

**ORDINANCE NO. 24-T-150**

**AN ORDINANCE ADOPTING A BUDGET FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2024, AND ENDING SEPTEMBER 30, 2025, IN ACCORDANCE WITH THE CHARTER OF THE CITY OF SCHERTZ, TEXAS; PROVIDING FOR THE FILING OF THE BUDGET; PROVIDING THAT THIS ORDINANCE SHALL BE CUMULATIVE OF ALL ORDINANCES; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the City of Schertz is a home rule city acting under its charter adopted by the electorate pursuant to Article XI, Section 5 of the Texas Constitution and Chapter 9 of the Local Government Code; and

**WHEREAS**, the City Manager of the City of Schertz submitted a budget proposal to the City Council prior to the beginning of the fiscal year, and in said budget proposal set forth the estimated revenues and expenditures and made the detailed classification as required by the City Charter of the City of Schertz, Texas; and

**WHEREAS**, the City Council finds that all provisions pertaining to the adoption of a budget contained in the City Charter have been in all things complied with; and

**WHEREAS**, a Public Hearing is held by the City Council of the City of Schertz, Texas on the 20<sup>th</sup> day of August 2024 and the 3<sup>rd</sup> day of September 2024; and

**WHEREAS**, after a full and final consideration, the City Council is of the opinion that the budget should be approved and adopted; and

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

Section 1. The budget of the expenditures of the City of Schertz for the ensuing fiscal year beginning October 1, 2024, and ending September 30, 2025, be, and the same is, in all things, adopted and approved as the said City of Schertz budget for the Fiscal Year beginning the first day of October 2024, and ending the thirtieth day of September 2025.

Section 2. The sums below are hereby appropriated from the respective funds for the payment of expenditures on behalf of the City government as established in the approved budget document:

**2024-2025 Budget**

General Fund	\$50,569,229
Tax I&S Fund	10,193,020
Water & Sewer Fund	35,011,333
Capital Recovery - Water	19,000
Capital Recovery - Sewer	33,000
Drainage Fund	1,635,862
EMS Fund	15,371,822
SEDC	4,119,740
Special Events Fund	55,000
PEG Fund	64,000
Hotel Occupancy Fund	130,322
Park Fund	100,000
Tree Mitigation	85,000
Roadway Impact Fee Area1	5,000
Roadway Impact Fee Area2	105,000
Roadway Impact Fee Area3	5,000
Roadway Impact Fee Area4	3,000
Library Fund	21,500
Historical Committee	14,250
Total:	\$117,541,078

Section 3. A true and correct copy of this ordinance along with the approved budget attached hereto, and any amendments thereto, shall be filed with the City Secretary. In addition, the City Manager is hereby directed to file or cause to be filed a true and correct copy of this ordinance along with the approved budget attached hereto, and any amendments thereto, in the office of the County Clerk of Guadalupe, Comal, and Bexar Counties, Texas, as required by law.

Section 4. This ordinance shall be cumulative of all provisions of ordinances and of the Code of Ordinances of the City of Schertz, Texas (2006), as amended, except where the provisions of this ordinance are in direct conflict with the provisions of such ordinances and such Code, in which event the conflicting provisions of such ordinances and such Code are hereby repealed.

Section 5. It is hereby declared to be the intention of the City Council that the phrases, clauses, sentences, paragraphs, and sections of this ordinance are severable, and if any phrase, clause, sentence, paragraph, or section of this ordinance shall be declared unconstitutional by the valid judgment or decree of any court of competent jurisdiction, such unconstitutionality shall not affect any of the remaining phrases, clauses, sentences, paragraphs, and sections of this ordinance, since the same would have been enacted by the City Council without the incorporation in this ordinance of any such unconstitutional phrase, clause, sentence, paragraph, or section.

Section 6. This ordinance shall be in full force and effect from and after its final passage, and it is so ordained.

PASSED ON FIRST READING, the \_\_\_\_\_ day of \_\_\_\_\_, 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 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**

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

# CITY OF SCHERTZ, TEXAS PROPOSED ANNUAL BUDGET

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

CITY COUNCIL

RALPH GUTIERREZ  
Mayor

MARK DAVIS  
Council Member, Place 1

MICHELLE WATSON  
Council Member, Place 2

PAUL MACALUSO  
Council Member, Place 3

TIFFANY GIBSON  
Council Member, Place 4

ROBERT WESTBROOK  
Council Member, Place 5

ALLISON HEYWARD  
Council Member, Place 6

TIM BROWN  
Council Member, Place 7

PREPARED BY

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

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

## **City of Schertz**

### **Our Vision**

Community. Service. Opportunity.

### **Our Mission**

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

### **City Policy Values**

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

### **City Operational Values**

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

### **City Core Value**

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

**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 FY 24-25 was filed with the City Secretary on August 2, 2024, in accordance with the requirements of the City Charter. Revenues in each of the funds meet or exceed proposed expenditures when utilizing excess reserves. There will be two public hearings for resident input on August 20, 2024, and September 3, 2024.

This budget makes significant strides in continuing the pursuit of the City's goals of 1) ensuring a competitive position with regards to **Staff Compensation**; 2) properly maintaining the City's **Infrastructure**, with a particular emphasis on **Street Maintenance and Repair**; 3) creating and implementing a comprehensive **Capital Improvement Program (CIP)**; 4) increasing **Staffing Levels** to ensure excellent service; and 5) constructing new and/or remodeling **City Facilities**.

This is achieved by implementing an across-the-board salary increase of     % for all departments based on the Bureau of Labor Statistics Employer Cost Index (ECI) for State and Local Government workers. The ECI measures wage and benefit costs across the country for state and local government jobs. As of June 30, 2024, the ECI showed a 5.1% increase; however, this budget includes a lower percentage to align with revenue projections. It will be implemented in October 2024 with the new budget and will increase individual salaries, as well as adjust the Grade and Step programs accordingly. In addition to the ECI, funding is included to continue the City's Step Program (4%) for public safety positions and a Merit (0-4%) for non-public safety positions, based on performance evaluation.

Street maintenance is a priority again this year. In FY 23-24, the City purchased a pothole truck, developed an online dashboard to monitor progress, and utilized \$1,000,000 in excess fund balance to complete additional projects (on top of a base budget of \$650,000). In FY 24-25, it is anticipated that all three will provide the necessary momentum to fully implement a more aggressive street maintenance program.

The construction of larger capital projects is included in the City's new comprehensive CIP. The CIP is the City's 10-year plan to ensure that current and future capital needs are identified, prioritized, have a construction timeline, and may be funded with projected resources. It includes water, sewer, streets, parks, facilities, and drainage projects that typically cost more than \$250,000 and last for at least five years. They are funded with a variety of sources, such as bonds, grants, impact fees, and cash. The first year of the CIP is the Capital Budget for the upcoming fiscal year and it is adopted along with the Operating Budget.

In September of this year, the City will issue \$20,000,000 in Certificates of Obligation (COs) to fund various streets projects throughout the City. Regarding past bond elections, in 2010, voters approved a bond package for the construction of additional baseball fields, a soccer complex, an animal adoption center, the relocation of a playscape, an indoor aquatic center, and infrastructure improvements to Main Street. Of the 2010 bonds, the only remaining project is for the Main Street improvements, which are scheduled to begin in October of 2024. 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. Its projected opening date is in early calendar year 2026.

To address ongoing staffing needs, the following positions are included in the budget: an EMS Battalion Chief; 5 Water/Sewer Workers; and a Meter Technician. Also included is the reclassification of the EMS Supply Coordinator from a part-time to a full-time position and upgrading the Public Works Customer Service Representative to an Administrative Assistant.

The Guadalupe County Tax Assessor/Collector calculated the City's total combined taxable assessed value at \$5,645,026,665. This is a 3.9% increase or \$213,600,527 over last fiscal year. Slower development in FY 22-23 has resulted in less taxable value being added than in recent years. Nevertheless, development is accelerating with such projects as the Schertz Station retail center and its associated build-to-rent residential neighborhood, the construction of multiple warehouse/distribution centers, and the expansion of The Crossvine neighborhood. All of which will provide additional tax revenues.

The FY 24-25 Budget maintains the current property tax rate of \$0. per \$100 of assessed property valuation. The Maintenance & Operations (M&O) portion of the tax rate, which is dedicated for city operations, decreases to \$0. from \$0.3324, while the Interest & Sinking (I&S) portion, which pays the City's bonded indebtedness, increase to \$0.1574 from \$0.1548.

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 23-24. 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 a slowdown and with the Federal Reserve looking to decrease the rate and stimulate the economy during FY 24-25. This directly affects mortgage lending rates and could increase home purchasing once the rates are lowered. As such, while in FY 24-25 the City is expected to see 6% growth in sales tax revenue, staff will watch for potential changes in revenue growth and plan accordingly.

The City has an adopted goal of keeping a General Fund fund balance level of 26% of operating expenditures, and if over that target, must reduce the fund balance to 26% within five years. At this time, it is estimated the General Fund will have a fund balance 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% within one year.

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

Sincerely,  
*Steve Williams*  
City Manager

## **BUDGET STRUCTURE**

### **GENERAL FUND**

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

### **INTEREST & SINKING FUND**

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

### **ENTERPRISE FUNDS**

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

#### **WATER & SEWER**

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

##### **CAPITAL RECOVERY WATER**

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

##### **CAPITAL RECOVERY SEWER**

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

#### **EMERGENCY MEDICAL SERVICES(EMS)**

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

#### **DRAINAGE**

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

## **SCHERTZ ECONOMIC DEVELOPMENT FUND**

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

## **SPECIAL REVENUE FUNDS**

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

### **SPECIAL EVENTS**

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

### **PUBLIC, EDUCATIONAL, and GOVERNMENT (PEG) ACCESS FUND**

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

### **HOTEL/MOTEL TAX**

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

### **PARK FUND**

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

### **TREE MITIGATION**

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

### **ROADWAY AREA 1-4**

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

### **LIBRARY FUND**

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

### **HISTORICAL COMMITTEE**

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

## **BUDGET PROCESS**

### **STRATEGIC PLANNING**

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

### **REVENUE PROJECTION**

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

### **BUDGET DEVELOPMENT**

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

### **BUDGET**

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

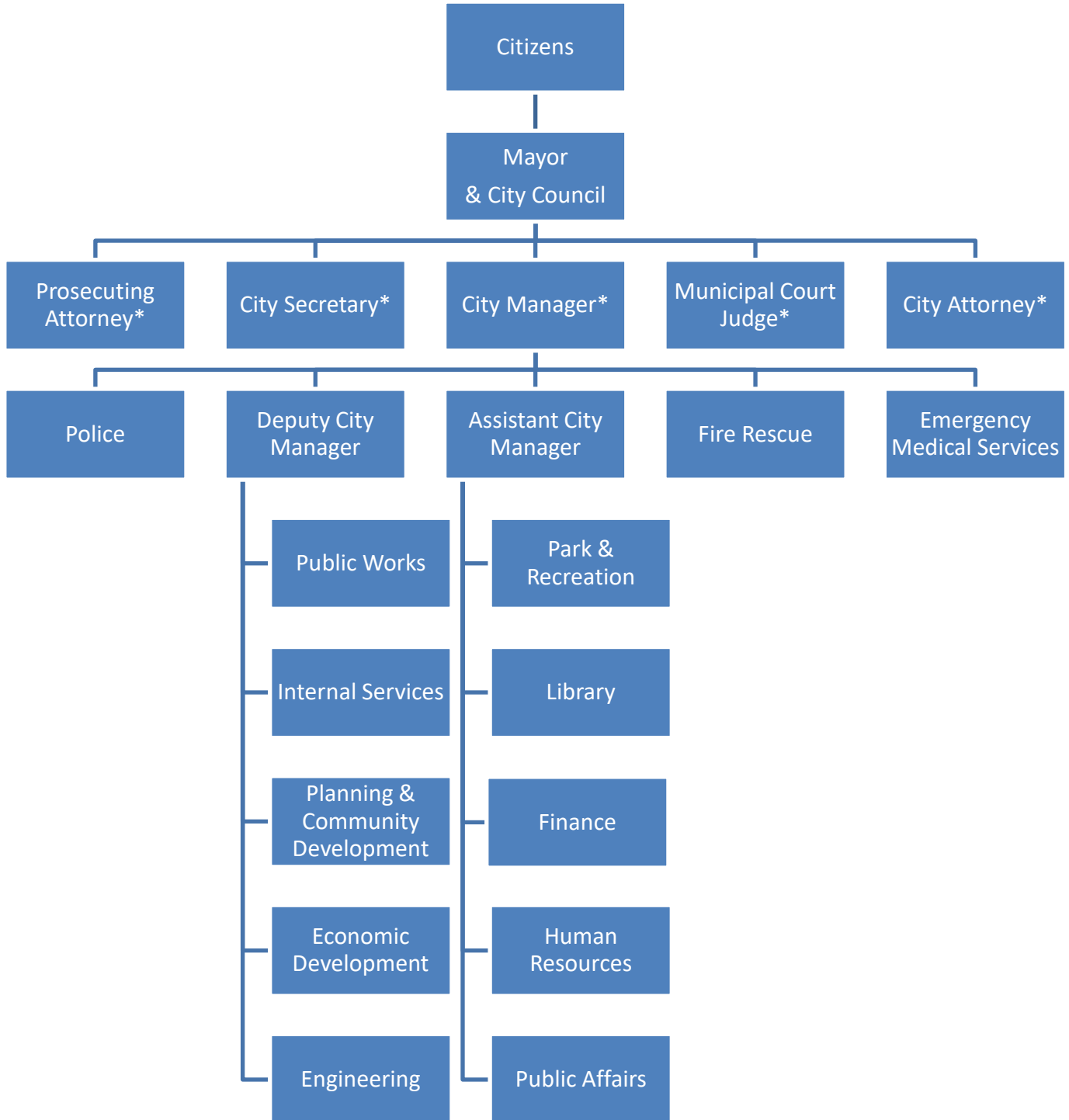
### **PUBLIC HEARINGS/BUDGET ADOPTION**

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

**FY 24-25 BUDGET CALENDAR**

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

# CITY OF SCHERTZ ORGANIZATIONAL CHART FY 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 to be implemented in January 2024, and a 4.4% ECI increase.

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

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

## **City Council**

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

## **City Manager**

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

## **Municipal Court**

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

## **311 Customer Service**

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

## **Planning & Zoning**

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

## **Legal Services**

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

## **EXECUTIVE SUMMARY**

### **Economic Development**

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

### **City Secretary**

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

### **Non-Departmental**

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

### **Public Affairs**

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

### **Engineering**

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

### **Police**

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

### **Fire Rescue**

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

### **Inspections**

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

### **Neighborhood Services**

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

## **EXECUTIVE SUMMARY**

### **Streets**

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

### **Parks**

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

### **Pools**

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

### **Event Facilities**

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

### **Library**

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

### **Animal Services**

This budget was combined into the Police Department Budget.

