDD - REZONING 2.06 AC.



Binkley & Barfield, Inc.
 TxEng F-257
 190 S Seguin Ave
 New Braunfels, TX 78130
 830-606-3913
 BinkleyBarfield.com

DRAWN BY: BGM
 CHECKED BY: JM

DATE: 2023
 JOB NO.: 2106.13

PROPERTY OWNERS

11
24
14
34
 EUGENIO ANTHONY W
 334 N. PARK DRIVE, SAN ANTONIO TX 78216
 PROPERTY ID: 31965, 31971, 31972, 31973, 31978, 31980, 31983, 31994, 31955
37
 LIVE OAK HILL SUBDIVISION (VOL. 1719, PG. 0732)
 UNDEVELOPED; ZONED: PDD

12
 EUGENIO ANTHONY W
 334 N. PARK DRIVE, SAN ANTONIO TX 78216
 PROPERTY ID: 31979
 LIVE OAK HILL SUBDIVISION (VOL. 3141, PG. 0502)
 UNDEVELOPED; ZONED: PDD

16
17
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32
 EUGENIO ANTHONY W
 334 N. PARK DRIVE, SAN ANTONIO TX 78216
 PROPERTY ID: 31964, 31967, 31974, 39175, 31961, 31962, 31960, 31959, 31957, 31956,
 31954, 31968, 31944
 LIVE OAK HILL SUBDIVISION (VOL. 1719, PG. 0734)
 UNDEVELOPED; ZONED: PDD
28

25
 EUGENIO ANTHONY W
 334 N. PARK DRIVE, SAN ANTONIO TX 78216
 PROPERTY ID: 31966
 LIVE OAK HILL SUBDIVISION (DOC.#2015012203)
 UNDEVELOPED; ZONED: PDD

22
 EUGENIO ANTHONY W
 334 N. PARK DRIVE, SAN ANTONIO TX 78216
 PROPERTY ID: 31963
 LIVE OAK HILL SUBDIVISION (VOL. 3027, PG. 0574)
 UNDEVELOPED; ZONED: PDD

1
 CITY OF SCHERTZ
 1400 SCHERTZ PKWY SCHERTZ, TX 78154
 PROPERTY ID: 32028
 LIVE OAK HILL SUBDIVISION, DOC#202399003490
 UNDEVELOPED; ZONED: NS

9
 SCHAEFER NANCY NON GST EXEMPT TRUST FBO JANE SCHAEFER
 STEVE PRESLEY-TRUSTEE
 334 N. PARK DRIVE, SAN ANTONIO TX 78216
 PROPERTY ID: 32011
 LIVE OAK HILL SUBDIVISION, DOC#201899007549
 UNDEVELOPED; ZONED: NS

PDD - REZONING 2.06 AC.



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 TxEng F-257
 190 S Seguin Ave
 New Braunfels, TX 78130
 830-606-3913
 BinkleyBarfield.com

DRAWN BY: BGM

DATE: 2023

CHECKED BY: JM

JOB NO.: 2106.13

PROPERTY OWNERS

- ①9 EUGENIO ANTHONY W
334 N. PARK DRIVE, SAN ANTONIO TX 78216
PROPERTY ID: 31993
LIVE OAK HILL SUBDIVISION (VOL. 2749, PG. 0283)
UNDEVELOPED; ZONED: PDD

- ⑩ EUGENIO ANTHONY W
334 N. PARK DRIVE, SAN ANTONIO TX 78216
PROPERTY ID: 31977
LIVE OAK HILL SUBDIVISION (VOL. 3157, PG. 0384)
UNDEVELOPED; ZONED: PDD

- ⑮ EUGENIO ANTHONY W
334 N. PARK DRIVE, SAN ANTONIO TX 78216
PROPERTY ID: 31976
LIVE OAK HILL SUBDIVISION (VOL. 4075, PG. 0490)
UNDEVELOPED; ZONED: PDD

- ③1 EUGENIO ANTHONY W
334 N. PARK DRIVE, SAN ANTONIO TX 78216
PROPERTY ID: 31958
LIVE OAK HILL SUBDIVISION (VOL. 4163, PG. 0398)
UNDEVELOPED; ZONED: PDD

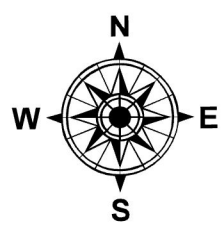
- ③6 EUGENIO ANTHONY W
334 N. PARK DRIVE, SAN ANTONIO TX 78216
PROPERTY ID: 31953
LIVE OAK HILL SUBDIVISION
UNDEVELOPED; ZONED: PDD

PDD - REZONING 2.06 AC.

Binkley & Barfield

DCCM

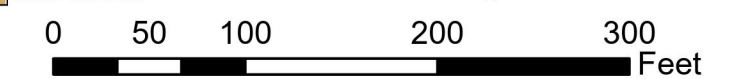
Binkley & Barfield, Inc.
TxEng F-257
190 S Seguin Ave
New Braunfels, TX 78130
830-606-3913
BinkleyBarfield.com



SCHERTZ
COMMUNITY • SERVICE • OPPORTUNITY

HERITAGE OAKS
(PLPDD20230127)


<ul style="list-style-type: none"> Highways Major Roads Minor Roads 	<ul style="list-style-type: none"> Freeway Principal Arterial Planned Principal Arterial Secondary Arterial Planned Secondary Arterial Secondary Rural Arterial 	<ul style="list-style-type: none"> Planned Secondary Rural Arterial Residential Collector Planned Residential Collector Planned Commercial Collector B Commercial Collector A Planned Commercial Collector A 	<ul style="list-style-type: none"> 1" 2" 3" 4" 6" 8" 10" 12" 16" 18" 20" 24" 30" 36" Unknown 	<ul style="list-style-type: none"> Schertz Gravity Schertz Pressure Neighboring Gravity Private Pressure 	<ul style="list-style-type: none"> Hydrant Manholes CCMA Lift Station Private Lift Station Schertz Lift Station CCMA Treatment Plant Schertz Treatment Plant Project Boundary County Boundaries Schertz Municipal Boundary ETJ
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City of Schertz

HERITAGE OAKS (PLPDD20230127)

 Project Area
 200' Buffer

 City Limit Boundary



rec 9/18/23

NOTICE OF PUBLIC HEARING

September 15, 2023

Dear Property Owner,

The Schertz Planning and Zoning Commission will conduct a public hearing on Wednesday, September 27, 2023 at 6:30 p.m. located at the Municipal Complex Council Chambers, 1400 Schertz Parkway, Building #4, Schertz, Texas to consider and make a recommendation on the following item:

PLPDD20230127 - A request to rezone approximately 2 acres of land from Neighborhood Services District (NS) and Planned Development District (PDD) to Planned Development District (PDD), known as Guadalupe County Parcel ID 31970, 31971, 31972, 31973, 31980, 31981, 31982, 31983, generally located northwest of the intersection between Schertz Parkway and Wiederstein Road, 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 Samuel Haas, Senior Planner, 1400 Schertz Parkway, Schertz, Texas 78154, or by e-mail: planning@schertz.com. If you have any questions, please feel free to call Samuel Haas, Senior Planner at (210) 619-1783.

Sincerely,

[Handwritten signature of Samuel Haas]

Samuel Haas
Senior Planner

Reply Form

I am in favor of [checked] opposed to [] neutral to [] the request for PLPDD20230127

COMMENTS: Schaefer, Nancy Non Est Exempt Trust FBO Jane Schaefer

NAME: Jane Schaefer SIGNATURE Jane Schaefer
(PLEASE PRINT)

STREET ADDRESS: 334 N. Park Drive, San Antonio, TX 78216

DATE: 9/19/2023 (See attached list)

*See all
James lts*

PROPERTY OWNERS

✗

② SCHAEFER NANCY NON GST EXEMPT TRUST FBO JANE SCHAEFER, STEVE PRESLEY-TRUSTEE
334 N. PARK DRIVE, SAN ANTONIO TX 78216
PROPERTY ID: 32027
LIVE OAK HILL SUBDIVISION (VOL. 2, PGS. 146-147, M.P.R.)
UNDEVELOPED; ZONED: NS

✗

③ SCHAEFER NANCY NON GST EXEMPT TRUST FBO JANE SCHAEFER, STEVE PRESLEY-TRUSTEE
334 N. PARK DRIVE, SAN ANTONIO TX 78216
PROPERTY ID: 32026
LIVE OAK HILL SUBDIVISION (VOL. 2, PGS. 146-147, M.P.R.)
UNDEVELOPED; ZONED: NS

④ CITY OF SCHERTZ
1400 SCHERTZ PKWY SCHERTZ, TX 78154
PROPERTY ID: 32025
LIVE OAK HILL SUBDIVISION (VOL. 2, PGS. 146-147, M.P.R.)
UNDEVELOPED; ZONED: NS

⑤ CITY OF SCHERTZ
1400 SCHERTZ PKWY SCHERTZ, TX 78154
PROPERTY ID: 32024
LIVE OAK HILL SUBDIVISION (VOL. 2, PGS. 146-147, M.P.R.)
UNDEVELOPED; ZONED: NS

⑥ HERNANDEZ JESUS LOPEZ & DORIS REBECCA PRATHER
814 CIBOLO TRAIL UNIVERSAL CITY TX 78148
PROPERTY ID: 32023
LIVE OAK HILL SUBDIVISION (VOL. 2, PGS. 146-147, M.P.R.)
UNDEVELOPED; ZONED: NS

✗

⑦ SCHAEFER NANCY NON GST EXEMPT TRUST FBO JANE SCHAEFER, STEVE PRESLEY-TRUSTEE
334 N. PARK DRIVE, SAN ANTONIO TX 78216
PROPERTY ID: 32022
LIVE OAK HILL SUBDIVISION (VOL. 2, PGS. 146-147, M.P.R.)
UNDEVELOPED; ZONED: NS

⑧ CITY OF SCHERTZ
1400 SCHERTZ PKWY SCHERTZ, TX 78154
PROPERTY ID: 32021
LIVE OAK HILL SUBDIVISION (VOL. 2, PGS. 146-147, M.P.R.)
UNDEVELOPED; ZONED: NS

⑱ CITY OF SCHERTZ
1400 SCHERTZ PKWY SCHERTZ, TX 78154
PROPERTY ID: 31969
LIVE OAK HILL SUBDIVISION (VOL. 776, PG. 948)
UNDEVELOPED; ZONED: NS

⑬ EUGENIO ANTHONY W
334 N. PARK DRIVE, SAN ANTONIO TX 78216
PROPERTY ID: 31984
LIVE OAK HILL SUBDIVISION (VOL. 2997, PG. 0588)
UNDEVELOPED; ZONED: PDD

PDD - REZONING 2.06 AC.

Binkley & Barfield

DCCM

Binkley & Barfield, Inc.
TxEng F-257
190 S Seguin Ave
New Braunfels, TX 78130
830-606-3913
BinkleyBarfield.com

P:\Engineering\2021\2106\13\PHASE 1\DWGS\Z_ Rezoning-Exhibit_01 - 2106.13.dwg
9/14/2023 7:58 AM

Samuel Haas

From: Steve Presley <txpharmacy@gmail.com>
Sent: Tuesday, September 19, 2023 2:21 PM
To: Melissa Mahula
Cc: planning@schertz.com; Jane Schaefer Eugenio; Tony Eugenio
Subject: Re: Notice of Public Hearing 09.27.23 reply form signed by Jane Schaefer 09.19.23
Attachments: image003.jpg

As Trustee of the Nancy Schaefer Exempt Trust, I am in favor of the zoning change as presented by Jane Schaefer Eugenio. Thank you, Steve Presley, Trustee
903-731-3007 cell

On Tue, Sep 19, 2023 at 1:14 PM Melissa Mahula <mmahula@presidio-sa.com> wrote:

To Planning Department (City of Schertz),

Please find attached Notice of Public Hearing 09.27.23 reply form signed by Jane Schaefer 09.19.23.

Steve, please reply all to this email “that you are in favor”, too for the PDD zoning change – since you are the trustee of the Nancy Schaefer Non GST Trust FBO Jane Schaefer, Steve Presley – Trustee. Jane has already signed.

Thanks, Melissa

PLEASE NOTE OUR NEW OFFICE ADDRESS EFFECTIVE 4/20/23

Melissa Mahula, Office Manager

and Licensed Sales Agent

Presidio Group, LLC

334 N. Park Drive

San Antonio, Texas 78216

ORDINANCE NO. 21-S-15

AN ORDINANCE BY THE CITY COUNCIL OF THE CITY OF SCHERTZ, TEXAS AMENDING THE OFFICIAL ZONING MAP BY REZONING APPROXIMATELY 66 ACRES OF LAND TO PLANNED DEVELOPMENT DISTRICT (PDD), GENERALLY LOCATED SOUTHWEST OF THE INTERSECTION BETWEEN SCHERTZ PARKWAY AND WIEDERSTEIN ROAD, CITY OF SCHERTZ, GUADALUPE COUNTY, TEXAS.

WHEREAS, an application to rezone approximately 66 acres of land generally located southwest of the intersection between Schertz Parkway and Wiederstein 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 April 14, 2021, the Planning and Zoning Commission conducted a public hearing and, after considering the Criteria, made a recommendation to City Council to disapprove the requested rezoning according to the development standards set forth in Exhibit C attached herein (the “Development Standards”); and

WHEREAS, on May 4, 2021, 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.

**BE IT ORDAINED 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 Exhibit B, is hereby zoned Planned Development District (PDD)

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.

Approved on first reading the 4th day of May, 2021.

PASSED, APPROVED AND ADOPTED on final reading the 11th day of May, 2021.



Ralph Gutierrez, Mayor

ATTEST:



Brenda Dennis, City Secretary

(SEAL OF THE CITY)



Westwood

County of Guadalupe
State of Texas

66.162 acres

Heritage Oaks
May 8, 2020

METES AND BOUNDS DESCRIPTION of a 66.162 acre tract of land situated in the Toribio Herrera Survey No. 68, Abstract No. 153, City of Schertz, Guadalupe County, Texas and being all of the following lands:

45.952 acres being Lots 10-18, Block 31, Lots 9-16, Block 32, Lots 1-17, Block 34, all of Blocks 35-38, Lots 1-17, Block 39, all of Block 40, Lots 2-8, and the remaining portions of 9-12 and 14-16, Block 41, and Lots 2-9, and the remaining portions of 10-16, Block 42 and the proposed vacated right-of-ways platted as King Lane, Lyric Lane, Mora Lane, Nile Lane, Odell Lane and that 1,607 foot section of Live Oak Blvd contained herein and as shown by plat of Live Oak Hills Subdivision recorded in Volume 2, Pages 146-147, Guadalupe County Plat Records,

AND, 20.210 acres out of the remaining portion of a 23.811 acre tract described by warranty deed recorded in Volume 2142, Page 582, Guadalupe County Official Public Records;

In all, said 66.162 acre tract being more particularly described as follows:

BEGINNING at a ½" iron rod found on the southwest line of Schertz Parkway (a 86' width right of way) recorded in Volume 5, Page 73B, Guadalupe County Plat Records at the common southeast corner of Lot 4, Block 2, as shown by plat of Legacy at Forest Ridge Subdivision recorded in Volume 8, Pages 428, said Plat Records and the north corner of the remaining portion of said Lot 9, Block 41 and the north corner and **POINT OF BEGINNING** of the herein described tract of land;

THENCE, along the southwest line of said Schertz Pkwy, South 29° 53' 42" East, 297.30 feet to a ½" iron rod set (WESTWOOD),

THENCE, departing the southwest line of Schertz Pkwy and circumnavigating Lot 13, Block 41 of said Live Oak Hills, the following courses:

South 60° 21' 20" West, 105.00 feet to a ½" iron rod set (WESTWOOD),
South 29° 53' 42" East, 75.00 feet a ½" iron rod set (WESTWOOD), and
North 60° 21' 20" East, 105.00 feet a ½" iron rod set (WESTWOOD) returning to the southwest line of said Schertz Pkwy;

THENCE, South 29° 53' 42" West, at 223.81 feet pass the north corner of the vacating portion of said Live Oak Blvd., at 283.81 feet pass the east corner of the same, in all, a total of 773.77 feet to a ½" iron rod set (WESTWOOD) at the north corner of the remaining portion of Lot 17, Block 42 of said Live Oak Hills, for the southeast corner of the herein and described tract of land;

THENCE, departing southwest line of Schertz Pkwy and across said Live Oak Hills and along the north and west lines of said Lot 17, South 60° 32' 29" West, 107.04 feet to a ½" iron rod set

Westwood

(WESTWOOD), South 29° 48' 49" West, 70.00 feet to a ½" iron rod found (CEC) at the north corner of Lot 1, Block 42;

THENCE, continuing across said Live Oak Hills, South 60° 08' 07" West, at 120.02 feet passing a ½" iron rod (CEC), at 180.02 feet pass a ½" iron rod found (CEC), in all, a total distance of 300.27 feet to a ½" iron rod set (WESTWOOD) at the west corner of Lot 18, Block 39 of said Live Oak Hills and South 29° 48' 49" East, 69.67 feet to a ½" iron rod set (WESTWOOD) on the common northwest line of Carolina Crossing Subdivision Unit 8 recorded in Volume 6, Page 219, said Plat Records and the south line of said Live Oak Hills for a corner of the herein described tract of land;

THENCE, South 60° 04' 52" West, 120.05 feet passing a ½" iron rod, in all, a total distance of 179.91 feet to a ½" iron rod found and South 60° 00' 52" West, 5.16 feet to a ½" iron rod set (WESTWOOD) at the common northwest corner of said Carolina Crossing Unit 8, the north corner of said 23.811 acre tract and a reentrant corner of the herein described tract of land;

THENCE, along the southwest line of said Unit 8, the northeast line of said 23.811 acre tract, South 30° 01' 02" East, 1172.99 feet to a ½" iron rod found (CEC) on the northwest line of Carolina Crossing Subdivision Unit 7 recorded in Volume 6, Page 219, said Plat Records at the common south corner of said Carolina Crossing Unit 8 and the southeast corner of said 23.811 acre tract and the herein described tract of land;

THENCE, along the common northwest line of said Carolina Crossing Unit 7, the southeast line of said 23.811 acre tract, the following courses:

South 60° 01' 14" West, 232.61 feet to a ½" iron rod set (WESTWOOD),
South 59° 56' 11" West, 464.59 feet to ½" iron rod set (WESTWOOD), and
South 58° 45' 36" West, 53.53 feet to ½" iron rod found (CEC) for the common west corner of said Carolina Crossing Unit 7 and the northeast corner of Unit 1 P.U.D., Kensington Ranch Estates Subdivision recorded in Volume 8, Page 2 Guadalupe County Official Public Records, for a southeast corner of the herein described tract,

THENCE, continuing with the southeast line of said 23.811 acre tract and along the common northwest line said Kensington Ranch Estates, South 59° 50' 40" West, 175.30 feet to ½" iron rod set (WESTWOOD) at the east corner of 1.192 acre tract conveyed unto the City of Schertz by warranty deed recorded in Volume 2742, Page 269, said Official Public Records, for the south corner of the herein described tract of land;

THENCE, along the northeast line said 1.192 acre tract, and across the 23.811 acre tract, North 73° 37' 50" West, 207.43 feet to a ½" iron rod found at the beginning of a non-tangent curve to the right;

THENCE, along the arc of said curve with an arc length of 159.85 feet, a radius 275.52 feet, a delta of 33° 14' 33", and a chord bearing and distance of South 57° 00' 34" East, 157.62 feet to a ½" iron rod set at common north corner of said 1.192 acre tract and an east corner of those City of Schertz tracts recorded in Volume 2708, Page 726, said Official Public Records, for a west corner of the herein described tract of land;

THENCE, North 22° 29' 23" West, 385.88 feet to ½" iron rod set (WESTWOOD) at the south corner of a 9.167 acre tract conveyed unto Guadalupe Valley Electric Cooperative recorded in

Westwood

Volume 1145, Page 543, said Official Public Records, for a west corner of the herein described tract of land;

THENCE, along the common lines of said 9.167 acre tract and said 23.811 acre tract, North 59° 51' 25" East, 795.12 feet to a ½" iron rod set (WESTWOOD), and North 30° 04' 31" West, 500.00 feet to a ½" iron rod found on the southeast line of said Live Oak Hills coincident with the common northeast corner of said 9.167 acre tract for a reentrant corner of the herein described tract of land;

THENCE, along the northwest line of said 9.167 acre tract, South 60° 00' 52" West, 299.69 feet to a ½" iron rod found (CEC), at the east corner of Lot 18, Block 34 of said Live Oak Hills;

THENCE, circumnavigating said Lot 18, of same Block, the following courses:

North 29° 49' 32" West, 71.80 feet to a ½" iron rod set (WESTWOOD),
South 59° 57' 05" West, 120.00 feet to a ½" iron rod set (WESTWOOD), and
South 30° 14' 08" East, 72.11 feet to a ½" iron rod set (WESTWOOD) returning to the northwest line of said 9.167 acre tract for a corner of the herein described tract of land;

THENCE, South 59° 45' 52" West, 300.51 feet to a ½" iron rod set (WESTWOOD) on the east line of said City of Schertz tract for a west corner of the herein described tract of land;

THENCE, across said Block 31, North 29° 50' 00" West, 633.07 feet passing a ½" iron rod found, in all, for a total distance of 1284.52 feet to a ½" iron rod set (WESTWOOD) on the southeast line of Lot 1, Block 1, Chelsea Mixed-Use Subdivision recorded in Volume 7, Pages 530-531, said Plat Records for the west corner of the herein described tract of land;

THENCE, North 59° 58' 25" East, at 961.45 feet pass a ½" iron rod at the southwest corner of Lot 6, Block 2, Legacy at Forest Ridge recorded in Volume 8, Page 428, said Plat Records, in all, a total of 1,606.37 feet to the **POINT OF BEGINNING**.

Containing in all, 2,882,049 square feet, or 66.162 acres of land, more or less.

The above description and area specifically excludes Lot 1, Block 41, said Live Oak Hills Subdivision, said Lot 1 being more particularly described as follows:

COMMENCING at a ½" iron rod found on the southwest line of said Schertz Parkway at the common southeast corner of said Lot 4, Block 2, Legacy at Forest Ridge Subdivision, and the north corner of said remaining portion of said Lot 9, Block 41;

THENCE, along the southwest line of said Schertz Pkwy, South 29° 53' 42" East, at 297.30 feet passing the north corner of said Lot 13, Block 41, at 372.30 feet the east corner of the same, and continuing in all a total distance of 596.11 feet to the intersection of the southwest line of Schertz Pkwy and the northwest line of said Live Oak Blvd.;

THENCE, along the northwest line of said Live Oak Blvd., South 60° 08' 45" West, 105.00 feet to the east corner and **POINT OF BEGINNING** of the herein described tract of land;

THENCE, continuing along the northwest line of said Live Oak Blvd., South 60° 08' 45" West, 120.00 feet to the intersection of the northwest line of said Live Oak Blvd. and the northeast

Westwood

line of Odell Lane, a 60-foot right-of-way, proposed to be vacated, as shown by plat of said Live Oak Hills Subdivision;

THENCE, along the northeast line of said Odell Lane, North 29° 53' 42" West, 75.00 feet to the west corner of the herein described tract of land;

THENCE, departing the right-of-way of said Odell Lane, North 60° 08' 45" East, 120.00 feet to the north corner of the herein described tract of land;

THENCE, South 29° 53' 42" East, 75.00 feet to the **POINT OF BEGINNING**.

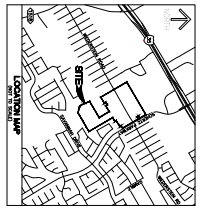
Containing in all, 9,005 square feet, or 0.207 acres of land, more or less.

Bearings are based on Texas State Plane coordinates for the South Central Zone, 4204 (NAD83, 2011 adjustment).

This metes and bounds description of a 66.162 acre tract is for zoning and planning purposes only. This document of project number, 24313.00 and date, May 8, 2020, was prepared by Westwood Professional Services and shall not be used for conveyance nor construction purposes.



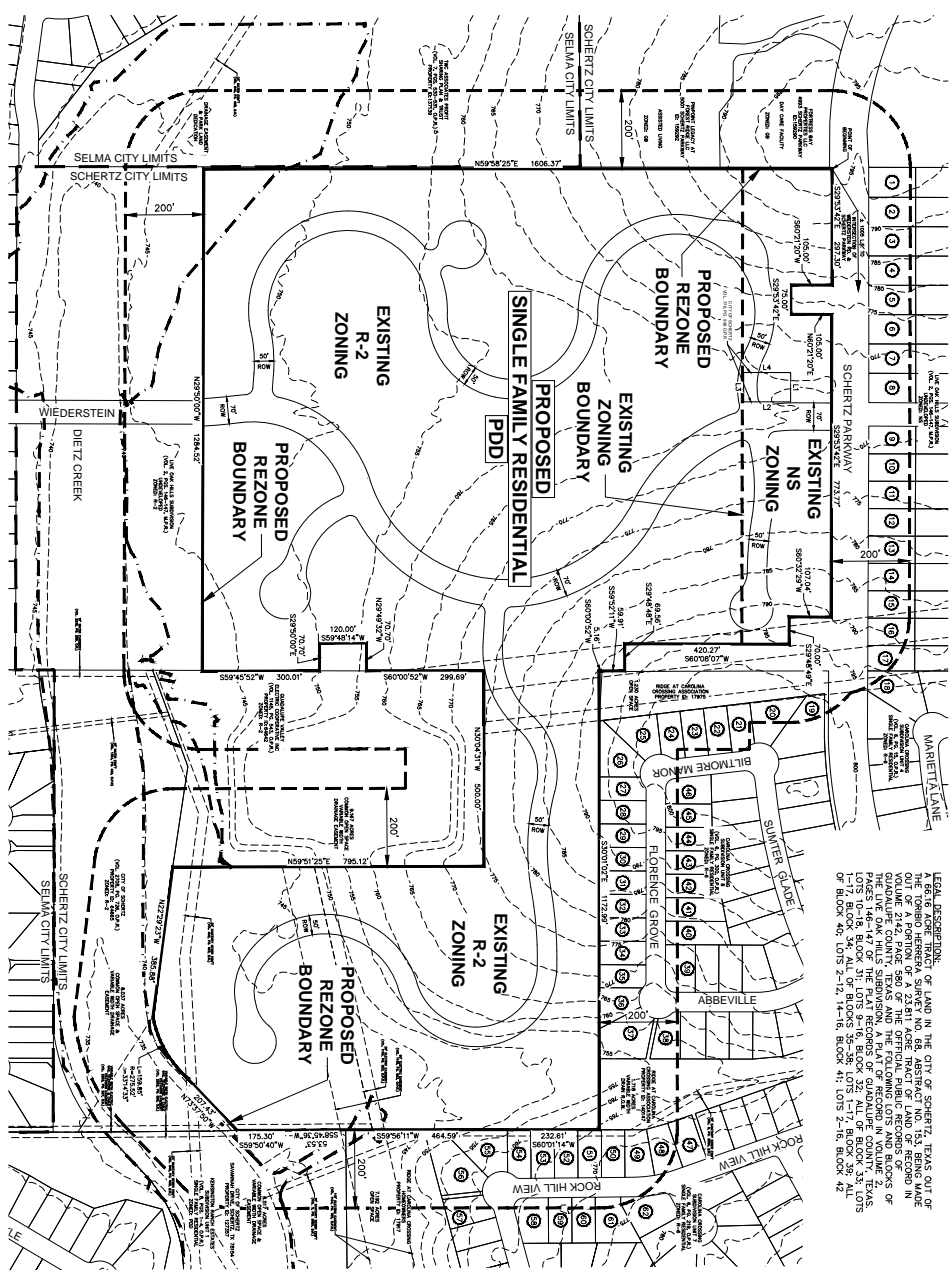
A handwritten signature in blue ink, appearing to read "Jason R. Gabriel", written over a light blue horizontal line.



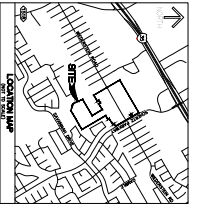
LINE	LENGTH	BEARING
L1	75.00'	S29° 53' 42"E
L2	120.00'	S60° 06' 18"W
L3	75.00'	N29° 53' 42"W
L4	120.00'	N60° 06' 45"E

HERITAGE OAKS NEIGHBORHOOD

66.16 ACRES ~ TOTAL TRACT AREA



LEGAL DESCRIPTION:
 A 66.16 ACRE TRACT OF LAND IN THE CITY OF SCHERTZ, TEXAS, CUT OUT OF A PORTION OF A 23.811 ACRE TRACT OF LAND OF RECORD IN QUADRAULE COUNTY, TEXAS AND THE FOLLOWING LOTS AND BLOCKS OF THE LIVE OAK HILLS SUBDIVISION, A PART OF RECORD IN VOLUME 12, LOTS 10-18, BLOCK 31; LOTS 9-16, BLOCK 32; ALL OF BLOCK 33; LOTS 17 OF BLOCK 34; LOTS 1-14, BLOCK 35; LOTS 15-21, BLOCK 36; LOTS 22 OF BLOCK 36; LOTS 23-31, BLOCK 37; LOTS 32, BLOCK 38; LOTS 33-41, BLOCK 39; LOTS 42, BLOCK 40; LOTS 43-51, BLOCK 41; LOTS 52, BLOCK 42; LOTS 53-61, BLOCK 43; LOTS 62, BLOCK 44; LOTS 63-71, BLOCK 45; LOTS 72, BLOCK 46; LOTS 73-81, BLOCK 47; LOTS 82, BLOCK 48; LOTS 83-91, BLOCK 49; LOTS 92, BLOCK 50; LOTS 93-101, BLOCK 51; LOTS 102, BLOCK 52; LOTS 103-111, BLOCK 53; LOTS 112, BLOCK 54; LOTS 113-121, BLOCK 55; LOTS 122, BLOCK 56; LOTS 123-131, BLOCK 57; LOTS 132, BLOCK 58; LOTS 133-141, BLOCK 59; LOTS 142, BLOCK 60; LOTS 143-151, BLOCK 61; LOTS 152, BLOCK 62; LOTS 153-161, BLOCK 63; LOTS 162, BLOCK 64; LOTS 163-171, BLOCK 65; LOTS 172, BLOCK 66; LOTS 173-181, BLOCK 67; LOTS 182, BLOCK 68; LOTS 183-191, BLOCK 69; LOTS 192, BLOCK 70; LOTS 193-201, BLOCK 71; LOTS 202, BLOCK 72; LOTS 203-211, BLOCK 73; LOTS 212, BLOCK 74; LOTS 213-221, BLOCK 75; LOTS 222, BLOCK 76; LOTS 223-231, BLOCK 77; LOTS 232, BLOCK 78; LOTS 233-241, BLOCK 79; LOTS 242, BLOCK 80; LOTS 243-251, BLOCK 81; LOTS 252, BLOCK 82; LOTS 253-261, BLOCK 83; LOTS 262, BLOCK 84; LOTS 263-271, BLOCK 85; LOTS 272, BLOCK 86; LOTS 273-281, BLOCK 87; LOTS 282, BLOCK 88; LOTS 283-291, BLOCK 89; LOTS 292, BLOCK 90; LOTS 293-301, BLOCK 91; LOTS 302, BLOCK 92; LOTS 303-311, BLOCK 93; LOTS 312, BLOCK 94; LOTS 313-321, BLOCK 95; LOTS 322, BLOCK 96; LOTS 323-331, BLOCK 97; LOTS 332, BLOCK 98; LOTS 333-341, BLOCK 99; LOTS 342, BLOCK 100; LOTS 343-351, BLOCK 101; LOTS 352, BLOCK 102; LOTS 353-361, BLOCK 103; LOTS 362, BLOCK 104; LOTS 363-371, BLOCK 105; LOTS 372, BLOCK 106; LOTS 373-381, BLOCK 107; LOTS 382, BLOCK 108; LOTS 383-391, BLOCK 109; LOTS 392, BLOCK 110; LOTS 393-401, BLOCK 111; LOTS 402, BLOCK 112; LOTS 403-411, BLOCK 113; LOTS 412, BLOCK 114; LOTS 413-421, BLOCK 115; LOTS 422, BLOCK 116; LOTS 423-431, BLOCK 117; LOTS 432, BLOCK 118; LOTS 433-441, BLOCK 119; LOTS 442, BLOCK 120; LOTS 443-451, BLOCK 121; LOTS 452, BLOCK 122; LOTS 453-461, BLOCK 123; LOTS 462, BLOCK 124; LOTS 463-471, BLOCK 125; LOTS 472, BLOCK 126; LOTS 473-481, BLOCK 127; LOTS 482, BLOCK 128; LOTS 483-491, BLOCK 129; LOTS 492, BLOCK 130; LOTS 493-501, BLOCK 131; LOTS 502, BLOCK 132; LOTS 503-511, BLOCK 133; LOTS 512, BLOCK 134; LOTS 513-521, BLOCK 135; LOTS 522, BLOCK 136; LOTS 523-531, BLOCK 137; LOTS 532, BLOCK 138; LOTS 533-541, BLOCK 139; LOTS 542, BLOCK 140; LOTS 543-551, BLOCK 141; LOTS 552, BLOCK 142; LOTS 553-561, BLOCK 143; LOTS 562, BLOCK 144; LOTS 563-571, BLOCK 145; LOTS 572, BLOCK 146; LOTS 573-581, BLOCK 147; LOTS 582, BLOCK 148; LOTS 583-591, BLOCK 149; LOTS 592, BLOCK 150; LOTS 593-601, BLOCK 151; LOTS 602, BLOCK 152; LOTS 603-611, BLOCK 153; LOTS 612, BLOCK 154; LOTS 613-621, BLOCK 155; LOTS 622, BLOCK 156; LOTS 623-631, BLOCK 157; LOTS 632, BLOCK 158; LOTS 633-641, BLOCK 159; LOTS 642, BLOCK 160; LOTS 643-651, BLOCK 161; LOTS 652, BLOCK 162; LOTS 653-661, BLOCK 163; LOTS 662, BLOCK 164; LOTS 663-671, BLOCK 165; LOTS 672, BLOCK 166; LOTS 673-681, BLOCK 167; LOTS 682, BLOCK 168; LOTS 683-691, BLOCK 169; LOTS 692, BLOCK 170; LOTS 693-701, BLOCK 171; LOTS 702, BLOCK 172; LOTS 703-711, BLOCK 173; LOTS 712, BLOCK 174; LOTS 713-721, BLOCK 175; LOTS 722, BLOCK 176; LOTS 723-731, BLOCK 177; LOTS 732, BLOCK 178; LOTS 733-741, BLOCK 179; LOTS 742, BLOCK 180; LOTS 743-751, BLOCK 181; LOTS 752, BLOCK 182; LOTS 753-761, BLOCK 183; LOTS 762, BLOCK 184; LOTS 763-771, BLOCK 185; LOTS 772, BLOCK 186; LOTS 773-781, BLOCK 187; LOTS 782, BLOCK 188; LOTS 783-791, BLOCK 189; LOTS 792, BLOCK 190; LOTS 793-801, BLOCK 191; LOTS 802, BLOCK 192; LOTS 803-811, BLOCK 193; LOTS 812, BLOCK 194; LOTS 813-821, BLOCK 195; LOTS 822, BLOCK 196; LOTS 823-831, BLOCK 197; LOTS 832, BLOCK 198; LOTS 833-841, BLOCK 199; LOTS 842, BLOCK 200; LOTS 843-851, BLOCK 201; LOTS 852, BLOCK 202; LOTS 853-861, BLOCK 203; LOTS 862, BLOCK 204; LOTS 863-871, BLOCK 205; LOTS 872, BLOCK 206; LOTS 873-881, BLOCK 207; LOTS 882, BLOCK 208; LOTS 883-891, BLOCK 209; LOTS 892, BLOCK 210; LOTS 893-901, BLOCK 211; LOTS 902, BLOCK 212; LOTS 903-911, BLOCK 213; LOTS 912, BLOCK 214; LOTS 913-921, BLOCK 215; LOTS 922, BLOCK 216; LOTS 923-931, BLOCK 217; LOTS 932, BLOCK 218; LOTS 933-941, BLOCK 219; LOTS 942, BLOCK 220; LOTS 943-951, BLOCK 221; LOTS 952, BLOCK 222; LOTS 953-961, BLOCK 223; LOTS 962, BLOCK 224; LOTS 963-971, BLOCK 225; LOTS 972, BLOCK 226; LOTS 973-981, BLOCK 227; LOTS 982, BLOCK 228; LOTS 983-991, BLOCK 229; LOTS 992, BLOCK 230; LOTS 993-1001, BLOCK 231; LOTS 1002, BLOCK 232; LOTS 1003-1011, BLOCK 233; LOTS 1012, BLOCK 234; LOTS 1013-1021, BLOCK 235; LOTS 1022, BLOCK 236; LOTS 1023-1031, BLOCK 237; LOTS 1032, BLOCK 238; LOTS 1033-1041, BLOCK 239; LOTS 1042, BLOCK 240; LOTS 1043-1051, BLOCK 241; LOTS 1052, BLOCK 242; LOTS 1053-1061, BLOCK 243; LOTS 1062, BLOCK 244; LOTS 1063-1071, BLOCK 245; LOTS 1072, BLOCK 246; LOTS 1073-1081, BLOCK 247; LOTS 1082, BLOCK 248; LOTS 1083-1091, BLOCK 249; LOTS 1092, BLOCK 250; LOTS 1093-1101, BLOCK 251; LOTS 1102, BLOCK 252; LOTS 1103-1111, BLOCK 253; LOTS 1112, BLOCK 254; LOTS 1113-1121, BLOCK 255; LOTS 1122, BLOCK 256; LOTS 1123-1131, BLOCK 257; LOTS 1132, BLOCK 258; LOTS 1133-1141, BLOCK 259; LOTS 1142, BLOCK 260; LOTS 1143-1151, BLOCK 261; LOTS 1152, BLOCK 262; LOTS 1153-1161, BLOCK 263; LOTS 1162, BLOCK 264; LOTS 1163-1171, BLOCK 265; LOTS 1172, BLOCK 266; LOTS 1173-1181, BLOCK 267; LOTS 1182, BLOCK 268; LOTS 1183-1191, BLOCK 269; LOTS 1192, BLOCK 270; LOTS 1193-1201, BLOCK 271; LOTS 1202, BLOCK 272; LOTS 1203-1211, BLOCK 273; LOTS 1212, BLOCK 274; LOTS 1213-1221, BLOCK 275; LOTS 1222, BLOCK 276; LOTS 1223-1231, BLOCK 277; LOTS 1232, BLOCK 278; LOTS 1233-1241, BLOCK 279; LOTS 1242, BLOCK 280; LOTS 1243-1251, BLOCK 281; LOTS 1252, BLOCK 282; LOTS 1253-1261, BLOCK 283; LOTS 1262, BLOCK 284; LOTS 1263-1271, BLOCK 285; LOTS 1272, BLOCK 286; LOTS 1273-1281, BLOCK 287; LOTS 1282, BLOCK 288; LOTS 1283-1291, BLOCK 289; LOTS 1292, BLOCK 290; LOTS 1293-1301, BLOCK 291; LOTS 1302, BLOCK 292; LOTS 1303-1311, BLOCK 293; LOTS 1312, BLOCK 294; LOTS 1313-1321, BLOCK 295; LOTS 1322, BLOCK 296; LOTS 1323-1331, BLOCK 297; LOTS 1332, BLOCK 298; LOTS 1333-1341, BLOCK 299; LOTS 1342, BLOCK 300; LOTS 1343-1351, BLOCK 301; LOTS 1352, BLOCK 302; LOTS 1353-1361, BLOCK 303; LOTS 1362, BLOCK 304; LOTS 1363-1371, BLOCK 305; LOTS 1372, BLOCK 306; LOTS 1373-1381, BLOCK 307; LOTS 1382, BLOCK 308; LOTS 1383-1391, BLOCK 309; LOTS 1392, BLOCK 310; LOTS 1393-1401, BLOCK 311; LOTS 1402, BLOCK 312; LOTS 1403-1411, BLOCK 313; LOTS 1412, BLOCK 314; LOTS 1413-1421, BLOCK 315; LOTS 1422, BLOCK 316; LOTS 1423-1431, BLOCK 317; LOTS 1432, BLOCK 318; LOTS 1433-1441, BLOCK 319; LOTS 1442, BLOCK 320; LOTS 1443-1451, BLOCK 321; LOTS 1452, BLOCK 322; LOTS 1453-1461, BLOCK 323; LOTS 1462, BLOCK 324; LOTS 1463-1471, BLOCK 325; LOTS 1472, BLOCK 326; LOTS 1473-1481, BLOCK 327; LOTS 1482, BLOCK 328; LOTS 1483-1491, BLOCK 329; LOTS 1492, BLOCK 330; LOTS 1493-1501, BLOCK 331; LOTS 1502, BLOCK 332; LOTS 1503-1511, BLOCK 333; LOTS 1512, BLOCK 334; LOTS 1513-1521, BLOCK 335; LOTS 1522, BLOCK 336; LOTS 1523-1531, BLOCK 337; LOTS 1532, BLOCK 338; LOTS 1533-1541, BLOCK 339; LOTS 1542, BLOCK 340; LOTS 1543-1551, BLOCK 341; LOTS 1552, BLOCK 342; LOTS 1553-1561, BLOCK 343; LOTS 1562, BLOCK 344; LOTS 1563-1571, BLOCK 345; LOTS 1572, BLOCK 346; LOTS 1573-1581, BLOCK 347; LOTS 1582, BLOCK 348; LOTS 1583-1591, BLOCK 349; LOTS 1592, BLOCK 350; LOTS 1593-1601, BLOCK 351; LOTS 1602, BLOCK 352; LOTS 1603-1611, BLOCK 353; LOTS 1612, BLOCK 354; LOTS 1613-1621, BLOCK 355; LOTS 1622, BLOCK 356; LOTS 1623-1631, BLOCK 357; LOTS 1632, BLOCK 358; LOTS 1633-1641, BLOCK 359; LOTS 1642, BLOCK 360; LOTS 1643-1651, BLOCK 361; LOTS 1652, BLOCK 362; LOTS 1653-1661, BLOCK 363; LOTS 1662, BLOCK 364; LOTS 1663-1671, BLOCK 365; LOTS 1672, BLOCK 366; LOTS 1673-1681, BLOCK 367; LOTS 1682, BLOCK 368; LOTS 1683-1691, BLOCK 369; LOTS 1692, BLOCK 370; LOTS 1693-1701, BLOCK 371; LOTS 1702, BLOCK 372; LOTS 1703-1711, BLOCK 373; LOTS 1712, BLOCK 374; LOTS 1713-1721, BLOCK 375; LOTS 1722, BLOCK 376; LOTS 1723-1731, BLOCK 377; LOTS 1732, BLOCK 378; LOTS 1733-1741, BLOCK 379; LOTS 1742, BLOCK 380; LOTS 1743-1751, BLOCK 381; LOTS 1752, BLOCK 382; LOTS 1753-1761, BLOCK 383; LOTS 1762, BLOCK 384; LOTS 1763-1771, BLOCK 385; LOTS 1772, BLOCK 386; LOTS 1773-1781, BLOCK 387; LOTS 1782, BLOCK 388; LOTS 1783-1791, BLOCK 389; LOTS 1792, BLOCK 390; LOTS 1793-1801, BLOCK 391; LOTS 1802, BLOCK 392; LOTS 1803-1811, BLOCK 393; LOTS 1812, BLOCK 394; LOTS 1813-1821, BLOCK 395; LOTS 1822, BLOCK 396; LOTS 1823-1831, BLOCK 397; LOTS 1832, BLOCK 398; LOTS 1833-1841, BLOCK 399; LOTS 1842, BLOCK 400; LOTS 1843-1851, BLOCK 401; LOTS 1852, BLOCK 402; LOTS 1853-1861, BLOCK 403; LOTS 1862, BLOCK 404; LOTS 1863-1871, BLOCK 405; LOTS 1872, BLOCK 406; LOTS 1873-1881, BLOCK 407; LOTS 1882, BLOCK 408; LOTS 1883-1891, BLOCK 409; LOTS 1892, BLOCK 410; LOTS 1893-1901, BLOCK 411; LOTS 1902, BLOCK 412; LOTS 1903-1911, BLOCK 413; LOTS 1912, BLOCK 414; LOTS 1913-1921, BLOCK 415; LOTS 1922, BLOCK 416; LOTS 1923-1931, BLOCK 417; LOTS 1932, BLOCK 418; LOTS 1933-1941, BLOCK 419; LOTS 1942, BLOCK 420; LOTS 1943-1951, BLOCK 421; LOTS 1952, BLOCK 422; LOTS 1953-1961, BLOCK 423; LOTS 1962, BLOCK 424; LOTS 1963-1971, BLOCK 425; LOTS 1972, BLOCK 426; LOTS 1973-1981, BLOCK 427; LOTS 1982, BLOCK 428; LOTS 1983-1991, BLOCK 429; LOTS 1992, BLOCK 430; LOTS 1993-2001, BLOCK 431; LOTS 2002, BLOCK 432; LOTS 2003-2011, BLOCK 433; LOTS 2012, BLOCK 434; LOTS 2013-2021, BLOCK 435; LOTS 2022, BLOCK 436; LOTS 2023-2031, BLOCK 437; LOTS 2032, BLOCK 438; LOTS 2033-2041, BLOCK 439; LOTS 2042, BLOCK 440; LOTS 2043-2051, BLOCK 441; LOTS 2052, BLOCK 442; LOTS 2053-2061, BLOCK 443; LOTS 2062, BLOCK 444; LOTS 2063-2071, BLOCK 445; LOTS 2072, BLOCK 446; LOTS 2073-2081, BLOCK 447; LOTS 2082, BLOCK 448; LOTS 2083-2091, BLOCK 449; LOTS 2092, BLOCK 450; LOTS 2093-2101, BLOCK 451; LOTS 2102, BLOCK 452; LOTS 2103-2111, BLOCK 453; LOTS 2112, BLOCK 454; LOTS 2113-2121, BLOCK 455; LOTS 2122, BLOCK 456; LOTS 2123-2131, BLOCK 457; LOTS 2132, BLOCK 458; LOTS 2133-2141, BLOCK 459; LOTS 2142, BLOCK 460; LOTS 2143-2151, BLOCK 461; LOTS 2152, BLOCK 462; LOTS 2153-2161, BLOCK 463; LOTS 2162, BLOCK 464; LOTS 2163-2171, BLOCK 465; LOTS 2172, BLOCK 466; LOTS 2173-2181, BLOCK 467; LOTS 2182, BLOCK 468; LOTS 2183-2191, BLOCK 469; LOTS 2192, BLOCK 470; LOTS 2193-2201, BLOCK 471; LOTS 2202, BLOCK 472; LOTS 2203-2211, BLOCK 473; LOTS 2212, BLOCK 474; LOTS 2213-2221, BLOCK 475; LOTS 2222, BLOCK 476; LOTS 2223-2231, BLOCK 477; LOTS 2232, BLOCK 478; LOTS 2233-2241, BLOCK 479; LOTS 2242, BLOCK 480; LOTS 2243-2251, BLOCK 481; LOTS 2252, BLOCK 482; LOTS 2253-2261, BLOCK 483; LOTS 2262, BLOCK 484; LOTS 2263-2271, BLOCK 485; LOTS 2272, BLOCK 486; LOTS 2273-2281, BLOCK 487; LOTS 2282, BLOCK 488; LOTS 2283-2291, BLOCK 489; LOTS 2292, BLOCK 490; LOTS 2293-2301, BLOCK 491; LOTS 2302, BLOCK 492; LOTS 2303-2311, BLOCK 493; LOTS 2312, BLOCK 494; LOTS 2313-2321, BLOCK 495; LOTS 2322, BLOCK 496; LOTS 2323-2331, BLOCK 497; LOTS 2332, BLOCK 498; LOTS 2333-2341, BLOCK 499; LOTS 2342, BLOCK 500; LOTS 2343-2351, BLOCK 501; LOTS 2352, BLOCK 502; LOTS 2353-2361, BLOCK 503; LOTS 2362, BLOCK 504; LOTS 2363-2371, BLOCK 505; LOTS 2372, BLOCK 506; LOTS 2373-2381, BLOCK 507; LOTS 2382, BLOCK 508; LOTS 2383-2391, BLOCK 509; LOTS 2392, BLOCK 510; LOTS 2393-2401, BLOCK 511; LOTS 2402, BLOCK 512; LOTS 2403-2411, BLOCK 513; LOTS 2412, BLOCK 514; LOTS 2413-2421, BLOCK 515; LOTS 2422, BLOCK 516; LOTS 2423-2431, BLOCK 517; LOTS 2432, BLOCK 518; LOTS 2433-2441, BLOCK 519; LOTS 2442, BLOCK 520; LOTS 2443-2451, BLOCK 521; LOTS 2452, BLOCK 522; LOTS 2453-2461, BLOCK 523; LOTS 2462, BLOCK 524; LOTS 2463-2471, BLOCK 525; LOTS 2472, BLOCK 526; LOTS 2473-2481, BLOCK 527; LOTS 2482, BLOCK 528; LOTS 2483-2491, BLOCK 529; LOTS 2492, BLOCK 530; LOTS 2493-2501, BLOCK 531; LOTS 2502, BLOCK 532; LOTS 2503-2511, BLOCK 533; LOTS 2512, BLOCK 534; LOTS 2513-2521, BLOCK 535; LOTS 2522, BLOCK 536; LOTS 2523-2531, BLOCK 537; LOTS 2532, BLOCK 538; LOTS 2533-2541, BLOCK 539; LOTS 2542, BLOCK 540; LOTS 2543-2551, BLOCK 541; LOTS 2552, BLOCK 542; LOTS 2553-2561, BLOCK 543; LOTS 2562, BLOCK 544; LOTS 2563-2571, BLOCK 545; LOTS 2572, BLOCK 546; LOTS 2573-2581, BLOCK 547; LOTS 2582, BLOCK 548; LOTS 2583-2591, BLOCK 549; LOTS 2592, BLOCK 550; LOTS 2593-2601, BLOCK 551; LOTS 2602, BLOCK 552; LOTS 2603-2611, BLOCK 553; LOTS 2612, BLOCK 554; LOTS 2613-2621, BLOCK 555; LOTS 2622, BLOCK 556; LOTS 2623-2631, BLOCK 557; LOTS 2632, BLOCK 558; LOTS 2633-2641, BLOCK 559; LOTS 2642, BLOCK 560; LOTS 2643-2651, BLOCK 561; LOTS 2652, BLOCK 562; LOTS 2653-2661, BLOCK 563; LOTS 2662, BLOCK 564; LOTS 2663-2671, BLOCK 565; LOTS 2672, BLOCK 566; LOTS 2673-2681, BLOCK 567; LOTS 2682, BLOCK 568; LOTS 2683-2691, BLOCK 569; LOTS 2692, BLOCK 570; LOTS 2693-2701, BLOCK 571; LOTS 2702, BLOCK 572; LOTS 2703-2711, BLOCK 573; LOTS 2712, BLOCK 574; LOTS 2713-2721, BLOCK 575; LOTS 2722, BLOCK 576; LOTS 2723-2731, BLOCK 577; LOTS 2732, BLOCK 578; LOTS 2733-2741, BLOCK 579; LOTS 2742, BLOCK 580; LOTS 2743-2751, BLOCK 581; LOTS 2752, BLOCK 582; LOTS 2753-2761, BLOCK 583; LOTS 2762, BLOCK 584; LOTS 2763-2771, BLOCK 585; LOTS 2772, BLOCK 586; LOTS 2773-2781, BLOCK 587; LOTS 2782, BLOCK 588; LOTS 2783-2791, BLOCK 589; LOTS 2792, BLOCK 590; LOTS 2793-2801, BLOCK 591; LOTS 2802, BLOCK 592; LOTS 2803-2811, BLOCK 593; LOTS 2812, BLOCK 594; LOTS 2813-2821, BLOCK 595; LOTS 2822, BLOCK 596; LOTS 2823-2831, BLOCK 597; LOTS 2832, BLOCK 598; LOTS 2833-2841, BLOCK 599; LOTS 2842, BLOCK 600; LOTS 2843-2851, BLOCK 601; LOTS 2852, BLOCK 602; LOTS 2853-2861, BLOCK 603; LOTS 2862, BLOCK 604; LOTS 2863-2871, BLOCK 605; LOTS 2872, BLOCK 606; LOTS 2873-2881, BLOCK 607; LOTS 2882, BLOCK 608; LOTS 2883-2891, BLOCK 609; LOTS 2892, BLOCK 610; LOTS 2893-2901, BLOCK 611; LOTS 2902, BLOCK 612; LOTS 2903-2911, BLOCK 613; LOTS 2912, BLOCK 614; LOTS 2913-2921, BLOCK 615; LOTS 2922, BLOCK 616; LOTS 2923-2931, BLOCK 617; LOTS 2932, BLOCK 618; LOTS 2933-2941, BLOCK 619; LOTS 2942, BLOCK 620; LOTS 2943-2951, BLOCK 621; LOTS 2952, BLOCK 622; LOTS 2953-2961, BLOCK 623; LOTS 2962, BLOCK 624; LOTS 2963-2971, BLOCK 625; LOTS 2972, BLOCK 626; LOTS 2973-2981, BLOCK 627; LOTS 2982, BLOCK 628; LOTS 2983-2991, BLOCK 629; LOTS 2992, BLOCK 630; LOTS 2993-3001, BLOCK 631; LOTS 3002, BLOCK 632; LOTS 3003-3011, BLOCK 633; LOTS 3012, BLOCK 634; LOTS 3013-3021, BLOCK 635; LOTS 3022, BLOCK 636; LOTS 3023-3031, BLOCK 637; LOTS 3032, BLOCK 638; LOTS 3033-3041, BLOCK 639; LOTS 3042, BLOCK 640; LOTS 3043-3051, BLOCK 641; LOTS 3052, BLOCK 642; LOTS 3053-3061, BLOCK 643; LOTS 3062, BLOCK 644; LOTS 3063-3071, BLOCK 645; LOTS 3072, BLOCK 646; LOTS 3073-3081, BLOCK 647; LOTS 3082, BLOCK 648; LOTS 3083-3091, BLOCK 649; LOTS 3092, BLOCK 650; LOTS 3093-3101, BLOCK 651; LOTS 3102, BLOCK 652; LOTS 3103-3111, BLOCK 653; LOTS 3112, BLOCK 654; LOTS 3113-3121, BLOCK 655; LOTS 3122, BLOCK 656; LOTS 3123-3131, BLOCK 657; LOTS 3132, BLOCK 658; LOTS 3133-3141, BLOCK 659; LOTS 3142, BLOCK 660; LOTS 3143-3151, BLOCK 661; LOTS 3152, BLOCK 662; LOTS 3153-3161, BLOCK 663; LOTS 3162, BLOCK 664; LOTS 3163-3171, BLOCK 665; LOTS 3172, BLOCK 666; LOTS 3173-3181, BLOCK 667; LOTS 3182, BLOCK 668; LOTS 3183-3191, BLOCK 669; LOTS 3192, BLOCK 670; LOTS 3193-3201, BLOCK 671; LOTS 3202, BLOCK 672; LOTS 3203-3211, BLOCK 673; LOTS 3212, BLOCK 674; LOTS 3213-3221, BLOCK 675; LOTS 3222, BLOCK 676; LOTS 3223-3231, BLOCK 677; LOTS 3232, BLOCK 678; LOTS 3233-3241, BLOCK 679; LOTS 3242, BLOCK 680; LOTS 3243-3251, BLOCK 681; LOTS 3252, BLOCK 682; LOTS 3253-3261, BLOCK 683; LOTS 3262, BLOCK 684; LOTS 3263-3271, BLOCK 685; LOTS 3272, BLOCK 686; LOTS 3273-3281, BLOCK 687; LOTS 3282, BLOCK 688; LOTS 3283-3291, BLOCK 689; LOTS 3292, BLOCK 690; LOTS 3293-3301, BLOCK 691; LOTS 3302, BLOCK 692; LOTS 3303-3311, BLOCK 693; LOTS 3312, BLOCK 694; LOTS 3313-3321, BLOCK 695; LOTS 3322, BLOCK 696; LOTS 3323-3331, BLOCK 697; LOTS 3332, BLOCK 698; LOTS 3333-3341, BLOCK 699; LOTS 3342, BLOCK 700; LOTS 3343-3351, BLOCK 701; LOTS 3352, BLOCK 702; LOTS 3353-3361, BLOCK 703; LOTS 3362, BLOCK 704; LOTS 3363-3371, BLOCK 705; LOTS 3372, BLOCK 706; LOTS 3373-3381, BLOCK 707; LOTS 3382, BLOCK 708; LOTS 3383-3391, BLOCK 709; LOTS 3392, BLOCK 710; LOTS 3393-3401, BLOCK 711; LOTS 3402, BLOCK 712; LOTS 3403-3411, BLOCK 713; LOTS 3412, BLOCK 714; LOTS 3413-3421, BLOCK 715; LOTS 3422, BLOCK 716; LOTS 3423-3431, BLOCK 717; LOTS 3432, BLOCK 718; LOTS 3433-3441, BLOCK 719; LOTS 3442, BLOCK 720; LOTS 3443-3451, BLOCK 721; LOTS 3452, BLOCK 722; LOTS 3453-3461, BLOCK 723; LOTS 3462, BLOCK 724; LOTS 3463-3471, BLOCK 725; LOTS 3472, BLOCK 726; LOTS 3473-3481, BLOCK 727; LOTS 3482, BLOCK 728; LOTS 3483-3491, BLOCK 729; LOTS 3492, BLOCK 730; LOTS 3493-3501, BLOCK 731; LOTS 3502, BLOCK 732; LOTS 3503-3511, BLOCK 733; LOTS 3512, BLOCK 734; LOTS 3513-3521, BLOCK 735; LOTS 3522, BLOCK 736; LOTS 3523-3531, BLOCK 737; LOTS 3532, BLOCK 738; LOTS 3533-3541, BLOCK 739; LOTS 3542, BLOCK 740; LOTS 3543-3551, BLOCK 741; LOTS 3552, BLOCK 742; LOTS 3553-3561, BLOCK 743; LOTS 3562, BLOCK 744; LOTS 3563-3571, BLOCK 745; LOTS 3572, BLOCK 746; LOTS 3573-3581, BLOCK 747; LOTS 3582, BLOCK 748; LOTS 3583-3591, BLOCK 749; LOTS 3592, BLOCK 750; LOTS 3593-3601, BLOCK 751; LOTS 3602, BLOCK 752; LOTS 3603-3611, BLOCK 753; LOTS 3612, BLOCK 754; LOTS 3613-3621, BLOCK 755; LOTS 3622,



HERITAGE OAKS NEIGHBORHOOD

66.16 ACRES ~ TOTAL TRACT AREA

ADJACENT PROPERTY OWNERSHIP

1. LUE OAKS HILLS SUBDIVISION
2. SCHERTZ-ORLO-UNIVERSAL CITY ISD
3. SCHERTZ PARKWAY, SCHERTZ, TX 78154
4. MANCO SCHAEFER NON-EST EXEMPT TRUST FBO JANE SCHAEFER
5. SCHERTZ PARKWAY, SCHERTZ, TX 78154
6. MANCO SCHAEFER NON-EST EXEMPT TRUST FBO JANE SCHAEFER
7. SCHERTZ-ORLO-UNIVERSAL CITY ISD
8. SCHERTZ PARKWAY, SCHERTZ, TX 78154
9. SCHERTZ PARKWAY, SCHERTZ, TX 78154
10. MANCO SCHAEFER NON-EST EXEMPT TRUST FBO JANE SCHAEFER
11. SCHERTZ PARKWAY, SCHERTZ, TX 78154
12. SCHERTZ PARKWAY, SCHERTZ, TX 78154
13. SCHERTZ PARKWAY, SCHERTZ, TX 78154
14. MANCO SCHAEFER NON-EST EXEMPT TRUST FBO JANE SCHAEFER
15. SCHERTZ PARKWAY, SCHERTZ, TX 78154
16. SCHERTZ PARKWAY, SCHERTZ, TX 78154
17. CITY OF SCHERTZ
18. SCHERTZ PARKWAY, SCHERTZ, TX 78154
19. SCHERTZ PARKWAY, SCHERTZ, TX 78154
20. SCHERTZ PARKWAY, SCHERTZ, TX 78154
21. SCHERTZ PARKWAY, SCHERTZ, TX 78154
22. SCHERTZ PARKWAY, SCHERTZ, TX 78154
23. SCHERTZ PARKWAY, SCHERTZ, TX 78154
24. SCHERTZ PARKWAY, SCHERTZ, TX 78154
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28. SCHERTZ PARKWAY, SCHERTZ, TX 78154
29. SCHERTZ PARKWAY, SCHERTZ, TX 78154
30. SCHERTZ PARKWAY, SCHERTZ, TX 78154
31. SCHERTZ PARKWAY, SCHERTZ, TX 78154

18. GLEN R & SANDRA K BREITZ
19. OSOAR & AMBERLY PAUREZ
20. MARK D & SANDRA MASON
21. TRAVIS G & TAMM MCKINSTER ROBERTS
22. JAMES W & JENNIFER MASON
23. 3412 BILNORE MANOR, SCHERTZ, TX 78154
24. JEFF R & MARGI W P NGOMAI
25. NORA & MARK HEDALGO
26. MARIE & PAUL J SAINT HILL
27. STEVE A & CATHY CHANDLER
28. 3112 FLORENCE GROVE, SCHERTZ, TX 78154
29. 3128 FLORENCE GROVE, SCHERTZ, TX 78154
30. THOMAS K & AMBERLY A CARROLL
31. CINDY L ROLLETTE

32. MICHELLE L & ERINA R VERTY
33. YVONIA VANESSA & PAUL BRADDO BRADDO
34. GEORGE SULLOBERGROVE, SCHERTZ, TX 78154
35. JIM E & JESSICA SONG
36. 3700 FLORENCE GROVE, SCHERTZ, TX 78154
37. JERRY D & SYLVIA M WILLIAMS
38. DONALD S A & KRISTIN K PACK
39. STEVE B & HOLLY A MANDY
40. MICHAEL CHRISTOPHER MULLEN
41. 3115 FLORENCE GROVE, SCHERTZ, TX 78154
42. 3179 FLORENCE GROVE, SCHERTZ, TX 78154
43. 3172 FLORENCE GROVE, SCHERTZ, TX 78154
44. JOHN D JR & YVONNAY C HULSEY
45. ROBERT & SHARON ST CLAIR
46. MICHELLE & DONNIE L ST JOHN

47. DOROTHY L HAVITT & TROY H POCHER
48. SALLY & GLEN D BOULS
49. JAMES P MURRAY JR
50. GERALD A PETERSON
51. ROBERT R & MALDEN A GONZALEZ
52. 3472 ROCK HILL, NEW SCHERTZ, TX 78154
53. 3488 ROCK HILL, NEW SCHERTZ, TX 78154
54. UNKNOWN
55. RACHEL LEON JOHNSON
56. KENNETH R & NORMA W KESS
57. RALPH E & ROBERT E DORNBELTZ, TX 78154
58. 3464 ROCK HILL, NEW SCHERTZ, TX 78154
59. 3488 ROCK HILL, NEW SCHERTZ, TX 78154
60. HEATHER SIBBANY & MICHAEL ISRAEL LEAL
61. ROBERT T WILKS JR

ENGINEER / APPLICANT:
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SAN ANTONIO, TEXAS 78259
TEL: (210) 265-8300

SUPERVISOR:
WESTWOOD PROFESSIONAL SERVICES
1718 DRY CREEK WAY, SUITE 110
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TEL: (210) 265-8300

OWNER / DEVELOPER:
HERITAGE OAKS NEIGHBORHOOD
1718 DRY CREEK WAY, SUITE 200
SAN ANTONIO, TEXAS 78259
TEL: (210) 265-8300

NO.	DATE	REVISIONS	BY

Westwood

Phone (210) 265-8300 1718 Dry Creek Way, Suite 110
Tel/Fax (888) 937-5150 San Antonio, TX 78259
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18PLS P1986-00, 10/19/04 - 12/31/04 FORM NO. P-11756

HERITAGE OAKS NEIGHBORHOOD PLANNED DEVELOPMENT DISTRICT ZONING EXHIBIT SCHERTZ, TEXAS

DATE:	DATE:
BY:	BY:
APPROVED:	APPROVED:
DATE:	DATE:
BY:	BY:
APPROVED:	APPROVED:
DATE:	DATE:



PLANNED DEVELOPMENT DISTRICT

HERITAGE OAKS NEIGHBORHOOD
SCHERTZ, TEXAS

MAY 5, 2021

PREPARED BY:

Westwood

Westwood

PLANNED DEVELOPMENT DISTRICT

**HERITAGE OAKS
NEIGHBORHOOD**

Prepared For:

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Prepared By:

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Project Number: R0024313.00

Date: May 5, 2021

TABLE OF CONTENTS

- I. PROPERTY 2**
- II. COVING PLAN 4**
- III. AFFECTED UDC ARTICLES / SECTIONS 5**
 - A. ARTICLE 5. - ZONING DISTRICTS 5
 - Sec. 21.5.7. - Dimensional and Development Standards 5
 - B. ARTICLE 9. – SITE DESIGN STANDARDS 7
 - Sec. 21.9.2. – Blocks 7
 - Sec. 21.9.3. – Lots 8
 - Sec. 21.9.7. – Landscaping 8
 - Sec. 21.9.9. – Tree Preservation and Mitigation 9
 - Sec. 21.9.10. – Park and Open Space Dedication Requirements 9
 - C. ARTICLE 14. – TRANSPORTATION 10
 - Sec. 21.14.1. – Streets 10
 - Sec. 21.14.4. – Alleys 11
 - Sec. 21.14.5. – Driveways 12
 - Sec. 21.14.6. – Sidewalks and Hike and Bike Trails 12
- IV. PLANNED DEVELOPMENT DISTRICT (PDD) AMENDMENTS 12**

FIGURES

FIGURE 1.0: EXCERPT FROM LIVE OAK HILLS SUBDIVISION PLAT

FIGURE 2.0: COVING PROPOSED W/ HERITAGE OAKS NEIGHBORHOOD

FIGURE 3.0: HERITAGE OAKS NEIGHBORHOOD BLOCK LENGTHS

FIGURE 4.0: HERITAGE OAKS NEIGHBORHOOD CUL-DE-SAC LENGTHS

FIGURE 5.0: PROPOSED WILDENSTEIN ROAD, A RESIDENTIAL COLLECTOR

EXHIBITS

EXHIBIT 1: METES AND BOUNDS

EXHIBIT 2: CONCEPTUAL COVING PLAN

EXHIBIT 3: DRIVEWAY DETAIL

EXHIBIT 4: WIEDERSTEIN AND WEST DIETZ CREEK TRAIL PLAN

EXHIBIT 5: ZONING EXHIBIT

HERITAGE OAKS NEIGHBORHOOD

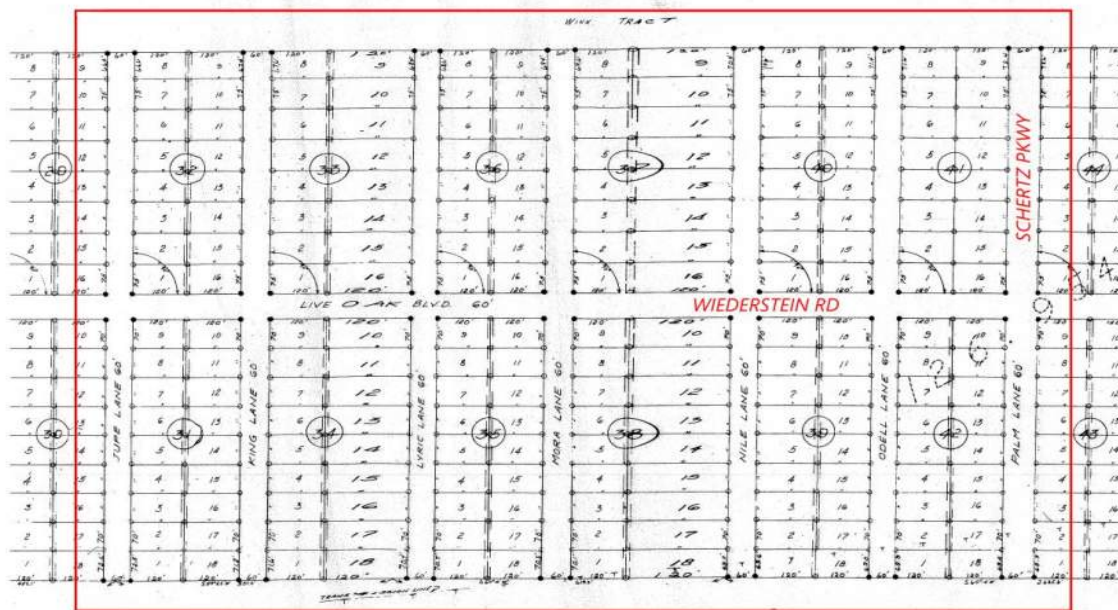
A PLANNED DEVELOPMENT DISTRICT

SCHERTZ, TEXAS

I. PROPERTY

The proposed 65.97 acre Heritage Oaks Neighborhood (the “**Heritage Oaks Neighborhood**”) is located 0.5 mile to the southeast of IH 35 off Schertz Parkway within the corporate limits of the City of Schertz. Approximately 45.76 acres lies within the Live Oak Hills Subdivision, a Plat of Record in Volume 2, Pages 146-147 of the Map and Plat Records of Guadalupe County, Texas recorded on May 31, 1963. Refer to **Exhibit “1”** for the Metes & Bounds of the proposed tract.

Figure 1: Excerpt from Live Oak Hills Subdivision Plat



Source: Live Oak Hills Subdivision; Vol. 2, Pg. 146-147, M.P.R.

Wiederstein Road, which traverses Heritage Oaks Neighborhood east to west from Schertz Parkway, is a Residential Collector per the City of Schertz Master Thoroughfare Plan Update (2017). The posted speed limit is 20 mph and the pavement is presently in poor condition, 20-21 feet in width.

An approximate 5.5 acres adjacent to Schertz Parkway is zoned Neighborhood Services (NS) with the remainder of the tract being zoned Single-Family Residential District-2 (R-2). To the north lies an undeveloped tract within the corporate limits of the City of Selma and Legacy at Forest Ridge which is zoned General Business (GB). Dietz Creek runs along the western property line. And open space within the Kensington Ranch Estates, a PDD, lies at the southern corner of the

tract with Carolina Crossing, zoned Single-Family Residential District-6 (R-6), on the south/southeast property line.

An approximate 200 acres upstream of Schertz Parkway discharges onto the tract directly north of the Schertz Parkway/Wiederstein Road intersection. No defined channel exists with runoff sheet flowing across the property to Dietz Creek. Existing contours indicate an approximate 60 foot change in elevation from the most northern corner of the tract to the most southern corner of the tract with grades of 5-6% adjacent to Schertz Parkway and the Carolina Crossing Subdivision to the east and grades of approximately 1% adjacent to Dietz Creek to the west. Per the Federal Emergency Management Agency (FEMA) Flood Insurance Rate Map (FIRM), No. 48187C0210F, Effective Date November 2, 2007, Dietz Creek is located within Zone "AE" (Shaded) which is identified by FEMA as a special flood hazard area subject to inundation by the 1% annual chance flood (100-year flood) with Base Flood Elevations (BFEs) determined.

II. COVING PLAN

In lieu of the conventional urban grid, coving is proposed with Heritage Oaks Neighborhood. A method of urban planning, coving was pioneered by Minneapolis-based urban designer Rick Harrison. Characterized by winding roads and meandering setbacks, coving results in less impervious area, more open space, tree preservation and a reduction in costs attributed to the non-uniform lots, placement of homes and reduction in pavement.

Figure 2: Coving Proposed w/ Heritage Oaks Neighborhood



Source: Rick Harrison Design Studio & Neighborhood Innovations, LLC

Rather than clearing the site and proceeding with 70'x120' lot minimums required by the Single-Family Residential District-2 (R-2) zoning, the intention with Heritage Oaks Neighborhood is to maximize the density while preserving trees. To this end, both realignment of and fronting lots off Wiederstein Road is proposed. The realignment and curvature of Wiederstein Road will serve to reduce speeds, and coupled with the meandering building setbacks, will create a corridor more pleasing than the typical straightaway with parallel fencing at the right-of-way limits. With regards to safety, "T" turnarounds for the driveways off of Wiederstein Road are proposed with the realignment. Rather than reversing onto the road, the turn arounds will allow cars to enter Wiederstein Road in drive. Refer to **Exhibit "2"** for the proposed Heritage Oaks Neighborhood Conceptual Coving Plan.

III. AFFECTED UDC ARTICLES/SECTIONS

A Planned Development District (PDD) allows for flexibility in planning, design and development standards while complying with the intent of the Unified Development Code (UDC). The article and section amendments proposed with the PDD for Heritage Oaks Neighborhood are as follows:

A. ARTICLE 5. – ZONING DISTRICTS

Sec. 21.5.7. – Dimensional and Development Standards

The tract is presently zoned Single-Family Residential District-2 (R-2) except for an approximate 5.5 acres adjacent to Schertz Parkway that is zoned Neighborhood Services (NS). Proposed with the PDD for Heritage Oaks Neighborhood is a base zoning Single-Family Residential District-1 (R-1). Lots are to be an absolute minimum of 6,000 square feet, variable width, 120 foot minimum depth (at the midplane of the lot) with minimum front and side yard setbacks of 20 foot and 5 foot, respectively. No permanent structures or heating, ventilation, and air conditioning equipment will be allowed in side yards less than 10 feet. Side yard fencing between homes shall be limited to no more than 20 feet from the rear corner of the home. The average lot size in the Heritage Oaks Neighborhood shall be an absolute minimum of 8,400 square feet. With the current layout, the average lot size for the tract is 9,020 square feet, while the median lot size is 8,432 square feet. The maximum impervious cover is to be 50 percent. Dimensional requirements for the existing zoning districts (residential/non-residential) are provided with **Tables 1 & 2**, respectively.

Table 1 – Existing Dimensional Requirements, Residential Zoning Districts

Zoning District	Minimum Lot Size/Dimensions			Minimum Yard Setback				Misc	
	Area Sq Ft	Width Ft	Depth Ft	Front Ft	Side Ft	Rear Ft	Minimum Off-Street Parking Spaces	Max Height Ft	Max Imperv Cover
Single-Family Residential District-2 (R-2)	8,400	70	120	25	10	20	2	35	50%

Table 2 – Existing Dimensional Requirements, Non-Residential Zoning Districts

Zoning District	Minimum Lot Size/Dimensions			Minimum Yard Setback (Ft)					Misc	
	Area Sq Ft	Width Ft	Depth Ft	Front Ft	Rear Adj. Non-Res Zone	Rear Adj. Res Zone	Side Adj. Non-Res Zone	Side Adj. Res Zone	Max Height Ft	Max Imperv Cover
Neighborhood Services (NS)	10,000	100	100	25	0	25	0	25	35	80%

Minimum lot size and dimensions, maximum density, as well as maximum impervious cover proposed with the Heritage Oaks Neighborhood, a Planned Development District (PDD) with a base zoning Single-Family Residential District-1 (R-1) are provided with **Table 3**.

Table 3 – Heritage Oaks Neighborhood, a Planned Development District (PDD)

Zoning District	Minimum Lot Size/Dimensions			Minimum Yard Setback				Maximum Density		Misc	
	Area Sq Ft	Width Ft	Depth Ft	Front Ft	Side Ft	Rear Ft	Minimum Off-Street Parking Spaces	Lots	Lots Per Acre	Max Height Ft	Max Imperv Cover
Planned Development District (PDD)	6,000	50	120**	20	5*	20	2	215	3.25	35	50%

*Rectangular shaped lots shall have minimum 6-foot side yard setback.

* Corner lot shall have minimum 10-foot side yard setback from street right-of-way.

**Minimum depth shall be taken at the midplane of the lot

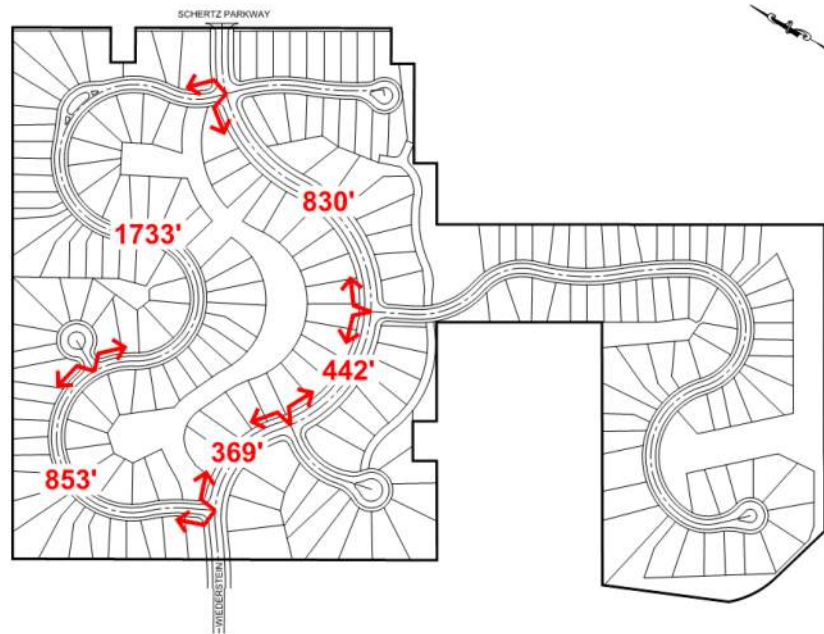
B. ARTICLE 9 – SITE DESIGN STANDARDS

Sec. 21.9.2 – Blocks

Coving allows for the preservation of trees through the reduction in pavement, larger lots and more green space. The length, width and shape of the blocks are dictated by the winding streets, non-uniform lots and variable setbacks.

D. A maximum block length of one thousand seven hundred and thirty-three feet (1,733') is proposed with the Heritage Oaks Neighborhood.

Figure 3: Heritage Oaks Neighborhood Block Lengths



Sec. 21.9.3. – Lots

Large non-uniform lots with variable frontage and setbacks are proposed with Heritage Oaks Neighborhood. Lot sizes and dimensions, as well as setbacks, shall be shown on all plats and shall conform to the minimum requirements recognized in the Dimension and Development Standards of this PDD. In addition, the following modified requirements to UDC Sec. 21.9.3 will apply:

H. Residential lots may front Wiederstein Road, a residential collector. Driveways for all residential lots fronting Wiederstein Road, without alley access, will have a “T” turnaround eliminating the need for vehicles to back onto the road. Dimensional requirements for proposed “T” turnarounds are provided with **Exhibit “3”**.

I. Lot lines are not required to be perpendicular to the local streets within the Heritage Oaks Neighborhood. The larger non-uniform lots, characteristic of a coving subdivision, provide more open space and tree preservation.

Sec. 21.9.7. – Landscaping

E.3.a Every single family dwelling shall have a minimum of three shade trees with at least one in the front yard and one in the back yard. Each single family dwelling shall have a minimum of fifteen inches (15”) DBH of shade trees on the entire lot, including existing trees.

Sec. 21.9.9. – Tree Preservation and Mitigation

Trees with a 24" DBH (diameter at breast height-4 ½ feet above existing ground level) are designated "**Heritage Trees**".

Trees with an 8" DBH (diameter at breast height-4 ½ feet above existing ground level) are designated "**Protected Trees**".

C. Tree Preservation

1. Single Family Residential Development:

- a. Heritage Trees. A minimum of fifty percent (50%) of the total Heritage Trees in the Heritage Oaks Neighborhood must be preserved.
 - i. Exemptions. Heritage Trees located within proposed right-of-way, utility easements, and drainage right-of-way/easements shall be exempt from the 50% tree save requirement.
- b. Protected Trees. No Protected Trees in the Heritage Oaks Neighborhood must be preserved, however any preserved shall be credited toward the minimum builder requirement of 15" DBH.

D. Tree Mitigation. There are no tree mitigation requirements for Protected and Heritage Class Trees in the Heritage Oaks Neighborhood.

