MEETING AGENDA
City Council
REGULAR SESSION CITY COUNCIL
August 6, 2024

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

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

AGENDA
TUESDAY, AUGUST 6, 2024 at 6:00 p.m.

Call to Order

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

Discussion and Action Items

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

Employee Introductions

- City Manager's Office: Zinnia Reed-Adminstrative Assistant
- EMS: Brett Brewer-EMT (Part-Time); Charles Josh Moses-EMT; Jason Newman-EMT; Joseph Hernandez-Paramedic (Part-Time); Jayden Sifuentes-Paramedic (Part-Time);
- Facilities-Matt Muro-HVAC TechnicianMorgan Whitener-Paramedic (Part-Time); Adam Tellez-Paramedic (Part-Time\
- Finance: Hee Jin (Claire) Kwon-Accountant
- Parks: DariAnn DouglasPark Maintenance Technician (Part-Time)
- Police: Chase Del Bosque-Police Officer; Brandon Marotta-Police Officer: Harkins, Cody

Glenn-Police Officer; Jaime Astrid-Public Safety Communications Officer
- Public Works-Water/Wastewater: Marvin Lopez Garcia-Water/Wastewater Worker I; Marvin Lopez Garcia-Water/Wastewater Worker I

Presentations

City Events and Announcements

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

Hearing of Residents

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

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

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

Consent Agenda Items

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

2. **Minutes** - Consideration and/or action regarding the approval of the regular meeting minutes of July 16, 2024. (S.Edmondson/S.Courney)

3. **Appointment/Reappointment/Resignations For Boards/Commissions/Committees (S.Edmondson)**

Appointments:

Parks and Recreation Advisory Board

- Christopher Casatoro
- Tim Dusek

Library Advisory Board

- Dawn Figueras
- Joanne Ward
- Letticia Sever
- Amy Bearce
- Beveraly Clarke
- Lee Murphy
- Linda DuVall

Board of Adjustment

- Richard Dziewit
- Ferrando Heyward
- Yvonne Girffin

Planning and Zoning Commission

- Glen Outlaw
- Tamara Brown
-]Judy Goldick
- John Carbon

Capital Improvement Advisory Committee

- Glen Outlaw
- Tamara Brown
-]Judy Goldick
- John Carbon

4. **Resolution 24-R-88 -** Approving the Schertz/Seguin Local Government Corporation (SSLGC) Annual Budget for Fiscal Year 2024-25. (B. James/L. Busch)

5. **Resolution 24-R-91** - Authorizing an Interlocal Agreement with Texas Department of Transportation (TxDOT) and Guadalupe County for Opticom Traffic Pre-emption Services (S.Williams/G.Rodgers)

Discussion and Action Items

6. **Resolution 24-R-86** - Authorizing the purchase of a Fire Apparatus-Brush Truck (S.Williams/G.Rodgers)

7. **Resolution 24-R-89** - A Resolution by the City of Schertz authorizing increasing the Fiscal Year 2023-24 and Fiscal Year 2024-25 and Fiscal Year 2025-26 not-to-exceed expenditures with Prime Controls for on-call SCADA services. (B. James/L. Busch/N. Ferris)

Public Hearings

8. **Ordinance 24-S-144** - Conduct a public hearing and consider a request for a Specific Use Permit to allow a monopole telecommunication facility on approximately 1 acre of land, known as Guadalupe County Property Identification Number 47083, more specifically known as 120 Windy Meadows Drive, City of Schertz, Guadalupe County, Texas. ***First Reading*** (B.James/L.Wood/S.Haas)

9. **Ordinance 24-S-145**- Conduct a public hearing and consider a request to rezone approximately 3.3 acres of land from Manufacturing – Light District (M-1) to Single-Family Residential District (R-6), known as Comal County Property Identification Number 75307, a portion of the property also known as 7444 FM 482, City of Schertz, Comal County, Texas. ***First Reading*** (B.James/L.Wood/S.Haas)

Workshop

10. **New Zoning District (R-5) and Unified Development Code Workshop** (B.James/L.Wood/S.Haas)

11. **Proposed FY 2024-25 Budget -** Workshop and Discussion on the Proposed FY 2024-25 Budget. (S.Williams/S.Gonzalez/J. Walters)

Discussion and Action Items

12. **Resolution 24-R-94** - Resolution accepting the state defined tax rates and setting the preliminary 2024 tax rate. (S.Gonzalez/J.Walters)

13. **Ordinance 24-M-124** - Amend the City of Schertz Code of Ordinances and certain other ordinances by amending and establishing fees for certain licenses, permits, and other services. ***Final Reading*** (S.Gonzalez/J.Walters)

Closed Session

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

- Project E-95
- Project E-96

Reconvene into Regular Session

15. Take any action based on discussion held in Closed Session under Agenda Item # 14.

Information available in City Council Packets - NO DISCUSSION TO OCCUR

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

Requests and Announcements

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

Adjournment

CERTIFICATION

I, SHEILA EDMONDSON, CITY SECRETARY OF THE CITY OF SCHERTZ, TEXAS, DO HEREBY CERTIFY THAT THE ABOVE AGENDA WAS PREPARED AND POSTED ON THE OFFICIAL BULLETIN BOARDS ON THIS THE 2ND DAY OF AUGUST 2024 AT 5:30 P.M., WHICH IS A PLACE READILY ACCESSIBLE TO THE PUBLIC AT ALL TIMES AND THAT SAID NOTICE WAS POSTED IN ACCORDANCE WITH CHAPTER 551, TEXAS GOVERNMENT CODE.

SHEILA EDMONDSON

I CERTIFY THAT THE ATTACHED NOTICE AND AGENDA OF ITEMS TO BE CONSIDERED BY THE CITY COUNCIL WAS REMOVED BY ME FROM THE OFFICIAL BULLETIN BOARD ON _____DAY OF _____, 2024.

TITLE: _____

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

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

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

COUNCIL COMMITTEE AND LIAISON ASSIGNMENTS

Mayor Gutierrez Member Audit Committee Investment Advisory Committee Main Street Committee Liaison Board of Adjustments Senior Center Advisory Board-Alternate	**Councilmember Davis– Place 1** Member Interview Committee Main Street Committee - Chair TIRZ II Board Liaison Parks & Recreation Advisory Board Schertz Housing Authority Board Transportation Safety Advisory Board
Councilmember Watson-Place 2 Member Audit Committee Liaison Library Advisory Board Senior Center Advisory Board Cibolo Valley Local Government Corporation-Ex-Officio	**Councilmember Macaluso – Place 3** Member Interview Committee Hal Baldwin Scholarship Committee Liaison TIRZ II Board Animal Services Advisory Committee
Councilmember Gibson – Place 4 Member Hal Baldwin Scholarship Committee Investment Advisory Committee Liaison Schertz Historical Preservation Society	**Councilmember Westbrook – Place 5** Liaison Schertz-Seguin Local Government Corporation (SSLGC) Planning and Zoning Commission Schertz Historical Preservation Society Cibolo Valley Local Government Corporation (CVLGC)-Alternate

Councilmember Heyward – Place 6 Member Animal Services Advisory Committee Audit Committee Interview Committee-Chair Investment Advisory Committee Main Street Committee Liaison Building and Standards Commission Economic Development Corporation - Alternate Senior Center Advisory Board	**Councilmember Brown – Place 7** Member Main Street Committee Schertz-Seguin Local Government Corporation (SSLGC) Liaison Economic Development Corporation

Agenda No. 1.

CITY COUNCIL MEMORANDUM

City Council Meeting:	**August 06, 2024**
Department:	**City Secretary**
Subject:	**Appointment of Mayor Pro-Tem - Discussion, consideration, and/or action regarding the confirmation, appointment, or election of the Mayor Pro-Tem. (Mayor/Council)**

BACKGROUND

On August 28, 2018, City Council amended their Rules of Conduct and Procedure (Ordinance 18-M-30) regarding the appointment of the Mayor Pro Tem

Below is the amended article: Article 5 Section 5.1 Appointment Procedure for the Mayor Pro Tem.

a. The Council will discuss, and with a majority vote, appoint the Councilmember to serve as the Mayor Pro Tem for the City.

b. The appointed Mayor Pro Tem must be a Councilmember and must meet the qualifications of Section 4.02 of the City Charter. In addition, to be appointed to the position of Mayor Pro Tem, a Councilmember must be an elected member of Council and a member in good standing.

c. Term dates for the Mayor Pro Tem position will begin in February and August of each year (the election dates offset by three (3) months). Terms will sequentially rotate according to Councilmember place.

d. If the Councilmember that is up for appointment as Mayor Pro Tem is vacant or is held by a Councilmember who is not qualified to serve as Mayor Pro Tem, the Mayor Pro Tem appointment will go to the next qualified Councilmember.

e. The position will have a term of office of six (6) months.

f. The appointed Mayor Pro Tem may be removed by Council by a two-thirds (2/3) majority vote of the members of Council at any time during his or her term.

g. Council reserves the right to alter this procedure at any time by resolution or rule. City Charter Section. Section 4.02

Qualifications.

The Mayor and each Councilmember must have attained the age of eighteen or older on the first day of the term of office applied for, be a registered voter of the City of Schertz, and have been a resident of the City for at least twelve consecutive months immediately preceding the deadline for filing for an application for a place on the ballot.

Section 4.05 Mayor and Mayor Pro-Tem.

The Mayor shall be the official head of the City government. He or she shall be the chairman and shall preside at all meetings of the City Council. The Mayor may vote only in the event of a tie. He or she shall, unless another signatory is otherwise designated by the City Council, sign all official documents such as ordinances, resolutions, conveyances, grant agreements, official plats, contracts, and bonds. He or she shall appoint special committees as instructed by the City Council, with committee membership to be composed of nominees by the City Council. He or she shall perform such other duties consistent with this Charter or as may be imposed upon him or her by the City Council. The Mayor shall not have veto powers.

The Mayor Pro-Tem shall be a Councilmember appointed by the City Council for a term and pursuant to procedures established by the City Council from time to time. The Mayor Pro- Tem shall act as Mayor during the absence or disability of the Mayor and in this capacity shall have the rights conferred upon the Mayor. While acting as Mayor, the Mayor Pro-Tem may vote on any matter before the City Council.

RECOMMENDATION Council will discuss and consider the appointment of the next Mayor Pro-Tem regarding the above qualifications. Next in line to serve is Councilmember Gibson. If appointed, Councilmember Gibson will be sworn in as the new Mayor Pro-Tem on August 6, 2024.

Agenda No. 2.

CITY COUNCIL MEMORANDUM

City Council Meeting:	**August 06, 2024**
Department:	**City Secretary**
Subject:	**Minutes - Consideration and/or action regarding the approval of the regular meeting minutes of July 16, 2024. (S.Edmondson/S.Courney)**

Attachments

Minutes 07-16-2024

D R A F T

MINUTES
REGULAR MEETING
July 16, 2024

A Regular Meeting was held by the Schertz City Council of the City of Schertz, Texas, on July 16, 2024, at 6:00 p.m. in the Hal Baldwin Municipal Complex Council Chambers, 1400 Schertz Parkway, Building #4, Schertz, Texas. The following members present to-wit:

Present:	Mayor Ralph Gutierrez; Mayor Pro-Tem Paul Macaluso; Councilmember Mark Davis; Councilmember Michelle Watson; Councilmember Tiffany Gibson; Councilmember Robert Westbrook; Councilmember Allison Heyward; Councilmember Tim Brown
Staff present:	City Manager Steve Williams; Deputy City Manager Brian James; City Attorney Daniel Santee; Deputy City Manager Brian James; Assistant City Manager Sarah Gonzalez; City Secretary Sheila Edmondson; Deputy City Secretary Sheree Courney

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

Opening Prayer and Pledges of Allegiance to the Flags of the United States and State of Texas. (Councilmember Westbrook)
Councilmember Westbrook provided the opening prayer and led the Pledges of Allegiance to the Flags of the United States and the State of Texas.

City Events and Announcements

- **Announcements of upcoming City Events (B. James/S. Gonzalez)**
  Deputy City Manager Brian James announced the upcoming City events.

- **Announcements and recognitions by the City Manager (S. Williams)**
  City Manager Steve Williams reminded residents of the City's Tool Shed program and announced two Schertz Police Department programs - the start of the Teen Police Academy and the Ducky Program for Jeep enthusiasts. He closed with thanks to the Schertz EMS personnel for their assistance in Houston with the Hurricane Beryl recovery effort.

- **Announcements and recognitions by the Mayor (R. Gutierrez)**
  Mayor Gutierrez recognized and thanked city staff for the tremendous effort put forth to ensure a successful 4th of July Jubilee celebration. He also thanked all the residents who participated.

Hearing of Residents

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

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

Mayor Pro-Tem Macaluso recognized the following residents:

Daniel Jameson, 1048 Richmond Dr, provided an update on VFW events and commended the City for the 4th of July parade and festivities.

Maggie Titterington, 1730 Schertz Parkway, congratulated city staff members Linda Klepper and Ashley Ritchey on their graduation from The Chamber Core Leadership Program and provided an update on upcoming Chamber events.

Geoff Nieustedt, 100 Pecan Dr., stated Roadrunner Towing is honored with the recommendation to move forward with the non-consensual tow contract between the City and Roadrunner Towing.

Consent Agenda Items

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

1. **Minutes** - Consideration and/or action regarding the approval of the regular meeting minutes of July 2, 2024. (S.Edmondson/S.Courney)

2. **Resolution 23-R-76** - Authorizing a Schertz Main Street local flavor grant for 820 Main Street. (S.Williams/B.James)

3. **Ordinance 24-S-140** - Approving a request to rezone approximately 1-acre of land from Pre-Development District (PRE) to Single-Family Residential/ Agricultural District (R-A), known as Bexar County Property Identification Number 308497, more specifically known as 11639 Voges Pass, City of Schertz, Bexar County, Texas. ***Final Reading*** (B.James/L.Wood/D.Marquez).

4. **Ordinance 24-S-141 –** Approving a request to rezone approximately 3.6 acres of land from Pre-Development District (PRE) to Single-Family Residential / Agricultural District (R-A), known as Comal County Property Identification Number 78940, more specifically known as 6691 FM 482, New Braunfels, Comal County, Texas. ***Final Reading*** (B.James/L.Wood/D.Marquez)

5. **Ordinance 24-S-142** - Approving a request for a Specific Use Permit to allow a convenience store with gas pumps on approximately 4.33 acres of land, known as Guadalupe County Property Identification Number: 64548, generally located at the intersection of Maske Road & E FM 1518, City of Schertz, Guadalupe County, Texas. ***Final Reading*** (B.James/L.Wood/S.Haas)

6. **Resolution 24-R-77** - Nominating Councilmember Allison Heyward to be re-appointed to Place 12 of the Board of Trustees of the Texas Municipal League Intergovernmental Risk Pool.(S.Williams/S.Edmondson)

No items were removed for separate action.

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

Moved by Councilmember Michelle Watson, seconded by Councilmember Robert Westbrook

AYE: Mayor Pro-Tem Paul Macaluso, Councilmember Mark Davis, Councilmember Michelle Watson, Councilmember Tiffany Gibson, Councilmember Robert Westbrook, Councilmember Allison Heyward, Councilmember Tim Brown

Passed

Discussion and Action Items

7. **Resolution 24-R-81**- Authorizing the Approval of Development Agreements with Sharlene E & Timothy A Fey and Sandra Reeh ET AL, for approximately 223 acres of land in relation to Annexation, Extraterritorial Jurisdiction Status and other matters in connection therewith. (B. James/L. Wood/E. Delgado)

Deputy City Manager Brian James gave a brief summary of the development agreements with Sharlene E. & Timothy A. Fey and Sandra Reeh.

Moved by Councilmember Tim Brown, seconded by Councilmember Michelle Watson

AYE: Mayor Pro-Tem Paul Macaluso, Councilmember Michelle Watson, Councilmember Tiffany Gibson, Councilmember Robert Westbrook, Councilmember Allison Heyward, Councilmember Tim Brown

NAY: Councilmember Mark Davis

Passed

8. **Ordinance 24-A-50-** Consider a request for voluntary annexation of approximately 68-acres, known as Comal County Property Identification Number 79006 Comal County, Texas. ***Final Reading*** (B.James/L.Wood/E.Delgado)

Mr. James showed a map of the subject property. No council discussion occurred.

Moved by Councilmember Allison Heyward, seconded by Councilmember Tiffany Gibson

AYE: Mayor Pro-Tem Paul Macaluso, Councilmember Michelle Watson, Councilmember Tiffany Gibson, Councilmember Robert Westbrook, Councilmember Allison Heyward, Councilmember Tim Brown

NAY: Councilmember Mark Davis

Passed

9. **Ordinance 24-A-44-** Consider a request for voluntary annexation of approximately 107-acres, known as Comal County Property Identification Number 79001 Comal County, Texas. ***Final Reading*** (B.James/L.Wood/E.Delgado)

Mr. James showed a map of the subject property. No council discussion occurred.

Moved by Councilmember Tim Brown, seconded by Councilmember Tiffany Gibson

AYE: Mayor Pro-Tem Paul Macaluso, Councilmember Michelle Watson, Councilmember Tiffany Gibson, Councilmember Robert Westbrook, Councilmember Allison Heyward, Councilmember Tim Brown

NAY: Councilmember Mark Davis

Passed

10. **Ordinance 24-A-46**- Consider a request for voluntary annexation of approximately 3.1-acres, known as Comal County Property Identification Number 78946 Comal County, Texas. ***Final Reading*** (B.James/L.Wood/E.Delgado)

Mr. James showed a map of the subject property. No council discussion occurred.

Moved by Councilmember Michelle Watson, seconded by Councilmember Allison Heyward

AYE: Mayor Pro-Tem Paul Macaluso, Councilmember Michelle Watson, Councilmember Tiffany Gibson, Councilmember Robert Westbrook, Councilmember Allison Heyward, Councilmember Tim Brown

NAY: Councilmember Mark Davis

Passed

11. **Ordinance 24-A-47-** Consider a request for voluntary annexation of approximately 8.4-acres, known as Comal County Property Identification Number 75480 Comal County, Texas. ***Final Reading*** (B.James/L.Wood/E.Delgado)

Mr. James showed a map of the subject property. No council discussion occurred.

Moved by Councilmember Allison Heyward, seconded by Councilmember Michelle Watson

AYE: Mayor Pro-Tem Paul Macaluso, Councilmember Michelle Watson, Councilmember Tiffany Gibson, Councilmember Robert Westbrook, Councilmember Allison Heyward, Councilmember Tim Brown

NAY: Councilmember Mark Davis

Passed

12. **Ordinance 24-A-48-** Consider a request for voluntary annexation of approximately 4-acres, known as Comal County Property Identification Number 78247 Comal County, Texas. ***Final Reading*** (B.James/L.Wood/E.Delgado)

Mr. James showed a map of the subject property. No council discussion occurred.

Moved by Councilmember Tiffany Gibson, seconded by Councilmember Allison Heyward

AYE: Mayor Pro-Tem Paul Macaluso, Councilmember Michelle Watson, Councilmember Tiffany Gibson, Councilmember Robert Westbrook, Councilmember Allison Heyward, Councilmember Tim Brown

NAY: Councilmember Mark Davis

Passed

13. **Ordinance 24-A-49-** Consider a request for voluntary annexation of approximately 29-acres, known as Comal County Property Identification Number 79009 Comal County, Texas. ***Final Reading*** (B.James/L.Wood/E.Delgado)

Mr. James showed a map of the subject property. No council discussion occurred.

Moved by Councilmember Allison Heyward, seconded by Councilmember Michelle Watson

AYE: Mayor Pro-Tem Paul Macaluso, Councilmember Michelle Watson, Councilmember Tiffany Gibson, Councilmember Robert Westbrook, Councilmember Allison Heyward, Councilmember Tim Brown

NAY: Councilmember Mark Davis

Passed

14. **Resolution 24-R-60** – Ordering the November 5, 2024, City of Schertz Joint General Election with Comal County, Bexar County and Guadalupe County and making a provision for the conduct of the election; authorizing contracts with the County Clerk of Comal County and the Election Administrators of Bexar and Guadalupe Counties to conduct this election and authorizing these elections to be held as Joint Elections. (Mayor/S.Edmondson)

City Secretary Sheila Edmondson introduced the resolution calling for the City of Schertz Joint General Election and authorizing contracts with the County Clerk of Comal County and the Election Administrators of Bexar and Guadalupe Counties for the conduction of the election. No Council discussion occurred.

Moved by Councilmember Allison Heyward, seconded by Councilmember Tiffany Gibson

AYE: Mayor Pro-Tem Paul Macaluso, Councilmember Mark Davis, Councilmember Michelle Watson, Councilmember Tiffany Gibson, Councilmember Robert Westbrook, Councilmember Allison Heyward, Councilmember Tim Brown

Passed

15. **Resolution 24-R-61** - Ordering the November 5, 2024, City of Schertz Special Election with Comal County, Bexar County and Guadalupe County and making a provision for the conduct of the election; authorizing contracts with the County Clerk of Comal County and the Election Administrators of Bexar and Guadalupe Counties to conduct this election. (Mayor/S.Edmondson)

City Secretary Sheila Edmondson introduced the resolution calling for the City of Schertz Special Election to consider 15 proposed Charter amendments and authorizing contracts with the County Clerk of Comal County and the Election Administrators of Bexar and Guadalupe Counties for the conduction of the election. No Council discussion occurred.

Moved by Councilmember Tiffany Gibson, seconded by Councilmember Michelle Watson

AYE: Mayor Pro-Tem Paul Macaluso, Councilmember Mark Davis, Councilmember Michelle Watson, Councilmember Tiffany Gibson, Councilmember Robert Westbrook, Councilmember Allison Heyward, Councilmember Tim Brown

Passed

16. **Resolution 24-R-80** - Approving Disaster Pay Policy (S.Gonzalez/J.Kurz)

Resolution 24-R-80 was pulled from the agenda to be heard at a later date.

17. **Resolution 24-R-75 - A**uthorizing a Water CCN Transfer Agreement between the City of Selma and City of Schertz to amend CCN boundaries and other matters in connection therewith. (B.James/L.Busch)

Public Works Director Larry Busch introduced Resolution 24-R-75 authorizing a Water CCN Transfer Agreement from the City of Selma to the City of Schertz as requested by the developer. No Council discussion occurred.

Moved by Councilmember Tim Brown, seconded by Councilmember Michelle Watson

AYE: Mayor Pro-Tem Paul Macaluso, Councilmember Mark Davis, Councilmember Michelle Watson, Councilmember Tiffany Gibson, Councilmember Robert Westbrook, Councilmember Allison Heyward, Councilmember Tim Brown

Passed

18. **Resolution 24-R-79** – Authorizing the revised bylaws of the Schertz Planning and Zoning Commission, and other matters in connection therewith. (B.James/L.Wood/S.Haas)

Senior Planner Samuel Haas outlined the proposed changes to the Schertz Planning and Zoning Commission Bylaws. No Council discussion occurred.

Moved by Councilmember Allison Heyward, seconded by Councilmember Michelle Watson

AYE: Mayor Pro-Tem Paul Macaluso, Councilmember Mark Davis, Councilmember Michelle Watson, Councilmember Tiffany Gibson, Councilmember Robert Westbrook, Councilmember Allison Heyward, Councilmember Tim Brown

Passed

19. **Resolution 24-R-71** - Approve a Service Contract for non-consensual towing services between Road Runner Towing and the City of Schertz to provide wrecker services within the City for public safety.(S.Williams/J.Lowery)

Police Chief Jim Lowery provided the criteria used in the vendor selection process and relevant statistics from 2023. Human Resources and Purchasing Director Jessica Kurz responded to questions from Council.

Moved by Councilmember Michelle Watson, seconded by Councilmember Mark Davis

AYE: Mayor Pro-Tem Paul Macaluso, Councilmember Mark Davis, Councilmember Michelle Watson, Councilmember Tiffany Gibson, Councilmember Robert Westbrook, Councilmember Allison Heyward, Councilmember Tim Brown

Passed

20. **Resolution 24-R-78** - Authorizing city support for state legislation that would establish a dedicated funding mechanism for the Disabled Veterans Homestead Exemption (DVHS) during the 89th legislative session of the State of Texas (S.Williams/S.Gonzalez/L.Klepper)

Public Affairs Director Linda Klepper presented background information to support Resolution 24-R-78. No Council discussion occurred.

Moved by Councilmember Tim Brown, seconded by Councilmember Tiffany Gibson

AYE: Mayor Pro-Tem Paul Macaluso, Councilmember Mark Davis, Councilmember Michelle Watson, Councilmember Tiffany Gibson, Councilmember Robert Westbrook, Councilmember Allison Heyward, Councilmember Tim Brown

Passed

21. **Interview Committee Process and Procedure-**Discussion and/or action on the Interview Committee process and procedures. (Mayor/Councilmember A.Heyward/S.Edmondson)

City Secretary Sheila Edmondson introduced the Interview Committee Process and Procedure. No Council discussion occurred.

Mayor Gutierrez asked for a motion to approve the changes submitted.

Moved by Councilmember Tiffany Gibson, seconded by Councilmember Allison Heyward

AYE: Mayor Pro-Tem Paul Macaluso, Councilmember Mark Davis, Councilmember Michelle Watson, Councilmember Tiffany Gibson, Councilmember Robert Westbrook, Councilmember Allison Heyward, Councilmember Tim Brown

Passed

Public Hearings

22. **Ordinance 24-M-124** - Conduct a public hearing to amend the City of Schertz Code of Ordinances and certain other ordinances by amending and establishing fees for certain licenses, permits, and other services. ***First Reading*** (S.Gonzalez/J.Walters)

Finance Director James Walters presented proposed fee changes for certain licenses, permits, and other services.

Public Hearing opened at 6:56 p.m.
No residents came forward to speak.
Public Hearing closed at 6:57 p.m.

No Council discussion occurred.

Mayor Gutierrez called for a motion to aprove the ordinance.

Moved by Councilmember Tim Brown, seconded by Councilmember Tiffany Gibson

AYE: Mayor Pro-Tem Paul Macaluso, Councilmember Mark Davis, Councilmember Michelle Watson, Councilmember Tiffany Gibson, Councilmember Robert Westbrook, Councilmember Allison Heyward, Councilmember Tim Brown

Passed

Workshop

23. Street Preservation and Maintenance Workshop (B.James/L. Busch/K. Woodlee/J. Nowak)

Assistant City Engineer John Nowak provided background information on street preservation and maintenance, current projects, and the selection process. He gave a demonstration of the CIP Dashboard where the information is available. Public Works Director Larry Busch demonstrated the new Public Works Streets Maintenance Dashboard.

Council provided positive feedback and requests for future enhancements to the Dashboard.

24. Public Works Design Guide Update Workshop (B. James/K. Woodlee)

City Engineer Kathy Woodlee provided an overview of changes being made to the Public Works Design Guide and next steps in the process.

Brief discussion with Council followed.

Information available in City Council Packets - NO DISCUSSION TO OCCUR

Requests and Announcements

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

- Requests by Mayor and Councilmembers that items or presentations be placed on a future City Council agenda
  Councilmember Davis requested a discussion on the impervious cover and a presentation from staff regarding annexation or zoning overlay for the properties around JBSA-Randolph in accordance with current Texas state laws.

- City and Community Events attended and to be attended (Council)
  Mayor Pro-Tem Macaluso attended the 4th of July Jubilee and extended special thanks to the staff for their hard work.
  Councilmember Heyward attended the NEP luncheon. She also thanked staff for their work on the 4th of July Jubilee.
  Councilmember Brown provided memorial services for his wife will be on Monday, July 29, 2024, at the Schertz Funeral Home at 4:00 p.m., followed by a reception at the Bluebonnet Palace.

Adjournment
Mayor Gutierrez adjourned the meeting at 7:48 p.m.

_____
Ralph Gutierrez, Mayor

ATTEST:

_____
Sheila Edmondson, City Secretary

Agenda No. 4.

CITY COUNCIL MEMORANDUM

City Council Meeting:	**August 06, 2024**
Department:	**Public Works**
Subject:	**Resolution 24-R-88 - Approving the Schertz/Seguin Local Government Corporation (SSLGC) Annual Budget for Fiscal Year 2024-25. (B. James/L. Busch)**

BACKGROUND

A proposed annual budget for the period commencing October 1, 2024 and ending September 30, 2025 has been prepared by the Schertz/Seguin Local Government Corporation (SSLGC) General Manager and Staff. This proposed budget shows an increase in total expenses of approximately 4.0% or $451,000.

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Significant increases in expenditures include:
(1) Personnel – A full-time electrician position was added to this budget, as well as projected salary increases. $224,990
(2) Professional Services was increased to accommodate part-time consultant work by our retired Operations Manager. $63,000
(3) Office Maintenance – Computers were increased to participate in cost-sharing for conference room technologies with Seguin IT. $5,500
(4) Building/Auto Liability costs have increased due to new vehicle purchases and taking ownership of newly constructed facilities. $29,000

It is the desire of SSLGC to have the FY2024-25 SSLGC Budget approved by the City of Schertz City Council. The SSLGC Board of Directors approved the FY 2024-25 Budget on July 18, 2024.

GOAL

Approve the SSLGC FY2024-2025 Annual Budget.

COMMUNITY BENEFIT

The City of Schertz is a member of the SSLGC. It is through the SSLGC that the City provides water to its citizens. Approval of the budget amendment will ensure that the citizens of Schertz will continue to receive this vital resource and service.

SUMMARY OF RECOMMENDED ACTION

Staff recommends approval of the Resolution authorizing the SSLGC FY2024-25 Annual Budget.

FISCAL IMPACT

This fiscal impact is based on contributions and estimated usage fees as proposed in the City of Schertz' 2024-25 Annual Budget of $7.1 million, $3.8 million in water purchase and $3.3 million in debt payments.

RECOMMENDATION

Approval of Resolution 24-R-88.

Attachments

Resolution 24-R-88 with exhibits

RESOLUTION 24-R-88

A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF SCHERTZ, TEXAS APPROVING THE SCHERTZ SEGUIN LOCAL GOVERNMENT CORPORATION (SSLGC) ANNUAL BUDGET FOR FISCAL YEAR 2024-2025.

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

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

WHEREAS, the City staff of the City of Schertz (the "City") recommends that the City Council approve the Schertz Seguin Local Government Corporation Fiscal Year 2024-2025 Annual Budget as depicted in Exhibit A ("SSLGC FY 2024-2025 Annual Budget") and attached hereto; and

WHEREAS, the proposed budget for FY 2024-2025 has been approved by the SSLGC Board of Directors at their regularly scheduled Board Meeting on July 18, 2024 as depicted in Exhibit B ("Resolution # SSLGC R24-21") and attached hereto; and

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

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

Section 1. The City Council hereby authorizes the approval of the Schertz Seguin Local Government Corporation Fiscal Year 2024-25 Annual Budget in substantially the form depicted in Exhibit A ("SSLGC FY 2024-2025 Annual Budget").

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

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

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

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

application of such provision to other persons and circumstances shall nevertheless be valid, and the City Council hereby declares that this Resolution would have been enacted without such invalid provision.

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

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

PASSED AND ADOPTED, this ____ day of _____, 2024.

CITY OF SCHERTZ, TEXAS

_____
Ralph Gutierrez, Mayor

ATTEST:

_____
Sheila Edmondson, City Secretary

Exhibit A

"SSLGC FY 2024-2025 Annual Budget"

Schertz Seguin

LOCAL GOVERNMENT CORPORATION

FY2024-2025 BUDGET

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Schertz Seguin

LOCAL GOVERNMENT CORPORATION

TO: Board of Directors

FROM: Andrew McBride, General Manager

SUBJECT: FY2024-25 Budget

DATE: July 11, 2024

On behalf of SSLGC staff, I present the FY25 Budget for the Schertz/Seguin Local Government Corporation. The annual budget is presented to provide a comprehensive review of SSLGC's operations and services during the new fiscal year beginning on October 1, 2024.

In presenting the FY25 Budget, I would like to recognize Susan Caddell, Finance Director of the City of Seguin; Clarissa Barrientes, Office Administrator; Daniel Myers, Operations Manager, and Derrik Wesch, Superintendent for their contributions to the development of the FY2025 Budget.

Each year's budget process offers unique challenges in presenting a balanced budget which maintains SSLGC's successful delivery of quality potable water with the least impact possible on our customers through utility rates. During FY2023-24, the Guadalupe Water Treatment Plant anticipated to come online which is reflected in the presented budget. That facility is currently being made operational at this time. The specific budgets are presented in detail for your review.

Review of FY2023-24 Budget

Overall, the FY2023-24 expenditures are estimated to be lower than budget appropriations. The projected Operating Fund expenditures are $9,785,440 which is $1,565,505 below budgeted expenditures. This is due in part to the delay in beginning operations of the new Guadalupe WTP.

The projected FY2023-24 Operating Fund revenues are estimated to be $11,174,890 which is $786,977 below the budgeted revenues. This is due to the fact we do not need to transfer $800,000 from the Rate Stabilization Fund as anticipated.

FY25 Operating Fund Revenues

When compared to FY24, the projected FY25 Operating Fund Revenues show an increase of $2,141,625 or 19%.

FY25 Operating Fund Expenditures

The FY25 expenditures increased $451,685 or 4.0% when compared to FY24. Costs for personnel and benefits represent 19.97% of the total Operating Fund expenditures.

Significant increases in expenditures include:

Item	Increase Amount
(1) Personnel – A full-time electrician position was added to this budget, as well as projected salary increases.	$224,990
(2) Professional Services was increased to accommodate part-time consultant work by our retired Operations Manager.	$63,000
(3) Office Maintenance – Computers were increased to participate in cost-sharing for conference room technologies with Seguin IT.	$5,500
(4) Building/Auto Liability costs have increased due to new vehicle purchases and taking ownership of newly constructed facilities.	$29,000

Personnel

The proposed budget includes a 3.0% cost of living increase and up to a 2.5% merit increase for SSLGC's City of Seguin employees. The proposed budget includes up to a 4% merit increase for SSLGC's City of Schertz employees. The merit increases are based on annual employee performance ratings.

Capital Improvement Projects

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

Issuance of Revenue Bonds:

Gonzales Well Improvements Project *These funds will be used for the rehabilitation of well #2. This will include all electrical gear, pump, motor and site improvements.*	$2,600,000
Gonzales WTP Train #1 Pressure Filter Rehabilitation Project *These funds will be used to rehabilitate two filters and replace valves on additional filters.*	$2,000,000
Pipeline Condition Assessment, Phase 1 – 42" Gonzales WTP to Surge Tank *These funds will be used to rehabilitate two filters and replace valves on additional filters*	$1,100,000
FM1103/78 TxDOT 36" Transmission Main Relocation *These funds will be used to relocate the original 36" pipeline lower to accommodate the street improvements project by the Texas Department of Transportation.*	$1,100,000
Guadalupe Wellfield Wells # 1 & 2 *These funds will be used to drill and develop two new well sites as part of the Guadalupe Project.*	$5,500,000

Gonzales WTP Train #2 Building Foundation Issues $1,000,000
These funds will be used to evaluate and repair foundation issues for the gravity filter building.

Repair and Replacement Fund:

Gonzales WTP Train #2 Gravity Filter Valve/Actuator Replacement $750,000
These funds will be used to evaluate and priority replacement of valves, actuators and other equipment associated with the Train #2 filter complex

Gonzales WTP Covered Storage Area $125,000
These funds will be used to convert and install a metal structure that will be used to cover Corporation vehicles and equipment.

Hal Baldwin HSP Building #1 Roof Replacement $750,000
These funds will be used to replace the metal roof on the existing structure. This building is twenty five (25) years old.

Hal Baldwin HSP Building #2 A/C Unit Design and Replacement $175,000
These funds will be used for the design and installation of new A/C units.

Gonzales WTP Road Sealing Project $125,000
These funds will be used to reseal asphalt and chipseal roads at the Gonzales Water Treatment Plant.

SSLGC Personnel Hazmat Training and Equipment $75,000
These funds will be used to train staff on Hazardous Materials Safety and Response, to include the purchase of respirators and training devices.

Capital Equipment

The FY25 Operating Fund of $275,000 includes:

- 2 lease vehicles – monthly payments
- Compact Tractor – replacement equipment
- Valve Maintenance Trailer – new equipment
- Motorized work platform – new equipment
- Landscape utility trailer - replacement

Conclusion

The presented proposed FY25 Budget represents a balanced budget which will enable the Schertz/Seguin Local Government Corporation to continue to provide quality potable water to its valued customers.

SCHERTZ-SEGUIN LOCAL GOVERNMENT CORPORATION
2024-25 BUDGET
SUMMARY - ALL FUNDS

Fund	Estimated Working Capital 10/1/2024	Estimated Revenues	Transfers In	Proposed Expenditures	Transfers Out	Estimated Working Capital 9/30/2025
Operating Fund	5,016,353	13,303,492	-	11,206,030	600,000	6,513,815
Construction Fund	4,008,759	-	-	-	-	4,008,759
2022 Bond Fund	4,743,234	52,000	-	2,312,568	-	2,482,666
2023 Bond Fund	4,635,433	30,000	-	4,305,433	-	360,000
I&S Fund	4,098,856	8,146,870	-	8,143,675	-	4,102,051
Repair/Replacement Fund	7,058,009	175,200	600,000	6,414,048	-	1,419,161
Future Development Fund	3,668,874	477,185	-	500,000	-	3,646,059
Impact Fund	6,817,554	625,200	-	4,899,000	-	2,543,754
Reserve Fund	1,516,542	55,000	-	-	-	1,571,542
Rate Stabilization Fund	2,043,685	75,200	-	-	-	2,118,885
SAWS I&S Fund	157,131	1,391,794	-	1,389,294	-	159,631

The City of Seguin is utilized for services for the Schertz/Seguin Local Government Corporation (SSLGC) in accordance with a management services agreement between the City of Seguin, the City of Schertz and SSLGC. The City of Seguin is the employer of record for all positions listed below with the exception of the General Manager and Assistant General Manager. The Schertz/Seguin Local Government Corporation reimburses the City of Schertz for all costs for the Schertz positions. Since the City of Seguin is utilized for both financial and human resources administration services through the management services agreement, costs for Seguin positions are transferred directly from SSLGC accounts.

Personnel Schedule

Position Title:	22/23	23/24	24/25
General Manager	1	1	1
Assistant General Manager	1	1	1
Electrical Journeyman	0	1	1
Office Administrator	1	1	1
Operations Manager	1	1	1
Water System Superintendent	1	1	1
Part-Time Administrative Tech.	1	1	1
Operator I	6	3	3
Operator II	4	8	8
Operator III	3	2	2
Operator IV	1	1	1
Service Worker	1	1	1
	--	--	--
Total	21	23	23

2024-25 Budget - SSLGC Operating Fund Revenues

Account Number	Account Name	FY2023 Actual	FY2024 Budget	FY2024 03/31/24	FY2024 Estimates	FY2025 Budget
058 - SCHERTZ-SEGUIN GOV'T CORP						
Revenue						
Charges for Services						
058-341005	SAWS Well Field Operation	93,569	96,115	48,175	96,349	99,239
Charges for Services Total:		**93,569**	**96,115**	**48,175**	**96,349**	**99,239**
Utility						
058-343007	Water Sales	10,194,682	10,838,705	4,927,782	10,838,705	12,991,463
Utility Totals:		**10,194,682**	**10,838,705**	**4,927,782**	**10,838,705**	**12,991,463**
Interest Revenues						
058-361002	Investment Pools Interest Earnings	2,266	2,000	67	100	100
058-361004	Texas CLASS Interest Earnings	129,333	85,000	52,606	85,000	70,000
058-361020	Restricted Cash	764	400	492	500	100
Interest Revenues Totals:		**132,363**	**87,400**	**53,166**	**85,600**	**70,200**
Miscellaneous Revenues						
058-362030	Miscellaneous Revenues	19,389	7,500	3,992	9,000	7,500
Miscellaneous Revenues Totals:		**19,389**	**7,500**	**3,992**	**9,000**	**7,500**
Lease Revenues						
058-363060	Grazing Leases	179,340	132,147	37,619	145,236	135,090
Lease Revenues Totals:		**179,340**	**132,147**	**37,619**	**145,236**	**135,090**
Intragovernmental Trnsfrs						
058-391057	Transfers from SSLGC Rate Stabilizati	-	800,000	-	-	-
Intragovernmental Trnsfrs Totals:		**-**	**800,000**	**-**	**-**	**-**
SCHERTZ-SEGUIN GOV'T CORP OPERATING FUND Totals:		**10,619,344**	**11,961,867**	**5,070,733**	**11,174,890**	**13,303,492**

Schertz Seguin LOCAL GOVERNMENT CORPORATION

2024-25 Budget - SSLGC Operating Expenditures

Account Number	Account Name	FY2023 Actual	FY2024 Budget	FY2024 03/31/24	FY2024 Estimates	FY2025 Budget
058 - SCHERTZ-SEGUIN GOV'T CORP						
55 - SSLGC						
11 - Salaries						
058-5500-110100	Regular Salaries	982,948	1,275,010	469,331	1,275,010	1,500,000
058-5500-112000	Overtime/On Call	107,030	110,500	61,792	95,500	127,000
058-5500-112100	Holiday Pay	22,249	20,000	8,855	12,763	25,000
11 - Salaries Totals:		**1,112,226**	**1,405,510**	**539,978**	**1,383,273**	**1,652,000**
12 - Benefits						
058-5500-121000	Payroll Taxes	87,393	106,535	40,393	106,535	124,600
058-5500-122000	Retirement	252,069	309,210	120,102	309,210	367,000
058-5500-123000	Health Insurance	138,531	185,000	66,854	185,000	195,000
058-5500-123100	Life Insurance	958	1,300	503	1,300	1,330
058-5500-124000	Workers' Compensation	14,027	13,550	6,685	13,550	16,600
12 - Benefits Totals:		**492,979**	**615,595**	**234,537**	**615,595**	**704,530**
32 - Professional Services						
058-5500-320500	Professional Services	194,581	184,000	69,498	155,315	250,000
058-5500-321000	Annual Audit	13,100	13,300	13,800	13,300	13,800
058-5500-321200	Consultant Services	97,102	127,200	52,302	87,784	127,200
058-5500-321500	Attorney Fees	33,166	46,000	22,516	39,000	50,000
058-5500-321600	Landfill Opposition	150	5,000	1,065	5,000	-
058-5500-323500	Solid Waste Contract	7,503	6,940	4,631	6,300	7,200
32 - Professional Services Totals:		**345,603**	**382,440**	**163,811**	**306,699**	**448,200**
34 - Technical Services						
058-5500-342100	Gonzales Underground Water Distric	104,630	100,000	42,204	68,623	105,000
058-5500-342200	City Distribution Fees	75,331	110,000	62,084	62,084	118,000
058-5500-342400	GCGCD Permit Fee	179,837	220,000	102,657	153,985	220,000
058-5500-342500	GCUWCD Mitigation Fund Pymt	65,397	69,500	71,196	71,196	72,000
058-5500-343000	Testing/Inspection Fees	14,933	23,000	9,593	13,000	23,000
34 - Technical Services Totals:		**440,128**	**522,500**	**287,733**	**368,888**	**538,000**
41 - Utilities Services						
058-5500-411000	Electric	2,040,861	2,469,000	1,011,097	1,875,000	2,475,000
058-5500-412000	Water	681	800	355	474	800
058-5500-413000	Sewer	792	800	412	550	800
058-5500-414000	Gas-Centerpoint	1,310	1,000	920	760	1,300
058-5500-415200	Telephone-Mobile Phone	6,164	5,000	3,012	4,616	6,200
058-5500-415300	Internet Access	2,022	5,400	1,289	1,944	5,400
41 - Utilities Services Totals:		**2,051,830**	**2,482,000**	**1,017,084**	**1,883,344**	**2,489,500**
43 - Repair and Maintenance						
058-5500-431200	Office Maintenance-Computer	5,010	3,500	3,189	3,500	9,000
058-5500-432100	V&E Maint.-Motor Vehicles	17,723	21,000	6,451	13,080	20,000
058-5500-432200	V&E Maint.-Machine & Tool	11,889	15,000	2,397	8,457	15,000
058-5500-432300	V&E Maint.-Heavy Equipment	8,539	9,000	4,476	7,500	9,000
058-5500-432400	V&E Maint.-Communications	22,930	25,000	10,634	15,489	25,000
058-5500-432500	V&E Maint.-Pumps & Motors	44,850	50,000	30,297	32,390	50,000
058-5500-433000	Buildings Maintenance	21,010	30,000	13,138	22,710	30,000
058-5500-434601	L&I Maint.-WATER System	23,409	100,000	5,760	76,819	100,000
058-5500-436000	Property Maintenance	3,774	45,000	6,382	39,210	45,000
43 - Repair and Maintenance Totals:		**159,133**	**298,500**	**82,723**	**219,155**	**303,000**
44 - Rental						
058-5500-441000	Equipment Rental	3,726	7,000	1,155	4,083	7,000
058-5500-443501	Water Leases-Guadalupe County	679,237	679,300	339,618	509,428	679,300
058-5500-443502	Water Leases-Gonzales County	2,349,729	2,401,300	1,214,825	1,821,380	2,404,700
44 - Rental Totals:		**3,032,691**	**3,087,600**	**1,555,598**	**2,334,891**	**3,091,000**

		FY2023 Actual	FY2024 Budget	FY2024 03/31/24	FY2024 Estimates	FY2025 Budget
52 - Insurance						
058-5500-521000	Building/Auto Liability	154,237	151,000	179,120	151,000	180,000
058-5500-524000	Unemployment Insurance	-	2,000	-	-	2,000
52 - Insurance Totals:		**154,237**	**153,000**	**179,120**	**151,000**	**182,000**
54 - Advertising						
058-5500-541000	Publication of Notices	1,026	5,000	1,851	4,000	5,000
54 - Advertising Totals:		**1,026**	**5,000**	**1,851**	**4,000**	**5,000**
61 - General Supplies						
058-5500-611000	Office Supplies	4,697	6,000	3,257	4,418	6,000
058-5500-612000	Postage	992	1,200	634	800	1,200
058-5500-613000	Operating Supplies	4,471	6,000	2,091	3,000	6,000
058-5500-613300	Chemicals	1,149,366	1,396,000	563,964	1,006,563	1,400,000
058-5500-613500	Laboratory Supplies	9,841	20,000	6,333	14,820	20,000
058-5500-614300	Safety Supplies	4,966	5,000	1,631	2,006	5,000
058-5500-616000	Uniforms	5,817	10,500	5,950	8,477	8,000
058-5500-618000	Minor Tools and Equipment	4,658	5,000	3,571	4,400	5,000
61 - General Supplies Totals:		**1,184,808**	**1,449,700**	**587,431**	**1,044,484**	**1,451,200**
62 - Energy and Fuel						
058-5500-621000	Gasoline	34,253	28,000	10,965	20,000	28,000
62 - Energy and Fuel Totals:		**34,253**	**28,000**	**10,965**	**20,000**	**28,000**
65 - Miscellaneous						
058-5500-655100	Employee Recognition	1,921	2,000	318	670	2,500
058-5500-655200	Recruitment	-	4,000	-	4,000	4,000
65 - Miscellaneous Totals:		**1,921**	**6,000**	**318**	**4,670**	**6,500**
66 - Education						
058-5500-661000	Seminar Tuition	5,465	6,000	2,590	4,200	6,000
058-5500-662000	Certification Fees	1,142	2,000	491	1,500	2,000
058-5500-665000	Travel and Lodging	846	6,000	1,245	2,500	6,000
058-5500-665500	Meals	1,129	1,200	697	950	1,200
058-5500-666000	Dues	95	3,600	-	3,600	3,600
058-5500-667000	Subscriptions	-	300	-	300	300
66 - Education Totals:		**8,676**	**19,100**	**5,022**	**13,050**	**19,100**
67 - Public Relations						
058-5500-671000	Public Relations	7,906	11,000	4,467	6,750	3,000
67 - Public Relations Totals:		**7,906**	**11,000**	**4,467**	**6,750**	**3,000**
70 - Capital Outlay						
058-5500-703000	Impr. Other Than Building	31,000	-	-	-	-
058-5500-706500	Machine & Equipment-Small Equipm	36	10,000	11	5,399	10,000
058-5500-707100	Transportation-Vehicles	279	275,000	110,891	124,242	275,000
70 - Capital Outlay Totals:		**31,314**	**285,000**	**110,902**	**129,641**	**285,000**
82 - Intragvrnmntl. Transfers						
058-5500-826100	Transfers to Repair/Replacement Fd.	2,100,000	1,300,000	300,000	1,300,000	600,000
058-5500-826200	Transfers to Future Development Fu	45,000	-	-	-	-
82 - Intragvrnmntl. Transfers Totals:		**2,145,000**	**1,300,000**	**300,000**	**1,300,000**	**600,000**
98 - Use of Fund Balance						
96 - Use of Retained Earnings						
058-9800-960000	Use of Retained Earnings	-	(700,000)	-	-	-
96 - Use of Retained Earnings Totals:		**-**	**(700,000)**	**-**	**-**	**-**
SCHERTZ-SEGUIN GOV'T CORP OPERATING FUND Totals:		**11,203,729**	**11,350,945**	**5,081,542**	**9,785,440**	**11,806,030**

The SSLGC Construction Fund accounts for all the proceeds from the TWDB SWIRFT Revenue Bonds as well as the expenditures for the Guadalupe County Wellfield Project and the Parallel Pipeline Project.

2024-25 Budget-SSLGC Construction Fund Revenues

Account Number	Account Name	FY2023 Actual	FY2024 Budget	FY2024 03/31/24	FY2024 Estimates	FY2025 Budget
059 - SCHERTZ/SEGUIN LGC-CONSTR						
Revenue						
Interest Revenues						
059-361004	Texas CLASS Interest Earnings	461,639	10,000	117,670	155,000	-
059-361020	Restricted Cash	408,930	10,000	206,919	350,000	-
Interest Revenues Totals		**870,568**	**20,000**	**324,590**	**505,000**	**-**
SSLGC-CONSTRUCTION FUND TOTALS		**870,568**	**20,000**	**324,590**	**505,000**	**-**

Schertz Seguin
LOCAL GOVERNMENT CORPORATION

2024-25 Budget - SSLGC
Construction Fund Expenditures

Account Number	Account Name	FY2023 Actual	FY2024 Budget	FY2024 03/31/24	FY2024 Estimates	FY2025 Budget
059 - SCHERTZ/SEGUIN LGC-CONSTR						
90 - Non Departmental						
70 - Capital Outlay						
059-9000-703000	Impr. Other Than Building	-	6,005,228	3,545,321	9,607,372	-
70 - Capital Outlay Totals:		**-**	**6,005,228**	**3,545,321**	**9,607,372**	**-**
98 - Use of Fund Balance						
96 - Use of Retained Earnings						
059-9800-960000	Use of Retained Earnings	-	(5,985,228)	-	(9,102,372)	-
96 - Use of Retained Earnings Totals:		**-**	**(5,985,228)**	**-**	**(9,102,372)**	**-**
SCHERTZ/SEGUIN LGC-CONSTRUCTION FUND TOTALS		**-**	**20,000**	**3,545,321**	**505,000**	**-**

The SSLGC 2022 Bond Fund accounts for all the proceeds from the 2022 Revenue Bonds as well as the expenditures for the Cowey and Elm Creek project and the Senate Bill 3 Emergency Preparedness Plan project.

Schertz Seguin
LOCAL GOVERNMENT CORPORATION

2024-25 Budget-SSLGC 2022 Bond Fund Revenues

Account Number	Account Name	FY2023 Actual	FY2024 Budget	FY2024 03/31/24	FY2024 Estimates	FY2025 Budget
067 - SSLGC BOND FUND						
Revenue						
Interest Revenues						
067-361002	Investment Pools Interest Earnings	5,127	3,500	3,844	7,000	2,000
067-361004	Texas CLASS Interest Earnings	168,540	75,000	149,758	250,000	50,000
Interest Revenues Totals		**173,666**	**78,500**	**153,602**	**257,000**	**52,000**
SSLGC-CONSTRUCTION FUND TOTALS		**173,666**	**78,500**	**153,602**	**257,000**	**52,000**

Schertz Seguin
LOCAL GOVERNMENT CORPORATION

2024-25 Budget - SSLGC 2022 Bond Fund Expenditures

Account Number	Account Name	FY2023 Actual	FY2024 Budget	FY2024 03/31/24	FY2024 Estimates	FY2025 Budget
067 - SSLGC BOND FUND						
90 - Non Departmental						
70 - Capital Outlay						
067-9000-702500	Improvements to Buildings	-	-	-	-	2,312,568
067-9000-703000	Impr. Other Than Building	-	4,450,000	-	187,432	-
70 - Capital Outlay Totals:		**-**	**4,450,000**	**-**	**187,432**	**2,312,568**
98 - Use of Fund Balance						
96 - Use of Retained Earnings						
067-9800-960000	Use of Retained Earnings	-	(4,371,500)	-	-	(2,260,568)
96 - Use of Retained Earnings Totals:		**-**	**(4,371,500)**	**-**	**-**	**(2,260,568)**
SSLGC 2022 BOND FUND TOTALS		**-**	**78,500**	**-**	**187,432**	**52,000**

The SSLGC 2023 Bond Fund accounts for all the proceeds from the 2023 Revenue Bonds as well as the expenditures for the Gonzales wells, the rehabilitation of pressure filter vessels, condition assessment of the original pipeline, Nockenut erosion mitigation, and continued funds towards the Cowey and Elm Creek pipeline project.

2024-25 Budget - SSLGC 2023 Bond Fund Revenues

Account Number	Account Name	FY2023 Actual	FY2024 Budget	FY2024 03/31/24	FY2024 Estimates	FY2025 Budget
150 - SSLGC 2023 Revenue Improvement Bond						
Revenue						
Interest Revenues						
150-361002	Investment Pools Interest Earnings	-	-	-	30,000	30,000
Interest Revenues Totals		**-**	**-**	**-**	**30,000**	**30,000**
Intragovernmental Trnsfrs						
150-391600	Transfers from I&S	-	-	5,062,754	5,062,754	-
Intragovernmental Trnsfrs Totals		**-**	**-**	**5,062,754**	**5,062,754**	**-**
Long-Term Debt Proceeds						
150-393000	Bond Proceeds	-	4,855,433	-	-	-
Long-Term Debt Proceeds Totals		**-**	**4,855,433**	**-**	**-**	**-**
SSLGC 2023 BOND FUND TOTALS		**-**	**4,855,433**	**5,062,754**	**5,092,754**	**30,000**

Schertz Seguin
LOCAL GOVERNMENT CORPORATION

2024-25 Budget - SSLGC 2023 Bond Fund Expenditures

Account Number	Account Name	FY2023 Actual	FY2024 Budget	FY2024 03/31/24	FY2024 Estimates	FY2025 Budget
150 - SSLGC 2023 Revenue Improvement Bond						
90 - Non Departmental						
70 - Capital Outlay						
150-9000-703000	Improvements Other Than Building	-	4,855,433	-	250,000	4,305,433
70 - Capital Outlay Totals		**-**	**4,855,433**	**-**	**250,000**	**4,305,433**
98 - Use of Fund Balance						
96 - Use of Retained Earnings						
150-9800-960000	Use of Retained Earnings	-	-	-	-	(4,275,433)
96 - Use of Retained Earnings Totals		**-**	**-**	**-**	**-**	**(4,275,433)**
SSLGC 2023 BOND FUND TOTALS		**-**	**4,855,433**	**-**	**250,000**	**30,000**

The SSLGC I&S Fund accounts for all water sale proceeds from the debt service rates charged along with the payment of principal and interest of corporation debt other than the SAWS Revenue Bonds.

Schertz Seguin
LOCAL GOVERNMENT CORPORATION

2024-25 Budget - SSLGC I&S Revenues

Account Number	Account Name	FY2023 Actual	FY2024 Budget	FY2024 03/31/24	FY2024 Estimates	FY2025 Budget
060 - SCHERTZ/SEGUIN LGC-I&S						
Revenue						
Utility						
060-343007	Water Sales	7,576,504	7,993,277	4,931,095	7,763,123	8,136,170
Utility Totals:		**7,576,504**	**7,993,277**	**4,931,095**	**7,763,123**	**8,136,170**
Interest Revenues						
060-361002	Investment Pools Interest Earnings	350	250	1,368	1,500	200
060-361004	Texas CLASS Interest Earnings	2,801	500	14,520	57,000	10,000
060-361020	Restricted Cash	5,587	4,000	3,570	4,400	500
Interest Revenues Totals:		**8,738**	**4,750**	**19,457**	**62,900**	**10,700**
SCHERTZ/SEGUIN LGC-I&S TOTALS		**7,585,242**	**7,998,027**	**4,950,552**	**7,826,023**	**8,146,870**

Schertz Seguin
LOCAL GOVERNMENT CORPORATION

2023-24 Budget - SSLGC I&S Expenditures

Account Number	Account Name	FY2023 Actual	FY2024 Budget	FY2024 03/31/24	FY2024 Estimates	FY2025 Budget
060 - SCHERTZ/SEGUIN LGC-I&S						
90 - Non Departmental						
82 - Intragvrnmntl. Transfers						
060-9000-821500	Transfers to Fund 150	-	-	5,062,754	-	-
82 - Intragvrnmntl. Transfers Totals:		**-**	**-**	**5,062,754**	**-**	**-**
92 - Debt Service						
90 - Principal Payments						
060-9200-904100	2022A SSLGC Revenue Improvemer	-	25,000	-	25,000	25,000
060-9200-905100	2022 Revenue Refunding Bonds	-	1,895,000	-	1,895,000	1,925,000
060-9200-908800	2016 Revenue Bds-SWIRFT Funding	-	1,285,000	-	1,285,000	1,300,000
060-9200-909200	2018 Revenue Refunding	-	615,000	-	615,000	650,000
90 - Principal Payments Totals:		**-**	**3,820,000**	**-**	**3,820,000**	**3,900,000**
91 - Interest Payments						
060-9200-914100	2022A SSLGC Revenue Improvemer	183,029	211,925	106,275	211,925	210,675
060-9200-914300	2023 Revenue Imp. Bonds	-	-	(11,234)	202,209	269,613
060-9200-915100	2022 Revenue Refunding Bonds	1,108,588	1,086,678	550,881	1,086,678	1,053,980
060-9200-915500	2001 Revenue Bonds	520,000	520,000	260,000	520,000	520,000
060-9200-918100	2015 Revenue Impr. & Refunding	17,200	-	-	-	-
060-9200-918800	2016 Revenue Bds-SWIRFT Funding	956,390	942,166	471,083	942,166	926,361
060-9200-919200	2018 Revenue Refunding	738,600	708,475	361,925	708,475	676,850
060-9200-919400	2016 SWIRFT-Board Participation	331,255	455,475	227,738	455,475	579,696
91 - Interest Payments Totals:		**3,855,062**	**3,924,719**	**1,966,668**	**4,126,928**	**4,237,175**
92 - Fiscal Agent Fees						
060-9200-920000	Fiscal Agent Fees	6,459	6,000	2,510	6,500	6,500
92 - Fiscal Agent Fees Totals:		**6,459**	**6,000**	**2,510**	**6,500**	**6,500**
98 - Use of Fund Balance						
96 - Use of Retained Earnings						
060-9800-960000	Use of Retained Earnings	-	-	-	(127,405)	-
96 - Use of Retained Earnings Totals:		**-**	**-**	**-**	**(127,405)**	**-**
SCHERTZ/SEGUIN LGC-I&S TOTALS		**3,861,521**	**7,750,719**	**7,031,932**	**7,826,023**	**8,143,675**

The SSLGC Repair and Replacement Fund is utilized for the repair and replacement of SSLGC's water system infrastructure. Funds are transferred annually to this fund from O&M water rate revenues and retained earnings.

Schertz Seguin
LOCAL GOVERNMENT CORPORATION

2024-25 Budget-
Repair/Replacement Fund
Revenues

Account Number	Account Name	FY2023 Actual	FY2024 Budget	FY2024 03/31/24	FY2024 Estimates	FY2025 Budget
061 - SSLGC-REPAIR/REPL FUND						
Revenue						
Interest Revenues						
061-361002	Investment Pools Interest Earnings	252,176	200,000	124,945	200,000	100,000
061-361004	Texas CLASS Interest Earnings	87,744	30,000	80,177	145,000	75,000
061-361020	Restricted Cash	773	700	452	500	200
Interest Revenues Totals		**340,694**	**230,700**	**205,574**	**345,500**	**175,200**
Intragovernmental Trnsfrs						
061-391058	Transfers from SSLGC Operating Fd.	1,450,000	720,000	-	1,320,000	600,000
061-391063	Transfers from SSLGC Operating Dep	650,000	600,000	300,000	-	-
Intragovernmental Transfers Totals		**2,100,000**	**1,320,000**	**300,000**	**1,320,000**	**600,000**
SSLGC-REPAIR/REPLACEMENT FUND TOTALS		**2,440,694**	**1,550,700**	**505,574**	**1,665,500**	**775,200**

Schertz Seguin
LOCAL GOVERNMENT CORPORATION

2024-25 Budget- Repair/Replacement Fund Expenditures

Account Number	Account Name	FY2023 Actual	FY2024 Budget	FY2024 03/31/24	FY2024 Estimates	FY2025 Budget
061 - SSLGC-REPAIR/REPL FUND						
90 - Non Departmental						
32 - Professional Services						
061-9000-320500	Professional Services	-	(60,000)	10,800	-	-
32 - Professional Services Totals		**-**	**(60,000)**	**10,800**	**-**	**-**
43 - Repair and Maintenance						
061-9000-434600	L&I Maint.-Dist. System	353,523	-	-	-	-
43 - Repair and Maintenance Totals:		**353,523**	**-**	**-**	**-**	**-**
70 - Capital Outlay						
061-9000-703000	Improvements Other Than Building	77,441	3,264,903	585,845	2,762,851	6,414,048
70 - Capital Outlay Totals:		**77,441**	**3,264,903**	**585,845**	**2,762,851**	**6,414,048**
98 - Use of Fund Balance						
96 - Use of Retained Earnings						
061-9800-960000	Use of Retained Earnings	-	(2,029,203)	-	(1,097,351)	(5,438,848)
96 - Use of Retained Earnings Totals:		**-**	**(2,029,203)**	**-**	**(1,097,351)**	**(5,438,848)**
SSLGC-REPAIR/REPLACEMENT FUND TOTALS		**430,964**	**1,175,700**	**596,645**	**1,665,500**	**975,200**

The SSLGC Future Development Fund was a fund created prior to SSLGC collecting Impact Fees. The Future Development Fund is now utilized for items contributing to the development and improvement of the SSLGC water system that do not qualify for Repair and Replacement Fund use or Impact Fee Fund use.

Schertz Seguin
LOCAL GOVERNMENT CORPORATION

2024-25 Budget - SSLGC Future Development Fund Revenues

Account Number	Account Name	FY2023 Actual	FY2024 Budget	FY2024 03/31/24	FY2024 Estimates	FY2025 Budget
062 - SSLGC FUTURE DEVELOPMENT						
Revenue						
Interest Revenues						
062-361002	Investment Pools Interest Earnings	881	900	307	500	200
062-361004	Texas CLASS Interest Earnings	143,753	50,000	103,620	175,000	50,000
062-361020	Restricted Cash	265	20	160	165	10
Interest Revenues Totals:		**144,899**	**50,920**	**104,087**	**175,665**	**50,210**
Miscellaneous Revenues						
062-362078	Solar Power Project	426,975	426,975	-	426,975	426,975
		426,975	**426,975**	**-**	**426,975**	**426,975**
Intragovernmental Trnsfrs						
062-391063	Transfers from SSLGC Operating Fun	45,000	-	-	-	-
Intragovernmental Transfers Totals:		**45,000**	**-**	**-**	**-**	**-**
062 - SSLGC FUTURE DEVELOPMENT FUND TOTALS		**616,874**	**477,895**	**104,087**	**602,640**	**477,185**

Schertz Seguin
LOCAL GOVERNMENT CORPORATION

2024-25 Budget-SSLGC Future Development Fund Expenditures

Account Number	Account Name	FY2023 Actual	FY2024 Budget	FY2024 03/31/24	FY2024 Estimates	FY2025 Budget
062 - SSLGC FUTURE DEVELOPMENT						
90 - Non Departmental						
32 - Professional Services						
062-9000-320500	Professional Services	220,608	98,500	65,394	91,074	45,000
32 - Professional Services Totals:		**220,608**	**98,500**	**65,394**	**91,074**	**45,000**
70 - Capital Outlay						
062-9000-702000	Buildings	-	-	-	20,000	255,000
062-9000-702500	Improvements to Buildings	-	325,000	-	-	-
062-9000-703000	Improvements Other Than Building	-	2,150,000	-	-	200,000
70 - Capital Outlay Totals:		**-**	**2,475,000**	**-**	**20,000**	**455,000**
98 - Use of Fund Balance						
96 - Use of Retained Earnings						
062-9800-960000	Use of Retained Earnings	-	(2,095,605)	-	-	(22,815)
96 - Use of Retained Earnings Totals:		**-**	**(2,095,605)**	**-**	**-**	**(22,815)**
SSLGC FUTURE DEVELOPMENT FUND TOTALS		**220,608**	**477,895**	**65,394**	**111,074**	**477,185**

The SSLGC Impact Fee fund is utilized to help pay for the expansion and additional capacity required of water supply, treatment facilities, pump stations and storage tanks. Impact fees are collected through a one-time charge imposed on new development in the City of Schertz and the City of Seguin to help recover capital costs associated with SSLGC providing the infrastructure and other required improvements to provide service to that new development. Land use assumptions and capital improvements to be included in the impact fee calculations are updated and reviewed every five years with the last update being in 2018.

Schertz Seguin
LOCAL GOVERNMENT CORPORATION

2023-24 Budget-SSLGC Impact Fee Fund Revenues

Account Number	Account Name	FY2023 Actual	FY2024 Budget	FY2024 03/31/24	FY2024 Estimates	FY2025 Budget
065 - SSLGC IMPACT FUND						
Revenue						
Utility						
065-343013	Water Impact Fee	449,417	450,000	431,740	900,000	450,000
Utility Totals:		**449,417**	**450,000**	**431,740**	**900,000**	**450,000**
Interest Revenues						
065-361002	Investment Pools Interest Earnings	176,336	100,000	90,423	150,000	100,000
065-361004	Texas CLASS Interest Earnings	102,993	70,000	89,717	130,000	75,000
065-361020	Restricted Cash	1,106	200	725	1,000	200
Interest Revenues Totals:		**280,435**	**170,200**	**180,865**	**281,000**	**175,200**
SSLGC IMPACT FUND TOTALS		**729,852**	**620,200**	**612,605**	**1,181,000**	**625,200**

Schertz Seguin
LOCAL GOVERNMENT CORPORATION

2024-25 Budget-SSLGC Impact Fee Fund Expenditures

Account Number	Account Name	FY2023 Actual	FY2024 Budget	FY2024 03/31/24	FY2024 Estimates	FY2025 Budget
065 - SSLGC IMPACT FUND						
90 - Non Departmental						
32 - Professional Services						
065-9000-320500	Professional Services	-	220,000	10,580	20,000	115,000
32 - Professional Services Totals:		**-**	**220,000**	**10,580**	**20,000**	**115,000**
70 - Capital Outlay						
065-9000-703000	Impr. Other Than Building	-	4,577,000	93,265	300,000	4,784,000
70 - Capital Outlay Totals:		**-**	**4,577,000**	**93,265**	**300,000**	**4,784,000**
98 - Use of Fund Balance						
96 - Use of Retained Earnings						
065-9800-960000	Use of Retained Earnings	-	(4,176,800)	-	-	(4,273,800)
96 - Use of Retained Earnings Totals:		**-**	**(4,176,800)**	**-**	**-**	**(4,273,800)**
SSLGC IMPACT FUND TOTALS		**-**	**620,200**	**103,845**	**320,000**	**625,200**

The SSLGC Reserve Fund was established to maintain according to bond covenants. The covenants require a balance of the annual average debt service payment of the earlier bonds issued.

Schertz Seguin
LOCAL GOVERNMENT CORPORATION

2024-25 Budget-SSLGC Reserve Fund Revenues

Account Number	Account Name	FY2023 Actual	FY2024 Budget	FY2024 03/31/24	FY2024 Estimates	FY2025 Budget
066 - SSLGC RESERVE FUND						
Revenue						
Interest Revenues						
066-361002	Investment Pools Interest Earnings	29,392	20,000	17,860	30,000	20,000
066-361004	Texas CLASS Interest Earnings	39,978	30,000	26,380	45,000	35,000
Interest Revenues Totals:		**69,370**	**50,000**	**44,240**	**75,000**	**55,000**
066 - SSLGC RESERVE FUND TOTALS		**69,370**	**50,000**	**44,240**	**75,000**	**55,000**

The SSLGC Rate Stabilization Fund was created in 2017 by the SSLGC Board of Directors to be used in order to prepare for volatile periods which can greatly impact the rates of SSLGC water customers are charged and can be used to avoid passing along pricing peaks to these customers. These funds can only be used based upon staff recommendation and Board of Directors approval. The fund balance for the rate stabilization fund will be evaluated annually and any adjustments due to anticipated needs may be made by the Board of Directors.

2024-25 Budget-SSLGC Rate Stabilization Fund Reveues

Account Number	Account Name	FY2023 Actual	FY2024 Budget	FY2024 03/31/24	FY2024 Estimates	FY2025 Budget
057 - SSLGC Rate Stabilization Fund						
Revenue						
Interest Revenues						
057-361004	Texas CLASS Interest Earnings	94,937	80,000	62,979	110,000	75,000
057-361020	Restricted Cash	410	200	268	350	200
Interest Revenues Totals:		**95,347**	**80,200**	**63,246**	**110,350**	**75,200**
SSLGC Rate Stabilization Fund Totals:		**95,347**	**80,200**	**63,246**	**110,350**	**75,200**

Schertz Seguin
LOCAL GOVERNMENT CORPORATION

2024-25 Budget-SSLGC Rate Stabilization Fund Expenditures

Account Number	Account Name	FY2023 Actual	FY2024 Budget	FY2024 03/31/24	FY2024 Estimates	FY2025 Budget
057 - SSLGC Rate Stabilization Fund						
90 - Non Departmental						
82 - Intragvrnmntl. Transfers						
057-9000-825800	Transfers to SSLGC Operating Fund	-	800,000	-	-	-
82 - Intragovernmental Transfers Totals"		**-**	**800,000**	**-**	**-**	**-**
98 - Use of Fund Balance						
96 - Use of Retained Earnings						
057-9800-960000	Use of Retained Earnings	-	(719,800)	-	-	-
96 - Use of Retained Earnings Totals:		**-**	**(719,800)**	**-**	**-**	**-**
SSLGC Rate Stabilization Fund Totals:		**-**	**80,200**	**-**	**-**	**-**

The SAWS I&S Fund accounts for contributions from San Antonio Water Systems toward the payment of principal and interest of the SSLGC Contract Revenue Refunding Bonds, Series 2019.

2024-25 Budget-SAWS I&S Fund Revenues

Account Number	Account Name	FY2023 Actual	FY2024 Budget	FY2024 03/31/24	FY2024 Estimates	FY2025 Budget
069 - SSLGC I&S - SAWS						
Revenue						
Interlocal Agreement						
069-331690	Interlocal Agreement / San Antonio	1,390,188	1,388,988	440,707	1,388,988	1,389,294
Interlocal Agreement Totals:		**1,390,188**	**1,388,988**	**440,707**	**1,388,988**	**1,389,294**
Interest Revenues						
069-361004	Texas CLASS Interest Earnings	5,429	4,000	1,709	2,500	2,000
069-361020	Restricted Cash	1,572	500	1,178	1,300	500
Interest Revenues Totals:		**7,001**	**4,500**	**2,887**	**3,800**	**2,500**
SSLGC I&S - SAWS Totals		**1,397,189**	**1,393,488**	**443,594**	**1,392,788**	**1,391,794**

Schertz Seguin
LOCAL GOVERNMENT CORPORATION

2024-25Budget SAWS I&S Fund Expenditures

Account Number	Account Name	FY2023 Actual	FY2024 Budget	FY2024 03/31/24	FY2024 Estimates	FY2025 Budget
069 - SSLGC I&S - SAWS						
92 - Debt Service						
90 - Principal Payments						
069-9200-909500	2019 SSLGC Refunding Bonds-SAW	-	690,000	-	690,000	705,000
90 - Principal Payments Totals:		**-**	**690,000**	**-**	**690,000**	**705,000**
91 - Interest Payments						
069-9200-919500	2019 SSLGC Refunding Bonds-SAW	715,188	698,988	353,375	698,988	683,294
91 - Interest Payments Totals:		**715,188**	**698,988**	**353,375**	**698,988**	**683,294**
92 - Fiscal Agent Fees						
069-9200-920000	Fiscal Agent Fees	400	1,000	-	1,000	1,000
92 - Fiscal Agent Fees Totals:		**400**	**1,000**	**-**	**1,000**	**1,000**
SSLGC I&S - SAWS Totals:		**715,588**	**1,389,988**	**353,375**	**1,389,988**	**1,389,294**

FY2025-2029
Capital Improvement Projects/Equipment 5-Year Plan

	FY	Project	Projected Cost	Approved Funding	Funding Source
	2025				
1		Gonzales Well improvements project (1 well)	$ 2,600,000	$ 2,600,000	Bonds
2		Gonzales WTP Train #1 pressure filter rehab project	$ 2,000,000	$ 2,000,000	Bonds
3		Gonzales WTP train #2 gravity filter valve/actuator replacement	$ 750,000	$ 750,000	RR
4		Pipeline Condition Assessment Phase 1- 42" Gonzales WTP to Surge Tank	$ 1,100,000	$ 1,100,000	Bonds
5		GO WTP Covered storage area	$ 125,000	$ 125,000	RR
6		FM1103/78 TxDOT 36" relocation	$ 1,100,000	$ 1,100,000	Bonds
7		SCADA integration project	$ 750,000	$ 750,000	Bonds
8		Roof replacement for Hal Baldwin small HSP building	$ 750,000	$ 750,000	RR
9		Guadalupe wellfield (2 new wells)	$ 5,500,000	$ 5,500,000	Bonds
10		Gonzales WTP Train #2 building foundation issues	$ 1,000,000	$ 1,000,000	Bonds
		Hal Baldwin BPS A/C units design and replacement	$ 175,000	$ 175,000	RR
11		Gonzales WTP road sealing	$ 125,000	$ 125,000	RR
12		SSLGC staff Hazmat training and equipment purchases	$ 75,000	$ 75,000	RR
		Recurring Capital line items			
13		Pump and motor	$ 400,000	$ 400,000	RR
14		Valve and actuator	$ 150,000	$ 150,000	RR
15		Electrical	$ 50,000	$ 50,000	RR
16		Plant/Wellfield	$ 100,000	$ 100,000	RR
17		Water Transmission mains	$ 150,000	$ 150,000	RR
		TOTAL	**$ 16,900,000**	**$ 16,900,000**	
	2026				
1		Cowey (42" Guadalupe WTP to Surge Tank) & Elm Creek (36" 467 Vault to Hal Baldwin Pump Station) Parallel Pipeline Projects (Construction)	$ 35,000,000	$ 35,000,000	Bonds/IF
2		Gonzales Well improvements project (1 wells)	$ 3,000,000	$ 3,000,000	RR
3		Pressure filter rehab project	$ 2,000,000	$ 2,000,000	RR
4		Emergency Preparedness Plan Implementation - Emergency Generators/GVEC Electric Feeds	$ 2,000,000	$ 2,000,000	Bonds
5		Gonzales WTP train #2 gravity filter valve/actuator replacement	$ 750,000	$ 750,000	RR
6		Existing wellfield fencing/entrances and road improvements	$ 150,000	$ 150,000	Future Dev
7		Pipeline Condition Assessment Phase 1- 42" Gonzales WTP to Surge Tank	$ 1,100,000	$ 1,100,000	Bonds
		Recurring Capital line items			
8		Pump and motor	$ 400,000	$ 400,000	RR
9		Valve and actuator	$ 150,000	$ 150,000	RR
10		Electrical	$ 50,000	$ 50,000	RR
11		Plant/Wellfield	$ 100,000	$ 100,000	RR
12		Water Transmission mains	$ 150,000	$ 150,000	RR
		TOTAL	**$ 44,850,000**	**$ 44,850,000**	

FY2025-2029
Capital Improvement Projects/Equipment 5-Year Plan

	FY	Project	Projected Cost	Approved Funding	Funding Source
	2027				
1		Gonzales Well improvements project (2 wells)	$ 6,000,000	$ 6,000,000	RR
2		Pressure filter rehab project	$ 2,000,000	$ 2,000,000	RR
3		Emergency Preparedness Plan Implementation - Emergency Generators/GVEC Electric Feeds	$ 2,000,000	$ 2,000,000	Bonds
4		Pipeline Condition Assessment Phase 2 - 42" and 36" Surge Tank to Hal Badwin Pump Station	$ 1,000,000	$ 1,000,000	Bonds
	2027	**Recurring Capital line items**			
5		Pump and motor	$ 400,000	$ 400,000	RR
6		Valve and actuator	$ 150,000	$ 150,000	RR
7		Electrical	$ 50,000	$ 50,000	RR
8		Plant/Wellfield	$ 100,000	$ 100,000	RR
9		Water Transmission mains	$ 150,000	$ 150,000	RR
		TOTAL	**$ 11,850,000**	**$ 11,850,000**	
	2028				
1		Gonzales Well improvements project (2 wells)	$ 2,600,000	$ 2,600,000	RR
2		Gonzales Water Treatment Plant Clearwell 1 Painting	$ 326,848	$ 326,848	RR
3		BPS Tank 2 Painting	$ 515,933	$ 515,933	RR
4		Emergency Preparedness Plan Implementation - Emergency Generators/GVEC Electric Feeds	$ 2,000,000	$ 2,000,000	Bonds
5		Pipeline Condition Assessment Phase 3 - 30" FM 467 Vault to Seguin	$ 1,000,000	$ 1,000,000	Bonds
		Recurring Capital line items			
6		Pump and motor	$ 400,000	$ 400,000	RR
7		Valve and actuator	$ 150,000	$ 150,000	RR
8		Electrical	$ 50,000	$ 50,000	RR
9		Plant/Wellfield	$ 100,000	$ 100,000	RR
10		Water Transmission mains	$ 150,000	$ 150,000	RR
		TOTAL	**$ 7,292,780**	**$ 7,292,780**	
	2029				
1		Additional Surge/Storage Tank	$ 756,000	$ 756,000	IF
2		Emergency Preparedness Plan Implementation - Emergency Generators/GVEC Electric Feeds	$ 2,000,000	$ 2,000,000	Bonds
3		Pipeline Condition Assessment Phase 4 - 36" Hal Baldwin Pump Station to Marion	$ 1,000,000	$ 1,000,000	Bonds
		Recurring Capital line items			
4		Pump and motor	$ 400,000	$ 400,000	RR
5		Valve and actuator	$ 150,000	$ 150,000	RR
6		Electrical	$ 50,000	$ 50,000	RR
7		Plant/Wellfield	$ 100,000	$ 100,000	RR
8		Water Transmission mains	$ 150,000	$ 150,000	RR
		TOTAL	**$ 4,606,000**	**$ 4,606,000**	
		FY2025-2029 Total	**$ 85,498,780**	**$ 85,498,780**	

SSLGC = Schertz/Seguin Local Government Corporation

Bonds - New Utility Revenue Bond Issue
SWIFT Bonds - TWDB Existing Bond Funding
FY23 - Current Year Funding
IF - Water Impact Fund
RR- Repair & Replacement Fund
FD- Future Development Fund

Exhibit B

“Resolution # SSLGC R24-21”

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

A RESOLUTION ADOPTING THE SCHERTZ/SEGUIN LOCAL GOVERNMENT CORPORATION FISCAL YEAR 2024-2025 BUDGET AND MAKING APPROPRIATION IN ACCORDANCE WITH SAID BUDGET

WHEREAS, in accordance with the Schertz/Seguin Local Government Corporation Bylaws, it is necessary to adopt a budget for the fiscal year 2024-2025; and

WHEREAS, a proposed annual budget for the period commencing October 1, 2024 and ending September 30, 2025 has been prepared by the Schertz/Seguin Local Government Corporation Financial Officer and the City of Seguin Director of Finance, and the Board of Directors has considered the proposed budget; and

WHEREAS, the budget for the fiscal year 2024-2025 for the Schertz/Seguin Local Government Corporation is attached.