### **Information Technology**

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

### **Human Resources**

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

### **Finance**

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

### **Purchasing & Asset Management**

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

## **EXECUTIVE SUMMARY**

### **Fleet Services**

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

### **Facility Services**

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

### **City Assistance**

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

### **Court Restricted Funds**

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

### **Interest & Sinking Fund**

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

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

### **Water & Sewer Fund**

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

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

### **Utility Billing**

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

### **Administration**

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

### **Capital Recovery Fund – Water**

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

### **Capital Recovery Fund - Sewer**

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

## **EXECUTIVE SUMMARY**

### **Drainage Fund**

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

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

### **EMS Fund**

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

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

### **Schertz Economic Development Corporation (SEDC)**

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

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

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

### **Special Events Fund**

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

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

### **Public, Educational, and Governmental Access (PEG) Fund**

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

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

## **EXECUTIVE SUMMARY**

### **Hotel Motel Tax Fund**

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

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

### **Park Fund**

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

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

### **Tree Mitigation**

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

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

### **Roadway Impact Fee Area 1**

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

### **Roadway Impact Fee Area 2**

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

### **Roadway Impact Fee Area 3**

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

### **Roadway Impact Fee Area 4**

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

### **Library Fund**

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

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

## **EXECUTIVE SUMMARY**

### **Historical Committee**

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

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

# FUND: 101 GENERAL FUND

## DESCRIPTION

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

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

GENERAL FUND

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

**PROGRAM JUSTIFICATION AND ANALYSIS**

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

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

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

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



City of Schertz, TX

# Budget Worksheet Condensed Group Summary

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

3ExpDepartment;3RevCategor...	2021-22 Total Activity	2022-23 Total Activity	2023-24 Total Budget	2023-24 YTD Activity	2023-24 Projected	2024-25 Proposed Budget
<b>Fund: 101 - GENERAL FUND</b>						
<b>Revenue</b>						
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
<b>Revenue Total:</b>	<b>40,929,753.70</b>	<b>45,716,572.21</b>	<b>48,676,991.00</b>	<b>42,027,349.75</b>	<b>48,290,072.23</b>	<b>50,569,229.00</b>
<b>Expense</b>						
	0.00	0.00	125.00	13,681.90	13,515.00	16,100.00
<b>3ExpFunction: 1 - General Government</b>						
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
<b>3ExpFunction: 1 - General Government Total:</b>	<b>6,560,291.06</b>	<b>6,786,212.55</b>	<b>8,194,304.00</b>	<b>6,496,337.37</b>	<b>7,730,445.99</b>	<b>8,761,399.00</b>
<b>3ExpFunction: 2 - Public Safety</b>						
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
<b>3ExpFunction: 2 - Public Safety Total:</b>	<b>18,632,339.14</b>	<b>20,320,039.60</b>	<b>24,188,441.56</b>	<b>19,195,831.98</b>	<b>25,115,902.62</b>	<b>25,947,531.00</b>
<b>3ExpFunction: 3 - Public Environment</b>						
359 - Streets	1,926,603.19	2,278,232.70	3,373,851.00	2,106,465.77	3,169,207.00	3,134,493.00

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Budget Worksheet Condensed

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

3ExpDepartment;3RevCategor...	2021-22 Total Activity	2022-23 Total Activity	2023-24 Total Budget	2023-24 YTD Activity	2023-24 Projected	2024-25 Proposed Budget
<b>3ExpFunction: 3 - Public Environment Total:</b>	<b>1,926,603.19</b>	<b>2,278,232.70</b>	<b>3,373,851.00</b>	<b>2,106,465.77</b>	<b>3,169,207.00</b>	<b>3,134,493.00</b>
<b>3ExpFunction: 4 - Parks and Recreation</b>						
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
<b>3ExpFunction: 4 - Parks and Recreation Total:</b>	<b>2,577,795.54</b>	<b>3,149,873.22</b>	<b>3,555,854.02</b>	<b>3,085,830.33</b>	<b>3,892,303.75</b>	<b>3,827,944.30</b>
<b>3ExpFunction: 6 - Cultural</b>						
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
<b>3ExpFunction: 6 - Cultural Total:</b>	<b>1,144,683.89</b>	<b>1,277,826.20</b>	<b>1,386,218.00</b>	<b>1,108,630.98</b>	<b>1,416,603.00</b>	<b>1,491,818.00</b>
<b>3ExpFunction: 8 - Internal Service</b>						
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
<b>3ExpFunction: 8 - Internal Service Total:</b>	<b>7,129,496.90</b>	<b>7,859,784.64</b>	<b>8,967,035.00</b>	<b>7,251,040.42</b>	<b>9,094,271.98</b>	<b>9,516,179.07</b>
<b>3ExpFunction: 9 - Misc &amp; Projects</b>						
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
<b>3ExpFunction: 9 - Misc &amp; Projects Total:</b>	<b>2,218,615.25</b>	<b>1,138,805.04</b>	<b>1,577,666.00</b>	<b>237,366.22</b>	<b>587,935.77</b>	<b>415,666.00</b>
<b>Expense Total:</b>	<b>40,189,824.97</b>	<b>42,810,773.95</b>	<b>51,243,494.58</b>	<b>39,495,184.97</b>	<b>51,020,185.11</b>	<b>53,111,130.37</b>
<b>Fund: 101 - GENERAL FUND Surplus (Deficit):</b>	<b>739,928.73</b>	<b>2,905,798.26</b>	<b>-2,566,503.58</b>	<b>2,532,164.78</b>	<b>-2,730,112.88</b>	<b>-2,541,901.37</b>
<b>Report Surplus (Deficit):</b>	<b>739,928.73</b>	<b>2,905,798.26</b>	<b>-2,566,503.58</b>	<b>2,532,164.78</b>	<b>-2,730,112.88</b>	<b>-2,541,901.37</b>

**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
<b>Report Surplus (Deficit):</b>	<b>739,928.73</b>	<b>2,905,798.26</b>	<b>-2,566,503.58</b>	<b>2,532,164.78</b>	<b>-2,730,112.88</b>	<b>-2,541,901.37</b>



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

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**Budget Worksheet Condensed**

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

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

**Budget Worksheet Condensed**

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

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

**Budget Worksheet Condensed**

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

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

**Budget Worksheet Condensed**

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

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

**Budget Worksheet Condensed**

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

	<b>2021-22</b>	<b>2022-23</b>	<b>2023-24</b>	<b>2023-24</b>	<b>2023-24</b>	<b>2024-25</b>
	<b>Total Activity</b>	<b>Total Activity</b>	<b>Total Budget</b>	<b>YTD Activity</b>	<b>Projected</b>	<b>Proposed Budget</b>
<b>Department: 170 - Public Affairs</b>						
<a href="#">101-170-432013</a> Schertz Magazine Advertising	142,893.12	126,193.75	125,000.00	108,487.50	125,000.00	125,000.00
<b>Department: 170 - Public Affairs Total:</b>	<b>142,893.12</b>	<b>126,193.75</b>	<b>125,000.00</b>	<b>108,487.50</b>	<b>125,000.00</b>	<b>125,000.00</b>

**Budget Worksheet Condensed**

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

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

**Budget Worksheet Condensed**

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

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

**Budget Worksheet Condensed**

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

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

**Budget Worksheet Condensed**

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

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

**Budget Worksheet Condensed**

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

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

Budget Worksheet Condensed

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

		2021-22	2022-23	2023-24	2023-24	2023-24	2024-25
		Total Activity	Total Activity	Total Budget	YTD Activity	Projected	Proposed Budget
<b>Department: 359 - Streets</b>							
<a href="#">101-359-497000</a>	Miscellaneous Income	33,953.91	37,585.10	40,000.00	23,659.92	35,000.00	40,000.00
<b>Department: 359 - Streets Total:</b>		<b>33,953.91</b>	<b>37,585.10</b>	<b>40,000.00</b>	<b>23,659.92</b>	<b>35,000.00</b>	<b>40,000.00</b>

**Budget Worksheet Condensed**

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

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

**Budget Worksheet Condensed**

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

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

**Budget Worksheet Condensed**

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

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

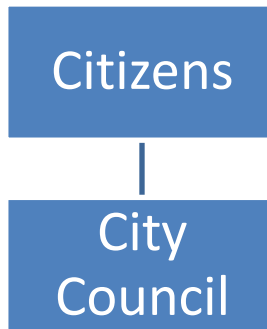
**DEPARTMENT: 150 CITY COUNCIL**  
**FUND: 101 GENERAL FUND**

**DEPARTMENT DESCRIPTION**

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

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

**ORGANIZATIONAL CHART**



**PERFORMANCE INDICATORS**

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

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

**PROGRAM JUSTIFICATION AND ANALYSIS**

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

Budget Worksheet Condensed

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

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

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

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**DEPARTMENT DESCRIPTION**

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

**GOALS FOR FY 2024-25**

**Strategic Plan Emphasis**

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

**Project Focus for FY 2024-25**

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



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

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

**PROGRAM JUSTIFICATION AND ANALYSIS**

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

Budget Worksheet Condensed

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

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

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Budget Worksheet Condensed

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

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

# DEPARTMENT: 152 MUNICIPAL COURT

## FUND: 101 GENERAL FUND

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### DEPARTMENTAL DESCRIPTION

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

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

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

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

### Strategic Plan Emphasis

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

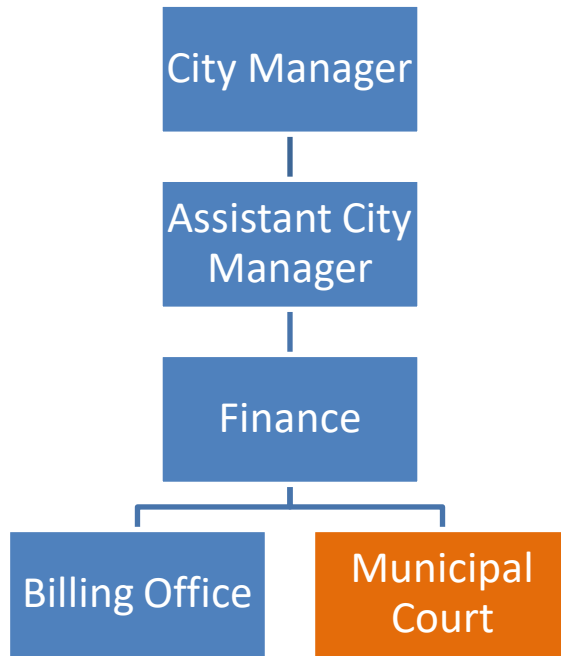
MUNICIPAL COURT

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

**PERFORMANCE INDICATORS**

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MUNICIPAL COURT

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

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

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

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

**PROGRAM JUSTIFICATION AND ANALYSIS**

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

Budget Worksheet Condensed

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

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

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**Budget Worksheet Condensed**

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

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

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

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**DEPARTMENT DESCRIPTION**

Under the umbrella of Public Affairs, 311 Customer Care connects callers with specially trained customer service representatives ready to assist with City service requests -- potholes, stray animals, 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
<b>TOTAL POSITIONS</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>

**PERFORMANCE INDICATORS**

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

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

**PROGRAM JUSTIFICATION AND ANALYSIS**

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

Budget Worksheet Condensed

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

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

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

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**DEPARTMENT DESCRIPTION**

The Planning & Zoning Division ensures quality development within the City limits and the Extraterritorial Jurisdiction through an efficient, consistent, unbiased, and effective development review process. Division responsibilities include the review and processing of development projects, such as commercial site plans, plats, zone changes, specific use permits, and annexations. The Division also researches and develops long-range plans and goals to help guide the future of our city; and creates development codes to tailor our regulations around citizen, businesses, and developer needs and city goals 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.
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- Foster collaborations in regional planning efforts and increase participation in regional organizations/groups.

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

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

**ACCOMPLISHMENTS**

**Operational Value: Service Oriented**

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

**Operational Value: Engaged Workforce**

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

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

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

**ORGANIZATIONAL CHART**



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

**PERFORMANCE INDICATORS**

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

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

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

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

**PROGRAM JUSTIFICATION AND ANALYSIS**

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

Budget Worksheet Condensed

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

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

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Budget Worksheet Condensed

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

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

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

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**DEPARTMENT DESCRIPTION**

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

**GOALS AND OBJECTIVES**

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

**ORGANIZATIONAL CHART**



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

**PROGRAM JUSTIFICATION AND ANALYSIS**

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

**Budget Worksheet Condensed**

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

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

# DEPARTMENT: 156 ECONOMIC DEVELOPMENT

## FUND: 101 GENERAL FUND

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### DEPARTMENT DESCRIPTION

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

### GOALS FOR FY 2024-25

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

### Strategic Plan Emphasis

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

### Project focus for FY 2024-25

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

ECONOMIC DEVELOPMENT

**ORGANIZATIONAL CHART**



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

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

**PROGRAM JUSTIFICATION AND ANALYSIS**

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

Budget Worksheet Condensed

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

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

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

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**DEPARTMENT DESCRIPTION**

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

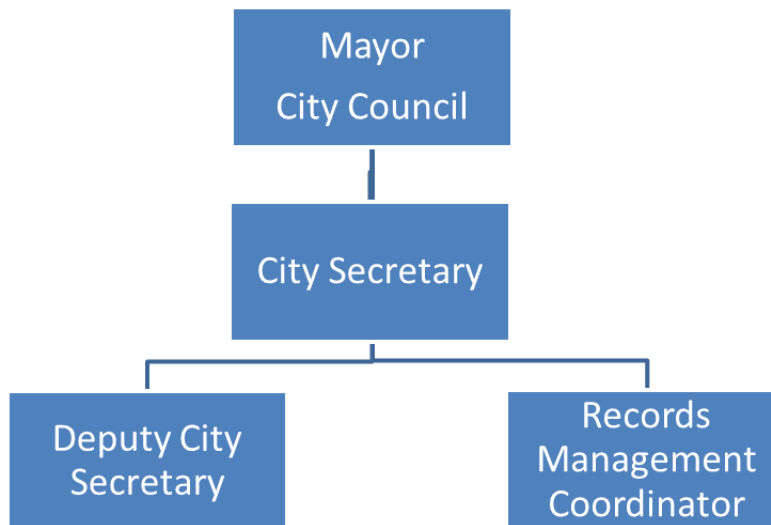
**Strategic Plan Emphasis**

- 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	1	1
<b>TOTAL POSITIONS</b>	<b>2</b>	<b>2</b>	<b>3</b>	<b>3</b>

### PERFORMANCE INDICATORS

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

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

CITY SECRETARY

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

**PROGRAM JUSTIFICATION AND ANALYSIS**

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

Budget Worksheet Condensed

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

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

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

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**DEPARTMENT DESCRIPTION**

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

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

**PROGRAM JUSTIFICATION AND ANALYSIS**

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



City of Schertz, TX

# Budget Worksheet Condensed Account Summary

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

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

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Budget Worksheet Condensed

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

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

**DEPARTMENT: 170 PUBLIC AFFAIRS**  
**FUND: 101 GENERAL FUND**

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**DEPARTMENT DESCRIPTION**

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

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

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

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

**GOALS FOR FY 2024-25**

**Strategic Plan Emphasis**

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

**Project focus for FY 2024-25**

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

**Accomplishments for FY 2023-24**

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

**ORGANIZATIONAL CHART**



**PUBLIC AFFAIRS**

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

**PERFORMANCE INDICATORS**

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

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

PUBLIC AFFAIRS

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

**PROGRAM JUSTIFICATION AND ANALYSIS**

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

**Budget Worksheet Condensed**

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

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

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Budget Worksheet Condensed

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

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

## DEPARTMENT: 173 ENGINEERING

### FUND: 101 GENERAL FUND

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#### DEPARTMENT DESCRIPTION

The Engineering Department serves as technical advisor to the City Manager, City Council, Executive Staff, and other City departments. 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
<b>TOTAL POSITIONS</b>	<b>8</b>	<b>8</b>	<b>10</b>	<b>10</b>