Sec. 21.9.10. – Park and Open Space Dedication Requirements

Park and Open Space Dedications requirements and fees will not apply to the Heritage Oaks Neighborhood. Open space within the Heritage Oaks Neighborhood is to be owned and maintained by the Homeowners Association (HOA). A trail will be provided along the drainage way from Schertz Parkway to West Dietz Creek as shown on **Exhibit "4"** (Wiederstein and West Dietz Creek Trail Plan), or as approved by the Parks Department. The trail shall be construction by the Heritage Oaks Neighborhood developer and dedicated to the City of Schertz for public use. Additionally, the developer shall transplant trees from the Neighborhood to the West Dietz Creek linear park and trail area.

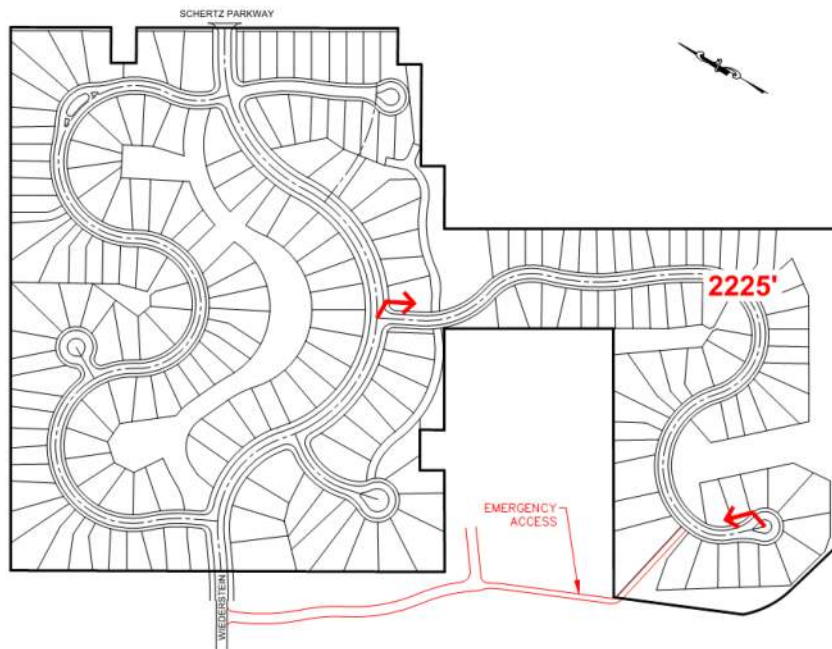
C. ARTICLE 14 – TRANSPORTATION

Sec. 21.14.1. – Streets

E. Dead-End Streets and Cul-De-Sacs

2. Cul-de-sac streets shall not exceed 500 feet in length and shall have a turnaround of not less than 120 feet in diameter of ROW in single-family residential areas. This provision may be modified upon approval of the Fire Chief and City Engineer. The length of the cul-de-sac south of Wiederstein Road in excess of 2,225 feet shall be allowed and is attributed to physical barriers, property ownership and adjacent existing subdivisions. A variable width emergency access drive is being provided back to Wiederstein Road given the length of the cul-de-sac.

Figure 4: Heritage Oaks Neighborhood Cul-De-Sac Lengths



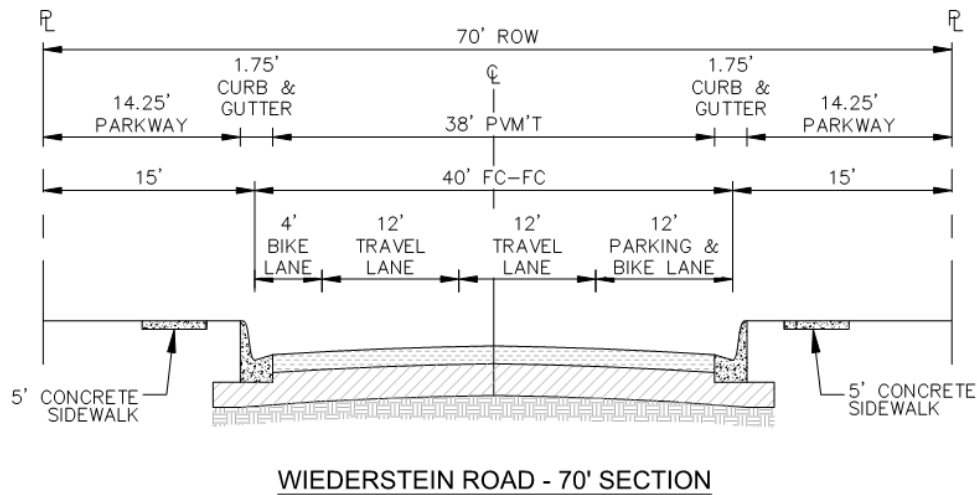
F. Alignment

Local streets within the Heritage Oaks Neighborhood will adhere to the minimum curvature allowed by the city, however the collector street running through the tract will provide a minimum radius of 300'. Each street section will utilize reverse curves rather than the required tangent length of 150'.

P. Street Improvements

1. The Wiederstein Road street section running through the Heritage Oaks Neighborhood has been designated as a 70’ ROW by the City of Schertz Master Thoroughfare Plan. This collector street section will consist of a 38’ pavement section, curb and gutter, with 5’ sidewalks on each side of the street. The 40’ street section from face of curb to face of curb will consist of (2) 12’ travel lanes, (1) 12’ parking and bike lane, and (1) 4’ bike lane, or as approved by the Parks, Department, Engineering Department, and Planning Division.

Figure 5: Proposed Wiederstein Road, a Residential Collector



Sec. 21.14.4 - Alleys

D. Dead End Alleys.

Although alleys are not designed for emergency access, on rare occasions they may be used. Alleys with only one access point will be designed to provide a “60-foot Y” turnaround at the dead end as defined by the International Fire Code, or other alternative accepted by the City of Schertz Fire Department.

H. PDD Zoning Districts.

Alleys will be provide rear ingress/egress on the south side of Wiederstein Road for certain lots within Blocks 3 & 4 as seen in **Exhibit “2”** (Conceptual Coving Plan). Alleys shall be allowed on the north side of Wiederstein, if approved by the Engineering and Planning Departments, as part of the master development plan process. The alleys will consist of a twenty foot (20’) asphalt paved section with header curbs bordering both sides.

Sec. 21.14.5 - Driveways

D. “T-Turnaround” Driveways

Lots that front Wiederstein Road, and are not accessed by alleys, are required to have T-Turnaround Driveways, as shown on Figure 5. The turnarounds will allow cars to enter Wiederstein Road in drive rather than reversing onto the road. Dimensional requirements for proposed “T” turnarounds are provided with Exhibit “3”.

Sec. 21.14.6 – Sidewalks and Hike and Bike Trails

H. Hike and Bike Trails.

A trail will be provided along the drainage way from Schertz Parkway to West Dietz Creek, and continue along West Dietz Creek as shown in Exhibit “4” (Wiederstein and West Dietz Creek Trail Plan), or as approved by the Parks Department. The hike and bike trail shall be constructed by the Heritage Oaks Neighborhood developer and dedicated to the City of Schertz for public use. The trail shall be 10 foot (10’) in width and paved with concrete, or alternative material as approved by the Parks Department.

IV. PLANNED DEVELOPMENT DISTRICT (PDD) AMENDMENTS

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 resubmitted 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.

EXHIBITS

EXHIBIT 1
METES AND BOUNDS

METES AND BOUNDS DESCRIPTION of a 65.9707 acre tract of land situated in the Toribio Herrera Survey No. 68, Abstract No. 153, City of Schertz, Guadalupe County, Texas and being all of the following lands:

45.7603 acres being Lots 10-18, Block 31, Lots 9-16, Block 32, Lots 1-17, Block 34, all of Blocks 35-38, Lots 2-17, Block 39, all of Block 40, Lots 2-8, and the remaining portions of 9-12 and 14-16, Block 41, and Lots 2-9, and the remaining portions of 10-16, Block 42 and the proposed vacated right-of-ways platted as King Lane, Lyric Lane, Mora Lane, Nile Lane, Odell Lane and that 1,607 foot section of Live Oak Blvd contained herein and as shown by plat of Live Oak Hills Subdivision recorded in Volume 2, Pages 146-147, Guadalupe County Plat Records,

AND, 20.210 acres out of the remaining portion of a 23.811 acre tract described by warranty deed recorded in Volume 2142, Page 582, Guadalupe County Official Public Records;

In all, said 65.9707 acre tract being more particularly described as follows:

BEGINNING at a ½" iron rod found on the southwest line of Schertz Parkway (a 86' width right of way) recorded in Volume 5, Page 73B, Guadalupe County Plat Records at the common southeast corner of Lot 4, Block 2, as shown by plat of Legacy at Forest Ridge Subdivision recorded in Volume 8, Pages 428, said Plat Records and the north corner of the remaining portion of said Lot 9, Block 41 and the north corner and **POINT OF BEGINNING** of the herein described tract of land;

THENCE, along the southwest line of said Schertz Pkwy, South 29° 53' 42" East, 297.30 feet to a ½" iron rod set (WESTWOOD),

THENCE, departing the southwest line of Schertz Pkwy and circumnavigating Lot 13, Block 41 of said Live Oak Hills, the following courses:

South 60° 21' 20" West, 105.00 feet to a ½" iron rod set (WESTWOOD),
South 29° 53' 42" East, 75.00 feet a ½" iron rod set (WESTWOOD), and
North 60° 21' 20" East, 105.00 feet a ½" iron rod set (WESTWOOD) returning to the southwest line of said Schertz Pkwy;

THENCE, South 29° 53' 42" West, at 223.81 feet pass the north corner of the vacating portion of said Live Oak Blvd., at 283.81 feet pass the east corner of the same, in all, a total of 773.77 feet to a ½" iron rod set (WESTWOOD) at the north corner of the remaining portion of Lot 17, Block 42 of said Live Oak Hills, for the southeast corner of the herein and described tract of land;

THENCE, departing southwest line of Schertz Pkwy and across said Live Oak Hills and along the north and west lines of said Lot 17, South 60° 32' 29" West, 107.04 feet to a ½" iron rod set

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(WESTWOOD), South 29° 48' 49" West, 70.00 feet to a ½" iron rod found (CEC) at the north corner of Lot 1, Block 42;

THENCE, continuing across said Live Oak Hills, South 60° 08' 07" West, at 120.02 feet passing a ½" iron rod (CEC), at 180.02 feet pass a ½" iron rod found (CEC), in all, a total distance of 420.27 feet to a ½" iron rod set (WESTWOOD) at the west corner of Lot 1, Block 39 of said Live Oak Hills and South 29° 48' 49" East, 69.78 feet to a ½" iron rod found (DAM) on the common northwest line of Carolina Crossing Subdivision Unit 8 recorded in Volume 6, Page 219, said Plat Records and the south line of said Live Oak Hills for a corner of the herein described tract of land;

THENCE, South 60° 04' 52" West, 59.91 feet to a ½" iron rod found and South 60° 00' 52" West, 5.16 feet to a ½" iron rod set (WESTWOOD) at the common northwest corner of said Carolina Crossing Unit 8, the north corner of said 23.811 acre tract and a reentrant corner of the herein described tract of land;

THENCE, along the southwest line of said Unit 8, the northeast line of said 23.811 acre tract, South 30° 01' 02" East, 1,172.99 feet to a ½" iron rod found (CEC) on the northwest line of Carolina Crossing Subdivision Unit 7 recorded in Volume 6, Page 219, said Plat Records at the common south corner of said Carolina Crossing Unit 8 and the southeast corner of said 23.811 acre tract and the herein described tract of land;

THENCE, along the common northwest line of said Carolina Crossing Unit 7, the southeast line of said 23.811 acre tract, the following courses:

South 60° 01' 14" West, 232.61 feet to a ½" iron rod set (WESTWOOD),
South 59° 56' 11" West, 464.59 feet to ½" iron rod set (WESTWOOD), and
South 58° 45' 36" West, 53.53 feet to ½" iron rod found (CEC) for the common west corner of said Carolina Crossing Unit 7 and the northeast corner of Unit 1 P.U.D., Kensington Ranch Estates Subdivision recorded in Volume 8, Page 2 Guadalupe County Official Public Records, for a southeast corner of the herein described tract,

THENCE, continuing with the southeast line of said 23.811 acre tract and along the common northwest line said Kensington Ranch Estates, South 59° 50' 40" West, 175.30 feet to ½" iron rod set (WESTWOOD) at the east corner of 1.192 acre tract conveyed unto the City of Schertz by warranty deed recorded in Volume 2742, Page 269, said Official Public Records, for the south corner of the herein described tract of land;

THENCE, along the northeast line said 1.192 acre tract, and across the 23.811 acre tract, North 73° 37' 50" West, 207.43 feet to a ½" iron rod found at the beginning of a non-tangent curve to the right;

THENCE, along the arc of said curve with an arc length of 159.85 feet, a radius 275.52 feet, a delta of 33° 14' 33", and a chord bearing and distance of South 57° 00' 34" East, 157.62 feet to a ½" iron rod set at common north corner of said 1.192 acre tract and an east corner of those City of Schertz tracts recorded in Volume 2708, Page 726, said Official Public Records, for a west corner of the herein described tract of land;

THENCE, North 22° 29' 23" West, 385.88 feet to ½" iron rod set (WESTWOOD) at the south corner of a 9.167 acre tract conveyed unto Guadalupe Valley Electric Cooperative recorded in

Westwood

Volume 1145, Page 543, said Official Public Records, for a west corner of the herein described tract of land;

THENCE, along the common lines of said 9.167 acre tract and said 23.811 acre tract, North 59° 51' 25" East, 795.12 feet to a ½" iron rod set (WESTWOOD), and North 30° 04' 31" West, 500.00 feet to a ½" iron rod found on the southeast line of said Live Oak Hills coincident with the common northeast corner of said 9.167 acre tract for a reentrant corner of the herein described tract of land;

THENCE, along the northwest line of said 9.167 acre tract, South 60° 00' 52" West, 299.69 feet to a ½" iron rod found (CEC), at the east corner of Lot 18, Block 34 of said Live Oak Hills;

THENCE, circumnavigating said Lot 18, of same Block, the following courses:

North 29° 49' 32" West, 71.80 feet to a ½" iron rod set (WESTWOOD),
South 59° 57' 05" West, 120.00 feet to a ½" iron rod set (WESTWOOD), and
South 30° 14' 08" East, 72.11 feet to a ½" iron rod set (WESTWOOD) returning to the northwest line of said 9.167 acre tract for a corner of the herein described tract of land;

THENCE, South 59° 45' 52" West, 300.51 feet to a ½" iron rod set (WESTWOOD) on the east line of said City of Schertz tract for a west corner of the herein described tract of land;

THENCE, across said Block 31, North 29° 50' 00" West, 633.07 feet passing a ½" iron rod found, in all, for a total distance of 1284.52 feet to a ½" iron rod set (WESTWOOD) on the southeast line of Lot 1, Block 1, Chelsea Mixed-Use Subdivision recorded in Volume 7, Pages 530-531, said Plat Records for the west corner of the herein described tract of land;

THENCE, North 59° 58' 25" East, at 961.45 feet pass a ½" iron rod at the southwest corner of Lot 6, Block 2, Legacy at Forest Ridge recorded in Volume 8, Page 428, said Plat Records, in all, a total of 1,606.37 feet to the **POINT OF BEGINNING**.

Containing in all, 2,873,682 square feet, or 65.9707 acres of land, more or less.

The above description and area specifically excludes Lot 1, Block 41, said Live Oak Hills Subdivision, said Lot 1 being more particularly described as follows:

COMMENCING at a ½" iron rod found on the southwest line of said Schertz Parkway at the common southeast corner of said Lot 4, Block 2, Legacy at Forest Ridge Subdivision, and the north corner of said remaining portion of said Lot 9, Block 41;

THENCE, along the southwest line of said Schertz Pkwy, South 29° 53' 42" East, at 297.30 feet passing the north corner of said Lot 13, Block 41, at 372.30 feet the east corner of the same, and continuing in all a total distance of 596.11 feet to the intersection of the southwest line of Schertz Pkwy and the northwest line of said Live Oak Blvd.;

THENCE, along the northwest line of said Live Oak Blvd., South 60° 08' 45" West, 105.00 feet to the east corner and **POINT OF BEGINNING** of the herein described tract of land;

THENCE, continuing along the northwest line of said Live Oak Blvd., South 60° 08' 45" West, 120.00 feet to the intersection of the northwest line of said Live Oak Blvd. and the northeast

Westwood

line of Odell Lane, a 60-foot right-of-way, proposed to be vacated, as shown by plat of said Live Oak Hills Subdivision;

THENCE, along the northeast line of said Odell Lane, North 29° 53' 42" West, 75.00 feet to the west corner of the herein described tract of land;

THENCE, departing the right-of-way of said Odell Lane, North 60° 08' 45" East, 120.00 feet to the north corner of the herein described tract of land;

THENCE, South 29° 53' 42" East, 75.00 feet to the **POINT OF BEGINNING**.

Containing in all, 9,005 square feet, or 0.2067 acres of land, more or less.

Bearings are based on Texas State Plane coordinates for the South Central Zone, 4204 (NAD83, 2011 adjustment).

This metes and bounds description of a 65.9707 acre tract is for zoning and planning purposes only. This document of project number, 24313.00 and date, May 8, 2020, was prepared by Westwood Professional Services and shall not be used for conveyance nor construction purposes. – REVISED APRIL 29, 2021 due to updated title information excluding Lot 1, Block 39 from Subject Parcel.



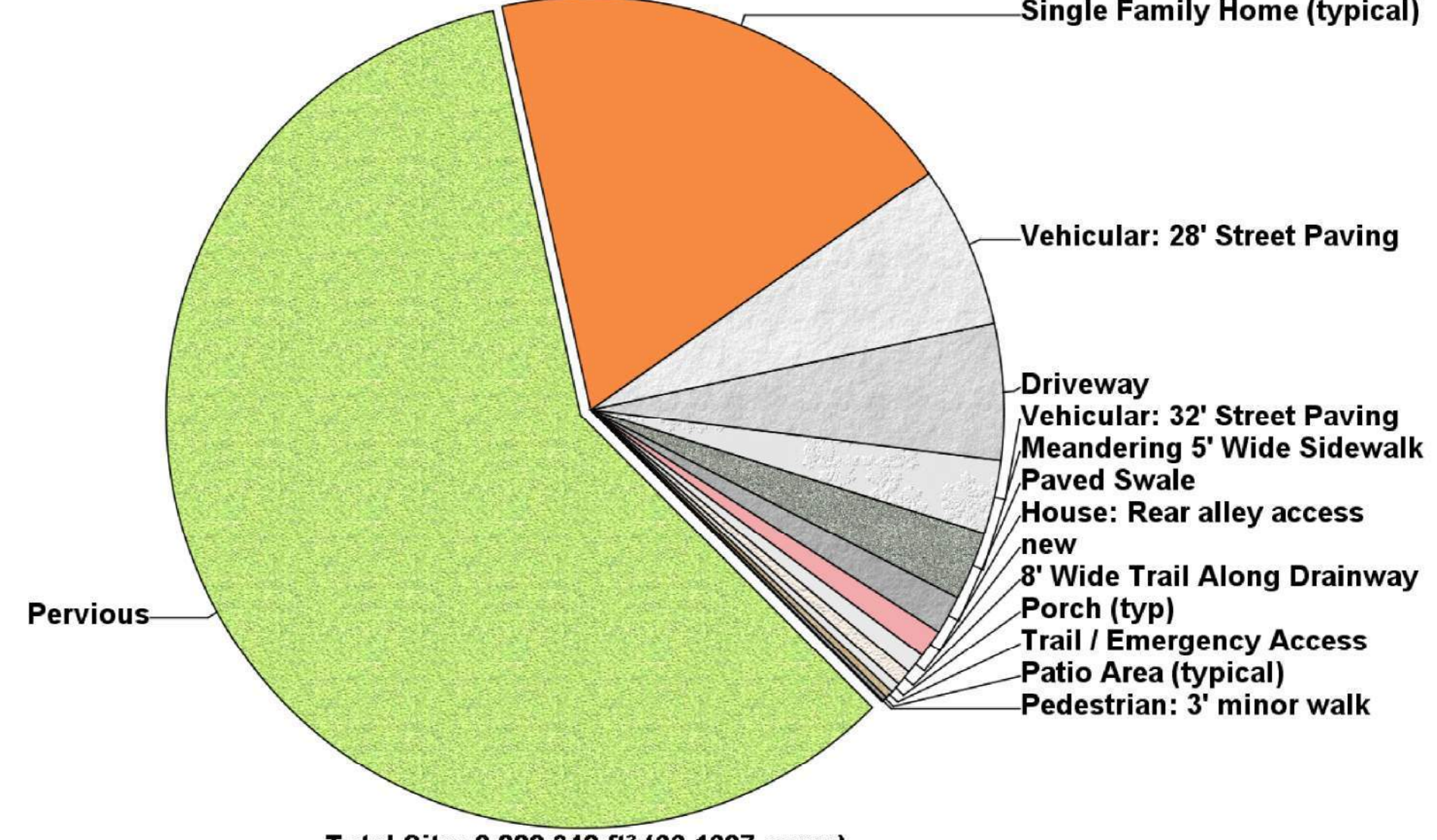
A handwritten signature in blue ink, appearing to read "Jason R. Gabriel".

EXHIBIT 2
CONCEPTUAL COVING PLAN

1" = 80 feet



Environmental Density - Man-made Impacts (40.9%)



Total Site: 2,882,048 ft ² (66.1627 acres)			
■ Pedestrian: 3' minor walk...	0.0%	1,300 ft ²	(0.0298 acres)
■ Trail / Emergency Access...	0.3%	7,651 ft ²	(0.1756 acres)
■ 8' Wide Trail Along Drainway	0.6%	16,988 ft ²	(0.3900 acres)
■ House: Rear alley access...	1.1%	31,582 ft ²	(0.7250 acres)
■ Meandering 5' Wide Sidewalk	2.7%	77,887 ft ²	(1.7880 acres)
■ Driveway	5.3%	153,918 ft ²	(3.5335 acres)
■ Single Family Home (typical)	18.7%	539,035 ft ²	(12.3745 acres)
■ Vehicular: 28' Street Paving	6.3%	182,292 ft ²	(4.1848 acres)
■ Vehicular: 32' Street Paving	2.9%	82,513 ft ²	(1.8942 acres)
■ Paved Swale	1.5%	44,124 ft ²	(1.0129 acres)
■ new	0.8%	22,974 ft ²	(0.5274 acres)
■ Porch (typ)	0.4%	12,552 ft ²	(0.2882 acres)
■ Patio Area (typical)	0.2%	5,856 ft ²	(0.1344 acres)
■ Pervious	59.1%	1,703,376 ft ²	(39.1041 acres)

Heritage Oaks Neighborhood Of Schertz, Texas

By: AWE Development Co., LLC.
14502 Brook Hollow Boulevard
San Antonio, Texas 78232

Westwood
Multi-Disciplined
Surveying & Engineering

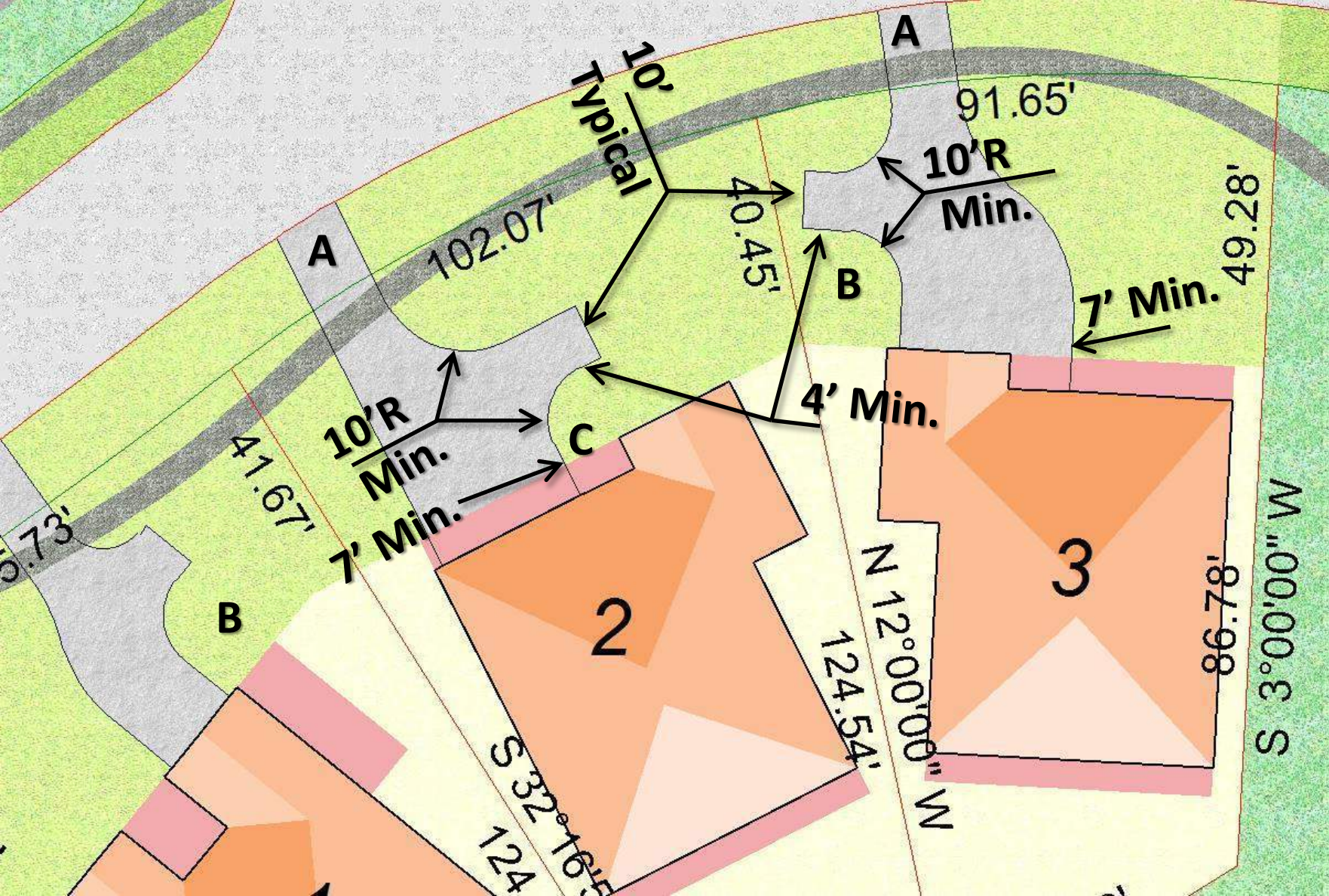
LandMentor Rick Harrison Site Design
Studio

Information:

Total Site Area:	66.162 Acres
Total Number of Lots:	207
Lots 60' Wide @ front Setback (10,866.6 sq.ft. average lot size)	50
Lots 50' Wide @ front Setback (8,432.2 sq.ft. average lot size)	157
Linear feet of Street	7,735.9'
Linear feet of Alley	1,163.3'
Total Area Meandering Front Yard (Front Setback to Curb)	13.7008 Acres
Park/Commons	12.163 Acres

Notes:
The homes shown are for graphical purposes only. They show the opportunities for builders to take advantage of wider pads where they allow expansion in front or rear of the lots and allow homeowners to provide for future expansion.
For more complete information in video format see www.rhsdplanning.com/uploads/Sherztz.mp4

EXHIBIT 3
DRIVEWAY DETAIL



Notes:

A:

Driveway width at the street should be a minimum 10' wide to a maximum of 16' wide.

B:

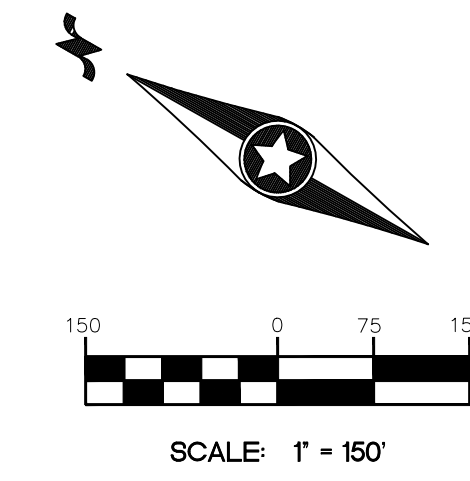
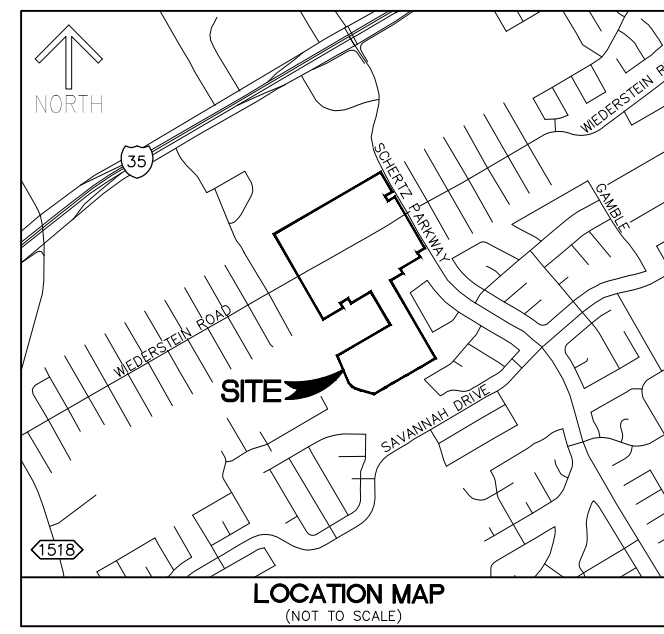
If the offset and angle of the garage to the side lot line allows the 'T' to be located towards the side yard instead of the front of the home, the 'T' should be located in the side instead of the front.

C:

On lots with extra deep setback, the 7' minimum can be increased.

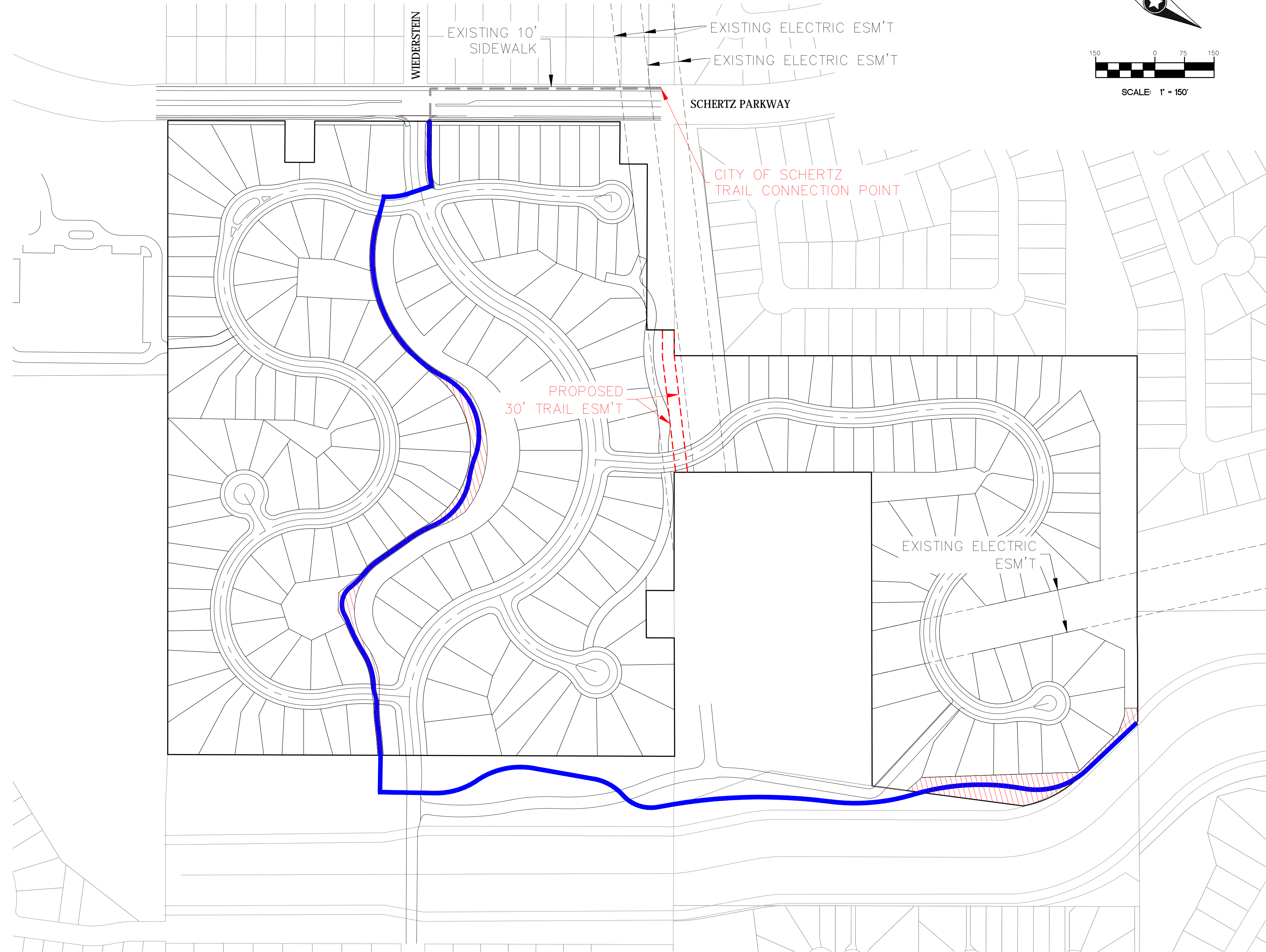
Driveway Detail

EXHIBIT 4
WIEDERSTEIN AND WEST DIETZ CREEK
TRAIL PLAN



LEGEND

	PARK AREA DEDICATED TO CITY OF SCHERTZ
	TRAIL CONSTRUCTED BY DEVELOPER



HERITAGE OAKS NEIGHBORHOOD
65.97 ACRES ~ TOTAL TRACT AREA

ENGINEER / APPLICANT:
 WESTWOOD PROFESSIONAL SERVICES
 1718 DRY CREEK WAY, SUITE 110
 SAN ANTONIO, TEXAS 78259
 TEL: (210) 265-8300

SURVEYOR
 WESTWOOD PROFESSIONAL SERVICES
 1718 DRY CREEK WAY, SUITE 110
 SAN ANTONIO, TEXAS 78259
 TEL: (210) 265-8300

OWNER / DEVELOPER
 PRESIDIO GROUP, LLC
 18618 TUSCANY STONE, SUITE 200
 SAN ANTONIO, TEXAS 78258
 TEL: (210) 826-9000

BY	
REVISIONS	
NO.	DATE

Westwood
 Phone (210) 265-8300 1718 Dry Creek Way, Suite 110
 Toll Free (888) 937-5150 San Antonio, TX 78259
 westwoodps.com
 Westwood Professional Services, Inc.
 TBPLS FIRM NO. 10194064 - TBPE FIRM NO. F-11756

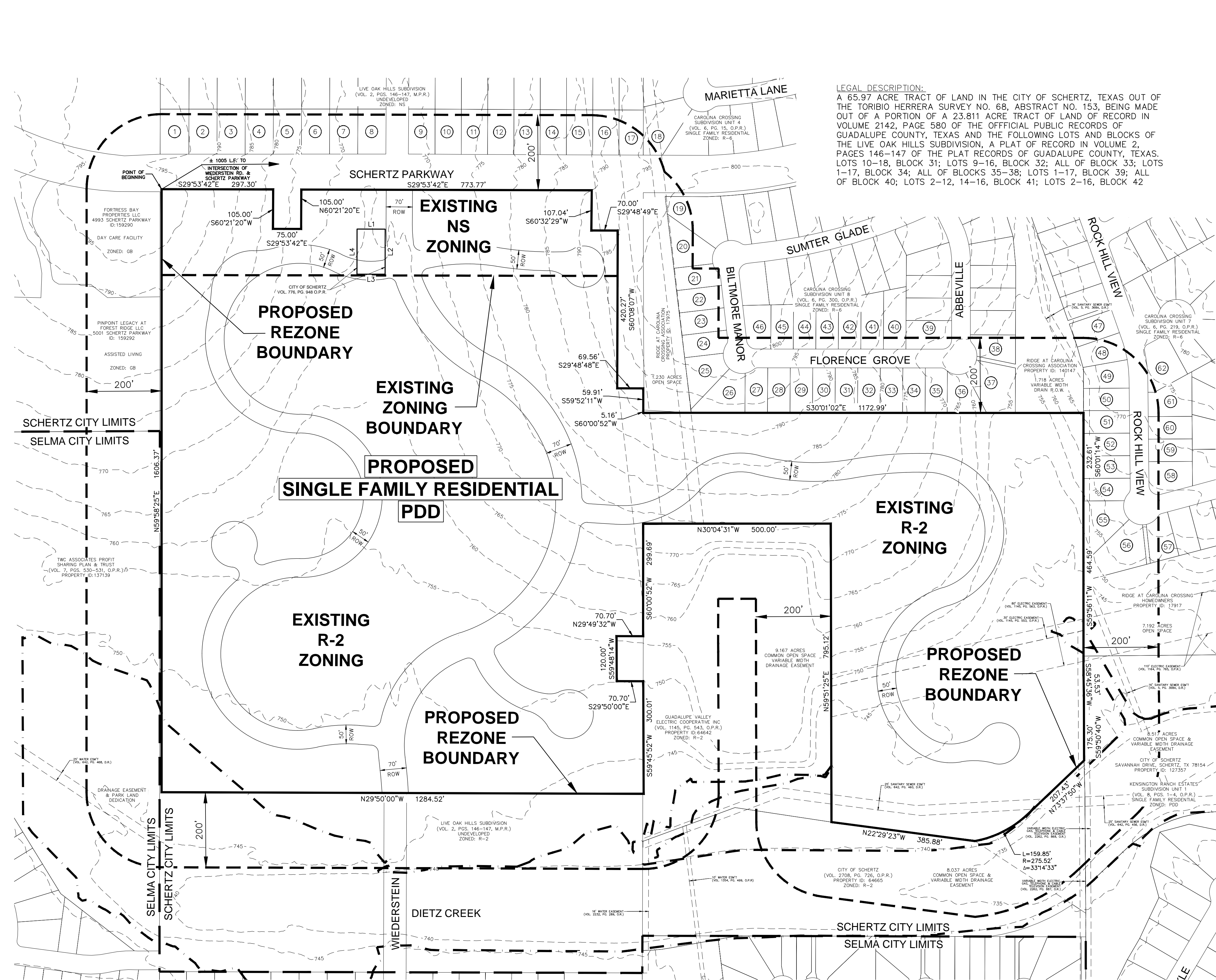
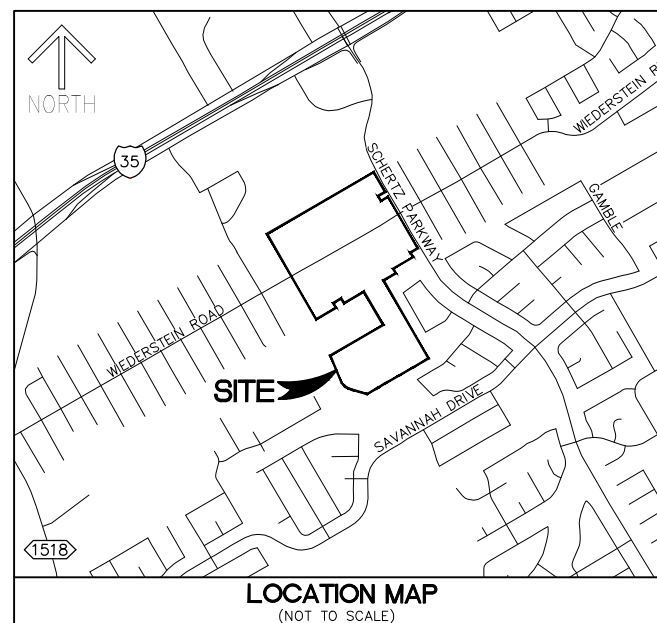
HERITAGE OAKS NEIGHBORHOOD
WIEDERSTEIN AND WEST DIETZ CREEK
TRAIL PLAN

JOB NO.:	24313.00
DATE:	DECEMBER 2020
DESIGN:	
DRAWN:	DAD
CHECKED:	

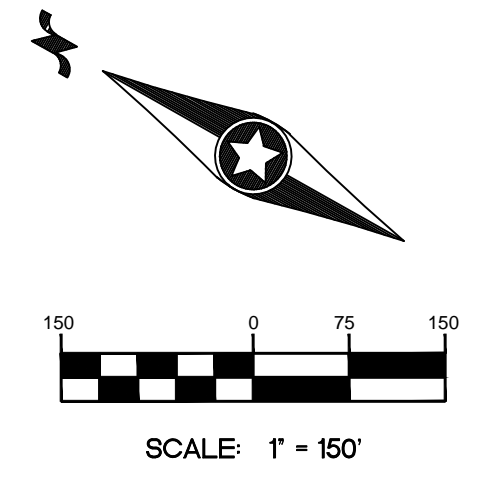
SHEET
EXHIBIT

File: N:\080213.000 - Project Drawings\Civil\Heritage Oaks - Trail Plan.dwg

EXHIBIT 5
ZONING EXHIBIT



LEGAL DESCRIPTION:
 A 65.97 ACRE TRACT OF LAND IN THE CITY OF SCHERTZ, TEXAS OUT OF THE TORIBIO HERRERA SURVEY NO. 68, ABSTRACT NO. 153, BEING MADE OUT OF A PORTION OF A 23.811 ACRE TRACT OF LAND OF RECORD IN VOLUME 2142, PAGE 580 OF THE OFFICIAL PUBLIC RECORDS OF GUADALUPE COUNTY, TEXAS AND THE FOLLOWING LOTS AND BLOCKS OF THE LIVE OAK HILLS SUBDIVISION, A PLAT OF RECORD IN VOLUME 2, PAGES 146-147 OF THE PLAT RECORDS OF GUADALUPE COUNTY, TEXAS. LOTS 10-18, BLOCK 31; LOTS 9-16, BLOCK 32; ALL OF BLOCK 33; LOTS 1-17, BLOCK 34; ALL OF BLOCKS 35-38; LOTS 1-17, BLOCK 39; ALL OF BLOCK 40; LOTS 2-12, 14-16, BLOCK 41; LOTS 2-16, BLOCK 42



LEGEND

	PROJECT BOUNDARY
	200' NOTIFICATION BOUNDARY
	100YR FLOODPLAIN FIRM PANEL NO. 48029C0095F
	EXISTING CONTOURS
	800'
	PLANNED DEVELOPMENT DISTRICT
	NEIGHBORHOOD SERVICES
	SINGLE FAMILY RESIDENTIAL
	ADJACENT PROPERTY OWNERSHIP SEE SHEET PDD-2

- GENERAL NOTES**
- THE THOROUGHFARE ALIGNMENTS SHOWN ON THIS EXHIBIT ARE FOR ILLUSTRATION PURPOSES AND DO NOT SET THE ALIGNMENT. ALIGNMENT IS DETERMINED AT TIME OF FINAL PLATTING.
 - ALL OPEN SPACE, COMMON AREAS, GREENBELTS, LANDSCAPE, DRAINAGE EASEMENT OR OTHER AREAS IDENTIFIED AS PRIVATE SHALL BE THE RESPONSIBILITY OF THE OWNER OR OWNER'S SUCCESSORS AND/OR ASSIGNS.
 - ACCORDING TO FLOOD INSURANCE RATE MAP, PANEL 48187C0210F DATED NOV. 2, 2007, SITE IS WITHIN THE 100-YEAR FLOODPLAIN.
 - CONTOURS ARE FROM SAN ANTONIO RIVER AUTHORITY LIDAR.
 - AN ELEVATION CERTIFICATE WILL BE REQUIRED FOR ALL LOTS WITHIN 100' OF THE 100 YEAR FLOOD.
 - UTILITY SERVICE PROVIDED BY THE FOLLOWING ENTITIES:
 WATER SERVICE - CITY OF SCHERTZ
 SEWER SERVICE - CITY OF SCHERTZ
 TELEPHONE SERVICE - AT&T
 CABLE TELEVISION - SPECTRUM
 GAS & ELECTRIC - GVEC

HERITAGE OAKS ZONING TABLE

CONDITION	ZONING	AREA (AC.)
EXISTING	NS	5.81
EXISTING	R-2	60.16
PROPOSED	PDD	65.97

LINE TABLE

LINE	LENGTH	BEARING
L1	75.00'	S29° 53' 42"E
L2	120.00'	S60° 06' 18"W
L3	75.09'	N29° 53' 42"W
L4	120.00'	N60° 08' 45"E

HERITAGE OAKS NEIGHBORHOOD

65.97 ACRES ~ TOTAL TRACT AREA

ENGINEER / APPLICANT:
 WESTWOOD PROFESSIONAL SERVICES
 1718 DRY CREEK WAY, SUITE 110
 SAN ANTONIO, TEXAS 78259
 TEL: (210) 265-8300

SURVEYOR
 WESTWOOD PROFESSIONAL SERVICES
 1718 DRY CREEK WAY, SUITE 110
 SAN ANTONIO, TEXAS 78259
 TEL: (210) 265-8300

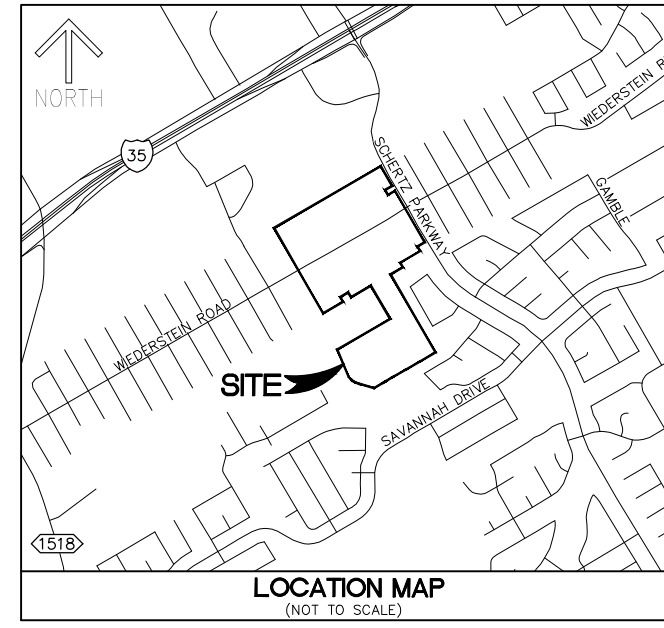
OWNER / DEVELOPER
 PRESIDIO GROUP, LLC
 18618 TUSCANY STONE, SUITE 200
 SAN ANTONIO, TEXAS 78258
 TEL: (210) 826-9000

NO.	DATE	REVISIONS

Westwood
 Phone (210) 265-8300
 Toll Free (888) 937-5150
 1718 Dry Creek Way, Suite 110
 San Antonio, TX 78259
 westwoodps.com
 Westwood Professional Services, Inc.
 TBPUS FIRM NO. 10194064 - TBPFE FIRM NO. F-11756

HERITAGE OAKS NEIGHBORHOOD
 PLANNED DEVELOPMENT DISTRICT
 ZONING EXHIBIT
 SCHERTZ, TEXAS

JOB NO.:	24313.00
DATE:	JANUARY 2020
DESIGN:	
DRAWN:	DAD
CHECKED:	



HERITAGE OAKS NEIGHBORHOOD

66.16 ACRES ~ TOTAL TRACT AREA

ENGINEER / APPLICANT:

WESTWOOD PROFESSIONAL SERVICES
1718 DRY CREEK WAY, SUITE 110
SAN ANTONIO, TEXAS 78259
TEL: (210) 265-8300

SURVEYOR

WESTWOOD PROFESSIONAL SERVICES
1718 DRY CREEK WAY, SUITE 110
SAN ANTONIO, TEXAS 78259
TEL: (210) 265-8300

OWNER / DEVELOPER

RESIDIO GROUP, LLC
18618 TUSCANY STONE, SUITE 200
SAN ANTONIO, TEXAS 78258
TEL: (210) 826-9000

ADJACENT PROPERTY OWNERSHIP

LIVE OAKS HILLS SUBDIVISION

1. SCHERTZ-CIBOLO-UNIVERSAL CITY ISD
SCHERTZ PARKWAY, SCHERTZ, TX 78154
PROPERTY ID: 32028
2. NANCY SCHAEFER NON GST EXEMPT TRUST FBO JANE SCHAEFER
SCHERTZ PARKWAY, SCHERTZ, TX 78154
PROPERTY ID: 32027
3. NANCY SCHAEFER NON GST EXEMPT TRUST FBO JANE SCHAEFER
SCHERTZ PARKWAY, SCHERTZ, TX 78154
PROPERTY ID: 32026
4. SCHERTZ-CIBOLO-UNIVERSAL CITY ISD
SCHERTZ PARKWAY, SCHERTZ, TX 78154
PROPERTY ID: 32025
5. SCHERTZ-CIBOLO-UNIVERSAL CITY ISD
SCHERTZ PARKWAY, SCHERTZ, TX 78154
PROPERTY ID: 32024
6. JESUS LOPEZ & DORIS REBECCA HERNANDEZ
SCHERTZ PARKWAY, SCHERTZ, TX 78154
PROPERTY ID: 32023
7. NANCY SCHAEFER NON GST EXEMPT TRUST FBO JANE SCHAEFER
SCHERTZ PARKWAY, SCHERTZ, TX 78154
PROPERTY ID: 32022
8. CITY OF SCHERTZ
SCHERTZ PARKWAY, SCHERTZ, TX 78154
PROPERTY ID: 32021
9. NANCY SCHAEFER NON GST EXEMPT TRUST FBO JANE SCHAEFER
SCHERTZ PARKWAY, SCHERTZ, TX 78154
PROPERTY ID: 32011
10. NANCY SCHAEFER NON GST EXEMPT TRUST FBO JANE SCHAEFER
SCHERTZ PARKWAY, SCHERTZ, TX 78154
PROPERTY ID: 32010
11. NANCY SCHAEFER NON GST EXEMPT TRUST FBO JANE SCHAEFER
SCHERTZ PARKWAY, SCHERTZ, TX 78154
PROPERTY ID: 32009
12. NANCY SCHAEFER NON GST EXEMPT TRUST FBO JANE SCHAEFER
SCHERTZ PARKWAY, SCHERTZ, TX 78154
PROPERTY ID: 32008
13. NANCY SCHAEFER NON GST EXEMPT TRUST FBO JANE SCHAEFER
SCHERTZ PARKWAY, SCHERTZ, TX 78154
PROPERTY ID: 32007
14. NANCY SCHAEFER NON GST EXEMPT TRUST FBO JANE SCHAEFER
SCHERTZ PARKWAY, SCHERTZ, TX 78154
PROPERTY ID: 32006
15. NANCY SCHAEFER NON GST EXEMPT TRUST FBO JANE SCHAEFER
SCHERTZ PARKWAY, SCHERTZ, TX 78154
PROPERTY ID: 32005
16. CITY OF SCHERTZ
SCHERTZ PARKWAY, SCHERTZ, TX 78154
PROPERTY ID: 32004
17. CITY OF SCHERTZ
SCHERTZ PARKWAY, SCHERTZ, TX 78154
PROPERTY ID: 32003

CAROLINA CROSSING SUBDIVISION UNIT 4

18. GLENN R & SANDRA K BRETZKE
3740 MARIETTA LANE, SCHERTZ, TX 78154
PROPERTY ID: 17678

CAROLINA CROSSING SUBDIVISION UNIT 8

19. OSCAR & KIMBERLY RAMIREZ
3500 SUMTER GLADE, SCHERTZ, TX 78154
PROPERTY ID: 17949
20. MARK D & SANDRA MASON
3400 BILTMORE MANOR, SCHERTZ, TX 78154
PROPERTY ID: 17950
21. TRAVIS C & DAWN DUPLANTIER ROBINETTE
3404 BILTMORE MANOR, SCHERTZ, TX 78154
PROPERTY ID: 17951
22. KAREN SHELTON BRITTSCH
3408 BILTMORE MANOR, SCHERTZ, TX 78154
PROPERTY ID: 17952
23. EDWARD M JR & DESSA A ANDERSON
3412 BILTMORE MANOR, SCHERTZ, TX 78154
PROPERTY ID: 17953
24. JEFF R & MARILYN P INGRAM
3416 BILTMORE MANOR, SCHERTZ, TX 78154
PROPERTY ID: 17954
25. NORMA & MARK HIDALGO
3420 BILTMORE MANOR, SCHERTZ, TX 78154
PROPERTY ID: 17955
26. MARKE & PAULA J SAINT HILL
3740 FLORENCE GROVE, SCHERTZ, TX 78154
PROPERTY ID: 17956
27. STEVE A & CATIA CHANDLER
3736 FLORENCE GROVE, SCHERTZ, TX 78154
PROPERTY ID: 17957
28. DONALD J & KERRY BROWN
3732 FLORENCE GROVE, SCHERTZ, TX 78154
PROPERTY ID: 17958
29. JAVIER PALACIOS & DIANA ANDREA
3728 FLORENCE GROVE, SCHERTZ, TX 78154
PROPERTY ID: 17959
30. TIMOTHY K & KIMBERLY A CARROLL
3724 FLORENCE GROVE, SCHERTZ, TX 78154
PROPERTY ID: 17960
31. CINDY L FOLLETTE
3720 FLORENCE GROVE, SCHERTZ, TX 78154
PROPERTY ID: 17961

32. MICHELLE L & ERWIN R IVERY
3716 FLORENCE GROVE, SCHERTZ, TX 78154
PROPERTY ID: 17962
33. YADIRA VANESSA & RAUL PRADO TIRADO
3712 FLORENCE GROVE, SCHERTZ, TX 78154
PROPERTY ID: 17963
34. GEORGE SHILOBOB
3708 FLORENCE GROVE, SCHERTZ, TX 78154
PROPERTY ID: 17964
35. JOHN E & JESSICA LEESANG
3704 FLORENCE GROVE, SCHERTZ, TX 78154
PROPERTY ID: 17965
36. ADRIAN CORNEJO
3700 FLORENCE GROVE, SCHERTZ, TX 78154
PROPERTY ID: 17966
37. JUSTIN L & AMANDA E WILLMANN
3429 ABBEVILLE DRIVE, SCHERTZ, TX 78154
PROPERTY ID: 17967
38. DOUGLAS A & KRISTIN K PACK
3425 ABBEVILLE DRIVE, SCHERTZ, TX 78154
PROPERTY ID: 17968
39. STEVE B & HOLLY A NAGY
3416 ABBEVILLE DRIVE, SCHERTZ, TX 78154
PROPERTY ID: 17923
40. MICHAEL CRISTOPHER MULLEN
3711 FLORENCE GROVE, SCHERTZ, TX 78154
PROPERTY ID: 17924
41. TIMOTHY B & EMILY M PAULSEN
3715 FLORENCE GROVE, SCHERTZ, TX 78154
PROPERTY ID: 17925
42. FRANK & DIANE E ADAMS
3719 FLORENCE GROVE, SCHERTZ, TX 78154
PROPERTY ID: 17926
43. JASON M & COURTNEY L WILLIAMS
3723 FLORENCE GROVE, SCHERTZ, TX 78154
PROPERTY ID: 17927
44. JOHN D JR & YOVANNY C HULSEY
3727 FLORENCE GROVE, SCHERTZ, TX 78154
PROPERTY ID: 17928
45. ROBERT & SHARON ST CLAIR
3731 FLORENCE GROVE, SCHERTZ, TX 78154
PROPERTY ID: 17929
46. MICHELLE & DONNIE L ST JOHN
3735 FLORENCE GROVE, SCHERTZ, TX 78154
PROPERTY ID: 17930

CAROLINA CROSSING SUBDIVISION UNIT 7

47. DOROTHY L HYATT & TROY H POCHER
3493 ROCK HILL VIEW, SCHERTZ, TX 78154
PROPERTY ID: 17915
48. SALLY L & JOHN D RIOJAS
3489 ROCK HILL VIEW, SCHERTZ, TX 78154
PROPERTY ID: 17914
49. JAMES P MURRAY JR
3485 ROCK HILL VIEW, SCHERTZ, TX 78154
PROPERTY ID: 17913
50. GERDA A PETERSON
3481 ROCK HILL VIEW, SCHERTZ, TX 78154
PROPERTY ID: 17912
51. ROBERT J & MALLORY A DUNCAN
3477 ROCK HILL VIEW, SCHERTZ, TX 78154
PROPERTY ID: 17911
52. BENJAMIN JOSEPH & ELIZABETH MASSIE PYRC
3473 ROCK HILL VIEW, SCHERTZ, TX 78154
PROPERTY ID: 17910
53. MATTHEW P MANGINI
3469 ROCK HILL VIEW, SCHERTZ, TX 78154
PROPERTY ID: 17909
54. UNKNOWN
3465 ROCK HILL VIEW, SCHERTZ, TX 78154
PROPERTY ID: 17908
55. RACHEL LEIGH JACKSON
3461 ROCK HILL VIEW, SCHERTZ, TX 78154
PROPERTY ID: 17907
56. KENNETH R & NORMA Y MIESS
3457 ROCK HILL VIEW, SCHERTZ, TX 78154
PROPERTY ID: 17906
57. RALPH E & GREER E HORRELL
3420 DARTMOUTH COVE, SCHERTZ, TX 78154
PROPERTY ID: 17905
58. ROBERT J & NANCY S SCHRADER
3464 ROCK HILL VIEW, SCHERTZ, TX 78154
PROPERTY ID: 17875
59. UNKNOWN
3468 ROCK HILL VIEW, SCHERTZ, TX 78154
PROPERTY ID: 17876
60. HEATHER SHERMAN & VICTOR ISRAEL LEAL
3472 ROCK HILL VIEW, SCHERTZ, TX 78154
PROPERTY ID: 17877
61. ROBERT J WILLIS JR
3476 ROCK HILL VIEW, SCHERTZ, TX 78154
PROPERTY ID: 17878

Westwood

Phone (210) 265-9300 1718 Dry Creek Way, Suite 110
Toll Free (888) 937-5750 San Antonio, TX 78259
westwoodps.com
Westwood Professional Services, Inc.
TBP,LS FIRM NO. 10194044 - TBP FIRM NO. F-11756

HERITAGE OAKS NEIGHBORHOOD
PLANNED DEVELOPMENT DISTRICT
ZONING EXHIBIT
SCHERTZ, TEXAS

JOB NO:	24313.00
DATE:	JANUARY 2020
DESIGN:	
DRAWN:	DAD
CHECKED:	

SHEET
PDD-2

Ord. 23-S-24

Request to rezone approx. 2.1 acres from Neighborhood Services District (NS) & Planned Development District (PDD) to Planned Development District (PDD)

Samuel Haas | SENIOR PLANNER



- Subject Property Outlined in Green
- Approximately 2.1 acres of land
- Currently undeveloped



SCHERTZ
COMMUNITY • SERVICE • OPPORTUNITY

HERITAGE OAKS
(PLPDD20230127)

<ul style="list-style-type: none"> Highways Major Roads Minor Roads 	<ul style="list-style-type: none"> Freeway Principal Arterial Planned Principal Arterial Secondary Arterial Planned Secondary Arterial Secondary Rural Arterial 	<ul style="list-style-type: none"> Planned Secondary Rural Arterial Residential Collector Planned Residential Collector Planned Commercial Collector B Commercial Collector A Planned Commercial Collector A 	<ul style="list-style-type: none"> 1" 2" 3" 4" 6" 	<ul style="list-style-type: none"> 8" 10" 12" 16" 18" 	<ul style="list-style-type: none"> 20" 24" 30" 36" Unknown 	<ul style="list-style-type: none"> Schertz Gravity Schertz Pressure Neighboring Gravity Private Pressure 	<ul style="list-style-type: none"> Hydrant Manholes CCMA Lift Station Private Lift Station 	<ul style="list-style-type: none"> Schertz Lift Station CCMA Treatment Plant Schertz Treatment Plant ET3 	<ul style="list-style-type: none"> Project Boundary County Boundaries Schertz Municipal Boundary
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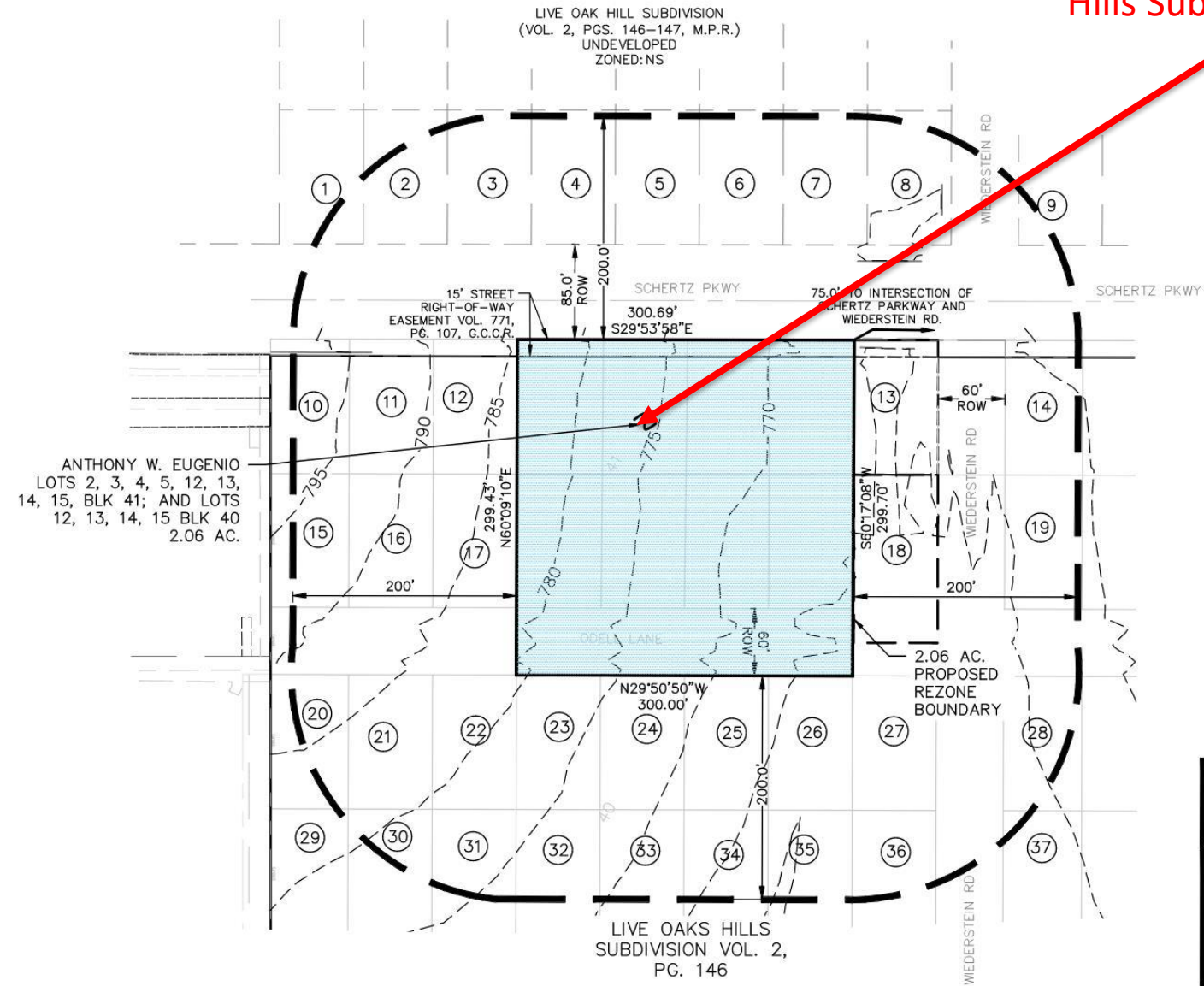
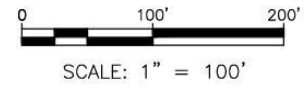
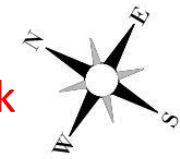
SCHERTZ
COMMUNITY. SERVICE. OPPORTUNITY.



- September 15:
5 public hearing notices mailed
- Responses Received:
2- In Favor
- 1 Sign was posted
- A notice was published in the "SA Express" on September 29th.

NOTE:
NO 100-YR FLOODPLAIN EXIST ON THE PROPERTY

Block 41 Lot 13, Live Oak Hills Subdivision



Legend

- PROJECT BOUNDARY
- 200' NOTIFICATION BOUNDARY
- PLANNED DEVELOPMENT DISTRICT
- ADJACENT PROPERTY OWNERS

PDD - REZONING 2.06 AC.



Binkley & Barfield, Inc.
TxEng F-257
190 S Seguin Ave
New Braunfels, TX 78130
830-606-3913
BinkleyBarfield.com

DRAWN BY: BGM
CHECKED BY: JM

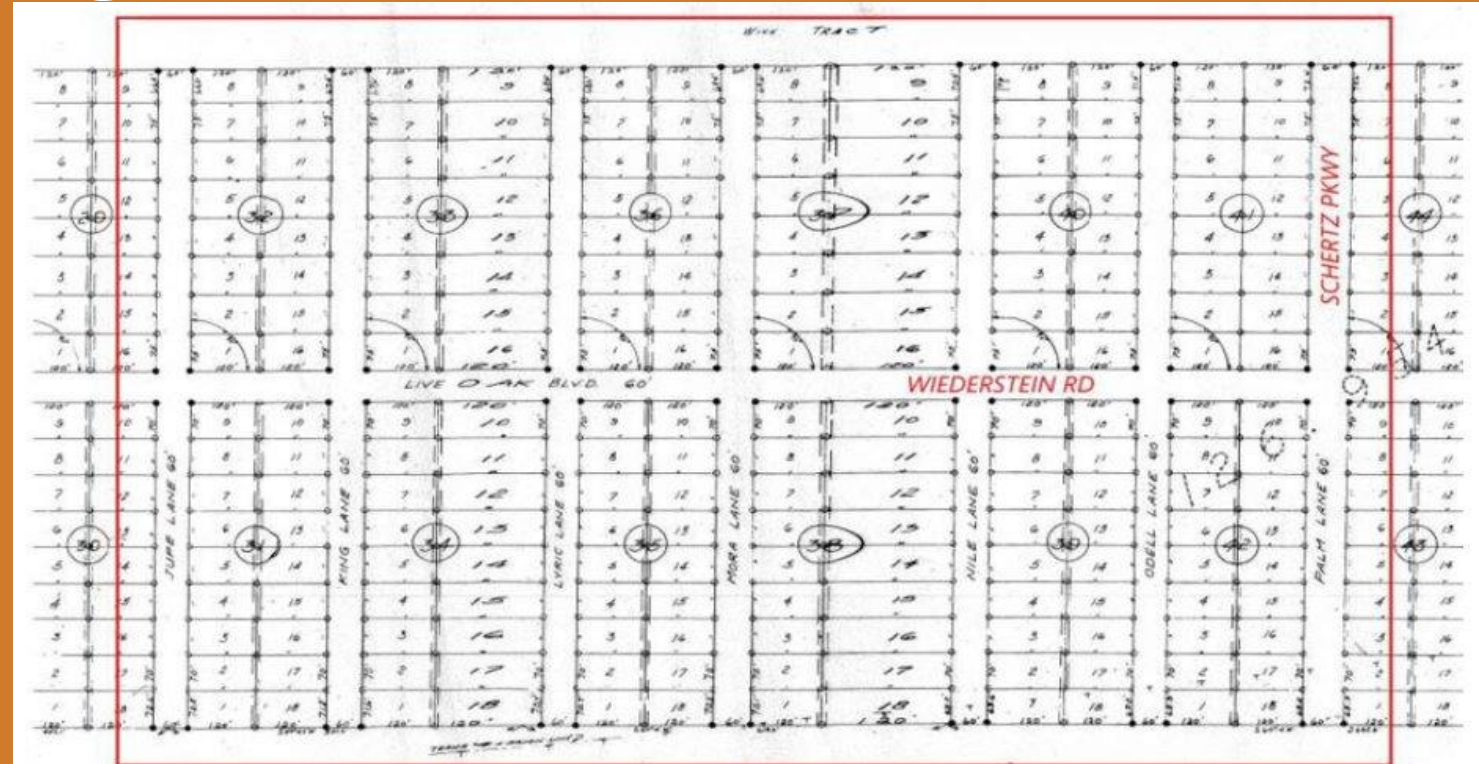
DATE: 2023
JOB NO.: 2106.13

Proposal

- **Heritage Oaks II PDD**
- **Approx. 2.1 acres**
- **In conformance with the Heritage Oaks PDD**
 - **Ord. 21-S-15**
 - **Approved May 11th, 2021**

Heritage Oaks PDD

Background: Live Oak Hills Subdivision



- Recorded in 1963
- No infrastructure
- Paper subdivision

Heritage Oaks PDD

Key Features:

- **Coving Plan**
 - **Curvilinear streets**
 - **Cul-de-sac revisions**
 - **Extended block lengths**
- **Base zoning of Single-Family Residential (R-1)**
- **Maximum # of Lots - 215**
- **Parkland dedication**
- **Hike and bike trails**
- **Min 3 trees per lot for a total 15" caliper per lot.**
- **50% Heritage Tree (24"+) preservation**

Heritage Oaks PDD

Table 3 – Heritage Oaks Neighborhood, a Planned Development District (PDD)

Zoning District	Minimum Lot Size/Dimensions			Minimum Yard Setback				Maximum Density		Misc	
	Area Sq Ft	Width Ft	Depth Ft	Front Ft	Side Ft	Rear Ft	Minimum Off-Street Parking Spaces	Lots	Lots Per Acre	Max Height Ft	Max Imperv Cover
Planned Development District (PDD)	6,000	50	120**	20	5*	20	2	215	3.25	35	50%

*Rectangular shaped lots shall have minimum 6-foot side yard setback.

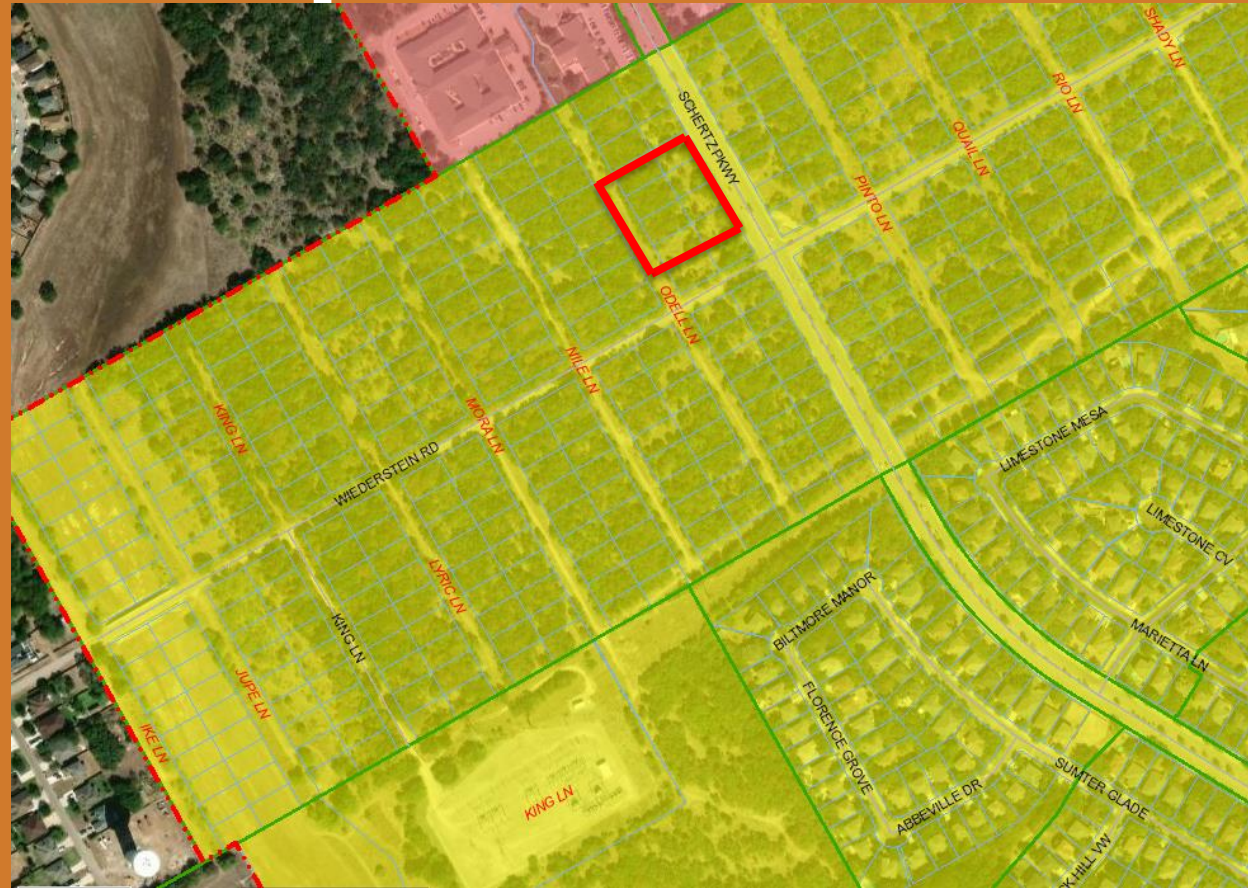
* Corner lot shall have minimum 10-foot side yard setback from street right-of-way.

**Minimum depth shall be taken at the midplane of the lot

Heritage Oaks PDD



Comp Plan Conformance



- Base zoning of Single-Family Residential (R-1)



Single Family Residential. Conventional detached dwellings. For areas proposed to utilize a traditional neighborhood design the Single Family Residential use may include a mix of residential uses as well as limited commercial development to support the daily activities of the development. In all Single Family Residential use areas, public and semi-public development such as schools and churches are encouraged as neighborhood focal points.

Staff Analysis & Recommendation

- **Not changing requirements, standards, or features of original Heritage Oaks PDD (Ord. 21-S-15).**
- **Block 41 Lot 13 is being incorporated into the subdivision, providing more consistency. UDC requires min. 2 acres for PDD.**
- **Proposed PDD Zoning conforms with the Comprehensive Plan and is consistent with the surrounding land uses.**
- **Staff recommends approval of Ord. 23-S-24 as presented and discussed.**
- **The Planning and Zoning Commission made a recommendation at the September 27, 2023, regular meeting to approve the rezone request 7-0.**
- **City Council voted unanimously to approve the request at the October 17, 2023 regular meeting.**

COMMENTS & QUESTIONS

CITY COUNCIL MEMORANDUM

City Council Meeting: November 14, 2023
Department: Planning & Community Development
Subject: Ordinance 23-S-78: Consider amendments to Part III of the Schertz Code of Ordinances, Unified Development Code (UDC) to Article 5, Section 21.5.4 Zoning Change/Zoning Map Amendment. *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.

Currently, the zone change process begins when the city or an applicant requests a zone change for a property. The City of Schertz UDC Section 21.5.4.C, in conformance with the State of Texas Local Government Code (LGC) then requires a public hearing. The City of Schertz UDC stipulates that the first public hearing is heard by the Planning and Zoning Commission where a recommendation is made to City Council. City Council then has two readings on the zone change request with the first reading being a public hearing as well. The final reading is not a public hearing, but in the event the action on the first reading was not unanimous, it could be a discussion item.

Before the public hearing is scheduled for a Planning and Zoning Commission meeting, State law requires that public hearing notifications be sent to property owners within 200-feet of a proposed zone change. UDC section 21.5.4.C.2.a calls these notifications "Written Notices". These notices are mailed to said property owners at least 10 days before the Planning and Zoning Commission hearing. On these public hearing notices there are options to vote "in favor of", "neutral to", or "opposed to" the zone change request. Then the property owners may return these notices either by mail, e-mail, or in-person to have their votes counted.

The votes that are "opposed to" are considered protest votes. These votes are critically important for the City Council readings as the LGC has a threshold that, once crossed, requires a 3/4 majority vote to approve the zone change. This rule is often called the "super-majority" rule. UDC Section 21.5.4.E.1. states the following:

1. **If a proposed zoning change or zoning map amendment is protested in accordance with this section, 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). The protest must be written and signed by the owners of at least twenty percent (20%) of either:**
 - a. **The area of the lots or land covered by the proposed zoning change or zoning map amendment; or**
 - b. **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 UDC follows the specific requirements laid out in the LGC when counting votes. However, neither the LGC nor the UDC has stipulations for cut-off dates. In practice, this means that these notices can be turned in all the way up to the point of the meeting. Also, with three separate readings in regard to the zone change, property owners have the opportunity to change their vote in-between these meetings. This can potentially create a difficult situation for staff, citizens, and applicants to keep track of protest votes and more importantly, to properly account for the super-majority threshold.

Lastly, there is often confusion around rental properties, and properties that have recently been sold. Rental tenants may receive a mailed notice, but the LGC explicitly states that only the surrounding property owners (not tenants) votes are counted. Also, the LGC states that the "most recently approved municipal tax roll", is used to determine property ownership. In practice, the city uses the County Appraisal District to determine mailing addresses and in consultation with the city attorney, this is an acceptable practice.

Proposed Amendments:

Staff is proposing amendments to UDC Section 21.5.4.E. by adding two subsections to the end of this section in order to help with these potential issues. The first portion of these proposed amendments will be Section 21.5.4.E.3. In this subsection staff is proposing to explicitly state the process in which property ownership is determined, what happens in the event there are discrepancies in the ownership, and clearly stating that tenants and lessees are not counted per state law. The language proposed is as followed:

3. In determining property ownership under section 21.5.4.E.1 above, the property owner shall be the owner as indicated on the most recently approved municipal tax roll, unless the property has been bought or sold since the last approved municipal tax roll. The City Manager or his/her designee determines property ownership in the above-mentioned municipal tax roll from the County Appraisal District.

a. If a property has recently been purchased and the County Appraisal District has not updated their public records to reflect the now current property owner, the new property owner must submit proof of ownership with their written protest to demonstrate ownership for the protest to be counted under section 21.5.4.E.1.

b. In the event of a conflict in property ownership, the City Manager or his/her designee shall determine who the owner of the property is for the purposes of calculating written protest.

c. The written protest will only be counted if signed by the owner of the property. Written protests from tenants or lessees will not be counted toward the written protest calculations under section 21.5.4.E.1

The next proposed subsection to UDC 21.5.4.E. will establish deadlines for returning Written Protest. The new deadlines will stipulate that these protest votes must be turned in by noon the Friday before the first reading of City Council. This gives staff time to account for the protest votes to determine if the super-majority threshold has been reached, and to prepare the necessary reports. Staff is then proposing a second deadline of noon the Friday before the second reading as well. This gives more time for the surrounding owners to submit their votes on the request; this also provides an opportunity for a property owner to change their vote if they so decide. Staff also mentions that only the most recent returned vote is counted and what happens in the event of a holiday. The proposed language is as follows:

4. The following deadlines apply to the receipt and calculation of written protest:

a. *First Reading.* Written protest must be received before noon (12pm) on the Friday before the first reading of the proposed zoning change or zoning map amendment ordinance by the

City Council, in order to be included in the calculation of written protest described by section 21.5.4.E.1.

b. *Second Reading.* Written protest must be received before noon (12pm) on the Friday before the second reading of the proposed zoning change or zoning map amendment ordinance by the City Council, in order to be included in the calculation of written protest described by section 21.5.4.E.1.

c. Written protest received prior to the First Reading deadline will also be included in the Second Reading written protest calculation.

d. In calculating the written protest described by section 21.5.4.E.1., only the most recent written protest received prior to the deadline above will be counted per property.

e. In the event a federal, state, or local holiday prevents staff from receiving votes on the Friday before the City Council reading, the deadline will be extended to noon (12pm) on the next business day.

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 recommends approval of Ordinance 23-S-78, amendments to the Unified Development Code (UDC) as proposed and discussed.

The Planning and Zoning Commission met on September 27, 2023, in which they held a public hearing on this item. After discussion on the item the Planning and Zoning commission requested two modifications. One modification was for added clarity as to what is being determined from the "municipal tax roll". As a result, staff added language in the last line of the proposed 21.5.4.E.3 stating that "property ownership" is determined. Also, the Commission wanted to include a provision for how the deadlines are affected by holidays, for which staff included a line in the proposed 21.5.4.E.4.e.

The Planning and Zoning Commission recommended approval with these added modifications with a 7-0 vote.

At the October 17, 2023 regular meeting, City Council voted unanimously to approve the request with a 7-0 vote. City Council had requested modifications to the public hearing notification mailer that staff sends to surrounding properties. This modification does not affect the ordinance itself. The modification relates to the practice of staff, which staff has taken into consideration.