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

The budget for the fiscal year commencing October 1, 2024 and ending September 30, 2025 is hereby approved and adopted.

Passed and approved this the **18th** day of **July, 2024.**

Jack Hamlett, Vice-President

Attest:

Heath Anders, Secretary

OR

Richard Dziewit, Assistant Secretary

SIGNED ORIGINAL(S): 1

Agenda No. 5.

CITY COUNCIL MEMORANDUM

City Council Meeting:	**August 06, 2024**
Department:	**Fire Department**
Subject:	**Resolution 24-R-91 - Authorizing an Interlocal Agreement with Texas Department of Transportation (TxDOT) and Guadalupe County for Opticom Traffic Pre-emption Services (S.Williams/G.Rodgers)**

BACKGROUND

Opticom is a traffic preemption system that is placed on traffic signals at intersections to assist public safety vehicles navigating through the intersection more safely and efficiently while improving response times. The cloud based system is connected to the computer-aided dispatch system and further customized to allow the emergency vehicle to preempt the signal in the direction of flow the apparatus is traveling. An Interlocal Agreement must be signed with transportation authorities (TxDOT) and Guadalupe County to use systems like Opticom.

As our area grows, we are seeing instances of extended delays due to traffic at main intersections of our city. Once the signal infrastructure is in place with TxDOT and Guadalupe County, we anticipate expanding these services to Police and EMS in the future.
The interlocal agreement with TXDot is an adminstrative requirement for Opticom to work in TXDot intersection boxes. There is no additional cost to the program.

GOAL

Execute an interlocal agreement with TxDOT and Guadalupe County allowing for the use of the Opticom system technologies in cabinets that control intersections.

COMMUNITY BENEFIT

The use of Opticom preemption services would ensure traffic lights favor emergency vehicles, reducing delays by up to 25%, reducing the risk of intersection collisions involving emergency vehicles by up to 70%, and easy integration using existing hardware to speed up deployment.

SUMMARY OF RECOMMENDED ACTION

Authorize the City Manager to execute and deliver an interlocal agreement with TxDOT and Guadalupe County for permission to have Opitcom devices placed in intersection lights by a 3rd party as part of our existing contract and plan.

RECOMMENDATION

Authorize the City Manager to execute and deliver an interlocal agreement with TxDOT and Guadalupe County for permission to have Opitcom devices placed in intersection lights by a 3rd party as part of our existing contract and plan.

Attachments

Resolution 24-R-91 with attachments

RESOLUTION 24-R-91

A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF SCHERTZ, TEXAS AUTHORIZING THE CITY MANAGER TO EXECUTE AN INTERLOCAL AGREEMENT FOR OPTICOM WITH TEXAS DEPARTMENT OF TRANSPORATION AND GUADALUPE COUNTY

WHEREAS, The City of Schertz desires an Interlocal Agreement with Texas Department of Transportation and Guadalupe County, and

WHEREAS, signing this agreement will allow for decreased response times and increased safety for responders and the public especially during emergent response, and

WHEREAS, this signed agreement will allow a third party as part of our existing contract and plan to install Opticom devices in controlled intersection lights.

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

Section 1. The City Council hereby authorizes the City Manager to execute an Interlocal Agreement with the Texas Department of Transportation and Guadalupe County for Opticom Traffic Pre-Emption Services attached hereto as Exhibit A.

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

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

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

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

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

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

PASSED AND ADOPTED, this _____day of _____, _____.

CITY OF SCHERTZ, TEXAS

_____

Ralph Guiterrez, Mayor

ATTEST:

_____

Sheila Edmondson, City Secretary

Exhibit A

Contract No _____

THE STATE OF TEXAS §

THE COUNTY OF GUADALUPE §

AGREEMENT FOR THE FURNISHING, INSTALLING AND MAINTENANCE OF TRAFFIC SIGNAL PREEMPTION EQUIPMENT

THIS AGREEMENT is made by and between the State of Texas, acting through the Texas Department of Transportation, hereinafter called the "State", and the City of Schertz, hereinafter called the "City", acting by and through its duly authorized officers.

W I T N E S S E T H

WHEREAS, the State owns and maintains a system of highways and roadways in the City of Schertz pursuant to Transportation Code, Section 201.103; and

WHEREAS, the City or its contractor has requested to install emergency vehicle preemption systems at the locations listed on Exhibit A;

WHEREAS, the State and the City are in agreement that the proposed systems will be installed;

NOW, THEREFORE, in consideration of the premises and of the mutual covenants and agreements of the parties hereto to be by them respectively kept and performed as hereinafter set forth, it is agreed as follows:

A G R E E M E N T

ARTICLE 1. CONTRACT PERIOD

This agreement becomes effective on final execution by the State and shall remain in effect as long as said traffic signal preemption equipment is in operation at the described locations.

ARTICLE 2. TERMINATION

This agreement may be terminated by one of the following conditions:

1) By mutual agreement of both parties;
2) By the State giving written notice to the City or its contractor as consequence of failure by the City or its contractor to satisfactorily perform the services and obligations set forth in this agreement, with proper allowances being made for circumstances beyond the control of the City or its contractor;
3) By either party upon thirty (30) days written notice to the other.

ARTICLE 3. COMPENSATION

No compensation shall be paid for this agreement.

ARTICLE 4. PERSONNEL, EQUIPMENT, AND MATERIAL

A. The City or its contractor will use labor and supervisory personnel employed directly by the City or its contractor, and use City owned or its contractor owned machinery, equipment, and vehicles necessary for the work. In the event that the City or its contractor does not have the machinery, equipment, and vehicles necessary to perform the work, the machinery, equipment, and vehicles may be rented or leased as necessary.

B. No reimbursement shall be paid for any materials supplied by the City or its contractor. All materials shall be new and undepreciated stock.

C. Any necessary changes to the existing signal required to install the preemption system will be at the City's expense.

D. If it becomes necessary to adjust, replace or reinstall the preemption system due to reconstruction of the intersection or upgrading of the signals, it shall be done by the City at City expense.

ARTICLE 5. INSPECTION OF WORK

A. The State shall make suitable and complete inspection of all materials, and equipment, and the work of installation to determine and permit certification that the components meet all applicable requirements and are in suitable condition for operation and maintenance by the City or its contractor after its completion. All components of the system will be subject to random testing and inspections by the State.

B. The City or its contractor will provide opportunities, facilities, and representative samples, as may be required, to enable the State to carry on initial and random inspections of all materials and application methods; sufficient to afford determination and certification by the State that all parts of the installation and the component materials comply with the State standards and specifications. The State will promptly notify the City or its contractor of any failure of materials, equipment, or installation methods, and the City or its contractor will take such measures necessary to obtain acceptable systems components and installation procedures without delay.

ARTICLE 6. RESPONSIBILITIES OF THE PARTIES

The parties agree that neither party is an agent, servant, or employee of the other party and each party agrees it is responsible for its individual acts and deeds as well as the acts and deeds of its contractors, employees, representatives and agents. State shall not be held responsible for the operation (or non-operation) of the preempt equipment, or for any effect it may have on emergency vehicle response.

ARTICLE 7. DE-ACTIVATION OF THE PREEMPT SYSTEM

The State reserves the right to disconnect the preempt system from the traffic signals should any problem arise affecting the State including that the State has determined that the preemption is being abused. The State will notify the appropriate City office of the de-activation of the preempt system. Upon correction of the problem the preempt system would be re-connected.

ARTICLE 8. PREEMPTION INSTALLATION REQUIREMENTS

The City or its contractor shall furnish and install an aluminum lockable cabinet for the preemption system equipment. The preemption cabinet shall be attached to the State's traffic signal cabinet by means of a two (2) inch Myer's hub supplied by the City or its contractor. The City or its contractor will furnish and install a Cannon type disconnect plug between the State's traffic signal cabinet and the preemption cabinet. The State will furnish 120 volts AC power to the preemption cabinet for all auxiliary equipment. All transformation of power shall take place within the preemption cabinet. The State will allow the preemption equipment to monitor all outgoing green traffic signal indications. The preemption equipment will supply a maximum of four preemption inputs.

ARTICLE 9. REPORTS

Upon written request, the City will be required to supply the State with a list of preemptions. The list shall show date, time, intersection, direction, and duration of each preemption and vehicle identification information of the emergency vehicle requesting each preemption. At the request of the State, the Local Government shall submit any information required by the State in the format directed by the State.

ARTICLE 10. REMEDIES
Violation or breach of contract terms by the City or its contractor shall be grounds for termination of the agreement, and any increased cost arising from the City or its contractor's default, breach of contract, or violation of terms shall be paid for by the City or its contractor. This agreement shall not be considered as specifying the exclusive remedy for default, but all remedies existing at law and in equity may be availed of by either party and shall be cumulative.

If at any time, the City or its contractor fails to assume the maintenance and operations responsibilities for the preemption systems in a satisfactory manner as determined by the State, the State reserves the right to arrange for maintenance and operations at the expense of the City or its contractor. The State shall contact the appropriate City authority prior to the arrangement for alternative maintenance.

ARTICLE 11. INSURANCE
The City shall provide necessary safeguards to protect the public on State-maintained highways including adequate insurance for payment of any damages which might result during the construction, maintenance and operation of the preemption equipment, and to save the State harmless from damages, to the extent of said insurance coverage and insofar as it can legally do so. Prior to beginning work on the State's right-of-way, the City's construction contractor shall submit to the State a fully executed copy of the State's form 1560 Certificate of Insurance and shall maintain the required coverage during the construction of all work associated with this agreement.

ARTICLE 12. SUBLETTING
The City or its contractor shall not sublet or transfer any portion of its responsibilities and obligations under this agreement unless specifically authorized in writing by the State. In the event the City or its contractor enters into subcontracts, the subcontractors must adhere to the provisions of this agreement.

ARTICLE 13. SUCCESSORS AND ASSIGNS
The City or its contractor shall not assign or otherwise transfer its rights or obligations under this agreement except with the prior written consent of the State.

ARTICLE 14. LEGAL CONSTRUCTION
In case any one or more of the provisions contained in this agreement shall for any reason be held to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other provision thereof and this agreement shall be construed as if such invalid, illegal, or unenforceable provision had never been contained herein.

ARTICLE 15. INSPECTION OF CITY'S BOOKS AND RECORDS
A. The state auditor may conduct an audit or investigation of any entity receiving funds from the state directly under the contract or indirectly through a subcontract under the contract. Acceptance of funds directly under the contract or indirectly through a subcontract under this contract acts as acceptance of the authority of the state auditor, under the direction of the legislative audit committee, to conduct an audit or investigation in connection with those funds.

B. The state auditor may conduct an audit or investigation of any entity receiving funds from the state directly under the contract or indirectly through a subcontract under the contract. Acceptance of funds directly under the contract or indirectly through a subcontract under this contract acts as acceptance of the authority of the state auditor, under the direction of the

legislative audit committee, to conduct an audit or investigation in connection with those funds. An entity that is the subject of an audit or investigation must provide the state auditor with access to any information the state auditor considers relevant to the investigation or audit.

ARTICLE 16. NOTICES

All notices to either party by the other required under this Agreement shall be delivered personally or sent by certified or U.S. mail, postage prepaid, addressed to such party at the following respective addresses:

City:	**State:**
_____	_____
_____	_____
_____	_____
_____	_____

All notices shall be deemed given on the date so delivered or so deposited in the mail, unless otherwise provided herein. Either party hereto may change the above address by sending written notice of such change to the other in the manner provided herein.

ARTICLE 17. GOVERNING LAWS AND VENUE

This agreement shall be construed under and in accordance with the laws of the State of Texas. Any legal actions regarding the parties' obligations under this agreement must be filed in Travis County, Texas.

ARTICLE 18. PRIOR AGREEMENTS SUPERSEDED

This agreement constitutes the sole and only agreement of the parties hereto and supersedes any prior understandings or written or oral agreements between the parties respecting within the subject matter.

IN WITNESS WHEREOF, the State and the City have signed duplicate counterparts of this agreement.

THE CITY OF _____
Executed on behalf of the City by:

By_____ Date_____

Typed or Printed Name and Title _____

_____

THE STATE OF TEXAS
Executed for the Executive Director and approved for the Texas Transportation Commission for the purpose and effect of activating and/or carrying out the orders, established policies or work programs heretofore approved and authorized by the Texas Transportation Commission.

By_____ Date_____
_____ District Engineer

Agenda No. 6.

CITY COUNCIL MEMORANDUM

City Council Meeting:	**August 06, 2024**
Department:	**Fire Department**
Subject:	**Resolution 24-R-86 - Authorizing the purchase of a Fire Apparatus-Brush Truck (S.Williams/G.Rodgers)**

BACKGROUND

Schertz Fire Department has a need to purchase vehicles and equipment as part of the Vehicle/Equipment Replacement Program and City staff has done due diligence in researching what vehicle best fits the needs of the department, to obtain the best pricing and to provide the best quality of vehicle; and the City of Schertz has chosen Siddons Martin Emergency Group, LLC to purchase the fire apparatus determining it is in the best interest of the City of Schertz to authorize the City Manager to issue a purchase order to the awarded vendor. The apparatus is being purchased from a cooperative vendor under contract # HGAC FS12-23 so all procurement requirements have been met.

GOAL

Execute defined life-cycle replacement of an existing brush truck as the unit being replaced was well past its life cycle.

COMMUNITY BENEFIT

This fire apparatus purchase of a new brush truck is a scheduled replacement of existing apparatus continuing its benefit to our community and our neighbors through direct and regional mutual aid agreements. This unit is a smaller, lighter, and multipurpose response unit that provides more services than the standard NWCG Wildland Type VI or Type III unit we have in the fleet. It will be able to more effectively maneuver and respond as our geography changes from less wildland areas to a more confined space of operation. Additionally, the unit is a high pressure low water use unit that is significantly more responsive to the TCEQ initiative to minimize water and non-environmentally friendly foams in aquifer recharge zone areas. Additionally, the equipment, water, and pump are on skid unit that is removable allowing the unit to assist with water rescues, responses, and Strike Team Leader TIFMAS responses.

SUMMARY OF RECOMMENDED ACTION

Authorize the City Manager to execute the purchase and delivery of a wildland fire apparatus.

FISCAL IMPACT

Fiscal impact is listed at $154,295 with an additional $5,000 for graphics to be in compliance with Texas law. Please see the attached proposal from Siddons Marton Emergency Group, LLC. This purchase was budgeted in the FY 2023-24 Budget at $200,000 and has resulted in a $40,000 savings by choosing this vendor.

RECOMMENDATION

Authorize the City Manager to execute the purchase and delivery of a wildland fire apparatus.

Attachments

Fire Apparatus Purchase Proposal
Resolution 24-R-86 Fire Apparatus Purchase

Siddons Martin Emergency Group, LLC
3500 Shelby Lane
Denton, TX 76207
GDN P115891
TXDOT MVD No. A115890

July 12, 2024

Greg Rodgers
SCHERTZ FIRE & RESCUE
1400 SCHERTZ PKWY BLDG 8
SCHERTZ, TX 78154

Proposal For: (One) 2024 Ford F-350 Skeeter Gullwing

Siddons-Martin Emergency Group, LLC is pleased to provide the following proposal to Schertz Fire & Rescue. Unit will comply with all specifications attached and made a part of this proposal. Total price includes delivery FOB Schertz Fire & Rescue and training on operation and use of the apparatus.

Description	Amount

Qty. 1 - Demo Gullwing - Skeeter Ford F 350 Type 6
(Unit Price - $153,295.00)
Delivery within 1-2 months of order date
QUOTE # - SMEG-0008007-0

Vehicle Price	$153,295.00
Demo Gullwing - UNIT TOTAL	**$153,295.00**
SUB TOTAL	$153,295.00
HGAC FS12-23 (SKEETER)	$1,000.00
TOTAL	**$154,295.00**

Price guaranteed until 7/31/2024

Additional: This proposal is valid for the Skeeter Emergency Vehicles Ford F-350 Stock UHP Gullwing. Stock apparatus are sold to the first qualified singed proposal letter and purchase order.

Due to global supply chain constraints, any delivery date contained herein is a good faith estimate as of the date of this order/contract, and merely an approximation based on current information. Delivery updates will be made available, and a final firm delivery date will be provided as soon as possible.

Persistent Inflationary Environment Notification: If the Producer Price Index of Components for Manufacturing [www.bls.gov Series ID: WPUID6112] (the "PPI") has increased at a compounded annual growth rate greater than 5.0% from the date of acceptance of this proposal letter (the "Order Month") and 14 months prior to the anticipated Ready for Pickup Date (the

"Evaluation Month"), then the proposal price may be increased by an amount equal to any increase exceeding 5.0% for the time period between the Order Month and the Evaluation Month. Siddons Martin and Pierce will provide documentation of such increase and the updated price for the customer's approval before proceeding with completion of the order along with an option to cancel the order.

Taxes: Tax is not included in this proposal. In the event that the purchasing organization is not exempt from sales tax or any other applicable taxes and/or the proposed apparatus does not qualify for exempt status, it is the duty of the purchasing organization to pay any and all taxes due. Balance of sale price is due upon acceptance of the apparatus at the factory.

Late Fee: A late fee of .033% of the sale price will be charged per day for overdue payments beginning ten (10) days after the payment is due for the first 30 days. The late fee increases to .044% per day until the payment is received. In the event a prepayment is received after the due date, the discount will be reduced by the same percentages above increasing the cost of the apparatus.

Cancellation: In the event this proposal is accepted and a purchase order is issued then cancelled or terminated by Customer before completion, Siddons-Martin Emergency Group may charge a cancellation fee. The following charge schedule based on costs incurred may be applied:

(A) 10% of the Purchase Price after order is accepted and entered by Manufacturer;
(B) 20% of the Purchase Price after completion of the approval drawings;
(C) 30% of the Purchase Price upon any material requisition.

The cancellation fee will increase accordingly as costs are incurred as the order progresses through engineering and into manufacturing. Siddons-Martin Emergency Group endeavors to mitigate any such costs through the sale of such product to another purchaser; however, the customer shall remain liable for the difference between the purchase price and, if applicable, the sale price obtained by Siddons-Martin Emergency Group upon sale of the product to another purchaser, plus any costs incurred by Siddons-Martin to conduct such sale.

Acceptance: In an effort to ensure the above stated terms and conditions are understood and adhered to, Siddons-Martin Emergency Group, LLC requires an authorized individual from the purchasing organization sign and date this proposal and include it with any purchase order. Upon signing of this proposal, the terms and conditions stated herein will be considered binding and accepted by the Customer. The terms and acceptance of this proposal will be governed by the laws of the state of Texas. No additional terms or conditions will be binding upon Siddons-Martin Emergency Group, LLC unless agreed to in writing and signed by a duly authorized officer of Siddons-Martin Emergency Group, LLC.

Sincerely,

Jordan Johnson

I, _____, the authorized representative of SCHERTZ FIRE & RESCUE, agree to purchase the proposed and agree to the terms of this proposal and the specifications attached hereto.

_____
Signature & Date

RESOLUTION NO. 24-R-86

A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF SCHERTZ, TEXAS AUTHORIZING EXPENDITURES IN AN AMOUNT NOT TO EXCEED $160,000.00 FOR THE PURCHASE OF FIRE APPARATUS AS PART OF THE REGULAR VEHICLE REPLACEMENT PROGRAM

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

WHEREAS, City Staff has done due diligence in researching what vehicle best fits the needs of the department, to obtain the best pricing and to provide the best quality of vehicle; and

WHEREAS, the City of Schertz has chosen Siddons Martin Emergency Group, LLC, to purchase the fire apparatus; and

WHEREAS, The City Council has determined that it is in the best interest of the City to authorize the City Manager to issue a Purchase Order to the awarded vendor.

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

Section 1. The City Council hereby approves resolution 24-F-86 authorizing the City Manager to execute and deliver a fire apparatus purchase provided the purchase does not exceed the amount listed and requires no further approval by the City Council for the forecasted fiscal year.

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

Section3. All resolutions, or parts thereof, which are in conflict or inconsistent with any provision of this resolution are hereby repealed to the extent of such conflict, and the provisions of this resolution shall be and remain controlling as to the matter resolved herein.

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

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

Section 6. It is officially found, determined, and declared that the meeting at which this resolution is adopted was open to the public and public notice of the time, place, and subject matter of the public business to be considered at such meeting, including this resolution, was given, all required by Chapter 55}, Texas Government Code, as amended.

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

PASSED AND ADOPTED, This 6th day of August 2024.

CITY OF SCHERTZ, TEXAS

_____

Ralph Gutierrez, Mayor

ATTEST:

_____

Sheila Edmondson, City Secretary

Agenda No. 7.

CITY COUNCIL MEMORANDUM

City Council Meeting:	**August 06, 2024**
Department:	**Public Works**
Subject:	**Resolution 24-R-89 - A Resolution by the City of Schertz authorizing increasing the Fiscal Year 2023-24 and Fiscal Year 2024-25 and Fiscal Year 2025-26 not-to-exceed expenditures with Prime Controls for on-call SCADA services. (B. James/L. Busch/N. Ferris)**

BACKGROUND

The City currently has an on-call contract with Prime Controls, LP to provide SCADA system services. In August 2023, the City issued a solicitation for proposals (RFP) of qualified firms with demonstrated competence and experience in SCADA services (maintenance & repair). Two (2) proposals were received in response to the solicitation. Proposals were reviewed and scored based on criteria including cost, proposer's experience, qualifications, reputation, quality of proposed services and responsiveness of the proposal. Staff identified Prime Control as the highest ranked vendor and recommended authorization to enter into a contract for on-call SCADA services, which Council approved via Resolution 23-R-115 on November 14, 2023. Council approval included a Fiscal Year not-to-exceed (NTE) amount of $100,000. The contract was for one year with the option for two additional years.

Through the duration of Fiscal Year 2023-2024, SCADA system projects and repairs are nearing the original NTE amount of $100,000. To continue the use of this contract through FY 2023-24 as well as FY 2024-25 and FY 2025-26, staff is requesting an additional $50,000 to the original not-to-exceed amount of $100,000 for a total not-to-exceed of $150,000 per fiscal year. This would allow for Prime Controls to do any work needed for the remainder of this fiscal year as well as for the next two fiscal years.

GOAL

To obtain authorization from City Council to contract with Prime Controls, LP, to provide on-call SCADA services in an amount not to exceed $150,000 per fiscal year through FY 2024-25.

COMMUNITY BENEFIT

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

SUMMARY OF RECOMMENDED ACTION

Staff recommends Council authorize Staff to continue to utilize Prime Controls, LP for on-call SCADA services as needed through Fiscal Year 2025-26 in an amount not to exceed $150,000.

FISCAL IMPACT

Not to exceed $150,000 from water and wastewater operations budget per fiscal year of contract duration.

RECOMMENDATION

Approval of Resolution 24-R-89.

Attachments

Resolution 24-R-89

RESOLUTION 24-R-89

A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF SCHERTZ, TEXAS AUTHORIZING INCREASING THE NOT-TO-EXCEED AMOUNT FOR THE ON-CALL CONTRACT FOR SCADA SYSTEM SERVICES WITH PRIME CONTROLS, LP AND OTHER MATTERS IN CONNECTION THEREWITH

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

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

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

WHEREAS, City has entered into contract with Prime Controls, LP for On-Call SCADA system services on November 14th, 2023; and

WHEREAS, the City staff recommends increasing the not-to-exceed amount for Fiscal Year 2023-24 through Fiscal Year 2025-2026; and

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

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

Section 1.The City Council hereby authorizes increasing the On-Call SCADA system services contract not-to-exceed amount of $100,000 to $150,000 per year with Prime Controls, LP for Fiscal Year 2023-24 through Fiscal Year 2025-26.

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

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

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

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

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

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

PASSED AND ADOPTED, this ____ day of _____, 2024.

CITY OF SCHERTZ, TEXAS

_____
Ralph Gutierrez, Mayor

ATTEST:

_____
Sheila Edmondson, City Secretary

Agenda No. 8.

CITY COUNCIL MEMORANDUM

City Council Meeting:	**August 06, 2024**
Department:	**Planning & Community Development**
Subject:	**Ordinance 24-S-144 - Conduct a public hearing and consider a request for a Specific Use Permit to allow a monopole telecommunication facility on approximately 1 acre of land, known as Guadalupe County Property Identification Number 47083, more specifically known as 120 Windy Meadows Drive, City of Schertz, Guadalupe County, Texas.** ***First Reading*** **(B.James/L.Wood/S.Haas)**

BACKGROUND

The applicant is requesting a Specific Use Permit to allow a monopole telecommunication facility at the rear of approximately 1 acre of land, located at 120 Windy Meadows.

The subject property is zoned General Business District - 2 (GB-2) and is currently being used as a commercial business. The applicant is proposing to construct a telecommunication antenna on a portion of the existing lot.

On June, 21, 2024, ten (10) public hearing notices were mailed to the surrounding property owners within a 200-foot boundary of the subject property. At the time of this staff report, (0) responses in favor, (1) response neutral, and (0) responses in opposition have been received.

A public hearing notice was published in the "San Antonio Express" on July 17. Additionally, one sign was placed on the property.

Subject Property:

	Zoning	**Land Use**
Existing	General Business - 2 (GB-2)	Commercial Business
Proposed	General Business - 2 (GB-2)	Commercial Business with Additional Monopole Telecommunication Facility

Adjacent Properties:

	Zoning	**Land Use**
North	Right of Way (ROW)	Windy Meadows Drive
South	General Business - 2 (GB-2)	Commercial Business
East	General Business - 2 (GB-2)	City of Schertz Public Use
West	General Business - 2 (GB-2)	Commercial Business

GOAL

The proposed Specific Use Permit is to allow a telecommunication antenna on the property. The applicant is proposing to construct the tower to reach a maximum height of 120 feet.

- Per UDC Article 8, Section 21.8.6.G. *Placement of Antenna Facilities*, 120 Windy Meadows is categorized as a "Full Commercial" property.
- Per UDC Article 8, Section 21.8.6.I. *Antenna Facility Siting Matrix*, antenna facilities that reach a height of 120 feet on properties within the "Full Commercial" classification must first be approved for a Specific Use Permit.

COMMUNITY BENEFIT

It is the City's desire to promote safe, orderly, efficient development and ensure compliance with the City's vision of future growth.

SUMMARY OF RECOMMENDED ACTION

When evaluating Specific Use Permits, staff uses the criteria listed in UDC section 21.5.11.D. The criteria are listed below.

1. The proposed use at the specified location is consistent with the policies embodied in the adopted Comprehensive Land Plan.

The Comprehensive Plan designates this property as Industrial Hub. The primary use of the property is not changing. However, the Comprehensive Land Plan also states that uses should be "generally compatible with JBSA". While the placement of this tower may not poses a risk to the mission of the base as exemplified by the letter from JBSA Randolph, it just doesn't seem to be a good decision to place a 120 foot tall tower that close to the flight path, particularly with a new aircraft, the T-7A coming. For this reason, staff has determined that this proposed monopole is not consistent with the policies embodied in the Comprehensive Land Plan.

2. The proposed use is consistent with the general purpose and intent of the applicable zoning district regulations.

General Business District-2 (GB-2) is intended to provide suitable areas for the development of non-residential and light industrial uses that offer a wide variety of retail and service establishments that are generally oriented toward serving the overall needs of the entire community. The telecommunication antenna is compatible with the commercial and light-industrial uses permitted, thus meeting the intent of the zoning district. That being said, authorizing tall structures near airports seems like a bad idea.

3. The proposed use is compatible with and preserves the character and integrity of adjacent developments and neighborhoods, and includes improvements either on-site or within the public rights-of-way to mitigate development related adverse impacts, such as safety, traffic, noise, odors, visual nuisances, drainage or other similar adverse effects to adjacent development and neighborhoods.

UDC Section 21.8.6.A. states that telecommunication antennas shall "encourage operators of antenna facilities and antennas to locate them in areas where the adverse impact on the community is minimal". Locating the antenna facility in an area that is surrounded by higher-intensity commercial and some light-industrial uses ensures compatibility. As noted above, a tall monopole cell tower is not consistent with the intent of the AICUZ.

4. The proposed use does not generate pedestrian and vehicular traffic which will be hazardous or conflict with the existing and anticipated traffic in the neighborhood.

The proposed telecommunication antenna will not generate traffic.

5. The proposed use incorporates roadway adjustments, traffic control devices or mechanisms, and access restrictions to control traffic flow or divert traffic as may be needed to reduce or eliminate development generated traffic on neighborhood streets.
The proposed telecommunication antenna will not be required to incorporate traffic mitigation methods.

6. The proposed use incorporates features to minimize adverse effects, including visual impacts, of the proposed use on adjacent properties.
The proposed development will have to meet all site requirements in Article 9 including the screening and buffering that will be required. Article 9 is in place to ensure adverse effects are minimized and mitigated.

7. The proposed use meets the standards for the zoning district, or to the extent variations from such standards have been requested, that such variations are necessary to render the use compatible with adjoining development and the neighborhood.
The proposed development will have to meet all dimensional and design requirements of the General Business District -2 (GB-2) as stipulated in UDC Section 21.5.7. No variations to the requirements have been requested.

8. The proposed [use] promotes the health, safety or general welfare of the City and the safe, orderly, efficient and healthful development of the City.
UDC 21.8.6.J.2 requires that City Council consider "the appropriateness of the location" of the "Antenna Facility". The proposed location for this tower lies within the approach/departure corridor of the east JBSA-Randolph runway and lies within the Bird Aircraft Strike Hazard (BASH) Critical Zone. The applicant has submitted a Bird Mitigation Plan, but JBSA-Randoplh provided the following comments:

The mitigation plan lists the usage of raptor decoys, sonic deterrents, bird spikes and wind-powered moving deterrents. Regarding the effectiveness of these proposed deterrents:

- Raptor decoys - lose effectiveness quickly if not moved frequently and paired with lethal take.
- Sonic deterrents - birds habituate easily if noise is continuous or emitted on a predictable routine frequency
- Bird spikes - usually only effective against smaller birds, require frequent maintenance.
- Wind-powered moving deterrents - birds habituate easily and are only effective on windy days.

There is a particular safety risk in relation to wildlife strikes on aircraft in this location. The mitigation of these risks are either inconsistent or require constant maintenance. For these reasons, the proposed location is not appropriate.

9. No application made under these provisions will receive final approval until all back taxes owed to the City have been paid in full.
This does not impact the first reading from Council.

10. Other criteria which, at the discretion of the Planning and Zoning Commission and City Council are deemed relevant and important in the consideration of the Specific Use Permit.
Staff has not received any special considerations from the Planning and Zoning Commission or the City Council.

The applicant submitted a Federal Aviation Administration study that concluded the tower itself would not be a hazard to air navigation. Additionally, JBSA has reviewed this proposal and submitted a letter of no objection to staff. However, while the applicant has received a letter of "no

objection" from JBSA-Randolph, it is staff's understanding that JBSA-Randolph follows technical criteria and strict guidelines when considering these letters. So, while the applicant has received "no objection" from JBSA, this does not mean the pilots and the mission of JBSA are not at risk.

On July 3rd, 2024, the Planning and Zoning Commission held a public hearing and recommended approval with a 6-0 vote. It should be noted that staff initially presented this item to The Comission with a recommendation of approval as well. However, due to further deliberation and additional conversations with JBSA-Randolph, staff has since changed it's recomendation. While the proposed tower may be compatible with surrounding land uses and the particular zoning district, this specific location presents a unique case as it is in the flight path of JBSA-Randolph pilots and within the BASH Critical Zone. Staff has determined that the safety risk of this proposal is too great.

Therefore, Staff recommends denial of the Specific Use Permit to allow a telecommunication antenna at the subject property.

RECOMMENDATION

Approval of Ord. 24-S-144

Attachments

Ord. 24-S-144 with Exhibits

Aerial Exhibit

Public Hearing Notice Map

Public Hearing Responses

JBSA Letter

City Council Presentation Slides

ORDINANCE NO. 24-S-144

AN ORDINANCE BY THE CITY COUNCIL OF THE CITY OF SCHERTZ, TEXAS TO APPROVE A SPECIFIC USE PERMIT TO ALLOW A MONOPOLE TELECOMMUNICATION FACILITY ON APPROXIMATELY 1 ACRE OF LAND, KNOWN AS GUADALUPE COUNTY PROPERTY IDENTIFICATION NUMBER 47083, MORE SPECIFICALLY KNOWN AS 120 WINDY MEADOWS DRIVE, CITY OF SCHERTZ, GUADALUPE COUNTY, TEXAS.

WHEREAS, an application for a Specific Use Permit to allow for to allow a monopole telecommunication facility on approximately 1 acre of land, known as Guadalupe County Property Identification Number 47083, also known as 120 Windy Meadows Drive, more specifically described in the Exhibit A attached herein (herein, the "Property") has been filed with the City; and

WHEREAS, the City's Unified Development Code Section 21.5.11.D. provides for certain criteria to be considered by the Planning and Zoning Commission in making recommendations to City Council and by City Council in considering final action on a requested Specific Use Permit (the "Criteria"); and

WHEREAS, on July 3, 2024, the Planning and Zoning Commission conducted a public hearing and, after considering the Criteria, made a recommendation to City Council to approve the requested Specific Use Permit with conditions; and

WHEREAS, on August 6, 2024, the City Council conducted a public hearing and after considering the Criteria and recommendation by the Planning and Zoning Commission, determined that the requested Specific Use Permit with conditions be approved as provided for herein.

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

Section 1. The Property as shown and more particularly described in the attached Exhibit A, is hereby approved to allow a monopole telecommunication facility conditioned upon the following occurring:

a) A building permit is approved within two years of the adoption of the Specific Use Permit Ordinance

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

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

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

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

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

Section 7. This Ordinance shall be effective upon the date of final adoption hereof and any publication required by law.

Section 8. This Ordinance shall be cumulative of all other ordinances of the City of Schertz, and this Ordinance shall not operate to repeal or affect any other ordinances of the City of Schertz except insofar as the provisions thereof might be inconsistent or in conflict with the provisions of this Ordinance, in which event such conflicting provisions, if any, are hereby repealed.

PASSED ON FIRST READING, the ____ day of _____ 2024.

PASSED, APPROVED and ADOPTED ON SECOND READING, the ____day of _____ 2024.

CITY OF SCHERTZ, TEXAS

_____
Ralph Gutierrez, Mayor

ATTEST:

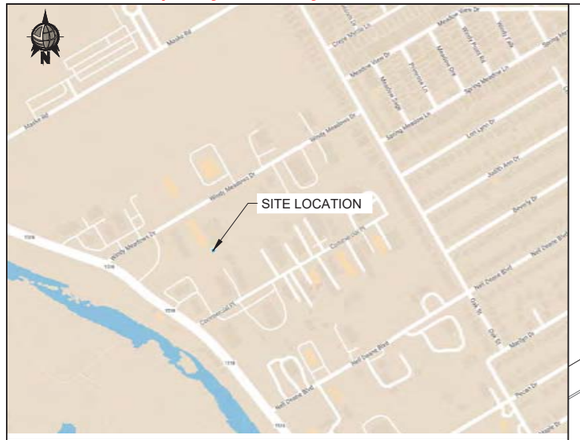
_____
Sheila Edmondson, City Secretary

(city seal)

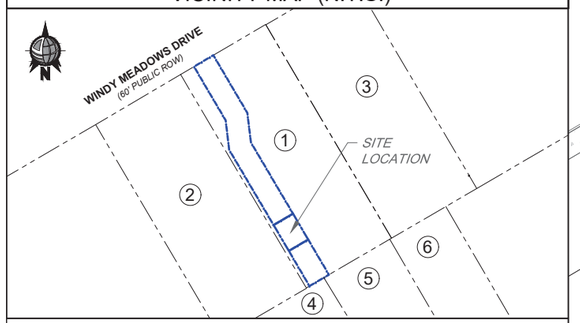
Exhibit “A”

Property Survey
&
Specific Use Permit (Monopole) Exhibit

Exhibit "A" Property Survey



VICINITY MAP (N.T.S.)



PROPERTY & ADJOINER MAP (N.T.S.)

ADJOINER TABLE		
#	OWNER	PARCEL ID
1	TAPA PROPERTIES, LLC	47083
2	BALIN GROUP LLC	47084
3	CITY OF SCHERTZ	47082
4	WHITE WOLF LAND HOLDINGS LLC	40831
5	BIRY MICHAEL F & JENNIFER S	40830
6	CITY OF SCHERTZ	40829

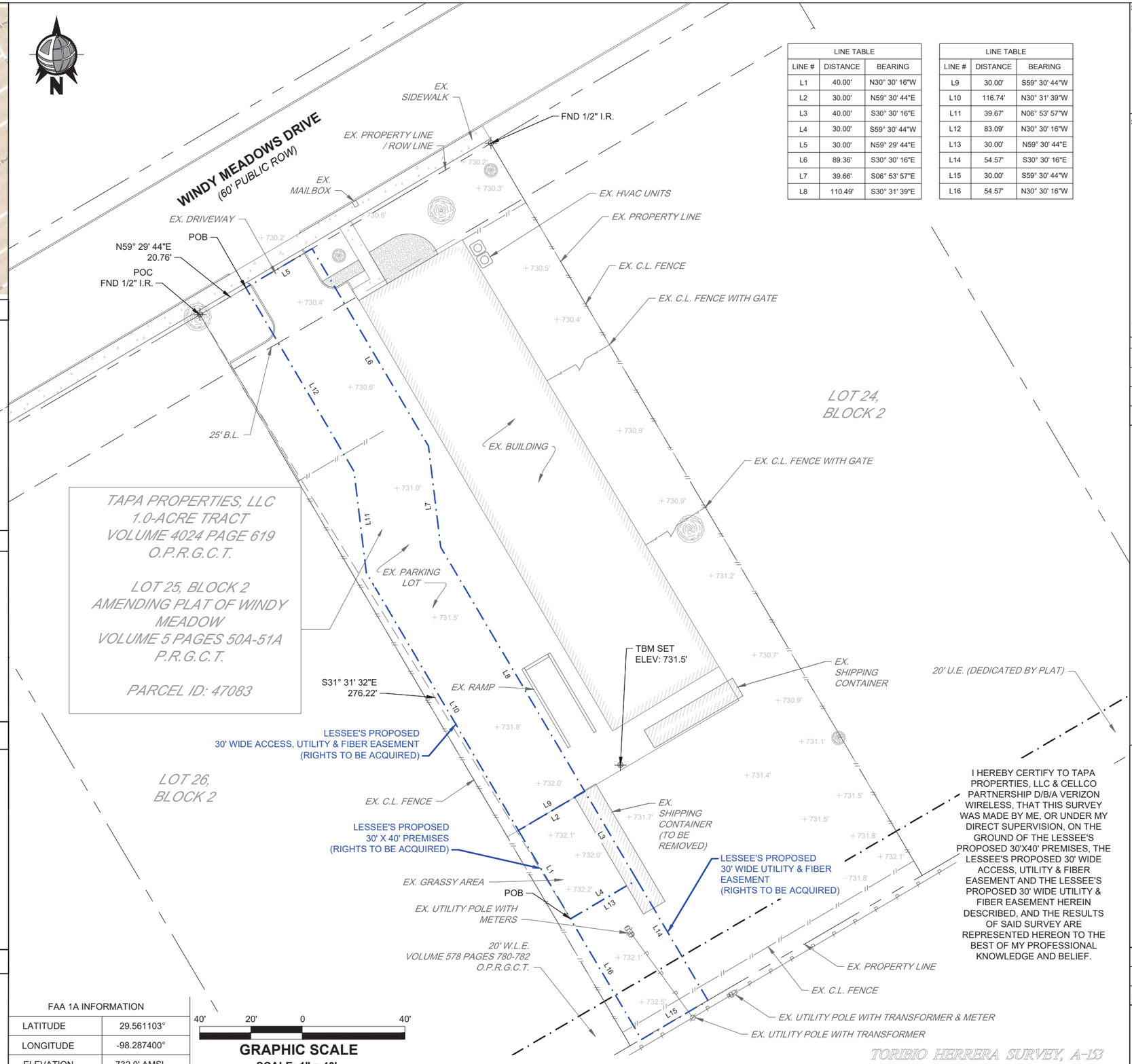
ABBREVIATIONS

AMSL	AVERAGE MEAN SEA LEVEL
A.E.	ACCESS EASEMENT
B.L.	BUILDING LINE
B.W.	BARBED WIRE
C.L.	CHAINLINK
D.E.	DRAINAGE EASEMENT
EX.	EXISTING
FN	FILE NUMBER
I.P.	IRON PIPE
I.R.	IRON ROD
O.P.R.G.C.T.	OFFICIAL PUBLIC RECORDS OF GUADALUPE COUNTY, TEXAS
POB	POINT OF BEGINNING
POC	POINT OF COMMENCEMENT
P.R.G.C.T.	PLATS RECORDS OF GUADALUPE COUNTY, TEXAS
OH	OVERHEAD
ROW	RIGHT-OF-WAY
STM.S.E.	STORM SEWER EASEMENT
S.S.E.	SANITARY SEWER EASEMENT
TBM	TEMPORARY BENCHMARK
TYP	TYPICAL
U.E.	UTILITY EASEMENT
W.L.E.	WATER LINE EASEMENT

LEGEND

- LESSEE'S PREMISES
- LESSEE'S EASEMENT
- EX. WROUGHT IRON FENCE
- EX. B.W. FENCE
- EX. WOOD FENCE
- EX. HIGH BANK
- EX. EASEMENT
- EX. PROPERTY LINE
- EX. OH POWER LINES
- EX. UTILITY POLE
- EX. TELCO PEDESTAL
- EX. MANHOLE

FAA 1A INFORMATION	
LATITUDE	29.561103°
LONGITUDE	-98.287400°
ELEVATION	732.0' AMSL



LINE TABLE		
LINE #	DISTANCE	BEARING
L1	40.00'	N30° 30' 16"W
L2	30.00'	N59° 30' 44"E
L3	40.00'	S30° 30' 16"E
L4	30.00'	S59° 30' 44"W
L5	30.00'	N59° 29' 44"E
L6	89.36'	S30° 30' 16"E
L7	39.66'	S06° 53' 57"E
L8	110.49'	S30° 31' 39"E

LINE TABLE		
LINE #	DISTANCE	BEARING
L9	30.00'	S59° 30' 44"W
L10	116.74'	N30° 31' 39"W
L11	39.67'	N06° 53' 57"W
L12	83.09'	N30° 30' 16"W
L13	30.00'	N59° 30' 44"E
L14	54.57'	S30° 30' 16"E
L15	30.00'	S59° 30' 44"W
L16	54.57'	N30° 30' 16"W

I HEREBY CERTIFY TO TAPA PROPERTIES, LLC & CELLCO PARTNERSHIP D/B/A VERIZON WIRELESS, THAT THIS SURVEY WAS MADE BY ME, OR UNDER MY DIRECT SUPERVISION, ON THE GROUND OF THE LESSEE'S PROPOSED 30'X40' PREMISES, THE LESSEE'S PROPOSED 30' WIDE ACCESS, UTILITY & FIBER EASEMENT AND THE LESSEE'S PROPOSED 30' WIDE UTILITY & FIBER EASEMENT HEREIN DESCRIBED, AND THE RESULTS OF SAID SURVEY ARE REPRESENTED HEREON TO THE BEST OF MY PROFESSIONAL KNOWLEDGE AND BELIEF.

SURVEY PREPARED FOR:

verizon

600 HIDDEN RIDGE
IRVING, TX 75038
PHONE: (678) 339-4247
FAX: (972) 718-1967

SURVEY PREPARED BY:

3DD&E

3D DESIGN & ENGINEERING INC.
DEPARTMENT OF SURVEYING
21502 E WINTER VIOLET CT
CYPRESS, TX. 77433
PHONE: 832-510-9621
www.3ddne.com
INFO@3DDNE.COM
TEXAS REGISTRATION NO. 10194603

REV	DATE	DESCRIPTION	BY

SITE EXHIBIT AND DESCRIPTION

VERIZON WIRELESS - TEXAS AREA

MASKE_RD

WINDY MEADOWS DRIVE
SCHERTZ, TX 78154
LOCATION CODE: 677573

STATE OF TEXAS REGISTERED HELENE F LECOANET 6567 PROFESSIONAL LAND SURVEYOR

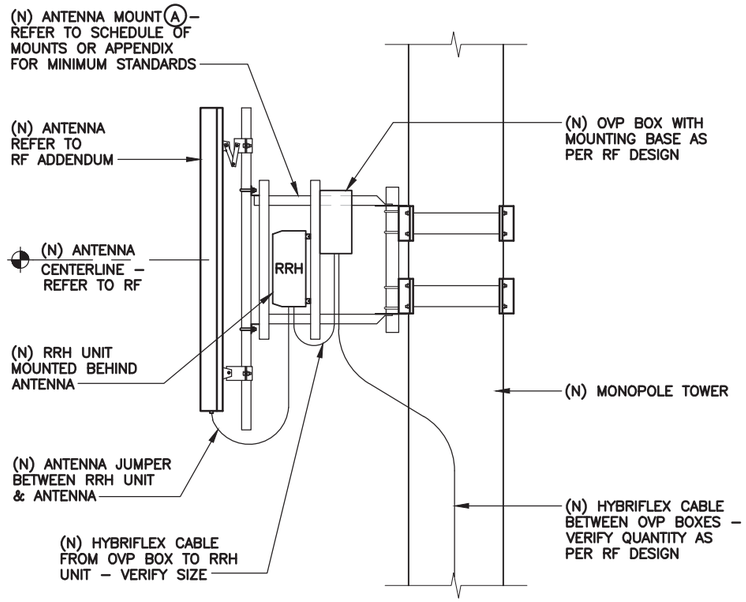
HELENE F. LECOANET, RPLS
TEXAS REGISTRATION NO. 6567

DRAWN BY:	PDM
CHECKED BY:	HL
DATE:	3/22/2023

SHEET 1 OF 2

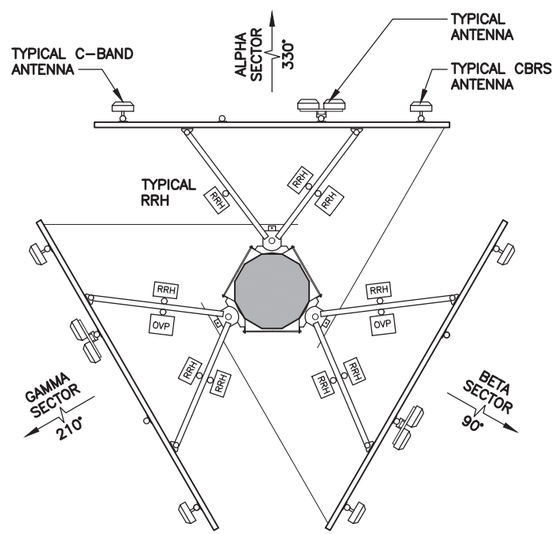
SURVEY NOT VALID WITHOUT ALL SHEETS

Exhibit "A" SUP Exhibit



2 SECTION THRU ANTENNA SECTOR

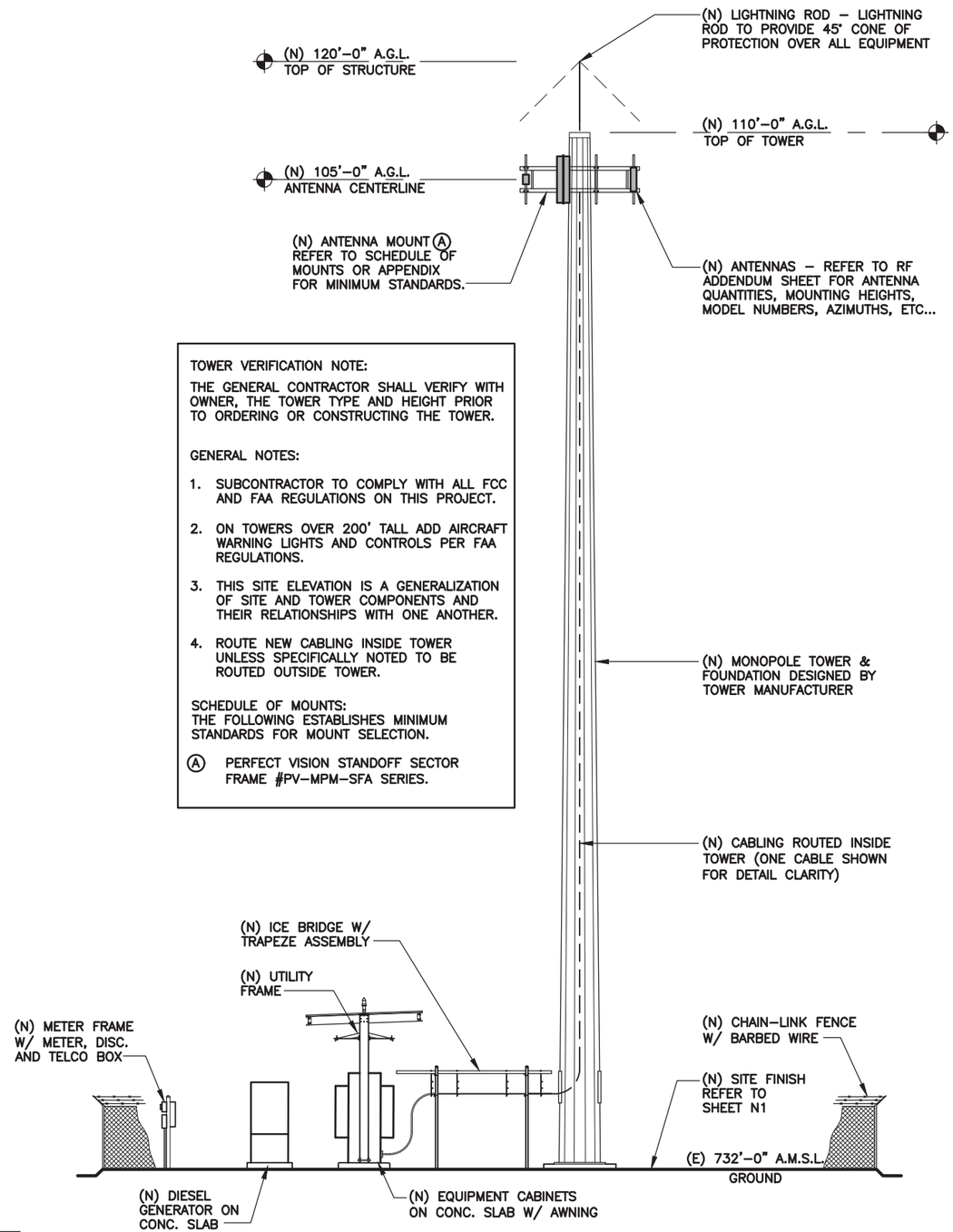
SCALE: N.T.S.



3 PLAN OF ANTENNA SECTORS

SCALE: N.T.S.

(N) = NEW LESSEE
(E) = EXISTING
(F) = FUTURE



TOWER VERIFICATION NOTE:

THE GENERAL CONTRACTOR SHALL VERIFY WITH OWNER, THE TOWER TYPE AND HEIGHT PRIOR TO ORDERING OR CONSTRUCTING THE TOWER.

GENERAL NOTES:

1. SUBCONTRACTOR TO COMPLY WITH ALL FCC AND FAA REGULATIONS ON THIS PROJECT.
2. ON TOWERS OVER 200' TALL ADD AIRCRAFT WARNING LIGHTS AND CONTROLS PER FAA REGULATIONS.
3. THIS SITE ELEVATION IS A GENERALIZATION OF SITE AND TOWER COMPONENTS AND THEIR RELATIONSHIPS WITH ONE ANOTHER.
4. ROUTE NEW CABLING INSIDE TOWER UNLESS SPECIFICALLY NOTED TO BE ROUTED OUTSIDE TOWER.

SCHEDULE OF MOUNTS:
THE FOLLOWING ESTABLISHES MINIMUM STANDARDS FOR MOUNT SELECTION.

(A) PERFECT VISION STANDOFF SECTOR FRAME #PV–MPM–SFA SERIES.

1 SITE ELEVATION

SCALE: N.T.S.

THESE DRAWINGS ARE THE PROPERTY OF VERIZON WIRELESS. THEY ARE INTENDED FOR THE EXCLUSIVE USE OF THIS PROJECT ONLY. ANY RE–USE OF THESE PLANS (DRAWINGS) WITHOUT THE EXPRESS WRITTEN CONSENT OF VERIZON WIRELESS IS PROHIBITED

verizon

MASKE RD
***
120 WINDY MEADOWS DRIVE
SCHERTZ, GUADALUPE COUNTY, TEXAS 78154
(5000166652)

06.09.23

STATE OF TEXAS
AARON M. STAAS
104806
LICENSED
PROFESSIONAL ENGINEER

ARCHCOMM, LLC.
1006 Beckett
San Antonio, Texas 78213
(210) 308-9905
TBPE NO. F-15659

SHEET TITLE

SITE ELEVATION

SHEET HISTORY

02.15.23 PCD
06.09.23 FCD

A2

H:\VERIZON\TEXAS\Maske Rd-677573\Project Assigned Number\CAND_PROD DWGS\Maske.Rd-05-A2A21 ELEV.dwg, 5/1/2024 11:07:31 AM, juan



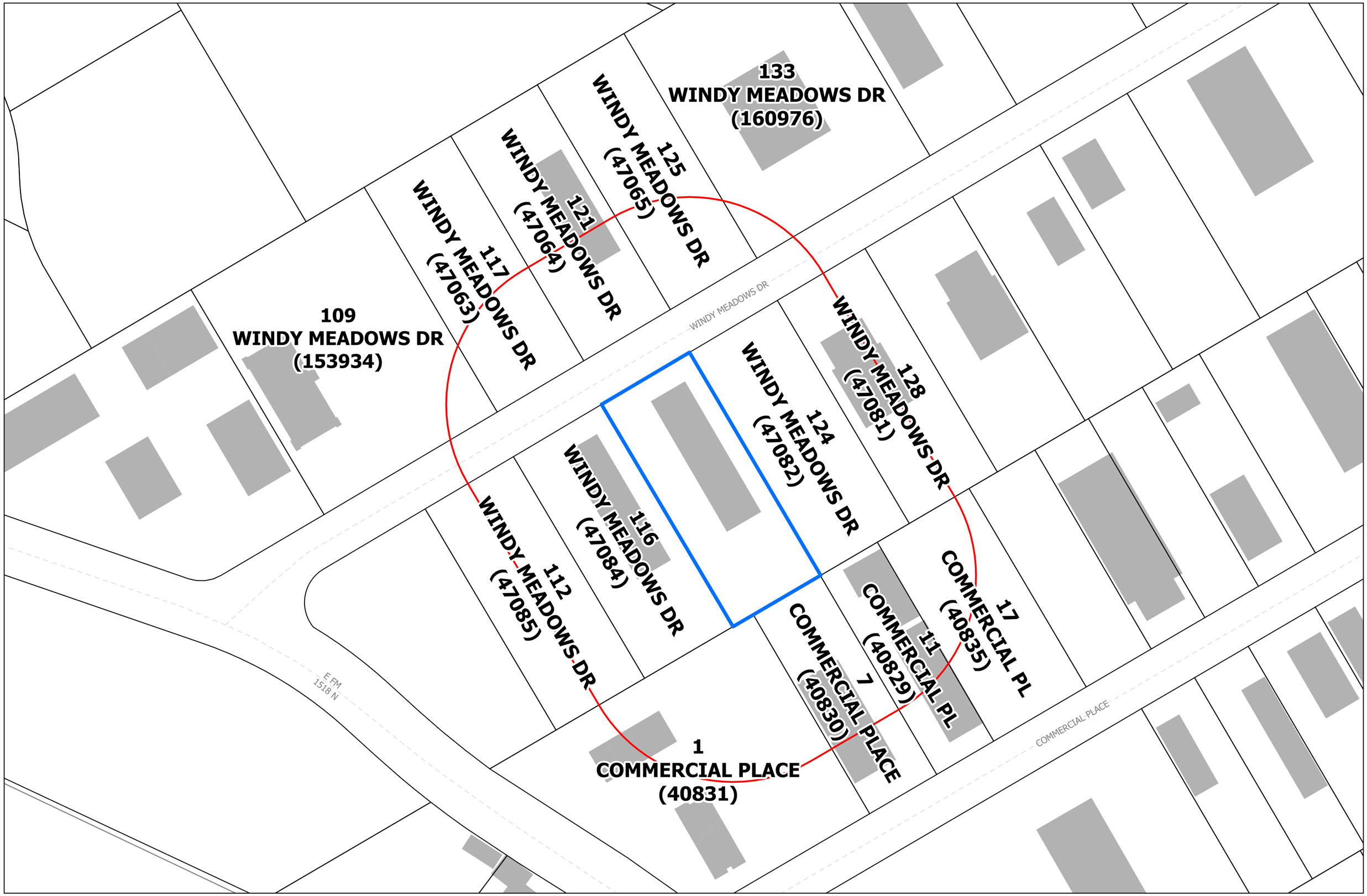
N
W E
S

SCHERTZ
COMMUNITY ★ SERVICE ★ OPPORTUNITY

120 Windy Meadows
(PLSPU20240112)

- Highways
- Major Roads
- Minor Roads
- Freeway
- Principal Arterial
- Planned Principal Arterial
- Secondary Arterial
- Planned Secondary Arterial
- Secondary Rural Arterial
- Planned Secondary Rural Arterial
- Residential Collector
- Planned Residential Collector
- Planned Commercial Collector B
- Commercial Collector A
- Planned Commercial Collector A
- 1"
- 2"
- 3"
- 4"
- 6"
- 8"
- 10"
- 12"
- 16"
- 18"
- 20"
- 24"
- 30"
- 36"
- Unknown
- Schertz Gravity
- Schertz Pressure
- Neighboring Gravity
- Private Pressure
- Hydrant
- Manholes
- CCMA Lift Station
- Private Lift Station
- Schertz Lift Station
- CCMA Treatment Plant
- Schertz Treatment Plant
- County Boundaries
- Schertz Municipal Boundary
- ETJ

0 40 80 160 240 Feet



SCHERTZ
COMMUNITY ★ SERVICE ★ OPPORTUNITY

Last update: June 20, 2024

City of Schertz, GIS Specialist: Alexa Venezia, avenezia@schertz.com (210) 619-1174

The City of Schertz provides this Geographic Information System product "as is" without any express or implied warranty of any kind including but not limited to the implied warranties of merchantability and fitness for a particular purpose. In no event shall The City of Schertz be liable for any special, indirect, or consequential damages or any damages whatsoever arising out of or in connection with the use of or performance of these materials. Information published in this product could include technical inaccuracies or typographical errors. Periodical changes may be added to the information herein. The City of Schertz may make improvements and/or changes in the product(s) described herein at any time.

City of Schertz

120 WINDY MEADOWS
(PLSPU20240112)

Project Boundary

200' Buffer

N
W E
S

0 50 100 200 300 Feet

Samuel Haas

From: Terri Kuentz
Sent: Wednesday, June 26, 2024 11:18 AM
To: planning@schertz.com
Subject: PERMIT

Follow Up Flag: Follow up
Flag Status: Flagged

This is to notify the city of Schertz that I am neutral to the request for PLSPU20240112 and have confidence our planning and zoning commission will do what is correct for our city.

John Kuentz

DEPARTMENT OF THE AIR FORCE
502D AIR BASE WING
JOINTBASE SAN ANTONIO

13 March 2024

MEMORANDUM FOR CITY OF SCHERTZ

FROM: 502 ABW/CMI
JBSA Installation Mission Sustainment
2080 Wilson Way
Fort Sam Houston, TX 78234

SUBJECT: Joint Base San Antonio review of Verizon Wireless New Tower Build Maske Road Re-submit

1. Verizon Wireless New Tower Build Maske Road Re-submit, has been reviewed by JBSA-RND organizations. JBSA does not object with the subject request; however, there are additional comments for consideration in planning and development.

a. This 120' 5G Tower will be built on a site elevation of 731.5' MSL with the total height is 851.5' MSL, 7,589' from, and 109.5' taller than KRND 15L threshold. The proposed tower is within KRND Accident Potential Zone 1 (APZ1), does not deviate the inner-horizontal airspace surface, does not deviate the approach-departure 50:1 clearance surface; 2017 RND AFB AICUZ SLUCM code No. 40, Transportation, Communication, and Utilities land use compatibility recommendations do not prohibit a cell tower in APZ1.

b. FAA completed Aeronautical Study No. 2023-ASW-14546-OE, issued on 17 October 2023, with a "DETERMINATION OF NO HAZARD TO AIR NAVIGATION".

c. The proposed location for the 120 ft cell phone tower will serve as an additional high perch location for hazardous bird species such as vultures, hawks, and other bird species thus, increasing the risk for aviation safety. The proposed location for this tower lies within the approach departure corridor of runway 33R/15L and lies within the FAA Advisory Circular No: 150/5200-33c 10,000 ft Bird Aircraft Strike Hazard (BASH) Critical Zone. Wildlife attractants within this zone should be avoided to the greatest extent possible, as the proposed location lies directly under the final approach path for RWY 15L

d. Comments regarding the Avian Strike Mitigation Plan Maske_RD, prepared by Westward Engineering, dated October 2023 are provided below:

The mitigation plan lists the usage of raptor decoys, sonic deterrents, bird spikes and wind-powered moving deterrents. Regarding the effectiveness of these proposed deterrents:
- Raptor decoys- lose effectiveness quickly if not moved frequently and paired with lethal take.
- Sonic deterrents- birds habituate easily if noise is continuous or emitted on a predictable routine frequency
- Bird spikes- usually only effective against smaller birds, require frequent maintenance.
- Wind-powered moving deterrents- birds habituate easily and are only effective on windy days.

e. Recommend referencing City of San Antonio MLOD lighting standards at: https://library.municode.com/tx/san_antonio/codes/unified_development_code?nodeId=ARTIIIZO_DIV4OVDI_S35-339.04MILIOVDI, or most current City of San Antonio MLOD ordinance, related to development within 5-miles of a military installation and compliance with applicable City of Schertz lighting ordinances.

f. To mitigate potential interference with existing JBSA operational systems, please coordinate with 502 CS Spectrum Manager prior to use of any Spectrum dependent systems (i.e.: two-way radio communications, or any type of wireless technologies) during construction. If applicable, coordination requested by facility user prior to installation/use of any Spectrum dependent commercial or manufacturing equipment.

g. Any vertical equipment, to include installation and utilization of construction cranes, needs to be closely coordinated with the 12th FTW Operations Support Squadron and KRND Airfield Management.

h. The FAA recommends criteria of land-use practices in their Advisory Circular 150/5200- 33C, Hazardous Wildlife Attractants on or Near Airports, which is applicable to properties within five miles of JBSA-Randolph. To reduce the exposure to aircraft-wildlife strikes, please use the link below to access this publication and use the information to help reduce wildlife-attractant features near airports. Unwavering consideration for this aviation safety hazard is vital.https://www.faa.gov/airports/resources/advisory_circulars/index.cfm/go/document.current/doc umentnumber/150_5200-33.

2. The items presented above are efforts to enhance the safety of the community and minimize noise impacts due to the proximity of low flying aircraft. Improperly managed development may create unnecessary risk to both the community and flight operations as well as affect the overall capability of the military at this location.

3. Point of contact for this action is Sean R. Greszler, AICP, 502 ABW/CMI. He can be reached at 210-808- 7549 or by email at sean.greszler.1@us.af.mil or through the 502d ABW Community Initiatives organization email box at 502ABW.ABW.Community_initiative@us.af.mil.

ANDERSON.JOHN.HENRY.1067670600

Digitally signed by ANDERSON.JOHN.HENRY.1067670600
DN: cn=ANDERSON.JOHN.HENRY.1067670600, o=U.S. Government, ou=USAF, email=unknown, c=US
Date: 2024-03-13T19:55:51-0500

JOHN H. ANDERSON, GS-14, USAF
Executive Director, Community and Mission Integration, JBSA & 502 ABW

Ord. 24-S-144

Windy Meadows Specific Use Permit

Samuel Haas| Senior Planner

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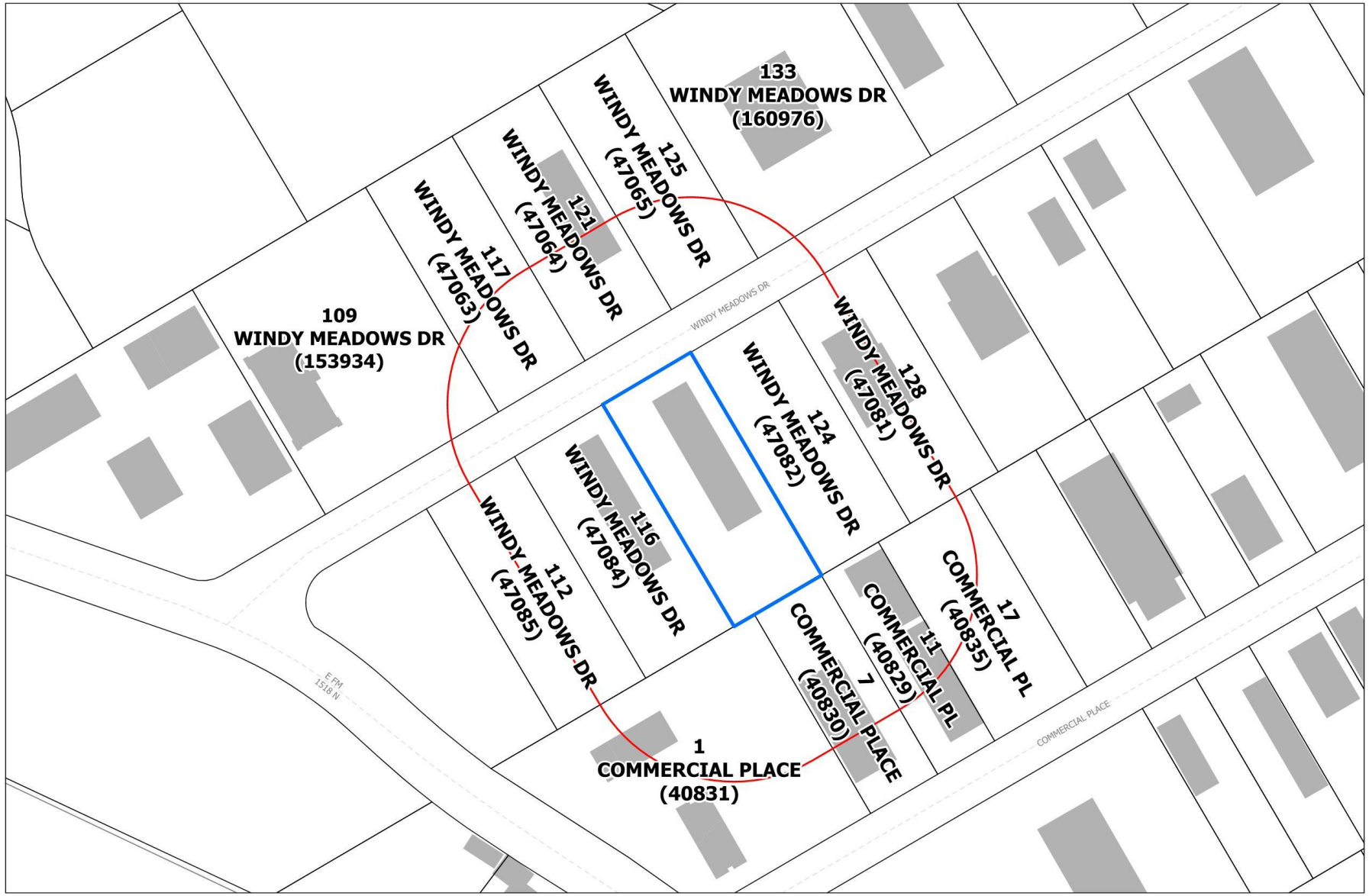
- **Site: 1 acre**
- **Commercial business currently on property**
- **Zoning: General Business - 2 District (GB-2)**

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	Existing Zoning	Land Use
North	**Right of Way**	**Windy Meadows Drive**
South	**General Business -2 District (GB-2)**	**Commercial**
East	**General Business -2 District (GB-2)**	**City of Schertz Use**
West	**General Business -2 District (GB-2)**	**Commercial**

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Last update: June 20, 2024

City of Schertz, GIS Specialist: Alexa Venezia, avenezia@schertz.com (210) 619-1174

The City of Schertz provides this Geographic Information System product "as is" without any express or implied warranty of any kind including but not limited to the implied warranties of merchantability and fitness for a particular purpose. In no event shall The City of Schertz be liable for any special, indirect, or consequential damages or any damages whatsoever arising out of or in connection with the use of or performance of these materials. Information published in this product could include technical inaccuracies or typographical errors. Periodical changes may be added to the information herein. The City of Schertz may make improvements and/or changes in the product(s) described herein at any time.

City of Schertz

120 WINDY MEADOWS
(PLSPU20240112)

Project Boundary

200' Buffer

N
W E
S

0 50 100 200 300 Feet

June, 24 2024 a total of 10 Public Hearing Notices were sent out.

Responses Received:

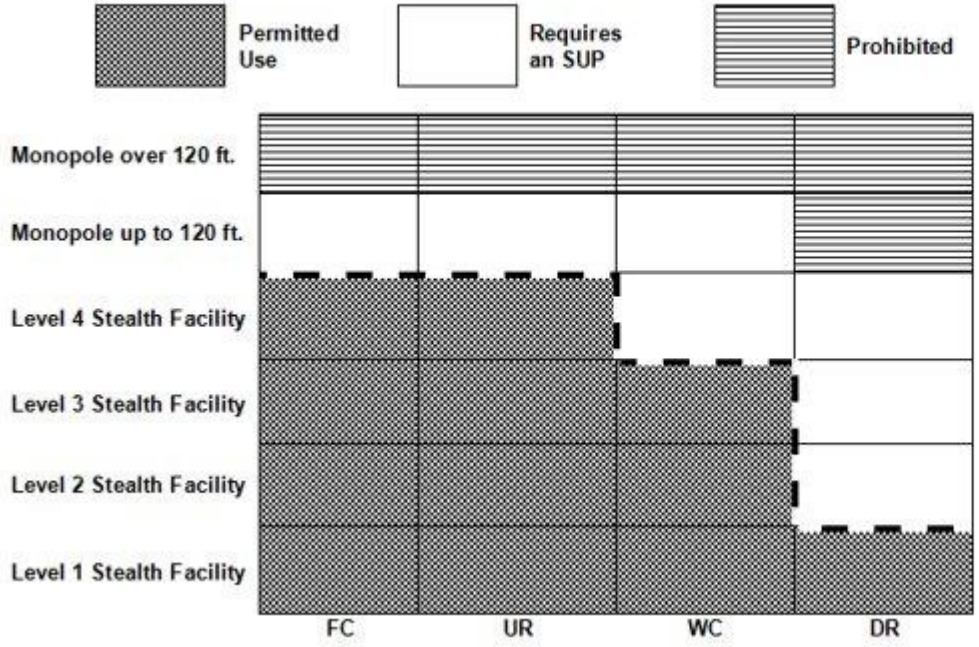
- 0 – Opposition,
- 0-In Favor
- 1-Neutral

1 sign was posted on the property.

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Proposed Specific Use Permit

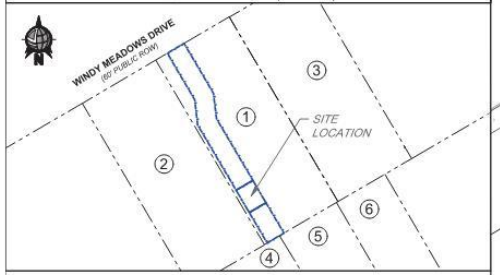
- The applicant is proposing to construct a 120 feet monopole telecommunication facility at the rear of approximately 1 acre of land.
- Per UDC Article 8, Section 21.8.6.G. Placement of Antenna Facilities
  - 120 Windy Meadows is categorized as a "Full Commercial" property.



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VICINITY MAP (N.T.S.)



PROPERTY & ADJOINER MAP (N.T.S.)

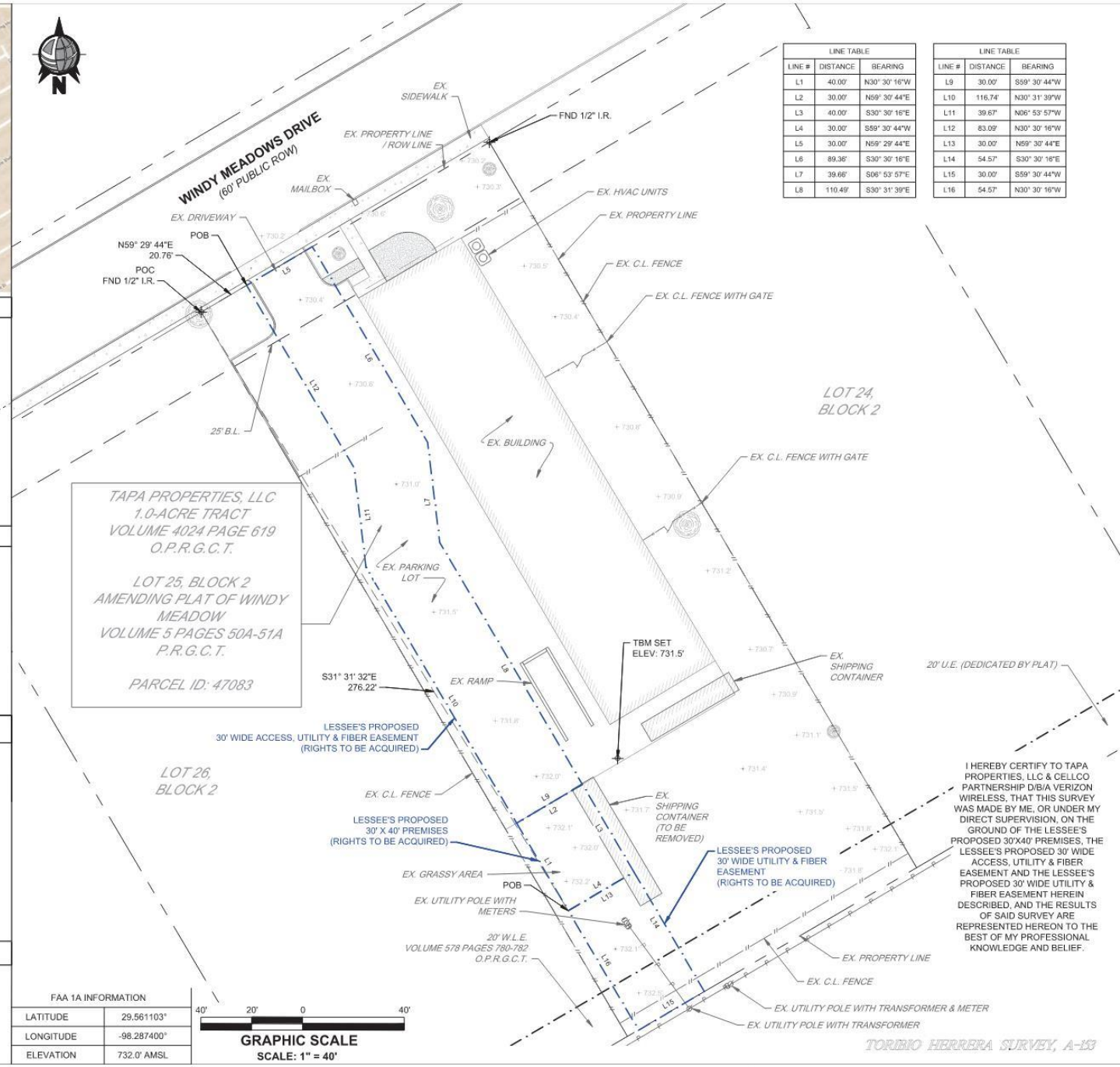
ADJOINER TABLE		
#	OWNER	PARCEL ID
1	TAPA PROPERTIES, LLC	47083
2	BALIN GROUP LLC	47084
3	CITY OF SCHERTZ	47082
4	WHITE WOLF LAND HOLDINGS LLC	40831
5	BIRY MICHAEL F & JENNIFER S	40830
6	CITY OF SCHERTZ	40829

ABBREVIATIONS

AMSL	AVERAGE MEAN SEA LEVEL
A.E.	ACCESS EASEMENT
B.L.	BUILDING LINE
B.W.	BARBED WIRE
C.L.	CHAINLINK
D.E.	DRAINAGE EASEMENT
EX.	EXISTING
FN	FILE NUMBER
I.P.	IRON PIPE
I.R.	IRON ROD
O.P.R.G.C.T.	OFFICIAL PUBLIC RECORDS OF GUADALUPE COUNTY, TEXAS
POB	POINT OF BEGINNING
POC	POINT OF COMMENCEMENT
P.R.G.C.T.	PLATS RECORDS OF GUADALUPE COUNTY, TEXAS
OH	OVERHEAD
ROW	RIGHT-OF-WAY
STM S.E.	STORM SEWER EASEMENT
S.S.E.	SANITARY SEWER EASEMENT
TBM	TEMPORARY BENCHMARK
TYP.	TYPICAL
U.E.	UTILITY EASEMENT
W.L.E.	WATER LINE EASEMENT

LEGEND

- LESSEE'S PREMISES
- LESSEE'S EASEMENT
- EX. WROUGHT IRON FENCE
- EX. B.W. FENCE
- EX. WOOD FENCE
- EX. HIGH BANK
- EX. EASEMENT
- EX. PROPERTY LINE
- EX. OH POWER LINES
- EX. UTILITY POLE
- EX. TELCO PEDESTAL
- EX. MANHOLE



LINE TABLE		
LINE #	DISTANCE	BEARING
L1	40.00'	N30° 30' 16"W
L2	30.00'	N59° 30' 44"E
L3	40.00'	S30° 30' 16"E
L4	30.00'	S59° 30' 44"W
L5	30.00'	N59° 29' 44"E
L6	89.36'	S30° 30' 16"E
L7	39.66'	S06° 53' 57"E
L8	110.49'	S30° 31' 39"E

LINE TABLE		
LINE #	DISTANCE	BEARING
L9	30.00'	S59° 30' 44"W
L10	116.74'	N30° 31' 39"W
L11	39.67'	N06° 53' 57"W
L12	83.09'	N30° 30' 16"W
L13	30.00'	N59° 30' 44"E
L14	54.57'	S30° 30' 16"E
L15	30.00'	S59° 30' 44"W
L16	54.57'	N30° 30' 16"W

FAA 1A INFORMATION	
LATITUDE	29.561103°
LONGITUDE	-98.287400°
ELEVATION	732.0' AMSL

40' 20' 0 40'

GRAPHIC SCALE
SCALE: 1" = 40'

I HEREBY CERTIFY TO TAPA PROPERTIES, LLC & CELLCO PARTNERSHIP D/B/A VERIZON WIRELESS, THAT THIS SURVEY WAS MADE BY ME, OR UNDER MY DIRECT SUPERVISION, ON THE GROUND OF THE LESSEE'S PROPOSED 30'X40' PREMISES, THE LESSEE'S PROPOSED 30' WIDE ACCESS, UTILITY & FIBER EASEMENT AND THE LESSEE'S PROPOSED 30' WIDE UTILITY & FIBER EASEMENT HEREIN DESCRIBED, AND THE RESULTS OF SAID SURVEY ARE REPRESENTED HEREON TO THE BEST OF MY PROFESSIONAL KNOWLEDGE AND BELIEF.