ENGINEERING

**PERFORMANCE INDICATORS**

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

## ENGINEERING

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

### PROGRAM JUSTIFICATION AND ANALYSIS

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

**Budget Worksheet Condensed**

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

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

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**Budget Worksheet Condensed**

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

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

**DEPARTMENT: 256 POLICE**  
**FUND: 101 GENERAL FUND**

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**DEPARTMENT DESCRIPTION**

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

**GOALS AND OBJECTIVES FOR FY 2024-25**

**Strategic Plan Emphasis**

- Policy Value: Essential Services and Safe Community

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

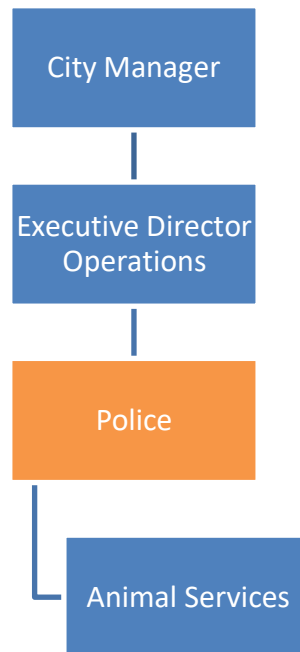
- Enhance our citizens' quality of life by promoting a feeling of safety for all citizens and visitors to the city, including neighborhoods, commercial areas, parks and public facilities.
-

## POLICE

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

## ORGANIZATIONAL CHART



POLICE

<b>POLICE</b>	<b>2021-22 Actual</b>	<b>2022-23 Actual</b>	<b>2023-24 Estimate</b>	<b>2024-25 Budget</b>
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
<b>TOTAL POSITIONS</b>	<b>118</b>	<b>122</b>	<b>129</b>	<b>129</b>

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

## PERFORMANCE INDICATORS

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

**POLICE**

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

**PROGRAM JUSTIFICATION AND ANALYSIS**

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

**Budget Worksheet Condensed**

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

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

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Budget Worksheet Condensed

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

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

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**Budget Worksheet Condensed**

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

[101-256-581012](#)

	<b>2021-22</b>	<b>2022-23</b>	<b>2023-24</b>	<b>2023-24</b>	<b>2023-24</b>	<b>2024-25</b>
	<b>Total Activity</b>	<b>Total Activity</b>	<b>Total Budget</b>	<b>YTD Activity</b>	<b>Projected</b>	<b>Proposed Budget</b>
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
<b>ExpCategory: 581 - Capital Outlay Total:</b>	<b>298,642.52</b>	<b>463,805.57</b>	<b>1,279,301.00</b>	<b>936,031.88</b>	<b>1,515,961.06</b>	<b>565,160.00</b>
<b>Department: 256 - Police Total:</b>	<b>10,233,034.40</b>	<b>10,965,927.27</b>	<b>13,904,626.56</b>	<b>10,857,421.41</b>	<b>14,063,656.28</b>	<b>13,720,613.00</b>

# DEPARTMENT: 257 FIRE RESCUE

## FUND: 101 GENERAL FUND

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### 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**

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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	9
Fire Apparatus Operator	9	9	9	9
Firefighter	18	18	21	21
Administrative Assistant	1	1	1	1
<b>TOTAL POSITIONS</b>	<b>46</b>	<b>46</b>	<b>50</b>	<b>50</b>

**PERFORMANCE INDICATORS**

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

**FIRE RESCUE**

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

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

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

**PROGRAM JUSTIFICATION AND ANALYSIS**

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

Budget Worksheet Condensed

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

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

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Budget Worksheet Condensed

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

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

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**Budget Worksheet Condensed**

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

[101-257-581013](#)

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

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

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**DEPARTMENT DESCRIPTION**

The Building Inspections Division assists customers seeking permits and inspections for various residential and commercial construction projects. The Division is responsible for maintaining health, safety, and welfare through professional review of building plans, permits and performing inspections to ensure 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.
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**ACCOMPLISHMENTS**

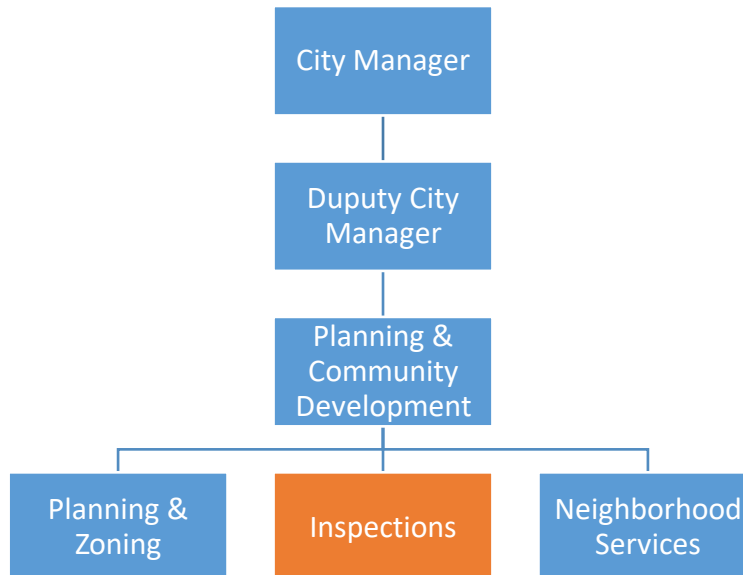
**Operational Value: Service Oriented, System Management, Innovative**

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

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

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

**ORGANIZATIONAL CHART**



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

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

**PERFORMANCE INDICATORS**

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

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

## INSPECTIONS

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

### PROGRAM JUSTIFICATION AND ANALYSIS

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

**Budget Worksheet Condensed**

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

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

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Budget Worksheet Condensed

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

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

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

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**DEPARTMENT DESCRIPTION**

The Neighborhood Services Division works with the community to engage, educate, protect and promote 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.
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- 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 2<sup>nd</sup> 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
<b>TOTAL POSITIONS</b>	<b>5</b>	<b>6</b>	<b>6</b>	<b>6</b>

**PERFORMANCE INDICATORS**

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

## NEIGHBORHOOD SERVICES

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

### PROGRAM JUSTIFICATION AND ANALYSIS

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

**Budget Worksheet Condensed**

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

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

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Budget Worksheet Condensed

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

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

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

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**DEPARTMENT DESCRIPTION**

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

**GOALS FOR FY 2024-25**

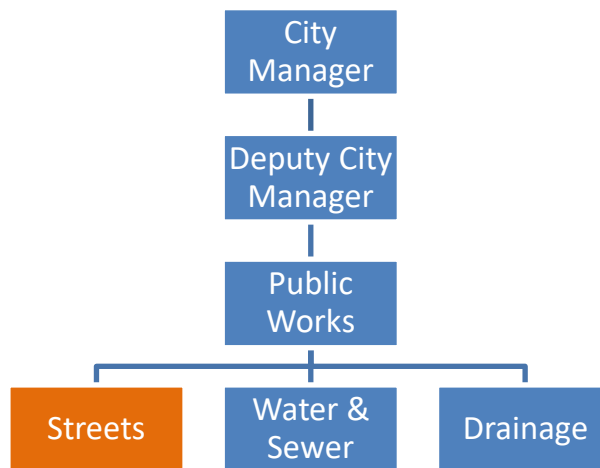
**Strategic Plan Emphasis**

- 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
<b>TOTAL POSITIONS</b>	<b>18</b>	<b>17</b>	<b>17</b>	<b>17</b>

PUBLIC WORKS-STREETS

**PERFORMANCE INDICATORS**

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

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

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

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

**PROGRAM JUSTIFICATION AND ANALYSIS**

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

**Budget Worksheet Condensed**

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

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

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**Budget Worksheet Condensed**

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

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

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

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**DEPARTMENT DESCRIPTION**

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

**GOALS FOR FY 2024-25**

**Strategic Plan Emphasis**

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

**Project focus for FY 2024-25**

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

**ORGANIZATIONAL CHART**



**PARKS, RECREATION AND COMMUNITY SERVICES**

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

**PERFORMANCE INDICATORS**

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

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

**PARKS, RECREATION AND COMMUNITY SERVICES**

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

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

**PROGRAM JUSTIFICATION AND ANALYSIS**

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

Budget Worksheet Condensed

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

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

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Budget Worksheet Condensed

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

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

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

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**DEPARTMENT DESCRIPTION**

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

**GOALS FOR FY 2024-25**

**Strategic Plan Emphasis**

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

**Project focus for FY 2024-25**

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

**ORGANIZATIONAL CHART**



**PERFORMANCE INDICATORS**

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

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

POOL

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

**PROGRAM JUSTIFICATION AND ANALYSIS**

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

**Budget Worksheet Condensed**

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

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

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

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**DEPARTMENT DESCRIPTION**

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

**GOALS FOR FY 2024-25**

**Strategic Plan Emphasis**

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

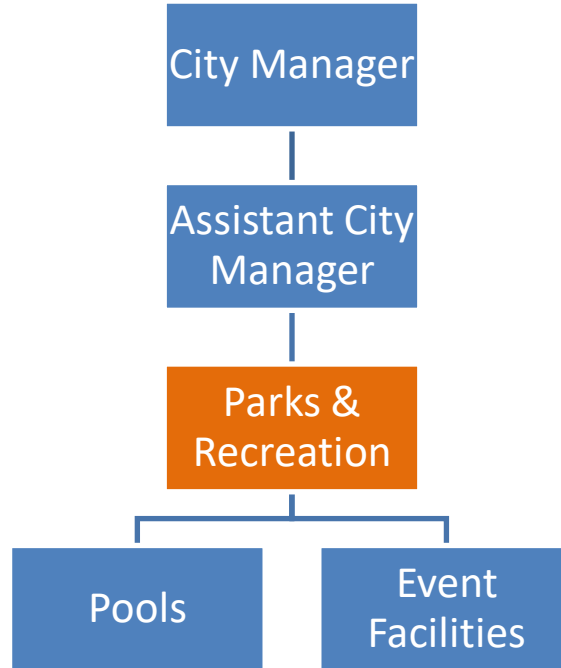
**Project focus for FY 2024-25**

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

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

**PERFORMANCE INDICATORS**

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

## EVENT FACILITIES

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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
<i>Total</i>	<i>\$395,000</i>	<i>\$523,587</i>	<i>\$678,585</i>	<i>\$650,712</i>

## PROGRAM JUSTIFICATION AND ANALYSIS

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

Budget Worksheet Condensed

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

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

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Budget Worksheet Condensed

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

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

**DEPARTMENT: 665 LIBRARY**  
**FUND: 101 GENERAL FUND**

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**DEPARTMENT DESCRIPTION**

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

**GOALS FOR 2024-25**

**Strategic Plan Emphasis**

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

## Project Focus for FY 2024-25

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

**ORGANIZATION CHART**



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

**PERFORMANCE INDICATORS**

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

LIBRARY

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

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

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

**PROGRAM JUSTIFICATION AND ANALYSIS**

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

Budget Worksheet Condensed

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

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

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**Budget Worksheet Condensed**

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

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

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

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**DEPARTMENT DESCRIPTION**

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

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

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

The City of Schertz uses a Geographic Information System (GIS) to create maps, analyze information, and visually examine the geographic features of our region. Many 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

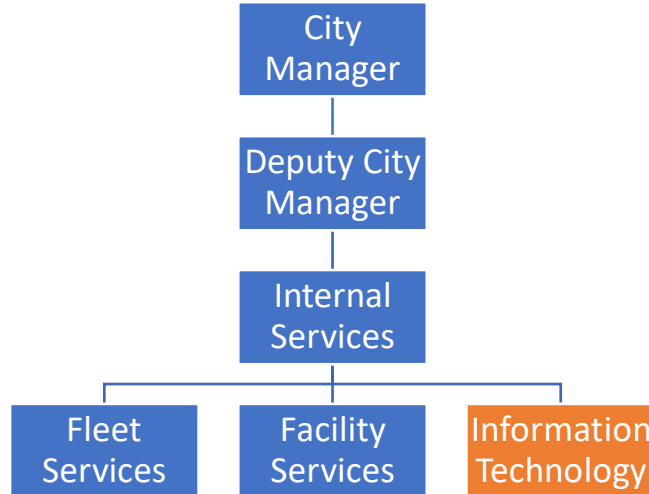
**Project focus for FY 24-25**

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

**ORGANIZATIONAL CHART**

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INFORMATION TECHNOLOGY



INFORMATION TECHNOLOGY	2021-22 Actual	2022-23 Actual	2023-24 Estimate	2024-25 Budget
Director	1	1	1	1
Administrative Assistant	1	1	1	1
Senior Systems Administrator	1	1	1	1
Computer Systems Support Engineer	1	1	1	1
IT Support Specialist	3	3	3	3
Public Safety Administrator	1	1	1	1
GIS Administrator	1	1	1	1
GIS Specialist	1	1	2	2
<b>TOTAL POSITIONS</b>	<b>10</b>	<b>10</b>	<b>11</b>	<b>11</b>

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

INFORMATION TECHNOLOGY

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

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

**PROGRAM JUSTIFICATION AND ANALYSIS**

## INFORMATION TECHNOLOGY

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

Budget Worksheet Condensed

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

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

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**Budget Worksheet Condensed**

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

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

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# DEPARTMENT: 866 HUMAN RESOURCES

## FUND: 101 GENERAL FUND

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### DEPARTMENT DESCRIPTION

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

### 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.*

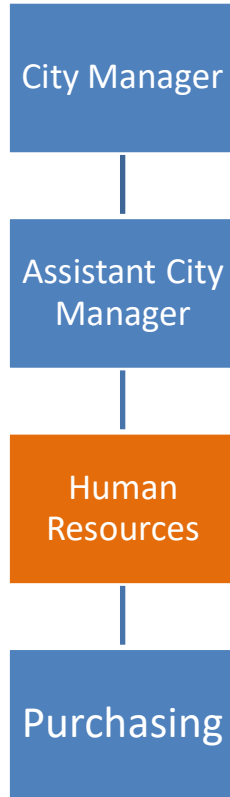
- Improve employee retention by leading efforts for adoption of strategies which promote a diverse workforce and create a great work climate.
- Support the talent development of our employees through professional and career development.
- Administer HR policy and programs effectively and efficiently,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



