

CITY OF SCHERTZ



FY 2024-25 PROPOSED BUDGET

The City Council hereby ratifies the budget will raise more total property taxes than last year's budget by \$1,853,669 or 7.0% increase, and of that amount, \$345,692 is tax revenue to be raised from new property added to the tax roll this year.

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

FOR:

AGAINST: N/A

PRESENT and not voting:
N/A

ABSENT: N/A

**Property Tax Rate
Comparison**

	2024-25	2023-24
Property Tax Rate:		\$0.4872/100
No-new-revenue	\$0.4805/100	\$0.4554/100
No-new-revenue Maintenance & Operations Tax Rate:	\$0.3301/100	\$0.3213/100
Voter-approval Rate:	\$0.4990/100	\$0.4873/100
Debt Rate:	\$0.1574/100	\$0.1548/100
Total debt obligation for the City of Schertz secured by property taxes:	\$88,054,065	\$96,572,010

CITY OF SCHERTZ, TEXAS PROPOSED ANNUAL BUDGET

FISCAL YEAR 2024-25
OCTOBER 1, 2024 – SEPTEMBER 30, 2024

CITY COUNCIL

RALPH GUTIERREZ
Mayor

MARK DAVIS
Council Member, Place 1

MICHELLE WATSON
Council Member, Place 2

PAUL MACALUSO
Council Member, Place 3

TIFFANY GIBSON
Council Member, Place 4

ROBERT WESTBROOK
Council Member, Place 5

ALLISON HEYWARD
Council Member, Place 6

TIM BROWN
Council Member, Place 7

PREPARED BY

STEVE WILLIAMS, CITY MANAGER
BRIAN C. JAMES, DEPUTY CITY MANAGER
SARAH GONZALEZ, ASSISTANT CITY MANAGER

JAMES P. WALTERS, FINANCE DIRECTOR
JESSICA DYCUS, ASSISTANT FINANCE DIRECTOR
MIKE WALKDEN, FINANCIAL ANALYST

City of Schertz

Our Vision

Community. Service. Opportunity.

Our Mission

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

City Policy Values

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

City Operational Values

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

City Core Value

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

August 2, 2024

TO: The Honorable Mayor and Councilmembers

FROM: Steve Williams, City Manager

SUBJECT: Adopted Budget for Fiscal Year 2024-25

The proposed budget for fiscal year 2024-25 was filed with the City Secretary on August 2, 2024 in accordance with the requirements of the City Charter. The proposed revenues in each of the funds meets or exceeds our proposed expenditures when utilizing excess reserves. There will be two public hearings for citizen input on August 20, 2024 and September 3, 2024.

The proposed budget for the coming year increases the overall City property tax rate from \$0.4872 to \$0.4990 per \$100 of property valuation. The Maintenance & Operations (M&O) portion of the tax rate which is dedicated for city operations increases to \$0.3416 from \$0.3324 per \$100 of valuation, and the Interest & Sinking (I&S) portion that pays the City's debt, increase to \$0.1574 from \$0.1548 per \$100 of valuation.

This M&O tax rate will help meet the City's Budget Priority Goals for staff compensation adjustments while making key improvements in Public Safety technology while covering increased cost of operations.

Staff proposes to raise salaries for all departments by 4.4% across the board to match the Employer Cost Index for State and Local Government workers. This number is based on the most recent quarterly reports by the Bureau of Labor measuring wages and benefits costs across the country based on private corporation jobs, civilian jobs, and state and local government jobs. The past 2 quarterly reports showed wages for state and local governments has grown by 5.0% and 5.1% each. Staff recommends a lower adjustment to align with current revenue projections. This ECI adjustment is proposed to take effect in October 2024 with the new budget.

In addition to the proposed adjustments from the ECI, staff proposes increases to move employees along their pay bands. Eligible public safety employees would receive a step increase while non-public safety employees would receive a merit based on performance.

In FY 2024-25 the City is proposing authorizing the following additional positions: an EMS Battalion Chief, 5 Water/Sewer Workers, and a Meter Technician. Also proposed, is reclassifying the EMS Supply Coordinator from a part-time to a full-time position and the Water & Sewer Fund Customer Service Representative to an Administrative Assistant.

The City has an adopted goal of keeping a fund balance level of 26% of operating expenditures, and if over that target, must reduce the fund balance to 26% within 5 years. At this time it is estimated the General Fund will have a fund balance reserve equal to 31% of operating expenditures by the end of September 2024 and 25% at the end of September 2025. This is below the intended goal and staff will be charged to return the fund balance to 26% with in 1 year.

The Guadalupe County Tax Assessor valued the City's total taxable value at \$5,645,026,665. This is a 3.9% increase or \$213,600,527 over last fiscal year. Slower development in FY 2022-23 has resulted in lower taxable value being added than in recent years. Development has picked up with Schertz Station and a new apartment complex that will provide additional tax base in a

few years once completed. Staff will be keeping an eye on new developments in FY 2024-25 to react appropriately based on economic changes.

Sales taxes in the City of Schertz have experienced strong growth in the past few years averaging over 10% annual growth the past 3 years but have leveled off in FY 2023-24. Historic long term growth has been at 7% but is expected to be around 3.5% by year end September 2024. Staff has been keeping an eye on the economy and the Federal Reserve. The Federal Reserve has stated their desire to curb inflation and has taken frequent action to slow down the economy. Current, inflation factors are showing slow down and with the Federal Reserve looking to decrease the rate and stimulate the economy during FY 2024-25. This directly affects mortgage lending rates and could increase home purchasing once the rates are lowered. As such, while in FY 2024-25 the City is expected to see 6% growth in sales tax revenue, staff will watch for potential changes in Sales Tax revenue growth and plan accordingly.

Regarding past bonds, in 2010, voters in the City of Schertz approved a bond package for the construction of additional baseball fields, a soccer complex, an animal adoption center, the relocation of the playscape, an indoor aquatic center, and infrastructure improvements to downtown Schertz. The only remaining project is the downtown/Main Street improvements which is proposed to start construction in FY 2024-25.

In 2021, voters approved a bond package for the construction of Fire Station #4. These funds have been issued, the land has been purchased, and the project is currently in the design phase. It is currently projected to open in calendar year 2025.

I would like to thank all Department Heads for their assistance in the development of this document. Special thanks are due to the following people for their critical roles in the completion of this budget: Deputy City Manager Brian James, Assistant City Manager Sarah Gonzalez, and Finance Department staff Jessica Dycus, Mike Walkden, and Finance Director James Walters.

Lastly, I wish to thank the Mayor and City Council for your continued support and leadership. Together, we are providing vision and quality operations to the City while being good stewards of the resources our residents and businesses have provided.

Sincerely,

Steve Williams
City Manager



BUDGET STRUCTURE

GENERAL FUND

The City's primary governmental operating fund. Allocates property taxes, sales taxes, fees, fines and other revenue sources to provide basic City services, such as Police, Fire, Street Maintenance, Park Maintenance, Building Inspections, Support Services, and others. It is used to account for all financial resources that cannot otherwise be accounted for in other funds that have specific purposes.

INTEREST & SINKING FUND

This fund is used to account for the accumulation of resources for and the payment of general long term debt principal and interest on city debt.

ENTERPRISE FUNDS

Enterprise funds are used to account for governmental activities that are similar to those found in private businesses. The major revenue source for these enterprise funds is the rate revenue generated from the customers who receive the services provided. Expenses for these services are paid for through revenue generated from services provided.

WATER & SEWER

Fund tracks revenue and expenses for the City's water, sewer, and solid waste functions and is managed by the Public Works Department.

CAPITAL RECOVERY WATER

The Capital Recovery program is designated to support future growth of population and commercial water and wastewater demands without an impact on existing customers while keeping bond supported programs to a minimum.

CAPITAL RECOVERY SEWER

The Capital Recovery program is designated to support future growth of population and commercial water and wastewater demands without an impact on existing customers while keeping bond supported programs to a minimum.

EMERGENCY MEDICAL SERVICES(EMS)

Schertz Emergency Medical Services responds to 911 requests for ambulance service across a 220 square mile service area that includes the municipalities of Schertz, Cibolo, Live Oak, Marion, Santa Clara, Selma, Universal City, western Guadalupe County, Comal County Emergency Services District (ESD) #6 (about 25% of Comal County including the City of Garden Ridge); and a small portion of unincorporated Bexar County.

DRAINAGE

The Public Works Drainage Division is responsible for the maintenance and management of drainage channels, storm water inlets, floodways, road rights-of-way, alleys, and compliance with regulations, as well as reviewing subdivision plans and the issuance of permits for development and that might affect drainage infrastructure.

SCHERTZ ECONOMIC DEVELOPMENT FUND

The mission of the City of Schertz Economic Development Corporation (SEDC) is to grow the Schertz economy through Projects.

SPECIAL REVENUE FUNDS

Special revenue funds are used to account for the proceeds of certain specific revenue sources that are legally restricted to expenditures for specified purposes.

SPECIAL EVENTS

The Special Events Fund is designated to monitor and manage funds appropriated to host community events, sponsored or co-sponsored, by the City of Schertz.

PUBLIC, EDUCATIONAL, and GOVERNMENT (PEG) ACCESS FUND

The PEG Fund is dedicated to provide communication infrastructure in the City. This will allow the City to better reach the citizens with necessary information.

HOTEL/MOTEL TAX

Revenues for the Hotel/Motel Fund are derived from a 7% tax on rooms rented in the City. These revenues are used to support Schertz as a destination location.

PARK FUND

The Park Fund is a special fund designated to monitor and manage funds for the management of the City of Schertz Urban Forest and capital improvements of the City of Schertz Park System.

TREE MITIGATION

Tree mitigation fund is a special fund that is derived from revenue from permits for tree removal issued in connection with a building permit, subdivision plan, and site plan.

ROADWAY AREA 1-4

The Roadway Impact Fee program is designated to support future growth of population and commercial roadway demands while keeping bond supported programs to a minimum.

LIBRARY FUND

The purpose of the Library Advisory Board is to provide citizen input to the City of Schertz on Library policy and operation and to raise community awareness of the library and its services.

HISTORICAL COMMITTEE

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

BUDGET PROCESS

STRATEGIC PLANNING

At the beginning of the budget process, the City Council, City Management and Department heads gather at a pre-budget retreat to discuss priorities and goals for the upcoming fiscal year budget.

REVENUE PROJECTION

The Finance Department staff develops revenue projections based upon trend analysis, anticipated changes in the local, state and national economies, and discussions with other departments. The revenue projection is used to determine the financial limitations for the development of the budget.

BUDGET DEVELOPMENT

The budget was developed based on zero base budgeting. Supplemental requests for capital items, new personnel, expanded services, or other items that do not fit within normal operating budgets are requested and justified separately. Upon completion of the proposed budget, department heads submit their budget request to the Finance Department for review, after which the budget is submitted to the City Manager for review and approval. The City Manager meets with his direct reports to discuss and adjust where needed.

BUDGET

The City Manager submits to the City Council a proposed operating budget City Council meets for budget workshops to review the proposed budget and ensure it meets the priorities and goals set at the beginning of the budget process.

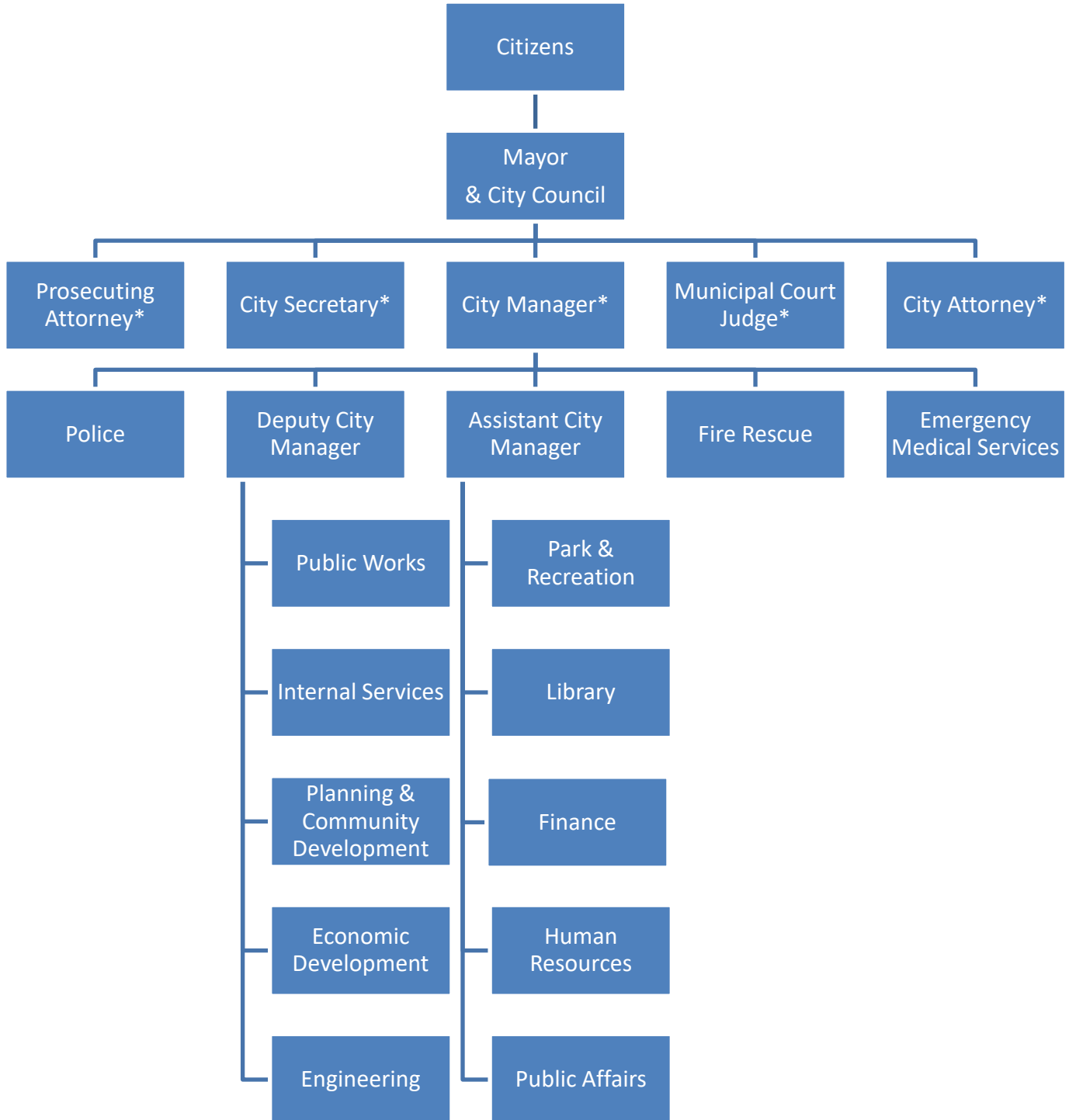
PUBLIC HEARINGS/BUDGET ADOPTION

Public hearings are held to inform the public about the proposed budget and tax rate and give citizens the opportunity to comment. The budget and tax rate take effect on October 1st.

FY 24-25 BUDGET CALENDAR

DATE	ACTION
March	Pre-Budget Retreat
April	Budget Kickoff-go over instructions for preparing budget, calendar and process. Departments submit Year end projections to Finance for review and approval.
May	Departments submit base budget and fee schedules to Finance for review and approval
June	City Management reviews budgets and supplemental requests
July	Fee Schedule is presented to Council. Tax rate is reviewed by Finance and City Manager.
August	Budget Retreat, Budget workshop, and first public hearing on Budget & Tax Rate. The preliminary Tax rate is set.
September	Second public hearing and vote on budget & tax rate.
October	New budget in effect

CITY OF SCHERTZ ORGANIZATIONAL CHART FY 2024-25



*Appointed by City Council

CITY OF SCHERTZ 2024-25 BUDGET

Table of Contents

Executive Summary	1		
General Fund		Emergency Medical Services (EMS)	
Summary	8	Summary	231
Revenues	10	Revenues	235
City Council	28	Expenditures	241
City Manager	31		
Municipal Court	35	Schertz Economic Development Corporation	
311/Customer Relations	40	Summary	243
Planning & Zoning	44	Revenues	247
Legal Services	50	Expenditures	252
Economic Development	53		
City Secretary	56	Special Revenue Funds	
Non-Departmental	61	Special Events	254
Public Affairs	64	Public, Educational, and Government (PEG) Access Fund	260
Engineering	70	Hotel/Motel Tax	264
Police	77	Park Fund	270
Fire Rescue	85	Tree Mitigation	275
Inspections	92	Roadway Area 1	280
Neighborhood Services	98	Roadway Area 2	285
Streets	104	Roadway Area 3	290
Parks, Recreation, & Community Services	110	Roadway Area 4	295
Pools	116	Library Fund	300
Event Facilities	120	Historical Committee	307
Library	125		
Information Technology	131	Glossary	313
Human Resources	137		
Finance	142		
Purchasing & Asset Management	147		
Fleet Services	153		
Facility Services	159		
City Assistance	167		
Court Restricted	170		
Interest & Sinking Fund	172		
Water & Sewer			
Summary	180		
Business Office	191		
Water & Sewer Administration	199		
Capital Recovery - Water	207		
Capital Recovery – Sewer	213		
Drainage			
Summary	219		
Revenues	223		
Expenditures	229		

Executive Summary

General Fund

Revenue: Revenues for FY 2024-25 Budget are expected to increase 4.7% from the FY 2023-24 year-end estimate. The largest contributor to this increase will be from property and sales taxes.

Expenses: The overall FY 2024-25 Budget increased 4.1% from the FY 2023-24 year-end estimates. This includes wage increases based on the Classification & Compensation Study to be implemented in January 2024, and a 4.4% ECI increase.

This budget also includes an additional \$1 million in one-time funding for street preservation and maintenance.

Another notable increase is related to the replacement of all in-car cameras, body worn cameras, and TASERS for the police department. The existing camera systems are being discontinued by the manufacturer and need to be replaced. Due to the lack of support for the existing system, all the devices need to be replaced at once. Due to this, staff is proposing a lease and service plan that will pay \$550,000 annually for 5 years to cover the new system.

City Council

The Proposed FY 2024-25 Budget increases 4.3% from the FY 2023-24 year-end estimates for anticipated CPI increases and expenditures related to a City Charter review process.

City Manager

The FY 2024-25 Budget decreases 10.2% from the FY 2023-24 year-end estimates. The decrease is due to transferring the personnel related to Economic Development services to their own department in the General Fund and the removal of the Assistant to the City Manager position.

Municipal Court

The FY 2024-25 Budget increased 1.8% from FY 2023-24 year-end estimates for the proposed wage adjustments.

311 Customer Service

The FY 2024-25 Budget increases 2.7% from the FY 2023-24 year end estimates caused by the wage adjustments with no other changes to operation.

Planning & Zoning

The FY 2024-25 Budget decreases by 1.2% from the FY 2023-24 year end estimate.

Legal Services

The FY 2024-25 Budget is \$20K lower than the FY 2023-24 year end estimate. Staff has not needed to utilize legal services as much as past years and will continue to budget a downward trend if expenditures continue to fall.

EXECUTIVE SUMMARY

Economic Development

The FY 2024-25 Budget increased 15.3% from FY 2023-24 year-end estimates for the proposed wage adjustments.

City Secretary

The FY 2024-25 Budget increases 8.3% from the FY 2023-24 year-end estimate from the anticipated wage adjustments and the addition of part time Records Clerk position to aid with the increasing open records requests.

Non-Departmental

The FY 2024-25 Budget increases 35.9% from the FY 2023-24 year-end estimate due to new pay incentives, new insurance policy and is offset by setting the contingency accounts to \$180,000 total.

Public Affairs

The FY 2024-25 Budget increases 2.3% from the FY 2023-24 year-end estimates. The increase is caused by the anticipated wage adjustments.

Engineering

The FY 2024-25 Engineering Budget increased 22.3% from the FY 2023-24 year end estimate for a new position (administrative assistant), the assumption of filling multiple position vacancies, and planned wage increases.

Police

The fiscal year 2024-25 budget has experienced a decrease of 2.4% compared to the year-end estimates of fiscal year 2023-24. Within the fiscal year 2023-24, five (5) school resource officers were incorporated into the budget unfunded. We have added one position, but four still need to be funded. Upon the employment of these officers, an amendment will be made to the contract with Schertz-Cibolo-Universal City ISD, resulting in supplementary funds being allocated to the budget. The most significant reductions in the budget are attributable to capital outlay (-\$950,801). The budget data for 2024-25 has been sourced from InCode. Axon Enterprise, Inc. equipment's annual lease and maintenance expenses remain constant at \$550,000 for five years; the fiscal year 2024-25 represents the second year. This program encompasses replacing body cameras, in-car cameras, and TASERs. The costs for vehicle replacement will remain consistent, with the police department scheduled to replace eight vehicles during fiscal year 2024-25.

Fire Rescue

The FY 2024-25 Budget will increase 10.4% from the FY 2023-24 year-end estimate. This increase comes from adding 3 new captain positions, promoting 3 Firefighters to Fire Apparatus Operators (FAO) and from anticipated wage adjustments.

Inspections

The FY 2024-25 Budget increases 16.6% from the FY 2023-24 year-end estimate with the anticipated wage adjustments.

Neighborhood Services

The FY 2024-25 Budget increases 0.4% from the FY 2023-24 year-end estimate. Fewer capital purchases almost offset the anticipated wage adjustments.

EXECUTIVE SUMMARY

Streets

The FY 2024-25 Budget will decrease 1.1% from the FY 2023-24 year-end estimate. Personnel increases with anticipated wage adjustments while staff has engaged contractors to resurface streets for the next year. Overall repairs and maintenance 2024-25 budget has decreased from FY 2023-24 estimate back towards base budget.

Parks

The FY 2024-25 Budget will decrease 3.1% from the FY 2023-24 year-end estimate. Personnel increases from the anticipated wage adjustment is offset by fewer park improvements with the completion of existing projects.

Pools

The FY 2024-25 Budget increased 7.0% from FY 2023-24 year-end estimates for the proposed wage adjustments.

Event Facilities

The FY 2024-25 Budget will decrease 4.1% from the FY 2023-24 year-end estimate due to lower Capital Outlay costs in 2024-25.

Library

The Library FY 2024-25 Budget increases 5.3% from the FY 2023-24 year-end estimate with the anticipated wage increase.

Animal Services

This budget was combined into the Police Department Budget.

Information Technology

The Information Technology FY 2024-25 Budget increases 14.3% from the FY 2023-24 year-end estimate. The increase is due to the anticipated wage adjustments, contractual software increases, and new server purchases for police officers' virtual terminals.

Human Resources

The FY 2024-25 Budget will increase 1.7% from the FY 2023-24 year-end estimate with the anticipated wage increase.

Finance

The FY 2024-25 Budget will increase 10.3% from the FY 2023-24 year-end estimate. This increase is due to increased costs for services and goods. Also, with anticipated wage increase from Class and Comp study.

Purchasing & Asset Management

The FY 2024-25 Budget reflects an increase of 29.1% from the FY 2023-24 year-end estimate to account for training related to new staff certifications and anticipated wage increases.

EXECUTIVE SUMMARY

Fleet Services

The FY 2024-25 Budget will decrease 10.0% from the FY 2023-24 year-end estimate. Supplies and Equipment and Capital Outlay costs are lower for 2024-25 budget compared to estimated 2023-24 costs.

Facility Services

The FY 2024-25 Budget decreases 2.9% from the FY 2023-24 year-end estimates. The building maintenance funds were moved from Maintenance Services to Capital Outlay to better track emergency repairs and routine maintenance versus building renovations and large repair projects.

City Assistance

The FY 2024-25 Budget will decrease \$13,270 from the FY 2023-24 year-end estimate.

Court Restricted Funds

The FY 2024-25 Budget will increase \$91,000 from the FY 2023-24 estimate to match the projected revenue for 2024-25.

Interest & Sinking Fund

Revenues: Revenues for FY 2024-25 Budget increased 9.5% from the FY 2023-24 estimate with higher property values and an increase in the I&S tax rate.

Expenses: The FY 2024-25 Budget will increase 7.6% from the FY 2023-24 year-end estimate following the existing debt payment schedule.

Water & Sewer Fund

Revenue: Revenues for FY 2024-25 Budget are expected to increase 3.3% from the FY 2023-24 year-end estimate due to account growth and fee increases.

Expenses: The FY 2024-25 Budget increased 10.8% from the FY 2023-24 year-end estimate due to anticipated wage adjustments and the purchase of a replacement Combo Vac Truck, system monitoring upgrades and easement acquisition for future infrastructure.

Utility Billing

The FY 2024-25 Budget increases 13.6% from the FY 2023-24 year-end estimate due to anticipated wage adjustments and the addition of a Lead Clerk position and higher credit card fees as more customers pay by phone or online.

Administration

The FY 2024-25 Budget will increase 1.9% from the FY 2023-24 year-end estimate due to anticipated wage adjustments and the purchase of a replacement Combo Vac Truck, system monitoring upgrades and easement acquisition for future infrastructure.

Capital Recovery Fund – Water

The FY 2024-25 Budget will be set at \$19,000 for any professional services or studies that need to be completed.

Capital Recovery Fund - Sewer

The FY 2024-25 Budget will be set at \$33,000 for any professional services or studies that need to be completed.

EXECUTIVE SUMMARY

Drainage Fund

Revenue: The FY 2024-25 Budget increased 10.1% from the FY 2023-24 year-end estimate from anticipated service additions.

Expenses: The FY 2024-25 Budget will decrease 4.9% from the FY 2023-24 year-end estimate.

EMS Fund

Revenue: Revenues for FY 2024-25 Budget are expected to increase 13.6% from FY 2023-24 year-end estimates from an increase in transports and new service contracts with customer cities.

Expenses: The FY 2024-25 Budget will increase 8.0% from the FY 2023-24 year-end estimate due to anticipated wage adjustments and the addition of 4 EMT positions.

Schertz Economic Development Corporation (SEDC)

Revenues: The SEDC receives one-half of one percent of all sales and use tax generated within the City of Schertz. The revenue for FY 2024-25 budget is projected to increase by 24.9% from the FY 2023-24 year-end estimate. The increase is reflective of an increase in sales tax revenue of 7% and additional investment income makes up the remainder.

Expenses: The SEDC funds are restricted to those expenses authorized by the Texas Local Government Code sections 501 and 505. The expenses for FY 2024-25 are projected to increase 374.2% to utilize the maximum allowed Marketing and Promotion dollars. Unspent Marketing and Promotion dollars may be carried forward per State statute for Marketing and Promotion purposes.

Project Expenses: The SEDC is funding improvements to Lookout Rd, signalization, and upsizing of wastewater facilities in FY 2023-24.

Special Events Fund

Revenue: Revenue budget has decreased and it is now set at \$55,000 each year and any additional covers event expenses.

Expenses: The Special Events Fund FY 2023-24 Budget is set at \$55,000 with no change in operations.

Public, Educational, and Governmental Access (PEG) Fund

Revenue: Revenues for FY 2024-25 Budget are expected to decrease by \$19,417 from the FY 2023-24 year-end estimates as the community moves away from cable.

Expenses: The PEG Fund FY 2024-25 Budget decreased to \$64,000 with the continued implementation of the communication master plan.

EXECUTIVE SUMMARY

Hotel Motel Tax Fund

Revenue: Revenue for FY 2024-25 Budget is expected to increase 5.4% from the FY 2023-24 year end estimates.

Expenses: The Hotel Motel Tax Fund FY 2024-25 Budget decreases 52.9% from FY 2023-24 year-end estimate.

Park Fund

Revenue: The revenue for FY 2024-25 Budget is expected to be \$154,750 in anticipation of a new development which will pay into the fund.

Expenses: The FY 2024-25 Budget is set at \$100,000 to utilize incoming funds for park improvements.

Tree Mitigation

Revenue: The revenue for the FY 2024-25 Budget is expected to increase 36.9% from 2023-24 year-end estimate following the previous years' trends.

Expenses: The FY 2024-25 Budget increases 12.1% from FY 2023-24 year-end estimate for additional tree planting.

Roadway Impact Fee Area 1

The FY 2024-25 Budget will be set at \$5,000 for any professional services or studies that need to be completed.

Roadway Impact Fee Area 2

The FY 2024-25 Budget will be set at \$105,000 for any professional services or studies that need to be completed and to reimburse developers for road construction.

Roadway Impact Fee Area 3

The FY 2024-25 Budget will be set at \$5,000 for any professional services or studies that need to be completed.

Roadway Impact Fee Area 4

The FY 2024-25 Budget will be set at \$3,000 for any professional services or studies that need to be completed.

Library Fund

Revenues: Revenue for FY 2024-25 is expected to decrease \$5,503 from the FY 2023-24 estimate with a withdraw from their fund balance.

Expenses: The Library Fund's FY 2024-25 Budget will decrease \$5,285 from the FY 2023-24 year-end estimate.

EXECUTIVE SUMMARY

Historical Committee

Revenues: Revenue for FY 2024-25 will remain at the same funding allocation as FY 2023-24.

Expenses: The Historical Committee's FY 2024-25 Budget will increase slightly the FY 2023-24 estimate.

FUND: 101 GENERAL FUND

DESCRIPTION

The General Fund is the City's primary governmental operating fund. It is used to account for all financial resources that cannot otherwise be accounted for in other funds that have specific purposes, such as the Water and Sewer Fund or Special Revenue Funds. All general tax revenues, franchise fees, permits, interest income and any other fees that are not allocated by law or otherwise restricted to other funds are accounted for in this fund. It accounts for the majority of City services, like Police, Fire, Parks, Community Development, Library, and internal support services.

Budget	2021-22 Actual	2022-23 Actual	2023-24 Estimate	2024-25 Budget
<i>Revenues</i>				
Taxes	\$28,794,951	\$32,627,390	\$33,739,050	\$35,928,020
Franchises	2,494,637	2,519,642	2,530,917	2,630,000
Permits & Licenses	2,203,972	2,077,758	2,500,092	2,065,700
Fees	1,862,071	1,983,071	2,208,969	2,006,139
Fines & Forfeitures	664,271	451,883	357,655	357,840
Inter-Jurisdictional	961,604	1,156,824	1,258,806	1,900,510
Fund Transfers	3,123,769	3,156,639	3,204,837	3,485,520
Investment Income	90,736	1,049,319	1,240,000	1,150,000
Miscellaneous	733,742	694,045	1,249,747	1,045,500
<i>Total</i>	<i>\$40,929,754</i>	<i>\$45,716,572</i>	<i>\$48,290,072</i>	<i>\$50,569,229</i>
<i>Expenses</i>				
General Government	\$6,573,414	\$6,791,423	\$7,743,741	\$8,777,499
Public Safety	18,633,808	20,320,040	25,115,903	25,947,531
Public Environment	1,926,603	2,278,233	3,169,207	3,134,493
Parks & Recreation	2,577,796	3,149,873	3,892,479	3,827,944
Cultural	1,144,684	1,277,826	1,416,603	1,491,818
Internal Service	7,169,922	7,859,785	9,094,317	9,516,179
Misc & Projects	2,218,615	1,138,805	587,936	415,666
<i>Total</i>	<i>\$40,244,842</i>	<i>\$42,815,984</i>	<i>\$51,020,185</i>	<i>\$53,111,130</i>

GENERAL FUND

Change in Fund Balance \$684,912 \$2,900,588 -\$2,730,113 -\$2,541,901

PROGRAM JUSTIFICATION AND ANALYSIS

Revenue: Revenues for FY 2024-25 Budget are expected to increase 4.7% from the FY 2023-24 year-end estimate. The largest contributor to this increase will be from property and sales taxes.

Expenses: The overall FY 2024-25 Budget increased 4.1% from the FY 2023-24 year-end estimates. This includes wage increases based on the Classification & Compensation Study be implemented in January 2024, and a 4.4% ECI increase.

This budget also includes an additional \$1 million in one-time funding for street preservation and maintenance.

Another notable increase is related to the replacement of all in-car cameras, body worn cameras, and TASERs for the police department. The existing camera systems are being discontinued by the manufacturer and need to be replaced. Due to the lack of support for the existing system, all the devices need to be replaced at once. Due to this, staff is proposing a lease and service plan that will pay \$550,000 annually for 5 years to cover the new system.



City of Schertz, TX

Budget Worksheet Condensed Group Summary

For Fiscal: 2023-24 Period Ending: 08/31/2024

3ExpDepartment;3RevCategor...	2021-22 Total Activity	2022-23 Total Activity	2023-24 Total Budget	2023-24 YTD Activity	2023-24 Projected	2024-25 Proposed Budget
Fund: 101 - GENERAL FUND						
Revenue						
411 - Taxes	28,794,951.10	32,627,389.61	35,018,000.00	30,415,281.39	33,739,050.13	35,928,020.00
421 - Franchises	2,494,637.06	2,519,642.23	2,795,000.00	1,797,603.28	2,530,916.66	2,630,000.00
431 - Permits & Licenses	2,203,971.99	2,077,757.53	1,428,420.00	2,275,031.13	2,500,091.67	2,065,700.00
432 - Fees	1,862,071.63	1,983,071.30	1,702,160.00	1,794,871.37	2,208,969.02	2,006,139.00
451 - Fines & Forfeitures	664,270.82	451,883.82	405,980.00	293,989.61	357,654.75	357,840.00
473 - Inter-Jurisdictional	961,603.84	1,156,824.12	1,196,684.00	545,100.97	1,258,806.00	1,900,510.00
480 - Fund Charges/Transfers	3,123,769.06	3,156,639.00	4,493,340.00	2,972,720.06	3,204,837.00	3,485,520.00
491 - Investment Income	90,736.01	1,049,319.29	1,200,000.00	939,188.53	1,240,000.00	1,150,000.00
497 - Miscellaneous	733,742.19	694,045.31	437,407.00	993,563.41	1,249,747.00	1,045,500.00
Revenue Total:	40,929,753.70	45,716,572.21	48,676,991.00	42,027,349.75	48,290,072.23	50,569,229.00
Expense						
	0.00	0.00	125.00	13,681.90	13,515.00	16,100.00
3ExpFunction: 1 - General Government						
101 - Non Departmental	2,140,782.91	2,570,624.41	2,060,409.00	1,565,961.57	1,755,787.58	2,385,671.00
150 - City Council	100,694.63	119,977.23	151,565.00	109,124.99	133,658.08	136,923.00
151 - City Manager	1,341,557.41	1,271,469.25	993,260.00	909,064.97	1,132,477.33	1,017,302.00
152 - Municipal Court	372,394.32	414,254.63	447,441.00	328,039.08	436,772.00	444,585.00
153 - Customer Relations-311	118,399.39	130,382.15	138,257.00	118,798.82	149,811.00	153,930.00
154 - Planning & Zoning	630,653.29	339,308.96	450,686.00	351,176.59	447,066.00	441,626.00
155 - Legal Services	110,717.47	69,233.05	90,000.00	81,641.42	110,000.00	90,000.00
156 - Economic Development	0.00	0.00	1,548,032.00	1,398,219.00	1,500,897.00	1,729,867.00
164 - City Secretary	221,125.67	199,000.33	267,971.00	196,363.69	252,750.00	273,696.00
170 - Public Affairs	632,793.29	612,057.87	674,787.00	509,741.68	636,504.00	651,185.00
173 - Engineering	891,172.68	1,059,904.67	1,371,896.00	928,205.56	1,174,723.00	1,436,614.00
3ExpFunction: 1 - General Government Total:	6,560,291.06	6,786,212.55	8,194,304.00	6,496,337.37	7,730,445.99	8,761,399.00
3ExpFunction: 2 - Public Safety						
256 - Police	10,233,034.40	10,965,927.27	13,904,626.56	10,857,421.41	14,063,656.28	13,720,613.00
257 - Fire Rescue	7,029,409.60	7,756,540.49	8,385,016.00	6,927,610.02	9,195,191.34	10,151,293.00
258 - Inspections	1,011,445.93	1,141,246.41	1,370,411.00	998,863.79	1,304,153.00	1,520,541.00
259 - Neighborhood Services	358,449.21	456,325.43	528,388.00	411,936.76	552,902.00	555,084.00
3ExpFunction: 2 - Public Safety Total:	18,632,339.14	20,320,039.60	24,188,441.56	19,195,831.98	25,115,902.62	25,947,531.00
3ExpFunction: 3 - Public Environment						
359 - Streets	1,926,603.19	2,278,232.70	3,373,851.00	2,106,465.77	3,169,207.00	3,134,493.00

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Budget Worksheet Condensed

For Fiscal: 2023-24 Period Ending: 08/31/2024

3ExpDepartment;3RevCategor...	2021-22 Total Activity	2022-23 Total Activity	2023-24 Total Budget	2023-24 YTD Activity	2023-24 Projected	2024-25 Proposed Budget
3ExpFunction: 3 - Public Environment Total:	1,926,603.19	2,278,232.70	3,373,851.00	2,106,465.77	3,169,207.00	3,134,493.00
3ExpFunction: 4 - Parks and Recreation						
460 - Parks	1,593,521.80	2,064,222.58	2,384,461.02	2,021,798.73	2,592,341.91	2,512,209.30
463 - Swim Pool	589,273.52	562,064.08	594,552.00	570,575.78	621,552.00	665,023.00
464 - Event Facilities	395,000.22	523,586.56	576,841.00	493,455.82	678,409.84	650,712.00
3ExpFunction: 4 - Parks and Recreation Total:	2,577,795.54	3,149,873.22	3,555,854.02	3,085,830.33	3,892,303.75	3,827,944.30
3ExpFunction: 6 - Cultural						
665 - Library	1,144,683.89	1,277,826.20	1,386,218.00	1,108,630.98	1,416,603.00	1,491,818.00
3ExpFunction: 6 - Cultural Total:	1,144,683.89	1,277,826.20	1,386,218.00	1,108,630.98	1,416,603.00	1,491,818.00
3ExpFunction: 8 - Internal Service						
853 - Information Technology	2,653,434.10	2,884,163.94	3,382,118.00	2,653,806.87	3,369,223.08	3,851,926.07
866 - Human Resources	654,569.35	750,340.35	914,880.00	707,779.23	876,099.72	890,912.00
868 - Finance	728,341.42	729,238.89	792,929.00	604,700.42	767,960.18	847,281.00
872 - Purchasing & Asset Mgt	277,858.40	282,934.55	328,466.00	178,930.06	248,874.00	321,317.00
877 - Fleet Service	1,217,319.64	1,212,818.76	1,486,000.00	1,392,527.68	1,648,933.00	1,484,086.00
878 - Building Maintenance	1,597,973.99	2,000,288.15	2,062,642.00	1,713,296.16	2,183,182.00	2,120,657.00
3ExpFunction: 8 - Internal Service Total:	7,129,496.90	7,859,784.64	8,967,035.00	7,251,040.42	9,094,271.98	9,516,179.07
3ExpFunction: 9 - Misc & Projects						
900 - Projects	1,645,112.00	850,203.50	1,250,000.00	0.00	250,000.00	0.00
901 - City's Assistance	282,518.25	288,080.54	317,666.00	235,986.22	335,935.77	322,666.00
902 - Sewer Projects	285,000.00	0.00	0.00	0.00	0.00	0.00
910 - Court-restricted Funds	5,985.00	521.00	10,000.00	1,380.00	2,000.00	93,000.00
3ExpFunction: 9 - Misc & Projects Total:	2,218,615.25	1,138,805.04	1,577,666.00	237,366.22	587,935.77	415,666.00
Expense Total:	40,189,824.97	42,810,773.95	51,243,494.58	39,495,184.97	51,020,185.11	53,111,130.37
Fund: 101 - GENERAL FUND Surplus (Deficit):	739,928.73	2,905,798.26	-2,566,503.58	2,532,164.78	-2,730,112.88	-2,541,901.37
Report Surplus (Deficit):	739,928.73	2,905,798.26	-2,566,503.58	2,532,164.78	-2,730,112.88	-2,541,901.37

Fund Summary

Fund	2021-22 Total Activity	2022-23 Total Activity	2023-24 Total Budget	2023-24 YTD Activity	2023-24 Projected	2024-25 Proposed Budget
101 - GENERAL FUND	739,928.73	2,905,798.26	-2,566,503.58	2,532,164.78	-2,730,112.88	-2,541,901.37
Report Surplus (Deficit):	739,928.73	2,905,798.26	-2,566,503.58	2,532,164.78	-2,730,112.88	-2,541,901.37



City of Schertz, TX

Budget Worksheet Condensed Account Summary

For Fiscal: 2023-24 Period Ending: 08/31/2024

		2021-22 Total Activity	2022-23 Total Activity	2023-24 Total Budget	2023-24 YTD Activity	2023-24 Projected	2024-25 Proposed Budget
Fund: 101 - GENERAL FUND							
Department: 101 - Non Departmental							
101-101-411100	Ad Valorem Tax-Current	15,626,509.01	18,050,015.84	19,100,000.00	19,085,756.94	19,100,000.00	20,590,000.00
101-101-411110	Disabled Veterans Assist Pmt	897,968.67	1,179,231.99	1,500,000.00	868,703.59	868,704.00	800,000.00
101-101-411200	Ad Valorem Tax-Delinquent	22,661.44	95,933.41	50,000.00	15,849.31	50,000.00	50,000.00
101-101-411300	Ad Valorem Tax-P&I	114,390.95	115,960.99	100,000.00	124,068.43	125,000.00	100,000.00
101-101-411500	Sales Tax Revenue	12,050,029.57	13,097,900.18	14,180,000.00	10,257,655.46	13,500,000.00	14,300,000.00
101-101-421200	Center Point/Entex Energy	126,358.46	148,372.96	145,000.00	122,263.55	150,000.00	151,000.00
101-101-421220	City Public Service	1,233,886.26	1,201,361.66	1,400,000.00	875,828.88	1,200,000.00	1,280,000.00
101-101-421240	Guadalupe Valley Elec Co-op	524,778.95	550,705.39	550,000.00	372,790.85	579,583.33	580,000.00
101-101-421250	New Braunfels Utilities	77,046.54	77,521.91	85,000.00	55,607.78	78,000.00	82,000.00
101-101-421300	Spectrum-State Franchise	307,341.29	294,763.39	290,000.00	202,444.21	280,000.00	288,000.00
101-101-421460	Direct TV Franchise Fee	22,857.76	21,916.09	30,000.00	19,480.00	22,000.00	24,000.00
101-101-421480	Other Telecom Franchise - ROW	26,551.23	48,035.95	100,000.00	15,735.07	22,000.00	25,000.00
101-101-421500	Solid Waste Franchise Fee	175,816.57	176,964.88	195,000.00	133,452.94	199,333.33	200,000.00
101-101-432088	Notary Fee	60.00	42.00	60.00	12.00	50.00	50.00
101-101-432089	NSF Check Fee	0.00	75.00	0.00	0.00	0.00	0.00
101-101-480000	Transfer In	37,853.06	0.00	0.00	0.00	0.00	0.00
101-101-480001	Transfer In	0.00	0.00	0.00	0.00	0.00	0.00
101-101-480002	Transfer In - Reserves	0.00	0.00	1,288,503.00	0.00	0.00	0.00
101-101-480003	Transfer In - Resrv Child Safe	0.00	0.00	0.00	0.00	0.00	0.00
101-101-480202	Transfer In - Water & Sewer	0.00	0.00	4,000.00	0.00	4,000.00	4,000.00
101-101-480203	Transfer In - EMS	0.00	0.00	4,000.00	0.00	4,000.00	4,000.00
101-101-480204	Transfer In-Drainage	0.00	0.00	1,000.00	0.00	1,000.00	1,000.00
101-101-480700	Indirect Costs-EMS	212,740.00	216,994.00	221,334.00	202,890.14	221,334.00	232,400.00
101-101-480701	Indirect Costs-Hotel/Motel	74,443.00	69,915.00	80,265.00	73,576.25	80,265.00	82,976.00
101-101-480702	Interfund Charges-4B	506,984.00	542,221.00	546,883.00	546,883.00	546,883.00	609,080.00

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Budget Worksheet Condensed

For Fiscal: 2023-24 Period Ending: 08/31/2024

		2021-22	2022-23	2023-24	2023-24	2023-24	2024-25
		Total Activity	Total Activity	Total Budget	YTD Activity	Projected	Proposed Budget
101-101-480703	Interfund Charges-Admin W&S	1,478,230.00	1,493,620.00	1,540,372.00	1,412,007.67	1,540,372.00	1,585,628.00
101-101-480705	Interfund Charges-Drainage-5%	308,010.00	320,073.00	265,625.00	243,489.58	265,625.00	275,000.00
101-101-480706	Interfund Charges-Fleet	505,509.00	513,816.00	541,358.00	493,873.42	541,358.00	691,436.00
101-101-491000	Interest Earned	16,673.60	145,759.51	200,000.00	114,899.08	140,000.00	150,000.00
101-101-491200	Investment Income	157,925.98	894,187.22	1,000,000.00	809,326.27	1,100,000.00	1,000,000.00
101-101-491302	Unrealized Gain/Loss-CapOne	-83,863.57	9,372.56	0.00	14,963.18	0.00	0.00
101-101-497000	Miscellaneous Income	74,077.98	-5,984.45	60,000.00	41,580.49	60,000.00	60,000.00
101-101-497002	Donations	0.00	375.00	0.00	170.00	300.00	0.00
101-101-497025	Misc Income-TML Ins. Claims	23,065.18	61,595.44	30,000.00	55,046.21	55,000.00	50,000.00
101-101-497026	Misc Income-TML WC Reimb.	58,164.18	7,828.71	10,000.00	17,283.38	20,000.00	15,000.00
101-101-497027	Misc Income-Vending Machines	2,406.85	2,556.45	2,500.00	2,403.31	2,550.00	2,600.00
101-101-497031	Reimbursement-Gen Fund	0.00	0.00	20,000.00	0.00	0.00	0.00
Department: 101 - Non Departmental Total:		34,578,475.96	39,331,131.08	43,540,900.00	36,178,040.99	40,757,357.66	43,233,170.00

Budget Worksheet Condensed

For Fiscal: 2023-24 Period Ending: 08/31/2024

		2021-22	2022-23	2023-24	2023-24	2023-24	2024-25
		Total Activity	Total Activity	Total Budget	YTD Activity	Projected	Proposed Budget
Department: 152 - Municipal Court							
101-152-451000	Municipal Court Fines	475,978.73	334,351.33	300,000.00	222,572.73	250,000.00	250,000.00
101-152-451001	Texas Motor Carrier Fines	21,954.00	200.00	0.00	0.00	0.00	0.00
101-152-451002	CVE Out of Service	1,950.00	50.00	0.00	0.00	0.00	0.00
101-152-451003	Arrest Fee	15,353.56	9,631.19	9,600.00	5,737.91	7,500.00	15,000.00
101-152-451004	Expunction Fee	0.00	0.00	340.00	0.00	0.00	0.00
101-152-451005	Warrant Fees	54,749.47	42,209.12	36,000.00	30,370.22	38,000.00	36,000.00
101-152-451006	Officer Jury Fee	0.00	131.00	200.00	0.00	100.00	200.00
101-152-451007	Restitution Fee-Local	0.00	0.00	0.00	0.00	0.00	0.00
101-152-451008	Judicial Fee-City	343.97	235.00	240.00	168.67	237.25	240.00
101-152-451009	Traffic Fine Costs TTL	6,587.98	3,757.91	3,600.00	1,951.50	5,112.25	3,500.00
101-152-451010	Juvenile Case Mgmt Fee	2,876.55	1,958.37	1,800.00	1,405.61	2,005.25	1,800.00
101-152-451011	Truancy Fees	15,115.18	9,675.06	9,600.00	5,802.65	6,500.00	6,500.00
101-152-451012	Local Municipal Jury Fund	294.88	188.37	200.00	112.73	200.00	200.00
101-152-451013	Technology Fund Fee	14,171.09	9,178.91	8,400.00	5,116.34	10,000.00	8,400.00
101-152-451014	Security Fee	16,231.74	10,461.06	9,000.00	6,370.55	8,000.00	9,000.00
101-152-451015	Time Payment Fee-City	4,846.77	3,680.57	3,000.00	2,308.77	4,000.00	3,000.00
101-152-451016	State Fines 10% Service Fee	24,547.98	20,054.74	18,000.00	8,199.78	20,000.00	18,000.00
101-152-451017	DPS Payment-Local	4,426.96	3,092.67	3,000.00	2,224.85	3,000.00	3,000.00
101-152-451018	Child Safety Fee	4,841.96	3,028.52	3,000.00	1,472.80	3,000.00	3,000.00
101-152-497000	Miscellaneous Income	4.20	400.00	0.00	0.70	5.00	0.00
Department: 152 - Municipal Court Total:		664,275.02	452,283.82	405,980.00	293,815.81	357,659.75	357,840.00

Budget Worksheet Condensed

For Fiscal: 2023-24 Period Ending: 08/31/2024

		2021-22	2022-23	2023-24	2023-24	2023-24	2024-25
		Total Activity	Total Activity	Total Budget	YTD Activity	Projected	Proposed Budget
Department: 154 - Planning & Zoning							
101-154-432000	Platting Fees	55,250.00	58,500.00	54,000.00	38,000.00	54,000.00	54,000.00
101-154-432007	Site Plan Fee	23,000.00	28,000.00	23,000.00	24,000.00	40,000.00	40,000.00
101-154-432011	BOA/Variance Fees	3,500.00	3,500.00	2,500.00	1,000.00	1,000.00	2,500.00
101-154-432014	Specific Use/Zone Chng Fee	37,250.00	32,100.00	26,450.00	38,150.00	40,000.00	40,000.00
101-154-432015	Zoning Ltr & Dev Rights	4,800.00	3,450.00	2,550.00	2,850.00	2,550.00	2,550.00
Department: 154 - Planning & Zoning Total:		123,800.00	125,550.00	108,500.00	104,000.00	137,550.00	139,050.00

Budget Worksheet Condensed

For Fiscal: 2023-24 Period Ending: 08/31/2024

		2021-22	2022-23	2023-24	2023-24	2023-24	2024-25
		Total Activity	Total Activity	Total Budget	YTD Activity	Projected	Proposed Budget
Department: 164 - City Secretary							
101-164-411600	Bingo Tax	0.00	11.25	0.00	13.13	13.13	20.00
101-164-411700	Mixed Beverage Tax	83,391.46	88,335.95	88,000.00	63,234.53	95,333.00	88,000.00
101-164-431118	Alcohol Beverage License	8,242.50	7,290.00	9,000.00	7,585.00	8,500.00	9,000.00
Department: 164 - City Secretary Total:		91,633.96	95,637.20	97,000.00	70,832.66	103,846.13	97,020.00

Budget Worksheet Condensed

For Fiscal: 2023-24 Period Ending: 08/31/2024

	2021-22	2022-23	2023-24	2023-24	2023-24	2024-25
	Total Activity	Total Activity	Total Budget	YTD Activity	Projected	Proposed Budget
Department: 170 - Public Affairs						
101-170-432013 Schertz Magazine Advertising	142,893.12	126,193.75	125,000.00	108,487.50	125,000.00	125,000.00
Department: 170 - Public Affairs Total:	142,893.12	126,193.75	125,000.00	108,487.50	125,000.00	125,000.00

Budget Worksheet Condensed

For Fiscal: 2023-24 Period Ending: 08/31/2024

		2021-22	2022-23	2023-24	2023-24	2023-24	2024-25
		Total Activity	Total Activity	Total Budget	YTD Activity	Projected	Proposed Budget
Department: 173 - Engineering							
101-173-431114	Grading/Clearing Permit	27,219.95	27,228.72	15,000.00	40,307.10	45,000.00	20,000.00
101-173-431115	Development Permit	273,965.71	274,577.53	75,000.00	152,814.73	200,000.00	200,000.00
Department: 173 - Engineering Total:		301,185.66	301,806.25	90,000.00	193,121.83	245,000.00	220,000.00

Budget Worksheet Condensed

For Fiscal: 2023-24 Period Ending: 08/31/2024

		2021-22	2022-23	2023-24	2023-24	2023-24	2024-25
		Total Activity	Total Activity	Total Budget	YTD Activity	Projected	Proposed Budget
Department: 256 - Police							
101-256-431110	Solicitor/Peddler Permit	2,800.00	3,050.00	2,800.00	1,330.00	3,000.00	3,000.00
101-256-431111	Animal Pet Permit	400.00	100.00	250.00	15.00	250.00	250.00
101-256-431113	Security Alarm Permit	40,026.77	32,351.50	35,800.00	29,788.00	37,916.67	38,000.00
101-256-432029	Police Reports Fee	5,613.39	5,296.00	5,000.00	4,696.00	5,416.67	5,250.00
101-256-432061	Pet Impoundment Fee	11,870.00	10,227.00	12,000.00	5,423.00	10,000.00	12,000.00
101-256-432062	Animal Adoption Fee	11,305.00	13,522.00	11,100.00	9,280.00	12,000.00	11,100.00
101-256-432084	Vehicle Impoundment	13,070.00	11,901.00	12,300.00	8,380.00	13,000.00	12,300.00
101-256-473108	Dispatch Service-Cibolo	243,000.00	160,000.00	160,000.00	120,000.00	160,000.00	550,000.00
101-256-473109	School XING Guard-Bexar Co	41,882.08	45,333.28	40,000.00	38,721.46	48,000.00	50,000.00
101-256-473110	School XING Guard-Guadalupe ...	48,098.23	48,156.77	48,000.00	37,000.96	49,000.00	50,000.00
101-256-473111	School XING Guards-Comal Co	14,571.25	15,404.81	10,000.00	16,137.37	16,137.00	20,000.00
101-256-473112	School Officer Funding	275,634.00	527,455.42	567,000.00	45,269.58	597,207.00	850,000.00
101-256-473113	Crime Victim Liaison Agreement	18,750.00	37,500.00	37,500.00	0.00	37,500.00	37,500.00
101-256-497004	Donations-Animal Control	4,786.90	1,795.00	5,000.00	1,565.00	2,000.00	5,000.00
101-256-497005	Donations-A/C Microchip	85.00	0.00	0.00	0.00	0.00	0.00
101-256-497006	Donations-Spay&Neuter	70.00	0.00	0.00	0.00	0.00	0.00
101-256-497009	Donations-PD	0.00	0.00	0.00	0.00	0.00	0.00
101-256-497015	LawEnforcemtOfficersStd&Ed...	4,151.77	4,106.62	4,107.00	10,792.71	10,792.00	10,000.00
101-256-497016	Grants-Police, Fire, Gen Fund	0.00	0.00	0.00	727.62	800.00	0.00
101-256-497021	Misc Income-Police Dept	9,553.30	6,359.34	9,000.00	22,874.90	22,000.00	9,000.00
101-256-497024	Misc Income-Animal Control	420.00	1,110.00	800.00	660.00	900.00	800.00
101-256-497029	Reimbursement-Police OT/DEA	27,538.71	17,699.17	33,000.00	1,016.20	20,000.00	33,000.00
Department: 256 - Police Total:		773,626.40	941,367.91	993,657.00	353,677.80	1,045,919.34	1,697,200.00

Budget Worksheet Condensed

For Fiscal: 2023-24 Period Ending: 08/31/2024

		2021-22	2022-23	2023-24	2023-24	2023-24	2024-25
		Total Activity	Total Activity	Total Budget	YTD Activity	Projected	Proposed Budget
Department: 257 - Fire Rescue							
101-257-431117	Fire Permit	28,666.00	26,698.00	30,000.00	65,765.00	75,000.00	40,000.00
101-257-432045	HAZMAT Fees	0.00	0.00	0.00	0.00	0.00	0.00
101-257-432046	Fire Re-inspection Fee	100.00	445.00	0.00	200.00	400.00	300.00
101-257-473100	Bexar Co - Fire	7,025.92	0.00	21,077.00	0.00	21,077.00	21,000.00
101-257-473101	City of Seguin-Fire Contract	30,665.36	40,546.84	30,107.00	33,333.30	37,245.00	30,000.00
101-257-497000	Miscellaneous Income	0.11	0.00	0.00	0.00	0.00	0.00
101-257-497002	Donations	625.00	150.00	0.00	0.00	0.00	0.00
101-257-497030	TIFMAS-STRAC Reimbursement	473,242.18	539,696.78	200,000.00	804,734.29	1,000,000.00	800,000.00
Department: 257 - Fire Rescue Total:		540,324.57	607,536.62	281,184.00	904,032.59	1,133,722.00	891,300.00

Budget Worksheet Condensed

For Fiscal: 2023-24 Period Ending: 08/31/2024

		2021-22	2022-23	2023-24	2023-24	2023-24	2024-25
		Total Activity	Total Activity	Total Budget	YTD Activity	Projected	Proposed Budget
Department: 258 - Inspections							
101-258-431100	Home Occupation Permit	350.00	210.00	550.00	385.00	550.00	550.00
101-258-431101	Bldg Permit-Residential	337,018.25	234,037.80	320,000.00	427,410.00	450,000.00	350,000.00
101-258-431102	Bldg Permit-Commercial	890,050.91	942,738.20	350,000.00	1,092,900.00	1,125,000.00	800,000.00
101-258-431103	Bldg Permit-General	281,149.90	222,436.10	300,000.00	181,671.30	220,000.00	300,000.00
101-258-431104	Mobile Home Permit	100.00	325.00	400.00	675.00	675.00	400.00
101-258-431105	Signs Permit	6,047.00	6,917.68	5,500.00	6,746.00	7,200.00	5,500.00
101-258-431107	Plumbing Permit	93,030.00	97,177.00	90,000.00	100,144.00	115,000.00	95,000.00
101-258-431108	Electrical Permit	62,500.00	56,140.00	65,000.00	62,160.00	70,000.00	70,000.00
101-258-431109	Mechanical Permit	47,480.00	43,700.00	50,000.00	57,020.00	63,000.00	55,000.00
101-258-431112	Cert of Occupancy Permit	7,550.00	8,500.00	9,000.00	8,300.00	9,000.00	9,000.00
101-258-431119	Mobile Home License	120.00	80.00	120.00	0.00	0.00	0.00
101-258-431120	Contractors License	28,180.00	0.00	0.00	0.00	0.00	0.00
101-258-432008	Plan Check Fee	592,968.92	636,188.36	550,000.00	813,640.00	833,000.00	550,000.00
101-258-432010	Technology Fee	0.00	0.00	0.00	15,035.00	20,000.00	23,000.00
101-258-432016	Reinspection Fees	185,725.00	241,250.00	190,000.00	132,500.00	150,000.00	190,000.00
101-258-432019	Admin Fee-Inspections	10,400.00	5,900.00	5,000.00	3,800.00	4,000.00	5,000.00
Department: 258 - Inspections Total:		2,542,669.98	2,495,600.14	1,935,570.00	2,902,386.30	3,067,425.00	2,453,450.00

Budget Worksheet Condensed

For Fiscal: 2023-24 Period Ending: 08/31/2024

		2021-22	2022-23	2023-24	2023-24	2023-24	2024-25
		Total Activity	Total Activity	Total Budget	YTD Activity	Projected	Proposed Budget
Department: 259 - Neighborhood Services							
101-259-431106	Food Establishment Permit	69,075.00	94,200.00	70,000.00	40,015.00	70,000.00	70,000.00
101-259-432017	Swim Pool Inspection Fee	990.00	3,630.00	2,900.00	2,640.00	2,900.00	3,000.00
101-259-432018	Lot Abatement	7,264.58	8,532.63	6,500.00	19,280.55	20,000.00	10,000.00
101-259-432020	Foster Care	50.00	0.00	500.00	0.00	500.00	500.00
Department: 259 - Neighborhood Services Total:		77,379.58	106,362.63	79,900.00	61,935.55	93,400.00	83,500.00

Budget Worksheet Condensed

For Fiscal: 2023-24 Period Ending: 08/31/2024

		2021-22	2022-23	2023-24	2023-24	2023-24	2024-25
		Total Activity	Total Activity	Total Budget	YTD Activity	Projected	Proposed Budget
Department: 359 - Streets							
101-359-497000	Miscellaneous Income	33,953.91	37,585.10	40,000.00	23,659.92	35,000.00	40,000.00
Department: 359 - Streets Total:		33,953.91	37,585.10	40,000.00	23,659.92	35,000.00	40,000.00

Budget Worksheet Condensed

For Fiscal: 2023-24 Period Ending: 08/31/2024

		2021-22	2022-23	2023-24	2023-24	2023-24	2024-25
		Total Activity	Total Activity	Total Budget	YTD Activity	Projected	Proposed Budget
Department: 460 - Parks							
101-460-432001	4th of July Jubilee - Proceeds	28,417.00	34,050.00	28,000.00	32,900.00	20,000.00	28,000.00
101-460-432003	Holidazzle - Proceeds	21,640.00	16,070.00	14,000.00	11,010.00	11,010.00	11,000.00
101-460-432004	Moving on Main - Proceeds	8,700.00	12,000.00	8,500.00	9,800.00	9,800.00	0.00
101-460-432005	Music & Movies in the Park - Pr...	8,000.00	8,000.00	8,000.00	0.00	8,000.00	8,000.00
101-460-432006	Cornhole League	1,230.00	2,260.00	2,000.00	0.00	0.00	0.00
101-460-432009	Tree Mitigation Admin Fee	11,550.00	0.00	15,000.00	0.00	0.00	0.00
101-460-432012	Mobile Stage Rental Fees	3,600.00	3,100.00	1,500.00	0.00	0.00	1,500.00
101-460-432021	Pool Gate Admission Fee	25,595.00	29,962.75	22,000.00	17,922.05	22,000.00	28,000.00
101-460-432022	Seasonal Pool Pass Fee	6,885.00	6,430.00	6,000.00	5,768.00	6,000.00	6,000.00
101-460-432035	Senior Center Memberships	23,718.00	26,997.00	23,000.00	23,348.00	25,000.00	25,000.00
101-460-432037	Senior Center Meal Fee	23,797.26	36,013.38	25,000.00	41,608.84	45,000.00	40,000.00
101-460-432066	Senior Center Rental	4,200.00	8,400.00	8,400.00	5,600.00	7,000.00	8,400.00
101-460-432073	Pavilion Rental Fees	26,775.00	27,995.00	25,000.00	20,492.50	26,000.00	26,000.00
101-460-432074	Equipment Rentals-Parks	40.00	55.00	100.00	40.80	200.00	200.00
101-460-432075	Chamber of Comm Rent	5,850.00	7,800.00	7,800.00	9,750.00	11,000.00	7,800.00
101-460-432076	Non-Resident SYSA League	7,500.00	10,420.00	10,000.00	13,440.00	13,440.00	12,000.00
101-460-432078	Non-Resident User Fee-BVYA	8,240.00	7,510.00	7,000.00	7,490.00	7,490.00	7,000.00
101-460-432079	BVYA Utility Reimbursement	10,134.02	18,691.78	15,000.00	21,080.88	18,000.00	15,000.00
101-460-432080	SYSA Utility Reimbursement	8,486.12	7,717.35	7,500.00	6,043.07	7,500.00	7,500.00
101-460-432081	Lions Futbol Utility Reimbrsmt	15,548.00	17,540.00	15,000.00	10,548.00	15,000.00	15,000.00
101-460-432082	Recreation Programs	-25.00	17,689.00	10,000.00	51,950.00	53,000.00	46,000.00
101-460-432083	Social Leagues	7,305.00	1,625.00	3,000.00	1,170.00	5,000.00	11,000.00
101-460-497000	Miscellaneous Income	74.60	407.50	0.00	451.00	400.00	0.00
101-460-497003	Donations-Veteran's Memorial	2,930.00	1,575.00	3,000.00	1,050.00	1,200.00	1,500.00
101-460-497007	Donations-Parks	0.00	0.25	0.00	0.00	0.00	0.00
101-460-497008	Donations-Senior Center	4,874.33	2,314.05	1,000.00	691.00	800.00	800.00
	Department: 460 - Parks Total:	265,064.33	304,623.06	265,800.00	292,154.14	312,840.00	305,700.00

Budget Worksheet Condensed

For Fiscal: 2023-24 Period Ending: 08/31/2024

		2021-22	2022-23	2023-24	2023-24	2023-24	2024-25
		Total Activity	Total Activity	Total Budget	YTD Activity	Projected	Proposed Budget
Department: 464 - Event Facilities							
101-464-432063	Cap Rcvry Fee-Civic Center	4,375.00	0.00	0.00	-875.00	0.00	0.00
101-464-432064	Civic Center Ancillary Fees	2,115.00	-450.00	0.00	-250.00	0.00	0.00
101-464-432065	North Center Rental Fees	40,587.50	37,306.25	30,000.00	7,448.75	30,875.25	35,506.00
101-464-432067	Community Center Rental Fees	53,370.00	47,605.75	43,000.00	20,930.75	48,820.01	56,143.00
101-464-432068	Community Center Service Fees	900.00	0.00	0.00	0.00	0.00	0.00
101-464-432069	Civic Center Rental Fees	315,026.49	249,391.67	250,000.00	45,050.38	301,252.09	346,440.00
101-464-432070	Grand Ballroom Rental Fees	-30,693.75	0.00	0.00	0.00	0.00	0.00
101-464-432071	Cut-Off Hall Rental Fees	600.00	0.00	0.00	0.00	0.00	0.00
101-464-432072	Bluebonnet Hall Rental Fees	-3,137.50	0.00	0.00	0.00	0.00	0.00
101-464-432077	Cancellation Fees-Event Rental	2,150.00	5,850.00	3,500.00	1,165.00	2,265.00	2,500.00
Department: 464 - Event Facilities Total:		385,292.74	339,703.67	326,500.00	73,469.88	383,212.35	440,589.00

Budget Worksheet Condensed

For Fiscal: 2023-24 Period Ending: 08/31/2024

		2021-22	2022-23	2023-24	2023-24	2023-24	2024-25
		Total Activity	Total Activity	Total Budget	YTD Activity	Projected	Proposed Budget
Department: 665 - Library							
101-665-432059	Library Fines	10,590.29	12,477.31	11,000.00	10,439.22	12,500.00	5,600.00
101-665-432060	Misc Income-Library Copier	14,309.67	18,790.32	16,000.00	16,523.35	19,000.00	20,000.00
101-665-473102	Guadalupe Co-Library	217,152.00	217,152.00	220,000.00	190,008.30	228,010.00	228,010.00
101-665-473104	Library Services-Cibolo	40,000.00	40,000.00	40,000.00	40,000.00	40,000.00	40,000.00
101-665-473105	Library Services-Selma	24,825.00	25,275.00	23,000.00	24,630.00	24,630.00	24,000.00
101-665-497000	Miscellaneous Income	4,060.45	4,979.70	6,000.00	3,874.65	5,000.00	4,800.00
101-665-497002	Donations - Library	1,563.30	1,975.75	5,000.00	4,982.03	5,000.00	5,000.00
101-665-497033	Reimbursement-Library	8,094.24	7,519.90	8,000.00	0.00	8,000.00	8,000.00
	Department: 665 - Library Total:	320,594.95	328,169.98	329,000.00	290,457.55	342,140.00	335,410.00

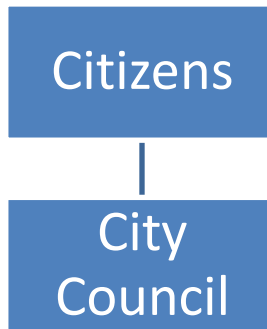
DEPARTMENT: 150 CITY COUNCIL
FUND: 101 GENERAL FUND

DEPARTMENT DESCRIPTION

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

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

ORGANIZATIONAL CHART



PERFORMANCE INDICATORS

Workload/Output	2021-22 Actual	2022-23 Actual	2023-24 Estimate	2024-25 Budget
Number of ordinances passed	41	40	150	45
Number of resolutions passed	140	140	130	130
Requests for Information	11	11	11	10
Number of Council Meetings	40	40	25	25
Requests for Agenda Items	7	7	10	10
Council on the Go Meetings	1	1	0	0
Council HOA Presidents Meeting	1	1	0	0

Efficiency	2021-22 Actual	2022-23 Actual	2023-24 Estimate	2024-25 Budget
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Meeting Attendance rate	95	95	98	98
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Budget	2021-22 Actual	2022-23 Actual	2023-24 Estimate	2024-25 Budget
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Personnel	\$58,188	\$65,991	\$69,908	\$71,123
Supplies and Equipment	303	322	1,500	1,000
Operating Expenses	40,053	53,664	73,250	77,800
Professional Services	2,150	0	2,000	2,000
<i>Total</i>	<i>\$100,695</i>	<i>\$119,977</i>	<i>\$146,658</i>	<i>\$152,923</i>

PROGRAM JUSTIFICATION AND ANALYSIS

The Proposed FY 2024-25 Budget increases 4.3% from the FY 2023-24 year-end estimates for anticipated CPI increases and expenditures related to a City Charter review process.