STATE OF TEXAS
REGISTERED
HELENE F. LECOANET III
6567
PROFESSIONAL
LAND SURVEYOR

HELENE F. LECOANET, RPLS
TEXAS REGISTRATION NO. 6567

SURVEY PREPARED FOR:

verizon

600 HIDDEN RIDGE
IRVING, TX 75038
PHONE: (678) 339-4247
FAX: (972) 718-1967

SURVEY PREPARED BY:

3DD&E

3D DESIGN & ENGINEERING INC.
DEPARTMENT OF SURVEYING
21502 E WINTER VIOLET CT
CYPRESS, TX. 77433
PHONE: 832-510-9621
www.3ddne.com
INFO@3DDNE.COM
TEXAS REGISTRATION NO. 10194603

REV	DATE	DESCRIPTION	BY

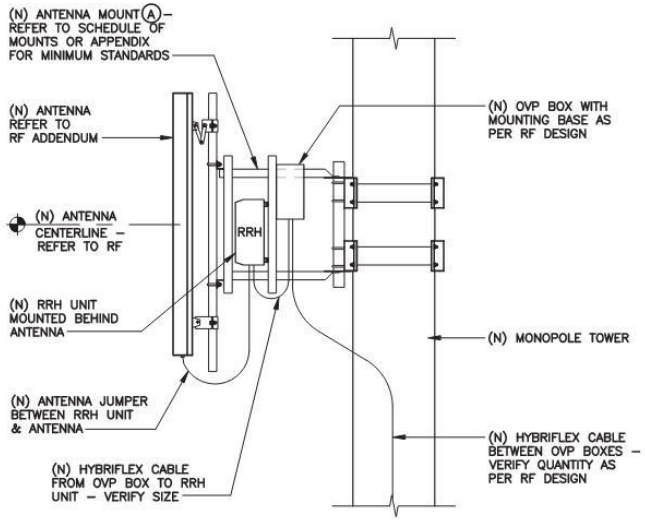
SITE EXHIBIT AND DESCRIPTION

VERIZON WIRELESS - TEXAS AREA
MASKE_RD
WINDY MEADOWS DRIVE
SCHERTZ, TX 78154
LOCATION CODE: 677573

DRAWN BY:	PDM
CHECKED BY:	HL
DATE:	3/22/2023

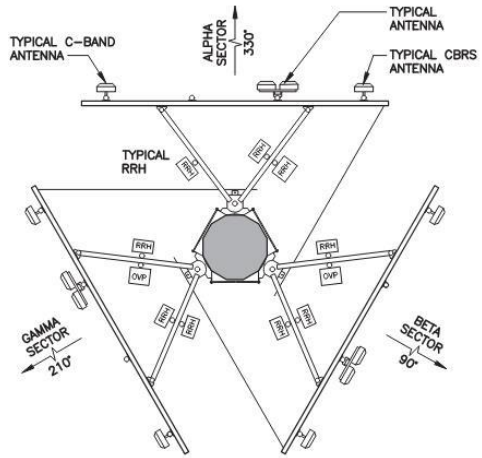
SHEET 1 OF 2

SURVEY NOT VALID
WITHOUT ALL SHEETS



2 SECTION THRU ANTENNA SECTOR

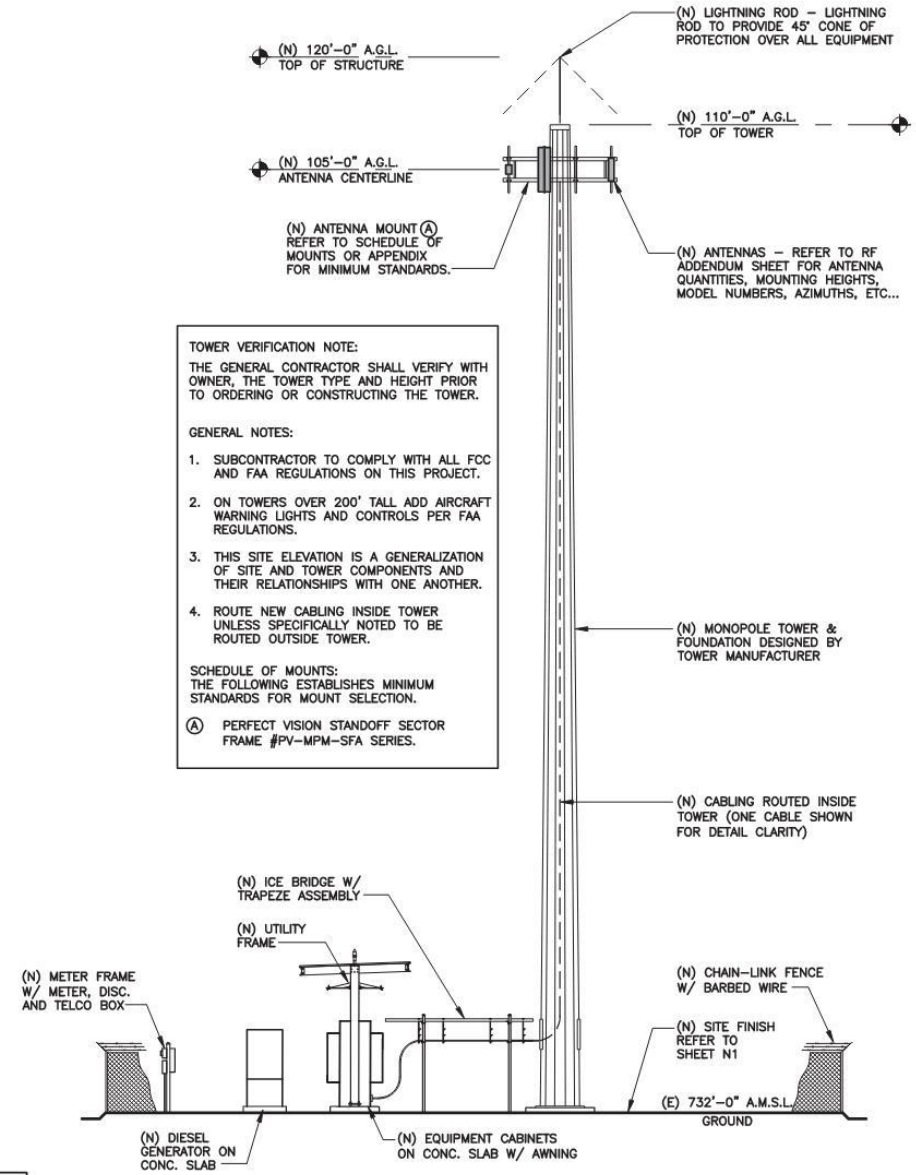
SCALE: N.T.S.



3 PLAN OF ANTENNA SECTORS

SCALE: N.T.S.

(N) = NEW LESSEE
(E) = EXISTING
(F) = FUTURE



1 SITE ELEVATION

SCALE: N.T.S.

THESE DRAWINGS ARE THE PROPERTY OF VERIZON WIRELESS. THEY ARE INTENDED FOR THE EXCLUSIVE USE OF THIS PROJECT ONLY. ANY RE-USE OF THESE PLANS (DRAWINGS) WITHOUT THE EXPRESS WRITTEN CONSENT OF VERIZON WIRELESS IS PROHIBITED

verizon

MASKE RD
***
120 WINDY MEADOWS DRIVE
SCHERTZ, GUADALUPE COUNTY, TEXAS 78154
(5000166652)

06.09.23
STATE OF TEXAS
AARON M. STAAS
104806
LICENSED
PROFESSIONAL ENGINEER

ARCHCOMM, LLC.
1006 Beckett
San Antonio, Texas 78213
(210) 308-9905
TBPE NO. F-15659

SHEET TITLE
SITE ELEVATION

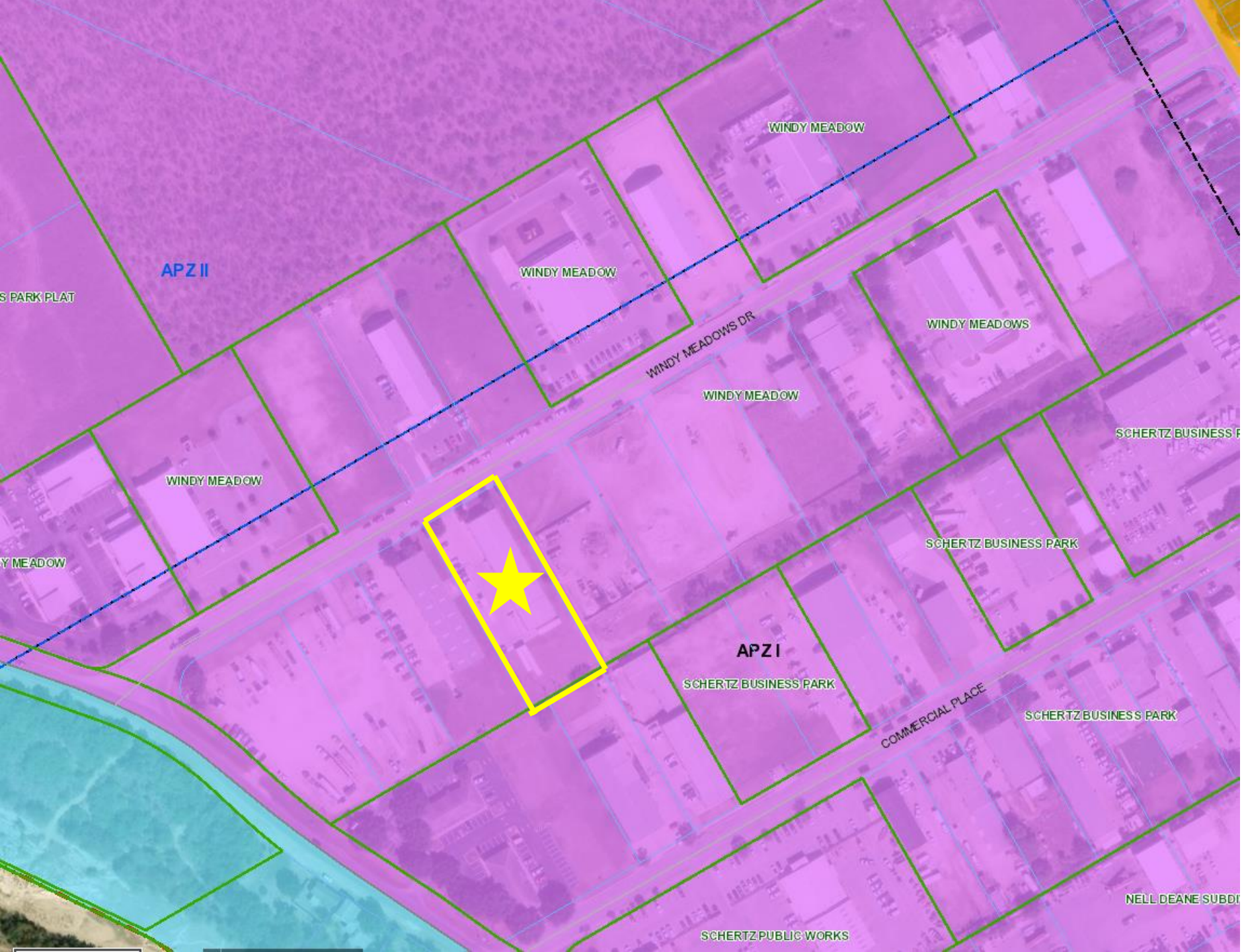
SHEET HISTORY
02.15.23 PCD
06.09.23 FCD

A-2

H:\VERIZON\TEXAS\Maske Rd-677573\Project Assigned Number\CAND_PROD DWGS\Maske.Rd-05-A2A21 ELEV.dwg, 5/1/2024 11:07:31 AM, Juan

UDC SECTION 21.5.11.D Criteria for Approval

1. **The proposed use at the specified location is consistent with the policies embodied in the adopted Comprehensive Land Plan;**
   - The Comprehensive Plan designates this property as Industrial Hub.
     - The primary use of the property is not changing.
   - The Comprehensive Land Plan also states that uses should be "generally compatible with JBSA".
     - Placement of this tower poses a risk to the mission
     - Not compatible with policies embodied within Comprehensive Plan



- Complete Neighborhood
- Development Deferment
- Industrial Hub
- Local Corridor
- Main Street
- Mixed Use Center
- Public Use
- Regional Corridor
- Rural Living

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UDC SECTION 21.5.11.D Criteria for Approval

2. The proposed use is consistent with the general purpose and intent of the applicable zoning district regulations;

- General Business - 2 District (GB -2) is intended for the development of non-residential and light industrial uses.
- The telecommunication tower is compatible with the commercial and light-industrial uses permitted.

UDC SECTION 21.5.11.D Criteria for Approval

3. The proposed use is compatible with and preserves the character and integrity of adjacent developments and neighborhoods, and includes improvements either on-site or within the public rights-of-way to mitigate development related adverse impacts, such as safety, traffic, noise, odors, visual nuisances, drainage, or other similar adverse effects to adjacent development and neighborhoods.

- UDC Section 21.8.6.A. states that telecommunication antennas shall "encourage operators of antenna facilities and antennas to locate them in areas where the adverse impact on the community is minimal".
- Locating the antenna facility in an area that is surrounded by higher-intensity commercial and some light-industrial uses ensures compatibility.

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UDC SECTION 21.5.11.D Criteria for Approval

4. The proposed use does not generate pedestrian or vehicular traffic which will be hazardous or conflict with the existing and anticipated traffic in the neighborhood.

- The proposed telecommunication antenna will not generate traffic.

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UDC SECTION 21.5.11.D Criteria for Approval

5. The proposed use incorporates roadway adjustments and traffic control devices or mechanisms, and access restrictions to control traffic flow or divert traffic as may be needed to reduce or eliminate development-generated traffic on neighborhood streets.

The proposed telecommunication tower will not be required to incorporate traffic mitigation methods

6. The proposed use incorporates features to minimize adverse effects, including visual impacts, of the proposed use on adjacent properties.

The proposed tower will have to meet all site requirements in Article 9. Article 9 is in place to ensure adverse effects are minimized and mitigated

7. The proposed use meets the standards for the zoning district, or to the extent variations from such standards have been requested, that such variations are necessary to render the use compatible with adjoining development and the neighborhood.

The proposed development will have to meet all dimensional and design requirements of the General Business District -2 (GB-2) as stipulated in UDC Section 21.5.7. No variations to the requirements have been requested.

UDC SECTION 21.5.11.D Criteria for Approval

8. The proposed use promotes the health, safety, or general welfare of the City and the safe, orderly, efficient and healthful development of the City;

- UDC 21.8.6.J.2 requires that City Council consider "the appropriateness of the location"
  - In approach/departure corridor of the east JBSA-Randolph runway and lies (APZ I)
  - In Bird Aircraft Strike Hazard (BASH) Critical Zone.
- BASH Mitigation Plan (JBSA comments)
  - Raptor decoys - lose effectiveness quickly if not moved frequently and paired with lethal take.
  - Sonic deterrents - birds habituate easily if noise is continuous or emitted on a predictable routine frequency
  - Bird spikes - usually only effective against smaller birds, require frequent maintenance.
  - Wind-powered moving deterrents - birds habituate easily and are only effective on windy days.

UDC SECTION 21.5.11.D Criteria for Approval

9. No application made under these provisions will receive final approval until all back taxes owed to the City have been paid in full; and

This does not impact the first reading of City Council.

UDC SECTION 21.5.11.D Criteria for Approval

10. Other criteria which, at the discretion of the Planning and Zoning Commission and City Council are deemed relevant and important in the consideration of the Specific Use Permit.

- Staff has not received and special considerations from the City Council.
- The Federal Aviation Administration and JBSA has reviewed this proposal and submitted a letter of no objection to staff.
    - No objection does not equal no risk
- On July 3, 2024 the Planning and Zoning Commission held a public hearing recommended approval with a 6-0 vote.
    - However, staff presented this item with a recommendation of approval as well.

Staff Recommendation

While the proposed tower may be compatible with surrounding land uses and the particular zoning district, this specific location presents a unique case:

- In the direct flight path of east runway
- In the BASH Critical Zone.
- Mitigation measures risky
- Safety risk of this proposal is too great.

Staff recommends denial of Ord. 24-S-144, the Specific Use Permit to allow a telecommunication tower at the subject property.

COMMENTS AND QUESTIONS

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Agenda No. 9.

CITY COUNCIL MEMORANDUM

City Council Meeting:	**August 06, 2024**
Department:	**Planning & Community Development**
Subject:	**Ordinance 24-S-145- Conduct a public hearing and consider a request to rezone approximately 3.3 acres of land from Manufacturing – Light District (M-1) to Single-Family Residential District (R-6), known as Comal County Property Identification Number 75307, a portion of the property also known as 7444 FM 482, City of Schertz, Comal County, Texas.** ***First Reading*** **(B.James/L.Wood/S.Haas)**

BACKGROUND

The applicant is requesting to rezone approximately 3.3 acres of land to Single-Family Residential (R-6), a portion of a larger 4.25 acre tract that is currently zoned Manufacturing - Light District (M-1).

The subject property has a permitted business that operates on the property. However, there is a non-conforming use of a residence on the property as well. Both of which the current property owner owns. The current zoning district does not permit residential uses, and the applicant's intent is to build a larger home on the property. In order to accomplish this, the applicant is proposing to zone change portions of the property to allow both residential uses, and allow for the existing business to continue as well.

On June 21, 2024, six (6) public hearing notices were mailed to the surrounding property owners within a 200-foot boundary of the subject property. At the time of the staff report, zero (0) responses in favor, zero (0) responses neutral, and zero (0) responses in opposition have been received.

A public hearing notice was published in the "San Antonio Express" on July 17, 2024. Additionally, one (1) sign was placed on the property.

Subject Property:

	Zoning	**Land Use**
Existing	Manufacturing - Light (M-1)	Paving Business and Residential
Proposed	Manufacturing - Light (M-1) & Single-Family Residential (R-6)	Paving Business and Residential

Adjacent Properties:

	Zoning	**Land Use**
North	Manufacturing - Light (M-1)	Residential
South	Right of Way	FM 482

East	Manufacturing - Light (M-1)	Residential
West	Manufacturing - Light (M-1)	Residential

GOAL

The proposed zone change is for approximately 3.3 acres of land to Single-Family Residential (R-6).

COMMUNITY BENEFIT

It is the City's desire to promote safe, orderly, efficient development and ensure compliance with the City's vision of future growth.

SUMMARY OF RECOMMENDED ACTION

When evaluating zone changes, staff uses the criteria listed in UDC Section 21.5.4.D. The criteria are listed below.

1. Whether the proposed zoning change or zoning map amendment implements the policies of the adopted Comprehensive Land Plan, including the land use classification of the property on the Future Land Use Map.

The Comprehensive Plan designates this area as Mixed-Use Center, which is intended to integrate residential, commercial, and often entertainment spaces nearby, typically along significant transportation corridors.

The rationale for designating this area Mixed-Use Center comes from the previous Comprehensive Plan, which had a similar designation further to the west that was intended to be a "new town center". This was a goal based on the potential that the IH35 corridor became more consolidated and integrated with passenger rail connections. While passenger rail is still a real possibility, it has been slow to take hold, and the properties that were once this designation have now started to develop as industrial/warehouse uses. When the Comprehensive Plan update was underway, decision makers in the city saw the value of this vision and wished to continue this plan but in areas of Schertz further to the East. Where the subject property is located.

The area is mostly zoned Manufacturing - Light District (M-1), and while it does have some current industrial uses, most properties are either undeveloped or rural residences. The goal to create a Mixed-Use Center should be to encourage denser residential development and complementary commercial businesses. By rezoning portions of this property Single-Family Residential (R-6), the applicant is incrementally creating residential density and conforming with the intent of the Comprehensive Land Use Plan.

2. Whether the proposed zoning change or zoning map amendment promotes the health, safety, or general welfare of the City and the safe, orderly, efficient and healthful development of the City;

As part of promoting the health, safety, and general welfare of the city, it is important to mitigate the impact that zoning districts and adjacent land uses have on each other. The surrounding area consists of open space, residences, Danville Middle School, and property to the west zoned Apartment/Multi-Family District (R-4). While this area is zoned for industrial uses, it is evolving to function more like a neighborhood. In order to ensure the safe, orderly and efficient development and expansion of the City in accordance with and pursuant to its Comprehensive Land Plan, staff feels that the proposed zone change aligns with the purpose and intent of the Unified Development Code.

3. Whether the uses permitted by the proposed change in zoning district classification and the standards applicable to such uses will be appropriate in the immediate area of the land to be reclassified.
The immediate area being primarily schools, residences, or open space, the proposed zone change would help align the property's zoning district with what the current uses are in the vicinity. For this reason, the residential uses in the proposed zone change would be appropriate.

4. Whether the proposed change is in accord with any existing or proposed plans for providing public schools, streets, water supply, sanitary sewers or other public services and utilities to the area;
The property abuts FM 482 which is designated as a principal arterial, indicating that this road will accommodate denser development in the future.

The property has access to water (12-inch line) and sewer (8-inch line) facilities that run along FM 482. The applicant is required to connect to adequate utility facilities per Unified Development Code Article 15 - Easements and Utilities, and a more detailed engineering review will occur at the time of the platting process.

A public hearing notice was mailed to Comal Independent School District to notify them of the proposed zone change.

Schertz Fire, EMS, and Police Departments were notified of the zone change and have provided no objections.

5. Whether there have been environmental and/or economical changes which warrant the requested change.
There have been no environmental or economic changes that warrant the requested zone change.

6. Whether there is an error in the original zoning of the property for which a change is requested
There was no error in the original zoning of the subject property.

7. Whether all of the applicant's back taxes owed to the City have been paid in full.
This does not impact the first reading of City Council.

8. Whether other criteria are met, which, at the discretion of the the Planning and Zoning Commission and the City Council are deemed relevant and important in the consideration of the amendment.
Staff has ensured all UDC requirements have been met for the proposed zone change, and at this time have not received any special consideration from the City Council.

Therefore, Staff is recommending approval of Ordinance 24-S-145.

On July 3rd, 2024 The Planning and Zoning Commission held a public hearing and recommended approval with a 6-0 vote.

RECOMMENDATION
Approval of Ordinance 24-S-145

Attachments

Ord. 24-S-145 with Exhibits
Aerial Exhibit
Public Hearing Notice Map
City Council Presentation Slides

ORDINANCE NO. 24-S-145

AN ORDINANCE BY THE CITY COUNCIL OF THE CITY OF SCHERTZ, TEXAS TO REZONE APPROXIMATELY 3.3 ACRES OF LAND FROM MANUFACTURING – LIGHT DISTRICT (M-1) TO SINGLE-FAMILY RESIDENTIAL DISTRICT (R-6), KNOWN AS COMAL COUNTY PROPERTY IDENTIFICATION NUMBER 75307, A PORTION OF THE PROPERTY ALSO KNOWN AS 7444 FM 482, CITY OF SCHERTZ, COMAL COUNTY, TEXAS.

WHEREAS, an application for a request to rezone approximately 3.3 acres of land from Manufacturing – Light District (M-1) to Single-Family Residential District (R-6), known as Comal County Property Identification Number 75307, a portion of the property also known as 7444 FM 482, more specifically described in the Exhibit A and Exhibit B attached herein (herein, the "Property") has been filed with the City; and

WHEREAS, the City's Unified Development Code Section 21.5.4.D. provides for certain criteria to be considered by the Planning and Zoning Commission in making recommendations to City Council and by City Council in considering final action on a requested zoning (the "Criteria"); and

WHEREAS, on July 3, 2024, the Planning and Zoning Commission conducted a public hearing and, after considering the Criteria, made a recommendation to City Council to approve the requested zoning; and

WHEREAS, on August 6, 2024, the City Council conducted a public hearing and after considering the Criteria and recommendation by the Planning and Zoning Commission, determined that the requested zoning be approved as provided for herein.

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

Section 1. The Property as shown and more particularly described in the attached Exhibit A and Exhibit B, is hereby zoned to Single-Family Residential District (R-6)

Section 2. The Official Zoning Map of the City of Schertz, described and referred to in Article 2 of the Unified Development Code, shall be revised to reflect the above amendment.

Section 3. The recitals contained in the preamble hereof are hereby found to be true, and such recitals are hereby made a part of this Ordinance for all purposes and are adopted as a part of the judgment and findings of the Council.

Section 4. All ordinances and codes, or parts thereof, which are in conflict or inconsistent with any provision of this Ordinance are hereby repealed to the extent of such conflict, and the provisions of this Ordinance shall be and remain controlling as to the matters resolved herein.

Section 5. This Ordinance shall be construed and enforced in accordance with the laws of the State of Texas and the United States of America.

Section 6. If any provision of this Ordinance or the application thereof to any person or circumstance shall be held to be invalid, the remainder of this Ordinance and the application of such provision to other persons and circumstances shall nevertheless be valid, and the City hereby declares that this Ordinance would have been enacted without such invalid provision.

Section 7. It is officially found, determined, and declared that the meeting at which this Ordinance is adopted was open to the public and public notice of the time, place, and subject matter of the public business to be considered at such meeting, including this Ordinance, was given, all as required by Chapter 551, as amended, Texas Government Code.

Section 8. This Ordinance shall be effective upon the date of final adoption hereof and any publication required by law.

Section 9. This Ordinance shall be cumulative of all other ordinances of the City of Schertz, and this Ordinance shall not operate to repeal or affect any other ordinances of the City of Schertz except insofar as the provisions thereof might be inconsistent or in conflict with the provisions of this Ordinance, in which event such conflicting provisions, if any, are hereby repealed.

PASSED ON FIRST READING, the ____ day of _____ 2024.

PASSED, APPROVED and ADOPTED ON SECOND READING, the ____day of _____ 2024.

CITY OF SCHERTZ, TEXAS

_____
Ralph Gutierrez, Mayor

ATTEST:

_____
Sheila Edmondson, City Secretary

(city seal)

Exhibit “A”

Metes & Bounds

METES AND BOUNDS

Tract 1
Being 1.352 acres more or less, out of the Rafael Garza Survey No. 98, Abstract 175, Comal County, Texas, and out of that 4.328 acres described in a Warranty Deed with Vendor's Lien recorded in Document No. 201506023730, Official Public Records of Comal County, Texas, said 1.352 acres being more particularly described by metes and bounds as follows:

COMMENCING at a 1/2 inch iron rod found for the East corner of said 4.328 acres, same being the East corner of 1.976 acres surveyed this same date as Tract 3, same being the South corner of the Mark Jenschke 0.721 acres (Conveyed in Document No. 202306006590, Described in Document No. 202106028090) and on the northwest Right-of-Way of FM 482, same also being the **POINT OF COMMENCEMENT**;

THENCE along the northwest Right-of-Way of said FM 482 the following courses and distances:

South 29 degrees 16 minutes 21 seconds West (called South 29 degrees 43 minutes 43 seconds West), a distance of 430.99 feet to a Mag nail with washer stamped WALS set for the South corner of said Tract 3, same being the upper southeast corner of 1.000 acre surveyed this same date as Tract 2;

South 29 degrees 16 minutes 21 seconds West (called South 29 degrees 43 minutes 43 seconds West), a distance of 37.14 feet to a 1/2 inch iron rod capped WALS set for the lower southwest corner of said Tract 2;

North 61 degrees 01 minutes 22 seconds West (called North 60 degrees 34 minutes 00 seconds West), a distance of 44.41 feet to a 1/2 inch iron rod capped WALS set for the southeast corner of this 1.352 acres, same being the South corner of said Tract 2 and the **POINT OF BEGINNING**;

THENCE continuing along the northwest Right-of-Way of said FM 482 the following courses and distances:

North 61 degrees 01 minutes 22 seconds West (called North 60 degrees 34 minutes 00 seconds West), a distance of 47.89 feet to a 1/2 inch iron rod capped WALS set for an angle corner;

South 28 degrees 58 minutes 38 seconds West (called South 29 degrees 26 minutes 00 seconds West), a distance of 50.00 feet to a 1/2 inch iron rod capped WALS set for an angle corner;

South 16 degrees 01 minutes 22 seconds East (called South 15 degrees 34 minutes 00 seconds East), a distance of 106.70 feet to a 1/2 inch iron rod capped WALS set for an angle corner;

South 28 degrees 58 minutes 38 seconds West (called South 29 degrees 26 minutes 00 seconds West), a distance of 33.37 feet (called 33.49 feet) to a 1/2 inch iron rod capped WALS set for the South corner of this 1.352 acres, same being the South corner of said 4.328 acres and the upper southeast corner of the Hollis Lee Wooldridge, et ux 12.00 acres (Volume 985, Page 240);

THENCE along the lines common to this 1.352 acres and said Wooldridge 12.00 acres the following courses and distances:

North 30 degrees 27 minutes 12 seconds West (called North 29 degrees 59 minutes 50 seconds West), a distance of 512.43 feet (called 512.46 feet) to a 1/2 inch iron rod found for the northwest corner of this 1.352 acres, same being the West corner of said 4.328 acres and an interior corner of said Wooldridge 12.00 acres;

North 59 degrees 03 minutes 46 seconds East (called North 59 degrees 31 minutes 08 seconds East), a distance of 155.89 feet to a 1/2 inch iron rod capped WALS set for the North corner of this 1.352 acres, same being the northwest corner of said Tract 2;

THENCE along the departing the northwest line of and severing said 4.328 acres, South 25 degrees 49 minutes 16 seconds East, a distance of 410.59 feet to the **POINT OF BEGINNING**, and containing 1.352 acres of land, more or less.

I hereby certify that these field notes were prepared from an actual survey made on the ground under my supervision and are true and correct to the best of my knowledge and belief. A survey plat of the above described tract prepared this day is hereby attached to and made a part hereof. Bearings shown herein are based on actual GPS observations, Texas State Plane Coordinates, South Central Zone, Grid.



Mark J. Ewald
Registered Professional Land Surveyor
Texas Registration No. 5095
January 5, 2024

Exhibit "A" Metes and Bounds

METES AND BOUNDS

Tract 2
Being 1.000 acre more or less, out of the Rafael Garza Survey No. 98, Abstract 175, Comal County, Texas, and out of that 4.328 acres described in a Warranty Deed with Vendor's Lien recorded in Document No. 201506023730, Official Public Records of Comal County, Texas, said 1.000 acre being more particularly described by metes and bounds as follows:

COMMENCING at a 1/2 inch iron rod found for the East corner of said 4.328 acres, same being the East corner of 1.976 acres surveyed this same date as Tract 3 and the South corner of the Mark Jenschke 0.721 acres (Conveyed in Document No. 202306006590, Described in Document No. 202106028090), same also being on the northwest Right-of-Way of FM 482 and the **POINT OF COMMENCEMENT**;

THENCE along the northwest Right-of-Way of said FM 482, South 29 degrees 16 minutes 21 seconds West (called South 29 degrees 43 minutes 43 seconds West), a distance of 430.99 feet to a Mag nail set for the upper southeast corner of this 1.000 acre, same being the South corner of said Tract 3 and the **POINT OF BEGINNING**;

THENCE continuing along the northwest Right-of-way of said FM 482 the following courses and distances:

South 29 degrees 16 minutes 21 seconds West (called South 29 degrees 43 minutes 43 seconds West), a distance of 37.14 feet to a 1/2 inch iron rod capped WALS set for the lower southeast corner of this 1.000 acre;

North 61 degrees 01 minutes 22 seconds West (called North 60 degrees 34 minutes 00 seconds West), a distance of 44.41 feet to a 1/2 inch iron rod capped WALS set for the South corner of this 1.000 acre, same being the southeast corner of 1.352 acres surveyed this same date as Tract 1;

THENCE departing the northwest Right-of-Way of said FM 482 and severing said 4.328 acres, North 25 degrees 49 minutes 16 seconds West, a distance of 410.59 feet to a 1/2 inch iron rod capped WALS set for the northwest corner of this 1.000 acre, same being the North corner of said Tract 1 and on the upper southeast line of the Hollis Lee Wooldridge, et ux 12.00 acres (Volume 985, Page 240);

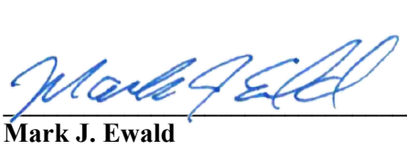
THENCE along the line common to this 1.000 acre and said Wooldridge 12.00 acres, North 59 degrees 03 minutes 46 seconds East (called North 59 degrees 31 minutes 08 seconds East), a distance of 157.91 feet to a 1/2 inch iron rod capped WALS set for the North corner of this 1.000 acre, same being the West corner of said Tract 3;

THENCE departing the northwest line of and severing said 4.328 acres the following courses and distances:

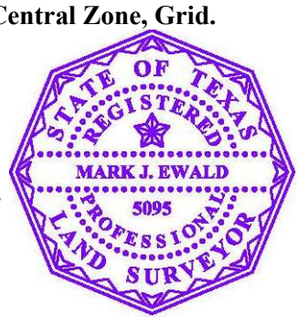
South 11 degrees 08 minutes 02 seconds East, a distance of 388.94 feet to a 1/2 inch iron rod capped WALS set for an angle corner;

South 23 degrees 28 minutes 03 seconds East, a distance of 63.53 feet to the **POINT OF BEGINNING**, and containing 1.000 acre of land, more or less.

I hereby certify that these field notes were prepared from an actual survey made on the ground under my supervision and are true and correct to the best of my knowledge and belief. A survey plat of the above described tract prepared this day is hereby attached to and made a part hereof. Bearings shown herein are based on actual GPS observations, Texas State Plane Coordinates, South Central Zone, Grid.



Mark J. Ewald
Registered Professional Land Surveyor
Texas Registration No. 5095
January 5, 2024



METES AND BOUNDS

Tract 3
Being 1.976 acres more or less, out of the Rafael Garza Survey No. 98, Abstract 175, Comal County, Texas, and out of that 4.328 acres described in a Warranty Deed with Vendor's Lien recorded in Document No. 201506023730, Official Public Records of Comal County, Texas, said 1.976 acres being more particularly described by metes and bounds as follows:

BEGINNING at a 1/2 inch iron rod found for the East corner of this 1.976 acres, same being the East corner of said 4.328 acres and the South corner of the Mark Jenschke 0.721 acres (Conveyed in Document No. 202306006590, Described in Document No. 202106028090), same also being on the northwest Right-of-Way of FM 482 and the **POINT OF BEGINNING**;

THENCE along the northwest Right-of-way of said FM 482, South 29 degrees 16 minutes 21 seconds West (called South 29 degrees 43 minutes 43 seconds West), a distance of 430.99 feet to a Mag nail set for the South corner of this 1.976 acres, same being the upper southeast corner of 1.000 acre surveyed this same date as Tract 2;

THENCE departing the southeast line of and severing said 4.328 acres the following courses and distances:

North 23 degrees 28 minutes 03 seconds West, a distance of 63.53 feet to a 1/2 inch iron rod capped WALS set for an angle corner;

North 11 degrees 08 minutes 02 seconds West, a distance of 388.94 feet to a 1/2 inch iron rod capped WALS set for the West corner of this 1.976 acres, same being the North corner of said Tract 2 and on the upper southeast line of the Hollis Lee Wooldridge, et ux 12.000 acres (Volume 985, Page 240);

THENCE along the line common to this 1.976 acres and said Wooldridge 12.00 acres, North 59 degrees 03 minutes 46 seconds East (called North 59 degrees 31 minutes 08 seconds East), a distance of 169.59 feet to a 1/2 inch iron rod found for the North corner of this 1.976 acres, same being the North corner of said 4.328 acres and on the southeast line of the Lorad Trust 5-06-2022 10.00 acres (Document No. 2022206023724), same also being the West corner of said Jenschke 0.721 acres;

THENCE along the line common to this 1.976 acres and said Jenschke 0.721 acres, South 47 degrees 37 minutes 48 seconds East (called South 47 degrees 13 minutes 15 seconds East), a distance of 224.25 feet (called 224.27 feet) to the **POINT OF BEGINNING**, and containing 1.976 acres of land, more or less.

I hereby certify that these field notes were prepared from an actual survey made on the ground under my supervision and are true and correct to the best of my knowledge and belief. A survey plat of the above described tract prepared this day is hereby attached to and made a part hereof. Bearings shown herein are based on actual GPS observations, Texas State Plane Coordinates, South Central Zone, Grid.



Mark J. Ewald
Registered Professional Land Surveyor
Texas Registration No. 5095
January 5, 2024

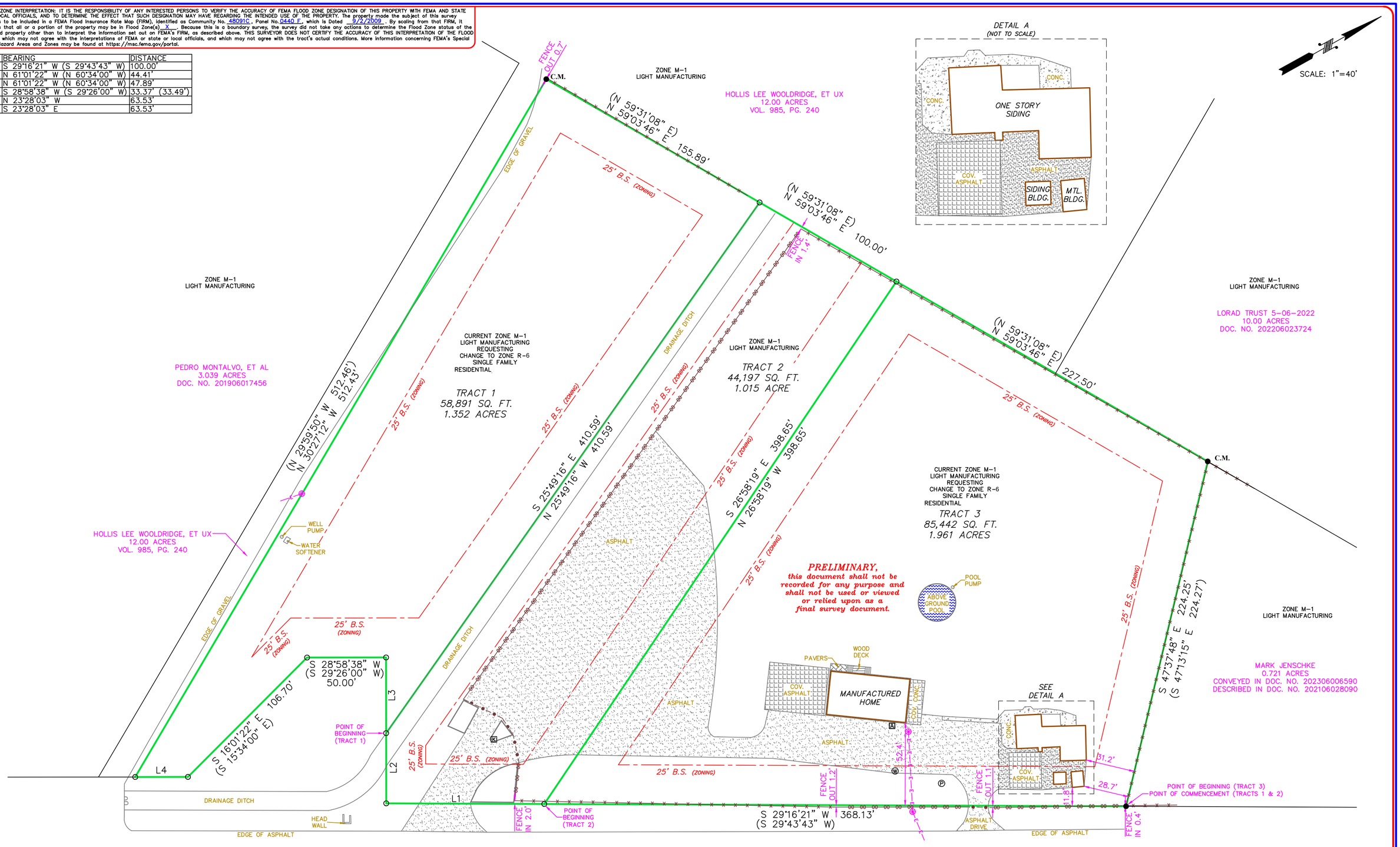
Exhibit “B”

Zoning Exhibit

Exhibit "B" Zoning Exhibit

FLOOD ZONE INTERPRETATION: IT IS THE RESPONSIBILITY OF ANY INTERESTED PERSONS TO VERIFY THE ACCURACY OF FEMA FLOOD ZONE DESIGNATION OF THIS PROPERTY WITH FEMA AND STATE AND LOCAL OFFICIALS, AND TO DETERMINE THE EFFECT THAT SUCH DESIGNATION MAY HAVE REGARDING THE INTENDED USE OF THE PROPERTY. The property made the subject of this survey appears to be included in a FEMA Flood Insurance Rate Map (FIRM), identified as Community No. 480910C , Panel No.0440 E, which is Dated 9/2/2009 . By scaling from that FIRM, it appears that all or a portion of the property may be in Flood Zone(s) X . Because this is a boundary survey, the survey did not take any actions to determine the Flood Zone status of the surveyed property other than to interpret the information set out on FEMA's FIRM, as described above. THIS SURVEYOR DOES NOT CERTIFY THE ACCURACY OF THIS INTERPRETATION OF THE FLOOD ZONES, which may not agree with the interpretations of FEMA or state or local officials, and which may not agree with the tract's actual conditions. More information concerning FEMA's Special Flood Hazard Areas and Zones may be found at https://msc.fema.gov/portal.

LINE	BEARING	DISTANCE
L1	S 29°16'21" W (S 29°43'43" W)	100.00'
L2	N 61°01'22" W (N 60°34'00" W)	44.41'
L3	N 61°01'22" W (N 60°34'00" W)	47.89'
L4	S 28°58'38" W (S 29°26'00" W)	33.37' (33.49')
L5	N 23°28'03" W	63.53'
L6	S 23°28'03" E	63.53'



FM 482
(VARIABLE WIDTH R.O.W.)

ZONING CHANGE REQUEST

ACCEPTED BY: _____

FIRM REGISTRATION NO. 10111700

Westar Alamo
LAND SURVEYORS, LLC.
P.O. BOX 1645 BOERNE, TEXAS 78006
PHONE (210) 372-9500 FAX (210) 372-9999

LEGEND

- ⊗ = SET MAG NAIL
- ○ = SET 1/2" IRON ROD CAPPED WALS
- ● = FOUND 1/2" IRON ROD
- (.) = RECORD INFORMATION
- B.S. = BUILDING SETBACK
- C.M. = CONTROLLING MONUMENT
- (W) = WATER METER
- (P) = PROPANE
- [K] = KEYPAD
- [A] = A/C PAD
- ⊛ = POWER POLE
- OHE = OVERHEAD ELECTRIC
- x = WIRE FENCE
- CLF = CHAIN LINK FENCE
- MF = METAL FENCE

DWG: CS RVD: MJE

Property Address:
7444 FM 482

Property Description:
Tract 1: Being 1.352 acres more or less, out of the Rafael Garza Survey No. 98, Abstract 175, Comal County, Texas, and out of that 4.328 acres described in a Warranty Deed with Vendor's Lien recorded in Document No. 201506023730, Official Public Records of Comal County, Texas. Tract 2: Being 1.000 acre more or less, out of the Rafael Garza Survey No. 98, Abstract 175, Comal County, Texas, and out of that 4.328 acres described in a Warranty Deed with Vendor's Lien recorded in Document No. 201506023730, Official Public Records of Comal County, Texas. Tract 3: Being 1.976 acres more or less, out of the Rafael Garza Survey No. 98, Abstract 175, Comal County, Texas, and out of that 4.328 acres described in a Warranty Deed with Vendor's Lien recorded in Document No. 201506023730, Official Public Records of Comal County, Texas. Said Tract 1, 2, and 3 being more particularly described by metes and bounds attached hereto.

Owner:
T.B.D.





NOTE:
THE SIGNING SURVEYOR WAS NOT PROVIDED A CURRENT TITLE COMMITMENT AND THERE MAY BE EASEMENTS, RIGHTS OF WAY OR OTHER INSTRUMENTS OF RECORD WHICH MAY AFFECT THIS PROPERTY WHICH ARE NOT SHOWN ON THE FACE OF THIS SURVEY.

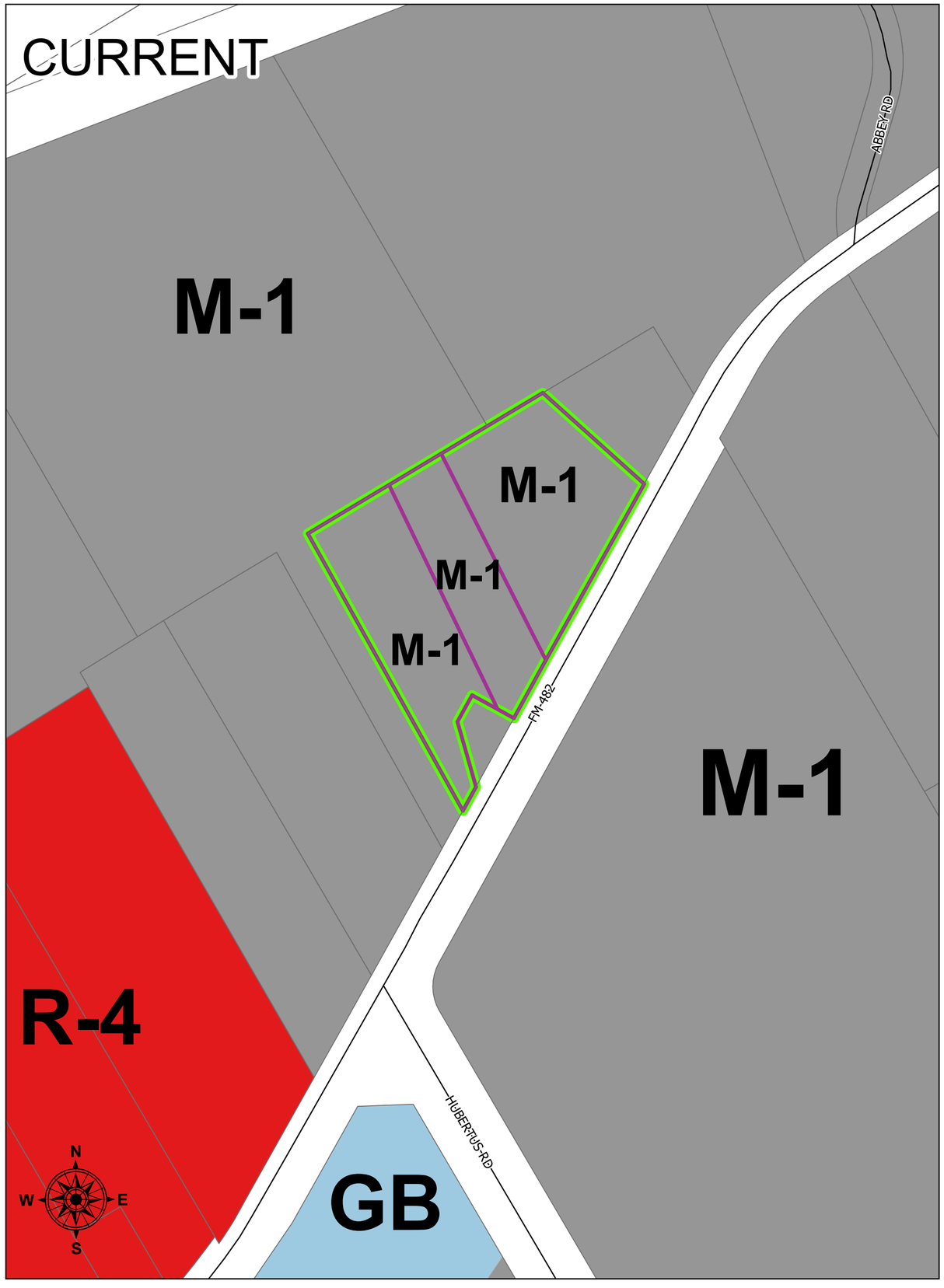
NOTE:
NO RESTRICTIVE COVENANTS OF RECORD WERE FOUND.

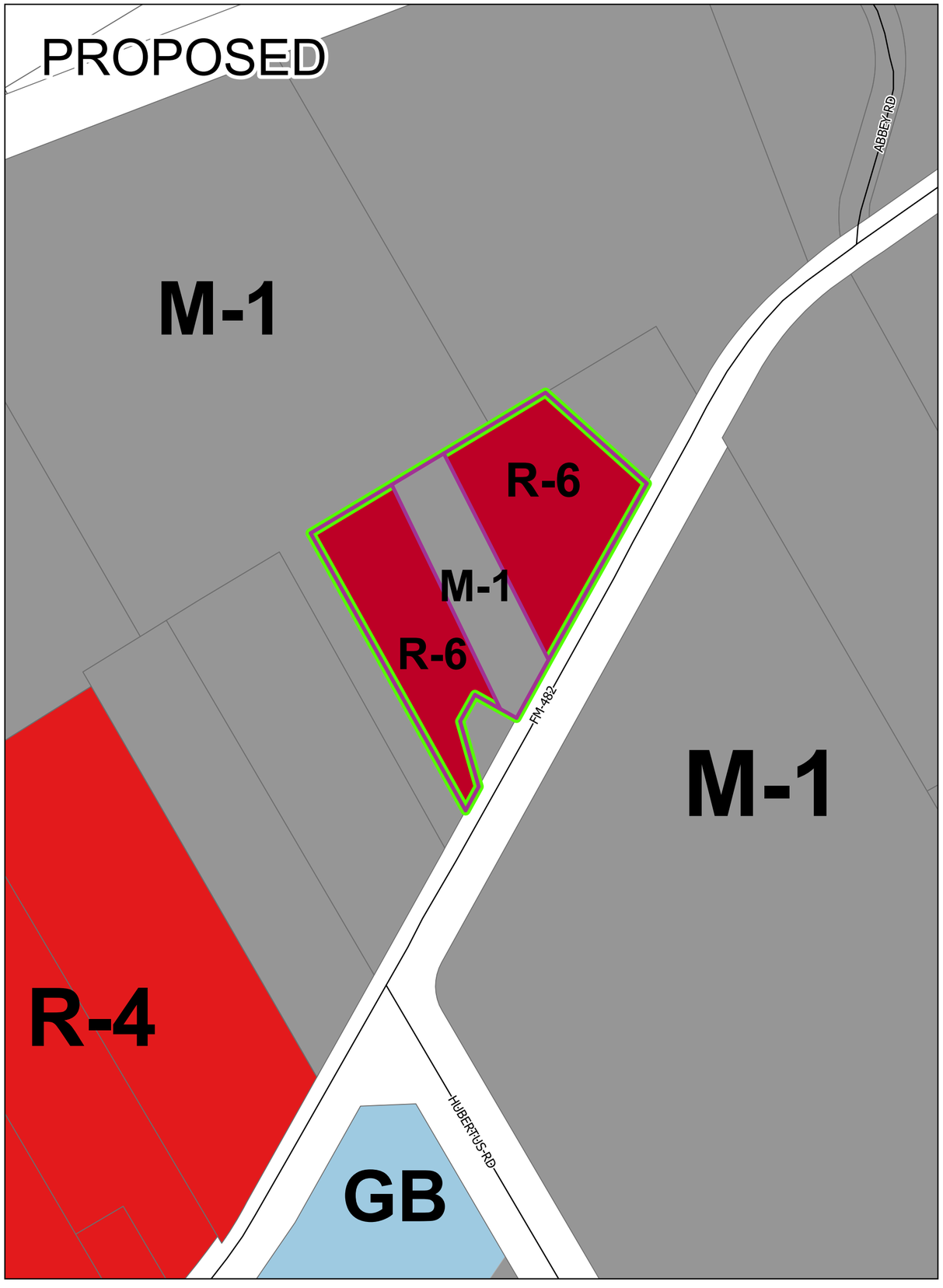
NOTE:
Bearings shown hereon are based on actual GPS Observations, Texas State Plane Coordinates, South Central Zone, Grid.

PRELIMINARY,
this document shall not be recorded for any purpose and shall not be used or viewed or relied upon as a final survey document.

G.F. NO. N/A | JOB NO. 123287 | TITLE COMPANY: N/A | DATE: 1/5/2024

Exhibit "B" Zoning Exhibit





SCHERTZ
COMMUNITY ★ SERVICE ★ OPPORTUNITY

Last update: June 20, 2024

City of Schertz, GIS Specialist: Alexa Venezia, avenezia@schertz.com (210) 619-1174

The City of Schertz provides this Geographic Information System product "as is" without any express or implied warranty of any kind including but not limited to the implied warranties of merchantability and fitness for a particular purpose. In no event shall The City of Schertz be liable for any special, indirect, or consequential damages or any damages whatsoever arising out of or in connection with the use of or performance of these materials. Information published in this product could include technical inaccuracies or typographical errors. Periodical changes may be added to the information herein. The City of Schertz may make improvements and/or changes in the product(s) described herein at any time.

PROPOSED ZONING CHANGE

COMAL COUNTY
PARCEL ID:
75307

Classification

- (PRE) Pre-Development
- (PDD) Planned Development
- (PUB) Public Use
- (R-A) Single-family Residential/Agricultural
- (R-1) Single-Family Residential
- (R-2) Single-Family Residential
- (R-3) Two-Family Residential
- (R-4) Apartment/Multi-Family Residential
- (R-6) Single-family Residential
- (R-7) Single-family Residential
- (AD) Agricultural District
- (GH) Garden Home/Single-Family Residential (Zero Lot Line)
- (TH) Townhome
- (MHS) Manufactured Home Subdivision
- (MHP) Manufactured Home Parks
- (GB) General Business
- (GB-2) General Business II
- (NS) Neighborhood Services
- (OP) Office and Professional
- (MSMU) Main Street Mixed Use
- (MSMU-ND) Main Street Mixed Use New Development
- (M-1) Manufacturing (Light)
- (M-2) Manufacturing (Heavy)
- (DVL) Development Agreement (Delayed Annexation)

0 90 180 360 540 Feet



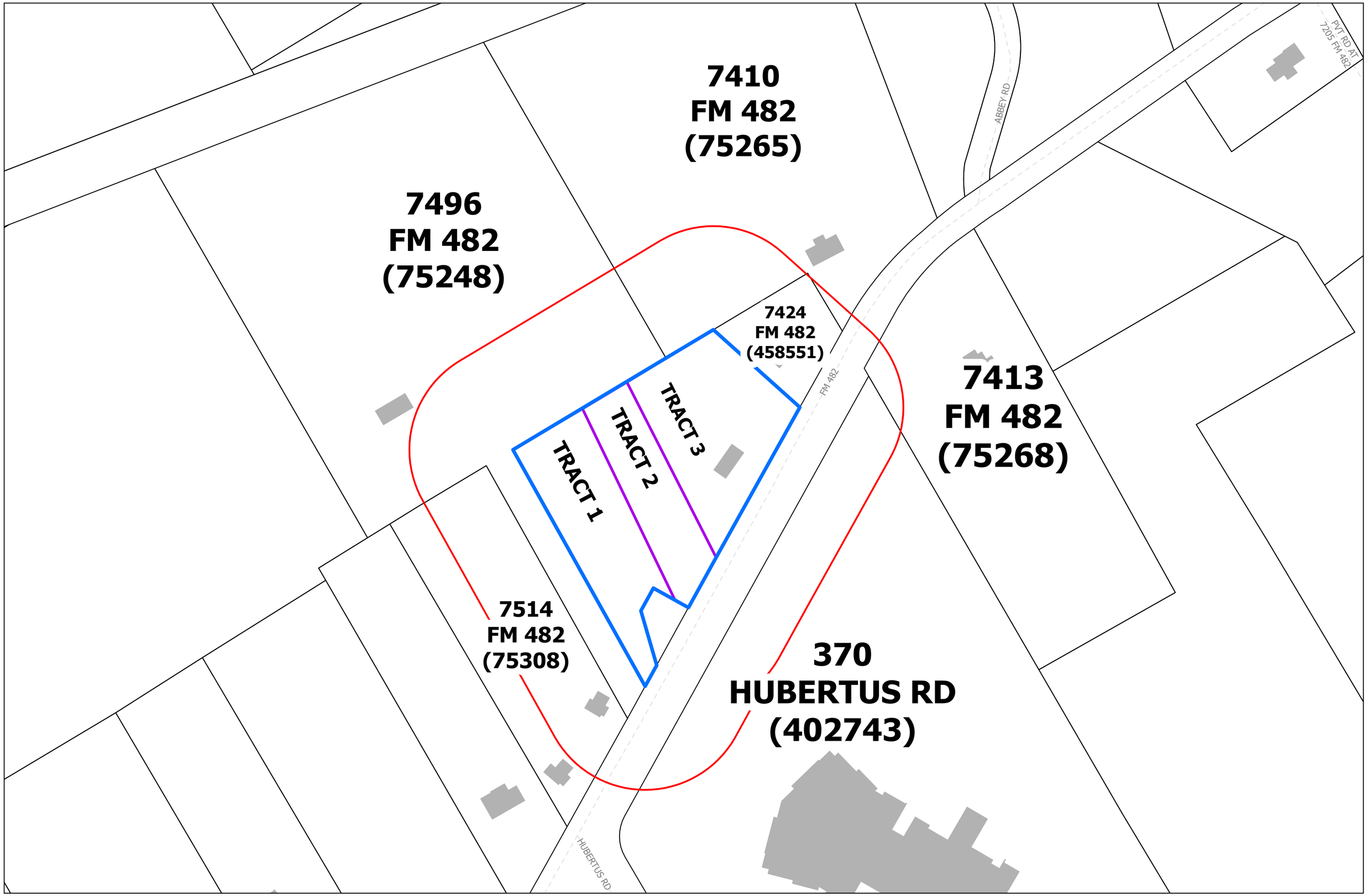
N
W E
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SCHERTZ
COMMUNITY ★ SERVICE ★ OPPORTUNITY

7444 FM 482
(PLZC20240133)

- Highways
- Major Roads
- Minor Roads
- Freeway
- Principal Arterial
- Planned Principal Arterial
- Secondary Arterial
- Planned Secondary Arterial
- Secondary Rural Arterial
- Planned Secondary Rural Arterial
- Residential Collector
- Planned Residential Collector
- Planned Commercial Collector B
- Commercial Collector A
- Planned Commercial Collector A
- 1"
- 2"
- 3"
- 4"
- 6"
- 8"
- 10"
- 12"
- 16"
- 18"
- 20"
- 24"
- 30"
- 36"
- Unknown
- Schertz Gravity
- Schertz Pressure
- Neighboring Gravity
- Private Pressure
- Hydrant
- Manholes
- CCMA Lift Station
- Private Lift Station
- Schertz Lift Station
- CCMA Treatment Plant
- Schertz Treatment Plant
- County Boundaries
- Schertz Municipal Boundary
- ETJ

0 50 100 200 300 Feet



SCHERTZ
COMMUNITY★SERVICE★OPPORTUNITY

Last update: June 20, 2024

City of Schertz, GIS Specialist: Alexa Venezia, avenezia@schertz.com (210) 619-1174

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City of Schertz

7444 FM 482
(PLZC20240133)

Project Boundary

200' Buffer

N
W E
S

0 75 150 300 450 Feet

Ord. 24-S-145

Zone Change from Manufacturing - Light District (M-1) to Single Family Residential (R-6)

Samuel Haas| Senior Planner

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N W E S

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7444 FM 482
(PLZC20240133)

Highways
Major Roads
Minor Roads
Freeway
Principal Arterial
Planned Principal Arterial
Secondary Arterial
Planned Secondary Arterial
Secondary Rural Arterial
Planned Secondary Rural Arterial
Residential Collector
Planned Residential Collector
Planned Commercial Collector B
Commercial Collector A
Planned Commercial Collector A
1" 2" 3" 4" 6"
8" 10" 12" 16" 18"
20" 24" 30" 36" Unknown
Schertz Gravity
Schertz Pressure
Neighboring Gravity
Private Pressure
Hydrant
Manholes
COMA Lift Station
Private Lift Station
Schertz Lift Station
COMA Treatment Plant
Schertz Treatment Plant
County Boundaries
Schertz Municipal Boundary
ETJ
0 50 100 200 300 Feet

3.3 Acres

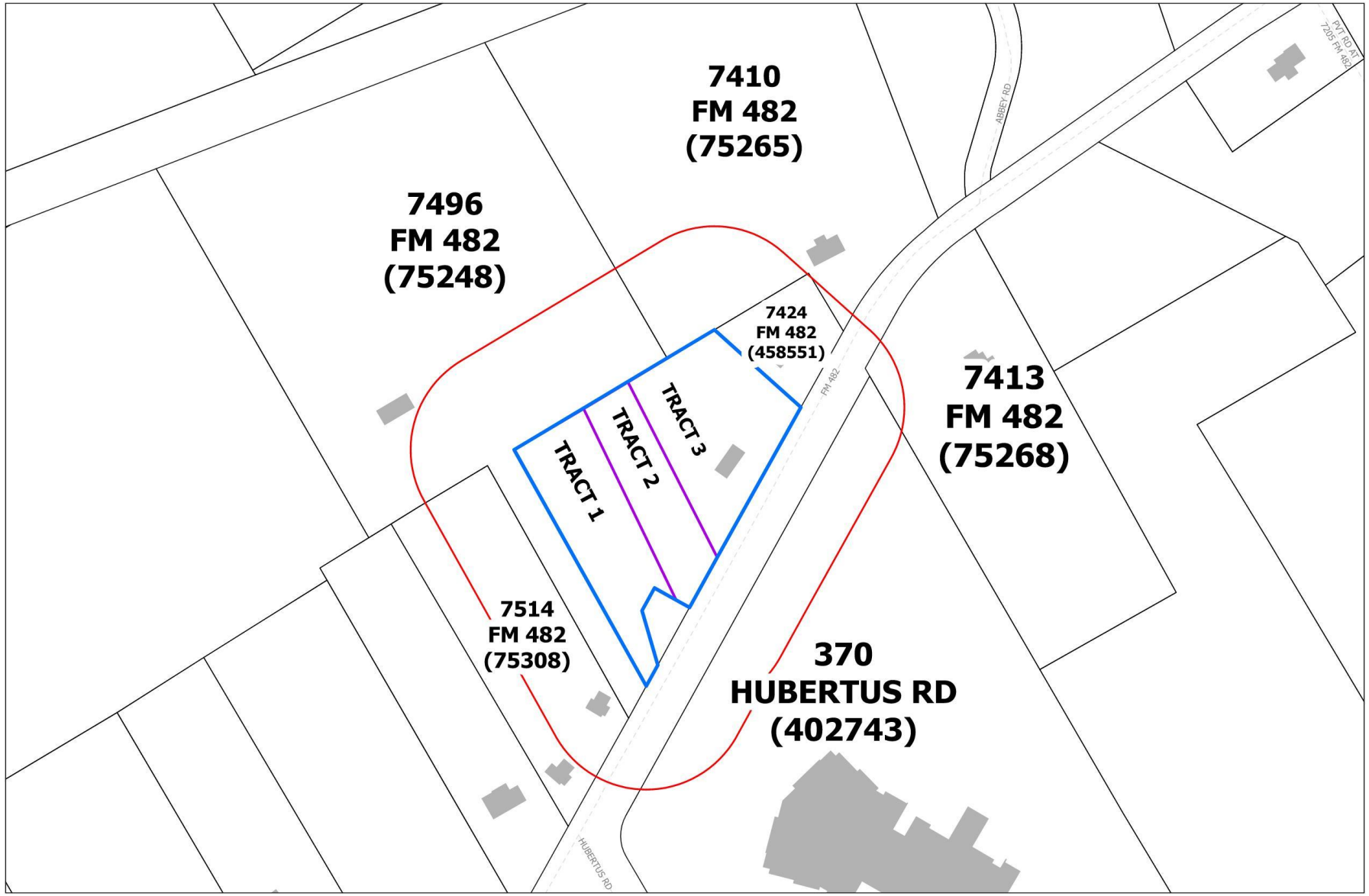
(portion of total 4.25)

Comal PID: 308497

7444 FM 482

Existing: Residential & Existing Business

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Last update: June 20, 2024

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City of Schertz

7444 FM 482
(PLZC20240133)

Project Boundary

200' Buffer

N
W E
S

0 75 150 300 450 Feet

June 21, 2024, a total of 6 Public Hearing Notices were sent out.

Responses Received:

- 0 – Opposition,
- 0-In Favor
- 0-Neutral

1 sign was posted on the property.

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Last update: June 20, 2024

City of Schertz, GIS Specialist: Alexa Venezia, avenezia@schertz.com (210) 619-1174

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PROPOSED ZONING CHANGE

COMAL COUNTY
PARCEL ID:
75307

Classification

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- (R-6) Single-family Residential
- (R-7) Single-family Residential
- (AD) Agricultural District
- (GH) Garden Home/Single-Family Residential (Zero Lot Line)
- (TH) Townhome
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- (MHP) Manufactured Home Parks
- (GB) General Business
- (GB-2) General Business II
- (NS) Neighborhood Services
- (OP) Office and Professional
- (MSMU) Main Street Mixed Use
- (MSMU-ND) Main Street Mixed Use New Development
- (M-1) Manufacturing (Light)
- (M-2) Manufacturing (Heavy)
- (DVL) Development Agreement (Delayed Annexation)

0 90 180 360 540 Feet

- **Existing Zoning**: Manufacturing – Light District (M-1)
- **Proposed Zoning: Single Family Residential (R-6)**

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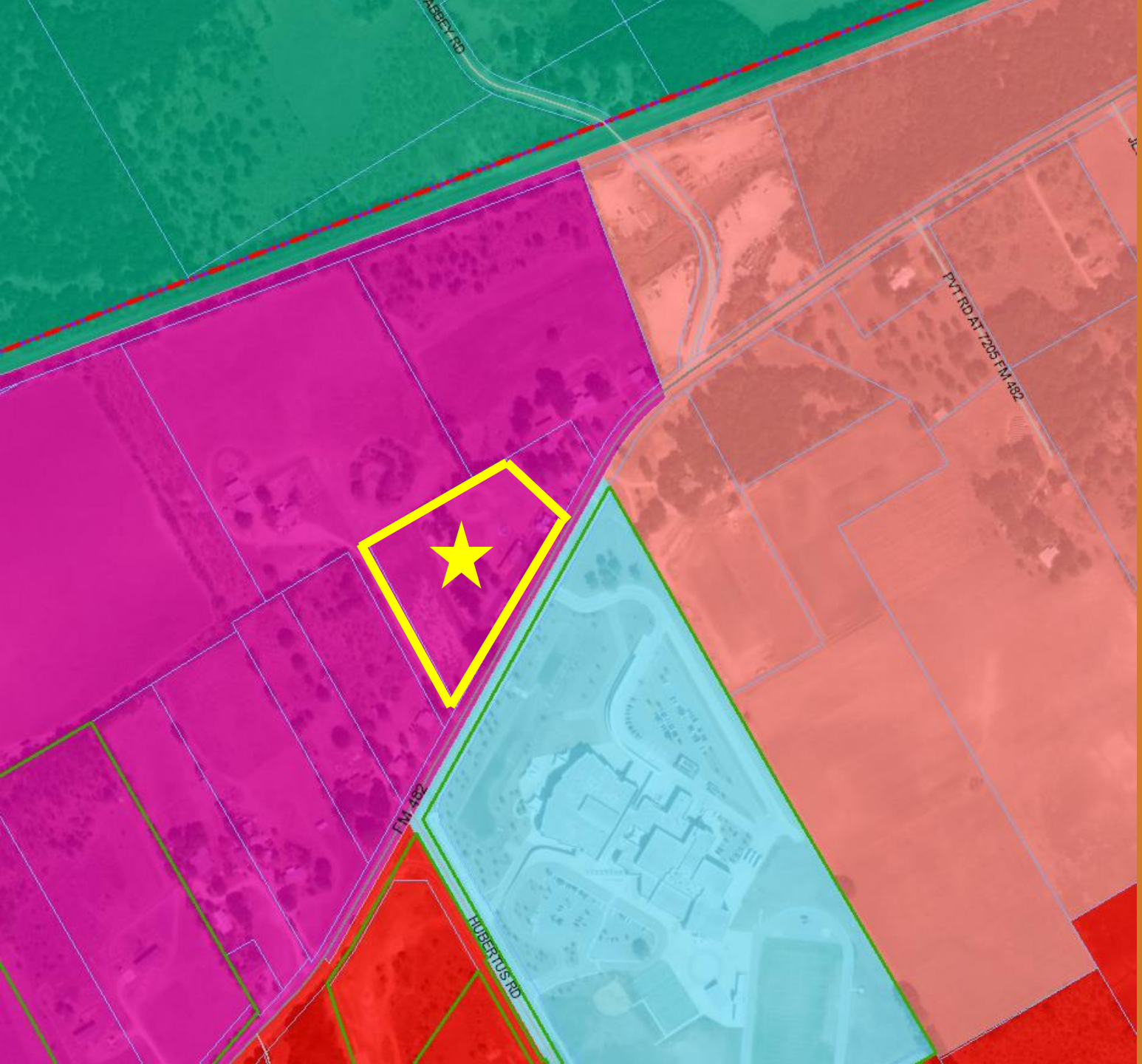
Background

- The subject property has a permitted business that operates on the property.
- There is also a non-conforming use of a residence.
- Both of which the current property owner owns.
- The current zoning district does not permit residential uses, and the applicant's intent is to build a larger home on the property.
- The applicant is proposing to zone change portions of the property to allow both residential uses, and allow for the existing business to continue as well.

UDC SECTION 21.5.4.D Criteria for Approval

1. **Whether the proposed zone change or zoning map amendment implements the policies of the adopted Comprehensive Land Plan, including the land use classification of the property on the Future Land Use Map.**

   - The Comprehensive Plan designates this area as Mixed-Use Center, which is intended to integrate residential, commercial, and often entertainment spaces nearby, typically along significant transportation corridors.
   - "new town center"
   - The goal to create a Mixed-Use Center should be to encourage denser residential development and complementary commercial businesses.
   - Applicant is incrementally creating residential density and conforming with the intent of the Comprehensive Land Use Plan.



- Regional Corridor
- Local Corridor
- Mixed Use Center
- Development Deferment
- Rural Living
- Industrial
- Complete Neighborhood
- Public Use

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UDC SECTION 21.5.4.D Criteria for Approval

2. Whether the proposed zoning change or zoning map amendment promotes the health, safety, or general welfare of the City and the safe, orderly, efficient and healthful development of the City.

- The City should encourage development compatible with surrounding uses
  - The surrounding area consists of open space, residences, Danville Middle School, and property to the west zoned Apartment/Multi-Family District (R-4).
  - While this area is zoned for industrial uses, it is evolving to function more like a neighborhood.
- In order to ensure the safe, orderly and efficient development
  - Expansion of the City in accordance to its Comprehensive Land Plan.
  - Proposed zone change better aligns than existing zoning

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UDC SECTION 21.5.4.D Criteria for Approval

3. Whether the uses permitted by the proposed change in zoning district classification and the standards applicable to such uses will be appropriate in the immediate area of the land to be reclassified;

- The immediate area being
  - a school
  - residences
  - open space
- Proposed zone change has uses that align with what the current uses are in the vicinity.

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UDC SECTION 21.5.4.D Criteria for Approval

4. Whether the proposed change is in accord with any existing or proposed plans for providing public schools, streets, water supply, sanitary sewers or other public services and utilities to the area;

- The property abuts FM 482 which is designated as a principal arterial, indicating that this road will accommodate denser development in the future.
- The property has access to water (12-inch line) and sewer (8-inch line) facilities that run along FM 482.
- A public hearing notice was mailed to Comal ISD Independent School District to notify them of the proposed zone change.
- Schertz, Fire, EMS, and Police Departments were notified of the zone change and have provided no objections.

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UDC SECTION 21.5.4.D Criteria for Approval

5. Whether there have been environmental and/or economical changes which warrant the requested change;

There have been no environmental or economic changes that warrant the requested zone change

6. Whether there is an error in the original zoning of the property for which the change is requested;

There was no error in the original zoning of the subject property.

7. Whether all of the applicant's back taxes owed to the City have been paid in full;

This does not impact the first reading of City Council.

UDC SECTION 21.5.4.D Criteria for Approval

8. Whether other criteria are met, which, at the discretion of the Planning and Zoning Commission and the City Council, are deemed relevant and important in the consideration of the amendment.

- Staff has ensured all UDC requirements have been met for the proposed zone change, and at this time have not received any special consideration from City Council.

Recommendation

Staff Recommendation

- The proposed zone change to Single-Family Residential (R-6) is more compatible with the Comprehensive Land Plan
- Is appropriate within the immediate area.
- Brings property into conformance
- On July 3rd, 2024 The Planning and Zoning Commission held a public hearing and recommended approval with a 6-0 vote.
- Staff recommends approval of Ord. 24-S-145.

COMMENTS AND QUESTIONS

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Agenda No. 10.

CITY COUNCIL MEMORANDUM

City Council Meeting:	**August 06, 2024**
Department:	**Planning & Community Development**
Subject:	**New Zoning District (R-5) and Unified Development Code Workshop (B.James/L.Wood/S.Haas)**

BACKGROUND

Workshop presentation by City Staff proposing a new zoning district, Middle Density Residential (R-5) and changes to Apartment / Multi-Family District (R-4).

Attachments

City Council Presentation Slides

R-4 & R-5 Workshop

Presentation for New Zoning District and Related UDC Changes

Samuel Haas| Senior Planner

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Background



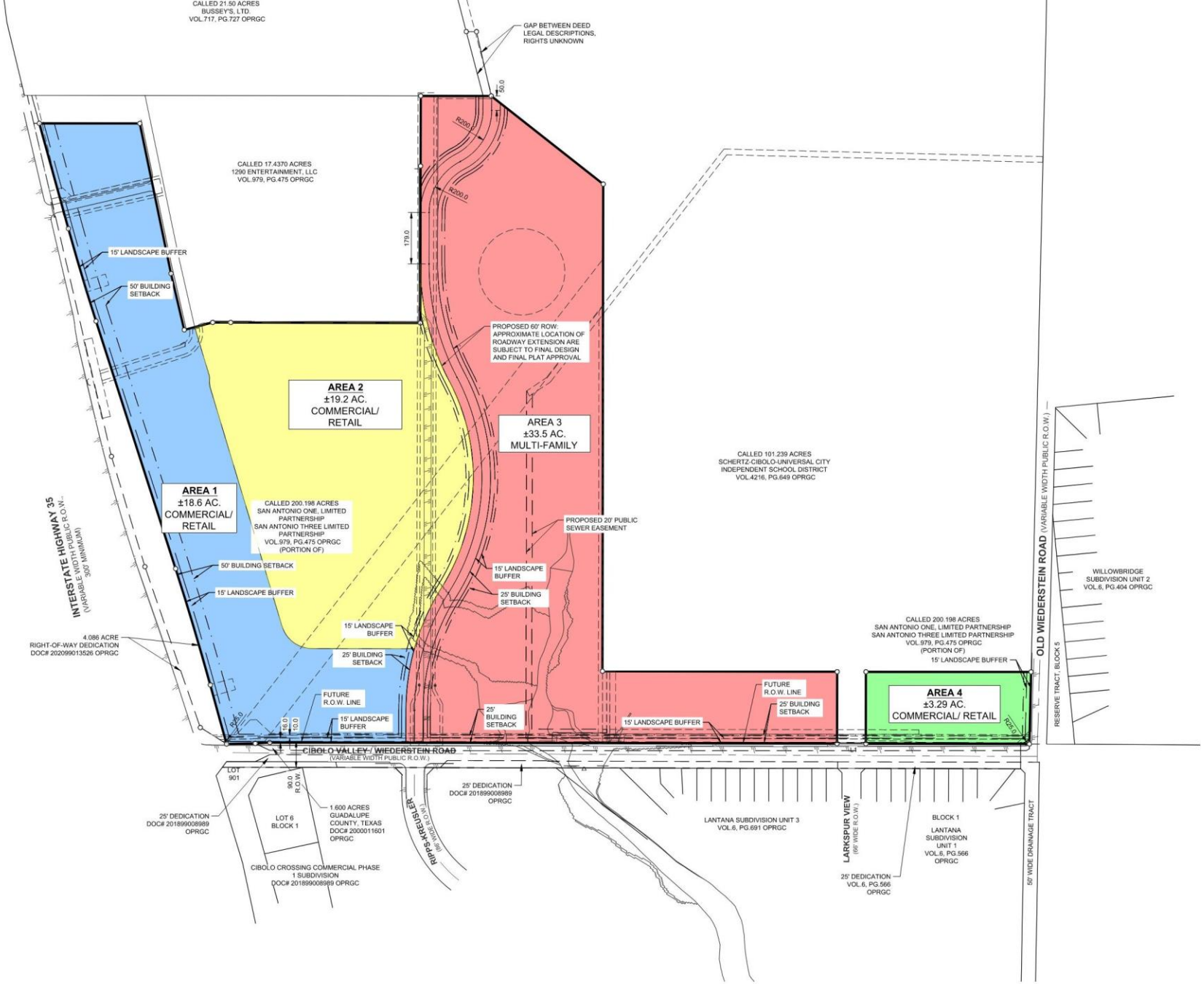


Background

- Trends in Development
  - Lower density, dispersed – townhome style
  - Multi-Family in function






CALLED 21.50 ACRES
BUSSEY'S, LTD.
VOL.717, PG.727 OPRGC
GAP BETWEEN DEED
LEGAL DESCRIPTIONS,
RIGHTS UNKNOWN
50.0
R200.0
CALLED 17.4370 ACRES
1290 ENTERTAINMENT, LLC
VOL.979, PG.475 OPRGC
179.0
15' LANDSCAPE BUFFER
50' BUILDING SETBACK
PROPOSED 60' ROW.
APPROXIMATE LOCATION OF
ROADWAY EXTENSION ARE
SUBJECT TO FINAL DESIGN
AND FINAL PLAT APPROVAL
AREA 2
±19.2 AC.
COMMERCIAL/
RETAIL
AREA 3
±33.5 AC.
MULTI-FAMILY
CALLED 101.239 ACRES
SCHERTZ-CIBOLO-UNIVERSAL CITY
INDEPENDENT SCHOOL DISTRICT
VOL.4216, PG.649 OPRGC
AREA 1
±18.6 AC.
COMMERCIAL/
RETAIL
CALLED 200.198 ACRES
SAN ANTONIO ONE, LIMITED
PARTNERSHIP
SAN ANTONIO THREE LIMITED
PARTNERSHIP
VOL.979, PG.475 OPRGC
(PORTION OF)
PROPOSED 20' PUBLIC
SEWER EASEMENT
50' BUILDING SETBACK
15' LANDSCAPE BUFFER
25' BUILDING
SETBACK
15' LANDSCAPE
BUFFER
INTERSTATE HIGHWAY 35
(VARIABLE WIDTH PUBLIC R.O.W.-
300' MINIMUM)
4.086 ACRE
RIGHT-OF-WAY DEDICATION
DOC# 202099013526 OPRGC
25' BUILDING
SETBACK
FUTURE
R.O.W. LINE
15' LANDSCAPE
BUFFER
R25.0
16.0
10.0
25'
BUILDING
SETBACK
FUTURE
R.O.W. LINE
25' BUILDING
SETBACK
15' LANDSCAPE BUFFER
CALLED 200.198 ACRES
SAN ANTONIO ONE, LIMITED PARTNERSHIP
SAN ANTONIO THREE LIMITED PARTNERSHIP
VOL.979, PG.475 OPRGC
(PORTION OF)
15' LANDSCAPE BUFFER
AREA 4
±3.29 AC.
COMMERCIAL/ RETAIL
R25.0
OLD WIEDERSTEIN ROAD (VARIABLE WIDTH PUBLIC R.O.W.)
WILLOWBRIDGE
SUBDIVISION UNIT 2
VOL.6, PG.404 OPRGC
RESERVE TRACT, BLOCK 5
CIBOLO VALLEY / WIEDERSTEIN ROAD
(VARIABLE WIDTH PUBLIC R.O.W.)
LOT
901
90.0
R.O.W.
25' DEDICATION
DOC# 201899008989
OPRGC
LOT 6
BLOCK 1
1.600 ACRES
GUADALUPE
COUNTY, TEXAS
DOC# 2000011601
OPRGC
CIBOLO CROSSING COMMERCIAL PHASE
1 SUBDIVISION
DOC# 201899008989 OPRGC
PAPPS-HERSELER
(66' WIDE R.O.W.)
25' DEDICATION
DOC# 201899008989
OPRGC
LANTANA SUBDIVISION UNIT 3
VOL.6, PG.691 OPRGC
LARKSPUR VIEW
(66' WIDE R.O.W.)
BLOCK 1
LANTANA
SUBDIVISION
UNIT 1
VOL.6, PG.566
OPRGC
25' DEDICATION
VOL.6, PG.566
OPRGC
50' WIDE DRAINAGE TRACT

???