RECOMMENDATION

Approval of Ordinance 23-S-78

Attachments

Ord. 23-S-78 with Exhibits

UDC Section 21.5.4. Zoning Map Amendment - (redlines)

City Council Presentation Slides

ORDINANCE NO. 23-S-78

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 5 ZONING DISTRICTS, SUBSECTION 21.5.4 ZONING CHANGE/ZONING MAP AMENDMENT.

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 September 27, 2023, the Planning and Zoning Commission conducted public hearings and, thereafter recommended approval; and

WHEREAS, on October 17, 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.

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

Section 1. The current UDC is hereby amended as set forth in 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

Unified Development Code (UDC) Amendments

Article 5 Section 21.5.4 – Zoning Change/Zoning Map Amendment

Sec. 21.5.4. Zoning Change/Zoning Map Amendment.

A. *Applicability.*

1. The City Council may, from time to time, on its own motion, by request of the City Manager or his/her designee, or by application from a property owner, establish or amend the boundaries shown on the Official Zoning Map of the City. A zoning change or zoning map amendment is required to establish the use of land and the development associated with the proposed zoning classification for the purpose of establishing and maintaining sound, stable and desirable development within the City.
2. Approval of a zoning change or zoning map amendment authorizes a property owner to submit subsequent development applications consistent with the amendment.

B. *Application Requirements.*

1. *Application Required.* Any request for a zoning change or zoning map amendment shall be accompanied by an application and zoning exhibit prepared in accordance with the Development Manual.
2. *Accompanying Applications.* A request for a zoning change or zoning map amendment may be accompanied by an application for amendment of the Future Land Use Map or by a Subdivision Master Plan. Approval of a zoning change or zoning map amendment shall require all subsequent development applications to be consistent with the approved amendments.
3. *Tax Certificate Required.* All applications made as a request for a zoning change or zoning map amendment shall be accompanied by a copy of a Tax Certificate.

C. *Processing of Application and Decision.*

1. *Submittal.* An application for a zoning change or zoning map amendment shall be submitted to the City Manager or his/her designee. The City Manager or his/her designee shall review the application for completeness in accordance with section 21.4.2. The City Manager or his/her designee may, at its option, request a recommendation from any other City Department or consultant. The City Manager or his/her designee shall notify the applicant of items requiring correction or attention before providing a recommendation on the application. After appropriate review, the City Manager or his/her designee shall forward a written recommendation to the Planning and Zoning Commission for consideration.
2. *Notification Requirements.* An application for a zoning change or zoning map amendment requires the following notification in accordance with section 21.4.3:
 - a. written notice prior to consideration by the Planning and Zoning Commission; and
 - b. published notice prior to consideration by the City Council.
 - c. posted notice prior to consideration by the Planning and Zoning Commission and prior to consideration by the City Council.
3. *Commission Recommendation.* The Planning and Zoning Commission shall hold a public hearing in accordance with the Texas Open Meetings Act and section 21.4.4 and make a written recommendation regarding a proposed zoning change or zoning map amendment to the City Council. The Planning and Zoning Commission may recommend approval, approval with conditions, or denial of the amendment. The Planning and Zoning Commission may, on its own motion or by request of the property owner, postpone consideration of the request to a certain date that is not more than thirty (30) calendar days after the date of the current consideration in order to review additional information or modifications which may have a direct bearing on the recommendation to the City Council.

-
4. *Decision by City Council.* The City Council shall receive the written recommendation of the Planning and Zoning Commission regarding a proposed zoning change or zoning map amendment and shall hold a public hearing in accordance with the Texas Open Meetings Act and section 21.4.4. The City Council may vote to approve, approve with conditions, or deny the amendment. The City Council may, on its own motion or by request of the property owner, postpone consideration of the request to a certain date that is not more than thirty (30) calendar days after the date of the current consideration in order to review additional information or modifications which may have a direct bearing on the final decision.
 5. *Consideration of Previously Denied Amendments.* A request for a zoning change or zoning map amendment for a tract of land shall not be considered by the Planning and Zoning Commission or the City Council within six (6) months after the Council's decision to deny the request unless the request is to a different zoning classification or there has been a substantial change in the conditions surrounding the parcel since the initial request. For the purpose of this section, a request may be considered substantially different if the change is to a different zoning classification, there is a change in conditions relating to zoning principles of the property or surrounding properties or there is a change in the nature of the development of the property or surrounding properties. The City Manager or his/her designee shall have the authority to determine whether the request is substantially different from the initial request.
- D. *Criteria for Approval.* The Planning and Zoning Commission, in making its recommendation, and the City Council, in considering final action on a zoning change or zoning map amendment, should consider the following criteria:
1. Whether the proposed zoning change or zoning map amendment implements the policies of the adopted Comprehensive Land Plan, including the land use classification of the property on the Future Land Use Map;
 2. Whether the proposed zoning change or zoning map amendment promotes the health, safety, or general welfare of the City and the safe, orderly, efficient and healthful development of the City;
 3. Whether the uses permitted by the proposed change in zoning district classification and the standards applicable to such uses will be appropriate in the immediate area of the land to be reclassified;
 4. Whether the proposed change is in accord with any existing or proposed plans for providing public schools, streets, water supply, sanitary sewers or other public services and utilities to the area;
 5. Whether there have been environmental and/or economical changes which warrant the requested change;
 6. Whether there is an error in the original zoning of the property for which a change is requested;
 7. Whether all of the applicant's back taxes owed to the City have been paid in full (no application will receive final approval until all back taxes are paid in full); and,
 8. Whether other criteria are met, which, at the discretion of the Planning and Zoning Commission and the City Council, are deemed relevant and important in the consideration of the amendment.
- E. *Protests.*
1. If a proposed zoning change or zoning map amendment is protested in accordance with this section, the proposed change must receive, in order to take effect, the affirmative vote of at least three-fourths ($\frac{3}{4}$) of all members of the City Council according to LGC, Local Government Code § 211.006(d). The protest must be written and signed by the owners of at least twenty percent (20%) of either:
 - a. The area of the lots or land covered by the proposed zoning change or zoning map amendment;
 - or

-
- b. 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.
 2. In computing the percentage of land area under section 21.5.4.E.1 above, the area of streets and alleys shall be included.
 3. In determining property ownership under section 21.5.4.E.1 above, the property owner shall be the owner as indicated on the most recently approved municipal tax roll, unless the property has been bought or sold since the last approved municipal tax roll. The City Manager or his/her designee determines property ownership in the above-mentioned municipal tax roll from the County Appraisal District.
 - a. If a property has recently been purchased and the County Appraisal District has not updated their public records to reflect the now current property owner, the new property owner must submit proof of ownership with their written protest to demonstrate ownership for the protest to be counted under section 21.5.4.E.1.
 - b. In the event of a conflict in property ownership, the City Manager or his/her designee shall determine who the owner of the property is for the purposes of calculating written protest.
 - c. The written protest will only be counted if signed by the owner of the property. Written protests from tenants or lessees will not be counted toward the written protest calculations under section 21.5.4.E.1.
 4. The following deadlines apply to the receipt and calculation of written protest:
 - a. *First Reading.* Written protest must be received before noon (12pm) on the Friday before the first reading of the proposed zoning change or zoning map amendment ordinance by the City Council, in order to be included in the calculation of written protest described by section 21.5.4.E.1.
 - b. *Second Reading.* Written protest must be received before noon (12pm) on the Friday before the second reading of the proposed zoning change or zoning map amendment ordinance by the City Council, in order to be included in the calculation of written protest described by section 21.5.4.E.1.
 - c. Written protest received prior to the First Reading deadline will also be included in the Second Reading written protest calculation.
 - d. In calculating the written protest described by section 21.5.4.E.1., only the most recent written protest received prior to the deadline above will be counted per property.
 - e. In the event a federal, state, or local holiday prevents staff from receiving votes on the Friday before the City Council reading, the deadline will be extended to noon (12pm) on the next business day.

(Ord. No. 17-S-42 , § 1(Exh. A), 10-24-2017; Ord. No. 18-S-04 , § 1(Exh. A), 1-23-2018)

Sec. 21.5.4. Zoning Change/Zoning Map Amendment.

A. *Applicability.*

1. The City Council may, from time to time, on its own motion, by request of the City Manager or his/her designee, or by application from a property owner, establish or amend the boundaries shown on the Official Zoning Map of the City. A zoning change or zoning map amendment is required to establish the use of land and the development associated with the proposed zoning classification for the purpose of establishing and maintaining sound, stable and desirable development within the City.
2. Approval of a zoning change or zoning map amendment authorizes a property owner to submit subsequent development applications consistent with the amendment.

B. *Application Requirements.*

1. *Application Required.* Any request for a zoning change or zoning map amendment shall be accompanied by an application and zoning exhibit prepared in accordance with the Development Manual.
2. *Accompanying Applications.* A request for a zoning change or zoning map amendment may be accompanied by an application for amendment of the Future Land Use Map or by a Subdivision Master Plan. Approval of a zoning change or zoning map amendment shall require all subsequent development applications to be consistent with the approved amendments.
3. *Tax Certificate Required.* All applications made as a request for a zoning change or zoning map amendment shall be accompanied by a copy of a Tax Certificate.

C. *Processing of Application and Decision.*

1. *Submittal.* An application for a zoning change or zoning map amendment shall be submitted to the City Manager or his/her designee. The City Manager or his/her designee shall review the application for completeness in accordance with section 21.4.2. The City Manager or his/her designee may, at its option, request a recommendation from any other City Department or consultant. The City Manager or his/her designee shall notify the applicant of items requiring correction or attention before providing a recommendation on the application. After appropriate review, the City Manager or his/her designee shall forward a written recommendation to the Planning and Zoning Commission for consideration.
2. *Notification Requirements.* An application for a zoning change or zoning map amendment requires the following notification in accordance with section 21.4.3:
 - a. written notice prior to consideration by the Planning and Zoning Commission; and
 - b. published notice prior to consideration by the City Council.
 - c. posted notice prior to consideration by the Planning and Zoning Commission and prior to consideration by the City Council.
3. *Commission Recommendation.* The Planning and Zoning Commission shall hold a public hearing in accordance with the Texas Open Meetings Act and section 21.4.4 and make a written recommendation regarding a proposed zoning change or zoning map amendment to the City Council. The Planning and Zoning Commission may recommend approval, approval with conditions, or denial of the amendment. The Planning and Zoning Commission may, on its own motion or by request of the property owner, postpone consideration of the request to a certain date that is not more than thirty (30) calendar days after the date of the current consideration in order to review additional information or modifications which may have a direct bearing on the recommendation to the City Council.

4. *Decision by City Council.* The City Council shall receive the written recommendation of the Planning and Zoning Commission regarding a proposed zoning change or zoning map amendment and shall hold a public hearing in accordance with the Texas Open Meetings Act and section 21.4.4. The City Council may vote to approve, approve with conditions, or deny the amendment. The City Council may, on its own motion or by request of the property owner, postpone consideration of the request to a certain date that is not more than thirty (30) calendar days after the date of the current consideration in order to review additional information or modifications which may have a direct bearing on the final decision.
 5. *Consideration of Previously Denied Amendments.* A request for a zoning change or zoning map amendment for a tract of land shall not be considered by the Planning and Zoning Commission or the City Council within six (6) months after the Council's decision to deny the request unless the request is to a different zoning classification or there has been a substantial change in the conditions surrounding the parcel since the initial request. For the purpose of this section, a request may be considered substantially different if the change is to a different zoning classification, there is a change in conditions relating to zoning principles of the property or surrounding properties or there is a change in the nature of the development of the property or surrounding properties. The City Manager or his/her designee shall have the authority to determine whether the request is substantially different from the initial request.
- D. *Criteria for Approval.* The Planning and Zoning Commission, in making its recommendation, and the City Council, in considering final action on a zoning change or zoning map amendment, should consider the following criteria:
1. Whether the proposed zoning change or zoning map amendment implements the policies of the adopted Comprehensive Land Plan, including the land use classification of the property on the Future Land Use Map;
 2. Whether the proposed zoning change or zoning map amendment promotes the health, safety, or general welfare of the City and the safe, orderly, efficient and healthful development of the City;
 3. Whether the uses permitted by the proposed change in zoning district classification and the standards applicable to such uses will be appropriate in the immediate area of the land to be reclassified;
 4. Whether the proposed change is in accord with any existing or proposed plans for providing public schools, streets, water supply, sanitary sewers or other public services and utilities to the area;
 5. Whether there have been environmental and/or economical changes which warrant the requested change;
 6. Whether there is an error in the original zoning of the property for which a change is requested;
 7. Whether all of the applicant's back taxes owed to the City have been paid in full (no application will receive final approval until all back taxes are paid in full); and,
 8. Whether other criteria are met, which, at the discretion of the Planning and Zoning Commission and the City Council, are deemed relevant and important in the consideration of the amendment.
- E. *Protests.*
1. If a proposed zoning change or zoning map amendment is protested in accordance with this section, the proposed change must receive, in order to take effect, the affirmative vote of at least three-fourths ($\frac{3}{4}$) of all members of the City Council according to LGC, Local Government Code § 211.006(d). The protest must be written and signed by the owners of at least twenty percent (20%) of either:
 - a. The area of the lots or land covered by the proposed zoning change or zoning map amendment;
 - or

- b. 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.
- 2. In computing the percentage of land area under section 21.5.4.E.1 above, the area of streets and alleys shall be included.
- 3. In determining property ownership under section 21.5.4.E.1 above, the property owner shall be the owner as indicated on the most recently approved municipal tax roll, unless the property has been bought or sold since the last approved municipal tax roll. The City Manager or his/her designee determines property ownership in the above-mentioned municipal tax roll from the County Appraisal District.
 - a. If a property has recently been purchased and the County Appraisal District has not updated their public records to reflect the now current property owner, the new property owner must submit proof of ownership with their written protest to demonstrate ownership for the protest to be counted under section 21.5.4.E.1.
 - b. In the event of a conflict in property ownership, the City Manager or his/her designee shall determine who the owner of the property is for the purposes of calculating written protest.
 - c. The written protest will only be counted if signed by the owner of the property. Written protests from tenants or lessees will not be counted toward the written protest calculations under section 21.5.4.E.1.
- 4. The following deadlines apply to the receipt and calculation of written protest:
 - a. First Reading. Written protest must be received before noon (12pm) on the Friday before the first reading of the proposed zoning change or zoning map amendment ordinance by the City Council, in order to be included in the calculation of written protest described by section 21.5.4.E.1.
 - b. Second Reading. Written protest must be received before noon (12pm) on the Friday before the second reading of the proposed zoning change or zoning map amendment ordinance by the City Council, in order to be included in the calculation of written protest described by section 21.5.4.E.1.
 - c. Written protest received prior to the First Reading deadline will also be included in the Second Reading written protest calculation.
 - d. In calculating the written protest described by section 21.5.4.E.1., only the most recent written protest received prior to the deadline above will be counted per property.
 - e. In the event a federal, state, or local holiday prevents staff from receiving votes on the Friday before the City Council reading, the deadline will be extended to noon (12pm) on the next business day.

(Ord. No. 17-S-42 , § 1(Exh. A), 10-24-2017; Ord. No. 18-S-04 , § 1(Exh. A), 1-23-2018)

Ord. 23-S-78

**Amendments to UDC Article 5, Section 21.5.4 Zone
Change/Zoning Map Amendment**

Samuel Haas | SENIOR PLANNER

Background

Zone Change Process:

- Applicant or City request for zone change
- Staff review
 - Set Planning and Zoning Commission Public Hearing date
- Written Notice of Public Hearing
 - Mailed to surrounding property owners
 - Within 200 feet
 - Min. 10 days before the meeting date
 - In conformance with LGC 211.007
- Planning and Zoning Public Hearing (recommendation)
- Newspaper Notification
 - Min 15 days before first City Council reading
 - In conformance with LGC 211.006
- City Council Public Hearing (first reading)
- City Council second reading

Written Notice



PLANNING & COMMUNITY
DEVELOPMENT

NOTICE OF PUBLIC HEARING

September 15, 2023

Dear Property Owner,

The Schertz Planning and Zoning Commission will conduct a public hearing on **Wednesday, September 27, 2023 at 6:30 p.m.**, located at the Municipal Complex Council Chambers, 1400 Schertz Parkway, Building #4, Schertz, Texas to consider and make a recommendation on the following item:

PLPDD20230127 – A request to rezone approximately 2 acres of land from Neighborhood Services District (NS) and Planned Development District (PDD) to Planned Development District (PDD), known as Guadalupe County Parcel ID 31970, 31971, 31972, 31973, 31980, 31981, 31982, 31983, generally located northwest of the intersection between Schertz Parkway and Wiederstein Road, 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 Samuel Haas, Senior Planner, 1400 Schertz Parkway, Schertz, Texas 78154, or by e-mail: planning@schertz.com. If you have any questions, please feel free to call Samuel Haas, Senior Planner at (210) 619-1783.

Sincerely,

Samuel Haas
Senior Planner

Reply Form

I am: in favor of opposed to neutral to the request for PLPDD20230127

COMMENTS: _____

NAME: _____ SIGNATURE _____
(PLEASE PRINT)

STREET ADDRESS: _____

DATE: _____

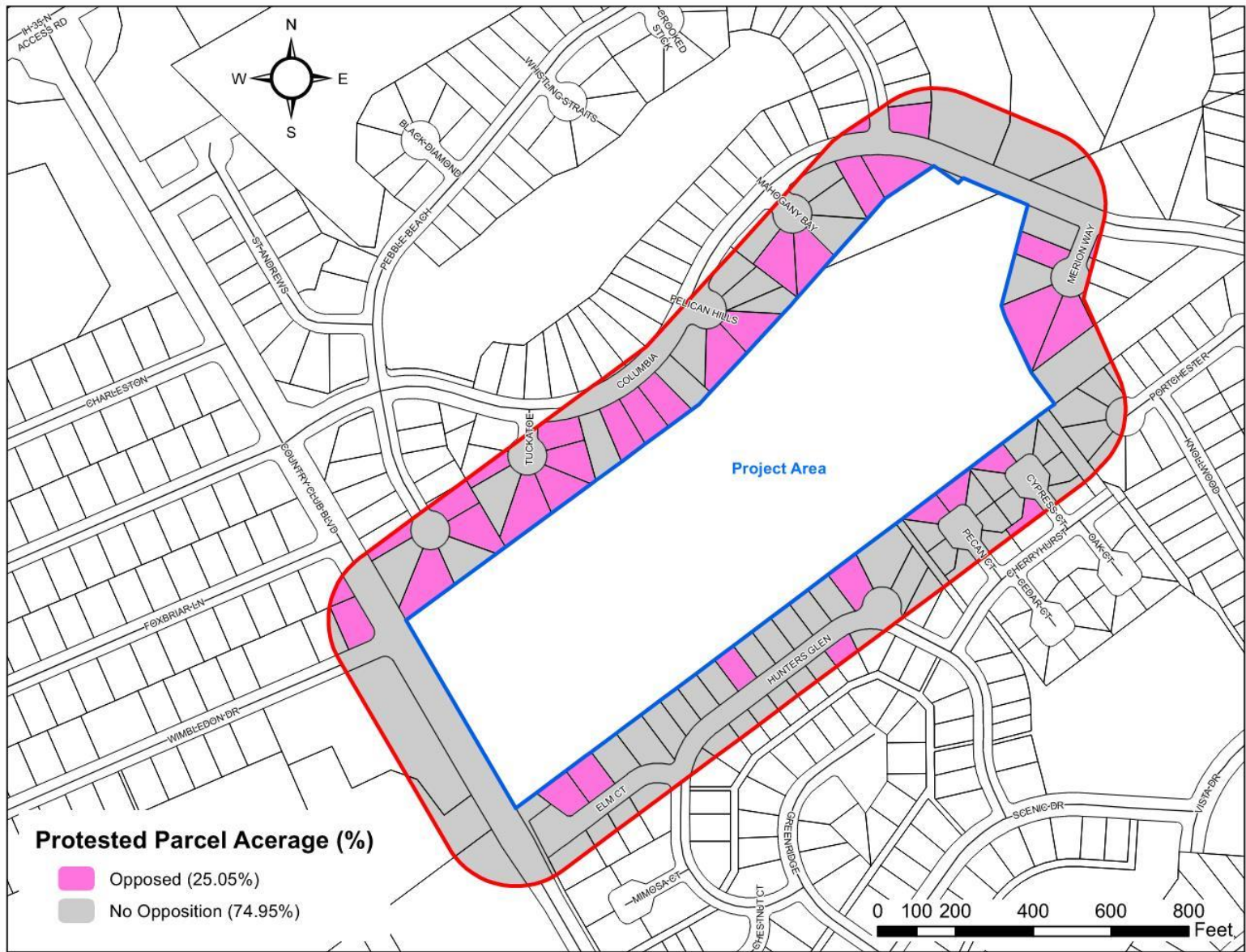
Written Notice

UDC 21.5.4.E.1:

- 1. If a proposed zoning change or zoning map amendment is protested in accordance with this section, the proposed change must receive, in order to take effect, the affirmative vote of at least three-fourths ($\frac{3}{4}$) of all members of the City Council according to LGC, Local Government Code § 211.006(d). The protest must be written and signed by the owners of at least twenty percent (20%) of either*
- a. The area of the lots or land covered by the proposed zoning change or zoning map amendment; or
 - b. 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

Referred to as the “super-majority” rule

Super Majority



In Practice...

- **No deadline for returning Written Notice**
 - **Can be returned up to the point of public hearing**
 - **Makes staff's job more difficult to accurately account for "super majority".**
- **How do we determine ownership?**
 - **County Appraisal District**
 - **"recently approved municipal tax roll" - LGC language**
- **Do renters count?**
 - **Not according to the LGC (state law)**
- **What happens if notified property has recently been sold?**

Current UDC is unclear or does not address these issues.

Proposal

- **New deadline(s) for returning Written Notice**
 - **First City Council Reading – 12pm (noon) the Friday before**
 - **Second City Council Reading – 12pm (noon) the Friday before**

This deadline was chosen so staff can compile and verify protest votes to send out with the posted agenda.

- **Most recent written protest counted**
 - **Only one per property**
 - **May change vote in-between readings**
- **Explicitly state:**
 - **County Appraisal District is how we determine “recently approved municipal tax roll”**
 - **Tenants and lessee protests are not counted**
 - **If notified property recently sold, and it is not reflected on County Appraisal District – burden of proof is on new property owner for protest to be counted**

P&Z Requests

- **At the September 27, 2023, Planning and Zoning Commission Meeting, the Commission requested the following items:**
- **Clarify what is being determined from the “municipal tax roll”**
 - **Staff added language that explicitly states that “property ownership” is determined from the municipal tax roll.**
- **Include provision for deadlines that fall on holiday**
 - **Staff provided a deadline extension for “next business day” in the event of a holiday and Written Notice deadline falling on the same day.**

Proposal

3. In determining property ownership under section 21.5.4.E.1 above, the property owner shall be the owner as indicated on the most recently approved municipal tax roll, unless the property has been bought or sold since the last approved municipal tax roll. The City Manager or his/her designee determines property ownership in the above-mentioned municipal tax roll from the County Appraisal District.

 - a. If a property has recently been purchased and the County Appraisal District has not updated their public records to reflect the now current property owner, the new property owner must submit proof of ownership with their written protest to demonstrate ownership for the protest to be counted under section 21.5.4.E.1.
 - b. In the event of a conflict in property ownership, the City Manager or his/her designee shall determine who the owner of the property is for the purposes of calculating written protest.
 - c. The written protest will only be counted if signed by the owner of the property. Written protests from tenants or lessees will not be counted toward the written protest calculations under section 21.5.4.E.1.
4. The following deadlines apply to the receipt and calculation of written protest:

 - a. *First Reading.* Written protest must be received before noon (12pm) on the Friday before the first reading of the proposed zoning change or zoning map amendment ordinance by the City Council, in order to be included in the calculation of written protest described by section 21.5.4.E.1.
 - b. *Second Reading.* Written protest must be received before noon (12pm) on the Friday before the second reading of the proposed zoning change or zoning map amendment ordinance by the City Council, in order to be included in the calculation of written protest described by section 21.5.4.E.1.
 - c. Written protest received prior to the First Reading deadline will also be included in the Second Reading written protest calculation.
 - d. In calculating the written protest described by section 21.5.4.E.1, only the most recent written protest received prior to the deadline above will be counted per property.
 - e. In the event a federal, state, or local holiday prevents staff from receiving votes on the Friday before the City Council reading, the deadline will be extended to noon (12pm) on the next business day.

Proposal



PROPOSED DRAFT

PLANNING & COMMUNITY
DEVELOPMENT

NOTICE OF PUBLIC HEARING

Month Day, 2023

Dear Property Owner,

The Schertz Planning and Zoning Commission will conduct a public hearing on **Wednesday, Month Day, 2023 at 6:00 p.m.** located at the Municipal Complex Council Chambers, 1400 Schertz Parkway, Building #4, Schertz, Texas to consider and make a recommendation on the following item:

PLZC20240001 – A request to rezone approximately 53 acres of land from Public Use District (PUB) to General Business District (GB), known as Guadalupe County Parcel ID 148758, generally located east of the intersection of Schertz Parkway and Pecan Drive, 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. You may return the reply form below by mail or personal delivery to Samuel Haas, Senior Planner, 1400 Schertz Parkway, Schertz, Texas 78154, or by e-mail: planning@schertz.com. If you have any questions, please feel free to call Samuel Haas, Senior Planner at (210) 619-1783.

Sincerely,

Samuel Haas
Senior Planner

Reply Form:

*City Council will have two readings on the request after the recommendation from the Planning and Zoning Commission. This form is used to calculate the protest in accordance with LGC, Local Government Code 211.006(d). **The written protest must be received by City no later than noon (central time) on the Friday before each reading by the City Council.** If the name of the person signing this form does not match the name listed as the owner on the appraisal district website, proof of ownership is required in order for this to count towards the protest.*

I am: in favor of opposed to neutral to the request for PLZC20240001

COMMENTS: _____

NAME: _____ SIGNATURE _____
(PLEASE PRINT)

STREET ADDRESS: _____

DATE: _____

Proposal (with CC request)

Reply Form:

City Council will have two readings on the request after the recommendation from the Planning and Zoning Commission. This form is used to calculate the protest in accordance with LGC, Local Government Code 211.006(d). **The written protest must be received by City no later than noon (central time) on the Friday before each reading by the City Council.** If the name of the person signing this form does not match the name listed as the owner on the appraisal district website, proof of ownership is required in order for this to count towards the protest.

I am: in favor of opposed to neutral to the request for **PLZC20240001**

COMMENTS: _____

NAME: _____ SIGNATURE _____
(PLEASE PRINT)

STREET ADDRESS: _____

DATE: _____

Staff Recommendation

- **The amendments would help clarify the Protest process in the UDC by explicitly stating how the process works.**
- **The amendments would help staff calculate the Protest votes to better inform citizens and Council Members**
- **Staff recommends approval of the amendments to the Unified Development Code (UDC) as proposed and discussed.**
- **The Planning and Zoning Commission made a recommendation of approval (with included requests) at the September 27, 2023 meeting with a 7-0 vote**
- **At the October 17, 2023 regular meeting, City Council voted unanimously to approve the request with a 7-0 vote. City Council had requested modifications to the public hearing mailer, this request does not affect the ordinance itself, but the practice of staff.**

COMMENTS & QUESTIONS

CITY COUNCIL MEMORANDUM

City Council Meeting: November 14, 2023
Department: Engineering
Subject: **Resolution 23-R-119: Authorizing expenditures with Halff Associates totaling no more than \$985,000.00 for professional engineering-related services for the Lower Seguin Road Reconstruction Project and other matters in connection herewith. (B.James/K.Woodlee/J.Nowak)**

BACKGROUND

Lower Seguin Road currently has PCI scores from a low of about 10 to a high of 39. The City routinely receives complaints about the condition of the road and the rough ride of the surface. Randolph Air Force Base is also concerned about the condition of the road as all their commercial traffic uses the roadway to access the base. The roadway has deteriorated to the point where the street needs full reconstruction. Public Works does perform spot repairs to keep the roadway serviceable.

Lower Seguin Rd is classified as a secondary arterial by the City’s Master Thoroughfare Plan with a “traditional” arterial section for the segment between FM 1518 and Aranda Lane (Canopy Blvd) and a “rural” arterial section from Aranda Lane (Canopy Blvd) to the City Limits (near Loop 1604). Reconstruction of the roadway would include widening the pavement, drainage improvements, and adding pedestrian facilities.

There are some Federal Funding sources available to reconstruct Lower Seguin Road to its planned arterial sections. In order to qualify for Federal Funding, the planned project must follow the National Environmental Policy Act (NEPA) process. The first step of the NEPA process is to develop a schematic (preliminary design) and secure environmental clearance for the project. The proposed Task Order Agreement will cover the first step of the NEPA process. Additionally, a revised construction cost estimate will be provided and any additional right-of-way acquisitions needed to accommodate the new roadway section will be identified. This information allow will be used to secure Federal Funding for construction and allow the City to plan for and acquire the needed additional right-of-way.

In order to have a more complete full project and make it easier to secure the environmental clearance, the proposed Task Order includes the full length of Lower Seguin Road from FM 1518 and Loop 1604. This includes the segment of Lower Seguin Road located in the City of Converse. Preliminary discussion with the City of Converse indicate they are willing to pursue an Interlocal Agreement with the City of Schertz to participate in the project and pay for their portion of the roadway. Staff expects to continue working to create an Interlocal Agreement and bring it to the Schertz City Council for approval. If this does not ultimately occur, the “Converse” tasks in the Task Order Agreement would not be completed and the total amount paid to Halff Associates would be reduced accordingly.

GOAL

To obtain authorization from City Council to execute a Task Order Agreement with Halff Associates, Inc. for \$975,100.50 and a not to exceed amount of \$985,000.00 for the Lower Seguin Road Reconstruction project.

COMMUNITY BENEFIT

The professional engineering-related services will provide preliminary design of the project and secure environmental clearance for the project. The results of this effort will allow the City to pursue Federal funding and allow for the roadway to be reconstructed more quickly than if the City had to fully fund the reconstruction effort. Once reconstructed, the new roadway will increase traffic efficiency, provide a stronger, smoother driving surface, and pedestrian facilities.

SUMMARY OF RECOMMENDED ACTION

Authorize execution of a Task Order Agreement with Halff Associates, Inc. for \$975,100.50 and a not to exceed amount of \$985,000.00 for the Lower Seguin Road Reconstruction project.

FISCAL IMPACT

Funding for the project will come from excess General Fund Reserves earmarked for street projects as approved in the FY 2023-24 Budget.

RECOMMENDATION

Approval of Resolution 23-R-119.

Attachments

Resolution 23-R-119

RESOLUTION NO. 23-R-119

A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF SCHERTZ, TEXAS AUTHORIZING EXPEDITURES WITH HALFF ASSOCIATES, INC., TOTALING NO MORE THAN \$985,000, FOR PROFESSIONAL ENGINEERING-RELATED SERVICES ON THE LOWER SEGUIN ROAD RECONSTRUCTION PROJECT, AND OTHER MATTERS IN CONNECTION THEREWITH

WHEREAS, the City staff of the City of Schertz (the "City") has determined that the City requires professional services relating to engineering, preliminary design, and environmental clearance for the Lookout Road Reconstruction Project; and

WHEREAS, City staff has determined that Halff Associates, Inc. is uniquely qualified to provide such services for the City; and

WHEREAS, Halff Associates, Inc. is an approved On-Call Engineering Firm for the City of Schertz; and

WHEREAS, pursuant to Section 252.022(a)(4), the City is not required to seek bids or proposals with respect to a procurement for personal, professional, or planning purposes; and

WHEREAS, the City Council has determined that it is in the best interest of the City to contract with Halff Associates, Inc. pursuant to the On-Call Task Order Agreement attached hereto as Exhibit A (the "Agreement") up to a maximum total aggregate amount of \$985,000.

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

Section 1. The City Council hereby authorizes the City Manager to execute and deliver the Task Order Agreement with Halff Associates, Inc. in accordance with their approved Master Agreement in substantially the form set forth on Exhibit A in the amount of \$975,100.80 and authorize the City Manager to execute and deliver the Task Order in a not to exceed total aggregate amount of \$985,000.00.

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
TASK ORDER NO. 16 SERVICES AGREEMENT

Exhibit A

This is Task Order
No. 16, consisting of
24 pages and 5 sheets.

Task Order

In accordance with Paragraph 1.01 of the Agreement Between Owner and Engineer for Professional Services – Task Order Edition, dated October 17, 2019 ("Agreement"), Owner and Engineer agree as follows:

1. Background Data

- a. Effective Date of Task Order: November __, 2023
- b. Owner: City of Schertz
- c. Engineer: Halff, Inc.
- d. Lower Seguin Road 30% Schematic and Environmental Permitting
- e. Specific Project (description):
Development of a Schematic Design and associated Environmental Services for a 2.9 mile segment of Lower Seguin Road starting at approximately 100 feet east of Loop 1604 in the City of Converse to Farm-to-Market (FM) Road 1518 in the City of Schertz.

2. Services of Engineer

- A. The specific services to be provided or furnished by Engineer under this Task Order are as follows:

PROJECT ASSUMPTIONS

- The Project Design Criteria for the section of Lower Seguin Road from approximately 100 feet East of Loop 1604 to approximately 400 feet west of Hollering Vine will be as follows:
 - All engineering documents released, issued, or submitted by or for a registered engineering firm, including preliminary documents, must clearly indicate the engineering firm name and registration number. Additionally, all completed documents submitted for final approval or issuance or a permit must bear the seal with signature and date adjacent thereto of a Professional Engineer licensed to practice in the State of Texas;
 - The design standards to be used will include but not be limited to the TxDOT Roadway Design Manual, TxDOT Bridge Design Manual – LRFD, TxDOT Hydraulic Design Manual, Highway Capacity Manual, the American Association of State Highway and Transportation Officials (AASHTO) A Policy on Geometric Design of Highways and Streets (Green Book), AASHTO LRFD Bridge Design Specifications, Texas Manual on Uniform

Traffic Control Devices, ADA Accessibility Guidelines, Texas Pollutant Discharge Elimination System (TPDES) Guidelines, and applicable City of Schertz Design Guidelines.

- The environmental scope of work includes the preparation of documentation necessary to comply with National Environmental Policy Act (NEPA) requirements for an anticipated Categorical Exclusion (CE) determination for improvements to a 2.9-mile long section of Lower Seguin Road from Loop 1604 in the City of Converse to Farm-to-Market Road 1518 in the City of Schertz, Bexar County, Texas

PROJECT SCOPE OF WORK

SEE EXHIBIT A (20 PAGES)

PROJECT FEE SCHEDULE

SEE EXHIBIT B (5 SHEETS)

PROJECT FEE SUMMARY

Lower Seguin Road (FM 1518 to Loop 1604) Level of Effort - Fee Estimate 30% Design, Environmental, Public Outreach		
<u>SUMMARY OF FEE BY TASK</u>		
<u>PRELIMINARY ENGINEERING PHASE SERVICES (30%/Schematic)</u>		
1) Engineering Services	\$489,624.00	<u>% BREAKDOWN</u> 55%
2) Environmental and Public Involvement Services	\$186,175.00	21%
3) Subsurface Utility Engineering Services	\$90,415.00	10%
4) Surveying Services	\$119,140.80	13%
PRELIMINARY ENGINEERING PHASE SUBTOTAL	\$885,354.80	91%
<u>SPECIFIED ADDITIONAL SERVICES</u>		
5.0 Geotech Engineering Services	\$8,146.00	<u>% BREAKDOWN</u>
17.0 Additional Environmental	\$81,600.00	9%
SPECIFIED ADDITIONAL SERVICES SUBTOTAL	\$89,746.00	9%
<u>UNSPECIFIED ADDITIONAL SERVICES</u>		
1) Unspecified Additional Services	_____	<u>% BREAKDOWN</u>
UNSPECIFIED ADDITIONAL SERVICES SUBTOTAL	_____	_____
GRAND TOTAL	\$975,100.80	

3. Owner's Responsibilities

Owner shall have those responsibilities set forth in Article 2 of the Agreement and in Exhibit B:

4. Task Order Schedule

In addition to any schedule provisions provided in Exhibit A or elsewhere, the parties shall meet the following schedule:

<u>Party</u>	<u>Action</u>	<u>Schedule</u>
Engineer	Furnish: 1. The consultant will submit five set of plans at 6 months.	Half personnel will be available to commence work upon written notice to proceed.
Owner	1. As Built drawings for public utilities within R.O.W. 2. Adjacent development plats. 3. Future projected utility layouts	As Coordinated

5. Payments to Engineer

A. Owner shall pay Engineer for services rendered under this Task Order as follows:

Fee provided shall be considered lump sum for the services described in this Task Order. **See attached Exhibit B for Fee Schedule.**

B. The terms of payment are set forth in Article 4 of the Agreement and in the applicable governing provisions of **Exhibit C.**

6. Terms and Conditions

Execution of this Task Order by Owner and Engineer shall make it subject to the terms and conditions of the Agreement (as modified above), which Agreement is incorporated by this reference. Engineer is authorized to begin performance upon its receipt of a copy of this Task Order signed by Owner.

The Effective Date of this Task Order is to be determined

OWNER:

By: _____

Print Name: _____

Title: _____

DESIGNATED REPRESENTATIVE FOR TASK ORDER:

Name: _____

Title: _____

Address: _____

Email Address: _____

Phone: _____

ENGINEER:

By: *Lamberto J. Ballí*

Print Name: Lamberto J. Ballí, PE

Title: VP/Director of Public Works

Engineer License or Firm's: F-312
State of: Texas

DESIGNATED REPRESENTATIVE FOR TASK ORDER:

Name: Luis Cardona, PE

Title: Public Works Team Leader

Address: 100 NE 410, Ste 200, SA, TX 78016

Email Address: lcardona@half.com

Phone: (210) 704-1379

EXHIBIT A

TASK ORDER #16

SERVICES TO BE PROVIDED BY CONSULTANT

CITY OF SCHERTZ ("CITY") is proposing to develop a 2.9 mile segment of Lower Seguin Road starting at approximately 100 feet east of Loop 1604 in the City of Converse to Farm-to-Market (FM) Road 1518 in the City of Schertz. Through a separate City of Schertz Development Agreement, the section of Lower Seguin Road from approximately 400 feet west of Hollering Vine to FM 1518 will be designed and constructed by a private developer.

The work to be performed under this work authorization by **Halff** ("CONSULTANT") will consist of the preparation of Schematic level design in the form of a Preliminary Engineering Report (PER).

1.0 PROJECT ADMINISTRATION AND COORDINATION SERVICES

The CONSULTANT Project Manager and Task Leaders will be responsible for project oversight and the daily management of the project. Frequent and appropriate communications will be maintained between the CONSULTANT and CITY in an effort to expedite completion of the PER/Schematic.

Project Administration Services will include the following:

- 1.1 Prior to the Project Kick-Off Meeting, the CONSULTANT will designate in writing, one (1) Professional Engineer licensed to practice in the State of Texas to be the Project Manager throughout the duration of the project for project management and all communications, including billing. The CONSULTANT will not replace the designated Project Manager without the written approval of CITY;
- 1.2 The CONSULTANT will submit to CITY its invoices of services performed and compensation due, arranged by tasks. The CONSULTANT will show the budgeted and currently authorized amounts for each task, along with the invoiced and to-date amounts. The invoice must be submitted to CITY by the 10th calendar day of each month;
- 1.3 Each month, and included with the submission of each invoice, the CONSULTANT will update the Project Schedule and related documents in accordance with the Project Schedule.
- 1.4 Each month, and included with the submission of each invoice, the CONSULTANT will submit a monthly report of the status of work performed through the end of the previous month. The CONSULTANT will summarize decisions or agreements made, and will outline unresolved or pending issues requiring CITY's involvement or decision.

Project Coordination Services will include the following:

- 1.5 The CONSULTANT will attend a Project Kick-Off Meeting with CITY. The CONSULTANT will prepare and distribute meeting minutes within three (3) business days of the meeting.
- 1.6 The CONSULTANT will meet with CITY's Representative monthly. The CONSULTANT will prepare and distribute the monthly meeting agenda twenty-four (24) hours before the meeting. The CONSULTANT will prepare and distribute meeting minutes within three (3) business days of each meeting.
- 1.7 The CONSULTANT will attend a Design Concept Meeting with CITY. At this meeting, the project design criteria will be compiled and documented into a Design Summary Report format which the CONSULTANT will prepare. The CONSULTANT will prepare and distribute meeting minutes within three (3) business days of the meeting; and

- 1.8 The CONSULTANT will attend a 30% Design review meeting with CITY. The CONSULTANT will prepare the necessary documents for the review meeting.
- 1.9 The CONSULTANT will attend Comment Resolution Meetings after the schematic submittal to discuss review comments. The CONSULTANT will respond in writing to reviewer comments for each submittal. Responses will include explanations for any items in disagreement. The CONSULTANT will prepare and distribute meeting minutes within three (3) business days of each meeting.

2.0 PROJECT DESIGN CRITERIA

The Project Design Criteria for the section of Lower Seguin Road from approximately 100 feet East of Loop 1604 to approximately 400 feet west of Hollering Vine will be as follows:

- 2.1 All engineering documents released, issued, or submitted by or for a registered engineering firm, including preliminary documents, must clearly indicate the engineering firm name and registration number. Additionally, all completed documents submitted for final approval or issuance or a permit must bear the seal with signature and date adjacent thereto of a Professional Engineer licensed to practice in the State of Texas;
- 2.2 The design standards to be used will include but not be limited to the TxDOT Roadway Design Manual, TxDOT Bridge Design Manual – LRFD, TxDOT Hydraulic Design Manual, Highway Capacity Manual, the American Association of State Highway and Transportation Officials (AASHTO) A Policy on Geometric Design of Highways and Streets (Green Book), AASHTO LRFD Bridge Design Specifications, Texas Manual on Uniform Traffic Control Devices, ADA Accessibility Guidelines, Texas Pollutant Discharge Elimination System (TPDES) Guidelines, and applicable City of Schertz Design Guidelines.

3.0 ENVIRONMENTAL SERVICES

This environmental scope of work includes the preparation of documentation necessary to comply with National Environmental Policy Act (NEPA) requirements for an anticipated Categorical Exclusion (CE) determination for improvements to a 2.9-mile long section of Lower Seguin Road from Loop 1604 in the City of Converse to Farm-to-Market Road 1518 in the City of Schertz, Bexar County, Texas (see **Project Location Map**).

Environmental Services include the following:

- 3.1 It is anticipated that an open ended (d)-list Categorical Exclusion (CE) would be required for environmental clearance. The CONSULTANT shall prepare the below listed items for review and approval by the State, if required;
 - a. Open-Ended (d) CE Classification Request Form; and,
 - b. TxDOT Environmental Compliance Oversight System Work Plan Development entries
 - 3.1.c.1 One (1) electronic copy will be provided for review to CITY. CITY will review and provide comments to the CONSULTANT. Upon incorporation of revisions or other changes resulting from the review comments, the CONSULTANT will provide one (1) electronic copy to CITY for submittal to TxDOT; and
 - 3.1.c.2 The CONSULTANT will respond to one (1) round of comments from TxDOT and will resubmit one (1) electronic copy of the documents to CITY for review and resubmittal to TxDOT;
- 3.2 The CONSULTANT will prepare a Hazardous Materials Initial Site Assessment (ISA). The

ISA will meet requirements outlined in TxDOT's Environmental Handbook for Hazardous Materials;

- a. The CONSULTANT will determine existing site and site vicinity conditions. The site reconnaissance will consist of field observations of the subject property and adjacent land areas that are reasonably accessible or visible from the existing ROW by the CONSULTANT's personnel. A site and vicinity visit will be conducted to observe and record visual surficial evidence of potential environmental impairment. The CONSULTANT staff will visually inspect the site for the indications or confirmed presence of underground storage tanks, aboveground storage tanks, surface stains, distressed vegetation, electrical transformers, land scars, or obvious evidence of improper disposal of toxic or hazardous materials. A reconnaissance of the surrounding area will be conducted to identify activities that may have environmentally impaired the site;
- b. The CONSULTANT will review state, federal and local regulatory databases and historical aerial photographs to identify registered or documented facilities and historical areas of concern, if any, that may present environmental concerns to the site. The search radii and database review are in accordance with current ASTM standards and guidelines. The information obtained from these databases will be reviewed to identify facilities of potential environmental concern within the vicinity of the site;
- c. Pertinent data and observations will be compiled and presented in the ISA. The ISA will include an opinion by the CONSULTANT with regard to the absence or presence of potential environmental impairment, including the presence of hazardous and toxic substances, as identified through the scope of services performed. Should the results of the study reveal evidence of potential environmental impairment, the CONSULTANT will formulate a recommendation to address these findings;
- d. One (1) electronic copy of the ISA will be provided to CITY for review. CITY will review and provide comments to the CONSULTANT. Upon incorporation of revisions or other changes resulting from the review comments, the CONSULTANT will provide one (1) electronic copy for CITY submittal to TxDOT;
- e. The CONSULTANT will respond to one (1) round of comments from TxDOT and will resubmit one (1) electronic copy of the ISA to CITY for review and resubmittal to TxDOT;

3.3 The CONSULTANT will conduct field investigations and prepare a Surface Water Analysis Form, Waters of the U.S. Delineation Report, and Section 404/10 Impacts Table for CITY in accordance with TxDOT policy and current federal delineation methodology including the 1987 Corps of Engineers Wetland Delineation Manual and 2010 Regional Supplement for the Great Plains Region;

- a. The CONSULTANT will obtain and review pertinent data to identify potential waters of the U.S within the project area. Sources include, but are not limited to, aerial photographs, soil surveys, local and national hydric soils lists, U.S Department of Agriculture plant species data, U.S. Fish and Wildlife Service (USFWS) National Wetland Inventory (NWI) maps, U.S. Geological Survey (USGS) topographic maps, and Federal Emergency Management Agency (FEMA) map(s);
- b. The CONSULTANT will identify and delineate the boundaries of all potential waters of the United States, including traditional navigable waters, relatively permanent waters, non- relatively permanent waters, and special aquatic features including wetlands that are adjacent, abutting, or isolated to these waters. Methodology and documentation will be consistent with the 1987 Corps of Engineers Wetland Delineation Manual and 2010 Regional Supplement for the Great Plains Region or the most recent USACE guidance, as applicable. During field activities, waters of the U.S. (including wetlands, ordinary high-water marks, etc.), will be mapped

using either sub-meter accurate GPS equipment (such as a Geneq SX Blue II GPS receiver paired with an iPad utilizing Collector for ArcGIS) or other method approved by CITY. For each wetland, the CONSULTANT will complete a minimum of one (1) soil station inside and outside the wetland area and will complete additional soil stations as necessary in conformance with USACE guidance and industry best practices. The CONSULTANT will complete all appropriate field data forms for inclusion in the report. Upon request, the CONSULTANT will provide electronic files (properly georeferenced in a coordinate system) for the boundaries of all waters of the U.S. identified in the field. The CONSULTANT may provide GIS shapefiles along with coordinate system documentation;

- c. The CONSULTANT will complete a Surface Water Analysis Form, Waters of the U.S. Delineation Report, and Section 404/10 Impacts Table. These documents will include discussions regarding the following:
 - i. Brief description of the project, methods/sampling procedures, regulatory context, and results as required by the USACE;
 - ii. Acreage of the project area investigated with boundaries indicated;
 - iii. Location of each observation point/data point/soil station (if applicable);
 - iv. Photographs from each water resource found during the site investigation;
 - v. Data forms completed in accordance with ERDC/EL TR-08-28 (if applicable);
 - vi. Acreage of each water and total jurisdictional areas (all waters of United States) including polygons of jurisdictional areas (surveyed by GPS) shown on an exhibit;
 - vii. Historical information (including USGS quad maps, aerial photography, Federal Emergency Management Agency maps, and soil surveys) to document the limits of USACE jurisdiction for isolated and adjacent waters of the United States;
 - viii. Water quality including Section 401, 303(d), and 402 compliance, and a summary of aquifer zone (if applicable);
 - ix. Floodplain impacts; and
 - x. Permitting requirements;
 - d. One (1) electronic copy of the draft Surface Water Analysis Form, Waters of the U.S. Delineation Report, and Section 404/10 Impacts Table will be provided to the CITY for review. CITY will review and provide comments to the CONSULTANT. Upon incorporation of revisions or other changes resulting from the review comments, the CONSULTANT will submit one (1) electronic copy to CITY for submittal to TxDOT;
 - e. The CONSULTANT will respond to one (1) round of comments from TxDOT and will resubmit one (1) electronic copy of the documents to CITY for review and resubmittal to TxDOT;
 - f. Upon incorporation of all comments, the CONSULTANT will provide one (1) electronic information package for waters of the U.S. to CITY. The package will contain all data collected and to allow CITY to produce duplicates, as necessary.
- 3.4 The CONSULTANT will prepare a Species Analysis Form, Species Analysis Spreadsheet, and Documentation of Texas Parks and Wildlife (TPWD) Best Management Practices (BMP) Form. The biological assessments will be in compliance with guidance and templates on the TxDOT Environmental Toolkit and the 2021 TPWD and TxDOT Memorandum of Understand (MOU);
- a. The CONSULTANT will perform a preliminary data review of data from the USFWS, TPWD Natural Diversity Database (NDD), TPWD Ecological Mapping System of

Texas (EMST),
USGS topographic maps, NRCS soil data, project aeriels, and other additional resources that may indicate the presence of potentially suitable threatened and endangered species habitat;

- b. The CONSULTANT will perform a field investigation to identify potentially suitable threatened and endangered species habitat, and species of greatest conservation need habitat, within the project area. Site conditions will be documented with regards to vegetation, soils, geology, and any species observations or evidence of species habitat and/or species that is observed in the field. The CONSULTANT will delineate any potentially suitable species habitat or species occurrence with a GPS unit;
- c. Based on the data collection and the field visit, the CONSULTANT will develop the Species Analysis Form, Species Analysis Spreadsheet, and Documentation of TPWD BMP Form in accordance with the TxDOT requirements, including all necessary attachments;
- d. One (1) electronic copy of the Species Analysis Form, Species Analysis Spreadsheet, and Documentation of TPWD BMP Form will be provided to the CITY for review. CITY will review and provide comments to the CONSULTANT. Upon incorporation of revisions or other changes resulting from the review comments, the CONSULTANT will submit one (1) electronic copy of each form to CITY for submittal to TxDOT; and
- e. The CONSULTANT will respond to one (1) round of comments from TxDOT and will resubmit one (1) electronic copy of the Species Analysis Form, Species Analysis Spreadsheet, and Documentation of TPWD BMP Form to CITY for review and resubmittal to TxDOT.

3.5 The CONSULTANT will perform an Archeological Background Study in conformance with the TxDOT Environmental Compliance Toolkit, the Antiquities Code of Texas, the Archeological Resources Protection Act, and Section 106 of the National Historic Preservation Act (NRHP), as applicable;

- a. The CONSULTANT will conduct a background study/literature review to establish appropriate cultural contexts for the project area, determine information requirements and, if required, direct the field survey effort. The study will include discussion of previously documented archeological sites, historic properties, and other cultural resources within 1 kilometer (0.6 miles) of the project area to foster development of appropriate contextual analysis. Explicit reference to the Texas Archeological Sites Atlas, Texas Historic Sites Atlas, the NRHP, and the list of State Archeological Landmarks, the list of Recorded Texas Historic Landmarks, and Official Texas Historical Markers will be included as appropriate.
- b. The CONSULTANT will complete the Archeological Background Study and make recommendations for additional work, if necessary. If the CONSULTANT recommends an intensive archeological survey, then at the direction of CITY, the CONSULTANT may be requested to perform an intensive archeological survey as described in Specified Additional Services;
- c. One (1) electronic copy of the draft Archeological Background Study will be provided to CITY for review. CITY will review and provide comments to the CONSULTANT. Upon incorporation of revisions or other changes resulting from the review comments, the CONSULTANT will provide one (1) electronic copy for submittal to TxDOT;

- d. The CONSULTANT will respond to one (1) round of comments from TxDOT and will resubmit one (1) electronic copy of the report to CITY for review and resubmittal to TxDOT; and
 - e. Upon incorporation of revisions or other changes resulting from the review comments, the CONSULTANT will provide up to five (5) hardcopies and five (5) electronic files of the final Archeological Background Study to CITY. If applicable, the electronic file will contain all data collected and scanned signature pages with signatures to allow CITY to produce duplicates, as necessary. The final Archeological Background Study will be suitable for submittal to the USACE, the THC, TxDOT ENV, as appropriate. If any agency requests clarifications and/or alterations, the CONSULTANT will accommodate the requests and provide revised copies suitable for the agencies;
- 3.6 The CONSULTANT will prepare a Traffic Noise Analysis Report in accordance with TxDOT 2019 Traffic Noise Policy, requirements, and guidance. The CONSULTANT shall:
- a. Identify adjacent, land use development and photo document representative receivers that might be impacted by roadway traffic noise and may benefit from feasible and reasonable noise abatement;
 - b. Collect ambient noise level readings;
 - c. Perform computer modeling of existing noise levels and predicted (future) noise levels. Computer modeling shall be accomplished with the latest FHWA approved Traffic Noise Model (TNM) software program;
 - d. Identify impacted receivers in accordance with the absolute and relative impact criteria;
 - e. Consider and evaluate all required noise abatement measures for impacted receivers in accordance with the feasible and reasonable criteria;
 - f. Propose noise abatement measures that are both feasible and reasonable;
 - g. Determine predicted (future) noise impact contours where there is adjacent undeveloped property where residential or commercial development is likely to occur in the near future;
 - h. One (1) digital copy of the Traffic Noise Analysis Report will be provided to the CITY for review. CITY will review and provide comments to the CONSULTANT. Upon incorporation of revisions or other changes resulting from the review comments, the CONSULTANT will provide one (1) electronic copy to CITY for submittal to TxDOT;
 - i. The CONSULTANT will respond to one (1) round of comments from TxDOT and will resubmit one (1) electronic copy of the report to CITY for review and resubmittal to TxDOT; and
 - j. Upon incorporation of all comments, the CONSULTANT will provide one digital file of the Traffic Noise Analysis Report and all data collected and modeled to CITY. The file will allow CITY to produce duplicates, as necessary;
- 3.7 The CONSULTANT will prepare a Project Coordination Request (PCR) for Historical Studies Project in accordance with TxDOT guidance;
- a. The CONSULTANT will review various historical database resources from the Texas Historic Sites Atlas and any other pertinent sources;
 - b. The CONSULTANT will prepare maps showing the ROW boundaries, the area of potential effects (APE), parcel boundaries for properties within the APE, and map showing results of Texas Historic Sites Atlas including National Historic Landmarks (NHL), National Register of Historic Places (NRHP), State Antiquities Landmark (SAL), and Recorded Texas Historic Landmarks (RTHL) resources as well as

TxDOT's Google Earth layer of NRHP-eligible bridges, properties, and districts, located within 0.25 mile of the project area;

- c. Representative and dated photographs showing buildings/structures in the APE and those adjacent, road features such as culverts, bridges, and landscaping, and areas of proposed construction may be included as part of the PCR for Historical Studies Project;
 - d. One (1) electronic copy of the PCR for Historical Studies Project and applicable attachments will be provided to the CITY for review. CITY will review and provide comments to the CONSULTANT. Upon incorporation of revisions or other changes resulting from the review comments, the CONSULTANT one (1) electronic copy to CITY for submittal to TxDOT;
 - e. The CONSULTANT will respond to one (1) round of comments from TxDOT and will resubmit one (1) electronic copy of the PCR for Historical Studies Project and attachments to CITY for review and resubmittal to TxDOT; and
 - f. Upon incorporation of all comments, the CONSULTANT will provide an electronic file of the PCR for Historical Studies Project to CITY. The electronic transmission will contain all data collected and to allow CITY to produce duplicates, as necessary;
 - g. The CONSULTANT will complete the PCR for Historical Studies Project. If TxDOT recommends a survey for non-archeological historic-age resources then, at the direction of CITY, the CONSULTANT may be requested to perform a survey for non-archeological historic-age resources as described in Specified Additional Services;
- 3.8 The CONSULTANT will prepare a Community Impacts Assessment Technical Report Form in accordance with TxDOT requirements and guidance. The CONSULTANT will document potential impacts on Environmental Justice (EJ) and Limited English Proficiency (LEP) populations, community cohesion and access and travel patterns within the community study area.
- a. One (1) electronic copy of the Community Impacts Assessment Technical Report Form will be provided to the CITY for review. CITY will review and provide comments to the CONSULTANT. Upon incorporation of revisions or other changes resulting from the review comments, the CONSULTANT one (1) electronic copy to CITY for submittal to TxDOT;
 - b. The CONSULTANT will respond to one (1) round of comments from TxDOT and will resubmit one (1) electronic copy of the Community Impacts Assessment Technical Report Form to CITY for review and resubmittal to TxDOT; and
 - c. Upon incorporation of all comments, the CONSULTANT will provide an electronic file of the Community Impacts Assessment Technical Report Form to CITY. The electronic file will contain all data collected and to allow CITY to produce duplicates, as necessary.
- 3.9 The CONSULTANT will prepare air quality documentation in accordance with the current version of TxDOT's Air Quality Toolkit. This task includes the following deliverables:
- a. Project level conformity determination documentation
 - b. Congestion management process (CMP) analysis documentation

4.0 SURVEYING SERVICES

The CONSULTANT will obtain the services of a Registered Professional Land Surveyor to perform field surveys for the Project. All survey services will comply with the latest revision of the Professional Land Surveying Practice Act of the State of Texas and will be accomplished under the direct supervision of a currently licensed State of Texas Registered Professional Land Surveyor.

Surveying Services will include the following:

- 4.1 Using Bexar County Appraisal District (BCAD) and Bexar County Clerk Websites, the CONSULTANT will gather ownership and deed information for base drawing;
- 4.2 The CONSULTANT will prepare Right-of-Entry (ROE) agreements for adjacent landowners, obtain CITY signature on ROE agreements, and coordinate with landowners as required to acquire approval of ROE agreements for field work outside of the existing public Right-of-Way (ROW).

CITY will provide the outline of the agreement. The CONSULTANT will submit agreements to CITY for signature and the CONSULTANT will mail the signed agreements to the landowners via regular and certified mail, with a return self-addressed stamped envelope. The CONSULTANT will track receipt of executed agreements. If the initial notice requesting ROE is not returned within one (1) week of delivery, a second notice requesting ROE will be sent by the CONSULTANT. If after one (1) week of delivery of the second notice the property owner is still unresponsive, CITY will be notified, and the process escalated with assistance from CITY. The CONSULTANT will maintain a contact list of the property owners which will be made available to CITY;
- 4.3 The CONSULTANT will establish control for the site in NAD 83 horizontal datum, Texas State Plane Coordinate System South Central Zone surface coordinates and NAVD 88 vertical datum;
- 4.4 The CONSULTANT will research existing plats, ROW maps, deeds, easements and survey for fence corners, monuments, iron pins, etc., within the existing ROW and analyze to establish apparent existing ROW. Apparent ROW is defined as the existing ROW with a plus/minus 1-foot tolerance. The preliminary base map will display the apparent ROW along with Bexar County Appraisal District records of lot or property lines, land ownership, and addresses as publicly available through BCAD.
- 4.5 The CONSULTANT will perform a topographic survey of the site in general conformance to a Category 6 Condition 1 standard as referenced in the Manual of Practice for Land Surveying in the State of Texas, latest edition. Topography elements within the existing ROW (including 200' along side streets), including but not limited to surface features such as pavement edges, concrete curb, driveways, sidewalks and ramps, handrails, fences, street signs, trees, ground boxes, fire hydrants, manholes, valves, meters, utility risers, utility poles, mail boxes, etc.;
- 4.6 The CONSULTANT will collect survey data of existing driveways adjacent to the Project within the existing ROW;
- 4.7 The CONSULTANT will survey elevations at key points, pipe sizes, and the locations of structures at all existing driveways;
- 4.8 The CONSULTANT will survey existing visible utility facilities (e.g., manholes, valve boxes, any available ground markings showing horizontal location, etc.);
- 4.9 The CONSULTANT will contact Texas One-Call to mark underground utilities and then survey the existing utilities as located;
- 4.10 The CONSULTANT will locate up to ten (10) proposed soil/rock borings as drilled;

- 4.11 Locate and Survey "Ordinary High-Water Mark"
- 4.12 The CONSULTANT will prepare in Microstation V8 or V8i, 2D drawing files with an ASCII file, along with .tin and .dat files for the DTM model in GEOPAK; and

5.0 GEOTECHNICAL ENGINEERING SERVICES

Geotechnical Engineering Services will include the following:

- 5.1 The CONSULTANT will obtain bulk samples (2 at each proposed culvert location for a total of 4 bulk samples) in order to provide Grain-Size Distribution Curves with D50 and D90 values for scour analyses by others. The use of a hand-auger or other similar device may be used to collect bulk samples for Grain Size Distribution Curves.

6.0 UTILITY COORDINATION SERVICES

Utility Coordination Services will include the following:

- 6.1 The CONSULTANT will gather utility location information using available records from known local utilities in the area as well as Texas One-Call locates provided by survey. The CONSULTANT will correlate the record information with utility features surveyed to determine any potential conflicts;
- 6.2 The CONSULTANT will attend one (1) group project meeting with land and utility owners. Additional utility coordination meetings will be combined with design review meetings/progress meetings. The CONSULTANT will coordinate with the utility owners to determine scope of utility relocations and minimize utility conflicts through design where reasonable and adequate information is provided;
- 6.3 The CONSULTANT will review utility alignments for conflicts and develop a utility tracking report;
- 6.4 The CONSULTANT will reference in proposed utility lines as background if Microstation V8 files are provided and received prior to the submittal of schematic document.

7.0 SUBSURFACE UTILITY ENGINEERING (SUE) SERVICES

SUE Services will include the following:

- 7.1 The CONSULTANT will obtain services of a SUE sub-consultant to perform a Level "B" SUE service. The Level "B" SUE will be performed per the standard of care guideline, *Standard Guideline for the Collection and Depiction of Existing Utility Data, ASCE/CI 38-22*.
 - a. As part of the Records Research effort the CONSULTANT will perform the following:
 - i. Contact Texas One-Call and acquire records from all available utility owners including local municipalities (cities, counties, etc.);
 - ii. Perform in-field visual site inspection. Compare utility record information with actual field conditions. Record indications of additional utility infrastructure and visual discrepancies with record drawings; and
 - iii. Interview available utility owners for needed clarification, resolution of found discrepancies, and details not provided on the record drawings;
 - b. As part of the Designating Effort the CONSULTANT will perform the following:
 - i. Select and employ the appropriate suite of industry standard geophysical equipment to search for existing utilities within the limits specified on the

project. For metallic/conductive utilities (e.g. steel pipe, electrical cable, telephone cable) electromagnetic induction, and magnetic equipment will be employed. The CONSULTANT will attempt, based on the judgement of the SUE Engineer, to designate non-metallic/non-conductive utilities using other proven methods, such as rodding, probing, and Ground Penetrating Radar (GPR). This scope of work includes mapping of the following utilities: water, wastewater, natural gas, gas/oil pipelines, electric, telephone, fiber, duct banks, cable TV, and storm sewer. 50,000 linear feet of utilities are anticipated on the project. Unless specifically requested, utility service lines and irrigation lines are not included in this scope;

- ii. Interpret the surface geophysics, and mark the indications of utilities with paint or pin flags on the ground surface for subsequent depiction on deliverable utility maps;
- iii. Record all marks on electronic field sketches and correlate such data with utility records and above ground appurtenances obtained from visual inspection to resolve differences and discrepancies. Denote any utilities found where ownership/utility type is not available from records as "unknown" facilities;
- iv. Provide field sketch for survey of the existing utility designating marks and above ground utility appurtenances according to the project control and record the data for subsequent depiction on the plan deliverables. Review survey data of the existing utility designating marks and above ground utility appurtenances provided and record the data for subsequent depiction on the plan deliverables; and
- v. The CONSULTANT will require that adequate traffic control is provided during this phase of the project;

8.0 TRAFFIC CONTROL PLAN SERVICES

- 8.1 The CONSULTANT will prepare TCP concepts on a roll plot with typical sections during the schematic phase. The CONSULTANT will prepare a Traffic Control Plan (TCP), at a 1"=50' scale double stacked, a Detour Plan if required and a Sequence of Work Narrative. The Traffic Control Plan will be developed in accordance with the most recent version of the Texas Manual of Uniform Traffic Control devices (TMUTCD). The TCP will identify work areas, temporary paving, temporary shoring, signing, detour alignment, barricades, temporary drainage structures, temporary retaining walls and other TCP related items as required;
- 8.2 The CONSULTANT will prepare TCP Typical Sections for each Phase of construction as required;
- 8.3 The CONSULTANT will prepare a Sequence of Work Narrative and submit to CITY for review and incorporation into the plans. The narrative will include a phase-by-phase, step-by-step written account of the proposed activities throughout the construction process. This is intended to be a narrative account of the proposed activities shown in the TCP;

9.0 ROADWAY DESIGN SERVICES

The tasks performed for the roadway design will include, but are not limited to the following:

- 9.1 The CONSULTANT will develop a Design Summary Report (DSR) documenting all design criteria for the Project, develop Form 1002 for submittal to TxDOT for review/approval;
- 9.2 The CONSULTANT will develop preliminary roadway typical sections for review and

- approval by CITY. The existing and proposed typical sections will be shown on the schematic layout;
- 9.3 The CONSULTANT will develop roadway design horizontal and vertical geometry and all roadway configuration appurtenances within a roadway design model;
 - 9.4 The CONSULTANT will prepare a roadway schematic for the submittal. The CONSULTANT will design a schematic level horizontal alignment and vertical profile, develop pavement edges, curbs, sidewalks, barriers, retaining walls, and any other pertinent roadside features as required; The schematic will be developed utilizing TxDOT standards and criteria;
 - 9.5 The CONSULTANT will develop a preliminary proposed roadway cross sections and a digital terrain model (DTM) to be used for determination of and ROW or easement requirements, location of potential retaining walls, and estimated earthwork quantities. The cross sections will utilize standard TxDOT items for curb, sidewalk, walls, barrier, etc.;
 - 9.6 The CONSULTANT, in conjunction with CITY, will determine the appropriate pavement section for the preliminary proposed roadway model;
 - 9.7 The CONSULTANT will prepare a cross-section roll-plot for the schematic submittal. Cross-sections will be created along the proposed horizontal alignment at 100-foot increments and culvert crossings. The cross-sections will show the proposed roadway, roadside features, existing ground, proposed grading, existing ROW, proposed ROW and easements. The horizontal alignment, pavement cross-slope, existing ROW and proposed ROW must all be labeled;
 - 9.8 The CONSULTANT will prepare Existing and Proposed Typical Section Sheets from the schematic preliminary roadway typical sections. The existing typical sections will include the current roadway characteristics (pavement section, pavement width, ROW, etc.). The proposed typical sections will include all pertinent information for the proposed roadway construction. Typical sections will be required for all proposed and existing roadways, including side streets, with the best available information. The proposed typical sections must include the following:
 - a. Width of travel lanes;
 - b. Width of shoulders;
 - c. Border width;
 - d. Curb offsets;
 - e. ROW width;
 - f. Centerline;
 - g. Profile grade line;
 - h. Pavement structure;
 - i. Side Slopes;
 - j. Sodding/seeding limits; and
 - k. Retaining walls;
 - 9.9 The CONSULTANT will prepare cross-sections at a scale of 1"=20' H and 1"=10' V to be included in the plan set. The cross-sections will be created along the proposed centerline alignment at 50 foot intervals, culvert locations, intersections, existing driveways, and proposed driveways. The cross-sections will show the proposed roadway, roadside features, existing ground, proposed grading, existing ROW, proposed ROW, and easements. The horizontal alignment, pavement cross-slope, existing ROW and proposed

ROW must all be labeled. Utilities and storm sewers, if required, will be shown on the cross-sections;

- 9.10 The CONSULTANT will prepare a request for any design exceptions, including all information necessary to support the request, and submit them to CITY for review and approval;
- 9.11 The CONSULTANT will prepare an Opinion of Probable Construction Cost utilizing calculated quantities, TxDOT San Antonio District average unit prices, and TxDOT Statewide average unit prices as appropriate based on the judgment of the CONSULTANT;

10.0 DRAINAGE DESIGN SERVICES

The tasks performed for the drainage design will include, but are not limited to the following:

- 10.1 The CONSULTANT will obtain current hydrologic and hydraulic as-built drawings and models from the responsible government agencies;
- 10.2 The CONSULTANT will acquire current available 1-ft. LIDAR data for drainage area delineation and for model data supplementation;
- 10.3 The CONSULTANT shall obtain and review H&H data from www.bexarfloodfacts.org website. The hydrologic and hydraulic analyses will use the San Antonio River Basin Regional Modeling Standards for Hydrology and Hydraulic Modeling, unless otherwise directed by CITY, and will be calculated for the 100-year ultimate conditions;
- 10.4 The CONSULTANT will prepare a Hydrologic and Hydraulic Drainage Report. The report will include studies of exterior drainage and floodplain impacts and document the potential impacts associated with the Project. The intent of the report is to provide sufficient information for CITY reviewers to determine the acceptability of floodplain changes, verify additional data needs, confirm requirements for additional agency submittals (e.g. FEMA, USACE), and verify the preferred approach for culvert modifications and/or possible span bridge construction;
- 10.5 The Hydrologic and Hydraulic Drainage Report must include the following:
 - a. Exterior watershed identification for two (2) culvert crossings;
 - b. Existing conditions/effective model for the applicable creek crossings (existing hydrologic data for the 100-year ultimate development flows will be used as the basis of comparison for all analyses);
 - c. Corrections and/or modifications to the effective model required to develop the pre-project (existing) condition model;
 - d. Proposed condition model results for two (2) culvert crossings;
 - e. Analysis of ditch capacity in proposed conditions;
 - f. Identification of data gaps/assumptions;
 - g. Effect of proposed construction on the floodplain; and
 - h. Discussion of scour analysis performed;
- 10.6 The CONSULTANT will compute existing and proposed peak flows by using appropriate hydrologic methods and modeling as required;
- 10.7 The CONSULTANT will calculate peak flows for the design year and provide 100-year peak flow design verification for all hydraulic crossings;
- 10.8 The CONSULTANT will provide an exterior drainage area map providing delineation of drainage areas and hydrologic data for the culvert crossings within the Project limits;

- 10.9 The CONSULTANT will prepare exterior drainage area maps and perform hydrologic analysis for all culvert crossings. Hydrologic calculations will be determined using appropriate hydrologic methodology. Hydraulic analyses will be performed with HY-8 or HEC-RAS models as appropriate;
- 10.10 For any required inlets, the CONSULTANT will prepare runoff and inlet computations for each inlet. Inlet hydraulics will be calculated using the Rational Method. Calculated flow rates and related input must be indicated on a Runoff and Inlet Computations Sheet;
- 10.11 For any required storm sewer design, the CONSULTANT will utilize GEOPAK Drainage or other software acceptable to CITY;

12.0 TRAFFIC, SIGNING AND PAVEMENT MARKINGS SERVICES

The tasks performed for the traffic, signing and pavement marking design will include, but are not limited to the following:

- 12.1 The CONSULTANT will 24-hour collect turning movement counts at five (5) intersections on a Tuesday, Wednesday or Thursday;
- 12.2 The CONSULTANT will collect twenty-four (24) hour Average Daily Traffic (ADT) traffic counts during a typical Tuesday, Wednesday, or Thursday at three (3) total locations;
- 12.3 The CONSULTANT will collect crash records for the study intersections during the most recent 36-month period;
- 12.4 The CONSULTANT will prepare collision diagrams and develop a Traffic Safety Analysis based on the crash reports showing crash experience by type, location, direction of movement, severity, weather, time of day and date;
- 12.5 TP&P Traffic Projections (Option "C")

Utilizing the traffic count data collected, the CONSULTANT will prepare a TP&P (Option "C") traffic projection in accordance with the TP&P Standard Operating Procedures (SOP). Traffic projection services will include:

- a. Develop traffic projections for the opening year, design year (opening year + 20 years) and pavement design year (opening year + 30 years) for project limits identified above.
- b. The provided traffic projections shall be utilized for design and environmental analysis for no-build and build alternatives
- c. Prepare Traffic Projection Methodology memo to be approved by TxDOT
 - Prepare Line Diagram for Existing, Base year, 20-year, and 30-year traffic projections to be included in the projection methodology memo
 - A final traffic projection memo will be prepared including the methodology and line diagrams for submittal to the CITY and TxDOT
 - Memo will include TP&P Traffic Analysis for Highway Design forms filled out with projected traffic volumes, K Factor, and Percentage trucks. ESAL calculations for pavement design will be performed by TP&P.
- 12.6 The CONSULTANT will perform a Traffic Signal Warrant Analysis (TSWA) for the intersection at Citadel Peak utilizing data collected and analyzed). The TSWA will be conducted based on the guidelines established in the most recent TMUTCD and will include the following
 - a. Perform a site inspection at the intersection to record existing traffic characteristics observed in the field. The field work may include taking measurements, document the existing conditions including roadway geometry, signing, striping, speed limits and taking digital photographs of the intersection;

- b. Prepare an existing condition diagram showing details from the site inspection and field work mentioned above;
 - c. Prepare a site map of the intersection to document existing traffic and geometric conditions; and
 - d. Analyze all collected traffic count data and geometric data to perform signal warrant analysis based on the latest version of the TMUTCD. Submit draft report to Halff and CITY for review;
 - e. Update TSWA report and submit final report to Halff and CITY.
- 12.7 The CONSULTANT will review existing traffic data, existing/proposed roadway geometry, existing/proposed traffic flow patterns, and determine the existing/projected Level of Service (LOS) along the corridor utilizing the latest traffic simulation software available and accepted by the CITY.
- 12.8 The CONSULTANT will prepare a Traffic Engineering Summary Report that includes the Traffic Safety Analysis, the TP&P Traffic Projections, the Traffic Signal Warrant Analysis, and all supporting traffic data and documentation.

14.0 SUBMITTAL REQUIREMENTS

Project Design Services Submittals will include the following:

14.1 Submittal and Review Meetings:

- a. Schematic submittal will be required; and
- b. The CONSULTANT will attend schematic submittal review meeting. Comments and revisions will be incorporated into the deliverables for the next submittal. The CONSULTANT will prepare meeting minutes of each review meeting and submit to CITY within three (3) business days after the meeting date.

14.2 Schematic Submittal:

- a. Provide two (2) paper copies for review of the items listed below and one (1) CD or portable storage device containing electronic copies. For the schematic, provide two (2) roll-plots at a scale of 1"=50' submitted in 24" roll paper format, up to 15' long.
- b. The submittal must include the following:
 - i. Design level schematic roll-plot. Include the existing and proposed horizontal and vertical geometry, aerial topography, locations of existing utilities, drainage structures, existing, and proposed typical sections;
 - ii. Schematic cross-section roll-plot submitted in 24" roll paper format, up to 6' long;
 - iii. Preliminary Traffic Control Plan including a narrative/conceptual description of anticipated traffic handling, typical sections for phased construction and a roll-plot exhibit depicting the proposed construction phasing;
 - iv. Draft Geotechnical Engineering and Pavement Design Report;
 - v. Draft Hydrologic and Hydraulic Drainage Report;
 - vi. Draft Traffic Engineering Summary Report
 - vii. A list of Right-of-Way encroachments if needed;
 - viii. Preliminary Opinion of Probable Construction Cost; and
 - ix. Updated Project Design Schedule;

17.0 Public Involvement

Public Involvement will include the following:

- 17.11 The CONSULTANT will prepare a Notice and Opportunity to Comment to be held upon approval by CITY;
 - 17.11.1 The CONSULTANT will prepare and mail notices and exhibits to adjacent property owners, if necessary;
 - 17.11.2 One (1) round of comments/revisions will be completed on all public meetings/hearing materials;
 - 17.11.3 The CONSULTANT will compile and prepare responses to comments from the NAOC for incorporation into the NAOC summary report.

- 17.12 The CONSULTANT will prepare for one (1) public meeting and, if required, one (1) public hearing for the project to be held upon approval by CITY. Public meeting/hearing will be planned for an in-person meeting with a virtual option (powerpoint with narration);
 - 17.12.1 The CONSULTANT will secure the meeting location, date and time (includes securing A/V equipment, chairs/tables, podium, etc. as necessary) and secure a court reporter for a public meeting/hearing. The CONSULTANT should pursue non-commercial, community sites for the public meeting/hearings when possible;
 - 17.12.2 The CONSULTANT will prepare and publish meeting/hearing notices and display advertisements if necessary;
 - 17.12.3 The CONSULTANT will prepare meeting/hearing handouts, agendas, name tags, sign-in sheets, comment cards, a PowerPoint presentation and speech/speaking points if necessary. The CONSULTANT will obtain CITY's approval on all materials prior to production or publication;
 - 17.12.4 The CONSULTANT will arrange meeting/hearing with CITY prior to public meeting/hearing to review all exhibits and other materials;
 - 17.12.5 One (1) round of comments/revisions will be completed on public meeting/hearing materials;
 - 17.12.6 The CONSULTANT will provide staff to attend the public meeting/hearing including administrative and engineering staff to perform registration, make presentations, and answer questions;
 - 17.12.7 The CONSULTANT will compile and prepare a public meeting/hearing summary report; and
 - 17.12.8 The CONSULTANT will compile and prepare responses to comments at the public meeting/hearing for incorporation into the public meeting/hearing summary report.

17.0 SPECIFIED ADDITIONAL SERVICES

The following specified additional services will only be implemented if required and with prior approval from CITY. If additional services not specified herein are determined necessary by CITY, those services will be negotiated at that time and approved by CITY prior to commencing work.