Budget Worksheet Condensed

For Fiscal: 2023-24 Period Ending: 08/31/2024

		2021-22	2022-23	2023-24	2023-24	2023-24	2024-25
		Total Activity	Total Activity	Total Budget	YTD Activity	Projected	Proposed Budget
Department: 150 - City Council							
ExpCategory: 511 - Personnel Services							
101-150-511110	Regular	23,866.97	26,989.20	32,189.00	23,843.97	31,000.00	30,583.00
101-150-511240	Allowances	9,982.92	10,704.58	12,089.00	9,308.64	11,597.08	11,519.00
101-150-511310	FICA - Employer	2,594.20	2,907.26	3,387.00	2,524.21	3,387.00	3,221.00
101-150-511606	Uniforms	162.00	352.67	400.00	423.09	424.00	1,800.00
101-150-511607	Awards	0.00	0.00	1,500.00	876.09	1,500.00	0.00
101-150-511610	Memberships-Professional	8,118.14	12,944.14	13,000.00	712.50	1,000.00	0.00
101-150-511611	Publications	138.95	0.00	0.00	0.00	0.00	0.00
101-150-511612	Training/Travel	13,325.14	12,093.15	17,250.00	19,855.20	21,000.00	25,000.00
ExpCategory: 511 - Personnel Services Total:		58,188.32	65,991.00	79,815.00	57,543.70	69,908.08	72,123.00
ExpCategory: 521 - Supplies and Equipment							
101-150-521000	Operating Supplies	137.40	0.00	250.00	196.55	250.00	1,000.00
101-150-521100	Office Supplies	165.85	322.13	1,250.00	868.22	1,250.00	0.00
ExpCategory: 521 - Supplies and Equipment Total:		303.25	322.13	1,500.00	1,064.77	1,500.00	1,000.00
ExpCategory: 534 - Operating Expenses							
101-150-534007	Special Events - Expenses	7,555.16	6,846.24	10,000.00	7,301.51	10,000.00	11,650.00
101-150-534027	Memberships-City Use	0.00	0.00	0.00	13,180.30	13,000.00	16,000.00
101-150-534029	Printing & Binding	289.22	43.00	250.00	146.00	250.00	150.00
101-150-534036	Software Maintenance	0.00	0.00	0.00	0.00	0.00	0.00
101-150-534049	City Elections	32,208.68	46,774.86	50,000.00	43,069.01	50,000.00	50,000.00
ExpCategory: 534 - Operating Expenses Total:		40,053.06	53,664.10	60,250.00	63,696.82	73,250.00	77,800.00
ExpCategory: 541 - Professional Services							
101-150-541017	Professional Services	2,150.00	0.00	10,000.00	0.00	2,000.00	2,000.00
ExpCategory: 541 - Professional Services Total:		2,150.00	0.00	10,000.00	0.00	2,000.00	2,000.00
Department: 150 - City Council Total:		100,694.63	119,977.23	151,565.00	122,305.29	146,658.08	152,923.00

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DEPARTMENT: 151 CITY MANAGER
FUND: 101 GENERAL FUND

DEPARTMENT DESCRIPTION

The City Manager serves under the policy direction of the City Council and provides the leadership for implementation of the City Council's policies to ensure residents, businesses, and visitors receive exceptional City services and that Schertz maintains a high quality of life. The City Manager's Office facilitates the coordination and implementation of City Council policy direction, provides administration of the organization, and develops methods for the effective and efficient delivery of services to the community.

GOALS FOR FY 2024-25

Strategic Plan Emphasis

- Policy Value: Fiscally Sustainable
 - Oversee the management of the City budget.
- Operational Value: Systems Management
 - Develop strategic plans and systems to meet the many diverse needs of the community.
 - Develop management systems for efficient and effective use of resources.
- Operational Value: Proactive
 - Respond effectively and timely to City Council requests.
- Operational Value: Service Oriented
 - Oversee special projects and studies commissioned by City Council.
 - Formulate and submit recommended actions concerning policy issues to City Council.
- Operational Value: Engaged Workforce
 - Recruit, retain, and develop talented staff.

Project Focus for FY 2024-25

- Cultivate positive work environment with autonomy, mastery, and purpose.
 - Uphold the values as outlined in the Strategic Plan.
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ORGANIZATIONAL CHART



CITY MANAGER	2021-22 Actual	2022-23 Actual	2023-24 Estimate	2024-25 Budget
City Manager	1	1	1	1
Deputy City Manager	0	0	1	1
Assistant City Manager	2	2	1	1
Assistant to the City Manager	1	1	0	0
Administrative Assistant	1	1	1	1
TOTAL POSITIONS	5	5	4	4

Budget	2021-22 Actual	2022-23 Actual	2023-24 Estimate	2024-25 Budget
Personnel	\$1,281,854	\$1,268,219	\$1,129,517	\$1,013,872
Supplies and Equipment	1,192	1,464	1,000	1,470
Operating Expenses	1,333	1,786	1,960	1,960
Professional Services	13,641	0	0	0
Capital Outlay	43,537	0	0	0
<i>Total</i>	<i>\$1,341,557</i>	<i>\$1,271,469</i>	<i>\$1,132,477</i>	<i>\$1,017,302</i>

PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2024-25 Budget decreases 10.2% from the FY 2023-24 year-end estimates. The decrease is due to transferring the personnel related to Economic Development services to their own department in the General Fund and the removal of the Assistant to the City Manager position.

Budget Worksheet Condensed

For Fiscal: 2023-24 Period Ending: 08/31/2024

		2021-22	2022-23	2023-24	2023-24	2023-24	2024-25
		Total Activity	Total Activity	Total Budget	YTD Activity	Projected	Proposed Budget
Department: 151 - City Manager							
ExpCategory: 511 - Personnel Services							
101-151-511110	Regular	934,844.02	902,512.84	676,480.00	596,217.53	735,124.00	705,434.00
101-151-511120	Overtime	1,711.27	2,328.38	283.00	1,427.53	1,500.00	347.00
101-151-511210	Longevity	4,182.67	5,169.83	4,524.00	5,187.33	5,601.00	4,574.00
101-151-511230	Certification Allowance	1,935.00	1,180.00	650.00	350.00	350.00	0.00
101-151-511240	Allowances	7,477.11	8,461.75	14,554.00	17,815.83	22,124.00	14,554.00
101-151-511310	FICA - Employer	65,863.98	63,139.13	52,151.00	40,436.79	58,499.00	54,327.00
101-151-511350	TMRS-Employer	150,699.37	150,860.37	116,329.00	94,496.74	128,546.00	121,825.00
101-151-511410	Health-Employer	91,231.04	106,066.67	80,834.00	105,878.29	129,013.00	68,739.00
101-151-511500	Workers' Compensation	1,350.79	2,259.72	1,120.00	2,677.42	2,677.00	1,167.00
101-151-511606	Uniforms	384.29	1,836.33	1,000.00	0.00	1,000.00	1,000.00
101-151-511609	Employee Recognition-Morale	1,897.88	2,913.24	4,900.00	1,535.88	1,733.33	4,900.00
101-151-511610	Memberships-Professional	4,322.47	4,519.62	4,200.00	4,681.17	4,800.00	4,200.00
101-151-511611	Publications	305.00	497.01	695.00	754.67	750.00	695.00
101-151-511612	Training/Travel	14,187.82	13,353.61	13,270.00	17,619.53	19,000.00	13,270.00
101-151-511614	Meeting Expenses	1,390.53	3,120.87	18,840.00	17,542.39	18,800.00	18,840.00
101-151-511616	Professional Certification	71.00	0.00	0.00	0.00	0.00	0.00
ExpCategory: 511 - Personnel Services Total:		1,281,854.24	1,268,219.37	989,830.00	906,621.10	1,129,517.33	1,013,872.00
ExpCategory: 521 - Supplies and Equipment							
101-151-521100	Office Supplies	1,192.17	1,436.54	1,470.00	495.21	1,000.00	1,470.00
101-151-521300	Motor Vehicle Supplies	0.00	27.00	0.00	0.00	0.00	0.00
ExpCategory: 521 - Supplies and Equipment Total:		1,192.17	1,463.54	1,470.00	495.21	1,000.00	1,470.00
ExpCategory: 534 - Operating Expenses							
101-151-534007	Special Events - Expenses	1,332.51	1,786.34	1,960.00	1,948.66	1,960.00	1,960.00
101-151-534029	Printing & Binding	0.00	0.00	0.00	0.00	0.00	0.00
ExpCategory: 534 - Operating Expenses Total:		1,332.51	1,786.34	1,960.00	1,948.66	1,960.00	1,960.00
ExpCategory: 541 - Professional Services							
101-151-541017	Professional Services	13,641.21	0.00	0.00	0.00	0.00	0.00
ExpCategory: 541 - Professional Services Total:		13,641.21	0.00	0.00	0.00	0.00	0.00

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Budget Worksheet Condensed

For Fiscal: 2023-24 Period Ending: 08/31/2024

	2021-22	2022-23	2023-24	2023-24	2023-24	2024-25
	Total Activity	Total Activity	Total Budget	YTD Activity	Projected	Proposed Budget
ExpCategory: 581 - Capital Outlay						
101-151-581012 Vehicles & Accs Over \$5,000	43,537.28	0.00	0.00	0.00	0.00	0.00
ExpCategory: 581 - Capital Outlay Total:	43,537.28	0.00	0.00	0.00	0.00	0.00
Department: 151 - City Manager Total:	1,341,557.41	1,271,469.25	993,260.00	909,064.97	1,132,477.33	1,017,302.00

DEPARTMENT: 152 MUNICIPAL COURT

FUND: 101 GENERAL FUND

DEPARTMENTAL DESCRIPTION

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

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

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

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

Strategic Plan Emphasis

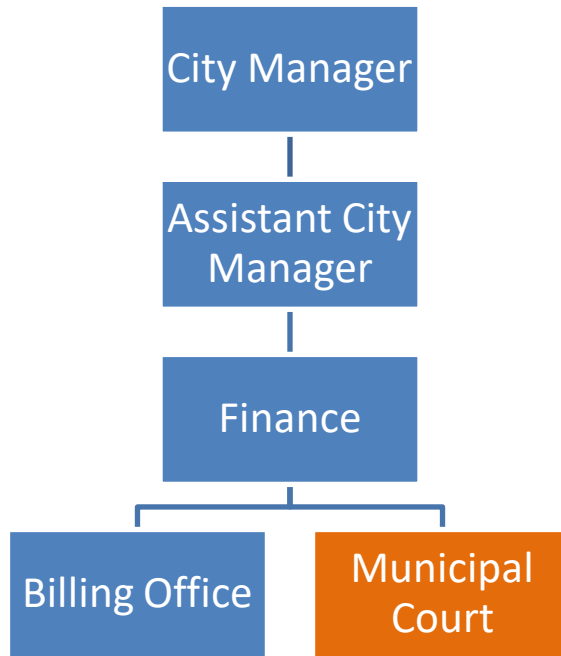
- Policy Value: Essential Services
 - Promote respect for the administration of justice through improvements in the Court's customer service and the physical attributes of the Municipal Court building.
 - Promote traffic safety by focusing attention on fair and impartial punishment for those individuals charged in this court.
- Policy Value: Attractive Community
 - Relocate court session from city hall to council chambers.

MUNICIPAL COURT

Project focus for FY2024-25

- Implement the use of new technology and other innovative practices to maintain efficiency and security.
- Implement Youth Diversion Plan to allow a child the opportunity to complete a plan with realistic and reasonable terms so the child is not formally criminal charged.
- Reclassification of positions within the department for changes in assigned responsibilities.

ORGANIZATIONAL CHART



MUNICIPAL COURT	2021-22 Actual	2022-23 Actual	2023-24 Estimate	2024-25 Budget
Court Administrator	1	1	1	1
Senior Deputy Court Clerk	1	1	1	1
Deputy Court Clerk	2	2	2	2
TOTAL POSITIONS	4	4	4	4

PERFORMANCE INDICATORS

MUNICIPAL COURT

Workload/Output	2021-22 Actual	2022-23 Actual	2023-24 Estimate	2024-25 Budget
Traffic Citations Filed	3,290	1,794	1,327	900
State Law Citations Filed	1,003	600	450	300
Municipal Ordinances Filed	270	195	126	60

Efficiency	2021-22 Actual	2022-23 Actual	2023-24 Estimate	2024-25 Budget
Cases Disposed	2,485	2,080	1,675	1,270
Charges Processed per Clerk	827	693	453	215

Effectiveness	2021-22 Actual	2022-23 Actual	2023-24 Estimate	2024-25 Budget
Cases Disposed per Clerk	33%	33%	33%	33%

Budget	2021-22 Actual	2022-23 Actual	2023-24 Estimate	2024-25 Budget
Personnel Services	\$323,061	\$349,992	\$363,272	\$368,925
Supplies and Equipment	3,152	1,428	1,500	1,500
Operating Expenses	2,063	1,752	3,500	5,660
Professional Services	41,404	59,061	66,000	66,000
Repair and Maintenance	2,714	2,022	2,500	2,500
<i>Total</i>	<i>\$372,394</i>	<i>\$414,254</i>	<i>\$436,772</i>	<i>\$444,585</i>

PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2024-25 Budget increased 1.8% from FY 2023-24 year-end estimates for the proposed wage adjustments.

Budget Worksheet Condensed

For Fiscal: 2023-24 Period Ending: 08/31/2024

		2021-22	2022-23	2023-24	2023-24	2023-24	2024-25
		Total Activity	Total Activity	Total Budget	YTD Activity	Projected	Proposed Budget
Department: 152 - Municipal Court							
ExpCategory: 511 - Personnel Services							
101-152-511110	Regular	207,658.15	223,543.15	237,588.00	184,278.60	229,752.00	239,626.00
101-152-511120	Overtime	218.46	1,210.67	958.00	88.42	1,000.00	958.00
101-152-511210	Longevity	8,739.00	9,635.00	10,247.00	10,298.00	10,298.00	10,223.00
101-152-511230	Certification Allowance	2,552.54	2,830.26	2,471.00	1,583.26	1,872.00	1,436.00
101-152-511310	FICA - Employer	15,875.75	17,440.68	19,115.00	14,461.55	18,584.00	19,190.00
101-152-511350	TMRS-Employer	35,971.86	38,802.75	41,907.00	29,642.46	40,835.00	42,329.00
101-152-511410	Health-Employer	48,364.51	50,711.24	52,184.00	43,936.10	53,431.00	47,851.00
101-152-511500	Workers' Compensation	302.54	565.14	411.00	599.66	600.00	412.00
101-152-511606	Uniforms	451.76	449.49	600.00	0.00	600.00	600.00
101-152-511610	Memberships-Professional	655.00	670.00	800.00	165.00	800.00	800.00
101-152-511611	Publications	353.27	468.11	0.00	0.00	0.00	0.00
101-152-511612	Training/Travel	1,453.00	2,744.83	4,000.00	2,100.44	4,000.00	4,000.00
101-152-511614	Meeting Expenses	465.39	920.93	1,500.00	628.13	1,500.00	1,500.00
ExpCategory: 511 - Personnel Services Total:		323,061.23	349,992.25	371,781.00	287,781.62	363,272.00	368,925.00
ExpCategory: 521 - Supplies and Equipment							
101-152-521000	Operating Supplies	0.00	0.00	0.00	0.00	0.00	0.00
101-152-521100	Office Supplies	1,261.32	1,427.82	1,500.00	838.02	1,500.00	1,500.00
101-152-521708	Furniture & Fixtures	1,890.91	0.00	0.00	0.00	0.00	0.00
ExpCategory: 521 - Supplies and Equipment Total:		3,152.23	1,427.82	1,500.00	838.02	1,500.00	1,500.00
ExpCategory: 534 - Operating Expenses							
101-152-534007	Special Events - Expenses	233.87	664.05	1,000.00	0.00	500.00	1,000.00
101-152-534010	Requested Expanded Programs	0.00	0.00	0.00	0.00	0.00	0.00
101-152-534029	Printing & Binding	1,565.12	331.49	2,000.00	1,011.73	1,500.00	2,000.00
101-152-534051	Interpreter Services	0.00	0.00	500.00	200.00	500.00	500.00
101-152-534055	Court/Jury Cost	264.00	756.00	2,160.00	0.00	1,000.00	2,160.00
ExpCategory: 534 - Operating Expenses Total:		2,062.99	1,751.54	5,660.00	1,211.73	3,500.00	5,660.00
ExpCategory: 541 - Professional Services							
101-152-541011	Judges Services	25,575.00	32,050.00	36,000.00	18,514.36	36,000.00	36,000.00
101-152-541018	Prosecutor Services	15,828.87	27,011.02	30,000.00	18,893.35	30,000.00	30,000.00
ExpCategory: 541 - Professional Services Total:		41,403.87	59,061.02	66,000.00	37,407.71	66,000.00	66,000.00

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Budget Worksheet Condensed

For Fiscal: 2023-24 Period Ending: 08/31/2024

	2021-22	2022-23	2023-24	2023-24	2023-24	2024-25
	Total Activity	Total Activity	Total Budget	YTD Activity	Projected	Proposed Budget
ExpCategory: 551 - Repairs and Maintenance						
101-152-551076 Other Maintenance Agreements	2,714.00	2,022.00	2,500.00	800.00	2,500.00	2,500.00
ExpCategory: 551 - Repairs and Maintenance Total:	2,714.00	2,022.00	2,500.00	800.00	2,500.00	2,500.00
Department: 152 - Municipal Court Total:	372,394.32	414,254.63	447,441.00	328,039.08	436,772.00	444,585.00

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

DEPARTMENT DESCRIPTION

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

GOALS FOR FY 2024-25

Strategic Plan Emphasis

- City Goal: Sense of Community
 - Increase easy public access to city services and information
 - Reduce or eliminate abandoned or misrouted calls or inquiries
 - Communicate consistent, accurate, and timely information about city services, programs, and events to all callers and online inquires
- City Goal: Safe and Livable Community
 - Provide an easy and quick way to report issues across the city to ensure public roads, sidewalks, parks, buildings, etc. are maintained and remain attractive and safe for residents/visitors.

Project focus for FY 2024-25

- Continue to promote the Keep It Nice Schertz campaign to encourage residents to be the eyes and ears of the city and report any issues they may see across the city
- Develop and implement a program for text message communication to enhance customer service.
- Continue training and development for staff to strengthen knowledge on all government functions and leadership

Accomplishments for FY 2023-24

- Updated the 311/Customer web page for ease of use and access for residents to ask questions and submit issue or complaint inquiries
 - Updated and added to the Frequently Asked Questions page on the website to provide easier access to general information
-

ORGANIZATIONAL CHART



CUSTOMER RELATIONS/311	2021-22 Actual	2022-23 Actual	2023-24 Estimate	2024-25 Budget
Customer Relations/311 Rep	2	2	2	2
Customer Relations/311 Rep (PT)	1	1	1	1
TOTAL POSITIONS	3	3	3	3

PERFORMANCE INDICATORS

Workload/Output	2021-22 Actual	2022-23 Actual	2023-24 Estimate	2024-25 Budget
Work Orders (initiated for other depts.)	554	566	550	600
Customer Care Inquiries (online)	1,762	1,579	1,650	1,700
Calls Received	16,395	12,153	14,555	16,000
Calls Not Answered	1,182	962	1,000	800
Average Calls Per Day Received	68	49	58	64

Budget	2021-22 Actual	2022-23 Actual	2023-24 Estimate	2024-25 Budget
Personnel	\$118,327	\$130,168	\$149,336	\$153,781
Supplies and Equipment	73	214	475	150
<i>Total</i>	<i>\$118,399</i>	<i>\$130,382</i>	<i>\$149,811</i>	<i>\$153,930</i>

PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2024-25 Budget increases 2.7% from the FY 2023-24 year end estimates caused by the wage adjustments with no other changes to operation.

Budget Worksheet Condensed

For Fiscal: 2023-24 Period Ending: 08/31/2024

		2021-22	2022-23	2023-24	2023-24	2023-24	2024-25
		Total Activity	Total Activity	Total Budget	YTD Activity	Projected	Proposed Budget
Department: 153 - Customer Relations-311							
ExpCategory: 511 - Personnel Services							
101-153-511110	Regular	85,568.32	93,791.63	98,812.00	83,533.50	103,782.00	104,823.00
101-153-511120	Overtime	248.53	332.83	263.00	117.48	263.00	293.00
101-153-511210	Longevity	2,302.00	2,627.00	2,903.00	2,926.00	2,926.00	3,366.00
101-153-511230	Certification Allowance	0.00	150.00	0.00	0.00	0.00	1,149.00
101-153-511310	FICA - Employer	6,623.52	7,310.08	7,792.00	6,470.97	8,183.00	8,376.00
101-153-511350	TMRS-Employer	14,469.15	15,864.23	17,017.00	13,062.34	17,982.00	18,405.00
101-153-511410	Health-Employer	8,826.01	9,587.08	10,278.00	11,977.57	15,399.00	15,988.00
101-153-511500	Workers' Compensation	126.75	237.57	167.00	251.24	251.00	180.00
101-153-511606	Uniforms	162.25	0.00	200.00	79.98	200.00	200.00
101-153-511612	Training/Travel	0.00	267.50	350.00	0.00	350.00	1,000.00
ExpCategory: 511 - Personnel Services Total:		118,326.53	130,167.92	137,782.00	118,419.08	149,336.00	153,780.00
ExpCategory: 521 - Supplies and Equipment							
101-153-521100	Office Supplies	72.86	214.23	125.00	29.74	125.00	150.00
101-153-521708	Furniture & Fixtures	0.00	0.00	350.00	350.00	350.00	0.00
ExpCategory: 521 - Supplies and Equipment Total:		72.86	214.23	475.00	379.74	475.00	150.00
Department: 153 - Customer Relations-311 Total:		118,399.39	130,382.15	138,257.00	118,798.82	149,811.00	153,930.00

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

DEPARTMENT DESCRIPTION

The Planning & Zoning Division ensures quality development within the City limits and the Extraterritorial Jurisdiction through an efficient, consistent, unbiased, and effective development review process. Division responsibilities include the review and processing of development projects, such as commercial site plans, plats, zone changes, specific use permits, and annexations. The Division also researches and develops long-range plans and goals to help guide the future of our city; and creates development codes to tailor our regulations around citizen, businesses, and developer needs and city goals for a high quality of life and attractive community. The Division frequently collaborates with other departments within the city, including Engineering, Fire, and Inspections, as well as other governmental agencies, in order to provide guidance and staff recommendations to the City Council, Planning and Zoning Commission, Board of Adjustment, and the Capital Improvements Advisory Committee to help them best serve the residents of Schertz.

GOALS FOR FY2024-25

Strategic Plan Emphasis

Operational Value: Service Oriented, Systems Management, Engaged Workforce, Innovative, Proactive

- Continue to assist property owners, developers, and engineers through our development process through timely and thorough project review.
 - Continue to do proactive updates to the website to provide improved customer service by updating flowcharts, providing information on current residential and commercial developments, providing information guides on how to apply for planning applications, and providing information on public hearing on the city's webpage.
 - Continue to proactively provide regular updates to the website feature "What's Developing in Schertz" to ensure residents are provided information on current development projects within the city.
 - Continue to improve CityView to assist applicants and staff in order to provide timely reviews and convey information clearly.
 - Promote staff development including continued education, cross training, and department integration to provide outstanding customer service and provide staff with growth opportunities.
-

- Foster collaborations in regional planning efforts and increase participation in regional organizations/groups.

Policy Value: Safe Community, High Quality of Life, Attractive Community

- Continue to reevaluate and modify regulations within the Schertz Unified Development Code to accommodate the evolving needs of our residents, make the development process more efficient and effective and ensure a properly planned safe community.
- Implement the Joint Land Use Study Strategies to promote compatibility of land uses and development with the long-range goals of Randolph AFB.

ACCOMPLISHMENTS

Operational Value: Service Oriented

- Completed a redesign of the website feature, “What’s Developing in Schertz”, to provide information on active public hearings, new residential subdivisions and new commercial sites currently under construction to improve public relations and transparency, while providing useful, accessible information to the public.

Operational Value: Engaged Workforce

- Through continued education and training, one Planner on staff became a member of the American Institute of Certified Planners, a professional certification earned through the American Planning Association.

Policy Value: Safe Community, High Quality of Life, Attractive Community, Innovative, Proactive

- Received the 2023 Certificate of Achievement for Planning Excellence by the American Planning Association – Texas Chapter which recognizes a commitment to professional planning by City Administration, Elected and Appointed Officials and exemplary professional standards demonstrated by the Planning Department for the tenth year in a row.
- Completed the Comprehensive Land Plan update for the City, which will shape the future of Schertz to meet the desires, goals and core service policy values of the residents
- Completed UDC amendments in relation to Article 3 Section 21.3.3 *Planning and Zoning Commission* Article 5 Section 21.5.2 *Zoning Districts Established*, Article 5 Section 21.5.4 *Zoning Change/Zoning Map Amendment*, Article 5 Section 21.5.5 *Statement of Purpose*, Article 5 Section 21.5.7 *Dimensional and Design Standards*, Article 5 Section 21.5.8 *Permitted Use Table*, Article 8 Section 21.8.4 *Home Occupations*, Article 9 Section 21.9.7 *Landscaping*, Article 9 Section 21.9.9 *Tree Mitigation*, Article 14 Section 21.14.3 *Additional Design Standards*, and Article 16 *Definitions*

ORGANIZATIONAL CHART



PLANNING AND ZONING	2021-22 Actual	2022-23 Actual	2023-24 Estimate	2024-25 Budget
Planning Manager	1	1	1	1
Senior Planner	1	1	1	1
Planner	2	2	2	2
TOTAL POSITIONS	4	4	4	4

PERFORMANCE INDICATORS

Workload/Output	2021-22 Actual	2022-23 Actual	2023-24 Estimate	2024-25 Budget
Plats	32	33	32	32
Site Plans and Master Plan	18	18	30	30
Variances/Waivers	5	4	2	5
Zone Changes and Specific Use Permits	15	14	23	23
UDC/ Comp. Plan Revisions	5	2	10	5
Annexation	4	0	1	4

Budget - Revenue	2021-22 Actual	2022-23 Actual	2023-24 Estimate	2024-25 Budget
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PLANNING & ZONING

Platting Fees	\$55,250	\$58,500	\$54,000	\$54,000
Site Plan Fees	23,000	28,000	40,000	40,000
BOA/ Variance Fees	3,500	3,500	1,000	2,500
Specific Use/Zone Change Fee	37,250	32,100	40,000	40,000
Zoning Letter & Develop Rights	4,800	3,450	2,550	2,550
Total Revenue	\$123,800	\$125,550	\$137,550	\$139,050

Budget - Expenses	2021-22 Actual	2022-23 Actual	2023-24 Estimate	2024-25 Budget
Personnel Services	\$220,463	\$332,999	\$417,464	\$438,976
Supplies and Equipment	10,116	6,258	2,100	2,300
Operating Expenses	0	62	250	250
Professional Services	75	-10	100	100
Fund Charges/Transfers	400,000	0	0	0
Capital Outlay	0	0	27,152	0
<i>Total</i>	\$630,653	339,309	\$447,066	\$441,626

PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2024-25 Budget decreases by 1.2% from the FY 2023-24 year end estimate.

Budget Worksheet Condensed

For Fiscal: 2023-24 Period Ending: 08/31/2024

		2021-22	2022-23	2023-24	2023-24	2023-24	2024-25
		Total Activity	Total Activity	Total Budget	YTD Activity	Projected	Proposed Budget
Department: 154 - Planning & Zoning							
ExpCategory: 511 - Personnel Services							
101-154-511110	Regular	136,966.24	212,456.79	283,543.00	214,826.32	267,393.00	277,144.00
101-154-511120	Overtime	4,769.04	4,255.60	6,377.00	3,839.97	6,377.00	6,408.00
101-154-511210	Longevity	926.00	1,164.67	1,290.00	1,397.67	1,398.00	1,592.00
101-154-511230	Certification Allowance	0.00	1,505.00	2,241.00	2,430.00	2,880.00	2,241.00
101-154-511310	FICA - Employer	10,139.59	16,449.50	22,445.00	16,730.03	21,271.00	21,980.00
101-154-511350	TMRS-Employer	22,424.07	37,601.25	49,019.00	33,457.08	46,740.00	48,298.00
101-154-511410	Health-Employer	33,441.00	34,343.73	46,349.00	36,303.51	42,744.00	41,851.00
101-154-511500	Workers' Compensation	283.11	528.77	472.00	561.16	561.00	462.00
101-154-511606	Uniforms	625.50	826.25	850.00	448.00	850.00	850.00
101-154-511610	Memberships-Professional	1,320.00	1,543.00	2,550.00	1,468.93	2,550.00	2,950.00
101-154-511611	Publications	89.00	0.00	500.00	0.00	500.00	500.00
101-154-511612	Training/Travel	7,470.04	19,901.31	24,000.00	9,543.13	20,000.00	26,500.00
101-154-511613	Training/Travel Commission	1,552.66	1,933.22	7,500.00	1,514.56	3,500.00	7,500.00
101-154-511614	Meeting Expenses	456.31	489.84	700.00	525.13	700.00	700.00
ExpCategory: 511 - Personnel Services Total:		220,462.56	332,998.93	447,836.00	323,045.49	417,464.00	438,976.00
ExpCategory: 521 - Supplies and Equipment							
101-154-521000	Operating Supplies	301.26	541.09	650.00	431.72	650.00	650.00
101-154-521100	Office Supplies	1,089.00	1,176.00	1,200.00	419.73	800.00	1,200.00
101-154-521600	Equip Maint Supplies	0.00	40.97	200.00	0.00	200.00	0.00
101-154-521701	Computer Fees & Licenses	7,500.00	4,200.00	0.00	0.00	0.00	0.00
101-154-521708	Furniture & Fixtures	1,225.47	299.97	450.00	78.00	450.00	450.00
ExpCategory: 521 - Supplies and Equipment Total:		10,115.73	6,258.03	2,500.00	929.45	2,100.00	2,300.00
ExpCategory: 534 - Operating Expenses							
101-154-534029	Printing & Binding	0.00	62.00	250.00	49.00	250.00	250.00
ExpCategory: 534 - Operating Expenses Total:		0.00	62.00	250.00	49.00	250.00	250.00
ExpCategory: 541 - Professional Services							
101-154-541004	Consulting Services	0.00	0.00	0.00	0.00	0.00	0.00
101-154-541019	State/County Admin Fees	75.00	-10.00	100.00	0.00	100.00	100.00
ExpCategory: 541 - Professional Services Total:		75.00	-10.00	100.00	0.00	100.00	100.00

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Budget Worksheet Condensed

For Fiscal: 2023-24 Period Ending: 08/31/2024

	2021-22 Total Activity	2022-23 Total Activity	2023-24 Total Budget	2023-24 YTD Activity	2023-24 Projected	2024-25 Proposed Budget
ExpCategory: 548 - Fund Charges/Transfers						
101-154-548010 Transfer Out - Capital Project	400,000.00	0.00	0.00	0.00	0.00	0.00
ExpCategory: 548 - Fund Charges/Transfers Total:	400,000.00	0.00	0.00	0.00	0.00	0.00
ExpCategory: 581 - Capital Outlay						
101-154-581012 Vehicles & Accs Over \$5,000	0.00	0.00	0.00	27,152.65	27,152.00	0.00
ExpCategory: 581 - Capital Outlay Total:	0.00	0.00	0.00	27,152.65	27,152.00	0.00
Department: 154 - Planning & Zoning Total:	630,653.29	339,308.96	450,686.00	351,176.59	447,066.00	441,626.00

DEPARTMENT: 155 LEGAL SERVICES
FUND: 101 GENERAL FUND

DEPARTMENT DESCRIPTION

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

GOALS AND OBJECTIVES

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

ORGANIZATIONAL CHART



Budget	2021-22 Actual	2022-23 Actual	2023-24 Estimate	2024-25 Budget
Operations Expenses	\$11,341	\$9,821	\$10,000	\$10,000
Professional Services	99,376	59,412	100,000	80,000
<i>Total</i>	<i>\$110,717</i>	<i>\$69,233</i>	<i>\$110,000</i>	<i>\$90,000</i>

PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2024-25 Budget is \$20K lower than the FY 2023-24 year end estimate. Staff has not needed to utilize legal services as much as past years and will continue to budget a downward trend if expenditures continue to fall.

Budget Worksheet Condensed

For Fiscal: 2023-24 Period Ending: 08/31/2024

		2021-22	2022-23	2023-24	2023-24	2023-24	2024-25
		Total Activity	Total Activity	Total Budget	YTD Activity	Projected	Proposed Budget
Department: 155 - Legal Services							
ExpCategory: 534 - Operating Expenses							
101-155-534024	Legal Notices	11,341.38	9,821.06	10,000.00	4,293.24	10,000.00	10,000.00
ExpCategory: 534 - Operating Expenses Total:		11,341.38	9,821.06	10,000.00	4,293.24	10,000.00	10,000.00
ExpCategory: 541 - Professional Services							
101-155-541012	Legal Services	99,376.09	59,411.99	80,000.00	77,348.18	100,000.00	80,000.00
ExpCategory: 541 - Professional Services Total:		99,376.09	59,411.99	80,000.00	77,348.18	100,000.00	80,000.00
Department: 155 - Legal Services Total:		110,717.47	69,233.05	90,000.00	81,641.42	110,000.00	90,000.00

DEPARTMENT: 156 ECONOMIC DEVELOPMENT

FUND: 101 GENERAL FUND

DEPARTMENT DESCRIPTION

The Economic Development Corporation helps to provide a supportive tax base, generate investment and improve quality of life. The City and the Corporation share many of the same objectives with a focus on infrastructure and the Corporation's mission statement reflects their purpose to strategically strengthen the Schertz economy by attracting and retaining businesses, investing in infrastructure, and promoting and enhancing the quality of life for residents and businesses through innovative measures, creating a sustainable and vibrant community. The department consists of four personnel and assists with the needs of 1,100 businesses and stakeholders.

GOALS FOR FY 2024-25

- The Economic Development Corporation's goals have been established by the Board of Directors this year to reflect a new focus.

Strategic Plan Emphasis

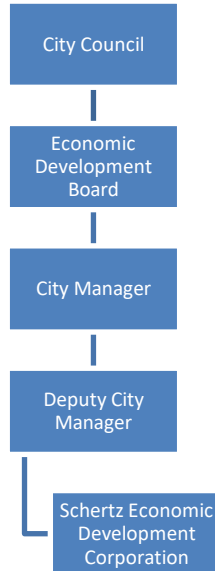
- Policy Value: Promote Economic Development
 - Provide supportive tax base to balance increasing residential growth.
 - Generate investments in undeveloped areas and improve quality of life.
 - Promote economic development opportunities for high valued employers of all sizes.
 - Conduct incentive application analysis and engage in business recruitment.

Project focus for FY 2024-25

- Improve Economic Prosperity through Quality Developments, providing jobs that provide a High Quality of Life.
- Endorse programs to benefit small business
- Participating in 2 infrastructure projects that will provide Essential Services.
- Lead a discussion by participating with businesses to explore innovative ways in which the company can conserve natural resources.
- Engage public utilities to assist business success.
- Participate in 6 events to attract new businesses to the city.

ECONOMIC DEVELOPMENT

ORGANIZATIONAL CHART



ECONOMIC DEVELOPMENT	2021-22 Actual	2022-23 Actual	2023-24 Estimate	2024-25 Budget
Executive Director	1	1	1	1
Deputy Director	1	1	1	1
Business Engagement Manager	1	1	1	1
Administrative Assistant	1	1	1	1
TOTAL POSITIONS	4	4	4	4

Budget	2021-22 Actual	2022-23 Actual	2023-24 Estimate	2024-25 Budget
Personnel Services	\$0	\$0	\$367,056	\$529,867
City Supported Services	0	0	1,133,841	1,200,000
<i>Total</i>	<i>\$0</i>	<i>\$0</i>	<i>\$1,500,897</i>	<i>\$1,729,867</i>

PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2024-25 Budget increased 15.3% from FY 2023-24 year-end estimates for the proposed wage adjustments.

Budget Worksheet Condensed

For Fiscal: 2023-24 Period Ending: 08/31/2024

		2021-22	2022-23	2023-24	2023-24	2023-24	2024-25
		Total Activity	Total Activity	Total Budget	YTD Activity	Projected	Proposed Budget
Department: 156 - Economic Development							
ExpCategory: 511 - Personnel Services							
101-156-511110	Regular	0.00	0.00	367,466.00	234,815.48	292,190.00	389,663.00
101-156-511120	Overtime	0.00	0.00	0.00	1,325.16	1,600.00	0.00
101-156-511210	Longevity	0.00	0.00	370.00	160.00	160.00	540.00
101-156-511230	Certification Allowance	0.00	0.00	15,607.00	0.00	0.00	0.00
101-156-511310	FICA - Employer	0.00	0.00	29,333.00	17,799.69	22,365.00	29,851.00
101-156-511350	TMRS-Employer	0.00	0.00	64,064.00	36,008.08	49,144.00	65,593.00
101-156-511410	Health-Employer	0.00	0.00	20,588.00	0.00	993.00	43,606.00
101-156-511500	Workers' Compensation	0.00	0.00	604.00	0.00	604.00	614.00
ExpCategory: 511 - Personnel Services Total:		0.00	0.00	498,032.00	290,108.41	367,056.00	529,867.00
ExpCategory: 532 - City Supported Services							
101-156-532005	Main Street Local Program	0.00	0.00	50,000.00	27,352.47	53,083.00	50,000.00
101-156-532008	Tax Reimbursements/Abateme...	0.00	0.00	1,000,000.00	1,080,758.12	1,080,758.00	1,150,000.00
ExpCategory: 532 - City Supported Services Total:		0.00	0.00	1,050,000.00	1,108,110.59	1,133,841.00	1,200,000.00
Department: 156 - Economic Development Total:		0.00	0.00	1,548,032.00	1,398,219.00	1,500,897.00	1,729,867.00

DEPARTMENT: 164 CITY SECRETARY
FUND: 101 GENERAL FUND

DEPARTMENT DESCRIPTION

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

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

GOALS AND OBJECTIVES FOR FY 2024-2025

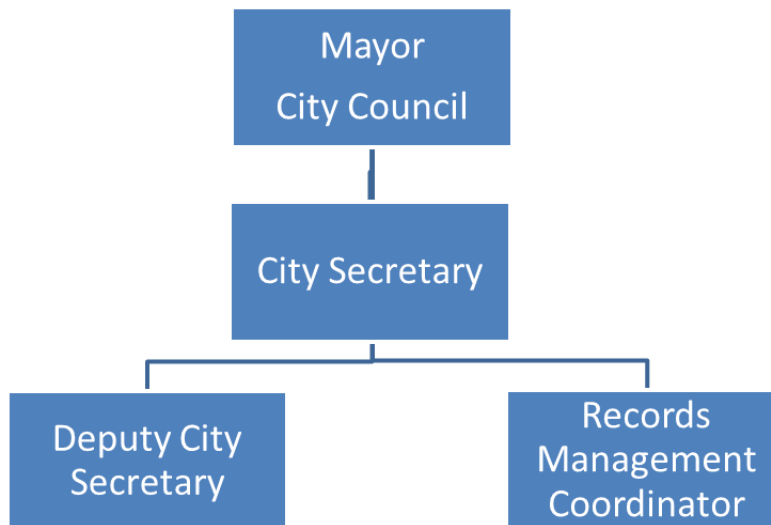
Strategic Plan Emphasis

- Operational Value: Systems Management
 - The goals and objectives of the City Secretary's Department for the fiscal year 2024-2025 are to provide the following services with greater transparency and efficiency for the Mayor, City Council, City Staff, and the residents of Schertz.
- Operational Value: Innovative
 - Creating new processes for records governance to ensure minimum compliance with state statutes as they relate to records management and the Texas Public Information Act.
 - Creating a new system for the management and administration of Ordinances and Resolutions.
 - Creating new systems for managing alcohol permits and volunteers on boards, commissions, and committees.

Project focus for FY 2024-2025

- Work with the part-time Records Management Coordinator to create and implement standardized records management processes to meet standards set forth by state statute. This position will provide processes and related training for the identification, maintenance, retention, security, electronic storage, disposition, and preservation of City records. The role of this position is to ensure compliance, increase transparency, and mitigate legal risk for the City.
- Automate the Public Information requests using a new software platform. This will enhance transparency, increase efficiency for retrieving and compiling responsive documentation, tracking requests, and minimize legal risk by ensuring quality responses and maintaining compliance.
- Create a new database for better management of Ordinances and resolutions to ensure accurate assignment and description. This will greatly enhance the ability to research documented changes to city governance documents.
- Create new database for issuance and monitoring of Alcohol permits for businesses. This will greatly enhance the tracking of permits issued for businesses, provide an automated process for sending renewals and invoices, and ensure greater compliance.
- Create a new database for the management of the City of Schertz Boards and Commissions. This will provide the Board Bylaws, and Board Member documents such as application materials, training certificates, appointment and reappointment data, contact information.
- Document processes for Election administration to ensure transparency, compliance, and consistency across three counties.
- Create an On-Boarding Program for newly elected Councilmembers.

ORGANIZATIONAL CHART



CITY SECRETARY

CITY SECRETARY	2021-22 Actual	2022-23 Actual	2023-24 Estimate	2024-25 Budget
City Secretary	1	1	1	1
Deputy City Secretary	1	1	1	1
Records Management Coordinator (P/T)	0	0	0	1
TOTAL POSITIONS	2	2	2	3

PERFORMANCE INDICATORS

Workload	2021-22 Actual	2022-23 Actual	2023-24 Estimated	2024-25 Budget
Ordinances Passed and Processed	61	61	150	70
Resolutions Passed and Processed	130	142	140	150
Council Meetings Attended	39	39	30	25
Open Records	571	600	700	750

Efficiency	2021-22 Actual	2022-23 Actual	2023-24 Estimated	2024-25 Budget
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Ordinances & Resolutions Executed within 72 hours of Council Meeting	98%	80%	95%	95%
Documents completed, signed, scanned within 48 hours of council approval	98%	85%	95%	95%
Council meeting minutes transcribed within 48 hours following Council meeting	98%	85%	95 %	95%
Agendas available to citizens within legally required timeframe - Posted on website	100%	100%	100%	100%
Alcohol permits processed within the month of expiration	97%	85%	90%	95%

CITY SECRETARY

Budget	2021-22 Actual	2022-23 Actual	2023-24 Estimated	2024-25 Budget
Personnel Services	\$214,531	\$195,205	\$219,390	\$238,872
Supplies and Equipment	1,347	1,947	3,040	2,870
Operating Expenses	5,248	1,848	30,320	31,954
Total	\$221,126	\$199,000	\$252,750	\$273,696

PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2024-25 Budget increases 8.3% from the FY 2023-24 year-end estimate from the anticipated wage adjustments and the addition of part time Records Clerk position to aid with the increasing open records requests.

Budget Worksheet Condensed

For Fiscal: 2023-24 Period Ending: 08/31/2024

		2021-22	2022-23	2023-24	2023-24	2023-24	2024-25
		Total Activity	Total Activity	Total Budget	YTD Activity	Projected	Proposed Budget
Department: 164 - City Secretary							
ExpCategory: 511 - Personnel Services							
101-164-511110	Regular	153,531.98	141,651.57	171,386.00	126,561.34	160,163.00	176,474.00
101-164-511120	Overtime	0.00	85.23	0.00	0.00	0.00	0.00
101-164-511210	Longevity	2,072.00	2,158.00	600.00	620.00	620.00	840.00
101-164-511230	Certification Allowance	600.08	600.08	575.00	484.68	600.00	575.00
101-164-511310	FICA - Employer	11,697.54	10,499.56	13,199.00	9,655.26	12,346.00	13,606.00
101-164-511350	TMRS-Employer	25,652.53	20,540.71	28,826.00	19,352.38	27,128.00	29,897.00
101-164-511410	Health-Employer	17,730.83	10,702.35	11,113.00	9,119.23	11,515.00	9,688.00
101-164-511500	Workers' Compensation	210.94	395.05	284.00	418.12	418.00	292.00
101-164-511605	Temporary Employee Svcs	0.00	4,443.67	0.00	0.00	0.00	0.00
101-164-511606	Uniforms	0.00	351.16	500.00	87.96	500.00	700.00
101-164-511610	Memberships-Professional	712.95	310.00	1,400.00	620.00	700.00	1,400.00
101-164-511611	Publications	463.95	686.80	500.00	485.61	500.00	500.00
101-164-511612	Training/Travel	1,858.07	2,780.81	4,900.00	4,591.56	4,900.00	4,900.00
ExpCategory: 511 - Personnel Services Total:		214,530.87	195,204.99	233,283.00	171,996.14	219,390.00	238,872.00
ExpCategory: 521 - Supplies and Equipment							
101-164-521100	Office Supplies	1,346.74	1,566.96	1,700.00	1,072.38	1,700.00	1,870.00
101-164-521708	Furniture & Fixtures	0.00	0.00	0.00	0.00	0.00	0.00
101-164-521710	Computer & Peripherals Under...	0.00	379.99	1,034.00	1,033.35	1,340.00	1,000.00
ExpCategory: 521 - Supplies and Equipment Total:		1,346.74	1,946.95	2,734.00	2,105.73	3,040.00	2,870.00
ExpCategory: 534 - Operating Expenses							
101-164-534000	Advertising	0.00	100.00	0.00	0.00	0.00	0.00
101-164-534029	Printing & Binding	138.95	129.00	150.00	0.00	150.00	150.00
101-164-534030	Records Management	5,109.11	1,619.39	31,804.00	22,261.82	30,170.00	31,804.00
ExpCategory: 534 - Operating Expenses Total:		5,248.06	1,848.39	31,954.00	22,261.82	30,320.00	31,954.00
Department: 164 - City Secretary Total:		221,125.67	199,000.33	267,971.00	196,363.69	252,750.00	273,696.00

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DEPARTMENT: 101 NON-DEPARTMENTAL
FUND: 101 GENERAL FUND

DEPARTMENT DESCRIPTION

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

Budget	2021-22 Actual	2022-23 Actual	2023-24 Estimated	2024-25 Budget
Supplies and Equipment	\$9,148	\$9,486	\$9,750	\$9,000
City Support Services	858,294	1,210,482	303,333	280,000
Utility Services	3,065	0	0	0
Operating Expenses	1,239,330	1,241,253	1,386,474	2,067,853
Fund Charges/Transfers	30,945	19,189	27,757	28,818
Capital Outlay	0	90,215	28,473	0
<i>Total</i>	<i>\$2,140,783</i>	<i>\$2,570,624</i>	<i>\$1,755,788</i>	<i>\$2,385,671</i>

PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2024-25 Budget increases 35.9% from the FY 2023-24 year-end estimate due to new pay incentives, new insurance policy and is offset by setting the contingency accounts to \$180,000 total.



City of Schertz, TX

Budget Worksheet Condensed Account Summary

For Fiscal: 2023-24 Period Ending: 08/31/2024

		2021-22 Total Activity	2022-23 Total Activity	2023-24 Total Budget	2023-24 YTD Activity	2023-24 Projected	2024-25 Proposed Budget
Fund: 101 - GENERAL FUND							
Department: 101 - Non Departmental							
ExpCategory: 521 - Supplies and Equipment							
101-101-521702	Postage	9,148.39	9,485.61	9,000.00	8,472.21	9,750.00	9,000.00
ExpCategory: 521 - Supplies and Equipment Total:		9,148.39	9,485.61	9,000.00	8,472.21	9,750.00	9,000.00
ExpCategory: 532 - City Supported Services							
101-101-532000	County Appraisal District	236,110.48	280,016.22	280,000.00	243,125.73	303,333.33	280,000.00
101-101-532005	Main Street Local Program	43,595.81	25,288.97	0.00	0.00	0.00	0.00
101-101-532008	Tax Reimbursements/Abateme...	578,587.63	905,177.30	0.00	0.00	0.00	0.00
ExpCategory: 532 - City Supported Services Total:		858,293.92	1,210,482.49	280,000.00	243,125.73	303,333.33	280,000.00
ExpCategory: 533 - Utility Services							
101-101-533200	Electric Utility Service	3,065.00	0.00	0.00	0.00	0.00	0.00
ExpCategory: 533 - Utility Services Total:		3,065.00	0.00	0.00	0.00	0.00	0.00
ExpCategory: 534 - Operating Expenses							
101-101-534005	City Insurance-Commercial	312,797.22	341,582.10	390,000.00	398,088.88	405,000.00	450,000.00
101-101-534011	Contingencies	27,555.81	-19,439.07	50,123.00	4,363.45	0.00	180,000.00
101-101-534013	Contingencies-Personnel	0.00	0.00	300,000.00	0.00	0.00	425,000.00
101-101-534015	Credit Card Service Fee	65,762.30	60,284.11	95,000.00	11,536.78	65,000.00	75,000.00
101-101-534016	Credit Cards Fees - AMEX	16,781.41	4,042.58	12,000.00	0.00	9,750.00	11,000.00
101-101-534017	Electronic Filing Services	1,897.15	3,693.31	4,500.00	1,026.10	4,875.00	4,500.00
101-101-534021	Equipment Maintenance - Copi...	118,033.85	124,524.75	120,000.00	97,210.75	130,000.00	130,000.00
101-101-534046	Medical Services-EMS Contract	695,644.24	725,514.32	770,949.00	770,949.48	770,949.00	791,273.00
101-101-534052	State/County Admin Fees	35.00	35.00	100.00	0.00	100.00	100.00
101-101-534057	Misc Bank Charges	823.23	1,015.74	980.00	-297.47	800.00	980.00
ExpCategory: 534 - Operating Expenses Total:		1,239,330.21	1,241,252.84	1,743,652.00	1,282,877.97	1,386,474.00	2,067,853.00
ExpCategory: 548 - Fund Charges/Transfers							
101-101-548008	Transfer Out	0.00	9,881.37	0.00	0.00	0.00	0.00
101-101-548011	Transfer Out - Drainage	17,229.00	0.00	17,222.00	0.00	17,222.00	18,283.00

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Budget Worksheet Condensed

For Fiscal: 2023-24 Period Ending: 08/31/2024

	2021-22 Total Activity	2022-23 Total Activity	2023-24 Total Budget	2023-24 YTD Activity	2023-24 Projected	2024-25 Proposed Budget
101-101-548015 Transfer Out - Hist. Committee	13,863.11	9,160.82	10,535.00	0.00	10,535.00	10,535.00
101-101-548018 Transfer Out - Special Events	-146.72	146.72	0.00	0.00	0.00	0.00
ExpCategory: 548 - Fund Charges/Transfers Total:	30,945.39	19,188.91	27,757.00	0.00	27,757.00	28,818.00
ExpCategory: 581 - Capital Outlay						
101-101-581008 Land/ROW/Easements Purchase	0.00	90,214.56	0.00	31,485.66	28,473.25	0.00
ExpCategory: 581 - Capital Outlay Total:	0.00	90,214.56	0.00	31,485.66	28,473.25	0.00
Department: 101 - Non Departmental Total:	2,140,782.91	2,570,624.41	2,060,409.00	1,565,961.57	1,755,787.58	2,385,671.00

DEPARTMENT: 170 PUBLIC AFFAIRS
FUND: 101 GENERAL FUND

DEPARTMENT DESCRIPTION

The Public Affairs Department is responsible for establishing and maintaining internal and external communications with Schertz residents and city employees. Emphasis is placed on engaging with residents about city services, programs, and policies in a manner designed to build trust and understanding in local government. Public Affairs accomplishes this through Schertz Magazine, use of social media, advertising, production of city videos, media relations, City Headlines, and Schertz.com website. The department also captures photos/video of City events and activities, designs City marketing materials, social media/print graphics, logos, etc., and maintains the Schertz brand to ensure consistency and promote a positive public perception of the city.

Public Affairs publishes *Schertz Magazine* monthly with 16,000 copies printed; including 15,000+ direct mailed to households in Schertz and over 500 distributed to local businesses. The magazine is the number one source of information for Schertz residents according to the past three citizen surveys.

The department serves an internal audience of over 400 employees, elected and appointed officials, as well as an estimated city population of 44,000+.

Operations of 311/Customer Care are maintained under the umbrella of Public Affairs.

GOALS FOR FY 2024-25

Strategic Plan Emphasis

- City Goal: Sustainable Government
 - Implement initiatives to increase transparency in government processes and decision-making, ensuring that residents have access to accurate and timely information about city operations, policies, and initiatives.
 - Provide residents with accessible avenues to voice their concerns, suggestions, and feedback, and ensure timely responses and follow-up actions to demonstrate our commitment to listening and responsiveness.
- City Goal: Sense of Community
 - Develop and execute comprehensive engagement strategies to foster meaningful interactions between the city and its residents, promoting active participation in civic activities, events, and initiatives

Project focus for FY 2024-25

- Evaluate where and how the city’s communications and engagement resources, processes, strategies and materials may need to be improved or enhanced for better community stakeholder awareness and engagement.
- Launch promotional Library video highlighting various services and programs happening yearly at Schertz Public Library.
- Implement new technology to increase awareness and foster community engagement.
- Implement the Strategic Communication Plan.
- Implement a comprehensive CIP campaign aimed at increasing awareness of city projects/improvements gaining favorable opinions towards the city.

Accomplishments for FY 2023-24

- Launched the newly redesigned Schertz.com website which aims to enhance resident awareness and understanding of city government activities.
- Executed the 2023 Citizen Satisfaction Survey.
- Implemented a comprehensive recruitment campaign in conjunction with HR which yielded a lower vacancy rate across the city.
- Launched new video series, “Now You Know”, to share insights and a behind the scenes look at Schertz government operations.

ORGANIZATIONAL CHART



PUBLIC AFFAIRS

PUBLIC AFFAIRS	2021-22 Actual	2022-23 Actual	2023-24 Estimate	2024-25 Budget
Public Affairs Director	1	1	1	1
Communications Manager	1	1	1	1
Marketing and Communications Specialist	1	1	1	1
Administrative Assistant	1	1	0	0
TOTAL POSITIONS	4	4	3	3

PERFORMANCE INDICATORS

Workload/Output Measures	2021-22 Actual	2022-23 Actual	2023-24 Estimate	2024-25 Budget
News Items Created	158	75	125	150
Marketing Materials Produced	134	771	850	800
Number of publications including e-newsletters produced	67	67	68	68
Social Media Posts (City accounts)	1,080	914	975	975
Social Media Posts (Parks account)	386	595	675	0

Effectiveness	2021-22 Actual	2022-23 Actual	2023-24 Estimate	2024-25 Budget
Schertz Magazine Ad revenue	147,192	125,668	125,000	125,000
City social media fans (Instagram/FB)	14,797	16,252	17,800	19,500
Facebook Reach (city account)	92,800	252,100	400,000	400,000
Instagram Reach (city account)	93,300	56,900	30,000	50,000
Schertz.com sessions	737,251	566,111	700,000	700,000
Percentage open rate for e-newsletter	43%	49%	56%	60%
Percentage click rate for e-newsletter	2%	2%	3%	4%

PUBLIC AFFAIRS

Budget	2021-22 Actual	2022-23 Actual	2023-24 Estimate	2024-25 Budget
Personnel Services	\$333,461	\$338,316	\$361,149	\$373,087
Supplies and Equipment	57,192	59,148	59,737	59,900
Operating Expenses	142,484	125,005	125,100	132,948
Professional Services	99,656	89,589	90,768	85,250
<i>Total</i>	<i>\$632,793</i>	<i>\$612,058</i>	<i>\$636,754</i>	<i>\$651,185</i>

PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2024-25 Budget increases 2.3% from the FY 2023-24 year-end estimates. The increase is caused by the anticipated wage adjustments.