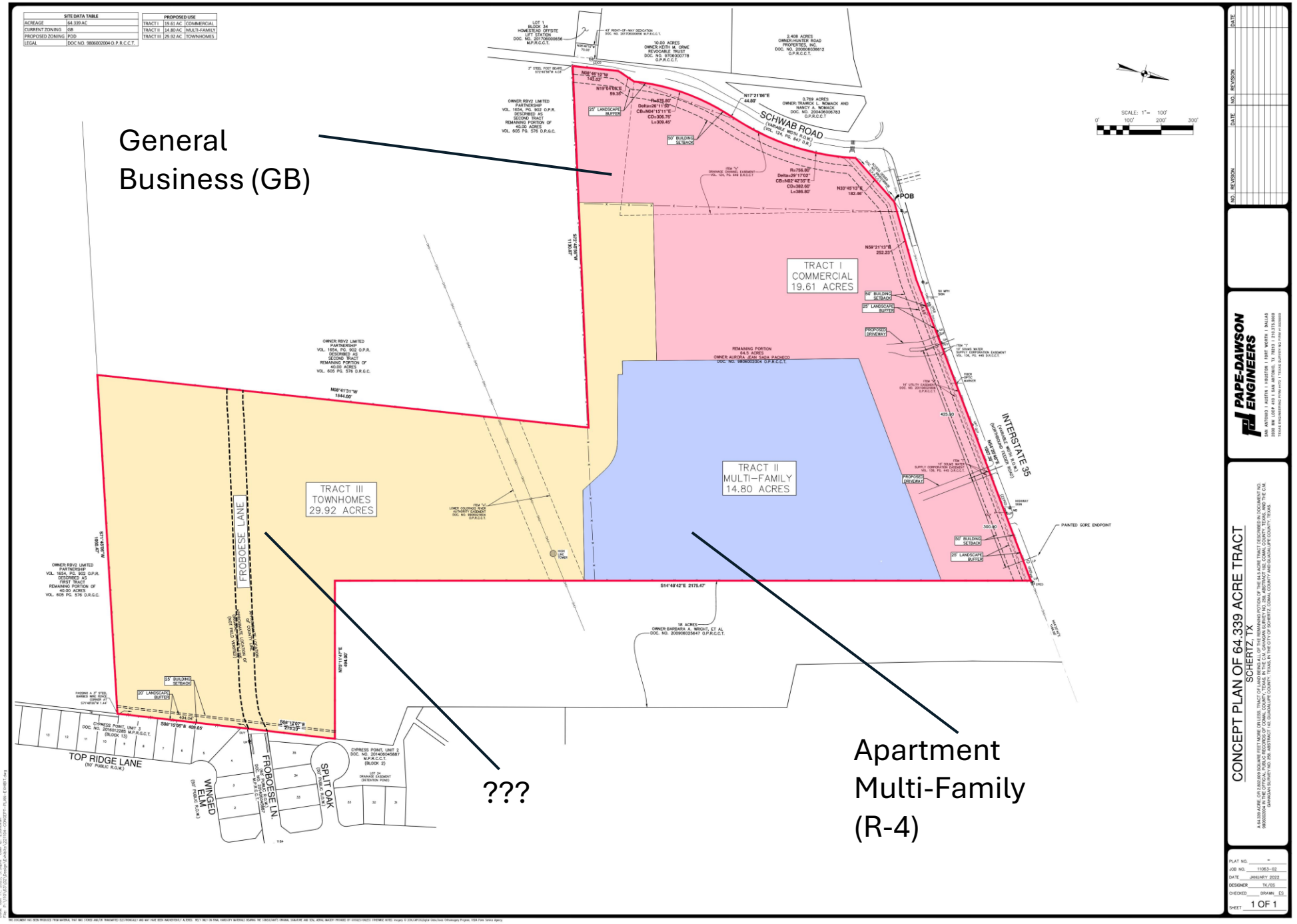


General Business (GB)

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General Business (GB)
???
Apartment Multi-Family (R-4)
SCHWAB ROAD
INTERSTATE 35
FROBOESE LANE
TOP RIDGE LANE
WINGED ELM
SPLIT OAK
FROBOESE LN.
TRACT I COMMERCIAL 19.61 ACRES
TRACT II MULTI-FAMILY 14.80 ACRES
TRACT III TOWNHOMES 29.92 ACRES
POB
CONCEPT PLAN OF 64.339 ACRE TRACT
SCHERTZ, TX
PAPE-DAWSON ENGINEERS

Staff Proposal

1. New Zoning District
2. Modify Existing Apartment / Multi-Family (R-4)

Proposal # 1 New Zoning District

- New Zoning District
  - Middle Density Residential (R-5)
    - Lower density than traditional apartment complexes i.e. R-4
    - Provide incentives smaller multi-family developments
    - Capture market trends provide variety of housing

New Zoning District – R-5 Middle Density

- UDC Section
  - 21.5.2 – Zoning Districts Established
  - 21.5.5 – Statement of Purpose and Intent
  - 21.5.7 – Dimensional and Development Standards
  - 21.5.8 – Permitted Use Table
  - 21.10.4 – Parking Requirements

New Zoning District – R-5 Middle Density

21.5.2 – Zoning Districts Established

Table 21.5.2	
Symbol	Zoning District Name
PRE	Predevelopment District
R-1	Single-Family Residential District
R-2	Single-Family Residential District
R-3	Two-Family Residential District
R-4	Apartment/Multi-Family Residential District
R-5	Middle Density Residential District
R-6	Single-Family Residential District
R-7	Single-Family Residential District
R-A	Single-Family Residential/Agricultural District
GH	Garden Home Residential District
TH	Townhome District
MHS	Manufactured Home Subdivision District
MHP	Manufactured Home Park District
OP	Office and Professional District
NS	Neighborhood Services District
GB	General Business District
GB-2	General Business District-2
M-1	Manufacturing District (Light)
M-2	Manufacturing District (Heavy)
PUB	Public Use District
PDD	Planned Development District
EN	Estate Neighborhood PDD
MSMU	Main Street Mixed-Use District
MSMU-ND	Main Street Mixed-Use New Development District

(Ord. No. 13-S-22 , § 1, 7-16-2013; Ord. No. 14-S-47 , § 1, 11-18-2014; Ord. No. 23-S-07 , § 1(Exh. A), 3-14-2023)

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New Zoning District – R-5 Middle Density

21.5.5 – Statement of Purpose and Intent

F. *Middle Density Residential District (R-5).* Intended to provide developments that offer a variety of housing types. This district is a suitable transition between single-family residential and commercial and/or denser multi-family developments. Comprised of attached or detached residential dwelling units.

1. When tracts in this district are one (1) acre or less, density shall not exceed sixteen (16) units per gross acre and these tracts will be required to adhere to the single-family site design requirements in Article 9 – Site Design Standards
2. When tracts exceed one (1) acre, density shall not exceed twelve (12) units per gross acre and these tracts will be required to adhere to the multi-family site design requirements in Article 9 – Site Design Standards and provide ten percent (10%) of the total platted area as common, usable open space.

Tract - Unit or contiguous units of land

Parcel 1

- Larger tract of land under 1 Ownership



Parcel 2

New Zoning District – R-5 Middle Density

Table 21.5.7.A DIMENSIONAL REQUIREMENTS RESIDENTIAL ZONING DISTRICTS											
		Minimum Lot Size And Dimensions			Minimum Yard Setback (Ft)				Miscellaneous Lot Requirements		
Code	Zoning District	Area Sq. Ft.	Width Ft.	Depth Ft.	Front Ft.	Side Ft.	Rear Ft.	Minimum Off-Street Parking Spaces	Max Height Ft.	Max Imperv Cover	Key
R-1	Single-Family Residential District-1	9,600	80	120	25	10	20	2	35	50%	h,j,k,l, m,o
R-2	Single-Family Residential District-2	8,400	70	120	25	10	20	2	35	50%	h,j,k,l, m,o
R-3	Two-Family Residential District	9,000	75	120	25	10	20	2	35	60%	h,j,k,l, m,o
R-4	Apartment/Multi-Family Residential District	10,000	100	100	25	10	20	2	35	75%	a,b,j,k, l,m,
R-5	Middle Density Residential District	10,890	-	-	25	10	10	2	35	80%	h,j,k,l, m, q
R-6	Single-Family Residential District-6	7,200	60	120	25	10	20	2	35	50%	h,k,l, m,n,o
R-7	Single-Family Residential District-7	6,600	60	110	25	10	20	2	35	50%	h,k,l, m,n,o
R-A	Single-Family-Residential/Agriculture	21,780	-	-	25	25	25	2	35	50%	h,k,l, m,n
GH	Garden Home Residential District	5,000	50	100	10	10	10	2	35	75%	c,d,e,f, g,k,l,m
TH	Townhome District	2,500	25	100	25	10	20	2	35	75%	h,j,k,l, m
MHS	Manufactured Home Subdivision District	6,600	60	110	25	10	20	2	35	50%	j,k,l, m,o
MHP	Manufactured Home Park District	43,560	-	-	25	12.5	25	-	35	50%	j,k,l,m
AD	Agricultural District	217,800	100	100	25	25	25	2	35	30%	h,k,o
MSMU	Main Street Mixed Use	5,000	50	100	10	5	10	2	35	80%	h,j,k,m, n,p

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New Zoning District – R-5 Middle Density

21.5.7 – Dimensional and Development Standards

Key:	
a.	Add 1,800 square feet of area for each unit after the first 3 units. Maximum density shall not exceed 24 units per acre.
b.	2 parking spaces per unit plus 5%.
c.	Zero lot line Garden Homes.
d.	20-foot paved alley for ingress/egress to all rear garages.
e.	5-foot shall be designated maintenance easement.
f.	Corner lot shall have 10-foot side yard setback from street right-of-way.
g.	25-foot set back to property line adjoining public street.
h.	Corner lot shall have minimum 15-foot side yard setback from street right-of-way. For properties on Main Street, the City Engineer may authorize a reduction to no less than 10' if there are no sight distance issues.
i.	Minimum lot area for each unit.
j.	Site Plan approval required.
k.	Swimming pools count toward the maximum impervious cover limitations, unless the swimming pool is equipped with a water overflow device appropriate for such pool, and only if it drains into any pervious surface, in which case the water surface shall be excluded.
l.	No variances may be permitted to exceed the maximum impervious cover limitations
m.	Refer to Article 14, section 21.14.3 for additional design requirements
n.	All single family residential dwelling units constructed within this district shall be constructed with an enclosed garage.
o.	Side yard setback of 7.5 ft. for R-1, R-2, R-3, R-6, R-7, and MHS continues in effect for all subdivisions vested on the date of adoption of Ordinance No. 11-S-15.
p.	Not subject to the requirements in section 21.10.4
q.	Minimum building separation is 10 feet. No HVAC units or fences may be within the building separation space.

New Zoning District – R-5 Middle Density

- 21.5.8 – Permitted Uses
  - Accessory Building, Residential
  - Church (with SUP)
  - Gated Community
  - Golf Course
  - MF Dwelling
  - Municipal Uses
  - SF Dwelling, Attached
  - SF Dwelling Detached
  - Park/Playground
  - School
  - Two-Family Dwelling

New Zoning District – R-5 Middle Density

- 21.5.10 – Parking

Hotel Or Motel	1 space for each sleeping room or suite plus 1 space for every 200 square feet of common area not designated as sleeping rooms
Lodging Houses And Boarding Houses	1 parking space for each bedroom
Manufacturing, Processing Or Repairing	1 space for each 2 employees or 1 space for each 1,000 square feet of total floor area, whichever is greater
Medical Or Dental Clinic	1 space for each 200 square feet of total floor area
Middle-Density (R-5) Housing Types	For tracts one (1) acre or less, 1 space per unit For tracts exceeding one (1) acre, 2 spaces per unit
Mini-warehouse/Public Storage	1 space for each 300 square feet of office floor area plus 1 space for each 3,000 square feet of storage area
Mortuary/Funeral Home	1 parking space for each 50 square feet of floor space in service rooms or 1 space for each 3 seats, whichever is less based on maximum design capacity)
Multifamily, Condominium or Other Similar Use	2 spaces per unit Plus additional guest parking provided at a ratio of 5% of required spaces

New Zoning District – R-5 Middle Density

- 1 ac or less
  - 16 units per ac with ¼ ac lot min.
    - 4-16 units per ac
    - 1 Parking space required per unit
  - Required to adhere to single-family design requirements of Article 9
    - No 20-foot landscape buffer from ROW
    - No 20-foot landscape buffer next to SF districts or use
    - No 8-foot masonry wall next to SF districts or use
    - 2 trees per lot vs 9 trees per ac

¼ ac = four plex



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½ ac = 8-units



1 ac = 16-units



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New Zoning District – R-5 Middle Density

- Over 1 ac
- 12 units per ac
  - 2 Parking spaces required per unit
- Required to adhere to all multi-family design requirements of Article 9

12 DU/ac



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10 DU/ac

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COMMENTS AND QUESTIONS

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Proposal # 2 Modify R-4 District

- Modify Existing Apartment / Multi-Family (R-4)
  - Denser
  - Taller
  - More selective on appropriateness of location

Modify– R-4

E. *Apartment/Multi-Family Residential District (R-4).* Intended to provide ~~for~~ denser apartment and multi-family style developments. This district is a suitable transition between single-family districts and commercial uses. However, Apartment/Multi-Family Residential Districts (R-4) shall not be located in areas where they would increase traffic with access through single-family neighborhoods and shall be located adjacent to arterial streets. ~~including, but not limited to apartment buildings, duplex, garden apartments, condominium units, assisted living centers, nursing homes and other similar uses~~. ~~Due to the infrastructure requirements for such districts, the City may require the applicant seeking such zoning classification to establish (i) the adequacy of available access and utility facilities, (ii) sufficiency of drainage, and (iii) provision of sufficient open space. The minimum lot size in such district is 10,000 square feet for three (3) units and 1,800 square feet for each additional dwelling unit~~. The maximum density shall be thirty~~wenty~~-five~~our~~ (35~~24~~) units per acre. ~~Apartment/Multi-Family Residential Districts should not be located in areas where they would increase traffic through single-family neighborhoods and should be located adjacent to arterial streets with sufficient capacity to carry the increased traffic generated. Multi-family developments are suitable buffers between single-family districts and commercial uses~~. ~~Multi-family districts should be buffered from non-residential land uses and from pollution sources and environmental hazards.~~ Twenty percent (20%) of the total platted

Modify– R-4

E. *Apartment/Multi-Family Residential District (R-4).* Intended to provide denser apartment and multi-family style developments. This district is a suitable transition between single-family districts and commercial uses. However, Apartment/Multi-Family Residential Districts (R-4) shall not be located in areas where they would increase traffic with access through single-family neighborhoods and shall be located adjacent to arterial streets. . . The maximum density shall be thirty-five (35) units per acre. Twenty percent (20%) of the total platted area shall be provided as common, usable open space.

Modify– R-4

Table 21.5.7.A DIMENSIONAL REQUIREMENTS RESIDENTIAL ZONING DISTRICTS											
		Minimum Lot Size And Dimensions			Minimum Yard Setback (Ft)				Miscellaneous Lot Requirements		
Code	Zoning District	Area Sq. Ft.	Width Ft.	Depth Ft.	Front Ft.	Side Ft.	Rear Ft.	Minimum Off-Street Parking Spaces	Max Height Ft.	Max Imperv Cover	Key
R-1	Single-Family Residential District-1	9,600	80	120	25	10	20	2	35	50%	h,j,k,l, m,o
R-2	Single-Family Residential District-2	8,400	70	120	25	10	20	2	35	50%	h,j,k,l, m,o
R-3	Two-Family Residential District	9,000	75	120	25	10	20	2	35	60%	h,j,k,l, m,o
R-4	Apartment/Multi-Family Residential District	~~10,000~~43,560	~~1~~400	100	25	10	20	2	~~35~~50	75%	a,b,j,k, l,m,
R-5	Middle Density District	10,890	-	-	25	10	10	2	35	80%	h,j,k,l, m, q
R-6	Single-Family Residential District-6	7,200	60	120	25	10	20	2	35	50%	h,k,l, m,n,o
R-7	Single-Family Residential District-7	6,600	60	110	25	10	20	2	35	50%	h,k,l, m,n,o
R-A	Single-Family-Residential/Agriculture	21,780	-	-	25	25	25	2	35	50%	h,k,l, m,n
GH	Garden Home Residential District	5,000	50	100	10	10	10	2	35	75%	c,d,e,f, g,k,l,m
TH	Townhome District	2,500	25	100	25	10	20	2	35	75%	h,j,k,l, m
MHS	Manufactured Home Subdivision District	6,600	60	110	25	10	20	2	35	50%	j,k,l, m,o
MHP	Manufactured Home Park District	43,560	-	-	25	12.5	25	-	35	50%	j,k,l,m
AD	Agricultural District	217,800	100	100	25	25	25	2	35	30%	h,k,o

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Modify– R-4

- Schertz Gateway – 35 DU/ac
- 1518 Apts – 45 feet

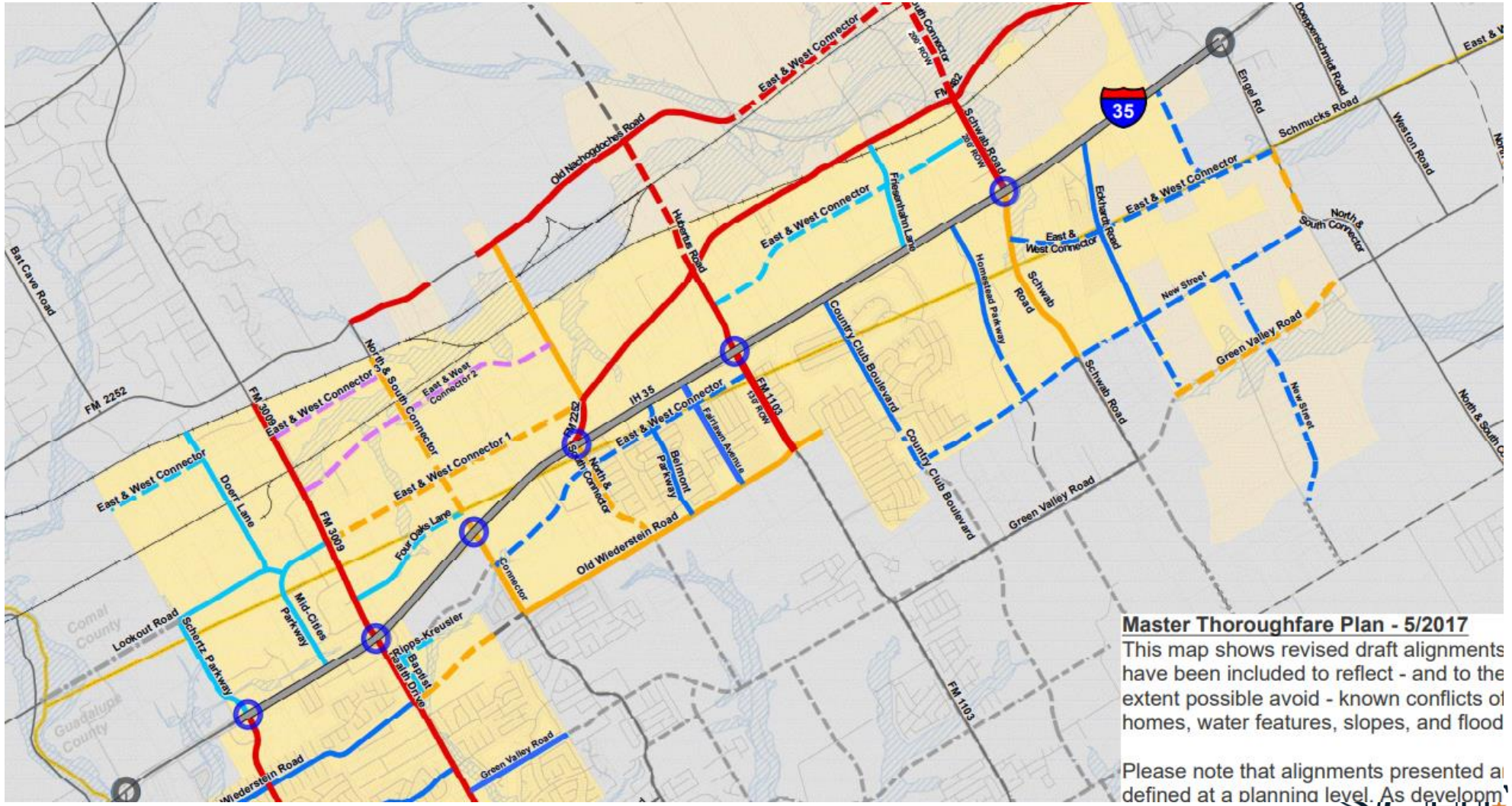
MF Max			
City	DU	Height	Notes
Schertz	24 / ac	35 feet	
Cibolo	24 / ac	45 feet	
Frisco	19 / ac	50 feet	
Georgetown	24 / ac	45 feet	
McKinney	30 / ac	45 feet	
NB	24 / ac	45 of 60 feet*	Extended height for use of pitched roof
San Antonio	65 / ac	None	45 & 60 feet (MF-33, MF-40)
San Marcos	24+ / ac	75 feet	No Max in some districts - form based
Seguin	20 / ac	45 feet	
Selma	20 / ac	45 feet	
Temple	40 / ac	140 feet	
UC	20 / ac	35 feet	

Modify– R-4

51’ 6” feet



Modify– R-4



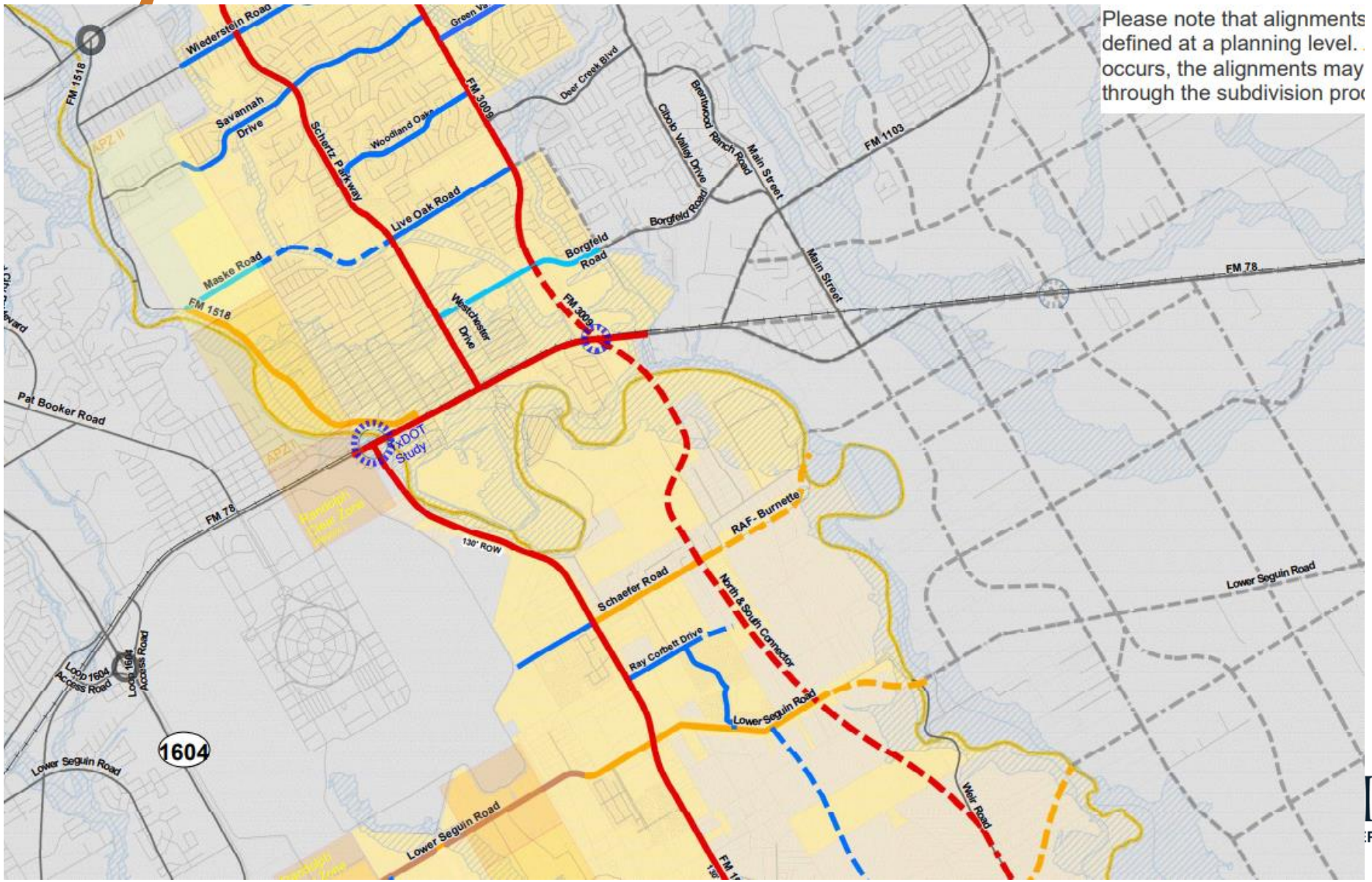
Master Thoroughfare Plan - 5/2017

This map shows revised draft alignments
have been included to reflect - and to the
extent possible avoid - known conflicts of
homes, water features, slopes, and flood

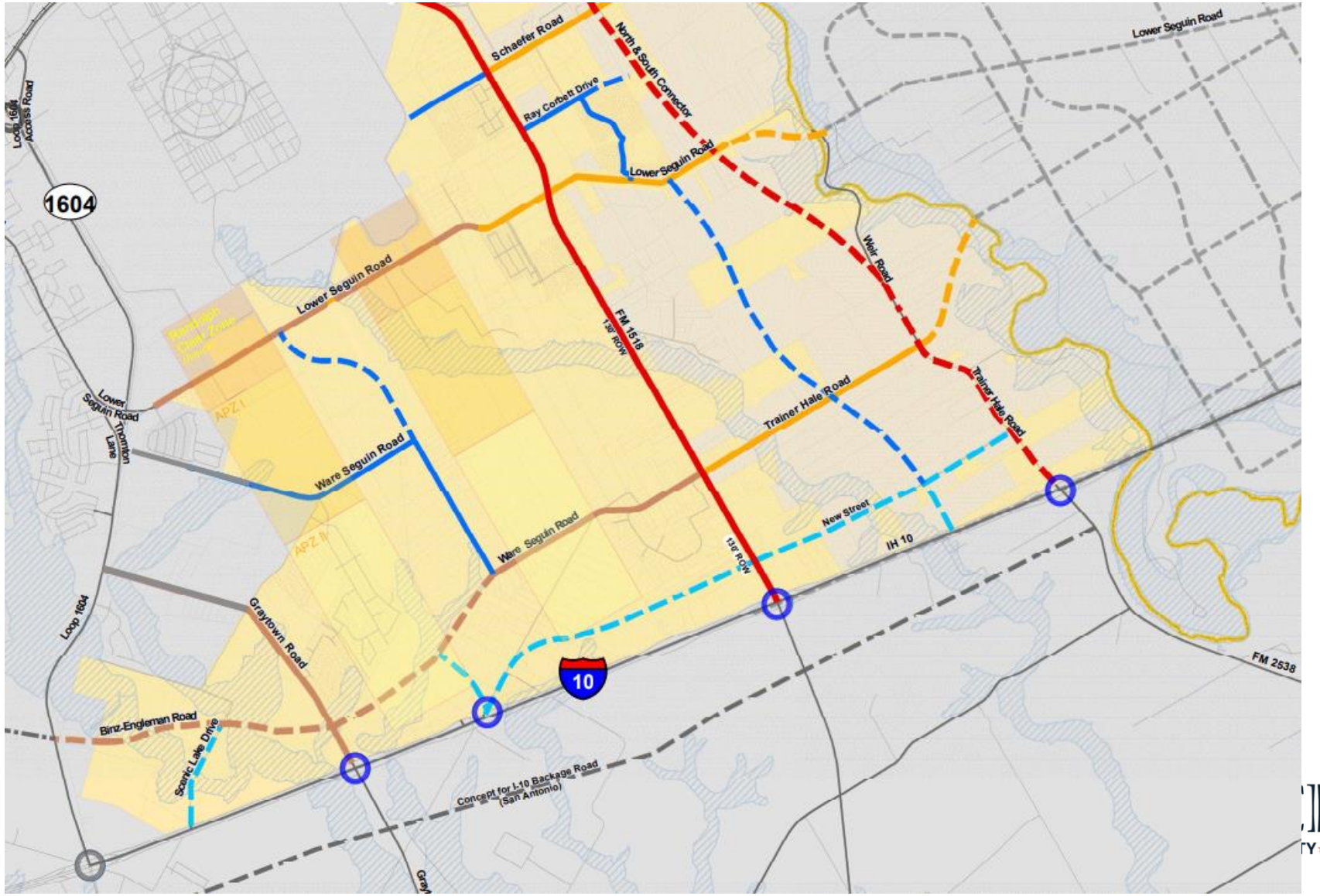
Please note that alignments presented a
defined at a planning level. As developm

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Modify– R-4


Please note that alignments
defined at a planning level.
occurs, the alignments may
through the subdivision proc
Wiederstein Road
FM 1518
Savannah Drive
Schertz Parkway
Woodland Oaks
FM 3009
Deer Creek Blvd
Cibolo Valley Drive
Brentwood Ranch Road
Main Street
FM 1103
Live Oak Road
Borgfeld Road
Maske Road
Borgfeld Road
Westchester Drive
FM 78
Pat Booker Road
TxDOT Study
130' ROW
RAF - Burnette
Schaefer Road
North & South Connector
Lower Seguin Road
Ray Corbett Drive
Loop 1604 Access Road
1604
Weir Road

Modify– R-4


Schaefer Road
North & South Connector
Ray Corbett Drive
Lower Seguin Road
Lower Seguin Road
Loop 1604 Access Road
1604
Lower Seguin Road
Weir Road
FM 1518
130' ROW
Trainer Hale Road
Trainer Hale Road
Lower Seguin Road
Thornton Lane
Ware Seguin Road
APZ I
Ware Seguin Road
APZ II
New Street
IH 10
130' ROW
Loop 1604
Graytown Road
10
FM 2538
Binz-Engleman Road
Scenic Lake Drive
Concept for I-10 Backage Road (San Antonio)

Modify– R-4

- Min 1 ac lots
- 400 – feet width
- 35 DU/ac
- 50 feet max. height
- No access through SF Neighborhoods
- Must be adjacent to arterial street

COMMENTS AND QUESTIONS

SCHERTZ
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Agenda No. 11.

CITY COUNCIL MEMORANDUM

City Council Meeting:	**August 06, 2024**
Department:	**Finance**
Subject:	**Proposed FY 2024-25 Budget - Workshop and Discussion on the Proposed FY 2024-25 Budget. (S.Williams/S.Gonzalez/J. Walters)**

BACKGROUND

The attached powerpoint is from the Council budget retreat on Friday, August 2. Staff will be working between now and the meeting to provide options.

Workshop on the Proposed FY 2024-25 Budget and highlights from the General Fund, W&S Fund, EMS Fund, Drainage Fund, SEDC, and Restricted Revenue Funds.

General Fund 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. The property taxes for FY 2024-25 are estimated to increase 3.9% and sales taxes are estimated to increase 6%.

The overall General Fund FY 2024-25 Budget increased 4.1% from the FY 2023-24 year-end estimates. This includes annual wage increases, operational cost increases, additional TIRZ funding, and technology updates for Public Safety..

This budget also includes additional funding for street preservation and maintenance as well as a parking lot surfacing for building 27 to provide the needed additional parking and storage.

The Water & Sewer Fund revenues for FY 2024-25 Budget are expected to increase 3.3% from the FY 2023-24 year-end estimate with an increase in population and fees. The FY 2024-25 Budget increases 9.7% from the FY 2023-24 year-end estimates with the additional of 5 Water/Sewer Workers and a Meter Techician. Also included are 6 new vehicles and a mini-dump truck.

The Drainage Fund FY 2024-25 revenues increase 10.1% from the FY 2023-24 year-end estimate due to a recalculation of fee amounts for commercial properties. The FY 2024-25 Budget will decrease 5.9% from the FY 2023-24 year-end estimate with fewer capital purchases.

The EMS Fund revenues for FY 2024-25 Budget are expected to increase 13.6% from FY 2023-24 year-end estimates from an increase in transport fees. The FY 2024-25 Budget will increase 2.7% from the FY 2023-24 year-end estimate with the proposed wage adjustments, the addition of a Battalion Chief, adding a peak hours truck to help with call volume, and reclassifying the part-time Supply Coordinator to full-time. .

The Schertz Economic Development Corporation (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 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 6% and investment income . 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 set to use maximum allowed Marketing and Promotion allotment.

The annual budget is required to have a public hearing before adoption. Staff recommends holding that hearing on August 20, 2024 and September 3, 2024 and adopt the budget after the second public hearing on September 3, 2024. This follows the regulations set by the state in the Local Government Code on budget adoption chapter 102.

GOAL

To review the budget and proposed changes.

COMMUNITY BENEFIT

The Proposed Budget is submitted to the City Council and is available on the website for the public to review.

SUMMARY OF RECOMMENDED ACTION

No action taken tonight. There will be a public hearing on the budget on August 20th and on September 3rd prior to adoption.

FISCAL IMPACT

The General Fund budget is balanced to the tax rate of $0.4990, which would raise the average tax bill by $63.47 annually. This would allow for additional

The Water & Sewer budget is balanced with an increase of 2% on the water rates and 3% on sewer rates which would allow for operational improvements and a bond issuance to fund the Capital Improvement Plan for FY 2024-25.

The EMS budget will fund 1 new positions needed to change from 24 hour shifts to 12 hour shifts for the Battalion Chiefs, to run additional trucks during peak times, and to move the supply coordinator from part-time to full-time.

RECOMMENDATION

No action tonight, staff will return with a public hearing on August 20th and September 3rd with adoption ordinance readings on each of those dates with final adoption on September 3rd.

Attachments

FY 2024-25 Proposed Budget

City Council Budget Workshop

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

SCHERTZ | COMMUNITY SERVICE OPPORTUNITY

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

SCHERTZ | COMMUNITY SERVICE OPPORTUNITY

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 Safey 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.

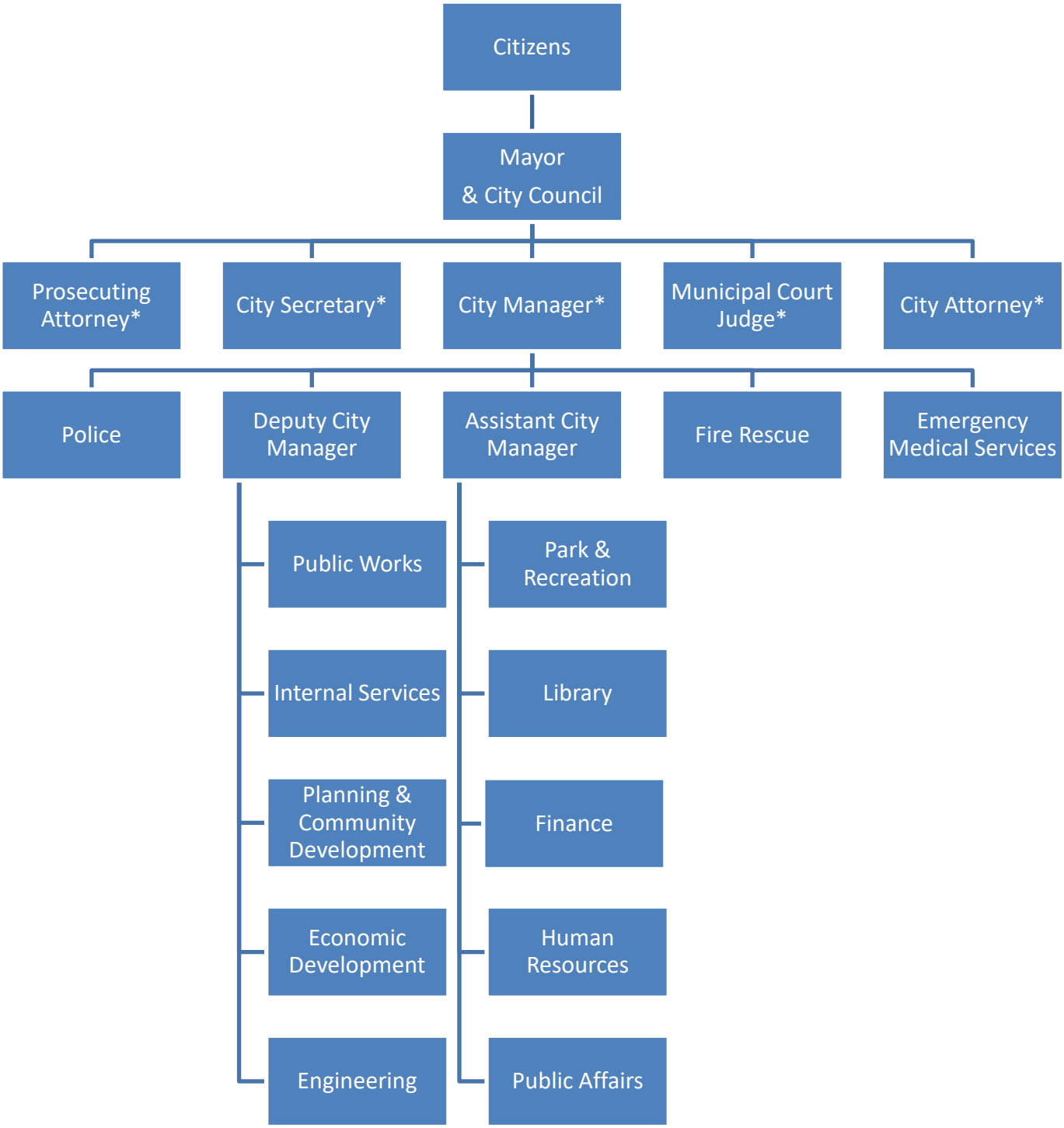
BUDGET
The City Manager submits to the City Council a proposed operating budget City Councill meets for budget workshops to review the proposed budget and ensure it meets the priorities and goals set at the beginning of the budget process.

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

FY 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

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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 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 then 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
Revenues				
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
Total	*$40,929,754*	*$45,716,572*	*$48,290,072*	*$50,569,229*
Expenses				
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
Total	*$40,244,842*	*$42,815,984*	*$51,020,185*	*$53,111,130*

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.

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

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**

		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

		2021-22 Total Activity	2022-23 Total Activity	2023-24 Total Budget	2023-24 YTD Activity	2023-24 Projected	2024-25 Proposed Budget
101-101-480703	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**

		2021-22 Total Activity	2022-23 Total Activity	2023-24 Total Budget	2023-24 YTD Activity	2023-24 Projected	2024-25 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**

		2021-22 Total Activity	2022-23 Total Activity	2023-24 Total Budget	2023-24 YTD Activity	2023-24 Projected	2024-25 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**

		2021-22 Total Activity	2022-23 Total Activity	2023-24 Total Budget	2023-24 YTD Activity	2023-24 Projected	2024-25 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**

		2021-22 Total Activity	2022-23 Total Activity	2023-24 Total Budget	2023-24 YTD Activity	2023-24 Projected	2024-25 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**

		2021-22 Total Activity	2022-23 Total Activity	2023-24 Total Budget	2023-24 YTD Activity	2023-24 Projected	2024-25 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**

		2021-22 Total Activity	2022-23 Total Activity	2023-24 Total Budget	2023-24 YTD Activity	2023-24 Projected	2024-25 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	LawEnforcemtOfficersStnd&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**

		2021-22 Total Activity	2022-23 Total Activity	2023-24 Total Budget	2023-24 YTD Activity	2023-24 Projected	2024-25 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**

		2021-22 Total Activity	2022-23 Total Activity	2023-24 Total Budget	2023-24 YTD Activity	2023-24 Projected	2024-25 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**

		2021-22 Total Activity	2022-23 Total Activity	2023-24 Total Budget	2023-24 YTD Activity	2023-24 Projected	2024-25 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**

		2021-22 Total Activity	2022-23 Total Activity	2023-24 Total Budget	2023-24 YTD Activity	2023-24 Projected	2024-25 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**

		2021-22 Total Activity	2022-23 Total Activity	2023-24 Total Budget	2023-24 YTD Activity	2023-24 Projected	2024-25 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**

		2021-22 Total Activity	2022-23 Total Activity	2023-24 Total Budget	2023-24 YTD Activity	2023-24 Projected	2024-25 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**

		2021-22 Total Activity	2022-23 Total Activity	2023-24 Total Budget	2023-24 YTD Activity	2023-24 Projected	2024-25 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**

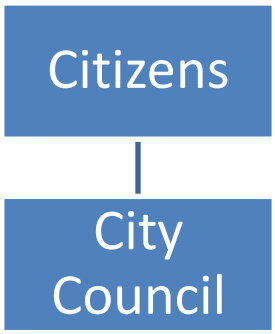
DEPARTMENT: 150 CITY COUNCIL
FUND: 101 GENERAL FUND

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
Meeting Attendance rate	95	95	98	98

Budget	2021-22 Actual	2022-23 Actual	2023-24 Estimate	2024-25 Budget
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
Total	*$100,695*	*$119,977*	*$146,658*	*$152,923*

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.

		2021-22 Total Activity	2022-23 Total Activity	2023-24 Total Budget	2023-24 YTD Activity	2023-24 Projected	2024-25 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**

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.

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
Total	*$1,341,557*	*$1,271,469*	*$1,132,477*	*$1,017,302*

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.

		2021-22 Total Activity	2022-23 Total Activity	2023-24 Total Budget	2023-24 YTD Activity	2023-24 Projected	2024-25 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**

		2021-22 Total Activity	2022-23 Total Activity	2023-24 Total Budget	2023-24 YTD Activity	2023-24 Projected	2024-25 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.

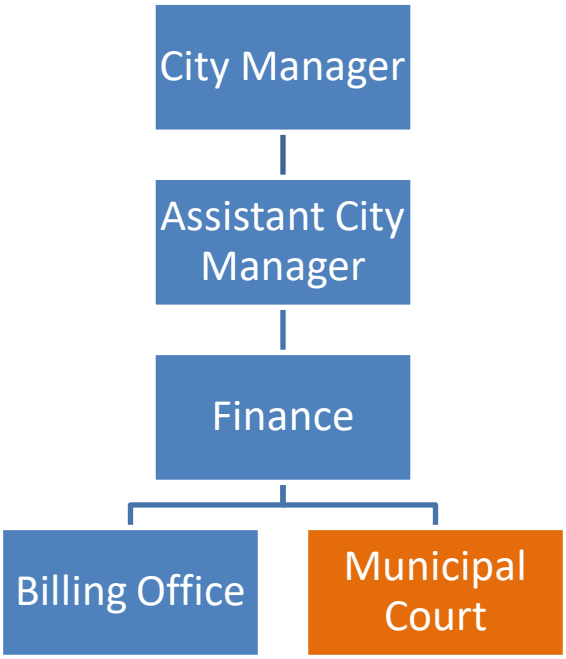
Strategic Plan Emphasis

- 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.

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

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
Total	*$372,394*	*$414,254*	*$436,772*	*$444,585*

PROGRAM JUSTIFICATION AND ANALYSIS

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

		2021-22 Total Activity	2022-23 Total Activity	2023-24 Total Budget	2023-24 YTD Activity	2023-24 Projected	2024-25 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**

		2021-22 Total Activity	2022-23 Total Activity	2023-24 Total Budget	2023-24 YTD Activity	2023-24 Projected	2024-25 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
Total	*$118,399*	*$130,382*	$149,811	$153,930

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.

		2021-22 Total Activity	2022-23 Total Activity	2023-24 Total Budget	2023-24 YTD Activity	2023-24 Projected	2024-25 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.

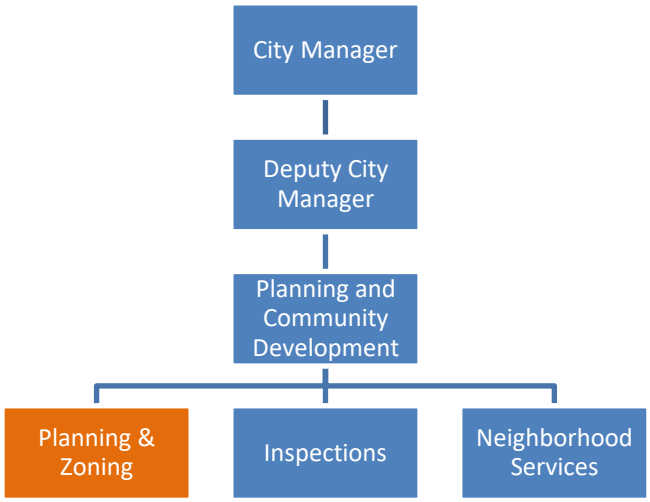
Operational Value: Engaged Workforce

- Through continued education and training, one Planner on staff became a member of the American Institute of Carried 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 Article16 *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

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
Total	*$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.

		2021-22 Total Activity	2022-23 Total Activity	2023-24 Total Budget	2023-24 YTD Activity	2023-24 Projected	2024-25 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**

		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
Total	*$110,717*	*$69,233*	*$110,000*	*$90,000*

PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2024-25 Budget is $20K lower then 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.

		2021-22 Total Activity	2022-23 Total Activity	2023-24 Total Budget	2023-24 YTD Activity	2023-24 Projected	2024-25 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.

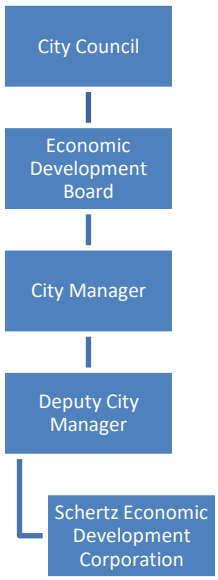
Strategic Plan Emphasis

- 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.

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
Total	*$0*	*$0*	*$1,500,897*	*$1,729,867*

PROGRAM JUSTIFICATION AND ANALYSIS

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

		2021-22 Total Activity	2022-23 Total Activity	2023-24 Total Budget	2023-24 YTD Activity	2023-24 Projected	2024-25 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

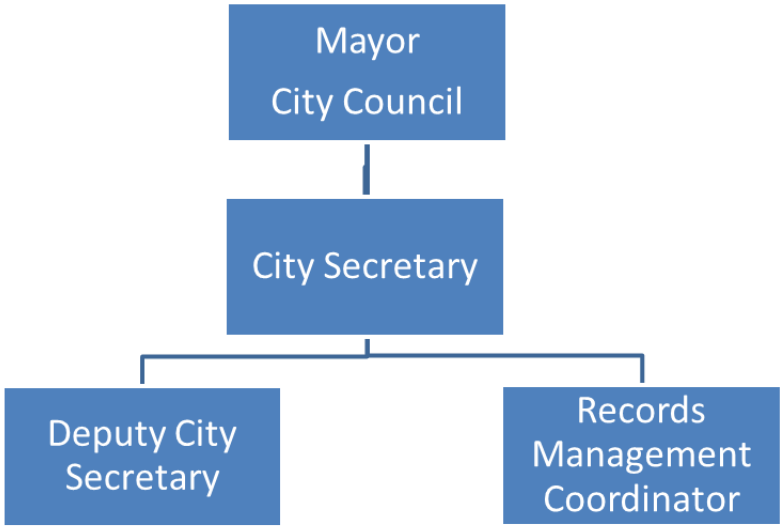
Strategic Plan Emphasis

- 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	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
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%

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.

		2021-22 Total Activity	2022-23 Total Activity	2023-24 Total Budget	2023-24 YTD Activity	2023-24 Projected	2024-25 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**

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
Total	*$2,140,783*	*$2,570,624*	*$1,755,788*	*$2,385,671*

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.

		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

		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	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%

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
Total	*$632,793*	*$612,058*	*$636.754*	*$651,185*

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.

		2021-22 Total Activity	2022-23 Total Activity	2023-24 Total Budget	2023-24 YTD Activity	2023-24 Projected	2024-25 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**

		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

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	--	--

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
Total	*$904,296*	*$1,065115*	*$1,174,768*	*$1,436,714*

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.

		2021-22 Total Activity	2022-23 Total Activity	2023-24 Total Budget	2023-24 YTD Activity	2023-24 Projected	2024-25 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

		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

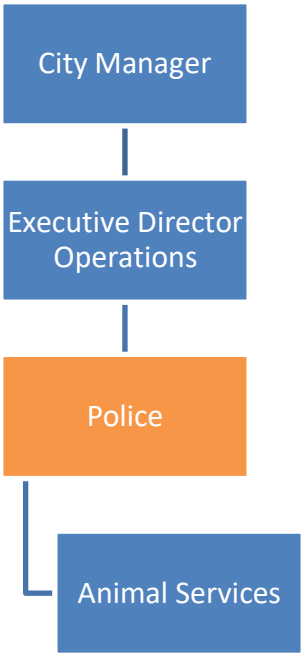
- Policy Value: Essential Services and Safe Community

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.

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

ORGANIZATIONAL CHART



POLICE	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

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
Total	*$10,233,034*	*$10,965,927*	*$14,063,656*	*$13,720,613*

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.

		2021-22 Total Activity	2022-23 Total Activity	2023-24 Total Budget	2023-24 YTD Activity	2023-24 Projected	2024-25 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

		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

		2021-22 Total Activity	2022-23 Total Activity	2023-24 Total Budget	2023-24 YTD Activity	2023-24 Projected	2024-25 Proposed Budget
101-256-581012	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.

- 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	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

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
Total	*$7,029,410*	*$7,756,540*	*$9,195,191*	*$10,151,293*

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.

		2021-22 Total Activity	2022-23 Total Activity	2023-24 Total Budget	2023-24 YTD Activity	2023-24 Projected	2024-25 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

		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

		2021-22 Total Activity	2022-23 Total Activity	2023-24 Total Budget	2023-24 YTD Activity	2023-24 Projected	2024-25 Proposed Budget
101-257-581013	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

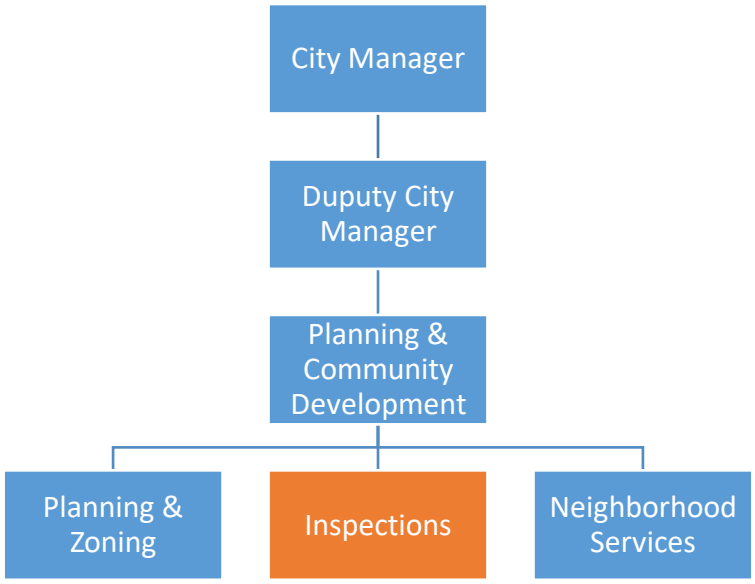
Operational Value: Service Oriented, System Management, Innovative

- 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 reals 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

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	1188	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

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
Total	*$1,011,446*	*$1,141,246*	*$1,304,153*	*$1,520,541*

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.

		2021-22 Total Activity	2022-23 Total Activity	2023-24 Total Budget	2023-24 YTD Activity	2023-24 Projected	2024-25 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**

		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

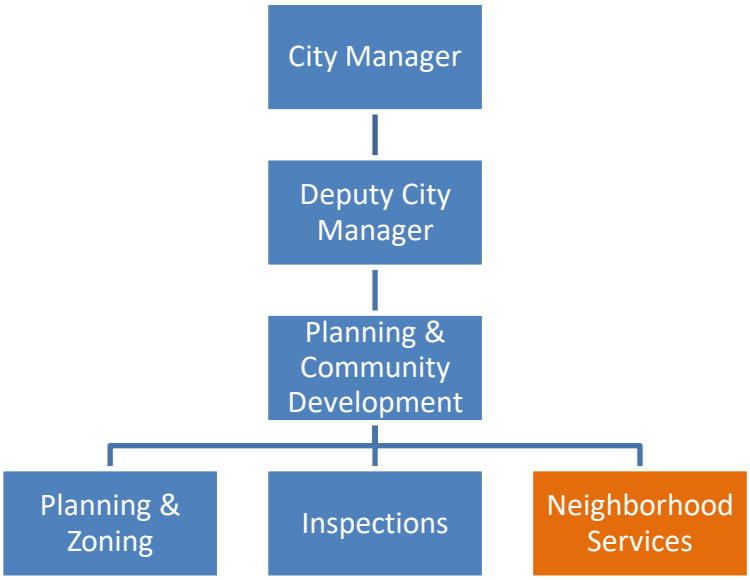
Operational Value: Service Oriented, Systems Management

- 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

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
Total	*$359,918*	*$456,325*	*$552,902*	$555,084

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.

		2021-22 Total Activity	2022-23 Total Activity	2023-24 Total Budget	2023-24 YTD Activity	2023-24 Projected	2024-25 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**

		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.

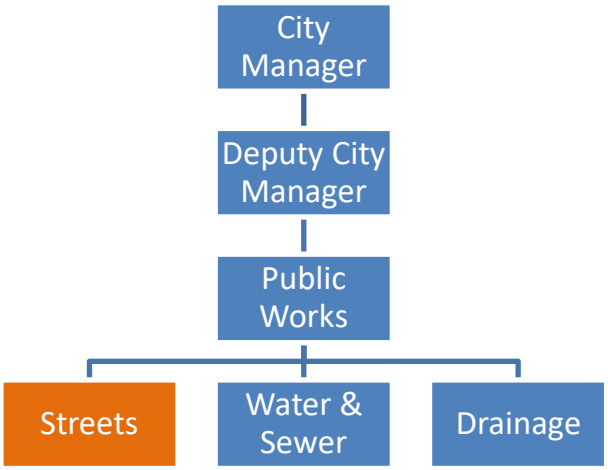
- Policy Value: Safe Community
    - Provide proactive services such as traffic counts and speed information on specific streets as requested to improve community traffic conditions and safety.

- 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

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
Total	*$1,926,603*	*$2,278,233*	*$3,169,207*	*$3,134,493*

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.

		2021-22 Total Activity	2022-23 Total Activity	2023-24 Total Budget	2023-24 YTD Activity	2023-24 Projected	2024-25 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**

		2021-22 Total Activity	2022-23 Total Activity	2023-24 Total Budget	2023-24 YTD Activity	2023-24 Projected	2024-25 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 Imprvmnt	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 & 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

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
Total	*$1,593,522*	*$2,064,223*	*$2,592,342*	*$2,512,209*

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.

		2021-22 Total Activity	2022-23 Total Activity	2023-24 Total Budget	2023-24 YTD Activity	2023-24 Projected	2024-25 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**

		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							
101-460-534000	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**

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

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
Total	*$589,274*	*$562,064*	*$621,552*	*$665,023*

PROGRAM JUSTIFICATION AND ANALYSIS

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

		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

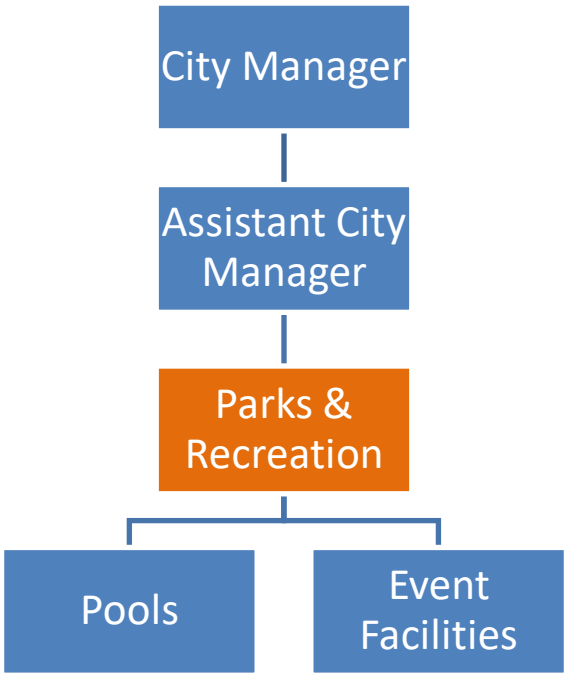
- Policy Value: High Quality of Life
    - Promotes community involvement by attracting public events such as fundraisers, tradeshows/conventions, and performing arts events.
    - Promotes high quality of life for residents and other customers by providing an affordable, friendly, and safe gathering place for special events.
- 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.

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

Efficiency	2021-22 Actual	2022-23 Actual	2023-24 Estimate	2024-25 Budget
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
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
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
Total	*$395,000*	*$523,587*	*$678,585*	*$650,712*

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.

		2021-22 Total Activity	2022-23 Total Activity	2023-24 Total Budget	2023-24 YTD Activity	2023-24 Projected	2024-25 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

		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
    - Provide all community members access to a wide variety of engaging materials, services and programs that support life-long learning, literacy, and recreation.
    - Provide welcoming spaces for meetings, quiet individual activities and studying, and group activities.
    - 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
    - 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.
    - Partner with city departments, local governments, schools, businesses, and organizations to provide programming opportunities beyond regular library programming.
    - 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

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
Total	*$1,144,684*	*$1,277,826*	*$1,416,603*	*$1,491,818*

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.

		2021-22 Total Activity	2022-23 Total Activity	2023-24 Total Budget	2023-24 YTD Activity	2023-24 Projected	2024-25 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

		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

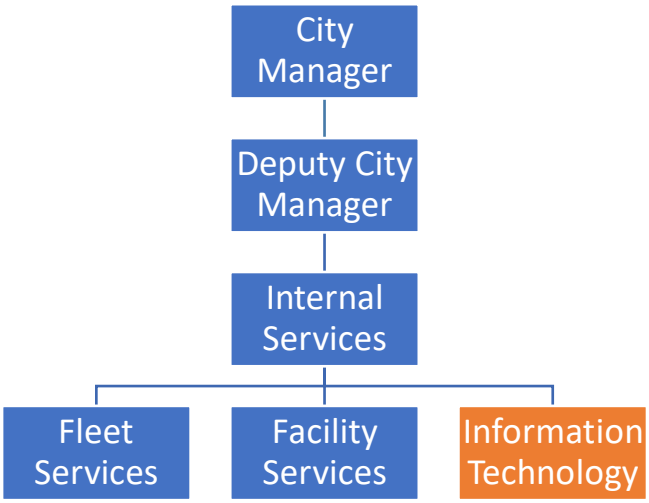
Strategic Plan Emphasis

- 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	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

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
Total	*$2,653,434*	*$2,884,164*	*$3,369,223*	*$3,851,926*

PROGRAM JUSTIFICATION AND ANALYSIS

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.

		2021-22 Total Activity	2022-23 Total Activity	2023-24 Total Budget	2023-24 YTD Activity	2023-24 Projected	2024-25 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**

		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**

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.

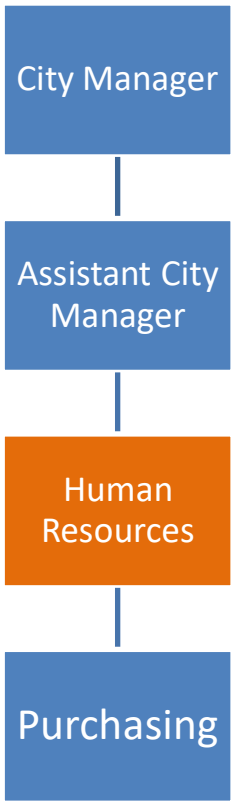
- Improve employee retention by leading efforts for adoption of strategies which promote a diverse workforce and create a great work climate.
- Support the talent development of our employees through professional and career development.
- Administer HR policy and programs effectively and efficiently,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



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

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

Budget	2021-22 Actual	2022-23 Actual	2023-24 Estimate	2024-25 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
Total	*$654,569*	*$750,340*	*$876,100*	*$890,912*

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.

		2021-22 Total Activity	2022-23 Total Activity	2023-24 Total Budget	2023-24 YTD Activity	2023-24 Projected	2024-25 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

		2021-22 Total Activity	2022-23 Total Activity	2023-24 Total Budget	2023-24 YTD Activity	2023-24 Projected	2024-25 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.

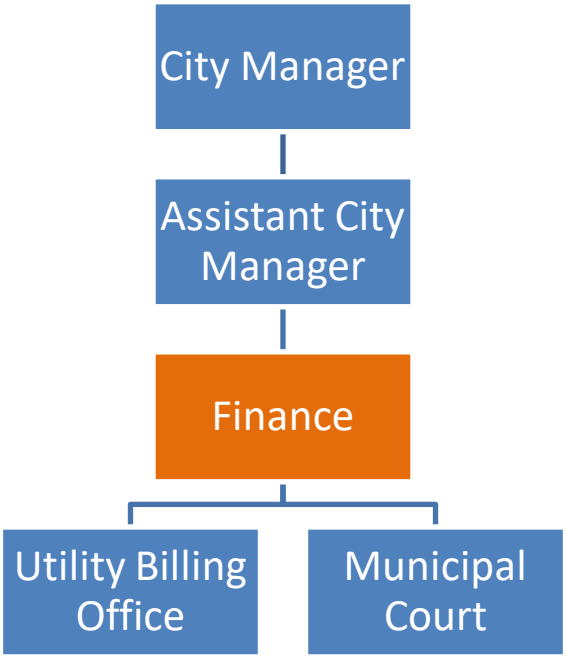
Operational Value: Systems Management

- 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



ACCOUNTING	2020-21 Actual	2021-22 Actual	2022-23 Estimate	2023-24 Budget	2024-25 Budget
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
Total	*$728,341*	*$729,239*	*$767,960*	*$847,281*

PROGRAM JUSTIFICATION AND ANALYSIS

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.

		2021-22 Total Activity	2022-23 Total Activity	2023-24 Total Budget	2023-24 YTD Activity	2023-24 Projected	2024-25 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
Total	*$277,858*	*$282,935*	*$248,874*	*$321,317*

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.

		2021-22 Total Activity	2022-23 Total Activity	2023-24 Total Budget	2023-24 YTD Activity	2023-24 Projected	2024-25 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

		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

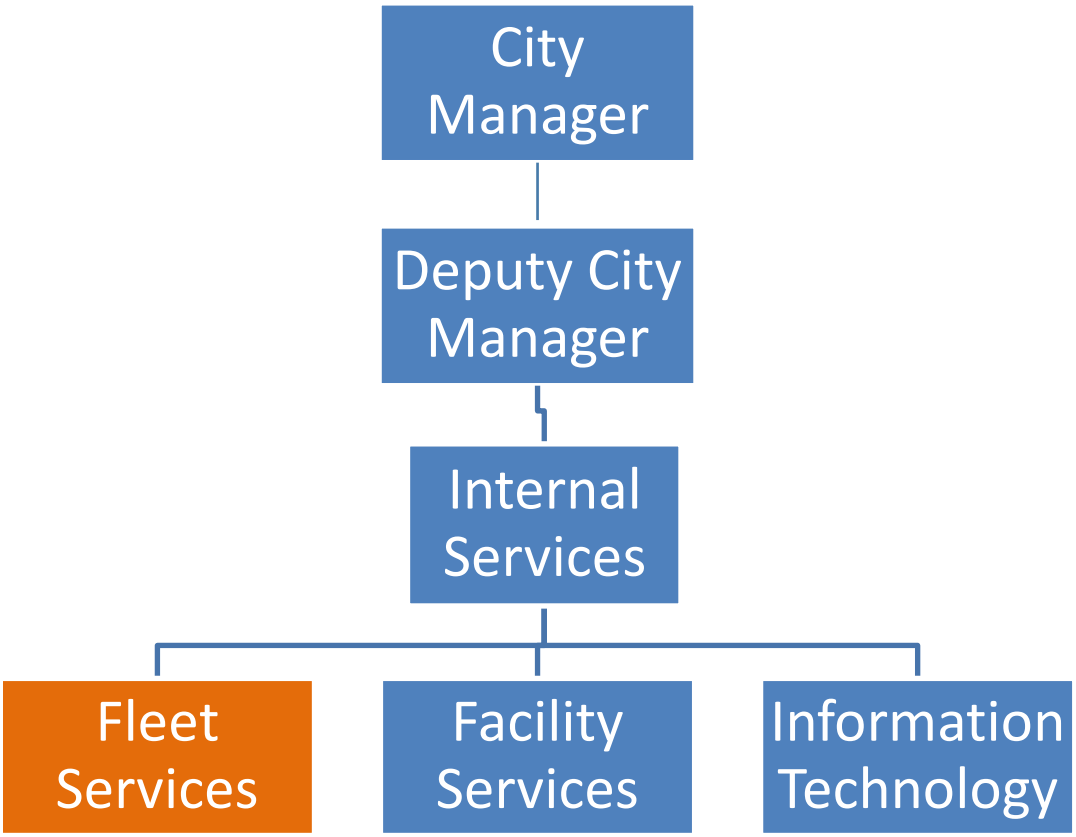
Strategic Plan Emphasis

- 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



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

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
Total Work Orders Issued	2,132	2,659	2,700	2742

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
Total Hours Worked	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
Total	*$1,217,320*	*$1,212,819*	*$1,648,933*	*$1,484,086*

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.

		2021-22 Total Activity	2022-23 Total Activity	2023-24 Total Budget	2023-24 YTD Activity	2023-24 Projected	2024-25 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

		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**

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

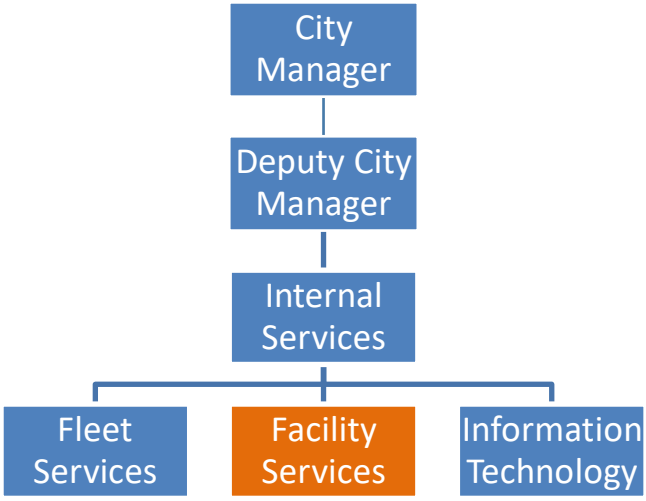
Strategic Plan Emphasis

- 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.

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

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
Total	*$1,638,400*	*$2,000,288*	*$2,183,227*	*$2,120,657*

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.

		2021-22 Total Activity	2022-23 Total Activity	2023-24 Total Budget	2023-24 YTD Activity	2023-24 Projected	2024-25 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**

		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							
101-878-534027	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

		2021-22 Total Activity	2022-23 Total Activity	2023-24 Total Budget	2023-24 YTD Activity	2023-24 Projected	2024-25 Proposed Budget
101-878-551037	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

		2021-22 Total Activity	2022-23 Total Activity	2023-24 Total Budget	2023-24 YTD Activity	2023-24 Projected	2024-25 Proposed Budget
101-878-551069	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

		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 - NORTHC 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
Total	*$282,518*	*$288,081*	*$335,936*	*$322,666*

PROGRAM JUSTIFICATION & ANALYSIS

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

		2021-22 Total Activity	2022-23 Total Activity	2023-24 Total Budget	2023-24 YTD Activity	2023-24 Projected	2024-25 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.

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

PROGRAM JUSTIFICAITON & ANALYSIS

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

		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
Revenue				
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
Total	*$11,895,694*	*$7,997,634*	*$8,868,503*	*$9,710,920*
Expenses				
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
Total	*$11,118,662*	*$8,748,185*	*$9,476,768*	*$10,193,020*
Over/-Under	*$777,032*	*-$750,751*	*-$712,672*	*-$482,100*

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.

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**

		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							
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**

		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**

		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**

		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**

		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							
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

		2021-22 Total Activity	2022-23 Total Activity	2023-24 Total Budget	2023-24 YTD Activity	2023-24 Projected	2024-25 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
Revenues				
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
Total	*$36,616,618*	*$44,882,924*	*$31,818,945*	*$32,860,415*
Expenses				
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
Total	*$33,092,000*	*$30,509,762*	*$31,610,591*	*$35,011,333*
Over/-Under	*$3,666,564*	*$14,373,162*	*$208,354*	*-$2,150,918*

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.

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**

		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**

		2021-22 Total Activity	2022-23 Total Activity	2023-24 Total Budget	2023-24 YTD Activity	2023-24 Projected	2024-25 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**

		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**

		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							
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**

		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**

		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							
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

		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

		2021-22 Total Activity	2022-23 Total Activity	2023-24 Total Budget	2023-24 YTD Activity	2023-24 Projected	2024-25 Proposed Budget
202-575-534000	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

		2021-22 Total Activity	2022-23 Total Activity	2023-24 Total Budget	2023-24 YTD Activity	2023-24 Projected	2024-25 Proposed Budget
202-575-561000	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

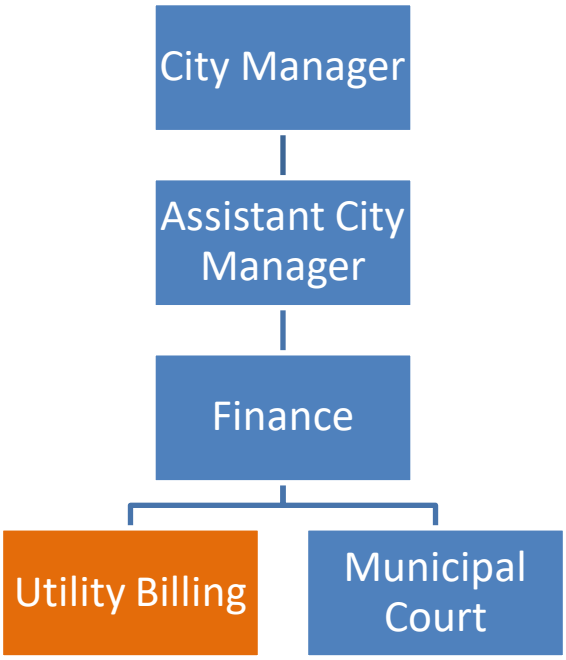
- The objective is to foster community engagement and raise awareness among residents about utility services in the city of Schertz.
    - This initiative seeks to inform and educate the customers on various utility services: water, sewer, and solid waste management. By promoting such knowledge, customers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

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
Total	*$1,065,851*	*$1,307,450*	*$1,361,544*	*$1,546,654*

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 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							
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

		2021-22 Total Activity	2022-23 Total Activity	2023-24 Total Budget	2023-24 YTD Activity	2023-24 Projected	2024-25 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

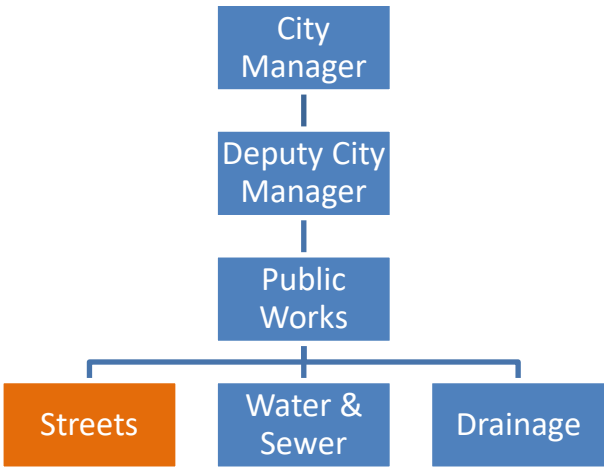
  - Emphasize safety to reduce preventable accidents.

- 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 & 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

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
Total	*$27,026,148*	*$28,876,131*	*$29,895,136*	*$30,464,679*
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.

		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: 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

		2021-22 Total Activity	2022-23 Total Activity	2023-24 Total Budget	2023-24 YTD Activity	2023-24 Projected	2024-25 Proposed Budget
202-575-521710	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

		2021-22 Total Activity	2022-23 Total Activity	2023-24 Total Budget	2023-24 YTD Activity	2023-24 Projected	2024-25 Proposed Budget
202-575-555041	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

		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
Revenue				
Fees	$832,664	$675,207	$1,049,105	$1,000,000
Investment Income	65,208	257,693	241,847	226,400
Total	*$897,871*	*$932,900*	*$1,290,952*	*$1,226,400*
Expenses				
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
Total	*$4,268,052*	*$466,731*	*$60,394*	*$19,000*
Over/-Under	*-$3,370,181*	*$466,169*	*$1,230,558*	*$1,207,400*

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.

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**

		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**

		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**

		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							
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 Imprvmnt	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
Revenue				
Fees	$371,261	$523,142	$433,333	$600,000
Investment Income	59,887	262,199	265,417	201,000
Total	*$431,148*	*$785,341*	*$698,750*	*$801,000*
Expenses				
Non-Departmental	$21,382	$19,073	$72,852	$33,000
Total	*$21,382*	*$19,073*	*$72,852*	*$33,000*
Over/-Under	*$409,766*	*$766,268*	*$625,898*	*$768,000*

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.

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**

		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							
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**

		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**

		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							
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.

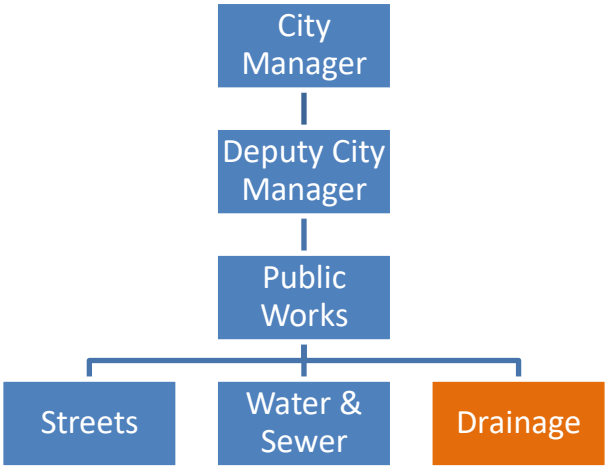
- Policy Value: Fiscally Sustainable
    - Continue to evaluate, consider, and pursue all available resources for innovative management of the drainage infrastructure.

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

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
Revenue				
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
Total	*$1,291,653*	*$1,314,580*	*$1,422,546*	*$1,566,283*
Expenses				
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
Total	*$1,047,411*	*$1,534,783*	*$1,615,035*	*$1,535,862*
Over/-Under	*$244,241*	*-$220,204*	*-$192,489*	*$30,421*

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.

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**

		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**

		2021-22 Total Activity	2022-23 Total Activity	2023-24 Total Budget	2023-24 YTD Activity	2023-24 Projected	2024-25 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**

		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							
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**

		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							
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**

		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**

		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							
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

		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

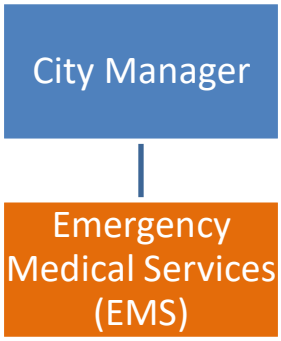
Strategic Plan Emphasis

- 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.

- 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

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
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
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%

Budget	2021-22 Actual	2022-23 Actual	2023-24 Estimate	2024-25 Budget
Revenue				
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
Total	*$12,003,147*	*$12,730,095*	*$13,268,039*	*$15,070,944*
Expenses				
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
Total	*$10,684,903*	*$13,133,611*	*$14,228,306*	*$15,371,822*
Over/-Under	*$1,318,244*	*-$403,516*	*-$960,267*	*-$300,878*

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.

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**

		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							
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**

		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**

		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**

		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							
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**

		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**

		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							
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

		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**

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.

- 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
Revenue				
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
Total	*$6,226,982*	*$7,811,288*	*$6,681,723*	*$8,343,000*
Expenses				
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
Total Schertz Economic Development	*$1,990,084*	*$858,584*	*$868,766*	*$4,119,740*
Over/-Under	*$4,236,898*	*$6,952,704*	*$5,812,895*	*$4,223,260*

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-

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.

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**

		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							
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**

		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**

		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							
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**

		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**

		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							
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

		2021-22 Total Activity	2022-23 Total Activity	2023-24 Total Budget	2023-24 YTD Activity	2023-24 Projected	2024-25 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
Revenues				
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
Total	*$47,442*	*$63,253*	*$63,591*	*$55,000*
Expenses				
Kick Cancer	$9,849	$22,195	$24,190	$20,000
Hal Baldwin Scholarship	19,719	25,555	20,000	35,000
Total	*$29,568*	*$47,749*	*$44,190*	*$55,000*

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.

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**

		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							
106-101-480101	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**

		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**

		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**

		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							
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
Revenues				
Franchises	$79,403	$74,016	$83,407	$64,000
Total	*$79,403*	*$74,016*	*$83,417*	*$64,000*
Expenses				
Misc & Projects	$162,751	$821,654	$991,001	$64,000
Total	*$162,751*	$821,654	*$991,001*	*$64,000*

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.

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**

		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							
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**

		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
Revenue				
Taxes	$804,132	$1,059,809	$1,083,333	$1,100,000
Investment Income	14,582	92,825	81,1667	126,500
Total	*$818,715*	*$1,152,634*	*$1,163,500*	*$1,226,500*
Expenses				
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
Total	*$1,473,813*	*$182,838*	*$276,567*	*$130,322*

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.

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**

		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**

		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							
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**

		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**

		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							
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
Revenue				
Fees	$0	$203,500	$54,167	$150,000
Investment Income	2,195	9,058	13,163	4,750
Total	*$2,195*	*$212,558*	*$67,329*	*$154,750*
Expenses				
Professional Services	$10,040	$0	$0	$0
Capital Outlay	17,650	387,069	419,325	100,000
Total	*$27,690*	*$387,069*	*$419,325*	*$100,000*
Over/-Under	*-$25,495*	*-$174,511*	*-$351,996*	*$54,750*

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.

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**

		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**

		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**

		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							
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
Revenue				
Fees	$136,950	$48,065	$75,833	$100,000
Investment Income	5,324	35,599	33,150	49,250
Total	*$142,274*	*$83,664*	*$108,983*	*$149,250*
Expenses				
Maintenance Services	$82,110	$93,030	$75,833	$85,000
Total	*$82,110*	*$93,030*	*$75,833*	*$85,000*
Over/-Under	*$60,164*	*-$9,365*	*$33,150*	*$64,250*

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.

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**

		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							
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**

		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**

		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							
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
Revenue				
Fees	$252,872	$301,561	$297,917	$300,000
Investment Income	6,035	42,128	38,106	55,300
Total	*$258,907*	*$343,689*	*$336,023*	*$355,300*
Expenses				
Professional Services	$1,358	$0	$5,417	$5,000
Projects	0	88,173	113,589	0
Total	*$1,358*	*$88,173*	*$119,005*	*$5,000*
Over/-Under	*$257,549*	*$255,516*	*$217,018*	*$350,300*

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.

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**

		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							
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**

		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**

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

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.

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**

		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**

		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**

		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
Revenue				
Fees	$204,433	$168,500	$335,833	$350,000
Investment Income	9,675	62,942	54,492	75,250
Total	*$214,108*	*$231,442*	*$390,325*	*$425,250*
Expenses				
Professional Services	$3,338	$0	$5,417	$5,000
Projects	0	152,021	164,689	0
Total	*$3,338*	*$152,021*	*$170,106*	*$5,000*
Over/-Under	*$210,770*	*$79,421*	*$220,219*	*$420,250*

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.

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**

		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**

		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**

		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
Revenue				
Fees	$0	$0	$0	$3,000
Investment Income	79	350	390	315
Total	*$79*	*$350*	*$390*	*$3,315*
Expenses				
Professional Services	$3,338	$0	$3,250	$3,000
Total	*$3,338*	*$0*	*$3,250*	*$3,000*
Over/-Under	*-$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.

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**

		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**

		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**

		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
Revenue				
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
Total	*$19,344*	*$23,789*	*$27,003*	*$21,500*
Expenses				
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
Total	*$14,340*	*$17,123*	*$26,785*	*$21,500*
Over/-Under	*$5,004*	*$6,666*	*$218*	*$0*

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.

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**

		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							
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**

		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**

		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							
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**

		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**

		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							
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
Revenue				
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
Total	*$15,806*	*$11,603*	*$15,113*	*$14,250*
Expenses				
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
Total	*$3,113*	*$9,161*	*$10,443*	*$14,250*
Over/-Under	*$12,693*	*$2,442*	*$4,670*	*$0*

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.

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**

		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							
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**

		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**

		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**

		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							
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 optiumum state or ultimate goal of the City or Department.