	2021-22 Actual	2022-23 Actual	2023-24 Estimate	2024-25 Budget
<b>HUMAN RESOURCES</b>				
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
<b>TOTAL POSITIONS</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>

**PERFORMANCE INDICATORS**

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

HUMAN RESOURCES

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

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

**PROGRAM JUSTIFICATION AND ANALYSIS**

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

**Budget Worksheet Condensed**

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

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

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**Budget Worksheet Condensed**

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

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

**DEPARTMENT: 868 FINANCE**  
**FUND: 101 GENERAL FUND**

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**DEPARTMENT DESCRIPTION**

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

**GOALS FOR FY 2024-25**

**Strategic Plan Emphasis**

**Policy Value: Financially Sustainable**

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

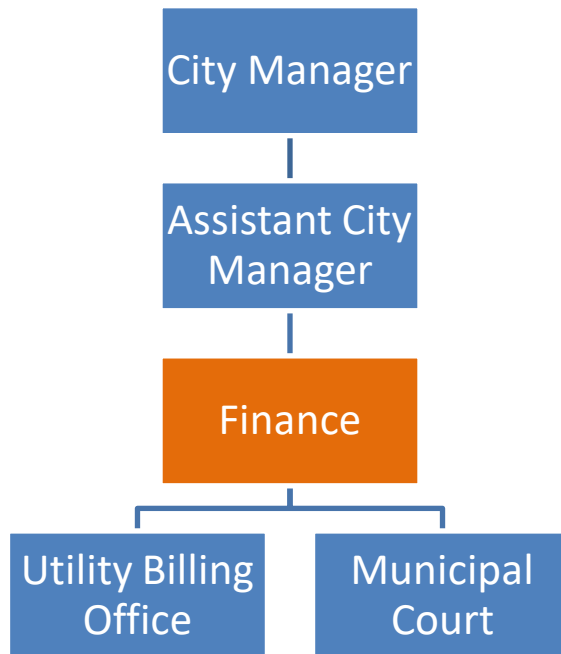
**Operational Value: Systems Management**

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

**Project Focus for FY 2024-25**

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

**ORGANIZATIONAL CHART**



FINANCE

	2020-21 Actual	2021-22 Actual	2022-23 Estimate	2023-24 Budget	2024-25 Budget
<b>ACCOUNTING</b>					
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
<b>TOTAL POSITIONS</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>

**PERFORMANCE INDICATORS**

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

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

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

**PROGRAM JUSTIFICATION AND ANALYSIS**

## FINANCE

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

**Budget Worksheet Condensed**

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

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

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

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**DEPARTMENT DESCRIPTION**

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

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

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

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

**PERFORMANCE INDICATORS**

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

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

**PROGRAM JUSTIFICATION AND ANALYSIS**

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

**Budget Worksheet Condensed**

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

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

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**Budget Worksheet Condensed**

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

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

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

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**DEPARTMENT DESCRIPTION**

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

**GOALS FOR FY 24-25**

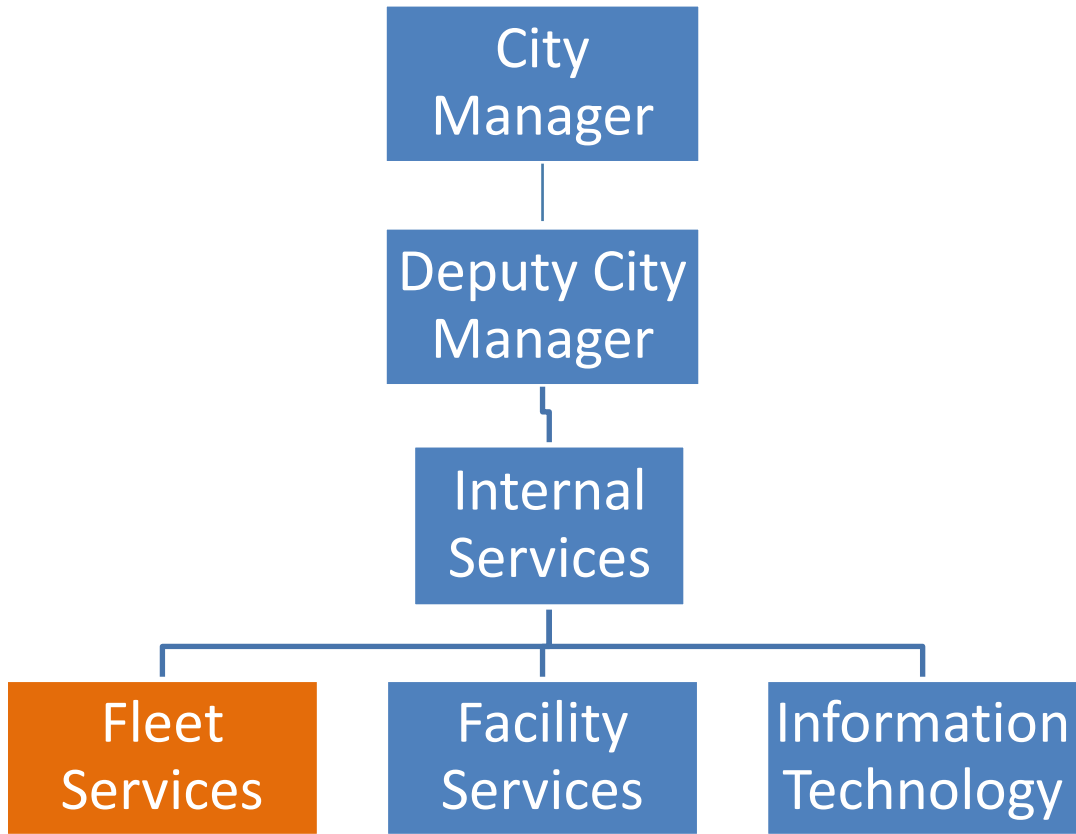
**Strategic Plan Emphasis**

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

**Project focus for FY 24-25**

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

**ORGANIZATIONAL CHART**



	2021-22 Actual	2022-23 Actual	2023-24 Estimate	2024-25 Budget
<b>FLEET MAINTENANCE</b>				
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
<b>TOTAL POSITIONS</b>	<b>8</b>	<b>8</b>	<b>9</b>	<b>9</b>

**PERFORMANCE INDICATORS**

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FLEET MAINTENANCE

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

**FLEET MAINTENANCE**

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

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

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

**PROGRAM JUSTIFICATION AND ANALYSIS**

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

Budget Worksheet Condensed

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

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

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Budget Worksheet Condensed

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

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

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

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**DEPARTMENT DESCRIPTION**

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

**GOALS FOR FY 24-25**

**Strategic Plan Emphasis**

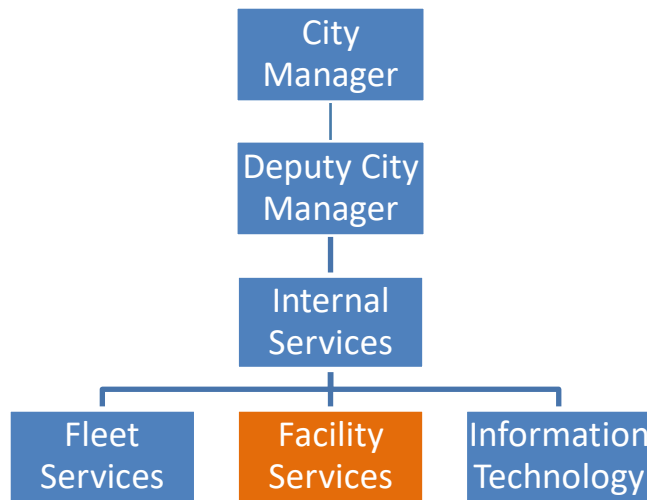
- Policy Value: Essential Services
  - Deliver exceptional customer services
  - Creating a comprehensive maintenance schedule through preventative maintenance to extend the life of facilities and specified equipment.
  - Increase safety and security by enhancing access control systems, conducting regular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

FACILITY SERVICES

**Project focus for FY 24-25**

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

**ORGANIZATION CHART**



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

FACILITY SERVICES

**PERFORMANCE INDICATORS**

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

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

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

**PROGRAM JUSTIFICATION AND ANALYSIS**

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

**Budget Worksheet Condensed**

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

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

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Budget Worksheet Condensed

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

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

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**Budget Worksheet Condensed**

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

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

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**Budget Worksheet Condensed**

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

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

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Budget Worksheet Condensed

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

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

**DEPARTMENT: 901 CITY ASSISTANCE**  
**FUND: 101 GENERAL FUND**

**DEPARTMENTAL DESCRIPTION**

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

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

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

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

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

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

**PROGRAM JUSTIFICATION & ANALYSIS**

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

Budget Worksheet Condensed

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

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

**DEPARTMENT: 910 COURT RESTRICTED FUNDS**  
**FUND: 101 GENERAL FUND**

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**DEPARTMENT DESCRIPTION**

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

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

**PROGRAM JUSTIFICATION & ANALYSIS**

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

Budget Worksheet Condensed

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

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

# FUND: 505 INTEREST & SINKING FUND

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## DESCRIPTION

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

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

## PROGRAM JUSTIFICATION AND ANALYSIS

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

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

**Budget Worksheet Condensed**

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

<b>3ExpDepartment;3RevCategor...</b>	<b>2021-22 Total Activity</b>	<b>2022-23 Total Activity</b>	<b>2023-24 Total Budget</b>	<b>2023-24 YTD Activity</b>	<b>2023-24 Projected</b>	<b>2024-25 Proposed Budget</b>
<b>Fund: 505 - TAX I &amp; S</b>						
<b>Revenue</b>						
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
<b>Revenue Total:</b>	<b>11,895,694.23</b>	<b>7,997,633.92</b>	<b>9,335,000.00</b>	<b>9,255,613.79</b>	<b>8,764,096.25</b>	<b>9,710,920.00</b>
<b>Expense</b>						
	0.00	0.00	0.00	0.00	0.00	285,000.00
<b>3ExpFunction: 1 - General Government</b>						
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
<b>3ExpFunction: 1 - General Government Total:</b>	<b>11,118,662.26</b>	<b>8,748,184.65</b>	<b>8,602,744.78</b>	<b>8,522,060.74</b>	<b>9,476,768.17</b>	<b>9,908,020.00</b>
<b>Expense Total:</b>	<b>11,118,662.26</b>	<b>8,748,184.65</b>	<b>8,602,744.78</b>	<b>8,522,060.74</b>	<b>9,476,768.17</b>	<b>10,193,020.00</b>
<b>Fund: 505 - TAX I &amp; S Surplus (Deficit):</b>	<b>777,031.97</b>	<b>-750,550.73</b>	<b>732,255.22</b>	<b>733,553.05</b>	<b>-712,671.92</b>	<b>-482,100.00</b>

**Budget Worksheet Condensed**

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

		2021-22	2022-23	2023-24	2023-24	2023-24	2024-25
		Total Activity	Total Activity	Total Budget	YTD Activity	Projected	Proposed Budget
<b>Fund: 505 - TAX I &amp; S</b>							
<b>RevCategory: 411 - Taxes</b>							
<a href="#">505-101-411900</a>	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
	<b>RevCategory: 411 - Taxes Total:</b>	<b>7,182,899.57</b>	<b>7,710,298.77</b>	<b>9,050,000.00</b>	<b>8,945,762.75</b>	<b>8,450,000.00</b>	<b>9,505,920.00</b>

**Budget Worksheet Condensed**

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

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

**Budget Worksheet Condensed**

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

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

Budget Worksheet Condensed

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

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

**Budget Worksheet Condensed**

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

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

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**Budget Worksheet Condensed**

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

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

# FUND: 202 WATER & SEWER

## DESCRIPTION

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

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

## PROGRAM JUSTIFICATION AND ANALYSIS

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

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

**Budget Worksheet Condensed**

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

<b>3ExpDepartment;3RevCategor...</b>	<b>2021-22 Total Activity</b>	<b>2022-23 Total Activity</b>	<b>2023-24 Total Budget</b>	<b>2023-24 YTD Activity</b>	<b>2023-24 Projected</b>	<b>2024-25 Proposed Budget</b>
<b>Fund: 202 - WATER &amp; SEWER</b>						
<b>Revenue</b>						
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
<b>Revenue Total:</b>	<b>36,616,617.59</b>	<b>44,882,924.42</b>	<b>31,504,800.00</b>	<b>26,515,932.16</b>	<b>31,818,944.99</b>	<b>32,860,415.00</b>
<b>Expense</b>						
	0.00	0.00	0.00	45.00	0.00	0.00
<b>3ExpFunction: 1 - General Government</b>						
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
<b>3ExpFunction: 1 - General Government Total:</b>	<b>1,065,851.19</b>	<b>1,307,450.42</b>	<b>1,393,245.00</b>	<b>930,719.54</b>	<b>1,361,544.00</b>	<b>1,546,654.00</b>
<b>3ExpFunction: 5 - Public Works</b>						
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
<b>3ExpFunction: 5 - Public Works Total:</b>	<b>26,884,202.77</b>	<b>28,876,130.75</b>	<b>29,848,656.00</b>	<b>20,498,256.98</b>	<b>29,895,136.34</b>	<b>30,464,679.00</b>
<b>3ExpFunction: 9 - Misc &amp; Projects</b>						
900 - Projects	5,000,000.00	326,181.00	0.00	0.00	353,910.92	3,000,000.00
<b>3ExpFunction: 9 - Misc &amp; Projects Total:</b>	<b>5,000,000.00</b>	<b>326,181.00</b>	<b>0.00</b>	<b>0.00</b>	<b>353,910.92</b>	<b>3,000,000.00</b>
<b>Expense Total:</b>	<b>32,950,053.96</b>	<b>30,509,762.17</b>	<b>31,241,901.00</b>	<b>21,429,021.52</b>	<b>31,610,591.26</b>	<b>35,011,333.00</b>
<b>Fund: 202 - WATER &amp; SEWER Surplus (Deficit):</b>	<b>3,666,563.63</b>	<b>14,373,162.25</b>	<b>262,899.00</b>	<b>5,086,910.64</b>	<b>208,353.73</b>	<b>-2,150,918.00</b>

**Budget Worksheet Condensed**

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

	2021-22 Total Activity	2022-23 Total Activity	2023-24 Total Budget	2023-24 YTD Activity	2023-24 Projected	2024-25 Proposed Budget
<b>Fund: 202 - WATER &amp; SEWER</b>						
<b>RevCategory: 421 - Franchises</b>						
<a href="#">202-575-421490</a> Cell Tower Leasing	360,419.37	283,440.47	320,000.00	474,755.00	378,845.00	350,000.00
<b>RevCategory: 421 - Franchises Total:</b>	<b>360,419.37</b>	<b>283,440.47</b>	<b>320,000.00</b>	<b>474,755.00</b>	<b>378,845.00</b>	<b>350,000.00</b>