Budget Worksheet Condensed

For Fiscal: 2023-24 Period Ending: 08/31/2024

		2021-22	2022-23	2023-24	2023-24	2023-24	2024-25
		Total Activity	Total Activity	Total Budget	YTD Activity	Projected	Proposed Budget
Department: 170 - Public Affairs							
ExpCategory: 511 - Personnel Services							
101-170-511110	Regular	231,921.88	232,590.29	266,952.00	196,966.11	246,208.00	260,271.00
101-170-511120	Overtime	553.67	679.39	1,035.00	1,087.24	1,500.00	1,266.00
101-170-511210	Longevity	5,236.67	5,323.67	5,789.00	2,722.00	2,722.00	3,085.00
101-170-511230	Certification Allowance	0.00	0.00	0.00	0.00	0.00	0.00
101-170-511310	FICA - Employer	17,523.25	17,589.53	20,925.00	14,844.31	19,158.00	20,234.00
101-170-511350	TMRS-Employer	39,059.67	38,365.42	45,700.00	30,144.52	42,097.00	44,461.00
101-170-511410	Health-Employer	35,302.24	32,444.38	36,488.00	30,506.50	37,553.00	32,287.00
101-170-511500	Workers' Compensation	340.47	917.66	448.00	674.86	675.00	433.00
101-170-511606	Uniforms	208.21	161.44	200.00	192.73	200.00	250.00
101-170-511610	Memberships-Professional	0.00	0.00	125.00	250.00	250.00	0.00
101-170-511611	Publications	60.32	0.00	50.00	0.00	50.00	50.00
101-170-511612	Training/Travel	2,969.50	9,572.44	11,325.00	8,388.98	10,136.00	10,050.00
101-170-511614	Meeting Expenses	285.49	671.42	500.00	557.13	600.00	700.00
ExpCategory: 511 - Personnel Services Total:		333,461.37	338,315.64	389,537.00	286,334.38	361,149.00	373,087.00
ExpCategory: 521 - Supplies and Equipment							
101-170-521000	Operating Supplies	363.64	253.07	75.00	0.00	75.00	0.00
101-170-521100	Office Supplies	699.38	607.86	625.00	199.11	625.00	650.00
101-170-521702	Postage	9,210.84	11,733.52	16,250.00	2,514.83	10,000.00	10,000.00
101-170-521704	Magazine-Postage	46,118.33	45,125.29	48,000.00	47,856.29	48,000.00	48,000.00
101-170-521708	Furniture & Fixtures	99.89	1,235.64	0.00	299.99	299.00	500.00
101-170-521712	Operating Equipment	699.99	192.28	750.00	737.41	738.00	750.00
ExpCategory: 521 - Supplies and Equipment Total:		57,192.07	59,147.66	65,700.00	51,607.63	59,737.00	59,900.00
ExpCategory: 534 - Operating Expenses							
101-170-534000	Advertising	6,551.54	8,268.72	10,700.00	9,935.96	10,200.00	13,400.00
101-170-534002	Business Meetings/Networking	200.00	511.00	500.00	288.00	500.00	578.00
101-170-534027	Memberships-City Use	340.00	210.00	375.00	125.00	375.00	1,220.00
101-170-534028	Magazine-Printing Services	114,041.52	92,676.09	90,000.00	67,925.17	89,025.00	90,000.00
101-170-534029	Printing & Binding	20,822.80	23,339.52	26,250.00	17,317.35	25,000.00	26,750.00
101-170-534043	Other Events - Expenses	528.38	0.00	750.00	0.00	0.00	1,000.00
ExpCategory: 534 - Operating Expenses Total:		142,484.24	125,005.33	128,575.00	95,591.48	125,100.00	132,948.00

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Budget Worksheet Condensed

For Fiscal: 2023-24 Period Ending: 08/31/2024

		2021-22 Total Activity	2022-23 Total Activity	2023-24 Total Budget	2023-24 YTD Activity	2023-24 Projected	2024-25 Proposed Budget
ExpCategory: 541 - Professional Services							
101-170-541005	Design Services	62,208.00	49,204.00	50,000.00	40,640.00	48,768.00	50,000.00
101-170-541016	Prof Svcs-Writers/Photographer	9,360.50	9,738.75	11,600.00	10,617.50	12,000.00	9,850.00
101-170-541017	Professional Services	28,087.11	30,646.49	29,500.00	25,200.69	30,000.00	25,400.00
ExpCategory: 541 - Professional Services Total:		99,655.61	89,589.24	91,100.00	76,458.19	90,768.00	85,250.00
Department: 170 - Public Affairs Total:		632,793.29	612,057.87	674,912.00	509,991.68	636,754.00	651,185.00

DEPARTMENT: 173 ENGINEERING

FUND: 101 GENERAL FUND

DEPARTMENT DESCRIPTION

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

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

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

The Transportation Safety Advisory Commission (TSAC) is staffed by the Engineering Department. TSAC is a Commission that hears input from citizens about traffic and transportation safety concerns; considers transportation issues; and makes recommendations to City Council regarding traffic and transportation safety and other related matters throughout the City.

GOALS FOR FY 2024-25

Strategic Plan Emphasis

- Policy Value: Essential Services and Safe Community
 - Assists with the updating of capital improvement plans and prioritizations of projects to plan for and accommodate future community needs.
 - Provides technical expertise to plan, prioritize, manage; and construct critical infrastructure projects for water, wastewater, drainage, and roadways to provide quality basic services for residents' current and future needs.
 - Create, maintain; and update as needed standard construction details, technical specifications, and design guidelines to create a well built and well-planned environment.
 - Inspect infrastructure projects to ensure compliance with the standard construction details, technical specifications, codes and design guidelines.

- Policy Value: Attractive Community and High Quality of Life
 - Create and update a Pavement Preservation Program (called "SPAM") to repair and maintain city roadways in good condition.
 - Provide technical assistance for implementing repairs and construction of new safety features like crosswalks for pedestrians.
 - Assist with the planning of new multi-use paths and hike and bike trails. Manage and inspect the construction of new multi-use paths and hike and bike trails.

Project focus for FY 2024-25

- Update and improve standard construction details, technical specifications, and design guidelines.
- Support development and implementation of comprehensive Capital Improvement Program including water, wastewater, drainage, and roadway projects.
- Continue positive progression and completion of capital improvement projects.
- Complete update of roadway capital recover plan and fee update.
- Continue to provide efficient, clear review of construction plans and other development submittals.
- Continue promotion of efficacy of TSAC activities and actions.
- Continuing successful partnership with TxDOT for projects.

ORGANIZATIONAL CHART



ENGINEERING	2021-22 Actual	2022-23 Actual	2023-24 Estimate	2024-25 Budget
City Engineer	1	1	1	1
Engineer	3	3	4	4
Senior Graduate Engineer	1	1	1	1
Graduate Engineer	1	1	1	1
Engineering Inspector	2	2	3	3
TOTAL POSITIONS	8	8	10	10

ENGINEERING

PERFORMANCE INDICATORS

Workload/Output	2021-22 Actual	2022-23 Actual	2023-24 Estimate	2024-25 Budget
Capital Improvement Projects (number active includes design and/or construction contract)	17	22	15	13
Number of Non-Construction Plan Reviews (includes master plans, plats, site plans, etc.)	50	51	62	62
Residential Subdivision Construction – number of projects (completed projects)	4	11	9	12
Number of Miles of Public Infrastructure Added (residential)	12.01	24.45	12.20	16.40
Residential Subdivision Construction – dollar value of public improvements (completed projects, -- cost data no longer attainable per state law changes)	\$6.0 million	\$27.4 million	--	--
Commercial Subdivision Construction – number of projects (completed projects)	2	7	8	10
Number of Miles of Public Infrastructure Added (commercial)	1.40	2.29	3.20	2.82
Commercial Subdivision Construction – dollar value of public improvements (completed projects, -- cost data no longer attainable per state law changes)	\$4.1 million	\$2.7 million	--	--

ENGINEERING

Budget	2021-22 Actual	2022-23 Actual	2023-24 Estimate	2024-25 Budget
Personnel Services	\$858,403	\$995,485	\$1,034,609	\$1,315,714
Supplies and Equipment	2,691	12,175	5,800	5,700
Utility Services	6,286	7,528	8,000	8,500
Operating Expenses	31	62	945	800
Professional Services	36,885	49,865	50,000	50,000
Capital Outlay	0	0	75,414	56,000
<i>Total</i>	<i>\$904,296</i>	<i>\$1,065,115</i>	<i>\$1,174,768</i>	<i>\$1,436,714</i>

PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2024-25 Engineering Budget increased 22.3% from the FY 2023-24 year end estimate for a new position (administrative assistant), the assumption of filling multiple position vacancies, and planned wage increases.

Budget Worksheet Condensed

For Fiscal: 2023-24 Period Ending: 08/31/2024

		2021-22	2022-23	2023-24	2023-24	2023-24	2024-25
		Total Activity	Total Activity	Total Budget	YTD Activity	Projected	Proposed Budget
Department: 173 - Engineering							
ExpCategory: 511 - Personnel Services							
101-173-511110	Regular	603,450.39	670,305.71	885,167.00	549,102.53	686,575.00	911,405.00
101-173-511120	Overtime	724.63	1,766.23	750.00	1,970.41	3,500.00	3,900.00
101-173-511210	Longevity	6,114.00	8,827.42	11,941.00	7,084.00	7,084.00	7,751.00
101-173-511230	Certification Allowance	3,115.80	2,504.16	14,169.00	749.64	925.00	1,120.00
101-173-511310	FICA - Employer	45,229.53	50,178.46	69,841.00	40,888.78	53,403.00	70,662.00
101-173-511350	TMRS-Employer	100,984.59	113,496.30	152,531.00	83,768.98	117,348.00	155,271.00
101-173-511410	Health-Employer	86,644.07	111,627.70	150,534.00	109,820.70	134,491.00	142,695.00
101-173-511500	Workers' Compensation	3,336.27	6,246.54	3,183.00	6,612.85	6,613.00	3,210.00
101-173-511605	Temporary Employee Svcs	0.00	15,955.69	0.00	6,470.83	7,000.00	0.00
101-173-511606	Uniforms	2,604.84	3,350.75	4,220.00	2,763.62	4,220.00	4,500.00
101-173-511610	Memberships-Professional	2,103.34	2,409.00	2,500.00	2,031.28	2,500.00	3,100.00
101-173-511611	Publications	500.00	0.00	3,300.00	0.00	0.00	500.00
101-173-511612	Training/Travel	2,822.41	7,834.77	9,600.00	2,545.31	9,600.00	9,600.00
101-173-511614	Meeting Expenses	166.97	620.52	700.00	441.10	700.00	1,000.00
101-173-511616	Professional Certification	606.00	362.00	650.00	100.00	650.00	1,000.00
ExpCategory: 511 - Personnel Services Total:		858,402.84	995,485.25	1,309,086.00	814,350.03	1,034,609.00	1,315,714.00
ExpCategory: 521 - Supplies and Equipment							
101-173-521000	Operating Supplies	154.27	2,308.41	1,000.00	834.38	1,000.00	1,000.00
101-173-521100	Office Supplies	1,082.87	814.73	1,000.00	999.55	1,250.00	1,750.00
101-173-521300	Motor Vehicle Supplies	39.75	548.59	1,400.00	1,966.91	2,500.00	1,400.00
101-173-521701	Computer Fees & Licenses	1,264.80	0.00	0.00	0.00	0.00	0.00
101-173-521702	Postage	30.81	36.29	50.00	19.84	50.00	50.00
101-173-521708	Furniture & Fixtures	118.95	6,937.83	500.00	479.98	500.00	500.00
101-173-521710	Computer & Peripherals Under...	0.00	1,528.77	500.00	339.98	500.00	1,000.00
ExpCategory: 521 - Supplies and Equipment Total:		2,691.45	12,174.62	4,450.00	4,640.64	5,800.00	5,700.00
ExpCategory: 533 - Utility Services							
101-173-533500	Vehicle Fuel	6,285.89	7,527.55	8,000.00	5,343.08	8,000.00	8,500.00
ExpCategory: 533 - Utility Services Total:		6,285.89	7,527.55	8,000.00	5,343.08	8,000.00	8,500.00
ExpCategory: 534 - Operating Expenses							
101-173-534027	Memberships-City Use	0.00	0.00	0.00	45.00	45.00	100.00

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Budget Worksheet Condensed

For Fiscal: 2023-24 Period Ending: 08/31/2024

		2021-22 Total Activity	2022-23 Total Activity	2023-24 Total Budget	2023-24 YTD Activity	2023-24 Projected	2024-25 Proposed Budget
101-173-534029	Printing & Binding	31.00	62.00	360.00	805.45	900.00	700.00
	ExpCategory: 534 - Operating Expenses Total:	31.00	62.00	360.00	850.45	945.00	800.00
	ExpCategory: 541 - Professional Services						
101-173-541006	Engineering	13,123.05	5,210.00	0.00	0.00	0.00	0.00
101-173-541017	Professional Services	23,761.50	44,655.25	50,000.00	27,312.50	50,000.00	50,000.00
	ExpCategory: 541 - Professional Services Total:	36,884.55	49,865.25	50,000.00	27,312.50	50,000.00	50,000.00
	ExpCategory: 581 - Capital Outlay						
101-173-581012	Vehicles & Accs Over \$5,000	0.00	0.00	0.00	75,413.90	75,414.00	56,000.00
	ExpCategory: 581 - Capital Outlay Total:	0.00	0.00	0.00	75,413.90	75,414.00	56,000.00
	Department: 173 - Engineering Total:	904,295.73	1,065,114.67	1,371,896.00	927,910.60	1,174,768.00	1,436,714.00

DEPARTMENT: 256 POLICE
FUND: 101 GENERAL FUND

DEPARTMENT DESCRIPTION

The Schertz Police Department oversees an area of approximately 32 square miles and provides services to the city across three counties. Annually, the communications division receives thousands of service calls, handling dispatch for Police, Fire, Emergency Medical Services, and Animal Services. Additionally, the department extends its dispatch services to the City of Cibolo for Police, Fire, and Animal Services. It handles Schertz Emergency Medical Service dispatch for Cibolo, Marion, Seguin, Santa Clara, and other county areas. The Patrol Division is dedicated to preventing and reducing crime, enhancing traffic safety, and promoting public safety through a visible presence in the community. Meanwhile, the Investigations Division manages incidents within the city, processes crime scenes, and sees cases through to prosecution in collaboration with the County and District Attorneys of all three counties. The records unit is responsible for receiving and preparing cases for submission to County and District Attorneys. The School Resource Program ensures a visible presence within schools to prevent and address crimes on campus. In addition, the Animal Services Division enforces state and city ordinances concerning the care and treatment of animals, as well as rabies control and public health through disease and population control. The Community Outreach Officer engages with Homeowner Associations, providing education and crime prevention programs to the community, and oversees the Citizens Police Academy and the Citizens on Patrol. Moreover, the Crime Victim Liaison safeguards crime victims' rights and assists in meeting their needs in Schertz and Live Oak.

GOALS AND OBJECTIVES FOR FY 2024-25

Strategic Plan Emphasis

- Policy Value: Essential Services and Safe Community

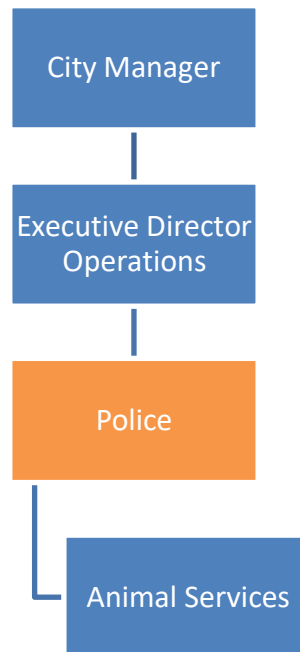
Promoting a safe community through public education, community involvement, criminal investigations, enforcement action and other essential services.

- Enhance our citizens' quality of life by promoting a feeling of safety for all citizens and visitors to the city, including neighborhoods, commercial areas, parks and public facilities.
-

POLICE

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

ORGANIZATIONAL CHART



POLICE

POLICE	2021-22 Actual	2022-23 Actual	2023-24 Estimate	2024-25 Budget
Chief of Police	1	1	1	1
Assistant Chief of Police	1	2	2	2
Captain	1	0	0	0
Lieutenants	4	4	4	4
Sergeants	7	12	12	12
Corporals	14	0	0	0
Officers	37	40	56	56
Administrative Assistant	2	2	2	2
Records Manager	1	1	1	1
Records Clerk	2	3	3	3
Civilian Evidence Technician	2	2	2	2
Crime Victim Liaison	1	1	1	1
Animal Services Manager	1	1	1	1
Animal Services Officer	4	4	4	4
Animal Services Kennel Tech	3	4	4	4
Communications Manager	1	1	1	1
Communications Shift Supervisor	4	4	4	4
Communications Officer	12	12	12	12
P/T Communications Ofc (Irregular)	3	3	3	3
Crossing Guards (Part Time)	16	16	16	16
TOTAL POSITIONS	118	122	129	129

LAW ENFORCEMENT COMMISSIONS	2021-22 Actual	2022-23 Actual	2023-24 Estimate	2023-24 Budget
Fire Dept. Law Enforcement Commission	1	2	2	2
TOTAL COMMISSIONS	1	2	2	2

PERFORMANCE INDICATORS

Workload / Output	2021-22 Actual	2022-23 Actual	2023-24 Estimate	2024-25 Budget
Dispatch-911 Calls	29,681	32,313	31,000	31,000
Patrol-Citations/Warnings Issued	10,768	5,943	8,356	8,356
Inv-Criminal Cases Filed w/ Prosecutor	75	202	150	150
Inv-Cases Investigated per Investigator	160	164	132	132
Inv-Total Cases Cleared	155	295	212	170
Records-Total Active Alarm Permits	166	160	195	195
Records-Open Records Requests	1,571	1,458	1,816	1,816
Crime Victim Liaison-Assigned Cases	200	266	270	270
Warrants Issued	1650	1083	860	860
Warrants Cleared	1625	4237	1030	1030
Animal Services				
Animals Taken In	925	1217	1260	1260
Adoptions	325	419	360	360
Return to Owner	300	279	240	240
Transferred Out	110	202	330	330
Wildlife Release	75	63	90	90
Euthanized	55	138	175	175

POLICE

Budget	2021-22 Actual	2022-23 Actual	2023-24 Estimate	2024-25 Budget
Personnel Services	\$9,214,610	\$9,667,983	\$10,909,015	\$11,648,756
Supplies and Equipment	347,252	445,134	687,805	471,059
City Supported Services	872	0	0	5,000
Utility Services	210,811	204,056	197,472	237,600
Operating Expenses	44,509	54,835	68,592	78,205
Professional Services	57,188	76,340	57,644	88,686
Repairs and Maintenance	59,149	53,773	80,816	76,147
Rental/Leasing	0	0	546,345	550,000
Capital Outlay	298,643	463,806	1,515,961	565,160
<i>Total</i>	<i>\$10,233,034</i>	<i>\$10,965,927</i>	<i>\$14,063,656</i>	<i>\$13,720,613</i>

PROGRAM JUSTIFICATION AND ANALYSIS

The fiscal year 2024-25 budget has experienced a decrease of 2.4% compared to the year-end estimates of fiscal year 2023-24. Within the fiscal year 2023-24, five (5) school resource officers were incorporated into the budget unfunded. We have added one position, but four still need to be funded. Upon the employment of these officers, an amendment will be made to the contract with Schertz-Cibolo-Universal City ISD, resulting in supplementary funds being allocated to the budget. The most significant reductions in the budget are attributable to capital outlay (-\$950,801). The budget data for 2024-25 has been sourced from InCode. Axon Enterprise, Inc. equipment's annual lease and maintenance expenses remain constant at \$550,000 for five years; the fiscal year 2024-25 represents the second year. This program encompasses replacing body cameras, in-car cameras, and TASERs. The costs for vehicle replacement will remain consistent, with the police department scheduled to replace eight vehicles during fiscal year 2024-25.

Budget Worksheet Condensed

For Fiscal: 2023-24 Period Ending: 08/31/2024

		2021-22	2022-23	2023-24	2023-24	2023-24	2024-25
		Total Activity	Total Activity	Total Budget	YTD Activity	Projected	Proposed Budget
Department: 256 - Police							
ExpCategory: 511 - Personnel Services							
101-256-511110	Regular	5,741,341.59	5,993,595.73	6,747,673.00	5,506,984.07	6,698,302.00	7,389,189.00
101-256-511120	Overtime	469,617.26	356,732.76	337,045.00	333,172.39	444,166.67	358,771.00
101-256-511210	Longevity	117,789.66	116,742.56	105,612.00	112,618.28	118,769.08	108,810.00
101-256-511220	Clothing Allowance	67,800.00	68,516.00	61,142.00	55,836.00	78,641.33	54,968.00
101-256-511230	Certification Allowance	46,487.50	44,960.00	99,187.00	37,627.50	48,750.00	105,688.00
101-256-511310	FICA - Employer	467,178.76	483,173.96	548,365.00	447,050.84	546,357.50	598,077.00
101-256-511350	TMRS-Employer	1,036,235.68	1,058,841.90	1,209,376.00	896,321.12	1,274,504.83	1,328,629.00
101-256-511410	Health-Employer	975,475.51	1,129,439.08	1,260,576.00	1,075,990.60	1,191,146.67	1,181,815.00
101-256-511500	Workers' Compensation	58,732.68	110,410.96	116,510.00	116,414.38	116,414.00	129,949.00
101-256-511605	Temporary Employee Svcs	12,832.05	1,800.00	4,500.00	1,100.00	4,875.00	0.00
101-256-511606	Uniforms	52,890.12	71,083.80	98,179.90	72,384.62	94,994.45	98,180.00
101-256-511607	Awards	5,349.31	0.00	0.00	0.00	0.00	0.00
101-256-511609	Employee Recognition-Morale	3,019.98	7,853.19	10,000.00	3,449.57	9,992.72	10,000.00
101-256-511610	Memberships-Professional	2,115.10	2,950.00	3,815.00	3,177.60	4,087.42	3,815.00
101-256-511611	Publications	390.06	126.00	265.00	0.00	136.50	265.00
101-256-511612	Training/Travel	89,449.85	131,369.24	233,173.50	110,018.68	179,695.90	217,000.00
101-256-511614	Meeting Expenses	1,699.76	2,468.01	4,000.00	2,374.63	3,931.45	4,000.00
101-256-511615	T-Class Training - LEOSE	0.00	18,401.12	0.00	0.00	24,916.67	5,000.00
101-256-511617	Medical Services	66,205.18	69,518.85	56,400.00	42,082.12	69,333.33	54,600.00
ExpCategory: 511 - Personnel Services Total:		9,214,610.05	9,667,983.16	10,895,819.40	8,816,602.40	10,909,015.52	11,648,756.00
ExpCategory: 521 - Supplies and Equipment							
101-256-521000	Operating Supplies	29,136.85	40,894.06	71,585.00	35,033.49	56,967.27	71,585.00
101-256-521100	Office Supplies	5,544.67	7,138.77	7,500.00	3,183.07	7,352.12	7,500.00
101-256-521150	Child Safety Supplies	3,583.11	3,099.70	5,275.00	0.00	3,331.25	5,275.00
101-256-521200	Chem/Med/Lab Supplies	22,761.33	31,338.26	28,350.00	26,899.38	30,654.18	28,350.00
101-256-521300	Motor Vehicle Supplies	17,152.20	19,587.48	21,400.00	20,139.24	21,219.77	21,400.00
101-256-521708	Furniture & Fixtures	13,585.79	10,242.10	10,920.00	1,672.55	9,953.67	10,920.00
101-256-521709	Vehicles & Accs Less \$5,000	116,228.91	218,723.46	426,589.00	85,205.31	426,589.00	183,280.00
101-256-521710	Computer & Peripherals Under...	31,152.59	14,262.53	10,440.00	0.00	14,019.60	10,440.00
101-256-521712	Operating Equipment CVE	460.49	32.00	0.00	0.00	0.00	0.00

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Budget Worksheet Condensed

For Fiscal: 2023-24 Period Ending: 08/31/2024

		2021-22 Total Activity	2022-23 Total Activity	2023-24 Total Budget	2023-24 YTD Activity	2023-24 Projected	2024-25 Proposed Budget
101-256-521716	Equipment Under \$5,000	107,646.30	99,815.18	132,309.16	78,299.70	117,718.27	132,309.00
ExpCategory: 521 - Supplies and Equipment Total:		347,252.24	445,133.54	714,368.16	250,432.74	687,805.13	471,059.00
ExpCategory: 532 - City Supported Services							
101-256-532016	Abatement/Lot Cleaning	871.83	0.00	5,000.00	0.00	0.00	5,000.00
ExpCategory: 532 - City Supported Services Total:		871.83	0.00	5,000.00	0.00	0.00	5,000.00
ExpCategory: 533 - Utility Services							
101-256-533200	Electric Utility Service	34,185.69	34,837.54	29,400.00	27,064.99	30,248.53	29,400.00
101-256-533410	Water Utility Service	6,026.49	7,684.69	15,000.00	5,724.73	14,766.42	15,000.00
101-256-533500	Vehicle Fuel	170,598.81	161,533.82	193,200.00	116,231.00	152,457.19	193,200.00
ExpCategory: 533 - Utility Services Total:		210,810.99	204,056.05	237,600.00	149,020.72	197,472.14	237,600.00
ExpCategory: 534 - Operating Expenses							
101-256-534000	Advertising	30.50	4,201.18	4,500.00	1,107.10	4,003.23	4,500.00
101-256-534005	City Insurance-Commercial	33,969.74	36,436.50	34,500.00	49,378.44	49,379.00	55,000.00
101-256-534014	Community Outreach	7,466.01	9,339.93	10,100.00	3,025.20	10,215.28	10,100.00
101-256-534029	Printing & Binding	3,043.01	4,857.87	8,605.00	1,972.39	5,000.00	8,605.00
ExpCategory: 534 - Operating Expenses Total:		44,509.26	54,835.48	57,705.00	55,483.13	68,597.51	78,205.00
ExpCategory: 541 - Professional Services							
101-256-541013	Microchip Service	3,325.00	6,391.00	5,890.00	3,325.00	7,644.00	5,890.00
101-256-541017	Professional Services	53,863.11	69,949.49	82,796.00	51,419.51	50,000.00	82,796.00
ExpCategory: 541 - Professional Services Total:		57,188.11	76,340.49	88,686.00	54,744.51	57,644.00	88,686.00
ExpCategory: 551 - Repairs and Maintenance							
101-256-551026	Cremation Services - Animal Sh...	1,053.00	792.00	1,000.00	918.00	941.42	1,000.00
101-256-551074	Maintenance Agrmt - Radios	53,075.00	48,270.00	69,180.00	45,345.00	73,179.17	69,180.00
101-256-551075	Minor & Other Equip Maint	4,246.40	4,710.98	5,142.00	2,498.23	5,818.91	5,142.00
101-256-551076	Other Maintenance Agreements	775.00	0.00	825.00	0.00	876.42	825.00
ExpCategory: 551 - Repairs and Maintenance Total:		59,149.40	53,772.98	76,147.00	48,761.23	80,815.92	76,147.00
ExpCategory: 561 - Rental/Leasing							
101-256-561200	Lease/Purchase Payments	0.00	0.00	550,000.00	546,344.80	546,345.00	550,000.00
ExpCategory: 561 - Rental/Leasing Total:		0.00	0.00	550,000.00	546,344.80	546,345.00	550,000.00
ExpCategory: 581 - Capital Outlay							
101-256-581003	Computer & Peripherals Over \$...	0.00	11,957.28	5,600.00	3,124.17	12,953.24	5,600.00
101-256-581005	Equipment Over \$5,000	5,390.00	174,500.08	94,913.00	34,458.86	174,369.82	127,560.00

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Budget Worksheet Condensed

For Fiscal: 2023-24 Period Ending: 08/31/2024

[101-256-581012](#)

	2021-22 Total Activity	2022-23 Total Activity	2023-24 Total Budget	2023-24 YTD Activity	2023-24 Projected	2024-25 Proposed Budget
Vehicles & Accs Over \$5,000	293,252.52	277,348.21	1,178,788.00	898,448.85	1,328,638.00	432,000.00
ExpCategory: 581 - Capital Outlay Total:	298,642.52	463,805.57	1,279,301.00	936,031.88	1,515,961.06	565,160.00
Department: 256 - Police Total:	10,233,034.40	10,965,927.27	13,904,626.56	10,857,421.41	14,063,656.28	13,720,613.00

DEPARTMENT: 257 FIRE RESCUE

FUND: 101 GENERAL FUND

DEPARTMENTAL DESCRIPTION

Schertz Fire Department is a full service, life safety focused department committed to protecting the City of Schertz by providing outstanding emergency services delivery in conjunction with a comprehensive community risk reduction program, to include public education, fire inspections, and plans review. Our Fire department is presently served by 53 personnel that consists of 45 uniformed personnel in Operations and 8 staff positions filled by uniformed and civilian team members. We respond from 3 fire stations with a fourth station in process. Our emergency response force of apparatus includes engines, quints, ladder truck, NWCG typed wildland units and specialty operations assets. Additionally, we cross staff specialized equipment to serve response in the Special Operations areas of Hazardous Materials, Wildland, and Water Rescue.

All department members are certified as structural firefighters and emergency medical technicians through the Texas Commission on Fire Protection and the Texas Department of State Health Services, respectively. Schertz firefighters are highly trained with many holding advanced firefighter, medical, and multi-discipline specialized certifications. In addition, our services are also provided to our Automatic and Mutual Aid partners of Cibolo along with the contracted areas of Guadalupe, Comal, and Bexar Counties.

GOALS FOR 2024-25

Strategic Plan Emphasis

- Policy Value: Safe Community
 - Perform comprehensive and excellent customer service to all residents and visitors to the City of Schertz
 - Respond to 90% of the calls for service in the city limits within 5 minutes or less.
- Operational Value: Proactive
 - Institute cancer prevention best practices in all facilities and responses
 - All department members receive annual physical and cancer screening.
 - Perform fire pre-plans and inspections at 100% of commercial structures.

FIRE RESCUE

- Operational Value: Engaged Workforce
 - Improve training opportunities and encourage involvement in specialized operations.
 - Build upon area-wide technical rescue, hazardous materials, and wildland strike teams.
 - Encourage innovative and improved emergency medical training and service delivery

Project Focus for FY 2024-25

- Recurring Projects
 - Review and update policies and procedures to ensure conformance to current industry standards and best practices.
 - Analyze the performance of all fire equipment technology systems to ensure best for performance for service delivery
 - Develop comprehensive professional development program
 - Enhance Emergency Management platform for Schertz and Guadalupe County
- Specific Projects
 - Design and begin construction of fire station #4.
 - Continue Staffing initiative for fire station #4.
 - Implement an officer development program with an emphasis on leadership training.
 - Enhance department wellness initiative to improve long term physical and mental well being
 - Pursue Recognition from the Texas Fire Chief's Association's Best Practices program.

ORGANIZATIONAL CHART



FIRE RESCUE

FIRE RESCUE	2021-22 Actual	2022-23 Actual	2023-24 Estimate	2024-25 Budget
Fire Chief	1	1	1	1
Assistant Chief	1	1	1	1
Emergency Management Coordinator	1	1	1	1
Division Chief of Prevention (Fire Marshal)	1	1	1	1
Deputy Fire Marshal	1	1	1	1
Fire Prevention Specialist	0	0	1	1
Division Chief of Training	0	0	1	1
Battalion Chief	4	4	3	3
Lieutenant	9	9	9	12
Fire Apparatus Operator	9	9	9	12
Firefighter	18	18	21	18
Administrative Assistant	1	1	1	1
TOTAL POSITIONS	46	46	50	53

PERFORMANCE INDICATORS

Input	2021-22 Actual	2022-23 Actual	2023-24 Estimate	2024-25 Budget
Number of Commercial Occupancies	1030	1297	1500	1650
Total staffing	46	46	50	53
Suppression staffing	39	39	42	45
Prevention staffing	2	2	3	3
Support staffing (command/training/admin)	5	5	5	5
Number of fire stations	3	3	3	3
Number of full-time engine companies	3	3	3	3

FIRE RESCUE

Workload/Output	2021-22 Actual	2022-23 Actual	2023-24 Estimate	2024-25 Budget
Number of incidents	4516	5112	5500	5900
Unit Responses (# calls for all units responding to all emergencies)	5700	5912	6180	6520
Buildings preplan contacts				
Community Contact (citizen contact)	9850	10000	10750	11500
Fire Inspections Conducted	520	402	425	550
Plan Reviews Completed	260	260	340	400
Training Hours Provided	6144	6144	5320	6750

Efficiency	2021-22 Actual	2022-23 Actual	2023-24 Estimate	2024-25 Budget
Average Drive Time (Minutes)	5.70	5.70	5.23	5.00
% Drive Time < 5 Minutes	30%	31%	52%	60%
% of Buildings Preplanned	100%	100%	100%	100%
% Prevention Contacts	29%	29%	29%	32%
Inspections per Inspector	262/233	100/250	300/450	350/650
Training Hours/Employee	205	220	235	235

Budget	2021-22 Actual	2022-23 Actual	2023-24 Estimate	2024-25 Budget
Personnel Services	\$6,500,778	\$6,825,078	\$8,260,467	\$8,644,730
Supplies and Equipment	157,630	174,230	188,738	136,652
Utility Services	121,405	121,682	117,240	133,240
Operating Expenses	15,970	39,676	42,276	43,026
Professional Services	43,634	61,191	50,000	70,000
Repairs and Maintenance	56,492	62,792	95,250	95,250
Rental/Leasing	38,745	28,055	26,720	26,900
Capital Outlay	94,755	443,838	414,500	1,001,500
<i>Total</i>	<i>\$7,029,410</i>	<i>\$7,756,540</i>	<i>\$9,195,191</i>	<i>\$10,151,293</i>

PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2024-25 Budget will increase 10.4% from the FY 2023-24 year-end estimate. This increase comes from adding 3 new captain positions, promoting 3 Firefighters to Fire Apparatus Operators (FAO) and from anticipated wage adjustments.

Budget Worksheet Condensed

For Fiscal: 2023-24 Period Ending: 08/31/2024

		2021-22	2022-23	2023-24	2023-24	2023-24	2024-25
		Total Activity	Total Activity	Total Budget	YTD Activity	Projected	Proposed Budget
Department: 257 - Fire Rescue							
ExpCategory: 511 - Personnel Services							
101-257-511110	Regular	4,018,192.90	3,857,382.78	4,558,806.00	3,786,523.87	4,695,728.00	5,225,283.00
101-257-511120	Overtime	526,826.93	854,033.98	448,925.00	783,821.13	1,000,497.00	724,506.00
101-257-511210	Longevity	79,490.49	68,326.76	71,631.00	72,096.48	76,266.00	78,975.00
101-257-511220	Clothing Allowance	13,968.00	13,890.00	13,443.00	12,432.00	15,312.00	13,145.00
101-257-511230	Certification Allowance	20,595.00	23,925.00	55,439.00	16,525.00	20,425.00	56,435.00
101-257-511310	FICA - Employer	337,664.84	348,548.98	391,955.00	342,749.07	444,329.00	463,713.00
101-257-511350	TMRS-Employer	759,114.24	783,517.86	856,025.00	704,688.66	976,363.00	1,018,956.00
101-257-511410	Health-Employer	549,182.48	617,796.09	706,575.00	617,190.13	758,731.00	695,596.00
101-257-511500	Workers' Compensation	33,768.91	63,367.45	100,912.00	66,933.55	66,934.00	116,647.00
101-257-511606	Uniforms	72,326.37	106,658.88	125,000.00	45,900.88	100,000.00	125,000.00
101-257-511609	Employee Recognition-Morale	5,658.17	4,600.09	7,500.00	3,792.57	6,500.00	7,500.00
101-257-511610	Memberships-Professional	1,396.49	3,176.13	3,724.00	5,799.57	3,782.00	3,724.00
101-257-511611	Publications	2,965.72	287.43	2,450.00	106.99	2,600.00	2,750.00
101-257-511612	Training/Travel	72,760.93	65,661.54	91,500.00	62,172.06	80,000.00	97,500.00
101-257-511614	Meeting Expenses	2,854.42	2,935.15	5,000.00	1,399.38	3,000.00	5,000.00
101-257-511616	Professional Certification	4,012.55	10,969.61	10,000.00	8,948.85	10,000.00	10,000.00
ExpCategory: 511 - Personnel Services Total:		6,500,778.44	6,825,077.73	7,448,885.00	6,531,080.19	8,260,467.00	8,644,730.00
ExpCategory: 521 - Supplies and Equipment							
101-257-521000	Operating Supplies	9,121.42	6,483.33	7,000.00	4,839.98	7,041.67	7,000.00
101-257-521100	Office Supplies	1,947.69	3,190.36	4,000.00	2,892.73	4,000.00	5,000.00
101-257-521200	Chem/Med/Lab Supplies	9,484.08	3,105.83	10,736.00	7,225.03	10,291.67	10,736.00
101-257-521300	Motor Vehicle Supplies	275.87	919.80	1,500.00	987.12	1,500.00	1,500.00
101-257-521600	Equip Maint Supplies	1,120.56	862.26	1,176.00	745.18	1,176.00	1,176.00
101-257-521706	Deployment-Reimb-STRAC	0.00	0.00	0.00	388.81	389.00	0.00
101-257-521707	Deployment-Reimb-TIFMAS	66,977.24	91,167.50	10,000.00	60,210.60	65,000.00	10,000.00
101-257-521708	Furniture & Fixtures	6,902.67	7,195.52	15,000.00	1,259.63	15,000.00	15,000.00
101-257-521709	Vehicles & Accs Less \$5,000	10,645.01	14,620.15	9,800.00	550.62	9,800.00	9,800.00
101-257-521710	Computer & Peripherals Under...	4,059.14	2,427.58	7,840.00	1,571.56	7,840.00	7,840.00
101-257-521711	Communication Equip Less \$5,...	8,560.74	3,677.93	9,800.00	5,003.42	9,800.00	9,800.00
101-257-521714	Donation-Expense	-2,136.88	0.00	0.00	0.00	0.00	0.00

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Budget Worksheet Condensed

For Fiscal: 2023-24 Period Ending: 08/31/2024

		2021-22 Total Activity	2022-23 Total Activity	2023-24 Total Budget	2023-24 YTD Activity	2023-24 Projected	2024-25 Proposed Budget
101-257-521715	Police/Fire/Medical Equipment	28,855.19	37,513.01	53,900.00	24,853.54	53,900.00	53,900.00
101-257-521716	Equipment Under \$5,000	11,817.76	3,066.38	4,900.00	275.97	3,000.00	4,900.00
	ExpCategory: 521 - Supplies and Equipment Total:	157,630.49	174,229.65	135,652.00	110,804.19	188,738.34	136,652.00
	ExpCategory: 533 - Utility Services						
101-257-533100	Gas Utility Service	5,243.16	3,732.57	6,860.00	2,920.05	6,860.00	6,860.00
101-257-533200	Electric Utility Service	29,946.15	29,124.30	28,000.00	16,941.25	28,000.00	28,000.00
101-257-533320	Telephone/Air Cards	493.88	2,523.30	5,880.00	4,530.50	5,880.00	5,880.00
101-257-533330	Telephone/Internet	5,485.87	3,543.40	0.00	0.00	0.00	0.00
101-257-533410	Water Utility Service	9,408.14	10,594.96	11,500.00	9,524.39	11,500.00	12,500.00
101-257-533500	Vehicle Fuel	70,827.80	72,163.18	80,000.00	49,549.68	65,000.00	80,000.00
	ExpCategory: 533 - Utility Services Total:	121,405.00	121,681.71	132,240.00	83,465.87	117,240.00	133,240.00
	ExpCategory: 534 - Operating Expenses						
101-257-534014	Community Outreach	9,198.02	36,393.98	30,000.00	5,349.87	30,000.00	30,750.00
101-257-534029	Printing & Binding	2,352.26	193.00	4,436.00	187.48	4,436.00	4,436.00
101-257-534033	Computer Software	4,420.00	3,089.20	7,840.00	907.76	7,840.00	7,840.00
	ExpCategory: 534 - Operating Expenses Total:	15,970.28	39,676.18	42,276.00	6,445.11	42,276.00	43,026.00
	ExpCategory: 541 - Professional Services						
101-257-541017	Professional Services	43,633.82	61,190.87	70,000.00	38,072.35	50,000.00	70,000.00
	ExpCategory: 541 - Professional Services Total:	43,633.82	61,190.87	70,000.00	38,072.35	50,000.00	70,000.00
	ExpCategory: 551 - Repairs and Maintenance						
101-257-551074	Maintenance Agrmt - Radios	13,020.00	16,900.00	18,698.00	18,502.50	18,700.00	21,500.00
101-257-551075	Minor & Other Equip Maint	0.00	267.51	750.00	695.00	750.00	750.00
101-257-551076	Other Maintenance Agreements	43,471.72	45,624.16	75,795.00	28,504.99	75,800.00	72,995.00
	ExpCategory: 551 - Repairs and Maintenance Total:	56,491.72	62,791.67	95,243.00	47,702.49	95,250.00	95,245.00
	ExpCategory: 561 - Rental/Leasing						
101-257-561200	Lease/Purchase Payments	38,744.86	28,055.01	26,720.00	26,719.06	26,720.00	26,900.00
	ExpCategory: 561 - Rental/Leasing Total:	38,744.86	28,055.01	26,720.00	26,719.06	26,720.00	26,900.00
	ExpCategory: 581 - Capital Outlay						
101-257-581002	Communication Equip Over \$5,...	0.00	57,304.93	55,000.00	2,044.00	50,000.00	55,000.00
101-257-581005	Equipment Over \$5,000	0.00	89,088.50	30,000.00	22,649.76	30,000.00	30,000.00
101-257-581012	Vehicles & Accs Over \$5,000	94,384.00	286,131.94	324,500.00	58,627.00	324,500.00	892,000.00

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Budget Worksheet Condensed

For Fiscal: 2023-24 Period Ending: 08/31/2024

[101-257-581013](#)

	2021-22 Total Activity	2022-23 Total Activity	2023-24 Total Budget	2023-24 YTD Activity	2023-24 Projected	2024-25 Proposed Budget
Construction	370.99	11,312.30	24,500.00	0.00	10,000.00	24,500.00
ExpCategory: 581 - Capital Outlay Total:	94,754.99	443,837.67	434,000.00	83,320.76	414,500.00	1,001,500.00
Department: 257 - Fire Rescue Total:	7,029,409.60	7,756,540.49	8,385,016.00	6,927,610.02	9,195,191.34	10,151,293.00

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

DEPARTMENT DESCRIPTION

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

GOALS FOR FY2024-25

Strategic Plan Emphasis

Operational Value: Service Oriented, Systems Management, Engaged Workforce, Innovative

- Strive to provide superior customer service through courteous and professional relationships with the community.
- Promote and educate contractors and citizens on the CityView land management software which has streamlined the process and provides transparency on construction projects.
- Continue to proactively make website improvements to help educate the public on the permitting process, inspection process and online payment process to meet customer needs.
- Continue to provide a high level of professional services to the varied stakeholders served, including builders, developers, landowners, neighborhood groups, business owners, appointed officials and Council members, and citizens of the community.
- Promote continuous staff development and cross training to improve efficiency and customer service while providing staff with growth opportunities.

Policy Value: Safe Community, High Quality of Life

- Raise public awareness of Building Safety Month through education and activities to promote a safe community.
-

ACCOMPLISHMENTS

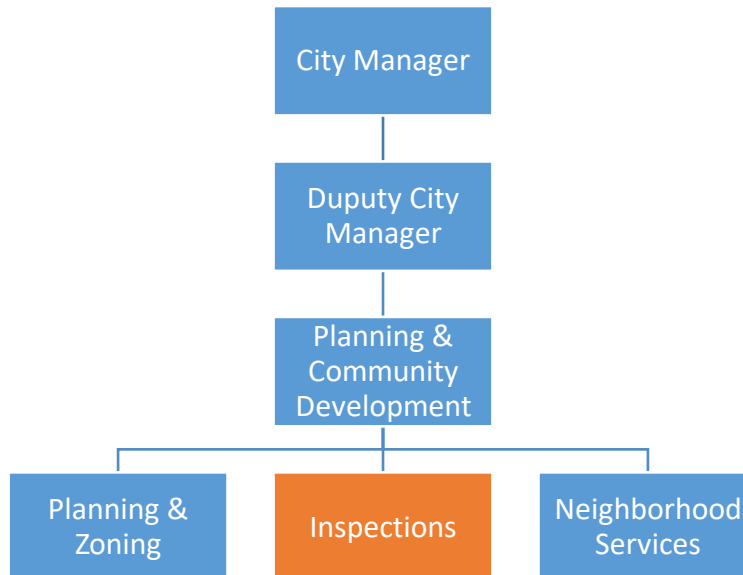
Operational Value: Service Oriented, System Management, Innovative

- Continued making improvements on CityView, the permitting, planning, and Code Enforcement software, which has improved the service to customers, transparency, and efficiency on all development projects.
- Refreshed and enhanced the customer portal, a one-stop shop for contractor and citizen communications, including submitting permits, making payments, and requesting online inspections.
- Maintaining our commitment to flexibility by offering a variety of meeting types. Whether in-person or virtual meetings through Microsoft Teams, we're ensuring that our daily business with contractors and developers continues to support a service-oriented culture.
- Increased the use of the Virtual Inspection Program, which allows residents, contractors, and city inspectors the ability to conduct virtual inspections on specific building projects. This process improves the timeliness of certain inspections while still providing and storing visual records.

Policy Value: Safe Community, High Quality of Life

- Promoted the yearly program to raise awareness for Building Safety Month, which included safety tips on the city social media site, including new reels and an article in the Schertz Magazine, as well as meet and greets with citizens and contractors at Lowe's.
- Updated all Citizen Information brochures to reflect current adopted codes.

ORGANIZATIONAL CHART



INSPECTIONS	2021-22 Actual	2022-23 Actual	2023-24 Estimate	2024-25 Budget
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INSPECTIONS

Dir. of Planning & Comm. Dev.	1	1	1	1
Administrative Assistant	1	1	1	1
Chief Building Official	1	1	1	1
Plans Examiner	1	2	2	2
Building Inspector	5	5	5	5
Permit Technician	2	3	3	3
Development Specialist	1	1	1	1
TOTAL POSITIONS	12	14	14	14

PERFORMANCE INDICATORS

Workload/Output	2021-22 Actual	2022-23 Actual	2023-24 Estimate	2024-25 Estimate
New Residential Construction	186	164	375	300
New Commercial Construction	23	28	48	40
Mechanical Permits	566	620	800	700
Electric Permits	378	670	750	600
Plumbing Permits	437	1,188	1,300	1,200
Other Permits	1,919	1,822	2,000	2,000
Total Permit/License/Fee Revenue	\$2,542,670	\$2,495,600	\$3,067,425	\$2,453,450

Effectiveness	2021-22 Actual	2022-23 Actual	2023-24 Estimate	2024-25 Estimate
Standard Inspections (i.e. framing) and Re-Inspections	10,809	12,405	14,000	18,000

INSPECTIONS

Budget	2021-22 Actual	2021-22 Actual	2022-23 Estimate	2024-25 Budget
Personnel Services	\$944,443	\$1,056,532	\$1,255,799	\$1,388,031
Supplies and Equipment	2,687	9,486	9,004	5,460
Utility Services	6,385	8,118	8,500	7,200
Operating Expenses	31	248	850	850
Professional Services	57,900	20,250	30,000	70,000
Capital Outlay	0	46,612	0	49,000
<i>Total</i>	<i>\$1,011,446</i>	<i>\$1,141,246</i>	<i>\$1,304,153</i>	<i>\$1,520,541</i>

PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2024-25 Budget increases 16.6% from the FY 2023-24 year-end estimate with the anticipated wage adjustments.

Budget Worksheet Condensed

For Fiscal: 2023-24 Period Ending: 08/31/2024

		2021-22	2022-23	2023-24	2023-24	2023-24	2024-25
		Total Activity	Total Activity	Total Budget	YTD Activity	Projected	Proposed Budget
Department: 258 - Inspections							
ExpCategory: 511 - Personnel Services							
101-258-511110	Regular	629,928.06	690,867.91	847,516.00	657,984.08	824,054.00	932,073.00
101-258-511120	Overtime	12,110.92	10,226.40	13,312.00	7,333.34	13,312.00	13,717.00
101-258-511210	Longevity	11,691.84	11,888.00	13,075.00	13,101.08	13,101.00	13,118.00
101-258-511230	Certification Allowance	2,700.40	3,135.00	2,738.00	1,875.00	2,300.00	747.00
101-258-511310	FICA - Employer	48,098.35	52,812.17	67,021.00	50,401.42	65,237.00	73,371.00
101-258-511350	TMRS-Employer	105,599.79	116,715.28	146,372.00	101,174.34	143,350.00	161,224.00
101-258-511410	Health-Employer	111,534.29	120,759.82	145,728.00	118,986.33	147,426.00	142,403.00
101-258-511500	Workers' Compensation	2,015.09	3,769.68	2,114.00	3,994.12	3,994.00	2,353.00
101-258-511605	Temporary Employee Svcs	0.00	9,080.25	0.00	0.00	0.00	0.00
101-258-511606	Uniforms	4,674.82	6,780.63	11,000.00	3,863.03	11,000.00	11,000.00
101-258-511610	Memberships-Professional	280.00	210.00	725.00	465.80	725.00	725.00
101-258-511611	Publications	2,127.89	2,303.45	2,400.00	427.26	2,400.00	2,400.00
101-258-511612	Training/Travel	9,717.90	23,196.17	33,000.00	19,557.00	27,000.00	33,000.00
101-258-511614	Meeting Expenses	1,867.67	1,157.49	1,900.00	858.38	1,900.00	1,900.00
101-258-511616	Professional Certification	2,096.00	3,629.87	0.00	0.00	0.00	0.00
ExpCategory: 511 - Personnel Services Total:		944,443.02	1,056,532.12	1,286,901.00	980,021.18	1,255,799.00	1,388,031.00
ExpCategory: 521 - Supplies and Equipment							
101-258-521000	Operating Supplies	813.35	1,135.20	1,000.00	669.40	1,000.00	1,000.00
101-258-521100	Office Supplies	819.57	314.13	2,400.00	1,368.58	2,400.00	2,400.00
101-258-521300	Motor Vehicle Supplies	241.40	245.24	660.00	439.79	660.00	660.00
101-258-521600	Equip Maint Supplies	241.73	486.91	500.00	207.25	500.00	500.00
101-258-521708	Furniture & Fixtures	570.94	7,004.60	900.00	900.00	1,194.00	900.00
101-258-521710	Computer & Peripherals Under...	0.00	299.96	0.00	0.00	3,250.00	0.00
ExpCategory: 521 - Supplies and Equipment Total:		2,686.99	9,486.04	5,460.00	3,585.02	9,004.00	5,460.00
ExpCategory: 533 - Utility Services							
101-258-533500	Vehicle Fuel	6,384.92	8,118.25	7,200.00	6,723.47	8,500.00	7,200.00
ExpCategory: 533 - Utility Services Total:		6,384.92	8,118.25	7,200.00	6,723.47	8,500.00	7,200.00
ExpCategory: 534 - Operating Expenses							
101-258-534029	Printing & Binding	31.00	248.00	850.00	284.12	850.00	850.00
ExpCategory: 534 - Operating Expenses Total:		31.00	248.00	850.00	284.12	850.00	850.00

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Budget Worksheet Condensed

For Fiscal: 2023-24 Period Ending: 08/31/2024

	2021-22 Total Activity	2022-23 Total Activity	2023-24 Total Budget	2023-24 YTD Activity	2023-24 Projected	2024-25 Proposed Budget
ExpCategory: 541 - Professional Services						
101-258-541017 Professional Services	57,900.00	20,250.00	70,000.00	8,250.00	30,000.00	70,000.00
ExpCategory: 541 - Professional Services Total:	57,900.00	20,250.00	70,000.00	8,250.00	30,000.00	70,000.00
ExpCategory: 581 - Capital Outlay						
101-258-581012 Vehicles & Accs Over \$5,000	0.00	46,612.00	0.00	0.00	0.00	49,000.00
ExpCategory: 581 - Capital Outlay Total:	0.00	46,612.00	0.00	0.00	0.00	49,000.00
Department: 258 - Inspections Total:	1,011,445.93	1,141,246.41	1,370,411.00	998,863.79	1,304,153.00	1,520,541.00

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

DEPARTMENT DESCRIPTION

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

The Neighborhood Services Division – Environmental Health focuses on inspection services to promote public health and uses health safety best practices to ensure compliance with state and local health codes to include, but not limited to, food establishments, all public and semi-public aquatic facilities, and responds to complaints and concerns.

GOALS FOR FY2024-25

Strategic Plan Emphasis

Operational Value: Service Oriented, Systems Management

- Fostering collaborative partnerships between neighbors through our Good Neighbor Program and practices.
- Provide and seek interdepartmental assistance to support the community needs working alongside Planning, Building Inspections, Public Works, Parks, Police and Library.

Policy Value: Safe Community, High Quality of Life, Attractive Community, Fiscally Sustainable

- Build a sense of community by closing gaps between needs and resources.
 - Help increase a feeling of safety through proactive property maintenance inspections and engagement to achieve an attractive community.
 - Work hand-in-hand with community stakeholders to increase and maintain a high quality of life by increasing our property maintenance program.
 - Seek grant opportunities to support community programs to support an attractive community and high quality of life.
-

- Continue to promote safety and community service programs through social media, community events and attending HOA meetings.

ACCOMPLISHMENTS

Operational Value: Service Oriented, Systems Management

- Increased division presence in the community earning trust and improving our accessibility to support residents in property maintenance projects.
- Worked with Public Affairs to improve the division brand and use social media to provide information about city programs to support residents with the property maintenance needs.
- Increased awareness and improved the community tool shed to assist with resident property maintenance needs.

Policy Value: Safe Community, High Quality of Life, Attractive Community, Fiscally Sustainable

- Successfully worked with the Love Where You Live volunteers to help over 100 residents to remediate code violations.
- Connected residents with community resources for a major home repair.
- Sponsored the 2nd Annual “Clean the Creek” which was an event in conjunction with other government entities and volunteers removing over 2 tons of trash and debris from the Cibolo Creek watershed within our community.
- Successfully administered the Graffiti Abatement Program (GAP) to promote awareness and increase education on the impacts in the community.
- Continue to collaborate with city departments on events to ensure the health and safety of food vendors.

ORGANIZATIONAL CHART



NEIGHBORHOOD SERVICES	2021-22 Actual	2022-23 Actual	2023-24 Estimate	2024-25 Budget
Neighborhood Services Manager	1	1	1	1
Neighborhood Services Specialist	0	1	1	0
Code Enforcement Officer	3	3	3	3
Sanitarian	1	1	1	2
TOTAL POSITIONS	5	6	6	6

PERFORMANCE INDICATORS

Workload/Output	2021-22 Actual	2022-23 Actual	2023-24 Estimate	2024-25 Estimate
Code Enforcement Activities	3,002	5546	7493	8500
Other Permit (food/foster/pool)	215	236	224	250
Health Inspections	265	247	436	500

NEIGHBORHOOD SERVICES

Budget	2021-22 Budget	2022-23 Budget	2023-24 Budget	2024-25 Budget
Personnel Services	\$340,282	\$423,553	\$505,377	\$503,984
Supplies and Equipment	5,728	14,249	10,000	10,400
Utility Services	4,853	5,687	4,575	6,500
Operating Expenses	31	155	500	1,200
Professional Services	0	0	2,450	3,000
Repairs and Maintenance	9,025	12,681	30,000	30,000
<i>Total</i>	<i>\$359,918</i>	<i>\$456,325</i>	<i>\$552,902</i>	<i>\$555,084</i>

PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2024-25 Budget increases 0.4% from the FY 2023-24 year-end estimate. Fewer capital purchases almost offset the anticipated wage adjustments.

Budget Worksheet Condensed

For Fiscal: 2023-24 Period Ending: 08/31/2024

		2021-22	2022-23	2023-24	2023-24	2023-24	2024-25
		Total Activity	Total Activity	Total Budget	YTD Activity	Projected	Proposed Budget
Department: 259 - Neighborhood Services							
ExpCategory: 511 - Personnel Services							
101-259-511110	Regular	229,017.97	277,976.67	305,443.00	259,650.80	322,974.00	329,104.00
101-259-511120	Overtime	2,534.88	5,427.81	7,778.00	6,627.81	7,778.00	9,016.00
101-259-511210	Longevity	1,480.00	2,145.00	1,896.00	2,348.00	2,348.00	2,387.00
101-259-511220	Clothing Allowance	1,468.80	0.00	0.00	0.00	0.00	0.00
101-259-511230	Certification Allowance	2,025.00	2,150.00	1,445.00	1,575.00	1,950.00	1,445.00
101-259-511310	FICA - Employer	17,386.50	21,200.43	24,173.00	20,029.95	25,631.00	26,109.00
101-259-511350	TMRS-Employer	41,502.21	47,035.62	52,794.00	40,666.64	56,322.00	57,371.00
101-259-511410	Health-Employer	29,505.54	41,171.60	49,677.00	42,771.11	52,678.00	44,340.00
101-259-511500	Workers' Compensation	1,310.09	2,191.62	1,032.00	2,596.73	2,596.00	1,112.00
101-259-511606	Uniforms	5,052.59	4,827.09	7,300.00	3,031.85	7,300.00	7,300.00
101-259-511610	Memberships-Professional	275.00	441.00	1,100.00	647.60	1,100.00	1,100.00
101-259-511611	Publications	0.00	449.77	1,200.00	247.26	1,200.00	1,200.00
101-259-511612	Training/Travel	6,817.93	16,143.74	22,500.00	9,090.24	22,500.00	22,500.00
101-259-511614	Meeting Expenses	947.16	815.98	1,000.00	338.04	1,000.00	1,000.00
101-259-511616	Professional Certification	958.00	1,576.85	0.00	0.00	0.00	0.00
ExpCategory: 511 - Personnel Services Total:		340,281.67	423,553.18	477,338.00	389,621.03	505,377.00	503,984.00
ExpCategory: 521 - Supplies and Equipment							
101-259-521000	Operating Supplies	1,026.61	863.96	1,300.00	1,172.91	1,300.00	1,300.00
101-259-521040	Operating Supplies-Creek Clean	0.00	5,342.68	5,500.00	4,105.49	5,500.00	5,500.00
101-259-521100	Office Supplies	976.29	834.30	1,200.00	189.55	1,200.00	1,200.00
101-259-521300	Motor Vehicle Supplies	447.42	148.50	850.00	332.25	450.00	850.00
101-259-521600	Equip Maint Supplies	2,118.01	603.08	1,100.00	480.73	1,100.00	1,100.00
101-259-521708	Furniture & Fixtures	285.47	2,921.84	450.00	0.00	450.00	450.00
101-259-521710	Computer & Peripherals Under...	0.00	3,534.34	0.00	0.00	0.00	0.00
101-259-521716	Equipment Under \$5,000	873.98	0.00	0.00	0.00	0.00	0.00
ExpCategory: 521 - Supplies and Equipment Total:		5,727.78	14,248.70	10,400.00	6,280.93	10,000.00	10,400.00
ExpCategory: 533 - Utility Services							
101-259-533500	Vehicle Fuel	4,852.56	5,687.09	6,500.00	3,249.31	4,575.00	6,500.00
ExpCategory: 533 - Utility Services Total:		4,852.56	5,687.09	6,500.00	3,249.31	4,575.00	6,500.00

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Budget Worksheet Condensed

For Fiscal: 2023-24 Period Ending: 08/31/2024

	2021-22 Total Activity	2022-23 Total Activity	2023-24 Total Budget	2023-24 YTD Activity	2023-24 Projected	2024-25 Proposed Budget
ExpCategory: 534 - Operating Expenses						
101-259-534029 Printing & Binding	31.00	155.00	1,700.00	165.49	500.00	1,200.00
ExpCategory: 534 - Operating Expenses Total:	31.00	155.00	1,700.00	165.49	500.00	1,200.00
ExpCategory: 541 - Professional Services						
101-259-541017 Professional Services	0.00	0.00	2,450.00	1,825.00	2,450.00	3,000.00
ExpCategory: 541 - Professional Services Total:	0.00	0.00	2,450.00	1,825.00	2,450.00	3,000.00
ExpCategory: 551 - Repairs and Maintenance						
101-259-551001 Abatement/Graffiti	0.00	8,142.00	15,000.00	5,215.00	15,000.00	15,000.00
101-259-551002 Abatement/Lot Cleaning	9,025.00	4,539.46	15,000.00	5,580.00	15,000.00	15,000.00
ExpCategory: 551 - Repairs and Maintenance Total:	9,025.00	12,681.46	30,000.00	10,795.00	30,000.00	30,000.00
ExpCategory: 581 - Capital Outlay						
101-259-581012 Vehicles & Accs Over \$5,000	0.00	0.00	0.00	0.00	0.00	0.00
ExpCategory: 581 - Capital Outlay Total:	0.00	0.00	0.00	0.00	0.00	0.00
Department: 259 - Neighborhood Services Total:	359,918.01	456,325.43	528,388.00	411,936.76	552,902.00	555,084.00

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

DEPARTMENT DESCRIPTION

The Street Division provides high quality essential services in design, construction, inspection, and renovation of streets to provide safe and sustainable transportation infrastructure. The Streets division's service-oriented focus is to offer innovative customer service while being fiscally sustainable. The division evaluates affordable and efficient options for providing street maintenance service including support for community service opportunities.