City Council Budget Retreat

August 2, 2024

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RETREAT SCHEDULE

- Budget Overview & Update
- Employee Engagement Survey
- Capital Improvement Program (CIP)
- Operating Budget

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BUDGET OVERVIEW & UPDATE

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Budget Priorities

Goal 1: Staff Compensation

Goal 2: Infrastructure (Street Maintenance & Repair)

Goal 3: Consolidated CIP Document

Goal 4: Increase Staffing Levels

Goal 5: New/Remodeled Facilities

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FY 2024-25
OPERATING BUDGET

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FY 2024-25

Budget Highlights – All Funds

- Health Insurance savings
  - Changing all lines of coverage
    - 11% Decrease
    - Medical Savings - $681,462
    - All other savings (dental, vision, etc.) - $67,628
- Wage Adjustments
  - Maintain market position for compensation
    - ECI Adjustment (4.4%) effective October 2024
      - 5.1% ECI Published
    - Merit/Step program
- Incentive Pay

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GENERAL FUND - EXPENDITURES

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FY 2024-25

General Fund - Expenditures

- General Fund Proposed Budget $53,111,130
  - Increase of $1,867,636 or 3.6% from FY 2023-24 Adopted Budget
  - Non-Personnel Budgets decreased 1.9%. Supplies, Utilities, TIRZ Payments, Software maintenance were offset by less street maintenance that was temporarily funded in FY 2023-24
  - Personnel Budgets increased 8.4%. Caused by ECI adjustments, full year funding of positions starting midyear in 2024, full year funding of the Class & Comp Study, and higher deployment costs, but was slightly offset by lower insurance costs

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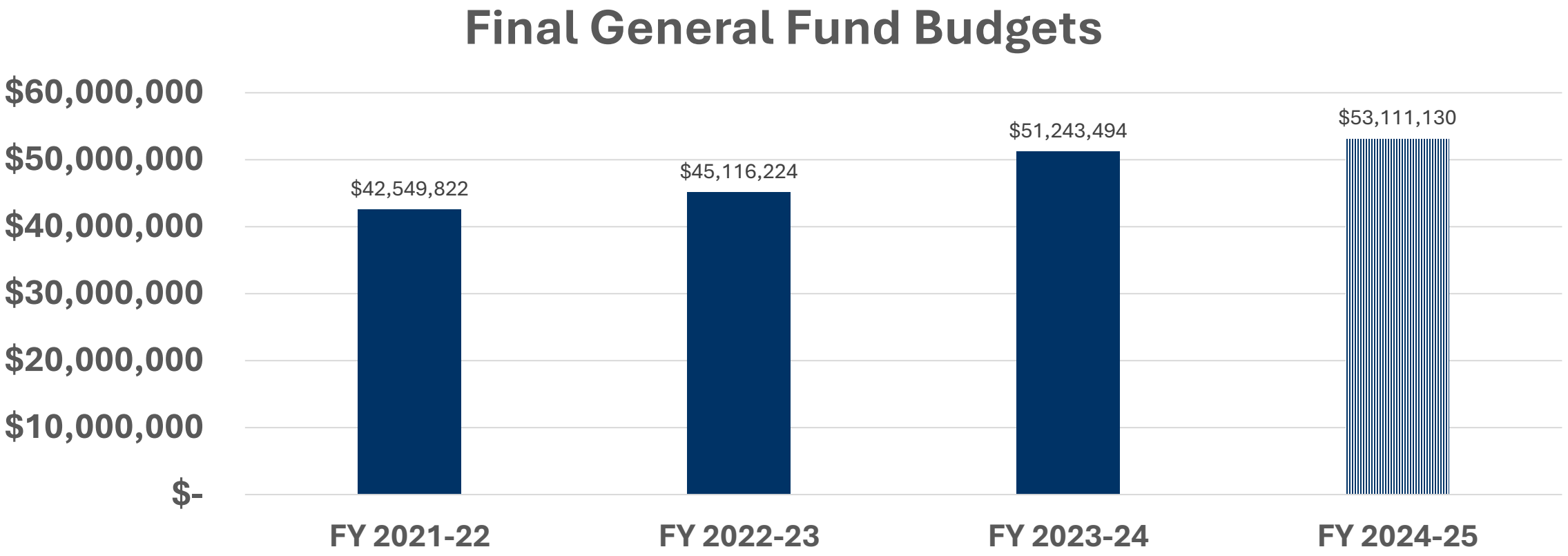
FY 2024-25

General Fund – Increases

- $699,535 in Non-Discretionary Items:
  - Property Liability Insurance Increases - $80,500
  - TIRZ Contribution - $150,000
  - Utility Increases - $137,685
  - IT Technology Increases - $331,350
    - PD RMS Software - $144,000
    - IT Computer Replacements (GTAC's to maintain CJIS compliance)+ - $187,350
- $1,342,788 in Expanded Programs:
  - ECI
  - Merit/Step
  - Incentive Pay

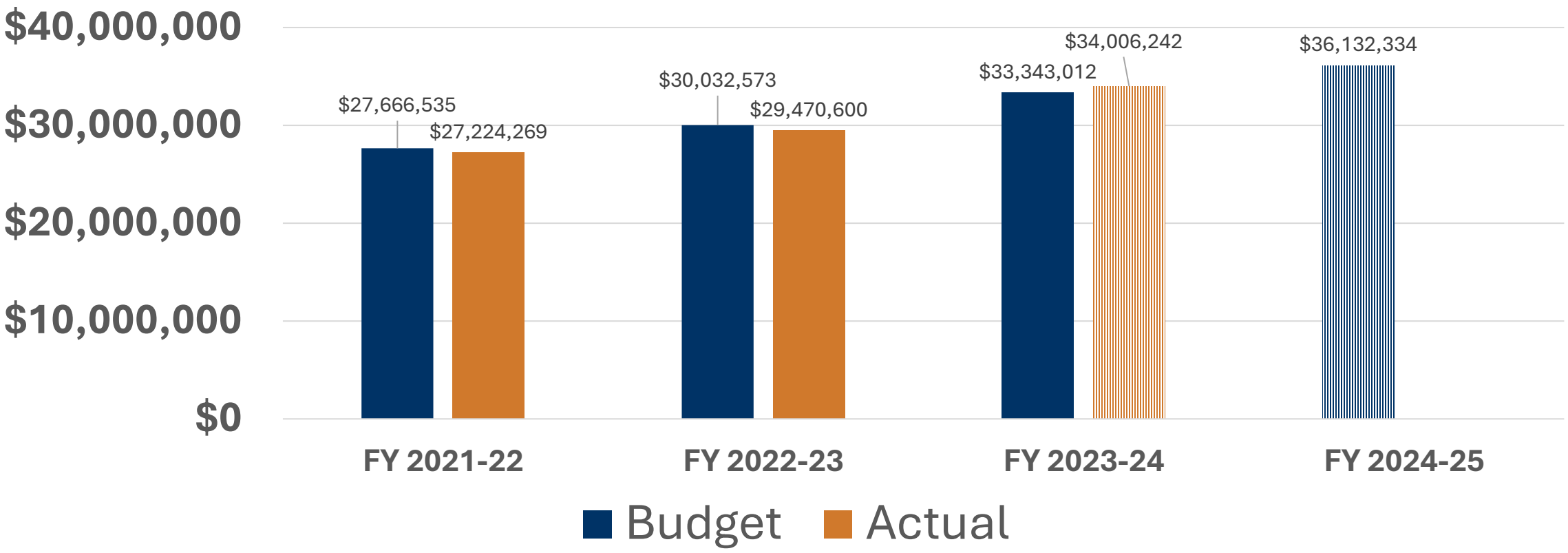
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General Fund - Total Budget



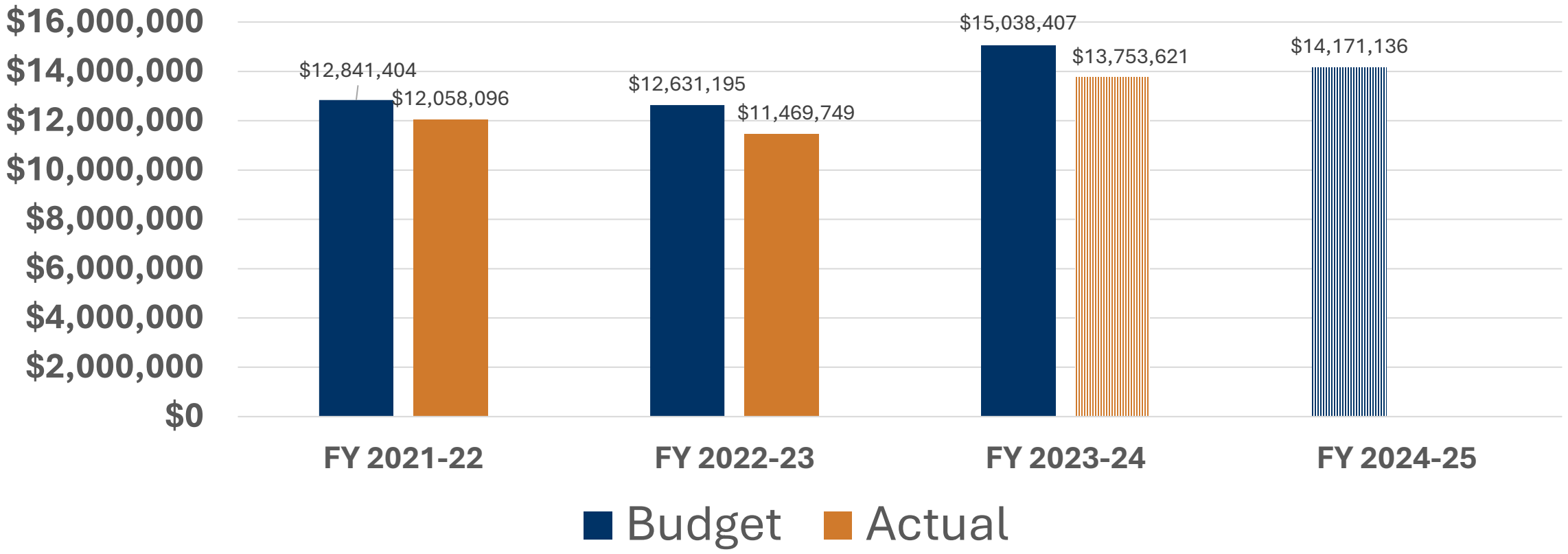
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Personnel



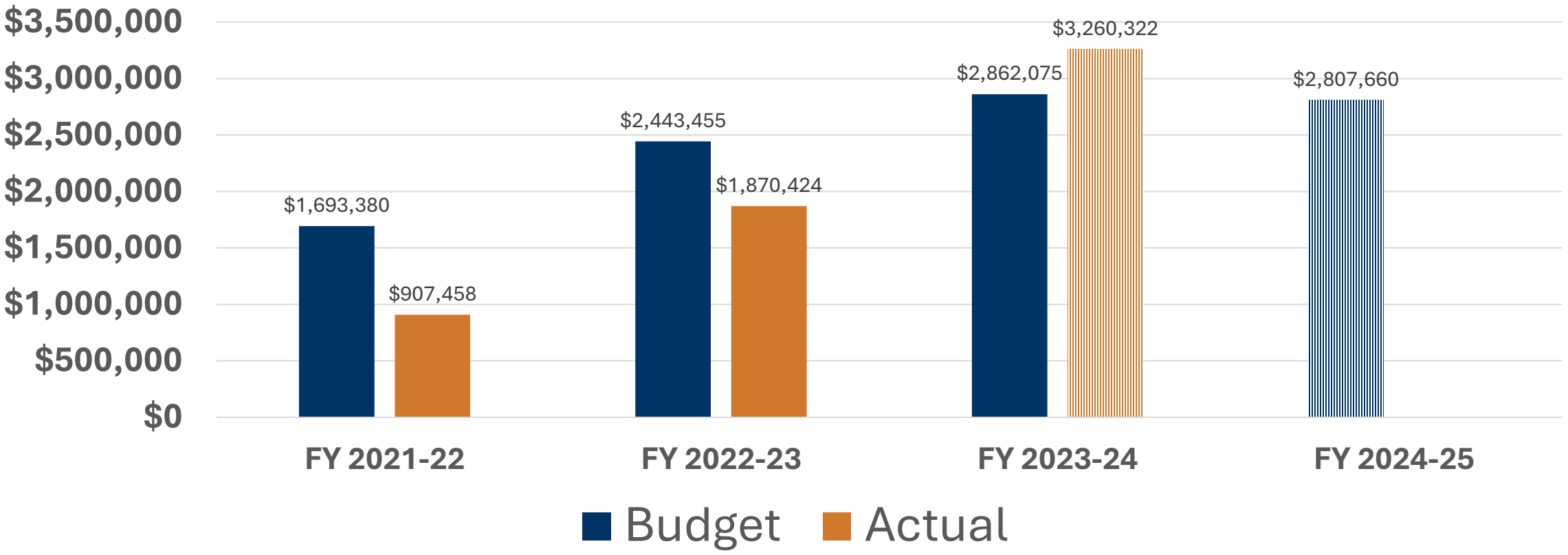
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Operating



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Capital Outlay



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GENERAL FUND - REVENUES

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TAX RATE DEFINITIONS

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

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TAX RATE

Current	$0.4872
No New Revenue	$0.4805
Voter Approval	$0.4990
Voter Approval – Unused Increment	$0.0000
Proposed Tax Rate	$0.4990
$0.01 is equal to $564,500 revenue or $34.31 on the average home	

Proposed Budget Assumes This Rate

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TARGET TAX RATE

TAX RATE	CURRENT	PROPOSED TAX RATE	
M&O	$0.3324	$0.3416	For day-to-day operations
I&S	$0.1548	$0.1574	To pay the City's debt
TOTAL	**$0.4872**	**$0.4990**	

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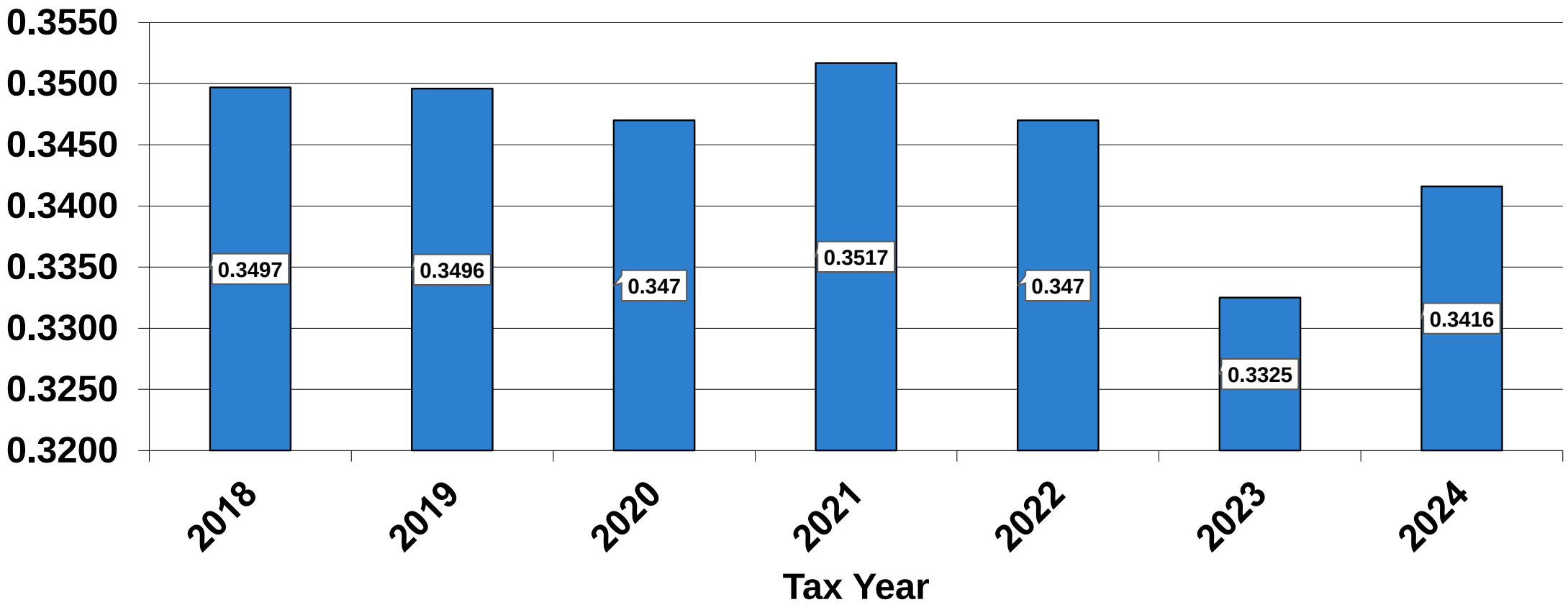
FY 2024-25 City Tax Rate

Tax Rate Name	Tax Rate per $100	Est. Tax Bill	Bill Increase	% Increase
No New Revenue	$0.4805	$1,648.69	--	--
Voter Approval	$0.4990	$1,712.16	$63.47	3.9%
Proposed	$0.4990	$1,712.16	$63.47	3.9%
Current	$0.4872	$1,671.67	$22.98	1.4%

- **$63.47 is about $5.29 on the monthly escrow**
- **Tax bills are based on average taxable value of homes for 2024 of $343,118**
- **Estimated Tax Bills and Bill Increases are annual amounts**

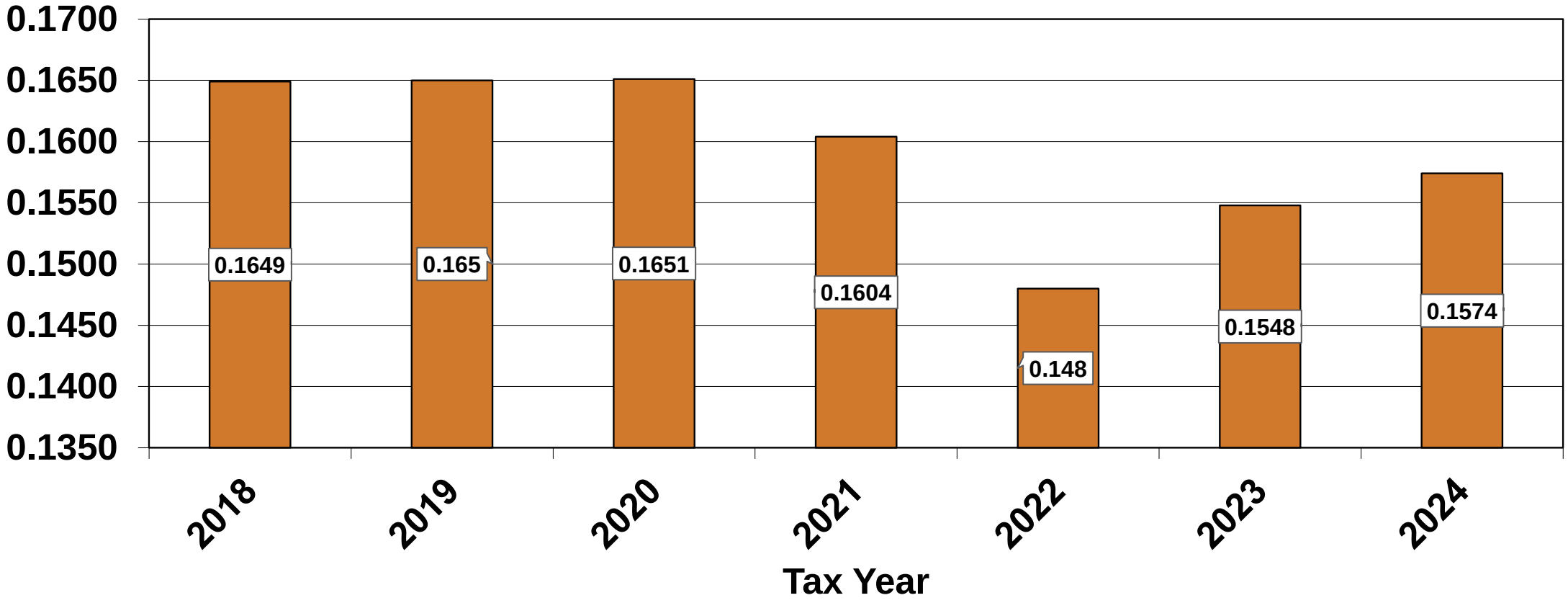
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Historic Tax Rates – M&O



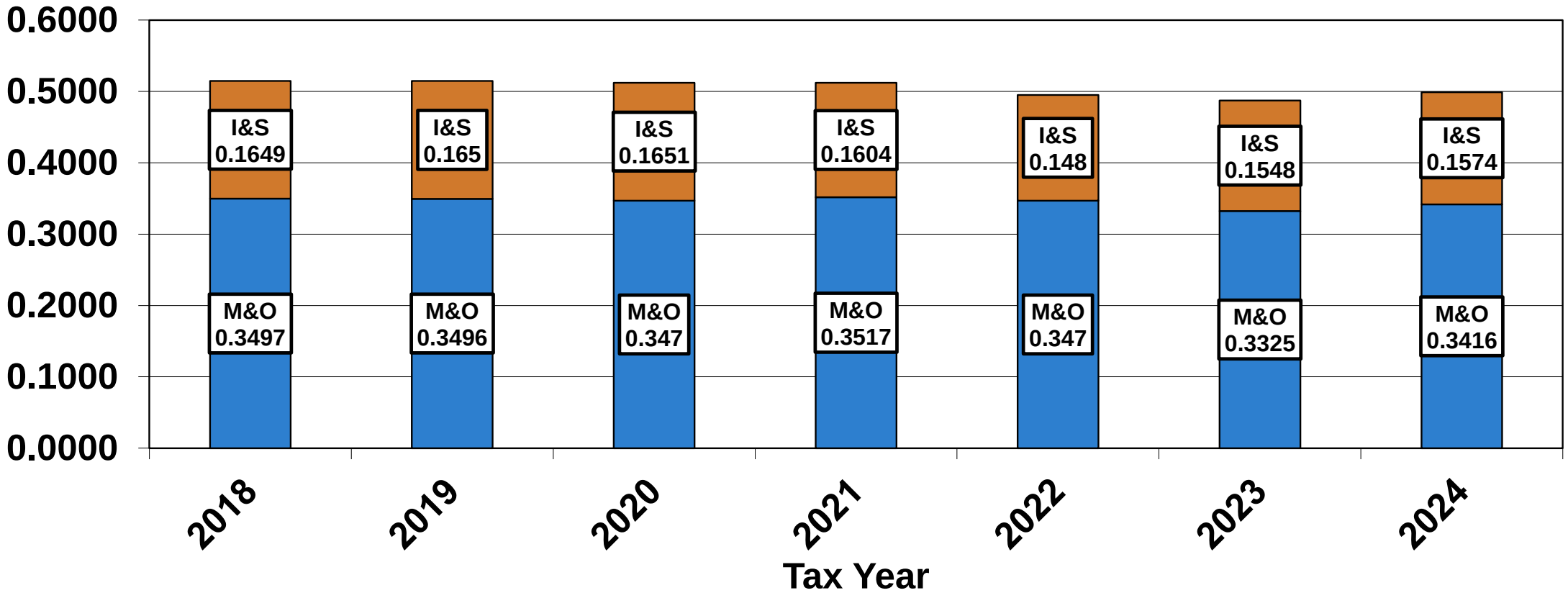
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Historic Tax Rates – I&S



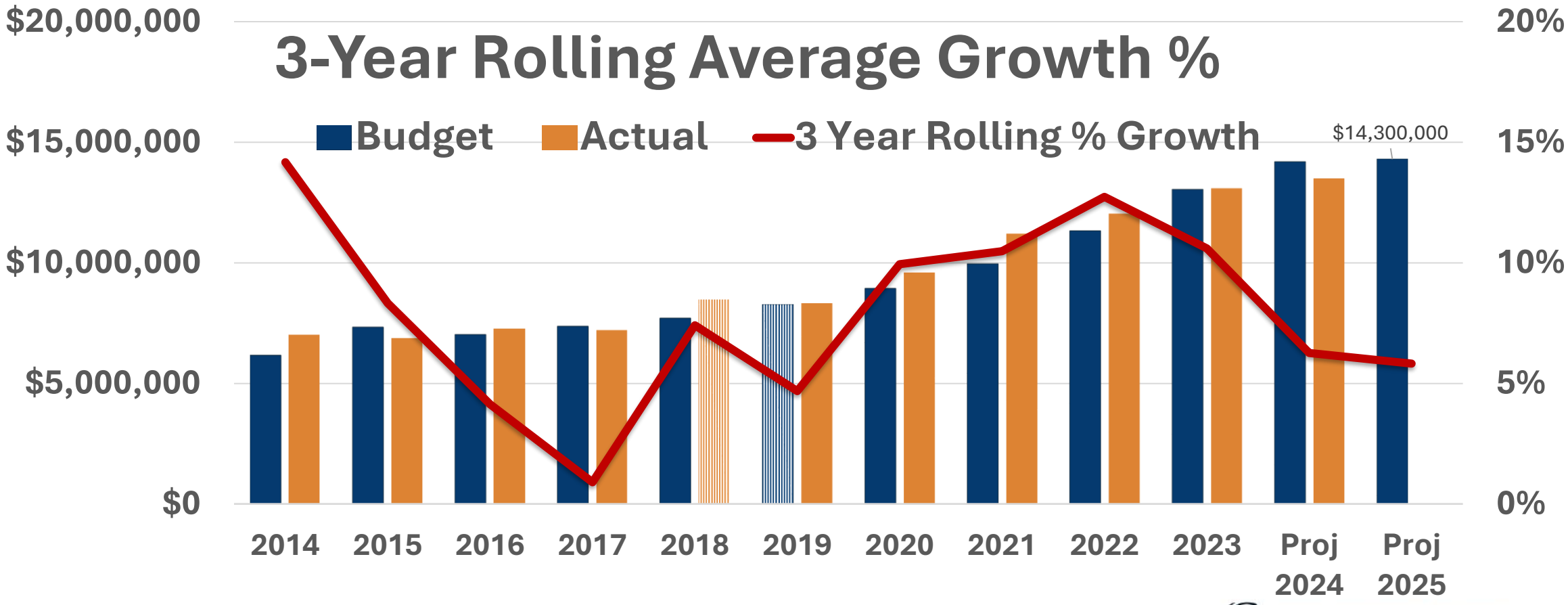
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Historic Tax Rates – Total



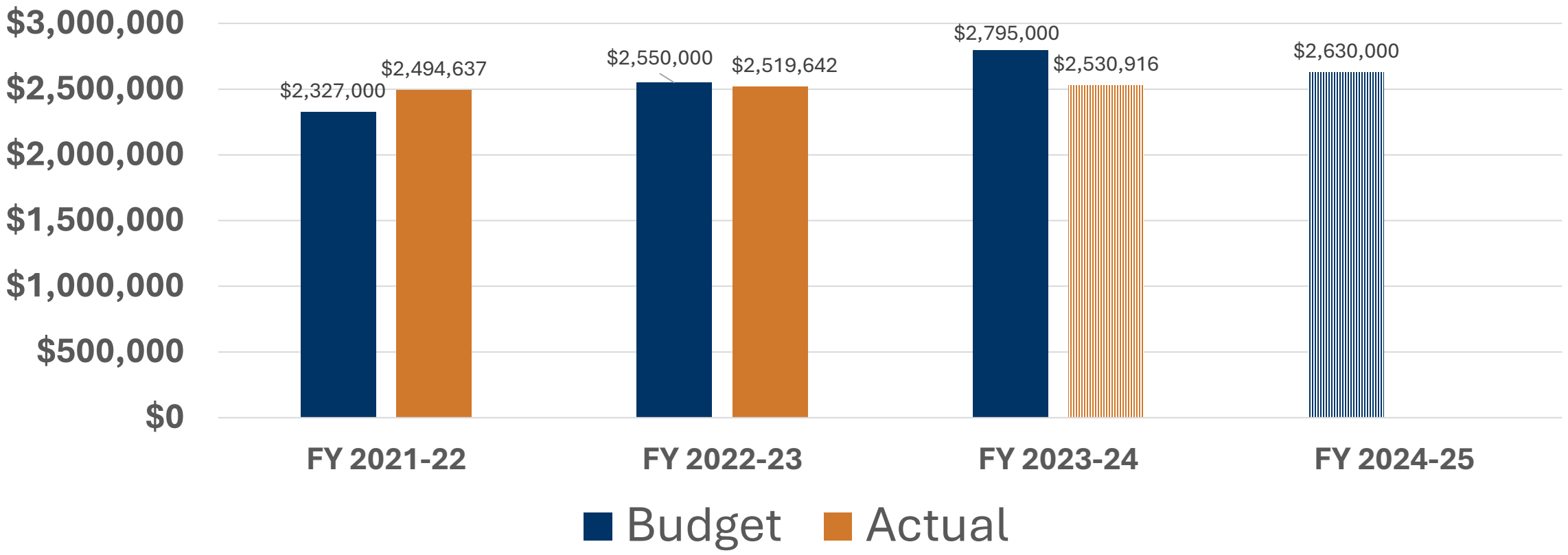
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Sales Tax



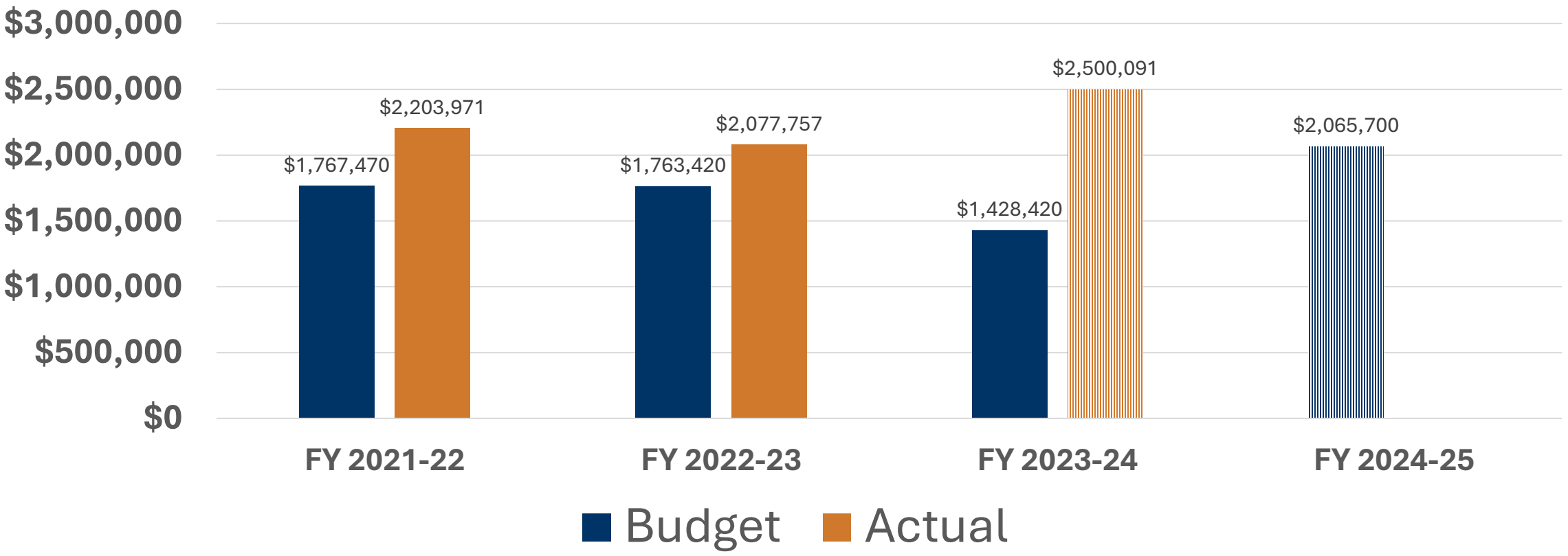
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Franchise



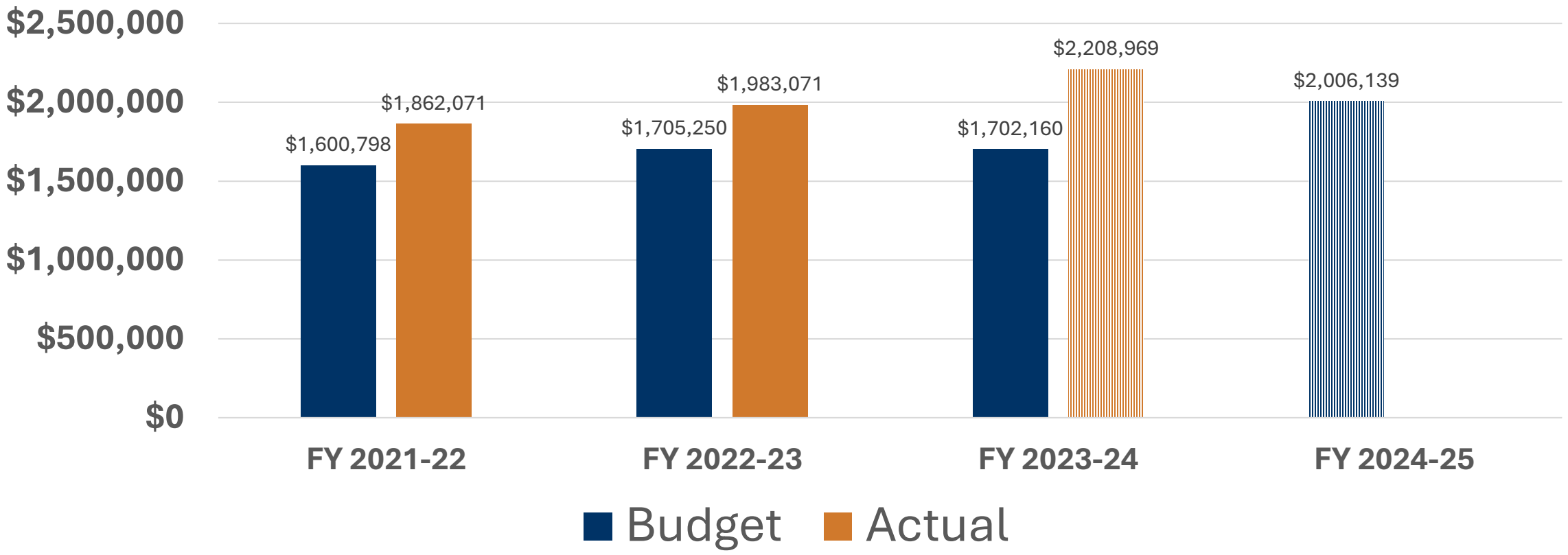
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Permit



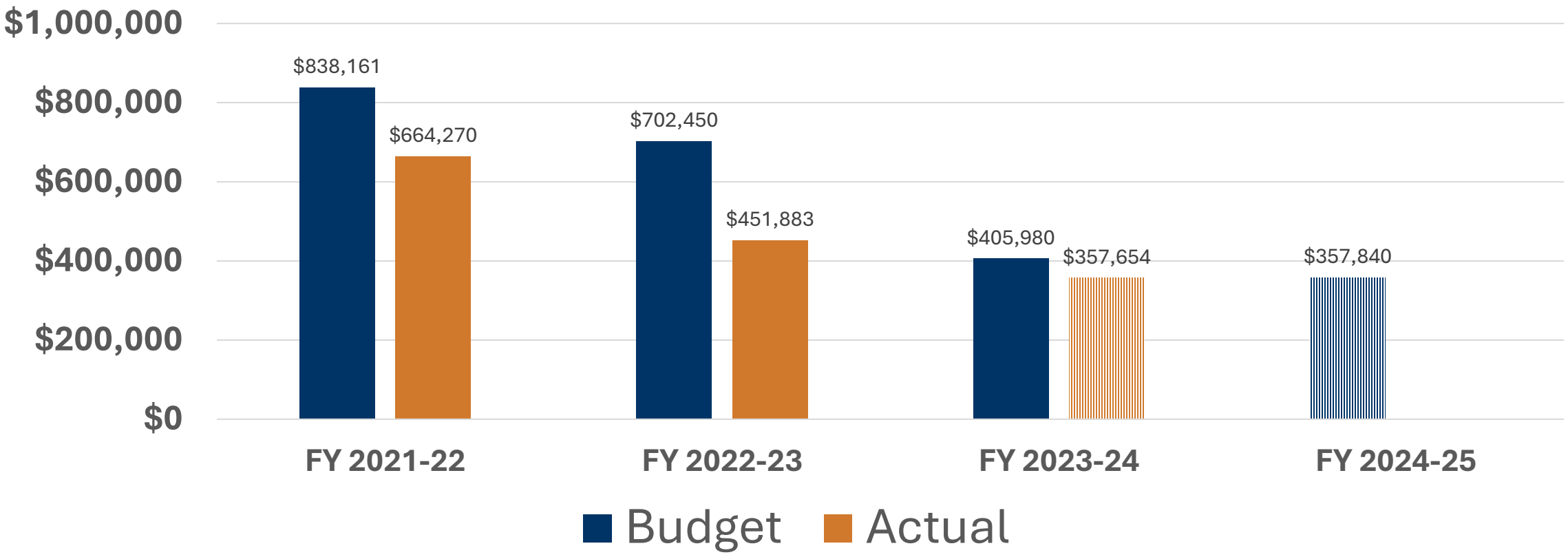
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Fees



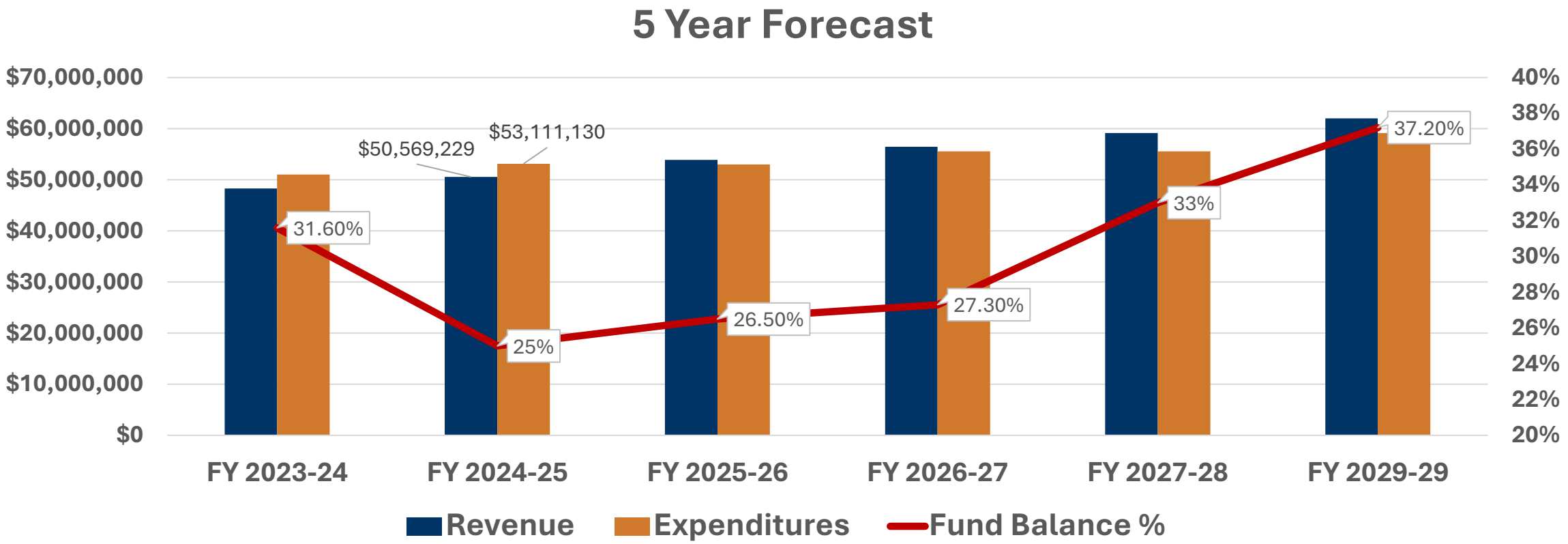
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Court Fines



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General Fund



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5 Year Summary – I&S Fund

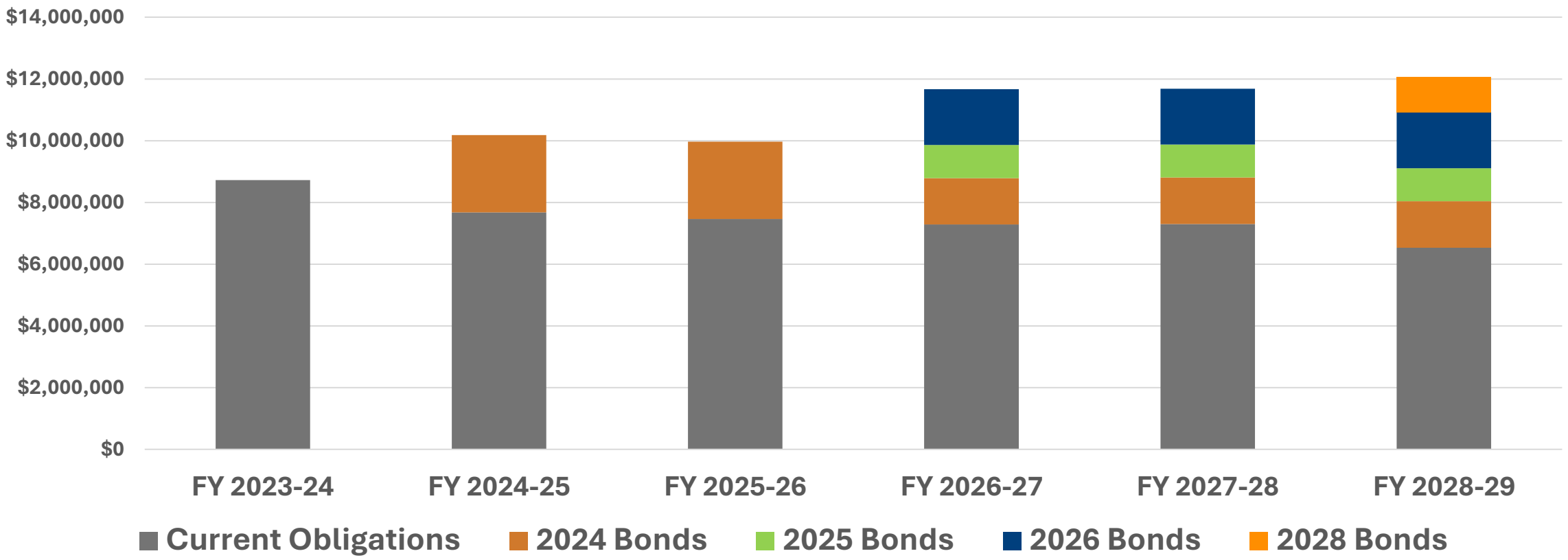
- At I&S Rate of $0.1574:

  Includes the following upcoming debt issuances:

  - FY 23/24 - $20,000,000
  - FY 24/25 - $13,900,000
  - FY 25/26 - $23,542,000
  - FY 27-28 - $14,872,000

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General Fund Debt Service



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WATER/SEWER FUND

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FY 2024-25

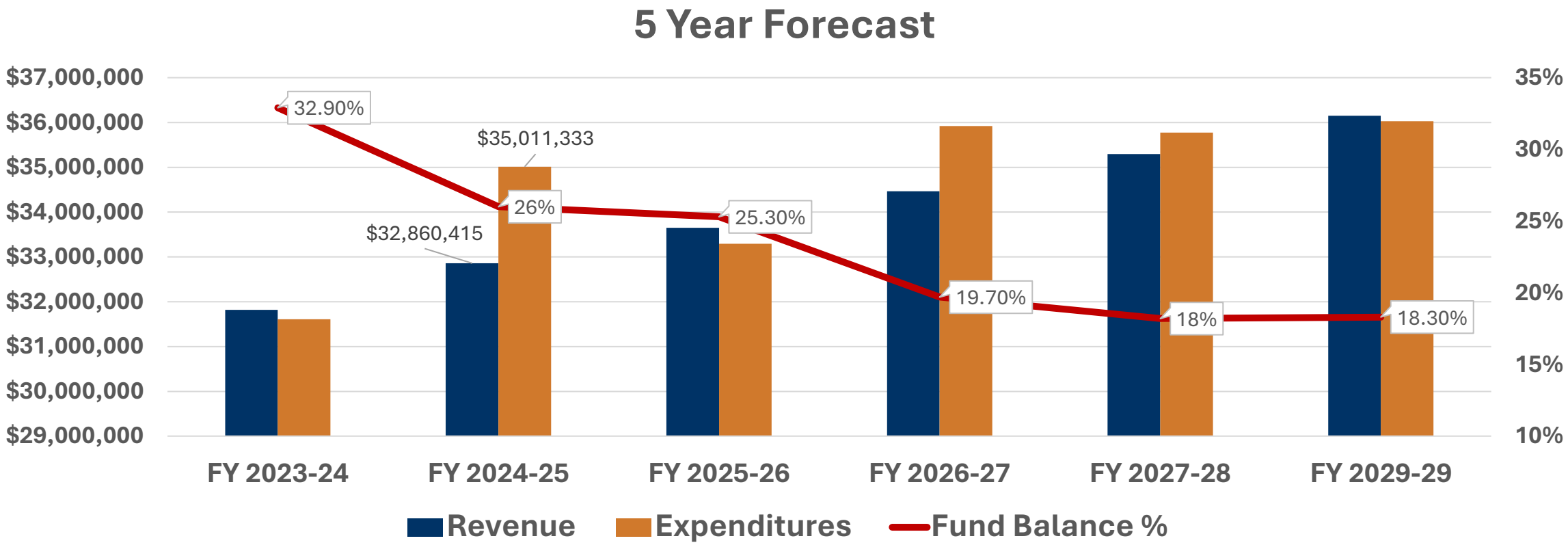
Budget Highlights

Water & Sewer Fund

- Positions:
  - 5 – Water/Wastewater Worker 1
  - 1 - Meter Technician
  - Reclassify Customer Service Representative to Administrative Assistant
- Vehicles and Equipment:
  - SCADA Service Truck
  - Supervisor Truck
  - Well Route Truck
  - Mini Dump Truck
  - Backhoe
- Transfer to CIP Fund

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Water & Sewer Fund

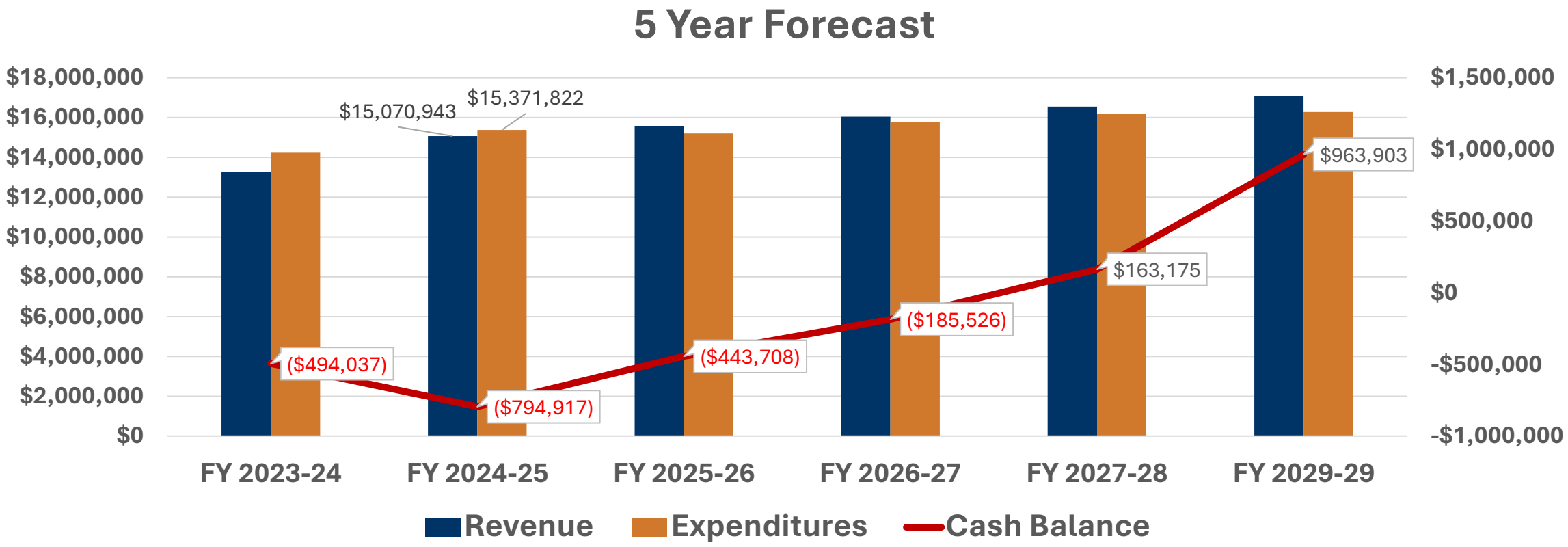


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EMS FUND

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EMS Fund



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FY 2024-25

Budget Highlights

EMS Fund

- Positions at Mid-year:
  - PT to FT Supply Coordinator
  - 12-hour Battalion Chiefs
  - Peak Hour Truck

- Fee increase adds $1.3 million in revenue

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DISCUSSION

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Agenda No. 12.

CITY COUNCIL MEMORANDUM

City Council Meeting:	**August 06, 2024**
Department:	**Finance**
Subject:	**Resolution 24-R-94 - Resolution accepting the state defined tax rates and setting the preliminary 2024 tax rate. (S.Gonzalez/J.Walters)**

BACKGROUND

Per Council direction at the Budget Retreat on August 2, 2024, staff will present budgetary options for discussion at this meeting on August 6 to be finalized at the August 20 City Council meeting, showing outcomes of lower tax rates for consideration. By doing this, it will allow Council to adopt a tax rate at that August 20 meeting that is lower than the maximum property tax rate, if that is the preference.

On July 25, 2024 the City received the certified property tax rolls from the Guadalupe, Comal, and Bexar appraisal districts. The Guadalupe Tax Assessor-Collector used this information, and information provided by the City of Schertz, to calculate the No-new-revenue and Voter-approval tax rates for the 2024 Tax Year.

The No-new-revenue rate is a calculated rate that would provide the city with same amount of revenue it received the year before on properties taxed in both years. The Voter-approval Rate is a calculated maximum rate allowed by law without voter approval. If Council adopts a rate higher than the Voter Approval Rate, the tax rate will automatically be on the November 2024 ballot.

The 2024 No-new-revenue Rate is $0.4805 per $100 of valuation and the 2024 Voter-approval Base Rate is $0.4990 per $100 of valuation. There is no unused increment rate this year. Staff is recommending setting a preliminary maximum property tax rate of $0.4990 per $100.

In accordance with Chapter 26.05(d) of the State's Property Tax Code, a governing body must hold a public hearing on the tax rate if the proposed tax rate exceeds the lower of the No-new-revenue or Voter-approval Tax Rate. In this case, the hearing is required as the proposed rate does exceed the No-new-revenue rate. Staff recommends holding public hearings on August 20th and September 3rd and encourages citizen participation and input in the adoption process.

A one-quarter page "Notice of Public Hearing on Tax Increase" must be published in the local newspaper and online in compliance with the Tax Code 26.06. The notice will contain information based upon a preliminary tax rate to be determined by the City Council and the dates of the public hearings.

During the final tax rate adoption process, Council can approve a lower rate at that time; however they will not be able to approve a higher rate without republishing the notices and holding additional public hearings.

Public Hearing dates are proposed for August 20th and September 3rd, 2024 with final adoption anticipated at the September 3rd meeting.

GOAL

To set a preliminary tax rate and start the budget adoption process.

COMMUNITY BENEFIT

Setting a tax rate will provide for existing and expanded services for residents.

SUMMARY OF RECOMMENDED ACTION

Per the Texas Tax Code Chapter 26, City Council will need to accept the calculated tax rates and set a preliminary maximum tax rates to use in the public notices, which Council will do by resolution.

FISCAL IMPACT

The proposed maximum rate maintains quality service to residents and businesses and provides growth in service offerings based on the classification and compensation study, staffing study and City priorities. The current property tax rate is $0.4872 per $100 valuation. The proposed maximum tax rate is $0.4990 per $100 valuation.

The M&O portion of the property tax rate will increase to $0.3716 from $0.3324 per $100 valuation.

The I&S portion will increase to $0.1574 from $0.1548 per $100 valuation.

The annual impact on the average taxable home value of $343,118 will be a $63.47 increase in the tax bill or an additional $5.29 in monthly escrow payments.

RECOMMENDATION

Staff recommends Council approve resolution 24-R-94, accepting the No-new-revenue and Voter-approval rates as submitted by the Guadalupe Tax Assessor Collector, setting a preliminary tax rate, and scheduling public hearings.

Attachments

Resolution 24-R-94 - Setting Preliminary Tax Rate

Truth In Taxation Worksheet 2024

RESOLUTION NO. 24-R-94

A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF SCHERTZ, TEXAS AUTHORIZING A PRELIMINARY MAXIMUM TAX RATE FOR FISCAL YEAR 2024-25, AND OTHER MATTERS IN CONNECTION THEREWITH

WHEREAS, the Guadalupe Tax Assessor Collector calculates the No-new-revenue and the Voter-approval Tax Rates using the Certified Tax Rolls received from the Appraisal Districts of Guadalupe, Comal, and Bexar Counties; and

WHEREAS, the Texas Tax Code Chapter 26 outlines the rate calculations and adoption requirements of a tax rate set by the City Council based on the No-new-revenue and Voter-approval Rates; and

WHEREAS, the City staff of the City of Schertz (the "City") has recommended that the City Council accept the No-new-revenue and Voter-approval Tax Rates as submitted by the Guadalupe Tax Assessor Collector; and

WHEREAS, the City staff of the City of Schertz (the "City") has recommended that the City Council approve a preliminary maximum tax rate for Fiscal Year 2024-25; and

WHEREAS, the City Council has determined that it is in the best interest of the City to establish a preliminary maximum tax rate.

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

Section 1. The City Council hereby accepts the No-new-revenue Tax Rate of $0.4805 per $100 of valuation and the Voter-approval Tax Rate of $0.4990 as submitted by the Guadalupe Tax Assessor Collector.

Section 2. The City Council hereby authorizes a preliminary maximum tax rate of $.4990 per $100 valuation which is composed of the Maintenance & Operation Tax Rate of $0.3416 and the Interest & Sinking Tax Rate of $0.1574.

Section 3. The City Council sets public hearings on the tax rate to be held during the regular Council Meeting dates of August 20th, 2024 and September 3rd, 2024.

Section 4. The recitals contained in the preamble hereof are hereby found to be true, and such recitals are hereby made a part of this Resolution for all purposes and are adopted as a part of the judgment and findings of the City Council.

Section 5. All resolutions, or parts thereof, which are in conflict or inconsistent with any provision of this Resolution are hereby repealed to the extent of such conflict, and the

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

Section 6. This Resolution shall be construed and enforced in accordance with the laws of the State of Texas and the United States of America.

Section 7. If any provision of this Resolution or the application thereof to any person or circumstance shall be held to be invalid, the remainder of this Resolution and the application of such provision to other persons and circumstances shall nevertheless be valid, and the City Council hereby declares that this Resolution would have been enacted without such invalid provision.

Section 8. It is officially found, determined, and declared that the meeting at which this Resolution is adopted was open to the public and public notice of the time, place, and subject matter of the public business to be considered at such meeting, including this Resolution, was given, all as required by Chapter 551, Texas Government Code, as amended.

Section 9. This Resolution shall be in force and effect from and after its final passage, and it is so resolved.

PASSED AND ADOPTED, this ____ day of August, 2024.

CITY OF SCHERTZ, TEXAS

_____

Ralph Gutierrez, Mayor

ATTEST:

_____

Sheila Edmondson, City Secretary

(CITY SEAL)

2024 Tax Rate Calculation Worksheet
Taxing Units Other Than School Districts or Water Districts

Form 50-856

CITY OF SCHERTZ
Taxing Unit Name

(210) 619-1141
Phone *(area code and number)*

1400 Schertz Parkway, Schertz, TX, 78154
Taxing Unit's Address, City, State, ZIP Code

www.Schertz.com
Taxing Unit's Website Address

GENERAL INFORMATION: Tax Code Section 26.04(c) requires an officer or employee designated by the governing body to calculate the no-new-revenue (NNR) tax rate and voter-approval tax rate for the taxing unit. These tax rates are expressed in dollars per $100 of taxable value calculated. The calculation process starts after the chief appraiser delivers to the taxing unit the certified appraisal roll and the estimated values of properties under protest. The designated officer or employee shall certify that the officer or employee has accurately calculated the tax rates and used values shown for the certified appraisal roll or certified estimate. The officer or employee submits the rates to the governing body by Aug. 7 or as soon thereafter as practicable.

School districts do not use this form, but instead use Comptroller Form 50-859 *Tax Rate Calculation Worksheet, School District without Chapter 313 Agreements* or Comptroller Form 50-884 *Tax Rate Calculation Worksheet, School District with Chapter 313 Agreements.*

Water districts as defined under Water Code Section 49.001(1) do not use this form, but instead use Comptroller Form 50-858 *Water District Voter-Approval Tax Rate Worksheet for Low Tax Rate and Developing Districts* or Comptroller Form 50-860 *Developed Water District Voter-Approval Tax Rate Worksheet.*

The Comptroller's office provides this worksheet to assist taxing units in determining tax rates. The information provided in this worksheet is offered as technical assistance and not legal advice. Taxing units should consult legal counsel for interpretations of law regarding tax rate preparation and adoption.

SECTION 1: No-New-Revenue Tax Rate

The NNR tax rate enables the public to evaluate the relationship between taxes for the prior year and for the current year based on a tax rate that would produce the same amount of taxes (no new taxes) if applied to the same properties that are taxed in both years. When appraisal values increase, the NNR tax rate should decrease.

The NNR tax rate for a county is the sum of the NNR tax rates calculated for each type of tax the county levies.

While uncommon, it is possible for a taxing unit to provide an exemption for only maintenance and operations taxes. In this case, the taxing unit will need to calculate the NNR tax rate separately for the maintenance and operations tax and the debt tax, then add the two components together.

Line	No-New-Revenue Tax Rate Worksheet	Amount/Rate
1.	**Prior year total taxable value.** Enter the amount of the prior year taxable value on the prior year tax roll today. Include any adjustments since last year's certification; exclude Tax Code Section 25.25(d) one-fourth and one-third over-appraisal corrections from these adjustments. Exclude any property value subject to an appeal under Chapter 42 as of July 25 (will add undisputed value in Line 6). This total includes the taxable value of homesteads with tax ceilings (will deduct in Line 2) and the captured value for tax increment financing (adjustment is made by deducting TIF taxes, as reflected in Line 17).[1]	$ 6,090,574,942
2.	**Prior year tax ceilings.** Counties, cities and junior college districts. Enter the prior year total taxable value of homesteads with tax ceilings. These include the homesteads of homeowners age 65 or older or disabled. Other taxing units enter 0. If your taxing unit adopted the tax ceiling provision last year or a prior year for homeowners age 65 or older or disabled, use this step.[2]	$ 659,148,804
3.	**Preliminary prior year adjusted taxable value.** Subtract Line 2 from Line 1.	$ 5,431,426,138
4.	**Prior year total adopted tax rate.**	$ 0.4872 /$100
5.	**Prior year taxable value lost because court appeals of ARB decisions reduced the prior year's appraised value.** **A. Original prior year ARB values:** ..... $ 99,151,769 **B. Prior year values resulting from final court decisions:** ..... - $ 92,918,319 **C. Prior year value loss.** Subtract B from A.[3]	$ 6,233,450
6.	**Prior year taxable value subject to an appeal under Chapter 42, as of July 25.** **A. Prior year ARB certified value:** ..... $ 0 **B. Prior year disputed value:** ..... - $ 0 **C. Prior year undisputed value.** Subtract B from A.[4]	$ 0
7.	**Prior year Chapter 42 related adjusted values.** Add Line 5C and Line 6C.	$ 6,233,450

[1] Tex. Tax Code §26.012(14)
[2] Tex. Tax Code §26.012(14)
[3] Tex. Tax Code §26.012(13)
[4] Tex. Tax Code §26.012(13)

Line	No-New-Revenue Tax Rate Worksheet	Amount/Rate
8.	**Prior year taxable value, adjusted for actual and potential court-ordered adjustments.** Add Line 3 and Line 7.	$ 5,437,659,588
9.	**Prior year taxable value of property in territory the taxing unit deannexed after Jan. 1, 2024.** Enter the prior year value of property in deannexed territory. [5]	$ 0
10.	**Prior year taxable value lost because property first qualified for an exemption in the current year.** If the taxing unit increased an original exemption, use the difference between the original exempted amount and the increased exempted amount. Do not include value lost due to freeport, goods-in-transit, temporary disaster exemptions. Note that lowering the amount or percentage of an existing exemption in the current year does not create a new exemption or reduce taxable value. **A. Absolute exemptions.** Use prior year market value: $ 7,765,075 **B. Partial exemptions.** Current year exemption amount or current year percentage exemption times prior year value: + $ 28,619,115 **C. Value loss.** Add A and B. [6]	$ 36,384,190
11.	**Prior year taxable value lost because property first qualified for agricultural appraisal (1-d or 1-d-1), timber appraisal, recreational/scenic appraisal or public access airport special appraisal in the current year.** Use only properties that qualified for the first time in the current year; do not use properties that qualified in the prior year. **A. Prior year market value:** $ 0 **B. Current year productivity or special appraised value:** - $ 0 **C. Value loss.** Subtract B from A. [7]	$ 0
12.	**Total adjustments for lost value.** Add Lines 9, 10C and 11C.	$ 36,384,190
13.	**Prior year captured value of property in a TIF.** Enter the total value of the prior year captured appraised value of property taxable by a taxing unit in a tax increment financing zone for which the prior year taxes were deposited into the tax increment fund. [8] If the taxing unit has no captured appraised value in line 18D, enter 0.	$ 0
14.	**Prior year total value.** Subtract Line 12 and Line 13 from Line 8.	$ 5,401,275,398
15.	**Adjusted prior year total levy.** Multiply Line 4 by Line 14 and divide by $100.	$ 26,315,013
16.	**Taxes refunded for years preceding the prior tax year.** Enter the amount of taxes refunded by the taxing unit for tax years preceding the prior tax year. Types of refunds include court decisions, Tax Code Section 25.25(b) and (c) corrections and Tax Code Section 31.11 payment errors. Do not include refunds for the prior tax year. This line applies only to tax years preceding the prior tax year. [9]	$ 477,390
17.	**Adjusted prior year levy with refunds and TIF adjustment.** Add Lines 15 and 16. [10]	$ 26,792,403
18.	**Total current year taxable value on the current year certified appraisal roll today.** This value includes only certified values or certified estimate of values and includes the total taxable value of homesteads with tax ceilings (will deduct in Line 20). These homesteads include homeowners age 65 or older or disabled. [11] **A. Certified values:** $ 5,922,866,902 **B. Counties:** Include railroad rolling stock values certified by the Comptroller's office: + $ 0 **C. Pollution control and energy storage system exemption:** Deduct the value of property exempted for the current tax year for the first time as pollution control or energy storage system property: - $ 0 **D. Tax increment financing:** Deduct the current year captured appraised value of property taxable by a taxing unit in a tax increment financing zone for which the current year taxes will be deposited into the tax increment fund. Do not include any new property value that will be included in Line 23 below. [12] - $ 0 **E. Total current year value.** Add A and B, then subtract C and D.	$ 5,922,866,902

[5] Tex. Tax Code §26.012(15)
[6] Tex. Tax Code §26.012(15)
[7] Tex. Tax Code §26.012(15)
[8] Tex. Tax Code §26.03(c)
[9] Tex. Tax Code §26.012(13)
[10] Tex. Tax Code §26.012(13)
[11] Tex. Tax Code §26.012, 26.04(c-2)
[12] Tex. Tax Code §26.03(c)

Line	No-New-Revenue Tax Rate Worksheet	Amount/Rate
19.	**Total value of properties under protest or not included on certified appraisal roll.** [13] **A. Current year taxable value of properties under protest.** The chief appraiser certifies a list of properties still under ARB protest. The list shows the appraisal district's value and the taxpayer's claimed value, if any, or an estimate of the value if the taxpayer wins. For each of the properties under protest, use the lowest of these values. Enter the total value under protest. [14] ..... $ 410,408,162 **B. Current year value of properties not under protest or included on certified appraisal roll.** The chief appraiser gives taxing units a list of those taxable properties that the chief appraiser knows about but are not included in the appraisal roll certification. These properties also are not on the list of properties that are still under protest. On this list of properties, the chief appraiser includes the market value, appraised value and exemptions for the preceding year and a reasonable estimate of the market value, appraised value and exemptions for the current year. Use the lower market, appraised or taxable value (as appropriate). Enter the total value of property not on the certified roll. [15] ..... + $ 0 **C. Total value under protest or not certified.** Add A and B.	$ 410,408,162
20.	**Current year tax ceilings.** Counties, cities and junior colleges enter current year total taxable value of homesteads with tax ceilings. These include the homesteads of homeowners age 65 or older or disabled. Other taxing units enter 0. If your taxing unit adopted the tax ceiling provision in the prior year or a previous year for homeowners age 65 or older or disabled, use this step.[16]	$ 688,248,399
21.	**Current year total taxable value.** Add Lines 18E and 19C. Subtract Line 20. [17]	$ 5,645,026,665
22.	**Total current year taxable value of properties in territory annexed after Jan. 1, of the prior year.** Include both real and personal property. Enter the current year value of property in territory annexed. [18]	$ 0
23.	**Total current year taxable value of new improvements and new personal property located in new improvements.** New means the item was not on the appraisal roll in the prior year. An improvement is a building, structure, fixture or fence erected on or affixed to land. New additions to existing improvements may be included if the appraised value can be determined. New personal property in a new improvement must have been brought into the taxing unit after Jan. 1, of the prior year and be located in a new improvement. New improvements **do** include property on which a tax abatement agreement has expired for the current year. [19]	$ 69,276,940
24.	**Total adjustments to the current year taxable value.** Add Lines 22 and 23.	$ 69,276,940
25.	**Adjusted current year taxable value.** Subtract Line 24 from Line 21.	$ 5,575,749,725
26.	**Current year NNR tax rate.** Divide Line 17 by Line 25 and multiply by $100. [20]	$ 0.4805 /$100
27.	**COUNTIES ONLY.** Add together the NNR tax rates for each type of tax the county levies. The total is the current year county NNR tax rate. [21]	$ 0.0000 /$100

SECTION 2: Voter-Approval Tax Rate

The voter-approval tax rate is the highest tax rate that a taxing unit may adopt without holding an election to seek voter approval of the rate. The voter-approval tax rate is split into two separate rates:

1. **Maintenance and Operations (M&O) Tax Rate:** The M&O portion is the tax rate that is needed to raise the same amount of taxes that the taxing unit levied in the prior year plus the applicable percentage allowed by law. This rate accounts for such things as salaries, utilities and day-to-day operations.
2. **Debt Rate:** The debt rate includes the debt service necessary to pay the taxing unit's debt payments in the coming year. This rate accounts for principal and interest on bonds and other debt secured by property tax revenue.

The voter-approval tax rate for a county is the sum of the voter-approval tax rates calculated for each type of tax the county levies. In most cases the voter-approval tax rate exceeds the no-new-revenue tax rate, but occasionally decreases in a taxing unit's debt service will cause the NNR tax rate to be higher than the voter-approval tax rate.

Line	Voter-Approval Tax Rate Worksheet	Amount/Rate
28.	**Prior year M&O tax rate.** Enter the prior year M&O tax rate.	$ 0.3324 /$100
29.	**Prior year taxable value, adjusted for actual and potential court-ordered adjustments.** Enter the amount in Line 8 of the *No-New-Revenue Tax Rate Worksheet.*	$ 5,437,659,588

[13] Tex. Tax Code §26.01(c) and (d)
[14] Tex. Tax Code §26.01(c)
[15] Tex. Tax Code §26.01(d)
[16] Tex. Tax Code §26.012(6)(B)
[17] Tex. Tax Code §26.012(6)
[18] Tex. Tax Code §26.012(17)
[19] Tex. Tax Code §26.012(17)
[20] Tex. Tax Code §26.04(c)
[21] Tex. Tax Code §26.04(d)

Line	Voter-Approval Tax Rate Worksheet	Amount/Rate
30.	**Total prior year M&O levy.** Multiply Line 28 by Line 29 and divide by $100	$ 18,074,780
31.	**Adjusted prior year levy for calculating NNR M&O rate.** **A.** **M&O taxes refunded for years preceding the prior tax year.** Enter the amount of M&O taxes refunded in the preceding year for taxes before that year. Types of refunds include court decisions, Tax Code Section 25.25(b) and (c) corrections and Tax Code Section 31.11 payment errors. Do not include refunds for tax year 2023. This line applies only to tax years preceding the prior tax year. + $ 331,749 **B.** **Prior year taxes in TIF.** Enter the amount of taxes paid into the tax increment fund for a reinvestment zone as agreed by the taxing unit. If the taxing unit has no current year captured appraised value in Line 18D, enter 0. – $ 0 **C.** **Prior year transferred function.** If discontinuing all of a department, function or activity and transferring it to another taxing unit by written contract, enter the amount spent by the taxing unit discontinuing the function in the 12 months preceding the month of this calculation. If the taxing unit did not operate this function for this 12-month period, use the amount spent in the last full fiscal year in which the taxing unit operated the function. The taxing unit discontinuing the function will subtract this amount in D below. The taxing unit receiving the function will add this amount in D below. Other taxing units enter 0. +/- $ 0 **D.** **Prior year M&O levy adjustments.** Subtract B from A. For taxing unit with C, subtract if discontinuing function and add if receiving function. $ 331,749 **E.** Add Line 30 to 31D.	$ 18,406,529
32.	**Adjusted current year taxable value.** Enter the amount in Line 25 of the *No-New-Revenue Tax Rate Worksheet.*	$ 5,575,749,725
33.	**Current year NNR M&O rate (unadjusted).** Divide Line 31E by Line 32 and multiply by $100.	$ 0.3301 /$100
34.	**Rate adjustment for state criminal justice mandate.** [23] **A.** **Current year state criminal justice mandate.** Enter the amount spent by a county in the previous 12 months providing for the maintenance and operation cost of keeping inmates in county-paid facilities after they have been sentenced. Do not include any state reimbursement received by the county for the same purpose. $ 0 **B.** **Prior year state criminal justice mandate.** Enter the amount spent by a county in the 12 months prior to the previous 12 months providing for the maintenance and operation cost of keeping inmates in county-paid facilities after they have been sentenced. Do not include any state reimbursement received by the county for the same purpose. Enter zero if this is the first time the mandate applies. – $ 0 **C.** Subtract B from A and divide by Line 32 and multiply by $100. $ 0.0000 /$100 **D.** Enter the rate calculated in C. If not applicable, enter 0.	$ 0.0000 /$100
35.	**Rate adjustment for indigent health care expenditures.** [24] **A.** **Current year indigent health care expenditures.** Enter the amount paid by a taxing unit providing for the maintenance and operation cost of providing indigent health care for the period beginning on July 1, of the prior tax year and ending on June 30, of the current tax year, less any state assistance received for the same purpose. $ 0 **B.** **Prior year indigent health care expenditures.** Enter the amount paid by a taxing unit providing for the maintenance and operation cost of providing indigent health care for the period beginning on July 1, 2022 and ending on June 30, 2023, less any state assistance received for the same purpose. – $ 0 **C.** Subtract B from A and divide by Line 32 and multiply by $100. $ 0.0000 /$100 **D.** Enter the rate calculated in C. If not applicable, enter 0.	$ 0.0000 /$100

[22] [Reserved for expansion]
[23] Tex. Tax Code §26.044
[24] Tex. Tax Code §26.0441

Line	Voter-Approval Tax Rate Worksheet	Amount/Rate
36.	**Rate adjustment for county indigent defense compensation.** [25] **A.** **Current year indigent defense compensation expenditures.** Enter the amount paid by a county to provide appointed counsel for indigent individuals and fund the operations of a public defender's office under Article 26.044, Code of Criminal Procedure for the period beginning on July 1, of the prior tax year and ending on June 30,of the current tax year, less any state grants received by the county for the same purpose. . . . . $ 0 **B.** **Prior year indigent defense compensation expenditures.** Enter the amount paid by a county to provide appointed counsel for indigent individuals and fund the operations of a public defender's office under Article 26.044, Code of Criminal Procedure for the period beginning on July 1, 2022 and ending on June 30, 2023, less any state grants received by the county for the same purpose. . . . . $ 0 **C.** Subtract B from A and divide by Line 32 and multiply by $100. . . . . $ 0.0000 /$100 **D.** Multiply B by 0.05 and divide by Line 32 and multiply by $100. . . . . $ 0.0000 /$100 **E.** Enter the lesser of C and D. If not applicable, enter 0.	$ 0.0000 /$100
37.	**Rate adjustment for county hospital expenditures.** [26] **A.** **Current year eligible county hospital expenditures.** Enter the amount paid by the county or municipality to maintain and operate an eligible county hospital for the period beginning on July 1, of the prior tax year and ending on June 30, of the current tax year. . . . . $ 0 **B.** **Prior year eligible county hospital expenditures.** Enter the amount paid by the county or municipality to maintain and operate an eligible county hospital for the period beginning on July 1, 2022 and ending on June 30, 2023. . . . . $ 0 **C.** Subtract B from A and divide by Line 32 and multiply by $100. . . . . $ 0.0000 /$100 **D.** Multiply B by 0.08 and divide by Line 32 and multiply by $100. . . . . $ 0.0000 /$100 **E.** Enter the lesser of C and D, if applicable. If not applicable, enter 0.	$ 0.0000 /$100
38.	**Rate adjustment for defunding municipality.** This adjustment only applies to a municipality that is considered to be a defunding municipality for the current tax year under Chapter 109, Local Government Code. Chapter 109, Local Government Code only applies to municipalities with a population of more than 250,000 and includes a written determination by the Office of the Governor. See Tax Code Section 26.0444 for more information. **A.** **Amount appropriated for public safety in the prior year.** Enter the amount of money appropriated for public safety in the budget adopted by the municipality for the preceding fiscal year . . . . . $ 0 **B.** **Expenditures for public safety in the prior year.** Enter the amount of money spent by the municipality for public safety during the preceding fiscal year . . . . . $ 0 **C.** Subtract B from A and divide by Line 32 and multiply by $100 . . . . . $ 0.0000 /$100 **D.** Enter the rate calculated in C. If not applicable, enter 0.	$ 0.0000 /$100
39.	**Adjusted current year NNR M&O rate.** Add Lines 33, 34D, 35D, 36E, and 37E. Subtract Line 38D.	$ 0.3301 /$100
40.	**Adjustment for prior year sales tax specifically to reduce property taxes.** Cities, counties and hospital districts that collected and spent additional sales tax on M&O expenses in the prior year should complete this line. These entities will deduct the sales tax gain rate for the current year in Section 3. Other taxing units, enter zero. **A.** Enter the amount of additional sales tax collected and spent on M&O expenses in the prior year, if any. Counties must exclude any amount that was spent for economic development grants from the amount of sales tax spent . . . . . $ 0 **B.** Divide Line 40A by Line 32 and multiply by $100 . . . . . $ 0.0000 /$100 **C.** Add Line 40B to Line 39.	$ 0.3301 /$100
41.	**Current year voter-approval M&O rate.** Enter the rate as calculated by the appropriate scenario below. **Special Taxing Unit.** If the taxing unit qualifies as a special taxing unit, multiply Line 40C by 1.08. **- or -** **Other Taxing Unit.** If the taxing unit does not qualify as a special taxing unit, multiply Line 40C by 1.035.	$ 0.3416 /$100

[25] Tex. Tax Code §26.0442
[26] Tex. Tax Code §26.0443

Line	Voter-Approval Tax Rate Worksheet	Amount/Rate
D41.	***Disaster Line 41 (D41):* Current year voter-approval M&O rate for taxing unit affected by disaster declaration.** If the taxing unit is located in an area declared a disaster area and at least one person is granted an exemption under Tax Code Section 11.35 for property located in the taxing unit, the governing body may direct the person calculating the voter-approval tax rate to calculate in the manner provided for a special taxing unit. The taxing unit shall continue to calculate the voter-approval tax rate in this manner until the earlier of 1) the first year in which total taxable value on the certified appraisal roll exceeds the total taxable value of the tax year in which the disaster occurred, or 2) the third tax year after the tax year in which the disaster occurred If the taxing unit qualifies under this scenario, multiply Line 40C by 1.08. [27] If the taxing unit does not qualify, do not complete Disaster Line 41 (Line D41).	$ _____ /$100
42.	**Total current year debt to be paid with property taxes and additional sales tax revenue.** Debt means the interest and principal that will be paid on debts that: **(1)** are paid by property taxes, **(2)** are secured by property taxes, **(3)** are scheduled for payment over a period longer than one year, and **(4)** are not classified in the taxing unit's budget as M&O expenses. **A. Debt** also includes contractual payments to other taxing units that have incurred debts on behalf of this taxing unit, if those debts meet the four conditions above. Include only amounts that will be paid from property tax revenue. Do not include appraisal district budget payments. If the governing body of a taxing unit authorized or agreed to authorize a bond, warrant, certificate of obligation, or other evidence of indebtedness on or after Sept. 1, 2021, verify if it meets the amended definition of debt before including it here. [28] Enter debt amount ..... $ 10,188,819 **B.** Subtract **unencumbered fund amount** used to reduce total debt. ..... – $ 1,200,000 **C.** Subtract **certified amount spent from sales tax to reduce debt** (enter zero if none) ..... – $ 0 **D.** Subtract **amount paid** from other resources ..... – $ 100,000 **E. Adjusted debt.** Subtract B, C and D from A.	$ 8,888,819
43.	**Certified prior year excess debt collections.** Enter the amount certified by the collector. [29]	$ 0
44.	**Adjusted current year debt.** Subtract Line 43 from Line 42E.	$ 8,888,819
45.	**Current year anticipated collection rate.** **A.** Enter the current year anticipated collection rate certified by the collector. [30] ..... 100.00 % **B.** Enter the prior year actual collection rate. ..... 97.79 % **C.** Enter the 2022 actual collection rate. ..... 97.35 % **D.** Enter the 2021 actual collection rate. ..... 98.00 % **E.** If the anticipated collection rate in A is lower than actual collection rates in B, C and D, enter the lowest collection rate from B, C and D. If the anticipated rate in A is higher than at least one of the rates in the prior three years, enter the rate from A. Note that the rate can be greater than 100%. [31]	100.00 %
46.	**Current year debt adjusted for collections.** Divide Line 44 by Line 45E.	$ 8,888,819
47.	**Current year total taxable value.** Enter the amount on Line 21 of the *No-New-Revenue Tax Rate Worksheet.*	$ 5,645,026,665
48.	**Current year debt rate.** Divide Line 46 by Line 47 and multiply by $100.	$ 0.1574 /$100
49.	**Current year voter-approval tax rate.** Add Lines 41 and 48.	$ 0.4990 /$100
D49.	***Disaster Line 49 (D49):* Current year voter-approval tax rate for taxing unit affected by disaster declaration.** Complete this line if the taxing unit calculated the voter-approval tax rate in the manner provided for a special taxing unit on Line D41. Add Line D41 and 48.	$ _____ /$100

[27] Tex. Tax Code §26.042(a)
[28] Tex. Tax Code §26.012(7)
[29] Tex. Tax Code §26.012(10) and 26.04(b)
[30] Tex. Tax Code §26.04(b)
[31] Tex. Tax Code §§26.04(h), (h-1) and (h-2)

Line	Voter-Approval Tax Rate Worksheet	Amount/Rate
50.	**COUNTIES ONLY.** Add together the voter-approval tax rates for each type of tax the county levies. The total is the current year county voter-approval tax rate.	$ 0.0000 /$100

SECTION 3: NNR Tax Rate and Voter-Approval Tax Rate Adjustments for Additional Sales Tax to Reduce Property Taxes

Cities, counties and hospital districts may levy a sales tax specifically to reduce property taxes. Local voters by election must approve imposing or abolishing the additional sales tax. If approved, the taxing unit must reduce its NNR and voter-approval tax rates to offset the expected sales tax revenue.

This section should only be completed by a county, city or hospital district that is required to adjust its NNR tax rate and/or voter-approval tax rate because it adopted the additional sales tax.