Environmental Specified Additional Services may include the following:

- 17.1 The CONSULTANT will complete an intensive archeological survey including the following:
- a. The CONSULTANT will use the results of the Archeological Background Study to prepare a draft Antiquities Permit Application for coordination with CITY, the THC, and TxDOT. When all valid permits are secured, the CONSULTANT will conduct an intensive survey of the Area of Potential Effects (APE) in compliance with shovel test density and deep deposit investigation standards developed by the THC and the Council of Texas Archeologists (CTA). A complete record of identified resources, survey conditions, and methods employed will be kept with digital photographs and field notes;
 - b. The CONSULTANT will conduct a literature review to establish appropriate cultural contexts for the project area, determine information requirements and direct the survey effort. The review will include discussion of previously documented archeological sites and other cultural resources within 1 kilometer (0.6 miles) of the project area to foster development of appropriate contextual analysis. Explicit reference to the Texas Archeological Sites Atlas, the NRHP, and the list of State Archeological Landmarks will be included as appropriate;
 - c. The CONSULTANT will conduct a field survey. Identification, evaluation and documentation tasks shall be performed by the CONSULTANT in accordance with the provisions of the Secretary of the Interior's Standards, the Antiquities Code of Texas, and standards promulgated by the CTA. If the work to be performed intersects federal lands, the fieldwork shall also be in accordance with the provisions of the Archaeological Resources Protection Act and Sections 106/110 of the National Historic Preservation Act. The survey will be performed and documented at sufficient levels to satisfy requirements for determining the presence of archeologically significant properties in the APE in accordance with 36 CFR 60 and 13 TAC 26. Work associated with formal testing or data recovery is not anticipated by this Scope of Services and the CONSULTANT will prepare a Scope of Services for development for these services, at CITY's request, should such services be deemed necessary by CITY. Although the APE to be surveyed will be determined in consultation with the City and State, this scope of services anticipates the APE to include the proposed project area. The depth of the APE is to be determined based on the depth of proposed ground disturbance. Backhoe trenching or monitoring of deep excavations are not anticipated.
 - d. The CONSULTANT will complete an Archeological Survey Report summarizing the findings of the archeological survey and recommendations for additional work, if necessary. If the CONSULTANT recommends additional NRHP eligibility testing and/or data recovery excavations, then, at CITY's direction, the CONSULTANT may be requested to perform those services;

One (1) hardcopy and one (1) electronic copy of the draft Archeological Survey Report will be provided to CITY for review. CITY will review and provide comments to the CONSULTANT. Upon incorporation of revisions or other changes resulting from the review comments, the CONSULTANT will provide one (1) hard copy and one (1) electronic copy to the CITY for submittal to TxDOT;

- e. The CONSULTANT will respond to one (1) round of comments from TxDOT and will resubmit one (1) hard copy and one (1) electronic copy of the Archeological Survey Report to CITY for review and resubmittal to TxDOT; and
 - f. Upon incorporation of all comments, the CONSULTANT will provide up to five (5) hardcopies and up to five (5) CDs of the final Archeological Survey Report to CITY. The CDs will contain all data collected and scanned signature pages with signatures to allow CITY to produce duplicates, as necessary. The final report will be suitable for submittal to the USACE, the THC, and the CITY. If any agency requests clarifications and/or alterations, the CONSULTANT will accommodate the requests and provide revised copies suitable for the agencies;
- 17.2 The CONSULTANT will prepare a Historical Studies Research Design and Historical Resources Survey Report (HRSR), including identification evaluation, and documentation tasks, and an architectural survey report in accordance with the provisions of the Secretary of the Interior's Standards for the Identification, Evaluation, and Documentation (48 FR Parts 44716- 42). This scope of services includes surveys, research, and documentation efforts carried out in accordance with the Secretary of the Interior's Standards and Guidelines for Archeology and Historic Preservation (Volume 48 of the Federal Register, 44716) to comply with Section 106 (Title 16, United States Code §470f) of the National Historic Preservation Act of 1966, as amended, and other state and federal historic preservation related laws and regulations. Although the APE to be surveyed will be determined in consultation with the State, this scope of work anticipates the APE to include the project area and all parcels intersected by the Project. The HRSR will include the following:
- a. The CONSULTANT will conduct a literature review to establish appropriate historical and cultural contexts for the project area, determine information requirements and prepare a Historical Studies Research Design to direct the survey effort. The Historical Studies Research Design will include discussion of previously designated historic properties within 1,300 feet of the project area to foster development of appropriate contextual analysis. Explicit reference to THC survey files and Historic Sites Atlas, the NRHP, the list of State Archeological Landmarks, as well as the list of Recorded Texas Historic Landmarks and Official Texas Historical Markers will be included;
 - b. Following the State's approval of the Historical Studies Research Design, the CONSULTANT will conduct a reconnaissance survey of each historic-age resource (defined in accordance with 36 CFR 60 as a building, structure, object, historic district, or non- archeological site at least 50 years old at the time of letting) in the APE;
 - c. Photographic documentation for each historic resource shall include an oblique view of the primary façade and a side elevation for each resource, with the subject filling the frame. All photographs shall be 3.5-inch by 5-inch color representations printed on matte finish photographic paper or comparable digital images produced with resolution that is equal to or greater than 1,200 by 1,600 pixel resolution quality with high resolution techniques. Photographs shall be attached to separately labeled pages that clearly identify project name, address of resource (or UTM coordinates), direction of the photograph, style and type of resource, National Register of Historic Places (NRHP) criteria eligibility, resource integrity issues, a project ID number keyed to the project map, and any photography limitations;
 - d. The CONSULTANT will complete a HRSR and ensure the survey report includes an inventory of all resources, provided in a table form that details project identification numbers, locations, property type and subtype classifications, stylistic influences, construction dates, integrity issues and preliminary eligibility recommendations. The report will include preliminary assessment of whether any resources meet standards for inclusion in the NRHP, either individually or as part of a potential historic district.

Furthermore, this letter report will include a comprehensive inventory of historic-age properties identified in the project APE and study area, photographs and mapped locations of these historic-age properties and other documentation of sufficient detail and clarity to provide the State with a basis for making determinations of NRHP eligibility without requiring submission of additional documentation, or alternatively, make recommendations concerning the scope of the intensive survey if necessary to finalize NRHP determinations. The HRSR will be delivered to CITY for TxDOT/THC submittal;

- e. If the CONSULTANT recommends additional NRHP eligibility research, Historic American Building Survey or Historic American Engineering Record documentation then, at CITY's direction, the CONSULTANT may be requested to perform those services;
 - f. One (1) hardcopy and one (1) CD copy of the HRSR will be provided to CITY for review. CITY will review and provide comments to the CONSULTANT. Upon incorporation of revisions or other changes resulting from the review comments, the CONSULTANT will provide one (1) hard copy and one (1) electronic copy to the CITY for submittal to TxDOT;
 - g. The CONSULTANT will respond to one (1) round of comments from TxDOT and will resubmit one (1) hard copy and one (1) electronic copy of the HRSR to CITY for review and resubmittal to TxDOT; and
 - h. Upon incorporation of all comments, the CONSULTANT will provide up to five (5) hardcopies and up to five (5) CDs of the final report to CITY. The CDs will contain all data collected and scanned signature pages with signatures to allow CITY to produce duplicates, as necessary. The final HRSR will be suitable for submittal to the all agencies. If any agency requests clarifications and/or alterations, the CONSULTANT will accommodate the requests and provide revised copies suitable for the agencies;
- 17.3 The CONSULTANT will prepare a Nationwide Permit (NWP) Pre-Construction Notification (PCN) application. The CONSULTANT will prepare a PCN submittal package in accordance with the NWP under which the project will seek authorization;
- a. The CONSULTANT will use its previously prepared Waters of the U.S. Delineation Report and Section 404/10 Impacts Table to quantify impacts to waters of the U.S. that were identified during the jurisdictional determination;
 - b. The CONSULTANT will schedule a pre-application meeting with USACE if determined to be beneficial. This meeting will be conducted via teleconference;
 - c. The CONSULTANT will use the current, applicable template from the USACE and include all applicable appendices. If the USACE does not have an applicable template, the CONSULTANT will use a currently existing NWP template (e.g., NWP 14) as guidance to develop a format suitable for submittal and coordinate with the CITY regarding format and attachments—the format would include: the general conditions checklist, a specific requirements checklist modified for that NWP, the regional conditions check list, and all other boxes from the guidance template;
 - d. The CONSULTANT will complete the applicable template form (or modified template form) and provide the following attachments to the PCN:
 - i. List of Property Owners;
 - ii. Delineation of Waters of the U.S., including wetlands;
 - iii. Color Photographs;
 - iv. Summary Table of Single and Complete Crossings or Summary Table of Waters

of the
U.S. Impacted by the Proposed Project, as applicable;

- v. Required Drawings/Figures;
 - vi. Threatened or Endangered Species Reports and/or Letters; and
 - vii. Historic Properties and Cultural Resources Reports and/or Letters;
- e. Mitigation plans, TXRAM modeling, and calculation of required mitigation bank credits are not included in this scope, and if necessary for the project, will require a supplemental agreement; and
- f. One (1) hard copy and one (1) CD copy of the draft PCN package will be provided to CITY for review. CITY will review and provide comments to the CONSULTANT. Upon incorporation of revisions or other changes resulting from the review comments, the CONSULTANT will provide three (3) hardcopies and three (3) CDs of the final PCN package to CITY. The CDs will contain all data collected and scanned signature pages with signatures (as appropriate) to allow CITY to produce duplicates, as necessary. The final report will be suitable for submittal to the USACE. If the USACE requests clarifications and/or alterations, the CONSULTANT will accommodate the requests and provide revised copies suitable for the USACE, excepting only those requests for services beyond the CONSULTANT'S authorized scope of services;
- 17.4 Traffic Noise Workshops:
- a. CONSULTANT shall conduct up to two noise workshops, as required from the noise analysis, if noise barriers are reasonable and feasible and meet constructability and cost parameters.
 - b. The CONSULTANT will locate and secure locations for the traffic noise workshops.
 - c. The CONSULTANT will research and prepare a list of adjacent and first row property owners. The CONSULTANT will prepare notices, project layouts, handouts, sign-in sheets, ballots, the PowerPoint slides, and script for the noise workshops and create display boards depicting the noise abatement measures. The CONSULTANT will obtain TxDOT's approval of all exhibits and other materials prior to distribution. The CONSULTANT will mail a traffic noise workshop invitation package to affected property owners. It is assumed that TxDOT will provide the noise brochures in English and Spanish for the traffic noise workshops. After the workshops are conducted, the CONSULTANT will prepare traffic noise workshop summary reports.
 - d. This task includes the following deliverables:
 - i. Traffic Noise Analysis Report with Noise Validation Technical Report
 - ii. Traffic noise workshop notices, exhibits and handouts
 - iii. Traffic Noise Workshop Summaries

17.0 EXCLUSIONS

- Technical reports or applicable documentation for the following items are excluded from the scope of services for this task: indirect impacts, cumulative impacts, Section 4(f) and 6(f) impacts, Chapter 26 impacts.
- Preparation of an Environmental Assessment and Environmental Impact Statement are not included in the scope of work for this task.
- This scope of work excludes any coordination or documentation associated with a Presidential Permit application.
- This scope of work excludes any coordination or documentation associated with the Natural Resources Code, Chapter 183.
- The scope of work for this task does not include karst, threatened or endangered species surveys or Section 7 consultation with the USFWS under the Endangered Species Act.
- This scope of work does not include a geologic assessment.
- This scope of work does not include preparation of a USACE Section 408 Application, Individual Permit Application, or a mitigation plan.
- This scope of work does not include preparation of checklists for Section 4(f) exception determinations, Section 4(f) programmatic evaluations, or individual Section 4(f) evaluations.
- Efforts for a virtual public meeting and/or public hearing are not included in this scope of work.

If the CITY, TxDOT, or a regulatory agency requires additional information other than that specified in this scope of work, then a supplemental services agreement will be required.

**EXHIBIT B - TASK ORDER NO.16
LOWER SEGUIN ROAD
Estimated Level of Effort for Schematic Level Engineering AND Environmental Services**

POSITION DESCRIPTION BILLABLE LABOR HOURS	No. SHEETS	Sr. Project Manager/DGC \$297.00	Project Manager/ Sr. Engineer \$225.00	Mid Project Engineer \$177.00	Engineer EIT \$129.00	CAD Technician \$128.00	Admin Assistant \$80.00	Sr. Env Scientist/ Architecturalist \$159.00	Mid Env Scientist/ Architecturalist \$135.00	Jr. Env Scientist/ Architecturalist \$105.00	SUE Field Manager \$125.00	SR Survey Tech SUI \$150.00	Sub-Consultant Fee Lump Sum	Non-Labor Cost	Total Labor Hrs	Cost
1.0 Project Administration and Coordination Services 1.1. Project Administration and Coordination Services (30% Schematic) 2. Project Meeting Minutes, Progress Reports, Submittals (6 times Submittals) 3. Design Workshop Meetings (4-10 staff, Env. D, Det. SUE, DDC) (see) 4. Monthly Project Construction Meetings with City of Schertz (12 staff) 5. Design Review Meetings (4 times) (30% Schematic with City and In-charge TxDOT and 30% Comment Resolution (M))	12	8	4	6	12	15	32								76	\$15,990.00
6.0 Utility Coordination (30%) 1. Collect Existing Utility Location Information 2. Utility Design/Coordination Meetings (Maximum 27 Meetings) (2 Coord Meetings with Utility Owners) 3. Develop Utility Tracking Report 4. Identify Utility Conflicts and create Existing Utility Base Map	6	4	4	4	4	4	4								48	\$8,544.00
6.6 Traffic Control Plan (30%) 1. Develop Conceptual Traffic Control Sequence of Construction 2. Prepare T-02 Plan Sections 3. Prepare Traffic Control Sequence of Construction Narrative	6	4	4	4	4	4	4								48	\$8,544.00
6.8 Roadway Design (30%) 1. Develop Roadway Geometry (Horizontal & Vertical) 2. Develop Roadway Cross Section 3. Develop Roadway Right-of-Way (Horizontal & Vertical) 4. Develop Preliminary Right-of-Way Plan & Profile Schematic Layout 5. 7.9. Develop Preliminary Right-of-Way Cross Sections 11. Prepare Section for Design Exposition 12. Develop Roadway Quantities and Summaries	2	2	2	2	2	2	2								26	\$3,726.00
6.10 Drainage (30%) 1. Preliminary Hydraulic Data Collection, Review, and Analysis 2. Prepare 1D Hydraulic Drainage Report 3. Develop 1D Hydraulic Drainage Model 4. Develop 2D Hydraulic Drainage Model 5. Prepare Hydraulic Analysis for Culvert Crossings 6. Develop Hydraulic Analysis for Storm Sewer System 7. Develop Drainage Quantities & Summaries	4	4	4	4	4	4	4								40	\$5,724.00
6.12 Traffic, Signaling and Pavement Markings (30%) 1. Collect 24-hour Turnpike Movement Counts at 3 Locations 2. Collect 24-hour Average Daily Traffic Counts at 3 Locations 3. Calculate Traffic Counts Records, Previous Six-Month Period 4. Prepare Traffic Counts and Pavement Safety Analysis 5. Prepare Traffic Counts and Pavement Safety Analysis 6. Prepare Traffic Counts and Pavement Safety Analysis 7. Prepare Traffic Counts and Pavement Safety Analysis 8. Develop Traffic Engineering Summary Report (Draft/Final)	2	4	4	4	4	4	4								40	\$5,724.00
6.13 City of Converse From City Limits to Loop 1604 1. Prepare Conceptual Design 2. Prepare Conceptual Design 3. Prepare Conceptual Design 4. Prepare Conceptual Design 5. Prepare Conceptual Design 6. Prepare Conceptual Design 7. Prepare Conceptual Design 8. Prepare Conceptual Design	2	4	4	4	4	4	4								40	\$5,724.00
SUMMARY	112	410	876	1000	0	52	0	0	0	0	0	0	\$11,000.00	\$0.00	2984	\$489,624.00
HOURS SUB-TOTALS	112	410	876	1000	0	52	0	0	0	0	0	0	\$11,000.00	\$0.00	2984	\$489,624.00
ESTIMATED RATE PER HOUR	\$37.00	\$222.00	\$177.00	\$129.00	\$128.00	\$80.00	\$80.00	\$159.00	\$135.00	\$105.00	\$125.00	\$150.00	\$11,000.00	\$0.00	\$254	\$169,624.00
TOTAL ESTIMATED SERVICES PRELIMINARY DESIGN PHASE	\$33,264.00	\$97,456.00	\$163,370.00	\$326,400.00	\$60.00	\$4,160.00	\$80.00	\$80.00	\$80.00	\$80.00	\$80.00	\$80.00	\$11,000.00	\$0.00	\$489,624.00	\$1,699,624.00
Environmental Services																
3.0 Environmental (TxDOT CE) 1. Site Specific Water Quality and Preparation of Construction Record Form 2. Site Specific Water Quality and Preparation of Construction Record Form 3. Water Resources - Surface Water Analysis Form, Section 401(d) Impact Table, and Waters of the U.S. (WOTUS) Determination Report 4. Biological Resources - Species Analysis Form, Species Analysis Spreadsheet and Documentation of TMDW BMPs Form	32	0	0	0	0	0	40	4	16	16	40	0	0	0	72	\$14,352.00
	0	0	0	0	0	0	24	4	16	16	40	0	0	0	56	\$10,224.00
	0	0	0	0	0	0	12	16	16	40	0	0	0	0	72	\$14,352.00
	0	0	0	0	0	0	12	16	16	40	0	0	0	0	88	\$17,280.00
	0	0	0	0	0	0	12	16	16	40	0	0	0	0	90	\$17,724.00

LOWER SEGUIN ROAD
Estimated Level of Effort for Schematic Level Engineering AND Environmental Services

No. Sheets	Sr. Project Manager/DWG	Project Manager/Sr. Engineer	Mid Project Engineer	Engineer	CAD Technician	Admin Assistant	Sr. Env. Scientist/Archaeologist	Sr. Env. Scientist/Archaeologist	Jr. Env. Scientist/Archaeologist	SUE Field Manager	SR Survey Tech (SET)	Subcontractor Fee Lump Sum	Misc. Labor Cost	Total Labor hrs.	Cost
5. Archeological Background Study									12					46	\$5,456.00
6. Traffic Noise Analysis									24					784	\$32,086.00
7. Public Involvement (Public Hearing)		2		2					12					70	\$3,080.00
8. Construction Technical Study									24					70	\$3,080.00
9. Air Quality Analysis (Transportation Conformity Rev. Form, CADD)									48					58	\$7,942.00
10. Traffic Noise Analysis									12					46	\$7,212.00
11. Traffic Noise Analysis									12					46	\$7,212.00
12. Traffic Noise Analysis									12					46	\$7,212.00
13. Traffic Noise Analysis									12					46	\$7,212.00
14. Prepare Meeting Minutes, Agenda, Etc.									4					10	\$1,360.00
15. Prepare Meeting Minutes, Agenda, Etc.									4					10	\$1,360.00
16. Prepare Meeting Minutes, Agenda, Etc.									4					10	\$1,360.00
17. Prepare Meeting Minutes, Agenda, Etc.									4					10	\$1,360.00
18. Prepare Meeting Minutes, Agenda, Etc.									4					10	\$1,360.00
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76. Prepare Meeting Minutes, Agenda, Etc.									4					10	\$1,360.00
77. Prepare Meeting Minutes, Agenda, Etc.									4					10	\$1,360.00
78. Prepare Meeting Minutes, Agenda, Etc.									4					10	\$1,360.00
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81. Prepare Meeting Minutes, Agenda, Etc.									4					10	\$1,360.00
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83. Prepare Meeting Minutes, Agenda, Etc.									4					10	\$1,360.00
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92. Prepare Meeting Minutes, Agenda, Etc.									4					10	\$1,360.00
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104. Prepare Meeting Minutes, Agenda, Etc.									4					10	\$1,360.00
105. Prepare Meeting Minutes, Agenda, Etc.									4					10	\$1,360.00
106. Prepare Meeting Minutes, Agenda, Etc.									4					10	\$1,360.00
107. Prepare Meeting Minutes, Agenda, Etc.									4					10	\$1,360.00
108. Prepare Meeting Minutes, Agenda, Etc.									4					10	\$1,360.00
109. Prepare Meeting Minutes, Agenda, Etc.									4					10	\$1,360.00
110. Prepare Meeting Minutes, Agenda, Etc.															

LOWER SEGUIN ROAD
Estimated Level of Effort for Schematic Level Engineering AND Environmental Services

No. Sheets	S. Project Manager/DACC	Project Manager / Sr. Engineer	Mid Project Engineer	Engineer EIT	CAD Technician	Admin Assistant	S. Env Scientist/ Archeologist	Mid Env Scientist/ Archeologist	Jr. Env Scientist/ Archeologist	SUE Field Manager	SR Survey Tech (SIT)	Subcontractor Lump Sum	Misc Labor Cost	Total Labor/Hrs.	Cost
Unspecified Additional Services															
1. Unspecified Additional Services															
SUMMARY															
HOURS SUB-TOTALS															
TOTAL - Construction Phase Services															
TOTAL PROJECT SUMMARY															
HOURS SUB-TOTALS															
TOTAL PROJECT SUMMARY															

CITY COUNCIL MEMORANDUM

City Council Meeting: November 14, 2023
Department: Engineering
Subject: Resolution 23-R-118: Increasing the not to exceed amount of the construction contract with Intermountain Slurry Seal, Inc. to \$196,616.25 for the 2023 SPAM Resurfacing project. (B.James/K.Woodlee/J.Nowak)

BACKGROUND

On August 15, 2023, City Council approved Resolution 23-R-77 authorizing a construction contract with Intermountain Slurry Seal, Inc. for \$190,000.00 and a not to exceed amount of \$195,000.00 for the 2023 SPAM Resurfacing project. The construction contract was for applying a slurry seal to the surface of some streets in the Ashley Place subdivision and on Beck Street. The streets in the Ashley Place subdivision were streets that had been removed from the previous slurry seal project in order for that project to stay within budget.

Since the project was fairly straight forward, Staff did not anticipate needing the typical 10% contingency for this project. Reducing the contingency for this project allowed for more funding to be applied to the other street projects (Windy Meadows Overlay and Trainer Hale Repairs) undertaken at the same time.

Once the slurry seal was completed, the final quantity of slurry seal exceeded the plan quantity by about 17 tons (approximately 3.6%). The overage was due to the cul-de-sacs and “looped” street segments in the project having more overlap than originally estimated. The overage also exceeded the \$5,000 contingency amount approved for the project. An additional funding allocation of \$1,616.25 is needed to fully fund the overrun in the slurry seal quantity.

The Windy Meadows overlay project has been completed and the total construction cost came in slightly under the contract amount. The difference between the actual cost and contract amount (approximately \$6,000) and the contingency for the Windy Meadows Project (approximately \$21,000) is more than sufficient to cover this overage.

GOAL

To obtain authorization from City Council to increase the not to exceed amount of the construction contract with Intermountain Slurry Seal, Inc. to \$196,616.25 for the 2023 SPAM Resurfacing project.

COMMUNITY BENEFIT

The completed slurry seal provides a new driving surface for the streets and helps prevent moisture intrusion, preserving the existing pavement section. This increases the service life of the streets. The proposed increase in the not to exceed amount provides for the full payment of the actual costs to complete the slurry seal.

SUMMARY OF RECOMMENDED ACTION

Authorize increasing the not to exceed amount for the construction contract with Intermountain Slurry Seal, Inc. to \$196,616.25 for the 2023 SPAM Resurfacing project.

FISCAL IMPACT

This adjustment will authorize an additional \$1,616.25 for the project which will come from the FY 2022-23 Streets Department budget for maintenance.

RECOMMENDATION

Staff recommends Council approve Resolution 23-R-118 increasing the not to exceed amount of the construction contract with Intermountain Slurry Seal, Inc. to \$196,616.25 for the 2023 SPAM Resurfacing project.

Attachments

Resolution 23-R-118

RESOLUTION NO. 23-R-118

A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF SCHERTZ, TEXAS INCREASING THE NOT TO EXCEED AMOUNT FOR THE CONSTRUCTION CONTRACT WITH INTERMOUNTAIN SLURRY SEAL, INC. TO ONE HUNDRED NINETY SIX THOUSAND, SIX HUNDRED SIXTEEN AND 25 ONE HUNDRETH DOLLARS FOR THE 2023 STREET RESURFACING PROJECT

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

WHEREAS, on August 15, 2023 the City Council of the City of Schertz Approved Resolution 23-R-77, Authorizing a construction contract with Intermountain Slurry Seal, Inc in the amount of \$190,000.00 and a not to exceed amount of \$195,000.00 for the 2023 Street Resurfacing Project; and

WHEREAS, the project was constructed and the total amount of slurry seal needed to complete the project exceeded the contract plan quantity; and

WHEREAS, the increased slurry seal quantity caused the total construction cost to be \$196,616.25, which exceeds the previously approved not to exceed amount established by Resolution 23-R-77; and

WHEREAS, funding is available to cover the additional 1,616.25 for the slurry seal overage from excess funding for one of the other FY 22-23 street projects (2023 Windy Meadows Overlay);

WHEREAS, the City Council of the City of Schertz wishes to increase the not to exceed amount for the construction contract for the 2023 Street Resurfacing Project with Intermountain Slurry Seal, Inc to fully fund the final construction cost of the project.

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

Section 1. The City Council hereby increases the not to exceed cost of the construction contract with Intermountain Slurry Seal Inc., to **ONE HUNDRED NINETY SIX THOUSAND, SIX HUNDRED SIXTEEN AND 25 ONE HUNDRETHS DOLLARS** (\$196,616.25) for the 2023 Street Resurfacing Project.

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 COUNCIL MEMORANDUM

City Council Meeting: November 14, 2023
Department: Executive Team
Subject: Resolution 23-R-117: Authorizing a Schertz Main Street Local Flavor Economic Development Grant for 415 Main Street. (S.Williams/B.James)

BACKGROUND

The owner of th J's Grocery and Smoke shop located at 415 Main Street is applying for a Schertz Main Street Local Flavor Economic Development Grant. This is the first grant this property has applied for. The applicant is seeking a facade improvement grant for up to \$9,192.50 (estimated project cost is \$18,385) to redo the roof and repair woodwork to the storefront canopy. The applicant is also seeking a grant for up to \$5,000 (capped at 50% of the actual cost - but not to exceed \$5,000) to redo the pole sign (see attached image).

GOAL

Promote and enhance commercial activity along Main Street to promote the economic, cultural and general welfare of the public. The area around Main Street in Schertz once served as the commercial and social hub of the community. The City seeks to improve the image of the area around Main Street through matching grants that promote local economic development and stimulate business and commercial activities.

COMMUNITY BENEFIT

Encourage the attraction of small businesses that will create local charm and help develop a sense of place around Main Street. Promote commercial development. Stabilize and improve property values. Foster civic pride. Strengthen the economy of the City by protecting and enhancing the attractiveness of the Main Street area to residents and visitors, as well as provide support of local businesses.

SUMMARY OF RECOMMENDED ACTION

Staff recommends approval of Resolution 23-R-117, approving a Schertz Main Street Local Flavor Economic Development Grant for up to \$14,192.50 for 415 Main Street.

FISCAL IMPACT

The maximum amount for this grant is \$14,192.50. Currently, the City has approved \$30,590.88 in grants that have not been paid. This grant would bring that total to \$44,783.88.

RECOMMENDATION

Approval of Resolution 23-R-117.

Attachments

Res 23 R 117 w attachments 415 main LFG

RESOLUTION NO. 23-R-117

A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF SCHERTZ, TEXAS APPROVING A REQUEST FOR A SCHERTZ MAIN STREET LOCAL FLAVOR ECONOMIC DEVELOPMENT GRANT FOR 415 MAIN STREET IN THE CITY OF SCHERTZ, TEXAS, AND RELATED MATTERS IN CONNECTION THEREWITH

WHEREAS, The City of Schertz desires to protect, enhance, and preserve the historic resources and landmarks which represent distinctive elements of Schertz' historic, architectural, economic, cultural, and social heritage by providing property owners and incentive for protecting their property; and

WHEREAS, the City of Schertz desires to encourage the attraction of small businesses that will create local charm and help develop a sense of place in and around Main Street;

WHEREAS, the City of Schertz desires to stabilize and improve property values; and

WHEREAS, Foster civic pride in the beauty and accomplishments of the past, and to promote the use of the historic structures for the culture, education, and general welfare of residents; and

WHEREAS, Strengthen the economy of the city by protecting and enhancing the attractiveness of the Main Street area to residents and visitors, as well as provide support and stimulus to businesses.

WHEREAS, the City Council approved the Schertz Main Street Local Flavor Economic Development Grant;

WHEREAS, staff is in support of this program and recommended approval of the grant request for 415 Main Street for up to \$14,192.50.

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

Section 1. The City Council hereby approves the Schertz Main Street Local Flavor Economic Development Grant request for 415 Main Street subject to the approved criteria of the program and execution of a funding agreement generally as outlined 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 ___th day of _____, 2023.

CITY OF SCHERTZ, TEXAS

Ralph Gutierrez, Mayor

ATTEST:

Sheila Edmondson, City Secretary

(CITY SEAL)

Exhibit A

STATE OF TEXAS §
 §
COUNTY OF BEXAR §

**SCHERTZ MAIN STREET LOCAL FLAVOR ECONOMIC DEVELOPMENT PROGRAM
FUNDING AGREEMENT BETWEEN THE CITY OF SCHERTZ, TEXAS AND
Jagdish Kapadia FOR EXPENDITURE OF LOCAL FLAVOR GRANT FUNDS**

This Local Flavor Development Program Funding Agreement (AGREEMENT) is made and entered into by and between the City of Schertz, Texas (CITY) and Jagdish Kapadia, (ENTITY).

WHEREAS, the ENTITY has developed a proposal to Make improvements to the roof and signage of 415 Main (the “Project”); and

WHEREAS, Section 380.001 of the Texas Local Government Code, as amended, allows the governing body of a municipality to establish and provide for the administration of one or more programs to promote state and local economic development and to stimulate business and commercial activity in the municipality; and

WHEREAS, the Schertz Main Street Local Flavor Economic Development Program is intended to encourage and expansion and attract small businesses that create local charm and help develop a sense of place in and around Main Street, promote commercial development, stabilize and improve property values, foster civic pride, and protect and enhance the attractiveness of the Main Street area to residents and visitors; and

WHEREAS, funding for the Schertz Main Street Local Flavor Economic Development Program will be provided annually through the City’s General Fund; and

WHEREAS, the Schertz Main Street Local Flavor Economic Development Program will enhance other city efforts to improve, beautify, and promote economic development in the Main Street area.

WHEREAS, the area around Main Street in Schertz once served as commercial and social hub of the community; and

WHEREAS, the City seeks to improve the image of the area around Main Street through restoration and rehabilitation of structures in the Main Street area to serve as a commercial, social, cultural and tourism hub of the City; and

WHEREAS, the City Council of the City of Schertz desires to provide funds to Jagdish Kapadia (ENTITY).

NOW, THEREFORE, it is mutually agreed by and between the CITY and ENTITY as follows:

GENERAL PROVISIONS

Section 1. Purpose. The purpose of this Agreement is to provide funding to the ENTITY for the project identified in the attached Exhibit "A" (the "Project"), the intent of which is to promote state and local economic development and to stimulate business and commercial activity in the municipality to encourage and expansion and attract small businesses that create local charm and help develop a sense of place in and around Main Street, promote commercial development, stabilize and improve property values, foster civic pride, and protect and enhance the attractiveness of the Main Street area to residents and visitors.

Section 2. Obligation of the ENTITY. The ENTITY shall use all of the awarded funds provided by the CITY in accordance with Chapter 351 of the Texas Tax Code, the ENTITY' funding application, and the attached Exhibit "A".

Section 3. Reporting Requirements of the ENTITY. The ENTITY shall deliver a detailed accounting of the expenditures for the Project within thirty (30) days after completion of the Project (the "Post Event Report"). The Post Event Report shall include copies of receipts and other documents establishing the expenditures for the project. The CITY shall not make reimbursements for expenditures where no receipt or invoice is provided. Partial or incomplete reports will not be accepted.

Section 4. Authorization of Payment. Subject to the ENTITY' satisfactory performance and compliance with the terms of this AGREEMENT, the CITY agrees to pay the ENTITY up to fifty percent (50%) of the Project. The Project is estimated to be approximately \$14,192.50 total and fifty percent of which, is capped at \$9,192.50 for work to the roof falling within the criteria for a facade improvement grant and up to 50%, not to exceed \$5,000, for signage consistent with the image attached in Exhibit A. Payment(s) will be made within forty-five (45) days of acceptance of the complete Post Event Report. Partial or incomplete reports will not be accepted. Only expenditures that meet Chapter 351 of the Tax Code and this AGREEMENT shall be reimbursed.

Section 5. Appeal Process. Any ENTITY wishing to appeal the decision of the CITY must present their appeal in writing within ten (10) business days of funding denial.

Section 6. Rights. The City of Schertz has the right, at any time, to inspect the books or records of the ENTITY that may relate to performance of this AGREEMENT. The CITY, at its sole expenses, has the right to conduct an audit of the ENTITY or Project.

Section 7. Term. The AGREEMENT shall become effective as of the date entered below. The AGREEMENT shall terminate one year from its effective date or once the terms have been met, whichever occurs first.

Section 8. Indemnification. The ENTITY agrees to defend, indemnify and hold harmless the CITY, its officers, agents and employees, against any and all claims, lawsuits, judgments, cause of action, costs and expenses for personal injury (including death), property damage or other harm for which recovery of damages is sought, suffered by any person or persons, that may arise out of or be occasioned by the ENTITY's breach of any of the terms or provisions of this AGREEMENT, or by any negligent act or

omission of the ENTITY, its officers, agents, servants, employees, contractors, or subcontractors, in the performance of this AGREEMENT; except that the indemnity provided for in this paragraph shall not apply to any liability resulting from the sole negligence of the CITY, its officers, agents, employees or separate contractors, and in the event of joint and concurrent negligence of both the ENTITY and the CITY under Texas law and without waiving any defenses of the parties under Texas law. The provisions of this paragraph are solely for the benefit of the parties hereto and not intended to create or grant any rights, contractual or otherwise, to any other person or entity. Both parties expressly agree that this AGREEMENT does not assign any responsibility for civil liability to the City of Schertz that may arise by virtue of this AGREEMENT.

Section 9. Termination. A party may terminate this AGREEMENT in whole or in part if the other party fails to comply with a term of the AGREEMENT, including the inability of the ENTITY to conform to any change required by federal, state or local laws or regulations; or for the convenience of either party. The terminating party shall provide written notification to the other party of the decision to terminate this AGREEMENT within thirty (30) days before the effective date of termination. A party may terminate the AGREEMENT for breach of any provision of this AGREEMENT, upon written notice of the breach and the breaching party shall have ten (10) days after receipt of the written notice in which to cure the breach to the satisfaction of the non-breaching party.

Section 10. Notice. All notices required or permitted under this AGREEMENT shall be in writing and shall be delivered in person or mailed as follows:

to the CITY at:

City of Schertz
Attention: City Manager
1400 Schertz Parkway
Schertz, TX 78154
(210) 619-1000

To: Jagdish Kapadia
Attention: Zain Kapadia
415 Main
Schertz, Texas 78154

MISCELLANEOUS

Section 11. Entire Agreement. This AGREEMENT constitutes the entire agreement of the parties regarding the subject matter contained herein. The parties may not modify or amend this AGREEMENT, except by written agreement approved by the governing bodies of each party and duly executed by both parties.

Section 12. Approval. This AGREEMENT has been duly and properly approved by each party's governing body and constitutes a binding obligation on each party.

Section 13. Assignment. Except as otherwise provided in this AGREEMENT, a party may not assign this AGREEMENT or subcontract the performance of services without first obtaining the written consent of the other party.

Section 14. Non-Waiver. A party's failure or delay to exercise right or remedy does not constitute a waiver of the right or remedy. An exercise of a right or remedy under this AGREEMENT does not preclude the exercise of another right or remedy. Rights and remedies under this AGREEMENT are cumulative and are not exclusive of other rights or remedies provided by law.

Section 15. Paragraph Headings. The various paragraph headings are inserted for convenience of reference only, and shall not affect the meaning or interpretation of this AGREEMENT or any section thereof.

Section 16. Attorney fees. In any lawsuit concerning this AGREEMENT, the prevailing party shall be entitled to recover reasonable attorney's fees from the nonprevailing party, plus all out-of-pocket expense such as deposition costs, telephone, calls, travel expenses, expert witness fees, court costs, and their reasonable expenses, unless otherwise prohibited by law.

Section 17. Severability. The parties agree that in the event any provision of this AGREEMENT is declared invalid by a court of competent jurisdiction that part of the AGREEMENT is severable and the decree shall not affect the remainder of the AGREEMENT. The remainder of the AGREEMENT shall be in full force and effect.

Section 18. Venue. The parties agree that all disputes that arise of this AGREEMENT are governed by the laws of the State of Texas and venue for all purposes herewith shall be in Milam County, Texas.

Section 19. Certificate of Insurance. The ENTITY agrees to provide a certificate of insurance for liability and worker's compensation insurance or letter of self-insurance on its letterhead indicating its self-insured status before any event awarded funding under this AGREEMENT. The cost of the insurance herein mentioned to be secured and maintained by the ENTITY shall be borne solely by the ENTITY.

IN WITNESS HEREOF, the CITY and ENTITY make and execute this AGREEMENT to be effective this _____ day of _____, 2023.

CITY OF SCHERTZ, TEXAS

ENTITY

City Manager

ATTEST:

City Secretary

EXHIBIT A

Roof and Signage Work

NEW TPO ROOF & CANOPY REPAIR PROPOSAL

OCT 06, 2023

Project #15495763592



ZAIN KAPADIA

415 Main St.
Schertz, TX
78154



We can help you with

Roofing and Gutters
Residential & Commercial

Info@RhinoRoofers.com
(210) 361-7663

SCOPE OF WORK PROPOSED



TPO Recover - specific to the area in red.
3,047 ft.² = 30 sq

(100 ft.² = 1 sq)



Wood work to include, capping off the front canopy fascia on the storefront, currently missing (damaged). This proposed woodwork, will leave the front canopy ready for stucco, including synthetic underlayment for weather protection.. (Stucco is not included)

RECENT TPO RECOVER PROJECT



Before



After

The Plant Shoppe
3020 N. St. Mary's
San Antonio, Tx 78202

WHY CHOOSE VERSIWELD® TPO?

Advantages of VersiWeld TPO



Cleaner Surface



Long-term Energy Efficiency in Warm, Southern Climates



Greater Weather Resistance



Improved Long-term Performance



Excellent Heat and UV Resistance



Industry Leading Weathering Package

The Tests

TPO membrane samples from four manufacturers, including Versico, were recently subjected to accelerated heat aging in a controlled 240°F environment. Heat aging accelerates the impact that heat plays on TPO and evaluates its performance on the roof. Samples were removed when they showed signs of cracking or were deemed not suitable to perform as a waterproofing membrane. Extreme Xenon Arc Weatherometer testing also reveals that VersiWeld TPO can withstand twice the ASTM D6878 requirement of 10,080 kJ/m² without losing its desired physical properties.

The Results

Independent test results and a chemical analysis show that VersiWeld TPO with OctaGuard XT contains more weather-protecting ingredients than any other TPO membrane tested, which means Versico's TPO provides superior long-term protection against the dangers of heat and UV exposure.

With Versico's VersiWeld TPO, featuring OctaGuard XT weathering package, you get a whiter, cleaner and more energy-efficient, longer-lasting and weather-resistant TPO roofing system. Versico's VersiWeld TPO with OctaGuard XT weathering package technology has set a new standard in the thermoplastic single-ply industry.

SYSTEM OPTIONS

Mechanically Attached Systems

Mechanically Attached Systems require mechanical attachment of the insulation to the deck and mechanical attachment of the membrane within the seam area. Adjoining membrane sheets are overlapped and joined together by hot-air welding.



Fully Adhered Systems

Fully Adhered Systems require mechanical or adhesive attachment of the insulation to the roof deck. The TPO membrane and substrate are then coated with bonding adhesive and the membrane is rolled into place and seams are then hot-air welded.



MEMBRANE MATERIAL WARRANTY

DATE OF ISSUE:
WARRANTY NO.:
NAME OF BUILDING:
BUILDING ADDRESS:

Subject to the following terms and conditions, Versico, a division of Carlisle Construction Materials Incorporated (VERSICO) warrants to the Buyer that the membrane material (MEMBRANE) sold to the Buyer will be free from manufacturing defects at the time of its delivery to the job site.

If upon inspection by Versico, the membrane evidences manufacturing defects, Versico's liability and Buyer's remedies are limited, at Versico's option, to the repair or replacement of the defective membrane at the F.O.B. point in the original contract of sale.

Versico further warrants that the Membrane material will not prematurely deteriorate to the point of failure because of weathering for a period of -- years from the date of sale if properly installed, maintained and used for the purpose for which Versico intended.

Buyer shall give Versico notice of a claim under this warranty within thirty (30) days of discovering the premature deterioration of the Membrane.

If upon inspection by Versico, the Membrane shows premature deterioration because of weathering within the -- year period stated herein, Versico's liability and Buyer's remedies are limited at Versico's option to the providing of repair material for the original Membrane or credit to be applied towards the purchase of a new Membrane, the value of these remedies being determined by Versico based upon the number of remaining months of the unexpired warranty used to prorate at the current prices for the Membrane. The maximum prorated value allowed by Versico for repair or credit shall not exceed the original Membrane purchase price.

This warranty refers to the membrane material only. Flashings, adhesives and other accessories contained in a membrane system are not covered by this warranty.

Versico shall not be responsible for the cleanliness or discoloration of the membrane material caused by environmental conditions including, but not limited to, dirt, pollutants or biological agents.

NO REPRESENTATIVE OF VERSICO HAS AUTHORITY TO MAKE ANY REPRESENTATIONS OR PROMISES EXCEPT AS STATED HEREIN.

THERE ARE NO WARRANTIES, EITHER EXPRESSED OR IMPLIED, INCLUDING THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE, WHICH EXTEND BEYOND THE WARRANTIES CONTAINED IN THIS DOCUMENT. VERSICO SHALL NOT BE LIABLE FOR ANY INCIDENTAL, CONSEQUENTIAL OR OTHER DAMAGES, INCLUDING BUT NOT LIMITED TO, LOSS OF PROFITS OR DAMAGES TO THE STRUCTURE OR ITS CONTENTS ARISING UNDER ANY THEORY OF LAW WHATSOEVER.

BY: James Heisey

AUTHORIZED SIGNATURE
TITLE: Director of Sales

October 6, 2023

Rhino Roofers LLC
4949 N. LOOP 1604 W. SUITE 250
SAN ANTONIO, TX 78249
US

Project: Kapadia

To Whom It May Concern:

This letter is to confirm that Rhino Roofers LLC in SAN ANTONIO, TX is a Versico Authorized Contractor.

If you should have any further questions, please feel free to contact me.

Sincerely,



Kellen Zawadzki

NEW TPO ROOFING SYSTEM

Description

TPO Recover (30.47 squares)

Prep safe worksight. Provide all required safety equipment (Ie; Perimeter flags, tie offs, Safety cables, etc) Also provide trash removal and sight clean up.

Mechanically attach .25" Fanfold coverboard (Rvalue=2.5) to wood deck substrate.

Versico 60 mil, TPO (Thermoplastic Polyolefin) Total Roofing system. Mechanically astened, heat welded seams, Attached to .25" fan fold.

Install all Versico brand accesories, (edge metal, curb flashing & term bars) needed per manufacturers specs

20 year Manufacturers Membrane Warranty Registered w/ Versico

This proposal includes replacing all decking necessary, to properly fasten the TPO membrane. (In compliance w/manufacturere {Versico} specification.)

Woodwork to repair the storefront canopy, to original substraat condition, where the canopy sign once stood. Make ready stucco. (Stucco not included) aprx 200 ft.²

5 year labor & workmanship warranty, provided by Rhino Roofers. LLC

Proposal includes all labor, material, warranty, permits & tax

Quote subtotal \$18,385.00

Total \$18,385.00

- Re-roof proposal only, no building structure work to be done
 - Projected start date is 2-3 weeks from signing. (If not sooner)
 - The duration of project shall be no more than 5 business days, from commencement. Weather permitting.
 - The finished roof color will be bright white.
 - TPO Membrane is Energy star rated, with UV reflectivity classified as a "Cool Roof"
 - The fanfold used as TPO cover-board, will have an R-value=2.5
- (Rvalue=Insulation factor, will be 2.5 in addition to current.)

AUTHORIZATION PAGE

New TPO Roofing System

\$18,385.00

Project: 15495763592

Name: Zain Kapadia

Address: 415 Main St., Schertz, TX

Estimates valid for 30 days from date of estimate / A 25% deposit is required before any project begins.

Customer Comments / Notes

My Product Selections

TPO Membrane Color

Bright (Polar) White

Zain Kapadia:

Date:

Exclusions:

By signing this form, I agree to and confirm the following: I certify that I am the registered owner of the above project property or have legal permission to authorize the work as stated. I agree to pay the total project price and understand that this work will be completed in accordance with industry best practices.

RENDER



PROJECT INFORMATION

CLIENT: J's Food Mart
 WORK ORDER: 6000-1
 DATE: 10/30/2023

FINISHES & MATERIAL

Convert Cabinet with new polycarbonate faces and add structure for an LED gas price changer on the bottom of cabinet. Faces have HEXUS Tomato Red translucent vinyl.

#	DATE	DESCRIPTION

NOTES:

SIGNATURE: _____

BY: _____

DATE: _____

APPROVED AS IS APPROVED AS NOTED REJECTED REVISE & RE-SUBMIT



CITY COUNCIL MEMORANDUM

City Council Meeting: November 14, 2023
Department: Planning & Community Development
Subject: **Ordinance 23-S-29: Conduct a public hearing and consider amendments to Part III of the Schertz Code of Ordinances, Unified Development Code (UDC) to Article 3 Boards, Commissions, and Committees and Article 12 Subdivisions. First Reading (B.James/L.Wood/S.Haas)**

BACKGROUND

As stated in the Unified Development Code (UDC), City Council from time to time, on its own motion, or at the recommendation of City staff amend, change, or modify text in any portion of the UDC to establish and maintain stable and desirable development. It is generally considered good practice to periodically review and update the development regulations due to changing conditions, community goals, and/or State and Federal regulations.

House Bill (HB) 3699 went into effect on September 1, 2023. Within this bill were provisions that gave the governing municipal body of Schertz the option to give administrative approval authority to staff in relation to subdivision plats. Currently, staff has the authority to administratively approve or deny minor plats and amending plats. The Planning and Zoning Commission has the authority to approve or deny replats, preliminary, final, and vacating plat.

Platting is a technical process that requires the involvement of the entire development team from the city. The Planning, Public Works, Engineering, and Fire Department all thoroughly review subdivision plats to ensure that all state and City of Schertz requirements are met. The UDC stipulates that platting has a "certification" then "formal" process. When a "formal" plat is accepted by the city, state law requires that the city review and approve this plat within 30 days. This is commonly referred to as the "shot-clock" rule. In the event the "shot-clock" has run out, and the review has not been completed, the state law requires automatic approval of the plat. To ensure that staff has enough time to properly review subdivision plats, the City of Schertz adopted the certification process. There are two separate platting processes; the "certification" process where the bulk of the review takes place, and the "formal" application where our platting fee is assessed and the shot-clock begins. The formal plat application is what is presented to the Planning and Zoning Commission and staff has a strict submittal calendar to guarantee a Commission meeting to consider the plat within the 30 day shot-clock.

The "certification" then "formal" process is a common practice among other municipalities and a necessary step for staff to ensure that all City of Schertz's UDC requirements are met. However, it adds complexity and time to the overall development process. The purpose of Ordinance 23-S-29 is to help make the process more efficient by potentially removing a time-consuming step in the process.

Texas Local Government Code (LGC) Section 212.005(a) states the following: "The municipal authority responsible for approving plats must approve a plat or replat that is required to be prepared under this subchapter and that satisfies the requirements of this subchapter."

When plats are presented to the Planning and Zoning Commission, staff has ensured that all applicable

regulations and requirements are already met and the action of bringing the item to the Planning and Zoning Commission is largely procedural. The Planning and Zoning Commission meets twice a month (sometimes once a month) and this potentially puts added time and cost on a property owner's project. Additionally, staff spends a lot of time and effort to organize an agenda, compile staff reports, and present these plats to the Planning and Zoning Commission; when ultimately according to LGC 211.005(a) the Commission must approve them unless an applicable regulation or requirement is not met, which staff has already ensured the plat meets all requirements prior to bringing the item to the Commission for action.

When a plat does not or cannot reasonably meet all the applicable requirements a waiver to the UDC platting requirements is needed. This is a separate agenda item that is considered before the plat. An example, is when a waiver is requested from the requirement to connect to the sanitary sewer system. Staff often sees this in the more under-developed areas of the city, as sanitary sewer is far enough away that it would be unreasonably expensive for a property owner to connect.

Proposed Amendments:

With Ordinance 23-S-29, staff is proposing amendments to the UDC in Article 3 - Boards, Commissions, and Committees and Article 12 - Subdivisions in order to give staff final authority to approve or deny all subdivision plats.

Staff is leaving the final approval authority of a waiver request to the Planning and Zoning Commission. Staff believes that the discretionary nature of a waiver request is more appropriate in an appointed body such as the Planning and Zoning Commission. Also, staff may forward any plat to the Commission if it chooses to. Finally, staff is also proposing to explicitly outline an appeals process where, if for some reason a plat does not meet all the applicable requirements and is denied by staff, then an applicant can appeal staff's decision to the Planning and Zoning Commission.

Article 3 - Boards, Commissions and Committees	
UDC Section 21.3.3 Planning and Zoning Commission	Changes the authority of the Planning and Zoning Commission. The commission will have final authority on plats and plans only "if forwarded by the City Manager or his/her designee".
UDC Section 21.3.5 Administrative Authority	Gives approval authority to "City Manager or his/her designee" for subdivision plats.
Article 12 - Subdivisions	
UDC Section 21.12.2 General Provisions	21.12.2.A. Cleans up language pertaining to property ownership and the dedication of land for public use 21.12.2.I. Includes "City Manager or his/her designee" to subsection related to plat disapproval
UDC Section 21.12.8 Preliminary Plat Process	Details the process for administrative approval/denial/appeal of preliminary plats
UDC Section 21.12.10 Final Plat Process	Details the process for administrative approval/denial/appeal of final plats
UDC Section 21.12.13 Replat Process	Details the process for administrative approval/denial/appeal of replats
UDC Section 21.12.14 Vacating Plat Process	Details the process for administrative approval/denial/appeal of vacating plats

On October 11, 2023, the Planning & Zoning Commission conducted a public hearing and made a recommendation of approval as presented.

A Public Hearing notice was published in the San Antonio Express News on October 25, 2023.

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

The proposed amendments would help eliminate a largely procedural/ceremonial process. Staff and the city attorney have worked through these proposed amendments to ensure that they meet all new state law requirements as laid out in HB 3699.

On October 11, 2023, the Planning & Zoning Commission conducted a public hearing and made a unanimous recommendation of approval as presented.

RECOMMENDATION

The proposed amendments would make our development process more streamlined, efficient, and cost-effective for both property owners/applicants and for the city. Therefore, staff recommends approval of Ordinance 23-S-29 as presented.

Attachments

- Ord. 23-S-29 with Exhibits
 - UDC Section 21.3.3 Redlines
 - UDC Section 21.3.5 Redlines
 - UDC Section 21.12.2 Redlines
 - Platting Process (Prelim, Final, Replat, Vacate) - Redlines
 - City Council Presentation Slides
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ORDINANCE NO. 23-S-29

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 3 BOARDS, COMMISSIONS, AND COMMITTEES AND ARTICLE 12 SUBDIVISIONS.

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 October 11, 2023, the Planning and Zoning Commission conducted a public hearing and thereafter recommended approval; and

WHEREAS, on November 14, 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 and Exhibit B 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"

Unified Development Code (UDC) Amendments

Article 3 – Boards, Commissions, and Committees

Sec. 21.3.3. Planning and zoning commission.

- A. *Structure of the Commission.* The Planning and Zoning Commission is established in accordance with the City Charter and Commission members are appointed by the City Council.
- B. *Duties and Approval Authority.*
1. The Planning and Zoning Commission shall have the authority to review and make a recommendation to the City Council on the following applications:
 - a. amendment to the Comprehensive Land Plan;
 - b. establish or amend a zoning district map classification, including creation or amendment of an overlay district;
 - c. rezoning requests including an application for a Specific Use Permit.
 - d. amendment to the UDC; and
 - e. a Development Agreement as set forth in the LGC and this UDC;
 2. The Planning and Zoning Commission shall have final approval authority on the following applications:
 - a. Subdivision Master Plan, if forwarded by the City Manager or his/her designee.
 - b. Site Plan; if forwarded by the City Manager or his/her designee.
 - c. preliminary plat; if forwarded by the City Manager or his/her designee.
 - d. final plat; if forwarded by the City Manager or his/her designee.
 - e. amending plat; if forwarded by the City Manager or his/her designee.
 - f. minor plat; if forwarded by the City Manager or his/her designee.
 - g. replat; if forwarded by the City Manager or his/her designee and
 - h. waivers relating to Article 12, Subdivisions.
 3. The Planning and Zoning Commission shall have the authority to make final determinations relating to appeals of staff determinations on the following items:
 - a. Required Conditions for Home Occupations and denial of a Home Occupation permit.
 - b. Site Design Standards including Tree Preservation & Mitigation, Revisions to Approved Site Plans.
 - c. Signs & Advertising Devices including general requirements, removal of signs.
 - d. Additional Design Requirements including off street parking, building setback lines, and landscape buffers.
 - e. An appeal of a driveway waiver determination.

(Ord. No. 17-S-40 , § 1(Exh. A), 10-24-2017; Ord. No. 19-S-22 , § 1(Exh. A), 9-3-2019)

Sec. 21.3.5. Administrative authority.

- A. *Authority Granted.* The City Manager or his/her designees shall have such powers and authority as granted by State law, the City Charter, the Code of Ordinances, and this UDC to initiate, undertake, and decide any matters pertaining to the regulation of the use and development of land as identified in this UDC and are authorized to take all actions necessary to carry out their responsibilities in accordance with the requirements and limitations prescribed therein.
- B. *Administrative Structure.* The City Manager is designated as the chief administrative official of the City. The City Manager, at his/her discretion, may designate the director of any department or other employee as the administrative authority responsible for consideration of any item deemed appropriate by the City Manager.
- C. *Duties and Approval Authority.*
 - 1. The City Manager or his/her designee shall have the authority to review and make a recommendation to the appropriate approval body on the following applications:
 - a. amendment to the Comprehensive Land Plan;
 - b. establish or amend a zoning district map classification, including creation or amendment of an overlay district;
 - c. rezoning requests including an applications for a Specific Use Permit;
 - d. amendment of this UDC;
 - e. annexation;
 - f. a Development Agreement within the City's corporate boundaries and in the City's ETJ;
 - g. Historic Landmark or District Designation;
 - h. an appeal of the decision of any City Board, Commission, Committee or staff as authorized by this UDC;
 - i. Subdivision Master Plan;
 - j. subdivision plats, when forwarded to the Planning and Zoning Commission by the City Manager or his/her designee for approval;
 - k. a variance, appeal or other application to be considered by the BOA;
 - l. an interpretation, appeal or other application to be considered by the Building and Standards Commission; and
 - m. an interpretation, waiver, appeal or other application to be considered by the Planning & Zoning Commission.
 - 2. The City Manager or his/her designee shall have approval authority on the following applications:
 - a. a preliminary plat, as authorized by this UDC and LGC Section 212.0065. However, the City Manager or his/her designee may forward the plat to the Planning and Zoning Commission for approval;
 - b. a final plat, as authorized by this UDC and LGC Section 212.0065. However, the City Manager or his/her designee may forward the plat to the Planning and Zoning Commission for approval;
 - c. a replat, as authorized by this UDC and LGC Section 212.0065. However, the City Manager or his/her designee may forward the plat to the Planning and Zoning Commission for approval;

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- d. a minor plat, as authorized by this UDC and LGC Section 212.0065. However, the City Manager or his/her designee may forward the plat to the Planning and Zoning Commission for approval;
 - e. an amending plat, as authorized by this UDC, and LGC Section 212.0065. However, the City Manager or his/her designee may forward the plat to the Planning and Zoning Commission for approval;
 - f. a Certificate of Determination, as authorized by this UDC and LGC Section 212.0115. However, the City Manager or his/her designee may forward the request to the Planning and Zoning Commission for determination;
 - g. a site plan, as authorized by this UDC. However, the City Manager or his/her designee may forward a site plan to the Planning and Zoning Commission for approval; and
 - h. other applications as authorized by this UDC.

(Ord. No. 17-S-40 , § 1(Exh. A), 10-24-2017; Ord. No. 19-S-22 , § 1(Exh. A), 9-3-2019)

Exhibit "B"

Unified Development Code (UDC) Amendments

Article 12 – Subdivisions

Sec. 21.12.2. General Provisions

- A. The owner of a tract of land located within the City limits or in the ETJ of the City who divides the tract in two (2) or more parts to lay out a subdivision of the tract, including an addition to the City, to lay out suburban, building, or other lots, or to lay out streets, alleys, squares, parks, or other parts of the tract intended by the owner of the tract to be dedicated to public use must have a plat of the subdivision prepared. A division of a tract under this section includes a division regardless of whether it is made by using a metes and bounds description in a deed of conveyance or in a contract for a deed, by using a contract of sale or other executory contract to convey, or by using any other method.
- B. No person shall create a subdivision of land within the City or within its ETJ without complying with the provisions of this Article, and all plats and subdivisions of any such land shall conform to the rules and regulations set forth in this Article.
- C. In addition to any other remedy provided by law, the City and its officers shall have the right to enjoin any violation of this UDC by injunction issued by a court of common jurisdiction.
- D. All land subdivided or platted into lots, blocks and streets within the City or within its ETJ, as provided by state law, shall comply in full with the requirements of this UDC. No plat shall be filed in the office of the County Clerk for a tract within the City or its ETJ unless it is approved by the Planning and Zoning Commission or the City Manager or his/her designee, as applicable.
- E. The City has requested each County in which the City is located not to issue a permit for the installation of septic tanks on any lot in a subdivision for which a final plat has not been approved and filed for record, or any lot in a subdivision in which the standards contained herein or referred to herein have not been complied with in full.
- F. No permit shall be issued for any structure on a lot in a subdivision for which a final plat has not been approved and filed for record, nor for any structure on a lot within a subdivision in which the standards contained herein have not been complied with in full.
- G. The City shall not authorize any person nor shall the City itself repair, maintain, install or provide any streets or public utility services in any subdivision for which a final plat has not been approved and filed for record, nor in which the standards contained herein or referred to herein have not been complied with in full.
- H. The City shall not authorize any person nor shall the City itself sell or supply any water or sewer service within a subdivision for which a final plat has not been approved or filed for record, nor in which the standards contained herein or referred to herein have not been complied with in full.
- I. Disapproval of a plat by the City Manager or his/her designee or the Planning and Zoning Commission shall be deemed a refusal by the City to accept the offered dedications shown thereon. Approval of a plat shall not impose any duty upon the City concerning the maintenance or improvement of any such dedicated parts until the proper authorities of the City have actually appropriated the same by entry, use, or improvement. Any such dedication, before or after actual appropriation may be vacated by the City in any manner provided by law.
- J. On behalf of the City, the City Attorney shall, when directed by the City Council, institute appropriate action in a court of competent jurisdiction to enforce the provisions of this UDC or the standards referred to herein with respect to any violation thereof which occurs within any area subject to all or part of the provisions of this UDC.
- K. In addition thereto, any abutting owner or lessee or other person prejudicially affected by the violation of the terms of this UDC may resort to any court of competent jurisdiction for any writ or writs, or to obtain such relief, either in law or equity, as may be deemed advisable in these premises.

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- L. If any subdivision exists for which a final plat has not been approved or in which the standards contained herein or referred to herein have not been complied with in full, the City Council shall take appropriate action reciting the fact of such noncompliance or failure to secure final plat approval. Reciting the fact of such noncompliance or failure to secure the final plat approval, and reciting the fact that the provisions of subsections 21.12.2.G. through 21.12.2.K. of this Article will apply to the subdivision and lots herein, the City Secretary shall, when directed by the City Council, cause certified copy of such action under the seal of the City to be filed in the deed records of the county or counties in which such subdivision or part thereof lies. If full compliance and final plat approval are secured after the filing of such action, the City Secretary shall forthwith file an instrument in the Deed Records of such county or counties stating that sections 21.12.2.B. through 21.12.2.K. no longer apply.
- M. The provisions of this Article shall not be construed to prohibit the issuance of permits for any lots upon which a residential building exists and was in existence prior to passage of this UDC nor to prohibit the repair, maintenance, or installation of any street or public utility services for, to or abutting any lot, the last recorded conveyance of which prior to passage of this UDC was by metes and bounds, and/or any subdivision, or lot therein, recorded or unrecorded, which subdivision was in existence prior to the passage of this UDC.

Sec. 21.12.8. Preliminary Plat Process

A. *Applicability.*

1. The provisions of this section are authorized under LGC Chapter 212 and shall be applicable to all areas within the City's limits and throughout the City's ETJ. A Preliminary Plat is required to determine the general layout of the subdivision, the adequacy of public facilities needed to serve the intended development and the overall compliance of the land division with applicable requirements of this UDC.
2. A Preliminary Plat may be submitted for any phase of development consistent with an approved Subdivision Master Plan. Where a Subdivision Master Plan is not required and the area to be platted is part of a larger tract of land, the Preliminary Plat must encompass the entire tract of land under ownership of the subdivider and shall provide a preliminary layout of streets, lots, blocks, utilities and drainage for the larger tract. A final plat may be submitted for individual lots to be platted out of the larger parcel.

B. *Application Requirements.*

1. *Application Required.* Any request for a Preliminary Plat shall be accompanied by an application prepared in accordance with the Development Manual.
2. *Accompanying Applications.* An application for a Preliminary Plat may be accompanied by an application for a Master Plan for the entire area to be platted or for any portion of the proposed Preliminary Plat.

C. *Processing of Application and Decision.*

1. *Submittal.* An application for a Preliminary Plat shall be submitted to the City Manager or his/her designee. The City Manager or his/her designee shall review the application for completeness in accordance with section 21.4.2. The City Manager or his/her designee shall forward a copy of the plat to other appropriate departments for review and recommendation.
2. *Preliminary Plat Approval.* In accordance with LGC Section 212.0065, the City Manager or his/her designee may approve a preliminary plat. The City Manager or his/her designee must approve a preliminary plat that is required to be prepared in accordance with this section and that satisfies all applicable regulations of this UDC. The City Manager or his/her designee may approve with conditions or deny a preliminary plat that does not satisfy all applicable regulations of this UDC. The City Manager or his/her designee may, for any reason, elect to present the plat for approval to the Planning and Zoning Commission. The City Manager or his/her designee or Planning and Zoning Commission, shall act on the plat within thirty (30) days after the date a complete application is filed.
3. *Conditional Approval and Denial.* If the City Manager or his/her designee or the Planning and Zoning Commission conditionally approves or denies the plat, a written statement must be provided to the applicant clearly articulating each specific condition for the conditional approval or reason for denial. Each condition or reason specified in the written statement may not be arbitrary and must include a citation to the regulation, ordinance, or law that is the basis for the conditional approval or denial.
4. *Applicant Response to Conditional Approval or Denial.* After the conditional approval or denial of a plat, the applicant may submit a written response that satisfies each condition for the conditional approval or remedies each reason for denial provided. The City Manager or his/her designee shall determine whether to approve or deny the applicant's response to the previously conditionally approved or denied plat. The City Manager or his/her designee may for any reason elect to present the applicant's response for approval to the Planning and Zoning Commission. Action shall be taken by the City Manager or his/her designee or the Planning and Zoning Commission no later than the fifteenth (15th) day after the date the response was submitted.

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5. *Acceptance of Preliminary Plat.* Approval of a Preliminary Plat by the City Manager or his/her designee or the Planning and Zoning Commission shall be deemed as an expression of the approval of the layout submitted on the plat as a guide to the final design of streets, water, sewer and other required improvements and utilities and to the preparation of a final plat in accordance with the requirements of this UDC.
 6. *Appeal to Planning and Zoning Commission.* Any decision to disapprove a plat made by the City Manager or his/her designee may be appealed to the Planning and Zoning Commission.
- D. *Criteria for Approval.* The City Manager or his/her designee or the Planning and Zoning Commission, in considering final action on a Preliminary Plat, should consider the following criteria:
1. the plat is consistent with all zoning requirements for the property or any approved Development Agreement;
 2. the plat conforms to the general layout of the Subdivision Master Plan (if applicable) and is consistent with the phasing plan approved therein;
 3. the proposed provision and configuration of roads, water, wastewater, drainage, and park facilities conform to the master facilities plans for the facilities, including without limitation the water facilities, wastewater facilities, transportation, drainage and other master facilities plans; and
 4. the proposed provision and configuration of roads, water, wastewater, drainage and park facilities, and easements and rights-of-way are adequate to serve the subdivision.
- E. *Expiration and Extension.*
1. *Expiration.* The approval of a Preliminary Plat shall remain in effect for a period of two (2) years after the date the application was approved or conditionally approved by the City Manager or his/her designee or the Planning & Zoning Commission, during which period the applicant shall submit and receive approval for a final plat for any portion of the land subject to the Preliminary Plat. If a final plat has not been approved within the two (2) year period, the Preliminary Plat approval, unless extended, shall expire and the plat shall be null and void.
 2. *Extension.* At the request of the property owners or their representative, the expiration date for approval of a Preliminary Plat may be extended by the City Manager or his/her designee for a period not to exceed six (6) months. A Preliminary Plat is not subject to reinstatement following expiration.
- F. *Revisions Following Approval of Preliminary Plat.*
1. *Minor Changes.* Minor changes in the design of the subdivision subject to a Preliminary Plat may be incorporated in an application for approval of a Final Plat without the necessity of filing a new application for approval of a Preliminary Plat. Minor changes shall include a revision to plat notes, a revision to street or alley lengths, scrivener's errors, adjustment of lot lines that do not result in the increase or creation of additional lots or additional acreage, or changes or clarifications to easements, provided that such changes are consistent with any approved prior applications.
 2. Major changes include the reconfiguration of street or alley alignments, the addition of streets or alleys, an increase in the number of lots or acreage, the addition or revision of a unit previously approved by the Preliminary Plat, any change to the open space dedication requirement, changes to drainage, changes to flood plain data, and any other changes that may not be included herein as determined by the Planning Department. Major changes shall require submittal of a revised master plan and Preliminary Plat which is submitted and processed the same as a new Master Development Plan application and new Preliminary Plat application.

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3. *Amendments.* All other proposed changes to the design of the subdivision subject to an approved Preliminary Plat shall be deemed major amendments that require submittal and approval of a new application for approval of a Preliminary Plat before approval of a Final Plat.

(Ord. No. 18-S-04 , § 1(Exh. A), 1-23-2018; Ord. No. 19-S-22 , § 1(Exh. A), 9-3-2019)

Sec. 21.12.10. Final Plat Process

A. *Applicability.*

1. The provisions of this section are authorized under LGC Chapter 212 and shall be applicable to all areas within the City's limits and throughout the City's ETJ. A Final Plat is required to assure that the division or development of the land subject to the plat is consistent with all standards of this UDC pertaining to the adequacy of public facilities, that public improvements to serve the subdivision or development have been installed and accepted by the City or that provision for such installation has been made, that all other requirements and conditions have been satisfied or provided for to allow the plat to be recorded, and to assure that the subdivision or development meets all other standards of this UDC to enable initiation of site preparation activities for any lot or tract subject to the plat. Approval of a Final Plat shall be required prior to any non-exempt division of land and prior to any site preparation activities for a lot or tract of land that requires installation of public improvements on or adjacent thereto.
2. A Final Plat may be submitted for any phase of development consistent with an approved Preliminary Plat.

B. *Application Requirements*

1. *Application Required.* Any request for a Final Plat shall be accompanied by an application prepared in accordance with the Development Manual.
2. *Accompanying Applications.* An application for a Final Plat shall be accompanied by a letter of approval from the City Engineer and/or the Director of Public Works approving the public infrastructure improvement construction plans showing details of streets, alleys, culverts, bridges, storm sewers, water mains, sanitary sewers and other engineering details of the proposed subdivision. Such plans shall be prepared by a registered professional engineer and shall conform to the standard specifications established by the City. Approval of any public infrastructure improvement plans is required prior to Final Plat application.

C. *Processing of Application and Decision.*

1. *Submittal.* An application for a Final Plat shall be submitted to the City Manager or his/her designee. The City Manager or his/her designee shall review the application for completeness in accordance with section 21.4.2. The City Manager or his/her designee shall forward a copy of the plat to other appropriate departments for review and recommendation.
2. *Final Plat Approval.* In accordance with LGC Section 212.0065, the City Manager or his/her designee may approve a final plat. The City Manager or his/her designee must approve a final plat that is required to be prepared in accordance with this section and that satisfies all applicable regulations of this UDC. The City Manager or his/her designee may approve with conditions or deny a final plat that does not satisfy all applicable regulations of this UDC. The City Manager or his/her designee may, for any reason, elect to present the plat for approval to the Planning and Zoning Commission. The City Manager or his/her designee or Planning and Zoning Commission, shall act on the plat within thirty (30) days after the date a complete application is filed.
3. *Conditional Approval and Denial.* If the City Manager or his/her designee or the Planning and Zoning Commission conditionally approves or denies the plat, a written statement must be provided to the applicant clearly articulating each specific condition for the conditional approval or reason for denial. Each condition or reason specified in the written statement may not be arbitrary and must include a citation to the regulation, ordinance, or law that is the basis for the conditional approval or denial.

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4. *Applicant Response to Conditional Approval or Denial.* After the conditional approval or denial of a plat, the applicant may submit a written response that satisfies each condition for the conditional approval or remedies each reason for denial provided. The City Manager or his/her designee shall determine whether to approve or deny the applicant's response to the previously conditionally approved or denied plat. The City Manager or his/her designee may for any reason elect to present the applicant's response for approval to the Planning and Zoning Commission. Action shall be taken by the City Manager or his/her designee or the Planning and Zoning Commission no later than the fifteenth (15th) day after the date the response was submitted.
 5. *Appeal to Planning and Zoning Commission.* Any decision to disapprove a plat made by the City Manager or his/her designee may be appealed to the Planning and Zoning Commission.
- D. *Criteria for Approval.* The City Manager or his/her designee or the Planning and Zoning Commission, in considering final action on a Final Plat, should consider the following criteria:
1. the Final Plat conforms to the approved Preliminary Plat, except for minor changes that may be approved without the necessity of revising the approved Preliminary Plat; and
 2. the final layout of the subdivision or development meets all standards for adequacy of public facilities contained in this UDC.
- E. *Expiration and Extension.*
1. *Expiration.* The approval of a Final Plat shall remain in effect for a period of two (2) years after the date the application was approved or conditionally approved by the City Manager or his/her designee or the Planning and Zoning Commission, during which period the applicant shall submit any required revisions for approval and recordation of the plat. If the Final Plat has not been recorded within the two (2) year period, the Final Plat approval, unless extended, shall expire and the plat shall be null and void.
 2. *Extension.* At the request of the property owner or their representative, the expiration date for approval of a Final Plat may be extended by the City Manager or his/her designee for a period not to exceed six (6) months. A Final Plat is not subject to reinstatement following expiration.
- F. *Revisions Following Approval of Final Plat.*
1. *Minor Changes.* An applicant may make minor changes to an approved Final Plat to reflect changes arising from installation of public improvements thereafter, provided that the approved Final Plat has not been recorded and that approval of the revised Final Plat occurs prior to expiration of approval of the initial Final Plat application. The City Manager or his/her designee is authorized to approve minor changes to an approved Final Plat. If the approved Final Plat has been recorded, an amending plat or replat must be approved and recorded. Minor changes shall include a revision to plat notes, a revision to street or alley lengths, scrivener's errors, adjustment of lot lines that do not result in the increase or creation of additional lots or additional acreage, or changes or clarifications to easements, provided that such changes are consistent with any approved prior applications.
 2. *Major Changes.* Major changes include the reconfiguration of street or alley alignments, the addition of streets or alleys, an increase in the number of lots or acreage, the addition or revision of a unit previously approved by the Preliminary Plat, any change to the open space dedication requirement, changes to drainage, changes to flood plain data, and any other changes that may not be included herein as determined by the City Manager or his/her designee. Major changes shall require submittal of a revised Final Plat which is submitted and processed the same as a new final plat application.
 3. *Amendments.* All other proposed changes to the design of the subdivision subject to an approved Final Plat shall be deemed major amendments that require submittal and approval of a new application for approval of a Preliminary Plat before approval of a Final Plat. Approval of major revisions to an

approved Preliminary Plat shall occur prior to the date any approved Subdivision Master Plan would have expired for the same land.

- G. *Recording Procedures.* After approval of a Final Plat and acceptance of required public improvements or execution of an Improvement Agreement pursuant to Sec. 21.4.15, the applicant may submit all necessary items to the City to record the plat in the County Land Records. Upon receipt of the plat recording submittal and notification of acceptance of required public improvements or execution of an Improvement Agreement, the City Manager or his/her designee shall sign the plat and shall promptly cause the plat to be recorded. If the final plat was forwarded to the Planning and Zoning Commission, the City Manager or his/her designee shall procure the signature of the chair of the Planning and Zoning Commission on the plat and shall promptly cause the plat to be recorded. No Final Plat will be received for recording until all back taxes owed to the City have been paid in full and a certified copy of a Tax Certificate from the applicable school district and county tax office has been received for the subject property.

(Ord. No. 17-S-41 , § 1(Exh. A), 10-24-2017; Ord. No. 18-S-04 , § 1(Exh. A), 1-23-2018; Ord. No. 19-S-22 , § 1(Exh. A), 9-3-2019)

Sec. 21.12.13. Replat Process.

- A. *Applicability.* The provisions of this section are authorized under LGC Chapter 212 and shall be applicable to all areas within the City's limits and throughout the City's ETJ. A replat is any plat that complies with LGC sections 212.014, 212.0145, and 212.015, as amended, which is generally submitted to replat a subdivision or part of a subdivision without vacation of the original plat. Replatting a portion of a recorded lot is not permitted. A replat does not itself constitute approval for development of the property.
- B. *Application Requirements.* Any request for a replat shall be accompanied by an application prepared in accordance with the Development Manual.
- C. *Processing of Application and Decision.*
 - 1. *Submittal.* An application for a replat shall be submitted to the City Manager or his/her designee. The City Manager or his/her designee shall review the application for completeness in accordance with section 21.4.2. The City Manager or his/her designee shall forward a copy of the plat to other appropriate departments for review and recommendation. After appropriate review, the City Manager or his/her designee may forward a recommendation to the Planning and Zoning Commission for consideration, when applicable.
 - 2. *Notification Requirements for Certain Replats.*
 - a. *Applicability.* An application for a replat which is also accompanied by a waiver or variance request requires a public hearing and notice if:
 - i. during the preceding five years, any of the area to be replatted was limited by an interim or permanent zoning classification to residential use for not more than two residential units per lot; or
 - ii. any lot in the preceding plat was limited by deed restrictions to residential use for not more than two residential units per lot.
 - b. *Public hearing notice.* Notice of the public hearing shall be given at least sixteen (16) calendar days before the date of the public hearing by:
 - i. Publication in an official newspaper or a newspaper of general circulation in the county in which the City is located; and
 - ii. Written notice with a copy of LGC Sec. 212.015(c) attached, mailed to the owners of lots that are in the original subdivision and that are within 200 feet of the lots to be replatted, as indicated on the most recently approved municipal tax roll or in the case of a subdivision within the extraterritorial jurisdiction, the most recently approved county tax roll of the property upon which the replat is requested.
 - 3. *Replat Approval.* In accordance with LGC Section 212.0065, the City Manager or his/her designee may approve a replat. The City Manager or his/her designee must approve a replat that is required to be prepared in accordance with this section and that satisfies all applicable regulations of this UDC. The City Manager or his/her designee may approve with conditions or deny a replat that does not satisfy all applicable regulations of this UDC. The City Manager or his/her designee may, for any reason, elect to present the plat for approval to the Planning and Zoning Commission. The City Manager or his/her designee or Planning and Zoning Commission, shall act on the plat within thirty (30) days after the date a complete application is filed.
 - 4. *Conditional Approval and Denial.* If the City Manager or his/her designee or the Planning and Zoning Commission conditionally approves or denies the plat, a written statement must be provided to the applicant clearly articulating each specific condition for the conditional approval or reason for denial.

Each condition or reason specified in the written statement may not be arbitrary and must include a citation to the regulation, ordinance, or law that is the basis for the conditional approval or denial.

5. *Applicant Response to Conditional Approval or Denial.* After the conditional approval or denial of a plat, the applicant may submit a written response that satisfies each condition for the conditional approval or remedies each reason for denial provided. The City Manager or his/her designee shall determine whether to approve or deny the applicant's response to the previously conditionally approved or denied plat. The City Manager or his/her designee may for any reason elect to present the applicant's response for approval to the Planning and Zoning Commission. Action shall be taken by the City Manager or his/her designee or the Planning and Zoning Commission no later than the fifteenth (15th) day after the date the response was submitted.
 6. *Appeal to Planning and Zoning Commission.* Any decision to disapprove a plat made by the City Manager or his/her designee may be appealed to the Planning and Zoning Commission.
- D. *Criteria for Approval.* The City Manager or his/her designee or the Commission in considering final action on a replat should consider the following criteria:
1. the replat is consistent with all zoning requirements for the property, all other requirements of this UDC that apply to the plat, and any regulations contained in an approved Development Agreement;
 2. the replat is signed and acknowledged by only the owners of the property being replatted;
 3. a public hearing was held and parties in interest and citizens have had an opportunity to be heard, if applicable; and
 4. the replat does not attempt to amend or remove any covenants or restrictions.
- E. *Protests.* If the replat application meets the applicability requirements of Subsection C.2 above and is protested in accordance with this section, approval of the replat shall be presented by the City Manager or his/her designee to the Planning & Zoning Commission and shall require the affirmative vote of at least three-fourths ($\frac{3}{4}$) of the members of the Planning and Zoning Commission present at the meeting to be approved. For a legal protest, written instruments 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 replat application and extending 200 feet from that area, but within the original subdivision, must be filed with the Planning and Zoning Commission prior to the close of the public hearing. In computing the percentage of land area under this section, the area of streets and alleys shall be included.
- F. *Notification of Approval for Certain Replats.* If a proposed replat does not require a variance or exception but meets the applicability of either Subsections C.2.a.i or ii above, the municipality shall, not later than the 15th calendar day after the date the replat is approved, provide written notice by mail of the approval of the replat to each owner of a lot in the original subdivision that is within 200 feet of the lots to be replatted according to the most recent municipality or county tax roll. This subsection does not apply to a proposed replat if the Planning & Zoning Commission holds a public hearing and gives notice of the hearing in the manner provided by in Subsection C.2.b above.
1. The notice of a replat approval must include:
 - a. the zoning designation of the property after the replat; and
 - b. a telephone number and e-mail address an owner of a lot may use to contact the City about the replat.
- G. *Expiration and Extension.*
1. *Expiration.* The approval of a replat shall remain in effect for a period of two (2) years after the date the application was approved or conditionally approved by the City Manager or his/her designee or the

Planning and Zoning Commission, during which period the applicant shall submit any required revisions for approval and recordation of the plat. If the replat has not been recorded within the two (2) year period, the plat approval shall expire and the plat shall be deemed null and void.

2. *Extension.* At the request of the property owners or their representative, the expiration date for approval of a replat may be extended by the City Manager or his/her designee for a period not to exceed six (6) months. A replat is not subject to reinstatement following expiration.
- H. *Plat Recordation.* After approval of a Replat Plat and acceptance of required public improvements or execution of an Improvement Agreement pursuant to Sec. 21.4.15, if applicable, the applicant may submit all necessary items to the City to record the plat in the County Land Records. Upon receipt of the plat recording submittal and notification of acceptance of required public improvements or execution of an Improvement Agreement, the City Manager or his/her designee shall sign the plat and shall promptly cause the plat to be recorded. If the final plat was forwarded to the Commission, the City Manager or his/her designee shall procure the signature of the chair of the Planning and Zoning Commission on the plat and shall promptly cause the plat to be recorded.

(Ord. No. 18-S-04 , § 1(Exh. A), 1-23-2018; Ord. No. 19-S-22 , § 1(Exh. A), 9-3-2019)

Sec. 21.12.14. Vacating plat process.