**Budget Worksheet Condensed**

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

		<b>2021-22</b>	<b>2022-23</b>	<b>2023-24</b>	<b>2023-24</b>	<b>2023-24</b>	<b>2024-25</b>
		<b>Total Activity</b>	<b>Total Activity</b>	<b>Total Budget</b>	<b>YTD Activity</b>	<b>Projected</b>	<b>Proposed Budget</b>
<b>RevCategory: 432 - Fees</b>							
<a href="#">202-575-432023</a>	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
<a href="#">202-575-432024</a>	Fire Line Fees	0.00	0.00	22,000.00	0.00	0.00	0.00
<a href="#">202-575-432025</a>	Recycle Fee Revenue	348,489.59	351,910.36	346,800.00	295,930.16	355,000.00	355,000.00
<a href="#">202-575-432026</a>	W&S Line Constructn Reimbur	11,541.00	1,560.00	0.00	1,500.00	1,450.00	1,500.00
<a href="#">202-575-432047</a>	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
<a href="#">202-575-432048</a>	Edwards Water Lease	0.00	0.00	0.00	0.00	0.00	0.00
<a href="#">202-575-432049</a>	Water Transfer Charge-Selma	0.00	0.00	40,000.00	0.00	0.00	0.00
<a href="#">202-575-432050</a>	Water Transfer Charge-UC	0.00	0.00	20,000.00	0.00	0.00	0.00
<a href="#">202-575-432051</a>	Sale of Meters	116,855.13	68,287.15	100,000.00	110,523.10	108,333.33	100,000.00
<a href="#">202-575-432052</a>	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
<a href="#">202-575-432053</a>	Water Penalties	322,373.05	325,180.63	252,000.00	238,251.57	325,000.00	300,000.00
<a href="#">202-575-432058</a>	Sale of Merchandise - GovDeals	0.00	0.00	2,500.00	0.00	0.00	2,500.00
<a href="#">202-575-432089</a>	NSF Check Fee	2,750.00	2,500.00	2,500.00	2,175.00	2,708.33	2,500.00
	<b>RevCategory: 432 - Fees Total:</b>	<b>28,981,667.20</b>	<b>30,414,474.71</b>	<b>30,303,800.00</b>	<b>25,246,791.09</b>	<b>30,392,491.66</b>	<b>31,549,500.00</b>

Budget Worksheet Condensed

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

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

**Budget Worksheet Condensed**

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

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

Budget Worksheet Condensed

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

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

**Budget Worksheet Condensed**

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

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

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**Budget Worksheet Condensed**

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

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

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**Budget Worksheet Condensed**

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

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

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**Budget Worksheet Condensed**

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

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

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

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**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.

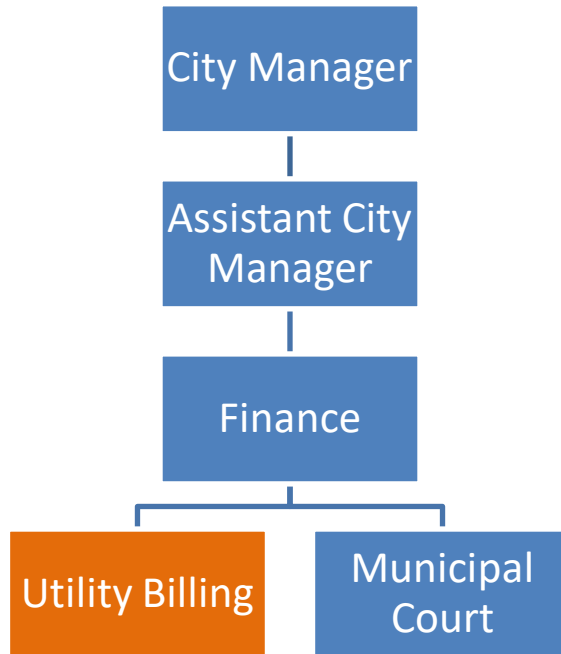
- Policy Value: Quality of life
  - Our goal is to encourage and enlighten our customers on the advantages of opting for the delivery of email-based statements.
  - We believe that this not only simplifies the process of record-keeping but also enhances the overall experience of our customers.
  - We 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.
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- 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	2021-22 Actual	2022-23 Actual	2023-24 Budget	2024-25 Budget
Utility Billing Manager	1	1	1	1
Utility Billing Asst. Manager	1	0	0	0
Senior Utility Billing Specialist	0	1	2	2
Utility Billing Specialist	5	5	5	5
Meter Tech	2	2	2	2
<b>TOTAL POSITIONS</b>	<b>9</b>	<b>9</b>	<b>10</b>	<b>10</b>

## UTILITY BILLING

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

### PROGRAM JUSTIFICATION AND ANALYSIS

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



City of Schertz, TX

# Budget Worksheet Condensed Account Summary

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

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

**Budget Worksheet Condensed**

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

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

**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
<b>Fund: 202 - WATER &amp; SEWER</b>						
<b>Department: 176 - Business Office</b>						
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
<b>Department: 176 - Business Office Total:</b>	<b>1,065,851.19</b>	<b>1,307,450.42</b>	<b>1,393,245.00</b>	<b>930,719.54</b>	<b>1,361,544.00</b>	<b>1,546,654.00</b>
<b>Fund: 202 - WATER &amp; SEWER Total:</b>	<b>1,065,851.19</b>	<b>1,307,450.42</b>	<b>1,393,245.00</b>	<b>930,719.54</b>	<b>1,361,544.00</b>	<b>1,546,654.00</b>
<b>Report Total:</b>	<b>1,065,851.19</b>	<b>1,307,450.42</b>	<b>1,393,245.00</b>	<b>930,719.54</b>	<b>1,361,544.00</b>	<b>1,546,654.00</b>

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

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**DEPARTMENT DESCRIPTION**

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

**GOALS FOR FY 2024-25**

**Strategic Plan Emphasis**

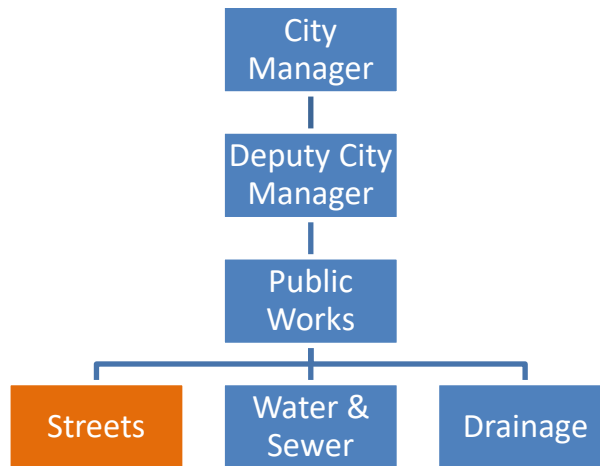
- Policy Values: Safe Community and Essential Services
    - Provides a safe potable water system that maintains adequate pressure and meets all the State rules and regulations.
  
  - Policy Values: Safe Community and Essential Services
    - Provides a safe, sanitary, and reliable wastewater system that meets all State rules and regulations.
  
  - Policy and Operational Values: Essential Services, Fiscally Sustainable, and Proactive
    - Ensure an adequate future water supply, through innovative conservation practices and proactively developing new resources.
  
  - Operational Value: Proactive
    - Proactively engage and empower personnel to strengthen their ability to respond promptly to daily and emergency events.
  
  - Operational Value: Engaged Workforce
-

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

**Project focus for FY 2024-25**

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

**ORGANIZATION CHART**



**WATER AND SEWER ADMINISTRATION**

WATER & SEWER ADMINISTRATION	2021-22 Actual	2022-23 Actual	2023-24 Estimate	2024-25 Budget
Director	1	1	1	1
Water/WW Superintendent	1	1	1	1
Administrative Assistant	1	1	1	2
Service Representative	1	1	1	0
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	15
<b>TOTAL POSITIONS</b>	<b>24</b>	<b>25</b>	<b>25</b>	<b>30</b>

**PERFORMANCE INDICATORS**

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

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

WATER AND SEWER ADMINISTRATION

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

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

**PROGRAM JUSTIFICATION AND ANALYSIS**

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



City of Schertz, TX

# Budget Worksheet Condensed

## Account Summary

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

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

**Budget Worksheet Condensed**

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

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

Budget Worksheet Condensed

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

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

**Budget Worksheet Condensed**

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

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

# FUND: 411 CAPITAL RECOVERY FUND

## WATER

(Water & Sewer)

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### DESCRIPTION

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

### GOALS AND OBJECTIVES

- Ensure the Texas Commission of Environmental Quality (TCEQ) rules and regulations are met for future growth.
  - Continue to improve and provide an efficient and reliable water and wastewater system that meets all 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.
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**PERFORMANCE INDICATORS**

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

**PROGRAM JUSTIFICATION AND ANALYSIS**

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

**Budget Worksheet Condensed**

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

<b>3ExpDepartment;3RevCategor...</b>	<b>2021-22 Total Activity</b>	<b>2022-23 Total Activity</b>	<b>2023-24 Total Budget</b>	<b>2023-24 YTD Activity</b>	<b>2023-24 Projected</b>	<b>2024-25 Proposed Budget</b>
<b>Fund: 411 - CAPITAL RECOVERY - WATER</b>						
<b>Revenue</b>						
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
<b>Revenue Total:</b>	<b>897,871.33</b>	<b>932,899.92</b>	<b>1,222,000.00</b>	<b>1,290,952.33</b>	<b>1,204,450.00</b>	<b>1,226,400.00</b>
<b>Expense</b>						
<b>3ExpFunction: 1 - General Government</b>						
101 - Non Departmental	37,233.55	11,175.25	55,748.00	23,028.10	60,393.66	19,000.00
<b>3ExpFunction: 1 - General Government Total:</b>	<b>37,233.55</b>	<b>11,175.25</b>	<b>55,748.00</b>	<b>23,028.10</b>	<b>60,393.66</b>	<b>19,000.00</b>
<b>3ExpFunction: 9 - Misc &amp; Projects</b>						
900 - Projects	4,230,818.70	455,555.79	0.00	0.00	0.00	0.00
<b>3ExpFunction: 9 - Misc &amp; Projects Total:</b>	<b>4,230,818.70</b>	<b>455,555.79</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Expense Total:</b>	<b>4,268,052.25</b>	<b>466,731.04</b>	<b>55,748.00</b>	<b>23,028.10</b>	<b>60,393.66</b>	<b>19,000.00</b>
<b>Fund: 411 - CAPITAL RECOVERY - WATER Surplus (Deficit):</b>	<b>-3,370,180.92</b>	<b>466,168.88</b>	<b>1,166,252.00</b>	<b>1,267,924.23</b>	<b>1,144,056.34</b>	<b>1,207,400.00</b>

Budget Worksheet Condensed

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

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

Budget Worksheet Condensed

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

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

**Budget Worksheet Condensed**

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

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

# FUND: 421 CAPITAL RECOVERY FUND

## SEWER

(Water & Sewer)

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### DESCRIPTION

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

### GOALS AND OBJECTIVES

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

**PERFORMANCE INDICATORS**

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

**PROGRAM JUSTIFICATION AND ANALYSIS**

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

**Budget Worksheet Condensed**

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

<b>3ExpDepartment;3RevCategor...</b>	<b>2021-22 Total Activity</b>	<b>2022-23 Total Activity</b>	<b>2023-24 Total Budget</b>	<b>2023-24 YTD Activity</b>	<b>2023-24 Projected</b>	<b>2024-25 Proposed Budget</b>
<b>Fund: 421 - CAPITAL RECOVERY - SEWER</b>						
<b>Revenue</b>						
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
<b>Revenue Total:</b>	<b>431,148.02</b>	<b>785,340.70</b>	<b>700,000.00</b>	<b>1,143,269.60</b>	<b>698,749.99</b>	<b>801,000.00</b>
<b>Expense</b>						
<b>3ExpFunction: 1 - General Government</b>						
101 - Non Departmental	21,382.14	19,073.22	67,248.00	58,768.40	72,852.00	33,000.00
<b>3ExpFunction: 1 - General Government Total:</b>	<b>21,382.14</b>	<b>19,073.22</b>	<b>67,248.00</b>	<b>58,768.40</b>	<b>72,852.00</b>	<b>33,000.00</b>
<b>Expense Total:</b>	<b>21,382.14</b>	<b>19,073.22</b>	<b>67,248.00</b>	<b>58,768.40</b>	<b>72,852.00</b>	<b>33,000.00</b>
<b>Fund: 421 - CAPITAL RECOVERY - SEWER Surplus (Deficit):</b>	<b>409,765.88</b>	<b>766,267.48</b>	<b>632,752.00</b>	<b>1,084,501.20</b>	<b>625,897.99</b>	<b>768,000.00</b>

Budget Worksheet Condensed

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

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

Budget Worksheet Condensed

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

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

**Budget Worksheet Condensed**

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

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

# FUND: 204 DRAINAGE FUND

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## DEPARTMENT DESCRIPTION

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

## GOALS FOR FY 2024-25

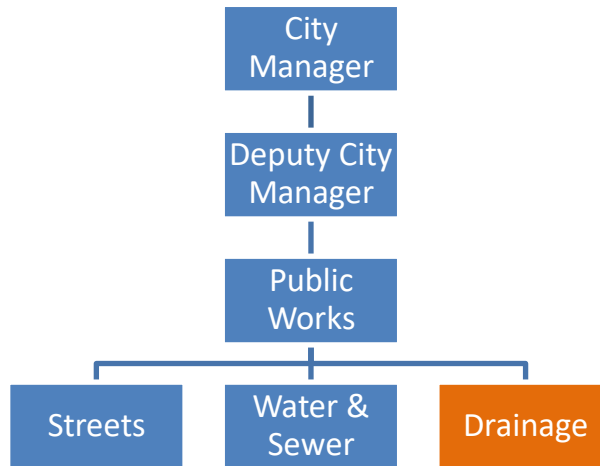
### Strategic Plan Emphasis

- 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
<b>TOTAL POSITIONS</b>	<b>8</b>	<b>8</b>	<b>8</b>	<b>8</b>

**PERFORMANCE INDICATORS**

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

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

PUBLIC WORKS DRAINAGE

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

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

**PROGRAM JUSTIFICATION AND ANALYSIS**

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

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

**Budget Worksheet Condensed**

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

<b>3ExpDepartment;3RevCategor...</b>	<b>2021-22 Total Activity</b>	<b>2022-23 Total Activity</b>	<b>2023-24 Total Budget</b>	<b>2023-24 YTD Activity</b>	<b>2023-24 Projected</b>	<b>2024-25 Proposed Budget</b>
<b>Fund: 204 - DRAINAGE</b>						
<b>Revenue</b>						
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
<b>Revenue Total:</b>	<b>1,291,652.88</b>	<b>1,314,579.56</b>	<b>1,376,623.00</b>	<b>1,167,166.71</b>	<b>1,422,545.76</b>	<b>1,566,283.00</b>
<b>Expense</b>						
<b>3ExpFunction: 5 - Public Works</b>						
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
<b>3ExpFunction: 5 - Public Works Total:</b>	<b>1,047,411.49</b>	<b>1,534,783.31</b>	<b>1,494,207.00</b>	<b>1,080,586.50</b>	<b>1,615,035.14</b>	<b>1,535,862.00</b>
<b>3ExpFunction: 9 - Misc &amp; Projects</b>						
900 - Projects	0.00	0.00	100,000.00	0.00	0.00	100,000.00
<b>3ExpFunction: 9 - Misc &amp; Projects Total:</b>	<b>0.00</b>	<b>0.00</b>	<b>100,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>100,000.00</b>
<b>Expense Total:</b>	<b>1,047,411.49</b>	<b>1,534,783.31</b>	<b>1,594,207.00</b>	<b>1,080,586.50</b>	<b>1,615,035.14</b>	<b>1,635,862.00</b>
<b>Fund: 204 - DRAINAGE Surplus (Deficit):</b>	<b>244,241.39</b>	<b>-220,203.75</b>	<b>-217,584.00</b>	<b>86,580.21</b>	<b>-192,489.38</b>	<b>-69,579.00</b>