GOALS FOR FY 2024-25

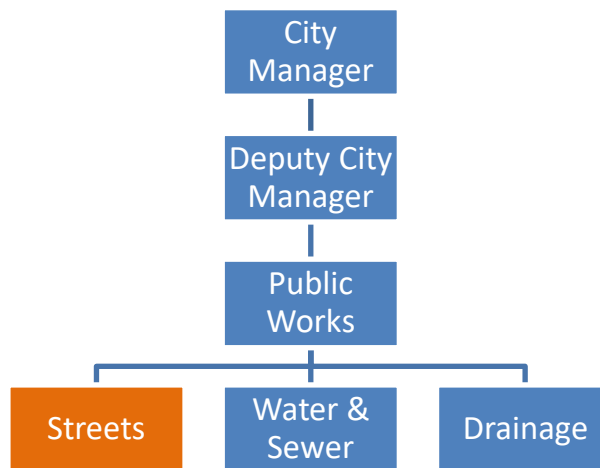
Strategic Plan Emphasis

- Policy Values: Essential Services and Fiscally Sustainable
 - Apply preventative maintenance strategies to extend the life of City streets and reduce unscheduled maintenance.
- Policy Values: Essential Services and Attractive Community
 - Plan, design, construct, inspect, operate, and maintain traffic functions including traffic control devices, crosswalk signals, street resurfacing and rehabilitation, streetlights, street signs, street sweeping and street pavement markings.
- Policy Value: Safe Community
 - Emphasize safety to reduce preventable accidents.
- Policy Value: Safe Community
 - Provide proactive services such as traffic counts and speed information on specific streets as requested to improve community traffic conditions and safety.
- Operational Value: Systems Management
 - Develop and execute a systems management approach to street maintenance plans, pothole patching, crack sealing, and sidewalk repair/construction.

Project focus for FY 2024-25

- Utilizing newly acquired equipment, provide necessary training, prioritize and schedule crack sealing and pothole repair program consistent with the Pavement Condition Index (PCI) recommendations and goals.
- Implement and evaluate a revised street sweeping schedule based on industry standards, community expectations and resource allocation.
- Continue to track streets maintenance tasks with GIS dashboard.
- Identify areas with missing sidewalk sections and work on creation of map and plans to address these areas.

ORGANIZATIONAL CHART



STREETS	2021-22 Actual	2022-23 Actual	2023-24 Estimate	2024-25 Budget
Assistant Director	1	0	0	1
Streets/Drainage Superintendent	1	1	1	0
Streets Maintenance Supervisor	1	1	1	1
Street Maintenance Crew Leader	1	1	1	1
Street Worker II	5	5	5	5
Street Worker I	7	7	7	7
Sign and Signal Technician II	0	0	0	0
Signal & Sign Technician	2	2	2	2
TOTAL POSITIONS	18	17	17	17

PUBLIC WORKS-STREETS

PERFORMANCE INDICATORS

Workload/Output	2021-22 Actual	2022-23 Actual	2023-24 Estimate	2024-25 Budget
Street Sweeping hours	1624	2321	2500	2500
Number of signs produced	1100	1251	1750	2000
Quantity of asphalt purchased (tons)	1565	570	600	900
Special projects (Hours)	692	930	1000	750
Street centerline miles	172	187	190	193

Efficiency	2021-22 Actual	2022-23 Actual	2023-24 Estimate	2024-25 Budget
Annual cost to operate street sweepers (operators and fuel)	120,500	135,000	150,000	175,000
Cost per ton of asphalt	45	65	65	75
Approved daily budget expenditures for operation	5,278	6,242	8,869	8,838

Effectiveness	2021-22 Actual	2022-23 Actual	2023-24 Estimate	2024-25 Budget
Hours spent on roadway maintenance	3788	2974	5000	5000

Budget	2021-22 Actual	2022-23 Actual	2023-24 Estimate	2024-25 Budget
Personnel Services	\$995,265	\$996,132	\$1,055,579	\$1,294,768
Supplies and Equipment	134,443	155,472	168,200	233,095
Utility Services	230,811	221,263	238,000	262,500
Repairs and Maintenance	401,753	409,093	1,406,628	776,130
Rental/Leasing	4,285	848	800	6,000
Capital Outlay	160,045	495,424	300,000	562,000
<i>Total</i>	<i>\$1,926,603</i>	<i>\$2,278,233</i>	<i>\$3,169,207</i>	<i>\$3,134,493</i>

PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2024-25 Budget will decrease 1.1% from the FY 2023-24 year-end estimate. Personnel increases with anticipated wage adjustments while staff has engaged contractors to resurface streets for the next year. Overall repairs and maintenance 2024-25 budget has decreased from FY 2023-24 estimate back towards base budget.

Budget Worksheet Condensed

For Fiscal: 2023-24 Period Ending: 08/31/2024

		2021-22	2022-23	2023-24	2023-24	2023-24	2024-25
		Total Activity	Total Activity	Total Budget	YTD Activity	Projected	Proposed Budget
Department: 359 - Streets							
ExpCategory: 511 - Personnel Services							
101-359-511110	Regular	619,433.41	609,231.86	757,045.00	506,008.73	625,256.00	832,810.00
101-359-511120	Overtime	16,292.30	15,695.43	18,717.00	14,320.18	18,717.00	21,887.00
101-359-511210	Longevity	18,070.08	19,979.33	14,068.00	13,694.00	13,694.00	15,328.00
101-359-511230	Certification Allowance	3,115.80	2,761.96	1,724.00	830.88	831.00	0.00
101-359-511310	FICA - Employer	48,988.04	48,785.05	59,273.00	39,807.02	50,375.00	65,049.00
101-359-511350	TMRS-Employer	107,865.40	105,511.00	132,016.00	79,514.54	110,693.00	145,985.00
101-359-511410	Health-Employer	130,197.30	132,356.86	167,787.00	130,844.26	160,703.00	160,686.00
101-359-511500	Workers' Compensation	23,540.81	44,047.10	22,596.00	46,660.38	46,660.00	24,798.00
101-359-511603	Employee Appreciation Events -..	3,771.53	3,262.24	6,500.00	4,692.77	6,250.00	6,000.00
101-359-511606	Uniforms	12,841.35	8,447.21	11,400.00	9,246.79	11,400.00	11,225.00
101-359-511612	Training/Travel	10,735.70	6,054.12	10,500.00	6,586.10	10,500.00	10,500.00
101-359-511614	Meeting Expenses	413.56	0.00	500.00	367.43	500.00	500.00
ExpCategory: 511 - Personnel Services Total:		995,265.28	996,132.16	1,202,126.00	852,573.08	1,055,579.00	1,294,768.00
ExpCategory: 521 - Supplies and Equipment							
101-359-521000	Operating Supplies	3,649.54	3,412.81	3,900.00	2,144.89	3,900.00	4,000.00
101-359-521050	Operating Supplies-Sign	47,360.81	52,790.83	85,000.00	30,763.54	50,000.00	85,000.00
101-359-521052	Operating Supplies-Dept Sign	4,990.54	2,154.73	10,780.00	5,070.96	7,000.00	10,870.00
101-359-521055	Operating Supplies-StreetMaint	66,131.25	79,674.76	105,750.00	62,010.91	87,000.00	105,750.00
101-359-521100	Office Supplies	818.41	2,018.61	3,675.00	740.72	1,500.00	3,675.00
101-359-521200	Chem/Med/Lab Supplies	1,725.31	2,964.04	6,900.00	980.00	6,900.00	6,900.00
101-359-521300	Motor Vehicle Supplies	2,557.03	7,913.68	10,000.00	5,004.74	5,000.00	10,000.00
101-359-521708	Furniture & Fixtures	112.04	0.00	2,000.00	727.44	2,000.00	2,000.00
101-359-521716	Equipment Under \$5,000	7,098.39	4,542.98	4,900.00	0.00	4,900.00	4,900.00
ExpCategory: 521 - Supplies and Equipment Total:		134,443.32	155,472.44	232,905.00	107,443.20	168,200.00	233,095.00
ExpCategory: 533 - Utility Services							
101-359-533200	Electric Utility Service	174,544.60	173,504.72	192,500.00	140,178.92	192,500.00	202,500.00
101-359-533410	Water Utility Service	0.00	0.00	0.00	0.00	0.00	0.00
101-359-533500	Vehicle Fuel	56,266.70	47,758.15	60,000.00	34,602.93	45,500.00	60,000.00
ExpCategory: 533 - Utility Services Total:		230,811.30	221,262.87	252,500.00	174,781.85	238,000.00	262,500.00

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Budget Worksheet Condensed

For Fiscal: 2023-24 Period Ending: 08/31/2024

		2021-22	2022-23	2023-24	2023-24	2023-24	2024-25
		Total Activity	Total Activity	Total Budget	YTD Activity	Projected	Proposed Budget
ExpCategory: 551 - Repairs and Maintenance							
101-359-551026	Contractual Services	49,231.85	26,366.30	30,380.00	7,678.50	30,380.00	30,380.00
101-359-551075	Minor & Other Equip Maint	0.00	46.95	1,250.00	174.90	1,250.00	1,250.00
101-359-551079	Outsourced Street Maintenance	238,256.21	325,629.04	1,291,498.00	864,457.90	1,291,498.00	650,000.00
101-359-551106	Sidewalk Maintenance	85,928.00	57,050.30	102,192.00	66,584.36	83,500.00	94,500.00
101-359-551110	Street Crossing Minor Imprvmt	28,337.00	0.00	0.00	0.00	0.00	0.00
ExpCategory: 551 - Repairs and Maintenance Total:		401,753.06	409,092.59	1,425,320.00	938,895.66	1,406,628.00	776,130.00
ExpCategory: 561 - Rental/Leasing							
101-359-561100	Rental-Equipment	4,285.00	848.23	6,000.00	417.98	800.00	6,000.00
ExpCategory: 561 - Rental/Leasing Total:		4,285.00	848.23	6,000.00	417.98	800.00	6,000.00
ExpCategory: 581 - Capital Outlay							
101-359-581005	Equipment Over \$5,000	160,045.23	443,245.41	255,000.00	32,354.00	300,000.00	562,000.00
101-359-581012	Vehicles & Accs Over \$5,000	0.00	52,179.00	0.00	0.00	0.00	0.00
ExpCategory: 581 - Capital Outlay Total:		160,045.23	495,424.41	255,000.00	32,354.00	300,000.00	562,000.00
Department: 359 - Streets Total:		1,926,603.19	2,278,232.70	3,373,851.00	2,106,465.77	3,169,207.00	3,134,493.00

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

DEPARTMENT DESCRIPTION

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

GOALS FOR FY 2024-25

Strategic Plan Emphasis

- Policy Value: High Quality of Life
 - Develop a system of parks, open space, recreational facilities, trails, and leisure services that will meet the needs of an expanding community.
 - Provide recreational and leisure opportunities to City of Schertz residents of all ages through youth sports, adult social leagues, special events, parades, programs, and nature education.
 - Policy Value: Attractive Community
 - Continue the development of trails and greenbelts to improve connectivity among parks, neighborhoods, churches, schools, public facilities, and municipal buildings and maintain a visually attractive community.
 - Policy Value: Fiscally Sustainable
 - Operational Value: Service Oriented
-

Project focus for FY 2024-25

- Coordinate with consultants to develop an updated Parks and Open Space Master Plan to keep pace with the needs of an expanding community.
- Coordinate with consultants to develop a Master Development Plan for Crescent Bend Nature Park to set the vision for the next 10 years.
- Manage construction projects for irrigation storage at Schertz Soccer Complex; additional segments of the Great Northern Trail construction; and parking, lighting, and accessibility at Thulemeyer Park.
- Install site amenities at various parks across the system including picnic tables, BBQ pits, benches, dog waste stations, water fountains, irrigation backflow covers and cages, and trail signage.
- Organize and launch a volunteer Trail Watch Program for the Schertz Trails System.
- Plan and implement various special events, parades, park grand openings, marketing campaigns, nature education programs, and youth and adult sports.

ORGANIZATIONAL CHART



PARKS, RECREATION AND COMMUNITY SERVICES

PARKS, RECREATION & COMMUNITY SERVICES	2021-22 Actual	2022-23 Actual	2023-24 Estimate	2024-25 Budget
Director of Parks, Recreation & Community Services	1	1	1	1
Administrative Assistant	1	1	1	1
Parks Superintendent	1	1	1	1
Parks Supervisor	1	1	1	1
Park Maintenance Technician	5	8	8	8
Park Maintenance Technician (P/T)	1	1	1	1
Seasonal Park Worker	1	1	0	0
Recreation Manager	1	1	1	1
Recreation Coordinator	0	1	1	1
Recreation Specialist	1	1	1	1
Seasonal Rec Instructor	0	0	1	1
TOTAL POSITIONS	13	13	17	17

PERFORMANCE INDICATORS

Workload/Outputs	2021-22 Actual	2022-23 Actual	2023-24 Estimate	2024-25 Budget
Total Acres of Park Land Managed	425.31	438.97	448	475
Total Acres of City Campuses Managed	36.03	36.03	36.03	36.03
Total Acres of Land Managed Per FTE	76.89	76.89	79.17	79.17
Total Miles of Trails Managed	25	25	25.6	25.6
Special Events, Programs & Parades	49	84	150	200

Efficiency	2021-22 Actual	2022-23 Actual	2023-24 Estimate	2024-25 Budget
Acres of Contractual Mowing	123.09	123.09	123.09	194.54
Acres of Athletic Association Maintenance	70.02	70.02	70.02	70.02
Hours of Volunteer Service	500	543	500	500
Hours of Athletic Association Service	1,200	1,200	1,200	1,200

PARKS, RECREATION AND COMMUNITY SERVICES

Effectiveness	2021-22 Actual	2022-23 actual	2023-24 Estimate	2024-25 Budget
Cost Benefit for Athletic Association Field Maintenance	\$550,000	\$550,000	\$550,000	\$550,000
Cost Benefit for Volunteer Hours	\$12,000	\$12,000	\$12,000	\$12,000
Special Event Attendance	23,000	26,776	28,000	28,000
Program Participants	370	1,238	1,500	1,500
League Participants	320	510	550	550
Youth Sports Registrations (BVYA & SYSA)	3,800	3,800	3,800	3,800

Budget	2021-22 Actual	2022-23 Actual	2023-24 Estimate	2024-25 Budget
Personnel Services	\$748,289	\$1,035,693	\$1,309,399	\$1,247,609
Supplies and Equipment	107,734	117,568	149,705	128,000
Utility Services	246,900	345,701	284,000	271,000
Operating Expenses	168,594	195,178	189,491	201,500
Professional Services	11,606	22,694	17,000	20,000
Repairs and Maintenance	175,014	177,813	332,978	320,100
Rental/Leasing	7,007	15,533	11,790	10,000
Capital Outlay	128,377	154,043	297,979	314,000
<i>Total</i>	<i>\$1,593,522</i>	<i>\$2,064,223</i>	<i>\$2,592,342</i>	<i>\$2,512,209</i>

PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2024-25 Budget will decrease 3.1% from the FY 2023-24 year-end estimate. Personnel increases from the anticipated wage adjustment is offset by fewer park improvements with the completion of existing projects.

Budget Worksheet Condensed

For Fiscal: 2023-24 Period Ending: 08/31/2024

		2021-22	2022-23	2023-24	2023-24	2023-24	2024-25
		Total Activity	Total Activity	Total Budget	YTD Activity	Projected	Proposed Budget
Department: 460 - Parks							
ExpCategory: 511 - Personnel Services							
101-460-511110	Regular	478,242.43	657,486.37	718,635.00	644,575.02	812,053.00	807,085.00
101-460-511120	Overtime	22,928.79	29,755.67	28,495.00	32,475.46	43,981.00	34,967.00
101-460-511210	Longevity	5,140.00	3,559.67	3,662.00	4,485.00	4,485.00	5,126.00
101-460-511230	Certification Allowance	6,242.80	4,864.28	6,291.00	2,180.48	2,530.00	1,743.00
101-460-511310	FICA - Employer	37,932.28	51,589.01	57,905.00	50,627.94	66,023.00	64,926.00
101-460-511350	TMRS-Employer	83,668.55	113,323.78	123,776.00	99,340.38	145,079.00	140,410.00
101-460-511410	Health-Employer	89,582.45	139,650.52	165,332.00	152,074.64	186,261.00	155,747.00
101-460-511500	Workers' Compensation	5,400.40	10,075.88	8,164.00	10,704.16	10,704.00	9,327.00
101-460-511605	Temporary Employee Svcs	213.15	255.78	0.00	11,773.08	11,773.08	1,000.00
101-460-511606	Uniforms	6,983.46	7,304.10	9,565.00	7,230.58	9,565.00	10,007.50
101-460-511610	Memberships-Professional	1,913.31	2,418.96	1,632.14	1,954.40	1,945.00	2,420.80
101-460-511612	Training/Travel	9,002.62	13,632.24	13,121.88	11,613.20	13,500.00	13,100.00
101-460-511614	Meeting Expenses	1,038.85	1,776.36	1,500.00	846.36	1,500.00	1,750.00
ExpCategory: 511 - Personnel Services Total:		748,289.09	1,035,692.62	1,138,079.02	1,029,880.70	1,309,399.08	1,247,609.30
ExpCategory: 521 - Supplies and Equipment							
101-460-521000	Operating Supplies	33,037.14	45,423.62	34,000.00	45,196.68	47,000.00	40,000.00
101-460-521100	Office Supplies	2,078.39	2,648.21	3,000.00	1,725.00	3,000.00	3,000.00
101-460-521200	Chem/Med/Lab Supplies	6,194.12	5,100.40	6,500.00	8,482.59	9,000.00	6,500.00
101-460-521300	Motor Vehicle Supplies	1,380.83	1,060.85	1,500.00	1,589.51	1,600.00	1,500.00
101-460-521310	Landscaping Supplies-Parks	21,886.89	26,605.05	26,180.00	16,434.31	26,605.00	28,000.00
101-460-521315	Landscaping Supplies-Campus	28,327.96	21,295.13	14,000.00	14,061.58	21,000.00	22,000.00
101-460-521400	Plumbing Supplies	5,007.10	6,170.59	9,000.00	28,761.82	31,000.00	10,000.00
101-460-521610	Building Maintenance Supplies	396.97	301.78	500.00	45.52	500.00	500.00
101-460-521716	Equipment Under \$5,000	9,424.78	8,962.21	15,000.00	12,925.86	10,000.00	16,500.00
ExpCategory: 521 - Supplies and Equipment Total:		107,734.18	117,567.84	109,680.00	129,222.87	149,705.00	128,000.00
ExpCategory: 533 - Utility Services							
101-460-533200	Electric Utility Service	86,562.02	92,701.93	76,000.00	65,076.24	89,000.00	76,000.00
101-460-533410	Water Utility Service	137,701.72	228,779.74	175,000.00	147,535.20	175,000.00	175,000.00
101-460-533500	Vehicle Fuel	22,636.69	24,219.23	25,000.00	17,471.72	20,000.00	20,000.00
ExpCategory: 533 - Utility Services Total:		246,900.43	345,700.90	276,000.00	230,083.16	284,000.00	271,000.00

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Budget Worksheet Condensed

For Fiscal: 2023-24 Period Ending: 08/31/2024

		2021-22	2022-23	2023-24	2023-24	2023-24	2024-25
		Total Activity	Total Activity	Total Budget	YTD Activity	Projected	Proposed Budget
ExpCategory: 534 - Operating Expenses							
101-460-534000	Advertising	831.25	980.00	1,000.00	250.00	1,000.00	2,500.00
101-460-534008	Schertz Young Leaders	7,411.23	7,063.38	10,000.00	10,473.25	10,473.25	12,000.00
101-460-534009	Sweetheart Scholarships	4,500.00	5,500.00	3,000.00	4,500.00	6,000.00	0.00
101-460-534027	Memberships-City Use	0.00	0.00	0.00	35.80	0.00	0.00
101-460-534038	Holidazzle - Expenses	34,136.96	35,435.13	36,000.00	34,518.00	36,018.00	38,000.00
101-460-534040	4th of July Jubilee -Expenses	42,444.55	45,744.66	45,000.00	42,988.29	33,000.00	47,000.00
101-460-534041	Music & Movies in the Park - E...	2,880.00	9,186.63	10,000.00	8,660.80	10,000.00	10,000.00
101-460-534043	Other Events - Expenses	65,871.72	79,347.78	78,000.00	66,733.41	78,000.00	92,000.00
101-460-534045	Moving on Main - Expenses	10,518.66	11,920.21	12,300.00	14,986.63	15,000.00	0.00
	ExpCategory: 534 - Operating Expenses Total:	168,594.37	195,177.79	195,300.00	183,146.18	189,491.25	201,500.00
ExpCategory: 541 - Professional Services							
101-460-541017	Professional Services	11,605.66	22,694.00	5,880.00	12,911.00	17,000.00	20,000.00
	ExpCategory: 541 - Professional Services Total:	11,605.66	22,694.00	5,880.00	12,911.00	17,000.00	20,000.00
ExpCategory: 551 - Repairs and Maintenance							
101-460-551000	Building Maintenance	2,366.45	2,330.42	2,500.00	2,271.55	2,500.00	2,500.00
101-460-551026	Contractual Services	137,661.35	114,126.52	189,107.00	120,203.42	256,415.00	240,000.00
101-460-551072	Improvements under \$5,000	24,367.59	49,992.72	58,015.00	51,764.56	58,018.00	60,000.00
101-460-551073	Landscaping	2,746.42	2,495.00	2,500.00	1,797.00	2,500.00	3,000.00
101-460-551075	Minor & Other Equip Maint	4,673.90	4,964.50	5,000.00	2,285.94	5,000.00	5,000.00
101-460-551112	Veteran's Memorial Maint.	3,198.61	3,904.18	7,400.00	6,999.86	8,544.86	9,600.00
	ExpCategory: 551 - Repairs and Maintenance Total:	175,014.32	177,813.34	264,522.00	185,322.33	332,977.86	320,100.00
ExpCategory: 561 - Rental/Leasing							
101-460-561100	Rental-Equipment	7,006.81	15,533.20	10,000.00	8,849.43	11,790.00	10,000.00
	ExpCategory: 561 - Rental/Leasing Total:	7,006.81	15,533.20	10,000.00	8,849.43	11,790.00	10,000.00
ExpCategory: 581 - Capital Outlay							
101-460-581005	Equipment Over \$5,000	10,030.00	15,538.98	15,000.00	0.00	14,978.72	15,000.00
101-460-581007	Improvements Over \$5,000	118,346.94	86,449.01	250,000.00	109,215.62	150,000.00	250,000.00
101-460-581012	Vehicles & Accs Over \$5,000	0.00	52,054.90	120,000.00	133,167.44	133,000.00	49,000.00
	ExpCategory: 581 - Capital Outlay Total:	128,376.94	154,042.89	385,000.00	242,383.06	297,978.72	314,000.00
	Department: 460 - Parks Total:	1,593,521.80	2,064,222.58	2,384,461.02	2,021,798.73	2,592,341.91	2,512,209.30

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

DEPARTMENT DESCRIPTION

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

GOALS FOR FY 2024-25

Strategic Plan Emphasis

- Policy Value: High Quality of Life
 - Maintain and develop aquatic programs designed to educate our citizens and to meet the needs of our expanding community.
 - Maintain a high quality of pool maintenance while providing excellent aquatic recreation and leisure service programs.
 - Continue management oversight of the Schertz Aquatics Center in order to expand the availability of recreational and health/well-being programming and provide year-round access to same.
- Operational Value: Innovative
 - Manage and maintain the operations of the new Wendy Swan Memorial Park Splashpad that was developed on the site of an old residential size swimming pool.

Project focus for FY 2024-25

- Close the splashpad for the winter season and successfully open the splash pad up for the new season the Friday before Spring Break week.

ORGANIZATIONAL CHART



PERFORMANCE INDICATORS

Workload/Outputs	2021-22 Actual	2022-23 Actual	2023-24 Estimate	2024-25 Budget
Revenue per year Outdoor Pools	\$25,000	\$25,000	\$25,000	\$28,500
Days open per year Outdoor Pools	72	72	72	72
Daily Admissions Pickrell Pool	\$22,024	\$22,024	\$22,024	\$22,000
Total Attendance Pickrell Pool	11,651	11,651	11,651	11,000
Season Pool Pass Sales	\$6,495	\$6,495	\$6,495	\$4,000
Total Attendance Schertz Aquatics Ctr	78,000	78,000	78,000	78,000

Efficiency	2021-22 Actual	2022-23 Actual	2023-24 Estimate	2024-25 Budget
Cost per resident for Pool Operations (Includes Schertz Aquatics Center)	\$14.25	\$14.25	\$14.25	\$13.16

POOL

Budget	2021-22 Actual	2022-23 Actual	2023-24 Estimate	2024-25 Budget
Supplies and Equipment	\$27,389	\$13,337	\$34,500	\$33,000
Utility Services	24,788	40,316	45,000	35,000
Repairs and Maintenance	537,096	508,412	542,052	597,023
<i>Total</i>	<i>\$589,274</i>	<i>\$562,064</i>	<i>\$621,552</i>	<i>\$665,023</i>

PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2024-25 Budget increased 7.0% from FY 2023-24 year-end estimates for the proposed wage adjustments.

Budget Worksheet Condensed

For Fiscal: 2023-24 Period Ending: 08/31/2024

		2021-22 Total Activity	2022-23 Total Activity	2023-24 Total Budget	2023-24 YTD Activity	2023-24 Projected	2024-25 Proposed Budget
Department: 463 - Swim Pool							
ExpCategory: 521 - Supplies and Equipment							
101-463-521000	Operating Supplies	5,491.31	4,175.94	5,000.00	2,353.03	5,000.00	5,000.00
101-463-521200	Chem/Med/Lab Supplies	20,092.28	7,893.27	19,000.00	25,012.10	26,000.00	25,000.00
101-463-521600	Equip Maint Supplies	1,805.10	1,267.45	3,000.00	0.00	3,500.00	3,000.00
	ExpCategory: 521 - Supplies and Equipment Total:	27,388.69	13,336.66	27,000.00	27,365.13	34,500.00	33,000.00
ExpCategory: 533 - Utility Services							
101-463-533200	Electric Utility Service	17,093.19	13,496.09	18,000.00	17,593.34	20,000.00	20,000.00
101-463-533410	Water Utility Service	7,695.28	26,819.48	7,500.00	27,882.51	25,000.00	15,000.00
	ExpCategory: 533 - Utility Services Total:	24,788.47	40,315.57	25,500.00	45,475.85	45,000.00	35,000.00
ExpCategory: 551 - Repairs and Maintenance							
101-463-551025	Contract Maintenance	529,807.42	498,990.69	532,252.00	497,734.80	532,252.00	587,223.00
101-463-551075	Minor & Other Equip Maint	7,288.94	9,421.16	9,800.00	0.00	9,800.00	9,800.00
	ExpCategory: 551 - Repairs and Maintenance Total:	537,096.36	508,411.85	542,052.00	497,734.80	542,052.00	597,023.00
	Department: 463 - Swim Pool Total:	589,273.52	562,064.08	594,552.00	570,575.78	621,552.00	665,023.00

DEPARTMENT: PARKS AND RECREATION
DIVISION: 464 EVENT FACILITIES
FUND: 101 GENERAL FUND

DEPARTMENT DESCRIPTION

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

GOALS FOR FY 2024-25

Strategic Plan Emphasis

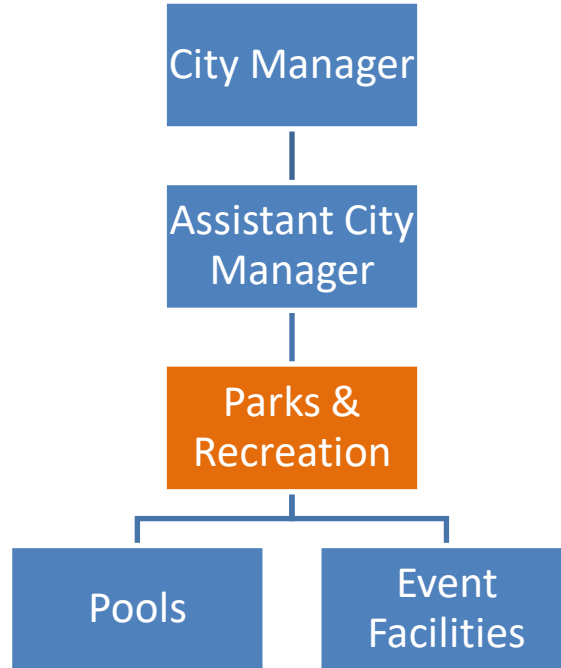
- Policy Value: High Quality of Life
 - Promotes community involvement by attracting public events such as fundraisers, tradeshow/conventions, and performing arts events.
 - Promotes high quality of life for residents and other customers by providing an affordable, friendly, and safe gathering place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

Project focus for FY 2024-25

- Continue to implement new event management software to increase operational efficiency and provide better customer service.
 - Implement a maintenance week closure into the operating schedule to provide for deep cleaning, preventative maintenance, and minor repairs to occur without interruption for increased efficiency.
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EVENT FACILITIES

ORGANIZATIONAL CHART



EVENT FACILITIES	2021-22 Actual	2022-23 Actual	2023-24 Estimate	2024-25 Budget
Civic Center Manager	1	1	1	1
Civic and Community Center Coordinator	1	1	1	1
Event Attendant	2	2	4	4
Event Attendant (P/T)	2	2	1	1
TOTAL POSITIONS	6	6	7	7

PERFORMANCE INDICATORS

Workload/Output	2021-22 Actual	2022-23 Actual	2023-24 Estimate	2024-25 Budget
Number of events booked	808	1020	1097	1100
Number of events cancelled	137	200	225	200
Number of facility tours	300	300	325	350
Number of web inquiries answered	209	300	925	1000

EVENT FACILITIES

Efficiency	2021-22 Actual	2022-23 Actual	2023-24 Estimate	2024-25 Budget
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Revenue	422,262	390,000	302,363	440,589
Comp'd Value	123,000	38,000	75,000	75,000

Effectiveness	2021-22 Actual	2022-23 Actual	2023-24 Estimate	2024-25 Budget
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Tradeshows/conventions	11	15	48	50
Customer satisfaction Rating	95%	90%	97%	100%

Budget	2021-22 Actual	2022-23 Actual	2023-24 Estimate	2024-25 Budget
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Personnel Services	\$325,069	\$440,490	\$519,399	\$541,298
Supplies and Equipment	16,892	8,037	15,080	27,100
Utility Services	47,276	74,998	74,427	77,964
Operating Expenses	1,591	62	1,825	1,850
Repairs and Maintenance	4,173	0	2,450	2,500
Capital Outlay	0	0	65,404	0
<i>Total</i>	<i>\$395,000</i>	<i>\$523,587</i>	<i>\$678,585</i>	<i>\$650,712</i>

PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2024-25 Budget will decrease 4.1% from the FY 2023-24 year-end estimate due to lower Capital Outlay costs in 2024-25.

Budget Worksheet Condensed

For Fiscal: 2023-24 Period Ending: 08/31/2024

		2021-22	2022-23	2023-24	2023-24	2023-24	2024-25
		Total Activity	Total Activity	Total Budget	YTD Activity	Projected	Proposed Budget
Department: 464 - Event Facilities							
ExpCategory: 511 - Personnel Services							
101-464-511110	Regular	222,924.11	287,814.11	291,357.00	275,549.51	344,062.00	372,482.00
101-464-511120	Overtime	5,584.89	5,384.05	5,884.00	3,853.57	4,500.00	6,923.00
101-464-511210	Longevity	3,979.00	7,033.00	6,472.00	9,868.50	9,869.00	10,132.00
101-464-511230	Certification Allowance	0.00	50.00	0.00	0.00	0.00	0.00
101-464-511310	FICA - Employer	17,430.33	22,704.76	23,215.00	21,858.16	27,420.00	29,777.00
101-464-511350	TMRS-Employer	37,836.31	58,586.36	50,701.00	46,436.06	60,252.00	65,432.00
101-464-511410	Health-Employer	32,929.18	39,792.54	39,882.00	41,932.31	53,919.00	45,652.00
101-464-511500	Workers' Compensation	291.44	548.24	4,070.00	577.66	577.00	4,600.00
101-464-511605	Temporary Employee Svcs	1,198.97	14,953.31	5,000.00	19,437.79	12,800.00	0.00
101-464-511606	Uniforms	1,039.12	1,782.13	1,500.00	2,153.94	2,200.00	2,000.00
101-464-511610	Memberships-Professional	249.00	294.28	500.00	350.00	500.00	500.00
101-464-511612	Training/Travel	1,450.44	1,378.78	2,891.00	2,001.20	3,000.00	3,500.00
101-464-511614	Meeting Expenses	155.88	168.13	300.00	171.32	300.00	300.00
ExpCategory: 511 - Personnel Services Total:		325,068.67	440,489.69	431,772.00	424,190.02	519,399.00	541,298.00
ExpCategory: 521 - Supplies and Equipment							
101-464-521000	Operating Supplies	3,418.63	1,679.37	3,136.00	3,214.36	3,500.00	14,000.00
101-464-521041	Ancillary Products	375.00	435.00	490.00	0.00	0.00	500.00
101-464-521100	Office Supplies	567.26	885.66	784.00	528.94	800.00	800.00
101-464-521708	Furniture & Fixtures	1,682.21	525.97	980.00	957.83	980.00	2,000.00
101-464-521712	Operating Equipment	10,849.38	4,510.66	9,800.00	6,413.98	9,800.00	9,800.00
ExpCategory: 521 - Supplies and Equipment Total:		16,892.48	8,036.66	15,190.00	11,115.11	15,080.00	27,100.00
ExpCategory: 533 - Utility Services							
101-464-533100	Gas Utility Service	1,208.85	1,254.18	1,058.00	748.86	1,510.17	1,164.00
101-464-533200	Electric Utility Service	40,168.55	63,190.23	55,000.00	45,652.72	60,000.00	66,000.00
101-464-533410	Water Utility Service	4,799.65	9,504.98	8,721.00	5,757.05	11,916.67	9,600.00
101-464-533500	Vehicle Fuel	1,098.74	1,048.82	1,000.00	521.28	1,000.00	1,200.00
ExpCategory: 533 - Utility Services Total:		47,275.79	74,998.21	65,779.00	52,679.91	74,426.84	77,964.00
ExpCategory: 534 - Operating Expenses							
101-464-534000	Advertising	1,408.79	0.00	1,000.00	0.00	1,000.00	1,000.00
101-464-534002	Business Meetings/Networking	0.00	0.00	150.00	0.00	150.00	150.00

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Budget Worksheet Condensed

For Fiscal: 2023-24 Period Ending: 08/31/2024

	2021-22 Total Activity	2022-23 Total Activity	2023-24 Total Budget	2023-24 YTD Activity	2023-24 Projected	2024-25 Proposed Budget
101-464-534027 Memberships-City Use	0.00	0.00	0.00	161.60	175.00	0.00
101-464-534029 Printing & Binding	181.72	62.00	500.00	66.78	500.00	700.00
ExpCategory: 534 - Operating Expenses Total:	1,590.51	62.00	1,650.00	228.38	1,825.00	1,850.00
ExpCategory: 551 - Repairs and Maintenance						
101-464-551076 Other Maintenance Agreements	4,172.77	0.00	2,450.00	0.00	2,450.00	2,500.00
ExpCategory: 551 - Repairs and Maintenance Total:	4,172.77	0.00	2,450.00	0.00	2,450.00	2,500.00
ExpCategory: 581 - Capital Outlay						
101-464-581005 Equipment Over \$5,000	0.00	0.00	0.00	5,404.00	5,404.00	0.00
101-464-581012 Vehicles & Accs Over \$5,000	0.00	0.00	60,000.00	0.00	60,000.00	0.00
ExpCategory: 581 - Capital Outlay Total:	0.00	0.00	60,000.00	5,404.00	65,404.00	0.00
Department: 464 - Event Facilities Total:	395,000.22	523,586.56	576,841.00	493,617.42	678,584.84	650,712.00

DEPARTMENT: 665 LIBRARY
FUND: 101 GENERAL FUND

DEPARTMENT DESCRIPTION

The Schertz Public Library supports life-long learning, literacy and recreation for library materials in print, audiovisual and digital formats for users of all ages. It encourages the love of reading and learning by providing story time, special event programs, and various other literacy-based programs for infants, children and teens, and enriches the lives of adults by providing instructional and recreational programming in high-interest areas such as technology, health and fitness, financial planning, and crafts. The library acts as a community hub by providing meeting and study spaces to individuals and community groups, and provides public access to technology including computers, the Internet, wi-fi and printers, as well as to online employment, business and educational resources. The library's primary service area includes more than 123,000 people in the Cities of Schertz, Cibolo and Selma, and Guadalupe County.

GOALS FOR 2024-25

Strategic Plan Emphasis

- Policy Value: High Quality of Life
 - o Provide all community members access to a wide variety of engaging materials, services and programs that support life-long learning, literacy, and recreation.
 - o Provide welcoming spaces for meetings, quiet individual activities and studying, and group activities.
 - o Provide digital literacy skills and access to computers, Internet service, and other technology devices such as mobile hotspots to close the digital divide due to socioeconomic status and service gaps in rural areas.
- Operational Value: Service Oriented
 - o Provide outreach services and activities outside of the library building to community members, schools, and community organizations to bring library services to those who can't visit the building.
 - o Partner with city departments, local governments, schools, businesses, and organizations to provide programming opportunities beyond regular library programming.
 - o Provide high quality, customer-focused service by focusing on the City's core values and investing in on-going staff training in customer service principles, policy and procedures, technology training, and library best practices.

Project Focus for FY 2024-25

- Recurring projects:
 - Improve the collection and acceptable items-to-customer ratio by adding titles in a variety of formats. Focus continues to be on collections with high turnover rates, e.g., bestsellers, graphic novels, beginning readers, etc., with an additional focus in FY25 on increasing the number of items in our newest circulating collections—games, activity kits, and read-along audiobooks.
 - Maintain weeding and replacement schedule to enhance and update collections.
 - Review and update policies and procedures with the aims of providing excellent customer-focused service, inclusion, equitable access, and efficiency in service delivery.
 - Pursue Texas Municipal Library Directors 2024 Achievement in Excellence Award by demonstrating consistent excellence and outstanding contributions to public library services within our community.
- Specific projects:
 - Purchase additional mobile hot spots to expand hot spot circulation program.
 - Add a multi-week adult program series aimed at improving digital literacy skills for beginners.
 - Revise online subject guides using LibGuides to promote library content and connect library users to online instruction and resources.
 - Complete full implementation of in-house laptop circulation program.
 - Conduct Edge technology survey and community interest survey.
 - Investigate feasibility of and implement, if need is found, outreach programming to all areas of service area.
 - Reorganize library spaces by relocating various collections to different parts of the library to accommodate collection growth, including Adult and Youth Spanish materials, the Juvenile Graphic Novel collection, and various other collections.
 - Add additional fitness and wellness, or other high interest classes to the adult programming schedule.
 - Explore opportunities for workforce development programming.
 - Add additional ESL courses throughout the year.
 - Establish more volunteer opportunities for adult and teen volunteers.

ORGANIZATION CHART



LIBRARY	2021-22 Actual	2022-23 Actual	2023-24 Estimate	2024-25 Budget
Library Director	1	1	1	1
Librarian	3	3	3	3
Library Technician	2	2	2	2
Library Assistant	3	3	4	4
Library Assistant (20 hours)	7	9	7	7
Library Assistant (10 hours)	4	2	2	2
Programming Specialist (20 hours)	1	2	2	2
Temp Part-time Library Assistant (Unfunded)	1	1	1	1
TOTAL POSITIONS	22	23	22	22

PERFORMANCE INDICATORS

Workload/Output	2021-22 Actual	2022-23 Actual	2023-24 Estimate	2024-25 Budget
Service population (determined by TSLAC)	121,698	121,698	123,167	125,000
Registered Borrowers	29,612	28,734	30,600	31,000
Total Materials Collection	155,715	159,256	166,000	172,000
Total Circulation	359,425	396,794	400,000	410,000
Total Library Visits	157,428	194,260	210,000	213,000
Total Program Attendance	3,448	14,700	16,500	17,000

LIBRARY

Efficiency	2021-22 Actual	2022-23 Actual	2023-24 Estimate	2024-25 Budget
Cost per Person Served	\$9.41	\$10.50	\$11.71	\$0
Cost per Circulation	\$3.18	\$3.22	\$3.61	\$0
Circulation per Circulation FTE	39,936	41,768	42,105	41,158

Effectiveness	2021-22 Actual	2022-23 Actual	2023-24 Estimate	2024-25 Budget
Percentage of Population with Library Cards	24.33%	23.61%	24.84%	24.80%
Materials Expenditures/Capita	\$1.07	\$1.27	\$1.35	\$0
Materials Expenditures as a Percentage of Operating Budget (striving for 15% min.)	11.35%	12.07%	11.51%	0%
Items/Capita (striving to meet 1.53 items/capita standard)	1.28	1.31	1.35	1.38
Circulation/Capita	2.95	3.26	3.25	3.28
Library Visits/Capita	1.29	1.6	1.71	1.70
Program Attendance/Capita	0.03	0.12	0.13	0.14

Budget	2021-22 Actual	2022-23 Actual	2023-24 Estimate	2024-25 Budget
Personnel Services	\$918,237	\$1,001,807	\$1,137,593	\$1,219,418
Supplies and Equipment	158,429	201,130	200,100	199,100
Utility Services	63,622	71,955	74,000	68,000
Operating Expenses	4,396	2,934	4,910	5,300
<i>Total</i>	<i>\$1,144,684</i>	<i>\$1,277,826</i>	<i>\$1,416,603</i>	<i>\$1,491,818</i>

PROGRAM JUSTIFICATION AND ANALYSIS

The Library FY 2024-25 Budget increases 5.3% from the FY 2023-24 year-end estimate with the anticipated wage increase.

Budget Worksheet Condensed

For Fiscal: 2023-24 Period Ending: 08/31/2024

		2021-22	2022-23	2023-24	2023-24	2023-24	2024-25
		Total Activity	Total Activity	Total Budget	YTD Activity	Projected	Proposed Budget
Department: 665 - Library							
ExpCategory: 511 - Personnel Services							
101-665-511110	Regular	643,372.70	700,395.83	786,060.00	624,701.66	779,378.00	866,882.00
101-665-511120	Overtime	292.88	595.36	1,053.00	994.75	1,350.00	1,053.00
101-665-511210	Longevity	16,817.00	18,067.33	18,180.00	17,273.00	17,273.00	19,452.00
101-665-511230	Certification Allowance	2,310.20	2,541.76	2,471.00	1,668.60	2,165.00	2,471.00
101-665-511310	FICA - Employer	48,770.04	53,774.02	61,735.00	48,251.13	61,213.00	68,011.00
101-665-511350	TMRS-Employer	100,722.57	110,730.28	125,385.00	98,753.32	134,508.00	139,504.00
101-665-511410	Health-Employer	98,795.12	107,874.65	104,801.00	101,585.56	124,757.00	106,641.00
101-665-511500	Workers' Compensation	907.62	1,694.44	1,693.00	1,799.00	1,799.00	1,874.00
101-665-511606	Uniforms	21.00	0.00	440.00	0.00	100.00	200.00
101-665-511607	Awards	171.95	158.85	300.00	207.31	300.00	300.00
101-665-511610	Memberships-Professional	1,336.40	1,393.24	2,000.00	1,688.35	1,750.00	1,895.00
101-665-511612	Training/Travel	4,700.00	4,312.60	12,700.00	12,089.60	12,700.00	10,735.00
101-665-511614	Meeting Expenses	19.81	268.70	300.00	285.75	300.00	400.00
ExpCategory: 511 - Personnel Services Total:		918,237.29	1,001,807.06	1,117,118.00	909,298.03	1,137,593.00	1,219,418.00
ExpCategory: 521 - Supplies and Equipment							
101-665-521000	Operating Supplies	9,587.35	13,740.32	19,500.00	14,148.08	19,500.00	19,500.00
101-665-521100	Office Supplies	1,617.32	2,442.19	3,000.00	1,114.87	3,000.00	2,000.00
101-665-521702	Postage	2,541.66	2,623.88	3,000.00	2,599.86	3,000.00	3,000.00
101-665-521708	Furniture & Fixtures	14,730.34	25,984.34	3,600.00	0.00	3,600.00	3,600.00
101-665-521714	Donation-Expense	0.00	2,080.83	5,000.00	4,517.91	5,000.00	5,000.00
101-665-521718	Library Materials Less \$5,000	129,952.00	154,258.53	166,000.00	122,208.62	166,000.00	166,000.00
ExpCategory: 521 - Supplies and Equipment Total:		158,428.67	201,130.09	200,100.00	144,589.34	200,100.00	199,100.00
ExpCategory: 533 - Utility Services							
101-665-533100	Gas Utility Service	2,551.73	2,801.01	3,000.00	2,312.82	3,000.00	3,000.00
101-665-533200	Electric Utility Service	45,398.41	53,885.02	40,000.00	35,051.93	50,000.00	50,000.00
101-665-533410	Water Utility Service	15,672.21	15,268.72	21,000.00	12,654.06	21,000.00	15,000.00
ExpCategory: 533 - Utility Services Total:		63,622.35	71,954.75	64,000.00	50,018.81	74,000.00	68,000.00
ExpCategory: 534 - Operating Expenses							
101-665-534010	Requested Expanded Programs	0.00	0.00	0.00	0.00	0.00	0.00
101-665-534027	Memberships-City Use	0.00	0.00	0.00	35.80	36.00	0.00

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Budget Worksheet Condensed

For Fiscal: 2023-24 Period Ending: 08/31/2024

		2021-22 Total Activity	2022-23 Total Activity	2023-24 Total Budget	2023-24 YTD Activity	2023-24 Projected	2024-25 Proposed Budget
101-665-534029	Printing & Binding	2,266.58	740.30	2,700.00	2,515.00	2,700.00	3,000.00
101-665-534048	Courier/Delivery Services	2,129.00	2,194.00	2,300.00	2,174.00	2,174.00	2,300.00
	ExpCategory: 534 - Operating Expenses Total:	4,395.58	2,934.30	5,000.00	4,724.80	4,910.00	5,300.00
	ExpCategory: 541 - Professional Services						
101-665-541017	Professional Services	0.00	0.00	0.00	0.00	0.00	0.00
	ExpCategory: 541 - Professional Services Total:	0.00	0.00	0.00	0.00	0.00	0.00
	ExpCategory: 581 - Capital Outlay						
101-665-581009	Library Materials Over \$5,000	0.00	0.00	0.00	0.00	0.00	0.00
	ExpCategory: 581 - Capital Outlay Total:	0.00	0.00	0.00	0.00	0.00	0.00
	Department: 665 - Library Total:	1,144,683.89	1,277,826.20	1,386,218.00	1,108,630.98	1,416,603.00	1,491,818.00

DEPARTMENT: INTERNAL SERVICES
DIVISION: 853 INFORMATION TECHNOLOGIES (IT)
FUND: 101 GENERAL FUND

DEPARTMENT DESCRIPTION

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

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

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

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

GOALS FOR FY 24-25

Strategic Plan Emphasis

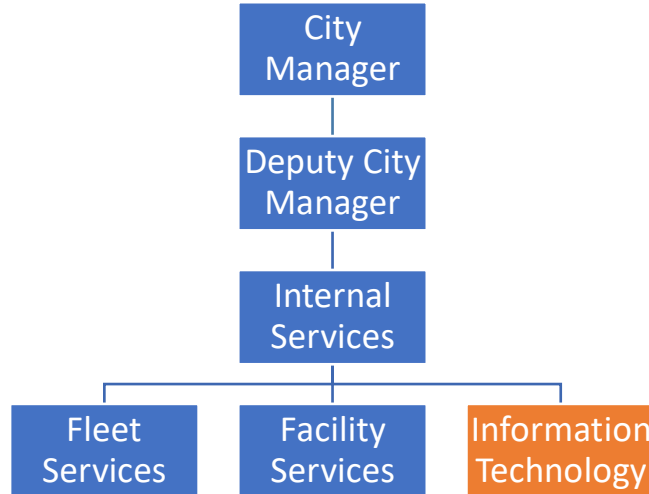
- Policy Value: Essential Services
 - Improve efficiency, productivity, workflows, and collaborations
 - Mobilize the city by choosing cloud-base services to improve communication sharing between city departments
 - Improve fiber connection between all city buildings
- Policy Value: Attractive Community
 - Provide excellent customer service
 - Safeguard the city's network and the data shared within

Project focus for FY 24-25

- Improve fiber communication between buildings at 10 Commercial Place
- Install firewall redundancy throughout the City's network system

ORGANIZATIONAL CHART

INFORMATION TECHNOLOGY



INFORMATION TECHNOLOGY	2021-22 Actual	2022-23 Actual	2023-24 Estimate	2024-25 Budget
Director	1	1	1	1
Administrative Assistant	1	1	1	1
Senior Systems Administrator	1	1	1	1
Computer Systems Support Engineer	1	1	1	1
IT Support Specialist	3	3	3	4
Public Safety Administrator	1	1	1	1
GIS Administrator	1	1	1	1
GIS Specialist	1	1	2	2
TOTAL POSITIONS	10	10	13	12

Workload	2021-22 Actual	2022-23 Actual	2023-24 Estimate	2024-25 Budget
Average Annual Work Orders Completed	2,550	3,084	3,200	3,200
Average Monthly Hours to Complete Work Orders	1.25	1.5	1.25	1.25
Total Projects	45	62	67	67
Average Monthly Project Hours	620	620	750	750
Total Emails Received	1,122,550	1,116,600	1,239,530	1,239,530
Total Sent Good Email	452,550	454,875	475,000	475,000
Total Teams Meetings	1,675	1,452	1,575	1,575
Total Teams Interoffice Chats	14,500	23,450	25,000	25,000

INFORMATION TECHNOLOGY

Efficiency	2021-22 Actual	2022-23 Actual	2023-24 Estimate	2024-25 Budget
% Work Orders Completed 0-1 Day	46%	46%	45%	55%
% Work Orders Completed 2-3 Days	8%	8%	12%	15%
% Work Orders Completed 4-6 Days	11%	11%	11%	10%
% Work Orders Completed 7-10 Days	7%	7%	9%	5%
% Work Orders Completed >11 Days	28%	28%	23%	15%
Average Number of Days to Work Orders				
% Time on GIS Specific Projects	52%	52%	53%	55%
% Time on GIS Customer Assistance	8%	8%	9%	17%
% Time on Training/Conferences	0%	0%	8%	8%
% Time on Non-Department Projects	20%	20%	16%	8%
% Time on Administrative Overhead	20%	20%	14%	12%

Budget	2021-22 Actual	2022-23 Actual	2023-24 Estimate	2024-25 Budget
Personnel Services	\$995,922	\$1,147,821	\$1,321,410	\$1,315,951
Supplies and Equipment	287,006	211,283	250,843	494,650
Utility Services	367,727	393,771	471,000	516,000
Operating Expenses	998,027	974,499	1,133,042	1,465,525
Professional Services	1,406	103,799	45,253	25,000
Repairs and Maintenance	0	0	3,800	3,800
Rental/Leasing	3,346	1,295	3,875	0
Capital Outlay	0	51,696	140,000	0
<i>Total</i>	<i>\$2,653,434</i>	<i>\$2,884,164</i>	<i>\$3,369,223</i>	<i>\$3,851,926</i>

PROGRAM JUSTIFICATION AND ANALYSIS

INFORMATION TECHNOLOGY

The Information Technology FY 2024-25 Budget increases 14.3% from the FY 2023-24 year-end estimate. The increase is due to the anticipated wage adjustments, contractual software increases, and new server purchases for police officers' virtual terminals.

Budget Worksheet Condensed

For Fiscal: 2023-24 Period Ending: 08/31/2024

		2021-22	2022-23	2023-24	2023-24	2023-24	2024-25
		Total Activity	Total Activity	Total Budget	YTD Activity	Projected	Proposed Budget
Department: 853 - Information Technology							
ExpCategory: 511 - Personnel Services							
101-853-511110	Regular	631,166.18	739,670.14	787,825.00	675,364.84	835,839.00	879,269.00
101-853-511120	Overtime	44,900.91	53,627.98	40,004.00	45,213.67	46,000.00	49,645.00
101-853-511210	Longevity	8,414.33	10,347.00	9,243.00	9,433.00	9,433.00	10,432.00
101-853-511230	Certification Allowance	600.00	150.00	0.00	360.00	510.00	747.00
101-853-511310	FICA - Employer	50,263.03	59,831.28	64,006.00	54,168.02	68,221.00	71,883.00
101-853-511350	TMRS-Employer	122,699.54	121,514.71	139,788.00	109,256.34	149,909.00	157,955.00
101-853-511410	Health-Employer	93,459.89	108,547.85	123,430.00	116,222.74	142,997.00	113,297.00
101-853-511500	Workers' Compensation	1,211.09	2,266.66	1,358.00	2,400.50	2,401.00	1,523.00
101-853-511606	Uniforms	1,350.53	1,415.83	2,700.00	2,654.62	2,700.00	3,300.00
101-853-511610	Memberships-Professional	165.00	467.14	1,400.00	340.00	1,400.00	1,900.00
101-853-511612	Training/Travel	41,691.38	49,982.57	62,000.00	46,676.73	62,000.00	62,000.00
ExpCategory: 511 - Personnel Services Total:		995,921.88	1,147,821.16	1,231,754.00	1,062,090.46	1,321,410.00	1,351,951.00
ExpCategory: 521 - Supplies and Equipment							
101-853-521100	Office Supplies	4,136.09	5,875.29	3,700.00	3,377.52	3,715.83	8,800.00
101-853-521300	Motor Vehicle Supplies	13.00	527.70	400.00	0.00	583.92	0.00
101-853-521600	Equip Maint Supplies	3,470.72	4,052.94	4,700.00	1,118.03	5,042.92	0.00
101-853-521701	Computer Fees & Licenses	10,499.97	7,493.92	5,000.00	1,635.87	5,000.00	6,000.00
101-853-521708	Furniture & Fixtures	1,163.33	2,088.12	1,500.00	856.54	1,500.00	2,000.00
101-853-521710	Computer & Peripherals Under...	229,095.32	170,430.60	237,000.00	120,683.33	200,000.00	153,600.00
101-853-521711	Communication Equip Less \$5,...	38,627.64	5,784.35	40,000.00	0.00	20,000.00	55,050.00
101-853-521716	Equipment Under \$5,000	0.00	15,030.25	15,000.00	12,318.85	15,000.00	269,200.00
ExpCategory: 521 - Supplies and Equipment Total:		287,006.07	211,283.17	307,300.00	139,990.14	250,842.67	494,650.00
ExpCategory: 533 - Utility Services							
101-853-533300	Telephone/Land Line	59,094.95	74,673.03	70,000.00	60,264.63	70,000.00	75,000.00
101-853-533310	Telephone/Cell Phones	106,964.64	124,571.96	125,000.00	103,140.65	142,000.00	150,000.00
101-853-533320	Telephone/Air Cards	100,306.06	100,838.95	101,000.00	82,775.98	108,000.00	115,000.00
101-853-533330	Telephone/Internet	100,562.51	92,648.94	125,000.00	119,953.63	150,000.00	175,000.00
101-853-533500	Vehicle Fuel	798.34	1,038.00	1,000.00	624.28	1,000.00	1,000.00
ExpCategory: 533 - Utility Services Total:		367,726.50	393,770.88	422,000.00	366,759.17	471,000.00	516,000.00

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Budget Worksheet Condensed

For Fiscal: 2023-24 Period Ending: 08/31/2024

		2021-22 Total Activity	2022-23 Total Activity	2023-24 Total Budget	2023-24 YTD Activity	2023-24	2024-25
ExpCategory: 534 - Operating Expenses							
101-853-534010	Requested Expanded Programs	0.00	0.00	0.00	0.00	0.00	0.00
101-853-534027	Memberships-City Use	0.00	0.00	0.00	71.60	72.00	0.00
101-853-534034	Software Maint-City Wide	513,111.44	508,713.78	688,739.00	519,460.86	575,000.00	820,749.40
101-853-534035	Software Maint-Dept Specific	475,276.57	420,942.25	546,525.00	419,653.60	550,000.00	644,775.67
101-853-534036	Software Maintenance	0.00	32,760.00	0.00	7,970.00	7,970.00	0.00
101-853-534037	Computer Maintenance	9,639.41	12,082.71	0.00	0.00	0.00	0.00
ExpCategory: 534 - Operating Expenses Total:		998,027.42	974,498.74	1,235,264.00	947,156.06	1,133,042.00	1,465,525.07
ExpCategory: 541 - Professional Services							
101-853-541003	Computer Consulting	0.00	4,130.15	5,000.00	335.00	4,333.33	5,000.00
101-853-541010	IT Services-Web Design/Maint	0.00	93,113.68	0.00	25,920.22	25,920.00	0.00
101-853-541017	Professional Services	1,406.25	6,554.97	15,000.00	7,514.31	15,000.00	15,000.00
ExpCategory: 541 - Professional Services Total:		1,406.25	103,798.80	20,000.00	33,769.53	45,253.33	20,000.00
ExpCategory: 551 - Repairs and Maintenance							
101-853-551022	Other Maintenance Agreements	0.00	0.00	3,800.00	55.88	3,800.00	3,800.00
ExpCategory: 551 - Repairs and Maintenance Total:		0.00	0.00	3,800.00	55.88	3,800.00	3,800.00
ExpCategory: 561 - Rental/Leasing							
101-853-561200	Lease/Purchase Payments	3,345.98	1,294.74	0.00	0.00	3,875.08	0.00
ExpCategory: 561 - Rental/Leasing Total:		3,345.98	1,294.74	0.00	0.00	3,875.08	0.00
ExpCategory: 581 - Capital Outlay							
101-853-581003	Computer & Peripherals Over \$...	0.00	31,118.64	162,000.00	56,323.08	140,000.00	0.00
101-853-581005	Equipment Over \$5,000	0.00	20,577.81	0.00	0.00	0.00	0.00
ExpCategory: 581 - Capital Outlay Total:		0.00	51,696.45	162,000.00	56,323.08	140,000.00	0.00
Department: 853 - Information Technology Total:		2,653,434.10	2,884,163.94	3,382,118.00	2,606,144.32	3,369,223.08	3,851,926.07

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DEPARTMENT: 866 HUMAN RESOURCES

FUND: 101 GENERAL FUND

DEPARTMENT DESCRIPTION

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

STRATEGIC GOALS AND OBJECTIVES

Operational Value – Service Oriented

In an organization that has a Service Oriented culture, there is the focus on meeting and exceeding current and future customer needs.

- Deliver HR services, programs, and communications that add value for our prospective employees and current employees.

Operational Value – Engaged Workforce

Valuing people is the framework for building and sustaining an Engaged Workforce, who in turn are committed to serving customers and making a positive difference in their lives.

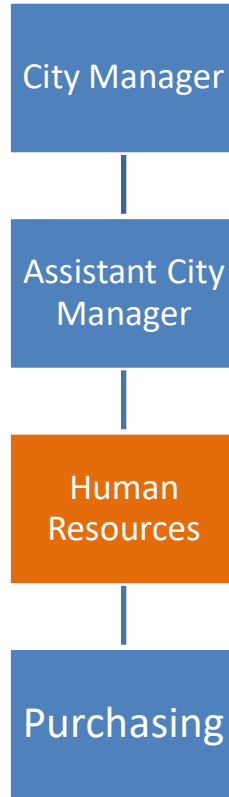
- Improve employee retention by leading efforts for adoption of strategies which promote a diverse workforce and create a great work climate.
- Support the talent development of our employees through professional and career development.
- Administer HR policy and programs effectively and efficiently, while maintaining internal customer satisfaction and meeting budget constraints.

Operational Value – Proactive

Proactive means initiating change by anticipating future situations in order to make things happen.

- Compete for top talent with effective recruitment strategies and an efficient recruitment process.
 - Ensure our compensation and performance management processes are designed and executed to align and maximize our people's performance with the goals of the organization.
-

ORGANIZATIONAL CHART



	2021-22 Actual	2022-23 Actual	2023-24 Estimate	2024-25 Budget
HUMAN RESOURCES				
Director	1	1	1	1
HR Manger	1	1	1	1
Senior HR Generalist	1	1	1	1
HR Generalist	1	1	1	1
Human Resources Assistant	1	1	1	1
TOTAL POSITIONS	5	5	5	5

PERFORMANCE INDICATORS

Workload/Output Measures	2021-22 Actual	2022-23 Actual	2023-24 Estimate	2024-25 Budget

HUMAN RESOURCES

Total No. of Employees (Avg.)	430	430	430	460
# Full Time Employees (Avg.)	395	395	380	410
Job Announcements Posted	84	84	110	110
# Applications received	5,288	5,288	5,000	1000 - 3,216 ADP `19
# Full Time Positions Filled	77	77	80	80
# Part Time Positions Filled	11	11	10	10
# Total Turnover	88	88	85	80
# Full Time Turnover	81	81	75	80
# Part Time Turnover	7	7	10	10
# Retirements	6	6	10	12
# FMLA Claims	37	37	40	17 (or request - 30)
# General Training Courses	15	15	15	15
# of tuition reimbursements	24	24	20	20

	2021-22 Actual	2022-23 Actual	2023-24 Estimate	2024-25 Budget
Budget				
Personnel Services	\$548,678	\$643,659	\$702,602	\$758,762
Supplies and Equipment	1,197	1,588	3,775	4,200
Operating Expenses	100,568	104,574	105,223	123,450
Professional Services	4,126	520	64,500	4,500
<i>Total</i>	<i>\$654,569</i>	<i>\$750,340</i>	<i>\$876,100</i>	<i>\$890,912</i>

PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2024-25 Budget will increase 1.7% from the FY 2023-24 year-end estimate with the anticipated wage increase.