- A. *Applicability.* The provisions of this section are authorized under LGC Chapter 212 and shall be applicable to all areas within the City's limits and throughout the City's ETJ. A vacating plat does not itself constitute approval for development of the property.
- B. *Application Requirements.* Any request for a vacating plat shall be accompanied by an application prepared in accordance with the Development Manual as well as an application for a replat.
- C. *Processing of Application and Decision.*
 - 1. *Submittal.* An application for a vacating plat shall be submitted to the City Manager or his/her designee. The City Manager or his/her designee shall review the application for completeness in accordance with section 21.4.2. The City Manager or his/her designee shall forward a copy of the plat to other appropriate departments for review and recommendation.
 - 2. *Vacating Plat Approval.* In accordance with LGC Section 212.0065, the City Manager or his/her designee may approve a vacating plat. The City Manager or his/her designee must approve a vacating plat that is required to be prepared in accordance with this section and that satisfies all applicable regulations of this UDC. The City Manager or his/her designee may approve with conditions or deny a vacating plat and/or replat that does not satisfy all applicable regulations of this UDC. The City Manager or his/her designee may, for any reason, elect to present the plat for approval to the Planning and Zoning Commission. The City Manager or his/her designee or Planning and Zoning Commission, shall act on the plat within thirty (30) days after the date a complete application is filed.
 - 3. *Conditional Approval and Denial.* If the City Manager or his/her designee or the Planning and Zoning Commission conditionally approves or denies the plat, a written statement must be provided to the applicant clearly articulating each specific condition for the conditional approval or reason for denial. Each condition or reason specified in the written statement may not be arbitrary and must include a citation to the regulation, ordinance, or law that is the basis for the conditional approval or denial.
 - 4. *Applicant Response to Conditional Approval or Denial.* After the conditional approval or denial of a plat, the applicant may submit a written response that satisfies each condition for the conditional approval or remedies each reason for denial provided. The City Manager or his/her designee shall determine whether to approve or deny the applicant's response to the previously conditionally approved or denied plat. The City Manager or his/her designee may for any reason elect to present the applicant's response for approval to the Planning and Zoning Commission. Action shall be taken by the City Manager or his/her designee or the Planning and Zoning Commission no later than the fifteenth (15th) day after the date the response was submitted.
 - 5. *Appeal to Planning and Zoning Commission.* Any decision to disapprove a plat made by the City Manager or his/her designee may be appealed to the Planning and Zoning Commission.
- D. *Criteria for Approval.* The City Manager or his/her designee or the Planning and Zoning Commission in considering final action on a vacating plat should consider the following criteria:
 - 1. the vacating plat is consistent with all zoning requirements for the property, all other requirements of this UDC that apply to the plat, and any regulations contained in an approved Development Agreement;
 - 2. the vacating plat is signed and acknowledged by all owners of lots in the original plat.
- E. *Expiration and Extension.*
 - 1. *Expiration.* The approval of a vacating plat shall remain in effect for a period of two (2) years after the date the application was approved or conditionally approved by the City Manager or his/her designee

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- or the Planning and Zoning Commission, during which period the applicant shall submit any required revisions for approval and recordation of the plat. If the vacating plat has not been recorded within the two (2) year period, the plat approval shall expire and the plat shall be deemed null and void.
2. *Extension.* At the request of the property owners or their representative, the expiration date for approval of a vacating plat may be extended by the City Manager or his/her designee or the Planning and Zoning Commission, if the request is forwarded by the City Manager or his/her designee, for a period not to exceed six (6) months. A vacating plat is not subject to reinstatement following expiration.
- F. *Recording Procedures.* After approval of a Vacating Plat and associated Replat, acceptance of required public improvements or execution of an Improvement Agreement pursuant to Sec. 21.4.15, if applicable, the applicant may submit all necessary items to the City to record the vacating plat and replat in the County Land Records. Upon receipt of the plat recording submittal and notification of acceptance of required public improvements or execution of an Improvement Agreement, the City Manager or his/her designee shall sign the plat and shall promptly cause the plat to be recorded. If the vacating plat and associated replat was forwarded to the Commission, the City Manager or his/her designee shall procure the signature of the chair of the Planning and Zoning Commission on the plat and shall promptly cause the plat to be recorded. No vacating plat and associated replat will be received for recording until all back taxes owed to the City have been paid in full and a certified copy of a Tax Certificate from the applicable school district and county tax office has been received for the subject property.
- G. The City, at its discretion, shall have the right to retain all or specific portions of road right-of-way or easements shown on the plat being considered for vacation. However, the City shall consider a request for vacating a plat upon satisfactory conveyance of easements or right-of-way in a separate legal document using forms provided by the City Attorney's office.

(Ord. No. 19-S-22 , § 1(Exh. A), 9-3-2019)

PROPOSED REDLINES

Sec. 21.3.3. Planning and zoning commission.

- A. *Structure of the Commission.* The Planning and Zoning Commission is established in accordance with the City Charter and Commission members are appointed by the City Council.
- B. *Duties and Approval Authority.*
1. The Planning and Zoning Commission shall have the authority to review and make a recommendation to the City Council on the following applications:
 - a. amendment to the Comprehensive Land Plan;
 - b. establish or amend a zoning district map classification, including creation or amendment of an overlay district;
 - c. rezoning requests including an application for a Specific Use Permit.
 - d. amendment to the UDC; and
 - e. a Development Agreement as set forth in the LGC and this UDC;
 2. The Planning and Zoning Commission shall have final approval authority on the following applications:
 - a. Subdivision Master Plan-, if forwarded by the City Manager or his/her designee.
 - b. Site Plan; if forwarded by the City Manager or his/her designee.
 - c. preliminary plat; if forwarded by the City Manager or his/her designee.
 - d. final plat; if forwarded by the City Manager or his/her designee.
 - e. amending plat; if forwarded by the City Manager or his/her designee.
 - f. minor plat; if forwarded by the City Manager or his/her designee.
 - g. replat; if forwarded by the City Manager or his/her designee and
 - h. waivers relating to Article 12, Subdivisions.
 3. The Planning and Zoning Commission shall have the authority to make final determinations relating to appeals of staff determinations on the following items:
 - a. Required Conditions for Home Occupations and denial of a Home Occupation permit.
 - b. Site Design Standards including Tree Preservation & Mitigation, Revisions to Approved Site Plans.
 - c. Signs & Advertising Devices including general requirements, removal of signs.
 - d. Additional Design Requirements including off street parking, building setback lines, and landscape buffers.
 - e. An appeal of a driveway waiver determination.

(Ord. No. 17-S-40 , § 1(Exh. A), 10-24-2017; Ord. No. 19-S-22 , § 1(Exh. A), 9-3-2019)

PROPOSED REDLINES

Sec. 21.3.5. Administrative authority.

- A. *Authority Granted.* The City Manager or his/her designees shall have such powers and authority as granted by State law, the City Charter, the Code of Ordinances, and this UDC to initiate, undertake, and decide any matters pertaining to the regulation of the use and development of land as identified in this UDC and are authorized to take all actions necessary to carry out their responsibilities in accordance with the requirements and limitations prescribed therein.
- B. *Administrative Structure.* The City Manager is designated as the chief administrative official of the City. The City Manager, at his/her discretion, may designate the director of any department or other employee as the administrative authority responsible for consideration of any item deemed appropriate by the City Manager.
- C. *Duties and Approval Authority.*
1. The City Manager or his/her designee shall have the authority to review and make a recommendation to the appropriate approval body on the following applications:
 - a. amendment to the Comprehensive Land Plan;
 - b. establish or amend a zoning district map classification, including creation or amendment of an overlay district;
 - c. rezoning requests including an applications for a Specific Use Permit;
 - d. amendment of this UDC;
 - e. annexation;
 - f. a Development Agreement within the City's corporate boundaries and in the City's ETJ;
 - g. Historic Landmark or District Designation;
 - h. an appeal of the decision of any City Board, Commission, Committee or staff as authorized by this UDC;
 - i. Subdivision Master Plan;
 - ~~j. preliminary plat;~~
 - ~~k. final plat;~~
 - ~~l. replat; if the proposed replat is accompanied by a waiver or variance request, subdivision plats, when forwarded to the Planning and Zoning Commission by the City Manager or his/her designee for approval;~~
 - ~~m.~~ a variance, appeal or other application to be considered by the BOA;
 - ~~n.~~ an interpretation, appeal or other application to be considered by the Building and Standards Commission; and
 - ~~o.~~ an interpretation, waiver, appeal or other application to be considered by the Planning & Zoning Commission.
 2. The City Manager or his/her designee shall have ~~final~~ approval authority on the following applications:
 - ~~a. a preliminary plat, as authorized by this UDC and LGC Section 212.0065. However, the City Manager or his/her designee may forward the plat to the Planning and Zoning Commission for approval;~~
 - ~~b. a final plat, as authorized by this UDC and LGC Section 212.0065. However, the City Manager or his/her designee may forward the plat to the Planning and Zoning Commission for approval;~~

c. a replat, as authorized by this UDC and LGC Section 212.0065. However, the City Manager or his/her designee may forward the plat to the Planning and Zoning Commission for approval;

ad. a minor plat, as authorized by this UDC and LGC Section 212.0065. However, the City Manager or his/her designee may forward the plat to the Planning and Zoning Commission for approval;

ae. an amending plat, as authorized by this UDC, and LGC Section 212.0065. However, the City Manager or his/her designee may forward the plat to the Planning and Zoning Commission for approval;

af. a Certificate of Determination, as authorized by this UDC and LGC Section 212.0115. However, the City Manager or his/her designee may forward the request to the Planning and Zoning Commission for determination;

ag. a site plan, as authorized by this UDC. However, the City Manager or his/her designee may forward a site plan to the Planning and Zoning Commission for approval; and

ah. other applications as authorized by this UDC.

(Ord. No. 17-S-40 , § 1(Exh. A), 10-24-2017; Ord. No. 19-S-22 , § 1(Exh. A), 9-3-2019)

PROPOSED REDLINES

Sec. 21.12.2. General Provisions

- A. The owner of a tract of land located within the City limits or in the ETJ of the City who divides the tract in two (2) or more parts to lay out a subdivision of the tract, including an addition to the City, to lay out suburban, building, or other lots, or to lay out streets, alleys, squares, parks, or other parts of the tract intended by the owner of the tract to be dedicated to public use ~~or for the use of purchasers or owners of lots fronting on or adjacent to the streets, alleys, squares parks or other parts~~ must have a plat of the subdivision prepared. A division of a tract under this section includes a division regardless of whether it is made by using a metes and bounds description in a deed of conveyance or in a contract for a deed, by using a contract of sale or other executory contract to convey, or by using any other method.
- B. No person shall create a subdivision of land within the City or within its ETJ without complying with the provisions of this Article, and all plats and subdivisions of any such land shall conform to the rules and regulations set forth in this Article.
- C. In addition to any other remedy provided by law, the City and its officers shall have the right to enjoin any violation of this UDC by injunction issued by a court of common jurisdiction.
- D. All land subdivided or platted into lots, blocks and streets within the City or within its ETJ, as provided by state law, shall comply in full with the requirements of this UDC. No plat shall be filed in the office of the County Clerk for a tract within the City or its ETJ unless it is approved by the Planning and Zoning Commission or the City Manager or his/her designee, as applicable.
- E. The City has requested each County in which the City is located not to issue a permit for the installation of septic tanks on any lot in a subdivision for which a final plat has not been approved and filed for record, or any lot in a subdivision in which the standards contained herein or referred to herein have not been complied with in full.
- F. No permit shall be issued for any structure on a lot in a subdivision for which a final plat has not been approved and filed for record, nor for any structure on a lot within a subdivision in which the standards contained herein have not been complied with in full.
- G. The City shall not authorize any person nor shall the City itself repair, maintain, install or provide any streets or public utility services in any subdivision for which a final plat has not been approved and filed for record, nor in which the standards contained herein or referred to herein have not been complied with in full.
- H. The City shall not authorize any person nor shall the City itself sell or supply any water or sewer service within a subdivision for which a final plat has not been approved or filed for record, nor in which the standards contained herein or referred to herein have not been complied with in full.
- I. Disapproval of a plat by the City Manager or his/her designee or the Planning and Zoning Commission shall be deemed a refusal by the City to accept the offered dedications shown thereon. Approval of a plat shall not impose any duty upon the City concerning the maintenance or improvement of any such dedicated parts until the proper authorities of the City have actually appropriated the same by entry, use, or improvement. Any such dedication, before or after actual appropriation may be vacated by the City in any manner provided by law.
- J. On behalf of the City, the City Attorney shall, when directed by the City Council, institute appropriate action in a court of competent jurisdiction to enforce the provisions of this UDC or the standards referred to herein with respect to any violation thereof which occurs within any area subject to all or part of the provisions of this UDC.
- K. In addition thereto, any abutting owner or lessee or other person prejudicially affected by the violation of the terms of this UDC may resort to any court of competent jurisdiction for any writ or writs, or to obtain such relief, either in law or equity, as may be deemed advisable in these premises.

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- L. If any subdivision exists for which a final plat has not been approved or in which the standards contained herein or referred to herein have not been complied with in full, the City Council shall take appropriate action reciting the fact of such noncompliance or failure to secure final plat approval. Reciting the fact of such noncompliance or failure to secure the final plat approval, and reciting the fact that the provisions of subsections 21.12.2.G. through 21.12.2.K. of this Article will apply to the subdivision and lots herein, the City Secretary shall, when directed by the City Council, cause certified copy of such action under the seal of the City to be filed in the deed records of the county or counties in which such subdivision or part thereof lies. If full compliance and final plat approval are secured after the filing of such action, the City Secretary shall forthwith file an instrument in the Deed Records of such county or counties stating that sections 21.12.2.B. through 21.12.2.K. no longer apply.
- M. The provisions of this Article shall not be construed to prohibit the issuance of permits for any lots upon which a residential building exists and was in existence prior to passage of this UDC nor to prohibit the repair, maintenance, or installation of any street or public utility services for, to or abutting any lot, the last recorded conveyance of which prior to passage of this UDC was by metes and bounds, and/or any subdivision, or lot therein, recorded or unrecorded, which subdivision was in existence prior to the passage of this UDC.

PROPOSED REDLINES

Sec. 21.12.8. Preliminary Plat Process

A. *Applicability.*

1. The provisions of this section are authorized under LGC Chapter 212 and shall be applicable to all areas within the City's limits and throughout the City's ETJ. A Preliminary Plat is required to determine the general layout of the subdivision, the adequacy of public facilities needed to serve the intended development and the overall compliance of the land division with applicable requirements of this UDC.
2. A Preliminary Plat may be submitted for any phase of development consistent with an approved Subdivision Master Plan. Where a Subdivision Master Plan is not required and the area to be platted is part of a larger tract of land, the Preliminary Plat must encompass the entire tract of land under ownership of the subdivider and shall provide a preliminary layout of streets, lots, blocks, utilities and drainage for the larger tract. A final plat may be submitted for individual lots to be platted out of the larger parcel.

B. *Application Requirements.*

1. *Application Required.* Any request for a Preliminary Plat shall be accompanied by an application prepared in accordance with the Development Manual.
2. *Accompanying Applications.* An application for a Preliminary Plat may be accompanied by an application for a Master Plan for the entire area to be platted or for any portion of the proposed Preliminary Plat.

C. *Processing of Application and Decision.*

1. *Submittal.* An application for a Preliminary Plat shall be submitted to the City Manager or his/her designee. The City Manager or his/her designee shall review the application for completeness in accordance with section 21.4.2. The City Manager or his/her designee shall forward a copy of the plat to other appropriate departments for review and recommendation. ~~After appropriate review, the City Manager or his/her designee shall forward a written recommendation to the Planning and Zoning Commission for consideration.~~
2. *Preliminary Plat Approval.* In accordance with LGC Section 212.0065, the City Manager or his/her designee may approve a preliminary plat. The City Manager or his/her designee shall act on the plat within thirty (30) days after the date a complete application is filed. The City Manager or his/her designee must approve a preliminary plat that is required to be prepared in accordance with this section and that satisfies all applicable regulations of this UDC. The City Manager or his/her designee may approve with conditions or deny a preliminary plat that does not satisfy all applicable regulations of this UDC. The City Manager or his/her designee may, for any reason, elect to present the plat for approval to the Planning and Zoning Commission. The City Manager or his/her designee or Planning and Zoning Commission, shall act on the plat within thirty (30) days after the date a complete application is filed.
3. *Conditional Approval and Denial.* If the ~~Commission~~ City Manager or his/her designee or the Planning and Zoning Commission conditionally approves or denies the plat, a written statement must be provided to the applicant clearly articulating each specific condition for the conditional approval or reason for denial. Each condition or reason specified in the written statement may not be arbitrary and must include a citation to the regulation, ordinance, or law that is the basis for the conditional approval or denial.
4. *Applicant Response to Conditional Approval or Denial.* After the conditional approval or denial of a plat, the applicant may submit a written response that satisfies each condition for the conditional approval or remedies each reason for denial provided. The City Manager or his/her designee shall determine

whether to approve or deny the applicant's response to the previously conditionally approved or denied plat is authorized to approve revisions required for conditional approval of the Preliminary Plat. The City Manager or his/her designee may for any reason elect to present the applicant's response for approval to the Planning and Zoning Commission. If forwarded to the Commission by the City Manager or his/her designee, the Planning and Zoning Commission shall determine whether to approve or deny the applicant's previously denied plat or conditionally approved, if forwarded to the commission by the City Manager or his/her designee, Action shall be taken by the City Manager of his/her designee or the Planning and Zoning Commission no later than the fifteenth (15th) day after the date the response was submitted.

5. *Acceptance of Preliminary Plat.* Approval of a Preliminary Plat by the ~~Planning and Zoning Commission City Manager or his/her designee or the Planning and Zoning Commission~~ shall be deemed as an expression of the approval of the layout submitted on the plat as a guide to the final design of streets, water, sewer and other required improvements and utilities and to the preparation of a final plat in accordance with the requirements of this UDC.

76. Appeal to Planning and Zoning Commission. Any decision to disapprove a plat made by the City Manager or his/her designee may be appealed to the Planning and Zoning Commission.

- D. *Criteria for Approval.* The ~~Planning and Zoning Commission City Manager or his/her designee or the Planning and Zoning Commission~~, in considering final action on a Preliminary Plat, should consider the following criteria:
1. the plat is consistent with all zoning requirements for the property or any approved Development Agreement;
 2. the plat conforms to the general layout of the Subdivision Master Plan (if applicable) and is consistent with the phasing plan approved therein;
 3. the proposed provision and configuration of roads, water, wastewater, drainage and park facilities conform to the master facilities plans for the facilities, including without limitation the water facilities, wastewater facilities, transportation, drainage and other master facilities plans; and
 4. the proposed provision and configuration of roads, water, wastewater, drainage and park facilities, and easements and rights-of-way are adequate to serve the subdivision.
- E. *Expiration and Extension.*
1. *Expiration.* The approval of a Preliminary Plat shall remain in effect for a period of two (2) years after the date the application was approved or conditionally approved by the ~~Planning and Zoning Commission City Manager or his/her designee or the Planning & Zoning Commission~~, during which period the applicant shall submit and receive approval for a final plat for any portion of the land subject to the Preliminary Plat. If a final plat has not been approved within the two (2) year period, the Preliminary Plat approval, unless extended, shall expire and the plat shall be null and void.
 2. *Extension.* At the request of the property owners or their representative, the expiration date for approval of a Preliminary Plat may be extended by the ~~Planning and Zoning Commission City Manager or his/her designee~~ Planning and Zoning, ~~if the request is forwarded by the City Manager or his/her designee~~, for a period not to exceed six (6) months. A Preliminary Plat is not subject to reinstatement following expiration.
- F. *Revisions Following Approval of Preliminary Plat.*
1. *Minor Changes.* Minor changes in the design of the subdivision subject to a Preliminary Plat may be incorporated in an application for approval of a Final Plat without the necessity of filing a new application for approval of a Preliminary Plat. Minor changes shall include a revision to plat notes, a revision to street or alley lengths, scrivener's errors, adjustment of lot lines that do not result in the

increase or creation of additional lots or additional acreage, or changes or clarifications to easements, provided that such changes are consistent with any approved prior applications.

2. Major changes include the reconfiguration of street or alley alignments, the addition of streets or alleys, an increase in the number of lots or acreage, the addition or revision of a unit previously approved by the Preliminary Plat, any change to the open space dedication requirement, changes to drainage, changes to flood plain data, and any other changes that may not be included herein as determined by the Planning Department. Major changes shall require submittal of a revised master plan and Preliminary Plat which is submitted and processed the same as a new Master Development Plan application and new Preliminary Plat application.
3. *Amendments.* All other proposed changes to the design of the subdivision subject to an approved Preliminary Plat shall be deemed major amendments that require submittal and approval of a new application for approval of a Preliminary Plat before approval of a Final Plat.

(Ord. No. 18-S-04 , § 1(Exh. A), 1-23-2018; Ord. No. 19-S-22 , § 1(Exh. A), 9-3-2019)

PROPOSED REDLINES

Sec. 21.12.10. Final Plat Process

A. *Applicability.*

1. The provisions of this section are authorized under LGC Chapter 212 and shall be applicable to all areas within the City's limits and throughout the City's ETJ. A Final Plat is required to assure that the division or development of the land subject to the plat is consistent with all standards of this UDC pertaining to the adequacy of public facilities, that public improvements to serve the subdivision or development have been installed and accepted by the City or that provision for such installation has been made, that all other requirements and conditions have been satisfied or provided for to allow the plat to be recorded, and to assure that the subdivision or development meets all other standards of this UDC to enable initiation of site preparation activities for any lot or tract subject to the plat. Approval of a Final Plat shall be required prior to any non-exempt division of land and prior to any site preparation activities for a lot or tract of land that requires installation of public improvements on or adjacent thereto.
2. A Final Plat may be submitted for any phase of development consistent with an approved Preliminary Plat.

B. *Application Requirements*

1. *Application Required.* Any request for a Final Plat shall be accompanied by an application prepared in accordance with the Development Manual.
2. *Accompanying Applications.* An application for a Final Plat shall be accompanied by a letter of approval from the City Engineer and/or the Director of Public Works approving the public infrastructure improvement construction plans showing details of streets, alleys, culverts, bridges, storm sewers, water mains, sanitary sewers and other engineering details of the proposed subdivision. Such plans shall be prepared by a registered professional engineer and shall conform to the standard specifications established by the City. Approval of any public infrastructure improvement plans is required prior to Final Plat application.

C. *Processing of Application and Decision.*

1. *Submittal.* An application for a Final Plat shall be submitted to the City Manager or his/her designee. The City Manager or his/her designee shall review the application for completeness in accordance with section 21.4.2. The City Manager or his/her designee shall forward a copy of the plat to other appropriate departments for review and recommendation. ~~After appropriate review, the City Manager or his/her designee shall forward a written recommendation to the Planning and Zoning Commission for consideration.~~
2. *Final Plat Approval.* ~~In accordance with LGC Section 212.0065, the City Manager or his/her designee may approve a final plat. The City Manager or his/her designee shall act on the plat within thirty (30) days after the date a complete application is filed. The City Manager or his/her designee must approve a final plat that is required to be prepared in accordance with this section and that satisfies all applicable regulations of this UDC. The City Manager or his/her designee may approve with conditions or deny a final plat that does not satisfy all applicable regulations of this UDC. The City Manager or his/her designee may, for any reason, elect to present the plat for approval to the Planning and Zoning Commission. The City Manager or his/her designee or Planning and Zoning Commission, shall act on the plat within thirty (30) days after the date a complete application is filed.~~
3. *Conditional Approval and Denial.* If the ~~Commission~~ City Manager or his/her designee or the Planning and Zoning Commission conditionally approves or denies the plat, a written statement must be provided to the applicant clearly articulating each specific condition for the conditional approval or

reason for denial. Each condition or reason specified in the written statement may not be arbitrary and must include a citation to the regulation, ordinance, or law that is the basis for the conditional approval or denial.

4. *Applicant Response to Conditional Approval or Denial.* After the conditional approval or denial of a plat, the applicant may submit a written response that satisfies each condition for the conditional approval or remedies each reason for denial provided. The City Manager or his/her designee shall determine whether to approve or deny the applicant's response to the previously conditionally approved or denied plats authorized to approve revisions required for conditional approval of the Final Plat. The City Manager or his/her designee may for any reason elect to present the applicant's response for approval to the Planning and Zoning Commission. If forwarded to the Commission by the City Manager or his/her designee, The Planning and Zoning Commission shall determine whether to approve or deny the applicant's previously denied plat or conditionally approved, if forwarded to the commission by the City Manager or his/her designee, Action shall be taken by the City Manager of his/her designee or the Planning and Zoning Commission no later than the fifteenth (15th) day after the date the response was submitted.
5. *Appeal to Planning and Zoning Commission.* Any decision to disapprove a plat made by the City Manager or his/her designee may be appealed to the Planning and Zoning Commission.

D. *Criteria for Approval.* The ~~Planning and Zoning Commission~~ City Manager or his/her designee or the Planning and Zoning Commission, in considering final action on a Final Plat, should consider the following criteria:

1. the Final Plat conforms to the approved Preliminary Plat, except for minor changes that may be approved without the necessity of revising the approved Preliminary Plat; and
2. the final layout of the subdivision or development meets all standards for adequacy of public facilities contained in this UDC.

E. *Expiration and Extension.*

1. *Expiration.* The approval of a Final Plat shall remain in effect for a period of two (2) years after the date the application was approved or conditionally approved by the ~~Planning and Zoning Commission~~ City Manager or his/her designee or the Planning and Zoning Commission, during which period the applicant shall submit any required revisions for approval and recordation of the plat. If the Final Plat has not been recorded within the two (2) year period, the Final Plat approval, unless extended, shall expire and the plat shall be null and void.
2. *Extension.* At the request of the property owner or their representative, the expiration date for approval of a Final Plat may be extended by the ~~Planning and Zoning Commission~~ City Manager or his/her designee ~~Planning and Zoning~~, if the request is forwarded by the City Manager or his/her designee, for a period not to exceed six (6) months. A Final Plat is not subject to reinstatement following expiration.

F. *Revisions Following Approval of Final Plat.*

1. *Minor Changes.* An applicant may make minor changes to an approved Final Plat to reflect changes arising from installation of public improvements thereafter, provided that the approved Final Plat has not been recorded and that approval of the revised Final Plat occurs prior to expiration of approval of the initial Final Plat application. The City Manager or his/her designee is authorized to approve minor changes to an approved Final Plat. If the approved Final Plat has been recorded, an amending plat or replat must be approved and recorded. Minor changes shall include a revision to plat notes, a revision to street or alley lengths, scrivener's errors, adjustment of lot lines that do not result in the increase or

creation of additional lots or additional acreage, or changes or clarifications to easements, provided that such changes are consistent with any approved prior applications.

2. *Major Changes.* Major changes include the reconfiguration of street or alley alignments, the addition of streets or alleys, an increase in the number of lots or acreage, the addition or revision of a unit previously approved by the Preliminary Plat, any change to the open space dedication requirement, changes to drainage, changes to flood plain data, and any other changes that may not be included herein as determined by the City Manager or his/her designee. Major changes shall require submittal of a revised Final Plat which is submitted and processed the same as a new final plat application.
 3. *Amendments.* All other proposed changes to the design of the subdivision subject to an approved Final Plat shall be deemed major amendments that require submittal and approval of a new application for approval of a Preliminary Plat before approval of a Final Plat. Approval of major revisions to an approved Preliminary Plat shall occur prior to the date any approved Subdivision Master Plan would have expired for the same land.
- G. *Recording Procedures.* After approval of a Final Plat and acceptance of required public improvements or execution of an Improvement Agreement pursuant to Sec. 21.4.15, the applicant may submit all necessary items to the City to record the plat in the County Land Records. Upon receipt of the plat recording submittal and notification of acceptance of required public improvements or execution of an Improvement Agreement, the City Manager or his/her designee shall sign the plat and shall promptly cause the plat to be recorded. If the final plat was forwarded to the Planning and Zoning Commission, the City Manager or his/her designee shall procure the signature of the chair of the Planning and Zoning Commission on the plat and shall promptly cause the plat to be recorded. No Final Plat will be received for recording until all back taxes owed to the City have been paid in full and a certified copy of a Tax Certificate from the applicable school district and county tax office has been received for the subject property.

(Ord. No. 17-S-41 , § 1(Exh. A), 10-24-2017; Ord. No. 18-S-04 , § 1(Exh. A), 1-23-2018; Ord. No. 19-S-22 , § 1(Exh. A), 9-3-2019)

PROPOSED REDLINES

Sec. 21.12.13. Replat Process.

- A. *Applicability.* The provisions of this section are authorized under LGC Chapter 212 and shall be applicable to all areas within the City's limits and throughout the City's ETJ. A replat is any plat that complies with LGC sections 212.014, 212.0145, and 212.015, as amended, which is generally submitted to replat a subdivision or part of a subdivision without vacation of the original plat. Replatting a portion of a recorded lot is not permitted. A replat does not itself constitute approval for development of the property.
- B. *Application Requirements.* Any request for a replat shall be accompanied by an application prepared in accordance with the Development Manual.
- C. *Processing of Application and Decision.*
1. *Submittal.* An application for a replat shall be submitted to the City Manager or his/her designee. The City Manager or his/her designee shall review the application for completeness in accordance with section 21.4.2. The City Manager or his/her designee shall forward a copy of the plat to other appropriate departments for review and recommendation. After appropriate review, the City Manager or his/her designee ~~shall~~ may forward a recommendation to the Planning and Zoning Commission for consideration, when applicable.
 2. ~~*Notification Requirements.* An application for a replat which is accompanied by a waiver or variance request requires notification in accordance with LGC section 212.015. Published notice and written notice to property owners within 200 feet who are also within the original subdivision shall be provided in accordance with the requirements of LGC.~~
 2. *Notification Requirements for Certain Replats.*
 - a. *Applicability.* An application for a replat which is also accompanied by a waiver or variance request requires a public hearing and notice if:
 - i. during the preceding five years, any of the area to be replatted was limited by an interim or permanent zoning classification to residential use for not more than two residential units per lot; or
 - ii. any lot in the preceding plat was limited by deed restrictions to residential use for not more than two residential units per lot.
 - b. *Public hearing notice.* Notice of the public hearing shall be given at least sixteen (16) calendar days before the date of the public hearing by:
 - i. Publication in an official newspaper or a newspaper of general circulation in the county in which the City is located; and
 - ii. Written notice with a copy of LGC Sec. 212.015(c) attached, mailed to the owners of lots that are in the original subdivision and that are within 200 feet of the lots to be replatted, as indicated on the most recently approved municipal tax roll or in the case of a subdivision within the extraterritorial jurisdiction, the most recently approved county tax roll of the property upon which the replat is requested.
 3. ~~*Replat Approval.* In accordance with LGC Section 212.0065, the City Manager or his/her designee may approve a replat. The City Manager or his/her designee shall act on the plat within thirty (30) days after the date a complete application is filed. The City Manager or his/her designee must approve a replat that is required to be prepared in accordance with this section and that satisfies all applicable regulations of this UDC. The City Manager or his/her designee may approve with conditions or deny a replat that does not satisfy all applicable regulations of this UDC. The City Manager or his/her designee may, for any reason, elect to present the plat for approval to the Planning and Zoning Commission. The~~

City Manager or his/her designee or Planning and Zoning Commission, shall act on the plat within thirty (30) days after the date a complete application is filed.

4. *Conditional Approval and Denial.* If the City Manager or his/her designee or the Planning and Zoning Commission conditionally approves or denies the plat, a written statement must be provided to the applicant clearly articulating each specific condition for the conditional approval or reason for denial. Each condition or reason specified in the written statement may not be arbitrary and must include a citation to the regulation, ordinance, or law that is the basis for the conditional approval or denial.
5. *Applicant Response to Conditional Approval or Denial.* After the conditional approval or denial of a plat, the applicant may submit a written response that satisfies each condition for the conditional approval or remedies each reason for denial provided. The City Manager or his/her designee shall determine whether to approve or deny the applicant's response to the previously conditionally approved or denied plats authorized to approve revisions required for conditional approval of the Final Plat. The City Manager or his/her designee may for any reason elect to present the applicant's response for approval to the Planning and Zoning Commission. If forwarded to the Commission by the City Manager or his/her designee, the Planning and Zoning Commission shall determine whether to approve or deny the applicant's previously conditionally approved or denied plat. Action shall be taken by the City Manager of his/her designee or the Planning and Zoning Commission no later than the fifteenth (15th) day after the date the response was submitted.

76. Appeal to Planning and Zoning Commission. Any decision to disapprove a plat made by the City Manager or his/her designee may be appealed to the Planning and Zoning Commission.

- D. *Criteria for Approval.* The Planning and Zoning Commission, City Manager or his/her designee or the Commission in considering final action on a replat should consider the following criteria:
 1. the replat is consistent with all zoning requirements for the property, all other requirements of this UDC that apply to the plat, and any regulations contained in an approved Development Agreement;
 2. the replat is signed and acknowledged by only the owners of the property being replatted;
 3. a public hearing was held and parties in interest and citizens have had an opportunity to be heard, if applicable; and
 4. the replat does not attempt to amend or remove any covenants or restrictions.
- E. *Protests.* If the replat application meets the applicability requirements of Subsection C.2 above ~~is accompanied by a variance petition~~ and is protested in accordance with this section, approval of the replat shall be presented by the City Manager or his/her designee to the Planning & Zoning Commission and shall require the affirmative vote of at least three-fourths (¾) of the members of the Planning and Zoning Commission present at the meeting to be approved. For a legal protest, written instruments 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 replat application and extending 200 feet from that area, but within the original subdivision, must be filed with the Planning and Zoning Commission prior to the close of the public hearing. In computing the percentage of land area under this section, the area of streets and alleys shall be included.

F. Notification of Approval for Certain Replats. If a proposed replat does not require a variance or exception but meets the applicability of either Subsections C.2.a.i or ii above, the municipality shall, not later than the 15th calendar day after the date the replat is approved, provide written notice by mail of the approval of the replat to each owner of a lot in the original subdivision that is within 200 feet of the lots to be replatted according to the most recent municipality or county tax roll. This subsection does not apply to a proposed replat if the Planning & Zoning Commission holds a public hearing and gives notice of the hearing in the manner provided by in Subsection C.2.b above.

1. The notice of a replat approval must include:

a. the zoning designation of the property after the replat; and

b. a telephone number and e-mail address an owner of a lot may use to contact the City about the replat.

FG. *Expiration and Extension.*

1. *Expiration.* The approval of a replat shall remain in effect for a period of two (2) years after the date the application was approved or conditionally approved by the ~~Planning and Zoning Commission~~ City Manager or his/her designee or the Planning and Zoning Commission, during which period the applicant shall submit any required revisions for approval and recordation of the plat. If the replat has not been recorded within the two (2) year period, the plat approval shall expire and the plat shall be deemed null and void.
2. *Extension.* At the request of the property owners or their representative, the expiration date for approval of a replat may be extended by the ~~Planning and Zoning Commission~~ City Manager or his/her designee ~~Planning and Zoning~~, if the request is forwarded by the City Manager or his/her designee, for a period not to exceed six (6) months. A replat is not subject to reinstatement following expiration.

GH. *Plat Recordation.* After approval of a Replat Plat and acceptance of required public improvements or execution of an Improvement Agreement pursuant to Sec. 21.4.15, if applicable, the applicant may submit all necessary items to the City to record the plat in the County Land Records. Upon receipt of the plat recording submittal and notification of acceptance of required public improvements or execution of an Improvement Agreement, ~~the City Manager or his/her designee shall sign the plat and shall promptly cause the plat to be recorded. If the final plat was forwarded to the Commission~~, the City Manager or his/her designee shall procure the signature of the chair of the Planning and Zoning Commission on the plat and shall promptly cause the plat to be recorded.

(Ord. No. 18-S-04 , § 1(Exh. A), 1-23-2018; Ord. No. 19-S-22 , § 1(Exh. A), 9-3-2019)

PROPOSED REDLINES

Sec. 21.12.14. Vacating plat process.

- A. *Applicability.* The provisions of this section are authorized under LGC Chapter 212 and shall be applicable to all areas within the City's limits and throughout the City's ETJ. A vacating plat does not itself constitute approval for development of the property.
- B. *Application Requirements.* Any request for a vacating plat shall be accompanied by an application prepared in accordance with the Development Manual as well as an application for a replat.
- C. *Processing of Application and Decision.*
1. *Submittal.* An application for a vacating plat shall be submitted to the City Manager or his/her designee. The City Manager or his/her designee shall review the application for completeness in accordance with section 21.4.2. The City Manager or his/her designee shall forward a copy of the plat to other appropriate departments for review and recommendation. ~~After appropriate review, the City Manager or his/her designee shall forward a recommendation to the Planning and Zoning Commission for consideration.~~
 2. *Vacating Plat Approval.* ~~In accordance with LGC Section 212.0065XXX, the City Manager or his/her designee may approve a vacating plat. The City Manager or his/her designee shall act on the plat within thirty (30) days after the date a complete application is filed. The City Manager or his/her designee must approve a vacating plat that is required to be prepared in accordance with this section and that satisfies all applicable regulations of this UDC. The City Manager or his/her designee may approve with conditions or deny a vacating plat and/or replat that does not satisfy all applicable regulations of this UDC. The City Manager or his/her designee may, for any reason, elect to present the plat for approval to the Planning and Zoning Commission. The City Manager or his/her designee or Planning and Zoning Commission, shall act on the plat within thirty (30) days after the date a complete application is filed.~~
 3. *Conditional Approval and Denial.* ~~If the Commission~~ City Manager or his/her designee or the Planning and Zoning Commission conditionally approves or denies the plat, a written statement must be provided to the applicant clearly articulating each specific condition for the conditional approval or reason for denial. Each condition or reason specified in the written statement may not be arbitrary and must include a citation to the regulation, ordinance, or law that is the basis for the conditional approval or denial.
 4. *Applicant Response to Conditional Approval or Denial.* After the conditional approval or denial of a plat, the applicant may submit a written response that satisfies each condition for the conditional approval or remedies each reason for denial provided. The City Manager or his/her designee shall determine whether to approve or deny the applicant's response to the previously conditionally approved or denied plats authorized to approve revisions required for conditional approval of the Final Plat. The City Manager or his/her designee may for any reason elect to present the applicant's response for approval to the Planning and Zoning Commission. ~~If forwarded to the Commission by the City Manager or his/her designee, the Planning and Zoning Commission shall determine whether to approve or deny the applicant's previously conditionally approved or denied plat~~ Action shall be taken by the City Manager or his/her designee or the Planning and Zoning Commission no later than the fifteenth (15th) day after the date the response was submitted.
 5. *Appeal to Planning and Zoning Commission.* Any decision to disapprove a plat made by the City Manager or his/her designee may be appealed to the Planning and Zoning Commission.
- D. *Criteria for Approval.* The City Manager or his/her designee or the Planning and Zoning Commission in considering final action on a vacating replat should consider the following criteria:

-
1. the vacating plat is consistent with all zoning requirements for the property, all other requirements of this UDC that apply to the plat, and any regulations contained in an approved Development Agreement;
 2. the vacating plat is signed and acknowledged by all owners of lots in the original plat.
- E. *Expiration and Extension.*
1. *Expiration.* The approval of a vacating plat shall remain in effect for a period of two (2) years after the date the application was approved or conditionally approved by the ~~Planning and Zoning Commission~~ City Manager or his/her designee or the Planning and Zoning Commission, during which period the applicant shall submit any required revisions for approval and recordation of the plat. If the vacating plat has not been recorded within the two (2) year period, the plat approval shall expire and the plat shall be deemed null and void.
 2. *Extension.* At the request of the property owners or their representative, the expiration date for approval of a vacating plat may be extended by the ~~Planning and Zoning Commission~~ City Manager or his/her designee or the Planning and Zoning Commission, if the request is forwarded by the City Manager or his/her designee, for a period not to exceed six (6) months. A vacating plat is not subject to reinstatement following expiration.
- F. *Recording Procedures.* After approval of a Vacating Plat and associated Replat, acceptance of required public improvements or execution of an Improvement Agreement pursuant to Sec. 21.4.15, if applicable, the applicant may submit all necessary items to the City to record the vacating plat and replat in the County Land Records. Upon receipt of the plat recording submittal and notification of acceptance of required public improvements or execution of an Improvement Agreement, the City Manager or his/her designee shall sign the plat and shall promptly cause the plat to be recorded. If the vacating plat and associated replat was forwarded to the Commission, the City Manager or his/her designee shall procure the signature of the chair of the Planning and Zoning Commission on the plat and shall promptly cause the plat to be recorded. No ~~Final Plat~~ vacating plat and associated replat will be received for recording until all back taxes owed to the City have been paid in full and a certified copy of a Tax Certificate from the applicable school district and county tax office has been received for the subject property.
- G. The City, at its discretion, shall have the right to retain all or specific portions of road right-of-way or easements shown on the plat being considered for vacation. However, the City shall consider a request for vacating a plat upon satisfactory conveyance of easements or right-of-way in a separate legal document using forms provided by the City Attorney's office.

(Ord. No. 19-S-22 , § 1(Exh. A), 9-3-2019)

Ord. 23-S-29

**UDC Amendments to Article 3 Boards, Commissions, and
Committees & Article 12 - Subdivisions**

Samuel Haas | SENIOR PLANNER

Background

Texas House Bill HB 3699

Effective September 1st, 2023

SECTION 6. Sections 212.0065(a) and (c), Local Government Code, are amended to read as follows:

(a) The governing body of a municipality or the municipal planning commission may delegate to one or more officers or employees of the municipality or of a utility owned or operated by the municipality the ability to approve, approve with conditions, or disapprove a plat [+

~~[(1) amending plats described by Section 212.016,~~

~~[(2) minor plats or replats involving four or fewer lots fronting on an existing street and not requiring the creation of any new street or the extension of municipal facilities; or~~

~~[(3) a replat under Section 212.0145 that does not require the creation of any new street or the extension of municipal facilities].~~

Platting Process

Certification → “Formal”:

- **Preliminary Plat Certification**
 - **Staff Development Team review**
 - **Certification letters**
- **“Formal” Preliminary Plat Application**
 - **Certification letters required**
 - **Fee is assessed**
 - **Shot clock begins**
 - **P&Z date is selected (2nd and 4th Wednesday)**
 - **Staff prepares agenda, staff report, and presentation**
- **Planning and Zoning Agenda/Individual Discussion Item**
 - **Upon approval applicant is ready for Final Plat process**

Platting Process

Certification → “Formal”:

- **Final Plat Certification**
 - **Staff Development Team review**
 - **Certification letters**
- **“Formal” Final Plat Application**
 - **Certification letters required**
 - **Fee is assessed**
 - **Shot clock begins**
 - **P&Z date is selected (2nd and 4th Wednesday)**
 - **Staff prepares agenda, staff report, and presentation**
- **Planning and Zoning Agenda/Consent Item**
 - **Upon approval applicant is ready for recordation**
- **Recordation process**
 - **Acquires tax certificates & prepares payment for county**
 - **Gets necessary signatures**
 - **Turns into city for staff to record at county**
 - **Public Improvements?**

Platting Process

Certification → “Formal”:

- Process is the same for Replat and Vacating Plat
- Process is the same for Minor Plats and Amending Plats, **EXCEPT:**
 - **UDC allows administrative authority for approval i.e. Staff approves these plats currently**
 - **Aligns with previous state law in the Local Government Code (LGC)**

In Practice...

- **Texas Local Government Code (LGC) Section 212.005(a) states the following:**
 - **"The municipal authority responsible for approving plats must approve a plat or replat that is required to be prepared under this subchapter and that satisfies the requirements of this subchapter."**
- **What does this mean?**
 - **Neither Staff nor The Planning and Zoning Commission can deny a plat if it meets all the requirements**
 - **Bringing plat before the Planning and Zoning Commission is largely procedural**
 - **Staff Development Team ensures all requirements are met prior to presenting to The Commission**

In Practice...

- Adds time and effort to the development process
 - Strict submittal calendar due to P&Z meeting only 2nd and 4th Wednesdays.
 - Consideration/action within state mandated shot-clock (30 days)

<i>New Submittal</i>	<i>Resubmittal / Revised Submittal</i>
October 2023	
Tuesday, October 10, 2023	Thursday, October 12, 2023
Tuesday, October 31, 2023	
November 2023	
	Thursday, November 2, 2023
Tuesday, November 28, 2023	Thursday, November 30, 2023
December 2023	
Tuesday, December 5, 2023	

- Required for both Preliminary Plats and Final Plats
- Staff –
 - organizes the agendas
 - Compiles staff reports for each plat
 - Prepares presentations for P&Z meetings
- For all plats (whether they are for individual consideration or consent)

Proposal

- Staff is proposing to amend the Unified Development Code to give administrative approval authority for all subdivision plats with amendments to the following sections
- **Amendments to Article 3:**
 - **UDC Section 21.3.3 Planning and Zoning Commission**
 - **UDC Section 21.3.5 Administrative Authority**
- **Amendments to Article 12:**
 - **UDC Section 21.12.2 General Provisions**
 - **UDC Section 21.12.8 Preliminary Plat Process**
 - **UDC Section 21.12.10 Final Plat Process**
 - **UDC Section 21.12.13 Replat Process**
 - **UDC Section 21.12.14 Vacating Plat Process**

Article 3

- UDC Section 21.3.3 Planning and Zoning Commission

2. The Planning and Zoning Commission shall have final approval authority on the following applications:
 - a. Subdivision Master Plan, if forwarded by the City Manager or his/her designee.
 - b. Site Plan; if forwarded by the City Manager or his/her designee.
 - c. preliminary plat; if forwarded by the City Manager or his/her designee.
 - d. final plat; if forwarded by the City Manager or his/her designee.
 - e. amending plat; if forwarded by the City Manager or his/her designee.
 - f. minor plat; if forwarded by the City Manager or his/her designee.
 - g. replat; if forwarded by the City Manager or his/her designee and
 - h. waivers relating to Article 12, Subdivisions.

Article 3

- UDC Section 21.3.5 Administrative Authority

2. The City Manager or his/her designee shall have ~~final~~ approval authority on the following applications:
 - a. a preliminary plat, as authorized by this UDC and LGC Section 212.0065. However, the City Manager or his/her designee may forward the plat to the Planning and Zoning Commission for approval;
 - b. a final plat, as authorized by this UDC and LGC Section 212.0065. However, the City Manager or his/her designee may forward the plat to the Planning and Zoning Commission for approval;
 - c. a replat, as authorized by this UDC and LGC Section 212.0065. However, the City Manager or his/her designee may forward the plat to the Planning and Zoning Commission for approval;
 - ~~ad.~~ a minor plat, as authorized by this UDC and LGC Section 212.0065. However, the City Manager or his/her designee may forward the plat to the Planning and Zoning Commission for approval;
 - ~~ae.~~ an amending plat, as authorized by this UDC, and LGC Section 212.0065. However, the City Manager or his/her designee may forward the plat to the Planning and Zoning Commission for approval;
 - ~~af.~~ a Certificate of Determination, as authorized by this UDC and LGC Section 212.0115. However, the City Manager or his/her designee may forward the request to the Planning and Zoning Commission for determination;
 - ~~ag.~~ a site plan, as authorized by this UDC. However, the City Manager or his/her designee may forward a site plan to the Planning and Zoning Commission for approval; and
 - ~~ah.~~ other applications as authorized by this UDC.

Article 12

- UDC Section 21.12.2.I General Provisions

Disapproval of a plat by the City Manager or his/her designee or the Planning and Zoning Commission shall be deemed a refusal by the City to accept the offered dedications shown thereon. Approval of a plat shall not impose any duty upon the City concerning the maintenance or improvement of any such dedicated parts until the proper authorities of the City have actually appropriated the same by entry, use, or improvement. Any such dedication, before or after actual appropriation may be vacated by the City in any manner provided by law.

Article 12

- UDC Section 21.12.8 Preliminary Plat Process

C. *Processing of Application and Decision.*

1. *Submittal.* An application for a Preliminary Plat shall be submitted to the City Manager or his/her designee. The City Manager or his/her designee shall review the application for completeness in accordance with section 21.4.2. The City Manager or his/her designee shall forward a copy of the plat to other appropriate departments for review and recommendation. ~~After appropriate review, the City Manager or his/her designee shall forward a written recommendation to the Planning and Zoning Commission for consideration.~~
2. ~~*Preliminary Plat Approval.* In accordance with LGC Section 212.0065, the City Manager or his/her designee may approve a preliminary plat. The City Manager or his/her designee shall act on the plat within thirty (30) days after the date a complete application is filed. The City Manager or his/her designee must approve a preliminary plat that is required to be prepared in accordance with this section and that satisfies all applicable regulations of this UDC. The City Manager or his/her designee may approve with conditions or deny a preliminary plat that does not satisfy all applicable regulations of this UDC. The City Manager or his/her designee may, for any reason, elect to present the plat for approval to the Planning and Zoning Commission. The City Manager or his/her designee or Planning and Zoning Commission, shall act on the plat within thirty (30) days after the date a complete application is filed.~~
3. *Conditional Approval and Denial.* If the ~~Commission~~ City Manager or his/her designee or the Planning and Zoning Commission conditionally approves or denies the plat, a written statement must be provided to the applicant clearly articulating each specific condition for the conditional approval or reason for denial. Each condition or reason specified in the written statement may not be arbitrary and must include a citation to the regulation, ordinance, or law that is the basis for the conditional approval or denial.
4. *Applicant Response to Conditional Approval or Denial.* After the conditional approval or denial of a plat, the applicant may submit a written response that satisfies each condition for the conditional approval or remedies each reason for denial provided. The City Manager or his/her designee shall determine

Article 12

- UDC Section 21.12.8 Preliminary Plat Process

whether to approve or deny the applicant's response to the previously conditionally approved or denied plat is authorized to approve revisions required for conditional approval of the Preliminary Plat. The City Manager or his/her designee may for any reason elect to present the applicant's response for approval to the Planning and Zoning Commission. ~~If forwarded to the Commission by the City Manager or his/her designee, the Planning and Zoning Commission shall determine whether to approve or deny the applicant's previously denied plat or conditionally approved, if forwarded to the commission by the City Manager or his/her designee,~~ Action shall be taken by the City Manager of his/her designee or the Planning and Zoning Commission no later than the fifteenth (15th) day after the date the response was submitted.

5. *Acceptance of Preliminary Plat.* Approval of a Preliminary Plat by the ~~Planning and Zoning Commission City Manager or his/her designee or the Planning and Zoning Commission~~ shall be deemed as an expression of the approval of the layout submitted on the plat as a guide to the final design of streets, water, sewer and other required improvements and utilities and to the preparation of a final plat in accordance with the requirements of this UDC.

~~76.~~ Appeal to Planning and Zoning Commission. Any decision to disapprove a plat made by the City Manager or his/her designee may be appealed to the Planning and Zoning Commission.

- D. *Criteria for Approval.* The ~~Planning and Zoning Commission City Manager or his/her designee or the Planning and Zoning Commission~~, in considering final action on a Preliminary Plat, should consider the following criteria:

Article 12

- UDC Section 21.12.8 Preliminary Plat Process

E. *Expiration and Extension.*

1. *Expiration.* The approval of a Preliminary Plat shall remain in effect for a period of two (2) years after the date the application was approved or conditionally approved by the ~~Planning and Zoning Commission~~City Manager or his/her designee or the Planning & Zoning Commission, during which period the applicant shall submit and receive approval for a final plat for any portion of the land subject to the Preliminary Plat. If a final plat has not been approved within the two (2) year period, the Preliminary Plat approval, unless extended, shall expire and the plat shall be null and void.
2. *Extension.* At the request of the property owners or their representative, the expiration date for approval of a Preliminary Plat may be extended by the ~~Planning and Zoning Commission~~City Manager or his/her designee ~~Planning and Zoning, if the request is forwarded by the City Manager or his/her designee~~, for a period not to exceed six (6) months. A Preliminary Plat is not subject to reinstatement following expiration.

Proposal

- Staff will leave final authority for waivers to the platting requirements in the UDC to the Planning and Zoning Commission
- Staff will also allow any appeals that come from this process to go before the Planning and Zoning Commission as well
- Staff believes these discretionary items would be more appropriate before an appointed body such as the Planning and Zoning Commission
- Staff is also leaving the option in to forward any plat to the Planning and Zoning commission for final authority.

Recommendation

- **The amendments would help eliminate the procedural requirement of bringing plats to the Commission for effectively automatic approval.**
- **The amendments would make our development process more streamlined, efficient, and cost-effective for both property owners/applicants and for the city.**
- **Therefore, staff recommends approval of the amendments to the Unified Development Code (UDC) as proposed and discussed.**
- **On October 11, 2023, the Planning & Zoning Commission conducted a public hearing and made a recommendation of approval as presented**

COMMENTS & QUESTIONS

CITY COUNCIL MEMORANDUM

City Council Meeting: November 14, 2023
Department: Finance
Subject: Ordinance 23-T-31: Authorize an adjustment to the Fiscal Year 2023-24 Adopted Budget for items approved but not expended in the Fiscal Year 2022-23. *First Reading* (S.Gonzalez/J.Walters)

BACKGROUND

This budget amendment ordinance is meant to move unused budgeted amounts from FY 2022-23 to FY 2023-24. This adjustment is for departments that had unused budgeted amounts due to delays in manufacturing, back ordered/out of stock items, or project schedules that run through multiple fiscal years. The identified items and amounts to be rolled forward amount to \$1,288,503. A list of items are outlined below:

1. Police - \$634,813 for vehicles that were delayed, dog run and kennel, body armor, ammo, and other supplies
2. Streets- \$653,690 for the 2023 roadway maintenance projects, including repairs to Trainer Hale and Windy Meadows, and to complete sidewalk removal and replacement at Rooster Run and Redbarn Run

GOAL

To move forward unused budget amounts on approved programs from FY 2022-23 to prevent expenses from the previous fiscal year from inhibiting the operating budgets for FY 2023-24.

COMMUNITY BENEFIT

This will prevent current year projects and purchases from being delayed due to overlapping expenditures from the previous fiscal year.

SUMMARY OF RECOMMENDED ACTION

Staff recommends approval of Ordinance 23-T-31.

FISCAL IMPACT

The unused funds from last fiscal year were deposited into reserves. This proposal would withdraw those funds to be used in FY 2023-24.

General Fund Estimated Fund Balance - \$15,888,000

Proposed Funding of previous year's projects - \$1,288,503

RECOMMENDATION

Staff recommends approval of Ordinance 23-T-31

ORDINANCE NO. 23-T-31

AN ORDINANCE BY THE CITY COUNCIL OF THE CITY OF SCHERTZ, TEXAS AUTHORIZING AN ADJUSTMENT TO THE FISCAL YEAR 2023-2024 BUDGET FOR ITEMS APPROVED BUT NOT EXPENDED IN FISCAL YEAR 2022-2023, REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT WITH THIS ORDINANCE; AND PROVIDING AN EFFECTIVE DATE

WHEREAS, pursuant to Ordinance 23-T-18, the City of Schertz (the “**City**”) adopted the budget for the City for the fiscal year 2023-2024 (the “**Budget**”), which provides funding for the City’s operations throughout the 2023-2024 fiscal year; and

WHEREAS, the City needs to authorized budget amounts of \$1,288,503.00 for items approved in Fiscal Year 2022-2023 but not spent; 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 Police Budget by \$634,813.00 for vehicle purchases, dog run and kennel, body armor, ammo, and other supplies.

Section 2. The City shall increase the Streets Department Budget by \$653,690.00 for 2023 roadway maintenance projects and sidewalk installation.

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.

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 COUNCIL MEMORANDUM

City Council Meeting: November 14, 2023
Department: Public Works
Subject: Resolution 23-R-122: Authorizing the City Manager to amend the Southern Plant Wastewater Services and Funding Agreement. (B.James/L.Busch)

BACKGROUND

The City of Schertz entered into the Southern Plant Wastewater Services and Funding Agreement with the City of Cibolo and Cibolo Creek Municipal Authority ("CCMA") on August 26th, 2014 ("Effective Date") pursuant to Resolution 14-R-71. Among the provisions of this agreement is a written notice requirement for the City of Cibolo on or before the 9th anniversary of the Effective Date. This notice provided for in section 4(g) of the agreement is a commitment by Cibolo that they meet the provisions of this section and will begin the debt service contributions on the 10th anniversary of the Effective Date. If Cibolo provides notice they have rights to 50% of the sewer capacity in the southern treatment plant. Cibolo previously requested an amendment to extend the notification date for 90 days and Council approved this pursuant to Resolution 23-R-71 on August 1st, 2023. Cibolo is requesting an additional extension through February 29, 2024.

GOAL

To authorize the City Manager to amend the Southern Plant Wastewater Services and Funding Agreement by extending the written notice requirement deadline to February 29, 2024.

COMMUNITY BENEFIT

By extending the deadline for the written notice, our partner entity will have more time to determine whether they will participate in this first phase of the southern sewer treatment plant including utilizing capacity in the plant, paying debt service and paying operational costs.

SUMMARY OF RECOMMENDED ACTION

To authorize the City Manager to amend the Southern Plant Wastewater Services and Funding Agreement by extending the written notice requirement deadline to February 29, 2024.

FISCAL IMPACT

There is no fiscal impact for extending the notification period to February 29, 2024. Cibolo's debt service contributions begin on the 10th anniversary of the Effective Date if they participate in the Southern Plant. Obviously, there is a fiscal impact to the City of Schertz based on whether Cibolo utilizes the capacity and pays debt service and operations cost or not.

RECOMMENDATION

Staff recommends City Council approve Resolution No. 23-R-122 authorizing the City Manager to amend the Southern Plant Wastewater Services and Funding Agreement to provide an extension of the deadline to February 29, 2024 for Cibolo to provide notice.

CITY COUNCIL MEMORANDUM

City Council Meeting: November 14, 2023
Department: Facility & Fleet
Subject: Structure at 1049 Live Oak Road (B.James/D.Hardin Trussell)

BACKGROUND

The property located at 1049 Live Oak Rd was sold to the City of Schertz by the Woodruff family in 2006. Over the years the structure was converted and used as a training facility for our Emergency Service Departments. Presently the structure is structurally unstable, has lead and asbestos, is not up to the City's current building codes, and the cost of repairs exceeds the value of the structure. Both the Fire and Police Departments indicated that they do not really need to use the structure for training going forward. City staff are recommending demolishing the structure. Staff wanted to make Council aware that staff would be pursuing demolishing the structure. Barring concerns from Council on this course of action, staff will bid out the demolition.

CITY COUNCIL MEMORANDUM

City Council Meeting: November 14, 2023
Department: Finance
Subject: August and September 2023 Monthly Financial Statements (S.Gonzalez/J.Walters)

BACKGROUND

Staff submits monthly Financial Statements to City Council.

Attached are financials for August and September 2023

AUGUST 2023:

Revenues are on target for the General Fund year-end while the expenditures are coming in 5% under due to delays in projects and capital deliveries.

Revenues in the Water & Sewer Fund will meet the annual goals and be greater than expected for year-end expenditures are coming in on target.

Revenues in the EMS Fund are on target for the month compared to the previous year. Expenditures are 2% below expected amounts.

SEPTEMBER 2023:

Revenues in the General Fund came in 1% over budget while expenditures match with 1% over if all outstanding Purchase Orders are fully spent. Staff believes the number will come down and be under budget once the purchase orders are reviewed and closed.

Revenues in the Water & Sewer Fund came in 10% over estimations in all 3 main revenue sources: water, sewer, and garbage. Expenditures are estimated to be over by 6% and match the increase in revenue as portions of revenue collected are paid to contractors.

Revenues in EMS came in over by an estimated 6% while expenditures are over 7% related to personnel costs and bad debt expense.

Attachments

September 2023 Financials

August 2023 Financials

**September Statement
Schertz, Texas**

**CITY OF SCHERTZ
REVENUE AND EXPENSE REPORT (UNAUDITED)**

AS OF :September 30, 2023

***** 2022 - 2023 *****

	CURRENT BUDGET	CURRENT Y-T-D ACTUAL	Y-T-D ENCUMBR	BUDGET BALANCE	100% OF BUDGET
General Fund, 101					
Total Revenues	45,116,225.00	45,559,607.46	0.00	(443,382.46)	100.98%
Total General Government	7,278,687.35	6,771,088.41	274,108.02	233,490.92	96.79%
Total Public Safety	21,204,743.05	20,018,864.03	1,052,019.04	133,859.98	99.37%
Total Public Environment	2,587,507.00	1,930,160.81	969,386.57	(312,040.38)	112.06%
Total Parks & Recreation	3,359,965.78	3,090,398.73	557,496.30	(287,929.25)	108.57%
Total Cultural	1,292,795.30	1,266,147.38	12,732.42	13,915.50	98.92%
Total Internal Services	8,189,980.77	7,765,422.50	723,718.06	(299,159.79)	103.65%
Total Misc & Projects	1,202,545.68	1,138,805.04	5,000.00	58,740.64	95.12%
Total Expenditures	45,116,224.93	41,980,886.90	3,594,460.41	(459,122.38)	101.02%
Revenue Over(Under) Expenditures	0.07	3,578,720.56	(3,594,460.41)		
General Fund, 101 Total Cash in Bank & Investments		19,492,547.17			
Special Events Fund, 106					
Total Revenues	24,000.00	63,252.78	0.00	(39,252.78)	263.55%
Total Expenditures	24,000.00	47,749.33	0.00	(23,749.33)	198.96%
Revenue Over(Under) Expenditures	0.00	15,503.45	0.00		
Special Events Fund, 106 Total Cash in Bank & Investments		182,158.90			
Peg Fund, 110					
Total Revenues	944,770.00	74,016.18	0.00	870,753.82	7.83%
Total Expenditures	914,770.00	807,893.83	467,720.41	(360,844.24)	139.45%
Revenue Over(Under) Expenditures	30,000.00	(733,877.65)	(467,720.41)		
Peg Fund, 110 Total Cash in Bank & Investments		598,111.58			
Water & Sewer, 202					
Total Revenues	28,485,858.00	31,474,893.83	0.00	(2,989,035.83)	110.49%
Total Expenditures	26,826,740.63	27,944,267.96	475,842.83	(1,593,370.16)	105.94%
Revenue Over(Under) Expenditures	1,659,117.37	3,530,625.87	(475,842.83)		
Water & Sewer, 202 Total Cash in Bank & Investments		11,553,661.96			
EMS, 203					
Total Revenues	12,016,981.82	12,730,094.65	0.00	(713,112.83)	105.93%
Total Expenditures	12,015,662.41	12,571,956.25	315,667.52	(871,961.36)	107.26%
Revenue Over(Under) Expenditures	1,319.41	158,138.40	(315,667.52)		
EMS, 203 Total Cash in Bank & Investments		829,216.95			

**Monthly Statement
Schertz, Texas**

**CITY OF SCHERTZ
REVENUE AND EXPENSE REPORT (UNAUDITED)
AS OF :September 30, 2023
***** 2022 - 2023 *******

	CURRENT BUDGET	CURRENT Y-T-D ACTUAL	Y-T-D ENCUMBR	BUDGET BALANCE	100% OF BUDGET
Drainage, 204					
Total Revenues	1,450,073.00	1,312,337.46	0.00	137,735.54	90.50%
Total Expenditures	1,439,807.00	1,360,447.43	83,295.21	(3,935.64)	100.27%
Revenue Over(Under) Expenditures	10,266.00	(48,109.97)	(83,295.21)		
Drainage, 204 Total Cash in Bank & Investments		608,817.81			
Hotel Tax, 314					
Total Revenues	648,500.00	1,129,321.71	0.00	(480,821.71)	174.14%
Total Expenditures	272,915.00	223,042.23	180.00	49,692.77	81.79%
Revenue Over(Under) Expenditures	375,585.00	906,279.48	(180.00)		
Hotel Tax, 314 Total Cash in Bank & Investments		2,516,345.34			
Park, 317					
Total Revenues	581,094.00	212,557.67	0.00	368,536.33	36.58%
Total Expenditures	387,069.00	387,069.00	1,475.00	(1,475.00)	100.38%
Revenue Over(Under) Expenditures	194,025.00	(174,511.33)	(1,475.00)		
Park, 317 Total Cash in Bank & Investments		87,010.72			
Tree Mitigation, 319					
Total Revenues	71,400.00	83,664.36	0.00	(12,264.36)	117.18%
Total Expenditures	70,000.00	93,030.29	0.00	(23,030.29)	132.90%
Revenue Over(Under) Expenditures	1,400.00	(9,365.93)	0.00		
Tree Mitigation, 319 Total Cash in Bank & Investments		748,523.61			
Capital Recovery Water, 411					
Total Revenues	1,151,500.00	932,899.92	0.00	218,600.08	81.02%
Total Expenditures	55,748.00	466,731.04	26,263.56	(437,246.60)	884.33%
Revenue Over(Under) Expenditures	1,095,752.00	466,168.88	(26,263.56)		
Capital Recovery Water, 411 Total Cash in Bank & Investments		5,352,852.76			
Capital Recovery Sewer, 421					
Total Revenues	601,500.00	785,340.70	0.00	(183,840.70)	130.56%
Total Expenditures	64,248.00	19,073.22	60,901.35	(15,726.57)	124.48%
Revenue Over(Under) Expenditures	537,252.00	766,267.48	(60,901.35)		
Capital Recovery Sewer, 421 Total Cash in Bank & Investments		5,128,527.62			

**Monthly Statement
Schertz, Texas**

**CITY OF SCHERTZ
REVENUE AND EXPENSE REPORT (UNAUDITED)
AS OF :September 30, 2023
***** 2022 - 2023 *******

	CURRENT BUDGET	CURRENT Y-T-D ACTUAL	Y-T-D ENCUMBR	BUDGET BALANCE	100% OF BUDGET
Roadway Impact Fee Area 1, 431					
Total Revenues	343,373.00	343,689.43	0.00	(316.43)	100.09%
Total Expenditures	93,173.00	88,172.99	0.00	5,000.01	94.63%
Revenue Over(Under) Expenditures	250,200.00	255,516.44	0.00		
Roadway Impact Fee Area 1, 431 Total Cash in Bank & Investments		1,061,487.37			
Roadway Impact Fee Area 2, 432					
Total Revenues	201,600.00	219,515.20	0.00	(17,915.20)	108.89%
Total Expenditures	55,000.00	102,494.88	0.00	(47,494.88)	186.35%
Revenue Over(Under) Expenditures	146,600.00	117,020.32	0.00		
Roadway Impact Fee Area 2, 432 Total Cash in Bank & Investments		681,048.07			
Roadway Impact Fee Area 3, 433					
Total Revenues	540,050.00	231,442.13	0.00	308,607.87	42.86%
Total Expenditures	165,000.00	152,020.75	0.00	12,979.25	92.13%
Revenue Over(Under) Expenditures	375,050.00	1,262,722.62	0.00		
Roadway Impact Fee Area 3, 433 Total Cash in Bank & Investments		1,273,741.90			
Roadway Impact Fee Area 4, 434					
Total Revenues	3,040.00	349.85	0.00	2,690.15	11.51%
Total Expenditures	3,000.00	0.00	0.00	3,000.00	0.00%
Revenue Over(Under) Expenditures	40.00	349.85	0.00		
Roadway Impact Fee Area 4, 434 Total Cash in Bank & Investments		6,403.04			
I&S, 505					
Total Revenues	8,686,248.00	8,099,960.92	0.00	586,287.08	93.25%
Total Expenditures	8,686,248.00	8,748,184.65	200.00	(62,136.65)	100.72%
Revenue Over(Under) Expenditures	0.00	(648,223.73)	(200.00)		
I&S, 505 Total Cash in Bank & Investments		1,159,250.03			
SED Corporation, 620					
Total Revenues	10,050,960.00	7,994,653.47	0.00	2,056,306.53	79.54%
Total Expenditures	10,050,960.00	884,093.53	1,346.92	9,165,519.55	8.81%
Revenue Over(Under) Expenditures	0.00	7,110,559.94	(1,346.92)		
SED Corporation, 620 Total Cash in Bank & Investments		31,813,573.93			
Total Cash in Bank & Investments		83,093,278.76			

CITY OF SCHERTZ
REVENUE AND EXPENSE REPORT (UNAUDITED)
AS OF: September 30, 2023

101 GENERAL FUND	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR Y-T-D	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
REVENUES							
<u>REVENUE SUMMARY</u>							
Taxes	32,305,000.00	1,405,015.01	28,794,951.10	33,031,132.13	-	(726,132.13)	102.25
Franchises	2,550,000.00	15,831.22	2,494,637.06	2,126,675.68	-	423,324.32	83.40
Permits	1,717,800.00	420,226.55	2,167,429.49	1,948,992.95	-	(231,192.95)	113.46
Licenses	45,620.00	1,102.50	36,542.50	7,370.00	-	38,250.00	16.16
Fees	2,189,200.00	257,179.62	2,255,861.12	2,202,934.54	-	(13,734.54)	100.63
Fines	9,000.00	957.66	10,590.29	12,477.31	-	(3,477.31)	138.64
Inter-Jurisdictional	1,151,352.00	165,068.28	961,603.84	1,172,603.70	-	(21,251.70)	101.85
Fund Transfers	4,208,028.00	217,868.16	3,123,769.06	3,156,639.00	-	1,051,389.00	75.01
Miscellaneous	940,225.00	139,651.33	1,053,267.99	1,900,782.15	-	(960,557.15)	202.16
TOTAL REVENUES	45,116,225.00	2,622,900.33	40,898,652.45	45,559,607.46	-	(443,382.46)	100.98%
<u>EXPENDITURE SUMMARY</u>							
<u>GENERAL GOVERNMENT</u>							
CITY COUNCIL							
Personnel Services	41,750.00	4,863.82	36,444.09	40,575.60	-	1,174.40	97.19
Supplies	1,078.00	-	303.25	322.13	-	755.87	29.88
City Support Services	54,927.00	4,378.44	39,763.84	54,055.96	-	871.04	98.41
Operations Support	343.00	-	289.22	43.00	-	300.00	12.54
Staff Support	31,852.00	(1,014.50)	21,744.23	21,792.71	-	10,059.29	68.42
Professional Services	3,920.00	-	2,150.00	-	-	3,920.00	0.00
TOTAL CITY COUNCIL	133,870.00	8,227.76	100,694.63	116,789.40	-	17,080.60	87.24%
CITY MANAGER							
Personnel Services	1,351,878.00	166,180.16	1,259,295.25	1,231,275.52	9,794.93	110,807.55	91.80
Supplies	1,470.00	62.00	1,192.17	1,463.54	31.00	(24.54)	101.67
City Support Services	1,960.00	-	1,332.51	1,786.34	-	173.66	91.14
Staff Support	24,349.08	3,300.73	22,558.99	24,065.68	-	283.40	98.84
Capital Outlay	-	-	43,537.28	-	44.50	(44.50)	-
TOTAL CITY MANAGER	1,379,657.08	169,542.89	1,341,557.41	1,258,591.08	9,870.43	111,195.57	91.94%
MUNICIPAL COURT							
Personnel Services	329,472.00	39,518.67	319,682.81	340,329.01	3,967.93	(14,824.94)	104.50
Supplies	1,568.00	72.16	1,261.32	1,427.82	32.57	107.61	93.14
City Support Services	980.00	427.48	233.87	664.05	-	315.95	67.76
Operations Support	1,960.00	-	1,565.12	331.49	1,152.10	476.41	75.69
Staff Support	7,261.80	1,250.54	3,378.42	5,226.99	1,130.15	904.66	87.54

CITY OF SCHERTZ
REVENUE AND EXPENSE REPORT (UNAUDITED)
AS OF: September 30, 2023

101 GENERAL FUND	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR Y-T-D	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
Court Support	980.00	-	264.00	756.00	18.00	206.00	78.98
Professional Services	65,954.00	6,792.04	41,403.87	59,061.02	-	6,892.98	89.55
Maintenance Services	8,526.00	822.00	2,714.00	2,022.00	1,700.00	4,804.00	43.65
Operating Equipment	-	-	1,890.91	-	179.99	(179.99)	-
TOTAL MUNICIPAL COURT	416,701.80	48,882.89	372,394.32	409,818.38	8,180.74	(1,297.32)	100.31%
CUSTOMER RELATIONS-311							
Personnel Services	120,518.00	15,546.80	118,164.28	129,079.99	746.33	(9,308.32)	107.72
Supplies	237.50	91.73	72.86	214.23	-	23.27	90.20
Staff Support	306.40	99.00	162.25	199.00	-	107.40	64.95
TOTAL CUSTOMER RELATIONS-311	121,061.90	15,737.53	118,399.39	129,493.22	746.33	(9,177.65)	107.58%
PLANNING & ZONING							
Personnel Services	334,574.00	46,700.62	208,949.05	303,899.47	3,470.95	27,203.58	91.87
Supplies	1,979.60	142.70	1,390.26	1,758.06	49.45	172.09	91.31
City Support Services	4,200.00	-	7,500.00	4,200.00	-	-	100.00
Operations Support	243.04	-	-	62.00	93.00	88.04	63.78
Staff Support	34,584.20	3,332.41	11,513.51	19,221.74	-	15,362.46	55.58
Professional Services	196.00	-	75.00	(10.00)	-	206.00	(5.10)
Operating Equipment	318.50	-	1,225.47	299.97	-	18.53	94.18
TOTAL PLANNING & ZONING	376,095.34	50,175.73	630,653.29	329,431.24	3,613.40	43,050.70	88.55%
LEGAL SERVICES							
Operations Support	9,800.00	5,381.75	11,341.38	8,715.92	1,105.14	(21.06)	100.21
Professional Services	127,400.00	15,365.37	99,376.09	59,288.40	-	68,111.60	46.54
TOTAL LEGAL SERVICES	137,200.00	20,747.12	110,717.47	68,004.32	1,105.14	68,090.54	50.37%
CITY SECRETARY							
Personnel Services	209,505.00	22,553.15	211,495.90	185,936.81	765.63	22,802.56	89.12
Supplies	1,727.00	12.34	1,346.74	1,566.96	-	160.04	90.73
City Support Services	11,760.00	1,465.01	5,109.11	1,619.39	-	10,140.61	13.77
Operations Support	4,691.00	-	138.95	4,672.67	-	18.33	99.61
Staff Support	4,890.50	880.53	3,034.97	3,954.69	130.00	805.81	83.52
TOTAL CITY SECRETARY	233,573.50	24,911.03	221,125.67	198,130.51	1,433.73	34,009.26	85.44%
NON-DEPARTMENTAL							
City Support Services	918,615.47	54,956.14	576,463.51	656,185.25	-	262,430.22	71.43
Operations Support	126,420.00	20,466.46	129,079.39	137,789.16	127.20	(11,496.36)	109.09
City Assistance	1,367,603.72	-	1,317,827.68	1,655,980.59	-	(288,376.87)	121.09
Professional Services	113,802.50	2,032.21	83,401.94	65,368.43	-	48,434.07	57.44
Fund Chrgs/Transfrs-Spec Events Fnd	27,756.54	-	30,945.39	9,942.60	-	17,813.94	35.82
TOTAL NON-DEPARTMENTAL	2,554,198.23	116,528.77	2,140,782.91	2,602,483.86	13,027.20	(61,312.83)	102.40%

CITY OF SCHERTZ
REVENUE AND EXPENSE REPORT (UNAUDITED)
AS OF: September 30, 2023

101 GENERAL FUND	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR Y-T-D	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
PUBLIC AFFAIRS							
Personnel Services	348,084.00	32,048.22	329,937.85	325,037.13	2,719.55	20,327.32	94.16
Supplies	1,078.00	95.21	1,063.02	860.93	-	217.07	79.86
City Support Services	100.00	-	528.38	-	-	100.00	-
Operations Support	46,521.90	1,034.02	37,125.18	44,062.76	972.20	1,486.94	96.80
Staff Support	11,340.00	902.80	3,523.52	10,405.30	357.75	576.95	94.91
Professional Services	253,510.00	20,531.46	259,815.46	227,390.62	4,064.00	22,055.38	91.30
Operating Equipment	1,850.00	724.73	799.88	1,427.92	299.99	122.09	93.40
TOTAL PUBLIC AFFAIRS	662,483.90	55,336.44	632,793.29	609,184.66	8,413.49	44,885.75	93.22%
ENGINEERING							
Personnel Services	1,048,273.00	98,074.50	849,599.28	955,032.59	8,509.70	84,730.71	91.92
Supplies	4,065.00	2,586.23	1,276.89	3,671.23	152.48	241.29	94.06
Utility Services	7,938.00	1,428.56	6,285.89	7,527.55	-	410.45	94.83
Operations Support	147.00	3,637.76	61.81	16,053.98	31.00	(15,937.98)	942.16
Staff Support	16,150.60	7,759.59	8,803.56	14,577.04	273.70	1,299.86	91.95
Professional Services	74,100.00	965.00	36,884.55	43,832.75	30,032.25	235.00	99.68
Operating Equipment	12,472.00	3,669.13	118.95	8,466.60	-	4,005.40	67.88
Capital Outlay	100,000.00	-	-	-	188,044.89	(88,044.89)	188.04
TOTAL ENGINEERING	1,263,845.60	118,120.77	904,295.73	1,049,161.74	227,717.56	(13,033.70)	101.03%
TOTAL GENERAL GOVERNMENT	7,278,687.35	628,210.93	6,573,414.11	6,771,088.41	274,108.02	233,490.92	96.79%
PUBLIC SAFETY							
POLICE							
Personnel Services	9,599,285.00	1,036,373.14	8,980,658.64	9,261,897.56	90,480.85	246,906.59	97.43
Supplies	117,050.04	22,728.33	78,178.16	100,062.07	11,183.79	5,804.18	95.04
City Support Services	33,810.00	-	33,969.74	36,436.50	-	(2,626.50)	107.77
Utility Services	287,732.00	40,050.97	210,810.99	203,077.86	-	84,654.14	70.58
Operations Support	13,736.40	605.89	15,905.56	9,034.05	1,825.00	2,877.35	79.05
Staff Support	330,294.20	71,053.28	154,914.18	231,309.61	38,820.35	60,164.24	81.78
City Assistance	81,170.00	18,299.62	73,671.19	78,858.78	312.97	1,998.25	97.54
Professional Services	82,609.44	11,661.22	58,241.11	62,247.49	16,878.00	3,483.95	95.78
Maintenance Services	73,504.90	4,785.00	58,968.23	52,980.98	141.77	20,382.15	72.27
Operating Equipment	420,315.10	31,489.82	269,074.08	341,769.37	65,843.44	12,702.29	96.98
Capital Outlay	714,639.00	186,105.86	298,642.52	463,805.57	431,392.35	(180,558.92)	125.27
TOTAL POLICE	11,754,146.08	1,423,153.13	10,233,034.40	10,841,479.84	656,878.52	255,787.72	97.82%

CITY OF SCHERTZ
REVENUE AND EXPENSE REPORT (UNAUDITED)
AS OF: September 30, 2023

101 GENERAL FUND	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR Y-T-D	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
FIRE RESCUE							
Personnel Services	6,410,107.00	930,676.75	6,338,803.79	6,573,641.07	48,067.00	(211,601.07)	103.30
Supplies	23,083.90	2,778.68	21,949.62	14,561.58	259.66	8,262.66	64.21
Utility Services	145,039.99	26,337.84	121,405.00	121,656.54	322.31	23,061.14	84.10
Operations Support	4,436.46	-	2,352.26	193.00	-	4,243.46	4.35
Staff Support	222,972.50	44,607.30	161,974.65	187,842.36	18,912.25	16,217.89	92.73
City Assistance	40,227.04	12,369.14	9,198.02	36,154.66	239.32	3,833.06	90.47
Professional Services	72,328.00	7,805.22	43,633.82	61,190.87	-	11,137.13	84.60
Maintenance Services	83,868.40	19,623.41	56,862.71	72,181.62	-	11,686.78	86.07
Other Costs	9,800.00	30,029.89	66,977.24	91,167.50	1,764.00	(83,131.50)	948.28
Rental/Leasing	26,460.00	-	38,744.86	28,055.01	-	(1,595.01)	106.03
Operating Equipment	127,032.00	41,178.20	75,260.51	68,205.54	23,543.15	35,283.31	72.22
Capital Outlay	488,449.00	135,155.30	92,247.12	344,811.00	150,770.24	(7,132.24)	101.46
TOTAL FIRE RESCUE	7,653,804.29	1,250,561.73	7,029,409.60	7,599,660.75	243,877.93	(189,734.39)	102.48%
INSPECTIONS							
Personnel Services	1,079,750.00	112,010.20	923,678.74	998,875.94	9,474.83	71,399.23	93.39
Supplies	3,228.00	309.44	2,116.05	2,147.49	33.99	1,046.52	67.58
Utility Services	8,232.00	1,594.15	6,384.92	8,118.25	-	113.75	98.62
Operations Support	12,833.00	3,773.56	31.00	9,328.25	31.00	3,473.75	72.93
Staff Support	45,496.50	8,034.28	20,764.28	33,545.13	-	11,951.37	73.73
Professional Services	68,600.00	14,050.00	57,900.00	20,250.00	62,250.00	(13,900.00)	120.26
Operating Equipment	9,407.00	-	570.94	7,304.56	(293.97)	2,396.41	74.53
Capital Outlay	43,750.00	46,612.00	-	46,612.00	76,121.44	(78,983.44)	280.53
TOTAL INSPECTIONS	1,271,296.50	186,383.63	1,011,445.93	1,126,181.62	147,617.29	(2,502.41)	100.20%
NEIGHBORHOOD SERVICES							
Personnel Services	368,203.00	51,177.91	324,762.19	394,515.14	3,645.30	(29,957.44)	108.14
Supplies	9,089.12	515.16	4,568.33	7,792.52	-	1,296.60	85.73
Utility Services	8,624.00	1,378.40	4,852.56	5,687.09	-	2,936.91	65.94
Operations Support	3,350.62	-	31.00	155.00	-	3,195.62	4.63
Staff Support	26,660.94	7,239.81	14,050.68	24,254.43	-	2,406.51	90.97
Professional Services	2,450.00	-	-	-	-	2,450.00	-
Maintenance Services	24,700.00	1,750.00	9,025.00	12,681.46	-	12,018.54	51.34
Operating Equipment	6,418.50	-	1,159.45	6,456.18	-	(37.68)	100.59
TOTAL NEIGHBORHOOD SERVICES	525,496.18	62,061.28	358,449.21	451,541.82	3,645.30	70,309.06	86.62%
TOTAL PUBLIC SAFETY	21,204,743.05	2,922,159.77	18,632,339.14	20,018,864.03	1,052,019.04	133,859.98	99.37%