**Budget Worksheet Condensed**

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

	2021-22 Total Activity	2022-23 Total Activity	2023-24 Total Budget	2023-24 YTD Activity	2023-24 Projected	2024-25 Proposed Budget
<b>Fund: 204 - DRAINAGE</b>						
<b>RevCategory: 431 - Permits &amp; Licenses</b>						
<a href="#">204-579-431116</a> Floodplain Permit	9,650.00	16,400.00	10,200.00	12,600.00	10,200.00	6,000.00
<b>RevCategory: 431 - Permits &amp; Licenses Total:</b>	<b>9,650.00</b>	<b>16,400.00</b>	<b>10,200.00</b>	<b>12,600.00</b>	<b>10,200.00</b>	<b>6,000.00</b>

**Budget Worksheet Condensed**

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

		<b>2021-22</b>	<b>2022-23</b>	<b>2023-24</b>	<b>2023-24</b>	<b>2023-24</b>	<b>2024-25</b>
		<b>Total Activity</b>	<b>Total Activity</b>	<b>Total Budget</b>	<b>YTD Activity</b>	<b>Projected</b>	<b>Proposed Budget</b>
<b>RevCategory: 432 - Fees</b>							
<a href="#">204-579-432054</a>	Drainage Penalties	9,880.78	10,507.12	9,350.00	7,229.22	9,350.00	10,000.00
<a href="#">204-579-432055</a>	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
	<b>RevCategory: 432 - Fees Total:</b>	<b>1,258,898.99</b>	<b>1,269,021.93</b>	<b>1,321,850.00</b>	<b>1,123,048.74</b>	<b>1,363,516.67</b>	<b>1,510,000.00</b>

**Budget Worksheet Condensed**

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

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

**Budget Worksheet Condensed**

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

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

Budget Worksheet Condensed

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

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

Budget Worksheet Condensed

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

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

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**Budget Worksheet Condensed**

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

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

# FUND: 203 EMERGENCY MEDICAL SERVICES (EMS)

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## **DEPARTMENTAL DESCRIPTION**

Schertz Emergency Medical Services responds to 911 requests for ambulance service across a 230 square mile service area that includes the municipalities of Schertz, Cibolo, Live Oak, Marion, Santa Clara, Selma, Universal City, western Guadalupe County, Comal County Emergency Services District (ESD) #6 (about 25% of Comal County including the City of Garden Ridge) and JBSA Randolph. We also work with individual at-risk patients to 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**

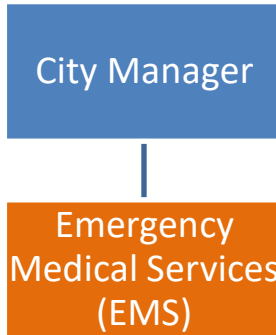
### **Strategic Plan Emphasis**

- 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.
-

**EMERGENCY MEDICAL SERVICES (EMS)**

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

**ORGANIZATIONAL CHART**



EMS	2021-22 Actual	2022-23 Actual	2023-24 Estimate	2024-25 Budget
Chief	1	1	1	1
Assistant Chief - Operations	1	1	1	1
Assistant Chief - Clinical	1	1	1	1
Community Health Coordinator	1	1	1	1
Training Coordinator	1	1	1	1
Office Manager	1	1	1	1
Instructor	1	1	1	1
Administrative Asst.	1	1	1	1
Billing Specialist	3	3	3	3
EMS Battalion Chief	3	3	3	4
Field Training Officer	3	3	3	0
Lieutenant	3	3	3	6
MIH Paramedic	1	1	1	1
Paramedic	30	30	32	36
EMT	6	6	12	10
P/T Paramedics	15	15	15	15
P/T EMT	5	5	5	5
P/T Supply Coordinator	1	1	1	1
<b>TOTAL POSITIONS</b>	<b>78</b>	<b>78</b>	<b>86</b>	<b>89</b>

EMERGENCY MEDICAL SERVICES (EMS)

**PERFORMANCE INDICATORS**

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

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

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

EMERGENCY MEDICAL SERVICES (EMS)

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

**PROGRAM JUSTIFICATION AND ANALYSIS**

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

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

**Budget Worksheet Condensed**

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

<b>3ExpDepartment;3RevCategor...</b>	<b>2021-22 Total Activity</b>	<b>2022-23 Total Activity</b>	<b>2023-24 Total Budget</b>	<b>2023-24 YTD Activity</b>	<b>2023-24 Projected</b>	<b>2024-25 Proposed Budget</b>
<b>Fund: 203 - EMS</b>						
<b>Revenue</b>						
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
<b>Revenue Total:</b>	<b>12,003,147.22</b>	<b>12,730,094.65</b>	<b>12,860,223.01</b>	<b>10,072,828.89</b>	<b>13,268,038.93</b>	<b>15,070,943.89</b>
<b>Expense</b>						
<b>3ExpFunction: 2 - Public Safety</b>						
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
<b>3ExpFunction: 2 - Public Safety Total:</b>	<b>10,684,903.47</b>	<b>13,133,610.69</b>	<b>13,640,835.49</b>	<b>11,051,155.20</b>	<b>14,228,306.01</b>	<b>15,371,821.98</b>
<b>Expense Total:</b>	<b>10,684,903.47</b>	<b>13,133,610.69</b>	<b>13,640,835.49</b>	<b>11,051,155.20</b>	<b>14,228,306.01</b>	<b>15,371,821.98</b>
<b>Fund: 203 - EMS Surplus (Deficit):</b>	<b>1,318,243.75</b>	<b>-403,516.04</b>	<b>-780,612.48</b>	<b>-978,326.31</b>	<b>-960,267.08</b>	<b>-300,878.09</b>

**Budget Worksheet Condensed**

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

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

Budget Worksheet Condensed

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

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

**Budget Worksheet Condensed**

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

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

**Budget Worksheet Condensed**

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

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

Budget Worksheet Condensed

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

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

Budget Worksheet Condensed

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

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

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Budget Worksheet Condensed

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

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

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# DEPARTMENT: ECONOMIC DEVELOPMENT CORPORATION

FUND: 620 CITY OF SCHERTZ ECONOMIC DEVELOPMENT CORPORATION

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## 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.
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**ECONOMIC DEVELOPMENT**

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- 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	1
<b>TOTAL POSITIONS</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>

**PERFORMANCE INDICATORS**

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

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

**PROGRAM JUSTIFICATION AND ANALYSIS**

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

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

## ECONOMIC DEVELOPMENT

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

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

**Budget Worksheet Condensed**

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

<b>3ExpDepartment;3RevCategor...</b>	<b>2021-22 Total Activity</b>	<b>2022-23 Total Activity</b>	<b>2023-24 Total Budget</b>	<b>2023-24 YTD Activity</b>	<b>2023-24 Projected</b>	<b>2024-25 Proposed Budget</b>
<b>Fund: 620 - SED CORPORATION</b>						
<b>Revenue</b>						
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
<b>Revenue Total:</b>	<b>6,226,982.17</b>	<b>7,811,287.70</b>	<b>8,407,000.00</b>	<b>6,681,724.23</b>	<b>0.00</b>	<b>8,343,000.00</b>
<b>Expense</b>						
<b>3ExpFunction: 1 - General Government</b>						
101 - Non Departmental	1,240,000.00	81,944.29	11,677,510.00	58,984.70	0.00	2,750,000.00
<b>3ExpFunction: 1 - General Government Total:</b>	<b>1,240,000.00</b>	<b>81,944.29</b>	<b>11,677,510.00</b>	<b>58,984.70</b>	<b>0.00</b>	<b>2,750,000.00</b>
<b>3ExpFunction: 9 - Misc &amp; Projects</b>						
966 - Economic Development	750,084.06	776,639.58	1,307,543.00	809,898.75	193,960.29	1,369,740.00
<b>3ExpFunction: 9 - Misc &amp; Projects Total:</b>	<b>750,084.06</b>	<b>776,639.58</b>	<b>1,307,543.00</b>	<b>809,898.75</b>	<b>193,960.29</b>	<b>1,369,740.00</b>
<b>Expense Total:</b>	<b>1,990,084.06</b>	<b>858,583.87</b>	<b>12,985,053.00</b>	<b>868,883.45</b>	<b>193,960.29</b>	<b>4,119,740.00</b>
<b>Fund: 620 - SED CORPORATION Surplus (Deficit):</b>	<b>4,236,898.11</b>	<b>6,952,703.83</b>	<b>-4,578,053.00</b>	<b>5,812,840.78</b>	<b>-193,960.29</b>	<b>4,223,260.00</b>
<b>Report Surplus (Deficit):</b>	<b>7,372,671.02</b>	<b>21,699,231.71</b>	<b>-1,301,771.26</b>	<b>15,879,978.80</b>	<b>185,588.67</b>	<b>5,303,877.91</b>



City of Schertz, TX

# Budget Worksheet Condensed

## Account Summary

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

		2021-22	2022-23	2023-24	2023-24	2023-24	2024-25
		Total Activity	Total Activity	Total Budget	YTD Activity	Projected	Proposed Budget
<b>Fund: 620 - SED CORPORATION</b>							
<b>RevCategory: 411 - Taxes</b>							
<a href="#">620-101-411500</a>	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
	<b>RevCategory: 411 - Taxes Total:</b>	<b>6,025,703.00</b>	<b>6,548,940.92</b>	<b>7,092,000.00</b>	<b>5,116,110.27</b>	<b>0.00</b>	<b>7,083,000.00</b>

**Budget Worksheet Condensed**

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

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

**Budget Worksheet Condensed**

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

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

**Budget Worksheet Condensed**

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

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



City of Schertz, TX

# Budget Worksheet Condensed

## Account Summary

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

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

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**Budget Worksheet Condensed**

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

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

# FUND: 106 SPECIAL EVENTS

## DESCRIPTION

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

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

## PROGRAM JUSTIFICATION AND ANALYSIS

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

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



City of Schertz, TX

# Budget Worksheet Condensed Group Summary

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

3ExpDepartment;3RevCategor...	2021-22 Total Activity	2022-23 Total Activity	2023-24 Total Budget	2023-24 YTD Activity	2023-24 Projected	2024-25 Proposed Budget
<b>Fund: 106 - SPECIAL EVENTS FUND</b>						
<b>Revenue</b>						
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
<b>Revenue Total:</b>	<b>47,441.86</b>	<b>63,252.78</b>	<b>45,000.00</b>	<b>62,954.07</b>	<b>63,591.23</b>	<b>55,000.00</b>
<b>Expense</b>						
<b>3ExpFunction: 6 - Cultural</b>						
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
<b>3ExpFunction: 6 - Cultural Total:</b>	<b>29,568.22</b>	<b>47,749.33</b>	<b>45,000.00</b>	<b>52,975.92</b>	<b>44,189.97</b>	<b>55,000.00</b>
<b>Expense Total:</b>	<b>29,568.22</b>	<b>47,749.33</b>	<b>45,000.00</b>	<b>52,975.92</b>	<b>44,189.97</b>	<b>55,000.00</b>
<b>Fund: 106 - SPECIAL EVENTS FUND Surplus (Deficit):</b>	<b>17,873.64</b>	<b>15,503.45</b>	<b>0.00</b>	<b>9,978.15</b>	<b>19,401.26</b>	<b>0.00</b>



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
<b>Fund: 106 - SPECIAL EVENTS FUND</b>						
<b>RevCategory: 480 - Fund Charges/Transfers</b>						
<u>106-101-480101</u> Transfer In - General Fund	-146.72	146.72	0.00	0.00	0.00	0.00
<b>RevCategory: 480 - Fund Charges/Transfers Total:</b>	<b>-146.72</b>	<b>146.72</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

**Budget Worksheet Condensed**

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

	2021-22 Total Activity	2022-23 Total Activity	2023-24 Total Budget	2023-24 YTD Activity	2023-24 Projected	2024-25 Proposed Budget
<b>RevCategory: 491 - Investment Income</b>						
<a href="#">106-101-491200</a> Investment Income	147.24	891.43	0.00	802.84	0.00	0.00
<b>RevCategory: 491 - Investment Income Total:</b>	<b>147.24</b>	<b>891.43</b>	<b>0.00</b>	<b>802.84</b>	<b>0.00</b>	<b>0.00</b>

Budget Worksheet Condensed

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

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



City of Schertz, TX

# Budget Worksheet Condensed

## Account Summary

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

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

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

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## DESCRIPTION

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

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

## PROGRAM JUSTIFICATION AND ANALYSIS

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

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

**Budget Worksheet Condensed**

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

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

**Budget Worksheet Condensed**

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

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

**Budget Worksheet Condensed**

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

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

# FUND: 314 HOTEL/MOTEL OCCUPANCY TAX

## DESCRIPTION

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

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

## PROGRAM JUSTIFICATION AND ANALYSIS

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

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

**Budget Worksheet Condensed**

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

3ExpDepartment;3RevCategor...	2021-22 Total Activity	2022-23 Total Activity	2023-24 Total Budget	2023-24 YTD Activity	2023-24 Projected	2024-25 Proposed Budget
<b>Fund: 314 - HOTEL TAX</b>						
<b>Revenue</b>						
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
<b>Revenue Total:</b>	<b>818,714.88</b>	<b>1,152,633.33</b>	<b>901,500.00</b>	<b>822,353.14</b>	<b>1,163,499.99</b>	<b>1,226,500.00</b>
<b>Expense</b>						
<b>3ExpFunction: 1 - General Government</b>						
101 - Non Departmental	288,302.10	181,398.27	260,865.00	165,434.24	230,594.01	130,322.00
<b>3ExpFunction: 1 - General Government Total:</b>	<b>288,302.10</b>	<b>181,398.27</b>	<b>260,865.00</b>	<b>165,434.24</b>	<b>230,594.01</b>	<b>130,322.00</b>
<b>3ExpFunction: 9 - Misc &amp; Projects</b>						
900 - Projects	1,185,509.84	1,440.00	0.00	0.00	45,973.42	0.00
<b>3ExpFunction: 9 - Misc &amp; Projects Total:</b>	<b>1,185,509.84</b>	<b>1,440.00</b>	<b>0.00</b>	<b>0.00</b>	<b>45,973.42</b>	<b>0.00</b>
<b>Expense Total:</b>	<b>1,473,811.94</b>	<b>182,838.27</b>	<b>260,865.00</b>	<b>165,434.24</b>	<b>276,567.43</b>	<b>130,322.00</b>
<b>Fund: 314 - HOTEL TAX Surplus (Deficit):</b>	<b>-655,097.06</b>	<b>969,795.06</b>	<b>640,635.00</b>	<b>656,918.90</b>	<b>886,932.56</b>	<b>1,096,178.00</b>