Budget Worksheet Condensed

For Fiscal: 2023-24 Period Ending: 08/31/2024

		2021-22	2022-23	2023-24	2023-24	2023-24	2024-25
		Total Activity	Total Activity	Total Budget	YTD Activity	Projected	Proposed Budget
Department: 866 - Human Resources							
ExpCategory: 511 - Personnel Services							
101-866-511110	Regular	297,548.88	364,622.98	386,498.00	323,778.02	402,669.00	415,409.00
101-866-511120	Overtime	481.14	541.62	337.00	728.35	1,000.00	973.00
101-866-511210	Longevity	4,872.00	5,482.00	6,142.00	6,197.00	6,197.00	6,926.00
101-866-511230	Certification Allowance	3,015.00	3,140.00	2,863.00	2,415.00	2,990.00	2,863.00
101-866-511310	FICA - Employer	22,629.84	27,742.01	30,262.00	24,798.37	31,583.00	32,580.00
101-866-511350	TMRS-Employer	50,480.12	61,391.08	66,091.00	49,605.45	69,401.00	71,590.00
101-866-511410	Health-Employer	49,289.07	59,853.48	63,927.00	54,730.47	67,185.00	57,772.00
101-866-511500	Workers' Compensation	472.78	885.09	650.00	937.09	938.00	699.00
101-866-511600	Unemployment Compensation	14,854.73	436.00	20,000.00	4,824.41	5,000.00	20,000.00
101-866-511601	Tuition Reimbursement	15,263.64	21,339.27	18,000.00	27,107.89	25,689.00	20,000.00
101-866-511602	Employee Wellness Program	8,115.87	15,632.96	40,000.00	5,939.24	15,000.00	40,000.00
101-866-511606	Uniforms	360.49	296.72	500.00	290.50	500.00	500.00
101-866-511608	Training Classes	36,322.91	21,877.94	20,000.00	14,445.29	21,000.00	21,000.00
101-866-511609	Employee Recognition-Morale	24,362.82	33,386.79	40,000.00	27,098.62	30,000.00	42,000.00
101-866-511610	Memberships-Professional	1,217.00	1,130.14	2,450.00	1,236.00	2,450.00	2,450.00
101-866-511612	Training/Travel	433.35	7,790.50	8,000.00	2,071.71	5,000.00	8,000.00
101-866-511614	Meeting Expenses	0.00	0.00	1,000.00	178.10	1,000.00	1,000.00
101-866-511617	Medical Services	18,958.00	18,110.00	15,000.00	12,632.00	15,000.00	15,000.00
ExpCategory: 511 - Personnel Services Total:		548,677.64	643,658.58	721,720.00	559,013.51	702,602.00	758,762.00
ExpCategory: 521 - Supplies and Equipment							
101-866-521000	Operating Supplies	499.71	938.88	3,160.00	1,836.86	2,500.00	3,000.00
101-866-521100	Office Supplies	697.47	567.76	700.00	730.34	775.00	700.00
101-866-521708	Furniture & Fixtures	0.00	81.25	500.00	500.00	500.00	500.00
ExpCategory: 521 - Supplies and Equipment Total:		1,197.18	1,587.89	4,360.00	3,067.20	3,775.00	4,200.00
ExpCategory: 534 - Operating Expenses							
101-866-534000	Advertising	1,938.00	6,520.89	19,450.00	3,006.76	4,000.00	19,450.00
101-866-534006	COBRA FSA/HSA Adm Services	6,090.30	8,927.71	8,400.00	5,389.70	7,000.00	8,500.00
101-866-534018	Employee Assistance	9,420.64	7,608.24	10,000.00	6,169.08	10,500.00	10,000.00
101-866-534023	Interview Expenses	1,831.45	49.00	2,450.00	36.70	1,500.00	1,500.00
101-866-534025	Pre-employment Check	2,598.25	4,537.20	3,000.00	2,161.35	2,700.00	3,000.00

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Budget Worksheet Condensed

For Fiscal: 2023-24 Period Ending: 08/31/2024

		2021-22	2022-23	2023-24	2023-24	2023-24	2024-25
		Total Activity	Total Activity	Total Budget	YTD Activity	Projected	Proposed Budget
101-866-534026	Medical Co-pay	2,330.00	540.00	3,000.00	1,525.00	1,925.00	3,000.00
101-866-534027	Memberships-City Use	0.00	0.00	0.00	71.60	72.00	0.00
101-866-534029	Printing & Binding	1,359.84	1,390.84	3,000.00	1,616.32	2,525.72	3,000.00
101-866-534053	Broker Services	75,000.00	75,000.00	75,000.00	62,500.00	75,000.00	75,000.00
	ExpCategory: 534 - Operating Expenses Total:	100,568.48	104,573.88	124,300.00	82,476.51	105,222.72	123,450.00
	ExpCategory: 541 - Professional Services						
101-866-541017	Professional Services	4,126.05	520.00	64,500.00	63,222.01	64,500.00	4,500.00
	ExpCategory: 541 - Professional Services Total:	4,126.05	520.00	64,500.00	63,222.01	64,500.00	4,500.00
	Department: 866 - Human Resources Total:	654,569.35	750,340.35	914,880.00	707,779.23	876,099.72	890,912.00

DEPARTMENT: 868 FINANCE
FUND: 101 GENERAL FUND

DEPARTMENT DESCRIPTION

Prepare monthly financial reports for the City Manager, City Council and City departments. Process all accounts payable and receivable in a timely manner, prepare 1099s, and prepare monthly bank reconciliations. Maintain and process payroll for all city employees. Finance handles unclaimed property and its subsequent disbursements to the individuals or the State. Adopt and update an Investment Policy and strategy annually that follows the Public Funds Investment Act that outlines oversight of investment funds and states the types of investments the city can use. Manage debt service and fixed assets annually. Complete the annual budget, facilitate annual audit, Annual Comprehensive Financial Report and Popular Annual Financial Report. Perform financial forecasting to make better, more informed operational decisions. The Finance Director also oversees the Utility Billing and Municipal Court Divisions.

GOALS FOR FY 2024-25

Strategic Plan Emphasis

Policy Value: Financially Sustainable

- Provide timely and accurate financial information and reports to the City Manager, City Council, other City departments, citizens, and other agencies so they have the information they need to make operational decisions to keep the city financially sustainable. Reports should be delivered within 20 days of the prior month's end.
- Receive the Government Finance Officers Association Certification of Excellence in Financial Reporting for the 38th consecutive year.
- Improve the 5-year budgeting and forecasting plan for operations and debt management. These tools help maintain the fiscal sustainability of the City.
- Maintain a 10-year budgeting plan for Construction in Progress (CIP) project for the city.

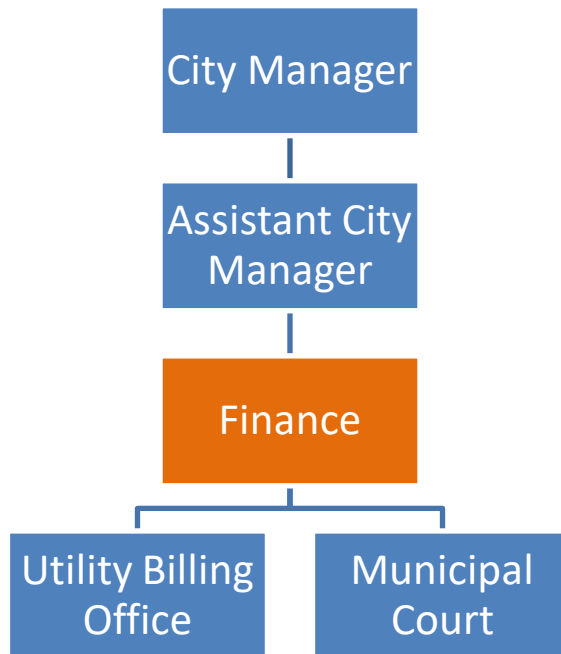
Operational Value: Systems Management

- With the new financial software going live on April 1, 2024, Finance is teaching departments new procedures to best utilize new financial software. With the new software, departments will be able to run more useful reports. These reports can be run daily to show any changes to the revenues and expenses for the department. These reports will also help maintain the fiscal year budget. The goal is that departments will be able to easily understand how the department financial operations run on a day-to-day basis. With the new software, ERP also has the City starting the process of going paperless.

Project Focus for FY 2024-25

- Refine internal processes and systems to be more effective and efficient.
- Go paperless in office, less cost for physical storage & documents always at hand and less postage/paper as payments sent in electronically.
- Submit for financial transparency awards, i.e. Transparency Star for Economic Development, Budget Award

ORGANIZATIONAL CHART



FINANCE

	2020-21 Actual	2021-22 Actual	2022-23 Estimate	2023-24 Budget	2024-25 Budget
ACCOUNTING					
Finance Director	1	1	1	1	1
Assistant Director	1	1	1	1	1
Senior Accountant	1	1	1	0	0
Financial Analyst	1	1	1	1	1
Accountant	1	1	1	2	2
Accounts Payable Coordinator	1	1	1	1	1
Administrative Assistant	1	1	1	1	1
TOTAL POSITIONS	7	7	7	7	7

PERFORMANCE INDICATORS

Workload/Output	2021-22 Actual	2022-23 Actual	2023-24 Estimate	2024-25 Budget
Accounts payable checks	6,269	6,125	6,200	6,500
Accounts payable EFT	0	0	50	100
Number of Purchase Orders Processed	7,322	8,215	8,500	5,000
Active Vendors to manage				1,500

Effectiveness	2021-22 Actual	2022-23 Actual	2023-24 Estimate	2024-25 Budget
Certificate of Achievement for Excellence in Financial Reporting, Accumulative	36	37	38	39
Quarterly Financials completed within 30 days	0	0	1	2
Popular Annual Financial Report	0	0	1	2
COA Award	36	37	38	39

Budget	2021-22 Actual	2022-23 Actual	2023-24 Estimate	2024-25 Budget
Personnel Services	\$673,128	\$696,232	\$716,565	\$797,381
Supplies and Equipment	2,901	3,805	3,195	3,100
Operating Expenses	3,586	4,253	5,000	4,300
Professional Services	48,727	24,949	43,200	42,500
<i>Total</i>	<i>\$728,341</i>	<i>\$729,239</i>	<i>\$767,960</i>	<i>\$847,281</i>

PROGRAM JUSTIFICATION AND ANALYSIS

FINANCE

The FY 2024-25 Budget will increase 10.3% from the FY 2023-24 year-end estimate. This increase is due to increased costs for services and goods. Also, with anticipated wage increase from Class and Comp study.

Budget Worksheet Condensed

For Fiscal: 2023-24 Period Ending: 08/31/2024

		2021-22	2022-23	2023-24	2023-24	2023-24	2024-25
		Total Activity	Total Activity	Total Budget	YTD Activity	Projected	Proposed Budget
Department: 868 - Finance							
ExpCategory: 511 - Personnel Services							
101-868-511110	Regular	456,877.38	467,487.13	498,174.00	377,573.74	483,301.00	552,501.00
101-868-511120	Overtime	1,595.53	2,152.53	936.00	1,802.17	2,250.00	980.00
101-868-511210	Longevity	12,116.50	14,497.00	11,207.00	10,698.00	10,698.00	11,489.00
101-868-511230	Certification Allowance	2,430.00	2,540.00	2,528.00	1,890.00	2,340.00	2,528.00
101-868-511310	FICA - Employer	34,558.08	35,791.40	39,196.00	29,353.23	38,142.00	43,376.00
101-868-511350	TMRS-Employer	77,748.90	79,754.98	85,604.00	58,789.53	83,813.00	95,314.00
101-868-511410	Health-Employer	82,785.33	88,586.72	94,783.00	70,634.46	87,993.00	82,312.00
101-868-511500	Workers' Compensation	669.84	1,251.86	841.00	1,327.69	1,328.00	931.00
101-868-511606	Uniforms	353.52	401.00	0.00	0.00	700.00	350.00
101-868-511610	Memberships-Professional	1,010.00	1,035.00	1,160.00	200.00	1,000.00	1,100.00
101-868-511612	Training/Travel	2,983.24	2,734.19	3,000.00	5,393.15	5,000.00	6,500.00
ExpCategory: 511 - Personnel Services Total:		673,128.32	696,231.81	737,429.00	557,661.97	716,565.00	797,381.00
ExpCategory: 521 - Supplies and Equipment							
101-868-521000	Operating Supplies	1,961.31	1,938.61	2,000.00	2,635.79	2,250.00	2,000.00
101-868-521100	Office Supplies	659.52	678.86	700.00	487.48	600.00	700.00
101-868-521708	Furniture & Fixtures	279.99	1,187.93	300.00	345.18	345.18	400.00
ExpCategory: 521 - Supplies and Equipment Total:		2,900.82	3,805.40	3,000.00	3,468.45	3,195.18	3,100.00
ExpCategory: 534 - Operating Expenses							
101-868-534000	Advertising	0.00	0.00	0.00	0.00	0.00	0.00
101-868-534058	Investment Management Fee	3,585.78	4,253.18	4,000.00	3,750.00	5,000.00	4,300.00
ExpCategory: 534 - Operating Expenses Total:		3,585.78	4,253.18	4,000.00	3,750.00	5,000.00	4,300.00
ExpCategory: 541 - Professional Services							
101-868-541000	Auditor/Accounting Service	22,000.00	10,000.00	26,500.00	25,200.00	25,200.00	26,500.00
101-868-541017	Professional Services	26,726.50	14,948.50	22,000.00	14,620.00	18,000.00	16,000.00
ExpCategory: 541 - Professional Services Total:		48,726.50	24,948.50	48,500.00	39,820.00	43,200.00	42,500.00
Department: 868 - Finance Total:		728,341.42	729,238.89	792,929.00	604,700.42	767,960.18	847,281.00

DEPARTMENT: HUMAN RESOURCES
DIVISION: 872 PURCHASING
FUND: 101 GENERAL FUND

DEPARTMENT DESCRIPTION

The Purchasing Department is responsible for managing the Purchasing, Inventory, Property Disposal, Contracts, Grants, Real Property Acquisitions, Risk Management, Worker's Compensation, Property Insurance, and Safety functions for the City.

Purchasing manages all bids, quotes, contracts and agreements, City purchases, warehouse inventory, City property disposal, auctions, grants, fleet vehicle registration and titles, and Real Property acquisitions.

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

STRATEGIC GOALS AND OBJECTIVES

Core Value – Do the Right Thing

- Maintain the highest levels of ethical practices for all department functions.

Economic Policy Value – Fiscally Sustainable

- Procure quality goods and services for all City departments, from appropriate sources, using the most efficient and economical means at the best possible price and make them available at the right place and time.
- Use supply contracts and co-ops in order to improve delivery time of particular items and to take advantage of quantity discounts.

Operational Value – Service Oriented

In an organization that has a Service Oriented culture, there is the focus on meeting and exceeding current and future customer needs.

- All City departments receive their orders in a timely manner to effectively perform their job functions in an efficient manner.
- Maintain a professional relationship with all City departments and vendors, insuring open communication.

Operational Value – Systems Management

Systems Management aligns and integrates all components of the organization as a unified whole to achieve the mission, ongoing success and performance excellence.

- Maintain the City Purchasing Manual, combining State and Local Purchasing Legislation.
- Manage, review, and track City contracts and agreements. Notify departments when contracts are expiring.
- Manage the real property acquisition process to include routing of offers for property purchases and overseeing the offer to closing processes.
- Manage procedures for Capital and Fixed asset inventory and accountability and conduct physical surveys of City property.
- Manage disposal and auction activities for surplus, excess, and damaged City property.
- Manage insurance and Workers Compensation claims and accident/incident reports with immediate response. Gather all information for all incidents involving City property regardless of repair costs. Retain claims, reports and litigation according to the Texas State Records Retention Schedules.

Operational Value – Proactive

Proactive means initiating change by anticipating future situations in order to make things happen.

- Develop and oversee Purchasing training for employees to ensure compliance with City Policy, State and Local Purchasing Legislation.
- Develop and oversee safety training for employees to minimize accidents and incidents and mitigate risk. Develop and Maintain the City Safety Policy.

ORGANIZATIONAL CHART



PURCHASING	2021-22 Actual	2022-23 Actual	2023-24 Estimate	2024-25 Budget
Purchasing Manager	1	1	1	1
Purchasing Specialist	1	1	1	1
Risk & Safety Specialist	1	1	1	1
TOTAL POSITIONS	3	3	3	3

PERFORMANCE INDICATORS

Workload/Output	2021-22 Actual	2022-23 Actual	2023-24 Estimate	2024-25 Budget
Bids and Proposals Drafted	44	24	20	30
Bids and Proposals Responses	127	57	38	100
Contracts Reviewed	211	97	75	100
Meetings with Vendors	42	22	20	30
Research Requests	135	71	45	100
Workers Comp Claims Processed	84	144	39	100
Accident and Incident Investigated	309	217	150	200
Training Classes Held	6	16	20	20
Vehicles Processed (Titles, Gas Cards, Plates)	422	247	150	300
Fixed Asset Modifications	350	163	150	175
GovDeals Items Processed	148	98	65	75
GovDeals Total Sales	\$333,459.74	\$25,186.52	\$100,000.00	\$10,000.00

Budget	2021-22 Actual	2022-23 Actual	2023-24 Estimate	2024-25 Budget
Personnel Services	\$269,711	\$267,811	\$237,474	\$310,077
Supplies and Equipment	2,115	7,845	5,300	5,640
Utility Services	0	793	0	0
Operating Expenses	6,033	6,245	6,100	5,600
Professional Services	0	241	0	0
<i>Total</i>	<i>\$277,858</i>	<i>\$282,935</i>	<i>\$248,874</i>	<i>\$321,317</i>

PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2024-25 Budget reflects an increase of 29.1% from the FY 2023-24 year-end estimate to account for training related to new staff certifications and anticipated wage increases.

Budget Worksheet Condensed

For Fiscal: 2023-24 Period Ending: 08/31/2024

		2021-22	2022-23	2023-24	2023-24	2023-24	2024-25
		Total Activity	Total Activity	Total Budget	YTD Activity	Projected	Proposed Budget
Department: 872 - Purchasing & Asset Mgt							
ExpCategory: 511 - Personnel Services							
101-872-511110	Regular	185,530.42	175,177.57	202,403.00	110,129.53	148,600.00	202,498.00
101-872-511120	Overtime	172.51	53.91	72.00	267.09	500.00	287.00
101-872-511210	Longevity	4,418.00	5,451.08	3,285.00	2,593.00	2,593.00	2,906.00
101-872-511230	Certification Allowance	1,215.00	955.00	1,120.00	270.00	495.00	1,120.00
101-872-511310	FICA - Employer	14,552.30	13,464.39	15,816.00	8,144.48	11,642.00	15,812.00
101-872-511350	TMRS-Employer	30,883.78	29,749.35	34,541.00	16,299.04	25,583.00	34,744.00
101-872-511410	Health-Employer	23,747.85	33,488.96	40,334.00	29,094.06	36,928.00	38,045.00
101-872-511500	Workers' Compensation	256.29	479.80	340.00	507.97	508.00	340.00
101-872-511606	Uniforms	161.08	274.88	325.00	0.00	325.00	325.00
101-872-511610	Memberships-Professional	1,069.00	1,469.27	2,000.00	320.00	2,000.00	2,000.00
101-872-511612	Training/Travel	5,556.31	6,035.10	12,000.00	753.01	6,000.00	10,000.00
101-872-511614	Meeting Expenses	40.00	166.98	500.00	100.25	500.00	350.00
101-872-511617	Medical Services	2,108.00	1,044.98	1,490.00	1,454.00	1,800.00	1,650.00
ExpCategory: 511 - Personnel Services Total:		269,710.54	267,811.27	314,226.00	169,932.43	237,474.00	310,077.00
ExpCategory: 521 - Supplies and Equipment							
101-872-521000	Operating Supplies	249.13	305.33	450.00	95.93	200.00	450.00
101-872-521005	Inspections-Registration Fees	2,026.63	2,760.19	3,000.00	2,859.75	3,000.00	3,000.00
101-872-521100	Office Supplies	-661.12	1,079.36	450.00	461.72	500.00	450.00
101-872-521300	Motor Vehicle Supplies	0.00	0.00	240.00	0.00	100.00	240.00
101-872-521708	Furniture & Fixtures	499.97	2,610.00	2,000.00	379.82	1,500.00	1,000.00
101-872-521710	Computer & Peripherals Under...	0.00	1,090.00	0.00	0.00	0.00	0.00
101-872-521712	Operating Equipment Under \$5...	0.00	0.00	500.00	0.00	0.00	500.00
ExpCategory: 521 - Supplies and Equipment Total:		2,114.61	7,844.88	6,640.00	3,797.22	5,300.00	5,640.00
ExpCategory: 533 - Utility Services							
101-872-533320	Telephone/Air Cards	0.00	793.37	0.00	0.00	0.00	0.00
ExpCategory: 533 - Utility Services Total:		0.00	793.37	0.00	0.00	0.00	0.00
ExpCategory: 534 - Operating Expenses							
101-872-534000	Advertising	4,236.25	4,209.53	5,500.00	3,686.25	4,000.00	3,500.00
101-872-534027	Memberships-City Use	1,299.00	1,504.00	2,000.00	1,505.60	2,000.00	2,000.00
101-872-534029	Printing & Binding	0.00	31.00	100.00	8.56	100.00	100.00

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Budget Worksheet Condensed

For Fiscal: 2023-24 Period Ending: 08/31/2024

	2021-22 Total Activity	2022-23 Total Activity	2023-24 Total Budget	2023-24 YTD Activity	2023-24 Projected	2024-25 Proposed Budget
101-872-534032 Service Fees - GovDeals	0.00	500.00	0.00	0.00	0.00	0.00
101-872-534036 Software Maintenance	498.00	0.00	0.00	0.00	0.00	0.00
ExpCategory: 534 - Operating Expenses Total:	6,033.25	6,244.53	7,600.00	5,200.41	6,100.00	5,600.00
ExpCategory: 541 - Professional Services						
101-872-541017 Professional Services	0.00	240.50	0.00	0.00	0.00	0.00
ExpCategory: 541 - Professional Services Total:	0.00	240.50	0.00	0.00	0.00	0.00
Department: 872 - Purchasing & Asset Mgt Total:	277,858.40	282,934.55	328,466.00	178,930.06	248,874.00	321,317.00

DEPARTMENT: INTERNAL SERVICES
DIVISION: 877 FLEET SERVICES
FUND: 101 GENERAL FUND

DEPARTMENT DESCRIPTION

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

GOALS FOR FY 24-25

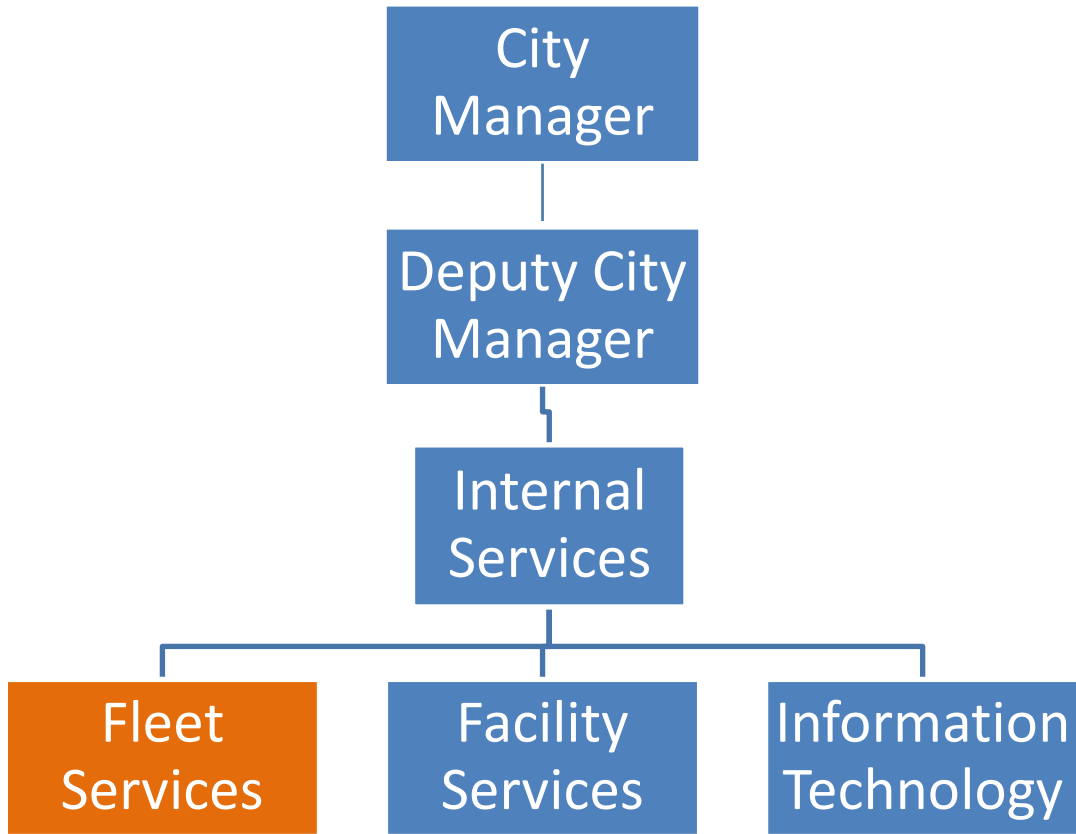
Strategic Plan Emphasis

- Policy Value: Essential Services
 - Maintain and repair vehicles and equipment to increase their lifespan.
 - Optimize fleet availability with minimal turn-around times.
 - Develop and implement fleet utilization guidelines and procedures.
 - Maintain and improve vehicle and equipment safety
- Policy Value: Attractive Community
 - Enhancing safety for city employees

Project focus for FY 24-25

- Improve current vehicle replacement program
- Improve current generator maintenance program to included specified trainings

ORGANIZATIONAL CHART



	2021-22 Actual	2022-23 Actual	2023-24 Estimate	2024-25 Budget
FLEET MAINTENANCE				
Internal Services Director	0	0	1	1
Assistant Director	1	1	0	0
Administrative Assistant	1	1	1	1
Fleet Superintendent	1	1	1	1
Fleet Supervisor	1	1	1	1
Fleet Mechanic	4	4	4	4
Inventory Parks Clerk	0	0	1	1
TOTAL POSITIONS	8	8	9	9

PERFORMANCE INDICATORS

FLEET MAINTENANCE

Workload/Output	2021-22 Actual	2022-23 Actual	2023-24 Estimate	2024-25 Budget
Work Orders:				
-Police Department vehicles and equipment	450	583	585	590
-EMS vehicles and equipment	425	446	450	455
-Streets vehicles and equipment	200	242	245	250
-Administration vehicles	8	3	3	3
-Animal Control vehicles	35	67	70	75
-Facilities Services vehicles	80	73	75	75
-Fire vehicles and equipment	215	219	225	230
-Fleet Service vehicles	25	104	111	115
-I.T.	15	18	18	18
-Planning/Inspection/Comm Dev vehicles	0	75	80	80
-Parks vehicles and equipment	120	162	170	170
-Water & Sewer vehicles and equipment	185	306	310	320
-Utility Billing vehicles	40	15	17	17
-Drainage vehicles and equipment	205	199	200	200
-Economic Development vehicles	7	6	4	4
Engineering vehicles	25	31	49	45
-Purchasing vehicles	2	0	0	
-Operations (non-asset specific)	15	0	8	15
-Motor Pool vehicles	80	98	80	80
Work Orders(in-house)		0	0	0
Work Orders (outside vendors)		0	0	0
<i>Total Work Orders Issued</i>	2,132	2,659	2,700	2742

FLEET MAINTENANCE

Efficiency	2021-22 Actual	2022-23 Actual	2023-24 Estimate	2024-25 Budget
Hours Worked				
Public Safety	2300	2195	1917	2200
Public Works	2000	979	7669	7700
Administration Vehicles	5	2	2	2
Facilities Services Vehicles	70	52	25	45
Fleet Service Vehicles	35	224	235	240
I.T	10	9	4	5
Planning/Inspection/Comm	0			
Dev vehicles		79	107	93
Parks vehicles and equipment	165	196	209	202
Economic Development vehicles	5	7	4	5
Engineering vehicles	50	31	32	35
Purchasing vehicles	7	0	0	0
Motor Pool vehicles	70	28	24	30
Fleet Operations	220	0	0	0
<i>Total Hours Worked</i>	4937	3918	10,299	10,557

Effectiveness	2021-22 Actual	2022-23 Actual	2023-24 Estimate	2024-25 Budget
% of all vehicles and equipment issues resolved without recall	97%	97%	98%	98%

Budget	2021-22 Actual	2022-23 Actual	2023-24 Estimate	2024-25 Budget
Personnel Services	\$571,550	\$694,010	\$886,459	\$897,536
Supplies and Equipment	260,681	119,146	316,700	266,050
Utility Services	9,420	11,363	12,000	12,500
Repairs and Maintenance	230,124	316,166	345,000	308,000
Capital Outlay	145,545	72,133	88,774	0
<i>Total</i>	<i>\$1,217,320</i>	<i>\$1,212,819</i>	<i>\$1,648,933</i>	<i>\$1,484,086</i>

PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2024-25 Budget will decrease 10.0% from the FY 2023-24 year-end estimate. Supplies and Equipment and Capital Outlay costs are lower for 2024-25 budget compared to estimated 2023-24 costs.

Budget Worksheet Condensed

For Fiscal: 2023-24 Period Ending: 08/31/2024

		2021-22	2022-23	2023-24	2023-24	2023-24	2024-25
		Total Activity	Total Activity	Total Budget	YTD Activity	Projected	Proposed Budget
Department: 877 - Fleet Service							
ExpCategory: 511 - Personnel Services							
101-877-511110	Regular	341,685.99	455,958.66	554,675.00	464,580.81	576,394.00	585,358.00
101-877-511120	Overtime	10,233.52	10,357.18	21,121.00	6,845.72	8,000.00	10,964.00
101-877-511210	Longevity	2,812.33	3,317.00	4,328.00	4,135.00	4,135.00	5,318.00
101-877-511230	Certification Allowance	1,927.50	3,170.00	2,365.00	3,315.00	4,140.00	2,365.00
101-877-511310	FICA - Employer	25,878.83	35,043.59	44,546.00	35,614.42	45,339.00	46,189.00
101-877-511350	TMRS-Employer	57,194.43	76,236.71	97,289.00	74,970.21	99,628.00	101,495.00
101-877-511410	Health-Employer	67,831.35	73,652.81	95,998.00	81,809.83	101,418.00	99,458.00
101-877-511500	Workers' Compensation	4,972.03	9,293.00	8,754.00	9,855.09	9,855.00	9,189.00
101-877-511605	Temporary Employee Svcs	30,299.87	0.00	0.00	0.00	0.00	0.00
101-877-511606	Uniforms	4,493.65	5,423.27	6,600.00	7,109.99	7,500.00	8,000.00
101-877-511607	Awards	482.47	1,692.97	300.00	377.27	300.00	500.00
101-877-511612	Training/Travel	23,722.02	19,465.29	28,900.00	27,587.51	29,000.00	28,000.00
101-877-511614	Meeting Expenses	16.08	399.48	1,000.00	612.90	750.00	700.00
ExpCategory: 511 - Personnel Services Total:		571,550.07	694,009.96	865,876.00	716,813.75	886,459.00	897,536.00
ExpCategory: 521 - Supplies and Equipment							
101-877-521000	Operating Supplies	9,539.17	12,900.81	12,000.00	12,312.83	14,000.00	0.00
101-877-521005	Supplies-Inspections	0.00	0.00	850.00	247.00	850.00	850.00
101-877-521100	Office Supplies	689.56	486.40	500.00	616.99	850.00	700.00
101-877-521201	Oil/Lube/Chemical Supplies	18,500.66	19,678.92	19,000.00	19,236.53	19,000.00	22,000.00
101-877-521300	Motor Vehicle Supplies	204,211.30	62,045.73	205,000.00	237,534.81	240,000.00	205,000.00
101-877-521600	Equip Maint Supplies	2,141.81	635.05	5,000.00	1,339.70	5,000.00	7,500.00
101-877-521701	Computer Fees & Licenses	4,689.34	8,418.54	7,000.00	4,872.17	7,000.00	7,000.00
101-877-521709	Vehicles & Accs Less \$5,000	10,221.78	11,658.83	10,000.00	16,867.74	19,000.00	12,000.00
101-877-521712	Operating Equipment	10,687.37	3,321.74	11,000.00	6,874.49	11,000.00	11,000.00
ExpCategory: 521 - Supplies and Equipment Total:		260,680.99	119,146.02	270,350.00	299,902.26	316,700.00	266,050.00
ExpCategory: 533 - Utility Services							
101-877-533500	Vehicle Fuel	9,420.03	11,363.41	12,000.00	10,846.73	12,000.00	12,500.00
ExpCategory: 533 - Utility Services Total:		9,420.03	11,363.41	12,000.00	10,846.73	12,000.00	12,500.00
ExpCategory: 551 - Repairs and Maintenance							
101-877-551076	Other Maintenance Agreements	12,744.02	21,316.74	25,000.00	64,035.04	45,000.00	50,000.00

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Budget Worksheet Condensed

For Fiscal: 2023-24 Period Ending: 08/31/2024

		2021-22 Total Activity	2022-23 Total Activity	2023-24 Total Budget	2023-24 YTD Activity	2023-24 Projected	2024-25 Proposed Budget
101-877-551077	Outside Collision Repair	30,144.06	49,629.60	33,000.00	45,336.11	50,000.00	50,000.00
101-877-551078	Outside Fleet Repair	187,235.54	245,220.13	250,000.00	199,658.88	250,000.00	208,000.00
ExpCategory: 551 - Repairs and Maintenance Total:		230,123.62	316,166.47	308,000.00	309,030.03	345,000.00	308,000.00
ExpCategory: 581 - Capital Outlay							
101-877-581005	Equipment Over \$5,000	88,116.93	0.00	29,774.00	5,091.66	29,774.00	0.00
101-877-581012	Vehicles & Accs Over \$5,000	57,428.00	72,132.90	0.00	50,843.25	59,000.00	0.00
ExpCategory: 581 - Capital Outlay Total:		145,544.93	72,132.90	29,774.00	55,934.91	88,774.00	0.00
Department: 877 - Fleet Service Total:		1,217,319.64	1,212,818.76	1,486,000.00	1,392,527.68	1,648,933.00	1,484,086.00

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DEPARTMENT: INTERNAL SERVICES
DIVISION: 878 Facility Services
FUND: 101 GENERAL FUND

DEPARTMENT DESCRIPTION

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

GOALS FOR FY 24-25

Strategic Plan Emphasis

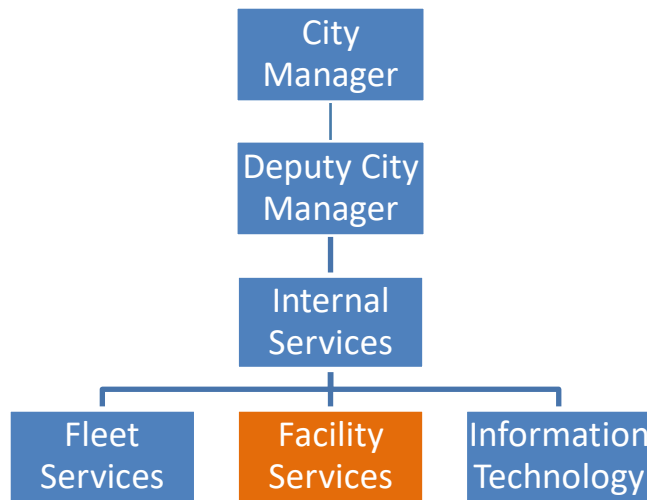
- Policy Value: Essential Services
 - Deliver exceptional customer services
 - Creating a comprehensive maintenance schedule through preventative maintenance to extend the life of facilities and specified equipment.
 - Increase safety and security by enhancing access control systems, conducting regular safety inspections, implementing emergency response protocols, and training staff members on handling critical situations
 - Establishing an energy efficiency goal by implementing energy-efficient practices to help reduce energy consumption
 - Space utilization goal to help foster growth, innovation, and eliminate wasted areas
- Policy Value: Attractive Community
 - Maintain safe and clean facilities.

FACILITY SERVICES

Project focus for FY 24-25

- Replace HVAC systems around City campuses
- Perform preventative maintenance to the interior of buildings
- Assess building functionality and spatial utilization throughout the City campuses
- Upgrade some features within each building

ORGANIZATION CHART



FACILITY SERVICES	2021-22 Actual	2022-23 Actual	2023-24 Estimate	2024-25 Budget
Facility Maintenance Superintendent	1	1	1	1
Facility Maintenance Supervisor	1	1	1	1
Facilities Maintenance Crew Leader	1	1	1	1
Facilities Maintenance Technician	4	1	1	2
Grounds Maintenance Technician	1	1	1	0
HVAC Technician	1	1	1	1
HVAC Apprentice	1	1	1	1
Master Electrician	1	1	1	1
Journeyman Electrician	0	1	1	1
Master Plumber	0	1	1	1
Plumber Apprentice	0	1	1	1
TOTAL POSITIONS	11	11	11	11

FACILITY SERVICES

PERFORMANCE INDICATORS

Workload/Output	2021-22 Actual	2022-23 Actual	2023-24 Estimate	2024-25 Budget
Square footage maintained	301,656	301,656	301,656	301,656
City Buildings Maintained	27	27	27	27
Completed work orders	238	1560	1800	1800
Internal Pest Control Services	22	35	41	41

Workload/Output	2021-22 Actual	2022-23 Actual	2023-24 Estimate	2024-25 Budget
Electrical Repairs	22	154	178	166
Plumbing Repairs	31	165	190	177
HVAC Repairs	27	93	107	100
Carpentry	17	161	188	175
Misc. / other	119	952	1095	1024

Budget	2021-22 Actual	2022-23 Actual	2023-24 Estimate	2024-25 Budget
Personnel Services	\$771,489	\$897,424	\$1,077,402	\$1,022,817
Supplies and Equipment	120,852	140,321	135,435	155,350
Utility Services	193,501	211,969	217,100	220,000
Operating Expenses	0	0	45	0
Repairs and Maintenance	516,001	697,915	446,090	462,000
Rental/Leasing	0	0	490	490
Capital Outlay	36,557	52,658	306,665	260,000
<i>Total</i>	<i>\$1,638,400</i>	<i>\$2,000,288</i>	<i>\$2,183,227</i>	<i>\$2,120,657</i>

PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2024-25 Budget decreases 2.9% from the FY 2023-24 year-end estimates. The building maintenance funds were moved from Maintenance Services to Capital Outlay to better track emergency repairs and routine maintenance versus building renovations and large repair projects.

Budget Worksheet Condensed

For Fiscal: 2023-24 Period Ending: 08/31/2024

		2021-22	2022-23	2023-24	2023-24	2023-24	2024-25
		Total Activity	Total Activity	Total Budget	YTD Activity	Projected	Proposed Budget
Department: 878 - Building Maintenance							
ExpCategory: 511 - Personnel Services							
101-878-511110	Regular	474,535.00	544,833.62	600,888.00	504,351.41	623,485.00	613,041.00
101-878-511120	Overtime	10,762.53	12,458.25	29,320.00	20,578.21	27,000.00	31,458.00
101-878-511210	Longevity	14,425.00	12,512.33	13,113.00	13,875.50	13,875.00	13,132.00
101-878-511230	Certification Allowance	2,538.20	2,255.08	2,633.00	1,084.28	1,234.00	2,059.00
101-878-511310	FICA - Employer	35,002.23	40,625.47	49,416.00	38,064.09	50,918.00	50,466.00
101-878-511350	TMRS-Employer	82,909.10	97,288.45	107,923.00	86,347.03	111,886.00	110,894.00
101-878-511410	Health-Employer	125,933.55	155,509.48	174,522.00	172,062.31	207,082.00	161,549.00
101-878-511500	Workers' Compensation	7,931.74	14,912.25	12,972.00	15,721.56	15,722.00	13,218.00
101-878-511606	Uniforms	8,093.94	6,802.94	10,000.00	9,955.89	10,000.00	12,000.00
101-878-511607	Awards	2,765.99	5,686.72	7,000.00	5,237.66	7,000.00	7,000.00
101-878-511612	Training/Travel	5,917.24	4,539.57	9,200.00	8,581.72	9,200.00	8,000.00
101-878-511614	Meeting Expenses	674.03	0.00	0.00	0.00	0.00	0.00
ExpCategory: 511 - Personnel Services Total:		771,488.55	897,424.16	1,016,987.00	875,859.66	1,077,402.00	1,022,817.00
ExpCategory: 521 - Supplies and Equipment							
101-878-521000	Operating Supplies	101,374.00	112,016.24	104,500.00	76,934.08	100,000.00	115,000.00
101-878-521100	Office Supplies	743.03	728.79	735.00	392.72	735.00	850.00
101-878-521200	Chem/Med/Lab Supplies	3,174.79	11,758.60	14,000.00	13,784.99	14,200.00	14,000.00
101-878-521300	Motor Vehicle Supplies	0.00	0.00	0.00	0.00	0.00	0.00
101-878-521315	Landscaping Supplies-Campus	13,856.05	14,396.93	22,000.00	9,019.07	15,000.00	22,000.00
101-878-521600	Equip Maint Supplies	0.00	74.88	1,500.00	549.99	1,500.00	0.00
101-878-521701	Computer Fees & Licenses	0.00	0.00	0.00	0.00	0.00	0.00
101-878-521715	Police/Fire/Medical Equipment	1,704.00	1,346.00	3,430.00	3,783.36	4,000.00	3,500.00
101-878-521716	Equipment Under \$5,000	0.00	0.00	0.00	0.00	0.00	0.00
ExpCategory: 521 - Supplies and Equipment Total:		120,851.87	140,321.44	146,165.00	104,464.21	135,435.00	155,350.00
ExpCategory: 533 - Utility Services							
101-878-533100	Gas Utility Service	9,422.08	14,984.85	16,000.00	13,303.28	15,000.00	18,000.00
101-878-533200	Electric Utility Service	134,760.13	138,600.19	134,000.00	95,627.97	140,600.00	134,000.00
101-878-533410	Water Utility Service	35,002.85	45,813.29	50,000.00	25,773.82	50,000.00	55,000.00
101-878-533500	Vehicle Fuel	14,315.64	12,571.15	13,000.00	8,651.50	11,500.00	13,000.00
ExpCategory: 533 - Utility Services Total:		193,500.70	211,969.48	213,000.00	143,356.57	217,100.00	220,000.00

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Budget Worksheet Condensed

For Fiscal: 2023-24 Period Ending: 08/31/2024

		2021-22	2022-23	2023-24	2023-24	2023-24	2024-25
		Total Activity	Total Activity	Total Budget	YTD Activity	Projected	Proposed Budget
ExpCategory: 534 - Operating Expenses							
101-878-534027	Memberships-City Use	0.00	0.00	0.00	45.00	45.00	0.00
ExpCategory: 534 - Operating Expenses Total:		0.00	0.00	0.00	45.00	45.00	0.00
ExpCategory: 551 - Repairs and Maintenance							
101-878-551000	Building Maintenance	5,289.91	219,729.10	83,000.00	82,107.04	90,000.00	75,000.00
101-878-551003	Building Maint Misc - 11CP	150.00	0.00	0.00	89.24	90.00	0.00
101-878-551005	Building Maint Misc - ADM	36,195.61	0.00	0.00	0.00	0.00	0.00
101-878-551006	Building Maint Misc - BORGFELD	605.00	0.00	0.00	0.00	0.00	0.00
101-878-551007	Building Maint Misc - CH	824.00	395.00	0.00	0.00	0.00	0.00
101-878-551008	Building Maint Misc - Civic Cen...	740.38	760.00	11,000.00	3,895.60	5,000.00	0.00
101-878-551009	Building Maint Misc - COMM C...	513.80	346.00	0.00	0.00	0.00	0.00
101-878-551010	Building Maint Misc - EMS1	0.00	355.00	0.00	0.00	0.00	0.00
101-878-551011	Building Maint Misc - FD1	0.00	6,475.50	0.00	0.00	0.00	0.00
101-878-551012	Building Maint Misc - FD2	0.00	649.50	0.00	0.00	0.00	0.00
101-878-551013	Building Maint Misc - FD3	0.00	565.00	0.00	0.00	0.00	0.00
101-878-551014	Building Maint Misc - LIB	4,542.28	305.00	0.00	0.00	0.00	0.00
101-878-551015	Building Maint Misc - PD	0.00	2,362.00	0.00	0.00	0.00	0.00
101-878-551016	Building Maint Misc - PW	0.00	355.00	0.00	0.00	0.00	0.00
101-878-551017	Building Maint Misc - SR Cntr	0.00	346.00	0.00	0.00	0.00	0.00
101-878-551018	Building Maint Misc -F&F/PARKS	4,928.00	30,822.00	0.00	0.00	0.00	0.00
101-878-551019	Building Maint Misc-CHAMBER...	0.00	3,483.59	0.00	0.00	0.00	0.00
101-878-551020	Building Maint Misc-PICKRELL P	0.00	355.00	0.00	0.00	0.00	0.00
101-878-551026	Contractual Services	148,080.12	152,574.52	225,000.00	218,312.28	225,000.00	252,000.00
101-878-551028	Electric - 11CP	0.00	150.26	0.00	0.00	0.00	0.00
101-878-551029	Electric - 27CP	1,181.40	0.00	0.00	0.00	0.00	0.00
101-878-551030	Electric - AAC	1,284.50	0.00	0.00	0.00	0.00	0.00
101-878-551031	Electric - ADM	133.36	0.00	0.00	0.00	0.00	0.00
101-878-551032	Electric - C CHAMBERS	234.72	0.00	0.00	0.00	0.00	0.00
101-878-551033	Electric - CH	167.79	41.99	0.00	0.00	0.00	0.00
101-878-551034	Electric - CIVIC C	1,325.20	883.91	0.00	0.00	0.00	0.00
101-878-551035	Electric - COMM CTR	0.00	5.50	0.00	0.00	0.00	0.00
101-878-551036	Electric - EMS1	1,252.76	0.00	0.00	0.00	0.00	0.00

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Budget Worksheet Condensed

For Fiscal: 2023-24 Period Ending: 08/31/2024

		2021-22	2022-23	2023-24	2023-24	2023-24	2024-25
		Total Activity	Total Activity	Total Budget	YTD Activity	Projected	Proposed Budget
101-878-551037	Electric - EMS4	3,032.28	0.00	0.00	0.00	0.00	0.00
101-878-551038	Electric - F&F/PARKS	227.67	0.00	0.00	0.00	0.00	0.00
101-878-551039	Electric - FD1	1,236.67	908.95	0.00	0.00	0.00	0.00
101-878-551040	Electric - FD2	485.00	0.00	0.00	0.00	0.00	0.00
101-878-551041	Electric - FD3	643.76	0.00	0.00	0.00	0.00	0.00
101-878-551042	Electric - LIB	253.26	37.95	0.00	0.00	0.00	0.00
101-878-551043	Electric - Misc.	3,010.49	19,638.51	30,000.00	23,820.28	30,000.00	35,000.00
101-878-551044	Electric - PD	242.00	459.37	0.00	0.00	0.00	0.00
101-878-551045	Electric - Pickrell Park	419.18	0.00	0.00	0.00	0.00	0.00
101-878-551046	Electric - PW	1,867.25	5,457.44	0.00	0.00	0.00	0.00
101-878-551048	Electric - YMCA	76.83	0.00	0.00	0.00	0.00	0.00
101-878-551049	Finishes - ADM	4,815.00	0.00	0.00	0.00	0.00	0.00
101-878-551050	Finishes - C CHAMBERS	24,417.00	0.00	0.00	0.00	0.00	0.00
101-878-551051	Finishes - CHAMBER CM	21.80	0.00	0.00	0.00	0.00	0.00
101-878-551052	Finishes - CIVIC C	3,058.26	0.00	0.00	0.00	0.00	0.00
101-878-551053	Finishes - LIB	2,073.65	0.00	0.00	0.00	0.00	0.00
101-878-551054	Finishes - PD	1,228.61	0.00	0.00	0.00	0.00	0.00
101-878-551055	Finishes - PW	51.67	0.00	0.00	0.00	0.00	0.00
101-878-551056	HVAC - AQUATIC C	0.00	38,280.67	0.00	0.00	0.00	0.00
101-878-551057	HVAC - C CHAMBERS	191.74	1,622.09	0.00	0.00	0.00	0.00
101-878-551058	HVAC - CH	679.73	155.89	0.00	0.00	0.00	0.00
101-878-551059	HVAC - CIVIC C	0.00	1,112.18	0.00	0.00	0.00	0.00
101-878-551060	HVAC - COMM CTR	40,630.46	0.00	0.00	0.00	0.00	0.00
101-878-551061	HVAC - EMS1	499.75	0.00	0.00	0.00	0.00	0.00
101-878-551062	HVAC - FD1	65.78	229.72	0.00	0.00	0.00	0.00
101-878-551063	HVAC - FD2	8,472.23	0.00	0.00	0.00	0.00	0.00
101-878-551064	HVAC - FD3	4,931.93	1,343.28	0.00	0.00	0.00	0.00
101-878-551065	HVAC - LIB	1,351.39	46,947.24	0.00	0.00	0.00	0.00
101-878-551066	HVAC - Misc.	9,397.62	45,200.90	40,000.00	36,511.73	45,000.00	45,000.00
101-878-551067	HVAC - NORTH C	15,500.00	0.00	0.00	0.00	0.00	0.00
101-878-551068	HVAC - PD	10,953.86	0.00	0.00	0.00	0.00	0.00

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Budget Worksheet Condensed

For Fiscal: 2023-24 Period Ending: 08/31/2024

		2021-22	2022-23	2023-24	2023-24	2023-24	2024-25
		Total Activity	Total Activity	Total Budget	YTD Activity	Projected	Proposed Budget
101-878-551069	HVAC - PW	0.00	12,667.90	0.00	0.00	0.00	0.00
101-878-551070	HVAC - SENIOR C	15,080.24	0.00	0.00	0.00	0.00	0.00
101-878-551075	Minor & Other Equip Maint	319.66	0.00	0.00	0.00	0.00	0.00
101-878-551076	Other Maintenance Agreements	38,113.60	38,232.74	0.00	706.50	1,000.00	0.00
101-878-551080	Plumbing - 11CP	152.01	0.00	0.00	0.00	0.00	0.00
101-878-551081	Plumbing - 27CP	2,350.00	36.51	0.00	0.00	0.00	0.00
101-878-551082	Plumbing - AAC	2,751.86	253.20	0.00	0.00	0.00	0.00
101-878-551083	Plumbing - ADM	242.65	0.00	0.00	0.00	0.00	0.00
101-878-551084	Plumbing - CH	9,458.27	0.00	0.00	0.00	0.00	0.00
101-878-551085	Plumbing - CIVIC C	715.65	0.00	0.00	0.00	0.00	0.00
101-878-551086	Plumbing - COMM CTR	1,574.48	0.00	0.00	0.00	0.00	0.00
101-878-551087	Plumbing - EMS/PURCH	0.00	808.52	0.00	0.00	0.00	0.00
101-878-551088	Plumbing - EMS1	851.06	3,669.66	0.00	0.00	0.00	0.00
101-878-551089	Plumbing - EMS4	522.21	77.80	0.00	0.00	0.00	0.00
101-878-551090	Plumbing - FD1	3,905.06	569.83	0.00	0.00	0.00	0.00
101-878-551091	Plumbing - FD2	8,535.29	350.00	0.00	0.00	0.00	0.00
101-878-551092	Plumbing - FD3	411.74	0.00	0.00	0.00	0.00	0.00
101-878-551093	Plumbing - LIB	1,163.32	487.09	0.00	0.00	0.00	0.00
101-878-551094	Plumbing - Misc.	889.41	32,924.86	40,000.00	37,946.49	50,000.00	55,000.00
101-878-551095	Plumbing - PD	763.58	0.00	0.00	0.00	0.00	0.00
101-878-551096	Plumbing - Pickrell Park	411.15	0.00	0.00	0.00	0.00	0.00
101-878-551097	Plumbing - PW	228.03	0.00	0.00	0.00	0.00	0.00
101-878-551098	Plumbing - Senior Center	845.31	0.00	0.00	0.00	0.00	0.00
101-878-551099	Roofing - CIVIC C	0.00	688.00	0.00	0.00	0.00	0.00
101-878-551100	Roofing - EMS4	425.00	0.00	0.00	0.00	0.00	0.00
101-878-551101	Roofing - FD1	0.00	2,265.00	0.00	0.00	0.00	0.00
101-878-551102	Roofing - SENIOR C	0.00	962.00	0.00	0.00	0.00	0.00
101-878-551103	Roofing - YMCA	2,650.00	0.00	0.00	0.00	0.00	0.00
101-878-551107	Sitework - AAC	40,000.00	0.00	0.00	0.00	0.00	0.00
101-878-551109	Sitework - YMCA	1,174.05	0.00	0.00	0.00	0.00	0.00
101-878-551115	Windows, Doors - 11CP	0.00	146.30	0.00	0.00	0.00	0.00

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Budget Worksheet Condensed

For Fiscal: 2023-24 Period Ending: 08/31/2024

		2021-22 Total Activity	2022-23 Total Activity	2023-24 Total Budget	2023-24 YTD Activity	2023-24 Projected	2024-25 Proposed Budget
101-878-551116	Windows, Doors - 27CP	80.74	0.00	0.00	0.00	0.00	0.00
101-878-551117	Windows, Doors - AAC	256.50	0.00	0.00	0.00	0.00	0.00
101-878-551118	Windows, Doors - CH	0.00	277.00	0.00	0.00	0.00	0.00
101-878-551119	Windows, Doors - CIVIC C	614.60	1,532.70	0.00	0.00	0.00	0.00
101-878-551120	Windows, Doors - COMM CTR	0.00	2,505.00	0.00	0.00	0.00	0.00
101-878-551122	Windows, Doors - EMS1	3,861.33	0.00	0.00	0.00	0.00	0.00
101-878-551123	Windows, Doors - EMS4	0.00	1,703.00	0.00	0.00	0.00	0.00
101-878-551124	Windows, Doors - F&F/PARKS	327.95	0.00	0.00	0.00	0.00	0.00
101-878-551125	Windows, Doors - FD1	6,030.44	1,310.00	0.00	0.00	0.00	0.00
101-878-551126	Windows, Doors - FD2	8,921.28	216.45	0.00	0.00	0.00	0.00
101-878-551127	Windows, Doors - FD3	2,324.85	1,691.03	0.00	0.00	0.00	0.00
101-878-551128	Windows, Doors - LIB	6,380.00	0.00	0.00	0.00	0.00	0.00
101-878-551129	Windows, Doors - Misc.	1,407.50	449.77	0.00	0.00	0.00	0.00
101-878-551131	Windows, Doors - PD	4,978.52	3,731.20	0.00	0.00	0.00	0.00
101-878-551132	Windows, Doors - PW	0.00	4,608.45	0.00	0.00	0.00	0.00
101-878-551153	Sitework - CHAMBER CM	0.00	402.00	0.00	0.00	0.00	0.00
101-878-551159	Windows, Doors - NORTH C	0.00	2,995.00	0.00	0.00	0.00	0.00
ExpCategory: 551 - Repairs and Maintenance Total:		516,001.04	697,915.07	429,000.00	403,389.16	446,090.00	462,000.00
ExpCategory: 561 - Rental/Leasing							
101-878-561100	Rental-Equipment	0.00	0.00	490.00	474.60	490.00	490.00
ExpCategory: 561 - Rental/Leasing Total:		0.00	0.00	490.00	474.60	490.00	490.00
ExpCategory: 581 - Capital Outlay							
101-878-581005	Equipment Over \$5,000	10,523.83	0.00	22,500.00	22,451.00	22,451.00	0.00
101-878-581007	Improvements Over \$5,000	0.00	0.00	234,500.00	123,587.17	244,500.00	260,000.00
101-878-581012	Vehicles & Accs Over \$5,000	26,033.00	52,658.00	0.00	39,713.79	39,714.00	0.00
ExpCategory: 581 - Capital Outlay Total:		36,556.83	52,658.00	257,000.00	185,751.96	306,665.00	260,000.00
Department: 878 - Building Maintenance Total:		1,638,398.99	2,000,288.15	2,062,642.00	1,713,341.16	2,183,227.00	2,120,657.00

DEPARTMENT: 901 CITY ASSISTANCE
FUND: 101 GENERAL FUND

DEPARTMENTAL DESCRIPTION

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

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

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

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

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

Budget	2021-22 Actual	2022-23 Actual	2023-24 Estimate	2024-25 Budget
Supplies and Equipment	\$0	\$5,288	\$18,270	\$10,000
City Supported Services	52,666	47,666	67,666	57,666
<i>Total</i>	<i>\$282,518</i>	<i>\$288,081</i>	<i>\$335,936</i>	<i>\$322,666</i>

PROGRAM JUSTIFICATION & ANALYSIS

The FY 2024-25 Budget will decrease \$13,270 from the FY 2023-24 year-end estimate.

Budget Worksheet Condensed

For Fiscal: 2023-24 Period Ending: 08/31/2024

		2021-22	2022-23	2023-24	2023-24	2023-24	2024-25
		Total Activity	Total Activity	Total Budget	YTD Activity	Projected	Proposed Budget
Department: 901 - City's Assistance							
ExpCategory: 521 - Supplies and Equipment							
101-901-521714	Donation-Expense	0.00	5,287.54	10,000.00	0.00	18,269.77	10,000.00
ExpCategory: 521 - Supplies and Equipment Total:		0.00	5,287.54	10,000.00	0.00	18,269.77	10,000.00
ExpCategory: 532 - City Supported Services							
101-901-532006	Patient Assistance	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00
101-901-532007	Transportation Assistance	42,666.00	42,666.00	42,666.00	0.00	42,666.00	42,666.00
101-901-532009	Children's Advocacy Assistance	5,000.00	0.00	5,000.00	0.00	5,000.00	5,000.00
101-901-532010	Schertz Housing Authority	0.00	0.00	5,000.00	15,000.00	15,000.00	5,000.00
ExpCategory: 532 - City Supported Services Total:		52,666.00	47,666.00	57,666.00	20,000.00	67,666.00	57,666.00
ExpCategory: 534 - Operating Expenses							
101-901-534047	Senior Citizens Program	229,852.25	235,127.00	250,000.00	215,986.22	250,000.00	255,000.00
ExpCategory: 534 - Operating Expenses Total:		229,852.25	235,127.00	250,000.00	215,986.22	250,000.00	255,000.00
Department: 901 - City's Assistance Total:		282,518.25	288,080.54	317,666.00	235,986.22	335,935.77	322,666.00

DEPARTMENT: 910 COURT RESTRICTED FUNDS
FUND: 101 GENERAL FUND

DEPARTMENT DESCRIPTION

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

	2021-22	2022-23	2023-24	2024-25
Budget	Actual	Actual	Estimate	Budget
Supplies and Equipment	\$5,985	\$521	\$2,000	\$84,000
Operating Expenses	0	0	0	9,000
<i>Total</i>	<i>\$5,985</i>	<i>\$521</i>	<i>\$2,000</i>	<i>\$93,000</i>

PROGRAM JUSTIFICATION & ANALYSIS

The FY 2024-25 Budget will increase \$91,000 from the FY 2023-24 estimate to match the projected revenue for 2024-25.

Budget Worksheet Condensed

For Fiscal: 2023-24 Period Ending: 08/31/2024

	2021-22 Total Activity	2022-23 Total Activity	2023-24 Total Budget	2023-24 YTD Activity	2023-24 Projected	2024-25 Proposed Budget
Department: 910 - Court-restricted Funds						
ExpCategory: 521 - Supplies and Equipment						
101-910-521713 Court Technology Expenditure	5,985.00	521.00	2,000.00	1,380.00	2,000.00	84,000.00
ExpCategory: 521 - Supplies and Equipment Total:	5,985.00	521.00	2,000.00	1,380.00	2,000.00	84,000.00
ExpCategory: 534 - Operating Expenses						
101-910-534096 Court Security Fee Expenditure	0.00	0.00	8,000.00	0.00	0.00	9,000.00
ExpCategory: 534 - Operating Expenses Total:	0.00	0.00	8,000.00	0.00	0.00	9,000.00
Department: 910 - Court-restricted Funds Total:	5,985.00	521.00	10,000.00	1,380.00	2,000.00	93,000.00
Fund: 101 - GENERAL FUND Total:	40,244,841.82	42,815,983.95	51,243,494.58	39,447,182.46	51,020,185.11	53,111,130.37
Report Total:	40,244,841.82	42,815,983.95	51,243,494.58	39,447,182.46	51,020,185.11	53,111,130.37

FUND: 505 INTEREST & SINKING FUND

DESCRIPTION

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

Budget	2021-22 Actual	2022-23 Actual	2023-24 Estimate	2024-25 Budget
<i>Revenue</i>				
Taxes	\$7,182,900	\$7,710,299	\$8,450,000	\$9,505,920
Fund Charges/Transfers	2,737	3	104,407	0
Investment Income	565,058	105,397	117,000	105,000
Miscellaneous	4,142,000	181,935	197,096	100,000
<i>Total</i>	<i>\$11,895,694</i>	<i>\$7,997,634</i>	<i>\$8,868,503</i>	<i>\$9,710,920</i>
<i>Expenses</i>				
Professional Services	\$90,626	\$4,200	\$4,117	\$4,200
Debt Service	6,584,155	8,473,985	9,472,652	10,188,820
Refund Debt	4,443,881	0	0	0
<i>Total</i>	<i>\$11,118,662</i>	<i>\$8,748,185</i>	<i>\$9,476,768</i>	<i>\$10,193,020</i>
<i>Over/-Under</i>	<i>\$777,032</i>	<i>-\$750,751</i>	<i>-\$712,672</i>	<i>-\$482,100</i>

PROGRAM JUSTIFICATION AND ANALYSIS

Revenues: Revenues for FY 2024-25 Budget increased 9.5% from the FY 2023-24 estimate with higher property values and an increase in the I&S tax rate.

Expenses: The FY 2024-25 Budget will increase 7.6% from the FY 2023-24 year-end estimate following the existing debt payment schedule.