CITY OF SCHERTZ
REVENUE AND EXPENSE REPORT (UNAUDITED)
AS OF: September 30, 2023

101 GENERAL FUND	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR Y-T-D	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
<u>PUBLIC ENVIRONMENT</u>							
STREETS							
Personnel Services	1,107,287.00	95,018.13	967,503.14	967,940.20	18,903.24	120,443.56	89.12
Supplies	178,850.00	23,428.45	127,232.89	150,929.46	210.27	27,710.27	84.51
City Support Services	5,880.00	351.41	3,771.53	3,262.24	3.20	2,614.56	55.53
Utility Services	196,000.00	38,423.75	230,811.30	221,157.01	-	(25,157.01)	112.84
Staff Support	22,050.00	858.32	23,990.61	14,501.33	18.78	7,529.89	65.85
Professional Services	30,380.00	18,671.60	49,231.85	26,366.30	3,231.08	782.62	97.42
Maintenance Services	725,790.00	12,567.40	324,184.21	45,407.65	682,192.00	(1,809.65)	100.25
Rental/Lease	4,900.00	-	4,285.00	848.23	-	4,051.77	17.31
Operating Equipment	6,370.00	2,712.73	35,547.43	4,323.98	-	2,046.02	67.88
Capital Outlay	310,000.00	220,179.00	160,045.23	495,424.41	264,828.00	(450,252.41)	245.24
TOTAL STREETS	2,587,507.00	412,210.79	1,926,603.19	1,930,160.81	969,386.57	(312,040.38)	112.06%
TOTAL PUBLIC ENVIRONMENT	2,587,507.00	412,210.79	1,926,603.19	1,930,160.81	969,386.57	(312,040.38)	112.06%
<u>PARKS & RECREATION</u>							
PARKS DEPARTMENT							
Personnel Services	975,812.00	128,209.74	729,137.70	995,769.37	11,750.70	(31,708.07)	103.25
Supplies	111,443.00	16,534.19	98,309.40	107,884.91	29,882.99	(26,324.90)	123.62
City Support Services	180,948.40	13,252.71	167,763.12	194,190.00	-	(13,241.60)	107.32
Utility Services	250,880.00	48,689.73	246,900.43	342,322.67	-	(91,442.67)	136.45
Operations Support	1,960.00	25.98	1,044.40	1,235.78	-	724.22	63.05
Staff Support	19,276.60	788.62	18,938.24	24,880.66	100.62	(5,704.68)	129.59
Professional Services	194,987.08	27,096.26	149,267.01	125,021.98	117,981.86	(48,016.76)	124.63
Maintenance Services	13,720.00	-	12,985.38	13,694.10	500.00	(474.10)	103.46
Rental/Leasing	9,800.00	2,855.40	7,006.81	15,478.60	54.60	(5,733.20)	158.50
Operating Equipment	72,715.00	3,000.00	33,792.37	58,316.68	67,703.39	(53,305.07)	173.31
Capital Outlay	480,615.00	5,379.11	128,376.94	131,977.99	317,907.35	30,729.66	93.61
TOTAL PARKS DEPARTMENT	2,312,157.08	245,831.74	1,593,521.80	2,010,772.74	545,881.51	(244,497.17)	110.57%
SWIM POOL							
Supplies	24,990.00	695.18	27,388.69	12,962.08	3,300.00	8,727.92	65.07
Utility Services	16,170.00	14,671.92	24,788.47	39,869.70	-	(23,699.70)	246.57
Maintenance Services	539,664.00	39,396.48	537,096.36	508,411.85	-	31,252.15	94.21
TOTAL SWIM POOL	580,824.00	54,763.58	589,273.52	561,243.63	3,300.00	16,280.37	97.20%

CITY OF SCHERTZ
REVENUE AND EXPENSE REPORT (UNAUDITED)
AS OF: September 30, 2023

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EVENT FACILITIES							
Personnel Services	380,583.00	54,681.53	320,975.26	418,307.62	2,910.79	(40,635.41)	110.68
Supplies	4,410.00	277.19	4,360.89	3,000.03	-	1,409.97	68.03
Utility Services	48,588.40	12,142.70	47,275.79	73,399.45	-	(24,811.05)	151.06
Operations Support	15,297.80	-	2,789.48	15,015.31	-	282.49	98.15
Staff Support	4,875.50	641.71	2,894.44	3,623.32	-	1,252.18	74.32
Maintenance Services	2,450.00	-	4,172.77	-	-	2,450.00	-
Operating Equipment	10,780.00	80.65	12,531.59	5,036.63	-	5,743.37	46.72
TOTAL EVENT FACILITIES	466,984.70	67,823.78	395,000.22	518,382.36	8,314.79	(59,712.45)	112.79%
TOTAL PARKS & RECREATION	3,359,965.78	368,419.10	2,577,795.54	3,090,398.73	557,496.30	(287,929.25)	108.57%
CULTURAL							
LIBRARY							
Personnel Services	993,719.00	115,758.38	911,988.13	985,517.23	8,522.23	(320.46)	100.03
Supplies	18,130.00	2,708.11	11,204.67	16,182.51	-	1,947.49	89.26
Utility Services	60,760.00	13,487.28	63,622.35	70,432.37	-	(9,672.37)	115.92
Operations Support	4,018.00	619.99	4,808.24	3,364.18	-	653.82	83.73
Staff Support	7,874.30	24.42	6,249.16	6,133.39	359.00	1,381.91	82.45
Professional Services	2,254.00	-	2,129.00	2,194.00	-	60.00	97.34
Operating Equipment	191,040.00	44,997.48	144,682.34	182,323.70	3,851.19	4,865.11	97.45
TOTAL LIBRARY	1,292,795.30	177,595.66	1,144,683.89	1,266,147.38	12,732.42	13,915.50	98.92%
TOTAL CULTURAL	1,292,795.30	177,595.66	1,144,683.89	1,266,147.38	12,732.42	13,915.50	98.92%
INTERNAL SERVICE							
INFORMATION TECHNOLOGY							
Personnel Services	1,109,865.00	138,128.82	952,714.97	1,086,461.91	7,837.60	15,565.49	98.60
Supplies	10,085.09	2,591.78	7,619.81	9,362.93	1,308.37	(586.21)	105.81
City Support Services	1,083,173.66	57,847.66	998,887.98	945,631.45	139,740.13	(2,197.92)	100.20
Utility Services	342,896.18	32,633.61	367,726.50	393,770.88	3,329.52	(54,204.22)	115.81
Staff Support	73,433.80	3,088.75	43,206.91	51,865.54	192.50	21,375.76	70.89
Professional Services	131,970.00	1,079.00	1,406.25	15,481.85	113,797.53	2,690.62	97.96
Maintenance Services	12,700.00	-	9,639.41	12,082.71	-	617.29	95.14
Rental/Leasing	1,577.00	-	3,345.98	1,294.74	-	282.26	82.10
Operating Equipment	245,269.10	26,934.14	268,886.29	181,321.00	42,675.74	21,272.36	91.33
TOTAL INFORMATION TECHNOLOGY	3,063,097.64	262,303.76	2,653,434.10	2,748,969.46	308,881.39	5,246.79	99.83%

CITY OF SCHERTZ
REVENUE AND EXPENSE REPORT (UNAUDITED)
AS OF: September 30, 2023

101 GENERAL FUND	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR Y-T-D	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
HUMAN RESOURCES							
Personnel Services	510,089.00	62,402.40	443,643.56	518,586.89	4,761.68	(13,259.57)	102.60
Supplies	3,846.00	18.75	1,197.18	696.64	887.93	2,261.43	41.20
Human Services	173,558.00	19,090.28	156,973.06	155,512.32	2,630.04	15,415.64	91.12
Operations Support	22,390.00	2,959.39	3,297.84	7,911.73	-	14,478.27	35.34
Staff Support	38,367.00	2,391.95	26,373.66	41,638.15	2,194.82	(5,465.97)	114.25
City Assistance	14,700.00	736.00	18,958.00	18,110.00	750.00	(4,160.00)	128.30
Professional Services	4,900.00	-	4,126.05	520.00	-	4,380.00	10.61
Operating Equipment	490.00	-	-	81.25	-	408.75	16.58
TOTAL HUMAN RESOURCES	768,340.00	87,598.77	654,569.35	743,056.98	11,224.47	14,058.55	98.17%
FINANCE							
Personnel Services	699,363.00	59,288.28	668,781.56	684,881.10	6,367.87	8,114.03	98.84
Supplies	2,646.00	-	2,620.83	2,617.47	-	28.53	98.92
Staff Support	4,055.00	97.50	4,346.76	4,170.19	-	(115.19)	102.84
Professional Services	48,216.00	-	52,312.28	29,201.68	-	19,014.32	60.56
Operating Equipment	1,188.00	-	279.99	1,187.93	-	0.07	99.99
TOTAL FINANCE	755,468.00	59,385.78	728,341.42	722,058.37	6,552.82	26,856.81	96.45%
PURCHASING & ASSET MGT							
Personnel Services	268,812.00	18,678.92	260,776.15	255,453.22	2,962.38	10,396.40	96.13
Supplies	3,724.00	437.06	1,614.64	3,446.61	24.97	252.42	93.22
Operations Support	6,897.00	268.75	5,535.25	6,244.53	1,298.75	(646.28)	109.37
Staff Support	9,947.00	2,878.87	6,826.39	7,771.23	496.80	1,678.97	83.12
City Assistance	1,490.00	30.00	2,108.00	1,044.98	40.00	405.02	72.82
Operating Equipment	3,700.00	-	499.97	3,700.00	-	-	100.00
TOTAL PURCHASING & ASSET MGT	295,370.00	22,293.60	277,858.40	278,694.44	4,822.90	11,852.66	95.99%
FLEET SERVICE							
Personnel Services	681,919.00	92,255.15	512,535.98	658,463.15	6,391.09	17,064.76	97.50
Supplies	273,351.00	51,015.63	235,082.50	281,958.50	14,458.62	(23,066.12)	108.44
City Support Services	8,420.00	-	4,689.34	8,418.54	-	1.46	99.98
Utility Services	11,760.00	1,998.34	9,420.03	11,363.41	-	396.59	96.63
Staff Support	27,996.00	1,938.64	28,714.22	26,836.06	1,238.86	(78.92)	100.28
Maintenance Services	284,775.00	60,706.59	230,123.62	292,362.72	49,562.33	(57,150.05)	120.07
Operating Equipment	16,034.13	7,213.99	20,909.15	14,416.27	1,813.56	(195.70)	101.22
Capital Outlay	46,875.00	-	145,544.93	-	145,099.65	(98,224.65)	309.55
TOTAL FLEET SERVICE	1,351,130.13	215,128.34	1,217,319.64	1,293,818.65	218,564.11	(161,252.63)	111.93%

CITY OF SCHERTZ
REVENUE AND EXPENSE REPORT (UNAUDITED)
AS OF: September 30, 2023

101 GENERAL FUND	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR Y-T-D	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
FACILITY SERVICES							
Personnel Services	879,776.00	105,024.70	754,037.35	866,450.89	11,977.79	1,347.32	99.85
Supplies	151,785.00	30,565.74	119,147.87	145,301.98	260.57	6,222.45	95.90
Utility Services	189,140.00	36,572.18	193,500.70	209,524.69	18.83	(20,403.52)	110.79
Staff Support	20,620.00	1,645.17	17,451.20	16,979.23	72.00	3,568.77	82.69
Professional Services	193,904.00	25,486.42	148,080.12	152,290.72	15,261.16	26,352.12	86.41
Maintenance Services	424,440.00	91,269.54	327,495.92	534,273.09	29,583.18	(139,416.27)	132.85
Rental/Leasing	490.00	-	-	-	-	490.00	-
Operating Equipment	3,920.00	-	1,704.00	1,346.00	-	2,574.00	34.34
Capital Outlay	92,500.00	52,658.00	36,556.83	52,658.00	116,498.84	(76,656.84)	182.87
TOTAL BUILDING MAINTENANCE	1,956,575.00	343,221.75	1,597,973.99	1,978,824.60	173,672.37	(195,921.97)	110.01%
TOTAL INTERNAL SERVICE	8,189,980.77	989,932.00	7,129,496.90	7,765,422.50	723,718.06	(299,159.79)	103.65%
MISC & PROJECTS							
Project							
Fund Charges/Transfers	850,000.00	850,000.00	1,645,112.00	850,203.50	-	(203.50)	100.02
TOTAL PROJECTS	850,000.00	850,000.00	1,645,112.00	850,203.50	-	(203.50)	100.02%
CITY ASSISTANCE							
City's Assistance to Agencies	326,012.68	71,811.00	282,518.25	282,793.00	5,000.00	38,219.68	88.28
Operating Equipment	13,793.00	-	-	5,287.54	-	8,505.46	38.33
TOTAL CITY ASSISTANCE	339,805.68	71,811.00	282,518.25	288,080.54	5,000.00	46,725.14	86.25%
SEWER PROJECTS							
Fund Charges/Transfers	-	-	285,000.00	-	-	-	-
TOTAL SEWER PROJECTS	-	-	285,000.00	-	-	-	0.00%
COURT - RESTRICTED FUNDS							
Operating Equipment	12,740.00	-	5,985.00	521.00	-	12,219.00	4.09
TOTAL COURT-RESTRICTED FUNDS	12,740.00	-	5,985.00	521.00	-	12,219.00	4.09%
TOTAL MISC & PROJECTS	1,202,545.68	921,811.00	2,218,615.25	1,138,805.04	5,000.00	58,740.64	95.12%
TOTAL EXPENDITURES	45,116,224.93	6,420,339.25	40,202,948.02	41,980,886.90	3,594,460.41	(459,122.38)	101.02%
REVENUE OVER(UNDER) EXPEND.	0.07	(3,797,438.92)	695,704.43	3,578,720.56	(3,594,460.41)	15,739.92	

CITY OF SCHERTZ

REVENUE REPORT (UNAUDITED)

AS OF: September 30, 2023

101 GENERAL FUND		CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR Y-T-D	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
REVENUES								
Taxes								
000-411100	Advalorem Tax-Current	17,965,000.00	45,471.97	15,626,509.01	18,087,026.84	-	(122,026.84)	100.68
000-411110	Disable Veterans Assist Pymnt	1,100,000.00	-	897,968.67	1,179,231.99	-	(79,231.99)	107.20
000-411200	Advalorem Tax-Delinquent	50,000.00	1,187.89	22,661.44	95,933.41	-	(45,933.41)	191.87
000-411300	Advalorem Tax-P&I	80,000.00	9,167.50	114,390.95	115,960.99	-	(35,960.99)	144.95
000-411500	Sales Tax Revenue-Gen Fund	13,040,000.00	1,341,344.84	12,050,029.57	13,464,631.70	-	(424,631.70)	103.26
000-411700	Mixed Beverage Tax	70,000.00	7,842.81	83,391.46	88,335.95	-	(18,335.95)	126.19
TOTAL Taxes		32,305,000.00	1,405,015.01	28,794,951.10	33,031,132.13	-	(726,132.13)	102.25%
Franchises								
000-421200	Center Point/Entex Energy	120,000.00	-	126,358.46	119,456.00	-	544.00	99.55
000-421220	City Public Service	1,200,000.00	-	1,233,886.26	1,045,483.96	-	154,516.04	87.12
000-421240	Guadalupe Valley Elec Co-op	475,000.00	-	524,778.95	392,853.71	-	82,146.29	82.71
000-421250	New Braunfels Utilities	80,000.00	-	77,046.54	64,024.94	-	15,975.06	80.03
000-421300	Time Warner-State Franchise	325,000.00	-	307,341.29	267,625.57	-	57,374.43	82.35
000-421460	AT&T Franchise Fee	75,000.00	-	22,857.76	42,073.80	-	32,926.20	56.10
000-421480	Other Telecom Franchise - ROW	100,000.00	-	26,551.23	18,192.82	-	81,807.18	18.19
000-421500	Solid Waste Franchise Fee	175,000.00	15,831.22	175,816.57	176,964.88	-	(1,964.88)	101.12
TOTAL Franchises		2,550,000.00	15,831.22	2,494,637.06	2,126,675.68	-	423,324.32	83.40%
Permits								
000-431100	Home Occupation Permit	550.00	70.00	350.00	210.00	-	340.00	38.18
000-431205	Bldg Permit-Residential	513,000.00	2,294.00	337,018.25	234,037.80	-	278,962.20	45.62
000-431210	Bldg Permit-Commercial	347,000.00	355,307.00	890,050.91	942,738.20	-	(595,738.20)	271.68
000-431215	Bldg Permit-General	328,000.00	14,878.50	281,149.90	222,436.10	-	105,563.90	67.82
000-431300	Mobile Home Permit	-	25.00	100.00	325.00	-	(325.00)	-
000-431400	Signs Permit	5,500.00	835.00	6,047.00	6,917.68	-	(1,417.68)	125.78
000-431500	Food Establishmnt Permit	71,000.00	31,895.00	69,075.00	94,200.00	-	(23,200.00)	132.68
000-431700	Plumbing Permit	123,000.00	6,186.00	93,030.00	97,177.00	-	25,823.00	79.01
000-431750	Electrical Permit	70,000.00	2,480.00	62,500.00	56,140.00	-	13,860.00	80.20
000-431800	Mechanical Permit	60,000.00	2,140.00	47,480.00	43,700.00	-	16,300.00	72.83
000-431900	Solicitor/Peddler Permit	2,000.00	10.00	2,800.00	3,050.00	-	(1,050.00)	152.50
000-431950	Animal/Pet Permit	250.00	-	400.00	100.00	-	150.00	40.00
000-432000	Cert of Occupancy Prmt	9,500.00	600.00	7,550.00	8,500.00	-	1,000.00	89.47

CITY OF SCHERTZ

REVENUE REPORT (UNAUDITED)

AS OF: September 30, 2023

101 GENERAL FUND		CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR Y-T-D	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
REVENUES								
000-432100	Security Alarm Permit	43,000.00	2,295.00	40,026.77	31,442.00	-	11,558.00	73.12
000-432300	Grading/Clearing Permit	15,000.00	(140.00)	27,219.95	26,656.72	-	(11,656.72)	177.71
000-432400	Development Permit	100,000.00	226.05	273,965.71	154,664.45	-	(54,664.45)	154.66
000-435000	Fire Permit	30,000.00	1,125.00	28,666.00	26,698.00	-	3,302.00	88.99
TOTAL Permits		1,717,800.00	420,226.55	2,167,429.49	1,948,992.95	-	(231,192.95)	113.46%
Licenses								
000-441000	Alcohol Beverage License	8,500.00	1,102.50	8,242.50	7,290.00	-	1,210.00	85.76
000-441300	Mobile Home License	120.00	-	120.00	80.00	-	40.00	66.67
000-442000	Contractors License	37,000.00	-	28,180.00	-	-	37,000.00	-
TOTAL Licenses		45,620.00	1,102.50	36,542.50	7,370.00	-	38,250.00	16.16%
Fees								
000-451000	Municipal Court Fines	525,000.00	15,809.99	475,978.73	334,330.33	-	190,669.67	63.68
000-451010	Texas Motor Carrier Fines	30,000.00	-	21,954.00	200.00	-	29,800.00	0.67
000-451015	CVE Out of Service	3,000.00	-	1,950.00	50.00	-	2,950.00	
000-451100	Arrest Fee	12,000.00	469.68	15,353.56	9,634.33	-	2,365.67	80.29
000-451200	Warrant Fees	53,000.00	2,310.01	54,749.47	42,209.12	-	10,790.88	79.64
000-451340	Judicial Fee-City	300.00	12.70	343.97	235.00	-	65.00	78.33
000-451400	Traffic Fine Costs TTL	6,000.00	196.70	6,587.98	3,756.80	-	2,243.20	62.61
000-451510	Juvenile Case Mgmt Fee	3,000.00	105.84	2,876.55	1,958.37	-	1,041.63	65.28
000-451520	Truancy Fees	14,000.00	454.84	15,115.18	9,678.20	-	4,321.80	69.13
000-451530	Local Municipal Jury Fund	150.00	8.88	294.88	188.43	-	(38.43)	125.62
000-451600	Technology Fund Fee	13,000.00	443.10	14,171.09	9,181.43	-	3,818.57	70.63
000-451700	Security Fee	15,000.00	500.99	16,231.74	10,464.14	-	4,535.86	69.76
000-451800	Time Payment Fee-City	4,000.00	117.50	4,846.77	3,680.57	-	319.43	92.01
000-451850	State Fines 10% Service Fee	15,000.00	-	24,547.98	20,054.74	-	(5,054.74)	133.70
000-451900	DPS Payment-Local	4,000.00	168.40	4,426.96	3,092.67	-	907.33	77.32
000-452000	Child Safety Fee	5,000.00	192.55	4,841.96	3,019.24	-	1,980.76	60.38
000-452100	Platting Fees	54,000.00	-	55,250.00	58,500.00	-	(4,500.00)	108.33
000-452200	Site Plan Fee	23,000.00	2,500.00	23,000.00	28,000.00	-	(5,000.00)	121.74
000-452300	Plan Check Fee	570,000.00	186,690.25	592,968.92	636,188.36	-	(66,188.36)	111.61
000-452320	Tree Mitigation Admin Fee	15,000.00	-	11,550.00	-	-	15,000.00	-
000-452400	BOA/Variance Fees	2,500.00	500.00	3,500.00	3,500.00	-	(1,000.00)	140.00
000-452600	Specific Use/Zone Chng Fee	26,450.00	-	37,250.00	32,100.00	-	(5,650.00)	121.36
000-452710	Zoning Ltr & Dev Rights	2,550.00	-	4,800.00	3,450.00	-	(900.00)	135.29
000-453100	Reinspection Fees	190,000.00	15,550.00	185,725.00	241,250.00	-	(51,250.00)	126.97
000-453110	Swim Pool Inspection Fee	2,900.00	880.00	990.00	3,630.00	-	(730.00)	125.17

CITY OF SCHERTZ

REVENUE REPORT (UNAUDITED)

AS OF: September 30, 2023

101 GENERAL FUND		CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR Y-T-D	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
REVENUES								
000-453200	Lot Abatement	6,700.00	1,163.75	7,264.58	8,532.63	-	(1,832.63)	127.35
000-453211	Admin Fee-Inspections	10,000.00	800.00	10,400.00	5,900.00	-	4,100.00	59.00
000-453710	Foster Care	500.00	-	50.00	-	-	500.00	-
000-454200	Pool Gate Admission Fee	22,000.00	78.00	25,595.00	28,191.00	-	(6,191.00)	128.14
000-454300	Seasonal Pool Pass Fee	4,000.00	-	6,885.00	6,390.00	-	(2,390.00)	159.75
000-456110	Senior Center Memberships	16,000.00	1,736.00	23,718.00	26,889.00	-	(10,889.00)	168.06
000-456120	Senior Center Meal Fee	20,000.00	-	23,797.26	36,013.38	-	(16,013.38)	180.07
000-456500	HAZ MAT Fees	5,000.00	-	-	-	-	5,000.00	-
000-456600	Fire Re-inspection Fee	700.00	-	100.00	445.00	-	255.00	63.57
000-458000	Sale of General Fixed Assets	-	-	37,572.00	-	-	-	-
000-458110	Sale of Mdse - GovDeals	100,000.00	8,754.99	19,910.27	125,281.00	-	(25,281.00)	125.28
000-458400	Civic Center Rental Fees	225,000.00	5,025.00	315,026.49	249,391.67	-	(24,391.67)	110.84
000-458401	Capital Recovery Fee-Civic C	-	1,000.00	4,375.00	-	-	-	-
000-458402	Civic Center Ancillary Fees	-	-	2,115.00	(450.00)	-	450.00	-
000-458450	North Center Rental Fees	28,000.00	125.00	40,587.50	37,306.25	-	(9,306.25)	133.24
000-458460	Senior Center Rental	7,000.00	700.00	4,200.00	8,400.00	-	(1,400.00)	120.00
000-458500	Community Center Rental Fees	40,000.00	35.00	53,370.00	48,080.75	-	(8,080.75)	120.20
000-458501	Community Center Service Fees	-	-	900.00	-	-	-	-
000-458510	Grand Ballroom Rental Fees	-	-	(30,693.75)	-	-	-	-
000-458520	Cut-Off Hall Rental Fees	-	-	600.00	-	-	-	-
000-458540	Bluebonnet Hall Rental Fees	-	-	(3,137.50)	-	-	-	-
000-458550	Pavilion Rental Fees	25,000.00	1,887.50	26,775.00	28,195.00	-	(3,195.00)	112.78
000-458560	Chamber of Comm Rent	7,800.00	-	5,850.00	7,800.00	-	-	100.00
000-458570	Non-Resident SYSA League	10,000.00	-	7,500.00	10,420.00	-	(420.00)	104.20
000-458590	Cancellation Fees-Event Rental	1,500.00	450.00	2,150.00	5,850.00	-	(4,350.00)	390.00
000-458650	NonResident User Fee-BVYA	-	-	8,240.00	7,510.00	-	(7,510.00)	-
000-458660	BVYA Utility Reimbursement	15,000.00	5,225.29	10,134.02	18,691.78	-	(3,691.78)	124.61
000-458670	SYSA Utility Reimbursement	7,500.00	1,809.66	8,486.12	7,717.35	-	(217.35)	102.90
000-458675	Lions Futbol Utility Reimbrsmt	15,000.00	-	15,548.00	17,540.00	-	(2,540.00)	116.93
000-458685	Recreation Programs	1,000.00	175.00	(25.00)	17,664.00	-	(16,664.00)	1,766.40
000-458685.00	Rec Prgrm-Kickball Leagues	2,600.00	-	7,305.00	1,625.00	-	975.00	62.50
000-458700	Vehicle Impoundment	-	-	13,070.00	11,901.00	-	(11,901.00)	-
000-459300	Notary Fee	50.00	6.00	60.00	42.00	-	8.00	84.00
000-459600	Animal Adoption Fee	12,000.00	1,012.00	11,305.00	13,472.00	-	(1,472.00)	112.27
000-459700	Pet Impoundment Fee	13,000.00	180.00	11,870.00	10,227.00	-	2,773.00	78.67
000-459800	Police Reports Fee	5,000.00	120.00	5,613.39	5,296.00	-	(296.00)	105.92
TOTAL Fees		2,189,200.00	257,179.62	2,255,861.12	2,202,934.54	-	(13,734.54)	100.63%

CITY OF SCHERTZ

REVENUE REPORT (UNAUDITED)

AS OF: September 30, 2023

101 GENERAL FUND	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR Y-T-D	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
REVENUES							
<u>Fines</u>							
000-463000 Library Fines	9,000.00	957.66	10,590.29	12,477.31	-	(3,477.31)	138.64
TOTAL Fines	9,000.00	957.66	10,590.29	12,477.31	-	(3,477.31)	138.64%
<u>Inter-Jurisdictional</u>							
000-473100 Bexar Co - Fire	21,077.00	-	7,025.92	-	-	21,077.00	-
000-473200 City of Seguin-Fire Contract	30,107.00	3,083.33	30,665.36	40,546.84	-	(10,439.84)	134.68
000-473300 Guadalupe Co-Library	220,000.00	18,096.00	217,152.00	217,152.00	-	2,848.00	98.71
000-474200 Library Services-Cibolo	40,000.00	-	40,000.00	40,000.00	-	-	100.00
000-474210 Library Services-Selma	25,000.00	-	24,825.00	25,275.00	-	(275.00)	101.10
000-474400 Dispatch Service-Cibolo	160,000.00	-	243,000.00	160,000.00	-	-	100.00
000-474600 School Crossing Guard-Bexar Co	36,000.00	4,195.99	41,882.08	45,333.28	-	(9,333.28)	125.93
000-474610 School Cross Guard-Guadalupe C	41,000.00	3,884.21	48,098.23	48,156.77	-	(7,156.77)	117.46
000-474620 School Crossing Guards - Comal	1,900.00	-	14,571.25	15,404.81	-	(13,504.81)	810.78
000-474700 School Officer Funding	551,268.00	135,808.75	275,634.00	543,235.00	-	8,033.00	98.54
000-474750 Crime Victim Liaison Agreement	25,000.00	-	18,750.00	37,500.00	-	(12,500.00)	150.00
TOTAL Inter-Jurisdictional	1,151,352.00	165,068.28	961,603.84	1,172,603.70	-	(21,251.70)	101.85%
<u>Fund Transfers</u>							
000-480000 Indirect Costs-EMS	216,994.00	18,082.83	212,740.00	216,994.00	-	-	100.00
000-480100 Indirect Costs-Hotel/Motel	69,915.00	5,826.25	74,443.00	69,915.00	-	-	100.00
000-481000 Transfer In - Reserves	1,086,155.00	-	-	-	-	1,086,155.00	-
000-485000 Interfund Charges-Drainage-5%	320,073.00	26,672.75	308,010.00	320,073.00	-	-	100.00
000-486000 Interfund Chrges-Admin W&S	1,493,620.00	124,468.33	1,478,230.00	1,493,620.00	-	-	100.00
000-486100 Transfer In	-	-	37,853.06	-	-	-	-
000-486202 Transfer In-Water&Sewer Fund	4,000.00	-	-	-	-	4,000.00	-
000-486203 Transfer In-EMS	4,000.00	-	-	-	-	4,000.00	-
000-486204 Transfer In-Drainage	1,000.00	-	-	-	-	1,000.00	-
000-487000 Interfund Charges-Fleet	470,050.00	42,818.00	505,509.00	513,816.00	-	(43,766.00)	109.31
000-488000 Interfund Charges-4B	542,221.00	-	506,984.00	542,221.00	-	-	100.00
TOTAL Fund Transfers	4,208,028.00	217,868.16	3,123,769.06	3,156,639.00	-	1,051,389.00	75.01%
<u>Miscellaneous</u>							
000-491000 Interest Earned	25,000.00	11,258.27	16,673.60	145,759.51	-	(120,759.51)	583.04
000-491200 Investment Income	250,000.00	79,792.04	157,925.98	894,187.22	-	(644,187.22)	357.67
000-491900 Unrealized Gain/Loss-CapOne	-	-	(83,863.57)	9,372.56	-	(9,372.56)	-
000-493000 Donations-Others	375.00	-	-	375.00	-	-	100.00
000-493120 Donations-Public Library	10,000.00	103.00	1,563.30	1,975.75	-	8,024.25	19.76
000-493400 Donations-Animal Control	5,000.00	-	4,786.90	1,795.00	-	3,205.00	35.90

CITY OF SCHERTZ

REVENUE REPORT (UNAUDITED)

AS OF: September 30, 2023

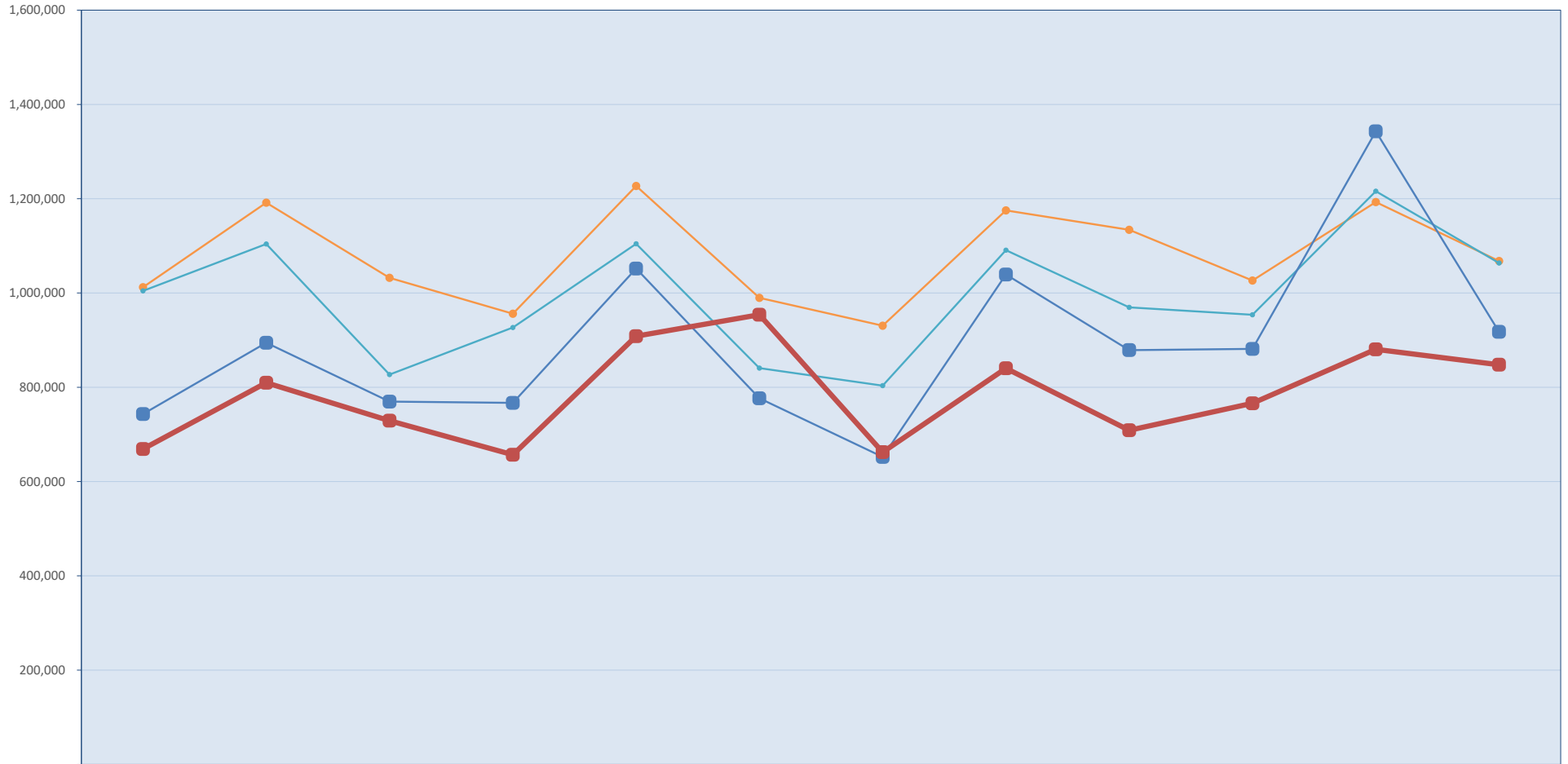
101 GENERAL FUND		CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR Y-T-D	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
REVENUES								
000-493401	Donations-A/C Microchip	-	-	85.00	-	-	-	-
000-493402	Donations-Spay&Neuter	-	-	70.00	-	-	-	-
000-493460	Donations- Parks	-	-	-	0.25	-	(0.25)	-
000-493465	Donations-Senior Center	10,000.00	54.00	4,874.33	2,314.05	-	7,685.95	23.14
000-493503	Donation-Fire Rescue	1,000.00	-	625.00	150.00	-	850.00	15.00
000-493618	Donation - Veteran's Memorial	1,250.00	75.00	2,930.00	1,575.00	-	(325.00)	126.00
000-493700	July 4th Activities	26,000.00	1,000.00	28,417.00	34,050.00	-	(8,050.00)	130.96
000-493701	Proceeds-Holidazzle	12,500.00	-	21,640.00	16,070.00	-	(3,570.00)	128.56
000-493704	Moving on Main	4,000.00	-	8,700.00	12,000.00	-	(8,000.00)	300.00
000-493706	Music, Movies in the Park	8,000.00	-	8,000.00	8,000.00	-	-	100.00
000-493707	Cornhole League	2,000.00	20.00	1,230.00	2,260.00	-	(260.00)	113.00
000-494481	LawEnforcemtOfficersStd&	5,000.00	-	4,151.77	4,106.62	-	893.38	82.13
000-495100	Mobile Stage Rental Fees	-	-	3,600.00	3,100.00	-	(3,100.00)	-
000-497000	Misc Income-Gen Fund	60,000.00	2,570.28	74,077.98	30,766.46	-	29,233.54	51.28
000-497005	Schertz Magazine Advertising	145,000.00	11,800.00	142,893.12	126,193.75	-	18,806.25	87.03
000-497100	Misc Income-Police	9,000.00	631.00	9,553.30	6,359.34	-	2,640.66	70.66
000-497150	Misc Income-Fire Department	-	-	0.11	-	-	-	-
000-497200	Misc Income-Library	3,000.00	238.50	4,060.45	4,979.70	-	(1,979.70)	165.99
000-497210	Misc Income-Library Copier	14,000.00	2,087.95	14,309.67	18,790.32	-	(4,790.32)	134.22
000-497300	Misc Income-Animal Control	500.00	-	420.00	1,110.00	-	(610.00)	222.00
000-497400	Misc Income-Streets Dept	50,000.00	1,304.00	33,953.91	36,804.69	-	13,195.31	73.61
000-497460	Misc Income-Parks	-	80.00	74.60	429.50	-	(429.50)	-
000-497500	Misc Income-TML Ins. Claims	25,000.00	19,718.28	23,065.18	61,595.44	-	(36,595.44)	246.38
000-497550	Misc Income-TML WC Reimbursmnt	10,000.00	-	58,164.18	7,828.71	-	2,171.29	78.29
000-497600	Misc Income-Vending Mach	1,600.00	328.04	2,406.85	2,556.45	-	(956.45)	159.78
000-497610	Misc Income-Muni Court	-	-	4.20	400.00	-	(400.00)	-
000-498000	Reimbursmnt-Gen Fund	20,000.00	-	-	-	-	20,000.00	-
000-498105	Reimbursmt Police OT-DEA	35,000.00	1,071.07	27,538.71	17,699.17	-	17,300.83	50.57
000-498110	Reimburmnt Fire-Emg Acti-OT	200,000.00	-	473,242.18	440,657.76	-	(240,657.76)	220.33
000-498150	Reimbursement - Library	7,000.00	7,519.90	8,094.24	7,519.90	-	(519.90)	107.43
TOTAL Miscellaneous		940,225.00	139,651.33	1,053,267.99	1,900,782.15	-	(960,557.15)	202.16%
TOTAL REVENUES		45,116,225.00	2,622,900.33	40,898,652.45	45,559,607.46	-	(443,382.46)	100.98%

GENERAL FUND
CASH IN BANK AND INVESTMENTS

AS OF: September 30, 2023

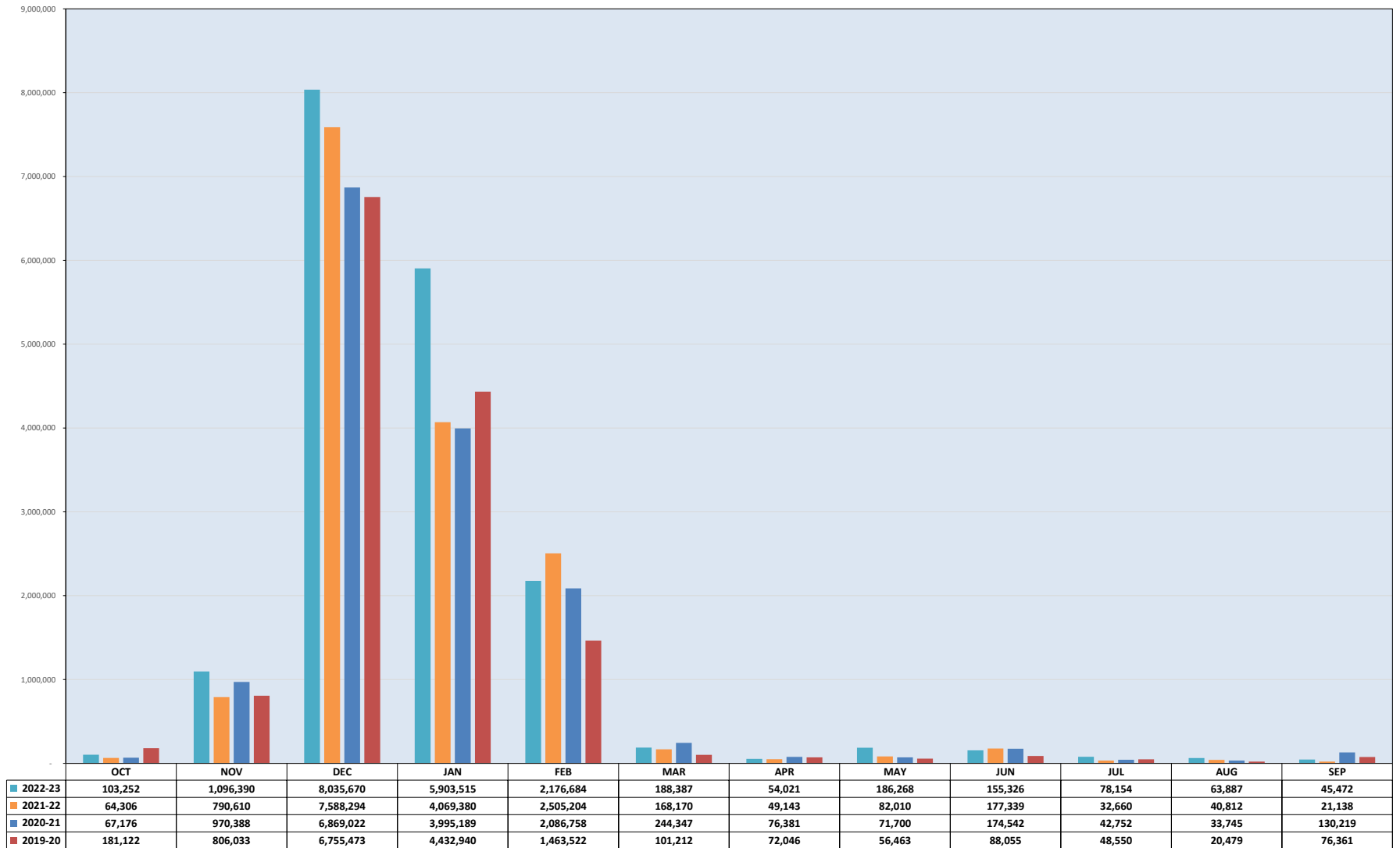
Cash in Bank		
Claim on Operating Cash Pool-Checking	\$	181,860.27
Cash in Investments		
LOGIC Investment-General Fund		15,911,345.70
LOGIC Investment-Equip Replacement		83,607.50
LOGIC Investment-Veh Replacement		563,747.24
LOGIC Investment-Air Condi Replacment		306,795.64
CAPITAL ONE Investment-General Fund		1,430,177.23
CD - CALIFORNIA CR UN GLENDALE		258,200.29
CD - Capital One MCLEAN		252,271.10
CD - Capital One ALLEN		252,271.10
CD - Goldman Sachs		252,271.10
Total Cash in Bank & Investments	\$	<u>19,492,547.17</u>

Sales Tax-General Fund



	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
2022-23	1,012,285	1,191,635	1,032,144	956,099	1,227,037	989,612	930,666	1,175,108	1,134,030	1,026,350	1,192,848	1,067,895
2021-22	1,004,614	1,103,814	826,933	926,859	1,104,306	840,622	803,436	1,090,848	969,440	953,702	1,215,909	1,063,576
2020-21	743,235	894,399	769,523	766,917	1,051,843	776,582	652,217	1,039,235	878,852	881,389	1,342,856	917,603
2019-20	669,061	809,661	729,135	656,810	908,377	953,913	662,240	840,330	708,822	765,963	880,492	847,850

ADVALOREM TAX



CITY OF SCHERTZ
 REVENUE AND EXPENSE REPORT (UNAUDITED)
 AS OF: September 30, 2023

CITY OF SCHERTZ

	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR Y-T-D	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
106-SPECIAL EVENTS FUND							
FINANCIAL SUMMARY							
REVENUE SUMMARY							
Fund Transfers	-	-	(146.72)	146.72	-	(146.72)	-
Miscellaneous	24,000.00	1,526.41	47,588.58	63,106.06	-	(39,106.06)	262.94
TOTAL REVENUES	24,000.00	1,526.41	47,441.86	63,252.78	-	(39,252.78)	263.55%
EXPENDITURE SUMMARY							
GENERAL GOVERNMENT							
CULTURAL							
KICK CANCER	10,000.00	-	9,848.94	22,194.63	-	(12,194.63)	221.95
HAL BALDWIN SCHOLARSHIP	14,000.00	-	19,719.28	25,554.70	-	(11,554.70)	182.53
TOTAL CULTURAL	24,000.00	-	29,568.22	47,749.33	-	(23,749.33)	198.96%
TOTAL EXPENDITURES	24,000.00	-	29,568.22	47,749.33	-	(23,749.33)	198.96%
REVENUE OVER(UNDER) EXPEND	-	1,526.41	17,873.64	15,503.45	-	(15,503.45)	

CITY OF SCHERTZ

REVENUE REPORT (UNAUDITED)

AS OF: September 30, 2023

CITY OF SCHERTZ

		CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR Y-T-D	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
106-SPECIAL EVENTS FUND								
REVENUES								
<u>Fund Transfers</u>								
000-486101	Transfer In-General Fund	-	-	(146.72)	146.72	-	(146.72)	-
TOTAL Fund Transfers		-	-	(146.72)	146.72	-	(146.72)	0.00%
<u>Miscellaneous</u>								
000-491200	Investment Income	-	86.41	147.24	891.43	-	(891.43)	-
000-492200	Kick Cancer	10,000.00	-	9,595.00	22,194.63	-	(12,194.63)	221.95
000-493621	Hal Baldwin Scholarship	14,000.00	1,440.00	37,846.34	40,020.00	-	(26,020.00)	285.86
TOTAL Miscellaneous		24,000.00	1,526.41	47,588.58	63,106.06	-	(39,106.06)	262.94%
TOTAL REVENUES		24,000.00	1,526.41	47,441.86	63,252.78	-	(39,252.78)	263.55%

SPECIAL EVENTS FUND
CASH IN BANK AND INVESTMENTS

AS OF: September 30, 2023

CITY OF SCHERTZ

Cash in Bank	Current
Claim on Operating Cash Pool-Checking	\$ 163,071.93
Cash in Investments	
Texas Class- Special Events	<u>19,086.97</u>
Total Cash in Bank & Investments	<u>\$ 182,158.90</u>

CITY OF SCHERTZ
 REVENUE AND EXPENSE REPORT (UNAUDITED)
 AS OF: September 30, 2023

	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR Y-T-D	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
110-PEG FUND							
FINANCIAL SUMMARY							
REVENUE SUMMARY							
Franchises	90,000.00	-	79,402.59	74,016.18	-	15,983.82	82.24
Fund Transfers	854,770.00	-	-	-	-	854,770.00	-
TOTAL REVENUES	944,770.00	-	79,402.59	74,016.18	-	870,753.82	7.83%
EXPENDITURE SUMMARY							
GENERAL GOVERNMENT							
MISC & PROJECTS							
Professional Services	60,000.00	-	-	-	-	60,000.00	-
Capital Outlay	854,770.00	468,884.00	162,751.41	807,893.83	467,720.41	(420,844.24)	149.23
TOTAL MISC & PROJECTS	914,770.00	468,884.00	162,751.41	807,893.83	467,720.41	(360,844.24)	139.45%
TOTAL EXPENDITURES	914,770.00	468,884.00	162,751.41	807,893.83	467,720.41	(360,844.24)	139.45%
REVENUE OVER(UNDER) EXPEND	30,000.00	(468,884.00)	(83,348.82)	(733,877.65)	(467,720.41)	1,231,598.06	

CITY OF SCHERTZ

REVENUE REPORT (UNAUDITED)

AS OF: September 30, 2023

110-PEG FUND		CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR Y-T-D	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
REVENUES								
<u>Franchises</u>								
000-421350	Time Warner - PEG Fee	60,000.00	-	62,326.97	60,304.11	-	(304.11)	100.51
000-421465	AT&T PEG Fee	30,000.00	-	17,075.62	13,712.07	-	16,287.93	45.71
TOTAL Franchises		90,000.00	-	79,402.59	74,016.18	-	15,983.82	82.24%
<u>Fund Transfers</u>								
000-481000	Transfer In - Reserves	854,770.00	-	-	-	-	854,770.00	-
TOTAL Fund Transfers		854,770.00	-	-	-	-	854,770.00	0.00%
TOTAL REVENUES		944,770.00	-	79,402.59	74,016.18	-	870,753.82	7.83%

PEG FUND
CASH IN BANK AND INVESTMENTS

AS OF: September 30, 2023

Cash in Bank

Cash Balance

\$ 598,111.58

Total Cash in Bank & Investments

\$ 598,111.58

CITY OF SCHERTZ

REVENUE AND EXPENSE REPORT (UNAUDITED)

AS OF: September 30, 2023

	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR Y-T-D	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
202-WATER & SEWER							
FINANCIAL SUMMARY							
REVENUE SUMMARY							
Franchises	400,000.00	2,500.00	360,419.37	309,035.39	-	90,964.61	77.26
Fees	27,487,000.00	3,025,378.76	28,981,667.20	30,316,022.76	-	(2,829,022.76)	110.29
Fund Transfers	150,000.00	12,500.00	439,669.70	150,000.00	-	-	100.00
Miscellaneous	448,858.00	42,867.83	6,834,861.32	699,835.68	-	(250,977.68)	155.91
TOTAL REVENUES	28,485,858.00	3,083,246.59	36,616,617.59	31,474,893.83	-	(2,989,035.83)	110.49%
EXPENDITURE SUMMARY							
BUSINESS OFFICE							
Personnel Services	568,896.00	58,433.11	425,743.41	524,305.54	5,556.96	39,033.50	93.14
Supplies	213,090.63	684.49	149,748.25	209,561.53	-	3,529.10	98.34
City Support Services	65,679.91	1,840.00	37,261.69	45,658.36	5,040.00	14,981.55	77.19
Utility Services	11,500.00	1,812.00	11,332.76	9,181.90	-	2,318.10	79.84
Operations Support	120,000.00	21,507.69	120,360.03	124,526.41	-	(4,526.41)	103.77
Staff Support	8,700.00	828.15	5,322.96	5,043.90	-	3,656.10	57.98
Professional Services	273,000.00	127.87	311,462.09	262,072.63	-	10,927.37	96.00
Maintenance Services	18,700.00	-	4,620.00	-	-	18,700.00	-
Operating Equipment	2,220.09	-	-	2,180.71	-	39.38	98.23
Capital Outlay	-	-	-	-	44.50	(44.50)	-
TOTAL BUSINESS OFFICE	1,281,786.63	85,233.31	1,065,851.19	1,182,530.98	10,641.46	88,614.19	93.09%
W & S ADMINISTRATION							
Personnel Services	2,027,484.00	240,929.69	1,821,806.99	1,854,493.29	21,508.20	151,482.51	92.53
Supplies	63,000.00	26,921.23	44,285.45	60,386.95	3,512.55	(899.50)	101.43
City Support Services	190,500.00	263.56	72,617.33	89,448.08	3.20	101,048.72	46.96
Utility Services	3,585,500.00	496,509.92	3,890,451.71	3,231,394.43	-	354,105.57	90.12
Operations Support	10,050.00	613.15	7,390.09	5,731.13	-	4,318.87	57.03
Staff Support	43,000.00	2,556.50	35,788.12	27,386.62	-	15,613.38	63.69
City Assistance	-	-	40.00	-	-	-	-
Professional Services	428,400.00	43,788.91	377,237.71	365,407.90	7,694.22	55,297.88	87.09
Fund Charges/Transfers	6,746,368.00	482,330.09	8,930,072.35	6,531,949.01	-	214,418.99	96.82
Maintenance Services	9,570,200.00	1,928,213.70	10,994,259.83	10,869,013.55	78,357.71	(1,377,171.26)	114.39
Other Costs	40,000.00	-	36,615.93	36,705.45	-	3,294.55	91.76
Debt Service	2,499,777.00	-	637,021.94	2,619,511.31	-	(119,734.31)	104.79
Other Financing Sources	-	-	57,094.83	-	-	-	-
Rental/Leasing	72,275.00	8,500.00	113,265.24	105,401.61	-	(33,126.61)	145.83
Operating Equipment	7,000.00	1,300.91	8,200.91	7,177.76	-	(177.76)	102.54
Capital Outlay	261,400.00	-	-	309,498.13	354,125.49	(402,223.62)	253.87
TOTAL PUBLIC WORKS	25,544,954.00	3,231,927.66	27,026,148.43	26,113,505.22	465,201.37	(1,033,752.59)	104.05%

CITY OF SCHERTZ

REVENUE AND EXPENSE REPORT (UNAUDITED)

AS OF: September 30, 2023

202-WATER & SEWER FINANCIAL SUMMARY	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR Y-T-D	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
<u>MISC & PROJECTS</u>							
<u>PROJECTS</u>							
Fund Charges/Transfers	-	-	5,000,000.00	326,181.00	-	(326,181.00)	-
TOTAL PROJECTS	-	-	5,000,000.00	648,231.76	-	(648,231.76)	0.00%
TOTAL MISC & PROJECTS	-	-	5,000,000.00	648,231.76	-	(648,231.76)	0.00%
TOTAL EXPENDITURES	26,826,740.63	3,317,160.97	33,091,999.62	27,944,267.96	475,842.83	(1,593,370.16)	105.94%
** REVENUE OVER(UNDER)EXPENSES **	1,659,117.37	(233,914.38)	3,524,617.97	3,530,625.87	(475,842.83)	(1,395,665.67)	

CITY OF SCHERTZ

REVENUE REPORT (UNAUDITED)

AS OF: September 30, 2023

202-WATER & SEWER REVENUES	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR Y-T-D	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
<u>Franchises</u>							
000-421490 Cell Tower Leasing	400,000.00	2,500.00	360,419.37	309,035.39	-	90,964.61	77.26
TOTAL Franchises	400,000.00	2,500.00	360,419.37	309,035.39	-	90,964.61	77.26%
<u>Fees</u>							
000-455200 Garbage Collection Fee	5,300,000.00	527,154.18	5,673,337.05	5,921,273.03	-	(621,273.03)	111.72
000-455600 Fire Line Fees	22,000.00	-	-	-	-	22,000.00	-
000-455700 Recycle Fee Revenue	340,000.00	29,468.62	348,489.59	350,633.77	-	(10,633.77)	103.13
000-455800 W&S Line Constructn Reimbur	25,000.00	50.00	11,541.00	1,560.00	-	23,440.00	6.24
000-457100 Sale of Water	12,600,000.00	1,611,487.76	13,249,624.06	14,061,245.51	-	(1,461,245.51)	111.60
000-457110 Edwards Water Lease	40,000.00	-	-	-	-	40,000.00	-
000-457120 Water Transfer Charge-Selma	15,000.00	-	-	-	-	15,000.00	-
000-457200 Sale of Meters	100,000.00	2,377.04	116,855.13	68,287.15	-	31,712.85	68.29
000-457400 Sewer Charges	8,800,000.00	824,547.86	9,256,697.32	9,585,342.67	-	(785,342.67)	108.92
000-457500 Water Penalties	240,000.00	30,068.30	322,373.05	325,180.63	-	(85,180.63)	135.49
000-458110 Sale of Merchandise - GovDeals	2,500.00	-	-	-	-	2,500.00	-
000-459200 NSF Check Fee-Water&Sewer	2,500.00	225.00	2,750.00	2,500.00	-	-	100.00
TOTAL Fees	27,487,000.00	3,025,378.76	28,981,667.20	30,316,022.76	-	(2,829,022.76)	110.29%
<u>Fund Transfers</u>							
000-486204 Interfnd Chrg-Drainage Billing	150,000.00	12,500.00	150,000.00	150,000.00	-	-	100.00
000-486406 Transfer In - Pblc Imprvmnt	-	-	0.36	-	-	-	-
TOTAL Fund Transfers	150,000.00	12,500.00	439,669.70	150,000.00	-	-	100.00%
<u>Miscellaneous</u>							
000-490000 Misc Charges	10,500.00	960.00	14,729.51	11,615.00	-	(1,115.00)	110.62
000-491000 Interest Earned	25,000.00	175.40	20,570.55	12,787.44	-	12,212.56	51.15
000-491200 Investment Income	100,000.00	41,333.78	75,302.89	404,207.10	-	(304,207.10)	404.21
000-496000 Water Construction Reserve Acc	-	-	-	1.00	-	(1.00)	-
000-497000 Misc Income-W&S	18,000.00	398.65	4,379.46	18,600.67	-	(600.67)	103.34
000-498110 Salary Reimb-SSLGC	295,358.00	-	340,912.86	252,623.47	-	42,734.53	85.53
000-498200 Reimbursmnt-W&S Project	-	-	-	1.00	-	(1.00)	-
000-499000 Change In Equity	-	-	1,438,934.00	-	-	-	-
000-499100 Distribution-GSE Bond Set	-	-	(0.15)	-	-	-	-
TOTAL Miscellaneous	448,858.00	42,867.83	6,834,861.32	699,835.68	-	(250,977.68)	155.91%
TOTAL REVENUES	28,485,858.00	3,083,246.59	36,616,617.59	31,474,893.83	-	(2,989,035.83)	110.49%

WATER & SEWER
CASH IN BANK AND INVESTMENTS

AS OF: September 30, 2023

Cash in Bank

Claim on Operating Cash Pool-Checking	\$ 846,115.44
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Cash in Investments

Lone Star Investment-Water&Sewer	8,693,893.55
Lone Star Investment-W&S Customer Deposits	336,000.86
Lone Star Investment-W&S Equip Replacement	202,019.58
Lone Star Investment-W&S Veh Replacement	291,835.57
Schertz Bank & Trust-Certificate of Deposit	<u>1,183,796.96</u>
	\$ 10,707,546.52

Total Cash in Bank & Investments	<u><u>\$ 11,553,661.96</u></u>
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CITY OF SCHERTZ
REVENUE AND EXPENSE REPORT (UNAUDITED)
AS OF: September 30, 2023

	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR	Y-T-D	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
203-EMS								
<u>FINANCIAL SUMMARY</u>								
<u>REVENUE SUMMARY</u>								
Fees	7,605,302.40	772,904.31	7,780,594.93	8,632,266.80	-	(1,026,964.40)	113.50	
Inter-Jurisdictional	3,978,179.42	131,892.72	4,133,931.29	3,865,287.47	-	112,891.95	97.16	
Fund Transfers	262,000.00	-	7,380.53	-	-	262,000.00	-	
Miscellaneous	171,500.00	11,228.24	81,240.47	232,540.38	-	(61,040.38)	135.59	
TOTAL REVENUES	12,016,981.82	916,025.27	12,003,147.22	12,730,094.65	-	(713,112.83)	105.93%	
<u>EXPENDITURE SUMMARY</u>								
<u>PUBLIC SAFETY</u>								
<u>SCHERTZ EMS</u>								
Personnel Services	6,238,590.00	822,218.35	5,748,218.07	6,859,085.17	66,304.72	(686,799.89)	111.01	
Supplies	398,525.00	24,654.40	441,924.57	481,406.14	23,859.79	(106,740.93)	126.78	
City Support Services	158,500.00	1,677.78	81,609.59	88,439.69	1,677.78	68,382.53	56.86	
Utility Services	176,000.00	41,328.42	186,236.50	187,669.11	397.66	(12,066.77)	106.86	
Operations Support	31,500.00	3,280.89	33,776.74	31,635.01	409.00	(544.01)	101.73	
Staff Support	123,500.00	9,667.95	68,736.21	104,994.50	6,219.09	12,286.41	90.05	
City Assistance	624,989.01	103,081.50	623,522.15	622,720.71	167.00	2,101.30	99.66	
Professional Services	125,500.00	2,737.84	149,673.61	113,813.39	2,220.77	9,465.84	92.46	
Fund Charges/Transfers	3,145,058.40	242,727.29	3,292,460.69	3,441,866.76	-	(296,808.36)	109.44	
Maintenance Services	13,000.00	1,040.00	10,440.00	9,320.00	-	3,680.00	71.69	
Debt Service	-	-	-	-	-	-	-	
Rental/Leasing	150,000.00	-	(6,633.35)	78,509.17	-	71,490.83	52.34	
Operating Equipment	120,500.00	12,789.10	37,658.69	76,088.10	9,967.28	34,444.62	71.42	
Capital Outlay	710,000.00	4,950.00	17,240.00	476,408.50	207,093.68	26,497.82	96.27	
TOTAL PUBLIC SAFETY	12,015,662.41	1,270,153.52	10,684,863.47	12,571,956.25	318,316.77	(874,610.61)	107.28%	
TOTAL EXPENDITURES	12,015,662.41	1,270,153.52	10,684,863.47	12,571,956.25	318,316.77	(874,610.61)	107.28%	
** REVENUE OVER(UNDER) EXPENSES **	1,319.41	(354,128.25)	1,318,283.75	158,138.40	(318,316.77)	161,497.78		

CITY OF SCHERTZ
REVENUE REPORT (UNAUDITED)
AS OF: September 30, 2023

		CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR Y-T-D	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
203-EMS REVENUES								
<u>Fees</u>								
000-456100	Ambulance/Mileage Transprt Fee	7,248,302.40	718,069.78	7,400,892.24	8,252,577.81	-	(1,004,275.41)	113.86
000-456110	Passport Membership Fees	26,000.00	180.00	26,660.00	25,590.00	-	410.00	98.42
000-456120	EMT Class - Fees	140,000.00	38,600.00	170,975.00	163,765.00	-	(23,765.00)	116.98
000-456122	CE Class - Fees	20,000.00	-	18,523.20	20,691.35	-	(691.35)	103.46
000-456130	Immunization Fees	3,000.00	-	2,266.16	1,936.83	-	1,063.17	64.56
000-456140	Billing Fees-External	28,000.00	3,231.38	23,383.14	31,288.59	-	(3,288.59)	111.74
000-456150	Standby Fees	50,000.00	8,051.35	53,638.60	49,815.10	-	184.90	99.63
000-456155	Community Services Support	50,000.00	1,639.80	42,061.59	49,537.12	-	462.88	99.07
000-456160	MIH Services	40,000.00	3,132.00	42,145.00	37,065.00	-	2,935.00	92.66
000-459200	NSF Check Fee	-	-	50.00	-	-	-	-
TOTAL Fees		7,605,302.40	772,904.31	7,780,594.93	8,632,266.80	-	(1,026,964.40)	113.50%
<u>Inter-Jurisdictional</u>								
000-473500	Seguin/Guadalupe Co Support	927,934.89	77,327.91	850,607.01	927,934.92	-	(0.03)	100.00
000-474200	JBSA Support	654,777.78	54,564.81	582,130.94	653,788.45	-	989.33	99.85
000-474300	Cibolo Support	557,333.70	-	529,043.96	557,333.72	-	(0.02)	100.00
000-475100	Comal Co ESD #6	132,247.05	-	200,905.18	104,509.14	-	27,737.91	79.03
000-475200	Live Oak Support	273,764.40	-	259,350.75	273,764.40	-	-	100.00
000-475300	Universal City Support	345,554.30	-	335,884.88	345,554.32	-	(0.02)	100.00
000-475400	Selma Support	186,132.10	-	180,290.24	186,132.12	-	(0.02)	100.00
000-475500	Schertz Support	725,514.30	-	695,644.24	725,514.32	-	(0.02)	100.00
000-475600	Santa Clara Support	12,236.00	-	11,953.04	12,236.00	-	-	100.00
000-475800	Marion Support	22,684.90	-	21,363.88	22,684.92	-	(0.02)	100.00
000-475910	TASPP Program	140,000.00	-	466,757.17	55,835.16	-	84,164.84	39.88
TOTAL Inter-Jurisdictional		3,978,179.42	131,892.72	4,133,931.29	3,865,287.47	-	112,891.95	97.16%
<u>Fund Transfers</u>								
000-486000	Transfer In-Reserves	262,000.00	-	-	-	-	262,000.00	-
TOTAL Fund Transfers		262,000.00	-	7,380.53	-	-	262,000.00	0.00%
<u>Miscellaneous</u>								
000-491000	Interest Earned	1,500.00	1,357.40	1,163.96	12,059.90	-	(10,559.90)	803.99
000-491200	Investment Income	4,000.00	2,425.37	5,894.52	30,690.52	-	(26,690.52)	767.26
000-493203	Donations-EMS	2,000.00	-	1,500.00	1,215.00	-	785.00	60.75
000-497000	Misc Income	94,000.00	2,875.75	28,161.99	123,618.98	-	(29,618.98)	131.51
000-497100	Recovery of Bad Debt	20,000.00	483.00	12,902.88	14,663.30	-	5,336.70	73.32
000-497110	Collection Agency-Bad Debt	50,000.00	4,086.72	31,617.12	50,292.68	-	(292.68)	100.59
TOTAL Miscellaneous		171,500.00	11,228.24	81,240.47	232,540.38	-	(61,040.38)	135.59%
TOTAL REVENUES		12,016,981.82	916,025.27	12,003,147.22	12,730,094.65	-	(713,112.83)	105.93%

CITY OF SCHERTZ
CASH IN BANK AND INVESTMENTS

AS OF: September 30, 2023

Cash in Bank		
Claim on Operating Cash Pool-Checking	\$	385,204.45
Cash in Investments		
EMS-Logic		<u>444,012.50</u>
Total Cash in Bank & Investments	\$	<u>829,216.95</u>

CITY OF SCHERTZ
 REVENUE AND EXPENSE REPORT (UNAUDITED)
 AS OF: September 30, 2023

204-DRAINAGE FINANCIAL SUMMARY	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR Y-T-D	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
REVENUE SUMMARY							
Permits	7,000.00	1,300.00	9,650.00	16,400.00	-	(9,400.00)	234.29
Fees	1,258,500.00	106,369.81	1,258,898.99	1,266,779.83	-	(8,279.83)	100.66
Fund Transfers	182,573.00	-	19,165.69	-	-	182,573.00	-
Miscellaneous	2,000.00	2,886.01	3,938.20	29,157.63	-	(27,157.63)	1,457.88
TOTAL REVENUES	1,450,073.00	110,555.82	1,291,652.88	1,312,337.46	-	137,735.54	90.50%
EXPENDITURE SUMMARY							
PUBLIC WORKS							
DRAINAGE							
Personnel Services	525,214.00	63,805.13	283,538.94	527,557.90	7,437.66	(9,781.56)	101.86
Supplies	6,950.00	2,939.71	10,989.28	5,861.10	17.84	1,071.06	84.59
City Support Services	16,000.00	87.85	4,490.30	5,306.58	3.20	10,690.22	33.19
Utility Services	16,900.00	5,758.02	26,435.76	33,966.94	-	(17,066.94)	200.99
Staff Support	14,000.00	141.59	11,171.34	7,660.81	-	6,339.19	54.72
City Assistance	200.00	-	40.00	-	-	200.00	-
Professional Services	42,500.00	1,278.00	16,224.68	40,595.12	2,668.96	(764.08)	101.80
Fund Charges/Transfers	575,443.00	47,870.25	682,199.02	574,443.00	-	1,000.00	99.83
Maintenance Services	75,000.00	16,699.20	9,763.59	29,832.31	12,710.05	32,457.64	56.72
Other Costs	100.00	-	100.00	105.00	-	(5.00)	105.00
Operating Equipment	2,500.00	-	2,458.58	2,402.25	-	97.75	96.09
Capital Outlay	165,000.00	59,101.75	-	132,716.42	60,457.50	(28,173.92)	117.08
TOTAL DRAINAGE	1,439,807.00	197,681.50	1,047,411.49	1,360,447.43	83,295.21	(3,935.64)	100.27%
TOTAL EXPENDITURES	1,439,807.00	197,681.50	1,047,411.49	1,360,447.43	83,295.21	(3,935.64)	100.27%
** REVENUE OVER(UNDER) EXPEND	10,266.00	(87,125.68)	244,241.39	(48,109.97)	(83,295.21)	141,671.18	

CITY OF SCHERTZ

REVENUE REPORT (UNAUDITED)

AS OF: September 30, 2023

204-DRAINAGE	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR	Y-T-D	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
REVENUES								
<u>Permits</u>								
000-432400 Floodplain Permit	7,000.00	1,300.00	9,650.00	16,400.00	-	(9,400.00)	234.29	
TOTAL Permits	7,000.00	1,300.00	9,650.00	16,400.00	-	(9,400.00)	234.29%	
<u>Fees</u>								
000-457500 Drainage Penalties	8,500.00	984.76	9,880.78	10,507.12	-	(2,007.12)	123.61	
000-457600 Drainage Fee	1,250,000.00	105,385.05	1,249,018.21	1,256,272.71	-	(6,272.71)	100.50	
TOTAL Fees	1,258,500.00	106,369.81	1,258,898.99	1,266,779.83	-	(8,279.83)	100.66%	
<u>Fund Transfers</u>								
000-481000 Transfer In - Reserves	165,000.00	-	-	-	-	165,000.00	-	
000-486101 Transfer In - General Fund	17,573.00	-	-	-	-	17,573.00	-	
TOTAL Funds Transfers	182,573.00	-	19,165.69	-	-	182,573.00	0.00%	
<u>Miscellaneous</u>								
000-491000 Interest Earned	500.00	219.59	710.43	3,588.69	-	(3,088.69)	717.74	
000-491200 Investment Income	1,500.00	2,666.42	3,227.77	25,568.94	-	(24,068.94)	1,704.60	
TOTAL Miscellaneous	2,000.00	2,886.01	3,938.20	29,157.63	-	(27,157.63)	1457.88%	
TOTAL REVENUES	1,450,073.00	110,555.82	1,291,652.88	1,312,337.46	-	137,735.54	90.50%	

DRAINAGE
CASH IN BANK AND INVESTMENTS

AS OF: September 30, 2023

Cash in Bank

Claim on Operating Cash Pool-Checking	\$ 89,798.75
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Cash in Investments

Lone Star Investment-Drainage Maint Fund	<u>519,019.06</u>
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Total Cash in Bank & Investments	<u>\$ 608,817.81</u>
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CITY OF SCHERTZ
 REVENUE AND EXPENSE REPORT (UNAUDITED)
 AS OF: September 30, 2023

	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR Y-T-D	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
314-HOTEL TAX							
FINANCIAL SUMMARY							
<u>REVENUE SUMMARY</u>							
Taxes	640,000.00	84,554.36	804,132.41	1,036,496.39	-	(396,496.39)	161.95
Miscellaneous	8,500.00	11,003.59	14,582.47	92,825.32	-	(84,325.32)	1,092.06
TOTAL REVENUES	648,500.00	95,557.95	818,714.88	1,129,321.71	-	(480,821.71)	174.14%
<u>EXPENDITURE SUMMARY</u>							
<u>NONDEPARTMENTAL</u>							
City Support Services	118,000.00	4,914.52	65,701.90	60,418.22	-	57,581.78	51.20
Operations Support	25,700.00	8,445.00	19,061.10	21,276.80	-	4,423.20	82.79
Professional Services	4,000.00	-	3,831.79	21,428.99	180.00	(17,608.99)	540.22
Fund Charges/Transfers	69,915.00	5,826.25	74,443.00	69,915.00	-	-	100.00
Maintenance Services	50,000.00	-	54,676.81	2,300.00	-	47,700.00	4.60
Operating Equipment	-	-	-	-	-	-	-
Capital Outlay	5,300.00	-	28,200.00	5,266.00	-	34.00	99.36
TOTAL NONDEPARTMENTAL	272,915.00	19,185.77	245,914.60	180,605.01	180.00	92,129.99	66.24%
TOTAL GENERAL GOVERNMENT	272,915.00	19,185.77	245,914.60	180,605.01	180.00	92,129.99	66.24%
MISC & PROJECTS							
<u>PROJECTS</u>							
Professional Services	-	-	57,214.83	1,440.00	-	(1,440.00)	-
Maintenance Services	-	-	1,128,295.01	40,997.22	-	(40,997.22)	-
TOTAL PROJECTS	-	-	1,185,509.84	42,437.22	-	(42,437.22)	0.00%
TOTAL MISC & PROJECTS	-	-	1,185,509.84	42,437.22	-	(42,437.22)	0.00%
TOTAL EXPENDITURES	272,915.00	19,185.77	1,431,424.44	223,042.23	180.00	49,692.77	81.79%
REVENUE OVER(UNDER) EXPENDITURE	375,585.00	76,372.18	(612,709.56)	906,279.48	(180.00)	(530,514.48)	

**HOTEL OCCUPANCY TAX FUND
CASH IN BANK AND INVESTMENTS**

AS OF: September 30, 2023

Cash in Bank

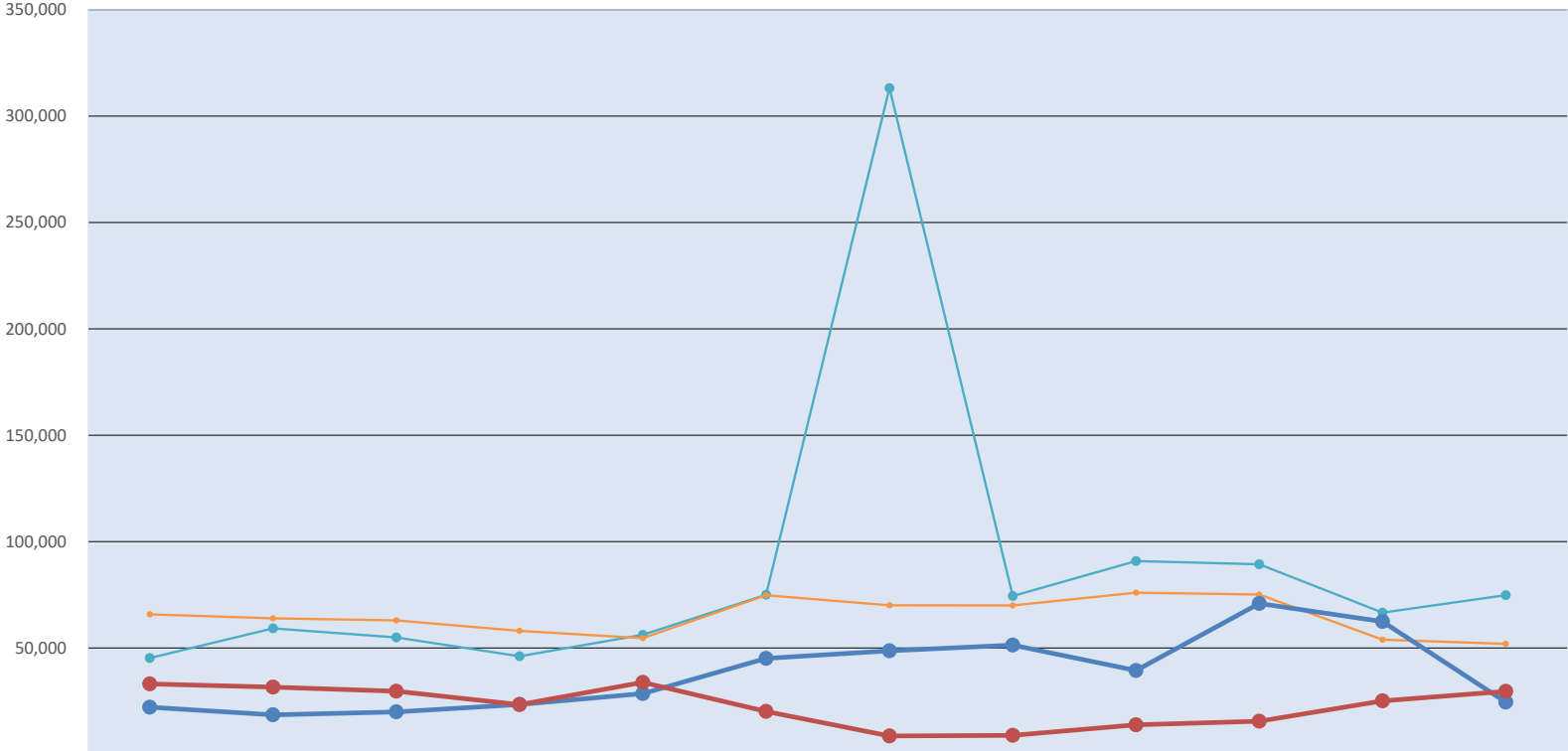
Claim on Operating Cash Pool-Checking \$ 95,571.74

Cash in Investments

Texas Class - Hotel Tax 2,420,773.60

Total Cash in Bank & Investments \$ 2,516,345.34

HOTEL OCCUPANCY TAX



	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
2022-23	45,268	59,237	54,980	46,118	56,190	74,993	313,177	74,439	90,866	89,341	66,631	74,851
2021-22	65,789	63,938	62,952	58,027	54,614	74,755	70,056	70,014	75,996	75,155	53,940	51,934
2020-21	22,147	18,567	19,948	23,467	28,556	45,098	48,675	51,329	39,397	70,910	62,432	24,529
2019-20	33,124	31,590	29,661	23,382	33,841	20,209	8,643	8,934	13,859	15,559	25,115	29,624

CITY OF SCHERTZ
REVENUE AND EXPENSE REPORT (UNAUDITED)
AS OF: September 30, 2023

317-PARK	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR Y-T-D	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
FINANCIAL SUMMARY							
REVENUE SUMMARY							
Fees	318,000.00	202,500.00	-	203,500.00	-	114,500.00	63.99
Fund Transfers	262,069.00	-	-	-	-	262,069.00	-
Miscellaneous	1,025.00	0.24	2,194.71	9,057.67	-	(8,032.67)	883.68
TOTAL REVENUES	581,094.00	202,500.24	2,194.71	212,557.67	-	368,536.33	36.58%
EXPENDITURE SUMMARY							
PARKLAND DEDICATION							
Professional Services	25,000.00	-	10,040.00	-	1,475.00	23,525.00	5.90
Capital Outlay	362,069.00	-	17,650.02	387,069.00	-	(25,000.00)	106.90
TOTAL PARKLAND DEDICATION	387,069.00	-	27,690.02	387,069.00	1,475.00	(1,475.00)	100.38%
TOTAL EXPENDITURES	387,069.00	-	27,690.02	387,069.00	1,475.00	(1,475.00)	100.38%
REVENUE OVER(UNDER) EXPEND	194,025.00	202,500.24	(25,495.31)	(174,511.33)	(1,475.00)	370,011.33	

CITY OF SCHERTZ

REVENUE REPORT (UNAUDITED)

AS OF: September 30, 2023

317-PARK REVENUES	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR Y-T-D	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
<u>Fees</u>							
000-458800 Parkland Dedication	318,000.00	202,500.00	-	203,500.00	-	114,500.00	63.99
TOTAL Fees	318,000.00	202,500.00	-	203,500.00	-	114,500.00	63.99%
<u>Fund Transfers</u>							
000-48100 Transfer In- Reserves	262,069.00	-	-	-	-	262,069.00	-
TOTAL Fund Transfers	262,069.00	-	-	-	-	262,069.00	0.00%
<u>Miscellaneous</u>							
000-491000 Interest Earned	25.00	-	32.49	118.31	-	(93.31)	473.24
000-491200 Investment Income	1,000.00	0.24	2,162.22	8,939.36	-	(7,939.36)	893.94
TOTAL Miscellaneous	1,025.00	0.24	2,194.71	9,057.67	-	(8,032.67)	883.68%
TOTAL REVENUES	581,094.00	202,500.24	2,194.71	212,557.67	-	368,536.33	36.58%

PARK FUND
CASH IN BANK AND INVESTMENTS

AS OF: September 30, 2023

Cash in Bank	Current
Claim on Operating Cash Pool-Checking	86,970.59
Cash in Investments	
Texas Class- Park Fund	40.13
Total in Investment Pool	<u>40.13</u>
Total Cash in Bank & Investments	<u>87,010.72</u>

CITY OF SCHERTZ
 REVENUE AND EXPENSE REPORT (UNAUDITED)
 AS OF: September 30, 2023

319-TREE MITIGATION	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR Y-T-D	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
FINANCIAL SUMMARY							
REVENUE SUMMARY							
Fees	70,000.00	-	136,950.00	48,065.00	-	21,935.00	68.66
Miscellaneous	1,400.00	3,378.19	5,324.04	35,599.36	-	(34,199.36)	2,542.81
TOTAL REVENUES	71,400.00	3,378.19	142,274.04	83,664.36	-	(12,264.36)	117.18%
EXPENDITURE SUMMARY							
TREE MITIGATION							
Maintenance Services	70,000.00	49,830.29	82,110.00	93,030.29	-	(23,030.29)	132.90
TOTAL TREE MITIGATION	70,000.00	49,830.29	82,110.00	93,030.29	-	(23,030.29)	132.90%
TOTAL EXPENDITURES	70,000.00	49,830.29	82,110.00	93,030.29	-	(23,030.29)	132.90%
REVENUE OVER(UNDER) EXPEND	1,400.00	(46,452.10)	60,164.04	(9,365.93)	-	10,765.93	