**Budget Worksheet Condensed**

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

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

**Budget Worksheet Condensed**

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

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

**Budget Worksheet Condensed**

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

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

**Budget Worksheet Condensed**

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

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

# FUND: 317 PARK FUND

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## DESCRIPTION

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

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

## PROGRAM JUSTIFICATION AND ANALYSIS

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

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

**Budget Worksheet Condensed**

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

3ExpDepartment;3RevCategor...	2021-22 Total Activity	2022-23 Total Activity	2023-24 Total Budget	2023-24 YTD Activity	2023-24 Projected	2024-25 Proposed Budget
<b>Fund: 317 - PARK FUND</b>						
<b>Revenue</b>						
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
<b>Revenue Total:</b>	<b>2,194.71</b>	<b>212,557.67</b>	<b>100,000.00</b>	<b>211,699.26</b>	<b>67,329.17</b>	<b>154,750.00</b>
<b>Expense</b>						
<b>3ExpFunction: 3 - Public Environment</b>						
301 - Parkland Dedication	27,690.02	387,069.00	100,000.00	0.00	419,324.75	100,000.00
<b>3ExpFunction: 3 - Public Environment Total:</b>	<b>27,690.02</b>	<b>387,069.00</b>	<b>100,000.00</b>	<b>0.00</b>	<b>419,324.75</b>	<b>100,000.00</b>
<b>Expense Total:</b>	<b>27,690.02</b>	<b>387,069.00</b>	<b>100,000.00</b>	<b>0.00</b>	<b>419,324.75</b>	<b>100,000.00</b>
<b>Fund: 317 - PARK FUND Surplus (Deficit):</b>	<b>-25,495.31</b>	<b>-174,511.33</b>	<b>0.00</b>	<b>211,699.26</b>	<b>-351,995.58</b>	<b>54,750.00</b>

Budget Worksheet Condensed

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

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

Budget Worksheet Condensed

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

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

**Budget Worksheet Condensed**

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

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

# FUND: 319 TREE MITIGATION

## DESCRIPTION

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

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

## PROGRAM JUSTIFICATION AND ANALYSIS

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

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

**Budget Worksheet Condensed**

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

<b>3ExpDepartment;3RevCategor...</b>	<b>2021-22 Total Activity</b>	<b>2022-23 Total Activity</b>	<b>2023-24 Total Budget</b>	<b>2023-24 YTD Activity</b>	<b>2023-24 Projected</b>	<b>2024-25 Proposed Budget</b>
<b>Fund: 319 - TREE MITIGATION</b>						
<b>Revenue</b>						
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
<b>Revenue Total:</b>	<b>142,274.04</b>	<b>83,664.36</b>	<b>85,750.00</b>	<b>600,056.90</b>	<b>108,983.33</b>	<b>149,250.00</b>
<b>Expense</b>						
<b>3ExpFunction: 3 - Public Environment</b>						
302 - Tree Mitigation	82,110.00	93,030.29	75,000.00	38,929.00	75,833.33	85,000.00
<b>3ExpFunction: 3 - Public Environment Total:</b>	<b>82,110.00</b>	<b>93,030.29</b>	<b>75,000.00</b>	<b>38,929.00</b>	<b>75,833.33</b>	<b>85,000.00</b>
<b>Expense Total:</b>	<b>82,110.00</b>	<b>93,030.29</b>	<b>75,000.00</b>	<b>38,929.00</b>	<b>75,833.33</b>	<b>85,000.00</b>
<b>Fund: 319 - TREE MITIGATION Surplus (Deficit):</b>	<b>60,164.04</b>	<b>-9,365.93</b>	<b>10,750.00</b>	<b>561,127.90</b>	<b>33,150.00</b>	<b>64,250.00</b>

Budget Worksheet Condensed

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

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

Budget Worksheet Condensed

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

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

Budget Worksheet Condensed

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

		2021-22	2022-23	2023-24	2023-24	2023-24	2024-25
		Total Activity	Total Activity	Total Budget	YTD Activity	Projected	Proposed Budget
<b>Fund: 319 - TREE MITIGATION</b>							
<a href="#">319-302-551111</a>	Trees	82,110.00	93,030.29	75,000.00	38,929.00	75,833.33	85,000.00
<b>Fund: 319 - TREE MITIGATION Total:</b>		<b>82,110.00</b>	<b>93,030.29</b>	<b>75,000.00</b>	<b>38,929.00</b>	<b>75,833.33</b>	<b>85,000.00</b>

# FUND: 431 ROADWAY IMPACT FEE AREA 1

## DESCRIPTION

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

## PERFORMANCE INDICATORS

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

## PROGRAM JUSTIFICATION AND ANALYSIS

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

**Budget Worksheet Condensed**

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

3ExpDepartment;3RevCategor...	2021-22 Total Activity	2022-23 Total Activity	2023-24 Total Budget	2023-24 YTD Activity	2023-24 Projected	2024-25 Proposed Budget
<b>Fund: 431 - CAP RCVRY-RDWYS AREA 1</b>						
<b>Revenue</b>						
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
<b>Revenue Total:</b>	<b>258,907.21</b>	<b>343,689.43</b>	<b>325,175.00</b>	<b>363,297.00</b>	<b>336,022.92</b>	<b>355,300.00</b>
<b>Expense</b>						
<b>3ExpFunction: 1 - General Government</b>						
101 - Non Departmental	1,358.50	0.00	0.00	0.00	5,416.67	5,000.00
<b>3ExpFunction: 1 - General Government Total:</b>	<b>1,358.50</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>5,416.67</b>	<b>5,000.00</b>
<b>3ExpFunction: 9 - Misc &amp; Projects</b>						
900 - Projects	0.00	88,172.99	5,000.00	0.00	113,588.58	0.00
<b>3ExpFunction: 9 - Misc &amp; Projects Total:</b>	<b>0.00</b>	<b>88,172.99</b>	<b>5,000.00</b>	<b>0.00</b>	<b>113,588.58</b>	<b>0.00</b>
<b>Expense Total:</b>	<b>1,358.50</b>	<b>88,172.99</b>	<b>5,000.00</b>	<b>0.00</b>	<b>119,005.25</b>	<b>5,000.00</b>
<b>Fund: 431 - CAP RCVRY-RDWYS AREA 1 Surplus (Deficit):</b>	<b>257,548.71</b>	<b>255,516.44</b>	<b>320,175.00</b>	<b>363,297.00</b>	<b>217,017.67</b>	<b>350,300.00</b>

**Budget Worksheet Condensed**

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

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

Budget Worksheet Condensed

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

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

**Budget Worksheet Condensed**

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

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

# FUND: 432 ROADWAY IMPACT FEE AREA 2

## DESCRIPTION

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

## PERFORMANCE INDICATORS

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

## PROGRAM JUSTIFICATION AND ANALYSIS

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

**Budget Worksheet Condensed**

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

3ExpDepartment;3RevCategor...	2021-22 Total Activity	2022-23 Total Activity	2023-24 Total Budget	2023-24 YTD Activity	2023-24 Projected	2024-25 Proposed Budget
<b>Fund: 432 - CAP RCVRY-RDWYS AREA 2</b>						
<b>Revenue</b>						
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
<b>Revenue Total:</b>	<b>345,736.67</b>	<b>219,515.20</b>	<b>245,650.00</b>	<b>172,220.91</b>	<b>263,954.17</b>	<b>227,650.00</b>
<b>Expense</b>						
<b>3ExpFunction: 1 - General Government</b>						
101 - Non Departmental	52,484.37	102,494.88	85,000.00	57,305.25	116,452.92	105,000.00
<b>3ExpFunction: 1 - General Government Total:</b>	<b>52,484.37</b>	<b>102,494.88</b>	<b>85,000.00</b>	<b>57,305.25</b>	<b>116,452.92</b>	<b>105,000.00</b>
<b>Expense Total:</b>	<b>52,484.37</b>	<b>102,494.88</b>	<b>85,000.00</b>	<b>57,305.25</b>	<b>116,452.92</b>	<b>105,000.00</b>
<b>Fund: 432 - CAP RCVRY-RDWYS AREA 2 Surplus (Deficit):</b>	<b>293,252.30</b>	<b>117,020.32</b>	<b>160,650.00</b>	<b>114,915.66</b>	<b>147,501.25</b>	<b>122,650.00</b>

**Budget Worksheet Condensed**

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

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

Budget Worksheet Condensed

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

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

**Budget Worksheet Condensed**

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

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

# FUND: 433 ROADWAY IMPACT FEE AREA 3

## DESCRIPTION

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

## PERFORMANCE INDICATORS

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

## PROGRAM JUSTIFICATION AND ANALYSIS

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

**Budget Worksheet Condensed**

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

<b>3ExpDepartment;3RevCategor...</b>	<b>2021-22 Total Activity</b>	<b>2022-23 Total Activity</b>	<b>2023-24 Total Budget</b>	<b>2023-24 YTD Activity</b>	<b>2023-24 Projected</b>	<b>2024-25 Proposed Budget</b>
<b>Fund: 433 - CAP RCVRY-RDWYS AREA 3</b>						
<b>Revenue</b>						
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
<b>Revenue Total:</b>	<b>214,108.43</b>	<b>231,442.13</b>	<b>350,250.00</b>	<b>891,842.99</b>	<b>390,325.00</b>	<b>425,250.00</b>
<b>Expense</b>						
<b>3ExpFunction: 1 - General Government</b>						
101 - Non Departmental	3,337.50	0.00	5,000.00	0.00	5,416.67	5,000.00
<b>3ExpFunction: 1 - General Government Total:</b>	<b>3,337.50</b>	<b>0.00</b>	<b>5,000.00</b>	<b>0.00</b>	<b>5,416.67</b>	<b>5,000.00</b>
<b>3ExpFunction: 9 - Misc &amp; Projects</b>						
900 - Projects	0.00	152,020.75	0.00	0.00	164,689.42	0.00
<b>3ExpFunction: 9 - Misc &amp; Projects Total:</b>	<b>0.00</b>	<b>152,020.75</b>	<b>0.00</b>	<b>0.00</b>	<b>164,689.42</b>	<b>0.00</b>
<b>Expense Total:</b>	<b>3,337.50</b>	<b>152,020.75</b>	<b>5,000.00</b>	<b>0.00</b>	<b>170,106.09</b>	<b>5,000.00</b>
<b>Fund: 433 - CAP RCVRY-RDWYS AREA 3 Surplus (Deficit):</b>	<b>210,770.93</b>	<b>79,421.38</b>	<b>345,250.00</b>	<b>891,842.99</b>	<b>220,218.91</b>	<b>420,250.00</b>

**Budget Worksheet Condensed**

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

	2021-22 Total Activity	2022-23 Total Activity	2023-24 Total Budget	2023-24 YTD Activity	2023-24 Projected	2024-25 Proposed Budget
<b>Fund: 433 - CAP RCVRY-RDWYS AREA 3</b>						
<b>RevCategory: 432 - Fees</b>						
<a href="#">433-173-432032</a> Cap Rcvry-RoadwaysSrvArea 3	204,433.00	168,500.00	300,000.00	812,857.50	335,833.33	350,000.00
<b>RevCategory: 432 - Fees Total:</b>	<b>204,433.00</b>	<b>168,500.00</b>	<b>300,000.00</b>	<b>812,857.50</b>	<b>335,833.33</b>	<b>350,000.00</b>

Budget Worksheet Condensed

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

	2021-22 Total Activity	2022-23 Total Activity	2023-24 Total Budget	2023-24 YTD Activity	2023-24 Projected	2024-25 Proposed Budget
<b>RevCategory: 491 - Investment Income</b>						
<a href="#">433-101-491000</a> Interest Earned	30.59	191.91	250.00	214.23	325.00	250.00
<a href="#">433-101-491200</a> Investment Income	9,644.84	62,750.22	50,000.00	78,771.26	54,166.67	75,000.00
<b>RevCategory: 491 - Investment Income Total:</b>	<b>9,675.43</b>	<b>62,942.13</b>	<b>50,250.00</b>	<b>78,985.49</b>	<b>54,491.67</b>	<b>75,250.00</b>
<b>Fund: 433 - CAP RCVRY-RDWYS AREA 3 Total:</b>	<b>214,108.43</b>	<b>231,442.13</b>	<b>350,250.00</b>	<b>891,842.99</b>	<b>390,325.00</b>	<b>425,250.00</b>

**Budget Worksheet Condensed**

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

	2021-22 Total Activity	2022-23 Total Activity	2023-24 Total Budget	2023-24 YTD Activity	2023-24 Projected	2024-25 Proposed Budget
<b>Fund: 433 - CAP RCVRY-RDWYS AREA 3</b>						
<a href="#">433-101-541017</a> Professional Services	3,337.50	0.00	5,000.00	0.00	5,416.67	5,000.00
<a href="#">433-900-581008</a> Land/ROW/Easements Purchase	0.00	152,020.75	0.00	0.00	164,689.42	0.00
<b>Fund: 433 - CAP RCVRY-RDWYS AREA 3 Total:</b>	<b>3,337.50</b>	<b>152,020.75</b>	<b>5,000.00</b>	<b>0.00</b>	<b>170,106.09</b>	<b>5,000.00</b>

# FUND: 434 ROADWAY IMPACT FEE AREA 4

## DESCRIPTION

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

## PERFORMANCE INDICATORS

Budget	2021-22 Actual	2022-23 Actual	2023-24 Estimate	2024-25 Budget
<i>Revenue</i>				
Fees	\$0	\$0	\$0	\$3,000
Investment Income	79	350	390	315
<i>Total</i>	<i>\$79</i>	<i>\$350</i>	<i>\$390</i>	<i>\$3,315</i>
<i>Expenses</i>				
Professional Services	\$3,338	\$0	\$3,250	\$3,000
<i>Total</i>	<i>\$3,338</i>	<i>\$0</i>	<i>\$3,250</i>	<i>\$3,000</i>
<i>Over/-Under</i>	<i>-\$3,259</i>	<i>\$350</i>	<i>-\$2,860</i>	<i>\$315</i>