Budget Worksheet Condensed

For Fiscal: 2023-24 Period Ending: 08/31/2024

3ExpDepartment;3RevCategor...	2021-22 Total Activity	2022-23 Total Activity	2023-24 Total Budget	2023-24 YTD Activity	2023-24 Projected	2024-25 Proposed Budget
Fund: 505 - TAX I & S						
Revenue						
411 - Taxes	7,182,899.57	7,710,298.77	9,050,000.00	8,945,762.75	8,450,000.00	9,505,920.00
480 - Fund Charges/Transfers	2,737.08	3.42	0.00	104,406.82	0.00	0.00
491 - Investment Income	565,057.83	105,396.85	185,000.00	105,444.22	117,000.00	105,000.00
497 - Miscellaneous	4,144,999.75	181,934.88	100,000.00	100,000.00	197,096.25	100,000.00
Revenue Total:	11,895,694.23	7,997,633.92	9,335,000.00	9,255,613.79	8,764,096.25	9,710,920.00
Expense						
	0.00	0.00	0.00	0.00	0.00	285,000.00
3ExpFunction: 1 - General Government						
101 - Non Departmental	11,118,662.26	8,748,184.65	8,602,744.78	8,522,060.74	9,476,768.17	9,908,020.00
3ExpFunction: 1 - General Government Total:	11,118,662.26	8,748,184.65	8,602,744.78	8,522,060.74	9,476,768.17	9,908,020.00
Expense Total:	11,118,662.26	8,748,184.65	8,602,744.78	8,522,060.74	9,476,768.17	10,193,020.00
Fund: 505 - TAX I & S Surplus (Deficit):	777,031.97	-750,550.73	732,255.22	733,553.05	-712,671.92	-482,100.00

Budget Worksheet Condensed

For Fiscal: 2023-24 Period Ending: 08/31/2024

		2021-22	2022-23	2023-24	2023-24	2023-24	2024-25
		Total Activity	Total Activity	Total Budget	YTD Activity	Projected	Proposed Budget
Fund: 505 - TAX I & S							
RevCategory: 411 - Taxes							
505-101-411900	Property Tax Revenue	7,182,899.57	7,710,298.77	9,050,000.00	8,945,762.75	8,450,000.00	9,505,920.00
	RevCategory: 411 - Taxes Total:	7,182,899.57	7,710,298.77	9,050,000.00	8,945,762.75	8,450,000.00	9,505,920.00

Budget Worksheet Condensed

For Fiscal: 2023-24 Period Ending: 08/31/2024

		2021-22 Total Activity	2022-23 Total Activity	2023-24 Total Budget	2023-24 YTD Activity	2023-24 Projected	2024-25 Proposed Budget
RevCategory: 480 - Fund Charges/Transfers							
505-101-480000	Transfer In	0.00	3.42	0.00	0.00	0.00	0.00
505-101-480002	Transfer In - Reserves	0.00	0.00	0.00	0.00	0.00	0.00
505-101-480401	Transfer In - Bond Project	2,737.08	0.00	0.00	104,406.82	0.00	0.00
RevCategory: 480 - Fund Charges/Transfers Total:		2,737.08	3.42	0.00	104,406.82	0.00	0.00

Budget Worksheet Condensed

For Fiscal: 2023-24 Period Ending: 08/31/2024

		2021-22 Total Activity	2022-23 Total Activity	2023-24 Total Budget	2023-24 YTD Activity	2023-24 Projected	2024-25 Proposed Budget
RevCategory: 491 - Investment Income							
505-101-491000	Interest Earned	363.39	4,814.22	10,000.00	1,532.67	8,666.67	5,000.00
505-101-491200	Investment Income	143,062.44	100,582.63	175,000.00	103,911.55	108,333.33	100,000.00
505-101-491300	Bond Payable-Long Term	421,632.00	0.00	0.00	0.00	0.00	0.00
	RevCategory: 491 - Investment Income Total:	565,057.83	105,396.85	185,000.00	105,444.22	117,000.00	105,000.00

Budget Worksheet Condensed

For Fiscal: 2023-24 Period Ending: 08/31/2024

		2021-22 Total Activity	2022-23 Total Activity	2023-24 Total Budget	2023-24 YTD Activity	2023-24 Projected	2024-25 Proposed Budget
RevCategory: 497 - Miscellaneous							
505-101-497000	Miscellaneous Income	0.00	56,934.88	0.00	0.00	61,679.58	0.00
505-101-497013	Proceeds From Refunding Debt	4,069,999.75	0.00	0.00	0.00	0.00	0.00
505-101-497018	Contribution From YMCA	75,000.00	125,000.00	100,000.00	100,000.00	135,416.67	100,000.00
	RevCategory: 497 - Miscellaneous Total:	4,144,999.75	181,934.88	100,000.00	100,000.00	197,096.25	100,000.00
	Fund: 505 - TAX I & S Total:	11,895,694.23	7,997,633.92	9,335,000.00	9,255,613.79	8,764,096.25	9,710,920.00

Budget Worksheet Condensed

For Fiscal: 2023-24 Period Ending: 08/31/2024

		2021-22	2022-23	2023-24	2023-24	2023-24	2024-25
		Total Activity	Total Activity	Total Budget	YTD Activity	Projected	Proposed Budget
Fund: 505 - TAX I & S							
505-101-555000	Bond-CO 2018-Principal	0.00	0.00	0.00	0.00	0.00	285,000.00
505-101-555001	Bond-CO 2018-Interest	163,887.50	151,262.50	138,012.50	0.00	163,868.25	124,138.00
505-101-555002	Bond-CO 2019-Interest	114,900.00	106,800.00	95,675.00	95,675.00	115,700.00	82,875.00
505-101-555003	Bond-CO 2019-Principal	265,000.00	275,000.00	280,000.00	280,000.00	297,916.67	290,000.00
505-101-555004	Bond-CO 2022A-Interest	0.00	364,225.00	350,725.00	350,725.00	394,577.08	337,100.00
505-101-555005	Bond-CO 2022A-Principal	0.00	275,000.00	265,000.00	265,000.00	297,916.67	280,000.00
505-101-555006	Bond-CO 2022-Interest	99,691.67	166,525.00	157,650.00	157,650.01	180,402.08	148,400.00
505-101-555007	Bond-CO 2022-Principal	0.00	175,000.00	180,000.00	180,000.00	189,583.33	190,000.00
505-101-555008	Bond-CO SR2017-Interest	112,700.00	103,400.00	93,800.00	93,800.00	112,016.67	86,150.00
505-101-555009	Bond-CO SR2017-Principal	305,000.00	315,000.00	325,000.00	325,000.00	341,250.00	185,000.00
505-101-555010	Bond-CO SR2018-Principal	245,000.00	260,000.00	270,000.00	0.00	281,666.67	0.00
505-101-555011	Bond-GO 2007 - Interest	85,151.18	70,561.37	56,369.50	56,285.84	76,441.08	41,005.00
505-101-555012	Bond-GO 2007 - Principal	340,000.00	355,000.00	370,000.00	370,000.00	384,583.33	385,000.00
505-101-555013	Bond-GO 2012 - Interest	4,218.75	0.00	0.00	0.00	0.00	0.00
505-101-555014	Bond-GO 2012 - Principal	375,000.00	0.00	0.00	0.00	0.00	0.00
505-101-555015	Bond-GO 2014 Refund-Interest	268,025.00	245,150.00	219,525.00	219,525.00	265,579.17	191,000.00
505-101-555016	Bond-GO 2014 Refund-Principal	750,000.00	775,000.00	800,000.00	800,000.00	839,583.33	830,000.00
505-101-555017	Bond-GO 2018 Refund - Interest	86,125.00	73,617.00	60,844.00	60,844.00	79,751.75	148,569.00
505-101-555018	Bond-GO 2018 Refund- Principal	585,000.00	595,000.00	610,000.00	610,000.00	644,583.33	235,000.00
505-101-555019	Bond-GO 2020 - Interest	211,962.50	174,062.50	135,462.50	135,462.50	188,568.25	109,463.00
505-101-555020	Bond-GO 2020 - Principal	935,000.00	960,000.00	970,000.00	970,000.00	1,040,000.00	330,000.00
505-101-555021	Bond-GO 2021 Refund - Interest	98,850.00	124,800.00	110,600.00	110,600.00	135,200.00	96,000.00
505-101-555022	Bond-GO 2021 Refund- Principal	0.00	350,000.00	360,000.00	360,000.00	379,166.67	370,000.00
505-101-555023	Bond-GO 2022 - Interest	0.00	816,975.00	786,725.00	786,725.00	885,056.25	756,225.00
505-101-555024	Bond-GO 2022 - Principal	0.00	615,000.00	595,000.00	595,000.00	666,250.00	625,000.00
505-101-555025	Bond-GO Refund - 2015-Interest	37,050.00	37,050.00	37,050.00	37,050.00	40,137.50	37,050.00
505-101-555026	Bond-GO SR2016 - Interest	131,606.26	121,606.13	111,206.26	111,206.26	68,632.42	100,406.00
505-101-555027	Bond-GO SR2016 - Principal	245,000.00	255,000.13	265,000.00	265,000.00	339,357.42	275,000.00
505-101-555028	Bond-GO SR2017 - Interest	100,050.00	95,025.00	89,850.00	89,850.00	102,943.75	84,525.00
505-101-555029	Bond-GO SR2017 - Principal	165,000.00	170,000.00	175,000.00	175,000.00	184,166.67	180,000.00

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Budget Worksheet Condensed

For Fiscal: 2023-24 Period Ending: 08/31/2024

		2021-22	2022-23	2023-24	2023-24	2023-24	2024-25
		Total Activity	Total Activity	Total Budget	YTD Activity	Projected	Proposed Budget
505-101-555030	Bond-NonTax CO SR2016-Inter...	40,468.76	32,468.76	27,318.76	27,318.38	35,174.75	25,144.00
505-101-555031	Bond-NonTaxA CO SR2016-Prin...	195,000.00	205,000.00	70,000.00	70,000.00	222,083.33	75,000.00
505-101-555032	Bond-Taxable CO SR2016-Inter...	40,262.50	38,387.50	36,437.50	36,437.50	41,587.00	34,413.00
505-101-555033	Bond-TaxableB CO SR2016-Prin...	60,000.00	65,000.00	65,000.00	65,000.00	70,416.67	70,000.00
505-101-555037	Payment To Refund Debt	4,443,881.00	0.00	0.00	0.00	0.00	0.00
505-101-555038	Tax Note - SR2015A - Interest	2,387.00	0.00	0.00	0.00	0.00	0.00
505-101-555039	Tax Note - SR2015A - Principal	154,999.99	0.00	0.00	0.00	0.00	0.00
505-101-555040	Cost of Bond Issuance	86,826.39	0.00	80,000.00	0.00	0.00	0.00
505-101-555041	Paying Agent	3,800.00	4,200.00	4,800.00	4,200.00	4,116.67	4,200.00
505-101-555063	Bond-GO 2018 Refund- Principal	185,000.00	205,000.00	250,000.00	520,000.00	222,083.33	625,000.00
505-101-555064	Bond-GO 2018 Refund - Interest	181,818.76	172,068.76	160,693.76	298,706.25	186,408.08	47,753.00
505-101-555065	Bond-CO 2024- Principal	0.00	0.00	0.00	0.00	0.00	1,608,604.00
505-101-555066	Bond-CO 2024- Interest	0.00	0.00	0.00	0.00	0.00	900,000.00
	Fund: 505 - TAX I & S Total:	11,118,662.26	8,748,184.65	8,602,744.78	8,522,060.74	9,476,768.17	10,193,020.00

FUND: 202 WATER & SEWER

DESCRIPTION

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

Budget	2021-22 Actual	2022-23 Actual	2023-24 Estimate	2024-25 Budget
<i>Revenues</i>				
Franchises	\$360,419	\$283,440	\$378,845	\$350,000
Fees	28,981,667	30,414,475	30,392,492	31,549,500
Fund Charges/Transfers	439,670	152,593	157,500	180,000
Investment Income	95,873	416,995	612,000	520,000
Miscellaneous	6,738,988	13,615,421	278,108	260,915
<i>Total</i>	<i>\$36,616,618</i>	<i>\$44,882,924</i>	<i>\$31,818,945</i>	<i>\$32,860,415</i>
<i>Expenses</i>				
Business Office	\$1,065,851	\$1,307,450	\$1,361,544	\$1,546,654
W&S Administration	27,026,148	28,876,131	29,895,136	30,464,679
Projects	5,000,000	326,181	353,911	3,000,000
<i>Total</i>	<i>\$33,092,000</i>	<i>\$30,509,762</i>	<i>\$31,610,591</i>	<i>\$35,011,333</i>
<i>Over/-Under</i>	<i>\$3,666,564</i>	<i>\$14,373,162</i>	<i>\$208,354</i>	<i>-\$2,150,918</i>

PROGRAM JUSTIFICATION AND ANALYSIS

Revenue: Revenues for FY 2024-25 Budget are expected to increase 3.3% from the FY 2023-24 year-end estimate due to account growth and fee increases.

Expenses: The FY 2024-25 Budget increased 10.8% from the FY 2023-24 year-end estimate due to anticipated wage adjustments and the purchase of a replacement Combo Vac Truck, system monitoring upgrades and easement acquisition for future infrastructure.

Budget Worksheet Condensed

For Fiscal: 2023-24 Period Ending: 08/31/2024

3ExpDepartment;3RevCategor...	2021-22 Total Activity	2022-23 Total Activity	2023-24 Total Budget	2023-24 YTD Activity	2023-24 Projected	2024-25 Proposed Budget
Fund: 202 - WATER & SEWER						
Revenue						
421 - Franchises	360,419.37	283,440.47	320,000.00	474,755.00	378,845.00	350,000.00
432 - Fees	28,981,667.20	30,414,474.71	30,303,800.00	25,246,791.09	30,392,491.66	31,549,500.00
480 - Fund Charges/Transfers	439,669.70	152,593.46	157,500.00	144,375.00	157,500.00	180,000.00
491 - Investment Income	95,873.44	416,994.54	366,000.00	509,813.89	612,000.00	520,000.00
497 - Miscellaneous	6,738,987.88	13,615,421.24	357,500.00	140,197.18	278,108.33	260,915.00
Revenue Total:	36,616,617.59	44,882,924.42	31,504,800.00	26,515,932.16	31,818,944.99	32,860,415.00
Expense						
	0.00	0.00	0.00	45.00	0.00	0.00
3ExpFunction: 1 - General Government						
176 - Business Office	1,065,851.19	1,307,450.42	1,393,245.00	930,719.54	1,361,544.00	1,546,654.00
3ExpFunction: 1 - General Government Total:	1,065,851.19	1,307,450.42	1,393,245.00	930,719.54	1,361,544.00	1,546,654.00
3ExpFunction: 5 - Public Works						
575 - W & S Administration	26,884,202.77	28,876,130.75	29,848,656.00	20,498,256.98	29,895,136.34	30,464,679.00
3ExpFunction: 5 - Public Works Total:	26,884,202.77	28,876,130.75	29,848,656.00	20,498,256.98	29,895,136.34	30,464,679.00
3ExpFunction: 9 - Misc & Projects						
900 - Projects	5,000,000.00	326,181.00	0.00	0.00	353,910.92	3,000,000.00
3ExpFunction: 9 - Misc & Projects Total:	5,000,000.00	326,181.00	0.00	0.00	353,910.92	3,000,000.00
Expense Total:	32,950,053.96	30,509,762.17	31,241,901.00	21,429,021.52	31,610,591.26	35,011,333.00
Fund: 202 - WATER & SEWER Surplus (Deficit):	3,666,563.63	14,373,162.25	262,899.00	5,086,910.64	208,353.73	-2,150,918.00

Budget Worksheet Condensed

For Fiscal: 2023-24 Period Ending: 08/31/2024

	2021-22 Total Activity	2022-23 Total Activity	2023-24 Total Budget	2023-24 YTD Activity	2023-24 Projected	2024-25 Proposed Budget
Fund: 202 - WATER & SEWER						
RevCategory: 421 - Franchises						
202-575-421490 Cell Tower Leasing	360,419.37	283,440.47	320,000.00	474,755.00	378,845.00	350,000.00
RevCategory: 421 - Franchises Total:	360,419.37	283,440.47	320,000.00	474,755.00	378,845.00	350,000.00

Budget Worksheet Condensed

For Fiscal: 2023-24 Period Ending: 08/31/2024

		2021-22	2022-23	2023-24	2023-24	2023-24	2024-25
		Total Activity	Total Activity	Total Budget	YTD Activity	Projected	Proposed Budget
RevCategory: 432 - Fees							
202-575-432023	Garbage Collection Fee	5,673,337.05	5,921,639.27	6,018,000.00	4,969,019.51	6,100,000.00	6,200,000.00
202-575-432024	Fire Line Fees	0.00	0.00	22,000.00	0.00	0.00	0.00
202-575-432025	Recycle Fee Revenue	348,489.59	351,910.36	346,800.00	295,930.16	355,000.00	355,000.00
202-575-432026	W&S Line Constructn Reimbur	11,541.00	1,560.00	0.00	1,500.00	1,450.00	1,500.00
202-575-432047	Sale of Water	13,249,624.06	14,124,123.66	14,000,000.00	11,502,389.34	13,700,000.00	14,500,000.00
202-575-432048	Edwards Water Lease	0.00	0.00	0.00	0.00	0.00	0.00
202-575-432049	Water Transfer Charge-Selma	0.00	0.00	40,000.00	0.00	0.00	0.00
202-575-432050	Water Transfer Charge-UC	0.00	0.00	20,000.00	0.00	0.00	0.00
202-575-432051	Sale of Meters	116,855.13	68,287.15	100,000.00	110,523.10	108,333.33	100,000.00
202-575-432052	Sewer Charges	9,256,697.32	9,619,273.64	9,500,000.00	8,127,002.41	9,800,000.00	10,088,000.00
202-575-432053	Water Penalties	322,373.05	325,180.63	252,000.00	238,251.57	325,000.00	300,000.00
202-575-432058	Sale of Merchandise - GovDeals	0.00	0.00	2,500.00	0.00	0.00	2,500.00
202-575-432089	NSF Check Fee	2,750.00	2,500.00	2,500.00	2,175.00	2,708.33	2,500.00
	RevCategory: 432 - Fees Total:	28,981,667.20	30,414,474.71	30,303,800.00	25,246,791.09	30,392,491.66	31,549,500.00

Budget Worksheet Condensed

For Fiscal: 2023-24 Period Ending: 08/31/2024

		2021-22 Total Activity	2022-23 Total Activity	2023-24 Total Budget	2023-24 YTD Activity	2023-24 Projected	2024-25 Proposed Budget
RevCategory: 480 - Fund Charges/Transfers							
202-101-480000	Transfer In	0.00	2,593.46	0.00	0.00	0.00	0.00
202-101-480001	Transfer In - Public Imprvmnt	0.36	0.00	0.00	0.00	0.00	0.00
202-101-480002	Transfer In - Reserves	0.00	0.00	0.00	0.00	0.00	0.00
202-101-480005	Transfer In	4,669.34	0.00	0.00	0.00	0.00	0.00
202-101-480101	Transfer In - General Fund	285,000.00	0.00	0.00	0.00	0.00	0.00
202-101-480704	Interfund Charges-Drainage	150,000.00	150,000.00	157,500.00	144,375.00	157,500.00	180,000.00
RevCategory: 480 - Fund Charges/Transfers Total:		439,669.70	152,593.46	157,500.00	144,375.00	157,500.00	180,000.00

Budget Worksheet Condensed

For Fiscal: 2023-24 Period Ending: 08/31/2024

		2021-22	2022-23	2023-24	2023-24	2023-24	2024-25
		Total Activity	Total Activity	Total Budget	YTD Activity	Projected	Proposed Budget
RevCategory: 491 - Investment Income							
202-101-491000	Interest Earned	20,570.55	12,787.44	16,000.00	15,835.10	22,000.00	20,000.00
202-101-491200	Investment Income	75,302.89	404,207.10	350,000.00	493,978.79	590,000.00	500,000.00
	RevCategory: 491 - Investment Income Total:	95,873.44	416,994.54	366,000.00	509,813.89	612,000.00	520,000.00

Budget Worksheet Condensed

For Fiscal: 2023-24 Period Ending: 08/31/2024

		2021-22 Total Activity	2022-23 Total Activity	2023-24 Total Budget	2023-24 YTD Activity	2023-24 Projected	2024-25 Proposed Budget
RevCategory: 497 - Miscellaneous							
202-575-497000	Miscellaneous Income	4,379.46	10,750.32	18,000.00	-4,552.71	27,083.33	10,000.00
202-575-497011	Distribution- GSE Bond Settlnm	-0.15	0.00	0.00	-1.70	0.00	0.00
202-575-497012	Change In Equity	1,438,934.00	1,412,676.00	0.00	0.00	0.00	0.00
202-575-497017	Capital Contribution-W&S	4,940,032.20	11,927,754.45	0.00	0.00	0.00	0.00
202-575-497020	Water Construction Reserve Acc	0.00	1.00	0.00	1.00	0.00	0.00
202-575-497028	Reimbursements	0.00	1.00	0.00	0.00	0.00	0.00
202-575-497032	Reimbursement-SSLGC Salary	340,912.86	252,623.47	326,000.00	135,688.59	236,400.00	236,415.00
202-575-497035	Credit Card Service Fees	14,729.51	11,615.00	13,500.00	9,062.00	14,625.00	14,500.00
	RevCategory: 497 - Miscellaneous Total:	6,738,987.88	13,615,421.24	357,500.00	140,197.18	278,108.33	260,915.00
	Fund: 202 - WATER & SEWER Total:	36,616,617.59	44,882,924.42	31,504,800.00	26,515,932.16	31,818,944.99	32,860,415.00

Budget Worksheet Condensed

For Fiscal: 2023-24 Period Ending: 08/31/2024

		2021-22	2022-23	2023-24	2023-24	2023-24	2024-25
		Total Activity	Total Activity	Total Budget	YTD Activity	Projected	Proposed Budget
Fund: 202 - WATER & SEWER							
202-176-511110	Regular	331,810.73	350,951.38	446,248.00	328,053.02	409,821.00	500,452.00
202-176-511120	Overtime	6,590.91	5,643.99	7,579.00	3,492.24	7,000.00	7,189.00
202-176-511210	Longevity	7,905.67	6,678.66	6,102.00	6,803.00	6,803.00	7,463.00
202-176-511220	Clothing Allowance	0.00	112.00	0.00	0.00	0.00	0.00
202-176-511230	Certification Allowance	3,575.16	1,390.00	780.00	75.00	20.00	622.00
202-176-511310	FICA - Employer	26,188.81	26,429.35	35,244.00	25,386.63	32,423.00	39,453.00
202-176-511350	TMRS-Employer	-45,320.56	115,899.43	76,973.00	50,630.48	71,245.00	86,694.00
202-176-511410	Health-Employer	92,899.89	85,657.25	104,756.00	84,096.40	100,440.00	110,884.00
202-176-511500	Workers' Compensation	2,092.80	3,907.16	2,163.00	4,148.16	4,148.00	2,297.00
202-176-511606	Uniforms	2,178.43	2,560.05	3,200.00	1,562.56	3,200.00	3,200.00
202-176-511607	Awards	200.00	650.26	1,000.00	0.00	1,000.00	1,000.00
202-176-511610	Memberships-Professional	70.00	0.00	500.00	0.00	500.00	500.00
202-176-511612	Training/Travel	2,636.50	1,621.00	3,500.00	1,373.00	3,500.00	3,500.00
202-176-511614	Meeting Expenses	238.03	212.59	500.00	264.25	500.00	500.00
202-176-521000	Operating Supplies	2,082.91	2,974.57	2,500.00	1,369.09	2,500.00	2,500.00
202-176-521100	Office Supplies	2,113.29	1,774.50	2,100.00	385.26	2,100.00	2,100.00
202-176-521405	Water Meters-New	145,552.05	206,899.26	208,000.00	122,322.18	208,000.00	208,000.00
202-176-521702	Postage	73,046.46	100,526.36	95,000.00	75,869.85	98,000.00	98,000.00
202-176-521708	Furniture & Fixtures	0.00	2,180.71	781.00	780.60	800.00	800.00
202-176-521710	Computer & Peripherals Under...	0.00	0.00	1,044.00	1,044.00	1,044.00	0.00
202-176-533310	Telephone/Cell Phones	556.08	0.00	3,000.00	0.00	3,000.00	3,000.00
202-176-533500	Vehicle Fuel	10,776.68	9,181.90	10,000.00	6,610.81	10,000.00	10,000.00
202-176-534011	Contingencies	1,197.00	0.00	3,775.00	3,637.80	5,000.00	5,000.00
202-176-534015	Credit Card Service Fee	309,508.08	309,648.87	302,000.00	148,055.85	302,000.00	320,000.00
202-176-534016	Credit Cards Fees - AMEX	1,954.01	2,472.72	3,500.00	0.00	3,500.00	3,500.00
202-176-534021	Equipment Maintenance-Copier	6,241.20	0.00	0.00	0.00	0.00	0.00
202-176-534029	Printing & Binding	41,072.37	24,000.05	25,000.00	16,075.36	30,000.00	30,000.00
202-176-534036	Software Maintenance	36,064.69	46,078.36	48,000.00	48,684.00	55,000.00	55,000.00
202-176-551076	Other Maintenance Agreements	4,620.00	0.00	0.00	0.00	0.00	0.00
202-176-581012	Vehicles & Accs Over \$5,000	0.00	0.00	0.00	0.00	0.00	45,000.00

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Budget Worksheet Condensed

For Fiscal: 2023-24 Period Ending: 08/31/2024

		2021-22 Total Activity	2022-23 Total Activity	2023-24 Total Budget	2023-24 YTD Activity	2023-24 Projected	2024-25 Proposed Budget
202-575-511110	Regular	1,171,386.45	1,206,363.72	1,472,343.00	1,060,885.92	1,472,343.00	1,728,501.00
202-575-511120	Overtime	82,164.85	73,350.50	72,173.00	60,557.96	85,000.00	90,675.00
202-575-511210	Longevity	11,801.00	10,030.00	11,705.00	13,910.34	13,725.34	13,754.00
202-575-511230	Certification Allowance	16,782.58	15,329.72	10,851.00	6,127.68	6,500.00	0.00
202-575-511240	Allowances	865.50	0.00	0.00	0.00	0.00	0.00
202-575-511310	FICA - Employer	94,928.15	92,664.70	119,579.00	83,660.62	119,579.00	140,224.00
202-575-511350	TMRS-Employer	210,831.04	208,735.70	261,159.00	179,589.57	261,159.00	308,126.00
202-575-511410	Health-Employer	219,572.79	280,511.94	316,229.00	271,492.48	316,229.00	371,743.00
202-575-511500	Workers' Compensation	13,474.63	24,947.27	23,417.00	26,708.13	26,709.00	25,464.00
202-575-511603	Employee Appreciation Events --	2,054.94	3,389.16	3,750.00	3,207.21	3,750.00	8,100.00
202-575-511606	Uniforms	13,959.85	11,684.66	17,450.00	11,741.57	17,450.00	23,700.00
202-575-511612	Training/Travel	20,545.15	15,701.96	23,000.00	11,962.45	23,000.00	23,250.00
202-575-511614	Meeting Expenses	1,283.12	0.00	1,000.00	737.49	1,000.00	1,000.00
202-575-521000	Operating Supplies	11,550.80	15,659.16	15,000.00	12,368.06	15,000.00	18,000.00
202-575-521100	Office Supplies	1,564.56	868.59	2,000.00	1,172.65	2,000.00	2,500.00
202-575-521200	Chem/Med/Lab Supplies	1,457.46	2,181.74	5,980.00	3,433.04	5,980.00	6,750.00
202-575-521400	Plumbing Supplies	29,712.63	18,435.75	85,000.00	20,635.03	85,000.00	95,000.00
202-575-521600	Equip Maint Supplies	0.00	0.00	1,500.00	500.54	1,500.00	2,000.00
202-575-521701	Computer Fees & Licenses	0.00	0.00	4,000.00	3,894.45	4,000.00	4,500.00
202-575-521702	Postage	272.39	91.33	350.00	95.60	325.00	350.00
202-575-521705	Street Maintenance Materials	16,332.83	22,648.67	87,500.00	20,135.34	87,500.00	96,250.00
202-575-521708	Furniture & Fixtures	3,951.67	1,435.08	6,000.00	3,981.18	6,000.00	6,000.00
202-575-521710	Computer & Peripherals Under...	0.00	0.00	108,500.00	3,843.96	108,500.00	108,750.00
202-575-521716	Equipment Under \$5,000	4,249.24	5,742.68	10,000.00	7,959.91	10,000.00	10,000.00
202-575-521719	Water Purchase	3,415,885.46	3,775,620.04	3,700,000.00	1,558,500.25	3,800,000.00	4,200,000.00
202-575-532014	Low Flow Rebate Program	100.00	0.00	100.00	100.00	100.00	100.00
202-575-533100	Gas Utility Service	2,820.34	2,421.13	4,000.00	2,681.72	4,000.00	4,500.00
202-575-533200	Electric Utility Service	403,065.41	437,480.82	450,000.00	289,044.89	475,000.00	472,500.00
202-575-533310	Telephone/Cell Phones	81.18	24.88	0.00	0.00	0.00	0.00
202-575-533410	Water Utility Service	2,075.15	2,782.21	2,750.00	1,758.17	2,750.00	3,000.00
202-575-533500	Vehicle Fuel	66,524.17	69,716.62	67,000.00	50,405.23	67,000.00	70,000.00

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Budget Worksheet Condensed

For Fiscal: 2023-24 Period Ending: 08/31/2024

		2021-22	2022-23	2023-24	2023-24	2023-24	2024-25
		Total Activity	Total Activity	Total Budget	YTD Activity	Projected	Proposed Budget
202-575-534000	Advertising	0.00	506.00	3,000.00	0.00	3,000.00	3,000.00
202-575-534005	City Insurance-Commercial	70,562.39	86,058.92	97,000.00	102,849.87	102,336.00	110,000.00
202-575-534011	Contingencies	0.00	0.00	115,000.00	0.00	115,000.00	125,000.00
202-575-534021	Equipment Maintenance - Copi...	6,938.70	5,565.80	6,500.00	4,452.64	6,500.00	7,000.00
202-575-534027	Memberships-City Use	0.00	0.00	0.00	45.00	0.00	0.00
202-575-534029	Printing & Binding	179.00	74.00	250.00	0.00	250.00	250.00
202-575-534037	Computer Maintenance	14,647.03	7,961.22	17,500.00	41.98	17,500.00	17,500.00
202-575-534050	Waste Contractor Expense	5,452,509.45	5,418,725.94	5,582,100.00	4,279,538.99	5,582,100.00	5,625,000.00
202-575-534054	State Water Fees-TCEQ	36,615.93	36,705.45	40,000.00	39,849.25	40,000.00	42,500.00
202-575-534059	Sewer Treatment-CCMA/MUD	5,286,445.05	5,432,816.32	5,720,000.00	3,837,901.69	6,000,000.00	5,900,000.00
202-575-541000	Auditor/Accounting Service	24,000.00	24,000.00	25,000.00	25,000.00	25,000.00	25,000.00
202-575-541001	Cell Tower Management Fees	108,127.81	92,560.62	96,000.00	95,271.59	96,000.00	96,000.00
202-575-541012	Legal Services	113,914.94	154,455.41	125,000.00	3,007.00	125,000.00	125,000.00
202-575-541017	Professional Services	45,587.09	2,197.53	145,000.00	30,744.14	145,000.00	150,000.00
202-575-542000	Depreciation Expense	2,358,891.85	2,509,976.63	0.00	0.00	0.00	0.00
202-575-542001	Bad Debt Expense	0.00	297,165.07	0.00	0.00	0.00	300,000.00
202-575-548004	Interfund Charges-Fleet	163,596.00	150,684.00	169,213.00	155,111.92	169,213.00	193,380.00
202-575-548006	Interfund Charges-Admin	1,478,230.00	1,493,620.00	1,540,372.00	1,412,007.67	1,540,372.00	1,585,682.00
202-575-548014	Transfer Out - General Fund	0.00	0.00	4,000.00	0.00	4,000.00	4,000.00
202-575-551000	Building Maintenance	2,907.98	134.00	10,000.00	0.00	10,000.00	15,000.00
202-575-551071	I&I Maintenance	7,298.75	11,561.87	50,000.00	5,911.00	50,000.00	50,000.00
202-575-551075	Minor & Other Equip Maint	3,302.35	4,609.45	5,100.00	412.49	5,100.00	5,250.00
202-575-551076	Other Maintenance Agreements	220.00	700.00	200.00	1,080.00	1,500.00	2,500.00
202-575-551104	Sewer Maintenance	78,156.80	95,422.92	120,000.00	72,134.66	120,000.00	140,000.00
202-575-551114	Water Maintenance	132,339.59	175,692.04	280,000.00	73,775.01	280,000.00	300,000.00
202-575-555034	Debt Service	0.00	208,713.00	1,630,000.00	1,630,000.00	1,630,000.00	1,700,000.00
202-575-555035	Interest Expense	637,021.94	1,017,794.14	967,184.00	967,136.76	967,184.00	891,412.00
202-575-555041	Paying Agent	797.04	1,000.00	1,400.00	1,000.00	1,400.00	1,000.00
202-575-555053	Contribution to CCMA	716,245.00	716,050.00	715,050.00	212,525.00	715,050.00	357,025.00
202-575-555054	Contribution To CVLGC	300,000.00	400,000.00	300,000.00	200,000.00	300,000.00	300,000.00
202-575-555055	Contribution to SSLG	3,913,109.50	4,128,160.78	4,065,751.00	3,341,428.43	4,065,751.00	3,381,751.00

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Budget Worksheet Condensed

For Fiscal: 2023-24 Period Ending: 08/31/2024

		2021-22	2022-23	2023-24	2023-24	2023-24	2024-25
		Total Activity	Total Activity	Total Budget	YTD Activity	Projected	Proposed Budget
202-575-561000	Rental-Building & Land	3,132.24	3,401.61	3,700.00	3,545.46	3,546.00	3,900.00
202-575-561100	Rental-Equipment	8,133.00	0.00	6,000.00	0.00	6,000.00	6,000.00
202-575-561200	Lease/Purchase Payments	102,000.00	102,000.00	150,792.00	184,792.00	110,500.00	99,792.00
202-575-581005	Equipment Over \$5,000	0.00	0.00	625,208.00	11,090.00	200,000.00	432,000.00
202-575-581008	Land/ROW/Easements Purchase	0.00	0.00	100,000.00	0.00	100,000.00	100,000.00
202-575-581012	Vehicles & Accs Over \$5,000	0.00	0.00	0.00	86,734.00	86,735.00	285,000.00
202-575-581016	Major Projects	0.00	0.00	250,000.00	9,823.99	250,000.00	250,000.00
202-900-534000	Advertising	0.00	0.00	0.00	0.00	548.17	0.00
202-900-548017	Transfer Out - Public Imprvmnt	5,000,000.00	326,181.00	0.00	0.00	353,362.75	3,000,000.00
202-900-581013	Construction	0.00	0.00	0.00	0.00	0.00	0.00
	Fund: 202 - WATER & SEWER Total:	32,950,053.96	30,509,762.17	31,241,901.00	21,429,021.52	31,610,591.26	35,011,333.00

DEPARTMENT: FINANCE
DIVISION: 176 WATER AND SEWER UTILITY BILLING
FUND: 202 WATER AND SEWER

DEPARTMENT DESCRIPTION

The Utility Department is entrusted with several essential responsibilities, which are fundamental to the provision of utility services. Among these duties are the precise measurement of utility usage through meter reading, the creation and delivery of utility invoices, the processing of customer payments, the establishment of new customer accounts, the annual conduct of sewer averaging, the management of debt collection on a quarterly basis, the resolution of customer complaints in a prompt and equitable manner, and the acceptance of payments on behalf of other city departments. These tasks are performed with the utmost professionalism and expertise, ensuring that utility services are delivered efficiently and effectively to all customers.

In addition to these responsibilities, the department provides customer service with education to help improve customers' understanding of their utility bills. This education is designed to ensure that customers have the necessary knowledge to grasp their billing statements fully and to address any questions or concerns that may arise. By providing these services, the utility department plays a vital role in ensuring the efficient and effective delivery of utility services to customers.

GOALS FOR FY 2024-25

Strategic Plan Emphasis

- Policy Value: Essential Services
 - Our topmost priority is to ensure that our customers always receive prompt and courteous service.
 - We strive to consistently maintain the highest standards of professionalism and quality in our services.
 - Our commitment to excellence is a priority, and we are dedicated to meeting the needs of our customers with the utmost respect and efficiency.
 - We believe that by offering exceptional service, we can establish a strong relationship with our customers and maintain their trust and loyalty.

- Policy Value: Quality of life
 - Our goal is to encourage and enlighten our customers on the advantages of opting for the delivery of email-based statements.
 - We believe that this not only simplifies the process of record-keeping but also enhances the overall experience of our customers.
 - We strongly encourage our customers to make the switch to email statement delivery, and we stand ready to assist them in any way possible.
 - Our organization endeavors to educate our customers to make timely payments of their utility bills through our city's automated draft payment system, online web payments, payment kiosk, and electronic services offered by their respective financial institutions.
 - We believe that opting for these safe, secure, and hassle-free payment methods will ensure the uninterrupted provision of essential services and save valuable time and resources.

- Policy Value: Safe Community
 - To ensure the safe, reliable, and efficient reading of water meters.
 - It is imperative to adopt a method that is both dependable and effective.
 - This will enable the process to be carried out with minimal disruption and maximum precision.
 - To achieve this goal, it is important to employ a well-structured approach that is tailored to meet the specific needs of the task at hand.
 - By doing so, we can guarantee that the process is performed with the utmost professionalism and efficiency while also ensuring the safety of those involved.

- Our primary objective is to provide our customers with accurate and expedited utility billing statements.
 - Our team strives to ensure that billing information is precise and delivered promptly to avoid any delays or confusion.
 - We understand the importance of efficient and reliable billing statements, and our commitment to providing exceptional service is unwavering.

Project focus for FY 2024-25

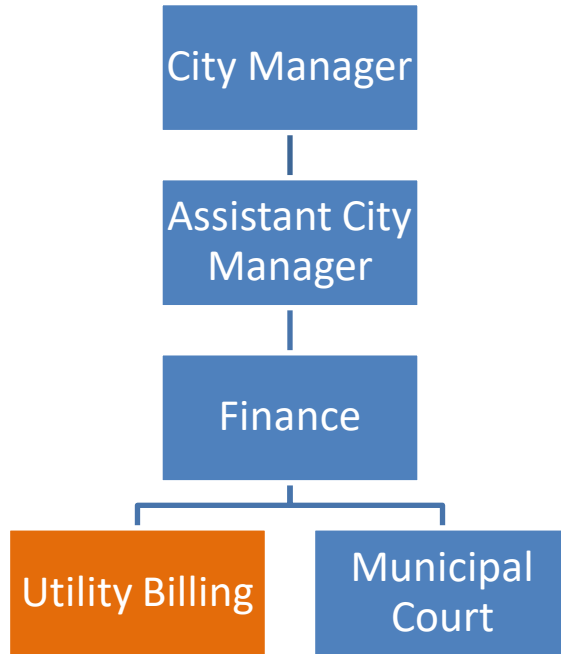
- The objective is to foster community engagement and raise awareness among residents about utility services in the city of Schertz.
 - This initiative seeks to inform and educate the customers on various utility services: water, sewer, and solid waste management. By promoting such knowledge, customers can make informed decisions about their utility usage and contribute towards the overall sustainability of the city.
-

- To maintain a highly skilled and professional workforce, it is important to establish clear performance standards, provide regular feedback and coaching, and recognize and reward exceptional performance.
 - The utility department can create a culture of excellence that motivates employees to achieve their full potential and deliver exceptional results.

- We propose to enhance the proficiency of the Utility Department.
 - This initiative aims to increase the knowledge and skills of the department's personnel, thereby improving their ability to carry out their duties effectively and efficiently.
 - We believe this will result in better service delivery and increased customer satisfaction.

- The Harmony Meter system is an instrumental tool for keeping all residents informed of any leaks, regardless of their leak level.
 - Our current practice involves utilizing Harmony's leak alerts to inform residents about both minor leaks and leaks that exceed 100 gallons per hour on a daily basis.
 - This information is critical for allowing customers to be notified of leaks early and proactively take measures to prevent increased utility bills.

ORGANIZATIONAL CHART



UTILITY BILLING	2020-21 Actual	2021-22 Actual	2022-23 Actual	2023-24 Budget
Utility Billing Manager	1	1	1	1
Utility Billing Asst. Manager	1	1	0	0
Senior Utility Billing Specialist	0	0	1	2
Utility Billing Specialist	4	5	5	5
Meter Tech	3	2	2	2
TOTAL POSITIONS	9	9	9	10

UTILITY BILLING

Budget	2021-22 Actual	2022-23 Actual	2023-24 Estimate	2024-25 Budget
Personnel Services	\$431,066	\$601,713	\$640,600	\$763,754
Supplies and Equipment	222,795	314,355	312,444	311,400
Utility Services	11,333	9,182	13,000	13,000
Operating Expenses	396,037	382,200	395,500	413,500
Repairs and Maintenance	4,620	0	0	0
Capital Outlay	0	0	0	45,000
<i>Total</i>	<i>\$1,065,851</i>	<i>\$1,307,450</i>	<i>\$1,361,544</i>	<i>\$1,546,654</i>

PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2024-25 Budget increases 13.6% from the FY 2023-24 year-end estimate due to anticipated wage adjustments and the addition of a Lead Clerk position and higher credit card fees as more customers pay by phone or online.



City of Schertz, TX

Budget Worksheet Condensed

Account Summary

For Fiscal: 2023-24 Period Ending: 08/31/2024

		2021-22	2022-23	2023-24	2023-24	2023-24	2024-25
		Total Activity	Total Activity	Total Budget	YTD Activity	Projected	Proposed Budget
Fund: 202 - WATER & SEWER							
Department: 176 - Business Office							
ExpCategory: 511 - Personnel Services							
202-176-511110	Regular	331,810.73	350,951.38	446,248.00	328,053.02	409,821.00	500,452.00
202-176-511120	Overtime	6,590.91	5,643.99	7,579.00	3,492.24	7,000.00	7,189.00
202-176-511210	Longevity	7,905.67	6,678.66	6,102.00	6,803.00	6,803.00	7,463.00
202-176-511220	Clothing Allowance	0.00	112.00	0.00	0.00	0.00	0.00
202-176-511230	Certification Allowance	3,575.16	1,390.00	780.00	75.00	20.00	622.00
202-176-511310	FICA - Employer	26,188.81	26,429.35	35,244.00	25,386.63	32,423.00	39,453.00
202-176-511350	TMRS-Employer	-45,320.56	115,899.43	76,973.00	50,630.48	71,245.00	86,694.00
202-176-511410	Health-Employer	92,899.89	85,657.25	104,756.00	84,096.40	100,440.00	110,884.00
202-176-511500	Workers' Compensation	2,092.80	3,907.16	2,163.00	4,148.16	4,148.00	2,297.00
202-176-511606	Uniforms	2,178.43	2,560.05	3,200.00	1,562.56	3,200.00	3,200.00
202-176-511607	Awards	200.00	650.26	1,000.00	0.00	1,000.00	1,000.00
202-176-511610	Memberships-Professional	70.00	0.00	500.00	0.00	500.00	500.00
202-176-511612	Training/Travel	2,636.50	1,621.00	3,500.00	1,373.00	3,500.00	3,500.00
202-176-511614	Meeting Expenses	238.03	212.59	500.00	264.25	500.00	500.00
ExpCategory: 511 - Personnel Services Total:		431,066.37	601,713.12	688,545.00	505,884.74	640,600.00	763,754.00
ExpCategory: 521 - Supplies and Equipment							
202-176-521000	Operating Supplies	2,082.91	2,974.57	2,500.00	1,369.09	2,500.00	2,500.00
202-176-521100	Office Supplies	2,113.29	1,774.50	2,100.00	385.26	2,100.00	2,100.00
202-176-521405	Water Meters-New	145,552.05	206,899.26	208,000.00	122,322.18	208,000.00	208,000.00
202-176-521702	Postage	73,046.46	100,526.36	95,000.00	75,869.85	98,000.00	98,000.00
202-176-521708	Furniture & Fixtures	0.00	2,180.71	781.00	780.60	800.00	800.00
202-176-521710	Computer & Peripherals Under...	0.00	0.00	1,044.00	1,044.00	1,044.00	0.00
ExpCategory: 521 - Supplies and Equipment Total:		222,794.71	314,355.40	309,425.00	201,770.98	312,444.00	311,400.00
ExpCategory: 533 - Utility Services							
202-176-533310	Telephone/Cell Phones	556.08	0.00	3,000.00	0.00	3,000.00	3,000.00

Budget Worksheet Condensed

For Fiscal: 2023-24 Period Ending: 08/31/2024

		2021-22	2022-23	2023-24	2023-24	2023-24	2024-25
		Total Activity	Total Activity	Total Budget	YTD Activity	Projected	Proposed Budget
202-176-533500	Vehicle Fuel	10,776.68	9,181.90	10,000.00	6,610.81	10,000.00	10,000.00
	ExpCategory: 533 - Utility Services Total:	11,332.76	9,181.90	13,000.00	6,610.81	13,000.00	13,000.00
	ExpCategory: 534 - Operating Expenses						
202-176-534011	Contingencies	1,197.00	0.00	3,775.00	3,637.80	5,000.00	5,000.00
202-176-534015	Credit Card Service Fee	309,508.08	309,648.87	302,000.00	148,055.85	302,000.00	320,000.00
202-176-534016	Credit Cards Fees - AMEX	1,954.01	2,472.72	3,500.00	0.00	3,500.00	3,500.00
202-176-534021	Equipment Maintenance-Copier	6,241.20	0.00	0.00	0.00	0.00	0.00
202-176-534029	Printing & Binding	41,072.37	24,000.05	25,000.00	16,075.36	30,000.00	30,000.00
202-176-534036	Software Maintenance	36,064.69	46,078.36	48,000.00	48,684.00	55,000.00	55,000.00
	ExpCategory: 534 - Operating Expenses Total:	396,037.35	382,200.00	382,275.00	216,453.01	395,500.00	413,500.00
	ExpCategory: 551 - Repairs and Maintenance						
202-176-551076	Other Maintenance Agreements	4,620.00	0.00	0.00	0.00	0.00	0.00
	ExpCategory: 551 - Repairs and Maintenance Total:	4,620.00	0.00	0.00	0.00	0.00	0.00
	ExpCategory: 581 - Capital Outlay						
202-176-581012	Vehicles & Accs Over \$5,000	0.00	0.00	0.00	0.00	0.00	45,000.00
	ExpCategory: 581 - Capital Outlay Total:	0.00	0.00	0.00	0.00	0.00	45,000.00
	Department: 176 - Business Office Total:	1,065,851.19	1,307,450.42	1,393,245.00	930,719.54	1,361,544.00	1,546,654.00
	Fund: 202 - WATER & SEWER Total:	1,065,851.19	1,307,450.42	1,393,245.00	930,719.54	1,361,544.00	1,546,654.00
	Report Total:	1,065,851.19	1,307,450.42	1,393,245.00	930,719.54	1,361,544.00	1,546,654.00

Group Summary

ExpCategor...	2021-22 Total Activity	2022-23 Total Activity	2023-24 Total Budget	2023-24 YTD Activity	2023-24 Projected	2024-25 Proposed Budget
Fund: 202 - WATER & SEWER						
Department: 176 - Business Office						
511 - Personnel Services	431,066.37	601,713.12	688,545.00	505,884.74	640,600.00	763,754.00
521 - Supplies and Equipment	222,794.71	314,355.40	309,425.00	201,770.98	312,444.00	311,400.00
533 - Utility Services	11,332.76	9,181.90	13,000.00	6,610.81	13,000.00	13,000.00
534 - Operating Expenses	396,037.35	382,200.00	382,275.00	216,453.01	395,500.00	413,500.00
551 - Repairs and Maintenance	4,620.00	0.00	0.00	0.00	0.00	0.00
581 - Capital Outlay	0.00	0.00	0.00	0.00	0.00	45,000.00
Department: 176 - Business Office Total:	1,065,851.19	1,307,450.42	1,393,245.00	930,719.54	1,361,544.00	1,546,654.00
Fund: 202 - WATER & SEWER Total:	1,065,851.19	1,307,450.42	1,393,245.00	930,719.54	1,361,544.00	1,546,654.00
Report Total:	1,065,851.19	1,307,450.42	1,393,245.00	930,719.54	1,361,544.00	1,546,654.00

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

DEPARTMENT DESCRIPTION

The Water and Wastewater division of Public Works provides essential services to the Schertz community through maintenance, repair, strategic planning, inspection of infrastructure, and the expansion of water and wastewater services. To contribute to a higher quality of life and a safer community that is sustainable and financially sound, our employees offer excellent customer service, participate in community events, provide a weekly chipping service, meet with developers and utility providers, review plat and subdivision plans, as well as review water and wastewater construction plans. In addition, the Water and Wastewater division oversees the drought and water conservation plans/ordinance, provides letters of availability and Certificates of Convenience and Necessity, assists other departments, and conducts department training, education, and planning.

GOALS FOR FY 2024-25

Strategic Plan Emphasis

- Policy Values: Safe Community and Essential Services
 - Provides a safe potable water system that maintains adequate pressure and meets all the State rules and regulations.

 - Policy Values: Safe Community and Essential Services
 - Provides a safe, sanitary, and reliable wastewater system that meets all State rules and regulations.

 - Policy and Operational Values: Essential Services, Fiscally Sustainable, and Proactive
 - Ensure an adequate future water supply, through innovative conservation practices and proactively developing new resources.

 - Operational Value: Proactive
 - Proactively engage and empower personnel to strengthen their ability to respond promptly to daily and emergency events.

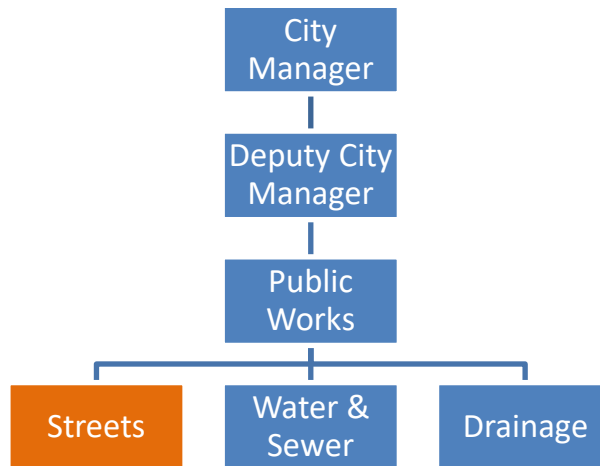
 - Operational Value: Engaged Workforce
-

- Emphasize safety to reduce preventable accidents.
- Operational Value: Engaged Workforce
 - Service oriented in delivering quality services and providing accurate and timely responses to customer requests and concerns.

Project focus for FY 2024-25

- Construction focus on continuing to improve redundancies in the system.
- Focus on improving staff training and retention.
- Assist the Engineering Department in updating the Design Manual system models and development standards that impact the water and sewer system.

ORGANIZATION CHART



WATER AND SEWER ADMINISTRATION

WATER & SEWER ADMINISTRATION	2021-22 Actual	2022-23 Actual	2023-24 Estimate	2024-25 Budget
Director	1	1	1	1
Water/WW Superintendent	1	1	1	1
Administrative Assistant	1	1	1	1
Service Representative	1	1	1	1
SCADA Administrator	0	1	1	0
Industrial Controls Electrician	0	0	0	1
Schertz-Seguin Local Government Corp Gen Mgr.	1	1	1	1
Schertz-Seguin Local Government Corp Assistant Gen Mgr.	1	1	0	1
Schertz-Seguin Local Government Corp Electrical Journeyman	0	0	1	0
Water/WW Supervisor	1	1	1	1
Water/WW Crew Leader	1	2	2	2
Service Worker II	5	5	5	5
Service Worker I	10	10	10	10
TOTAL POSITIONS	24	25	25	25

PERFORMANCE INDICATORS

Workload/Output	2021-22 Actual	2022-23 Actual	2023-24 Estimate	2024-25 Budget
Water Connections	16031	17336	17683	18215
Miles of Water Main	236	247	250	255
Miles of Sewer Main	124	134	138	144

Efficiency	2021-22 Actual	2022-23 Actual	2023-24 Estimate	2024-25 Budget
Gallons Pumped (Edwards), acre feet	324	235	375	400
Gallons Received (SSLGC), acre feet	6694	6810	6800	6900
Gallons Distributed, acre feet	5282	6269	6500	6750

WATER AND SEWER ADMINISTRATION

Effectiveness	2021-22 Actual	2022-23 Actual	2023-24 Estimate	2024-25 Budget
New Meter Installed	276	421	450	450
New Service Taps	3	3	2	2
Water Service Calls	1820	2229	2275	2400
Water Main Break, Service Repair Calls	1611	1657	1650	1650
Sewer Backup and Repair Calls	792	904	750	775

Budget	2021-22 Actual	2022-23 Actual	2023-24 Estimate	2024-25 Budget
Personnel Services	\$1,859,690	\$1,942,709	\$2,346,444	\$2,734,537
Supplies and Equipment	3,484,977	3,842,683	4,125,805	4,550,100
City Support Services	100	0	100	100
Utility Services	474,566	512,426	548,750	550,000
Operating Expenses	10,867,898	10,988,414	11,866,686	11,830,250
Professional Services	292,427	274,214	392,400	397,000
Non-Operating	2,358,892	2,807,142	0	300,000
Fund Charges/Transfers	1,641,826	1,644,304	1,713,585	1,783,062
Repairs and Maintenance	224,225	228,120	466,600	512,750
Debt Services	5,708,282	6,470,718	7,677,985	6,630,188
Rental/Leasing	113,265	105,402	120,046	109,692
Capital Outlay	0	0	636,735	1,067,000
<i>Total</i>	<i>\$27,026,148</i>	<i>\$28,876,131</i>	<i>\$29,895,136</i>	<i>\$30,464,679</i>
Projects	\$5,000,000	\$326,181	\$353,911	\$3,000,000

PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2024-25 Budget will increase 1.9% from the FY 2023-24 year-end estimate due to anticipated wage adjustments and the purchase of a replacement Combo Vac Truck, system monitoring upgrades and easement acquisition for future infrastructure.



City of Schertz, TX

Budget Worksheet Condensed

Account Summary

For Fiscal: 2023-24 Period Ending: 08/31/2024

		2021-22	2022-23	2023-24	2023-24	2023-24	2024-25
		Total Activity	Total Activity	Total Budget	YTD Activity	Projected	Proposed Budget
Fund: 202 - WATER & SEWER							
Department: 575 - W & S Administration							
ExpCategory: 511 - Personnel Services							
202-575-511110	Regular	1,171,386.45	1,206,363.72	1,472,343.00	1,060,885.92	1,472,343.00	1,728,501.00
202-575-511120	Overtime	82,164.85	73,350.50	72,173.00	60,557.96	85,000.00	90,675.00
202-575-511210	Longevity	11,801.00	10,030.00	11,705.00	13,910.34	13,725.34	13,754.00
202-575-511230	Certification Allowance	16,782.58	15,329.72	10,851.00	6,127.68	6,500.00	0.00
202-575-511240	Allowances	865.50	0.00	0.00	0.00	0.00	0.00
202-575-511310	FICA - Employer	94,928.15	92,664.70	119,579.00	83,660.62	119,579.00	140,224.00
202-575-511350	TMRS-Employer	210,831.04	208,735.70	261,159.00	179,589.57	261,159.00	308,126.00
202-575-511410	Health-Employer	219,572.79	280,511.94	316,229.00	271,492.48	316,229.00	371,743.00
202-575-511500	Workers' Compensation	13,474.63	24,947.27	23,417.00	26,708.13	26,709.00	25,464.00
202-575-511603	Employee Appreciation Events -..	2,054.94	3,389.16	3,750.00	3,207.21	3,750.00	8,100.00
202-575-511606	Uniforms	13,959.85	11,684.66	17,450.00	11,741.57	17,450.00	23,700.00
202-575-511612	Training/Travel	20,545.15	15,701.96	23,000.00	11,962.45	23,000.00	23,250.00
202-575-511614	Meeting Expenses	1,283.12	0.00	1,000.00	737.49	1,000.00	1,000.00
202-575-511617	Medical Services	40.00	0.00	0.00	0.00	0.00	0.00
ExpCategory: 511 - Personnel Services Total:		1,859,690.05	1,942,709.33	2,332,656.00	1,730,581.42	2,346,444.34	2,734,537.00
ExpCategory: 521 - Supplies and Equipment							
202-575-521000	Operating Supplies	11,550.80	15,659.16	15,000.00	12,368.06	15,000.00	18,000.00
202-575-521100	Office Supplies	1,564.56	868.59	2,000.00	1,172.65	2,000.00	2,500.00
202-575-521200	Chem/Med/Lab Supplies	1,457.46	2,181.74	5,980.00	3,433.04	5,980.00	6,750.00
202-575-521400	Plumbing Supplies	29,712.63	18,435.75	85,000.00	20,635.03	85,000.00	95,000.00
202-575-521600	Equip Maint Supplies	0.00	0.00	1,500.00	500.54	1,500.00	2,000.00
202-575-521701	Computer Fees & Licenses	0.00	0.00	4,000.00	3,894.45	4,000.00	4,500.00
202-575-521702	Postage	272.39	91.33	350.00	95.60	325.00	350.00
202-575-521705	Street Maintenance Materials	16,332.83	22,648.67	87,500.00	20,135.34	87,500.00	96,250.00
202-575-521708	Furniture & Fixtures	3,951.67	1,435.08	6,000.00	3,981.18	6,000.00	6,000.00

Budget Worksheet Condensed

For Fiscal: 2023-24 Period Ending: 08/31/2024

		2021-22	2022-23	2023-24	2023-24	2023-24	2024-25
		Total Activity	Total Activity	Total Budget	YTD Activity	Projected	Proposed Budget
202-575-521710	Computer & Peripherals Under...	0.00	0.00	108,500.00	3,843.96	108,500.00	108,750.00
202-575-521716	Equipment Under \$5,000	4,249.24	5,742.68	10,000.00	7,959.91	10,000.00	10,000.00
202-575-521719	Water Purchase	3,415,885.46	3,775,620.04	3,700,000.00	1,558,500.25	3,800,000.00	4,200,000.00
	ExpCategory: 521 - Supplies and Equipment Total:	3,484,977.04	3,842,683.04	4,025,830.00	1,636,520.01	4,125,805.00	4,550,100.00
	ExpCategory: 532 - City Supported Services						
202-575-532014	Low Flow Rebate Program	100.00	0.00	100.00	100.00	100.00	100.00
	ExpCategory: 532 - City Supported Services Total:	100.00	0.00	100.00	100.00	100.00	100.00
	ExpCategory: 533 - Utility Services						
202-575-533100	Gas Utility Service	2,820.34	2,421.13	4,000.00	2,681.72	4,000.00	4,500.00
202-575-533200	Electric Utility Service	403,065.41	437,480.82	450,000.00	289,044.89	475,000.00	472,500.00
202-575-533310	Telephone/Cell Phones	81.18	24.88	0.00	0.00	0.00	0.00
202-575-533320	Telephone/Air Cards	0.00	0.00	0.00	0.00	0.00	0.00
202-575-533410	Water Utility Service	2,075.15	2,782.21	2,750.00	1,758.17	2,750.00	3,000.00
202-575-533500	Vehicle Fuel	66,524.17	69,716.62	67,000.00	50,405.23	67,000.00	70,000.00
	ExpCategory: 533 - Utility Services Total:	474,566.25	512,425.66	523,750.00	343,890.01	548,750.00	550,000.00
	ExpCategory: 534 - Operating Expenses						
202-575-534000	Advertising	0.00	506.00	3,000.00	0.00	3,000.00	3,000.00
202-575-534005	City Insurance-Commercial	70,562.39	86,058.92	97,000.00	102,849.87	102,336.00	110,000.00
202-575-534011	Contingencies	0.00	0.00	115,000.00	0.00	115,000.00	125,000.00
202-575-534021	Equipment Maintenance - Copi...	6,938.70	5,565.80	6,500.00	4,452.64	6,500.00	7,000.00
202-575-534027	Memberships-City Use	0.00	0.00	0.00	45.00	0.00	0.00
202-575-534029	Printing & Binding	179.00	74.00	250.00	0.00	250.00	250.00
202-575-534037	Computer Maintenance	14,647.03	7,961.22	17,500.00	41.98	17,500.00	17,500.00
202-575-534050	Waste Contractor Expense	5,452,509.45	5,418,725.94	5,582,100.00	4,279,538.99	5,582,100.00	5,625,000.00
202-575-534054	State Water Fees-TCEQ	36,615.93	36,705.45	40,000.00	39,849.25	40,000.00	42,500.00
202-575-534059	Sewer Treatment-CCMA/MUD	5,286,445.05	5,432,816.32	5,720,000.00	3,837,901.69	6,000,000.00	5,900,000.00
	ExpCategory: 534 - Operating Expenses Total:	10,867,897.55	10,988,413.65	11,581,350.00	8,264,679.42	11,866,686.00	11,830,250.00
	ExpCategory: 541 - Professional Services						
202-575-541000	Auditor/Accounting Service	24,000.00	24,000.00	25,000.00	25,000.00	25,000.00	25,000.00
202-575-541001	Cell Tower Management Fees	108,127.81	92,560.62	96,000.00	95,271.59	96,000.00	96,000.00
202-575-541012	Legal Services	113,914.94	154,455.41	125,000.00	3,007.00	125,000.00	125,000.00
202-575-541017	Professional Services	45,587.09	2,197.53	145,000.00	30,744.14	145,000.00	150,000.00

Budget Worksheet Condensed

For Fiscal: 2023-24 Period Ending: 08/31/2024

		2021-22	2022-23	2023-24	2023-24	2023-24	2024-25
		Total Activity	Total Activity	Total Budget	YTD Activity	Projected	Proposed Budget
202-575-555041	Paying Agent	797.04	1,000.00	1,400.00	1,000.00	1,400.00	1,000.00
	ExpCategory: 541 - Professional Services Total:	292,426.88	274,213.56	392,400.00	155,022.73	392,400.00	397,000.00
	ExpCategory: 542 - Non-Operating Expenses						
202-575-542000	Depreciation Expense	2,358,891.85	2,509,976.63	0.00	0.00	0.00	0.00
202-575-542001	Bad Debt Expense	0.00	297,165.07	0.00	0.00	0.00	300,000.00
	ExpCategory: 542 - Non-Operating Expenses Total:	2,358,891.85	2,807,141.70	0.00	0.00	0.00	300,000.00
	ExpCategory: 548 - Fund Charges/Transfers						
202-575-548004	Interfund Charges-Fleet	163,596.00	150,684.00	169,213.00	155,111.92	169,213.00	193,380.00
202-575-548006	Interfund Charges-Admin	1,478,230.00	1,493,620.00	1,540,372.00	1,412,007.67	1,540,372.00	1,585,682.00
202-575-548014	Transfer Out - General Fund	0.00	0.00	4,000.00	0.00	4,000.00	4,000.00
	ExpCategory: 548 - Fund Charges/Transfers Total:	1,641,826.00	1,644,304.00	1,713,585.00	1,567,119.59	1,713,585.00	1,783,062.00
	ExpCategory: 551 - Repairs and Maintenance						
202-575-551000	Building Maintenance	2,907.98	134.00	10,000.00	0.00	10,000.00	15,000.00
202-575-551071	I&I Maintenance	7,298.75	11,561.87	50,000.00	5,911.00	50,000.00	50,000.00
202-575-551075	Minor & Other Equip Maint	3,302.35	4,609.45	5,100.00	412.49	5,100.00	5,250.00
202-575-551076	Other Maintenance Agreements	220.00	700.00	200.00	1,080.00	1,500.00	2,500.00
202-575-551104	Sewer Maintenance	78,156.80	95,422.92	120,000.00	72,134.66	120,000.00	140,000.00
202-575-551114	Water Maintenance	132,339.59	175,692.04	280,000.00	73,775.01	280,000.00	300,000.00
	ExpCategory: 551 - Repairs and Maintenance Total:	224,225.47	288,120.28	465,300.00	153,313.16	466,600.00	512,750.00
	ExpCategory: 555 - Debt Services						
202-575-555034	Debt Service	0.00	208,713.00	1,630,000.00	1,630,000.00	1,630,000.00	1,700,000.00
202-575-555035	Interest Expense	637,021.94	1,017,794.14	967,184.00	967,136.76	967,184.00	891,412.00
202-575-555036	Issuance Costs	57,094.83	0.00	0.00	0.00	0.00	0.00
202-575-555040	Cost of Bond Issuance	84,810.83	0.00	0.00	0.00	0.00	0.00
202-575-555053	Contribution to CCMA	716,245.00	716,050.00	715,050.00	212,525.00	715,050.00	357,025.00
202-575-555054	Contribution To CVLGC	300,000.00	400,000.00	300,000.00	200,000.00	300,000.00	300,000.00
202-575-555055	Contribution to SSLG	3,913,109.50	4,128,160.78	4,065,751.00	3,341,428.43	4,065,751.00	3,381,751.00
	ExpCategory: 555 - Debt Services Total:	5,708,282.10	6,470,717.92	7,677,985.00	6,351,090.19	7,677,985.00	6,630,188.00
	ExpCategory: 561 - Rental/Leasing						
202-575-561000	Rental-Building & Land	3,132.24	3,401.61	3,700.00	3,545.46	3,546.00	3,900.00
202-575-561100	Rental-Equipment	8,133.00	0.00	6,000.00	0.00	6,000.00	6,000.00

Budget Worksheet Condensed

For Fiscal: 2023-24 Period Ending: 08/31/2024

	2021-22 Total Activity	2022-23 Total Activity	2023-24 Total Budget	2023-24 YTD Activity	2023-24 Projected	2024-25 Proposed Budget
202-575-561200 Lease/Purchase Payments	102,000.00	102,000.00	150,792.00	184,792.00	110,500.00	99,792.00
ExpCategory: 561 - Rental/Leasing Total:	113,265.24	105,401.61	160,492.00	188,337.46	120,046.00	109,692.00
ExpCategory: 581 - Capital Outlay						
202-575-581005 Equipment Over \$5,000	0.00	0.00	625,208.00	11,090.00	200,000.00	432,000.00
202-575-581008 Land/ROW/Easements Purchase	0.00	0.00	100,000.00	0.00	100,000.00	100,000.00
202-575-581012 Vehicles & Accs Over \$5,000	0.00	0.00	0.00	86,734.00	86,735.00	285,000.00
202-575-581016 Major Projects	0.00	0.00	250,000.00	9,823.99	250,000.00	250,000.00
ExpCategory: 581 - Capital Outlay Total:	0.00	0.00	975,208.00	107,647.99	636,735.00	1,067,000.00
Department: 575 - W & S Administration Total:	27,026,148.43	28,876,130.75	29,848,656.00	20,498,301.98	29,895,136.34	30,464,679.00
Fund: 202 - WATER & SEWER Total:	27,026,148.43	28,876,130.75	29,848,656.00	20,498,301.98	29,895,136.34	30,464,679.00
Report Total:	27,026,148.43	28,876,130.75	29,848,656.00	20,498,301.98	29,895,136.34	30,464,679.00

FUND: 411 CAPITAL RECOVERY FUND

WATER

(Water & Sewer)

DESCRIPTION

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

GOALS AND OBJECTIVES

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

PERFORMANCE INDICATORS

Budget	2021-22 Actual	2022-23 Actual	2023-24 Estimate	2024-25 Budget
<i>Revenue</i>				
Fees	\$832,664	\$675,207	\$1,049,105	\$1,000,000
Investment Income	65,208	257,693	241,847	226,400
<i>Total</i>	<i>\$897,871</i>	<i>\$932,900</i>	<i>\$1,290,952</i>	<i>\$1,226,400</i>
<i>Expenses</i>				
Supplies and Equipment	\$0	\$0	\$12,727	\$0
Professional Services	37,234	11,175	47,667	19,000
Projects	4,230,819	455,556	0	0
<i>Total</i>	<i>\$4,268,052</i>	<i>\$466,731</i>	<i>\$60,394</i>	<i>\$19,000</i>
<i>Over/-Under</i>	<i>-\$3,370,181</i>	<i>\$466,169</i>	<i>\$1,230,558</i>	<i>\$1,207,400</i>

PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2024-25 Budget will be set at \$19,000 for any professional services or studies that need to be completed.