CITY OF SCHERTZ
 REVENUE REPORT (UNAUDITED)
 AS OF: September 30, 2023

319-TREE MITIGATION		CURRENT	CURRENT	PRIOR YEAR Y-T-D	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET	% OF
REVENUES		BUDGET	PERIOD				BALANCE	BUDGET
<u>Fees</u>								
000-458900	Tree Mitigation	70,000.00	-	136,950.00	48,065.00	-	21,935.00	68.66
TOTAL Fees		70,000.00	-	136,950.00	48,065.00	-	21,935.00	68.66%
<u>Miscellaneous</u>								
000-491000	Interest Earned	200.00	13.93	38.88	589.77	-	(389.77)	294.89
000-491200	Investment Income	1,200.00	3,364.26	5,285.16	35,009.59	-	(33,809.59)	2,917.47
TOTAL Miscellaneous		1,400.00	3,378.19	5,324.04	35,599.36	-	(34,199.36)	2542.81%
TOTAL REVENUES		71,400.00	3,378.19	142,274.04	83,664.36	-	(12,264.36)	117.18%

TREE MITIGATION FUND
CASH IN BANK AND INVESTMENTS

AS OF: September 30, 2023

Cash in Bank	
Claim on Operating Cash Pool-Checking	\$5,376.23
Cash in Investments	
MBIA Investment-Tree Mitigation	<u>743,147.38</u>
Total Cash in Bank & Investments	<u>\$748,523.61</u>

CITY OF SCHERTZ
 REVENUE AND EXPENSE REPORT (UNAUDITED)
 AS OF: September 30, 2023

411-CAPITAL RECOVERY WATER	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR Y-T-D	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
<u>FINANCIAL SUMMARY</u>							
<u>REVENUE SUMMARY</u>							
Fees	1,100,000.00	49,093.00	832,663.76	675,206.80	-	424,793.20	61.38
Miscellaneous	51,500.00	25,929.86	65,207.57	257,693.12	-	(206,193.12)	500.37
TOTAL REVENUES	1,151,500.00	75,022.86	897,871.33	932,899.92	-	218,600.08	81.02%
<u>EXPENDITURE SUMMARY</u>							
<u>GENERAL GOVERNMENT</u>							
<u>NONDEPARTMENTAL</u>							
Professional Services	44,000.00	10,175.25	37,233.55	11,175.25	26,263.56	6,561.19	85.09
TOTAL NON DEPARTMENTAL	55,748.00	10,175.25	37,233.55	11,175.25	26,263.56	18,309.19	67.16%
TOTAL EXPENDITURES	55,748.00	10,175.25	4,268,052.25	466,731.04	26,263.56	(437,246.60)	884.33%
REVENUE OVER(UNDER) EXPENDITURES	1,095,752.00	64,847.61	(3,370,180.92)	466,168.88	(26,263.56)	655,846.68	

CITY OF SCHERTZ

REVENUE REPORT (UNAUDITED)

AS OF: September 30, 2023

411-CAPITAL RECOVERY WATER REVENUES	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR Y-T-D	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
<u>Fees</u>							
000-455900 Cap Rcvry-Water	1,100,000.00	49,093.00	832,663.76	675,206.80	-	424,793.20	61.38
TOTAL Fees	1,100,000.00	49,093.00	832,663.76	675,206.80	-	424,793.20	61.38%
<u>Fund Transfers</u>							
<u>Miscellaneous</u>							
000-491000 Interest Earned	1,500.00	-	754.20	1,697.12	-	(197.12)	113.14
000-491200 Investment Income	50,000.00	25,929.86	64,453.37	255,996.00	-	(205,996.00)	511.99
TOTAL Miscellaneous	51,500.00	25,929.86	65,207.57	257,693.12	-	(206,193.12)	500.37%
TOTAL REVENUES	1,151,500.00	75,022.86	897,871.33	932,899.92	-	218,600.08	81.02%

**CAPITAL RECOVERY WATER
CASH IN BANK AND INVESTMENTS**

AS OF: September 30, 2023

Cash in Bank		
Claim on Operating Cash Pool-Checking	\$	90,273.59
Cash in Investments		
Lone Star Investment-Capital Recovery Water		<u>5,262,579.17</u>
Total Cash in Bank & Investments	\$	<u>5,352,852.76</u>

CITY OF SCHERTZ
 REVENUE AND EXPENSE REPORT (UNAUDITED)
 AS OF: September 30, 2023

421-CAPITAL RECOVERY SEWER	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR Y-T-D	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
FINANCIAL SUMMARY							
<u>REVENUE SUMMARY</u>							
Fees	550,000.00	111,756.00	371,261.32	523,142.18	-	26,857.82	95.12
Miscellaneous	51,500.00	22,874.50	59,886.70	262,198.52	-	(210,698.52)	509.12
TOTAL REVENUES	601,500.00	134,630.50	431,148.02	785,340.70	-	(183,840.70)	130.56%
<u>EXPENDITURE SUMMARY</u>							
GENERAL GOVERNMENT							
NONDEPARTMENTAL							
City Support Services	11,748.00	-	-	-	-	11,748.00	-
Professional Services	52,500.00	16,515.50	21,382.14	19,073.22	60,901.35	(27,474.57)	152.33
TOTAL NON DEPARTMENTAL	64,248.00	16,515.50	21,382.14	19,073.22	60,901.35	(15,726.57)	124.48%
TOTAL EXPENDITURES	64,248.00	16,515.50	21,382.14	19,073.22	60,901.35	(15,726.57)	124.48%
REVENUE OVER(UNDER) EXPENDITURES	537,252.00	118,115.00	409,765.88	766,267.48	(60,901.35)	(168,114.13)	

CITY OF SCHERTZ
 REVENUE REPORT (UNAUDITED)
 AS OF: September 30, 2023

421-CAPITAL RECOVERY SEWER REVENUES	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR Y-T-D	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
<u>Fees</u>							
000-455910 Cap Rcvry-Waste Water	550,000.00	111,756	371,261.32	523,142.18	-	26,857.82	95.12
TOTAL Fees	550,000.00	111,756.00	371,261.32	523,142.18	-	26,857.82	95.12%
<u>Miscellaneous</u>							
000-491000 Interest Earned	1,500.00	157.96	6,414.51	20,447.69	-	(18,947.69)	1,363.18
000-491200 Investment Income	50,000.00	22,716.54	63,417.67	241,599.89	-	(191,599.89)	483.20
000-491900 Unrealize Gain/Loss-Captl One	-	-	(9,945.48)	150.94	-	(150.94)	-
TOTAL Miscellaneous	51,500.00	22,874.50	59,886.70	262,198.52	-	(210,698.52)	509.12%
TOTAL REVENUES	601,500.00	134,630.50	431,148.02	785,340.70	-	(183,840.70)	130.56%

**CAPITAL RECOVERY SEWER
CASH IN BANK AND INVESTMENTS**

AS OF: September 30, 2023

Cash in Bank	
Claim on Operating Cash Pool-Checking	\$ 66,180.46
Cash in Investments	
Lone Star Investment-Capital Recovery Sewer	5,062,347.16
Capital One-Investment	<u> -</u>
Total Cash in Bank & Investments	<u><u>\$ 5,128,527.62</u></u>

CITY OF SCHERTZ
 REVENUE AND EXPENSE REPORT (UNAUDITED)
 AS OF: September 30, 2023

431-ROADWAY IMPACT FEE AREA 1	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR Y-T-D	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
FINANCIAL SUMMARY							
<u>REVENUE SUMMARY</u>							
Fees	250,000.00	10,110.00	252,871.82	301,561.43	-	(51,561.43)	120.62
Fund Transfers	88,173.00	-	-	-	-	88,173.00	-
Miscellaneous	5,200.00	4,738.81	6,035.39	42,128.00	-	(36,928.00)	810.15
TOTAL REVENUES	343,373.00	14,848.81	258,907.21	343,689.43	-	(316.43)	100.09%
<u>EXPENDITURE SUMMARY</u>							
GENERAL GOVERNMENT							
NONDEPARTMENTAL							
Professional Services	5,000.00	-	1,358.50	-	-	5,000.00	-
TOTAL NON DEPARTMENTAL	5,000.00	-	1,358.50	-	-	5,000.00	0.00%
MISC & PROJECTS							
Maintenance Services	88,173.00	-	-	88,172.99	-	0.01	100.00
TOTAL MISC & PROJECTS	88,173.00	-	-	88,172.99	-	0.01	100.00%
TOTAL EXPENDITURES	93,173.00	-	1,358.50	88,172.99	-	5,000.01	94.63%
REVENUE OVER(UNDER) EXPENDITURES	250,200.00	14,848.81	257,548.71	255,516.44	-	(5,316.44)	

CITY OF SCHERTZ

REVENUE REPORT (UNAUDITED)

AS OF: September 30, 2023

431-ROADWAY IMPACT FEE AREA 1	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR Y-T-D	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
REVENUES							
<u>Fees</u>							
000-455921 CapitalRcvry-RoadwaysSrvAre	250,000.00	10,110	252,871.82	301,561.43	-	(51,561.43)	120.62
TOTAL Fees	250,000.00	10,110.00	252,871.82	301,561.43	-	(51,561.43)	120.62%
<u>Fund Transfers</u>							
000-481000 Transfer In - Reserves	88,173.00	-	-	-	-	88,173.00	-
TOTAL Fund Transfers	88,173.00	-	-	-	-	88,173.00	0.00%
<u>Miscellaneous</u>							
000-491000 Interest Earned	200.00	84.80	32.80	594.73	-	(394.73)	297.37
000-491200 Investment Income	5,000.00	4,654.01	6,002.59	41,533.27	-	(36,533.27)	830.67
TOTAL Miscellaneous	5,200.00	4,738.81	6,035.39	42,128.00	-	(36,928.00)	810.15%
TOTAL REVENUES	343,373.00	14,848.81	258,907.21	343,689.43	-	(316.43)	100.09%

ROADWAY IMPACT FEE AREA 1
CASH IN BANK AND INVESTMENTS

AS OF: September 30, 2023

Cash in Bank

Claim on Operating Cash Pool-Checking	\$	23,824.44
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Cash in Investments

Lone Star Investment-Cap Rec Streets 1		1,037,662.93
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Total Cash in Bank & Investments	\$	<u>1,061,487.37</u>
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CITY OF SCHERTZ
 REVENUE AND EXPENSE REPORT (UNAUDITED)
 AS OF: September 30, 2023

432-ROADWAY IMPACT FEE AREA 2	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR Y-T-D	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
FINANCIAL SUMMARY							
<u>REVENUE SUMMARY</u>							
Fees	200,000.00	38,438.75	341,649.60	191,017.49	-	8,982.51	95.51
Miscellaneous	1,600.00	2,942.27	4,087.07	28,497.71	-	(26,897.71)	1,781.11
TOTAL REVENUES	201,600.00	41,381.02	345,736.67	219,515.20	-	(17,915.20)	108.89%
<u>EXPENDITURE SUMMARY</u>							
GENERAL GOVERNMENT							
NONDEPARTMENTAL							
City Assistance	50,000.00	-	49,146.87	102,494.88	-	(52,494.88)	204.99
Professional Services	5,000.00	-	3,337.50	-	-	5,000.00	-
TOTAL NON DEPARTMENTAL	55,000.00	-	52,484.37	102,494.88	-	(47,494.88)	186.35%
TOTAL EXPENDITURES	55,000.00	-	52,484.37	102,494.88	-	(47,494.88)	186.35%
REVENUE OVER(UNDER) EXPENDITURES	146,600.00	41,381.02	293,252.30	117,020.32	-	29,579.68	

CITY OF SCHERTZ

REVENUE REPORT (UNAUDITED)

AS OF: September 30, 2023

432-ROADWAY IMPACT FEE AREA 2 REVENUES	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR Y-T-D	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
<u>Fees</u>							
000-455910 CapitalRcvry-RoadwaysSrvAre	200,000.00	38,439	341,649.60	191,017.49	-	8,982.51	95.51
TOTAL Fees	200,000.00	38,438.75	341,649.60	191,017.49	-	8,982.51	95.51%
<u>Miscellaneous</u>							
000-491000 Interest Earned	100.00	2.46	52.25	622.06	-	(522.06)	622.06
000-491200 Investment Income	1,500.00	2,939.81	4,034.82	27,875.65	-	(26,375.65)	1,858.38
TOTAL Miscellaneous	1,600.00	2,942.27	4,087.07	28,497.71	-	(26,897.71)	1781.11%
TOTAL REVENUES	201,600.00	41,381.02	345,736.67	219,515.20	-	(17,915.20)	108.89%

ROADWAY IMPACT FEE AREA 2
CASH IN BANK AND INVESTMENTS

AS OF: September 30, 2023

Cash in Bank

Claim on Operating Cash Pool-Checking	\$	388.50
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Cash in Investments

Lone Star Investment-Cap Rec Streets 2		680,659.57
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Total Cash in Bank & Investments	\$	<u>681,048.07</u>
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CITY OF SCHERTZ
 REVENUE AND EXPENSE REPORT (UNAUDITED)
 AS OF: September 30, 2023

433-ROADWAY IMPACT FEE AREA 3	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR EXPENSE	PRIOR YEAR Y-T-D	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
FINANCIAL SUMMARY								
REVENUE SUMMARY								
Fees	375,000.00	(16,850.00)	-	204,433.00	168,500.00	-	206,500.00	44.93
Fund Transfers	160,000.00	-	-	-	-	-	160,000.00	-
Miscellaneous	5,050.00	5,830.72	-	9,675.43	62,942.13	-	(57,892.13)	1,246.38
TOTAL REVENUES	540,050.00	(11,019.28)	-	214,108.43	231,442.13	-	308,607.87	42.86%
EXPENDITURE SUMMARY								
GENERAL GOVERNMENT								
NONDEPARTMENTAL								
Professional Services	5,000.00	-	-	3,337.50	-	-	5,000.00	-
TOTAL NON DEPARTMENTAL	5,000.00	-	-	3,337.50	-	-	5,000.00	0.00%
TOTAL EXPENDITURES	165,000.00	-	-	3,337.50	152,020.75	-	12,979.25	92.13%
REVENUE OVER(UNDER) EXPENDITURES	375,050.00	(11,019.28)	-	210,770.93	79,421.38	-	295,628.62	

CITY OF SCHERTZ

REVENUE REPORT (UNAUDITED)

AS OF: September 30, 2023

433-ROADWAY IMPACT FEE AREA 3	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR Y-T-D	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
REVENUES							
<u>Fees</u>							
000-455910 CapitalRcvry-RoadwaysSrvAre	375,000.00	(16,850)	204,433.00	168,500.00	-	206,500.00	44.93
TOTAL Fees	375,000.00	(16,850.00)	204,433.00	168,500.00	-	206,500.00	44.93%
<u>Fund Transfers</u>							
000-481000 Transfer In - Reserves	160,000.00	-	-	-	-	160,000.00	-
TOTAL Fund Transfers	160,000.00	-	-	-	-	160,000.00	0.00%
<u>Miscellaneous</u>							
000-491000 Interest Earned	50.00	2.57	30.59	191.91	-	(141.91)	383.82
000-491200 Investment Income	5,000.00	5,828.15	9,644.84	62,750.22	-	(57,750.22)	1,255.00
TOTAL Miscellaneous	5,050.00	5,830.72	9,675.43	62,942.13	-	(57,892.13)	1246.38%
TOTAL REVENUES	540,050.00	(11,019.28)	214,108.43	231,442.13	-	308,607.87	42.86%

ROADWAY IMPACT FEE AREA 3
CASH IN BANK AND INVESTMENTS

AS OF: September 30, 2023

Cash in Bank

Claim on Operating Cash Pool-Checking	\$	4,142.82
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Cash in Investments

Lone Star Investment-Cap Rec Streets 3		1,258,579.80
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Total Cash in Bank & Investments	\$	<u>1,262,722.62</u>
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CITY OF SCHERTZ
 REVENUE AND EXPENSE REPORT (UNAUDITED)
 AS OF: September 30, 2023

434-ROADWAY IMPACT FEE AREA 4	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR Y-T-D	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
FINANCIAL SUMMARY							
<u>REVENUE SUMMARY</u>							
Fees	3,000.00	-	-	-	-	3,000.00	-
Miscellaneous	40.00	29.21	79.23	349.85	-	(309.85)	874.63
TOTAL REVENUES	3,040.00	29.21	79.23	349.85	-	2,690.15	11.51%
<u>EXPENDITURE SUMMARY</u>							
GENERAL GOVERNMENT							
NONDEPARTMENTAL							
Professional Services	3,000.00	-	3,337.50	-	-	3,000.00	-
TOTAL NON DEPARTMENTAL	3,000.00	-	3,337.50	-	-	3,000.00	0.00%
TOTAL EXPENDITURES	3,000.00	-	3,337.50	-	-	3,000.00	0.00%
REVENUE OVER(UNDER) EXPENDITURES	40.00	29.21	(3,258.27)	349.85	-	(309.85)	

CITY OF SCHERTZ

REVENUE REPORT (UNAUDITED)

AS OF: September 30, 2023

434-ROADWAY IMPACT FEE AREA 4 REVENUES	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR Y-T-D	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
<u>Fees</u>							
000-455910 CapitalRcvry-RoadwaysSrvAre	3,000.00	-	-	-	-	3,000.00	-
TOTAL Fees	3,000.00	-	-	-	-	3,000.00	0.00%
<u>Miscellaneous</u>							
000-491000 Interest Earned	10.00	0.01	2.76	2.38	-	7.62	23.80
000-491200 Investment Income	30.00	29.20	76.47	347.47	-	(317.47)	1,158.23
TOTAL Miscellaneous	40.00	29.21	79.23	349.85	-	(309.85)	874.63%
TOTAL REVENUES	3,040.00	29.21	79.23	349.85	-	2,690.15	11.51%

**ROADWAY IMPACT FEE AREA 4
CASH IN BANK AND INVESTMENTS**

AS OF: September 30, 2023

Cash in Bank

Claim on Operating Cash Pool-Checking	\$	3.19
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Cash in Investments

Lone Star Investment-Cap Rec Streets 4		6,399.85
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Total Cash in Bank & Investments	\$	<u>6,403.04</u>
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CITY OF SCHERTZ
REVENUE AND EXPENSE REPORT (UNAUDITED)
AS OF: September 30 , 2023

	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR Y-T-D	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
505-TAX I&S							
FINANCIAL SUMMARY							
REVENUE SUMMARY							
Taxes	7,696,355.00	23,822.59	7,182,899.57	7,812,625.77	-	(116,270.77)	101.51
Fund Transfers	814,143.00	-	2,737.08	3.42	-	814,139.58	-
Miscellaneous	175,750.00	5,133.95	4,710,057.58	287,331.73	-	(111,581.73)	163.49
TOTAL REVENUES	8,686,248.00	28,956.54	11,895,694.23	8,099,960.92	-	586,287.08	93.25%
EXPENDITURE SUMMARY							
GENERAL GOVERNMENT							
NONDEPARTMENTAL							
Professional Services	84,000.00	-	90,626.39	4,200.00	200.00	79,600.00	5.24
Debt Service	8,602,248.00	-	6,584,154.87	8,743,984.65	-	(141,736.65)	101.65
TOTAL GENERAL GOVERNMENT	8,686,248.00	-	11,118,662.26	8,748,184.65	200.00	(62,136.65)	100.72%
TOTAL EXPENDITURES	8,686,248.00	-	11,118,662.26	8,748,184.65	200.00	(62,136.65)	100.72%
** REVENUE OVER(UNDER) EXPEND	-	28,956.54	777,031.97	(648,223.73)	(200.00)	648,423.73	

CITY OF SCHERTZ
REVENUE REPORT (UNAUDITED)
AS OF: September 30 , 2023

		CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR Y-T-D	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
505-TAX I & S REVENUES								
<u>Taxes</u>								
000-411900	Property Tax Revenue	7,696,355.00	23,822.59	7,182,899.57	7,812,625.77	-	(116,270.77)	101.51
TOTAL Taxes		7,696,355.00	23,822.59	7,182,899.57	7,812,625.77	-	(116,270.77)	101.51%
<u>Fund Transfers</u>								
000-481000	Transfer In - Reserves	814,143.00	-	-	-	-	814,143.00	-
000-486100	Transfer In	-	-	-	3.42	-	(3.42)	-
000-486401	Transfer In -Bond Project Fund	-	-	2,737.08	-	-	-	-
TOTAL Fund Transfers		814,143.00	-	2,737.08	3.42	-	814,139.58	0.00%
<u>Miscellaneous</u>								
000-491000	Interest Earned	750.00	18.05	363.39	4,814.22	-	(4,064.22)	641.90
000-491200	Investment Income	75,000.00	5,115.90	143,062.44	100,582.63	-	(25,582.63)	134.11
000-491900	Bond Payable	-	-	421,632.00	-	-	-	-
000-495015	Contribution from SED	-	-	-	-	-	-	-
000-495020	Contribution From YMCA	100,000.00	-	75,000.00	125,000.00	-	(25,000.00)	125.00
000-497000	Misc Income	-	-	-	56,934.88	-	(56,934.88)	-
000-498000	Proceeds From Refunding Debt	-	-	4,069,999.75	-	-	-	-
TOTAL Miscellaneous		175,750.00	5,133.95	4,710,057.58	287,331.73	-	(111,581.73)	163.49%
TOTAL REVENUES		8,686,248.00	28,956.54	11,895,694.23	8,099,960.92	-	586,287.08	93.25%

CITY OF SCHERTZ
REVENUE AND EXPENSE REPORT (UNAUDITED)
AS OF: September 30 , 2023

505-TAX I & S

GENERAL GOVERNMENT NON DEPARTMENTAL		CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR Y-T-D	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
<u>Professional Services</u>								
101-541500	Paying Agent	4,000.00	-	3,800.00	4,200.00	200.00	(400.00)	110.00
101-541502	Cost of Bond Issuance	80,000.00	-	86,826.39	-	-	80,000.00	-
TOTAL Professional Services		84,000.00	-	90,626.39	4,200.00	200.00	79,600.00	5.24%
<u>Debt Service</u>								
101-555629	Bond-GO 2007 Principal	355,000.00	-	340,000.00	355,000.00	-	-	100.00
101-555629.1	Bond-GO 2007 Interest	71,123.00	-	85,151.18	70,561.37	-	561.63	99.21
101-555635	Bond-GO 2012 - Principal	-	-	375,000.00	-	-	-	-
101-555635.1	Bond-GO 2012 - Interest	-	-	4,218.75	-	-	-	-
101-555638	Bond-GO 2014 Refund-Principal	775,000.00	-	750,000.00	775,000.00	-	-	100.00
101-555638.1	Bond-GO 2014 Refund-Interest	245,150.00	-	268,025.00	245,150.00	-	-	100.00
101-555640.1	Bond-GO Ref 2015-Interest	37,050.00	-	37,050.00	37,050.00	-	-	100.00
101-555641.1	Tax Note - SR2015A - Interest	-	-	2,387.00	-	-	-	-
101-555642	Bond-GO SR2016-Principal	255,000.00	-	245,000.00	313,253.13	-	(58,253.13)	122.84
101-555642.1	Bond-GO SR2016-Interest	121,606.00	-	131,606.26	63,353.13	-	58,252.87	52.10
101-555643	Bond-TaxableB CO SR2016-Princi	65,000.00	-	60,000.00	65,000.00	-	-	100.00
101-555643.1	Bond-Taxable CO SR2016-Interes	38,388.00	-	40,262.50	38,387.50	-	0.50	100.00
101-555644	Bond-NonTaxA CO SR2016-Princip	205,000.00	-	195,000.00	205,000.00	-	-	100.00
101-555644.1	Bond-NonTax CO SR2016-Interest	32,469.00	-	40,468.76	32,468.76	-	0.24	100.00
101-555645	Bond-CO SR2017-Principal	315,000.00	-	305,000.00	315,000.00	-	-	100.00
101-555645.1	Bond-CO SR2017 - Interest	103,400.00	-	112,700.00	103,400.00	-	-	100.00
101-555646	Bond-GO SR2017 - Principal	170,000.00	-	165,000.00	170,000.00	-	-	100.00
101-555646.1	Bond-GO SR2017 - Interest	95,025.00	-	100,050.00	95,025.00	-	-	100.00
101-555647	Bond-GO 2018 Refund- Principal	595,000.00	-	585,000.00	595,000.00	-	-	100.00
101-555647.1	Bond-GO 2018 Refund - Interest	73,617.00	-	86,125.00	73,617.00	-	-	100.00
101-555648	Bond-CO SR2018 - Principal	260,000.00	-	245,000.00	260,000.00	-	-	100.00
101-555648.1	Bond-CO 2018 - Interest	151,263.00	-	163,887.50	151,262.50	-	0.50	100.00
101-555649	Bond-GO 2018 Ref - Principal	205,000.00	-	185,000.00	205,000.00	-	-	100.00
101-555649.1	Bond-GO 2018 Ref - Interest	172,069.00	-	181,818.76	172,068.76	-	0.24	100.00
101-555650	Bond-CO 2019-Principal	275,000.00	-	265,000.00	275,000.00	-	-	100.00
101-555650.1	Bond-CO 2019-Interest	106,800.00	-	114,900.00	106,800.00	-	-	100.00
101-555651	Bond-GO 2020-Principal	960,000.00	-	935,000.00	960,000.00	-	-	100.00
101-555651.1	Bond-GO 2020-Interest	174,063.00	-	211,962.50	174,062.50	-	0.50	100.00

CITY OF SCHERTZ
REVENUE AND EXPENSE REPORT (UNAUDITED)
AS OF: September 30 , 2023

505-TAX I & S

		CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR Y-T-D	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
GENERAL GOVERNMENT								
NON DEPARTMENTAL								
101-555652	Bond-GO 2021 Ref - Principal	350,000.00	-	-	350,000.00	-	-	100.00
101-555652.1	Bond-GO 2021 Ref - Interest	124,800.00	-	98,850.00	124,800.00	-	-	100.00
101-555653	Bond-CO 2022 - Principal	175,000.00	-	-	175,000.00	-	-	100.00
101-555653.1	Bond-CO 2022 - Interest	166,525.00	-	99,691.67	166,525.00	-	-	100.00
101-555654	Bond-CO 2022A - Principal	595,000.00	-	-	275,000.00	-	320,000.00	46.22
101-555654.1	Bond-CO 2022A - Interest	-	-	-	364,225.00	-	(364,225.00)	-
101-555655	Bond-GO 2022 - Principal	1,333,900.00	-	-	615,000.00	-	718,900.00	46.11
101-555655.1	Bond-GO 2022 - Interest	-	-	-	816,975.00	-	(816,975.00)	-
TOTAL Debt Service		8,602,248.00	-	6,584,154.87	8,743,984.65	-	(141,736.65)	101.65%
<u>Other Financing Sources</u>								
101-556300	Payment to Refund Debt	-	-	4,443,881.00	-	-	-	-
TOTAL Other Financing Sources		-	-	4,443,881.00	-	-	-	0.00%
TOTAL EXPENDITURES		8,686,248.00	-	11,118,662.26	8,748,184.65	200.00	(62,136.65)	100.72%

TAX I&S
CASH IN BANK AND INVESTMENTS

AS OF: September 30 , 2023

Cash in Bank		
Claim on Operating Cash Pool-Checking	\$	6,783.85
Texas Class Investment- Tax I&S		<u>1,152,466.18</u>
Total Cash in Bank & Investments	\$	<u>1,159,250.03</u>

CITY OF SCHERTZ
REVENUE AND EXPENSE REPORT (UNAUDITED)
AS OF: September 30, 2023

	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR Y-T-D	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
620-SED CORPORATION							
FINANCIAL SUMMARY							
<u>REVENUE SUMMARY</u>							
Taxes	6,548,000.00	670,671.64	6,025,703.00	6,732,306.69	-	(184,306.69)	102.81
Fund Transfers	3,320,960.00	-	-	-	-	3,320,960.00	-
Miscellaneous	182,000.00	131,026.98	201,279.17	1,262,346.78	-	(1,080,346.78)	693.60
TOTAL REVENUES	10,050,960.00	801,698.62	6,226,982.17	7,994,653.47	-	2,056,306.53	79.54%
<u>EXPENDITURE SUMMARY</u>							
<u>NONDEPARTMENTAL</u>							
City Assistance	3,000,079.00	-	-	81,944.29	-	2,918,134.71	2.73
Fund Charges/Transfers	5,750,000.00	-	1,240,000.00	-	-	5,750,000.00	-
TOTAL NONDEPARTMENTAL	8,750,079.00	-	1,240,000.00	81,944.29	-	8,668,134.71	0.94%
<u>MISC & PROJECTS</u>							
<u>PROJECTS</u>							
<u>ECONOMIC DEVELOPMENT</u>							
Supplies	1,000.00	162.84	1,011.27	529.61	56.93	413.46	58.65
City Support Services	18,359.00	54.68	7,311.03	10,895.12	-	7,463.88	59.34
Utility Services	2,975.00	40.00	2,211.58	179.69	-	2,795.31	6.04
Operations Support	437,610.00	17,705.89	186,417.42	139,530.27	1,624.99	296,454.74	32.26
Staff Support	25,775.00	3,389.90	21,350.37	17,692.84	(335.00)	8,417.16	67.34
City Assistance	206,641.00	3,525.00	-	45,640.94	-	161,000.06	22.09
Professional Services	61,300.00	798.00	20,751.72	44,844.50	-	16,455.50	73.16
Fund Charges/Transfers	542,221.00	-	506,984.00	542,221.00	-	-	100.00
Operating Equipment	5,000.00	37.99	4,046.67	615.27	-	4,384.73	12.31
TOTAL ECONO DEVELOPMENT	1,300,881.00	25,714.30	750,084.06	802,149.24	1,346.92	497,384.84	61.77%
<u>FM3009 ROAD&BRIDGE EXPANSION</u>							
TOTAL EXPENDITURES	10,050,960.00	25,714.30	1,990,084.06	884,093.53	1,346.92	9,165,519.55	8.81%
** REVENUE OVER(UNDER) EXPEND	-	775,984.32	4,236,898.11	7,110,559.94	(1,346.92)	(7,109,213.02)	

SED CORPORATION
CASH IN BANK AND INVESTMENTS

AS OF: September 30, 2023

Cash in Bank

Claim on Operating Cash Pool-Checking	\$ 327,736.40
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Cash in Investments

Texas Class Investment-Economic Development Corp	29,232,797.22
Schertz Bank & Trust-Certificate of Deposit	1,099,538.79
Schertz Bank & Trust-Certificate of Deposit	<u>1,153,501.52</u>

Total Cash in Bank & Investments	<u>\$ 31,813,573.93</u>
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**August Statement
Schertz, Texas**

**CITY OF SCHERTZ
REVENUE AND EXPENSE REPORT (UNAUDITED)**

AS OF :August 31, 2023

***** 2022 - 2023 *****

	CURRENT BUDGET	CURRENT Y-T-D ACTUAL	Y-T-D ENCUMBR	BUDGET BALANCE	100% OF BUDGET
General Fund, 101					
Total Revenues	45,116,225.00	42,723,432.68	0.00	2,392,792.32	94.70%
Total General Government	7,278,687.35	6,138,010.37	442,733.00	697,943.98	90.41%
Total Public Safety	21,204,743.05	17,096,704.26	1,779,480.43	2,328,558.36	89.02%
Total Public Environment	2,587,507.00	1,517,950.02	775,695.65	293,861.33	88.64%
Total Parks & Recreation	3,359,965.78	2,721,979.63	510,279.56	127,706.59	96.20%
Total Cultural	1,292,795.30	1,088,551.72	80,632.77	123,610.81	90.44%
Total Internal Services	8,189,980.77	6,775,490.50	1,123,339.48	291,150.79	96.45%
Total Misc & Projects	1,202,545.68	216,994.04	47,666.00	937,885.64	22.01%
Total Expenditures	45,116,224.93	35,555,680.54	4,759,826.89	4,800,717.50	89.36%
Revenue Over(Under) Expenditures	0.07	7,167,752.14	(4,759,826.89)		
General Fund, 101 Total Cash in Bank & Investments		21,645,264.99			
Special Events Fund, 106					
Total Revenues	24,000.00	61,726.37	0.00	(37,726.37)	257.19%
Total Expenditures	24,000.00	47,749.33	0.00	(23,749.33)	198.96%
Revenue Over(Under) Expenditures	0.00	13,977.04	0.00		
Special Events Fund, 106 Total Cash in Bank & Investments		180,632.49			
Peg Fund, 110					
Total Revenues	944,770.00	74,016.18	0.00	870,753.82	7.83%
Total Expenditures	914,770.00	339,009.83	467,720.41	108,039.76	88.19%
Revenue Over(Under) Expenditures	30,000.00	(264,993.65)	(467,720.41)		
Peg Fund, 110 Total Cash in Bank & Investments		598,111.58			
Water & Sewer, 202					
Total Revenues	28,485,858.00	28,391,647.24	0.00	94,210.76	99.67%
Total Expenditures	26,826,740.63	24,559,558.79	754,642.03	1,512,539.81	94.36%
Revenue Over(Under) Expenditures	1,659,117.37	3,832,088.45	(754,642.03)		
Water & Sewer, 202 Total Cash in Bank & Investments		10,301,250.86			
EMS, 203					
Total Revenues	12,016,981.82	9,596,852.39	0.00	2,420,129.43	79.86%
Total Expenditures	12,015,662.41	10,702,766.99	315,667.52	997,227.90	91.70%
Revenue Over(Under) Expenditures	1,319.41	(1,105,914.60)	(315,667.52)		
EMS, 203 Total Cash in Bank & Investments		1,069,001.73			

**Monthly Statement
Schertz, Texas**

**CITY OF SCHERTZ
REVENUE AND EXPENSE REPORT (UNAUDITED)
AS OF :August 31, 2023
***** 2022 - 2023 *******

	CURRENT BUDGET	CURRENT Y-T-D ACTUAL	Y-T-D ENCUMBR	BUDGET BALANCE	100% OF BUDGET
Drainage, 204					
Total Revenues	1,450,073.00	1,201,781.64	0.00	248,291.36	82.88%
Total Expenditures	1,439,807.00	1,162,765.93	33,097.14	243,943.93	83.06%
Revenue Over(Under) Expenditures	10,266.00	39,015.71	(33,097.14)		
Drainage, 204 Total Cash in Bank & Investments		670,845.42			
Hotel Tax, 314					
Total Revenues	648,500.00	1,033,763.76	0.00	(385,263.76)	159.41%
Total Expenditures	272,915.00	203,856.46	4,475.00	64,583.54	76.34%
Revenue Over(Under) Expenditures	375,585.00	829,907.30	(4,475.00)		
Hotel Tax, 314 Total Cash in Bank & Investments		2,439,573.16			
Park, 317					
Total Revenues	581,094.00	10,057.16	0.00	571,036.84	1.73%
Total Expenditures	387,069.00	387,069.00	0.00	0.00	100.00%
Revenue Over(Under) Expenditures	194,025.00	(377,011.84)	0.00		
Park, 317 Total Cash in Bank & Investments		(115,489.52)			
Tree Mitigation, 319					
Total Revenues	71,400.00	80,286.17	0.00	(8,886.17)	112.45%
Total Expenditures	70,000.00	43,200.00	54,709.94	(27,909.94)	139.87%
Revenue Over(Under) Expenditures	1,400.00	37,086.17	(54,709.94)		
Tree Mitigation, 319 Total Cash in Bank & Investments		745,145.42			
Capital Recovery Water, 411					
Total Revenues	1,151,500.00	857,877.06	0.00	293,622.94	74.50%
Total Expenditures	55,748.00	456,555.79	36,438.81	(437,246.60)	884.33%
Revenue Over(Under) Expenditures	1,095,752.00	401,321.27	(36,438.81)		
Capital Recovery Water, 411 Total Cash in Bank & Investments		5,288,005.15			
Capital Recovery Sewer, 421					
Total Revenues	601,500.00	650,710.20	0.00	(49,210.20)	108.18%
Total Expenditures	64,248.00	2,557.72	76,559.25	(14,868.97)	123.14%
Revenue Over(Under) Expenditures	537,252.00	648,152.48	(76,559.25)		
Capital Recovery Sewer, 421 Total Cash in Bank & Investments		5,010,412.62			

**Monthly Statement
Schertz, Texas**

**CITY OF SCHERTZ
REVENUE AND EXPENSE REPORT (UNAUDITED)
AS OF :August 31, 2023
***** 2022 - 2023 *******

	CURRENT BUDGET	CURRENT Y-T-D ACTUAL	Y-T-D ENCUMBR	BUDGET BALANCE	100% OF BUDGET
Roadway Impact Fee Area 1, 431					
Total Revenues	343,373.00	328,840.62	0.00	14,532.38	95.77%
Total Expenditures	93,173.00	88,172.99	0.00	5,000.01	94.63%
Revenue Over(Under) Expenditures	250,200.00	240,667.63	0.00		
Roadway Impact Fee Area 1, 431 Total Cash in Bank & Investments		1,046,638.56			
Roadway Impact Fee Area 2, 432					
Total Revenues	201,600.00	178,134.18	0.00	23,465.82	88.36%
Total Expenditures	55,000.00	102,494.88	0.00	(47,494.88)	186.35%
Revenue Over(Under) Expenditures	146,600.00	75,639.30	0.00		
Roadway Impact Fee Area 2, 432 Total Cash in Bank & Investments		639,667.05			
Roadway Impact Fee Area 3, 433					
Total Revenues	540,050.00	242,461.41	0.00	297,588.59	44.90%
Total Expenditures	165,000.00	152,020.75	0.00	12,979.25	92.13%
Revenue Over(Under) Expenditures	375,050.00	90,440.66	0.00		
Roadway Impact Fee Area 3, 433 Total Cash in Bank & Investments		1,273,741.90			
Roadway Impact Fee Area 4, 434					
Total Revenues	3,040.00	320.64	0.00	2,719.36	10.55%
Total Expenditures	3,000.00	0.00	0.00	3,000.00	0.00%
Revenue Over(Under) Expenditures	40.00	320.64	0.00		
Roadway Impact Fee Area 4, 434 Total Cash in Bank & Investments		6,373.83			
I&S, 505					
Total Revenues	8,686,248.00	8,071,004.38	0.00	615,243.62	92.92%
Total Expenditures	8,686,248.00	8,748,184.65	200.00	(62,136.65)	100.72%
Revenue Over(Under) Expenditures	0.00	(677,180.27)	(200.00)		
I&S, 505 Total Cash in Bank & Investments		1,130,293.49			
SED Corporation, 620					
Total Revenues	10,050,960.00	7,086,713.03	0.00	2,964,246.97	70.51%
Total Expenditures	10,050,960.00	858,379.23	14,632.54	9,177,948.23	8.69%
Revenue Over(Under) Expenditures	0.00	6,228,333.80	(14,632.54)		
SED Corporation, 620 Total Cash in Bank & Investments		31,163,717.80			
Total Cash in Bank & Investments		83,093,186.53			

CITY OF SCHERTZ
REVENUE AND EXPENSE REPORT (UNAUDITED)
AS OF: August 31, 2023

101 GENERAL FUND	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR Y-T-D	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
REVENUES							
<u>REVENUE SUMMARY</u>							
Taxes	32,305,000.00	1,050,568.82	27,564,679.54	31,413,633.47	-	891,366.53	97.24
Franchises	2,550,000.00	15,059.77	2,301,687.55	2,110,844.46	-	439,155.54	82.78
Permits	1,717,800.00	127,920.00	2,095,980.14	1,528,766.40	-	189,033.60	89.00
Licenses	45,620.00	1,417.50	35,732.50	6,267.50	-	39,352.50	13.74
Fees	2,189,200.00	103,821.52	2,093,870.59	1,944,999.92	-	244,200.08	88.85
Fines	9,000.00	857.63	9,686.73	11,519.65	-	(2,519.65)	128.00
Inter-Jurisdictional	1,151,352.00	78,695.56	932,338.56	1,007,535.42	-	143,816.58	87.51
Fund Transfers	4,208,028.00	217,868.16	2,871,005.01	2,938,770.84	-	1,269,257.16	69.84
Miscellaneous	940,225.00	138,768.74	962,897.66	1,761,095.02	-	(820,870.02)	187.31
TOTAL REVENUES	45,116,225.00	1,734,977.70	38,867,878.28	42,723,432.68	-	2,392,792.32	94.70%
<u>EXPENDITURE SUMMARY</u>							
<u>GENERAL GOVERNMENT</u>							
CITY COUNCIL							
Personnel Services	41,750.00	3,346.12	33,531.11	35,711.78	-	6,038.22	85.54
Supplies	1,078.00	79.15	303.25	322.13	-	755.87	29.88
City Support Services	54,927.00	4,973.95	38,701.18	49,677.52	399.99	4,849.49	91.17
Operations Support	343.00	-	188.22	43.00	-	300.00	12.54
Staff Support	31,852.00	4,764.86	20,427.70	22,807.21	70.00	8,974.79	71.82
Professional Services	3,920.00	-	2,150.00	-	-	3,920.00	0.00
TOTAL CITY COUNCIL	133,870.00	13,164.08	95,301.46	108,561.64	469.99	24,838.37	81.45%
CITY MANAGER							
Personnel Services	1,351,878.00	105,016.84	1,136,724.04	1,065,095.36	50,716.43	236,066.21	82.54
Supplies	1,470.00	55.99	1,192.17	1,401.54	93.00	(24.54)	101.67
City Support Services	1,960.00	239.64	1,327.51	1,786.34	148.00	25.66	98.69
Staff Support	24,349.08	3,502.54	21,697.40	20,764.95	1,338.75	2,245.38	90.78
Capital Outlay	-	-	-	-	44.50	(44.50)	-
TOTAL CITY MANAGER	1,379,657.08	108,815.01	1,174,582.33	1,089,048.19	52,340.68	238,268.21	82.73%
MUNICIPAL COURT							
Personnel Services	329,472.00	25,671.39	291,422.92	300,810.34	9,574.96	19,086.70	94.21
Supplies	1,568.00	166.64	1,261.32	1,355.66	104.73	107.61	93.14
City Support Services	980.00	-	233.87	236.57	-	743.43	24.14
Operations Support	1,960.00	331.49	1,284.12	331.49	1,152.10	476.41	75.69
Staff Support	7,261.80	1,159.39	2,550.14	3,976.45	2,150.42	1,134.93	84.37

CITY OF SCHERTZ
REVENUE AND EXPENSE REPORT (UNAUDITED)
AS OF: August 31, 2023

101 GENERAL FUND	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR Y-T-D	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
Court Support	980.00	-	132.00	756.00	18.00	206.00	78.98
Professional Services	65,954.00	4,053.55	31,960.00	52,268.98	-	13,685.02	79.25
Maintenance Services	8,526.00	-	2,360.00	1,200.00	2,200.00	5,126.00	39.88
Operating Equipment	-	-	1,816.95	-	179.99	(179.99)	-
TOTAL MUNICIPAL COURT	416,701.80	31,382.46	333,021.32	360,935.49	15,380.20	40,386.11	90.31%
CUSTOMER RELATIONS-311							
Personnel Services	120,518.00	9,737.95	107,444.43	113,533.19	2,089.11	4,895.70	95.94
Supplies	237.50	58.26	52.87	122.50	91.73	23.27	90.20
Staff Support	306.40	100.00	179.14	100.00	99.00	107.40	64.95
TOTAL CUSTOMER RELATIONS-311	121,061.90	9,896.21	107,676.44	113,755.69	2,279.84	5,026.37	95.85%
PLANNING & ZONING							
Personnel Services	334,574.00	30,533.17	177,507.49	257,198.85	11,956.84	65,418.31	80.45
Supplies	1,979.60	266.61	1,390.26	1,615.36	49.45	314.79	84.10
City Support Services	4,200.00	-	-	4,200.00	-	-	100.00
Operations Support	243.04	31.00	-	62.00	93.00	88.04	63.78
Staff Support	34,584.20	2,710.55	2,801.48	15,889.33	2,501.41	16,193.46	53.18
Professional Services	196.00	-	55.00	(10.00)	-	206.00	(5.10)
Operating Equipment	318.50	-	285.47	299.97	-	18.53	94.18
TOTAL PLANNING & ZONING	376,095.34	33,541.33	182,039.70	279,255.51	14,600.70	82,239.13	78.13%
LEGAL SERVICES							
Operations Support	9,800.00	83.50	2,826.47	3,334.17	241.75	6,224.08	36.49
Professional Services	127,400.00	5,084.24	61,955.42	43,923.03	-	83,476.97	34.48
TOTAL LEGAL SERVICES	137,200.00	5,167.74	64,781.89	47,257.20	241.75	89,701.05	34.62%
CITY SECRETARY							
Personnel Services	209,505.00	14,074.30	191,613.37	163,383.66	9,567.21	36,554.13	82.55
Supplies	1,727.00	670.29	934.84	1,554.62	-	172.38	90.02
City Support Services	11,760.00	-	3,523.04	154.38	-	11,605.62	1.31
Operations Support	4,691.00	2,694.52	138.95	4,672.67	-	18.33	99.61
Staff Support	4,890.50	1,379.26	3,034.97	3,074.16	130.00	1,686.34	65.52
TOTAL CITY SECRETARY	233,573.50	18,818.37	199,245.17	173,219.48	10,235.31	50,118.71	78.54%
NON-DEPARTMENTAL							
City Support Services	918,615.47	15,192.12	551,096.91	601,229.11	53,671.37	263,714.99	71.29
Operations Support	126,420.00	15,136.76	110,313.08	117,322.70	1,520.57	7,576.73	94.01
City Assistance	1,367,603.72	12,375.82	1,311,427.68	1,655,980.59	-	(288,376.87)	121.09
Professional Services	113,802.50	310.98	78,217.81	58,469.11	-	55,333.39	51.38
Fund Chrgs/Transfrs-Spec Events Fnd	27,756.54	-	-	9,942.60	-	17,813.94	35.82
TOTAL NON-DEPARTMENTAL	2,554,198.23	54,876.76	2,051,055.48	2,481,087.98	68,091.94	5,018.31	99.80%

CITY OF SCHERTZ
REVENUE AND EXPENSE REPORT (UNAUDITED)
AS OF: August 31, 2023

101 GENERAL FUND	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR Y-T-D	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
PUBLIC AFFAIRS							
Personnel Services	348,084.00	21,004.60	304,268.73	292,988.91	9,146.65	45,948.44	86.80
Supplies	1,078.00	14.32	1,017.22	765.72	85.21	227.07	78.94
City Support Services	100.00	-	528.38	-	-	100.00	-
Operations Support	46,521.90	6,691.02	26,904.09	43,028.74	1,922.22	1,570.94	96.62
Staff Support	11,340.00	510.00	3,483.52	9,502.50	1,163.05	674.45	94.05
Professional Services	253,510.00	23,432.65	233,511.43	206,859.16	642.50	46,008.34	81.85
Operating Equipment	1,850.00	-	699.99	703.19	1,024.72	122.09	93.40
TOTAL PUBLIC AFFAIRS	662,483.90	51,652.59	570,413.36	553,848.22	13,984.35	94,651.33	85.71%
ENGINEERING							
Personnel Services	1,048,273.00	61,382.53	766,317.53	856,958.09	36,278.91	155,036.00	85.21
Supplies	4,065.00	387.00	620.64	1,085.00	820.75	2,159.25	46.88
Utility Services	7,938.00	481.99	5,014.84	6,098.99	-	1,839.01	76.83
Operations Support	147.00	6,792.40	61.81	12,416.22	31.00	(12,300.22)	8,467.50
Staff Support	16,150.60	-	4,862.17	6,817.45	6,390.18	2,942.97	81.78
Professional Services	74,100.00	-	18,643.05	42,867.75	30,997.25	235.00	99.68
Operating Equipment	12,472.00	4,577.48	118.95	4,797.47	1,871.72	5,802.81	53.47
Capital Outlay	100,000.00	-	-	-	188,044.89	(88,044.89)	188.04
TOTAL ENGINEERING	1,263,845.60	73,621.40	796,903.79	931,040.97	265,108.24	67,696.39	94.64%
TOTAL GENERAL GOVERNMENT	7,278,687.35	400,935.95	5,575,020.94	6,138,010.37	442,733.00	697,943.98	90.41%
PUBLIC SAFETY							
POLICE							
Personnel Services	9,599,285.00	657,528.43	8,219,654.65	8,225,524.42	272,028.27	1,101,732.31	88.52
Supplies	117,050.04	11,003.82	69,655.69	77,333.74	18,612.58	21,103.72	81.97
City Support Services	33,810.00	-	33,969.74	36,436.50	-	(2,626.50)	107.77
Utility Services	287,732.00	15,906.79	174,275.30	163,026.89	-	124,705.11	56.66
Operations Support	13,736.40	3,656.87	15,843.56	8,428.16	-	5,308.24	61.36
Staff Support	330,294.20	15,863.29	146,338.47	160,256.33	62,924.69	107,113.18	67.57
City Assistance	81,170.00	4,368.09	58,222.98	60,559.16	5,594.94	15,015.90	81.50
Professional Services	82,609.44	1,857.94	51,077.21	50,586.27	4,272.94	27,750.23	66.41
Maintenance Services	73,504.90	15,748.18	53,576.93	48,195.98	4,926.77	20,382.15	72.27
Operating Equipment	420,315.10	89,748.02	200,227.96	310,279.55	83,559.52	26,476.03	93.70
Capital Outlay	714,639.00	16,037.44	298,642.52	277,699.71	617,498.21	(180,558.92)	125.27
TOTAL POLICE	11,754,146.08	831,718.87	9,321,485.01	9,418,326.71	1,069,417.92	1,266,401.45	89.23%

CITY OF SCHERTZ
REVENUE AND EXPENSE REPORT (UNAUDITED)
AS OF: August 31, 2023

101 GENERAL FUND	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR Y-T-D	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
FIRE RESCUE							
Personnel Services	6,410,107.00	553,868.83	5,796,716.41	5,642,964.32	160,228.88	606,913.80	90.53
Supplies	23,083.90	2,779.47	15,014.37	11,782.90	1,096.24	10,204.76	55.79
Utility Services	145,039.99	12,109.48	99,635.95	95,318.70	322.31	49,398.98	65.94
Operations Support	4,436.46	62.00	2,352.26	193.00	-	4,243.46	4.35
Staff Support	222,972.50	16,563.51	140,559.45	143,235.06	44,902.53	34,834.91	84.38
City Assistance	40,227.04	806.03	8,276.96	23,785.52	11,089.01	5,352.51	86.69
Professional Services	72,328.00	25,432.00	40,188.82	53,385.65	7,805.22	11,137.13	84.60
Maintenance Services	83,868.40	14,577.18	50,765.26	52,558.21	2,884.65	28,425.54	66.11
Other Costs	9,800.00	12,698.93	61,697.24	61,137.61	-	(51,337.61)	623.85
Rental/Leasing	26,460.00	-	38,744.86	28,055.01	-	(1,595.01)	106.03
Operating Equipment	127,032.00	1,113.05	53,817.12	27,027.34	43,271.97	56,732.69	55.34
Capital Outlay	488,449.00	194,900.28	91,063.22	209,655.70	202,141.04	76,652.26	84.31
TOTAL FIRE RESCUE	7,653,804.29	834,910.76	6,398,831.92	6,349,099.02	473,741.85	830,963.42	89.14%
INSPECTIONS							
Personnel Services	1,079,750.00	74,551.91	840,304.29	886,865.74	34,645.33	158,238.93	85.34
Supplies	3,228.00	47.30	1,352.01	1,838.05	201.08	1,188.87	63.17
Utility Services	8,232.00	694.34	5,262.55	6,524.10	-	1,707.90	79.25
Operations Support	12,833.00	5,337.69	31.00	5,554.69	62.00	7,216.31	43.77
Staff Support	45,496.50	8,601.20	14,252.71	25,510.85	4,064.83	15,920.82	65.01
Professional Services	68,600.00	1,250.00	57,900.00	6,200.00	62,400.00	-	100.00
Operating Equipment	9,407.00	-	570.94	7,304.56	(293.97)	2,396.41	74.53
Capital Outlay	43,750.00	-	-	-	122,733.44	(78,983.44)	280.53
TOTAL INSPECTIONS	1,271,296.50	90,482.44	919,673.50	939,797.99	223,812.71	107,685.80	91.53%
NEIGHBORHOOD SERVICES							
Personnel Services	368,203.00	32,790.85	294,834.24	343,337.23	8,707.17	16,158.60	95.61
Supplies	9,089.12	1,348.37	3,811.61	7,277.36	277.47	1,534.29	83.12
Utility Services	8,624.00	507.24	4,045.83	4,308.69	-	4,315.31	49.96
Operations Support	3,350.62	62.00	31.00	155.00	-	3,195.62	4.63
Staff Support	26,660.94	2,074.98	5,737.67	17,014.62	3,523.31	6,123.01	77.03
Professional Services	2,450.00	-	-	-	-	2,450.00	-
Maintenance Services	24,700.00	1,350.00	9,025.00	10,931.46	-	13,768.54	44.26
Operating Equipment	6,418.50	-	1,159.45	6,456.18	-	(37.68)	100.59
TOTAL NEIGHBORHOOD SERVICES	525,496.18	38,133.44	318,644.80	389,480.54	12,507.95	123,507.69	76.50%
TOTAL PUBLIC SAFETY	21,204,743.05	1,795,245.51	16,958,635.23	17,096,704.26	1,779,480.43	2,328,558.36	89.02%

CITY OF SCHERTZ
REVENUE AND EXPENSE REPORT (UNAUDITED)
AS OF: August 31, 2023

101 GENERAL FUND	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR Y-T-D	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
PUBLIC ENVIRONMENT							
STREETS							
Personnel Services	1,107,287.00	61,704.43	887,786.17	872,922.07	41,156.11	193,208.82	82.55
Supplies	178,850.00	17,464.62	102,048.02	127,501.01	22,107.04	29,241.95	83.65
City Support Services	5,880.00	606.26	3,617.07	2,910.83	3.20	2,965.97	49.56
Utility Services	196,000.00	21,833.13	186,131.64	182,733.26	311.68	12,955.06	93.39
Staff Support	22,050.00	744.70	22,532.67	13,643.01	1,152.30	7,254.69	67.10
Professional Services	30,380.00	5,160.00	42,429.10	7,694.70	18,671.60	4,013.70	86.79
Maintenance Services	725,790.00	12,611.20	326,162.77	32,840.25	689,160.00	3,789.75	99.48
Rental/Lease	4,900.00	-	4,285.00	848.23	-	4,051.77	17.31
Operating Equipment	6,370.00	-	7,210.43	1,611.25	3,133.72	1,625.03	74.49
Capital Outlay	310,000.00	-	160,045.23	275,245.41	-	34,754.59	88.79
TOTAL STREETS	2,587,507.00	120,124.34	1,742,248.10	1,517,950.02	775,695.65	293,861.33	88.64%
TOTAL PUBLIC ENVIRONMENT	2,587,507.00	120,124.34	1,742,248.10	1,517,950.02	775,695.65	293,861.33	88.64%
PARKS & RECREATION							
PARKS DEPARTMENT							
Personnel Services	975,812.00	83,093.60	657,894.39	867,559.63	25,694.07	82,558.30	91.54
Supplies	111,443.00	16,486.16	92,418.33	91,350.72	44,485.00	(24,392.72)	121.89
City Support Services	180,948.40	15,370.26	128,962.11	180,937.29	8,534.31	(8,523.20)	104.71
Utility Services	250,880.00	79,700.68	191,312.44	293,632.94	939.70	(43,692.64)	117.42
Operations Support	1,960.00	505.28	795.15	1,209.80	-	750.20	61.72
Staff Support	19,276.60	531.08	14,833.92	24,092.04	180.00	(4,995.44)	125.91
Professional Services	194,987.08	37,548.28	112,831.20	97,925.72	129,780.40	(32,719.04)	116.78
Maintenance Services	13,720.00	1,424.00	12,910.39	13,694.10	3,071.65	(3,045.75)	122.20
Rental/Leasing	9,800.00	5,387.59	6,035.38	12,623.20	3,566.23	(6,389.43)	165.20
Operating Equipment	72,715.00	4,392.46	31,435.92	55,316.68	12,591.47	4,806.85	93.39
Capital Outlay	480,615.00	32,998.96	118,346.94	126,598.88	262,405.56	91,610.56	80.94
TOTAL PARKS DEPARTMENT	2,312,157.08	277,438.35	1,367,776.17	1,764,941.00	491,248.39	55,967.69	97.58%
SWIM POOL							
Supplies	24,990.00	791.10	27,313.56	12,266.90	4,483.30	8,239.80	67.03
Utility Services	16,170.00	9,784.82	21,273.73	25,197.78	1,669.74	(10,697.52)	166.16
Maintenance Services	539,664.00	178,647.00	500,056.91	469,015.37	4,200.00	66,448.63	87.69
TOTAL SWIM POOL	580,824.00	189,222.92	548,644.20	506,480.05	10,353.04	63,990.91	88.98%

CITY OF SCHERTZ
REVENUE AND EXPENSE REPORT (UNAUDITED)
AS OF: August 31, 2023

101 GENERAL FUND	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR Y-T-D	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
EVENT FACILITIES							
Personnel Services	380,583.00	35,484.26	291,466.89	363,626.09	3,066.98	13,889.93	96.35
Supplies	4,410.00	424.50	3,852.44	2,722.84	126.50	1,560.66	64.61
Utility Services	48,588.40	7,321.99	35,194.06	61,256.75	-	(12,668.35)	126.07
Operations Support	15,297.80	31.00	2,389.48	15,015.31	-	282.49	98.15
Staff Support	4,875.50	346.53	1,702.44	2,981.61	-	1,893.89	61.15
Maintenance Services	2,450.00	-	3,257.77	-	-	2,450.00	-
Operating Equipment	10,780.00	832.10	10,838.77	4,955.98	80.65	5,743.37	46.72
TOTAL EVENT FACILITIES	466,984.70	44,440.38	348,701.85	450,558.58	8,678.13	7,747.99	98.34%
TOTAL PARKS & RECREATION	3,359,965.78	511,101.65	2,265,122.22	2,721,979.63	510,279.56	127,706.59	96.20%
CULTURAL							
LIBRARY							
Personnel Services	993,719.00	75,295.91	829,785.39	869,758.85	34,039.56	89,920.59	90.95
Supplies	18,130.00	2,777.86	9,624.88	13,474.40	1,401.46	3,254.14	82.05
Utility Services	60,760.00	6,649.58	50,638.58	56,945.09	357.07	3,457.84	94.31
Operations Support	4,018.00	19.99	1,923.67	2,744.19	300.00	973.81	75.76
Staff Support	7,874.30	-	5,899.16	6,108.97	5.00	1,760.33	77.64
Professional Services	2,254.00	2,194.00	2,129.00	2,194.00	-	60.00	97.34
Operating Equipment	191,040.00	18,938.40	129,956.19	137,326.22	44,529.68	9,184.10	95.19
TOTAL LIBRARY	1,292,795.30	105,875.74	1,029,956.87	1,088,551.72	80,632.77	123,610.81	90.44%
TOTAL CULTURAL	1,292,795.30	105,875.74	1,029,956.87	1,088,551.72	80,632.77	123,610.81	90.44%
INTERNAL SERVICE							
INFORMATION TECHNOLOGY							
Personnel Services	1,109,865.00	88,435.58	865,591.15	948,333.09	38,131.18	123,400.73	88.88
Supplies	10,085.09	1,009.52	7,478.65	6,771.15	3,555.47	(241.53)	102.39
City Support Services	1,083,173.66	94,761.68	858,987.69	887,783.79	172,883.70	22,506.17	97.92
Utility Services	342,896.18	64,204.23	328,710.46	361,137.27	-	(18,241.09)	105.32
Staff Support	73,433.80	6,902.75	31,376.22	48,776.79	503.36	24,153.65	67.11
Professional Services	131,970.00	2,800.90	1,406.25	14,402.85	114,786.53	2,780.62	97.89
Maintenance Services	12,700.00	-	9,639.41	12,082.71	-	617.29	95.14
Rental/Leasing	1,577.00	-	3,041.80	1,294.74	-	282.26	82.10
Operating Equipment	245,269.10	49,589.30	257,991.87	154,386.86	68,048.98	22,833.26	90.69
TOTAL INFORMATION TECHNOLOGY	3,063,097.64	316,815.95	2,364,223.50	2,486,665.70	397,909.22	178,522.72	94.17%

CITY OF SCHERTZ
REVENUE AND EXPENSE REPORT (UNAUDITED)
AS OF: August 31, 2023

101 GENERAL FUND	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR Y-T-D	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
HUMAN RESOURCES							
Personnel Services	510,089.00	40,258.77	398,683.87	456,184.49	13,622.27	40,282.24	92.10
Supplies	3,846.00	18.91	1,178.72	677.89	906.68	2,261.43	41.20
Human Services	173,558.00	5,902.60	141,119.55	136,422.04	14,467.32	22,668.64	86.94
Operations Support	22,390.00	434.83	2,699.84	4,952.34	518.80	16,918.86	24.44
Staff Support	38,367.00	217.07	24,023.00	39,246.20	3,434.06	(4,313.26)	111.24
City Assistance	14,700.00	690.00	17,930.00	17,374.00	-	(2,674.00)	118.19
Professional Services	4,900.00	-	3,474.00	520.00	-	4,380.00	10.61
Operating Equipment	490.00	-	-	81.25	-	408.75	16.58
TOTAL HUMAN RESOURCES	768,340.00	47,522.18	589,108.98	655,458.21	32,949.13	79,932.66	89.60%
FINANCE							
Personnel Services	699,363.00	49,901.15	607,030.17	625,592.82	16,629.99	57,140.19	91.83
Supplies	2,646.00	668.84	2,168.97	2,617.47	-	28.53	98.92
Staff Support	4,055.00	1,260.00	2,835.10	4,072.69	-	(17.69)	100.44
Professional Services	48,216.00	1,220.00	45,312.28	29,201.68	-	19,014.32	60.56
Operating Equipment	1,188.00	-	279.99	1,187.93	-	0.07	99.99
TOTAL FINANCE	755,468.00	53,049.99	657,626.51	662,672.59	16,629.99	76,165.42	89.92%
PURCHASING & ASSET MGT							
Personnel Services	268,812.00	12,989.43	236,909.48	236,774.30	3,829.22	28,208.48	89.51
Supplies	3,724.00	154.64	2,064.41	3,009.55	594.53	119.92	96.78
Operations Support	6,897.00	833.50	4,935.00	5,975.78	1,555.00	(633.78)	109.19
Staff Support	9,947.00	831.91	4,679.54	4,892.36	3,011.80	2,042.84	79.46
City Assistance	1,490.00	175.00	1,924.00	1,014.98	40.00	435.02	70.80
Operating Equipment	3,700.00	-	499.97	3,700.00	-	-	100.00
TOTAL PURCHASING & ASSET MGT	295,370.00	15,224.98	251,510.40	256,400.84	9,030.55	29,938.61	89.86%
FLEET SERVICE							
Personnel Services	681,919.00	56,783.73	461,983.50	566,208.00	22,542.03	93,168.97	86.34
Supplies	273,351.00	25,821.41	207,640.26	230,942.87	38,988.49	3,419.64	98.75
City Support Services	8,420.00	-	4,689.34	8,418.54	-	1.46	99.98
Utility Services	11,760.00	1,206.76	7,093.92	9,365.07	24.99	2,369.94	79.85
Staff Support	27,996.00	5,034.29	27,847.63	24,897.42	2,668.13	430.45	98.46
Maintenance Services	284,775.00	16,476.89	212,895.17	231,656.13	87,108.48	(33,989.61)	111.94
Operating Equipment	16,034.13	1,220.00	14,539.15	7,202.28	6,925.75	1,906.10	88.11
Capital Outlay	46,875.00	-	102,322.63	-	142,117.65	(95,242.65)	303.18
TOTAL FLEET SERVICE	1,351,130.13	106,543.08	1,065,659.44	1,078,690.31	300,375.52	(27,935.70)	102.07%

CITY OF SCHERTZ
REVENUE AND EXPENSE REPORT (UNAUDITED)
AS OF: August 31, 2023

101 GENERAL FUND	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR Y-T-D	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
FACILITY SERVICES							
Personnel Services	879,776.00	62,830.42	686,174.84	761,426.19	33,057.50	85,292.31	90.31
Supplies	151,785.00	14,972.80	93,238.18	114,736.24	26,943.15	10,105.61	93.34
Utility Services	189,140.00	19,226.78	160,958.47	172,952.51	18.83	16,168.66	91.45
Staff Support	20,620.00	387.86	15,739.74	15,334.06	1,197.79	4,088.15	80.17
Professional Services	193,904.00	4,190.80	131,620.41	126,804.30	30,540.42	36,559.28	81.15
Maintenance Services	424,440.00	86,477.07	299,426.98	443,003.55	106,270.54	(124,834.09)	129.41
Rental/Leasing	490.00	-	-	-	-	490.00	-
Operating Equipment	3,920.00	-	350.00	1,346.00	-	2,574.00	34.34
Capital Outlay	92,500.00	-	36,556.83	-	168,416.84	(75,916.84)	182.07
TOTAL BUILDING MAINTENANCE	1,956,575.00	188,085.73	1,424,065.45	1,635,602.85	366,445.07	(45,472.92)	102.32%
TOTAL INTERNAL SERVICE	8,189,980.77	727,241.91	6,352,194.28	6,775,490.50	1,123,339.48	291,150.79	96.45%
MISC & PROJECTS							
Project							
Fund Charges/Transfers	850,000.00	-	505,411.00	203.50	-	849,796.50	0.02
TOTAL PROJECTS	850,000.00	-	505,411.00	203.50	-	849,796.50	0.02%
CITY ASSISTANCE							
City's Assistance to Agencies	326,012.68	42,460.40	255,636.25	210,982.00	47,666.00	67,364.68	79.34
Operating Equipment	13,793.00	-	-	5,287.54	-	8,505.46	38.33
TOTAL CITY ASSISTANCE	339,805.68	42,460.40	255,636.25	216,269.54	47,666.00	75,870.14	77.67%
SEWER PROJECTS							
TOTAL SEWER PROJECTS	-	-	-	-	-	-	0.00%
COURT - RESTRICTED FUNDS							
Operating Equipment	12,740.00	-	5,985.00	521.00	-	12,219.00	4.09
TOTAL COURT-RESTRICTED FUNDS	12,740.00	-	5,985.00	521.00	-	12,219.00	4.09%
TOTAL MISC & PROJECTS	1,202,545.68	42,460.40	767,032.25	216,994.04	47,666.00	937,885.64	22.01%
TOTAL EXPENDITURES	45,116,224.93	3,702,985.50	34,690,209.89	35,555,680.54	4,759,826.89	4,800,717.50	89.36%
REVENUE OVER(UNDER) EXPEND.	0.07	(1,968,007.80)	4,177,668.39	7,167,752.14	(4,759,826.89)	(2,407,925.18)	

CITY OF SCHERTZ

REVENUE REPORT (UNAUDITED)

AS OF: August 31, 2023

101 GENERAL FUND		CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR Y-T-D	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
REVENUES								
Taxes								
000-411100	Advalorem Tax-Current	17,965,000.00	63,886.97	15,605,370.87	18,041,554.87	-	(76,554.87)	100.43
000-411110	Disable Veterans Assist Pymnt	1,100,000.00	-	897,968.67	1,179,231.99	-	(79,231.99)	107.20
000-411200	Advalorem Tax-Delinquent	50,000.00	1,966.19	24,629.04	94,745.52	-	(44,745.52)	189.49
000-411300	Advalorem Tax-P&I	80,000.00	8,182.93	108,440.76	106,793.49	-	(26,793.49)	133.49
000-411500	Sales Tax Revenue-Gen Fund	13,040,000.00	968,795.04	10,853,953.47	11,910,803.21	-	1,129,196.79	91.34
000-411700	Mixed Beverage Tax	70,000.00	7,737.69	74,316.73	80,493.14	-	(10,493.14)	114.99
TOTAL Taxes		32,305,000.00	1,050,568.82	27,564,679.54	31,413,633.47	-	891,366.53	97.24%
Franchises								
000-421200	Center Point/Entex Energy	120,000.00	-	113,295.63	119,456.00	-	544.00	99.55
000-421220	City Public Service	1,200,000.00	-	1,083,325.28	1,045,483.96	-	154,516.04	87.12
000-421240	Guadalupe Valley Elec Co-op	475,000.00	-	456,141.72	392,853.71	-	82,146.29	82.71
000-421250	New Braunfels Utilities	80,000.00	-	68,796.30	64,024.94	-	15,975.06	80.03
000-421300	Time Warner-State Franchise	325,000.00	-	286,506.52	267,625.57	-	57,374.43	82.35
000-421460	AT&T Franchise Fee	75,000.00	-	75,316.52	42,073.80	-	32,926.20	56.10
000-421480	Other Telecom Franchise - ROW	100,000.00	-	57,441.62	18,192.82	-	81,807.18	18.19
000-421500	Solid Waste Franchise Fee	175,000.00	15,059.77	160,863.96	161,133.66	-	13,866.34	92.08
TOTAL Franchises		2,550,000.00	15,059.77	2,301,687.55	2,110,844.46	-	439,155.54	82.78%
Permits								
000-431100	Home Occupation Permit	550.00	-	350.00	140.00	-	410.00	25.45
000-431205	Bldg Permit-Residential	513,000.00	17,586.00	320,985.25	231,743.80	-	281,256.20	45.17
000-431210	Bldg Permit-Commercial	347,000.00	58,398.00	903,205.91	587,431.20	-	(240,431.20)	169.29
000-431215	Bldg Permit-General	328,000.00	16,812.00	253,332.90	207,557.60	-	120,442.40	63.28
000-431300	Mobile Home Permit	-	50.00	100.00	300.00	-	(300.00)	-
000-431400	Signs Permit	5,500.00	1,306.00	5,904.00	6,082.68	-	(582.68)	110.59
000-431500	Food Establishmnt Permit	71,000.00	9,340.00	54,490.00	62,305.00	-	8,695.00	87.75
000-431700	Plumbing Permit	123,000.00	8,093.00	84,582.00	90,991.00	-	32,009.00	73.98
000-431750	Electrical Permit	70,000.00	5,300.00	56,960.00	53,660.00	-	16,340.00	76.66
000-431800	Mechanical Permit	60,000.00	4,340.00	42,720.00	41,560.00	-	18,440.00	69.27
000-431900	Solicitor/Peddler Permit	2,000.00	600.00	2,800.00	3,040.00	-	(1,040.00)	152.00
000-431950	Animal/Pet Permit	250.00	-	300.00	100.00	-	150.00	40.00
000-432000	Cert of Occupancy Prmt	9,500.00	550.00	7,550.00	7,900.00	-	1,600.00	83.16

CITY OF SCHERTZ

REVENUE REPORT (UNAUDITED)

AS OF: August 31, 2023

101 GENERAL FUND		CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR Y-T-D	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
REVENUES								
000-432100	Security Alarm Permit	43,000.00	2,490.00	37,975.00	29,147.00	-	13,853.00	67.78
000-432300	Grading/Clearing Permit	15,000.00	1,200.00	23,750.37	26,796.72	-	(11,796.72)	178.64
000-432400	Development Permit	100,000.00	-	273,965.71	154,438.40	-	(54,438.40)	154.44
000-435000	Fire Permit	30,000.00	1,855.00	27,009.00	25,573.00	-	4,427.00	85.24
TOTAL Permits		1,717,800.00	127,920.00	2,095,980.14	1,528,766.40	-	189,033.60	89.00%
Licenses								
000-441000	Alcohol Beverage License	8,500.00	1,417.50	7,432.50	6,187.50	-	2,312.50	72.79
000-441300	Mobile Home License	120.00	-	120.00	80.00	-	40.00	66.67
000-442000	Contractors License	37,000.00	-	28,180.00	-	-	37,000.00	-
TOTAL Licenses		45,620.00	1,417.50	35,732.50	6,267.50	-	39,352.50	13.74%
Fees								
000-451000	Municipal Court Fines	525,000.00	20,073.70	437,891.83	318,480.34	-	206,519.66	60.66
000-451010	Texas Motor Carrier Fines	30,000.00	-	21,954.00	200.00	-	29,800.00	0.67
000-451015	CVE Out of Service	3,000.00	-	1,950.00	50.00	-	2,950.00	
000-451100	Arrest Fee	12,000.00	488.97	14,069.84	9,159.65	-	2,840.35	76.33
000-451200	Warrant Fees	53,000.00	3,237.00	50,327.86	39,899.11	-	13,100.89	75.28
000-451340	Judicial Fee-City	300.00	16.49	325.79	222.30	-	77.70	74.10
000-451400	Traffic Fine Costs TTL	6,000.00	147.57	6,030.49	3,560.10	-	2,439.90	59.34
000-451510	Juvenile Case Mgmt Fee	3,000.00	137.40	2,725.07	1,852.53	-	1,147.47	61.75
000-451520	Truancy Fees	14,000.00	498.05	13,778.53	9,218.36	-	4,781.64	65.85
000-451530	Local Municipal Jury Fund	150.00	9.51	268.51	179.55	-	(29.55)	119.70
000-451600	Technology Fund Fee	13,000.00	497.25	12,996.40	8,738.33	-	4,261.67	67.22
000-451700	Security Fee	15,000.00	554.03	14,849.75	9,963.15	-	5,036.85	66.42
000-451800	Time Payment Fee-City	4,000.00	157.50	4,346.16	3,563.07	-	436.93	89.08
000-451850	State Fines 10% Service Fee	15,000.00	-	24,547.98	20,054.74	-	(5,054.74)	133.70
000-451900	DPS Payment-Local	4,000.00	224.00	4,090.96	2,922.27	-	1,077.73	73.06
000-452000	Child Safety Fee	5,000.00	50.00	4,281.05	2,826.69	-	2,173.31	56.53
000-452100	Platting Fees	54,000.00	8,500.00	44,250.00	58,500.00	-	(4,500.00)	108.33
000-452200	Site Plan Fee	23,000.00	3,000.00	21,500.00	25,500.00	-	(2,500.00)	110.87
000-452300	Plan Check Fee	570,000.00	40,831.00	592,044.67	449,498.11	-	120,501.89	78.86
000-452320	Tree Mitigation Admin Fee	15,000.00	-	11,550.00	-	-	15,000.00	-
000-452400	BOA/Variance Fees	2,500.00	500.00	2,500.00	3,000.00	-	(500.00)	120.00
000-452600	Specific Use/Zone Chng Fee	26,450.00	650.00	33,750.00	32,100.00	-	(5,650.00)	121.36
000-452710	Zoning Ltr & Dev Rights	2,550.00	-	4,650.00	3,450.00	-	(900.00)	135.29
000-453100	Reinspection Fees	190,000.00	18,550.00	169,625.00	225,700.00	-	(35,700.00)	118.79
000-453110	Swim Pool Inspection Fee	2,900.00	220.00	880.00	2,750.00	-	150.00	94.83

CITY OF SCHERTZ

REVENUE REPORT (UNAUDITED)

AS OF: August 31, 2023

101 GENERAL FUND		CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR Y-T-D	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
REVENUES								
000-453200	Lot Abatement	6,700.00	-	7,264.58	7,368.88	-	(668.88)	109.98
000-453211	Admin Fee-Inspections	10,000.00	1,400.00	10,400.00	5,100.00	-	4,900.00	51.00
000-453710	Foster Care	500.00	-	50.00	-	-	500.00	-
000-454200	Pool Gate Admission Fee	22,000.00	3,128.00	25,418.00	27,446.00	-	(5,446.00)	124.75
000-454300	Seasonal Pool Pass Fee	4,000.00	-	6,885.00	6,390.00	-	(2,390.00)	159.75
000-456110	Senior Center Memberships	16,000.00	1,772.00	21,708.00	25,117.00	-	(9,117.00)	156.98
000-456120	Senior Center Meal Fee	20,000.00	3,897.63	22,539.96	36,013.38	-	(16,013.38)	180.07
000-456500	HAZ MAT Fees	5,000.00	-	-	-	-	5,000.00	-
000-456600	Fire Re-inspection Fee	700.00	-	100.00	445.00	-	255.00	63.57
000-458000	Sale of General Fixed Assets	-	-	37,572.00	-	-	-	-
000-458110	Sale of Mdse - GovDeals	100,000.00	449.00	15,453.27	116,526.01	-	(16,526.01)	116.53
000-458400	Civic Center Rental Fees	225,000.00	(16,277.83)	269,952.75	244,366.67	-	(19,366.67)	108.61
000-458401	Capital Recovery Fee-Civic C	-	(100.00)	3,400.00	(1,000.00)	-	1,000.00	-
000-458402	Civic Center Ancillary Fees	-	-	1,515.00	(450.00)	-	450.00	-
000-458450	North Center Rental Fees	28,000.00	850.00	35,337.50	37,181.25	-	(9,181.25)	132.79
000-458460	Senior Center Rental	7,000.00	1,400.00	1,400.00	7,700.00	-	(700.00)	110.00
000-458500	Community Center Rental Fees	40,000.00	(631.25)	50,648.00	48,045.75	-	(8,045.75)	120.11
000-458501	Community Center Service Fees	-	-	850.00	-	-	-	-
000-458510	Grand Ballroom Rental Fees	-	-	(30,693.75)	-	-	-	-
000-458520	Cut-Off Hall Rental Fees	-	-	600.00	-	-	-	-
000-458540	Bluebonnet Hall Rental Fees	-	-	(3,137.50)	-	-	-	-
000-458550	Pavilion Rental Fees	25,000.00	2,232.50	23,710.00	26,307.50	-	(1,307.50)	105.23
000-458560	Chamber of Comm Rent	7,800.00	-	5,850.00	7,800.00	-	-	100.00
000-458570	Non-Resident SYSA League	10,000.00	-	7,500.00	10,420.00	-	(420.00)	104.20
000-458590	Cancellation Fees-Event Rental	1,500.00	100.00	2,050.00	5,400.00	-	(3,900.00)	360.00
000-458650	NonResident User Fee-BVYA	-	-	8,240.00	7,510.00	-	(7,510.00)	-
000-458660	BVYA Utility Reimbursement	15,000.00	-	10,134.02	13,466.49	-	1,533.51	89.78
000-458670	SYSA Utility Reimbursement	7,500.00	-	6,651.48	5,907.69	-	1,592.31	78.77
000-458675	Lions Futbol Utility Reimbrsmt	15,000.00	-	12,032.00	17,540.00	-	(2,540.00)	116.93
000-458685	Recreation Programs	1,000.00	2,525.00	(25.00)	17,489.00	-	(16,489.00)	1,748.90
000-458685.00	Rec Prgm-Kickball Leagues	2,600.00	-	6,395.00	1,625.00	-	975.00	62.50
000-458700	Vehicle Impoundment	-	2,610.00	13,070.00	11,901.00	-	(11,901.00)	-
000-459300	Notary Fee	50.00	-	54.00	36.00	-	14.00	72.00
000-459600	Animal Adoption Fee	12,000.00	1,175.00	10,180.00	12,460.00	-	(460.00)	103.83
000-459700	Pet Impoundment Fee	13,000.00	362.00	10,768.00	10,047.00	-	2,953.00	77.28
000-459800	Police Reports Fee	5,000.00	642.00	4,719.39	5,176.00	-	(176.00)	103.52
TOTAL Fees		2,189,200.00	103,821.52	2,093,870.59	1,944,999.92	-	244,200.08	88.85%

CITY OF SCHERTZ

REVENUE REPORT (UNAUDITED)