Line	Additional Sales and Use Tax Worksheet	Amount/Rate
51.	**Taxable Sales.** For taxing units that adopted the sales tax in November of the prior tax year or May of the current tax year, enter the Comptroller's estimate of taxable sales for the previous four quarters. [32] Estimates of taxable sales may be obtained through the Comptroller's Allocation Historical Summary webpage. Taxing units that adopted the sales tax before November of the prior year, enter 0.	$
52.	**Estimated sales tax revenue.** Counties exclude any amount that is or will be spent for economic development grants from the amount of estimated sales tax revenue. [33] **Taxing units that adopted the sales tax in November of the prior tax year or in May of the current tax year.** Multiply the amount on Line 51 by the sales tax rate (.01, .005 or .0025, as applicable) and multiply the result by .95. [34] **- or -** **Taxing units that adopted the sales tax before November of the prior year.** Enter the sales tax revenue for the previous four quarters. Do not multiply by .95.	$
53.	**Current year total taxable value.** Enter the amount from Line 21 of the *No-New-Revenue Tax Rate Worksheet*.	$
54.	**Sales tax adjustment rate.** Divide Line 52 by Line 53 and multiply by $100.	$ /$100
55.	**Current year NNR tax rate, unadjusted for sales tax.**[35] Enter the rate from Line 26 or 27, as applicable, on the *No-New-Revenue Tax Rate Worksheet*.	$ /$100
56.	**Current year NNR tax rate, adjusted for sales tax.** **Taxing units that adopted the sales tax in November the prior tax year or in May of the current tax year.** Subtract Line 54 from Line 55. Skip to Line 57 if you adopted the additional sales tax before November of the prior tax year.	$ /$100
57.	**Current year voter-approval tax rate, unadjusted for sales tax.**[36] Enter the rate from Line 49, Line D49 (disaster) or Line 50 (counties) as applicable, of the *Voter-Approval Tax Rate Worksheet*.	$ /$100
58.	**Current year voter-approval tax rate, adjusted for sales tax.** Subtract Line 54 from Line 57.	$ /$100

SECTION 4: Voter-Approval Tax Rate Adjustment for Pollution Control

A taxing unit may raise its rate for M&O funds used to pay for a facility, device or method for the control of air, water or land pollution. This includes any land, structure, building, installation, excavation, machinery, equipment or device that is used, constructed, acquired or installed wholly or partly to meet or exceed pollution control requirements. The taxing unit's expenses are those necessary to meet the requirements of a permit issued by the Texas Commission on Environmental Quality (TCEQ). The taxing unit must provide the tax assessor with a copy of the TCEQ letter of determination that states the portion of the cost of the installation for pollution control.

This section should only be completed by a taxing unit that uses M&O funds to pay for a facility, device or method for the control of air, water or land pollution.

Line	Voter-Approval Rate Adjustment for Pollution Control Requirements Worksheet	Amount/Rate
59.	**Certified expenses from the Texas Commission on Environmental Quality (TCEQ).** Enter the amount certified in the determination letter from TCEQ. [37] The taxing unit shall provide its tax assessor-collector with a copy of the letter. [38]	$
60.	**Current year total taxable value.** Enter the amount from Line 21 of the *No-New-Revenue Tax Rate Worksheet*.	$
61.	**Additional rate for pollution control.** Divide Line 59 by Line 60 and multiply by $100.	$ /$100

[32] Tex. Tax Code §26.041(d)
[33] Tex. Tax Code §26.041(i)
[34] Tex. Tax Code §26.041(d)
[35] Tex. Tax Code §26.04(c)
[36] Tex. Tax Code §26.04(c)
[37] Tex. Tax Code §26.045(d)
[38] Tex. Tax Code §26.045(i)

Line	Voter-Approval Rate Adjustment for Pollution Control Requirements Worksheet	Amount/Rate
62.	**Current year voter-approval tax rate, adjusted for pollution control.** Add Line 61 to one of the following lines (as applicable): Line 49, Line D49 (disaster), Line 50 (counties) or Line 58 (taxing units with the additional sales tax).	$ _____/$100

SECTION 5: Voter-Approval Tax Rate Adjustment for Unused Increment Rate

The unused increment rate is the rate equal to the sum of the prior 3 years Foregone Revenue Amounts divided by the current taxable value. [39] The Foregone Revenue Amount for each year is equal to that year's adopted tax rate subtracted from that year's voter-approval tax rate adjusted to remove the unused increment rate multiplied by that year's current total value. [40] In a year where a taxing unit adopts a rate by applying any portion of the unused increment rate, the portion of the unused increment rate that was used must be backed out of the calculation for that year.

The difference between the adopted tax rate and adjusted voter-approval tax rate is considered zero in the following scenarios:

- a tax year in which a taxing unit affected by a disaster declaration calculates the tax rate under Tax Code Section 26.042; [41]
- a tax year in which the municipality is a defunding municipality, as defined by Tax Code Section 26.0501(a); [42] or
- after Jan. 1, 2022, a tax year in which the comptroller determines that the county implemented a budget reduction or reallocation described by Local Government Code Section 120.002(a) without the required voter approval. [43]

Individual components can be negative, but the overall rate will be the greater of zero or the calculated rate.

This section should only be completed by a taxing unit that does not meet the definition of a special taxing unit. [44]

Line	Unused Increment Rate Worksheet	Amount/Rate
63.	**Year 3 Foregone Revenue Amount. Subtract the 2023 unused increment rate and 2023 actual tax rate from the 2023 voter-approval tax rate. Multiply the result by the 2023 current total value**	
	A. Voter-approval tax rate (Line 67)	$ 0.4872 /$100
	B. Unused increment rate (Line 66)	$ 0.0000 /$100
	C. Subtract B from A	$ 0.4872 /$100
	D. Adopted Tax Rate	$ 0.4872 /$100
	E. Subtract D from C	$ 0.0000 /$100
	F. 2023 Total Taxable Value (Line 60)	$ 5,440,460,429
	G. Multiply E by F and divide the results by $100	$ 0
64.	**Year 2 Foregone Revenue Amount. Subtract the 2022 unused increment rate and 2022 actual tax rate from the 2022 voter-approval tax rate. Multiply the result by the 2022 current total value**	
	A. Voter-approval tax rate (Line 67)	$ 0.4968 /$100
	B. Unused increment rate (Line 66)	$ 0.0018 /$100
	C. Subtract B from A	$ 0.4950 /$100
	D. Adopted Tax Rate	$ 0.4950 /$100
	E. Subtract D from C	$ 0.0000 /$100
	F. 2022 Total Taxable Value (Line 60)	$ 4,781,896,771
	G. Multiply E by F and divide the results by $100	$ 0
65.	**Year 1 Foregone Revenue Amount. Subtract the 2021 unused increment rate and 2021 actual tax rate from the 2021 voter-approval tax rate. Multiply the result by the 2021 current total value**	
	A. Voter-approval tax rate (Line 67)	$ 0.5242 /$100
	B. Unused increment rate (Line 66)	$ 0.0121 /$100
	C. Subtract B from A	$ 0.5121 /$100
	D. Adopted Tax Rate	$ 0.5121 /$100
	E. Subtract D from C	$ 0.0000 /$100
	F. 2021 Total Taxable Value (Line 60)	$ 4,068,009,738
	G. Multiply E by F and divide the results by $100	$ 0
66.	**Total Foregone Revenue Amount.** Add Lines 63G, 64G and 65G	$ 0.0000
67.	**2024 Unused Increment Rate.** Divide Line 66 by Line 21 of the *No-New-Revenue Rate Worksheet*. Multiply the result by 100	$ 0.0000 /$100
68.	**Total 2024 voter-approval tax rate, including the unused increment rate.** Add Line 67 to one of the following lines (as applicable): Line 49, Line 50 (counties), Line 58 (taxing units with additional sales tax) or Line 62 (taxing units with pollution)	$ 0.4990 /$100

[39] Tex. Tax Code §26.013(b)
[40] Tex. Tax Code §26.013(a)(1-a), (1-b), and (2)
[41] Tex. Tax Code §§26.04(c)(2)(A) and 26.042(a)
[42] Tex. Tax Code §§26.0501(a) and (c)
[43] Tex. Local Gov't Code §120.007(d)
[44] Tex. Local Gov't Code §120.007(d)

SECTION 6: De Minimis Rate

The de minimis rate is the rate equal to the sum of the no-new-revenue maintenance and operations rate, the rate that will raise $500,000, and the current debt rate for a taxing unit. [44]

This section should only be completed by a taxing unit that is a municipality of less than 30,000 or a taxing unit that does not meet the definition of a special taxing unit. [45]

Line	De Minimis Rate Worksheet	Amount/Rate
69.	**Adjusted current year NNR M&O tax rate.** Enter the rate from Line 39 of the *Voter-Approval Tax Rate Worksheet.*	
70.	**Current year total taxable value.** Enter the amount on Line 21 of the *No-New-Revenue Tax Rate Worksheet.*	$ _____
71.	**Rate necessary to impose $500,000 in taxes.** Divide $500,000 by Line 70 and multiply by $100.	$ _____/$100
72.	**Current year debt rate.** Enter the rate from Line 48 of the *Voter-Approval Tax Rate Worksheet.*	$ _____/$100
73.	**De minimis rate.** Add Lines 69, 71 and 72.	$ _____/$100

SECTION 7: Voter-Approval Tax Rate Adjustment for Emergency Revenue Rate

In the tax year after the end of the disaster calculation time period detailed in Tax Code Section 26.042(a), a taxing unit that calculated its voter-approval tax rate in the manner provided for a special taxing unit due to a disaster must calculate its emergency revenue rate and reduce its voter-approval tax rate for that year.[48]

Similarly, if a taxing unit adopted a tax rate that exceeded its voter-approval tax rate, calculated normally, without holding an election to respond to a disaster, as allowed by Tax Code Section 26.042(d), in the prior year, it must also reduce its voter-approval tax rate for the current tax year. [49]

This section will apply to a taxing unit other than a special taxing unit that:

- directed the designated officer or employee to calculate the voter-approval tax rate of the taxing unit in the manner provided for a special taxing unit in the prior year; and
- the current year is the first tax year in which the total taxable value of property taxable by the taxing unit as shown on the appraisal roll for the taxing unit submitted by the assessor for the taxing unit to the governing body exceeds the total taxable value of property taxable by the taxing unit on January 1 of the tax year in which the disaster occurred or the disaster occurred four years ago.This section will apply to a taxing unit in a disaster area that adopted a tax rate greater than its voter-approval tax rate without holding an election in the prior year.

Note: This section does not apply if a taxing unit is continuing to calculate its voter-approval tax rate in the manner provided for a special taxing unit because it is still within the disaster calculation time period detailed in Tax Code Section 26.042(a) because it has not met the conditions in Tax Code Section 26.042(a)(1) or (2).

Line	Emergency Revenue Rate Worksheet	Amount/Rate
74.	**2023 adopted tax rate.** Enter the rate in Line 4 of the *No-New-Revenue Tax Rate Worksheet.*	$ _____/$100
75.	**Adjusted 2023 voter-approval tax rate.** Use the taxing unit's Tax Rate Calculation Worksheets from the prior year(s) to complete this line. If a disaster occurred in 2023 and the taxing unit calculated its 2023 voter-approval tax rate using a multiplier of 1.08 on Disaster Line 41 (D41) of the 2023 worksheet due to a disaster, complete the applicable sections or lines of *Form 50-856-a, Adjusted Voter-Approval Tax Rate for Taxing Units in Disaster Area Calculation Worksheet.* **- or -** If a disaster occurred prior to 2023 for which the taxing unit continued to calculate its voter-approval tax rate using a multiplier of 1.08 on Disaster Line 41 (D41) in 2023, complete form 50-856-a, *Adjusted Voter-Approval Tax Rate for Taxing Units in Disaster Area Calculation Worksheet* to recalculate the voter-approval tax rate the taxing unit would have calculated in 2023 if it had generated revenue based on an adopted tax rate using a multiplier of 1.035 in the years following the disaster. [50] Enter the final adjusted 2023 voter-approval tax rate from the worksheet. **- or -** If the taxing unit adopted a tax rate above the 2023 voter-approval tax rate without calculating a disaster tax rate or holding an election due to a disaster, no recalculation is necessary. Enter the voter-approval tax rate from the prior year's worksheet.	$ _____/$100
76.	**Increase in 2023 tax rate due to disaster.** Subtract Line 75 from Line 74.	$ _____/$100
77.	**Adjusted 2023 taxable value.** Enter the amount in Line 14 of the *No-New-Revenue Tax Rate Worksheet.*	$ _____
78.	**Emergency revenue.** Multiply Line 76 by Line 77 and divide by $100.	$ _____
79.	**Adjusted 2023 taxable value.** Enter the amount in Line 25 of the *No-New-Revenue Tax Rate Worksheet.*	$ _____
80.	**Emergency revenue rate.** Divide Line 78 by Line 79 and multiply by $100. [51]	$ _____/$100

[45] Tex. Tax Code §26.04(c)(2)(B)
[46] Tex. Tax Code §26.012(8-a)
[47] Tex. Tax Code §26.063(a)(1)
[48] Tex. Tax Code §26.042(b)
[49] Tex. Tax Code §26.042(f)
[50] Tex. Tax Code §§26.42(c)
[51] Tex. Tax Code §§26.42(b)

Line	Emergency Revenue Rate Worksheet	Amount/Rate
81.	**Current year voter-approval tax rate, adjusted for emergency revenue.** Subtract Line 80 from one of the following lines (as applicable): Line 49, Line D49 (disaster), Line 50 (counties), Line 58 (taxing units with the additional sales tax), Line 62 (taxing units with pollution control) or Line 68 (taxing units with the unused increment rate).	$ _____/$100

SECTION 8: Total Tax Rate

Indicate the applicable total tax rates as calculated above.

No-new-revenue tax rate. ..... $ 0.4805 /$100
As applicable, enter the current year NNR tax rate from: Line 26, Line 27 (counties), or Line 56 (adjusted for sales tax).
Indicate the line number used: 26

Voter-approval tax rate ..... $ 0.4990 /$100
As applicable, enter the current year voter-approval tax rate from: Line 49, Line D49 (disaster), Line 50 (counties), Line 58 (adjusted for sales tax), Line 62 (adjusted for pollution control), Line 68 (adjusted for unused increment), or Line 81 (adjusted for emergency revenue).
Indicate the line number used: 68

De minimis rate. ..... $ _____/$100
If applicable, enter the current year de minimis rate from Line 73.

SECTION 9: Taxing Unit Representative Name and Signature

Enter the name of the person preparing the tax rate as authorized by the governing body of the taxing unit. By signing below, you certify that you are the designated officer or employee of the taxing unit and have accurately calculated the tax rates using values that are the same as the values shown in the taxing unit's certified appraisal roll or certified estimate of taxable value, in accordance with requirements in the Tax Code. [52]

print here ▶ Daryl John
Printed Name of Taxing Unit Representative

sign here ▶ _____
Taxing Unit Representative

7-26-24
Date

[52] Tex. Tax Code §§26.04(c-2) and (d-2)

Date amended: 07/26/02024

Agenda No. 13.

CITY COUNCIL MEMORANDUM

City Council Meeting:	**August 06, 2024**
Department:	**Finance**
Subject:	**Ordinance 24-M-124 - Amend the City of Schertz Code of Ordinances and certain other ordinances by amending and establishing fees for certain licenses, permits, and other services. *Final Reading* (S.Gonzalez/J.Walters)**

BACKGROUND

Based on discussion at the August 2 City Council budget retreat, staff is working between then and this meeting to provide options for appropriate revenue from fees.

Note: Water & Sewer Impact Fee table page has been updated to fix an error showing different LUE amounts from the previous meeting on July 16, 2024. There is no change to the LUE levels of these impact fees.

City Departments collect a wide variety of fees for permits, services, fines and other charges that are all part of everyday operations of municipal government. Since September 2008, the fees have been incorporated into a single fee schedule. Ordinance 08-M-43 established the consolidated fee schedule and allows for the modification of existing fees to be done by resolution while new fees are established or added to the Fee Schedule by ordinance.

The Fee Schedule ordinance provides a single document with all City fees that directly affect the users. The changes to the fees ensure the continued operation of public utilities, provides for essential services to the community and to adequately maintain the investment in existing infrastructure. All changes to the fee schedule will have a 45-day period before the new fees take effect. This allows staff to update and advise citizens on the upcoming changes. The recommended effective date of these fee changes will be October 1, 2024.

Library

Library proposes to remove late fees as studies, and the experience of fine-free libraries, suggest that small fines aren't effective at encouraging wanted behavior, and may in fact discourage the return of library materials. Being fine-free encourages former library patrons who stopped using the library due to fines to come back, and it attracts new patrons who are fearful of accruing fines. Seguin, New Braunfels, San Antonio, Bulverde, Canyon Lake, and San Marcos are all fine-free, and all are part of a national trend of fine-free libraries. The goal of the library is to provide information and other resources, not collect fines, and staff feels it can better serve the community by removing these overdue fines. This would decrease revenue by 50% or $5,600 but overall this drop is small enough for the General Fund to absorb without any reduction in service.

Game and Experience Kit totes and parts will be charged to the patrons if those items are lost or damaged. If the item is paid for, any overdue fines are waived and are not additive.

Parks

Parks no longer has Large Pavilions without facilities and will be removing those rates from the

schedule. Staff also proposes to increase rental rates for the Large Pavilions by $25 for weekdays and $50 for weekend rentals to match similar offerings by other cities in the area. Current level of demand for these rental types is high and rates were last adjusted in 2021. This increase could result in an additional $6,750 in revenue.

Neighborhood Services
Food establishment fee structure is proposed to be changed from the 5 categories the City has currently to 2. Both sets were based on number of employees but now there would be 1 rate for establishments with 10 and less employees and 1 rate for 11 and more. This model is comparable to what other cities are doing but are still less than what larger cities are charging.

Mobile vendor permits are also proposed to increase from $100 to $250. The state charges $150 and other cities charge $350 so staff was aiming for the middle ground with this update. This fee was last updated in 2022 and the City will still accept permits acquired in other cities for only a $25 registration fee in lieu of getting the $250 permit through Schertz.

Staff also proposes to remove Sanitation Inspection Fees for services provided outside the City Limits. Staff has not been called to perform these services and have not used these fees.

Emergency Medical Service (EMS)
EMS proposes to increase the response services fees. These fees are the actual charges for services provided during transport and have not been updated since 2013 or earlier. Fees for Basic Life Support and Advanced Life Support increase between 9 and 14% with this jump due to not updating these fees in over a decade.

EMT Class fees are also proposed to increase $100 to meet cost increases for providing the class.

Per Capita, what the City charges to provide EMS support to other cities, is proposed to increase 2.65% to match the medical CPI. This increase is stated in the contracts with each other local government to which Schertz provides EMS services.

Engineering
Engineering proposes to add a Wasterwater Liftstation Plan Review and Inspection fees to the schedule. This item was missed in the last update and should be included on the fee schedule to provide clear communication to developers. Liftstations are vital to the City's infrastructure and needs to be properly reviewed and inspected to ensure the integrity of the City's system once its brought online. Repairs and replacements later can be very costly to the City and residents.

Planning & Zoning/Drainage
Proposes adding a Floodplain Development Review Fee. Most floodplain review occurs throughout entitlement process, so staff proposes adding the fee in the Planning section. This change will also specify the Floodplain permit fee under Drainage is for new construction only.

Utility Billing
With new development, certain areas of Schertz will have water provided by the Guadalupe Valley Special Utility District (GVSUD) but have wastewater and garbage provided by Schertz. Due to the fact the City is not providing full services, staff proposes to lower the deposit for water and wastewater services from $125 to $75 for new residents in these designated areas.

Water & Sewer

Water rates are proposed to increase 2% and Sewer rates by 3% for residential and commercial accounts, following the Year 2 of the 5 year rate plan accepted by the City in 2023. This rate plan was set to fund annual increases in operating costs, pay debt, and to fund known capital improvement projects. The overall impact to a resident using 10,000 gallons of water and 5,000 gallons of sewer would be $2.44 per month.

Public Works
Public Works is adding Bulk Water sales to the fee schedule that was in the water ordinance but not included in the fee schedule as well as increasing the Wholesale Water Distribution Rate by the recommended 2% water increase.

GOAL
To conduct a public hearing to update the Adopted Fee Schedule for FY 2024-25.

COMMUNITY BENEFIT
Provide a single place for information on City fees.

SUMMARY OF RECOMMENDED ACTION
Staff recommends council approve the proposed changes to the fees schedule.

FISCAL IMPACT
The overall impact of the Library Fee reduction, Park Fee increase, and the restructuring of Neighborhood Services Fees and Plan Review Fees will be minimal to the General Fund and mostly offset.

The EMS Fee changes could add $1.2 million in additional revenue for the fund which is needed to meet rising costs of providing services.

On average, residential utility customers would see an increase of $2.44 per month, under the recommended second year of the 5-year rate plan and fund the projected operational costs. This would raise $288,000 in water revenue and $297,000 in sewer revenue.

RECOMMENDATION
Adopt Ordinance 24-M-124 and updated fees for FY 2024-25

Attachments

Ordinance 24-M-143 Fee Schedule
Ordinance 24-M-124 Fee Schedule
FY 2024-25 Fee Schedule-Red Line Version
5 Year Water-Wastewater Rate Study 2023

ORDINANCE NO. 24-M-143

AN ORDINANCE BY THE CITY COUNCIL OF THE CITY OF SCHERTZ, TEXAS AMENDING THE CITY OF SCHERTZ CODE OF ORDINANCES AND CERTAIN OTHER ORDINANCES BY AMENDING AND ESTABLISHING FEES FOR CERTAIN LICENSES, PERMITS, AND OTHER SERVICES PROVIDED BY THE CITY OF SCHERTZ; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Schertz (the "City") has established by ordinances and resolutions for fees for licenses, permits, and services provided by the City; and

WHEREAS, the City Council has authorized a review and a consolidation of certain fees for licenses, permits, and services provided by the City; and

WHEREAS, the Schedule of Fees attached as Exhibit A reflects revisions to certain fees, a restatement of certain fees not revised, and a consolidation of all such fees; and

WHEREAS, due to the need for periodic modification of said fees and for the purposes of efficiency, the City Council desires to adopt future fee changes by resolution rather than by ordinance.

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

Section 1**.** All persons, firms, or corporations applying for licenses or permits or receiving other City services described on Exhibit A that require the payment of a fee incident to such application or service shall pay the fees as prescribed in the Fee Schedule attached hereto as Exhibit A and made a part of hereof. It shall be a violation of this Ordinance to conduct any activity or commence any use or receive any service for which payment of a fee described herein is required until such fee has been paid (if required to be paid in advance) or to fail to pay such fee when properly billed.

Section 2. This Ordinance shall be cumulative of all provisions of ordinances and of the Code of Ordinances of the City of Schertz, Texas as to the fees set forth on Exhibit A effect on the effective date of this Ordinance, except where the provisions of this Ordinance are in direct conflict with the provisions of such ordinances and such Code, in which event the conflicting provisions of such ordinances and such Code are hereby repealed.

Section 3. The City Council may, from time to time, by ordinance add to the fees set forth on Exhibit A, and the fees now or hereafter set forth on Exhibit A may be modified from time to time by resolution of the City Council.

Section 4. It is hereby declared to be the intention of the City Council that the phrases, clauses, sentences, paragraphs, and sections of this Ordinance are severable, and if any phrase, clause, sentence, paragraph, or section of this Ordinance shall be declared unconstitutional by the valid judgment or decree of any court of competent jurisdiction, such unconstitutionality shall not affect any of the remaining phrases, clauses, sentences, paragraphs, and sections of this Ordinance, since the same would have been enacted by the City Council without the incorporation in this Ordinance of any such unconstitutional phrase, clause, sentence, paragraph, or section.

Section 5. Subject to the last sentence of this Section, any person, firm, or corporation who violates, disobeys, omits, neglects, or refuses to comply with or who resists the enforcement of any of provisions of this Ordinance shall be fined not more than Five Hundred Dollars ($500.00) for each offense. Each day that a violation is permitted to exist shall constitute a separate offense. If any other ordinance, including the Code of Ordinances, establishes a different penalty for the failure to pay any fee on Exhibit A, the provisions of such other ordinance or the Code of Ordinances shall control with respect to such penalty.

Section 6. All rights and remedies of the City are expressly saved as to any and all violations of the provisions of the Code of Ordinances in effect on the effective date of this Ordinance and modified by this Ordinance or any other ordinances in effect on the effective date of this Ordinance and modified by this Ordinance and requiring the payment of fees for licenses, permits, and other services provided by the City which have accrued on the effective date of this Ordinance; and any and all accrued violations and all pending litigation, both civil and criminal, whether pending in court or not, under such ordinances, shall not be affected by this Ordinance but may be prosecuted until final disposition by the courts.

Section 7. This Ordinance shall be in full force and effect from and after its final passage and any publication required by law.

PASSED ON FIRST READING, the _____ day of _____ 2024.

PASSED, APPROVED and ADOPTED ON SECOND READING, the _____ day of _____ 2024.

CITY OF SCHERTZ, TEXAS

_____

Ralph Gutierrez, Mayor

ATTEST:

_____

Sheila Edmondson, City Secretary

Exhibit A

City of Schertz

Schedule of Fees

Effective October 1, 2024

City of Schertz
Schedule of Fees

All City Secretary	2024-25

Records Requests

Standard paper copy, per page (front and back is 2 pages)	$ 0.10
Nonstandard-size copy:	
Oversize paper copy (11" X 17")	$ 0.50
Specialty paper (Mylar, blueprint, blue line, map, photographic)	Actual
Certified Copy- Each Certification	$ 5.00
Diskette	$ 1.00
Magnetic tape - actual cost	Actual
Data cartridge -actual cost	Actual
Tape cartridge - actual cost	Actual
Rewritable CD (CD-RW)	$ 1.00
Non-rewritable CD (CD-R)	$ 1.00
Digital video disc (DVD)	$ 3.00
JAZ drive - actual cost	Actual
Other electronic media - actual cost	Actual
Miscellaneous supplies - actual cost	Actual
Postage and shipping charge actual cost	Actual
Photographs - actual cost	Actual
Maps - actual cost	Actual
Labor charge:	
For locating, compiling, and reproducing, per hour (if documents are NOT located in the immediate area and over 50 pages)	$ 15.00
Overhead charge - % of labor charge	20%
Remote document retrieval charge	Actual

No Sales Tax shall be applied to copies of public information.

Notary Fees

Acknowledgement, Certified Copies, Jurat's, Oaths and Affirmation	$ 6.00
Protests- Per Document	$ 5.00

Convenience Fees

Credit Card Payment Over Phone	$ 1.00
Return Check Fee	$ 25.00
Candidate Filing Fee	$ 25.00

Licenses

Package Store Permit	$ 250.00
Wine and Malt Beverage Retailer's Permit - Bexar County	$ 500.00

City of Schertz
Schedule of Fees

Wine and Malt Beverage Retailer's Permit - Bexar County Renewal	$ 375.00
Wine and Malt Beverage Retailer's Permit - All Other Counties	$ 87.50
Wine and Malt Beverage Retailer's Off Premises Permit	$ 30.00
(Malt Beverage) Retail Dealer's On-Premise License - Bexar County	$ 500.00
(Malt Beverage) Retail Dealer's On-Premise License - Bexar County Renewal	$ 375.00
(Malt Beverage) Retail Dealer's On-Premise License - All Other Counties	$ 75.00
Wine-Only Package Store Permit	$ 37.50
Mixed Beverage Permit	$ 375.00
Wholesaler's Permit	$ 937.50
Branch's Distributor's License	$ 37.50
(Malt Beverage) Retail Dealer's Off-Premise License	$ 30.00
Local Distributor's Permit	$ 50.00
Winery Permit	$ 37.50

City of Schertz
Schedule of Fees

Library	2024-25
Non-Resident user fee- Library Card	$15.00
Meeting Room Fee- Non-Schertz residents, 4 hours	$50.00
Meeting Room Fee- After hour fee, per hour	$25.00
Meeting Room Cleaning Fee (Spot Cleaning)	$50.00
Meeting Room Cleaning Fee (Whole Room)	Actual
Additional Fee for After Hours Cleaning, per hour	$25.00
Inter-Library Loans Materials (ILL Materials)	
Lost or damaged ILL items - Cost of item as billed by the lending library (may include additional fines or fees assessed by the lending library)	Actual
Return Postage Fee--for ILL items never picked up by customer after arrival	$ 3.00
Replacement Library Card	$ 1.00
Copier, per standard page (2-sided copies are the same as 2 pages; oversized copies are the same as 2 pages)	
Black and White	$ 0.15
Color	$ 0.50
Printing, per standard page (2-sided copies are the same as 2 pages; oversized copies are the same as 2 pages)	
Black and White	$ 0.15
Color	$ 0.50
Outgoing Fax, 1st page	$ 1.00
Per each succeeding page	$ 0.25
Lost & Damaged Materials - Cost of item	
plus a processing fee	$ 5.00
Damaged DVD Case	$ 1.00
Damaged or Missing Barcode	$ 1.00
Damaged or Missing RFID Tag	$ 1.00
Damaged or Missing DVD/Video Cover (if replaceable) plus processing fee	$ 3.00
Game & Experience Kit totes and parts (if replaceable)	Actual
Toddler Tote Bag	$ 2.50
Materials Recovery Fee (per account sent to collections)	$ 10.00

Note: If an item is lost and paid for, any overdue fines assessed against the item are waived. If part of an item is lost and not replaceable, the item as a whole is considered lost and the full cost of the item is charged to the patron. Again, any overdue fines assessed against the item are waived if the item is paid for. Refunds for items that were paid for and subsequently found and returned to the library are available for up to 60 days after payment and require the original receipt. Processing fees are non-refundable. No refunds will be given after 60 days.

City of Schertz
Schedule of Fees

Schertz Magazine	2024-25
Display Ads:	
Eighth Page for 6 mo., per month	$ 325.00
Eighth Page for 12 mo., per month	$ 300.00
Quarter Page for 6 mo., per month	$ 600.00
Quarter Page for 12 mo., per month	$ 450.00
Half Page for 6 mo., per month	$ 1,100.00
Half Page for 12 mo., per month	$ 775.00
Full Page for 6 mo., per month	$ 1,650.00
Full Page for 12 mo., per month	$ 1,325.00
Special placement fee	$ 100.00
Artwork ownership fee	$ 95.00
Premium Placement:	
Back Cover for 6 mo., per month	$ 2,000.00
Back Cover for 12 mo., per month	$ 1,650.00

Churches, governmental entities, 501 (c) 3 and civic groups who provide a service to the residents of Schertz will receive a 25% discount on the above facility rental rates.

City of Schertz
Schedule of Fees

Event Facilities	2024-25
Vendor/Ancillary Fees	
Kitchen Fee, per person	
Kitchen/F&B Fee, Ballroom	$ 300.00
Kitchen/F&B Fee, Bluebonnet Room	$ 100.00
Early Open Fee (one hour only)	$ 200.00
Late Fee	$ 200.00
Ice, one bin (80lbs)	$ 15.00
Ice, unlimited	$ 25.00
Beverage Service (for 50 people)	$ 50.00
Beverage Linen per table	$ 6.00
Cancellation Fee	$ 50.00
Portable Bar (includes 5 cocktail tables)	$ 200.00
Cocktail Tables (up to 5)	$ 50.00
Uplighting, per light	$ 15.00
Uplighting package, 10 lights	$ 100.00
Pipe for Back Drop	$ 25.00
Drape per linear ft.	$ 2.00
Cleaning Fee	$ 150.00
Beverage Tub	$ 75.00
Private Suite	$ 150.00
Discount/Special Rates	
Frequent Renters 25% discount (Must rent at least 12 times calendar year)	
Multiple Day Renters 25% discount (Must rent two or more consecutive days)	
Day before setup - 50% of regular room rate (only in ballroom or entire Civic Center) Non-Profits 25% discount - rent only	
All comp'd requests will require approval from City Manager	
H.O.A. Meeting Fee	$ 100.00
Funeral Reception Only in Bluebonnet Hall/Community Centers 3 hr maximum	$ 100.00
Gym Use Fee (Community Center/per hour)	$ 25.00
Facility Security	
Security Coordination Fee	$ 15.00
Regular- per officer, per hour (4 hour minimum)	$ 50.00
Holiday- per officer, per hour (4 hour minimum)	$ 75.00
Civic Center - Grand Ballroom- (7,198 sq. ft)	
Regular Rentals (room only)	
Sunday, Full day	$ 925.00
Monday - Thursday, Full day	$ 600.00
Monday - Thursday, Half day	$ 375.00
Friday, Full Day (half day not available)	$ 925.00
Saturday, Full day (half day not available)	$ 1,975.00
Small Stage	$ 200.00
Dance Floor	$ 200.00
Damage/Cancellation Deposit	$ 500.00
Audio/Visual Services (upgraded)	$ 175.00
Additional time, per hour	$ 50.00
Audio/Visual Panel Access (for 2 screens/projectors)	$ 100.00

City of Schertz
Schedule of Fees

Event Facilities	2024-25
Banquet Package - includes hall and kitchen rental, easel, tables/chairs, dance floor, AV panel access, ice, private suite, portable bar, cocktail tables, uplighting package, beverage tub:	
Friday/Sunday, Full Day (half day not available)	$ 2,025.00
Saturday, Full day (half day not available)	$ 3,000.00
Civic Center Cut-Off Hall (Larger portion of Ballroom - (4,172 sq ft)	
Regular Rentals	
Sunday, Full day	$ 700.00
Monday - Thursday, Full day	$ 425.00
Monday - Thursday, Half day	$ 250.00
Friday, Full Day (half day not available)	$ 700.00
Saturday, Full day (half day not available)	$ 1,550.00
Small Stage - move to only one stage	$ 200.00
Dance Floor	$ 200.00
Audiovisual Services (upgraded)	$ 175.00
Additional time, per hour	$ 50.00
Audio/Visual Panel Access (for 2 screens/projectors)	$ 100.00
Damage/Cancellation Deposit	$ 500.00
Banquet Package - includes hall and kitchen rental, easel, tables/chairs, dance floor, AV panel access, ice, private suite, portable bar, cocktail tables, uplighting package, beverage tub:	
Friday/Sunday, Full day (half day not available)	$ 1,725.00
Saturday, Full day (half day not available)	$ 2,575.00
Civic Center Conference Hall (Smaller portion of Ballroom - (3,026 sq ft)	
Regular Rentals	
Friday/Sunday, Full day	$ 400.00
Monday - Thursday, Full day	$ 250.00
Monday - Thursday, Half day	$ 175.00
Audio/Visual Panel Access (for 2 screens/projectors)	$ 100.00
Damage/Cancellation Deposit	$ 200.00
Civic Center - Bluebonnet Hall- (2,500 sq ft)	
Regular Rentals	
Friday/Sunday, Full day	$ 450.00
Friday/Sunday, Half day	$ 225.00
Monday - Thursday, Full day	$ 275.00
Monday - Thursday, Half day	$ 150.00
Saturday, Full day (half day not available)	$ 775.00
Audio/Visual Panel Access (for 2 screens/projectors)	$ 100.00
Damage/Cancellation Deposit	$ 200.00
Banquet Package - includes hall rental, kitchen, tables/chairs, AV panel access, ice, uplights, portable bar:	
Friday/Sunday, Full day	$ 925.00
Friday/Sunday, Half day	$ 700.00

City of Schertz
Schedule of Fees

Event Facilities	2024-25
Saturday, Full day (half day not available)	$ 1,250.00
Community Center North- 3501 Morning Dr- (2,006 sq ft)	
Sunday - Thursday per hour, 2 hour minimum	$ 25.00
Friday - Saturday per hour, 4 hour minimum	$ 50.00
Daily Maximum (up to 12 hours)	$ 375.00
Damage/Cancellation Deposit	$ 200.00
Community Center Central (2,940 sq ft)	
Sunday - Thursday per hour, 2 hour minimum	$ 50.00
Friday - Saturday per hour, 4 hour minimum	$ 75.00
Daily Maximum (up to 12 hours)	$ 475.00
Projector/Screen/Microphone	$ 50.00
Damage/Cancellation Deposit	$ 200.00

Churches, governmental entities, 501 (c) 3 and civic groups who provide a service to the residents of Schertz will receive a 25% discount on the above facility rental rates.

City of Schertz
Schedule of Fees

Event Fee	2024-25
Daddy Daughter/Mother Son Dances	
Adult	$ 18.00
Child (17 and under)	$ 12.00
Kick Cancer 1k/5k	
1K Kids Run	$ 20.00
5K Timed Run/Walk	$ 35.00
5K Non-Timed Run/Walk	
Signs of Love	$ 20.00
Jubilee	
Food Vendor	$ 300.00
Carnival	$ 6,000.00
Craft Vendor	$ 50.00
Business Parade Entry	$ 50.00
T-Shirt Decorating Contest	
Umpired Leagues (Kickball, Softball)	
Individual	$ 25.00
Late Fee Per Individual	$ 10.00
Non-Umpired Leagues (Pickleball, Cornhole)	
Individual	$ 20.00
Late Fee Per Individual	$ 10.00
Holidazzle	
Food Vendor	$ 50.00
Craft Vendor	$ 50.00
Business Parade Entry	$ -
Breakfast with Santa	$ 10.00
Murder Mystery Party	$40.00
Per Individual	
5 Day, 2 Hour Camps	
Per Individual	$ 60.00
5 Day, 3 Hour Camps	
Per couple	$ 70.00
Parent & Me Programs	
Per Couple	$ 10.00
Archery Month Series (Seniors/After School)	
Per Individual	$ 20.00
Archery 101 (1 Day)	
Per Individual	$ 20.00

City of Schertz
Schedule of Fees

Parks and Recreation	2024-25
Small Pavilion (Resident)	
Weekday Full Day (Mon-Thur)	$ 42.50
Weekend Half Day (Fri-Sun)	$ 55.00
Weekend Full Day (Fri-Sun)	$ 85.00
Small Pavilion (Non-Resident)	
Weekday Full Day (Mon-Thur)	$ 67.50
Weekend Half Day (Fri-Sun)	$ 90.00
Weekend Full Day (Fri-Sun)	$ 135.00
Large Pavilion (Resident)	
Weekday with facilities (Mon-Thur)	$ 125.00
Weekend with facilities (Fri-Sun)	$ 250.00
Large Pavilion (Non-Resident)	
Weekday with facilities (Mon-Thur)	$ 175.00
Weekend with facilities (Fri-Sun)	$ 350.00
Group Picnic Areas (Resident)	
Weekday Full Day (Mon-Thur)	$ 15.00
Weekend Half Day (Fri-Sun)	$ 20.00
Weekend Full Day (Fri-Sun)	$ 30.00
Group Picnic Areas (Non-Resident)	
Weekday Full Day (Mon-Thur)	$ 22.50
Weekend Half Day (Fri-Sun)	$ 35.00
Weekend Full Day (Fri-Sun)	$ 45.00
Spike ball	
Spike ball nets with balls	$ 15.00
Basketball	
Set of Half Dozen Basketballs	$ 15.00
Pickleball	
Pickleball Net (Paddles and Balls are Included)	$ 40.00
Veteran's Memorial Plaza Pavers	
Per Paver	$ 75.00
Senior Center Membership	
Per Person	$ 36.00
Per Couple	$ 65.00
Pools	
Daily Rates	
Per swimmer per entry	$ 2.00

City of Schertz
Schedule of Fees

Parks and Recreation	2024-25
Daily pass	$ 3.00
Admission is free for children under the age of 2 years.	
Float & Fireworks	$ 3.00
Paws in the Pool	$ 3.00
Watermelon Day	$ 3.00
Season Rates-Maximum per season pass is six (6) members Schertz Residents	
Individual rate	$ 40.00
2 member rate	$ 50.00
3 member rate	$ 60.00
4 member rate	$ 70.00
5 member rate	$ 80.00
6 member rate	$ 90.00
Non-Schertz Residents	
Individual rate	$ 70.00
2 member rate	$ 80.00
3 member rate	$ 90.00
4 member rate	$ 100.00
5 member rate	$ 110.00
6 member rate	$ 120.00
Regular Preschool/Child Care Center	
Teacher/Child Care Attendant and 5 students per pass.	
In City	$ 80.00
Out of City	$ 120.00
****THESE RATES NOW SET BY CONTRACTOR****	
Swimming lessons rate	
Schertz Residents - per child	**
Non- Residents - per child	**
Pool Reservations	
Schertz Residents	
1 to 50 People	**
51 to 100 People	**
101 to 150 People	**
151 to 200 People	**
201 to 250 People	**
251 to 293 People	**
Non-Residents	
1 to 50 People	**
51 to 100 People	**
101 to 150 People	**
151 to 200 People	**
201 to 250 People	**

City of Schertz
Schedule of Fees

Animal Control	Parks and Recreation	2024-25
	Schertz Residents - per child	**
	Non-Residents - per child	**
	Schertz Residents	
	1 to 50 People (2 hours maximum)	**
	50 to 100 People (2 hours maximum)	**
	Non-Residents	
	1 to 50 People (2 hours maximum)	**
	50 to 100 People (2 hours maximum)	**
	Northcliffe Pool	
	Pool Reservations	
	Schertz Residents	
	1 to 50 People	**
	51 to 100 People	**
	101 to 150 People	**
	151 to 200 People	**
	201 to 250 People	**
	251 to 293 People	**
	Non-Residents	
	1 to 50 People	**
	51 to 100 People	**
	101 to 150 People	**
	151 to 200 People	**
	201 to 250 People	**
	251 to 293 People	**
	Northcliffe Pool	
	Schertz Residents	
	1 to 50 People (2 hours maximum)	**
	50 to 100 People (2 hours maximum)	**
	Non-Residents	
	1 to 50 People (2 hours maximum)	**
	50 to 100 People (2 hours maximum)	**

****THESE RATES NOW SET BY CONTRACTOR****

Animal Adoption

Dog	$ 60.00
Cat	$ 35.00

Adoption pricing may be discounted for adoption events or during special promotions

Permits - A permit shall be issue after payment of application fee:

Kennel authorized to house 10 or less dogs or cats	$ 75.00
Kennel authorized to house more than 10 but less than 50	$ 150.00
Kennel authorized to house 50 or more	$ 200.00
Pet Shop	$ 100.00
Grooming Shop	$ 30.00
Commercial Riding Stable 10 or less	$ 75.00
Commercial Riding Stable 11-50	$ 150.00
Commercial Riding Stable 51 or more	$ 200.00
Annual Crescent Bend Riding Permit, per horse	$ 100.00
Auction	$ 100.00
Zoological Park	$ 200.00
Animal Exhibition/Circus/Petting Zoo	$ 100.00
Guard Dog Training Center	$ 200.00
Obedience Training Center	$ 50.00
Commercial Establishment Using a Guard Dog	$ 75.00
Commercial Annual Sellers Permit	$ 150.00
Dangerous Dog Permit	$ 200.00
Temporary Permit* - not to exceed 7 days	$ 15.00

*Good for Crescent Bend Riding (per horse), Animal Exhibition/Circus/Petting Zoo, and Auction Permits

Temporary Animal Sales Permit (Pet Expos), not to exceed 3 days	$	30.00

Impoundment Fee: An impoundment fee must be paid for each captured animal
Dog/Cat Impoundment
Within a 1 year period

1st Offense		
Neutered	$	30.00
Un-neutered	$	45.00
2nd Offense		
Neutered	$	50.00
Un-neutered	$	70.00
3rd Offense		
Neutered	$	100.00
Un-neutered	$	120.00
4th Offense		
Neutered	$	150.00
Un-neutered	$	170.00
Each Additional Offense		
Base- Neutered	$	150.00
Base- Un-neutered	$	170.00
Per Additional Offense	$	50.00
Fowl or other small animal	$	30.00
Livestock	$	75.00
Zoological/Circus animal	$	200.00

City of Schertz
Schedule of Fees

Animal Services	2024-25
Boarding Fee: A boarding fee must be paid for each animal	
Dog/Cat, per day	$ 15.00
Fowl or other small animal, per day	$ 10.00
Reptile, per day	$ 30.00
Livestock, per day	$ 50.00
Zoological/Circus animal, per day	$ 200.00
Surrender Fee: Charge per animal with proof of Schertz residency	
Fowl/Reptile/Small Animal	$ 10.00
Dog/Cat neutered/spayed /current rabies cert./heartworm negative	$ 35.00
Dog/Cat all other surrenders	$ 65.00
Small Livestock	$ 50.00
Large Livestock	$ 100.00
Zoological or Circus	$ 200.00
Litter Fee (3 or more animals under 2 months old)	$ 75.00
Quarantine Fee:	
Dog/Cat	$ 50.00
Plus Daily Charge per animal for boarding	$ 15.00
Micro Chipping	$ 15.00
Trap Rental Fee:	
Trap Deposit, refundable when trap is returned	$ 75.00
Trap Rental Fee, per day	$ 5.00

City of Schertz
Schedule of Fees

Neighborhood Service	2024-25
Health and Sanitation Division	
Food Establishment Fees:	
Non-Profit Organizations (regardless of number of employees)	$ 100.00
1 - 10 Employees	$ 300.00
11 or more Employees	$ 800.00
Temporary Food and/or Beverage Establishment	$ 50.00
Mobile Vendors	$ 250.00
Mobile Vendors, registration (existing permit from another government agency)	$ 25.00
Public and HOA Swimming Pool License	$ 110.00
Foster Care	$ 50.00
Re-inspection fees	$ 75.00
Nuisance Abatement Administrative Fee	
First abatement	$ 100.00
Second abatement	$ 200.00
Third and subsequent abatements	$ 500.00

City of Schertz
Schedule of Fees

Fire Department and Police Department Fees	2024-25	2024-25
Alarm Permit Fees		
Residential - Annually	$ 10.00	
Tier 1 Commercial	$ 25.00	
Tier 2 Commercial site alarm system required under local, state or national code	$ 50.00	
Alarm Service Fees: Other than Burglar Alarms		
4TH False Alarm within 12 Mo. Period	$ 100.00	
5TH False Alarm within 12 Mo. Period	$ 150.00	
6TH False Alarm within 12 Mo. Period	$ 200.00	
7TH False Alarm within 12 Mo. Period	$ 250.00	
8TH False Alarm within 12 Mo. Period	$ 500.00	
Others After 8TH within 12 Mo. Period	$ 500.00	
Burglar Alarm Service Fees:		
4TH False Alarm within 12 Mo. Period	$ 50.00	
5TH False Alarm within 12 Mo. Period	$ 50.00	
6TH False Alarm within 12 Mo. Period	$ 75.00	
7TH False Alarm within 12 Mo. Period	$ 75.00	
8TH False Alarm within 12 Mo. Period	$ 100.00	
Others After 8TH within 12 Mo. Period	$ 100.00	
Miscellaneous Fees		
Accident Reports, each	$ 6.00	
Fingerprints, per set	$ 10.00	
Solicitor/Peddler Permit	$ 50.00	
Background Check Fee	$ 10.00	
BODY CAM VIDEO ($1.00 per minute +$10.00)	$ 10.00	
Licenses & Permits		
Certificate of Occupancy - Inspections (CO)		$ 50.00
License Inspections		N/A
Adult Daycare		$ 200.00
Licensed Nursing Care Center		$ 200.00
Licensed Hospital Inspection		$ 250.00
Licensed Institutional Inspection		$ 250.00
Licensed In-Home Facilities		$ 50.00
Emergency Responder Radio Coverage System		$ 500.00
High Piled/Rack Storage System		$ 400.00
Above Ground Storage Tanks (all sizes) - commercial		$ 250.00
Above Ground Storage Tanks (all sizes) - residential		$ 150.00
Below Ground Storage Tanks (per tank) - commercial		$ 250.00
Below Ground Storage Tanks (per tank) - residential		$ 150.00
Access Control Systems (per system)		$ 150.00
Limited Access Security Gates and Perimeter Fencing (per system)		$ 185.00
Solar		$ 250.00
Open or Control Burn - Commercial		$ 150.00

City of Schertz
Schedule of Fees

Fire Department and Haz-Mat Fees	2024
Open or Control Burn - Commercial	$ 150.00
Open or Control Burn - Non-commercial	$ 25.00
Fireworks display permit	$ 450.00
Tents and Membranes (per event)	$ 75.00
Tents and Membranes (annually)	$ 400.00
Cutting and Welding	$ 50.00
Explosives	$ 50.00
Flammable Storage	$ 50.00
Carnivals and Fairs	$ 50.00
Food Booth (per booth, per event)	$ 25.00
Mobile Food Establishments (annual)	$ 25.00
Battery Systems	$ 50.00
Combustible Dust Product Options	$ 50.00
Cryogenic Fluids	$ 50.00
Haz-mat	$ 50.00
Lumberyards	$ 50.00
Spraying and Dipping	$ 50.00
Storage of Tires	$ 50.00
Short Term Rental Annual Inspection	$ 125.00

Fire Suppression System Permits

Fire Sprinkler System (1-10 heads)	$ 200.00
Fire Sprinkler System (11-200 heads)	$ 250.00
Additional heads (beyond 200)	$ 1.00
Sprinkler System Modification (no heads involved)	$ 150.00
False Alarm, per occurance (after 2 in an annual period)	$ 50.00
Fire Alarms Installation (1-20 Devices)	$ 200.00
Fire Alarms Installation (21-200 Devices)	$ 250.00
Additional installation charge, per initiating or notification device (beyond 200)	$ 1.00
Fire Alarm Remodel (Less than 10 Devices)	$ 75.00
Fire Alarm Remodel (11-25 Devices)	$ 150.00
Fire Alarm Remodel (26-100 Devices)	$ 225.00
Fire Alarm Remodel (101-200 Devices)	$ 300.00
Fire Alarm Remodel (201+ Devices)	$ 375.00
Fire Alarm Panel Replacement (1-9 effected Devices)	$ 100.00
Fire Alarm panel Replacement (10+ effected Devices)	$ 200.00

Kitchen Hood Suppression System	$ 400.00
Underground Fire Line (per line)	$ 250.00
Fixed Pipe Systems (per system)	$ 150.00
Gaseous Suppression Systems (per system)	$ 300.00
Standpipe	$ 200.00
Additional Standpipes (beyond 1)	$ 150.00
Spray Paint Booth (per booth)	$ 300.00
Other Fire Systems	$ 100.00

Inspection & Plan Review

Inspection Fees	
Re-Inspection, after the 1st	$ 150.00
After hours fee, per hour per inspector	$ 75.00
(beyond the hours of 8:00 a.m. to 5:00 p.m.)	
Plan Review Fees, per hour, minimum 2 hours $ 100.00 Plan Review Rush, Outsource - Sent out by	
Fire Marshal Cost SFR After Hours Plan Review Rush (per hour, 2 hour minimum) $ 200.00	
Smoke Control System Plan (per system)	$ 400.00

Hazardous materials operations service fees.

The current replacement cost shall be charged for the use of consumable haz-mat supplies and firefighting agents	ACTUAL
If any protective equipment or firefighting equipment is damaged or contaminated, the current replacement cost shall be charged.	ACTUAL
Fire Watch	$ 75.00
Fire Watch with Pumper Apparatus (per hour) - MInimum 2 hours	$ 150.00

EMS	**2024-25**
Response Services	
Aid Call	$ 250.00
Air Medical Assist Call	$ 800.00
BLS Non- Emergency	$ 1,240.00
BLS Emergency	$ 1,360.00
ALS Non Emergency	$ 1,380.00
ALS Emergency No Specialty Care	$ 1,590.00
ALS Emergency W \ Specialty Care	$ 1,750.00
Mileage, per mile	$ 25.00
Other Services	
Ambulance Standby, per hour	$ 150.00
Gator Standby, per hour	$ 100.00
AED Supplies	Actual
CPR Class and Supplies	Actual
System Continuing Education	Actual
Vaccinations	Actual
EMT Class	$ 1,300.00
Passport to Care - Single (insured)	$ 50.00
Passport to Care - Family (insured)	$ 60.00
Passport to Care - Single (Not insured)	$ 65.00
Passport to Care - Family (Not insured)	$ 75.00
Per Capita	$ 17.52

City of Schertz
Schedule of Fees

Planning and Zoning	2024-25
Plat recording service:	
Fees assessed are due prior to recording:	
Plat recording fee is equal to the fee charged by the County Clerks Office	
Annexation Petition by Property Owner - Plus all related fees	$ 750.00
Zone Change	
Zone change for 0 to 2 acres	$ 650.00
Zone change for 2+ to 5 acres	$1,000.00
Zone change for 5+ to 20 acres	$2,000.00
Zone change for 20+ to 50 acres	$3,500.00
Zone change for 50+ to 100 acres	$4,000.00
Zone change for 100+ acres	$6,000.00
Specific Use Permit (SUP) - plus other applicable items (i.e. Site Plan)	
Specific Use Permit (SUP) for 0 to 2 acres	$ 650.00
Specific Use Permit (SUP) for 2+ to 5 acres	$1,000.00
Specific Use Permit (SUP) for 5+ to 20 acres	$ 2,000.00
Specific Use Permit (SUP) for 20+ to 50 acres	$ 3,500.00
Specific Use Permit (SUP) for 50+ to 100 acres	$ 4,000.00
Specific Use Permit (SUP) for 100+ acres	$ 6,000.00
Building addition of a current/legal SUP	$ 500.00
Master Development Plan	
All phased developments and PDD's	$ 1,500.00
Master Development Plan Amendment (minor revision)	$ 500.00
Preliminary Plat	
0 to 50 acres	$ 2,000.00
greater than 50 acres	$ 3,000.00
Final Record Plat or Re-plat	
0 to 50 acres	$ 1,500.00
greater than 50 acres	$ 2,000.00
Revised Final Plat (minor)	$ 500.00
Amended Plat	$ 1,500.00
Minor Plat	$ 1,500.00
Vacate Plat	$ 1,500.00
Plat Time Extension - plus all related fees	$ 250.00
Street and Subdivision Name Changes	$ 1,500.00
Site Plan	$ 1,500.00
Amended Site Plan (minor)	$ 500.00
Park Fees - Residential	
Land Dedication: one (1) acre per 100 dwelling unit	
Fee in Lieu of Land Dedication: per dwelling unit	$ 350.00

City of Schertz
Schedule of Fees

Planning and Zoning	2024-25
Annexation Petition by Property Owner - Plus all related fees	$ 750.00
Zone Change	
Zone change for 0 to 2 acres	$ 650.00
Zone change for 2+ to 5 acres	$ 1,000.00
Zone change for 5+ to 20 acres	$ 2,000.00
Zone change for 20+ to 50 acres	$ 3,500.00
Zone change for 50+ to 100 acres	$ 4,000.00
Zone change for 100+ acres	$ 6,000.00
Specific Use Permit (SUP) - plus other applicable items (i.e. Site Plan)	
Specific Use Permit (SUP) for 0 to 2 acres	$ 650.00
Specific Use Permit (SUP) for 2+ to 5 acres	$ 1,000.00
Specific Use Permit (SUP) for 5+ to 20 acres	$ 2,000.00
Specific Use Permit (SUP) for 20+ to 50 acres	$ 3,500.00
Specific Use Permit (SUP) for 50+ to 100 acres	$ 4,000.00
Specific Use Permit (SUP) for 100+ acres	$ 6,000.00
Building addition of a current/legal SUP	$ 500.00
Master Development Plan	
All phased developments and PDD's	$ 1,500.00
Master Development Plan Amendment (minor revision)	$ 500.00
Preliminary Plat	
0 to 50 acres	$ 2,000.00
greater than 50 acres	$ 3,000.00
Final Record Plat or Re-plat	
0 to 50 acres	$ 1,500.00
greater than 50 acres	$ 2,000.00
Revised Final Plat (minor)	$ 500.00
Amended Plat	$ 1,500.00
Minor Plat	$ 1,500.00
Vacate Plat	$ 1,500.00
Plat Time Extension - plus all related fees	$ 250.00
Street and Subdivision Name Changes	$ 1,500.00
Site Plan	$ 1,500.00
Amended Site Plan (minor)	$ 500.00
Park Fees - Residential	
Land Dedication: one (1) acre per 100 dwelling unit	
Fee in Lieu of Land Dedication: per dwelling unit	$ 350.00
Park Development Fee: Per Dwelling unit	$ 650.00
Park Fees - Multi-Family	
Land Dedication: one (1) acre per 100 dwelling unit	
Fee in Lieu of Land Dedication; per dwelling unit:	$ 650.00
Park Development Fee: Per Dwelling unit	$ 650.00
Miscellaneous	
Tree Mitigation, inch of DBH - Plus all related fees	$ 100.00
Legal Review (i.e. Improvement Agreements)	Actual
Zoning Verification Letter - Single tract of land per Tract	$ 150.00
Certificate of Determination - Single Tract of Land per Tract	$ 150.00
Postponement of any Public Hearing by the Applicant	$ 350.00
Appeals and requests for amendments Considered by City Council, the Planning & Zoning Commission, the Building and Standards Commission, or the Board of Adjustment as allowed by the Unified Development Code, to include requested amendments to the Comprehensive Land Use Plan	$ 500.00
Floodplain Development Review Fee	$ 500.00
Variance and/or Waivers	
Unified Development Code, ea.	$ 500.00
Building Code, ea.	$ 500.00
Driveway width waiver requests will not be assessed with the waiver fee	
Copies, Plans, and Maps:	
Unified Development Code	$ 50.00
Public Works Specification Manual	$ 50.00

City of Schertz
Schedule of Fees

Fee in Lieu of Land Dedication; per dwelling unit:	$ 350.00
Park Development Fee: Per Dwelling unit	$ 650.00
Miscellaneous	
Tree Mitigation, inch of DBH - Plus all related fees	$ 100.00
Legal Review (i.e. Improvement Agreements)	Actual
Zoning Verification Letter - Single tract of land per Tract	$ 150.00
Certificate of Determination - Single Tract of Land per Tract	$ 150.00
Postponement of any Public Hearing by the Applicant	$ 350.00
Appeals and requests for amendments Considered by City Council, the Planning & Zoning Commission, the Building and Standards Commission, or the Board of Adjustment as allowed by the Unified Development Code, to include requested amendments to the Comprehensive Land Use Plan	$ 500.00
Floodplain Development Review Fee	$ 150.00
Variance and/or Waivers	
Unified Development Code, ea.	$ 500.00
Building Code, ea. Driveway width waiver requests will not be assessed with the waiver fee	$ 500.00
Copies, Plans, and Maps:	
Unified Development Code	$ 50.00
Public Works Specification Manual	$ 50.00
Staff Review - Application completeness review, internal SDR (staff) review & meeting with applicant to review application package. Fee included in all applications.	

City of Schertz
Schedule of Fees

Inspections		2024-25
Residential Building Permit Fees		
Minimum permit fee		$ 50.00
New Single Family Residential (one & two family dwellings)	per square foot	$ 0.50
New Assessory structures	per square foot	$ 0.50
Flatwork/Deck		$ 100.00
Patio/Patio Cover		$ 225.00
Roof Replacement		$ 200.00
Window Replacement		$ 150.00
Foundation Repair		$ 225.00
No plan check fee applies to residential flatwork/deck permits		
A building permit is required for swimming pools greater than 24 inches (24") in depth.		
Swimming Pools - In ground		$ 500.00
Swimming Pools - Above Ground (where a permit is required)		$ 25.00
No permit required for prefabricated pools less than 24"		
A residential plan review fee of 50% of the building permit fee is assessed to all permits for the review of construction documents and plans associated with a permit.		50%
See trade permit and technology fees associated with residential permits below.		
Commercial Building Permit Fees		
Building Permit Fees		
New Construction - Commercial (see Cost table below)		Cost
Plan review fees for projects with a cost of $5,000 or greater, are assessed review fees based on a percentage (%) of Permit Fee		50%
Permit Fees:		
Cost of Construction (Cost)		
$0.00 to $1,000.00		$ 50.00
$1,001.00 to $15,000.00, for each additional $1,000 and fraction thereof		$ 8.00
$15,001.00 to $50,000.00, for each additional $1,000 and fraction thereof		$ 7.00
$50,001 and up, for each additional $1,000 and fraction thereof		$ 6.00
Following Use The Cost of Construction (Cost) Table above:		
Non - residential Flatwork/Deck		Cost
Non - residential Accessory Buildings		Cost
Non - residential Patio/Patio Cover		Cost
Non - residential Roof Replacement		Cost
Non - residential Window Replacement		Cost
Non - residential Swimming Pools in Ground		Cost
Non - residential Foundation Repair		Cost
Sign		Cost
All other permit fees (Residential & Commercial):		
Fence (New and Replacement)		$ 50.00
Siding/Fascia		$ 75.00
Temporary Building or Structure		$ 50.00

City of Schertz
Schedule of Fees

Inspections	2024-25
Moving Permit Fee	$ 100.00
Demolition Permit Fee	$ 60.00
Mobile Home Permit Fee (plus sub-trades as necessary)	$ 25.00
Certificate of Occupancy	$ 50.00
Pre Certificate of Occupancy Inspection	$ 200.00
Failure to Obtain Certificate of Occupancy	$ 200.00
Compliance Inspection, each trade	$ 50.00
Temporary Sign	$ 30.00
Development Sign	$ 100.00
Banner	$ 25.00
Street Span Banner	$ 25.00
Home Occupation Permit (annually)	$ 35.00
Construction beginning without permit, pay additional:	$ 200.00
Failure to Request Inspection, per trade	$ 100.00
Failure to Obtain Contractors License/Provide Insurance	$ 100.00
Electrical Permit Fees	
Electrical Repair/Replacement	$ 60.00
New Construction per building/unit	$ 100.00
Solar	$100.00
Mechanical Permit Fees	
Mechanical Repair/Replacement	$ 60.00
New Construction per building/unit	$ 100.00
Plumbing Permit Fees	
Plumbing Repair/Replacement	$ 60.00
New Construction per building/unit	$ 100.00
Irrigation Permit Fees	
Permit Fee	$ 60.00
plus per sprinkler head	$ 1.00
plus per backflow or RPZ subsequent to the installation of the piping or equipment served, each	$ 3.00
Re-Inspection Fees	
Each re-inspection, per trade	$ 75.00
Re-inspections after first, per trade	$150.00
Re-inspections after second and all subsequent, per trade	$500.00

No permit fees will be charged for sites located on Main St. (All departments)

No permit fees will be charged to the Schertz Housing Authority (All departments)

Technology Fees

City of Schertz
Schedule of Fees

Inspections	2024-25
Commercial Construction (new, additions, remodels)	$25.00
New Residential Construction	$25.00
All other permits	$10.00
Licenses/Registrations:	
General Contractor (Initial and Renewal)	N/C
Master Electrician (Initial) State of Texas Issued	N/C
Apprentice/Wireman Electrician (Annually) State of Texas Issued	N/C
Electrical Contractor (Annually) State of Texas Issued	N/C
Mechanical Contractor (Annually) State of Texas Issued	N/C
Plumbing Contractor (Annually)* State of Texas Issued	N/C
Irrigation (Annually) State of Texas Issued	N/C
Backflow Tester - State of Texas Issued	N/C
Sign Contractor (Initial)	N/C
Sign Contractor (Renewal)	N/C
Electrical Sign Contractor (Initial) State of Texas Issued	N/C
Electric Sign Journeyman Electrician (Annually) State of Texas Issued	N/C
Electric Sign Apprentice/Wireman Electrician (Annually) State of Texas Issued	N/C
Utility Contractor (Annually)	N/C
Mobile Home Park (Annually)	N/C

*N/C - No Charge for license

City of Schertz
Schedule of Fees

Engineering	Drainage Fees	2024-25	2023-24
Grading and Clearing Permit - Acreage			
For non-agricultural purposes			
Below 5 acres			$ 100.00
5 to 20 acres			$ 250.00
Per acre over 20, plus base charge for 20 acres			$ 3.00
Over 100 acres			$ 490.00

Grading and Clearing Permit Fees are waived for applicants representing Home Owner's Associations proposing maintenance activities in drainage easements.

Public Improvement Permit Fees

Construction Plan Review	
Base Fee	$ 1,065.00
Water, per 100 linear foot of main	$ 8.52
Wastewater, per 100 linear foot of main	$ 12.78
Street and Drainage, per 100 linear foot of street	$ 8.52
Drainage, per 100 linear feet of street + 100 linear feet of off-street facility	$ 12.78
Wastewater Lift Station	$ 2,130.00
OR	
Actual Cost of third party plan review	Actual

Construction Inspection	
Base Fee	$ 3,386.40
Water, per 100 linear foot of main	$ 67.73
Wastewater, per 100 linear foot of main	$ 84.66
Street and Drainage, per 100 linear foot of street	$ 67.73
Drainage, per 100 linear feet of street + 100 linear feet of off-street facility	$ 84.66
Wastewater Lift Station	$ 5,079.60
OR	
Actual Cost of third party inspection	Actual

Charge Per Residence	$ 5.20
Commercial, per LUE	$ 5.20
Floodplain Permit, New Residential Structure	$ 50.00
Floodplain Permit, New Commercial Structure	$ 150.00

City of Schertz
Schedule of Fees

Public Works - Streets	2024-25
Chipping charges, per half hour	$ 40.00

Garbage Collection Fees	2024-25
Residential:	
Zone I: Once a week pick up	
One 96 gallon cart provided by franchisee, per month	$ 12.41
Residents requesets 2 carts total:	$ 18.59
Resident requests 3 carts total:	$ 24.80
Resident requests 4 carts total:	$ 30.99
Recycling Fee, per month/container	$ 2.05
Zone 2: Single Family, twice per week pick up, per month, no cart provided	$ 12.41
Recycling Fee, per month/container	$ 2.05
Front Porch Pick Up	$ 18.11
Recycling Fee, per month/container	$ 2.05
Special Pickup:	
Move Ins, Special Tree Trimmings, oversize materials, & similar circumstances; minimum	$ 17.29
Class II: Mobile Home Parks Mobile Home Parks (2 or more mobile homes) (based on number in park on the 15th day of the month), per unit/monthly	$ 9.90
Class III: Apartments per unit/monthly	$ 9.90
Class IV: Motels per unit/monthly	$ 4.37
2. Commercial	
Class V: Offices, barber shops and Professional services, per month	$ 15.70
Class VI: Light retail, wholesale, commercial or industrial, 2000 to 4000 square feet and excluding large grocery stores, etc., per month	$ 27.08
Class VII: Medium retail, wholesale commercial or industrial (2000 to 4000 square feet and exclude large grocery store, etc.), per month	$ 39.34
2 Cart, 1 pickup per week	$ 40.61

City of Schertz
Schedule of Fees

Garbage Collection Fees	2024-25
Class VIII: Heavy Volume retail wholesale, commercial, or industrial (placement determined by a time and cost study of refuse generation and collection. The categories in this class usually require hand loading from rooms or pens and would not apply when commercial containers are used.)	
A. Two weekly pickups of 1.5 cubic yard containers, excluding large grocery, furniture or department stores, per month	$ 69.89
B. Two weekly pickups of 3 cu. Yard containers, excluding large grocery, furniture or department stores, etc., per month	$ 139.77
C. Three weekly pickups of 3 cu. Yard containers, excluding large grocery, furniture or department stores, etc., per month	$ 218.41
D. Four weekly pickups of 4 cu. Yard containers, including large grocery, furniture or department stores, etc., per month	$ 262.05
E. Five weekly pickups of 4 cu. Yard containers, including large grocery, furniture or department stores, etc., per month	$ 349.42
F. Six weekly pickups of 4 cu. Yard containers, including large grocery, furniture or department stores, etc., per month	$ 436.84
G. Customer requiring more than four (4) cu. Yds each pickup would be charged per cu. Yds. Collected., per yard	$ 4.84
3. Commercial Containers. CONTRACTOR will provide commercial containers to those customers who desire to use them in lieu of garbage cans. The use of such CONTRACTOR provided containers is required by this contract. Rates for containers and pickup will be based on the following table:	

Container Size:	**8 cu. Yard**						
	10 cu. Yard						
2017-18 through 2021-22	**Frequency of Pickup**						
	1	**2**	**3**	**4**	**5**	**6**
2 cu. Yard	$ 59.45	$ 101.23	$ 122.28	$ 139.79	$ 157.26	$ 174.72	
3 cu. Yard	$ 71.65	$ 129.26	$ 178.23	$ 204.38	$ 230.63	$ 256.82	
4 cu. Yard	$ 89.06	$ 153.79	$ 209.65	$ 253.32	$ 297.04	$ 340.71	
6 cu. Yard							

City of Schertz Schedule

Garbage Collection Fees						2024-25
						of Fees
$ 125.84	$ 209.65	$ 288.30	$ 366.95	$ 445.49	$ 524.14	
$ 148.53	$ 270.81	$ 375.60	$ 480.46	$ 586.04	$ 690.14	
$ 171.19	$ 314.45	$ 445.49	$ 559.12	$ 672.64	$ 786.19	
Commercial Recycle Hauling Permit						$ 2,500.00

City of Schertz Schedule

Garbage Collection Fees	2024-25

of Fees

4. Roll-Off Rates Per Pull Open Top Containers - Dry Material

20 cu. Yard	$ 323.20
30 cu. Yard	$ 384.34
40 cu. Yard	$ 445.49
Roll-off Rental (no pulls within billing cycle) per container per month	$ 133.65

Collection and Disposal of Municipal Wastes

5. Wet Material Rates on Compactor containers or open top containers with wet material must be negotiated with customers at the time they are needed. This type of waste must be hauled to a Type I landfill which generally has a higher disposal rate attached to it.

Roll-off Container Delivery Charge per container	$ 38.95
Roll-off Relocation or Trip Charge per container	$ 38.95
2 cu. Yard compactor, per month (2 services per week)	$ 230.27
Extra pick ups (2 yard compactor), each	$ 87.31
4 cu. Yard compactor, per month (2 services per week)	$ 474.39
30 cu yard Compactor, per pull	$ 585.30
40 cu yard Compactor, per pull	$ 695.37
30 cu yard Open-top (Recycle), per pull	$ 218.27

Front-Load container extra pick-up charges

2 cu yard	$ 29.70
3 cu yard	$ 37.12
4 cu yard	$ 44.56
6 cu yard	$ 51.98
8 cu yard	$ 59.41
10 cu yard	$ 66.82
OVER WEIGHT CHARGE	$ 29.79

City of Schertz Schedule

Garbage Collection Fees	2024-25

of Fees

To address non standard requests, the solid waste contractor can negotiate a fee with the customer requesting the service. The City will collect 15% of the negotiated fee per the franchise agreement.

City of Schertz
Schedule of Fees

Utility Billing	Public Works	2024-25	2024-25
Water & Wastewater Deposit			
In City			$ 125.00
In City, with no water service			$ 75.00
Out of City			$ 150.00
Commercial			$ 100.00
or 2.5 times estimated monthly billing			2.5x
Disconnect Fee			$ 20.00
Extension Fee 2 free extensions			$ 5.00
Transfer Fee			$ 10.00
Garbage Deposit			
Residential			$ 25.00
Commercial			$ 100.00
or 2 1/2 times estimated monthly billing			2.5x
Meter Flow Test			
After Hours Disconnect/Reconnect			$ 50.00
City Field Test			$ 10.00
City Meter Bench Flow Test			$ 25.00
Schertz Seguin Water Customers			$ 4.00
Non-Schertz Seguin Customer			$ 15.00
Extended Absence Charge			$ 10.00
Re-Installation Fee, per hour			$ 50.00
Fire Hydrant Fee			
Deposit			$ 200.00
Service Fee			$ 50.00
	Permit Fees - All Right of Way Permits	$ 25.00	
	Fire Line Type Nos. 1 and 2 - (non-metered), in City per year		
	4-inch service line connection or smaller	$ 175.00	
	6 inch	$ 235.00	
	8 inch	$ 290.00	
	10 inch	$ 340.00	
	12 inch	$ 405.00	
	Fire Line - (non-metered), Outside City per year		
	4-inch service line connection or smaller	$ 225.00	
	6 inch	$ 305.00	
	8 inch	$ 375.00	
	10 inch	$ 440.00	
	12 inch	$ 525.00	

City of Schertz
Schedule of Fees

Meter Installation Fees - Inside the City

Meter Size							
5/8" X 3/4"						$	330.00
3/4" X 3/4"						$	345.00
1" X 1"	$	450.00	2" X 2"	$	1,940.00	*2" turbine	Cost + Labor
*3" or larger						Cost + Labor	

City of Schertz
Schedule of Fees

Capital Recovery	Public Works	2024	2024-25
	Impact Fees		

Meter Installation Fees - Outside the City

Meter Size							
5/8" X 3/4"						$	340.00
3/4" X 3/4"						$	355.00
1" X 1"	$	460.00	2" X 2"	$	1,950.00	*2" turbine	Cost + Labor
*3" or larger							Cost + Labor

Fire Hydrant Meter for Construction

Deposit (refundable) $ 200.00 Service Charge $ 50.00

Bulk Water Sales - 10 Commercial Place

Deposit (refundable)						$	90.00
Service Charge						$	50.00
Base Monthly fee - initial 10,000 gallons	$	127.67	Usage fee - per thousand gallon after initial	$	10.18		

Wholesale Water Distribution Rate

Base Rate, per month							
3 Inch Meter	$	482.38					
4 Inch Meter	$	844.17	6 Inch Meter	$	1,849.14		
8 Inch Meter						$	3,216.67
10 Inch Meter						$	5,026.05
12 Inch Meter						$	6,634.39

Available by agreement to distributors with a self-maintained water distribution service, Military Bases, and for temporary use until reuse water is made available in a particular area.

Network Nodes

Application	$	500.00
Additional for each node over 5 on the application (up to 30)	$	100.00
Annual Public Right of Way	$	250.00
Node Support Pole Application Fee	$	1,000.00
Collection Fee for Network Nodes on City Service Poles, per pole, per	$	20.00

Transport Facilities

Application	$	500.00
Additional for each node over 5 on the application (up to 30)	$	100.00
Rental Fee for Transport Facilities, per device per month	$	28.00
Annual Public Right of Way Fee	$	250.00

Permit Fees will be due at the time of the permit submission.
Permit will not be accepted if the permit fee is not attached.
Other fees will be assessed at the time of permit approval

City of Schertz
Schedule of Fees

Meter Size	Meter Type	LUEs Water		
5/8"	MULTI-JET	1.0	$	2,934.00
3/4"	MULTI-JET	1.5	$	4,401.00
1"	MULTI-JET	2.5	$	7,335.00
2"	ULTRASONIC	10.0	$	29,340.00
3"	ULTRASONIC	24.0	$	70,416.00
4"	ULTRASONIC	42.0	$	123,228.00
6"	ULTRASONIC	92.0	$	269,928.00
8"	ULTRASONIC	80.0	$	234,720.00
10"	ULTRASONIC	250.0	$	733,500.00
12"	ULTRASONIC	330.0	$	968,220.00

SEWER COLLECTION IMPACT FEE

*Collection Impact Fee Per Living Unit Equivalent (LUE)	$	1,668.00

*Sewer based on LUE: LUE = 245 gallons per day
These are only City of Schertz impact fees.

Other Utility Impact Fees

Cibolo Creek Municipal Authority (CCMA) South Basin Impact Fee Per	$	2,200.00
LUE: North Basin Impact Fee Per LUE:	$	2,300.00

*Sewer based on LUE: LUE = 155 gallons per day
These are only CCMA impact fees.

Schertz Seguin Local Government Corporation (SSLGC)

Meter Size	Meter Type			
5/8"	SIMPLE	1.0	$	1,607.24
3/4"	SIMPLE	1.5	$	2,410.86
1"	SIMPLE	2.5	$	4,018.10
1.5"	SIMPLE	5.0	$	8,036.20
2"	SIMPLE	8.0	$	12,857.92
2"	COMPOUND	8.0	$	12,857.92
2"	TURBINE	10.0	$	16,072.40
3"	COMPOUND	16.0	$	25,715.84
3"	TURBINE	24.0	$	38,573.76
4"	COMPOUND	25.0	$	40,181.00
4"	TURBINE	42.0	$	67,504.08
6"	COMPOUND	50.0	$	80,362.00
6"	TURBINE	92.0	$	147,866.08
8"	COMPOUND	80.0	$	128,579.20
9"	TURBINE	160.0	$	257,158.40
10"	COMPOUND	115.0	$	184,832.60
10"	TURBINE	250.0	$	401,810.00
12"	TURBINE	330.0	$	530,389.20

ROADWAY IMAPACT FEE

Residential Home through 3/26/2021	$	2,696.00
Residential Home between 3/27/2021 and 3/26/2022	$	3,033.00
Residential Home after 3/26/2022	$	3,370.00

City of Schertz
Schedule of Fees

Capital Recovery Impact Fees		2024-25
Nonresidential through 3/26/2021, per service unit*	$	100.00
Nonresidential after 3/26/2021, per service unit*	$	175.00

*The number of service units are based on the use of the property. A fee calculator is available on the City Website under the Engineering page

City of Schertz
Schedule of Fees

Sewer Rates	Public Works - Water Rates Residential	2024-25	2024-25
Residential Rates (Single Family)			
Base Rate-per month		$	15.92
Per 1,000 gal Charge, Per Month			
City line Maintenance fee plus Franchise fee		$	0.91
User Charge based on 100% of avg consumption mo.		$	4.34
User avg. based on Nov, Dec, and Jan, min. 500 gals.			
Per 1,000 gal charge Total- 12,000 gallons or less		$	5.24
greater than 12,000 gallons		$	12.02
Business and Multi-family Dwelling Units:			
Base Rate per month		$	20.03
The base rate shall be assessed in terms of connection equivalents which shall be as follows: the customer's previous 12 month water consumption as determined at the annual re-rating in February divided by 365, with the results of such division then divided by 245 gallons. The figure arrived at by the second division shall be the customer's "connection equivalent". Each business shall be assessed a base rate.			
Per 1,000 gal Charge, Per Month			
Line Maintenance-Commercial/Industrial users plus Franchise fee			
User Charge-based on 100% of water consumed			
Per 1,000 gal charge Total- 12,000 gallons or less		$	5.37
greater than 12,000 gallons		$	12.02
YMCA			
Per 1,000 gal Charge, Per Month		$	3.53

GALLONS SOLD BY METER SIZE (RESIDENTIAL & SMALL COMMERCI

Base Monthly Fee, based on meter size

5/8 IN				$	26.89
3/4 IN				$	40.29
1.0 IN				$	67.17
2 IN	$	268.70			
3 IN	$	644.90	4 IN	$	1,128.55
6 IN				$	2,472.07
8 IN				$	4,342.89
10 IN				$	6,785.75
12 IN				$	8,957.21

Usage Fee, rate per 1,000 gallons

-	6,000	$	3.32
6,001	12,000	$	3.71

City of Schertz
Schedule of Fees

Drought Contingency Water Rates - Residential			2023-24	2024-25
4.35	18,001	30,000	$ 5.30	18,000
	30,001	Above	$ 6.74	

GALLONS SOLD BY METER SIZE (LARGE COMMERCIAL)

Base Monthly Fee, based on meter size

5/8 IN			$	26.89
3/4 IN			$	40.29
1.0 IN			$	67.17
2IN			$	268.70
3 IN	$	644.90 4 IN	$	1,128.55
6 IN			$	2,472.07
8 IN			$	4,342.89
10 IN			$	6,785.75
12 IN			$	8,957.21

Usage Fee, rate per 1,000 gallons

-	18,000	$	3.32
18,001	36,000	$	3.71
36,001	54,000	$	4.35
54,001	90,000	$	5.30
90,001	Above	$	6.74

Fire Hydrant Meter

Base Monthly Fee	$	127.67
Usage Fee, per 1,000 gals	$	10.18

Cibolo Wholesale Water Rate	$	3.41
For the first 1,000 gallons over allocation*	$	2.00
For the second 1,000 gallons over allocation*	$	3.00
For the third 1,000 gallons over allocation*	$	4.00
For each additional 1,000 gallons over allocation*	$	5.00
Drought Contingency Violation Fines, up to	$	200.00

*Refer to the Conservation Ordinance for all allocations

ORDINANCE NO. 24-M-124

AN ORDINANCE BY THE CITY COUNCIL OF THE CITY OF SCHERTZ, TEXAS AMENDING THE CITY OF SCHERTZ CODE OF ORDINANCES AND CERTAIN OTHER ORDINANCES BY AMENDING AND ESTABLISHING FEES FOR CERTAIN LICENSES, PERMITS, AND OTHER SERVICES PROVIDED BY THE CITY OF SCHERTZ; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Schertz (the "City") has established by ordinances and resolutions for fees for licenses, permits, and services provided by the City; and

WHEREAS, the City Council has authorized a review and a consolidation of certain fees for licenses, permits, and services provided by the City; and

WHEREAS, the Schedule of Fees attached as Exhibit A reflects revisions to certain fees, a restatement of certain fees not revised, and a consolidation of all such fees; and

WHEREAS, due to the need for periodic modification of said fees and for the purposes of efficiency, the City Council desires to adopt future fee changes by resolution rather than by ordinance.