Budget Worksheet Condensed

For Fiscal: 2023-24 Period Ending: 08/31/2024

3ExpDepartment;3RevCategor...	2021-22 Total Activity	2022-23 Total Activity	2023-24 Total Budget	2023-24 YTD Activity	2023-24 Projected	2024-25 Proposed Budget
Fund: 411 - CAPITAL RECOVERY - WATER						
Revenue						
432 - Fees	832,663.76	675,206.80	1,000,000.00	1,049,105.00	975,000.00	1,000,000.00
491 - Investment Income	65,207.57	257,693.12	222,000.00	241,847.33	229,450.00	226,400.00
Revenue Total:	897,871.33	932,899.92	1,222,000.00	1,290,952.33	1,204,450.00	1,226,400.00
Expense						
3ExpFunction: 1 - General Government						
101 - Non Departmental	37,233.55	11,175.25	55,748.00	23,028.10	60,393.66	19,000.00
3ExpFunction: 1 - General Government Total:	37,233.55	11,175.25	55,748.00	23,028.10	60,393.66	19,000.00
3ExpFunction: 9 - Misc & Projects						
900 - Projects	4,230,818.70	455,555.79	0.00	0.00	0.00	0.00
3ExpFunction: 9 - Misc & Projects Total:	4,230,818.70	455,555.79	0.00	0.00	0.00	0.00
Expense Total:	4,268,052.25	466,731.04	55,748.00	23,028.10	60,393.66	19,000.00
Fund: 411 - CAPITAL RECOVERY - WATER Surplus (Deficit):	-3,370,180.92	466,168.88	1,166,252.00	1,267,924.23	1,144,056.34	1,207,400.00

Budget Worksheet Condensed

For Fiscal: 2023-24 Period Ending: 08/31/2024

	2021-22 Total Activity	2022-23 Total Activity	2023-24 Total Budget	2023-24 YTD Activity	2023-24 Projected	2024-25 Proposed Budget
Fund: 411 - CAPITAL RECOVERY - WATER						
RevCategory: 432 - Fees						
411-575-432027 Cap Rcvry-Water	832,663.76	675,206.80	1,000,000.00	1,049,105.00	975,000.00	1,000,000.00
RevCategory: 432 - Fees Total:	832,663.76	675,206.80	1,000,000.00	1,049,105.00	975,000.00	1,000,000.00

Budget Worksheet Condensed

For Fiscal: 2023-24 Period Ending: 08/31/2024

	2021-22 Total Activity	2022-23 Total Activity	2023-24 Total Budget	2023-24 YTD Activity	2023-24 Projected	2024-25 Proposed Budget
RevCategory: 491 - Investment Income						
411-101-491000 Interest Earned	754.20	1,697.12	2,000.00	1,139.91	1,950.00	1,400.00
411-101-491200 Investment Income	64,453.37	255,996.00	220,000.00	240,707.42	227,500.00	225,000.00
RevCategory: 491 - Investment Income Total:	65,207.57	257,693.12	222,000.00	241,847.33	229,450.00	226,400.00
Fund: 411 - CAPITAL RECOVERY - WATER Total:	897,871.33	932,899.92	1,222,000.00	1,290,952.33	1,204,450.00	1,226,400.00

Budget Worksheet Condensed

For Fiscal: 2023-24 Period Ending: 08/31/2024

		2021-22	2022-23	2023-24	2023-24	2023-24	2024-25
		Total Activity	Total Activity	Total Budget	YTD Activity	Projected	Proposed Budget
Fund: 411 - CAPITAL RECOVERY - WATER							
411-101-521701	Computer Fees & Licenses	0.00	0.00	11,748.00	5,640.00	12,727.00	0.00
411-101-541000	Auditor/Accounting Service	1,000.00	1,000.00	1,000.00	1,000.00	1,083.33	1,000.00
411-101-541017	Professional Services	36,233.55	10,175.25	43,000.00	16,388.10	46,583.33	18,000.00
411-900-548017	Transfer Out - Public Imprvmt	4,230,818.70	0.00	0.00	0.00	0.00	0.00
411-900-581013	Construction	0.00	455,555.79	0.00	0.00	0.00	0.00
Fund: 411 - CAPITAL RECOVERY - WATER Total:		4,268,052.25	466,731.04	55,748.00	23,028.10	60,393.66	19,000.00

FUND: 421 CAPITAL RECOVERY FUND

SEWER

(Water & Sewer)

DESCRIPTION

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

GOALS AND OBJECTIVES

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

PERFORMANCE INDICATORS

Budget	2021-22 Actual	2022-23 Actual	2023-24 Estimate	2024-25 Budget
<i>Revenue</i>				
Fees	\$371,261	\$523,142	\$433,333	\$600,000
Investment Income	59,887	262,199	265,417	201,000
<i>Total</i>	<i>\$431,148</i>	<i>\$785,341</i>	<i>\$698,750</i>	<i>\$801,000</i>
<i>Expenses</i>				
Non-Departmental	\$21,382	\$19,073	\$72,852	\$33,000
<i>Total</i>	<i>\$21,382</i>	<i>\$19,073</i>	<i>\$72,852</i>	<i>\$33,000</i>
<i>Over/-Under</i>	<i>\$409,766</i>	<i>\$766,268</i>	<i>\$625,898</i>	<i>\$768,000</i>

PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2024-25 Budget will be set at \$33,000 for any professional services or studies that need to be completed.

Budget Worksheet Condensed

For Fiscal: 2023-24 Period Ending: 08/31/2024

3ExpDepartment;3RevCategor...	2021-22 Total Activity	2022-23 Total Activity	2023-24 Total Budget	2023-24 YTD Activity	2023-24 Projected	2024-25 Proposed Budget
Fund: 421 - CAPITAL RECOVERY - SEWER						
Revenue						
432 - Fees	371,261.32	523,142.18	500,000.00	937,618.28	433,333.33	600,000.00
491 - Investment Income	59,886.70	262,198.52	200,000.00	205,651.32	265,416.66	201,000.00
Revenue Total:	431,148.02	785,340.70	700,000.00	1,143,269.60	698,749.99	801,000.00
Expense						
3ExpFunction: 1 - General Government						
101 - Non Departmental	21,382.14	19,073.22	67,248.00	58,768.40	72,852.00	33,000.00
3ExpFunction: 1 - General Government Total:	21,382.14	19,073.22	67,248.00	58,768.40	72,852.00	33,000.00
Expense Total:	21,382.14	19,073.22	67,248.00	58,768.40	72,852.00	33,000.00
Fund: 421 - CAPITAL RECOVERY - SEWER Surplus (Deficit):	409,765.88	766,267.48	632,752.00	1,084,501.20	625,897.99	768,000.00

Budget Worksheet Condensed

For Fiscal: 2023-24 Period Ending: 08/31/2024

		2021-22	2022-23	2023-24	2023-24	2023-24	2024-25
		Total Activity	Total Activity	Total Budget	YTD Activity	Projected	Proposed Budget
Fund: 421 - CAPITAL RECOVERY - SEWER							
RevCategory: 432 - Fees							
421-575-432028	Cap Rcvry-Waste Water	371,261.32	523,142.18	500,000.00	937,618.28	433,333.33	600,000.00
	RevCategory: 432 - Fees Total:	371,261.32	523,142.18	500,000.00	937,618.28	433,333.33	600,000.00

Budget Worksheet Condensed

For Fiscal: 2023-24 Period Ending: 08/31/2024

	2021-22 Total Activity	2022-23 Total Activity	2023-24 Total Budget	2023-24 YTD Activity	2023-24 Projected	2024-25 Proposed Budget
RevCategory: 491 - Investment Income						
421-101-491000 Interest Earned	6,414.51	20,447.69	25,000.00	1,021.09	27,083.33	1,000.00
421-101-491200 Investment Income	63,417.67	241,599.89	175,000.00	204,630.23	238,333.33	200,000.00
421-101-491302 Unrealized Gain/Loss-CapOne	-9,945.48	150.94	0.00	0.00	0.00	0.00
RevCategory: 491 - Investment Income Total:	59,886.70	262,198.52	200,000.00	205,651.32	265,416.66	201,000.00
Fund: 421 - CAPITAL RECOVERY - SEWER Total:	431,148.02	785,340.70	700,000.00	1,143,269.60	698,749.99	801,000.00

Budget Worksheet Condensed

For Fiscal: 2023-24 Period Ending: 08/31/2024

		2021-22	2022-23	2023-24	2023-24	2023-24	2024-25
		Total Activity	Total Activity	Total Budget	YTD Activity	Projected	Proposed Budget
Fund: 421 - CAPITAL RECOVERY - SEWER							
421-101-521701	Computer Fees & Licenses	0.00	0.00	11,748.00	5,640.00	12,727.00	0.00
421-101-541000	Auditor/Accounting Service	1,000.00	1,000.00	1,000.00	1,000.00	1,083.33	1,000.00
421-101-541017	Professional Services	15,815.73	16,515.50	50,000.00	52,128.40	54,166.67	32,000.00
421-101-555052	Investment Management Fee	4,566.41	1,557.72	4,500.00	0.00	4,875.00	0.00
Fund: 421 - CAPITAL RECOVERY - SEWER Total:		21,382.14	19,073.22	67,248.00	58,768.40	72,852.00	33,000.00

FUND: 204 DRAINAGE FUND

DEPARTMENT DESCRIPTION

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

GOALS FOR FY 2024-25

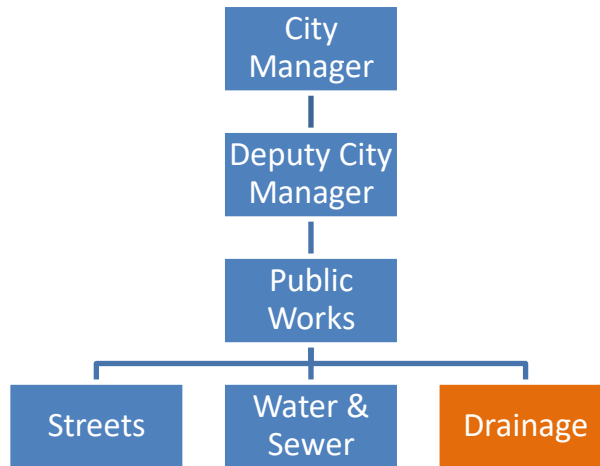
Strategic Plan Emphasis

- Policy Value: Safe Community
 - Protect lives and property.
- Policy and Operational Values: Essential Services and Proactive
 - Adhere to best management practices in the maintenance of natural creek waterways and earthen channels to ensure water quality, reduce erosion, and increase conveyance.
- Policy and Operational Values: Safe Community and Systems Management
 - Support for technical review and issuance of floodplain permits, flood insurance rate map revision, floodplain violation identification, coordination and mitigation support.
- Policy Value: Fiscally Sustainable
 - Continue to evaluate, consider, and pursue all available resources for innovative management of the drainage infrastructure.

Project focus for FY 2024-25

- Finish updating and evaluate drainage fee for all applicable properties.
- Evaluate most cost-effective means of maintaining drainage-ways that meets community expectations.

ORGANIZATIONAL CHART



DRAINAGE	2021-22 Actual	2022-23 Actual	2023-24 Estimate	2024-25 Budget
Drainage Supervisor	1	1	1	1
Drainage Worker II	2	2	2	2
Drainage Worker I	5	5	5	5
TOTAL POSITIONS	8	8	8	8

PERFORMANCE INDICATORS

Workload/Output	2021-22 Actual	2022-23 Actual	2023-24 Estimate	2024-25 Budget
Acres of Alleys Maintained	5.15	5.15	8.68	8.68
Acres of Rights-of-Way (ROW), In-town Easements Maintained	66.46	66.46	90.11	90.11
Acres of Drainage Ditches Maintained	220	220	220	220

Efficiency	2021-22 Actual	2022-23 Actual	2023-24 Estimate	2024-25 Budget
Monthly Operating Expenditures	87,284	127,899	124,517	126,614

PUBLIC WORKS DRAINAGE

Effectiveness	2021-22 Actual	2022-23 Actual	2023-24 Estimate	2024-25 Budget
ROW Maintenance & Mowing, Hours	4320	4510	4850	4850
Drainage Mowing, Hours	1340	1395	1600	1600
Drainage Structure Maintenance, Hours	2151	2080	2300	2300

Budget	2021-22 Actual	2022-23 Actual	2023-24 Estimate	2024-25 Budget
<i>Revenue</i>				
Permits & Licenses	\$9,650	\$16,400	\$10,200	\$6,000
Fees	1,258,899	1,269,022	1,363,517	1,510,000
Fund Transfers	19,166	0	19,037	18,283
Investment Income	3,938	29,158	29,792	32,000
Miscellaneous	0	0	0	0
<i>Total</i>	<i>\$1,291,653</i>	<i>\$1,314,580</i>	<i>\$1,422,546</i>	<i>\$1,566,283</i>
<i>Expenses</i>				
Personnel Services	\$295,730	\$634,081	\$589,584	\$595,192
Supplies and Equipment	13,448	7,101	10,237	18,150
Utility Services	26,436	33,967	33,475	35,000
Operating Expenses	3,610	88,645	14,383	19,250
Professional Services	1,500	1,500	2,708	2,500
Non-Operating Expenses	108,382	122,243	0	10,000
Fund Transfers	573,817	574,443	623,397	580,770
Repairs and Maintenance	24,488	68,927	162,500	175,000
Capital Outlay	0	3,877	178,750	100,000
<i>Total</i>	<i>\$1,047,411</i>	<i>\$1,534,783</i>	<i>\$1,615,035</i>	<i>\$1,535,862</i>
<i>Over/-Under</i>	<i>\$244,241</i>	<i>-\$220,204</i>	<i>-\$192,489</i>	<i>\$30,421</i>

PROGRAM JUSTIFICATION AND ANALYSIS

Revenue: The FY 2024-25 Budget increased 10.1% from the FY 2023-24 year-end estimate from anticipated service additions.

Expenses: The FY 2024-25 Budget will decrease 4.9% from the FY 2023-24 year-end estimate.

Budget Worksheet Condensed

For Fiscal: 2023-24 Period Ending: 08/31/2024

3ExpDepartment;3RevCategor...	2021-22 Total Activity	2022-23 Total Activity	2023-24 Total Budget	2023-24 YTD Activity	2023-24 Projected	2024-25 Proposed Budget
Fund: 204 - DRAINAGE						
Revenue						
431 - Permits & Licenses	9,650.00	16,400.00	10,200.00	12,600.00	10,200.00	6,000.00
432 - Fees	1,258,898.99	1,269,021.93	1,321,850.00	1,123,048.74	1,363,516.67	1,510,000.00
480 - Fund Charges/Transfers	19,165.69	0.00	17,573.00	0.00	19,037.42	18,283.00
491 - Investment Income	3,938.20	29,157.63	27,000.00	30,133.87	29,791.67	32,000.00
497 - Miscellaneous	0.00	0.00	0.00	1,384.10	0.00	0.00
Revenue Total:	1,291,652.88	1,314,579.56	1,376,623.00	1,167,166.71	1,422,545.76	1,566,283.00
Expense						
3ExpFunction: 5 - Public Works						
579 - Drainage	1,047,411.49	1,534,783.31	1,494,207.00	1,080,586.50	1,615,035.14	1,535,862.00
3ExpFunction: 5 - Public Works Total:	1,047,411.49	1,534,783.31	1,494,207.00	1,080,586.50	1,615,035.14	1,535,862.00
3ExpFunction: 9 - Misc & Projects						
900 - Projects	0.00	0.00	100,000.00	0.00	0.00	100,000.00
3ExpFunction: 9 - Misc & Projects Total:	0.00	0.00	100,000.00	0.00	0.00	100,000.00
Expense Total:	1,047,411.49	1,534,783.31	1,594,207.00	1,080,586.50	1,615,035.14	1,635,862.00
Fund: 204 - DRAINAGE Surplus (Deficit):	244,241.39	-220,203.75	-217,584.00	86,580.21	-192,489.38	-69,579.00

Budget Worksheet Condensed

For Fiscal: 2023-24 Period Ending: 08/31/2024

	2021-22 Total Activity	2022-23 Total Activity	2023-24 Total Budget	2023-24 YTD Activity	2023-24 Projected	2024-25 Proposed Budget
Fund: 204 - DRAINAGE						
RevCategory: 431 - Permits & Licenses						
204-579-431116 Floodplain Permit	9,650.00	16,400.00	10,200.00	12,600.00	10,200.00	6,000.00
RevCategory: 431 - Permits & Licenses Total:	9,650.00	16,400.00	10,200.00	12,600.00	10,200.00	6,000.00

Budget Worksheet Condensed

For Fiscal: 2023-24 Period Ending: 08/31/2024

		2021-22	2022-23	2023-24	2023-24	2023-24	2024-25
		Total Activity	Total Activity	Total Budget	YTD Activity	Projected	Proposed Budget
RevCategory: 432 - Fees							
204-579-432054	Drainage Penalties	9,880.78	10,507.12	9,350.00	7,229.22	9,350.00	10,000.00
204-579-432055	Drainage Fee	1,249,018.21	1,258,514.81	1,312,500.00	1,115,819.52	1,354,166.67	1,500,000.00
	RevCategory: 432 - Fees Total:	1,258,898.99	1,269,021.93	1,321,850.00	1,123,048.74	1,363,516.67	1,510,000.00

Budget Worksheet Condensed

For Fiscal: 2023-24 Period Ending: 08/31/2024

		2021-22	2022-23	2023-24	2023-24	2023-24	2024-25
		Total Activity	Total Activity	Total Budget	YTD Activity	Projected	Proposed Budget
RevCategory: 480 - Fund Charges/Transfers							
204-579-480000	Transfer In	19,165.69	0.00	0.00	0.00	0.00	0.00
204-579-480002	Transfer In - Reserves	0.00	0.00	0.00	0.00	0.00	0.00
204-579-480101	Transfer In - General Fund	0.00	0.00	17,573.00	0.00	19,037.42	18,283.00
RevCategory: 480 - Fund Charges/Transfers Total:		19,165.69	0.00	17,573.00	0.00	19,037.42	18,283.00

Budget Worksheet Condensed

For Fiscal: 2023-24 Period Ending: 08/31/2024

		2021-22	2022-23	2023-24	2023-24	2023-24	2024-25
		Total Activity	Total Activity	Total Budget	YTD Activity	Projected	Proposed Budget
RevCategory: 491 - Investment Income							
204-579-491000	Interest Earned	710.43	3,588.69	4,000.00	1,524.80	4,875.00	2,000.00
204-579-491200	Investment Income	3,227.77	25,568.94	23,000.00	28,609.07	24,916.67	30,000.00
	RevCategory: 491 - Investment Income Total:	3,938.20	29,157.63	27,000.00	30,133.87	29,791.67	32,000.00

Budget Worksheet Condensed

For Fiscal: 2023-24 Period Ending: 08/31/2024

	2021-22 Total Activity	2022-23 Total Activity	2023-24 Total Budget	2023-24 YTD Activity	2023-24 Projected	2024-25 Proposed Budget
RevCategory: 497 - Miscellaneous						
204-579-497000 Miscellaneous Income	0.00	0.00	0.00	1,384.10	0.00	0.00
RevCategory: 497 - Miscellaneous Total:	0.00	0.00	0.00	1,384.10	0.00	0.00
Fund: 204 - DRAINAGE Total:	1,291,652.88	1,314,579.56	1,376,623.00	1,167,166.71	1,422,545.76	1,566,283.00

Budget Worksheet Condensed

For Fiscal: 2023-24 Period Ending: 08/31/2024

		2021-22	2022-23	2023-24	2023-24	2023-24	2024-25
		Total Activity	Total Activity	Total Budget	YTD Activity	Projected	Proposed Budget
Fund: 204 - DRAINAGE							
204-579-511110	Regular	202,262.19	338,044.45	368,504.00	286,895.02	359,023.17	371,620.00
204-579-511120	Overtime	3,538.51	5,617.16	8,265.00	7,421.03	8,265.00	8,551.00
204-579-511210	Longevity	10,151.17	12,801.50	13,145.00	14,445.33	14,445.33	10,379.00
204-579-511230	Certification Allowance	2,352.20	3,150.40	2,873.00	1,177.08	1,177.08	0.00
204-579-511310	FICA - Employer	16,857.88	26,259.70	30,021.00	22,790.23	29,346.42	29,849.00
204-579-511350	TMRS-Employer	-13,709.22	143,222.17	65,566.00	46,560.37	61,435.83	65,590.00
204-579-511410	Health-Employer	57,391.74	86,958.73	94,154.00	93,903.98	88,969.83	78,709.00
204-579-511500	Workers' Compensation	4,694.47	8,691.60	6,939.00	9,304.94	9,305.00	6,894.00
204-579-511603	Employee Appreciation Events -..	979.91	1,674.14	2,500.00	1,909.43	2,500.00	3,000.00
204-579-511606	Uniforms	5,263.24	4,816.62	6,300.00	5,103.04	6,300.00	9,650.00
204-579-511610	Memberships-Professional	0.00	0.00	600.00	0.00	600.00	600.00
204-579-511612	Training/Travel	5,874.79	2,844.19	7,500.00	684.44	7,500.00	8,250.00
204-579-511614	Meeting Expenses	33.31	0.00	500.00	245.33	500.00	500.00
204-579-511616	Professional Certification	0.00	0.00	544.00	97.00	0.00	1,350.00
204-579-511617	Medical Services	40.00	0.00	200.00	0.00	216.67	250.00
204-579-521000	Operating Supplies	10,097.93	2,172.10	3,000.00	2,456.26	2,708.33	3,250.00
204-579-521100	Office Supplies	110.93	112.79	600.00	309.23	270.83	700.00
204-579-521200	Chem/Med/Lab Supplies	780.42	2,413.54	4,000.00	898.58	4,333.33	4,500.00
204-579-521300	Motor Vehicle Supplies	0.00	0.00	200.00	39.10	216.67	250.00
204-579-521710	Computer & Peripherals Under...	0.00	0.00	5,100.00	111.98	0.00	5,100.00
204-579-521712	Equipment under \$5,000	2,458.58	2,402.25	4,350.00	1,574.65	2,708.33	4,350.00
204-579-533310	Telephone/Cell Phones	383.31	0.00	0.00	0.00	975.00	0.00
204-579-533500	Vehicle Fuel	26,052.45	33,966.94	30,000.00	26,105.64	32,500.00	35,000.00
204-579-534005	City Insurance-Commercial	3,111.39	3,172.46	3,500.00	3,415.74	3,436.33	3,750.00
204-579-534011	Contingencies	399.00	85,367.36	11,000.00	0.00	10,833.33	15,000.00
204-579-534029	Printing & Binding	0.00	0.00	0.00	0.00	0.00	0.00
204-579-534056	State Storm Water Fee-TCEQ	100.00	105.00	100.00	100.00	113.75	500.00
204-579-541000	Auditor/Accounting Service	1,500.00	1,500.00	0.00	0.00	1,625.00	1,500.00
204-579-541012	Legal Services	0.00	0.00	1,000.00	0.00	1,083.33	1,000.00
204-579-542000	Depreciation Expense	108,382.02	115,765.73	0.00	0.00	0.00	0.00

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Budget Worksheet Condensed

For Fiscal: 2023-24 Period Ending: 08/31/2024

		2021-22 Total Activity	2022-23 Total Activity	2023-24 Total Budget	2023-24 YTD Activity	2023-24 Projected	2024-25 Proposed Budget
204-579-542001	Bad Debt Expense	0.00	6,477.53	0.00	0.00	0.00	10,000.00
204-579-548004	Interfund Charges-Fleet	115,807.00	104,370.00	105,621.00	96,819.25	113,067.50	124,770.00
204-579-548006	Interfund Charges-Admin	308,010.00	320,073.00	265,625.00	243,489.58	346,745.75	275,000.00
204-579-548007	Interfund Charges-Water	150,000.00	150,000.00	157,500.00	144,375.00	162,500.00	180,000.00
204-579-548014	Transfer Out - General Fund	0.00	0.00	0.00	0.00	1,083.33	1,000.00
204-579-551026	Contractual Services	14,724.68	39,095.12	15,000.00	-28,165.00	81,250.00	20,000.00
204-579-551027	Drainage Channel Maintenance	9,763.59	29,832.31	149,837.00	14,285.05	81,250.00	155,000.00
204-579-581008	Land/ROW/Easements Purchase	0.00	0.00	100,000.00	0.00	0.00	100,000.00
204-579-581010	Machinery & Equipment	0.00	0.00	24,000.00	18,156.72	0.00	0.00
204-579-581012	Vehicles & Accs Over \$5,000	0.00	3,876.52	6,163.00	66,077.50	178,750.00	0.00
204-900-541006	Engineering	0.00	0.00	100,000.00	0.00	0.00	100,000.00
204-900-581013	Construction	0.00	0.00	0.00	0.00	0.00	0.00
	Fund: 204 - DRAINAGE Total:	1,047,411.49	1,534,783.31	1,594,207.00	1,080,586.50	1,615,035.14	1,635,862.00

FUND: 203 EMERGENCY MEDICAL SERVICES (EMS)

DEPARTMENTAL DESCRIPTION

Schertz Emergency Medical Services responds to 911 requests for ambulance service across a 230 square mile service area that includes the municipalities of Schertz, Cibolo, Live Oak, Marion, Santa Clara, Selma, Universal City, western Guadalupe County, Comal County Emergency Services District (ESD) #6 (about 25% of Comal County including the City of Garden Ridge) and JBSA Randolph. We also work with individual at-risk patients to ensure they have the best access to primary healthcare and that their medical needs are being met before an emergency occurs. We educate our employees by providing over fifty hours of Continuing Education annually and over thirty hours for our first responders. We provide ambulance demonstrations and stand-by event coverage to further the knowledge of Emergency Medical Services and injury/illness prevention and preparedness.

GOALS FOR FY 2024-25

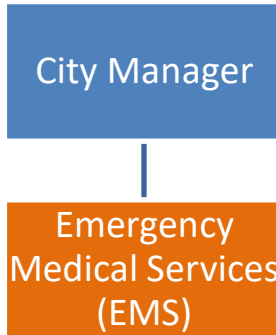
Strategic Plan Emphasis

- Policy Value: Essential Services
 - Provide efficient pre-hospital healthcare services to the communities that we serve.
 - Integrate the care that we provide with the rest of the healthcare system to reduce demand for 911 services while elevating access to care and appropriate destination management for the citizens we serve.
 - Be the preferred employer for pre-hospital healthcare providers in the State of Texas
 - Be thoroughly prepared for man-made and natural disasters in our jurisdiction, region, and statewide.
 - Meet the needs of our customers and solidify relationships and agreements with all eight cities, three counties and one Emergency Services District for which we provide service.
 - Policy Value: Safe Community
 - Provide appropriate and timely education and training to our employees and our first responders to ensure the best and most current standard of care is provided.
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EMERGENCY MEDICAL SERVICES (EMS)

- Provide high quality pre-hospital training and community education for the communities we serve and the region as a whole.
- Provide education and assistance to the community to prevent and prepare them for medical emergencies through community education, demonstrations, immunizations, and CPR and Automatic External Defibrillator training programs.

ORGANIZATIONAL CHART



EMS	2021-22 Actual	2022-23 Actual	2023-24 Estimate	2024-25 Budget
Chief	1	1	1	1
Assistant Chief - Operations	1	1	1	1
Assistant Chief - Clinical	1	1	1	1
Community Health Coordinator	1	1	1	1
Training Coordinator	1	1	1	1
Office Manager	1	1	1	1
Instructor	1	1	1	1
Administrative Asst.	1	1	1	1
Billing Specialist	3	3	3	3
EMS Battalion Chief	3	3	3	3
Field Training Officer	3	3	3	0
Lieutenant	3	3	3	6
MIH Paramedic	1	1	1	1
Paramedic	30	30	32	40
EMT	6	6	12	8
P/T Paramedics	15	15	15	15
P/T EMT	5	5	5	5
P/T Supply Coordinator	1	1	1	1
TOTAL POSITIONS	78	78	86	90

EMERGENCY MEDICAL SERVICES (EMS)

PERFORMANCE INDICATORS

Workload/Output	2021-22 Actual	2022-23 Actual	2023-24 Estimate	2024-25 Budget
Requests for EMS Service	13,520	14,495	14,824	15,565
Transports to Hospitals	8,332	9,154	9,385	9,854
Hospital to Hospital Transports	913	849	875	900
Collections per Transport	\$538	\$525.87	\$550	\$600
Students Enrolled in EMT Certification Classes	154	147	150	160
Trips billed for Alamo Heights	623	691	700	725
Members of EMS Passport	417	401	425	450

Efficiency	2021-22 Actual	2022-23 Actual	2023-24 Estimate	2024-25 Budget
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Response Time 90% Reliability	13:59	13:59	13:59	13:00
Total Time on Task (Minutes)	58:30	59:50	58:00	57:00
Transport Percentage	61%	63%	62%	62%
Days Sales Outstanding	45.78	33.72	35	35
Mutual Aid Requested	28	14	15	10
Students Graduated from EMT Certification Classes	63	69	70	80

Effectiveness	2021-22 Actual	2022-23 Actual	2023-24 Estimate	2024-25 Budget
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Critical Failures / 100,000 miles	7.0	3.6	4	4
Fleet Accidents / 100,000 miles	5.0	3.4	3	2
Cardiac Arrest Save %	7.1%	7.4%	8%	10%
Correct recognition of STEMI	64.6%	49%	60%	70%
EMT Class Certification Pass Rate	85.7%	86.34%	90%	94%

EMERGENCY MEDICAL SERVICES (EMS)

Budget	2021-22 Actual	2022-23 Actual	2023-24 Estimate	2024-25 Budget
<i>Revenue</i>				
Fees	\$7,780,595	\$8,632,267	\$8,897,681	\$10,511,704
Inter-Jurisdictional	4,133,931	3,865,287	4,208,658	4,383,740
Fund Transfers	7,381	0	0	0
Investment Income	7,058	42,750	31,500	33,500
Miscellaneous	74,182	189,790	130,200	142,000
<i>Total</i>	<i>\$12,003,147</i>	<i>\$12,730,095</i>	<i>\$13,268,039</i>	<i>\$15,070,944</i>
<i>Expenses</i>				
Personnel	\$5,818,006	\$7,602,824	\$8,361,680	\$9,312,982
Supplies and Equipment	484,602	583,287	563,500	540,900
Utility Services	186,237	187,731	124,500	151,000
Operating Expenses	754,383	759,122	921,854	956,893
Professional Services	128,168	93,557	103,500	110,000
Non-Operating	2,853,615	3,403,131	2,900,000	2,966,054
Fund Charges/Transfers	438,846	475,756	485,272	609,686
Repairs and Maintenance	10,440	9,320	13,000	13,000
Rental/Leasing	-6,633	-3,412	120,000	136,307
Capital Outlay	17,240	22,295	635,000	575,000
<i>Total</i>	<i>\$10,684,903</i>	<i>\$13,133,611</i>	<i>\$14,228,306</i>	<i>\$15,371,822</i>
<i>Over/-Under</i>	<i>\$1,318,244</i>	<i>-\$403,516</i>	<i>-\$960,267</i>	<i>-\$300,878</i>

PROGRAM JUSTIFICATION AND ANALYSIS

Revenue: Revenues for FY 2024-25 Budget are expected to increase 13.6% from FY 2023-24 year-end estimates from an increase in transports and new service contracts with customer cities.

Expenses: The FY 2024-25 Budget will increase 8.0% from the FY 2023-24 year-end estimate due to anticipated wage adjustments and the addition of 4 EMT positions.

Budget Worksheet Condensed

For Fiscal: 2023-24 Period Ending: 08/31/2024

3ExpDepartment;3RevCategor...	2021-22 Total Activity	2022-23 Total Activity	2023-24 Total Budget	2023-24 YTD Activity	2023-24 Projected	2024-25 Proposed Budget
Fund: 203 - EMS						
Revenue						
432 - Fees	7,780,594.93	8,632,266.80	8,486,771.20	5,902,920.52	8,897,680.92	10,511,704.00
473 - Inter-Jurisdictional	4,133,931.29	3,865,287.47	4,207,451.81	4,009,556.78	4,208,658.01	4,383,739.89
480 - Fund Charges/Transfers	7,380.53	0.00	0.00	0.00	0.00	0.00
491 - Investment Income	7,058.48	42,750.42	34,000.00	24,022.73	31,500.00	33,500.00
497 - Miscellaneous	74,181.99	189,789.96	132,000.00	136,328.86	130,200.00	142,000.00
Revenue Total:	12,003,147.22	12,730,094.65	12,860,223.01	10,072,828.89	13,268,038.93	15,070,943.89
Expense						
3ExpFunction: 2 - Public Safety						
280 - Schertz EMS	10,684,903.47	13,133,610.69	13,640,835.49	11,051,155.20	14,228,306.01	15,371,821.98
3ExpFunction: 2 - Public Safety Total:	10,684,903.47	13,133,610.69	13,640,835.49	11,051,155.20	14,228,306.01	15,371,821.98
Expense Total:	10,684,903.47	13,133,610.69	13,640,835.49	11,051,155.20	14,228,306.01	15,371,821.98
Fund: 203 - EMS Surplus (Deficit):	1,318,243.75	-403,516.04	-780,612.48	-978,326.31	-960,267.08	-300,878.09

Budget Worksheet Condensed

For Fiscal: 2023-24 Period Ending: 08/31/2024

		2021-22	2022-23	2023-24	2023-24	2023-24	2024-25
		Total Activity	Total Activity	Total Budget	YTD Activity	Projected	Proposed Budget
Fund: 203 - EMS							
RevCategory: 432 - Fees							
203-280-432034	Ambulance/Mileage Transport ...	7,400,892.24	8,252,577.81	8,107,771.20	5,694,497.75	8,582,680.92	10,110,204.00
203-280-432036	Passport Membership Fees	26,660.00	25,590.00	26,000.00	23,780.00	26,000.00	30,000.00
203-280-432038	CE Class - Fees	18,523.20	20,691.35	20,000.00	31,679.88	22,000.00	22,000.00
203-280-432039	EMT Class - Fees	170,975.00	163,765.00	150,000.00	33,700.00	100,000.00	162,500.00
203-280-432040	Immunization Fees	2,266.16	1,936.83	3,000.00	1,280.00	2,000.00	3,000.00
203-280-432041	Billing Fees-External	23,383.14	31,288.59	30,000.00	24,014.02	33,000.00	34,000.00
203-280-432042	Standby Fees	53,638.60	49,815.10	50,000.00	40,484.25	52,000.00	50,000.00
203-280-432043	Community Services Support	42,061.59	49,537.12	50,000.00	26,444.62	40,000.00	50,000.00
203-280-432044	MIH Services	42,145.00	37,065.00	50,000.00	27,040.00	40,000.00	50,000.00
203-280-432089	NSF Check Fee	50.00	0.00	0.00	0.00	0.00	0.00
	RevCategory: 432 - Fees Total:	7,780,594.93	8,632,266.80	8,486,771.20	5,902,920.52	8,897,680.92	10,511,704.00

Budget Worksheet Condensed

For Fiscal: 2023-24 Period Ending: 08/31/2024

		2021-22 Total Activity	2022-23 Total Activity	2023-24 Total Budget	2023-24 YTD Activity	2023-24 Projected	2024-25 Proposed Budget
RevCategory: 473 - Inter-Jurisdictional							
203-280-473103	Seguin/Guadalupe Co Support	850,607.01	927,934.92	1,020,728.38	935,667.70	1,020,728.38	1,051,350.23
203-280-473106	JBSA Support	582,130.94	653,788.45	674,421.11	560,380.56	674,421.11	694,653.74
203-280-473107	Cibolo Support	529,043.96	557,333.72	637,649.85	637,649.84	637,649.85	662,028.24
203-280-473114	Comal Co ESD #6	200,905.18	104,509.14	154,309.31	154,309.31	154,309.31	163,496.64
203-280-473115	Live Oak Support	259,350.75	273,764.40	282,952.32	282,952.32	282,952.32	290,411.52
203-280-473116	Universal City Support	335,884.88	345,554.32	342,714.39	342,714.40	342,714.39	356,549.52
203-280-473117	Selma Support	180,290.24	186,132.12	214,655.25	205,386.24	205,386.24	213,095.76
203-280-473118	Schertz Support	695,644.24	725,514.32	770,949.48	770,949.48	770,949.48	791,273.28
203-280-473119	Santa Clara Support	11,953.04	12,236.00	12,887.85	13,775.48	13,775.49	14,138.64
203-280-473120	Marion Support	21,363.88	22,684.92	21,183.87	21,183.88	21,183.87	21,742.32
203-280-473121	TASPP Program	466,757.17	55,835.16	75,000.00	84,587.57	84,587.57	125,000.00
RevCategory: 473 - Inter-Jurisdictional Total:		4,133,931.29	3,865,287.47	4,207,451.81	4,009,556.78	4,208,658.01	4,383,739.89

Budget Worksheet Condensed

For Fiscal: 2023-24 Period Ending: 08/31/2024

	2021-22 Total Activity	2022-23 Total Activity	2023-24 Total Budget	2023-24 YTD Activity	2023-24 Projected	2024-25 Proposed Budget
RevCategory: 480 - Fund Charges/Transfers						
203-101-480002 Transfer In - Reserves	0.00	0.00	0.00	0.00	0.00	0.00
203-280-480000 Transfer In	7,380.53	0.00	0.00	0.00	0.00	0.00
RevCategory: 480 - Fund Charges/Transfers Total:	7,380.53	0.00	0.00	0.00	0.00	0.00

Budget Worksheet Condensed

For Fiscal: 2023-24 Period Ending: 08/31/2024

		2021-22	2022-23	2023-24	2023-24	2023-24	2024-25
		Total Activity	Total Activity	Total Budget	YTD Activity	Projected	Proposed Budget
RevCategory: 491 - Investment Income							
203-280-491000	Interest Earned	1,163.96	12,059.90	10,000.00	3,285.71	6,500.00	7,500.00
203-280-491200	Investment Income	5,894.52	30,690.52	24,000.00	20,737.02	25,000.00	26,000.00
	RevCategory: 491 - Investment Income Total:	7,058.48	42,750.42	34,000.00	24,022.73	31,500.00	33,500.00

Budget Worksheet Condensed

For Fiscal: 2023-24 Period Ending: 08/31/2024

		2021-22 Total Activity	2022-23 Total Activity	2023-24 Total Budget	2023-24 YTD Activity	2023-24 Projected	2024-25 Proposed Budget
RevCategory: 497 - Miscellaneous							
203-280-497000	Miscellaneous Income	28,161.99	123,618.98	60,000.00	38,916.83	50,000.00	60,000.00
203-280-497002	Donations-EMS	1,500.00	1,215.00	2,000.00	220.00	200.00	2,000.00
203-280-497022	Collection Agency-Bad Debt	31,617.12	50,292.68	50,000.00	82,366.83	60,000.00	60,000.00
203-280-497023	Recovery of Bad Debt	12,902.88	14,663.30	20,000.00	14,825.20	20,000.00	20,000.00
	RevCategory: 497 - Miscellaneous Total:	74,181.99	189,789.96	132,000.00	136,328.86	130,200.00	142,000.00
	Fund: 203 - EMS Total:	12,003,147.22	12,730,094.65	12,860,223.01	10,072,828.89	13,268,038.93	15,070,943.89

Budget Worksheet Condensed

For Fiscal: 2023-24 Period Ending: 08/31/2024

		2021-22	2022-23	2023-24	2023-24	2023-24	2024-25
		Total Activity	Total Activity	Total Budget	YTD Activity	Projected	Proposed Budget
Fund: 203 - EMS							
203-280-511110	Regular	3,206,232.51	3,841,152.65	4,178,571.00	3,714,168.17	4,579,079.00	5,298,431.00
203-280-511120	Overtime	1,094,358.86	1,054,879.65	1,185,414.00	978,083.67	1,162,498.56	1,226,506.00
203-280-511210	Longevity	37,929.00	46,097.33	49,293.00	49,702.54	49,702.00	57,063.00
203-280-511220	Clothing Allowance	17,824.00	18,024.00	19,344.00	15,024.00	18,684.00	12,005.00
203-280-511230	Certification Allowance	16,730.00	18,820.00	21,320.00	18,405.00	22,805.00	26,190.00
203-280-511310	FICA - Employer	318,077.98	360,328.28	410,428.00	353,010.93	446,207.00	506,445.00
203-280-511350	TMRS-Employer	363,551.07	1,244,937.45	898,451.00	683,352.83	980,488.00	1,031,981.00
203-280-511410	Health-Employer	633,799.41	796,032.38	898,414.00	800,724.59	891,655.00	919,182.00
203-280-511500	Workers' Compensation	59,715.24	114,745.64	117,417.00	118,361.92	118,361.92	132,679.00
203-280-511606	Uniforms	23,990.85	22,541.23	30,000.00	29,081.81	40,000.00	40,000.00
203-280-511609	Employee Recognition-Morale	4,548.92	6,340.56	6,500.00	8,658.27	7,200.00	7,000.00
203-280-511610	Memberships-Professional	40.00	0.00	0.00	690.00	0.00	0.00
203-280-511611	Publications	0.00	0.00	500.00	0.00	0.00	500.00
203-280-511612	Training/Travel	37,520.76	74,480.13	48,000.00	37,786.43	40,000.00	50,000.00
203-280-511614	Meeting Expenses	2,675.68	3,943.78	3,000.00	2,221.93	3,000.00	3,000.00
203-280-511617	Medical Services	1,012.00	501.00	2,000.00	173.00	2,000.00	2,000.00
203-280-521000	Operating Supplies	1,870.29	221.70	2,000.00	961.76	1,500.00	2,000.00
203-280-521010	Operating Supplies-EMT Class	39,944.09	31,975.72	30,000.00	21,551.67	30,000.00	25,000.00
203-280-521020	Operating Supplies-CE Class	526.27	10,220.26	9,925.00	203.46	10,000.00	7,500.00
203-280-521025	Community Support Supplies	34,258.17	23,349.32	25,000.00	20,022.84	20,000.00	25,000.00
203-280-521030	Operating Supplies-MIH	173.58	1,368.65	2,000.00	398.98	1,000.00	2,000.00
203-280-521100	Office Supplies	3,274.48	3,555.28	4,000.00	3,141.42	3,000.00	4,000.00
203-280-521200	Chem/Med/Lab Supplies	355,917.02	414,052.46	350,000.00	395,378.06	425,000.00	400,000.00
203-280-521250	Immunization Supplies	3,059.91	13,882.99	14,000.00	5,232.84	11,000.00	12,000.00
203-280-521300	Motor Vehicle Supplies	2,764.78	1,703.71	2,500.00	0.00	1,000.00	2,500.00
203-280-521600	Equip Maint Supplies	135.98	1,516.82	1,000.00	3,540.54	1,000.00	1,000.00
203-280-521702	Postage	5,019.22	5,352.21	6,500.00	6,683.22	7,500.00	7,000.00
203-280-521708	Furniture & Fixtures	6,399.40	1,162.80	5,000.00	1,012.12	5,000.00	5,000.00
203-280-521709	Vehicles & Accs Less \$5,000	1,780.29	897.18	4,500.00	976.91	3,500.00	4,500.00
203-280-521710	Computer & Peripherals Under...	11,562.89	21,437.00	15,000.00	6,514.71	12,000.00	18,400.00

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Budget Worksheet Condensed

For Fiscal: 2023-24 Period Ending: 08/31/2024

		2021-22 Total Activity	2022-23 Total Activity	2023-24 Total Budget	2023-24 YTD Activity	2023-24 Projected	2024-25 Proposed Budget
203-280-521711	Communication Equip Less \$5,...	3,029.46	13,579.31	4,000.00	1,753.00	4,000.00	5,000.00
203-280-521716	Equipment Under \$5,000	14,886.65	39,011.81	30,000.00	19,339.19	28,000.00	20,000.00
203-280-533100	Gas Utility Service	6,776.72	7,127.43	7,000.00	2,455.14	4,500.00	6,000.00
203-280-533200	Electric Utility Service	9,733.59	9,607.36	12,000.00	6,711.36	8,000.00	10,000.00
203-280-533410	Water Utility Service	4,711.54	2,885.84	7,000.00	2,008.34	2,000.00	5,000.00
203-280-533500	Vehicle Fuel	165,014.65	168,110.07	150,000.00	115,840.86	110,000.00	130,000.00
203-280-534004	CE Class - Instructors	0.00	880.00	2,400.00	0.00	2,000.00	2,500.00
203-280-534005	City Insurance-Commercial	31,429.58	38,468.96	43,000.00	42,788.00	42,788.00	43,000.00
203-280-534011	Contingencies	798.00	0.00	50,000.00	0.00	50,000.00	50,000.00
203-280-534014	Community Outreach	4,021.15	3,730.71	7,000.00	3,056.00	7,000.00	5,000.00
203-280-534015	Credit Card Service Fee	21,505.26	22,179.42	20,000.00	9,809.44	10,000.00	20,000.00
203-280-534019	EMS Outsourcing	618,489.00	618,489.00	680,565.59	510,424.20	680,565.59	700,892.56
203-280-534020	EMT Class - Instructors	15,520.00	12,400.00	10,000.00	13,300.00	9,500.00	10,000.00
203-280-534021	Equipment Maintenance - Copi...	4,828.46	3,873.10	5,000.00	3,097.24	3,500.00	5,000.00
203-280-534027	Memberships-City Use	3,815.00	4,115.00	4,500.00	4,360.80	4,500.00	4,500.00
203-280-534029	Printing & Binding	2,514.06	2,854.70	3,000.00	1,419.61	3,000.00	3,000.00
203-280-534036	Software Maintenance	49,382.01	49,970.73	106,200.00	107,215.67	106,000.00	110,000.00
203-280-534044	Community Support Instructors	2,080.00	2,160.00	3,000.00	3,000.00	3,000.00	3,000.00
203-280-541000	Auditor/Accounting Service	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00
203-280-541012	Legal Services	1,066.50	1,035.00	5,000.00	0.00	500.00	5,000.00
203-280-541017	Professional Services	124,101.85	89,522.48	100,000.00	89,003.51	100,000.00	102,000.00
203-280-542000	Depreciation Expense	402,142.52	446,463.78	0.00	0.00	0.00	0.00
203-280-542001	Bad Debt Expense	2,451,472.17	2,956,666.97	2,794,821.20	2,034,342.59	2,900,000.00	2,966,054.00
203-280-548004	Interfund Charges-Admin Fleet	226,106.00	258,762.00	263,937.00	241,942.25	263,937.24	373,286.00
203-280-548006	Interfund Charges-Admin	212,740.00	216,994.00	221,334.70	202,890.14	221,334.70	232,400.00
203-280-548014	Transfer Out - General Fund	0.00	0.00	0.00	0.00	0.00	4,000.00
203-280-551074	Maintenance Agrmt - Radios	10,440.00	9,320.00	13,000.00	9,240.00	13,000.00	13,000.00
203-280-561200	Lease/Purchase Payments	-6,633.35	-3,411.83	120,000.00	78,509.17	120,000.00	136,307.42
203-280-581005	Equipment Over \$5,000	6,789.00	8,085.55	125,000.00	35,198.89	125,000.00	90,000.00
203-280-581012	Vehicles & Accs Over \$5,000	10,451.00	14,209.12	510,000.00	235,386.18	510,000.00	485,000.00
	Fund: 203 - EMS Total:	10,684,903.47	13,133,610.69	13,640,835.49	11,051,155.20	14,228,306.01	15,371,821.98

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DEPARTMENT: ECONOMIC DEVELOPMENT CORPORATION

FUND: 620 CITY OF SCHERTZ ECONOMIC DEVELOPMENT CORPORATION

DEPARTMENT DESCRIPTION

The Economic Development Corporation helps to provide a supportive tax base, generate investment and improve quality of life. The City and the Corporation share many of the same objectives with a focus on infrastructure and the Corporation's mission statement reflects their purpose to strategically strengthen the Schertz economy by attracting and retaining businesses, investing in infrastructure, and promoting and enhancing the quality of life for residents and businesses through innovative measures, creating a sustainable and vibrant community. The department consists of four personnel and assists with the needs of 1,100 businesses and stakeholders.

GOALS FOR FY 2024-25

- The Economic Development Corporation's goals have been established by the Board of Directors this year to reflect a new focus.

Strategic Plan Emphasis

- Strategic Plan Emphasis
- Policy Value: Promote Economic Development
- Invest in ways to optimize the Talent Pipeline for residents and businesses.
- Promote economic development opportunities that expand the city's base of targeted and desired industries.
- Generate investments in undeveloped areas and existing parks to improve quality of life.
- Prioritize real estate assets and strategies that identify needed infrastructure.

Project Focus for FY 2024-25

- Improve Economic Prosperity through Quality Developments, providing jobs that provide a High Quality of Life.
 - Endorse programs to benefit small business
 - Participating in 2 infrastructure projects that will provide Essential Services.
-

ECONOMIC DEVELOPMENT

- Lead a discussion by participating with businesses to explore innovative ways in which the company can conserve natural resources.
- Engage public utilities to assist business success.
- Participate in 6 events to attract new businesses to the city.

ORGANIZATIONAL CHART



ECONOMIC DEVELOPMENT	2021-22 Actual	2022-23 Actual	2023-24 Estimate	2024-25 Budget
Executive Director	1	1	1	1
Deputy Director	0	1	1	1
Business Engagement Manager	1	1	1	1
Administrative Assistant	1	1	1	0
TOTAL POSITIONS	4	4	4	3

PERFORMANCE INDICATORS

Workload/Output	2021-22 Actual	2022-23 Actual	2023-24 Estimate	2024-25 Budget
Number of inquiries	94	121	155	164
Number of Schertz BRE visits	7	18	40	21
Number of recruitment events	6	8	12	14
Number of new prospects	15	35	45	43
Number of active performance agreements	14	15	18	17

Budget	2021-22 Actual	2022-23 Actual	2023-24 Estimate	2024-25 Budget
<i>Revenue</i>				
Taxes	\$6,025,703	\$6,548,941	\$5,116,109	\$7,083,000
Investment Income	201,279	1,262,347	1,374,122	1,260,000
Miscellaneous	0	0	1,100	0
<i>Total</i>	<i>\$6,226,982</i>	<i>\$7,811,288</i>	<i>\$6,681,723</i>	<i>\$8,343,000</i>
<i>Expenses</i>				
Non-Departmental	\$1,240,000	\$81,944	\$58,985	\$2,750,000
Personnel Services	21,350	17,693	6,6600	24,575
Supplies and Equipment	50,931	43,921	5,100	61,175
City Supported Services	5,850	55,992	24,700	214,500
Utility Services	2,212	180	650	975
Operating Expenses	142,005	71,305	116,710	398,135
Professional Services	20,752	45,328	40,200	61,300
Fund Charges/Transfers	506,984	542,221	546,883	609,080
<i>Total Schertz Economic Development</i>	<i>\$1,990,084</i>	<i>\$858,584</i>	<i>\$868,766</i>	<i>\$4,119,740</i>
<i>Over/-Under</i>	<i>\$4,236,898</i>	<i>\$6,952,704</i>	<i>\$5,812,895</i>	<i>\$4,223,260</i>

PROGRAM JUSTIFICATION AND ANALYSIS

Revenues: The SEDC receives one-half of one percent of all sales and use tax generated within the City of Schertz. The revenue for FY 2024-25 budget is projected to increase by 24.9% from the FY 2023-24 year-end estimate. The increase is reflective of an increase in sales tax revenue of 7% and additional investment income makes up the remainder.

Expenses: The SEDC funds are restricted to those expenses authorized by the Texas Local Government Code sections 501 and 505. The expenses for FY 2024-

ECONOMIC DEVELOPMENT

25 are projected to increase 374.2% to utilize the maximum allowed Marketing and Promotion dollars. Unspent Marketing and Promotion dollars may be carried forward per State statute for Marketing and Promotion purposes.

Project Expenses: The SEDC is funding improvements to Lookout Rd, signalization, and upsizing of wastewater facilities in FY 2023-24.