AS OF: August 31, 2023

101 GENERAL FUND	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR Y-T-D	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
REVENUES							
<u>Fines</u>							
000-463000 Library Fines	9,000.00	857.63	9,686.73	11,519.65	-	(2,519.65)	128.00
TOTAL Fines	9,000.00	857.63	9,686.73	11,519.65	-	(2,519.65)	128.00%
<u>Inter-Jurisdictional</u>							
000-473100 Bexar Co - Fire	21,077.00	-	7,025.92	-	-	21,077.00	-
000-473200 City of Seguin-Fire Contract	30,107.00	3,083.33	27,877.60	37,463.51	-	(7,356.51)	124.43
000-473300 Guadalupe Co-Library	220,000.00	18,096.00	199,056.00	199,056.00	-	20,944.00	90.48
000-474200 Library Services-Cibolo	40,000.00	-	40,000.00	40,000.00	-	-	100.00
000-474210 Library Services-Selma	25,000.00	-	24,825.00	25,275.00	-	(275.00)	101.10
000-474400 Dispatch Service-Cibolo	160,000.00	40,000.00	243,000.00	160,000.00	-	-	100.00
000-474600 School Crossing Guard-Bexar Co	36,000.00	3,884.95	37,847.26	41,137.29	-	(5,137.29)	114.27
000-474610 School Cross Guard-Guadalupe C	41,000.00	4,256.28	43,751.53	44,272.56	-	(3,272.56)	107.98
000-474620 School Crossing Guards - Comal	1,900.00	-	14,571.25	15,404.81	-	(13,504.81)	810.78
000-474700 School Officer Funding	551,268.00	-	275,634.00	407,426.25	-	143,841.75	73.91
000-474750 Crime Victim Liaison Agreement	25,000.00	9,375.00	18,750.00	37,500.00	-	(12,500.00)	150.00
TOTAL Inter-Jurisdictional	1,151,352.00	78,695.56	932,338.56	1,007,535.42	-	143,816.58	87.51%
<u>Fund Transfers</u>							
000-480000 Indirect Costs-EMS	216,994.00	18,082.83	195,011.67	198,911.17	-	18,082.83	91.67
000-480100 Indirect Costs-Hotel/Motel	69,915.00	5,826.25	68,239.42	64,088.75	-	5,826.25	91.67
000-481000 Transfer In - Reserves	1,086,155.00	-	-	-	-	1,086,155.00	-
000-485000 Interfund Charges-Drainage-5%	320,073.00	26,672.75	282,342.50	293,400.25	-	26,672.75	91.67
000-486000 Interfund Chrges-Admin W&S	1,493,620.00	124,468.33	1,355,044.17	1,369,151.67	-	124,468.33	91.67
000-486202 Transfer In-Water&Sewer Fund	4,000.00	-	-	-	-	4,000.00	-
000-486203 Transfer In-EMS	4,000.00	-	-	-	-	4,000.00	-
000-486204 Transfer In-Drainage	1,000.00	-	-	-	-	1,000.00	-
000-487000 Interfund Charges-Fleet	470,050.00	42,818.00	463,383.25	470,998.00	-	(948.00)	100.20
000-488000 Interfund Charges-4B	542,221.00	-	506,984.00	542,221.00	-	-	100.00
TOTAL Fund Transfers	4,208,028.00	217,868.16	2,871,005.01	2,938,770.84	-	1,269,257.16	69.84%
<u>Miscellaneous</u>							
000-491000 Interest Earned	25,000.00	15,884.80	11,187.16	134,501.24	-	(109,501.24)	538.00
000-491200 Investment Income	250,000.00	96,645.07	124,139.16	814,395.18	-	(564,395.18)	325.76
000-491900 Unrealized Gain/Loss-CapOne	-	3,507.06	(66,157.22)	9,372.56	-	(9,372.56)	-
000-493000 Donations-Others	375.00	-	-	375.00	-	-	100.00
000-493120 Donations-Public Library	10,000.00	35.50	1,449.91	1,872.75	-	8,127.25	18.73
000-493400 Donations-Animal Control	5,000.00	-	4,061.90	1,795.00	-	3,205.00	35.90
000-493465 Donations-Senior Center	10,000.00	112.00	4,870.33	2,260.05	-	7,739.95	22.60

CITY OF SCHERTZ

REVENUE REPORT (UNAUDITED)

AS OF: August 31, 2023

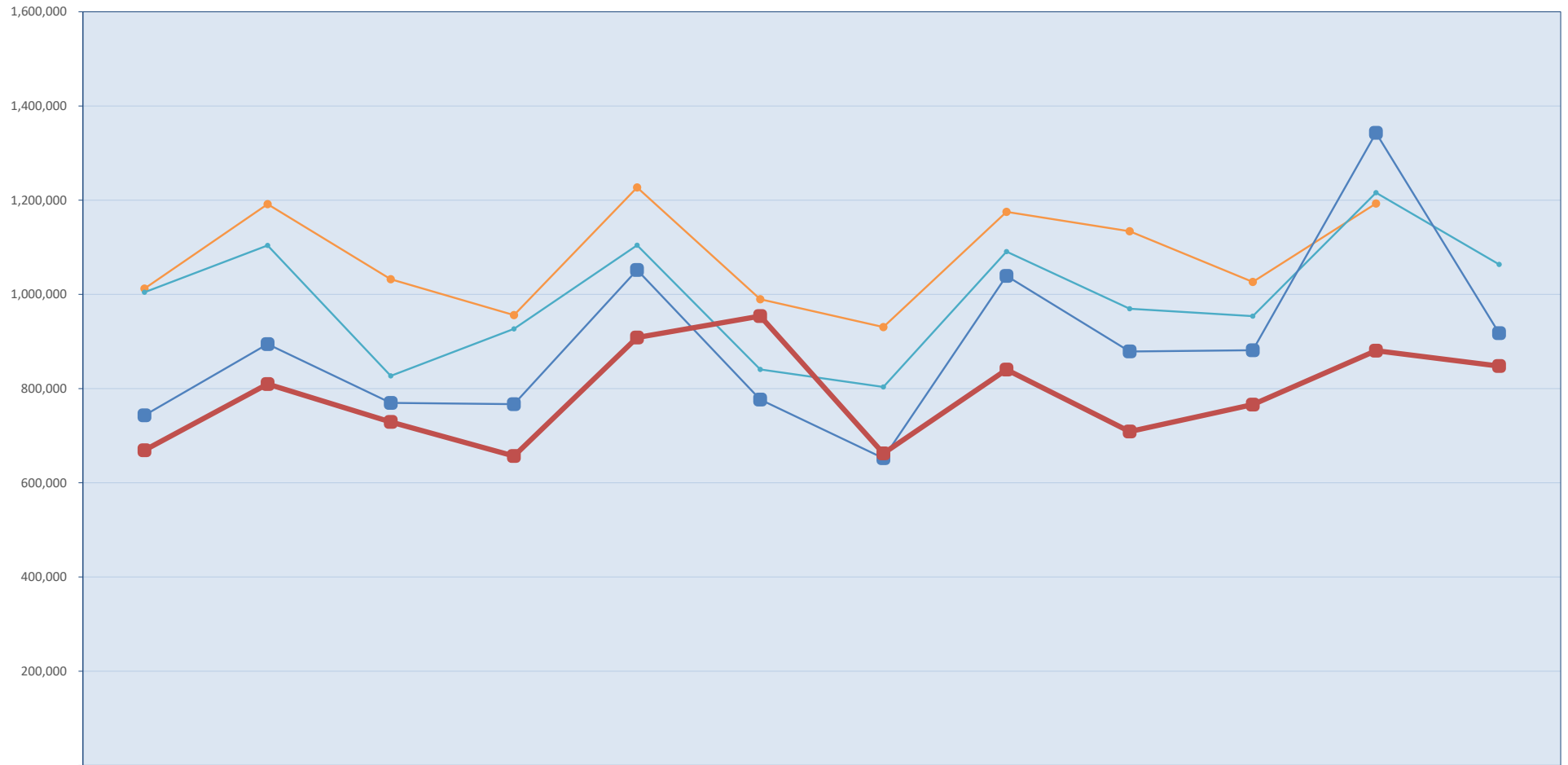
101 GENERAL FUND	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR Y-T-D	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET	
REVENUES								
000-493503	Donation-Fire Rescue	1,000.00	-	625.00	150.00	-	850.00	15.00
000-493618	Donation - Veteran's Memorial	1,250.00	-	2,630.00	1,500.00	-	(250.00)	120.00
000-493700	July 4th Activities	26,000.00	-	28,417.00	33,050.00	-	(7,050.00)	127.12
000-493701	Proceeds-Holidazzle	12,500.00	-	21,600.00	16,070.00	-	(3,570.00)	128.56
000-493704	Moving on Main	4,000.00	-	8,700.00	12,000.00	-	(8,000.00)	300.00
000-493706	Music, Movies in the Park	8,000.00	-	8,000.00	8,000.00	-	-	100.00
000-493707	Cornhole League	2,000.00	800.00	1,140.00	2,200.00	-	(200.00)	110.00
000-494481	LawEnforcemtOfficersStd&	5,000.00	-	4,151.77	4,106.62	-	893.38	82.13
000-495100	Mobile Stage Rental Fees	-	-	4,150.00	3,100.00	-	(3,100.00)	-
000-497000	Misc Income-Gen Fund	60,000.00	169.32	68,386.72	28,196.18	-	31,803.82	46.99
000-497005	Schertz Magazine Advertising	145,000.00	11,675.00	129,918.12	114,393.75	-	30,606.25	78.89
000-497100	Misc Income-Police	9,000.00	484.00	7,278.05	5,728.34	-	3,271.66	63.65
000-497150	Misc Income-Fire Department	-	-	0.11	-	-	-	-
000-497200	Misc Income-Library	3,000.00	403.10	3,648.45	4,741.20	-	(1,741.20)	158.04
000-497210	Misc Income-Library Copier	14,000.00	1,925.60	12,787.62	16,702.37	-	(2,702.37)	119.30
000-497300	Misc Income-Animal Control	500.00	30.00	405.00	1,110.00	-	(610.00)	222.00
000-497400	Misc Income-Streets Dept	50,000.00	1,400.00	33,056.29	35,500.69	-	14,499.31	71.00
000-497460	Misc Income-Parks	-	177.00	74.60	353.70	-	(353.70)	-
000-497500	Misc Income-TML Ins. Claims	25,000.00	2,528.65	20,237.11	41,877.16	-	(16,877.16)	167.51
000-497550	Misc Income-TML WC Reimbursmnt	10,000.00	-	53,381.19	7,828.71	-	2,171.29	78.29
000-497600	Misc Income-Vending Mach	1,600.00	301.25	2,210.43	2,228.41	-	(628.41)	139.28
000-497610	Misc Income-Muni Court	-	-	1.80	400.00	-	(400.00)	-
000-498000	Reimbursmnt-Gen Fund	20,000.00	-	-	-	-	20,000.00	-
000-498105	Reimbursmt Police OT-DEA	35,000.00	2,690.39	26,337.88	16,628.10	-	18,371.90	47.51
000-498110	Reimburmnt Fire-Emg Acti-OT	200,000.00	-	446,209.28	440,657.76	-	(240,657.76)	220.33
000-498150	Reimbursement - Library	7,000.00	-	-	-	-	7,000.00	-
TOTAL Miscellaneous		940,225.00	138,768.74	962,897.66	1,761,095.02	-	(820,870.02)	187.31%
TOTAL REVENUES		45,116,225.00	1,734,977.70	38,867,878.28	42,723,432.68	-	2,392,792.32	94.70%

GENERAL FUND
CASH IN BANK AND INVESTMENTS

AS OF: August 31, 2023

Cash in Bank		
Claim on Operating Cash Pool-Checking	\$	1,614,370.13
Cash in Investments		
LOGIC Investment-General Fund		16,636,154.24
LOGIC Investment-Equip Replacement		83,230.09
LOGIC Investment-Veh Replacement		561,202.55
LOGIC Investment-Air Condi Replacment		305,410.79
CAPITAL ONE Investment-General Fund		1,429,883.60
CD - CALIFORNIA CR UN GLENDALE		258,200.29
CD - Capital One MCLEAN		252,271.10
CD - Capital One ALLEN		252,271.10
CD - Goldman Sachs		252,271.10
Total Cash in Bank & Investments	\$	<u>21,645,264.99</u>

Sales Tax-General Fund



	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
2022-23	1,012,285	1,191,635	1,032,144	956,099	1,227,037	989,612	930,666	1,175,108	1,134,030	1,026,350	1,192,848	
2021-22	1,004,614	1,103,814	826,933	926,859	1,104,306	840,622	803,436	1,090,848	969,440	953,702	1,215,909	1,063,576
2020-21	743,235	894,399	769,523	766,917	1,051,843	776,582	652,217	1,039,235	878,852	881,389	1,342,856	917,603
2019-20	669,061	809,661	729,135	656,810	908,377	953,913	662,240	840,330	708,822	765,963	880,492	847,850

ADVALOREM TAX



CITY OF SCHERTZ
 REVENUE AND EXPENSE REPORT (UNAUDITED)
 AS OF: August 31, 2023

CITY OF SCHERTZ

	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR Y-T-D	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
106-SPECIAL EVENTS FUND							
FINANCIAL SUMMARY							
<u>REVENUE SUMMARY</u>							
Fund Transfers	-	-	-	146.72	-	(146.72)	-
Miscellaneous	24,000.00	88.15	45,328.56	61,579.65	-	(37,579.65)	256.58
TOTAL REVENUES	24,000.00	88.15	45,328.56	61,726.37	-	(37,726.37)	257.19%
<u>EXPENDITURE SUMMARY</u>							
<u>GENERAL GOVERNMENT</u>							
<u>CULTURAL</u>							
KICK CANCER	10,000.00	-	9,848.94	22,194.63	-	(12,194.63)	221.95
HAL BALDWIN SCHOLARSHIP	14,000.00	-	19,719.28	25,554.70	-	(11,554.70)	182.53
TOTAL CULTURAL	24,000.00	-	29,568.22	47,749.33	-	(23,749.33)	198.96%
TOTAL EXPENDITURES	24,000.00	-	29,568.22	47,749.33	-	(23,749.33)	198.96%
REVENUE OVER(UNDER) EXPEND	-	88.15	15,760.34	13,977.04	-	(13,977.04)	

CITY OF SCHERTZ

REVENUE REPORT (UNAUDITED)

AS OF: August 31, 2023

CITY OF SCHERTZ

		CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR Y-T-D	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
106-SPECIAL EVENTS FUND								
REVENUES								
<u>Fund Transfers</u>								
000-486101	Transfer In-General Fund	-	-	-	146.72	-	(146.72)	-
TOTAL Fund Transfers		-	-	-	146.72	-	(146.72)	0.00%
<u>Miscellaneous</u>								
000-491200	Investment Income	-	88.15	107.22	805.02	-	(805.02)	-
000-492200	Kick Cancer	10,000.00	-	9,595.00	22,194.63	-	(12,194.63)	221.95
000-493621	Hal Baldwin Scholarship	14,000.00	-	35,626.34	38,580.00	-	(24,580.00)	275.57
TOTAL Miscellaneous		24,000.00	88.15	45,328.56	61,579.65	-	(37,579.65)	256.58%
TOTAL REVENUES		24,000.00	88.15	45,328.56	61,726.37	-	(37,726.37)	257.19%

SPECIAL EVENTS FUND
CASH IN BANK AND INVESTMENTS

AS OF: August 31, 2023

CITY OF SCHERTZ

Cash in Bank	Current
Claim on Operating Cash Pool-Checking	\$ 161,631.93
Cash in Investments	
Texas Class- Special Events	<u>19,000.56</u>
Total Cash in Bank & Investments	<u>\$ 180,632.49</u>

CITY OF SCHERTZ
 REVENUE AND EXPENSE REPORT (UNAUDITED)
 AS OF: August 31, 2023

	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR Y-T-D	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
110-PEG FUND							
<u>FINANCIAL SUMMARY</u>							
<u>REVENUE SUMMARY</u>							
Franchises	90,000.00	17,739.16	79,402.59	74,016.18	-	15,983.82	82.24
Fund Transfers	854,770.00	-	-	-	-	854,770.00	-
TOTAL REVENUES	944,770.00	17,739.16	79,402.59	74,016.18	-	870,753.82	7.83%
<u>EXPENDITURE SUMMARY</u>							
<u>GENERAL GOVERNMENT</u>							
<u>MISC & PROJECTS</u>							
Professional Services	60,000.00	-	-	-	-	60,000.00	-
Capital Outlay	854,770.00	143,959.25	153,104.36	339,009.83	467,720.41	48,039.76	94.38
TOTAL MISC & PROJECTS	914,770.00	143,959.25	153,104.36	339,009.83	467,720.41	108,039.76	88.19%
TOTAL EXPENDITURES	914,770.00	143,959.25	153,104.36	339,009.83	467,720.41	108,039.76	88.19%
REVENUE OVER(UNDER) EXPEND	30,000.00	(126,220.09)	(73,701.77)	(264,993.65)	(467,720.41)	762,714.06	

CITY OF SCHERTZ

REVENUE REPORT (UNAUDITED)

AS OF: August 31, 2023

		CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR Y-T-D	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
110-PEG FUND								
REVENUES								
<u>Franchises</u>								
000-421350	Time Warner - PEG Fee	60,000.00	14,615.90	62,326.97	60,304.11	-	(304.11)	100.51
000-421465	AT&T PEG Fee	30,000.00	3,123.26	17,075.62	13,712.07	-	16,287.93	45.71
TOTAL Franchises		90,000.00	17,739.16	79,402.59	74,016.18	-	15,983.82	82.24%
<u>Fund Transfers</u>								
000-481000	Transfer In - Reserves	854,770.00	-	-	-	-	854,770.00	-
TOTAL Fund Transfers		854,770.00	-	-	-	-	854,770.00	0.00%
TOTAL REVENUES		944,770.00	17,739.16	79,402.59	74,016.18	-	870,753.82	7.83%

PEG FUND
CASH IN BANK AND INVESTMENTS

AS OF: August 31, 2023

Cash in Bank

Cash Balance

\$ 598,111.58

Total Cash in Bank & Investments

\$ 598,111.58

CITY OF SCHERTZ
 REVENUE AND EXPENSE REPORT (UNAUDITED)
 AS OF: August 31, 2023

	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR Y-T-D	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
202-WATER & SEWER							
FINANCIAL SUMMARY							
REVENUE SUMMARY							
Franchises	400,000.00	-	360,419.37	306,535.39	-	93,464.61	76.63
Fees	27,487,000.00	3,011,115.92	32,346,662.32	27,290,644.00	-	196,356.00	99.29
Fund Transfers	150,000.00	12,500.00	137,500.36	137,500.00	-	12,500.00	91.67
Miscellaneous	448,858.00	55,788.97	418,912.91	656,967.85	-	(208,109.85)	146.36
TOTAL REVENUES	28,485,858.00	3,079,404.89	33,263,494.96	28,391,647.24	-	94,210.76	99.67%
EXPENDITURE SUMMARY							
BUSINESS OFFICE							
Personnel Services	568,896.00	37,944.16	465,659.23	465,872.43	18,439.51	84,584.06	85.13
Supplies	213,090.63	534.24	128,868.52	208,877.04	280.92	3,932.67	98.15
City Support Services	65,679.91	-	37,261.69	43,818.36	6,880.00	14,981.55	77.19
Utility Services	11,500.00	928.29	9,637.99	7,369.90	-	4,130.10	64.09
Operations Support	120,000.00	10,601.25	100,579.17	103,018.72	11,058.40	5,922.88	95.06
Staff Support	8,700.00	-	5,297.10	4,215.75	-	4,484.25	48.46
Professional Services	273,000.00	129.32	264,338.76	194,396.56	-	78,603.44	71.21
Maintenance Services	18,700.00	-	4,620.00	-	-	18,700.00	-
Operating Equipment	2,220.09	-	-	2,180.71	-	39.38	98.23
Capital Outlay	-	-	58,280.00	-	44.50	(44.50)	-
TOTAL BUSINESS OFFICE	1,281,786.63	50,137.26	1,074,542.46	1,029,749.47	36,703.33	215,333.83	83.20%
W & S ADMINISTRATION							
Personnel Services	2,027,484.00	149,396.20	1,654,288.45	1,613,563.60	80,648.40	333,272.00	83.56
Supplies	63,000.00	11,014.22	28,642.53	33,465.72	24,760.72	4,773.56	92.42
City Support Services	190,500.00	218.13	72,459.10	89,184.52	3.20	101,312.28	46.82
Utility Services	3,585,500.00	48,461.20	3,486,533.96	2,734,884.51	311.68	850,303.81	76.28
Operations Support	10,050.00	573.27	6,184.47	5,117.98	48.01	4,884.01	51.40
Staff Support	43,000.00	3,986.82	33,432.07	24,830.12	2,345.44	15,824.44	63.20
City Assistance	-	-	40.00	-	-	-	-
Professional Services	428,400.00	11,583.67	273,999.11	321,618.99	42,339.97	64,441.04	84.96
Fund Charges/Transfers	6,746,368.00	635,050.33	6,282,072.94	6,049,618.92	-	696,749.08	89.67
Maintenance Services	9,570,200.00	517,826.58	9,290,020.03	8,940,799.85	206,912.04	422,488.11	95.59
Other Costs	40,000.00	100.00	36,615.93	36,705.45	-	3,294.55	91.76
Debt Service	2,499,777.00	-	1,617,411.77	2,619,511.31	-	(119,734.31)	104.79
Other Financing Sources	-	-	57,094.83	-	-	-	-
Rental/Leasing	72,275.00	8,500.00	104,765.24	96,901.61	-	(24,626.61)	134.07
Operating Equipment	7,000.00	647.91	7,295.24	5,876.85	-	1,123.15	83.96
Capital Outlay	261,400.00	61,110.00	46,061.35	309,498.13	360,569.24	(408,667.37)	256.34
TOTAL PUBLIC WORKS	25,544,954.00	1,448,468.33	22,996,917.02	22,881,577.56	717,938.70	1,945,437.74	92.38%

CITY OF SCHERTZ
 REVENUE AND EXPENSE REPORT (UNAUDITED)
 AS OF: August 31, 2023

202-WATER & SEWER	CURRENT	CURRENT	PRIOR YEAR	Y-T-D	Y-T-D	BUDGET	% OF
FINANCIAL SUMMARY	BUDGET	PERIOD	Y-T-D	ACTUAL	ENCUMBRANCE	BALANCE	BUDGET
<u>MISC & PROJECTS</u>							
<u>PROJECTS</u>							
Fund Charges/Transfers	-	-	5,000,000.00	326,181.00	-	(326,181.00)	-
TOTAL PROJECTS	-	321,544.76	5,570,529.00	648,231.76	-	(648,231.76)	0.00%
TOTAL MISC & PROJECTS	-	321,544.76	5,570,529.00	648,231.76	-	(648,231.76)	0.00%
TOTAL EXPENDITURES	26,826,740.63	1,820,150.35	29,641,988.48	24,559,558.79	754,642.03	1,512,539.81	94.36%
** REVENUE OVER(UNDER)EXPENSES **	1,659,117.37	1,259,254.54	3,621,506.48	3,832,088.45	(754,642.03)	(1,418,329.05)	

CITY OF SCHERTZ

REVENUE REPORT (UNAUDITED)

AS OF: August 31, 2023

202-WATER & SEWER REVENUES	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR Y-T-D	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
<u>Franchises</u>							
000-421490 Cell Tower Leasing	400,000.00	-	360,419.37	306,535.39	-	93,464.61	76.63
TOTAL Franchises	400,000.00	-	360,419.37	306,535.39	-	93,464.61	76.63%
<u>Fees</u>							
000-455200 Garbage Collection Fee	5,300,000.00	483,218.23	5,165,484.03	5,394,118.85	-	(94,118.85)	101.78
000-455600 Fire Line Fees	22,000.00	-	-	-	-	22,000.00	-
000-455700 Recycle Fee Revenue	340,000.00	29,424.42	317,620.22	321,165.15	-	18,834.85	94.46
000-455800 W&S Line Constructn Reimbur	25,000.00	50.00	11,391.00	1,510.00	-	23,490.00	6.04
000-457100 Sale of Water	12,600,000.00	1,630,942.78	18,013,222.11	12,449,757.75	-	150,242.25	98.81
000-457110 Edwards Water Lease	40,000.00	-	-	-	-	40,000.00	-
000-457120 Water Transfer Charge-Selma	15,000.00	-	-	-	-	15,000.00	-
000-457200 Sale of Meters	100,000.00	5,755.90	97,940.13	65,910.11	-	34,089.89	65.91
000-457400 Sewer Charges	8,800,000.00	834,521.67	8,444,494.25	8,760,794.81	-	39,205.19	99.55
000-457500 Water Penalties	240,000.00	26,927.92	293,910.58	295,112.33	-	(55,112.33)	122.96
000-458110 Sale of Merchandise - GovDeals	2,500.00	-	-	-	-	2,500.00	-
000-459200 NSF Check Fee-Water&Sewer	2,500.00	275.00	2,600.00	2,275.00	-	225.00	91.00
TOTAL Fees	27,487,000.00	3,011,115.92	32,346,662.32	27,290,644.00	-	196,356.00	99.29%
<u>Fund Transfers</u>							
000-486204 Interfnd Chrg-Drainage Billing	150,000.00	12,500.00	137,500.00	137,500.00	-	12,500.00	91.67
000-486406 Transfer In - Pblc Imprvmt	-	-	0.36	-	-	-	-
TOTAL Fund Transfers	150,000.00	12,500.00	137,500.36	137,500.00	-	12,500.00	91.67%
<u>Miscellaneous</u>							
000-490000 Misc Charges	10,500.00	922.00	13,710.51	10,655.00	-	(155.00)	101.48
000-491000 Interest Earned	25,000.00	3,251.31	16,867.65	12,612.04	-	12,387.96	50.45
000-491200 Investment Income	100,000.00	41,059.69	61,279.35	362,873.32	-	(262,873.32)	362.87
000-497000 Misc Income-W&S	18,000.00	381.15	3,382.60	18,202.02	-	(202.02)	101.12
000-498110 Salary Reimb-SSLGC	295,358.00	10,174.82	323,672.95	252,623.47	-	42,734.53	85.53
000-499100 Distribution-GSE Bond Set	-	-	(0.15)	-	-	-	-
TOTAL Miscellaneous	448,858.00	55,788.97	418,912.91	656,967.85	-	(208,109.85)	146.36%
TOTAL REVENUES	28,485,858.00	3,079,404.89	33,263,494.96	28,391,647.24	-	94,210.76	99.67%

**WATER & SEWER
CASH IN BANK AND INVESTMENTS**

AS OF: August 31, 2023

Cash in Bank

Claim on Operating Cash Pool-Checking	\$ 135,038.12
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Cash in Investments

Lone Star Investment-Water&Sewer	8,156,346.45
Lone Star Investment-W&S Customer Deposits	334,467.67
Lone Star Investment-W&S Equip Replacement	201,097.75
Lone Star Investment-W&S Veh Replacement	290,503.91
Schertz Bank & Trust-Certificate of Deposit	<u>1,183,796.96</u>
	\$ 10,166,212.74

Total Cash in Bank & Investments	<u><u>\$ 10,301,250.86</u></u>
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CITY OF SCHERTZ
REVENUE AND EXPENSE REPORT (UNAUDITED)
AS OF: August 31, 2023

203-EMS	CURRENT	CURRENT	PRIOR YEAR	Y-T-D	Y-T-D	Y-T-D	BUDGET	% OF
FINANCIAL SUMMARY	BUDGET	PERIOD	Y-T-D	ACTUAL	ENCUMBRANCE	BALANCE	BUDGET	BUDGET
REVENUE SUMMARY								
Fees	7,605,302.40	33,077.42	7,200,200.62	5,642,145.50	-	1,963,156.90	74.19	
Inter-Jurisdictional	3,978,179.42	131,892.72	3,962,689.62	3,733,394.75	-	244,784.67	93.85	
Fund Transfers	262,000.00	-	-	-	-	262,000.00	-	
Miscellaneous	171,500.00	12,798.63	74,375.41	221,312.14	-	(49,812.14)	129.04	
TOTAL REVENUES	12,016,981.82	177,768.77	11,237,265.65	9,596,852.39	-	2,420,129.43	79.86%	
EXPENDITURE SUMMARY								
PUBLIC SAFETY								
SCHERTZ EMS								
Personnel Services	6,238,590.00	517,673.56	5,437,804.45	6,036,866.82	132,029.89	69,693.29	98.88	
Supplies	398,525.00	40,246.62	399,760.43	456,751.74	41,759.64	(99,986.38)	125.09	
City Support Services	158,500.00	2,402.88	80,250.59	86,761.91	1,677.78	70,060.31	55.80	
Utility Services	176,000.00	14,292.30	155,141.60	146,340.69	761.33	28,897.98	83.58	
Operations Support	31,500.00	2,547.12	30,360.41	28,354.12	617.75	2,528.13	91.97	
Staff Support	123,500.00	1,662.88	67,383.55	95,326.55	16,854.90	11,318.55	90.84	
City Assistance	624,989.01	51,540.75	520,273.65	519,639.21	51,707.75	53,642.05	91.42	
Professional Services	125,500.00	11,682.08	140,495.60	105,951.84	-	19,548.16	84.42	
Fund Charges/Transfers	3,145,058.40	39,646.33	2,769,113.66	2,605,227.44	-	539,830.96	82.84	
Maintenance Services	13,000.00	3,060.00	9,600.00	8,280.00	1,040.00	3,680.00	71.69	
Debt Service	-	-	116,725.00	-	-	-	-	
Rental/Leasing	150,000.00	-	145,102.65	78,509.17	-	71,490.83	52.34	
Operating Equipment	120,500.00	9,677.81	34,393.35	63,299.00	22,770.98	34,430.02	71.43	
Capital Outlay	710,000.00	-	816,922.66	471,458.50	46,447.50	192,094.00	72.94	
TOTAL PUBLIC SAFETY	12,015,662.41	694,432.33	10,723,327.60	10,702,766.99	315,667.52	997,227.90	91.70%	
TOTAL EXPENDITURES	12,015,662.41	694,432.33	10,723,327.60	10,702,766.99	315,667.52	997,227.90	91.70%	
** REVENUE OVER(UNDER) EXPENSES **	1,319.41	(516,663.56)	513,938.05	(1,105,914.60)	(315,667.52)	1,422,901.53		

CITY OF SCHERTZ
REVENUE REPORT (UNAUDITED)
AS OF: August 31, 2023

		CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR Y-T-D	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
203-EMS REVENUES								
<u>Fees</u>								
000-456100	Ambulance/Mileage Transprt Fee	7,248,302.40	3,063.28	6,839,555.42	5,317,291.04	-	1,931,011.36	73.36
000-456110	Passport Membership Fees	26,000.00	125.00	26,610.00	25,410.00	-	590.00	97.73
000-456120	EMT Class - Fees	140,000.00	9,550.00	170,425.00	125,165.00	-	14,835.00	89.40
000-456122	CE Class - Fees	20,000.00	-	18,523.20	20,691.35	-	(691.35)	103.46
000-456130	Immunization Fees	3,000.00	-	2,227.45	1,936.83	-	1,063.17	64.56
000-456140	Billing Fees-External	28,000.00	5,719.24	21,190.71	28,057.21	-	(57.21)	100.20
000-456150	Standby Fees	50,000.00	438.90	42,523.75	41,763.75	-	8,236.25	83.53
000-456155	Community Services Support	50,000.00	11,211.00	40,704.09	47,897.32	-	2,102.68	95.79
000-456160	MIH Services	40,000.00	2,970.00	38,391.00	33,933.00	-	6,067.00	84.83
000-459200	NSF Check Fee	-	-	50.00	-	-	-	-
TOTAL Fees		7,605,302.40	33,077.42	7,200,200.62	5,642,145.50	-	1,963,156.90	74.19%
<u>Inter-Jurisdictional</u>								
000-473500	Seguin/Guadalupe Co Support	927,934.89	77,327.91	773,279.10	850,607.01	-	77,327.88	91.67
000-474200	JBSA Support	654,777.78	54,564.81	529,455.40	599,223.64	-	55,554.14	91.52
000-474300	Cibolo Support	557,333.70	-	529,043.96	557,333.72	-	(0.02)	100.00
000-475100	Comal Co ESD #6	132,247.05	-	159,666.96	104,509.14	-	27,737.91	79.03
000-475200	Live Oak Support	273,764.40	-	259,350.75	273,764.40	-	-	100.00
000-475300	Universal City Support	345,554.30	-	335,884.88	345,554.32	-	(0.02)	100.00
000-475400	Selma Support	186,132.10	-	180,290.24	186,132.12	-	(0.02)	100.00
000-475500	Schertz Support	725,514.30	-	695,644.24	725,514.32	-	(0.02)	100.00
000-475600	Santa Clara Support	12,236.00	-	11,953.04	12,236.00	-	-	100.00
000-475800	Marion Support	22,684.90	-	21,363.88	22,684.92	-	(0.02)	100.00
000-475910	TASPP Program	140,000.00	-	466,757.17	55,835.16	-	84,164.84	39.88
TOTAL Inter-Jurisdictional		3,978,179.42	131,892.72	3,962,689.62	3,733,394.75	-	244,784.67	93.85%
<u>Fund Transfers</u>								
000-486000	Transfer In-Reserves	262,000.00	-	-	-	-	262,000.00	-
TOTAL Fund Transfers		262,000.00	-	-	-	-	262,000.00	0.00%
<u>Miscellaneous</u>								
000-491000	Interest Earned	1,500.00	2,759.29	843.66	10,702.50	-	(9,202.50)	713.50
000-491200	Investment Income	4,000.00	1,834.06	4,080.48	28,265.15	-	(24,265.15)	706.63
000-493203	Donations-EMS	2,000.00	-	950.00	1,215.00	-	785.00	60.75
000-497000	Misc Income	94,000.00	1,768.72	27,744.99	120,743.23	-	(26,743.23)	128.45
000-497100	Recovery of Bad Debt	20,000.00	218.08	11,182.88	14,180.30	-	5,819.70	70.90
000-497110	Collection Agency-Bad Debt	50,000.00	6,218.48	29,573.40	46,205.96	-	3,794.04	92.41
TOTAL Miscellaneous		171,500.00	12,798.63	74,375.41	221,312.14	-	(49,812.14)	129.04%
TOTAL REVENUES		12,016,981.82	177,768.77	11,237,265.65	9,596,852.39	-	2,420,129.43	79.86%

CITY OF SCHERTZ
CASH IN BANK AND INVESTMENTS

AS OF: August 31, 2023

Cash in Bank		
Claim on Operating Cash Pool-Checking	\$	527,414.60
Cash in Investments		
EMS-Logic		<u>541,587.13</u>
Total Cash in Bank & Investments	\$	<u>1,069,001.73</u>

CITY OF SCHERTZ
REVENUE AND EXPENSE REPORT (UNAUDITED)
AS OF: August 31, 2023

204-DRAINAGE FINANCIAL SUMMARY	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR Y-T-D	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
REVENUE SUMMARY							
Permits	7,000.00	1,450.00	9,000.00	15,100.00	-	(8,100.00)	215.71
Fees	1,258,500.00	105,986.64	1,151,475.46	1,160,410.02	-	98,089.98	92.21
Fund Transfers	182,573.00	-	-	-	-	182,573.00	-
Miscellaneous	2,000.00	3,016.27	2,833.79	26,271.62	-	(24,271.62)	1,313.58
TOTAL REVENUES	1,450,073.00	110,452.91	1,163,309.25	1,201,781.64	-	248,291.36	82.88%
EXPENDITURE SUMMARY							
PUBLIC WORKS							
DRAINAGE							
Personnel Services	525,214.00	40,810.24	317,726.20	463,752.77	14,083.71	47,377.52	90.98
Supplies	6,950.00	276.16	7,942.28	2,921.39	3,015.63	1,012.98	85.42
City Support Services	16,000.00	111.65	4,424.30	5,218.73	3.20	10,778.07	32.64
Utility Services	16,900.00	3,858.84	20,499.03	28,208.92	935.03	(12,243.95)	172.45
Staff Support	14,000.00	531.23	10,919.31	7,519.22	359.48	6,121.30	56.28
City Assistance	200.00	-	40.00	-	-	200.00	-
Professional Services	42,500.00	-	13,540.64	39,317.12	1,990.04	1,192.84	97.19
Fund Charges/Transfers	575,443.00	47,870.25	525,998.92	526,572.75	-	48,870.25	91.51
Maintenance Services	75,000.00	5,100.00	7,183.08	13,133.11	12,710.05	49,156.84	34.46
Other Costs	100.00	-	100.00	105.00	-	(5.00)	105.00
Operating Equipment	2,500.00	-	2,458.58	2,402.25	-	97.75	96.09
Capital Outlay	165,000.00	-	13,903.04	73,614.67	-	91,385.33	44.61
TOTAL DRAINAGE	1,439,807.00	98,558.37	924,735.38	1,162,765.93	33,097.14	243,943.93	83.06%
PROJECTS							
Maintenance Services	-	-	26,517.40	-	-	-	-
TOTAL PROJECTS	-	-	26,517.40	-	-	-	0.00%
TOTAL EXPENDITURES	1,439,807.00	98,558.37	951,252.78	1,162,765.93	33,097.14	243,943.93	83.06%
** REVENUE OVER(UNDER) EXPEND	10,266.00	11,894.54	212,056.47	39,015.71	(33,097.14)	4,347.43	

CITY OF SCHERTZ

REVENUE REPORT (UNAUDITED)

AS OF: August 31, 2023

204-DRAINAGE	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR Y-T-D	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
REVENUES							
<u>Permits</u>							
000-432400 Floodplain Permit	7,000.00	1,450.00	9,000.00	15,100.00	-	(8,100.00)	215.71
TOTAL Permits	7,000.00	1,450.00	9,000.00	15,100.00	-	(8,100.00)	215.71%
<u>Fees</u>							
000-457500 Drainage Penalties	8,500.00	719.13	9,038.20	9,522.36	-	(1,022.36)	112.03
000-457600 Drainage Fee	1,250,000.00	105,267.51	1,142,437.26	1,150,887.66	-	99,112.34	92.07
TOTAL Fees	1,258,500.00	105,986.64	1,151,475.46	1,160,410.02	-	98,089.98	92.21%
<u>Fund Transfers</u>							
000-481000 Transfer In - Reserves	165,000.00	-	-	-	-	165,000.00	-
000-486101 Transfer In - General Fund	17,573.00	-	-	-	-	17,573.00	-
TOTAL Funds Transfers	182,573.00	-	-	-	-	182,573.00	0.00%
<u>Miscellaneous</u>							
000-491000 Interest Earned	500.00	277.36	450.19	3,369.10	-	(2,869.10)	673.82
000-491200 Investment Income	1,500.00	2,738.91	2,383.60	22,902.52	-	(21,402.52)	1,526.83
TOTAL Miscellaneous	2,000.00	3,016.27	2,833.79	26,271.62	-	(24,271.62)	1313.58%
TOTAL REVENUES	1,450,073.00	110,452.91	1,163,309.25	1,201,781.64	-	248,291.36	82.88%

DRAINAGE
CASH IN BANK AND INVESTMENTS

AS OF: August 31, 2023

Cash in Bank	
Claim on Operating Cash Pool-Checking	\$ 84,492.78
Cash in Investments	
Lone Star Investment-Drainage Maint Fund	<u>586,352.64</u>
Total Cash in Bank & Investments	<u>\$ 670,845.42</u>

CITY OF SCHERTZ
REVENUE AND EXPENSE REPORT (UNAUDITED)
AS OF: August 31, 2023

	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR Y-T-D	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
314-HOTEL TAX							
FINANCIAL SUMMARY							
<u>REVENUE SUMMARY</u>							
Taxes	640,000.00	89,340.65	737,184.84	951,942.03	-	(311,942.03)	148.74
Miscellaneous	8,500.00	10,899.54	11,102.35	81,821.73	-	(73,321.73)	962.61
TOTAL REVENUES	648,500.00	100,240.19	748,287.19	1,033,763.76	-	(385,263.76)	159.41%
<u>EXPENDITURE SUMMARY</u>							
<u>NONDEPARTMENTAL</u>							
City Support Services	118,000.00	-	58,975.73	55,503.70	-	62,496.30	47.04
Operations Support	25,700.00	2,089.95	19,061.10	12,831.80	4,295.00	8,573.20	66.64
Professional Services	4,000.00	-	3,831.79	21,428.99	180.00	(17,608.99)	540.22
Fund Charges/Transfers	69,915.00	5,826.25	68,239.42	64,088.75	-	5,826.25	91.67
Maintenance Services	50,000.00	-	54,676.81	2,300.00	-	47,700.00	4.60
Operating Equipment	-	-	42,387.50	-	-	-	-
Capital Outlay	5,300.00	-	28,200.00	5,266.00	-	34.00	99.36
TOTAL NONDEPARTMENTAL	272,915.00	7,916.20	275,372.35	161,419.24	4,475.00	107,020.76	60.79%
TOTAL GENERAL GOVERNMENT	272,915.00	7,916.20	275,372.35	161,419.24	4,475.00	107,020.76	60.79%
<u>MISC & PROJECTS</u>							
<u>PROJECTS</u>							
Professional Services	-	-	55,979.83	1,440.00	-	(1,440.00)	-
Maintenance Services	-	-	1,128,295.01	40,997.22	-	(40,997.22)	-
TOTAL PROJECTS	-	-	1,184,274.84	42,437.22	-	(42,437.22)	0.00%
TOTAL MISC & PROJECTS	-	-	1,184,274.84	42,437.22	-	(42,437.22)	0.00%
TOTAL EXPENDITURES	272,915.00	7,916.20	1,459,647.19	203,856.46	4,475.00	64,583.54	76.34%
REVENUE OVER(UNDER) EXPENDITURE	375,585.00	92,323.99	(711,360.00)	829,907.30	(4,475.00)	(449,847.30)	

**HOTEL OCCUPANCY TAX FUND
CASH IN BANK AND INVESTMENTS**

AS OF: August 31, 2023

Cash in Bank

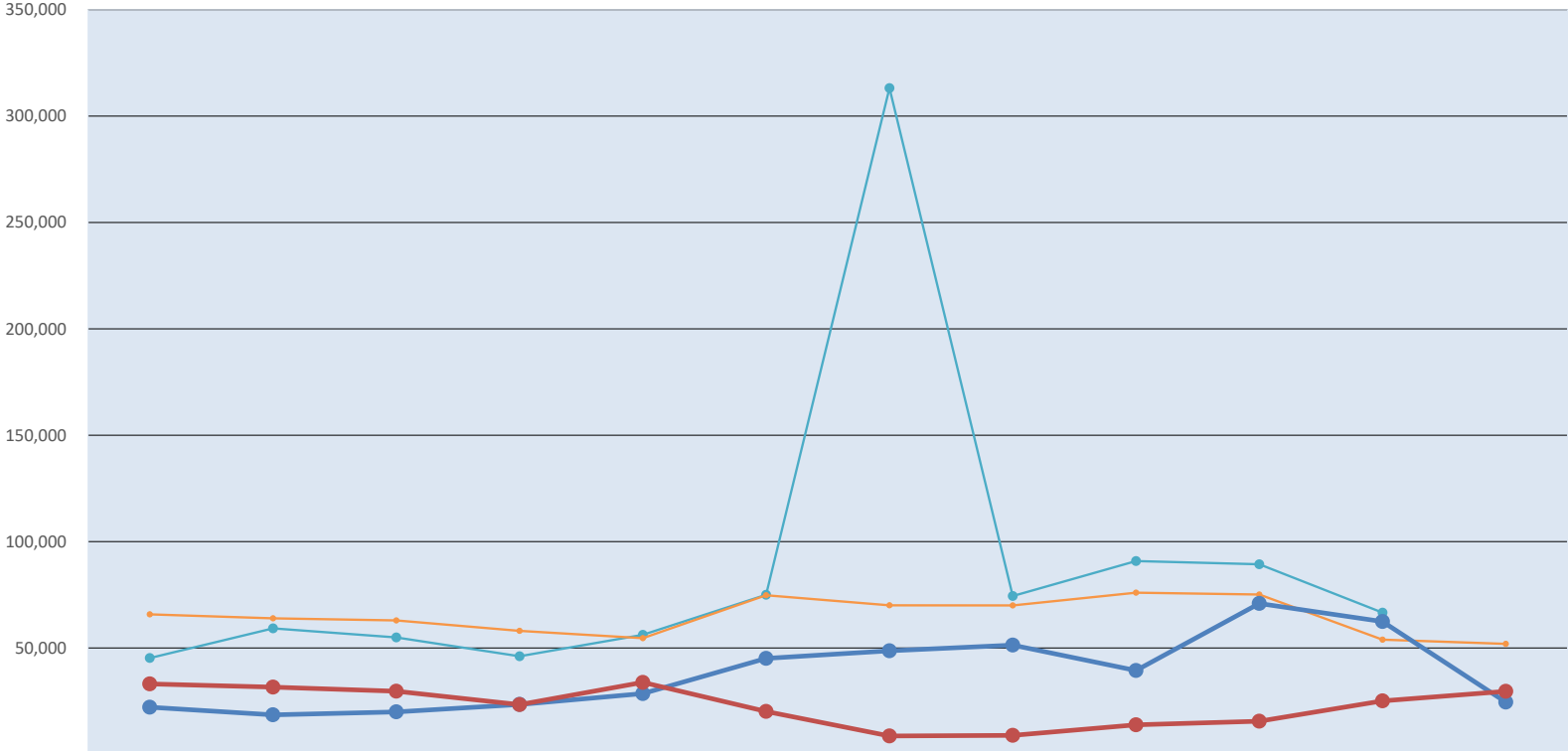
Claim on Operating Cash Pool-Checking \$ 49,674.04

Cash in Investments

Texas Class - Hotel Tax 2,389,899.12

Total Cash in Bank & Investments \$ 2,439,573.16

HOTEL OCCUPANCY TAX



	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
2022-23	45,268	59,237	54,980	46,118	56,190	74,993	313,177	74,439	90,866	89,341	66,631	
2021-22	65,789	63,938	62,952	58,027	54,614	74,755	70,056	70,014	75,996	75,155	53,940	51,934
2020-21	22,147	18,567	19,948	23,467	28,556	45,098	48,675	51,329	39,397	70,910	62,432	24,529
2019-20	33,124	31,590	29,661	23,382	33,841	20,209	8,643	8,934	13,859	15,559	25,115	29,624

CITY OF SCHERTZ
 REVENUE AND EXPENSE REPORT (UNAUDITED)
 AS OF: August 31, 2023

317-PARK	CURRENT	CURRENT	PRIOR YEAR	Y-T-D	Y-T-D	Y-T-D	BUDGET	% OF
FINANCIAL SUMMARY	BUDGET	PERIOD	Y-T-D	ACTUAL	ENCUMBRANCE	BALANCE	BUDGET	BUDGET
<u>REVENUE SUMMARY</u>								
Fees	318,000.00	-	-	1,000.00	-	317,000.00	0.31	
Fund Transfers	262,069.00	-	-	-	-	262,069.00	-	
Miscellaneous	1,025.00	0.27	1,630.89	9,057.43	-	(8,032.43)	883.65	
TOTAL REVENUES	581,094.00	0.27	1,630.89	10,057.43	-	571,036.57	1.73%	
<u>EXPENDITURE SUMMARY</u>								
<u>PARKLAND DEDICATION</u>								
Professional Services	25,000.00	-	7,490.00	-	-	25,000.00	-	
Capital Outlay	362,069.00	-	17,650.02	387,069.00	-	(25,000.00)	106.90	
TOTAL PARKLAND DEDICATION	387,069.00	-	25,140.02	387,069.00	-	-	100.00%	
TOTAL EXPENDITURES	387,069.00	-	25,140.02	387,069.00	-	-	100.00%	
REVENUE OVER(UNDER) EXPEND	194,025.00	0.27	(23,509.13)	(377,011.57)	-	571,036.57		

CITY OF SCHERTZ

REVENUE REPORT (UNAUDITED)

AS OF: August 31, 2023

317-PARK REVENUES	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR Y-T-D	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
<u>Fees</u>							
000-458800 Parkland Dedication	318,000.00	-	-	1,000.00	-	317,000.00	0.31
TOTAL Fees	318,000.00	-	-	1,000.00	-	317,000.00	0.31%
<u>Fund Transfers</u>							
000-48100 Transfer In- Reserves	262,069.00	-	-	-	-	262,069.00	-
TOTAL Fund Transfers	262,069.00	-	-	-	-	262,069.00	0.00%
<u>Miscellaneous</u>							
000-491000 Interest Earned	25.00	-	14.82	118.31	-	(93.31)	473.24
000-491200 Investment Income	1,000.00	0.27	1,616.07	8,939.12	-	(7,939.12)	893.91
TOTAL Miscellaneous	1,025.00	0.27	1,630.89	9,057.43	-	(8,032.43)	883.65%
TOTAL REVENUES	581,094.00	0.27	1,630.89	10,057.43	-	571,036.57	1.73%

PARK FUND
CASH IN BANK AND INVESTMENTS

AS OF: August 31, 2023

Cash in Bank	Current
Claim on Operating Cash Pool-Checking	(115,529.41)
Cash in Investments	
Texas Class- Park Fund	39.89
Total in Investment Pool	<u>39.89</u>
Total Cash in Bank & Investments	<u>(115,489.52)</u>

CITY OF SCHERTZ
 REVENUE AND EXPENSE REPORT (UNAUDITED)
 AS OF: August 31, 2023

319-TREE MITIGATION	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR Y-T-D	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
FINANCIAL SUMMARY							
REVENUE SUMMARY							
Fees	70,000.00	-	63,950.00	48,065.00	-	21,935.00	68.66
Miscellaneous	1,400.00	3,576.59	3,891.86	32,221.17	-	(30,821.17)	2,301.51
TOTAL REVENUES	71,400.00	3,576.59	67,841.86	80,286.17	-	(8,886.17)	112.45%
EXPENDITURE SUMMARY							
TREE MITIGATION							
Maintenance Services	70,000.00	27,400.00	65,960.00	43,200.00	54,709.94	(27,909.94)	139.87
TOTAL TREE MITIGATION	70,000.00	27,400.00	65,960.00	43,200.00	54,709.94	(27,909.94)	139.87%
TOTAL EXPENDITURES	70,000.00	27,400.00	65,960.00	43,200.00	54,709.94	(27,909.94)	139.87%
REVENUE OVER(UNDER) EXPEND	1,400.00	(23,823.41)	1,881.86	37,086.17	(54,709.94)	19,023.77	

CITY OF SCHERTZ
 REVENUE REPORT (UNAUDITED)
 AS OF: August 31, 2023

319-TREE MITIGATION		CURRENT	CURRENT	PRIOR YEAR Y-T-D	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET	% OF
REVENUES		BUDGET	PERIOD				BALANCE	BUDGET
<u>Fees</u>								
000-458900	Tree Mitigation	70,000.00	-	63,950.00	48,065.00	-	21,935.00	68.66
TOTAL Fees		70,000.00	-	63,950.00	48,065.00	-	21,935.00	68.66%
<u>Miscellaneous</u>								
000-491000	Interest Earned	200.00	23.71	38.80	575.84	-	(375.84)	287.92
000-491200	Investment Income	1,200.00	3,552.88	3,853.06	31,645.33	-	(30,445.33)	2,637.11
TOTAL Miscellaneous		1,400.00	3,576.59	3,891.86	32,221.17	-	(30,821.17)	2301.51%
TOTAL REVENUES		71,400.00	3,576.59	67,841.86	80,286.17	-	(8,886.17)	112.45%

TREE MITIGATION FUND
CASH IN BANK AND INVESTMENTS

AS OF: August 31, 2023

Cash in Bank	
Claim on Operating Cash Pool-Checking	\$5,362.30
Cash in Investments	
MBIA Investment-Tree Mitigation	<u>739,783.12</u>
Total Cash in Bank & Investments	<u>\$745,145.42</u>

CITY OF SCHERTZ
 REVENUE AND EXPENSE REPORT (UNAUDITED)
 AS OF: August 31, 2023

411-CAPITAL RECOVERY WATER	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR Y-T-D	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
FINANCIAL SUMMARY							
<u>REVENUE SUMMARY</u>							
Fees	1,100,000.00	46,944.00	801,856.76	626,113.80	-	473,886.20	56.92
Miscellaneous	51,500.00	26,595.82	54,761.23	231,763.26	-	(180,263.26)	450.03
TOTAL REVENUES	1,151,500.00	73,539.82	856,617.99	857,877.06	-	293,622.94	74.50%
<u>EXPENDITURE SUMMARY</u>							
<u>GENERAL GOVERNMENT</u>							
<u>NONDEPARTMENTAL</u>							
City Support Services	11,748.00	-	-	-	-	11,748.00	-
Professional Services	44,000.00	-	21,857.20	1,000.00	36,438.81	6,561.19	85.09
TOTAL NON DEPARTMENTAL	55,748.00	-	21,857.20	1,000.00	36,438.81	18,309.19	67.16%
TOTAL EXPENDITURES	55,748.00	455,555.79	4,252,675.90	456,555.79	36,438.81	(437,246.60)	884.33%
REVENUE OVER(UNDER) EXPENDITURES	1,095,752.00	(382,015.97)	(3,396,057.91)	401,321.27	(36,438.81)	730,869.54	

CITY OF SCHERTZ
 REVENUE REPORT (UNAUDITED)
 AS OF: August 31, 2023

411-CAPITAL RECOVERY WATER	CURRENT	CURRENT	PRIOR YEAR Y-T-D	Y-T-D ACTUAL	Y-T-D	BUDGET	% OF
REVENUES	BUDGET	PERIOD			ENCUMBRANCE	BALANCE	BUDGET
<u>Fees</u>							
000-455900 Cap Rcvry-Water	1,100,000.00	46,944.00	801,856.76	626,113.80	-	473,886.20	56.92
TOTAL Fees	1,100,000.00	46,944.00	801,856.76	626,113.80	-	473,886.20	56.92%
<u>Fund Transfers</u>							
<u>Miscellaneous</u>							
000-491000 Interest Earned	1,500.00	258.88	493.14	1,697.12	-	(197.12)	113.14
000-491200 Investment Income	50,000.00	26,336.94	54,268.09	230,066.14	-	(180,066.14)	460.13
TOTAL Miscellaneous	51,500.00	26,595.82	54,761.23	231,763.26	-	(180,263.26)	450.03%
TOTAL REVENUES	1,151,500.00	73,539.82	856,617.99	857,877.06	-	293,622.94	74.50%

**CAPITAL RECOVERY WATER
CASH IN BANK AND INVESTMENTS**

AS OF: August 31, 2023

Cash in Bank

Claim on Operating Cash Pool-Checking \$ (398,644.16)

Cash in Investments

Lone Star Investment-Capital Recovery Water 5,686,649.31

Total Cash in Bank & Investments \$ 5,288,005.15

CITY OF SCHERTZ
 REVENUE AND EXPENSE REPORT (UNAUDITED)
 AS OF: August 31, 2023

421-CAPITAL RECOVERY SEWER	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR Y-T-D	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
FINANCIAL SUMMARY							
<u>REVENUE SUMMARY</u>							
Fees	550,000.00	46,186.92	354,315.32	411,386.18	-	138,613.82	74.80
Miscellaneous	51,500.00	23,040.54	44,034.86	239,324.02	-	(187,824.02)	464.71
TOTAL REVENUES	601,500.00	69,227.46	398,350.18	650,710.20	-	(49,210.20)	108.18%
<u>EXPENDITURE SUMMARY</u>							
GENERAL GOVERNMENT							
NONDEPARTMENTAL							
City Support Services	11,748.00	-	-	-	-	11,748.00	-
Professional Services	52,500.00	-	21,382.14	2,557.72	76,559.25	(26,616.97)	150.70
TOTAL NON DEPARTMENTAL	64,248.00	-	21,382.14	2,557.72	76,559.25	(14,868.97)	123.14%
TOTAL EXPENDITURES	64,248.00	-	21,382.14	2,557.72	76,559.25	(14,868.97)	123.14%
REVENUE OVER(UNDER) EXPENDITURES	537,252.00	69,227.46	376,968.04	648,152.48	(76,559.25)	(34,341.23)	

CITY OF SCHERTZ
 REVENUE REPORT (UNAUDITED)
 AS OF: August 31, 2023

421-CAPITAL RECOVERY SEWER REVENUES	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR Y-T-D	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
<u>Fees</u>							
000-455910 Cap Rcvry-Waste Water	550,000.00	46,187	354,315.32	411,386.18	-	138,613.82	74.80
TOTAL Fees	550,000.00	46,186.92	354,315.32	411,386.18	-	138,613.82	74.80%
<u>Miscellaneous</u>							
000-491000 Interest Earned	1,500.00	1,276.04	2,909.01	20,289.73	-	(18,789.73)	1,352.65
000-491200 Investment Income	50,000.00	21,764.50	48,303.40	218,883.35	-	(168,883.35)	437.77
000-491900 Unrealize Gain/Loss-Captl One	-	-	(7,177.55)	150.94	-	(150.94)	-
TOTAL Miscellaneous	51,500.00	23,040.54	44,034.86	239,324.02	-	(187,824.02)	464.71%
TOTAL REVENUES	601,500.00	69,227.46	398,350.18	650,710.20	-	(49,210.20)	108.18%

**CAPITAL RECOVERY SEWER
CASH IN BANK AND INVESTMENTS**

AS OF: August 31, 2023

Cash in Bank

Claim on Operating Cash Pool-Checking \$ 60,782.00

Cash in Investments

Lone Star Investment-Capital Recovery Sewer 4,949,630.62

Capital One-Investment -

Total Cash in Bank & Investments \$ 5,010,412.62

CITY OF SCHERTZ
 REVENUE AND EXPENSE REPORT (UNAUDITED)
 AS OF: August 31, 2023

431-ROADWAY IMPACT FEE AREA 1	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR Y-T-D	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
FINANCIAL SUMMARY							
<u>REVENUE SUMMARY</u>							
Fees	250,000.00	33,700.00	239,449.47	291,451.43	-	(41,451.43)	116.58
Fund Transfers	88,173.00	-	-	-	-	88,173.00	-
Miscellaneous	5,200.00	4,623.14	4,297.56	37,389.19	-	(32,189.19)	719.02
TOTAL REVENUES	343,373.00	38,323.14	243,747.03	328,840.62	-	14,532.38	95.77%
<u>EXPENDITURE SUMMARY</u>							
GENERAL GOVERNMENT							
NONDEPARTMENTAL							
Professional Services	5,000.00	-	1,358.50	-	-	5,000.00	-
TOTAL NON DEPARTMENTAL	5,000.00	-	1,358.50	-	-	5,000.00	0.00%
MISC & PROJECTS							
Maintenance Services	88,173.00	-	-	88,172.99	-	0.01	100.00
TOTAL MISC & PROJECTS	88,173.00	-	-	88,172.99	-	0.01	100.00%
TOTAL EXPENDITURES	93,173.00	-	1,358.50	88,172.99	-	5,000.01	94.63%
REVENUE OVER(UNDER) EXPENDITURES	250,200.00	38,323.14	242,388.53	240,667.63	-	9,532.37	

CITY OF SCHERTZ
 REVENUE REPORT (UNAUDITED)
 AS OF: August 31, 2023

431-ROADWAY IMPACT FEE AREA 1	CURRENT	CURRENT	PRIOR YEAR Y-T-D	Y-T-D ACTUAL	Y-T-D	BUDGET	% OF
REVENUES	BUDGET	PERIOD			ENCUMBRANCE	BALANCE	BUDGET
<u>Fees</u>							
000-455921 CapitalRcvry-RoadwaysSrvAre	250,000.00	33,700	239,449.47	291,451.43	-	(41,451.43)	116.58
TOTAL Fees	250,000.00	33,700.00	239,449.47	291,451.43	-	(41,451.43)	116.58%
<u>Fund Transfers</u>							
000-481000 Transfer In - Reserves	88,173.00	-	-	-	-	88,173.00	-
TOTAL Fund Transfers	88,173.00	-	-	-	-	88,173.00	0.00%
<u>Miscellaneous</u>							
000-491000 Interest Earned	200.00	338.51	28.81	509.93	-	(309.93)	254.97
000-491200 Investment Income	5,000.00	4,284.63	4,268.75	36,879.26	-	(31,879.26)	737.59
TOTAL Miscellaneous	5,200.00	4,623.14	4,297.56	37,389.19	-	(32,189.19)	719.02%
TOTAL REVENUES	343,373.00	38,323.14	243,747.03	328,840.62	-	14,532.38	95.77%

ROADWAY IMPACT FEE AREA 1
CASH IN BANK AND INVESTMENTS

AS OF: August 31, 2023

Cash in Bank

Claim on Operating Cash Pool-Checking \$ 32,629.64

Cash in Investments

Lone Star Investment-Cap Rec Streets 1 1,014,008.92

Total Cash in Bank & Investments \$ 1,046,638.56

CITY OF SCHERTZ
 REVENUE AND EXPENSE REPORT (UNAUDITED)
 AS OF: August 31, 2023

432-ROADWAY IMPACT FEE AREA 2	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR Y-T-D	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
FINANCIAL SUMMARY							
<u>REVENUE SUMMARY</u>							
Fees	200,000.00	-	323,366.60	152,578.74	-	47,421.26	76.29
Miscellaneous	1,600.00	2,986.22	2,901.28	25,555.44	-	(23,955.44)	1,597.22
TOTAL REVENUES	201,600.00	2,986.22	326,267.88	178,134.18	-	23,465.82	88.36%
<u>EXPENDITURE SUMMARY</u>							
GENERAL GOVERNMENT							
NONDEPARTMENTAL							
City Assistance	50,000.00	-	49,146.87	102,494.88	-	(52,494.88)	204.99
Professional Services	5,000.00	-	3,337.50	-	-	5,000.00	-
TOTAL NON DEPARTMENTAL	55,000.00	-	52,484.37	102,494.88	-	(47,494.88)	186.35%
TOTAL EXPENDITURES	55,000.00	-	52,484.37	102,494.88	-	(47,494.88)	186.35%
REVENUE OVER(UNDER) EXPENDITURES	146,600.00	2,986.22	273,783.51	75,639.30	-	70,960.70	

CITY OF SCHERTZ
 REVENUE REPORT (UNAUDITED)
 AS OF: August 31, 2023

432-ROADWAY IMPACT FEE AREA 2	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR Y-T-D	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
REVENUES							
<u>Fees</u>							
000-455910 CapitalRcvry-RoadwaysSrvAre	200,000.00	-	323,366.60	152,578.74	-	47,421.26	76.29
TOTAL Fees	200,000.00	-	323,366.60	152,578.74	-	47,421.26	76.29%
<u>Miscellaneous</u>							
000-491000 Interest Earned	100.00	16.25	37.71	619.60	-	(519.60)	619.60
000-491200 Investment Income	1,500.00	2,969.97	2,863.57	24,935.84	-	(23,435.84)	1,662.39
TOTAL Miscellaneous	1,600.00	2,986.22	2,901.28	25,555.44	-	(23,955.44)	1597.22%
TOTAL REVENUES	201,600.00	2,986.22	326,267.88	178,134.18	-	23,465.82	88.36%

ROADWAY IMPACT FEE AREA 2
CASH IN BANK AND INVESTMENTS

AS OF: August 31, 2023

Cash in Bank

Claim on Operating Cash Pool-Checking	\$	947.29
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Cash in Investments

Lone Star Investment-Cap Rec Streets 2		638,719.76
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Total Cash in Bank & Investments	\$	<u>639,667.05</u>
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CITY OF SCHERTZ
 REVENUE AND EXPENSE REPORT (UNAUDITED)
 AS OF: August 31, 2023

433-ROADWAY IMPACT FEE AREA 3	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR EXPENSE	PRIOR YEAR Y-T-D	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
FINANCIAL SUMMARY								
REVENUE SUMMARY								
Fees	375,000.00	6,740.00	-	194,323.00	185,350.00	-	189,650.00	49.43
Fund Transfers	160,000.00	-	-	-	-	-	160,000.00	-
Miscellaneous	5,050.00	5,918.25	-	7,102.85	57,111.41	-	(52,061.41)	1,130.92
TOTAL REVENUES	540,050.00	12,658.25	-	201,425.85	242,461.41	-	297,588.59	44.90%
EXPENDITURE SUMMARY								
GENERAL GOVERNMENT								
NONDEPARTMENTAL								
Professional Services	5,000.00	-	-	3,337.50	-	-	5,000.00	-
TOTAL NON DEPARTMENTAL	5,000.00	-	-	3,337.50	-	-	5,000.00	0.00%
TOTAL EXPENDITURES	165,000.00	-	-	3,337.50	152,020.75	-	12,979.25	92.13%
REVENUE OVER(UNDER) EXPENDITURES	375,050.00	12,658.25	-	198,088.35	90,440.66	-	284,609.34	

CITY OF SCHERTZ
 REVENUE REPORT (UNAUDITED)
 AS OF: August 31, 2023

433-ROADWAY IMPACT FEE AREA 3		CURRENT	CURRENT	PRIOR YEAR Y-T-D	Y-T-D ACTUAL	Y-T-D	BUDGET	% OF
REVENUES		BUDGET	PERIOD			ENCUMBRANCE	BALANCE	BUDGET
<u>Fees</u>								
000-455910	CapitalRcvry-RoadwaysSrvAre	375,000.00	6,740	194,323.00	185,350.00	-	189,650.00	49.43
TOTAL Fees		375,000.00	6,740.00	194,323.00	185,350.00	-	189,650.00	49.43%
<u>Fund Transfers</u>								
000-481000	Transfer In - Reserves	160,000.00	-	-	-	-	160,000.00	-
TOTAL Fund Transfers		160,000.00	-	-	-	-	160,000.00	0.00%
<u>Miscellaneous</u>								
000-491000	Interest Earned	50.00	9.26	25.70	189.34	-	(139.34)	378.68
000-491200	Investment Income	5,000.00	5,908.99	7,077.15	56,922.07	-	(51,922.07)	1,138.44
TOTAL Miscellaneous		5,050.00	5,918.25	7,102.85	57,111.41	-	(52,061.41)	1130.92%
TOTAL REVENUES		540,050.00	12,658.25	201,425.85	242,461.41	-	297,588.59	44.90%

ROADWAY IMPACT FEE AREA 3
CASH IN BANK AND INVESTMENTS

AS OF: August 31, 2023

Cash in Bank

Claim on Operating Cash Pool-Checking	\$	990.25
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Cash in Investments

Lone Star Investment-Cap Rec Streets 3		1,272,751.65
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Total Cash in Bank & Investments	\$	<u>1,273,741.90</u>
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CITY OF SCHERTZ
 REVENUE AND EXPENSE REPORT (UNAUDITED)
 AS OF: August 31, 2023

434-ROADWAY IMPACT FEE AREA 4	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR Y-T-D	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
FINANCIAL SUMMARY							
<u>REVENUE SUMMARY</u>							
Fees	3,000.00	-	-	-	-	3,000.00	-
Miscellaneous	40.00	29.77	57.62	320.64	-	(280.64)	801.60
TOTAL REVENUES	3,040.00	29.77	57.62	320.64	-	2,719.36	10.55%
<u>EXPENDITURE SUMMARY</u>							
GENERAL GOVERNMENT							
NONDEPARTMENTAL							
Professional Services	3,000.00	-	3,337.50	-	-	3,000.00	-
TOTAL NON DEPARTMENTAL	3,000.00	-	3,337.50	-	-	3,000.00	0.00%
TOTAL EXPENDITURES	3,000.00	-	3,337.50	-	-	3,000.00	0.00%
REVENUE OVER(UNDER) EXPENDITURES	40.00	29.77	(3,279.88)	320.64	-	(280.64)	

CITY OF SCHERTZ

REVENUE REPORT (UNAUDITED)

AS OF: August 31, 2023

434-ROADWAY IMPACT FEE AREA 4 REVENUES	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR Y-T-D	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
<u>Fees</u>							
000-455910 CapitalRcvry-RoadwaysSrvAre	3,000.00	-	-	-	-	3,000.00	-
TOTAL Fees	3,000.00	-	-	-	-	3,000.00	0.00%
<u>Miscellaneous</u>							
000-491000 Interest Earned	10.00	0.01	2.12	2.37	-	7.63	23.70
000-491200 Investment Income	30.00	29.76	55.50	318.27	-	(288.27)	1,060.90
TOTAL Miscellaneous	40.00	29.77	57.62	320.64	-	(280.64)	801.60%
TOTAL REVENUES	3,040.00	29.77	57.62	320.64	-	2,719.36	10.55%

ROADWAY IMPACT FEE AREA 4
CASH IN BANK AND INVESTMENTS

AS OF: August 31, 2023

Cash in Bank

Claim on Operating Cash Pool-Checking	\$	3.18
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Cash in Investments

Lone Star Investment-Cap Rec Streets 4		6,370.65
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Total Cash in Bank & Investments	\$	<u>6,373.83</u>
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CITY OF SCHERTZ
 REVENUE AND EXPENSE REPORT (UNAUDITED)
 AS OF: August 31 , 2023

	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR Y-T-D	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
505-TAX I&S							
FINANCIAL SUMMARY							
<u>REVENUE SUMMARY</u>							
Taxes	7,696,355.00	32,808.49	7,171,896.13	7,788,803.18	-	(92,448.18)	101.20
Fund Transfers	814,143.00	-	2,737.08	3.42	-	814,139.58	-
Miscellaneous	175,750.00	5,072.19	220,213.33	282,197.78	-	(106,447.78)	160.57
TOTAL REVENUES	8,686,248.00	37,880.68	7,394,846.54	8,071,004.38	-	615,243.62	92.92%
<u>EXPENDITURE SUMMARY</u>							
<u>GENERAL GOVERNMENT</u>							
NONDEPARTMENTAL							
Professional Services	84,000.00	400.00	48,493.39	4,200.00	200.00	79,600.00	5.24
Debt Service	8,602,248.00	-	6,584,154.87	8,743,984.65	-	(141,736.65)	101.65
TOTAL GENERAL GOVERNMENT	8,686,248.00	400.00	6,632,648.26	8,748,184.65	200.00	(62,136.65)	100.72%
TOTAL EXPENDITURES	8,686,248.00	400.00	6,632,648.26	8,748,184.65	200.00	(62,136.65)	100.72%
** REVENUE OVER(UNDER) EXPEND	-	37,480.68	762,198.28	(677,180.27)	(200.00)	677,380.27	

CITY OF SCHERTZ
REVENUE REPORT (UNAUDITED)
AS OF: August 31 , 2023

505-TAX I & S REVENUES		CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR Y-T-D	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
<u>Taxes</u>								
000-411900	Property Tax Revenue	7,696,355.00	32,808.49	7,171,896.13	7,788,803.18	-	(92,448.18)	101.20
TOTAL Taxes		7,696,355.00	32,808.49	7,171,896.13	7,788,803.18	-	(92,448.18)	101.20%
<u>Fund Transfers</u>								
000-481000	Transfer In - Reserves	814,143.00	-	-	-	-	814,143.00	-
000-486100	Transfer In	-	-	-	3.42	-	(3.42)	-
000-486401	Transfer In -Bond Project Fund	-	-	2,737.08	-	-	-	-
TOTAL Fund Transfers		814,143.00	-	2,737.08	3.42	-	814,139.58	0.00%
<u>Miscellaneous</u>								
000-491000	Interest Earned	750.00	269.71	356.98	4,796.17	-	(4,046.17)	639.49
000-491200	Investment Income	75,000.00	4,802.48	139,238.60	95,466.73	-	(20,466.73)	127.29
000-495020	Contribution From YMCA	100,000.00	-	75,000.00	125,000.00	-	(25,000.00)	125.00
000-497000	Misc Income	-	-	-	56,934.88	-	(56,934.88)	-
000-498000	Proceeds From Refunding Debt	-	-	5,617.75	-	-	-	-
TOTAL Miscellaneous		175,750.00	5,072.19	220,213.33	282,197.78	-	(106,447.78)	160.57%
TOTAL REVENUES		8,686,248.00	37,880.68	7,394,846.54	8,071,004.38	-	615,243.62	92.92%

CITY OF SCHERTZ
REVENUE AND EXPENSE REPORT (UNAUDITED)
AS OF: August 31 , 2023

505-TAX I & S

		CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR Y-T-D	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
GENERAL GOVERNMENT								
NON DEPARTMENTAL								
<u>Professional Services</u>								
101-541500	Paying Agent	4,000.00	400.00	3,800.00	4,200.00	200.00	(400.00)	110.00
101-541502	Cost of Bond Issuance	80,000.00	-	44,693.39	-	-	80,000.00	-
TOTAL Professional Services		84,000.00	400.00	48,493.39	4,200.00	200.00	79,600.00	5.24%
<u>Debt Service</u>								
101-555629	Bond-GO 2007 Principal	355,000.00	-	340,000.00	355,000.00	-	-	100.00
101-555629.1	Bond-GO 2007 Interest	71,123.00	-	85,151.18	70,561.37	-	561.63	99.21
101-555635	Bond-GO 2012 - Principal	-	-	375,000.00	-	-	-	-
101-555635.1	Bond-GO 2012 - Interest	-	-	4,218.75	-	-	-	-
101-555638	Bond-GO 2014 Refund-Principal	775,000.00	-	750,000.00	775,000.00	-	-	100.00
101-555638.1	Bond-GO 2014 Refund-Interest	245,150.00	-	268,025.00	245,150.00	-	-	100.00
101-555640.1	Bond-GO Ref 2015-Interest	37,050.00	-	37,050.00	37,050.00	-	-	100.00
101-555641.1	Tax Note - SR2015A - Interest	-	-	2,387.00	-	-	-	-
101-555642	Bond-GO SR2016-Principal	255,000.00	-	245,000.00	313,253.13	-	(58,253.13)	122.84
101-555642.1	Bond-GO SR2016-Interest	121,606.00	-	131,606.26	63,353.13	-	58,252.87	52.10
101-555643	Bond-TaxableB CO SR2016-Princi	65,000.00	-	60,000.00	65,000.00	-	-	100.00
101-555643.1	Bond-Taxable CO SR2016-Interes	38,388.00	-	40,262.50	38,387.50	-	0.50	100.00
101-555644	Bond-NonTaxA CO SR2016-Princip	205,000.00	-	195,000.00	205,000.00	-	-	100.00
101-555644.1	Bond-NonTax CO SR2016-Interest	32,469.00	-	40,468.76	32,468.76	-	0.24	100.00
101-555645	Bond-CO SR2017-Principal	315,000.00	-	305,000.00	315,000.00	-	-	100.00
101-555645.1	Bond-CO SR2017 - Interest	103,400.00	-	112,700.00	103,400.00	-	-	100.00
101-555646	Bond-GO SR2017 - Principal	170,000.00	-	165,000.00	170,000.00	-	-	100.00
101-555646.1	Bond-GO SR2017 - Interest	95,025.00	-	100,050.00	95,025.00	-	-	100.00
101-555647	Bond-GO 2018 Refund- Principal	595,000.00	-	585,000.00	595,000.00	-	-	100.00
101-555647.1	Bond-GO 2018 Refund - Interest	73,617.00	-	86,125.00	73,617.00	-	-	100.00
101-555648	Bond-CO SR2018 - Principal	260,000.00	-	245,000.00	260,000.00	-	-	100.00
101-555648.1	Bond-CO 2018 - Interest	151,263.00	-	163,887.50	151,262.50	-	0.50	100.00
101-555649	Bond-GO 2018 Ref - Principal	205,000.00	-	185,000.00	205,000.00	-	-	100.00
101-555649.1	Bond-GO 2018 Ref - Interest	172,069.00	-	181,818.76	172,068.76	-	0.24	100.00
101-555650	Bond-CO 2019-Principal	275,000.00	-	265,000.00	275,000.00	-	-	100.00
101-555650.1	Bond-CO 2019-Interest	106,800.00	-	114,900.00	106,800.00	-	-	100.00
101-555651	Bond-GO 2020-Principal	960,000.00	-	935,000.00	960,000.00	-	-	100.00
101-555651.1	Bond-GO 2020-Interest	174,063.00	-	211,962.50	174,062.50	-	0.50	100.00

CITY OF SCHERTZ
 REVENUE AND EXPENSE REPORT (UNAUDITED)
 AS OF: August 31 , 2023

505-TAX I & S

		CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR Y-T-D	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
GENERAL GOVERNMENT								
NON DEPARTMENTAL								
101-555652	Bond-GO 2021 Ref - Principal	350,000.00	-	-	350,000.00	-	-	100.00
101-555652.1	Bond-GO 2021 Ref - Interest	124,800.00	-	98,850.00	124,800.00	-	-	100.00
101-555653	Bond-CO 2022 - Principal	175,000.00	-	-	175,000.00	-	-	100.00
101-555653.1	Bond-CO 2022 - Interest	166,525.00	-	99,691.67	166,525.00	-	-	100.00
101-555654	Bond-CO 2022A - Principal	595,000.00	-	-	275,000.00	-	320,000.00	46.22
101-555654.1	Bond-CO 2022A - Interest	-	-	-	364,225.00	-	(364,225.00)	-
101-555655	Bond-GO 2022 - Principal	1,333,900.00	-	-	615,000.00	-	718,900.00	46.11
101-555655.1	Bond-GO 2022 - Interest	-	-	-	816,975.00	-	(816,975.00)	-
TOTAL Debt Service		8,602,248.00	-	6,584,154.87	8,743,984.65	-	(141,736.65)	101.65%
Other Financing Sources								
TOTAL EXPENDITURES		8,686,248.00	400.00	6,632,648.26	8,748,184.65	200.00	(62,136.65)	100.72%

TAX I&S
CASH IN BANK AND INVESTMENTS

AS OF: August 31 , 2023

Cash in Bank		
Claim on Operating Cash Pool-Checking	\$	6,943.21
Texas Class Investment- Tax I&S		<u>1,123,350.28</u>
Total Cash in Bank & Investments	\$	<u>1,130,293.49</u>

CITY OF SCHERTZ
REVENUE AND EXPENSE REPORT (UNAUDITED)
AS OF: August 31, 2023

	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR Y-T-D	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
620-SED CORPORATION							
FINANCIAL SUMMARY							
<u>REVENUE SUMMARY</u>							
Taxes	6,548,000.00	484,396.57	5,427,665.81	5,955,393.23	-	592,606.77	90.95
Fund Transfers	3,320,960.00	-	-	-	-	3,320,960.00	-
Miscellaneous	182,000.00	141,376.78	150,129.91	1,131,319.80	-	(949,319.80)	621.60
TOTAL REVENUES	10,050,960.00	625,773.35	5,577,795.72	7,086,713.03	-	2,964,246.97	70.51%
<u>EXPENDITURE SUMMARY</u>							
<u>NONDEPARTMENTAL</u>							
City Assistance	3,000,079.00	-	-	81,944.29	-	2,918,134.71	2.73
Fund Charges/Transfers	5,750,000.00	-	-	-	-	5,750,000.00	-
TOTAL NONDEPARTMENTAL	8,750,079.00	-	-	81,944.29	-	8,668,134.71	0.94%
<u>MISC & PROJECTS</u>							
<u>PROJECTS</u>							
<u>ECONOMIC DEVELOPMENT</u>							
Supplies	1,000.00	-	981.59	366.77	143.68	489.55	51.05
City Support Services	18,359.00	2,008.91	4,623.39	10,840.44	54.68	7,463.88	59.34
Utility Services	2,975.00	-	2,126.91	139.69	-	2,835.31	4.70
Operations Support	437,610.00	3,066.66	150,941.45	121,824.38	13,858.19	301,927.43	31.01
Staff Support	25,775.00	1,407.18	17,409.49	14,302.94	265.00	11,207.06	56.52
City Assistance	206,641.00	-	-	42,115.94	-	164,525.06	20.38
Professional Services	61,300.00	351.00	17,883.47	44,046.50	273.00	16,980.50	72.30
Fund Charges/Transfers	542,221.00	-	506,984.00	542,221.00	-	-	100.00
Operating Equipment	5,000.00	-	4,034.67	577.28	37.99	4,384.73	12.31
TOTAL ECONO DEVELOPMENT	1,300,881.00	6,833.75	704,984.97	776,434.94	14,632.54	509,813.52	60.81%
<u>FM3009 ROAD&BRIDGE EXPANSION</u>							
TOTAL EXPENDITURES	10,050,960.00	6,833.75	704,984.97	858,379.23	14,632.54	9,177,948.23	8.69%
** REVENUE OVER(UNDER) EXPEND	-	618,939.60	4,872,810.75	6,228,333.80	(14,632.54)	(6,213,701.26)	

SED CORPORATION
CASH IN BANK AND INVESTMENTS

AS OF: August 31, 2023

Cash in Bank

Claim on Operating Cash Pool-Checking	\$ 308,106.50
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Cash in Investments

Texas Class Investment-Economic Development Corp	28,602,570.99
Schertz Bank & Trust-Certificate of Deposit	1,099,538.79
Schertz Bank & Trust-Certificate of Deposit	<u>1,153,501.52</u>

Total Cash in Bank & Investments	<u>\$ 31,163,717.80</u>
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