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

Section 1**.** All persons, firms, or corporations applying for licenses or permits or receiving other City services described on Exhibit A that require the payment of a fee incident to such application or service shall pay the fees as prescribed in the Fee Schedule attached hereto as Exhibit A and made a part of hereof. It shall be a violation of this Ordinance to conduct any activity or commence any use or receive any service for which payment of a fee described herein is required until such fee has been paid (if required to be paid in advance) or to fail to pay such fee when properly billed.

Section 2. This Ordinance shall be cumulative of all provisions of ordinances and of the Code of Ordinances of the City of Schertz, Texas as to the fees set forth on Exhibit A effect on the effective date of this Ordinance, except where the provisions of this Ordinance are in direct conflict with the provisions of such ordinances and such Code, in which event the conflicting provisions of such ordinances and such Code are hereby repealed.

Section 3. The City Council may, from time to time, by ordinance add to the fees set forth on Exhibit A, and the fees now or hereafter set forth on Exhibit A may be modified from time to time by resolution of the City Council.

Section 4. It is hereby declared to be the intention of the City Council that the phrases, clauses, sentences, paragraphs, and sections of this Ordinance are severable, and if any phrase, clause, sentence, paragraph, or section of this Ordinance shall be declared unconstitutional by the valid judgment or decree of any court of competent jurisdiction, such unconstitutionality shall not affect any of the remaining phrases, clauses, sentences, paragraphs, and sections of this Ordinance, since the same would have been enacted by the City Council without the incorporation in this Ordinance of any such unconstitutional
phrase, clause, sentence, paragraph, or section.

Section 5. Subject to the last sentence of this Section, any person, firm, or corporation who violates, disobeys, omits, neglects, or refuses to comply with or who resists the enforcement of any of provisions of this Ordinance shall be fined not more than Five Hundred Dollars ($500.00) for each offense. Each day that a violation is permitted to exist shall constitute a separate offense. If any other ordinance, including the Code of Ordinances, establishes a different penalty for the failure to pay any fee on Exhibit A, the provisions of such other ordinance or the Code of Ordinances shall control with respect to such penalty.

Section 6. All rights and remedies of the City are expressly saved as to any and all violations of the provisions of the Code of Ordinances in effect on the effective date of this Ordinance and modified by this Ordinance or any other ordinances in effect on the effective date of this Ordinance and modified by this Ordinance and requiring the payment of fees for licenses, permits, and other services provided by the City which have accrued on the effective date of this Ordinance; and any and all accrued violations and all pending litigation, both civil and criminal, whether pending in court or not, under such ordinances, shall not be affected by this Ordinance but may be prosecuted until final disposition by the courts.

Section 7. This Ordinance shall be in full force and effect from and after its final passage and any publication required by law.

PASSED ON FIRST READING, the _____ day of _____ 2024.

PASSED, APPROVED and ADOPTED ON SECOND READING, the _____ day of _____ 2024.

CITY OF SCHERTZ, TEXAS

_____
Ralph Gutierrez, Mayor

ATTEST:

_____

Sheila Edmondson, City Secretary

Exhibit A

City of Schertz

Schedule of Fees

Effective October 1, 2024

City of Schertz
Schedule of Fees

All Departments		2024-25
Records Requests		
Standard paper copy, per page (front and back is 2 pages)	$	0.10
Nonstandard-size copy:		
Oversize paper copy (11" X 17")	$	0.50
Specialty paper (Mylar, blueprint, blue line, map, photographic)		Actual
Certified Copy- Each Certification	$	5.00
Diskette	$	1.00
Magnetic tape - actual cost		Actual
Data cartridge -actual cost		Actual
Tape cartridge - actual cost		Actual
Rewritable CD (CD-RW)	$	1.00
Non-rewritable CD (CD-R)	$	1.00
Digital video disc (DVD)	$	3.00
JAZ drive - actual cost		Actual
Other electronic media - actual cost		Actual
Miscellaneous supplies - actual cost		Actual
Postage and shipping charge actual cost		Actual
Photographs - actual cost		Actual
Maps - actual cost		Actual
Labor charge:		
For locating, compiling, and reproducing, per hour (if documents are NOT located in the immediate area and over 50 pages)	$	15.00
Overhead charge - % of labor charge		20%
Remote document retrieval charge		Actual
No Sales Tax shall be applied to copies of public information.		
Notary Fees		
Acknowledgement, Certified Copies, Jurat's, Oaths and Affirmation	$	6.00
Protests- Per Document	$	5.00
Convenience Fees		
Credit Card Payment Over Phone	$	1.00
Return Check Fee	$	25.00

City of Schertz
Schedule of Fees

City Secretary	2024-25
Candidate Filing Fee	$ 25.00
Licenses	
Package Store Permit	$ 250.00
Wine and Malt Beverage Retailer's Permit - Bexar County	$ 500.00
Wine and Malt Beverage Retailer's Permit - Bexar County Renewal	$ 375.00
Wine and Malt Beverage Retailer's Permit - All Other Counties	$ 87.50
Wine and Malt Beverage Retailer's Off Premises Permit	$ 30.00
(Malt Beverage) Retail Dealer's On-Premise License - Bexar County	$ 500.00
(Malt Beverage) Retail Dealer's On-Premise License - Bexar County Renewal	$ 375.00
(Malt Beverage) Retail Dealer's On-Premise License - All Other Counties	$ 75.00
Wine-Only Package Store Permit	$ 37.50
Mixed Beverage Permit	$ 375.00
Wholesaler's Permit	$ 937.50
Branch's Distributor's License	$ 37.50
(Malt Beverage) Retail Dealer's Off-Premise License	$ 30.00
Local Distributor's Permit	$ 50.00
Winery Permit	$ 37.50

City of Schertz
Schedule of Fees

Library	2024-25
Non-Resident user fee- Library Card	$15.00
Meeting Room Fee- Non-Schertz residents, 4 hours	$50.00
Meeting Room Fee- After hour fee, per hour	$25.00
Meeting Room Cleaning Fee (Spot Cleaning)	$50.00
Meeting Room Cleaning Fee (Whole Room)	Actual
Additional Fee for After Hours Cleaning, per hour	$25.00
Inter-Library Loans Materials (ILL Materials)	
Lost or damaged ILL items - Cost of item as billed by the lending library	Actual
(may include additional fines or fees assessed by the lending library)	
Return Postage Fee--for ILL items never picked up by customer after arrival	$ 3.00
Replacement Library Card	$ 1.00
Copier, per standard page	
(2-sided copies are the same as 2 pages; oversized copies are the same as 2 pages)	
Black and White	$ 0.15
Color	$ 0.50
Printing, per standard page	
(2-sided copies are the same as 2 pages; oversized copies are the same as 2 pages)	
Black and White	$ 0.15
Color	$ 0.50
Outgoing Fax, 1st page	$ 1.00
Per each succeeding page	$ 0.25
Lost & Damaged Materials - Cost of item	
plus a processing fee	$ 5.00
Damaged DVD Case	$ 1.00
Damaged or Missing Barcode	$ 1.00
Damaged or Missing RFID Tag	$ 1.00
Damaged or Missing DVD/Video Cover	$ 3.00
(if replaceable) plus processing fee	
Game & Experience Kit totes and parts (if replaceable)	Actual
Toddler Tote Bag	$ 2.50
Materials Recovery Fee	$ 10.00
(per account sent to collections)	

Note: If an item is lost and paid for, any overdue fines assessed against the item are waived. If part of an item is lost and not replaceable, the item as a whole is considered lost and the full cost of the item is charged to the patron. Again, any overdue fines assessed against the item are waived if the item is paid for. Refunds for items that were paid for and subsequently found and returned to the library are available for up to 60 days after payment and require the original receipt. Processing fees are non-refundable. No refunds will be given after 60 days.

City of Schertz
Schedule of Fees

Schertz Magazine	2024-25
Display Ads:	
Eighth Page for 6 mo., per month	$ 325.00
Eighth Page for 12 mo., per month	$ 300.00
Quarter Page for 6 mo., per month	$ 600.00
Quarter Page for 12 mo., per month	$ 450.00
Half Page for 6 mo., per month	$1,100.00
Half Page for 12 mo., per month	$ 775.00
Full Page for 6 mo., per month	$1,650.00
Full Page for 12 mo., per month	$1,325.00
Special placement fee	$ 100.00
Artwork ownership fee	$ 95.00
Premium Placement:	
Back Cover for 6 mo., per month	$2,000.00
Back Cover for 12 mo., per month	$1,650.00

Churches, governmental entities, 501 (c) 3 and civic groups who provide a service to the residents of Schertz will receive a 25% discount on the above facility rental rates.

City of Schertz
Schedule of Fees

Event Facilities	2024-25
Vendor/Ancillary Fees	
Kitchen Fee, per person	
Kitchen/F&B Fee, Ballroom	$ 300.00
Kitchen/F&B Fee, Bluebonnet Room	$ 100.00
Early Open Fee (one hour only)	$ 200.00
Late Fee	$ 200.00
Ice, one bin (80lbs)	$ 15.00
Ice, unlimited	$ 25.00
Beverage Service (for 50 people)	$ 50.00
Beverage Linen per table	$ 6.00
Cancellation Fee	$ 50.00
Portable Bar (includes 5 cocktail tables)	$ 200.00
Cocktail Tables (up to 5)	$ 50.00
Uplighting, per light	$ 15.00
Uplighting package, 10 lights	$ 100.00
Pipe for Back Drop	$ 25.00
Drape per linear ft.	$ 2.00
Cleaning Fee	$ 150.00
Beverage Tub	$ 75.00
Private Suite	$ 150.00
Discount/Special Rates	
Frequent Renters 25% discount (Must rent at least 12 times calendar year)	
Multiple Day Renters 25% discount (Must rent two or more consecutive days)	
Day before setup - 50% of regular room rate (only in ballroom or entire Civic Center)	
Non-Profits 25% discount - rent only	
All comp'd requests will require approval from City Manager	
H.O.A. Meeting Fee	$ 100.00
Funeral Reception Only in Bluebonnet Hall/Community Centers 3 hr maximum	$ 100.00
Gym Use Fee (Community Center/per hour)	$ 25.00
Facility Security	
Security Coordination Fee	$ 15.00
Regular- per officer, per hour (4 hour minimum)	$ 50.00
Holiday- per officer, per hour (4 hour minimum)	$ 75.00
Civic Center - Grand Ballroom- (7,198 sq. ft)	
Regular Rentals (room only)	
Sunday, Full day	$ 925.00
Monday - Thursday, Full day	$ 600.00
Monday - Thursday, Half day	$ 375.00
Friday, Full Day (half day not available)	$ 925.00
Saturday, Full day (half day not available)	$ 1,975.00
Small Stage	$ 200.00
Dance Floor	$ 200.00
Damage/Cancellation Deposit	$ 500.00
Audio/Visual Services (upgraded)	$ 175.00
Additional time, per hour	$ 50.00
Audio/Visual Panel Access (for 2 screens/projectors)	$ 100.00

City of Schertz
Schedule of Fees

Event Facilities	2024-25
Banquet Package - includes hall and kitchen rental, easel, tables/chairs, dance floor, AV panel access, ice, private suite, portable bar, cocktail tables, uplighting package, beverage tub:	
Friday/Sunday, Full Day (half day not available)	$ 2,025.00
Saturday, Full day (half day not available)	$ 3,000.00
Civic Center Cut-Off Hall (Larger portion of Ballroom - (4,172 sq ft)	
Regular Rentals	
Sunday, Full day	$ 700.00
Monday - Thursday, Full day	$ 425.00
Monday - Thursday, Half day	$ 250.00
Friday, Full Day (half day not available)	$ 700.00
Saturday, Full day (half day not available)	$ 1,550.00
Small Stage - move to only one stage	$ 200.00
Dance Floor	$ 200.00
Audiovisual Services (upgraded)	$ 175.00
Additional time, per hour	$ 50.00
Audio/Visual Panel Access (for 2 screens/projectors)	$ 100.00
Damage/Cancellation Deposit	$ 500.00
Banquet Package - includes hall and kitchen rental, easel, tables/chairs, dance floor, AV panel access, ice, private suite, portable bar, cocktail tables, uplighting package, beverage tub:	
Friday/Sunday, Full day (half day not available)	$ 1,725.00
Saturday, Full day (half day not available)	$ 2,575.00
Civic Center Conference Hall (Smaller portion of Ballroom - (3,026 sq ft)	
Regular Rentals	
Friday/Sunday, Full day	$ 400.00
Monday - Thursday, Full day	$ 250.00
Monday - Thursday, Half day	$ 175.00
Audio/Visual Panel Access (for 2 screens/projectors)	$ 100.00
Damage/Cancellation Deposit	$ 200.00
Civic Center - Bluebonnet Hall- (2,500 sq ft)	
Regular Rentals	
Friday/Sunday, Full day	$ 450.00
Friday/Sunday, Half day	$ 225.00
Monday - Thursday, Full day	$ 275.00
Monday - Thursday, Half day	$ 150.00
Saturday, Full day (half day not available)	$ 775.00
Audio/Visual Panel Access (for 2 screens/projectors)	$ 100.00
Damage/Cancellation Deposit	$ 200.00
Banquet Package - includes hall rental, kitchen, tables/chairs, AV panel access, ice, uplights, portable bar:	
Friday/Sunday, Full day	$ 925.00
Friday/Sunday, Half day	$ 700.00
Saturday, Full day (half day not available)	$ 1,250.00
Community Center North- 3501 Morning Dr- (2,006 sq ft)	
Sunday - Thursday per hour, 2 hour minimum	$ 25.00
Friday - Saturday per hour, 4 hour minimum	$ 50.00
Daily Maximum (up to 12 hours)	$ 375.00

City of Schertz
Schedule of Fees

Event Facilities		2024-25
Damage/Cancellation Deposit	$	200.00
Community Center Central (2,940 sq ft)		
Sunday - Thursday per hour, 2 hour minimum	$	50.00
Friday - Saturday per hour, 4 hour minimum	$	75.00
Daily Maximum (up to 12 hours)	$	475.00
Projector/Screen/Microphone	$	50.00
Damage/Cancellation Deposit	$	200.00

Churches, governmental entities, 501 (c) 3 and civic groups who provide a service to the residents of Schertz will receive a 25% discount on the above facility rental rates.

City of Schertz
Schedule of Fees

Event Fee		2024-25
Daddy Daughter/Mother Son Dances		
Adult	$	18.00
Child (17 and under)	$	12.00
Kick Cancer 1k/5k		
1K Kids Run	$	20.00
5K Timed Run/Walk	$	35.00
5K Non-Timed Run/Walk		
Signs of Love	$	20.00
Jubilee		
Food Vendor	$	300.00
Carnival	$	6,000.00
Craft Vendor	$	50.00
Business Parade Entry	$	50.00
T-Shirt Decorating Contest		
Umpired Leagues (Kickball, Softball)		
Individual	$	25.00
Late Fee Per Individual	$	10.00
Non-Umpired Leagues (Pickleball, Cornhole)		
Individual	$	20.00
Late Fee Per Individual	$	10.00
Holidazzle		
Food Vendor	$	50.00
Craft Vendor	$	50.00
Business Parade Entry	$	-
Breakfast with Santa	$	10.00

City of Schertz
Schedule of Fees

Event Fee	2024-25
Murder Mystery Party Per Individual	$40.00
5 Day, 2 Hour Camps Per Individual	$ 60.00
5 Day, 3 Hour Camps Per couple	$ 70.00
Parent & Me Programs Per Couple	$ 10.00
Archery Month Series (Seniors/After School) Per Individual	$ 20.00
Archery 101 (1 Day) Per Individual	$ 20.00

City of Schertz
Schedule of Fees

Parks and Recreation	2024-25
Small Pavilion (Resident)	
Weekday Full Day (Mon-Thur)	$ 42.50
Weekend Half Day (Fri-Sun)	$ 55.00
Weekend Full Day (Fri-Sun)	$ 85.00
Small Pavilion (Non-Resident)	
Weekday Full Day (Mon-Thur)	$ 67.50
Weekend Half Day (Fri-Sun)	$ 90.00
Weekend Full Day (Fri-Sun)	$ 135.00
Large Pavilion (Resident)	
Weekday with facilities (Mon-Thur)	$ 125.00
Weekend with facilities (Fri-Sun)	$ 250.00
Large Pavilion (Non-Resident)	
Weekday with facilities (Mon-Thur)	$ 175.00
Weekend with facilities (Fri-Sun)	$ 350.00
Group Picnic Areas (Resident)	
Weekday Full Day (Mon-Thur)	$ 15.00
Weekend Half Day (Fri-Sun)	$ 20.00
Weekend Full Day (Fri-Sun)	$ 30.00
Group Picnic Areas (Non-Resident)	
Weekday Full Day (Mon-Thur)	$ 22.50
Weekend Half Day (Fri-Sun)	$ 35.00
Weekend Full Day (Fri-Sun)	$ 45.00
Spike ball	
Spike ball nets with balls	$ 15.00
Basketball	
Set of Half Dozen Basketballs	$ 15.00
Pickleball	
Pickleball Net (Paddles and Balls are Included)	$ 40.00
Veteran's Memorial Plaza Pavers	
Per Paver	$ 75.00
Senior Center Membership	
Per Person	$ 36.00
Per Couple	$ 65.00
Pools	
Daily Rates	
Per swimmer per entry	$ 2.00

City of Schertz
Schedule of Fees

Parks and Recreation	2024-25
Daily pass	$ 3.00
Admission is free for children under the age of 2 years.	
Float & Fireworks	$ 3.00
Paws in the Pool	$ 3.00
Watermelon Day	$ 3.00
Season Rates-Maximum per season pass is six (6) members	
Schertz Residents	
Individual rate	$ 40.00
2 member rate	$ 50.00
3 member rate	$ 60.00
4 member rate	$ 70.00
5 member rate	$ 80.00
6 member rate	$ 90.00
Non-Schertz Residents	
Individual rate	$ 70.00
2 member rate	$ 80.00
3 member rate	$ 90.00
4 member rate	$ 100.00
5 member rate	$ 110.00
6 member rate	$ 120.00
Regular Preschool/Child Care Center	
Teacher/Child Care Attendant and 5 students per pass.	
In City	$ 80.00
Out of City	$ 120.00

City of Schertz
Schedule of Fees

Parks and Recreation	2024-25

****THESE RATES NOW SET BY CONTRACTOR****

Swimming lessons rate	
Schertz Residents - per child	**
Non- Residents - per child	**
Pool Reservations	
Schertz Residents	
1 to 50 People	**
51 to 100 People	**
101 to 150 People	**
151 to 200 People	**
201 to 250 People	**
251 to 293 People	**
Non-Residents	
1 to 50 People	**
51 to 100 People	**
101 to 150 People	**
151 to 200 People	**
201 to 250 People	**
251 to 293 People	**
Northcliffe Pool	
Schertz Residents	
1 to 50 People (2 hours maximum)	**
50 to 100 People (2 hours maximum)	**
Non-Residents	
1 to 50 People (2 hours maximum)	**
50 to 100 People (2 hours maximum)	**

****THESE RATES NOW SET BY CONTRACTOR****

City of Schertz
Schedule of Fees

Animal Services	2024-25
Animal Adoption	
Dog	$ 60.00
Cat	$ 35.00
Adoption pricing may be discounted for adoption events or during special promotions	
Permits - A permit shall be issue after payment of application fee:	
Kennel authorized to house 10 or less dogs or cats	$ 75.00
Kennel authorized to house more than 10 but less than 50	$ 150.00
Kennel authorized to house 50 or more	$ 200.00
Pet Shop	$ 100.00
Grooming Shop	$ 30.00
Commercial Riding Stable 10 or less	$ 75.00
Commercial Riding Stable 11-50	$ 150.00
Commercial Riding Stable 51 or more	$ 200.00
Annual Crescent Bend Riding Permit, per horse	$ 100.00
Auction	$ 100.00
Zoological Park	$ 200.00
Animal Exhibition/Circus/Petting Zoo	$ 100.00
Guard Dog Training Center	$ 200.00
Obedience Training Center	$ 50.00
Commercial Establishment Using a Guard Dog	$ 75.00
Commercial Annual Sellers Permit	$ 150.00
Dangerous Dog Permit	$ 200.00
Temporary Permit* - not to exceed 7 days	$ 15.00
*Good for Crescent Bend Riding (per horse), Animal Exhibition/Circus/Petting Zoo, and Auction Permits	
Temporary Animal Sales Permit (Pet Expos), not to exceed 3 days	$ 30.00
Impoundment Fee: An impoundment fee must be paid for each captured animal	
Dog/Cat Impoundment	
Within a 1 year period	
1st Offense	
Neutered	$ 30.00
Un-neutered	$ 45.00
2nd Offense	
Neutered	$ 50.00
Un-neutered	$ 70.00
3rd Offense	
Neutered	$ 100.00
Un-neutered	$ 120.00
4th Offense	
Neutered	$ 150.00
Un-neutered	$ 170.00
Each Additional Offense	
Base- Neutered	$ 150.00
Base- Un-neutered	$ 170.00
Per Additional Offense	$ 50.00
Fowl or other small animal	$ 30.00
Livestock	$ 75.00
Zoological/Circus animal	$ 200.00

City of Schertz
Schedule of Fees

Animal Services	2024-25
Boarding Fee: A boarding fee must be paid for each animal	
Dog/Cat, per day	$ 15.00
Fowl or other small animal, per day	$ 10.00
Reptile, per day	$ 30.00
Livestock, per day	$ 50.00
Zoological/Circus animal, per day	$ 200.00
Surrender Fee: Charge per animal with proof of Schertz residency	
Fowl/Reptile/Small Animal	$ 10.00
Dog/Cat neutered/spayed /current rabies cert./heartworm negative	$ 35.00
Dog/Cat all other surrenders	$ 65.00
Small Livestock	$ 50.00
Large Livestock	$ 100.00
Zoological or Circus	$ 200.00
Litter Fee (3 or more animals under 2 months old)	$ 75.00
Quarantine Fee:	
Dog/Cat	$ 50.00
Plus Daily Charge per animal for boarding	$ 15.00
Micro Chipping	$ 15.00
Trap Rental Fee:	
Trap Deposit, refundable when trap is returned	$ 75.00
Trap Rental Fee, per day	$ 5.00

City of Schertz
Schedule of Fees

Neighborhood Service	2024-25
Health and Sanitation Division	
Food Establishment Fees:	
Non-Profit Organizations (regardless of number of employees)	$ 100.00
1 - 10 Employees	$ 300.00
11 or more Employees	$ 800.00
Temporary Food and/or Beverage Establishment	$ 50.00
Mobile Vendors	$ 250.00
Mobile Vendors, registration (existing permit from another government agency)	$ 25.00
Public and HOA Swimming Pool License	$ 110.00
Foster Care	$ 50.00
Re-inspection fees	$ 75.00
Nuisance Abatement Administrative Fee	
First abatement	$ 100.00
Second abatement	$ 200.00
Third and subsequent abatements	$ 500.00

City of Schertz
Schedule of Fees

Police Department	2024-25
Alarm Permit Fees	
Residential - Annually	$ 10.00
Tier 1 Commercial	$ 25.00
Tier 2 Commercial site alarm system required under local, state or national code	$ 50.00
Alarm Service Fees: Other than Burglar Alarms	
4TH False Alarm within 12 Mo. Period	$ 100.00
5TH False Alarm within 12 Mo. Period	$ 150.00
6TH False Alarm within 12 Mo. Period	$ 200.00
7TH False Alarm within 12 Mo. Period	$ 250.00
8TH False Alarm within 12 Mo. Period	$ 500.00
Others After 8TH within 12 Mo. Period	$ 500.00
Burglar Alarm Service Fees:	
4TH False Alarm within 12 Mo. Period	$ 50.00
5TH False Alarm within 12 Mo. Period	$ 50.00
6TH False Alarm within 12 Mo. Period	$ 75.00
7TH False Alarm within 12 Mo. Period	$ 75.00
8TH False Alarm within 12 Mo. Period	$ 100.00
Others After 8TH within 12 Mo. Period	$ 100.00
Miscellaneous Fees	
Accident Reports, each	$ 6.00
Fingerprints, per set	$ 10.00
Solicitor/Peddler Permit	$ 50.00
Background Check Fee	$ 10.00
BODY CAM VIDEO ($1.00 per minute +$10.00)	$ 10.00

City of Schertz
Schedule of Fees

Fire Department and Haz-Mat Fees	2024-25
Licenses & Permits	
Certificate of Occupancy - Inspections (CO)	$ 50.00
License Inspections	N/A
Adult Daycare	$ 200.00
Licensed Nursing Care Center	$ 200.00
Licensed Hospital Inspection	$ 250.00
Licensed Institutional Inspection	$ 250.00
Licensed In-Home Facilities	$ 50.00
Emergency Responder Radio Coverage System	$ 500.00
High Piled/Rack Storage System	$ 400.00
Above Ground Storage Tanks (all sizes) - commercial	$ 250.00
Above Ground Storage Tanks (all sizes) - residential	$ 150.00
Below Ground Storage Tanks (per tank) - commercial	$ 250.00
Below Ground Storage Tanks (per tank) - residential	$ 150.00
Access Control Systems (per system)	$ 150.00
Limited Access Security Gates and Perimeter Fencing (per system)	$ 185.00
Solar	$ 250.00
Open or Control Burn - Commercial	$ 150.00
Open or Control Burn - Non-commercial	$ 25.00
Fireworks display permit	$ 450.00
Tents and Membranes (per event)	$ 75.00
Tents and Membranes (annually)	$ 400.00
Cutting and Welding	$ 50.00
Explosives	$ 50.00
Flammable Storage	$ 50.00
Carnivals and Fairs	$ 50.00
Food Booth (per booth, per event)	$ 25.00
Mobile Food Establistments (annual)	$ 25.00
Battery Systems	$ 50.00
Combustible Dust Product Options	$ 50.00
Cryogenic Fluids	$ 50.00
Haz-mat	$ 50.00
Lumberyards	$ 50.00
Spraying and Dipping	$ 50.00
Storage of Tires	$ 50.00
Short Term Rental Annual Inspection	$ 125.00
Fire Suppression System Permits	
Fire Sprinkler System (1-10 heads)	$ 200.00
Fire Sprinkler System (11-200 heads)	$ 250.00
Additional heads (beyond 200)	$ 1.00
Sprinkler System Modification (no heads involved)	$ 150.00
False Alarm, per occurance (after 2 in an annual period)	$ 50.00
Fire Alarms Installation (1-20 Devices)	$ 200.00
Fire Alarms Installation (21-200 Devices)	$ 250.00
Additional installation charge, per initiating or notification device (beyond 200)	$ 1.00
Fire Alarm Remodel (Less than 10 Devices)	$ 75.00
Fire Alarm Remodel (11-25 Devices)	$ 150.00
Fire Alarm Remodel (26-100 Devices)	$ 225.00
Fire Alarm Remodel (101-200 Devices)	$ 300.00
Fire Alarm Remodel (201+ Devices)	$ 375.00
Fire Alarm Panel Replacement (1-9 effected Devices)	$ 100.00
Fire Alarm panel Replacement (10+ effected Devices)	$ 200.00
Kitchen Hood Suppression System	$ 400.00

City of Schertz
Schedule of Fees

Fire Department and Haz-Mat Fees	2024-25
Underground Fire Line (per line)	$ 250.00
Fixed Pipe Systems (per system)	$ 150.00
Gaseous Suppression Systems (per system)	$ 300.00
Standpipe	$ 200.00
Additional Standpipes (beyond 1)	$ 150.00
Spray Paint Booth (per booth)	$ 300.00
Other Fire Systems	$ 100.00
Inspection & Plan Review	
Inspection Fees	
Re-Inspection, after the 1st	$ 150.00
After hours fee, per hour per inspector	$ 75.00
(beyond the hours of 8:00 a.m. to 5:00 p.m.)	
Plan Review Fees, per hour, minimum 2 hours	$ 100.00
Plan Review Rush, Outsource - Sent out by Fire Marshal	Cost
SFR After Hours Plan Review Rush (per hour, 2 hour minimum)	$ 200.00
Smoke Control System Plan (per system)	$ 400.00
Hazardous materials operations service fees.	
The current replacement cost shall be charged for the use of consumable haz-mat supplies and firefighting agents	ACTUAL
If any protective equipment or firefighting equipment is damaged or contaminated, the current replacement cost shall be charged.	ACTUAL
Fire Watch	$ 75.00
Fire Watch with Pumper Apparatus (per hour) - MInimum 2 hours	$ 150.00

City of Schertz
Schedule of Fees

EMS	2024-25
Response Services	
Aid Call	$ 250.00
Air Medical Assist Call	$ 800.00
BLS Non- Emergency	$ 1,240.00
BLS Emergency	$ 1,360.00
ALS Non Emergency	$ 1,380.00
ALS Emergency No Specialty Care	$ 1,590.00
ALS Emergency W \ Specialty Care	$ 1,750.00
Mileage, per mile	$ 25.00
Other Services	
Ambulance Standby, per hour	$ 150.00
Gator Standby, per hour	$ 100.00
AED Supplies	Actual
CPR Class and Supplies	Actual
System Continuing Education	Actual
Vaccinations	Actual
EMT Class	$ 1,300.00
Passport to Care - Single (insured)	$ 50.00
Passport to Care - Family (insured)	$ 60.00
Passport to Care - Single (Not insured)	$ 65.00
Passport to Care - Family (Not insured)	$ 75.00
Per Capita	$ 17.52

City of Schertz
Schedule of Fees

Planning and Zoning	2024-25
Plat recording service:	
Fees assessed are due prior to recording:	
Plat recording fee is equal to the fee charged by the County Clerks Office	
Annexation Petition by Property Owner - Plus all related fees	$ 750.00
Zone Change	
Zone change for 0 to 2 acres	$ 650.00
Zone change for 2+ to 5 acres	$1,000.00
Zone change for 5+ to 20 acres	$2,000.00
Zone change for 20+ to 50 acres	$3,500.00
Zone change for 50+ to 100 acres	$4,000.00
Zone change for 100+ acres	$6,000.00
Specific Use Permit (SUP) - plus other applicable items (i.e. Site Plan)	
Specific Use Permit (SUP) for 0 to 2 acres	$ 650.00
Specific Use Permit (SUP) for 2+ to 5 acres	$1,000.00
Specific Use Permit (SUP) for 5+ to 20 acres	$2,000.00
Specific Use Permit (SUP) for 20+ to 50 acres	$3,500.00
Specific Use Permit (SUP) for 50+ to 100 acres	$4,000.00
Specific Use Permit (SUP) for 100+ acres	$6,000.00
Building addition of a current/legal SUP	$ 500.00
Master Development Plan	
All phased developments and PDD's	$1,500.00
Master Development Plan Amendment (minor revision)	$ 500.00
Preliminary Plat	
0 to 50 acres	$2,000.00
greater than 50 acres	$3,000.00
Final Record Plat or Re-plat	
0 to 50 acres	$1,500.00
greater than 50 acres	$2,000.00
Revised Final Plat (minor)	$ 500.00
Amended Plat	$1,500.00
Minor Plat	$1,500.00
Vacate Plat	$1,500.00
Plat Time Extension - plus all related fees	$ 250.00
Street and Subdivision Name Changes	$1,500.00

City of Schertz
Schedule of Fees

Planning and Zoning	2024-25
Site Plan	$1,500.00
Amended Site Plan (minor)	$ 500.00
Park Fees - Residential	
Land Dedication: one (1) acre per 100 dwelling unit	
Fee in Lieu of Land Dedication: per dwelling unit	$ 350.00
Park Development Fee: Per Dwelling unit	$ 650.00
Park Fees - Multi-Family	
Land Dedication: one (1) acre per 100 dwelling unit	
Fee in Lieu of Land Dedication; per dwelling unit:	$ 350.00
Park Development Fee: Per Dwelling unit	$ 650.00
Miscellaneous	
Tree Mitigation, inch of DBH - Plus all related fees	$ 100.00
Legal Review (i.e. Improvement Agreements)	Actual
Zoning Verification Letter - Single tract of land per Tract	$ 150.00
Certificate of Determination - Single Tract of Land per Tract	$ 150.00
Postponement of any Public Hearing by the Applicant	$ 350.00
Appeals and requests for amendments Considered by City Council, the Planning & Zoning Commission, the Building and Standards Commission, or the Board of Adjustment as allowed by the Unified Development Code, to include requested amendments to the Comprehensive Land Use Plan	$ 500.00
Floodplain Development Review Fee	$ 150.00
Variance and/or Waivers	
Unified Development Code, ea.	$ 500.00
Building Code, ea.	$ 500.00
Driveway width waiver requests will not be assessed with the waiver fee	
Copies, Plans, and Maps:	
Unified Development Code	$ 50.00
Public Works Specification Manual	$ 50.00
Staff Review - Application completeness review, internal SDR (staff) review & meeting with applicant to review application package. Fee included in all applications.	

City of Schertz
Schedule of Fees

Inspections		2024-25
Residential Building Permit Fees		
Minimum permit fee		$ 50.00
New Single Family Residential (one & two family dwellings)	per square foot	$ 0.50
New Assessory structures	per square foot	$ 0.50
Flatwork/Deck		$ 100.00
Patio/Patio Cover		$ 225.00
Roof Replacement		$ 200.00
Window Replacement		$ 150.00
Foundation Repair		$ 225.00
No plan check fee applies to residential flatwork/deck permits		
A building permit is required for swimming pools greater than 24 inches (24") in depth.		
Swimming Pools - In ground		$ 500.00
Swimming Pools - Above Ground (where a permit is required)		$ 25.00
No permit required for prefabricated pools less than 24"		
A residential plan review fee of 50% of the building permit fee is assessed to all permits for the review of construction documents and plans associated with a permit.		50%
See trade permit and technology fees associated with residential permits below.		
Commercial Building Permit Fees		
Building Permit Fees		
New Construction - Commercial (see Cost table below)		Cost
Plan review fees for projects with a cost of $5,000 or greater, are assessed review fees based on a percentage (%) of Permit Fee		50%
Permit Fees:		
Cost of Construction (Cost)		
$0.00 to $1,000.00		$ 50.00
$1,001.00 to $15,000.00, for each additional $1,000 and fraction thereof		$ 8.00
$15,001.00 to $50,000.00, for each additional $1,000 and fraction thereof		$ 7.00
$50,001 and up, for each additional $1,000 and fraction thereof		$ 6.00
Following Use The Cost of Construction (Cost) Table above:		
Non - residential Flatwork/Deck		Cost
Non - residential Accessory Buildings		Cost
Non - residential Patio/Patio Cover		Cost
Non - residential Roof Replacement		Cost
Non - residential Window Replacement		Cost
Non - residential Swimming Pools in Ground		Cost
Non - residential Foundation Repair		Cost
Sign		Cost

City of Schertz
Schedule of Fees

Inspections	2024-25
All other permit fees (Residential & Commercial):	
Fence (New and Replacement)	$ 50.00
Siding/Fascia	$ 75.00
Temporary Building or Structure	$ 50.00
Moving Permit Fee	$ 100.00
Demolition Permit Fee	$ 60.00
Mobile Home Permit Fee (plus sub-trades as necessary)	$ 25.00
Certificate of Occupancy	$ 50.00
Pre Certificate of Occupancy Inspection	$ 200.00
Failure to Obtain Certificate of Occupancy	$ 200.00
Compliance Inspection, each trade	$ 50.00
Temporary Sign	$ 30.00
Development Sign	$ 100.00
Banner	$ 25.00
Street Span Banner	$ 25.00
Home Occupation Permit (annually)	$ 35.00
Construction beginning without permit, pay additional:	$ 200.00
Failure to Request Inspection, per trade	$ 100.00
Failure to Obtain Contractors License/Provide Insurance	$ 100.00
Electrical Permit Fees	
Electrical Repair/Replacement	$ 60.00
New Construction per building/unit	$ 100.00
Solar	$100.00
Mechanical Permit Fees	
Mechanical Repair/Replacement	$ 60.00
New Construction per building/unit	$ 100.00
Plumbing Permit Fees	
Plumbing Repair/Replacement	$ 60.00
New Construction per building/unit	$ 100.00
Irrigation Permit Fees	
Permit Fee	$ 60.00
plus per sprinkler head	$ 1.00
plus per backflow or RPZ	$ 3.00
subsequent to the installation of the piping or equipment served, each	
Re-Inspection Fees	
Each re-inspection, per trade	$ 75.00
Re-inspections after first, per trade	$150.00
Re-inspections after second and all subsequent, per trade	$500.00
No permit fees will be charged for sites located on Main St. (All departments)	
No permit fees will be charged to the Schertz Housing Authority (All departments)	
Technology Fees	
Commercial Construction (new, additions, remodels)	$25.00
New Residential Construction	$25.00
All other permits	$10.00

City of Schertz
Schedule of Fees

Inspections	2024-25
Licenses/Registrations:	
General Contractor (Initial and Renewal)	N/C
Master Electrician (Initial) State of Texas Issued	N/C
Apprentice/Wireman Electrician (Annually) State of Texas Issued	N/C
Electrical Contractor (Annually) State of Texas Issued	N/C
Mechanical Contractor (Annually) State of Texas Issued	N/C
Plumbing Contractor (Annually)* State of Texas Issued	N/C
Irrigation (Annually) State of Texas Issued	N/C
Backflow Tester - State of Texas Issued	N/C
Sign Contractor (Initial)	N/C
Sign Contractor (Renewal)	N/C
Electrical Sign Contractor (Initial) State of Texas Issued	N/C
Electric Sign Journeyman Electrician (Annually) State of Texas Issued	N/C
Electric Sign Apprentice/Wireman Electrician (Annually) State of Texas Issued	N/C
Utility Contractor (Annually)	N/C
Mobile Home Park (Annually)	N/C

*N/C - No Charge for license

City of Schertz
Schedule of Fees

Engineering	2023-24
Grading and Clearing Permit - Acreage	
For non-agricultural purposes	
Below 5 acres	$ 100.00
5 to 20 acres	$ 250.00
Per acre over 20, plus base charge for 20 acres	$ 3.00
Over 100 acres	$ 490.00
Grading and Clearing Permit Fees are waived for applicants representing Home Owner's Associations proposing maintenance activities in drainage easements.	
Public Improvement Permit Fees	
Construction Plan Review	
Base Fee	$ 1,065.00
Water, per 100 linear foot of main	$ 8.52
Wastewater, per 100 linear foot of main	$ 12.78
Street and Drainage, per 100 linear foot of street	$ 8.52
Drainage, per 100 linear feet of street + 100 linear feet of off-street facility	$ 12.78
Wastewater Lift Station	$ 2,130.00
OR	
Actual Cost of third party plan review	Actual
Construction Inspection	
Base Fee	$ 3,386.40
Water, per 100 linear foot of main	$ 67.73
Wastewater, per 100 linear foot of main	$ 84.66
Street and Drainage, per 100 linear foot of street	$ 67.73
Drainage, per 100 linear feet of street + 100 linear feet of off-street facility	$ 84.66
Wastewater Lift Station	$ 5,079.60
OR	
Actual Cost of third party inspection	Actual

City of Schertz
Schedule of Fees

Drainage Fees	2024-25
Charge Per Residence	$ 5.20
Commercial, per LUE	$ 5.20
Floodplain Permit, New Residential Structure	$ 50.00
Floodplain Permit, New Commercial Structure	$ 150.00

City of Schertz
Schedule of Fees

Public Works - Streets	2024-25
Chipping charges, per half hour	$ 40.00

Garbage Collection Fees	2024-25
Residential:	
Zone I: Once a week pick up	
One 96 gallon cart provided by franchisee, per month	$ 12.41
Residents requesets 2 carts total:	$ 18.59
Resident requests 3 carts total:	$ 24.80
Resident requests 4 carts total:	$ 30.99
Recycling Fee, per month/container	$ 2.05
Zone 2: Single Family, twice per week pick up, per month, no cart provided	$ 12.41
Recycling Fee, per month/container	$ 2.05
Front Porch Pick Up	$ 18.11
Recycling Fee, per month/container	$ 2.05
Special Pickup:	
Move Ins, Special Tree Trimmings, oversize materials, & similar circumstances; minimum	$ 17.29
Class II: Mobile Home Parks (Mobile Home Parks (2 or more mobile homes) (based on number in park on the 15th day of the month), per unit/monthly)	$ 9.90
Class III: Apartments per unit/monthly	$ 9.90
Class IV: Motels per unit/monthly	$ 4.37
2. Commercial	
Class V: Offices, barber shops and Professional services, per month	$ 15.70
Class VI: Light retail, wholesale, commercial or industrial, 2000 to 4000 square feet and excluding large grocery stores, etc., per month	$ 27.08
Class VII: Medium retail, wholesale commercial or industrial (2000 to 4000 square feet and exclude large grocery store, etc.), per month	$ 39.34
2 Cart, 1 pickup per week	$ 40.61

City of Schertz
Schedule of Fees

Garbage Collection Fees	2024-25

Class VIII:
Heavy Volume retail wholesale, commercial, or industrial (placement determined by a time and cost study of refuse generation and collection. The categories in this class usually require hand loading from rooms or pens and would not apply when commercial containers are used.)

A. Two weekly pickups of 1.5 cubic yard containers, excluding large grocery, furniture or department stores, per month	$ 69.89
B. Two weekly pickups of 3 cu. Yard containers, excluding large grocery, furniture or department stores, etc., per month	$ 139.77
C. Three weekly pickups of 3 cu. Yard containers, excluding large grocery, furniture or department stores, etc., per month	$ 218.41
D. Four weekly pickups of 4 cu. Yard containers, including large grocery, furniture or department stores, etc., per month	$ 262.05
E. Five weekly pickups of 4 cu. Yard containers, including large grocery, furniture or department stores, etc., per month	$ 349.42
F. Six weekly pickups of 4 cu. Yard containers, including large grocery, furniture or department stores, etc., per month	$ 436.84
G. Customer requiring more than four (4) cu. Yds each pickup would be charged per cu. Yds. Collected., per yard	$ 4.84

City of Schertz
Schedule of Fees

Garbage Collection Fees	2024-25

3. Commercial Containers.
CONTRACTOR will provide commercial containers to those customers who desire to use them in lieu of garbage cans. The use of such CONTRACTOR provided containers is required by this contract. Rates for containers and pickup will be based on the following table:

Container Size:	**Frequency of Pickup**					
2017-18 through 2021-22	**1**	**2**	**3**	**4**	**5**	**6**
2 cu. Yard	$ 59.45	$ 101.23	$ 122.28	$ 139.79	$ 157.26	$ 174.72
3 cu. Yard	$ 71.65	$ 129.26	$ 178.23	$ 204.38	$ 230.63	$ 256.82
4 cu. Yard	$ 89.06	$ 153.79	$ 209.65	$ 253.32	$ 297.04	$ 340.71
6 cu. Yard	$ 125.84	$ 209.65	$ 288.30	$ 366.95	$ 445.49	$ 524.14
8 cu. Yard	$ 148.53	$ 270.81	$ 375.60	$ 480.46	$ 586.04	$ 690.14
10 cu. Yard	$ 171.19	$ 314.45	$ 445.49	$ 559.12	$ 672.64	$ 786.19

Commercial Recycle Hauling Permit $2,500.00

City of Schertz
Schedule of Fees

Garbage Collection Fees	2024-25
4. Roll-Off Rates Per Pull Open Top Containers - Dry Material	
20 cu. Yard	$ 323.20
30 cu. Yard	$ 384.34
40 cu. Yard	$ 445.49
Roll-off Rental (no pulls within billing cycle) per container per month	$ 133.65
Collection and Disposal of Municipal Wastes	
5. Wet Material Rates on Compactor containers or open top containers with wet material must be negotiated with customers at the time they are needed. This type of waste must be hauled to a Type I landfill which generally has a higher disposal rate attached to it.	
Roll-off Container Delivery Charge per container	$ 38.95
Roll-off Relocation or Trip Charge per container	$ 38.95
2 cu. Yard compactor, per month (2 services per week)	$ 230.27
Extra pick ups (2 yard compactor), each	$ 87.31
4 cu. Yard compactor, per month (2 services per week)	$ 474.39
30 cu yard Compactor, per pull	$ 585.30
40 cu yard Compactor, per pull	$ 695.37
30 cu yard Open-top (Recycle), per pull	$ 218.27
Front-Load container extra pick-up charges	
2 cu yard	$ 29.70
3 cu yard	$ 37.12
4 cu yard	$ 44.56
6 cu yard	$ 51.98
8 cu yard	$ 59.41
10 cu yard	$ 66.82
OVER WEIGHT CHARGE	$ 29.79

To address non standard requests, the solid waste contractor can negotiate a fee with the customer requesting the service. The City will collect 15% of the negotiated fee per the franchise agreement.

City of Schertz
Schedule of Fees

Utility Billing	2024-25
Water & Wastewater Deposit	
In City	$ 125.00
In City, with no water service	$ 75.00
Out of City	$ 150.00
Commercial	$ 100.00
or 2.5 times estimated monthly billing	2.5x
Disconnect Fee	$ 20.00
Extension Fee	$ 5.00
2 free extensions	
Transfer Fee	$ 10.00
Garbage Deposit	
Residential	$ 25.00
Commercial	$ 100.00
or 2 1/2 times estimated monthly billing	2.5x
Meter Flow Test	
After Hours Disconnect/Reconnect	$ 50.00
City Field Test	$ 10.00
City Meter Bench Flow Test	$ 25.00
Schertz Seguin Water Customers	$ 4.00
Non-Schertz Seguin Customer	$ 15.00
Extended Absence Charge	$ 10.00
Re-Installation Fee, per hour	$ 50.00
Fire Hydrant Fee	
Deposit	$ 200.00
Service Fee	$ 50.00

City of Schertz
Schedule of Fees

Public Works		2024-25
Permit Fees - All Right of Way Permits	$	25.00
Fire Line Type Nos. 1 and 2 - (non-metered), in City per year		
4-inch service line connection or smaller	$	175.00
6 inch	$	235.00
8 inch	$	290.00
10 inch	$	340.00
12 inch	$	405.00
Fire Line - (non-metered), Outside City per year		
4-inch service line connection or smaller	$	225.00
6 inch	$	305.00
8 inch	$	375.00
10 inch	$	440.00
12 inch	$	525.00
Meter Installation Fees - Inside the City		
Meter Size		
5/8" X 3/4"	$	330.00
3/4" X 3/4"	$	345.00
1" X 1"	$	450.00
2" X 2"	$	1,940.00
*2" turbine		Cost + Labor
*3" or larger		Cost + Labor

City of Schertz
Schedule of Fees

Public Works	2024-25
Meter Installation Fees - Outside the City	
Meter Size	
5/8" X 3/4"	$ 340.00
3/4" X 3/4"	$ 355.00
1" X 1"	$ 460.00
2" X 2"	$ 1,950.00
*2" turbine	Cost + Labor
*3" or larger	Cost + Labor
Fire Hydrant Meter for Construction	
Deposit (refundable)	$ 200.00
Service Charge	$ 50.00
Bulk Water Sales - 10 Commercial Place	
Deposit (refundable)	$ 90.00
Service Charge	$ 50.00
Base Monthly fee - initial 10,000 gallons	$ 127.67
Usage fee - per thousand gallon after initial	$ 10.18
Wholesale Water Distribution Rate	
Base Rate, per month	
3 Inch Meter	$ 482.38
4 Inch Meter	$ 844.17
6 Inch Meter	$ 1,849.14
8 Inch Meter	$ 3,216.67
10 Inch Meter	$ 5,026.05
12 Inch Meter	$ 6,634.39
Available by agreement to distributors with a self-maintained water distribution service, Military Bases, and for temporary use until reuse water is made available in a particular area.	
Network Nodes	
Application	$ 500.00
Additional for each node over 5 on the application (up to 30)	$ 100.00
Annual Public Right of Way	$ 250.00
Node Support Pole Application Fee	$ 1,000.00
Collection Fee for Network Nodes on City Service Poles, per pole, per	$ 20.00
Transport Facilities	
Application	$ 500.00
Additional for each node over 5 on the application (up to 30)	$ 100.00
Rental Fee for Transport Facilities, per device per month	$ 28.00
Annual Public Right of Way Fee	$ 250.00
Permit Fees will be due at the time of the permit submission.	
Permit will not be accepted if the permit fee is not attached.	
Other fees will be assessed at the time of permit approval	

City of Schertz
Schedule of Fees

Capital Recovery Impact Fees				2024-25
		LUEs		
Meter Size	Meter Type	Water		
5/8"	MULTI-JET	1.0	$	2,934.00
3/4"	MULTI-JET	1.5	$	4,401.00
1"	MULTI-JET	2.5	$	7,335.00
2"	ULTRASONIC	10.0	$	29,340.00
3"	ULTRASONIC	24.0	$	70,416.00
4"	ULTRASONIC	42.0	$	123,228.00
6"	ULTRASONIC	92.0	$	269,928.00
8"	ULTRASONIC	80.0	$	234,720.00
10"	ULTRASONIC	250.0	$	733,500.00
12"	ULTRASONIC	330.0	$	968,220.00

SEWER COLLECTION IMPACT FEE

*Collection Impact Fee Per Living Unit Equivalent (LUE)	$	1,668.00

*Sewer based on LUE: LUE = 245 gallons per day
These are only City of Schertz impact fees.

Other Utility Impact Fees

Cibolo Creek Municipal Authority (CCMA)

South Basin Impact Fee Per LUE:	$	2,200.00
North Basin Impact Fee Per LUE:	$	2,300.00

*Sewer based on LUE: LUE = 155 gallons per day
These are only CCMA impact fees.

Schertz Seguin Local Government Corporation (SSLGC)

Meter Size	Meter Type			
5/8"	SIMPLE	1.0	$	1,607.24
3/4"	SIMPLE	1.5	$	2,410.86
1"	SIMPLE	2.5	$	4,018.10
1.5"	SIMPLE	5.0	$	8,036.20
2"	SIMPLE	8.0	$	12,857.92
2"	COMPOUND	8.0	$	12,857.92
2"	TURBINE	10.0	$	16,072.40
3"	COMPOUND	16.0	$	25,715.84
3"	TURBINE	24.0	$	38,573.76
4"	COMPOUND	25.0	$	40,181.00
4"	TURBINE	42.0	$	67,504.08
6"	COMPOUND	50.0	$	80,362.00
6"	TURBINE	92.0	$	147,866.08
8"	COMPOUND	80.0	$	128,579.20
9"	TURBINE	160.0	$	257,158.40
10"	COMPOUND	115.0	$	184,832.60
10"	TURBINE	250.0	$	401,810.00
12"	TURBINE	330.0	$	530,389.20

ROADWAY IMAPACT FEE

Residential Home through 3/26/2021	$	2,696.00
Residential Home between 3/27/2021 and 3/26/2022	$	3,033.00
Residential Home after 3/26/2022	$	3,370.00

City of Schertz
Schedule of Fees

Capital Recovery Impact Fees		2024-25
Nonresidential through 3/26/2021, per service unit*	$	100.00
Nonresidential after 3/26/2021, per service unit*	$	175.00

*The number of service units are based on the use of the property. A fee calculator is available on the City Website under the Engineering page

City of Schertz
Schedule of Fees

Sewer Rates	2024-25
Residential Rates (Single Family)	
Base Rate-per month	$ 15.92
Per 1,000 gal Charge, Per Month	
City line Maintenance fee plus Franchise fee	$ 0.91
User Charge based on 100% of avg consumption mo.	$ 4.34
User avg. based on Nov, Dec, and Jan, min. 500 gals.	
Per 1,000 gal charge Total- 12,000 gallons or less	$ 5.24
greater than 12,000 gallons	$ 12.02
Business and Multi-family Dwelling Units:	
Base Rate per month	$ 20.03
The base rate shall be assessed in terms of connection equivalents which shall be as follows: the customer's previous 12 month water consumption as determined at the annual re-rating in February divided by 365, with the results of such division then divided by 245 gallons. The figure arrived at by the second division shall be the customer's "connection equivalent". Each business shall be assessed a base rate.	
Per 1,000 gal Charge, Per Month	
Line Maintenance-Commercial/Industrial users plus Franchise fee	
User Charge-based on 100% of water consumed	
Per 1,000 gal charge Total- 12,000 gallons or less	$ 5.37
greater than 12,000 gallons	$ 12.02
YMCA	
Per 1,000 gal Charge, Per Month	$ 3.53

City of Schertz
Schedule of Fees

Public Works - Water Rates Residential	2024-25
GALLONS SOLD BY METER SIZE (RESIDENTIAL & SMALL COMMERCI	

Base Monthly Fee, based on meter size

5/8 IN	$ 26.89
3/4 IN	$ 40.29
1.0 IN	$ 67.17
2 IN	$ 268.70
3 IN	$ 644.90
4 IN	$ 1,128.55
6 IN	$ 2,472.07
8 IN	$ 4,342.89
10 IN	$ 6,785.75
12 IN	$ 8,957.21

Usage Fee, rate per 1,000 gallons

-	6,000	$ 3.32
6,001	12,000	$ 3.71
12,001	18,000	$ 4.35
18,001	30,000	$ 5.30
30,001	Above	$ 6.74

City of Schertz
Schedule of Fees

Public Works - Water Rates Residential	2024-25

GALLONS SOLD BY METER SIZE (LARGE COMMERCIAL)

Base Monthly Fee, based on meter size

5/8 IN	$ 26.89
3/4 IN	$ 40.29
1.0 IN	$ 67.17
2IN	$ 268.70
3 IN	$ 644.90
4 IN	$ 1,128.55
6 IN	$ 2,472.07
8 IN	$ 4,342.89
10 IN	$ 6,785.75
12 IN	$ 8,957.21

Usage Fee, rate per 1,000 gallons

-	18,000	$ 3.32
18,001	36,000	$ 3.71
36,001	54,000	$ 4.35
54,001	90,000	$ 5.30
90,001	Above	$ 6.74

Fire Hydrant Meter

Base Monthly Fee	$ 127.67
Usage Fee, per 1,000 gals	$ 10.18

Cibolo Wholesale Water Rate $ 3.41

City of Schertz
Schedule of Fees

Drought Contingency Surcharges	2024-25
For the first 1,000 gallons over allocation*	$ 2.00
For the second 1,000 gallons over allocation*	$ 3.00
For the third 1,000 gallons over allocation*	$ 4.00
For each additional 1,000 gallons over allocation*	$ 5.00
Drought Contingency Violation Fines, up to	$ 200.00

*Refer to the Conservation Ordinance for all allocations

City of Schertz

Schedule of Fees

Effective October 1, 2024

City of Schertz
Schedule of Fees

Summary of Changes	2023-24	2024-25
Library		
~~Inter-Library Loan items per day (3 day grace period)~~	$ 1.00	$ -
~~Max overdue amount per ILL item~~	$ 5.00	$ -
Overdue Fines (3 day grace period)		
~~All Items per day (except ILL items)~~	$ 0.25	$ -
~~Max amount that can be charged~~	$ 1.00	$ -
Game & Experience Kit totes and parts (if replaceable)	$ -	Actual

Note: If an item is lost and paid for, any overdue fines assessed against the item are waived. If part of an item is lost and not replaceable, the item as a whole is considered lost and the full cost of the item is charged to the patron. Again, any overdue fines assessed against the item are waived if the item is paid for. Refunds for items that were paid for and subsequently found and returned to the library are available for up to 60 days after payment and require the original receipt. Processing fees are non-refundable. No refunds will be given after 60 days.

Parks		
Large Pavilion (Resident)		
~~Weekday without facilities (Mon-Thur)~~	$ 50.00	N/A
Weekday with facilities (Mon-Thur)	$ 100.00	$ 125.00
~~Weekend without facilities (Fri-Sun)~~	$ 100.00	N/A
Weekend with facilities (Fri-Sun)	$ 200.00	$ 250.00
Large Pavilion (Non-Resident)		
~~Weekday without facilities (Mon-Thur)~~	$ 75.00	N/A
Weekday with facilities (Mon-Thur)	$ 150.00	$ 175.00
~~Weekend without facilities (Fri-Sun)~~	$ 150.00	N/A
Weekend with facilities (Fri-Sun)	$ 300.00	$ 350.00
Neighborhood Services		
Food Establishment Fees:		
1 - 10 Employees		$ 300.00
11 or more Employees		$ 800.00
~~1-3 Employees~~	$ 150.00	$ -
~~4-6 Employees~~	$ 285.00	$ -
~~7-10 Employees~~	$ 540.00	$ -
~~11-20 Employees~~	$ 575.00	$ -
~~21+ Employees~~	$ 725.00	$ -
Mobile Vendors	$ 100.00	$ 250.00
~~**Sanitation Inspection Fees - Outside of City**~~		
~~Hourly Charge, one hour minimum~~	$ 50.00	~~$ -~~
~~Mileage over 15 miles, per mile~~	$ 5.00	~~$ -~~
~~Administrative Fee~~	15%	~~$ -~~

City of Schertz
Schedule of Fees

Summary of Changes	2023-24	2024-25
EMS		
Response Services		
Aid Call	$ 200.00	$ 250.00
Air Medical Assist Call	$ 700.00	$ 800.00
BLS Non- Emergency	$ 1,090.00	$ 1,240.00
BLS Emergency	$ 1,210.00	$ 1,360.00
ALS Non Emergency	$ 1,230.00	$ 1,380.00
ALS Emergency No Specialty Care	$ 1,440.00	$ 1,590.00
ALS Emergency W \ Specialty Care	$ 1,600.00	$ 1,750.00
EMT Class	$ 1,200.00	$ 1,300.00
Per Capita	$ 17.07	$ 17.52
Engineering		
Public Improvement Permit Fees		
Construction Plan Review		
Wastewater Lift Station		$ 2,130.00
Construction Inspection		
Wastewater Lift Station		$ 5,079.60
Drainage		
Floodplain Permit, New Residential Structure	$ 50.00	$ 50.00
Floodplain Permit, New Commercial Structure	$ 150.00	$ 150.00
Planning & Zoning		
Floodplain Development Review Fee	NA	$ 150.00
Utility Billing		
Water & Sewer Deposit		
In City, with no water service		$ 75.00
Sewer		
Residential Rates (Single Family)		
Base Rate-per month	15.46	$ 15.92
Per 1,000 gal Charge, Per Month		
City line Maintenance fee plus Franchise fee	0.88	$ 0.91
User Charge based on 100% of avg consumption mo.	4.21	$ 4.34
User avg. based on Nov, Dec, and Jan, min. 500 gals.		
Per 1,000 gal charge Total- 12,000 gallons or less	5.09	$ 5.24
greater than 12,000 gallons	11.67	$ 12.02

City of Schertz
Schedule of Fees

Summary of Changes		2023-24		2024-25
Business and Multi-family Dwelling Units:				
Base Rate per month		19.45	$	20.03
The base rate shall be assessed in terms of connection equivalents which shall be as follows: the customer's previous 12 month water consumption as determined at the annual re-rating in February divided by 365, with the results of such division then divided by 245 gallons. The figure arrived at by the second division shall be the customer's "connection equivalent". Each business shall be assessed a base rate.				
Per 1,000 gal Charge, Per Month				
Line Maintenance-Commercial/Industrial users plus Franchise fee				
User Charge-based on 100% of water consumed				
Per 1,000 gal charge Total- 12,000 gallons or less		5.21	$	5.37
greater than 12,000 gallons		11.67	$	12.02
YMCA				
Per 1,000 gal Charge, Per Month		3.43	$	3.53
Water Resident				
Base Monthly Fee, based on meter size				
5/8 IN	$	26.36	$	26.89
3/4 IN	$	39.50	$	40.29
1.0 IN	$	65.85	$	67.17
2 IN	$	263.43	$	268.70
3 IN	$	632.25	$	644.90
4 IN	$	1,106.42	$	1,128.55
6 IN	$	2,423.60	$	2,472.07
8 IN	$	4,257.74	$	4,342.89
10 IN	$	6,652.70	$	6,785.75
12 IN	$	8,781.58	$	8,957.21
Usage Fee, rate per 1,000 gallons				
0 - 6000	$	3.25	$	3.32
6001 - 12000	$	3.64	$	3.71
12001 - 18000	$	4.26	$	4.35
18001 - 30000	$	5.20	$	5.30
30001 +	$	6.61	$	6.74
Water Commercial				
Base Monthly Fee, based on meter size				
5/8 IN	$	26.36	$	26.89
3/4 IN	$	39.50	$	40.29
1.0 IN	$	65.85	$	67.17
2IN	$	263.43	$	268.70
3 IN	$	632.25	$	644.90
4 IN	$	1,106.42	$	1,128.55
6 IN	$	2,423.60	$	2,472.07
8 IN	$	4,257.74	$	4,342.89
10 IN	$	6,652.70	$	6,785.75
12 IN	$	8,781.58	$	8,957.21

City of Schertz
Schedule of Fees

Summary of Changes	2023-24	2024-25
Usage Fee, rate per 1,000 gallons		
0 - 18000	$ 3.25	$ 3.32
18001 - 36000	$ 3.64	$ 3.71
36001 - 54000	$ 4.26	$ 4.35
54001 - 90000	$ 5.20	$ 5.30
90001 +	$ 6.61	$ 6.74
Fire Hydrant Meter		
Base Monthly Fee	$ 125.17	$ 127.67
Usage Fee, per 1,000 gals	$ 9.98	$ 10.18
Cibolo Wholesale Water Rate	$ 3.34	$ 3.41
Public Works		
Bulk Water Sales - 10 Commercial Place	$ -	$ 90.00
Deposit (refundable)	$ -	$ 50.00
Service Charge	$ -	$ 127.67
Base Monthly fee - initial 10,000 gallons	$ 9.98	$ 10.18
Usage fee - per thousand gallon after initial		
Wholesale Water Distribution Rate		
Base Rate, per month		
3 Inch Meter	$ 472.92	$ 482.38
4 Inch Meter	$ 827.62	$ 844.17
6 Inch Meter	$ 1,812.88	$ 1,849.14
8 Inch Meter	$ 3,153.60	$ 3,216.67
10 Inch Meter	$ 4,927.50	$ 5,026.05
12 Inch Meter	$ 6,504.30	$ 6,634.39

City of Schertz
Schedule of Fees

All Departments	2023-24	2024-25
Records Requests		
Standard paper copy, per page (front and back is 2 pages)	$ 0.10	$ 0.10
Nonstandard-size copy:		
Oversize paper copy (11" X 17")	$ 0.50	$ 0.50
Specialty paper (Mylar, blueprint, blue line, map, photographic)	Actual	Actual
Certified Copy- Each Certification	$ 5.00	$ 5.00
Diskette	$ 1.00	$ 1.00
Magnetic tape - actual cost	Actual	Actual
Data cartridge -actual cost	Actual	Actual
Tape cartridge - actual cost	Actual	Actual
Rewritable CD (CD-RW)	$ 1.00	$ 1.00
Non-rewritable CD (CD-R)	$ 1.00	$ 1.00
Digital video disc (DVD)	$ 3.00	$ 3.00
JAZ drive - actual cost	Actual	Actual
Other electronic media - actual cost	Actual	Actual
Miscellaneous supplies - actual cost	Actual	Actual
Postage and shipping charge actual cost	Actual	Actual
Photographs - actual cost	Actual	Actual
Maps - actual cost	Actual	Actual
Labor charge:		
For locating, compiling, and reproducing, per hour (if documents are NOT located in the immediate area and over 50 pages)	$ 15.00	$ 15.00
Overhead charge - % of labor charge	20%	20%
Remote document retrieval charge	Actual	Actual
No Sales Tax shall be applied to copies of public information.		
Notary Fees		
Acknowledgement, Certified Copies, Jurat's, Oaths and Affirmation	$ 6.00	$ 6.00
Protests- Per Document	$ 5.00	$ 5.00
Convenience Fees		
Credit Card Payment Over Phone	$ 1.00	$ 1.00
Return Check Fee	$ 25.00	$ 25.00

City of Schertz
Schedule of Fees

City Secretary	2023-24	2024-25
Candidate Filing Fee	$ 25.00	$ 25.00
Licenses		
Package Store Permit	$ 250.00	$ 250.00
Wine and Malt Beverage Retailer's Permit - Bexar County	$ 500.00	$ 500.00
Wine and Malt Beverage Retailer's Permit - Bexar County Renewal	$ 375.00	$ 375.00
Wine and Malt Beverage Retailer's Permit - All Other Counties	$ 87.50	$ 87.50
Wine and Malt Beverage Retailer's Off Premises Permit	$ 30.00	$ 30.00
(Malt Beverage) Retail Dealer's On-Premise License - Bexar County	$ 500.00	$ 500.00
(Malt Beverage) Retail Dealer's On-Premise License - Bexar County Renewal	$ 375.00	$ 375.00
(Malt Beverage) Retail Dealer's On-Premise License - All Other Counties	$ 75.00	$ 75.00
Wine-Only Package Store Permit	$ 37.50	$ 37.50
Mixed Beverage Permit	$ 375.00	$ 375.00
Wholesaler's Permit	$ 937.50	$ 937.50
Branch's Distributor's License	$ 37.50	$ 37.50
(Malt Beverage) Retail Dealer's Off-Premise License	$ 30.00	$ 30.00
Local Distributor's Permit	$ 50.00	$ 50.00
Winery Permit	$ 37.50	$ 37.50

City of Schertz
Schedule of Fees

Library	2023-24	2024-25
Non-Resident user fee- Library Card	$ 15.00	$15.00
Meeting Room Fee- Non-Schertz residents, 4 hours	$ 50.00	$50.00
Meeting Room Fee- After hour fee, per hour	$ 25.00	$25.00
Meeting Room Cleaning Fee (Spot Cleaning)	$ 50.00	$50.00
Meeting Room Cleaning Fee (Whole Room)	Actual	Actual
Additional Fee for After Hours Cleaning, per hour	$ 25.00	$25.00
Inter-Library Loans Materials (ILL Materials)		
Lost or damaged ILL items - Cost of item as billed by the lending library (may include additional fines or fees assessed by the lending library)	Actual	Actual
Inter-Library Loan items per day (3 day grace period)	$ 1.00	$ -
Max overdue amount per ILL item	$ 5.00	$ -
Return Postage Fee--for ILL items never picked up by customer after arrival	$ 3.00	$ 3.00
Overdue Fines (3 day grace period)		
All Items per day (except ILL items)	$ 0.25	$ -
Max amount that can be charged	$ 1.00	$ -
Replacement Library Card	$ 1.00	$ 1.00
Copier, per standard page (2-sided copies are the same as 2 pages; oversized copies are the same as 2 pages)		
Black and White	$ 0.15	$ 0.15
Color	$ 0.50	$ 0.50
Printing, per standard page (2-sided copies are the same as 2 pages; oversized copies are the same as 2 pages)		
Black and White	$ 0.15	$ 0.15
Color	$ 0.50	$ 0.50
Outgoing Fax, 1st page	$ 1.00	$ 1.00
Per each succeeding page	$ 0.25	$ 0.25
Lost & Damaged Materials - Cost of item		
plus a processing fee	$ 5.00	$ 5.00
Damaged DVD Case	$ 1.00	$ 1.00
Damaged or Missing Barcode	$ 1.00	$ 1.00
Damaged or Missing RFID Tag	$ 1.00	$ 1.00
Damaged or Missing DVD/Video Cover (if replaceable) plus processing fee	$ 3.00	$ 3.00
Game & Experience Kit totes and parts (if replaceable)	$ -	Actual
Toddler Tote Bag	$ 2.50	$ 2.50
Juvenile Audiobook Bag	$ 5.00	$ -
Materials Recovery Fee (per account sent to collections)	$ 10.00	$ 10.00

City of Schertz
Schedule of Fees

Note: If an item is lost and paid for, any overdue fines assessed against the item are waived. If part of an item is lost and not replaceable, the item as a whole is considered lost and the full cost of the item is charged to the patron. Again, any overdue fines assessed against the item are waived if the item is paid for. Refunds for items that were paid for and subsequently found and returned to the library are available for up to 60 days after payment and require the original receipt. Processing fees are non-refundable. No refunds will be given after 60 days.

City of Schertz
Schedule of Fees

Schertz Magazine	2023-24	2024-25
Display Ads:		
Eighth Page for 6 mo., per month	$ 325.00	$ 325.00
Eighth Page for 12 mo., per month	$ 300.00	$ 300.00
Quarter Page for 6 mo., per month	$ 600.00	$ 600.00
Quarter Page for 12 mo., per month	$ 450.00	$ 450.00
Half Page for 6 mo., per month	$1,100.00	$1,100.00
Half Page for 12 mo., per month	$ 775.00	$ 775.00
Full Page for 6 mo., per month	$1,650.00	$1,650.00
Full Page for 12 mo., per month	$1,325.00	$1,325.00
Special placement fee	$ 100.00	$ 100.00
Artwork ownership fee	$ 95.00	$ 95.00
Premium Placement:		
Back Cover for 6 mo., per month	$2,000.00	$2,000.00
Back Cover for 12 mo., per month	$1,650.00	$1,650.00

Churches, governmental entities, 501 (c) 3 and civic groups who provide a service to the residents of Schertz will receive a 25% discount on the above facility rental rates.