Budget Worksheet Condensed

For Fiscal: 2023-24 Period Ending: 08/31/2024

3ExpDepartment;3RevCategor...	2021-22 Total Activity	2022-23 Total Activity	2023-24 Total Budget	2023-24 YTD Activity	2023-24 Projected	2024-25 Proposed Budget
Fund: 620 - SED CORPORATION						
Revenue						
411 - Taxes	6,025,703.00	6,548,940.92	7,092,000.00	5,116,110.27	0.00	7,083,000.00
480 - Fund Charges/Transfers	0.00	0.00	0.00	190,391.66	0.00	0.00
491 - Investment Income	201,279.17	1,262,346.78	1,315,000.00	1,374,122.30	0.00	1,260,000.00
497 - Miscellaneous	0.00	0.00	0.00	1,100.00	0.00	0.00
Revenue Total:	6,226,982.17	7,811,287.70	8,407,000.00	6,681,724.23	0.00	8,343,000.00
Expense						
3ExpFunction: 1 - General Government						
101 - Non Departmental	1,240,000.00	81,944.29	11,677,510.00	58,984.70	0.00	2,750,000.00
3ExpFunction: 1 - General Government Total:	1,240,000.00	81,944.29	11,677,510.00	58,984.70	0.00	2,750,000.00
3ExpFunction: 9 - Misc & Projects						
966 - Economic Development	750,084.06	776,639.58	1,307,543.00	809,898.75	193,960.29	1,369,740.00
3ExpFunction: 9 - Misc & Projects Total:	750,084.06	776,639.58	1,307,543.00	809,898.75	193,960.29	1,369,740.00
Expense Total:	1,990,084.06	858,583.87	12,985,053.00	868,883.45	193,960.29	4,119,740.00
Fund: 620 - SED CORPORATION Surplus (Deficit):	4,236,898.11	6,952,703.83	-4,578,053.00	5,812,840.78	-193,960.29	4,223,260.00
Report Surplus (Deficit):	7,372,671.02	21,699,231.71	-1,301,771.26	15,879,978.80	185,588.67	5,303,877.91



City of Schertz, TX

Budget Worksheet Condensed

Account Summary

For Fiscal: 2023-24 Period Ending: 08/31/2024

		2021-22	2022-23	2023-24	2023-24	2023-24	2024-25
		Total Activity	Total Activity	Total Budget	YTD Activity	Projected	Proposed Budget
Fund: 620 - SED CORPORATION							
RevCategory: 411 - Taxes							
620-101-411500	Sales Tax Revenue	6,025,703.00	6,548,940.92	7,092,000.00	5,116,110.27	0.00	7,083,000.00
	RevCategory: 411 - Taxes Total:	6,025,703.00	6,548,940.92	7,092,000.00	5,116,110.27	0.00	7,083,000.00

Budget Worksheet Condensed

For Fiscal: 2023-24 Period Ending: 08/31/2024

	2021-22 Total Activity	2022-23 Total Activity	2023-24 Total Budget	2023-24 YTD Activity	2023-24 Projected	2024-25 Proposed Budget
RevCategory: 480 - Fund Charges/Transfers						
620-101-480000 Transfer In	0.00	0.00	0.00	190,391.66	0.00	0.00
620-101-480002 Transfer In - Reserves	0.00	0.00	0.00	0.00	0.00	0.00
RevCategory: 480 - Fund Charges/Transfers Total:	0.00	0.00	0.00	190,391.66	0.00	0.00

Budget Worksheet Condensed

For Fiscal: 2023-24 Period Ending: 08/31/2024

		2021-22	2022-23	2023-24	2023-24	2023-24	2024-25
		Total Activity	Total Activity	Total Budget	YTD Activity	Projected	Proposed Budget
RevCategory: 491 - Investment Income							
620-101-491000	Interest Earned	1,438.01	11,319.42	15,000.00	9,139.01	0.00	10,000.00
620-101-491200	Investment Income	199,841.16	1,251,027.36	1,300,000.00	1,364,983.29	0.00	1,250,000.00
	RevCategory: 491 - Investment Income Total:	201,279.17	1,262,346.78	1,315,000.00	1,374,122.30	0.00	1,260,000.00

Budget Worksheet Condensed

For Fiscal: 2023-24 Period Ending: 08/31/2024

	2021-22 Total Activity	2022-23 Total Activity	2023-24 Total Budget	2023-24 YTD Activity	2023-24 Projected	2024-25 Proposed Budget
RevCategory: 497 - Miscellaneous						
620-101-497000 Miscellaneous Income	0.00	0.00	0.00	1,100.00	0.00	0.00
RevCategory: 497 - Miscellaneous Total:	0.00	0.00	0.00	1,100.00	0.00	0.00
Fund: 620 - SED CORPORATION Total:	6,226,982.17	7,811,287.70	8,407,000.00	6,681,724.23	0.00	8,343,000.00
Report Total:	6,226,982.17	7,811,287.70	8,407,000.00	6,681,724.23	0.00	8,343,000.00



City of Schertz, TX

Budget Worksheet Condensed

Account Summary

For Fiscal: 2023-24 Period Ending: 08/31/2024

		2021-22	2022-23	2023-24	2023-24	2023-24	2024-25
		Total Activity	Total Activity	Total Budget	YTD Activity	Projected	Proposed Budget
Fund: 620 - SED CORPORATION							
620-101-532011	Development Incentive Fund	0.00	81,944.29	3,027,510.00	58,984.70	0.00	1,050,000.00
620-101-532015	Contributions	1,240,000.00	0.00	8,650,000.00	0.00	0.00	1,700,000.00
620-966-511606	Uniforms	676.31	364.71	800.00	170.13	100.00	800.00
620-966-511609	Employee Recognition-Morale	546.95	895.94	600.00	0.00	300.00	600.00
620-966-511610	Memberships-Professional	0.00	1,775.00	2,525.00	2,180.00	350.00	2,525.00
620-966-511611	Publications	0.00	43.25	800.00	0.00	800.00	800.00
620-966-511612	Training/Travel	16,268.90	9,971.23	12,000.00	9,150.36	50.00	12,000.00
620-966-511614	Meeting Expenses	3,858.21	4,642.71	7,850.00	2,132.55	5,000.00	7,850.00
620-966-521100	Office Supplies	1,011.27	559.95	1,000.00	396.02	300.00	1,000.00
620-966-521701	Computer Fees & Licenses	45,801.56	42,696.87	54,675.00	18,552.62	1,000.00	54,675.00
620-966-521702	Postage	71.47	49.32	500.00	133.45	300.00	500.00
620-966-521708	Furniture & Fixtures	2,179.94	537.40	2,500.00	542.88	1,000.00	2,500.00
620-966-521710	Computer & Peripherals Under...	1,866.73	77.87	2,500.00	0.00	2,500.00	2,500.00
620-966-532002	Promotional Events - Expenses	5,850.35	10,350.78	9,500.00	3,451.89	0.00	9,500.00
620-966-532012	Grant Fund	0.00	40,000.00	200,000.00	0.00	20,000.00	200,000.00
620-966-532013	Prospect Services	0.00	5,640.94	5,000.00	64.96	4,700.00	5,000.00
620-966-533310	Telephone/Cell Phones	1,779.75	0.00	0.00	0.00	0.00	0.00
620-966-533500	Vehicle Fuel	431.83	130.69	750.00	359.57	550.00	750.00
620-966-533550	Vehicle Maintenance	0.00	49.00	225.00	14.00	100.00	225.00
620-966-534000	Advertising	77,075.73	42,613.97	315,850.00	161,471.33	100,000.00	315,850.00
620-966-534005	City Insurance-Commercial	1,460.68	1,534.34	1,700.00	1,589.71	110.29	1,700.00
620-966-534011	Contingencies	0.00	-27,013.00	10,000.00	0.00	10,000.00	10,000.00
620-966-534021	Equipment Maintenance - Copi...	3,447.66	2,765.50	3,500.00	2,212.43	100.00	3,500.00
620-966-534022	Goodwill	1,794.59	1,696.30	1,750.00	614.96	0.00	1,750.00
620-966-534027	Memberships-City Use	29,385.00	23,625.00	28,835.00	27,935.00	5,000.00	28,835.00
620-966-534029	Printing & Binding	878.16	91.50	1,500.00	0.00	1,500.00	1,500.00

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Budget Worksheet Condensed

For Fiscal: 2023-24 Period Ending: 08/31/2024

		2021-22	2022-23	2023-24	2023-24	2023-24	2024-25
		Total Activity	Total Activity	Total Budget	YTD Activity	Projected	Proposed Budget
620-966-534031	Recruitment Events	27,963.25	25,991.81	35,000.00	23,315.89	0.00	35,000.00
620-966-541000	Auditor/Accounting Service	6,000.00	6,000.00	6,300.00	6,300.00	0.00	6,300.00
620-966-541004	Consulting Services	4,981.97	31,300.00	40,000.00	0.00	40,000.00	40,000.00
620-966-541012	Legal Services	9,769.75	8,027.50	15,000.00	2,428.00	200.00	15,000.00
620-966-548006	Interfund Charges-Admin	506,984.00	542,221.00	546,883.00	546,883.00	0.00	609,080.00
Fund: 620 - SED CORPORATION Total:		1,990,084.06	858,583.87	12,985,053.00	868,883.45	193,960.29	4,119,740.00
Report Total:		1,990,084.06	858,583.87	12,985,053.00	868,883.45	193,960.29	4,119,740.00

FUND: 106 SPECIAL EVENTS

DESCRIPTION

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

Budget	2021-22 Actual	2022-23 Actual	2023-24 Estimate	2024-25 Budget
<i>Revenues</i>				
Fund Charges/Transfers	-\$147	\$147	\$0	\$0
Investment Income	147	891	0	0
Kick Cancer	9,595	22,194	24,190	20,000
Hal Baldwin Scholarship	37,846	40,020	39,401	35,000
<i>Total</i>	<i>\$47,442</i>	<i>\$63,253</i>	<i>\$63,591</i>	<i>\$55,000</i>
<i>Expenses</i>				
Kick Cancer	\$9,849	\$22,195	\$24,190	\$20,000
Hal Baldwin Scholarship	19,719	25,555	20,000	35,000
<i>Total</i>	<i>\$29,568</i>	<i>\$47,749</i>	<i>\$44,190</i>	<i>\$55,000</i>

PROGRAM JUSTIFICATION AND ANALYSIS

Revenue: Revenue budget has decreased and it is now set at \$55,000 each year and any additional covers event expenses.

Expenses: The Special Events Fund FY 2023-24 Budget is set at \$55,000 with no change in operations.



City of Schertz, TX

Budget Worksheet Condensed Group Summary

For Fiscal: 2023-24 Period Ending: 08/31/2024

3ExpDepartment;3RevCategor...	2021-22 Total Activity	2022-23 Total Activity	2023-24 Total Budget	2023-24 YTD Activity	2023-24 Projected	2024-25 Proposed Budget
Fund: 106 - SPECIAL EVENTS FUND						
Revenue						
480 - Fund Charges/Transfers	-146.72	146.72	0.00	0.00	0.00	0.00
491 - Investment Income	147.24	891.43	0.00	802.84	0.00	0.00
497 - Miscellaneous	47,441.34	62,214.63	45,000.00	62,151.23	63,591.23	55,000.00
Revenue Total:	47,441.86	63,252.78	45,000.00	62,954.07	63,591.23	55,000.00
Expense						
3ExpFunction: 6 - Cultural						
608 - Kick Cancer	9,848.94	22,194.63	15,000.00	22,761.88	24,189.97	20,000.00
621 - Hal Baldwin Scholarship	19,719.28	25,554.70	30,000.00	30,214.04	20,000.00	35,000.00
3ExpFunction: 6 - Cultural Total:	29,568.22	47,749.33	45,000.00	52,975.92	44,189.97	55,000.00
Expense Total:	29,568.22	47,749.33	45,000.00	52,975.92	44,189.97	55,000.00
Fund: 106 - SPECIAL EVENTS FUND Surplus (Deficit):	17,873.64	15,503.45	0.00	9,978.15	19,401.26	0.00



City of Schertz, TX

Budget Worksheet Condensed

Account Summary

For Fiscal: 2023-24 Period Ending: 08/31/2024

	2021-22 Total Activity	2022-23 Total Activity	2023-24 Total Budget	2023-24 YTD Activity	2023-24 Projected	2024-25 Proposed Budget
Fund: 106 - SPECIAL EVENTS FUND						
RevCategory: 480 - Fund Charges/Transfers						
<u>106-101-480101</u> Transfer In - General Fund	-146.72	146.72	0.00	0.00	0.00	0.00
RevCategory: 480 - Fund Charges/Transfers Total:	-146.72	146.72	0.00	0.00	0.00	0.00

Budget Worksheet Condensed

For Fiscal: 2023-24 Period Ending: 08/31/2024

	2021-22 Total Activity	2022-23 Total Activity	2023-24 Total Budget	2023-24 YTD Activity	2023-24 Projected	2024-25 Proposed Budget
RevCategory: 491 - Investment Income						
106-101-491200 Investment Income	147.24	891.43	0.00	802.84	0.00	0.00
RevCategory: 491 - Investment Income Total:	147.24	891.43	0.00	802.84	0.00	0.00

Budget Worksheet Condensed

For Fiscal: 2023-24 Period Ending: 08/31/2024

	2021-22 Total Activity	2022-23 Total Activity	2023-24 Total Budget	2023-24 YTD Activity	2023-24 Projected	2024-25 Proposed Budget
RevCategory: 497 - Miscellaneous						
106-608-497001 Kick Cancer - Proceeds	9,595.00	22,194.63	15,000.00	24,189.97	24,189.97	20,000.00
106-621-497010 Hal Baldwin Scholarship - Proc...	37,846.34	40,020.00	30,000.00	37,961.26	39,401.26	35,000.00
RevCategory: 497 - Miscellaneous Total:	47,441.34	62,214.63	45,000.00	62,151.23	63,591.23	55,000.00
Fund: 106 - SPECIAL EVENTS FUND Total:	47,441.86	63,252.78	45,000.00	62,954.07	63,591.23	55,000.00



City of Schertz, TX

Budget Worksheet Condensed

Account Summary

For Fiscal: 2023-24 Period Ending: 08/31/2024

		2021-22	2022-23	2023-24	2023-24	2023-24	2024-25
		Total Activity	Total Activity	Total Budget	YTD Activity	Projected	Proposed Budget
Fund: 106 - SPECIAL EVENTS FUND							
106-608-534039	Kick Cancer - Expenses	9,848.94	22,194.63	15,000.00	22,761.88	24,189.97	20,000.00
106-621-532001	Golf Tournament - Expenses	14,706.88	17,014.50	30,000.00	19,329.90	20,000.00	20,000.00
106-621-532004	Hal Baldwin Scholarship - Expe...	5,012.40	8,540.20	0.00	10,884.14	0.00	15,000.00
	Fund: 106 - SPECIAL EVENTS FUND Total:	29,568.22	47,749.33	45,000.00	52,975.92	44,189.97	55,000.00

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

DESCRIPTION

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

Budget	2021-22 Actual	2022-23 Actual	2023-24 Estimate	2024-25 Budget
<i>Revenues</i>				
Franchises	\$79,403	\$74,016	\$83,407	\$64,000
<i>Total</i>	<i>\$79,403</i>	<i>\$74,016</i>	<i>\$83,417</i>	<i>\$64,000</i>
<i>Expenses</i>				
Misc & Projects	\$162,751	\$821,654	\$991,001	\$64,000
<i>Total</i>	<i>\$162,751</i>	<i>\$821,654</i>	<i>\$991,001</i>	<i>\$64,000</i>

PROGRAM JUSTIFICATION AND ANALYSIS

Revenue: Revenues for FY 2024-25 Budget are expected to decrease by \$19,417 from the FY 2023-24 year-end estimates as the community moves away from cable.

Expenses: The PEG Fund FY 2024-25 Budget decreased to \$64,000 with the continued implementation of the communication master plan.

Budget Worksheet Condensed

For Fiscal: 2023-24 Period Ending: 08/31/2024

3ExpDepartment;3RevCategor...	2021-22 Total Activity	2022-23 Total Activity	2023-24 Total Budget	2023-24 YTD Activity	2023-24 Projected	2024-25 Proposed Budget
Fund: 110 - PUBLIC, EDU, GOVMNT FEE						
Revenue						
421 - Franchises	79,402.59	74,016.18	67,000.00	48,699.91	83,416.67	64,000.00
480 - Fund Charges/Transfers	0.00	0.00	0.00	0.00	0.00	0.00
Revenue Total:	79,402.59	74,016.18	67,000.00	48,699.91	83,416.67	64,000.00
Expense						
3ExpFunction: 9 - Misc & Projects						
900 - Projects	162,751.41	821,653.76	67,000.00	65,285.88	991,000.83	64,000.00
3ExpFunction: 9 - Misc & Projects Total:	162,751.41	821,653.76	67,000.00	65,285.88	991,000.83	64,000.00
Expense Total:	162,751.41	821,653.76	67,000.00	65,285.88	991,000.83	64,000.00
Fund: 110 - PUBLIC, EDU, GOVMNT FEE Surplus (Deficit):	-83,348.82	-747,637.58	0.00	-16,585.97	-907,584.16	0.00

Budget Worksheet Condensed

For Fiscal: 2023-24 Period Ending: 08/31/2024

		2021-22	2022-23	2023-24	2023-24	2023-24	2024-25
		Total Activity	Total Activity	Total Budget	YTD Activity	Projected	Proposed Budget
Fund: 110 - PUBLIC, EDU, GOVMNT FEE							
RevCategory: 421 - Franchises							
110-101-421350	Spectrum-PEG Fee	62,326.97	60,304.11	55,000.00	39,920.08	68,250.00	52,000.00
110-101-421465	Direct TV PEG Fee	17,075.62	13,712.07	12,000.00	8,779.83	15,166.67	12,000.00
RevCategory: 421 - Franchises Total:		79,402.59	74,016.18	67,000.00	48,699.91	83,416.67	64,000.00

Budget Worksheet Condensed

For Fiscal: 2023-24 Period Ending: 08/31/2024

	2021-22 Total Activity	2022-23 Total Activity	2023-24 Total Budget	2023-24 YTD Activity	2023-24 Projected	2024-25 Proposed Budget
Fund: 110 - PUBLIC, EDU, GOVMNT FEE						
110-900-521711 Communication Equip Less \$5,...	0.00	0.00	0.00	0.00	0.00	0.00
110-900-541002 Communication Plan	0.00	0.00	67,000.00	0.00	65,000.00	64,000.00
110-900-581002 Communication Equip Over \$5,...	162,751.41	821,653.76	0.00	65,285.88	926,000.83	0.00
Fund: 110 - PUBLIC, EDU, GOVMNT FEE Total:	162,751.41	821,653.76	67,000.00	65,285.88	991,000.83	64,000.00

FUND: 314 HOTEL/MOTEL OCCUPANCY TAX

DESCRIPTION

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

Budget	2021-22 Actual	2022-23 Actual	2023-24 Estimate	2024-25 Budget
<i>Revenue</i>				
Taxes	\$804,132	\$1,059,809	\$1,083,333	\$1,100,000
Investment Income	14,582	92,825	81,1667	126,500
<i>Total</i>	<i>\$818,715</i>	<i>\$1,152,634</i>	<i>\$1,163,500</i>	<i>\$1,226,500</i>
<i>Expenses</i>				
Supplies and Equipment	\$42,388	\$0	\$1,067	\$0
Operating Expenses	84,763	82,488	89,917	104,322
Professional Services	3,832	21,429	5,065	1,000
Fund Charges/Transfers	74,443	69,915	75,741	0
Repairs and Maintenance	54,677	2,300	54,167	25,000
Capital Outlay	28,200	5,266	5,705	0
Projects	1,185,510	1,440	45,973	0
<i>Total</i>	<i>\$1,473,813</i>	<i>\$182,838</i>	<i>\$276,567</i>	<i>\$130,322</i>

PROGRAM JUSTIFICATION AND ANALYSIS

Revenue: Revenue for FY 2024-25 Budget is expected to increase 5.4% from the FY 2023-24 year end estimates.

Expenses: The Hotel Motel Tax Fund FY 2024-25 Budget decreases 52.9% from FY 2023-24 year-end estimate.

Budget Worksheet Condensed

For Fiscal: 2023-24 Period Ending: 08/31/2024

3ExpDepartment;3RevCategor...	2021-22 Total Activity	2022-23 Total Activity	2023-24 Total Budget	2023-24 YTD Activity	2023-24 Projected	2024-25 Proposed Budget
Fund: 314 - HOTEL TAX						
Revenue						
411 - Taxes	804,132.41	1,059,808.63	800,000.00	709,389.85	1,083,333.33	1,100,000.00
480 - Fund Charges/Transfers	0.00	0.00	0.00	0.00	0.00	0.00
491 - Investment Income	14,582.47	92,825.32	101,500.00	112,963.29	80,166.66	126,500.00
497 - Miscellaneous	0.00	-0.62	0.00	0.00	0.00	0.00
Revenue Total:	818,714.88	1,152,633.33	901,500.00	822,353.14	1,163,499.99	1,226,500.00
Expense						
3ExpFunction: 1 - General Government						
101 - Non Departmental	288,302.10	181,398.27	260,865.00	165,434.24	230,594.01	130,322.00
3ExpFunction: 1 - General Government Total:	288,302.10	181,398.27	260,865.00	165,434.24	230,594.01	130,322.00
3ExpFunction: 9 - Misc & Projects						
900 - Projects	1,185,509.84	1,440.00	0.00	0.00	45,973.42	0.00
3ExpFunction: 9 - Misc & Projects Total:	1,185,509.84	1,440.00	0.00	0.00	45,973.42	0.00
Expense Total:	1,473,811.94	182,838.27	260,865.00	165,434.24	276,567.43	130,322.00
Fund: 314 - HOTEL TAX Surplus (Deficit):	-655,097.06	969,795.06	640,635.00	656,918.90	886,932.56	1,096,178.00

Budget Worksheet Condensed

For Fiscal: 2023-24 Period Ending: 08/31/2024

	2021-22 Total Activity	2022-23 Total Activity	2023-24 Total Budget	2023-24 YTD Activity	2023-24 Projected	2024-25 Proposed Budget
Fund: 314 - HOTEL TAX						
RevCategory: 411 - Taxes						
314-101-411800						
Hotel Occupancy Tax	804,132.41	1,059,808.63	800,000.00	709,389.85	1,083,333.33	1,100,000.00
RevCategory: 411 - Taxes Total:	804,132.41	1,059,808.63	800,000.00	709,389.85	1,083,333.33	1,100,000.00

Budget Worksheet Condensed

For Fiscal: 2023-24 Period Ending: 08/31/2024

		2021-22	2022-23	2023-24	2023-24	2023-24	2024-25
		Total Activity	Total Activity	Total Budget	YTD Activity	Projected	Proposed Budget
RevCategory: 491 - Investment Income							
314-101-491000	Interest Earned	167.73	1,440.07	1,500.00	1,213.52	1,083.33	1,500.00
314-101-491200	Investment Income	14,414.74	91,385.25	100,000.00	111,749.77	79,083.33	125,000.00
	RevCategory: 491 - Investment Income Total:	14,582.47	92,825.32	101,500.00	112,963.29	80,166.66	126,500.00

Budget Worksheet Condensed

For Fiscal: 2023-24 Period Ending: 08/31/2024

	2021-22 Total Activity	2022-23 Total Activity	2023-24 Total Budget	2023-24 YTD Activity	2023-24 Projected	2024-25 Proposed Budget
RevCategory: 497 - Miscellaneous						
314-101-497000 Misc Income	0.00	-0.62	0.00	0.00	0.00	0.00
RevCategory: 497 - Miscellaneous Total:	0.00	-0.62	0.00	0.00	0.00	0.00
Fund: 314 - HOTEL TAX Total:	818,714.88	1,152,633.33	901,500.00	822,353.14	1,163,499.99	1,226,500.00

Budget Worksheet Condensed

For Fiscal: 2023-24 Period Ending: 08/31/2024

		2021-22	2022-23	2023-24	2023-24	2023-24	2024-25
		Total Activity	Total Activity	Total Budget	YTD Activity	Projected	Proposed Budget
Fund: 314 - HOTEL TAX							
314-101-521712	Operating Equipment	42,387.50	0.00	0.00	0.00	0.00	0.00
314-101-521717	Event Banners	0.00	0.00	0.00	1,067.00	0.00	0.00
314-101-534000	Advertising	3,895.00	8,045.00	18,600.00	0.00	0.00	15,000.00
314-101-534001	Billboards	15,166.10	13,231.80	16,000.00	4,289.95	16,250.00	15,000.00
314-101-534007	Special Events - Expenses	65,701.90	61,211.48	40,000.00	36,727.62	73,666.67	0.00
314-101-534042	Community Programs	0.00	0.00	50,000.00	0.00	0.00	50,000.00
314-101-534062	Operating Expense	0.00	0.00	0.00	0.00	0.00	24,322.00
314-101-541000	Auditor/Accounting Service	3,000.00	3,500.00	1,000.00	1,000.00	3,791.67	1,000.00
314-101-541012	Legal Services	0.00	0.00	0.00	42.00	0.00	0.00
314-101-541017	Professional Services	831.79	17,928.99	0.00	660.00	1,272.92	0.00
314-101-548016	Transfer Out	74,443.00	69,915.00	80,265.00	73,576.25	75,741.25	0.00
314-101-551000	Building Maintenance	54,676.81	2,300.00	12,000.00	0.00	54,166.67	25,000.00
314-101-581001	Civic Center Improvements	28,200.00	5,266.00	43,000.00	48,071.42	5,704.83	0.00
314-900-541006	Engineering	57,214.83	1,440.00	0.00	0.00	1,560.00	0.00
314-900-581013	Construction	1,128,295.01	0.00	0.00	0.00	44,413.42	0.00
	Fund: 314 - HOTEL TAX Total:	1,473,811.94	182,838.27	260,865.00	165,434.24	276,567.43	130,322.00

FUND: 317 PARK FUND

DESCRIPTION

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

Budget	2021-22 Actual	2022-23 Actual	2023-24 Estimate	2024-25 Budget
<i>Revenue</i>				
Fees	\$0	\$203,500	\$54,167	\$150,000
Investment Income	2,195	9,058	13,163	4,750
<i>Total</i>	<i>\$2,195</i>	<i>\$212,558</i>	<i>\$67,329</i>	<i>\$154,750</i>
<i>Expenses</i>				
Professional Services	\$10,040	\$0	\$0	\$0
Capital Outlay	17,650	387,069	419,325	100,000
<i>Total</i>	<i>\$27,690</i>	<i>\$387,069</i>	<i>\$419,325</i>	<i>\$100,000</i>
<i>Over/-Under</i>	<i>-\$25,495</i>	<i>-\$174,511</i>	<i>-\$351,996</i>	<i>\$54,750</i>

PROGRAM JUSTIFICATION AND ANALYSIS

Revenue: The revenue for FY 2024-25 Budget is expected to be \$154,750 in anticipation of a new development which will pay into the fund.

Expenses: The FY 2024-25 Budget is set at \$100,000 to utilize incoming funds for park improvements.

Budget Worksheet Condensed

For Fiscal: 2023-24 Period Ending: 08/31/2024

3ExpDepartment;3RevCategor...	2021-22 Total Activity	2022-23 Total Activity	2023-24 Total Budget	2023-24 YTD Activity	2023-24 Projected	2024-25 Proposed Budget
Fund: 317 - PARK FUND						
Revenue						
432 - Fees	0.00	203,500.00	100,000.00	207,000.00	54,166.67	150,000.00
480 - Fund Charges/Transfers	0.00	0.00	0.00	0.00	0.00	0.00
491 - Investment Income	2,194.71	9,057.67	0.00	4,699.26	13,162.50	4,750.00
Revenue Total:	2,194.71	212,557.67	100,000.00	211,699.26	67,329.17	154,750.00
Expense						
3ExpFunction: 3 - Public Environment						
301 - Parkland Dedication	27,690.02	387,069.00	100,000.00	0.00	419,324.75	100,000.00
3ExpFunction: 3 - Public Environment Total:	27,690.02	387,069.00	100,000.00	0.00	419,324.75	100,000.00
Expense Total:	27,690.02	387,069.00	100,000.00	0.00	419,324.75	100,000.00
Fund: 317 - PARK FUND Surplus (Deficit):	-25,495.31	-174,511.33	0.00	211,699.26	-351,995.58	54,750.00

Budget Worksheet Condensed

For Fiscal: 2023-24 Period Ending: 08/31/2024

		2021-22 Total Activity	2022-23 Total Activity	2023-24 Total Budget	2023-24 YTD Activity	2023-24 Projected	2024-25 Proposed Budget
Fund: 317 - PARK FUND							
RevCategory: 432 - Fees							
317-301-432085	Parkland Dedication	0.00	203,500.00	100,000.00	207,000.00	54,166.67	150,000.00
	RevCategory: 432 - Fees Total:	0.00	203,500.00	100,000.00	207,000.00	54,166.67	150,000.00

Budget Worksheet Condensed

For Fiscal: 2023-24 Period Ending: 08/31/2024

		2021-22 Total Activity	2022-23 Total Activity	2023-24 Total Budget	2023-24 YTD Activity	2023-24 Projected	2024-25 Proposed Budget
RevCategory: 491 - Investment Income							
317-101-491000	Interest Earned	32.49	118.31	0.00	790.85	162.50	750.00
317-101-491200	Investment Income	2,162.22	8,939.36	0.00	3,908.41	13,000.00	4,000.00
	RevCategory: 491 - Investment Income Total:	2,194.71	9,057.67	0.00	4,699.26	13,162.50	4,750.00
	Fund: 317 - PARK FUND Total:	2,194.71	212,557.67	100,000.00	211,699.26	67,329.17	154,750.00

Budget Worksheet Condensed

For Fiscal: 2023-24 Period Ending: 08/31/2024

		2021-22	2022-23	2023-24	2023-24	2023-24	2024-25
		Total Activity	Total Activity	Total Budget	YTD Activity	Projected	Proposed Budget
Fund: 317 - PARK FUND							
317-301-541017	Professional Services	10,040.00	0.00	0.00	0.00	0.00	0.00
317-301-581007	Improvements Over \$5,000	17,650.02	387,069.00	100,000.00	0.00	419,324.75	100,000.00
317-301-581008	Land/ROW/Easements Purchase	0.00	0.00	0.00	0.00	0.00	0.00
	Fund: 317 - PARK FUND Total:	27,690.02	387,069.00	100,000.00	0.00	419,324.75	100,000.00

FUND: 319 TREE MITIGATION

DESCRIPTION

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

Budget	2021-22 Actual	2022-23 Actual	2023-24 Estimate	2024-25 Budget
<i>Revenue</i>				
Fees	\$136,950	\$48,065	\$75,833	\$100,000
Investment Income	5,324	35,599	33,150	49,250
<i>Total</i>	<i>\$142,274</i>	<i>\$83,664</i>	<i>\$108,983</i>	<i>\$149,250</i>
<i>Expenses</i>				
Maintenance Services	\$82,110	\$93,030	\$75,833	\$85,000
<i>Total</i>	<i>\$82,110</i>	<i>\$93,030</i>	<i>\$75,833</i>	<i>\$85,000</i>
<i>Over/-Under</i>	<i>\$60,164</i>	<i>-\$9,365</i>	<i>\$33,150</i>	<i>\$64,250</i>

PROGRAM JUSTIFICATION AND ANALYSIS

Revenue: The revenue for the FY 2024-25 Budget is expected to increase 36.9% from 2023-24 year-end estimate following the previous years' trends.

Expenses: The FY 2024-25 Budget increases 12.1% from FY 2023-24 year-end estimate for additional tree planting.

Budget Worksheet Condensed

For Fiscal: 2023-24 Period Ending: 08/31/2024

3ExpDepartment;3RevCategor...	2021-22 Total Activity	2022-23 Total Activity	2023-24 Total Budget	2023-24 YTD Activity	2023-24 Projected	2024-25 Proposed Budget
Fund: 319 - TREE MITIGATION						
Revenue						
432 - Fees	136,950.00	48,065.00	50,000.00	554,580.00	75,833.33	100,000.00
491 - Investment Income	5,324.04	35,599.36	35,750.00	45,476.90	33,150.00	49,250.00
Revenue Total:	142,274.04	83,664.36	85,750.00	600,056.90	108,983.33	149,250.00
Expense						
3ExpFunction: 3 - Public Environment						
302 - Tree Mitigation	82,110.00	93,030.29	75,000.00	38,929.00	75,833.33	85,000.00
3ExpFunction: 3 - Public Environment Total:	82,110.00	93,030.29	75,000.00	38,929.00	75,833.33	85,000.00
Expense Total:	82,110.00	93,030.29	75,000.00	38,929.00	75,833.33	85,000.00
Fund: 319 - TREE MITIGATION Surplus (Deficit):	60,164.04	-9,365.93	10,750.00	561,127.90	33,150.00	64,250.00

Budget Worksheet Condensed

For Fiscal: 2023-24 Period Ending: 08/31/2024

		2021-22	2022-23	2023-24	2023-24	2023-24	2024-25
		Total Activity	Total Activity	Total Budget	YTD Activity	Projected	Proposed Budget
Fund: 319 - TREE MITIGATION							
RevCategory: 432 - Fees							
319-302-432086	Tree Mitigation	136,950.00	48,065.00	50,000.00	554,580.00	75,833.33	100,000.00
	RevCategory: 432 - Fees Total:	136,950.00	48,065.00	50,000.00	554,580.00	75,833.33	100,000.00

Budget Worksheet Condensed

For Fiscal: 2023-24 Period Ending: 08/31/2024

	2021-22 Total Activity	2022-23 Total Activity	2023-24 Total Budget	2023-24 YTD Activity	2023-24 Projected	2024-25 Proposed Budget
RevCategory: 491 - Investment Income						
319-101-491000 Interest Earned	38.88	589.77	750.00	1,523.56	650.00	1,250.00
319-101-491200 Investment Income	5,285.16	35,009.59	35,000.00	43,953.34	32,500.00	48,000.00
RevCategory: 491 - Investment Income Total:	5,324.04	35,599.36	35,750.00	45,476.90	33,150.00	49,250.00
Fund: 319 - TREE MITIGATION Total:	142,274.04	83,664.36	85,750.00	600,056.90	108,983.33	149,250.00

Budget Worksheet Condensed

For Fiscal: 2023-24 Period Ending: 08/31/2024

		2021-22	2022-23	2023-24	2023-24	2023-24	2024-25
		Total Activity	Total Activity	Total Budget	YTD Activity	Projected	Proposed Budget
Fund: 319 - TREE MITIGATION							
319-302-551111	Trees	82,110.00	93,030.29	75,000.00	38,929.00	75,833.33	85,000.00
Fund: 319 - TREE MITIGATION Total:		82,110.00	93,030.29	75,000.00	38,929.00	75,833.33	85,000.00

FUND: 431 ROADWAY IMPACT FEE AREA 1

DESCRIPTION

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

PERFORMANCE INDICATORS

Budget	2021-22 Actual	2022-23 Actual	2023-24 Estimate	2024-25 Budget
<i>Revenue</i>				
Fees	\$252,872	\$301,561	\$297,917	\$300,000
Investment Income	6,035	42,128	38,106	55,300
<i>Total</i>	<i>\$258,907</i>	<i>\$343,689</i>	<i>\$336,023</i>	<i>\$355,300</i>
<i>Expenses</i>				
Professional Services	\$1,358	\$0	\$5,417	\$5,000
Projects	0	88,173	113,589	0
<i>Total</i>	<i>\$1,358</i>	<i>\$88,173</i>	<i>\$119,005</i>	<i>\$5,000</i>
<i>Over/-Under</i>	<i>\$257,549</i>	<i>\$255,516</i>	<i>\$217,018</i>	<i>\$350,300</i>

PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2024-25 Budget will be set at \$5,000 for any professional services or studies that need to be completed.

Budget Worksheet Condensed

For Fiscal: 2023-24 Period Ending: 08/31/2024

3ExpDepartment;3RevCategor...	2021-22 Total Activity	2022-23 Total Activity	2023-24 Total Budget	2023-24 YTD Activity	2023-24 Projected	2024-25 Proposed Budget
Fund: 431 - CAP RCVRY-RDWYS AREA 1						
Revenue						
432 - Fees	252,871.82	301,561.43	275,000.00	315,054.59	297,916.67	300,000.00
480 - Fund Charges/Transfers	0.00	0.00	0.00	0.00	0.00	0.00
491 - Investment Income	6,035.39	42,128.00	50,175.00	48,242.41	38,106.25	55,300.00
Revenue Total:	258,907.21	343,689.43	325,175.00	363,297.00	336,022.92	355,300.00
Expense						
3ExpFunction: 1 - General Government						
101 - Non Departmental	1,358.50	0.00	0.00	0.00	5,416.67	5,000.00
3ExpFunction: 1 - General Government Total:	1,358.50	0.00	0.00	0.00	5,416.67	5,000.00
3ExpFunction: 9 - Misc & Projects						
900 - Projects	0.00	88,172.99	5,000.00	0.00	113,588.58	0.00
3ExpFunction: 9 - Misc & Projects Total:	0.00	88,172.99	5,000.00	0.00	113,588.58	0.00
Expense Total:	1,358.50	88,172.99	5,000.00	0.00	119,005.25	5,000.00
Fund: 431 - CAP RCVRY-RDWYS AREA 1 Surplus (Deficit):	257,548.71	255,516.44	320,175.00	363,297.00	217,017.67	350,300.00

Budget Worksheet Condensed

For Fiscal: 2023-24 Period Ending: 08/31/2024

		2021-22	2022-23	2023-24	2023-24	2023-24	2024-25
		Total Activity	Total Activity	Total Budget	YTD Activity	Projected	Proposed Budget
Fund: 431 - CAP RCVRY-RDWYS AREA 1							
RevCategory: 432 - Fees							
431-173-432030	Cap Rcvry-RoadwaysSrvArea 1	252,871.82	301,561.43	275,000.00	315,054.59	297,916.67	300,000.00
	RevCategory: 432 - Fees Total:	252,871.82	301,561.43	275,000.00	315,054.59	297,916.67	300,000.00

Budget Worksheet Condensed

For Fiscal: 2023-24 Period Ending: 08/31/2024

	2021-22 Total Activity	2022-23 Total Activity	2023-24 Total Budget	2023-24 YTD Activity	2023-24 Projected	2024-25 Proposed Budget
RevCategory: 491 - Investment Income						
431-101-491000 Interest Earned	32.80	594.73	175.00	292.33	189.58	300.00
431-101-491200 Investment Income	6,002.59	41,533.27	50,000.00	47,950.08	37,916.67	55,000.00
RevCategory: 491 - Investment Income Total:	6,035.39	42,128.00	50,175.00	48,242.41	38,106.25	55,300.00
Fund: 431 - CAP RCVRY-RDWYS AREA 1 Total:	258,907.21	343,689.43	325,175.00	363,297.00	336,022.92	355,300.00

Budget Worksheet Condensed

For Fiscal: 2023-24 Period Ending: 08/31/2024

		2021-22 Total Activity	2022-23 Total Activity	2023-24 Total Budget	2023-24 YTD Activity	2023-24 Projected	2024-25 Proposed Budget
Fund: 431 - CAP RCVRY-RDWYS AREA 1							
431-101-541017	Professional Services	1,358.50	0.00	0.00	0.00	5,416.67	5,000.00
431-900-534011	Contingencies	0.00	0.00	0.00	0.00	18,067.83	0.00
431-900-541017	Professional Services	0.00	0.00	5,000.00	0.00	0.00	0.00
431-900-581013	Construction	0.00	88,172.99	0.00	0.00	95,520.75	0.00
Fund: 431 - CAP RCVRY-RDWYS AREA 1 Total:		1,358.50	88,172.99	5,000.00	0.00	119,005.25	5,000.00

FUND: 432 ROADWAY IMPACT FEE AREA 2

DESCRIPTION

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

PERFORMANCE INDICATORS

Budget	2021-22 Actual	2022-23 Actual	2023-24 Estimate	2024-25 Budget
<i>Revenue</i>				
Fees	\$341,650	\$191,018	\$238,333	\$200,000
Investment Income	4,087	28,498	25,621	27,650
<i>Total</i>	<i>\$345,737</i>	<i>\$219,516</i>	<i>\$263,954</i>	<i>\$227,650</i>
<i>Expenses</i>				
City Supported Services	\$49,147	\$102,495	\$111,036	\$100,000
Professional Services	3,338	0	5,417	5,000
<i>Total</i>	<i>\$52,484</i>	<i>\$102,495</i>	<i>\$116,453</i>	<i>\$105,000</i>
<i>Over/-Under</i>	<i>\$293,252</i>	<i>\$117,020</i>	<i>\$147,501</i>	<i>\$122,650</i>

PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2024-25 Budget will be set at \$105,000 for any professional services or studies that need to be completed and to reimburse developers for road construction.

Budget Worksheet Condensed

For Fiscal: 2023-24 Period Ending: 08/31/2024

3ExpDepartment;3RevCategor...	2021-22 Total Activity	2022-23 Total Activity	2023-24 Total Budget	2023-24 YTD Activity	2023-24 Projected	2024-25 Proposed Budget
Fund: 432 - CAP RCVRY-RDWYS AREA 2						
Revenue						
432 - Fees	341,649.60	191,017.49	220,000.00	142,098.33	238,333.33	200,000.00
491 - Investment Income	4,087.07	28,497.71	25,650.00	30,122.58	25,620.84	27,650.00
Revenue Total:	345,736.67	219,515.20	245,650.00	172,220.91	263,954.17	227,650.00
Expense						
3ExpFunction: 1 - General Government						
101 - Non Departmental	52,484.37	102,494.88	85,000.00	57,305.25	116,452.92	105,000.00
3ExpFunction: 1 - General Government Total:	52,484.37	102,494.88	85,000.00	57,305.25	116,452.92	105,000.00
Expense Total:	52,484.37	102,494.88	85,000.00	57,305.25	116,452.92	105,000.00
Fund: 432 - CAP RCVRY-RDWYS AREA 2 Surplus (Deficit):	293,252.30	117,020.32	160,650.00	114,915.66	147,501.25	122,650.00

Budget Worksheet Condensed

For Fiscal: 2023-24 Period Ending: 08/31/2024

		2021-22 Total Activity	2022-23 Total Activity	2023-24 Total Budget	2023-24 YTD Activity	2023-24 Projected	2024-25 Proposed Budget
Fund: 432 - CAP RCVRY-RDWYS AREA 2							
RevCategory: 432 - Fees							
432-173-432031	Cap Rcvry-RoadwaysSrvArea 2	341,649.60	191,017.49	220,000.00	142,098.33	238,333.33	200,000.00
	RevCategory: 432 - Fees Total:	341,649.60	191,017.49	220,000.00	142,098.33	238,333.33	200,000.00

Budget Worksheet Condensed

For Fiscal: 2023-24 Period Ending: 08/31/2024

	2021-22 Total Activity	2022-23 Total Activity	2023-24 Total Budget	2023-24 YTD Activity	2023-24 Projected	2024-25 Proposed Budget
RevCategory: 491 - Investment Income						
432-101-491000 Interest Earned	52.25	622.06	650.00	99.55	704.17	150.00
432-101-491200 Investment Income	4,034.82	27,875.65	25,000.00	30,023.03	24,916.67	27,500.00
RevCategory: 491 - Investment Income Total:	4,087.07	28,497.71	25,650.00	30,122.58	25,620.84	27,650.00
Fund: 432 - CAP RCVRY-RDWYS AREA 2 Total:	345,736.67	219,515.20	245,650.00	172,220.91	263,954.17	227,650.00

Budget Worksheet Condensed

For Fiscal: 2023-24 Period Ending: 08/31/2024

		2021-22 Total Activity	2022-23 Total Activity	2023-24 Total Budget	2023-24 YTD Activity	2023-24 Projected	2024-25 Proposed Budget
Fund: 432 - CAP RCVRY-RDWYS AREA 2							
432-101-532011	Development Incentive Fund	49,146.87	102,494.88	80,000.00	57,305.25	111,036.25	100,000.00
432-101-541017	Professional Services	3,337.50	0.00	5,000.00	0.00	5,416.67	5,000.00
	Fund: 432 - CAP RCVRY-RDWYS AREA 2 Total:	52,484.37	102,494.88	85,000.00	57,305.25	116,452.92	105,000.00

FUND: 433 ROADWAY IMPACT FEE AREA 3

DESCRIPTION

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

PERFORMANCE INDICATORS

Budget	2021-22 Actual	2022-23 Actual	2023-24 Estimate	2024-25 Budget
<i>Revenue</i>				
Fees	\$204,433	\$168,500	\$335,833	\$350,000
Investment Income	9,675	62,942	54,492	75,250
<i>Total</i>	<i>\$214,108</i>	<i>\$231,442</i>	<i>\$390,325</i>	<i>\$425,250</i>
<i>Expenses</i>				
Professional Services	\$3,338	\$0	\$5,417	\$5,000
Projects	0	152,021	164,689	0
<i>Total</i>	<i>\$3,338</i>	<i>\$152,021</i>	<i>\$170,106</i>	<i>\$5,000</i>
<i>Over/-Under</i>	<i>\$210,770</i>	<i>\$79,421</i>	<i>\$220,219</i>	<i>\$420,250</i>

PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2024-25 Budget will be set at \$5,000 for any professional services or studies that need to be completed.

Budget Worksheet Condensed

For Fiscal: 2023-24 Period Ending: 08/31/2024

3ExpDepartment;3RevCategor...	2021-22 Total Activity	2022-23 Total Activity	2023-24 Total Budget	2023-24 YTD Activity	2023-24 Projected	2024-25 Proposed Budget
Fund: 433 - CAP RCVRY-RDWYS AREA 3						
Revenue						
432 - Fees	204,433.00	168,500.00	300,000.00	812,857.50	335,833.33	350,000.00
480 - Fund Charges/Transfers	0.00	0.00	0.00	0.00	0.00	0.00
491 - Investment Income	9,675.43	62,942.13	50,250.00	78,985.49	54,491.67	75,250.00
Revenue Total:	214,108.43	231,442.13	350,250.00	891,842.99	390,325.00	425,250.00
Expense						
3ExpFunction: 1 - General Government						
101 - Non Departmental	3,337.50	0.00	5,000.00	0.00	5,416.67	5,000.00
3ExpFunction: 1 - General Government Total:	3,337.50	0.00	5,000.00	0.00	5,416.67	5,000.00
3ExpFunction: 9 - Misc & Projects						
900 - Projects	0.00	152,020.75	0.00	0.00	164,689.42	0.00
3ExpFunction: 9 - Misc & Projects Total:	0.00	152,020.75	0.00	0.00	164,689.42	0.00
Expense Total:	3,337.50	152,020.75	5,000.00	0.00	170,106.09	5,000.00
Fund: 433 - CAP RCVRY-RDWYS AREA 3 Surplus (Deficit):	210,770.93	79,421.38	345,250.00	891,842.99	220,218.91	420,250.00

Budget Worksheet Condensed

For Fiscal: 2023-24 Period Ending: 08/31/2024

	2021-22 Total Activity	2022-23 Total Activity	2023-24 Total Budget	2023-24 YTD Activity	2023-24 Projected	2024-25 Proposed Budget
Fund: 433 - CAP RCVRY-RDWYS AREA 3						
RevCategory: 432 - Fees						
433-173-432032 Cap Rcvry-RoadwaysSrvArea 3	204,433.00	168,500.00	300,000.00	812,857.50	335,833.33	350,000.00
RevCategory: 432 - Fees Total:	204,433.00	168,500.00	300,000.00	812,857.50	335,833.33	350,000.00

Budget Worksheet Condensed

For Fiscal: 2023-24 Period Ending: 08/31/2024

	2021-22 Total Activity	2022-23 Total Activity	2023-24 Total Budget	2023-24 YTD Activity	2023-24 Projected	2024-25 Proposed Budget
RevCategory: 491 - Investment Income						
433-101-491000 Interest Earned	30.59	191.91	250.00	214.23	325.00	250.00
433-101-491200 Investment Income	9,644.84	62,750.22	50,000.00	78,771.26	54,166.67	75,000.00
RevCategory: 491 - Investment Income Total:	9,675.43	62,942.13	50,250.00	78,985.49	54,491.67	75,250.00
Fund: 433 - CAP RCVRY-RDWYS AREA 3 Total:	214,108.43	231,442.13	350,250.00	891,842.99	390,325.00	425,250.00

Budget Worksheet Condensed

For Fiscal: 2023-24 Period Ending: 08/31/2024

	2021-22 Total Activity	2022-23 Total Activity	2023-24 Total Budget	2023-24 YTD Activity	2023-24 Projected	2024-25 Proposed Budget
Fund: 433 - CAP RCVRY-RDWYS AREA 3						
433-101-541017 Professional Services	3,337.50	0.00	5,000.00	0.00	5,416.67	5,000.00
433-900-581008 Land/ROW/Easements Purchase	0.00	152,020.75	0.00	0.00	164,689.42	0.00
Fund: 433 - CAP RCVRY-RDWYS AREA 3 Total:	3,337.50	152,020.75	5,000.00	0.00	170,106.09	5,000.00

FUND: 434 ROADWAY IMPACT FEE AREA 4

DESCRIPTION

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

PERFORMANCE INDICATORS

Budget	2021-22 Actual	2022-23 Actual	2023-24 Estimate	2024-25 Budget
<i>Revenue</i>				
Fees	\$0	\$0	\$0	\$3,000
Investment Income	79	350	390	315
<i>Total</i>	\$79	\$350	\$390	\$3,315
<i>Expenses</i>				
Professional Services	\$3,338	\$0	\$3,250	\$3,000
<i>Total</i>	\$3,338	\$0	\$3,250	\$3,000
<i>Over/-Under</i>	-\$3,259	\$350	-\$2,860	\$315

PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2024-25 Budget will be set at \$3,000 for any professional services or studies that need to be completed.

Budget Worksheet Condensed

For Fiscal: 2023-24 Period Ending: 08/31/2024

3ExpDepartment;3RevCategor...	2021-22 Total Activity	2022-23 Total Activity	2023-24 Total Budget	2023-24 YTD Activity	2023-24 Projected	2024-25 Proposed Budget
Fund: 434 - CAP RCVRY-RDWYS AREA 4						
Revenue						
432 - Fees	0.00	0.00	3,000.00	0.00	0.00	3,000.00
491 - Investment Income	79.23	349.85	360.00	270.99	390.00	315.00
Revenue Total:	79.23	349.85	3,360.00	270.99	390.00	3,315.00
Expense						
3ExpFunction: 1 - General Government						
101 - Non Departmental	3,337.50	0.00	3,000.00	0.00	3,250.00	3,000.00
3ExpFunction: 1 - General Government Total:	3,337.50	0.00	3,000.00	0.00	3,250.00	3,000.00
Expense Total:	3,337.50	0.00	3,000.00	0.00	3,250.00	3,000.00
Fund: 434 - CAP RCVRY-RDWYS AREA 4 Surplus (Deficit):	-3,258.27	349.85	360.00	270.99	-2,860.00	315.00

Budget Worksheet Condensed

For Fiscal: 2023-24 Period Ending: 08/31/2024

	2021-22 Total Activity	2022-23 Total Activity	2023-24 Total Budget	2023-24 YTD Activity	2023-24 Projected	2024-25 Proposed Budget
Fund: 434 - CAP RCVRY-RDWYS AREA 4						
RevCategory: 432 - Fees						
434-359-432033 Cap Rcvry-RoadwaysSrvArea 4	0.00	0.00	3,000.00	0.00	0.00	3,000.00
RevCategory: 432 - Fees Total:	0.00	0.00	3,000.00	0.00	0.00	3,000.00

Budget Worksheet Condensed

For Fiscal: 2023-24 Period Ending: 08/31/2024

		2021-22 Total Activity	2022-23 Total Activity	2023-24 Total Budget	2023-24 YTD Activity	2023-24 Projected	2024-25 Proposed Budget
RevCategory: 491 - Investment Income							
434-101-491000	Interest Earned	2.76	2.38	10.00	0.07	10.83	15.00
434-101-491200	Investment Income	76.47	347.47	350.00	270.92	379.17	300.00
	RevCategory: 491 - Investment Income Total:	79.23	349.85	360.00	270.99	390.00	315.00
	Fund: 434 - CAP RCVRY-RDWYS AREA 4 Total:	79.23	349.85	3,360.00	270.99	390.00	3,315.00

Budget Worksheet Condensed

For Fiscal: 2023-24 Period Ending: 08/31/2024

	2021-22 Total Activity	2022-23 Total Activity	2023-24 Total Budget	2023-24 YTD Activity	2023-24 Projected	2024-25 Proposed Budget
Fund: 434 - CAP RCVRY-RDWYS AREA 4						
434-101-541017 Professional Services	3,337.50	0.00	3,000.00	0.00	3,250.00	3,000.00
Fund: 434 - CAP RCVRY-RDWYS AREA 4 Total:	3,337.50	0.00	3,000.00	0.00	3,250.00	3,000.00

FUND: 609 LIBRARY FUND

DESCRIPTION

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

Budget	2021-22 Actual	2022-23 Actual	2023-24 Estimate	2024-25 Budget
<i>Revenue</i>				
Fees	\$18,292	\$20,318	\$20,000	\$20,000
Fund Transfers	0	0	4,800	0
Investment Income	545	3,464	2,200	1,500
Miscellaneous	507	8	3	0
<i>Total</i>	<i>\$19,344</i>	<i>\$23,789</i>	<i>\$27,003</i>	<i>\$21,500</i>
<i>Expenses</i>				
Supplies and Equipment	\$5,457	\$9,498	\$6,200	\$3,500
Operating Expenses	8,883	7,625	14,000	18,000
Capital Outlay	0	0	6,585	0
<i>Total</i>	<i>\$14,340</i>	<i>\$17,123</i>	<i>\$26,785</i>	<i>\$21,500</i>
<i>Over/-Under</i>	<i>\$5,004</i>	<i>\$6,666</i>	<i>\$218</i>	<i>\$0</i>

PROGRAM JUSTIFICATION AND ANALYSIS

Revenues: Revenue for FY 2024-25 is expected to decrease \$5,503 from the FY 2023-24 estimate with a withdraw from their fund balance.

Expenses: The Library Fund's FY 2024-25 Budget will decrease \$5,285 from the FY 2023-24 year-end estimate.

Budget Worksheet Condensed

For Fiscal: 2023-24 Period Ending: 08/31/2024

3ExpDepartment;3RevCategor...	2021-22 Total Activity	2022-23 Total Activity	2023-24 Total Budget	2023-24 YTD Activity	2023-24 Projected	2024-25 Proposed Budget
Fund: 609 - LIBRARY BOARD						
Revenue						
432 - Fees	18,292.10	20,317.69	20,000.00	14,718.81	20,000.00	20,000.00
480 - Fund Charges/Transfers	0.00	0.00	8,000.00	0.00	4,800.00	0.00
491 - Investment Income	545.26	3,463.73	1,200.00	3,123.14	2,200.00	1,500.00
497 - Miscellaneous	506.94	7.67	0.00	15.81	3.20	0.00
Revenue Total:	19,344.30	23,789.09	29,200.00	17,857.76	27,003.20	21,500.00
Expense						
3ExpFunction: 1 - General Government						
101 - Non Departmental	14,339.89	17,123.12	29,200.00	22,720.29	26,785.00	21,500.00
3ExpFunction: 1 - General Government Total:	14,339.89	17,123.12	29,200.00	22,720.29	26,785.00	21,500.00
Expense Total:	14,339.89	17,123.12	29,200.00	22,720.29	26,785.00	21,500.00
Fund: 609 - LIBRARY BOARD Surplus (Deficit):	5,004.41	6,665.97	0.00	-4,862.53	218.20	0.00

Budget Worksheet Condensed

For Fiscal: 2023-24 Period Ending: 08/31/2024

		2021-22	2022-23	2023-24	2023-24	2023-24	2024-25
		Total Activity	Total Activity	Total Budget	YTD Activity	Projected	Proposed Budget
Fund: 609 - LIBRARY BOARD							
RevCategory: 432 - Fees							
609-101-432057	Sale of Merchandise	18,292.10	20,317.69	20,000.00	14,718.81	20,000.00	20,000.00
	RevCategory: 432 - Fees Total:	18,292.10	20,317.69	20,000.00	14,718.81	20,000.00	20,000.00

Budget Worksheet Condensed

For Fiscal: 2023-24 Period Ending: 08/31/2024

	2021-22 Total Activity	2022-23 Total Activity	2023-24 Total Budget	2023-24 YTD Activity	2023-24 Projected	2024-25 Proposed Budget
RevCategory: 480 - Fund Charges/Transfers						
609-101-480002 Transfer In - Reserves	0.00	0.00	8,000.00	0.00	4,800.00	0.00
RevCategory: 480 - Fund Charges/Transfers Total:	0.00	0.00	8,000.00	0.00	4,800.00	0.00

Budget Worksheet Condensed

For Fiscal: 2023-24 Period Ending: 08/31/2024

		2021-22	2022-23	2023-24	2023-24	2023-24	2024-25
		Total Activity	Total Activity	Total Budget	YTD Activity	Projected	Proposed Budget
RevCategory: 491 - Investment Income							
609-101-491000	Interest Earned	151.63	1,081.37	300.00	977.54	700.00	500.00
609-101-491200	Investment Income	393.63	2,382.36	900.00	2,145.60	1,500.00	1,000.00
	RevCategory: 491 - Investment Income Total:	545.26	3,463.73	1,200.00	3,123.14	2,200.00	1,500.00

Budget Worksheet Condensed

For Fiscal: 2023-24 Period Ending: 08/31/2024

	2021-22 Total Activity	2022-23 Total Activity	2023-24 Total Budget	2023-24 YTD Activity	2023-24 Projected	2024-25 Proposed Budget
RevCategory: 497 - Miscellaneous						
609-101-497000 Miscellaneous Income	6.94	7.67	0.00	15.81	3.20	0.00
609-101-497002 Donations	500.00	0.00	0.00	0.00	0.00	0.00
RevCategory: 497 - Miscellaneous Total:	506.94	7.67	0.00	15.81	3.20	0.00
Fund: 609 - LIBRARY BOARD Total:	19,344.30	23,789.09	29,200.00	17,857.76	27,003.20	21,500.00

Budget Worksheet Condensed

For Fiscal: 2023-24 Period Ending: 08/31/2024

		2021-22	2022-23	2023-24	2023-24	2023-24	2024-25
		Total Activity	Total Activity	Total Budget	YTD Activity	Projected	Proposed Budget
Fund: 609 - LIBRARY BOARD							
609-101-521000	Operating Supplies	132.76	176.78	200.00	0.00	200.00	500.00
609-101-521708	Furniture & Fixtures	0.00	0.00	0.00	0.00	0.00	500.00
609-101-521718	Library Materials Less \$5,000	5,324.20	9,321.28	8,000.00	4,500.00	6,000.00	2,500.00
609-101-534007	Special Events - Expenses	8,882.93	7,625.06	14,000.00	11,635.29	14,000.00	18,000.00
609-101-581007	Improvements Over \$5,000	0.00	0.00	7,000.00	6,585.00	6,585.00	0.00
	Fund: 609 - LIBRARY BOARD Total:	14,339.89	17,123.12	29,200.00	22,720.29	26,785.00	21,500.00

FUND: 615 HISTORICAL COMMITTEE

MISSION STATEMENT

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

DESCRIPTION

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

Budget	2021-22 Actual	2022-23 Actual	2023-24 Estimate	2024-25 Budget
<i>Revenue</i>				
Fees	\$1,943	\$199	\$217	\$1,000
Fund Transfers	13,863	9,161	11,646	10,750
Miscellaneous	0	2,244	3,250	2,500
<i>Total</i>	<i>\$15,806</i>	<i>\$11,603</i>	<i>\$15,113</i>	<i>\$14,250</i>
<i>Expenses</i>				
Personnel Services	\$1,721	\$3,558	\$4,550	\$6,350
Supplies and Equipment	1,393	3,680	3,618	7,000
Operating Expenses	0	423	542	500
Professional Services	0	1,500	1,733	400
<i>Total</i>	<i>\$3,113</i>	<i>\$9,161</i>	<i>\$10,443</i>	<i>\$14,250</i>
<i>Over/-Under</i>	<i>\$12,693</i>	<i>\$2,442</i>	<i>\$4,670</i>	<i>\$0</i>

PROGRAM JUSTIFICATION AND ANALYSIS

Revenues: Revenue for FY 2024-25 will remain at the same funding allocation as FY 2023-24.

Expenses: The Historical Committee's FY 2024-25 Budget will increase slightly the FY 2023-24 estimate.

Budget Worksheet Condensed

For Fiscal: 2023-24 Period Ending: 08/31/2024

3ExpDepartment;3RevCategor...	2021-22 Total Activity	2022-23 Total Activity	2023-24 Total Budget	2023-24 YTD Activity	2023-24 Projected	2024-25 Proposed Budget
Fund: 615 - HISTORICAL COMMITTEE						
Revenue						
432 - Fees	1,942.61	198.58	1,000.00	0.00	216.67	1,000.00
480 - Fund Charges/Transfers	13,863.11	9,160.82	10,750.00	0.00	11,645.83	10,750.00
497 - Miscellaneous	0.03	2,243.58	2,500.00	-93.47	3,250.00	2,500.00
Revenue Total:	15,805.75	11,602.98	14,250.00	-93.47	15,112.50	14,250.00
Expense						
3ExpFunction: 6 - Cultural						
609 - Historical Committee	3,113.11	9,160.82	11,750.00	2,513.88	10,443.33	14,250.00
3ExpFunction: 6 - Cultural Total:	3,113.11	9,160.82	11,750.00	2,513.88	10,443.33	14,250.00
Expense Total:	3,113.11	9,160.82	11,750.00	2,513.88	10,443.33	14,250.00
Fund: 615 - HISTORICAL COMMITTEE Surplus (Deficit):	12,692.64	2,442.16	2,500.00	-2,607.35	4,669.17	0.00

Budget Worksheet Condensed

For Fiscal: 2023-24 Period Ending: 08/31/2024

		2021-22	2022-23	2023-24	2023-24	2023-24	2024-25
		Total Activity	Total Activity	Total Budget	YTD Activity	Projected	Proposed Budget
Fund: 615 - HISTORICAL COMMITTEE							
RevCategory: 432 - Fees							
615-609-432057	Sale of Merchandise	1,942.61	198.58	1,000.00	0.00	216.67	1,000.00
	RevCategory: 432 - Fees Total:	1,942.61	198.58	1,000.00	0.00	216.67	1,000.00

Budget Worksheet Condensed

For Fiscal: 2023-24 Period Ending: 08/31/2024

	2021-22 Total Activity	2022-23 Total Activity	2023-24 Total Budget	2023-24 YTD Activity	2023-24 Projected	2024-25 Proposed Budget
RevCategory: 480 - Fund Charges/Transfers						
615-101-480101 Transfer In - General Fund	10,750.00	0.00	10,750.00	0.00	11,645.83	10,750.00
615-101-480106 Transfer In - Special Events	3,113.11	9,160.82	0.00	0.00	0.00	0.00
RevCategory: 480 - Fund Charges/Transfers Total:	13,863.11	9,160.82	10,750.00	0.00	11,645.83	10,750.00

Budget Worksheet Condensed

For Fiscal: 2023-24 Period Ending: 08/31/2024

	2021-22 Total Activity	2022-23 Total Activity	2023-24 Total Budget	2023-24 YTD Activity	2023-24 Projected	2024-25 Proposed Budget
RevCategory: 497 - Miscellaneous						
615-609-497000 Miscellaneous Income	0.03	2,243.58	2,500.00	-93.47	3,250.00	2,500.00
RevCategory: 497 - Miscellaneous Total:	0.03	2,243.58	2,500.00	-93.47	3,250.00	2,500.00
Fund: 615 - HISTORICAL COMMITTEE Total:	15,805.75	11,602.98	14,250.00	-93.47	15,112.50	14,250.00

Budget Worksheet Condensed

For Fiscal: 2023-24 Period Ending: 08/31/2024

		2021-22	2022-23	2023-24	2023-24	2023-24	2024-25
		Total Activity	Total Activity	Total Budget	YTD Activity	Projected	Proposed Budget
Fund: 615 - HISTORICAL COMMITTEE							
615-609-511607	Awards	1,720.60	2,000.00	2,200.00	0.00	2,383.33	2,200.00
615-609-511610	Memberships-Professional	0.00	0.00	150.00	0.00	0.00	150.00
615-609-511612	Training/Travel	0.00	1,558.32	2,800.00	0.00	2,166.67	4,000.00
615-609-521000	Operating Supplies	1,392.51	3,679.74	1,500.00	2,513.88	3,618.33	4,000.00
615-609-521717	Event Banners	0.00	0.00	3,000.00	0.00	0.00	3,000.00
615-609-534029	Printing & Binding	0.00	422.76	500.00	0.00	541.67	500.00
615-609-541014	Other Counsel/Prof Services	0.00	1,500.00	1,600.00	0.00	1,733.33	400.00
Fund: 615 - HISTORICAL COMMITTEE Total:		3,113.11	9,160.82	11,750.00	2,513.88	10,443.33	14,250.00

Glossary

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

Glossary

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

Glossary

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

Glossary

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

Glossary

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

Glossary

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