City of Schertz
Schedule of Fees

Event Facilities	2023-24	2024-25
Vendor/Ancillary Fees		
Kitchen Fee, per person		
Kitchen/F&B Fee, Ballroom	$ 300.00	$ 300.00
Kitchen/F&B Fee, Bluebonnet Room	$ 100.00	$ 100.00
Early Open Fee (one hour only)	$ 200.00	$ 200.00
Late Fee	$ 200.00	$ 200.00
Ice, one bin (80lbs)	$ 15.00	$ 15.00
Ice, unlimited	$ 25.00	$ 25.00
Beverage Service (for 50 people)	$ 50.00	$ 50.00
Beverage Linen per table	$ 6.00	$ 6.00
Cancellation Fee	$ 50.00	$ 50.00
Portable Bar (includes 5 cocktail tables)	$ 200.00	$ 200.00
Cocktail Tables (up to 5)	$ 50.00	$ 50.00
Uplighting, per light	$ 15.00	$ 15.00
Uplighting package, 10 lights	$ 100.00	$ 100.00
Pipe for Back Drop	$ 25.00	$ 25.00
Drape per linear ft.	$ 2.00	$ 2.00
Cleaning Fee	$ 150.00	$ 150.00
Beverage Tub	$ 75.00	$ 75.00
Private Suite	$ 150.00	$ 150.00
Discount/Special Rates		
Frequent Renters 25% discount (Must rent at least 12 times calendar year)		
Multiple Day Renters 25% discount (Must rent two or more consecutive days)		
Day before setup - 50% of regular room rate (only in ballroom or entire Civic Center)		
Non-Profits 25% discount - rent only		
All comp'd requests will require approval from City Manager		
H.O.A. Meeting Fee	$ 100.00	$ 100.00
Funeral Reception Only in Bluebonnet Hall/Community Centers 3 hr maximum	$ 100.00	$ 100.00
Gym Use Fee (Community Center/per hour)	$ 25.00	$ 25.00
Facility Security		
Security Coordination Fee	$ 15.00	$ 15.00
Regular- per officer, per hour (4 hour minimum)	$ 50.00	$ 50.00
Holiday- per officer, per hour (4 hour minimum)	$ 75.00	$ 75.00
Civic Center - Grand Ballroom- (7,198 sq. ft)		
Regular Rentals (room only)		
Sunday, Full day	$ 925.00	$ 925.00
Monday - Thursday, Full day	$ 600.00	$ 600.00
Monday - Thursday, Half day	$ 375.00	$ 375.00
Friday, Full Day (half day not available)	$ 925.00	$ 925.00
Saturday, Full day (half day not available)	$ 1,975.00	$ 1,975.00
Small Stage	$ 200.00	$ 200.00
Dance Floor	$ 200.00	$ 200.00
Damage/Cancellation Deposit	$ 500.00	$ 500.00
Audio/Visual Services (upgraded)	$ 175.00	$ 175.00
Additional time, per hour	$ 50.00	$ 50.00
Audio/Visual Panel Access (for 2 screens/projectors)	$ 100.00	$ 100.00

City of Schertz
Schedule of Fees

Event Facilities	2023-24	2024-25
Banquet Package - includes hall and kitchen rental, easel, tables/chairs, dance floor, AV panel access, ice, private suite, portable bar, cocktail tables, uplighting package, beverage tub:		
Friday/Sunday, Full Day (half day not available)	$ 2,025.00	$ 2,025.00
Saturday, Full day (half day not available)	$ 3,000.00	$ 3,000.00
Civic Center Cut-Off Hall (Larger portion of Ballroom - (4,172 sq ft)		
Regular Rentals		
Sunday, Full day	$ 700.00	$ 700.00
Monday - Thursday, Full day	$ 425.00	$ 425.00
Monday - Thursday, Half day	$ 250.00	$ 250.00
Friday, Full Day (half day not available)	$ 700.00	$ 700.00
Saturday, Full day (half day not available)	$ 1,550.00	$ 1,550.00
Small Stage - move to only one stage	$ 200.00	$ 200.00
Dance Floor	$ 200.00	$ 200.00
Audiovisual Services (upgraded)	$ 175.00	$ 175.00
Additional time, per hour	$ 50.00	$ 50.00
Audio/Visual Panel Access (for 2 screens/projectors)	$ 100.00	$ 100.00
Damage/Cancellation Deposit	$ 500.00	$ 500.00
Banquet Package - includes hall and kitchen rental, easel, tables/chairs, dance floor, AV panel access, ice, private suite, portable bar, cocktail tables, uplighting package, beverage tub:		
Friday/Sunday, Full day (half day not available)	$ 1,725.00	$ 1,725.00
Saturday, Full day (half day not available)	$ 2,575.00	$ 2,575.00
Civic Center Conference Hall (Smaller portion of Ballroom - (3,026 sq ft)		
Regular Rentals		
Friday/Sunday, Full day	$ 400.00	$ 400.00
Monday - Thursday, Full day	$ 250.00	$ 250.00
Monday - Thursday, Half day	$ 175.00	$ 175.00
Audio/Visual Panel Access (for 2 screens/projectors)	$ 100.00	$ 100.00
Damage/Cancellation Deposit	$ 200.00	$ 200.00
Civic Center - Bluebonnet Hall- (2,500 sq ft)		
Regular Rentals		
Friday/Sunday, Full day	$ 450.00	$ 450.00
Friday/Sunday, Half day	$ 225.00	$ 225.00
Monday - Thursday, Full day	$ 275.00	$ 275.00
Monday - Thursday, Half day	$ 150.00	$ 150.00
Saturday, Full day (half day not available)	$ 775.00	$ 775.00
Audio/Visual Panel Access (for 2 screens/projectors)	$ 100.00	$ 100.00
Damage/Cancellation Deposit	$ 200.00	$ 200.00
Banquet Package - includes hall rental, kitchen, tables/chairs, AV panel access, ice, uplights, portable bar:		
Friday/Sunday, Full day	$ 925.00	$ 925.00
Friday/Sunday, Half day	$ 700.00	$ 700.00
Saturday, Full day (half day not available)	$ 1,250.00	$ 1,250.00
Community Center North- 3501 Morning Dr- (2,006 sq ft)		
Sunday - Thursday per hour, 2 hour minimum	$ 25.00	$ 25.00
Friday - Saturday per hour, 4 hour minimum	$ 50.00	$ 50.00
Daily Maximum (up to 12 hours)	$ 375.00	$ 375.00

City of Schertz
Schedule of Fees

Event Facilities	2023-24	2024-25
Damage/Cancellation Deposit	$ 200.00	$ 200.00
Community Center Central (2,940 sq ft)		
Sunday - Thursday per hour, 2 hour minimum	$ 50.00	$ 50.00
Friday - Saturday per hour, 4 hour minimum	$ 75.00	$ 75.00
Daily Maximum (up to 12 hours)	$ 475.00	$ 475.00
Projector/Screen/Microphone	$ 50.00	$ 50.00
Damage/Cancellation Deposit	$ 200.00	$ 200.00

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City of Schertz
Schedule of Fees

Event Fee	2023-24	2024-25
Daddy Daughter/Mother Son Dances		
Adult	$ 18.00	$ 18.00
Child (17 and under)	$ 12.00	$ 12.00
Kick Cancer 1k/5k		
1K Kids Run	$ 20.00	$ 20.00
5K Timed Run/Walk	$ 35.00	$ 35.00
5K Non-Timed Run/Walk		
Signs of Love	$ 20.00	$ 20.00
Jubilee		
Food Vendor	$ 300.00	$ 300.00
Carnival	$ 6,000.00	$ 6,000.00
Craft Vendor	$ 50.00	$ 50.00
Business Parade Entry	$ 50.00	$ 50.00
T-Shirt Decorating Contest		
Umpired Leagues (Kickball, Softball)		
Individual	$ 25.00	$ 25.00
Late Fee Per Individual	$ 10.00	$ 10.00
Non-Umpired Leagues (Pickleball, Cornhole)		
Individual	$ 20.00	$ 20.00
Late Fee Per Individual	$ 10.00	$ 10.00
Holidazzle		
Food Vendor	$ 50.00	$ 50.00
Craft Vendor	$ 50.00	$ 50.00
Business Parade Entry	$ -	$ -
Breakfast with Santa	$ 10.00	$ 10.00

City of Schertz
Schedule of Fees

Event Fee	2023-24	2024-25
Murder Mystery Party Per Individual	$40.00	$40.00
5 Day, 2 Hour Camps Per Individual	$ 60.00	$ 60.00
5 Day, 3 Hour Camps Per couple	$ 70.00	$ 70.00
Parent & Me Programs Per Couple	$ 10.00	$ 10.00
Archery Month Series (Seniors/After School) Per Individual	$ 20.00	$ 20.00
Archery 101 (1 Day) Per Individual	$ 20.00	$ 20.00

City of Schertz
Schedule of Fees

Parks and Recreation	2023-24	2024-25
Small Pavilion (Resident)		
Weekday Full Day (Mon-Thur)	$ 42.50	$ 42.50
Weekend Half Day (Fri-Sun)	$ 55.00	$ 55.00
Weekend Full Day (Fri-Sun)	$ 85.00	$ 85.00
Small Pavilion (Non-Resident)		
Weekday Full Day (Mon-Thur)	$ 67.50	$ 67.50
Weekend Half Day (Fri-Sun)	$ 90.00	$ 90.00
Weekend Full Day (Fri-Sun)	$ 135.00	$ 135.00
Large Pavilion (Resident)		
Weekday without facilities (Mon-Thur)	$ 50.00	N/A
Weekday with facilities (Mon-Thur)	$ 100.00	$ 125.00
Weekend without facilities (Fri-Sun)	$ 100.00	N/A
Weekend with facilities (Fri-Sun)	$ 200.00	$ 250.00
Large Pavilion (Non-Resident)		
Weekday without facilities (Mon-Thur)	$ 75.00	N/A
Weekday with facilities (Mon-Thur)	$ 150.00	$ 175.00
Weekend without facilities (Fri-Sun)	$ 150.00	N/A
Weekend with facilities (Fri-Sun)	$ 300.00	$ 350.00
Group Picnic Areas (Resident)		
Weekday Full Day (Mon-Thur)	$ 15.00	$ 15.00
Weekend Half Day (Fri-Sun)	$ 20.00	$ 20.00
Weekend Full Day (Fri-Sun)	$ 30.00	$ 30.00
Group Picnic Areas (Non-Resident)		
Weekday Full Day (Mon-Thur)	$ 22.50	$ 22.50
Weekend Half Day (Fri-Sun)	$ 35.00	$ 35.00
Weekend Full Day (Fri-Sun)	$ 45.00	$ 45.00
Spike ball		
Spike ball nets with balls	$ 15.00	$ 15.00
Basketball		
Set of Half Dozen Basketballs	$ 15.00	$ 15.00
Pickleball		
Pickleball Net (Paddles and Balls are Included)	$ 40.00	$ 40.00
Veteran's Memorial Plaza Pavers		
Per Paver	$ 75.00	$ 75.00
Senior Center Membership		
Per Person	$ 36.00	$ 36.00
Per Couple	$ 65.00	$ 65.00

City of Schertz
Schedule of Fees

Parks and Recreation	2023-24	2024-25
Pools		
Daily Rates		
Per swimmer per entry	$ 2.00	$ 2.00
Daily pass	$ 3.00	$ 3.00
Admission is free for children under the age of 2 years.		
Float & Fireworks	$ 3.00	$ 3.00
Paws in the Pool	$ 3.00	$ 3.00
Watermelon Day	$ 3.00	$ 3.00
Season Rates-Maximum per season pass is six (6) members		
Schertz Residents		
Individual rate	$ 40.00	$ 40.00
2 member rate	$ 50.00	$ 50.00
3 member rate	$ 60.00	$ 60.00
4 member rate	$ 70.00	$ 70.00
5 member rate	$ 80.00	$ 80.00
6 member rate	$ 90.00	$ 90.00
Non-Schertz Residents		
Individual rate	$ 70.00	$ 70.00
2 member rate	$ 80.00	$ 80.00
3 member rate	$ 90.00	$ 90.00
4 member rate	$ 100.00	$ 100.00
5 member rate	$ 110.00	$ 110.00
6 member rate	$ 120.00	$ 120.00
Regular Preschool/Child Care Center		
Teacher/Child Care Attendant and 5 students per pass.		
In City	$ 80.00	$ 80.00
Out of City	$ 120.00	$ 120.00

City of Schertz
Schedule of Fees

Parks and Recreation	2023-24	2024-25
****THESE RATES NOW SET BY CONTRACTOR****		
Swimming lessons rate		
Schertz Residents - per child	**	**
Non- Residents - per child	**	**
Pool Reservations		
Schertz Residents		
1 to 50 People	**	**
51 to 100 People	**	**
101 to 150 People	**	**
151 to 200 People	**	**
201 to 250 People	**	**
251 to 293 People	**	**
Non-Residents		
1 to 50 People	**	**
51 to 100 People	**	**
101 to 150 People	**	**
151 to 200 People	**	**
201 to 250 People	**	**
251 to 293 People	**	**
Northcliffe Pool		
Schertz Residents		
1 to 50 People (2 hours maximum)	**	**
50 to 100 People (2 hours maximum)	**	**
Non-Residents		
1 to 50 People (2 hours maximum)	**	**
50 to 100 People (2 hours maximum)	**	**
****THESE RATES NOW SET BY CONTRACTOR****		

City of Schertz
Schedule of Fees

Animal Services	2023-24	2024-25
Animal Adoption		
Dog	$ 60.00	$ 60.00
Cat	$ 35.00	$ 35.00
Adoption pricing may be discounted for adoption events or during special promotions		
Permits - A permit shall be issue after payment of application fee:		
Kennel authorized to house 10 or less dogs or cats	$ 75.00	$ 75.00
Kennel authorized to house more than 10 but less than 50	$ 150.00	$ 150.00
Kennel authorized to house 50 or more	$ 200.00	$ 200.00
Pet Shop	$ 100.00	$ 100.00
Grooming Shop	$ 30.00	$ 30.00
Commercial Riding Stable 10 or less	$ 75.00	$ 75.00
Commercial Riding Stable 11-50	$ 150.00	$ 150.00
Commercial Riding Stable 51 or more	$ 200.00	$ 200.00
Annual Crescent Bend Riding Permit, per horse	$ 100.00	$ 100.00
Auction	$ 100.00	$ 100.00
Zoological Park	$ 200.00	$ 200.00
Animal Exhibition/Circus/Petting Zoo	$ 100.00	$ 100.00
Guard Dog Training Center	$ 200.00	$ 200.00
Obedience Training Center	$ 50.00	$ 50.00
Commercial Establishment Using a Guard Dog	$ 75.00	$ 75.00
Commercial Annual Sellers Permit	$ 150.00	$ 150.00
Dangerous Dog Permit	$ 200.00	$ 200.00
Temporary Permit* - not to exceed 7 days	$ 15.00	$ 15.00
*Good for Crescent Bend Riding (per horse), Animal Exhibition/Circus/Petting Zoo, and Auction Permits		
Temporary Animal Sales Permit (Pet Expos), not to exceed 3 days	$ 30.00	$ 30.00
Impoundment Fee: An impoundment fee must be paid for each captured animal		
Dog/Cat Impoundment		
Within a 1 year period		
1st Offense		
Neutered	$ 30.00	$ 30.00
Un-neutered	$ 45.00	$ 45.00
2nd Offense		
Neutered	$ 50.00	$ 50.00
Un-neutered	$ 70.00	$ 70.00
3rd Offense		
Neutered	$ 100.00	$ 100.00
Un-neutered	$ 120.00	$ 120.00
4th Offense		
Neutered	$ 150.00	$ 150.00
Un-neutered	$ 170.00	$ 170.00
Each Additional Offense		
Base- Neutered	$ 150.00	$ 150.00
Base- Un-neutered	$ 170.00	$ 170.00
Per Additional Offense	$ 50.00	$ 50.00
Fowl or other small animal	$ 30.00	$ 30.00
Livestock	$ 75.00	$ 75.00
Zoological/Circus animal	$ 200.00	$ 200.00

City of Schertz
Schedule of Fees

Animal Services	2023-24	2024-25
Boarding Fee: A boarding fee must be paid for each animal		
Dog/Cat, per day	$ 15.00	$ 15.00
Fowl or other small animal, per day	$ 10.00	$ 10.00
Reptile, per day	$ 30.00	$ 30.00
Livestock, per day	$ 50.00	$ 50.00
Zoological/Circus animal, per day	$ 200.00	$ 200.00
Surrender Fee: Charge per animal with proof of Schertz residency		
Fowl/Reptile/Small Animal	$ 10.00	$ 10.00
Dog/Cat neutered/spayed /current rabies cert./heartworm negative	$ 35.00	$ 35.00
Dog/Cat all other surrenders	$ 65.00	$ 65.00
Small Livestock	$ 50.00	$ 50.00
Large Livestock	$ 100.00	$ 100.00
Zoological or Circus	$ 200.00	$ 200.00
Litter Fee (3 or more animals under 2 months old)	$ 75.00	$ 75.00
Quarantine Fee:		
Dog/Cat	$ 50.00	$ 50.00
Plus Daily Charge per animal for boarding	$ 15.00	$ 15.00
Micro Chipping	$ 15.00	$ 15.00
Trap Rental Fee:		
Trap Deposit, refundable when trap is returned	$ 75.00	$ 75.00
Trap Rental Fee, per day	$ 5.00	$ 5.00

City of Schertz
Schedule of Fees

Neighborhood Service	2023-24	2024-25
Health and Sanitation Division		
Food Establishment Fees:		
Non-Profit Organizations (regardless of number of employees)	$ 100.00	$ 100.00
1 - 10 Employees		$ 300.00
11 or more Employees		$ 800.00
~~1-3 Employees~~	$ 150.00	$ -
~~4-6 Employees~~	$ 285.00	$ -
~~7-10 Employees~~	$ 540.00	$ -
~~11-20 Employees~~	$ 575.00	$ -
~~21+ Employees~~	$ 725.00	$ -
Temporary Food and/or Beverage Establishment	$ 50.00	$ 50.00
Mobile Vendors	$ 100.00	$ 250.00
Mobile Vendors, registration (existing permit from another government agency)	$ 25.00	$ 25.00
Public and HOA Swimming Pool License	$ 110.00	$ 110.00
Foster Care	$ 50.00	$ 50.00
Re-inspection fees	$ 75.00	$ 75.00
Nuisance Abatement Administrative Fee		
First abatement	$ 100.00	$ 100.00
Second abatement	$ 200.00	$ 200.00
Third and subsequent abatements	$ 500.00	$ 500.00
~~**Sanitation Inspection Fees - Outside of City**~~		
~~Hourly Charge, one hour minimum~~	$ 50.00	~~$ 50.00~~
~~Mileage over 15 miles, per mile~~	$ 5.00	~~$ 5.00~~
~~Administrative Fee~~	15%	~~15%~~

City of Schertz
Schedule of Fees

Police Department	2023-24	2024-25
Alarm Permit Fees		
Residential - Annually	$ 10.00	$ 10.00
Tier 1 Commercial	$ 25.00	$ 25.00
Tier 2 Commercial site alarm system required under local, state or national code	$ 50.00	$ 50.00
Alarm Service Fees: Other than Burglar Alarms		
4TH False Alarm within 12 Mo. Period	$ 100.00	$ 100.00
5TH False Alarm within 12 Mo. Period	$ 150.00	$ 150.00
6TH False Alarm within 12 Mo. Period	$ 200.00	$ 200.00
7TH False Alarm within 12 Mo. Period	$ 250.00	$ 250.00
8TH False Alarm within 12 Mo. Period	$ 500.00	$ 500.00
Others After 8TH within 12 Mo. Period	$ 500.00	$ 500.00
Burglar Alarm Service Fees:		
4TH False Alarm within 12 Mo. Period	$ 50.00	$ 50.00
5TH False Alarm within 12 Mo. Period	$ 50.00	$ 50.00
6TH False Alarm within 12 Mo. Period	$ 75.00	$ 75.00
7TH False Alarm within 12 Mo. Period	$ 75.00	$ 75.00
8TH False Alarm within 12 Mo. Period	$ 100.00	$ 100.00
Others After 8TH within 12 Mo. Period	$ 100.00	$ 100.00
Miscellaneous Fees		
Accident Reports, each	$ 6.00	$ 6.00
Fingerprints, per set	$ 10.00	$ 10.00
Solicitor/Peddler Permit	$ 50.00	$ 50.00
Background Check Fee	$ 10.00	$ 10.00
BODY CAM VIDEO ($1.00 per minute +$10.00)	$ 10.00	$ 10.00

City of Schertz
Schedule of Fees

Fire Department and Haz-Mat Fees	2023-24	2024-25
Licenses & Permits		
Certificate of Occupancy - Inspections (CO)	$ 50.00	$ 50.00
License Inspections	N/A	N/A
Adult Daycare	$ 200.00	$ 200.00
Licensed Nursing Care Center	$ 200.00	$ 200.00
Licensed Hospital Inspection	$ 250.00	$ 250.00
Licensed Institutional Inspection	$ 250.00	$ 250.00
Licensed In-Home Facilities	$ 50.00	$ 50.00
Emergency Responder Radio Coverage System	$ 500.00	$ 500.00
High Piled/Rack Storage System	$ 400.00	$ 400.00
Above Ground Storage Tanks (all sizes) - commercial	$ 250.00	$ 250.00
Above Ground Storage Tanks (all sizes) - residential	$ 150.00	$ 150.00
Below Ground Storage Tanks (per tank) - commercial	$ 250.00	$ 250.00
Below Ground Storage Tanks (per tank) - residential	$ 150.00	$ 150.00
Access Control Systems (per system)	$ 150.00	$ 150.00
Limited Access Security Gates and Perimeter Fencing (per system)	$ 185.00	$ 185.00
Solar	$ 250.00	$ 250.00
Open or Control Burn - Commercial	$ 150.00	$ 150.00
Open or Control Burn - Non-commercial	$ 25.00	$ 25.00
Fireworks display permit	$ 450.00	$ 450.00
Tents and Membranes (per event)	$ 75.00	$ 75.00
Tents and Membranes (annually)	$ 400.00	$ 400.00
Cutting and Welding	$ 50.00	$ 50.00
Explosives	$ 50.00	$ 50.00
Flammable Storage	$ 50.00	$ 50.00
Carnivals and Fairs	$ 50.00	$ 50.00
Food Booth (per booth, per event)	$ 25.00	$ 25.00
Mobile Food Establistments (annual)	$ 25.00	$ 25.00
Battery Systems	$ 50.00	$ 50.00
Combustible Dust Product Options	$ 50.00	$ 50.00
Cryogenic Fluids	$ 50.00	$ 50.00
Haz-mat	$ 50.00	$ 50.00
Lumberyards	$ 50.00	$ 50.00
Spraying and Dipping	$ 50.00	$ 50.00
Storage of Tires	$ 50.00	$ 50.00
Short Term Rental Annual Inspection	$ 125.00	$ 125.00
Fire Suppression System Permits		
Fire Sprinkler System (1-10 heads)	$ 200.00	$ 200.00
Fire Sprinkler System (11-200 heads)	$ 250.00	$ 250.00
Additional heads (beyond 200)	$ 1.00	$ 1.00
Sprinkler System Modification (no heads involved)	$ 150.00	$ 150.00
False Alarm, per occurance (after 2 in an annual period)	$ 50.00	$ 50.00
Fire Alarms Installation (1-20 Devices)	$ 200.00	$ 200.00
Fire Alarms Installation (21-200 Devices)	$ 250.00	$ 250.00
Additional installation charge, per initiating or notification device (beyond 200)	$ 1.00	$ 1.00
Fire Alarm Remodel (Less than 10 Devices)	$ 75.00	$ 75.00
Fire Alarm Remodel (11-25 Devices)	$ 150.00	$ 150.00
Fire Alarm Remodel (26-100 Devices)	$ 225.00	$ 225.00
Fire Alarm Remodel (101-200 Devices)	$ 300.00	$ 300.00
Fire Alarm Remodel (201+ Devices)	$ 375.00	$ 375.00
Fire Alarm Panel Replacement (1-9 effected Devices)	$ 100.00	$ 100.00
Fire Alarm panel Replacement (10+ effected Devices)	$ 200.00	$ 200.00
Kitchen Hood Suppression System	$ 400.00	$ 400.00

City of Schertz
Schedule of Fees

Fire Department and Haz-Mat Fees	2023-24	2024-25
Underground Fire Line (per line)	$ 250.00	$ 250.00
Fixed Pipe Systems (per system)	$ 150.00	$ 150.00
Gaseous Suppression Systems (per system)	$ 300.00	$ 300.00
Standpipe	$ 200.00	$ 200.00
Additional Standpipes (beyond 1)	$ 150.00	$ 150.00
Spray Paint Booth (per booth)	$ 300.00	$ 300.00
Other Fire Systems	$ 100.00	$ 100.00
Inspection & Plan Review		
Inspection Fees		
Re-Inspection, after the 1st	$ 150.00	$ 150.00
After hours fee, per hour per inspector	$ 75.00	$ 75.00
(beyond the hours of 8:00 a.m. to 5:00 p.m.)		
Plan Review Fees, per hour, minimum 2 hours	$ 100.00	$ 100.00
Plan Review Rush, Outsource - Sent out by Fire Marshal	Cost	Cost
SFR After Hours Plan Review Rush (per hour, 2 hour minimum)	$ 200.00	$ 200.00
Smoke Control System Plan (per system)	$ 400.00	$ 400.00
Hazardous materials operations service fees.		
The current replacement cost shall be charged for the use of consumable haz-mat supplies and firefighting agents	ACTUAL	ACTUAL
If any protective equipment or firefighting equipment is damaged or contaminated, the current replacement cost shall be charged.	ACTUAL	ACTUAL
Fire Watch	$ 75.00	$ 75.00
Fire Watch with Pumper Apparatus (per hour) - MInimum 2 hours	$ 150.00	$ 150.00

City of Schertz
Schedule of Fees

EMS	2023-24	2024-25
Response Services		
Aid Call	$ 200.00	$ 250.00
Air Medical Assist Call	$ 700.00	$ 800.00
BLS Non- Emergency	$ 1,090.00	$ 1,240.00
BLS Emergency	$ 1,210.00	$ 1,360.00
ALS Non Emergency	$ 1,230.00	$ 1,380.00
ALS Emergency No Specialty Care	$ 1,440.00	$ 1,590.00
ALS Emergency W \ Specialty Care	$ 1,600.00	$ 1,750.00
Mileage, per mile	$ 25.00	$ 25.00
Other Services		
Ambulance Standby, per hour	$ 150.00	$ 150.00
Gator Standby, per hour	$ 100.00	$ 100.00
AED Supplies	Actual	Actual
CPR Class and Supplies	Actual	Actual
System Continuing Education	Actual	Actual
Vaccinations	Actual	Actual
EMT Class	$ 1,200.00	$ 1,300.00
Passport to Care - Single (insured)	$ 50.00	$ 50.00
Passport to Care - Family (insured)	$ 60.00	$ 60.00
Passport to Care - Single (Not insured)	$ 65.00	$ 65.00
Passport to Care - Family (Not insured)	$ 75.00	$ 75.00
Per Capita	$ 17.07	$ 17.52
	6.02%	2.64%

City of Schertz
Schedule of Fees

Planning and Zoning	2023-24	2024-25
Plat recording service:		
Fees assessed are due prior to recording:		
Plat recording fee is equal to the fee charged by the County Clerks Office		
Annexation Petition by Property Owner - Plus all related fees	$ 750.00	$ 750.00
Zone Change		
Zone change for 0 to 2 acres	$ 650.00	$ 650.00
Zone change for 2+ to 5 acres	$1,000.00	$1,000.00
Zone change for 5+ to 20 acres	$2,000.00	$2,000.00
Zone change for 20+ to 50 acres	$3,500.00	$3,500.00
Zone change for 50+ to 100 acres	$4,000.00	$4,000.00
Zone change for 100+ acres	$6,000.00	$6,000.00
Specific Use Permit (SUP) - plus other applicable items (i.e. Site Plan)		
Specific Use Permit (SUP) for 0 to 2 acres	$ 650.00	$ 650.00
Specific Use Permit (SUP) for 2+ to 5 acres	$1,000.00	$1,000.00
Specific Use Permit (SUP) for 5+ to 20 acres	$2,000.00	$2,000.00
Specific Use Permit (SUP) for 20+ to 50 acres	$3,500.00	$3,500.00
Specific Use Permit (SUP) for 50+ to 100 acres	$4,000.00	$4,000.00
Specific Use Permit (SUP) for 100+ acres	$6,000.00	$6,000.00
Building addition of a current/legal SUP	$ 500.00	$ 500.00
Master Development Plan		
All phased developments and PDD's	$1,500.00	$1,500.00
Master Development Plan Amendment (minor revision)	$ 500.00	$ 500.00
Preliminary Plat		
0 to 50 acres	$2,000.00	$2,000.00
greater than 50 acres	$3,000.00	$3,000.00
Final Record Plat or Re-plat		
0 to 50 acres	$1,500.00	$1,500.00
greater than 50 acres	$2,000.00	$2,000.00
Revised Final Plat (minor)	$ 500.00	$ 500.00
Amended Plat	$1,500.00	$1,500.00
Minor Plat	$1,500.00	$1,500.00
Vacate Plat	$1,500.00	$1,500.00
Plat Time Extension - plus all related fees	$ 250.00	$ 250.00
Street and Subdivision Name Changes	$1,500.00	$1,500.00

City of Schertz
Schedule of Fees

Planning and Zoning	2023-24	2024-25
Site Plan	$1,500.00	$1,500.00
Amended Site Plan (minor)	$ 500.00	$ 500.00
Park Fees - Residential		
Land Dedication: one (1) acre per 100 dwelling unit		
Fee in Lieu of Land Dedication: per dwelling unit	$ 350.00	$ 350.00
Park Development Fee: Per Dwelling unit	$ 650.00	$ 650.00
Park Fees - Multi-Family		
Land Dedication: one (1) acre per 100 dwelling unit		
Fee in Lieu of Land Dedication; per dwelling unit:	$ 350.00	$ 350.00
Park Development Fee: Per Dwelling unit	$ 650.00	$ 650.00
Miscellaneous		
Tree Mitigation, inch of DBH - Plus all related fees	$ 100.00	$ 100.00
Legal Review (i.e. Improvement Agreements)	Actual	Actual
Zoning Verification Letter - Single tract of land per Tract	$ 150.00	$ 150.00
Certificate of Determination - Single Tract of Land per Tract	$ 150.00	$ 150.00
Postponement of any Public Hearing by the Applicant	$ 350.00	$ 350.00
Appeals and requests for amendments Considered by City Council, the Planning & Zoning Commission, the Building and Standards Commission, or the Board of Adjustment as allowed by the Unified Development Code, to include requested amendments to the Comprehensive Land Use Plan	$ 500.00	$ 500.00
Floodplain Development Review Fee	NA	$ 150.00
Variance and/or Waivers		
Unified Development Code, ea.	$ 500.00	$ 500.00
Building Code, ea.	$ 500.00	$ 500.00
Driveway width waiver requests will not be assessed with the waiver fee		
Copies, Plans, and Maps:		
Unified Development Code	$ 50.00	$ 50.00
Public Works Specification Manual	$ 50.00	$ 50.00
Staff Review - Application completeness review, internal SDR (staff) review & meeting with applicant to review application package. Fee included in all applications.		

City of Schertz
Schedule of Fees

Inspections		2023-24	2024-25
Residential Building Permit Fees			
Minimum permit fee		$ 50.00	$ 50.00
New Single Family Residential (one & two family dwellings)	per square foot	$ 0.50	$ 0.50
New Assessory structures	per square foot	$ 0.50	$ 0.50
Flatwork/Deck		$ 100.00	$ 100.00
Patio/Patio Cover		$ 225.00	$ 225.00
Roof Replacement		$ 200.00	$ 200.00
Window Replacement		$ 150.00	$ 150.00
Foundation Repair		$ 225.00	$ 225.00
No plan check fee applies to residential flatwork/deck permits			
A building permit is required for swimming pools greater than 24 inches (24") in depth.			
Swimming Pools - In ground		$ 500.00	$ 500.00
Swimming Pools - Above Ground (where a permit is required)		$ 25.00	$ 25.00
No permit required for prefabricated pools less than 24"			
A residential plan review fee of 50% of the building permit fee is assessed to all permits for the review of construction documents and plans associated with a permit.		50%	50%
See trade permit and technology fees associated with residential permits below.			
Commercial Building Permit Fees			
Building Permit Fees			
New Construction - Commercial (see Cost table below)		Cost	Cost
Plan review fees for projects with a cost of $5,000 or greater, are assessed review fees based on a percentage (%) of Permit Fee		50%	50%
Permit Fees:			
Cost of Construction (Cost)			
$0.00 to $1,000.00		$ 50.00	$ 50.00
$1,001.00 to $15,000.00, for each additional $1,000 and fraction thereof		$ 8.00	$ 8.00
$15,001.00 to $50,000.00, for each additional $1,000 and fraction thereof		$ 7.00	$ 7.00
$50,001 and up, for each additional $1,000 and fraction thereof		$ 6.00	$ 6.00
Following Use The Cost of Construction (Cost) Table above:			
Non - residential Flatwork/Deck		Cost	Cost
Non - residential Accessory Buildings		Cost	Cost
Non - residential Patio/Patio Cover		Cost	Cost
Non - residential Roof Replacement		Cost	Cost
Non - residential Window Replacement		Cost	Cost
Non - residential Swimming Pools in Ground		Cost	Cost
Non - residential Foundation Repair		Cost	Cost
Sign		Cost	Cost

City of Schertz
Schedule of Fees

Inspections	2023-24	2024-25
All other permit fees (Residential & Commercial):		
Fence (New and Replacement)	$ 50.00	$ 50.00
Siding/Fascia	$ 75.00	$ 75.00
Temporary Building or Structure	$ 50.00	$ 50.00
Moving Permit Fee	$ 100.00	$ 100.00
Demolition Permit Fee	$ 60.00	$ 60.00
Mobile Home Permit Fee (plus sub-trades as necessary)	$ 25.00	$ 25.00
Certificate of Occupancy	$ 50.00	$ 50.00
Pre Certificate of Occupancy Inspection	$ 200.00	$ 200.00
Failure to Obtain Certificate of Occupancy	$ 200.00	$ 200.00
Compliance Inspection, each trade	$ 50.00	$ 50.00
Temporary Sign	$ 30.00	$ 30.00
Development Sign	$ 100.00	$ 100.00
Banner	$ 25.00	$ 25.00
Street Span Banner	$ 25.00	$ 25.00
Home Occupation Permit (annually)	$ 35.00	$ 35.00
Construction beginning without permit, pay additional:	$ 200.00	$ 200.00
Failure to Request Inspection, per trade	$ 100.00	$ 100.00
Failure to Obtain Contractors License/Provide Insurance	$ 100.00	$ 100.00
Electrical Permit Fees		
Electrical Repair/Replacement	$ 60.00	$ 60.00
New Construction per building/unit	$ 100.00	$ 100.00
Solar	$100.00	$100.00
Mechanical Permit Fees		
Mechanical Repair/Replacement	$ 60.00	$ 60.00
New Construction per building/unit	$ 100.00	$ 100.00
Plumbing Permit Fees		
Plumbing Repair/Replacement	$ 60.00	$ 60.00
New Construction per building/unit	$ 100.00	$ 100.00
Irrigation Permit Fees		
Permit Fee	$ 60.00	$ 60.00
plus per sprinkler head	$ 1.00	$ 1.00
plus per backflow or RPZ	$ 3.00	$ 3.00
subsequent to the installation of the piping or equipment served, each		
Re-Inspection Fees		
Each re-inspection, per trade	$ 75.00	$ 75.00
Re-inspections after first, per trade	$150.00	$150.00
Re-inspections after second and all subsequent, per trade	$500.00	$500.00
No permit fees will be charged for sites located on Main St. (All departments)		
No permit fees will be charged to the Schertz Housing Authority (All departments)		
Technology Fees		
Commercial Construction (new, additions, remodels)	$25.00	$25.00
New Residential Construction	$25.00	$25.00
All other permits	$10.00	$10.00

City of Schertz
Schedule of Fees

Inspections	2023-24	2024-25
Licenses/Registrations:		
General Contractor (Initial and Renewal)	N/C	N/C
Master Electrician (Initial) State of Texas Issued	N/C	N/C
Apprentice/Wireman Electrician (Annually) State of Texas Issued	N/C	N/C
Electrical Contractor (Annually) State of Texas Issued	N/C	N/C
Mechanical Contractor (Annually) State of Texas Issued	N/C	N/C
Plumbing Contractor (Annually)* State of Texas Issued	N/C	N/C
Irrigation (Annually) State of Texas Issued	N/C	N/C
Backflow Tester - State of Texas Issued	N/C	N/C
Sign Contractor (Initial)	N/C	N/C
Sign Contractor (Renewal)	N/C	N/C
Electrical Sign Contractor (Initial) State of Texas Issued	N/C	N/C
Electric Sign Journeyman Electrician (Annually) State of Texas Issued	N/C	N/C
Electric Sign Apprentice/Wireman Electrician (Annually) State of Texas Issued	N/C	N/C
Utility Contractor (Annually)	N/C	N/C
Mobile Home Park (Annually)	N/C	N/C

*N/C - No Charge for license

City of Schertz
Schedule of Fees

Engineering	2023-24	2023-24
Grading and Clearing Permit - Acreage		
For non-agricultural purposes		
Below 5 acres	$ 100.00	$ 100.00
5 to 20 acres	$ 250.00	$ 250.00
Per acre over 20, plus base charge for 20 acres	$ 3.00	$ 3.00
Over 100 acres	$ 490.00	$ 490.00
Grading and Clearing Permit Fees are waived for applicants representing Home Owner's Associations proposing maintenance activities in drainage easements.		
Public Improvement Permit Fees		
Construction Plan Review		
Base Fee	$ 1,065.00	$ 1,065.00
Water, per 100 linear foot of main	$ 8.52	$ 8.52
Wastewater, per 100 linear foot of main	$ 12.78	$ 12.78
Street and Drainage, per 100 linear foot of street	$ 8.52	$ 8.52
Drainage, per 100 linear feet of street + 100 linear feet of off-street facility	$ 12.78	$ 12.78
Wastewater Lift Station		$ 2,130.00
OR		
Actual Cost of third party plan review	Actual	Actual
Construction Inspection		
Base Fee	$ 3,386.40	$ 3,386.40
Water, per 100 linear foot of main	$ 67.73	$ 67.73
Wastewater, per 100 linear foot of main	$ 84.66	$ 84.66
Street and Drainage, per 100 linear foot of street	$ 67.73	$ 67.73
Drainage, per 100 linear feet of street + 100 linear feet of off-street facility	$ 84.66	$ 84.66
Wastewater Lift Station		$ 5,079.60
OR		
Actual Cost of third party inspection	Actual	Actual

City of Schertz
Schedule of Fees

Drainage Fees	2024-25
Charge Per Residence	$ 5.20
Commercial, per LUE	$ 5.20
Floodplain Permit, New Residential Structure	$ 50.00
Floodplain Permit, New Commercial Structure	$ 150.00

City of Schertz
Schedule of Fees

Public Works - Streets	2023-24	2024-25
Chipping charges, per half hour	$ 40.00	$ 40.00

Garbage Collection Fees	2023-24	2024-25
Residential:		
Zone I: Once a week pick up		
One 96 gallon cart provided by franchisee, per month	$ 12.41	$ 12.41
Residents requesets 2 carts total:	$ 18.59	$ 18.59
Resident requests 3 carts total:	$ 24.80	$ 24.80
Resident requests 4 carts total:	$ 30.99	$ 30.99
Recycling Fee, per month/container	$ 2.05	$ 2.05
Zone 2: Single Family, twice per week pick up, per month, no cart provided	$ 12.41	$ 12.41
Recycling Fee, per month/container	$ 2.05	$ 2.05
Front Porch Pick Up	$ 18.11	$ 18.11
Recycling Fee, per month/container	$ 2.05	$ 2.05
Special Pickup:		
Move Ins, Special Tree Trimmings, oversize materials, & similar circumstances; minimum	$ 17.29	$ 17.29
Class II: Mobile Home Parks (Mobile Home Parks (2 or more mobile homes) (based on number in park on the 15th day of the month), per unit/monthly)	$ 9.90	$ 9.90
Class III: Apartments per unit/monthly	$ 9.90	$ 9.90
Class IV: Motels per unit/monthly	$ 4.37	$ 4.37
2. Commercial		
Class V: Offices, barber shops and Professional services, per month	$ 15.70	$ 15.70
Class VI: Light retail, wholesale, commercial or industrial, 2000 to 4000 square feet and excluding large grocery stores, etc., per month	$ 27.08	$ 27.08
Class VII: Medium retail, wholesale commercial or industrial (2000 to 4000 square feet and exclude large grocery store, etc.), per month	$ 39.34	$ 39.34
2 Cart, 1 pickup per week	$ 40.61	$ 40.61

City of Schertz
Schedule of Fees

Garbage Collection Fees	2023-24	2024-25
Class VIII: Heavy Volume retail wholesale, commercial, or industrial (placement determined by a time and cost study of refuse generation and collection. The categories in this class usually require hand loading from rooms or pens and would not apply when commercial containers are used.)		
A. Two weekly pickups of 1.5 cubic yard containers, excluding large grocery, furniture or department stores, per month	$ 69.89	$ 69.89
B. Two weekly pickups of 3 cu. Yard containers, excluding large grocery, furniture or department stores, etc., per month	$ 139.77	$ 139.77
C. Three weekly pickups of 3 cu. Yard containers, excluding large grocery, furniture or department stores, etc., per month	$ 218.41	$ 218.41
D. Four weekly pickups of 4 cu. Yard containers, including large grocery, furniture or department stores, etc., per month	$ 262.05	$ 262.05
E. Five weekly pickups of 4 cu. Yard containers, including large grocery, furniture or department stores, etc., per month	$ 349.42	$ 349.42
F. Six weekly pickups of 4 cu. Yard containers, including large grocery, furniture or department stores, etc., per month	$ 436.84	$ 436.84
G. Customer requiring more than four (4) cu. Yds each pickup would be charged per cu. Yds. Collected., per yard	$ 4.84	$ 4.84

City of Schertz
Schedule of Fees

Garbage Collection Fees	2023-24	2024-25

3. Commercial Containers.

CONTRACTOR will provide commercial containers to those customers who desire to use them in lieu of garbage cans. The use of such CONTRACTOR provided containers is required by this contract. Rates for containers and pickup will be based on the following table:

Container Size:	**Frequency of Pickup**					
2017-18 through 2021-22	**1**	**2**	**3**	**4**	**5**	**6**
2 cu. Yard	$ 59.45	$ 101.23	$ 122.28	$ 139.79	$ 157.26	$ 174.72
3 cu. Yard	$ 71.65	$ 129.26	$ 178.23	$ 204.38	$ 230.63	$ 256.82
4 cu. Yard	$ 89.06	$ 153.79	$ 209.65	$ 253.32	$ 297.04	$ 340.71
6 cu. Yard	$ 125.84	$ 209.65	$ 288.30	$ 366.95	$ 445.49	$ 524.14
8 cu. Yard	$ 148.53	$ 270.81	$ 375.60	$ 480.46	$ 586.04	$ 690.14
10 cu. Yard	$ 171.19	$ 314.45	$ 445.49	$ 559.12	$ 672.64	$ 786.19

Commercial Recycle Hauling Permit	$2,500.00	$2,500.00

City of Schertz
Schedule of Fees

Garbage Collection Fees	2023-24	2024-25
4. Roll-Off Rates Per Pull Open Top Containers - Dry Material		
20 cu. Yard	$ 323.20	$ 323.20
30 cu. Yard	$ 384.34	$ 384.34
40 cu. Yard	$ 445.49	$ 445.49
Roll-off Rental (no pulls within billing cycle) per container per month	$ 133.65	$ 133.65
Collection and Disposal of Municipal Wastes		
5. Wet Material Rates on Compactor containers or open top containers with wet material must be negotiated with customers at the time they are needed. This type of waste must be hauled to a Type I landfill which generally has a higher disposal rate attached to it.		
Roll-off Container Delivery Charge per container	$ 38.95	$ 38.95
Roll-off Relocation or Trip Charge per container	$ 38.95	$ 38.95
2 cu. Yard compactor, per month (2 services per week)	$ 230.27	$ 230.27
Extra pick ups (2 yard compactor), each	$ 87.31	$ 87.31
4 cu. Yard compactor, per month (2 services per week)	$ 474.39	$ 474.39
30 cu yard Compactor, per pull	$ 585.30	$ 585.30
40 cu yard Compactor, per pull	$ 695.37	$ 695.37
30 cu yard Open-top (Recycle), per pull	$ 218.27	$ 218.27
Front-Load container extra pick-up charges		
2 cu yard	$ 29.70	$ 29.70
3 cu yard	$ 37.12	$ 37.12
4 cu yard	$ 44.56	$ 44.56
6 cu yard	$ 51.98	$ 51.98
8 cu yard	$ 59.41	$ 59.41
10 cu yard	$ 66.82	$ 66.82
OVER WEIGHT CHARGE	$ 29.79	$ 29.79

To address non standard requests, the solid waste contractor can negotiate a fee with the customer requesting the service. The City will collect 15% of the negotiated fee per the franchise agreement.

City of Schertz
Schedule of Fees

Utility Billing	2023-24	2024-25
Water & Wastewater Deposit		
In City	$ 125.00	$ 125.00
In City, with no water service	$ 75.00	$ 75.00
Out of City	$ 150.00	$ 150.00
Commercial	$ 100.00	$ 100.00
or 2.5 times estimated monthly billing	2.5x	2.5x
Disconnect Fee	$ 20.00	$ 20.00
Extension Fee	$ 5.00	$ 5.00
2 free extensions		
Transfer Fee	$ 10.00	$ 10.00
Garbage Deposit		
Residential	$ 25.00	$ 25.00
Commercial	$ 100.00	$ 100.00
or 2 1/2 times estimated monthly billing	2.5x	2.5x
Meter Flow Test		
After Hours Disconnect/Reconnect	$ 50.00	$ 50.00
City Field Test	$ 10.00	$ 10.00
City Meter Bench Flow Test	$ 25.00	$ 25.00
Schertz Seguin Water Customers	$ 4.00	$ 4.00
Non-Schertz Seguin Customer	$ 15.00	$ 15.00
Extended Absence Charge	$ 10.00	$ 10.00
Re-Installation Fee, per hour	$ 50.00	$ 50.00
Fire Hydrant Fee		
Deposit	$ 200.00	$ 200.00
Service Fee	$ 50.00	$ 50.00

City of Schertz
Schedule of Fees

Public Works	2023-24	2024-25
Permit Fees - All Right of Way Permits	$ 25.00	$ 25.00
Fire Line Type Nos. 1 and 2 - (non-metered), in City per year		
4-inch service line connection or smaller	$ 175.00	$ 175.00
6 inch	$ 235.00	$ 235.00
8 inch	$ 290.00	$ 290.00
10 inch	$ 340.00	$ 340.00
12 inch	$ 405.00	$ 405.00
Fire Line - (non-metered), Outside City per year		
4-inch service line connection or smaller	$ 225.00	$ 225.00
6 inch	$ 305.00	$ 305.00
8 inch	$ 375.00	$ 375.00
10 inch	$ 440.00	$ 440.00
12 inch	$ 525.00	$ 525.00
Meter Installation Fees - Inside the City		
Meter Size		
5/8" X 3/4"	$ 330.00	$ 330.00
3/4" X 3/4"	$ 345.00	$ 345.00
1" X 1"	$ 450.00	$ 450.00
2" X 2"	$1,940.00	$1,940.00
*2" turbine	Cost + Labor	ost + Labor
*3" or larger	Cost + Labor	ost + Labor

City of Schertz
Schedule of Fees

Public Works	2023-24	2024-25
Meter Installation Fees - Outside the City		
Meter Size		
5/8" X 3/4"	$ 340.00	$ 340.00
3/4" X 3/4"	$ 355.00	$ 355.00
1" X 1"	$ 460.00	$ 460.00
2" X 2"	$1,950.00	$1,950.00
*2" turbine	Cost + Labor	ost + Labor
*3" or larger	Cost + Labor	ost + Labor
Fire Hydrant Meter for Construction		
Deposit (refundable)	$ 200.00	$ 200.00
Service Charge	$ 50.00	$ 50.00
Bulk Water Sales - 10 Commercial Place		
Deposit (refundable)	$ -	$ 90.00
Service Charge	$ -	$ 50.00
Base Monthly fee - initial 10,000 gallons	$ -	$ 127.67
Usage fee - per thousand gallon after initial	$ 9.98	$ 10.18
Wholesale Water Distribution Rate		
Base Rate, per month		
3 Inch Meter	$ 472.92	$ 482.38
4 Inch Meter	$ 827.62	$ 844.17
6 Inch Meter	$1,812.88	$1,849.14
8 Inch Meter	$3,153.60	$3,216.67
10 Inch Meter	$4,927.50	$5,026.05
12 Inch Meter	$6,504.30	$6,634.39
Available by agreement to distributors with a self-maintained water distribution service, Military Bases, and for temporary use until reuse water is made available in a particular area.		
Network Nodes		
Application	$ 500.00	$ 500.00
Additional for each node over 5 on the application (up to 30)	$ 100.00	$ 100.00
Annual Public Right of Way	$ 250.00	$ 250.00
Node Support Pole Application Fee	$1,000.00	$1,000.00
Collection Fee for Network Nodes on City Service Poles, per pole, per	$ 20.00	$ 20.00
Transport Facilities		
Application	$ 500.00	$ 500.00
Additional for each node over 5 on the application (up to 30)	$ 100.00	$ 100.00
Rental Fee for Transport Facilities, per device per month	$ 28.00	$ 28.00
Annual Public Right of Way Fee	$ 250.00	$ 250.00
Permit Fees will be due at the time of the permit submission. Permit will not be accepted if the permit fee is not attached. Other fees will be assessed at the time of permit approval		

City of Schertz
Schedule of Fees

Capital Recovery Impact Fees			2023-24	2024-25
Meter Size	Meter Type	LUEs Water		
5/8"	MULTI-JET	1.0	$ 2,934.00	$ 2,934.00
3/4"	MULTI-JET	1.5	$ 4,401.00	$ 4,401.00
1"	MULTI-JET	2.5	$ 7,335.00	$ 7,335.00
2"	ULTRASONIC	10.0	$ 29,340.00	$ 29,340.00
3"	ULTRASONIC	24.0	$ 70,416.00	$ 70,416.00
4"	ULTRASONIC	42.0	$ 123,228.00	$ 123,228.00
6"	ULTRASONIC	92.0	$ 269,928.00	$ 269,928.00
8"	ULTRASONIC	80.0	$ 234,720.00	$ 234,720.00
10"	ULTRASONIC	250.0	$ 733,500.00	$ 733,500.00
12"	ULTRASONIC	330.0	$ 968,220.00	$ 968,220.00

SEWER COLLECTION IMPACT FEE

*Collection Impact Fee Per Living Unit Equivalent (LUE)	$ 1,668.00	$ 1,668.00

*Sewer based on LUE: LUE = 245 gallons per day
These are only City of Schertz impact fees.

Other Utility Impact Fees

Cibolo Creek Municipal Authority (CCMA)

South Basin Impact Fee Per LUE:	$ 2,200.00	$ 2,200.00
North Basin Impact Fee Per LUE:	$ 2,300.00	$ 2,300.00

*Sewer based on LUE: LUE = 155 gallons per day
These are only CCMA impact fees.

Schertz Seguin Local Government Corporation (SSLGC)

Meter Size	Meter Type			
5/8"	SIMPLE	1.0	$ 1,607.24	$ 1,607.24
3/4"	SIMPLE	1.5	$ 2,410.86	$ 2,410.86
1"	SIMPLE	2.5	$ 4,018.10	$ 4,018.10
1.5"	SIMPLE	5.0	$ 8,036.20	$ 8,036.20
2"	SIMPLE	8.0	$ 12,857.92	$ 12,857.92
2"	COMPOUND	8.0	$ 12,857.92	$ 12,857.92
2"	TURBINE	10.0	$ 16,072.40	$ 16,072.40
3"	COMPOUND	16.0	$ 25,715.84	$ 25,715.84
3"	TURBINE	24.0	$ 38,573.76	$ 38,573.76
4"	COMPOUND	25.0	$ 40,181.00	$ 40,181.00
4"	TURBINE	42.0	$ 67,504.08	$ 67,504.08
6"	COMPOUND	50.0	$ 80,362.00	$ 80,362.00
6"	TURBINE	92.0	$ 147,866.08	$ 147,866.08
8"	COMPOUND	80.0	$ 128,579.20	$ 128,579.20
9"	TURBINE	160.0	$ 257,158.40	$ 257,158.40
10"	COMPOUND	115.0	$ 184,832.60	$ 184,832.60
10"	TURBINE	250.0	$ 401,810.00	$ 401,810.00
12"	TURBINE	330.0	$ 530,389.20	$ 530,389.20

ROADWAY IMAPACT FEE

Residential Home through 3/26/2021	$ 2,696.00	$ 2,696.00
Residential Home between 3/27/2021 and 3/26/2022	$ 3,033.00	$ 3,033.00
Residential Home after 3/26/2022	$ 3,370.00	$ 3,370.00

City of Schertz
Schedule of Fees

Capital Recovery Impact Fees	2023-24	2024-25
Nonresidential through 3/26/2021, per service unit*	$ 100.00	$ 100.00
Nonresidential after 3/26/2021, per service unit*	$ 175.00	$ 175.00

*The number of service units are based on the use of the property. A fee calculator is available on the City Website under the Engineering page

City of Schertz
Schedule of Fees

Sewer Rates	2023-24	2024-25
Residential Rates (Single Family)		
Base Rate-per month	15.46	$ 15.92
Per 1,000 gal Charge, Per Month		
City line Maintenance fee plus Franchise fee	0.88	$ 0.91
User Charge based on 100% of avg consumption mo.	4.21	$ 4.34
User avg. based on Nov, Dec, and Jan, min. 500 gals.		
Per 1,000 gal charge Total- 12,000 gallons or less	5.09	$ 5.24
greater than 12,000 gallons	11.67	$ 12.02
Business and Multi-family Dwelling Units:		
Base Rate per month	19.45	$ 20.03
The base rate shall be assessed in terms of connection equivalents which shall be as follows: the customer's previous 12 month water consumption as determined at the annual re-rating in February divided by 365, with the results of such division then divided by 245 gallons. The figure arrived at by the second division shall be the customer's "connection equivalent". Each business shall be assessed a base rate.		
Per 1,000 gal Charge, Per Month		
Line Maintenance-Commercial/Industrial users plus Franchise fee		
User Charge-based on 100% of water consumed		
Per 1,000 gal charge Total- 12,000 gallons or less	5.21	$ 5.37
greater than 12,000 gallons	11.67	$ 12.02
YMCA		
Per 1,000 gal Charge, Per Month	3.43	$ 3.53

City of Schertz
Schedule of Fees

Public Works - Water Rates Residential	2023-24	2024-25
GALLONS SOLD BY METER SIZE (RESIDENTIAL & SMALL COMMERCIAL)		

Base Monthly Fee, based on meter size

5/8 IN		$ 26.36	$ 26.89
3/4 IN		$ 39.50	$ 40.29
1.0 IN		$ 65.85	$ 67.17
2 IN		$ 263.43	$ 268.70
3 IN		$ 632.25	$ 644.90
4 IN		$ 1,106.42	$ 1,128.55
6 IN		$ 2,423.60	$ 2,472.07
8 IN		$ 4,257.74	$ 4,342.89
10 IN		$ 6,652.70	$ 6,785.75
12 IN		$ 8,781.58	$ 8,957.21

Usage Fee, rate per 1,000 gallons

-	6,000	$ 3.25	$ 3.32
6,001	12,000	$ 3.64	$ 3.71
12,001	18,000	$ 4.26	$ 4.35
18,001	30,000	$ 5.20	$ 5.30
30,001	Above	$ 6.61	$ 6.74

City of Schertz
Schedule of Fees

Public Works - Water Rates Residential	2023-24	2024-25
GALLONS SOLD BY METER SIZE (LARGE COMMERCIAL)		
Base Monthly Fee, based on meter size		
5/8 IN	$ 26.36	$ 26.89
3/4 IN	$ 39.50	$ 40.29
1.0 IN	$ 65.85	$ 67.17
2IN	$ 263.43	$ 268.70
3 IN	$ 632.25	$ 644.90
4 IN	$ 1,106.42	$ 1,128.55
6 IN	$ 2,423.60	$ 2,472.07
8 IN	$ 4,257.74	$ 4,342.89
10 IN	$ 6,652.70	$ 6,785.75
12 IN	$ 8,781.58	$ 8,957.21
Usage Fee, rate per 1,000 gallons		
- 18,000	$ 3.25	$ 3.32
18,001 36,000	$ 3.64	$ 3.71
36,001 54,000	$ 4.26	$ 4.35
54,001 90,000	$ 5.20	$ 5.30
90,001 Above	$ 6.61	$ 6.74
Fire Hydrant Meter		
Base Monthly Fee	$ 125.17	$ 127.67
Usage Fee, per 1,000 gals	$ 9.98	$ 10.18
Cibolo Wholesale Water Rate	$ 3.34	$ 3.41

City of Schertz
Schedule of Fees

Drought Contingency Surcharges	2023-24	2024-25
For the first 1,000 gallons over allocation*	$ 2.00	$ 2.00
For the second 1,000 gallons over allocation*	$ 3.00	$ 3.00
For the third 1,000 gallons over allocation*	$ 4.00	$ 4.00
For each additional 1,000 gallons over allocation*	$ 5.00	$ 5.00
Drought Contingency Violation Fines, up to	$ 200.00	$ 200.00

*Refer to the Conservation Ordinance for all allocations

CITY OF SCHERTZ
WATER/WASTEWATER COST OF SERVICE MODEL

Water Summary
***Scen:* 2023 08 15 -- Scenario 1 -- Status Quo**

1 Water Monthly Rates and Charges

CITY Water Rate and Charges

W1 Res. and Small Comm. INSIDE

Monthly Minimum Charge

		Current	Effective Oct-23	Effective Oct-24	Effective Oct-25	Effective Oct-26	Effective Oct-27
-	5/8"	$ 25.84	$ 26.36	$ 26.88	$ 27.42	$ 27.97	$ 28.53
-	3/4"	38.73	39.50	40.29	41.10	41.92	42.76
-	1"	64.56	65.85	67.17	68.51	69.88	71.28
-	1 1/2"	129.14	131.72	134.36	137.04	139.79	142.58
compound	2"	206.62	210.75	214.97	219.27	223.65	228.13
turbine	2"	258.26	263.43	268.69	274.07	279.55	285.14
compound	3"	413.23	421.49	429.92	438.52	447.29	456.24
turbine	3"	619.85	632.25	644.89	657.79	670.95	684.36
compound	4"	645.68	658.59	671.77	685.20	698.90	712.88
turbine	4"	1,084.73	1,106.42	1,128.55	1,151.12	1,174.15	1,197.63
compound	6"	1,291.35	1,317.18	1,343.52	1,370.39	1,397.80	1,425.75
turbine	6"	2,376.08	2,423.60	2,472.07	2,521.52	2,571.95	2,623.38
compound	8"	2,087.13	2,128.87	2,171.45	2,214.88	2,259.18	2,304.36
turbine	8"	4,174.25	4,257.74	4,342.89	4,429.75	4,518.34	4,608.71
compound	10"	3,000.24	3,060.24	3,121.45	3,183.88	3,247.56	3,312.51
turbine	10"	6,522.25	6,652.70	6,785.75	6,921.46	7,059.89	7,201.09
turbine	12"	8,609.39	8,781.58	8,957.21	9,136.35	9,319.08	9,505.46

Volume Rate/1,000 Gal

		Current	Effective Oct-23	Effective Oct-24	Effective Oct-25	Effective Oct-26	Effective Oct-27
-	6,000	3.19	3.25	3.32	3.39	3.45	3.52
6,001	12,000	3.57	3.64	3.71	3.79	3.86	3.94
12,001	18,000	4.18	4.26	4.35	4.44	4.52	4.62
18,001	30,000	5.10	5.20	5.31	5.41	5.52	5.63
30,001	Above	6.48	6.61	6.74	6.88	7.01	7.15

W2 Res. and Small Comm. OUTSIDE

Monthly Minimum Charge

		Current	Effective Oct-23	Effective Oct-24	Effective Oct-25	Effective Oct-26	Effective Oct-27
-	5/8"	$ 25.84	$ 26.36	$ 26.88	$ 27.42	$ 27.97	$ 28.53
-	3/4"	38.73	39.50	40.29	41.10	41.92	42.76
-	1"	64.56	65.85	67.17	68.51	69.88	71.28
-	1 1/2"	129.14	131.72	134.36	137.04	139.79	142.58
compound	2"	206.62	210.75	214.97	219.27	223.65	228.13
turbine	2"	258.26	263.43	268.69	274.07	279.55	285.14
compound	3"	413.23	421.49	429.92	438.52	447.29	456.24
turbine	3"	619.85	632.25	644.89	657.79	670.95	684.36
compound	4"	645.68	658.59	671.77	685.20	698.90	712.88
turbine	4"	1,084.73	1,106.42	1,128.55	1,151.12	1,174.15	1,197.63
compound	6"	1,291.35	1,317.18	1,343.52	1,370.39	1,397.80	1,425.75
turbine	6"	2,376.08	2,423.60	2,472.07	2,521.52	2,571.95	2,623.38
compound	8"	2,087.13	2,128.87	2,171.45	2,214.88	2,259.18	2,304.36
turbine	8"	4,174.25	4,257.74	4,342.89	4,429.75	4,518.34	4,608.71
compound	10"	3,000.24	3,060.24	3,121.45	3,183.88	3,247.56	3,312.51
turbine	10"	6,522.25	6,652.70	6,785.75	6,921.46	7,059.89	7,201.09
turbine	12"	8,609.39	8,781.58	8,957.21	9,136.35	9,319.08	9,505.46

Volume Rate/1,000 Gal

		Current	Effective Oct-23	Effective Oct-24	Effective Oct-25	Effective Oct-26	Effective Oct-27
-	6,000	3.19	3.25	3.32	3.39	3.45	3.52
6,001	12,000	3.57	3.64	3.71	3.79	3.86	3.94
12,001	18,000	4.18	4.26	4.35	4.44	4.52	4.62
18,001	30,000	5.10	5.20	5.31	5.41	5.52	5.63
30,001	Above	6.48	6.61	6.74	6.88	7.01	7.15

CITY OF SCHERTZ
WATER/WASTEWATER COST OF SERVICE MODEL

Water Summary
***Scen:* 2023 08 15 -- Scenario 1 -- Status Quo**

W3 Large Commercial INSIDE

Monthly Minimum Charge

		Current	Effective Oct-23	Effective Oct-24	Effective Oct-25	Effective Oct-26	Effective Oct-27
-	5/8"	$ 25.84	$ 26.36	$ 26.88	$ 27.42	$ 27.97	$ 28.53
-	3/4"	38.73	39.50	40.29	41.10	41.92	42.76
-	1"	64.56	65.85	67.17	68.51	69.88	71.28
-	1 1/2"	129.14	131.72	134.36	137.04	139.79	142.58
compound	2"	206.62	210.75	214.97	219.27	223.65	228.13
turbine	2"	258.26	263.43	268.69	274.07	279.55	285.14
compound	3"	413.23	421.49	429.92	438.52	447.29	456.24
turbine	3"	619.85	632.25	644.89	657.79	670.95	684.36
compound	4"	645.68	658.59	671.77	685.20	698.90	712.88
turbine	4"	1,084.73	1,106.42	1,128.55	1,151.12	1,174.15	1,197.63
compound	6"	1,291.35	1,317.18	1,343.52	1,370.39	1,397.80	1,425.75
turbine	6"	2,376.08	2,423.60	2,472.07	2,521.52	2,571.95	2,623.38
compound	8"	2,087.13	2,128.87	2,171.45	2,214.88	2,259.18	2,304.36
turbine	8"	4,174.25	4,257.74	4,342.89	4,429.75	4,518.34	4,608.71
compound	10"	3,000.24	3,060.24	3,121.45	3,183.88	3,247.56	3,312.51
turbine	10"	6,522.25	6,652.70	6,785.75	6,921.46	7,059.89	7,201.09
turbine	12"	8,609.39	8,781.58	8,957.21	9,136.35	9,319.08	9,505.46

Volume Rate/1,000 Gal

-	18,000	3.19	3.25	3.32	3.39	3.45	3.52
18,001	36,000	3.57	3.64	3.71	3.79	3.86	3.94
36,001	54,000	4.18	4.26	4.35	4.44	4.52	4.62
54,001	90,000	5.10	5.20	5.31	5.41	5.52	5.63
90,001	Above	6.48	6.61	6.74	6.88	7.01	7.15

W4 Large Commercial OUTSIDE

Monthly Minimum Charge

-	5/8"	$ 25.84	$ 26.36	$ 26.88	$ 27.42	$ 27.97	$ 28.53
-	3/4"	38.73	39.50	40.29	41.10	41.92	42.76
-	1"	64.56	65.85	67.17	68.51	69.88	71.28
-	1 1/2"	129.14	131.72	134.36	137.04	139.79	142.58
compound	2"	206.62	210.75	214.97	219.27	223.65	228.13
turbine	2"	258.26	263.43	268.69	274.07	279.55	285.14
compound	3"	413.23	421.49	429.92	438.52	447.29	456.24
turbine	3"	619.85	632.25	644.89	657.79	670.95	684.36
compound	4"	645.68	658.59	671.77	685.20	698.90	712.88
turbine	4"	1,084.73	1,106.42	1,128.55	1,151.12	1,174.15	1,197.63
compound	6"	1,291.35	1,317.18	1,343.52	1,370.39	1,397.80	1,425.75
turbine	6"	2,376.08	2,423.60	2,472.07	2,521.52	2,571.95	2,623.38
compound	8"	2,087.13	2,128.87	2,171.45	2,214.88	2,259.18	2,304.36
turbine	8"	4,174.25	4,257.74	4,342.89	4,429.75	4,518.34	4,608.71
compound	10"	3,000.24	3,060.24	3,121.45	3,183.88	3,247.56	3,312.51
turbine	10"	6,522.25	6,652.70	6,785.75	6,921.46	7,059.89	7,201.09
turbine	12"	8,609.39	8,781.58	8,957.21	9,136.35	9,319.08	9,505.46

Volume Rate/1,000 Gal

-	18,000	3.19	3.25	3.32	3.39	3.45	3.52
18,001	36,000	3.57	3.64	3.71	3.79	3.86	3.94
36,001	54,000	4.18	4.26	4.35	4.44	4.52	4.62
54,001	90,000	5.10	5.20	5.31	5.41	5.52	5.63
90,001	Above	6.48	6.61	6.74	6.88	7.01	7.15

CITY OF SCHERTZ
WATER/WASTEWATER COST OF SERVICE MODEL

Water Summary
***Scen:* 2023 08 15 -- Scenario 1 -- Status Quo**

		Current	Effective Oct-23	Effective Oct-24	Effective Oct-25	Effective Oct-26	Effective Oct-27
W5 FH Meter Volume Rate INSIDE							
Monthly Minimum Charge		$ 122.72	$ 125.17	$ 127.68	$ 130.23	$ 132.84	$ 135.49
Volume Rate/1,000 Gal							
-	Above	9.43	9.62	9.81	10.01	10.21	10.41
W6 FH Meter Volume rate OUTSIDE							
Monthly Minimum Charge		$ 122.72	$ 125.17	$ 127.68	$ 130.23	$ 132.84	$ 135.49
Volume Rate/1,000 Gal							
-	Above	9.43	9.62	9.81	10.01	10.21	10.41
W7 Cibolo Wholesale							
Volume Rate/1,000 Gal							
-	Above	3.27	3.34	3.40	3.47	3.54	3.61

CITY OF SCHERTZ
WATER/WASTEWATER COST OF SERVICE MODEL

Water Summary
***Scen:* 2023 08 15 -- Scenario 1 -- Status Quo**

			Current	Effective Oct-23	Effective Oct-24	Effective Oct-25	Effective Oct-26	Effective Oct-27
2	**Wastewater Monthly Rates and Charges**							
	Residential							
	Monthly Minimum Charge							
	All meter sizes		$ 15.01	$ 15.46	$ 15.92	$ 16.40	$ 17.06	$ 17.74
	Volume Rate/1,000 Gal							
	-	12,000	4.94	5.09	5.24	5.40	5.61	5.84
	12,001	Above	11.33	11.67	12.02	12.38	12.88	13.39
	Business/MF							
	Monthly Minimum Charge							
	All meter sizes		18.88	19.45	20.03	20.63	21.46	22.31
	Volume Rate/1,000 Gal							
	-	12,000	5.06	5.21	5.37	5.53	5.75	5.98
	12,001	Above	11.33	11.67	12.02	12.38	12.88	13.39
	YMCA							
	Monthly Minimum Charge							
	All meter sizes		-	-	-	-	-	-
	Volume Rate/1,000 Gal							
	-	Above	3.33	3.43	3.53	3.64	3.78	3.94

Agenda No. 14.

CITY COUNCIL MEMORANDUM

City Council Meeting:	**August 06, 2024**
Department:	**City Secretary**
Subject:	**The City Council will meet in closed session under Section 551.087 of the Texas Government Code, Deliberation Regarding Economic Development Negotiations; Closed Meeting. The governmental body is not required to conduct an open meeting (1) to discuss or deliberate regarding commercial or financial information that the governmental body has received from a business prospect that the governmental body seeks to have locate, stay, or expand in or near the territory of the governmental body and with which the governmental body is conducting economic development negotiations; or (2) to deliberate the offer of a financial or other incentive to a business prospect.** • **Project E-95** • **Project E-96**

BACKGROUND

GOAL

COMMUNITY BENEFIT

SUMMARY OF RECOMMENDED ACTION

RECOMMENDATION

Agenda No. 16.

CITY COUNCIL MEMORANDUM

City Council Meeting: **August 06, 2024**
Department: **Engineering**
Subject: **Monthly Update - Major Projects In Progress/CIP (B.James/K.Woodlee)**

Attachments

8-6-2024 Council Update on Projects

Informational Only

CITY COUNCIL MEMORANDUM

City Council Meeting: **August 6, 2024**

Department: **City Manager**

Subject: **Update on Major Projects in Progress**

Background

This is the monthly update on large projects that are in progress or in the planning process. This update is being provided so Council will be up to date on the progress of these large projects. If Council desires more information on any project or on projects not on this list, please reach out to staff and that information will be provided.

Facilities Projects:

1. **Demolish/Remove Unoccupied City Buildings Project**
   Project Description – Demolish unoccupied existing structures
   - Project Status: Researching contractors
   - Projected Completion: Unknown
   - Project Cost: Estimated

   Project Update: The current request for proposal has been published and ends August 1, 2024.

2. **Fleet Building Parking Lot**
   Project Description – Pave the open grassy area located at 27 Commercial Place
   - Project Status: Site Plan Development and Construction Design
   - Projected Completion: To be determined
   - Consultant: Unintech Consulting Engineers, Inc.
   - Contractor: To be determined

   Project Update: Unitech Consulting Engineers, Inc., completed the replat of the property. Site Plan preparation is underway.

Drainage Projects:

1. **FM 78 South Channel Silt Removal**
   Project Description – Silt removal for the existing FM 78 South Drainage channel to include permitting, easement acquisition and construction.
   - Project Status: Easement Acquisition
   - Projected Completion: Fall 2024
   - Project Cost: Design $32,100, Drainage Report $4,600, Construction $172,587 base bid, $268,545 alternate in lieu
   - Consultant: Unintech Consulting Engineers, Inc.
   - Contractor: TBD

   Project Update: Unintech is working to acquire necessary easements for the project.

Water and Wastewater Projects:

1. **Woman Hollering Creek Wastewater Interceptor Main and Lift Station**
    - Project Description – Design and construction of a sanitary sewer system to collect and convey wastewater to the future CCMA water reclamation plant off Trainer Hale Road in Southern Schertz. The system will consist of approximately 19,000 linear feet of 30" gravity wastewater line running generally along Woman Hollering Creek from the existing Sedona lift station on FM 1518 to a new lift station on IH 10 and approximately 6,000 feet of force main from the lift station to CCMA plant. It will also include an additional 18" gravity line approximately 1,500 feet in length that will first serve the Hallie's Cove Subdivision. The system is necessary for the new CCMA plant to begin operation and to allow the existing Woman Hollering Lift Station at Sedona to be taken out of service.
    - Project Status: Construction
    - Projected Completion: Summer 2024
    - Project Cost: Engineering/Design $1,187,594, Land purchases, ROW, legal and advertising $700,810, Construction $11,100,000, totaling $12,988,404
    - Design Engineer: Cobb Fendley & Associates, Inc.
    - Owner's Representative: AGCM, Inc.
    - Contractor: Thalle Construction Co, Inc.

    Project Update: The project is nearing completion. Testing and startup of the new lift station is expected during August. City Staff and the contractor are coordinating startup activities with CCMA.

2. **Riata Lift Station Relocation (Design Phase)**

    Project Description – Relocation of the Riata Lift Station ahead of TxDOT's IH 35 NEX project to remove it from conflict with the proposed highway improvements. The design phase included identification of a new site for the list station, design of new lift station and design of the abandonment of the existing lift station. Property and easement acquisitions were required. The new lift station is needed to maintain sewer services.
    - Project Status: In January 2024, the City completed the acquisition of necessary easements and the existing lift station.
    - Projected Completion: Spring 2025
    - Project Cost: Design & Acquisition of easements and existing lift station $478,000; Construction Estimate $2,388,705 (to be reimbursed by TxDOT)
    - Consultant: Utility Engineering Group, PLLC
    - Contractor: TBD
    - Project Update: An invitation to bid is currently active with bids due August 15. A contract is expected to be taken to Council for approval in September.



3. FM 1518 Utility Relocations

Project Description – Relocation of water and sewer utilities to avoid conflicts as part of the TxDOT FM 1518 Improvement Project.

- Project Status: Construction
- Projected Completion: The City's utility relocation portion of the project is expected to be complete in the summer of 2025.
- Project Cost: Design NTE $980,000, Construction Joint Bid $8,986,837/Aztec 16" Line $884,270
- Consultant: Halff Associates
- Contractor: SER Construction Partners (TxDOT's General Contractor)/Qro Mex Construction (Aztec 16" Line)

Project Update: The contractor has begun installing the water lines as part of the joint bid contract with TXDOT. The non joint bid portion of work described as the 16" Aztec Lane WL has begun providing material submittals to the City for approval and is mobilizing to the site.

4. Corbett Ground Storage Tank

Project Description – Construction of a new 3-million-gallon Ground Storage Tank (GST). The GST will be used to fill the existing Corbett Elevated Storage Tank and provide additional water storage capacity. This new GST will receive water directly from the Schertz Seguin Local Government Corporation.

- Project Status: Construction Phase
- Projected Completion: May 2025
- Project Cost: Design $466,265, Construction $7,360,054
- Consultant: Unintech Consulting Engineers
- Contractor: Pesado Construction Co.

Project Update: Construction of the tank is substantially complete. Pesado is proceeding with yard piping, pumps, and electrical portion of the project. A supplier of controls for the pump station has notified the contractor of a likely delay of availability of some components. This may delay final

completion of the project. Possible avenues to mitigate the long lead time are being explored. The project team is awaiting final award of the allocation from the congressional grant funding.

5. **Water Loop Lines**

Project Description – Install 12" water main lines to provide a looped distribution system from Ware Seguin to Lower Seguin and Pfeil Road to N Graytown Road.

- Project Status: Design
- Projected Completion: Spring 2025
- Project Cost: Design NTE $200,000, Construction $4,400,000

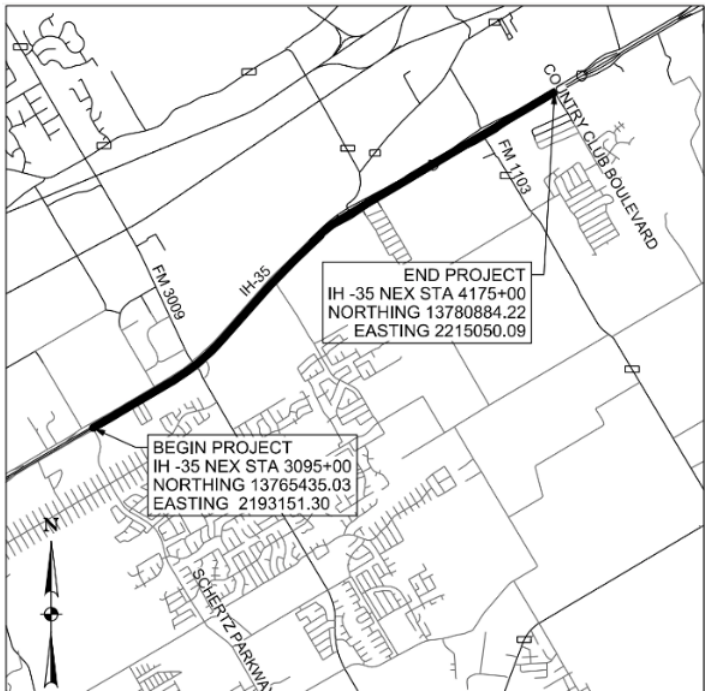
Project Update: Unintech is beginning easement acquisition efforts for the project.

6. **IH 35 NEX-North Utility Relocations**

Project Description – Relocation of water and sewer utilities to avoid conflicts as part of the TxDOT IH 35 NEX project.

- Project Status: Design
- Projected Completion: Joint Bid Construction is planned for End of 2026
- Project Cost: Design & Easement Acquisition Services - $1,250,000
- Consultant: Halff Associates

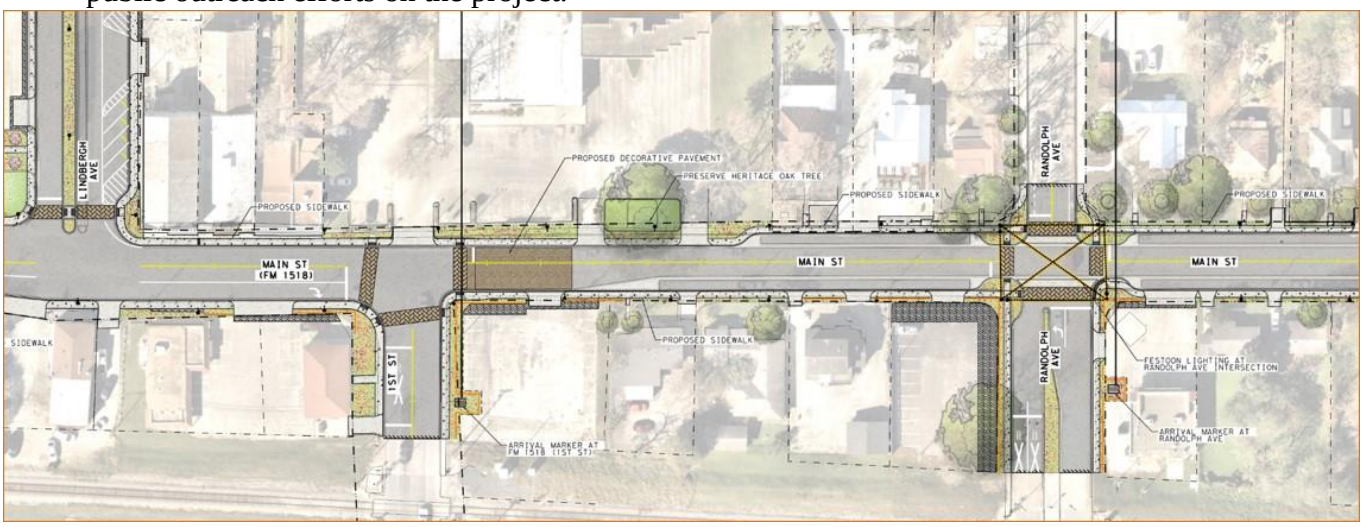
Project Update: Design of the utility relocations is still ongoing. Halff is addressing TXDOT comments to the plans and incorporating revised roadway elements into the utility design.



Street Projects:

1. **Main Street Improvements Project**
   Project Description – The project will improve sidewalks, provide street lighting, way-finding signage, landscaping, utility relocations, and architectural elements such as decorative concrete, decorative lighting, screening, and area signage. This project will also replace aging water and sanitary sewer mains and reconstruct the street with a new, stronger pavement section. Additionally, Lindbergh between Main and Exchange will be reconstructed.
   - Project Status: Design
   - Projected Completion: Fall 2026
   - Project Cost: Design NTE $2,173,905, Construction $24,600,000
   - Consultant: Kimley- Horn Associates

   Project Update: GVEC expects to send up their preliminary relocation plan in August. This will allow us to finalize our water and sewer replacement plans. Once the plans are finalized, we will bid the replacement work and get it under construction. Concurrently, we will also ramp up our public outreach efforts on the project.



2. **Lookout Road Reconstruction**
   Project Description – The project involves reconstruction of Lookout Road from Schertz Parkway to Doerr Lane. A traffic signal at the Lookout Road/Schertz Parkway intersection will also be installed. The project also includes the replacement and upsizing the existing sanitary sewer main in Lookout Road from Doerr Lane to Schertz Parkway.
   - Project Status: Design
   - Projected Completion: Fall 2024
   - Project Cost: Design $571,000 ($20,000 from Selma), Construction estimate $6,738,092 ($100,000 from Selma)
   - Design Consultant: Halff Associates

   Project Update: We are waiting on confirmation from CPS that our proposed right-of-way and easement acquisitions will accommodate their relocation needs. Once confirmed, we will begin negotiating with the property owners to secure the additional right-of-way and easements. This will also allow us to finalize the construction plans for the project.

3. **Lower Seguin Road Reconstruction**

Project Description – The project includes the development of a preliminary design and secure environmental clearance for a 2.9-mile segment of Lower Seguin Road to widen and improve the street to the section identified in the Master Thoroughfare Plan. The results of this project will be used to acquire needed right-of-way; develop final construction plans; and secure federal funding to assist with construction costs.

- Project Status: Design
- Projected Completion: Fall 2024
- Project Cost: Preliminary Design $985,000
- Consultant: Halff & Associates

Project Update: The City of Converse has decided to not participate in an Interlocal Agreement with us on the project. Our consultant is now proceeding with the preliminary design and environmental clearance for just our portion of Lower Seguin Road. We're still waiting on right of entry forms from several property owners so the additional survey and environmental surveys can be completed.

4. **2024 SPAM Resurfacing and Rehabilitation**

Project Description – The project includes the performance of prep work (base repairs, crack sealing, level up, etc.) and application of a slurry seal to the surface of various streets in the City. Work on other streets includes removal of existing asphalt surface; cement stabilization of base material; and application of a new layer of asphalt on street surface for other various City streets. PCI data was used to select the streets in the project.

- Project Status: Design
- Projected Completion: Fall 2024
- Project Cost: $3,220,000 (estimated total)
- Design Consultant: Kimley-Horn Associates

Project Update: The resurfacing portion of the project is being bid now. The resurfacing bid package has multiple schedules in it so we can award as much work as possible, based on the bid prices. Once the project has been awarded, Staff will update the information in the CIP dashboard. The rehabilitation portion of the project will be bid this month.

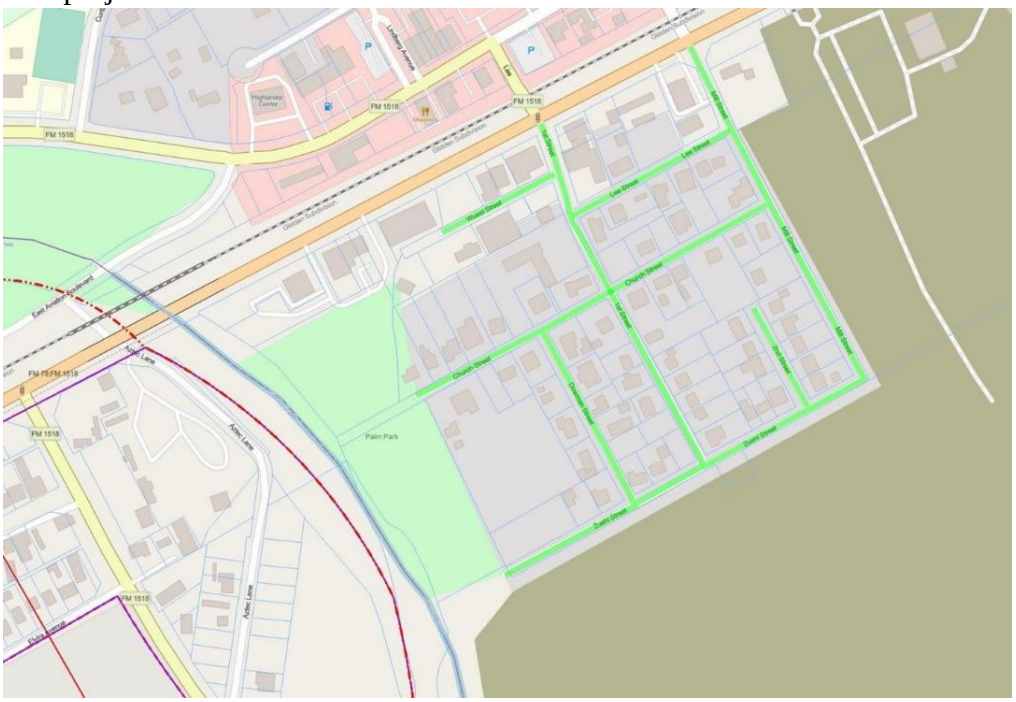


5. **Buffalo Valley South Resurfacing and Rehabilitation and Utility Replacements**

Project Description – Water and sanitary sewer main replacements and street rehabilitation of Buffalo Valley South, specifically Mill Street, 1st St, 2nd St, Bowman St, Lee St, Church St, Zuehl St, and Wuest. PCI data was used to select the streets in the project. Project will be funded with a combination of SPAM funding (for the street rehabilitation) and ARP funding for the utility replacement.

- Project Status: Design
- Projected Completion: Design Summer 2024; Construction Fall 2025
- Project Cost: $5,978,268 (estimated total)
- Design Consultant: Unintech Consulting Engineering

Project Update: Staff has reviewed the first plan submittal from the consultant and has provided comments to the consultant. We expect to receive revised plans for review later this month. The project is still on schedule to bid at the start of the 24-25 fiscal year. Staff also expect construction to begin on the project soon after the contract award is made.



Parks & Recreation Projects:

1. **Parks, Recreation, Open Space, and Trails Master Plan (PROST)**

Project Description – As a continuation of the Comprehensive Plan, staff and consultants are embarking on a planning process to create a 10-year vision for the parks & recreation system. The process includes inventory and analysis of the current system, public input via stakeholder meetings and social pinpoint feedback site, Parks & Recreation Advisory Board meetings check-ins, and a statistically valid survey.

- Project Status: Inventory stage
- Projected Completion: October 2024
- Project Cost: $85,000 (NTE)
- Contractor: Freese & Nichols

Project Update: Postcards with the code for the statically valid survey were sent out the week of June 24. The consultant was present at the 4th of July Jubilee to promote the plan and the link to the feedback site. The consultant provided an update to the Parks & Recreation Advisory Board on July

22 and shared the inventory information and some preliminary analysis. The survey is on-going and expected to close August 9. The consultant team is still on track to bring the final plan for approval in October 2024.

2. **Building 10 Parks Renovation**

Project Description – Improve the conditions of Building 10 Parks for city staff to work comfortably and provide more storage, correct code compliance and ADA accessibility issues, and build an adequate IT communication closet to provide internet services to all the city buildings located on Commercial Place.

- Project Status: Design
- Projected Completion: Unknown
- Project Cost: estimated $750,000
- Consultant: M&S Engineering

Project Update: Staff met with M&S Engineering, RVK Architecture, the Chief Building Official and Fire Marshal on July 16 to review the project and there are a few items still pending from the Fire Marshal before the consultants can finalize the Engineer's estimate of probable cost. City staff now hope to have this by the end of August so the procurement process can begin. The new goal is to have a construction contract in place by December 2024.

3. **Wendy Swan Memorial Park Splashpad**

Project Description – Demolition of existing residential sized pool and construction of a new splash pad.

- Project Status: Warranty Work
- Projected Completion: March 8, 2024
- Project Cost: $297,350
- Contractor: T.F. Harper & Associates

Project Update: City staff are still working on minor corrections to the restroom based on the RAS report before this project can be closed out.

4. **Schertz Soccer Complex Irrigation Water Storage Project**

Project Description – Upgrading electrical components, upsizing well pump and piping, and adding storage capacity for irrigation of the Schertz Soccer Complex.

- Project Status: Bidding Phase III
- Projected Completion: Fall 2024
- Project Cost: $107,036.90
- Consultant: Unintech Engineering
- Contractor: TBD

Project Update: After discussion with the engineer, it has been decided that a new well will need to be drilled. City staff are currently identifying funding sources for the additional cost and are preparing to bid out that new portion of the project. The new updated completion for this project is late Fall 2024.

TxDOT Roadway Projects:

Note: If links do not work, please contact engineering@schertz.com

1. **FM 1103 Improvement Project:** Construction officially began in November 2022 and was originally expected to be complete in fall 2026. Minor progress is being made on the roadway while utility relocation continues. General project updates are available by signing up at this link: FM 1103 Construction Newsletter

2. **FM 1518 Improvement Project:** SER Construction, LLC, formally began construction on April 9, 2024. The contractor has leased property owned by the City on Schaefer Road to stage construction activities. The first few months of the project will be mainly underground utility construction and will mostly take place outside travel lanes. While there may be some delays, major traffic disruptions should not be experienced much during this phase of the project. The project is currently anticipated to be completed in 2028. Updates regarding the FM 1518 project are available by visiting and subscribing at the following link: FM 1518 Expansion

3. **IH-35 NEX (I-410 South to FM 1103):** The central segment of the I-35 Northeast Expansion project continues with Alamo NEX Construction handling the design-build project. The central section runs from 410 N to FM 3009. Utility coordination work for the northern segment of the project is underway. TxDOT consultants have met with Public Works and Engineering Staff to begin establishing relocation needs. The City will be reimbursed for the costs of all needed relocations except for any upsizing or improvements above current conditions. Updates about the project can be obtained by signing up at the following link: I 35 NEX Project Updates

4. **IH-10 Graytown Road to Guadalupe County Line:** Work for the widening of the main lanes and utility relocations continues. Work on the FM 1518 bridge over IH 10 continues and will involve numerous episodes of the rerouting of traffic including shifting lanes and detours as necessary. Updates regarding the IH 10 project are available by signing up at the following link: IH 10 Expansion Information

Studies and Plans:

1. **Water and Wastewater Master Plan Update and Impact Fee Study**
   Project Description – Collect, review data from the City and provide updated data for the Land Use Plan, Water and Wastewater System Model, Master Plan, CIP, Water/Wastewater Impact Fees, and Flow monitoring.
   - Project Status: Study
   - Projected Completion: Fall 2024
   - Project Cost: $500,000
   - Consultant: Lockwood, Andrews & Newnam
   - Project Update: Final adjustments are being made to the capital improvement plans and calculation of maximum impact fees. Statutorily required meetings and hearings regarding the adoption of updated impact fees are expected to begin in late summer. In July, Staff attended training on the software to be able to maintain the water and wastewater models created by the consultant. These models will be used to assess system capacities for new development and to project system behaviors with various improvement scenarios.