## PROGRAM JUSTIFICATION AND ANALYSIS

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

**Budget Worksheet Condensed**

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

<b>3ExpDepartment;3RevCategor...</b>	<b>2021-22 Total Activity</b>	<b>2022-23 Total Activity</b>	<b>2023-24 Total Budget</b>	<b>2023-24 YTD Activity</b>	<b>2023-24 Projected</b>	<b>2024-25 Proposed Budget</b>
<b>Fund: 434 - CAP RCVRY-RDWYS AREA 4</b>						
<b>Revenue</b>						
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
<b>Revenue Total:</b>	<b>79.23</b>	<b>349.85</b>	<b>3,360.00</b>	<b>270.99</b>	<b>390.00</b>	<b>3,315.00</b>
<b>Expense</b>						
<b>3ExpFunction: 1 - General Government</b>						
101 - Non Departmental	3,337.50	0.00	3,000.00	0.00	3,250.00	3,000.00
<b>3ExpFunction: 1 - General Government Total:</b>	<b>3,337.50</b>	<b>0.00</b>	<b>3,000.00</b>	<b>0.00</b>	<b>3,250.00</b>	<b>3,000.00</b>
<b>Expense Total:</b>	<b>3,337.50</b>	<b>0.00</b>	<b>3,000.00</b>	<b>0.00</b>	<b>3,250.00</b>	<b>3,000.00</b>
<b>Fund: 434 - CAP RCVRY-RDWYS AREA 4 Surplus (Deficit):</b>	<b>-3,258.27</b>	<b>349.85</b>	<b>360.00</b>	<b>270.99</b>	<b>-2,860.00</b>	<b>315.00</b>

**Budget Worksheet Condensed**

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

	2021-22 Total Activity	2022-23 Total Activity	2023-24 Total Budget	2023-24 YTD Activity	2023-24 Projected	2024-25 Proposed Budget
<b>Fund: 434 - CAP RCVRY-RDWYS AREA 4</b>						
<b>RevCategory: 432 - Fees</b>						
<a href="#">434-359-432033</a> Cap Rcvry-RoadwaysSrvArea 4	0.00	0.00	3,000.00	0.00	0.00	3,000.00
<b>RevCategory: 432 - Fees Total:</b>	<b>0.00</b>	<b>0.00</b>	<b>3,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>3,000.00</b>

Budget Worksheet Condensed

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

		2021-22 Total Activity	2022-23 Total Activity	2023-24 Total Budget	2023-24 YTD Activity	2023-24 Projected	2024-25 Proposed Budget
<b>RevCategory: 491 - Investment Income</b>							
<a href="#">434-101-491000</a>	Interest Earned	2.76	2.38	10.00	0.07	10.83	15.00
<a href="#">434-101-491200</a>	Investment Income	76.47	347.47	350.00	270.92	379.17	300.00
	<b>RevCategory: 491 - Investment Income Total:</b>	<b>79.23</b>	<b>349.85</b>	<b>360.00</b>	<b>270.99</b>	<b>390.00</b>	<b>315.00</b>
	<b>Fund: 434 - CAP RCVRY-RDWYS AREA 4 Total:</b>	<b>79.23</b>	<b>349.85</b>	<b>3,360.00</b>	<b>270.99</b>	<b>390.00</b>	<b>3,315.00</b>

**Budget Worksheet Condensed**

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

	2021-22 Total Activity	2022-23 Total Activity	2023-24 Total Budget	2023-24 YTD Activity	2023-24 Projected	2024-25 Proposed Budget
<b>Fund: 434 - CAP RCVRY-RDWYS AREA 4</b>						
<a href="#">434-101-541017</a> Professional Services	3,337.50	0.00	3,000.00	0.00	3,250.00	3,000.00
<b>Fund: 434 - CAP RCVRY-RDWYS AREA 4 Total:</b>	<b>3,337.50</b>	<b>0.00</b>	<b>3,000.00</b>	<b>0.00</b>	<b>3,250.00</b>	<b>3,000.00</b>

# FUND: 609 LIBRARY FUND

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## DESCRIPTION

The purpose of the Library Advisory Board is to provide citizen input to the City of Schertz on Library policy and operation and to raise community awareness of the library and its services. The Library Advisory Board oversees various fund-raising activities including the operation of the Read Before Bookstore and book consignment sales with all proceeds providing supplementary funding for library materials, programs, projects and building enhancements.

Budget	2021-22 Actual	2022-23 Actual	2023-24 Estimate	2024-25 Budget
<i>Revenue</i>				
Fees	\$18,292	\$20,318	\$20,000	\$20,000
Fund Transfers	0	0	4,800	0
Investment Income	545	3,464	2,200	1,500
Miscellaneous	507	8	3	0
<i>Total</i>	<i>\$19,344</i>	<i>\$23,789</i>	<i>\$27,003</i>	<i>\$21,500</i>
<i>Expenses</i>				
Supplies and Equipment	\$5,457	\$9,498	\$6,200	\$3,500
Operating Expenses	8,883	7,625	14,000	18,000
Capital Outlay	0	0	6,585	0
<i>Total</i>	<i>\$14,340</i>	<i>\$17,123</i>	<i>\$26,785</i>	<i>\$21,500</i>
<i>Over/-Under</i>	<i>\$5,004</i>	<i>\$6,666</i>	<i>\$218</i>	<i>\$0</i>

## PROGRAM JUSTIFICATION AND ANALYSIS

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

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

**Budget Worksheet Condensed**

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

<b>3ExpDepartment;3RevCategor...</b>	<b>2021-22 Total Activity</b>	<b>2022-23 Total Activity</b>	<b>2023-24 Total Budget</b>	<b>2023-24 YTD Activity</b>	<b>2023-24 Projected</b>	<b>2024-25 Proposed Budget</b>
<b>Fund: 609 - LIBRARY BOARD</b>						
<b>Revenue</b>						
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
<b>Revenue Total:</b>	<b>19,344.30</b>	<b>23,789.09</b>	<b>29,200.00</b>	<b>17,857.76</b>	<b>27,003.20</b>	<b>21,500.00</b>
<b>Expense</b>						
<b>3ExpFunction: 1 - General Government</b>						
101 - Non Departmental	14,339.89	17,123.12	29,200.00	22,720.29	26,785.00	21,500.00
<b>3ExpFunction: 1 - General Government Total:</b>	<b>14,339.89</b>	<b>17,123.12</b>	<b>29,200.00</b>	<b>22,720.29</b>	<b>26,785.00</b>	<b>21,500.00</b>
<b>Expense Total:</b>	<b>14,339.89</b>	<b>17,123.12</b>	<b>29,200.00</b>	<b>22,720.29</b>	<b>26,785.00</b>	<b>21,500.00</b>
<b>Fund: 609 - LIBRARY BOARD Surplus (Deficit):</b>	<b>5,004.41</b>	<b>6,665.97</b>	<b>0.00</b>	<b>-4,862.53</b>	<b>218.20</b>	<b>0.00</b>

Budget Worksheet Condensed

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

		2021-22	2022-23	2023-24	2023-24	2023-24	2024-25
		Total Activity	Total Activity	Total Budget	YTD Activity	Projected	Proposed Budget
<b>Fund: 609 - LIBRARY BOARD</b>							
<b>RevCategory: 432 - Fees</b>							
<a href="#">609-101-432057</a>	Sale of Merchandise	18,292.10	20,317.69	20,000.00	14,718.81	20,000.00	20,000.00
	<b>RevCategory: 432 - Fees Total:</b>	<b>18,292.10</b>	<b>20,317.69</b>	<b>20,000.00</b>	<b>14,718.81</b>	<b>20,000.00</b>	<b>20,000.00</b>

**Budget Worksheet Condensed**

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

	2021-22 Total Activity	2022-23 Total Activity	2023-24 Total Budget	2023-24 YTD Activity	2023-24 Projected	2024-25 Proposed Budget
<b>RevCategory: 480 - Fund Charges/Transfers</b>						
<a href="#">609-101-480002</a> Transfer In - Reserves	0.00	0.00	8,000.00	0.00	4,800.00	0.00
<b>RevCategory: 480 - Fund Charges/Transfers Total:</b>	<b>0.00</b>	<b>0.00</b>	<b>8,000.00</b>	<b>0.00</b>	<b>4,800.00</b>	<b>0.00</b>

**Budget Worksheet Condensed**

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

		2021-22 Total Activity	2022-23 Total Activity	2023-24 Total Budget	2023-24 YTD Activity	2023-24 Projected	2024-25 Proposed Budget
<b>RevCategory: 491 - Investment Income</b>							
<a href="#">609-101-491000</a>	Interest Earned	151.63	1,081.37	300.00	977.54	700.00	500.00
<a href="#">609-101-491200</a>	Investment Income	393.63	2,382.36	900.00	2,145.60	1,500.00	1,000.00
	<b>RevCategory: 491 - Investment Income Total:</b>	<b>545.26</b>	<b>3,463.73</b>	<b>1,200.00</b>	<b>3,123.14</b>	<b>2,200.00</b>	<b>1,500.00</b>

Budget Worksheet Condensed

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

	2021-22 Total Activity	2022-23 Total Activity	2023-24 Total Budget	2023-24 YTD Activity	2023-24 Projected	2024-25 Proposed Budget
<b>RevCategory: 497 - Miscellaneous</b>						
<a href="#">609-101-497000</a> Miscellaneous Income	6.94	7.67	0.00	15.81	3.20	0.00
<a href="#">609-101-497002</a> Donations	500.00	0.00	0.00	0.00	0.00	0.00
<b>RevCategory: 497 - Miscellaneous Total:</b>	<b>506.94</b>	<b>7.67</b>	<b>0.00</b>	<b>15.81</b>	<b>3.20</b>	<b>0.00</b>
<b>Fund: 609 - LIBRARY BOARD Total:</b>	<b>19,344.30</b>	<b>23,789.09</b>	<b>29,200.00</b>	<b>17,857.76</b>	<b>27,003.20</b>	<b>21,500.00</b>

**Budget Worksheet Condensed**

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

		<b>2021-22</b>	<b>2022-23</b>	<b>2023-24</b>	<b>2023-24</b>	<b>2023-24</b>	<b>2024-25</b>
		<b>Total Activity</b>	<b>Total Activity</b>	<b>Total Budget</b>	<b>YTD Activity</b>	<b>Projected</b>	<b>Proposed Budget</b>
<b>Fund: 609 - LIBRARY BOARD</b>							
<a href="#">609-101-521000</a>	Operating Supplies	132.76	176.78	200.00	0.00	200.00	500.00
<a href="#">609-101-521708</a>	Furniture & Fixtures	0.00	0.00	0.00	0.00	0.00	500.00
<a href="#">609-101-521718</a>	Library Materials Less \$5,000	5,324.20	9,321.28	8,000.00	4,500.00	6,000.00	2,500.00
<a href="#">609-101-534007</a>	Special Events - Expenses	8,882.93	7,625.06	14,000.00	11,635.29	14,000.00	18,000.00
<a href="#">609-101-581007</a>	Improvements Over \$5,000	0.00	0.00	7,000.00	6,585.00	6,585.00	0.00
	<b>Fund: 609 - LIBRARY BOARD Total:</b>	<b>14,339.89</b>	<b>17,123.12</b>	<b>29,200.00</b>	<b>22,720.29</b>	<b>26,785.00</b>	<b>21,500.00</b>

# FUND: 615 HISTORICAL COMMITTEE

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## MISSION STATEMENT

To gather, preserve, and make available to the public historical information regarding people, places, and events that have contributed to the development of the City of Schertz.

## DESCRIPTION

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

Budget	2021-22 Actual	2022-23 Actual	2023-24 Estimate	2024-25 Budget
<i>Revenue</i>				
Fees	\$1,943	\$199	\$217	\$1,000
Fund Transfers	13,863	9,161	11,646	10,750
Miscellaneous	0	2,244	3,250	2,500
<i>Total</i>	<i>\$15,806</i>	<i>\$11,603</i>	<i>\$15,113</i>	<i>\$14,250</i>
<i>Expenses</i>				
Personnel Services	\$1,721	\$3,558	\$4,550	\$6,350
Supplies and Equipment	1,393	3,680	3,618	7,000
Operating Expenses	0	423	542	500
Professional Services	0	1,500	1,733	400
<i>Total</i>	<i>\$3,113</i>	<i>\$9,161</i>	<i>\$10,443</i>	<i>\$14,250</i>
<i>Over/-Under</i>	<i>\$12,693</i>	<i>\$2,442</i>	<i>\$4,670</i>	<i>\$0</i>

## PROGRAM JUSTIFICATION AND ANALYSIS

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

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

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**Budget Worksheet Condensed**

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

3ExpDepartment;3RevCategor...	2021-22 Total Activity	2022-23 Total Activity	2023-24 Total Budget	2023-24 YTD Activity	2023-24 Projected	2024-25 Proposed Budget
<b>Fund: 615 - HISTORICAL COMMITTEE</b>						
<b>Revenue</b>						
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
<b>Revenue Total:</b>	<b>15,805.75</b>	<b>11,602.98</b>	<b>14,250.00</b>	<b>-93.47</b>	<b>15,112.50</b>	<b>14,250.00</b>
<b>Expense</b>						
<b>3ExpFunction: 6 - Cultural</b>						
609 - Historical Committee	3,113.11	9,160.82	11,750.00	2,513.88	10,443.33	14,250.00
<b>3ExpFunction: 6 - Cultural Total:</b>	<b>3,113.11</b>	<b>9,160.82</b>	<b>11,750.00</b>	<b>2,513.88</b>	<b>10,443.33</b>	<b>14,250.00</b>
<b>Expense Total:</b>	<b>3,113.11</b>	<b>9,160.82</b>	<b>11,750.00</b>	<b>2,513.88</b>	<b>10,443.33</b>	<b>14,250.00</b>
<b>Fund: 615 - HISTORICAL COMMITTEE Surplus (Deficit):</b>	<b>12,692.64</b>	<b>2,442.16</b>	<b>2,500.00</b>	<b>-2,607.35</b>	<b>4,669.17</b>	<b>0.00</b>

Budget Worksheet Condensed

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

		2021-22	2022-23	2023-24	2023-24	2023-24	2024-25
		Total Activity	Total Activity	Total Budget	YTD Activity	Projected	Proposed Budget
<b>Fund: 615 - HISTORICAL COMMITTEE</b>							
<b>RevCategory: 432 - Fees</b>							
<a href="#">615-609-432057</a>	Sale of Merchandise	1,942.61	198.58	1,000.00	0.00	216.67	1,000.00
	<b>RevCategory: 432 - Fees Total:</b>	<b>1,942.61</b>	<b>198.58</b>	<b>1,000.00</b>	<b>0.00</b>	<b>216.67</b>	<b>1,000.00</b>

**Budget Worksheet Condensed**

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

	2021-22 Total Activity	2022-23 Total Activity	2023-24 Total Budget	2023-24 YTD Activity	2023-24 Projected	2024-25 Proposed Budget
<b>RevCategory: 480 - Fund Charges/Transfers</b>						
<a href="#">615-101-480101</a> Transfer In - General Fund	10,750.00	0.00	10,750.00	0.00	11,645.83	10,750.00
<a href="#">615-101-480106</a> Transfer In - Special Events	3,113.11	9,160.82	0.00	0.00	0.00	0.00
<b>RevCategory: 480 - Fund Charges/Transfers Total:</b>	<b>13,863.11</b>	<b>9,160.82</b>	<b>10,750.00</b>	<b>0.00</b>	<b>11,645.83</b>	<b>10,750.00</b>

**Budget Worksheet Condensed**

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

	2021-22 Total Activity	2022-23 Total Activity	2023-24 Total Budget	2023-24 YTD Activity	2023-24 Projected	2024-25 Proposed Budget
<b>RevCategory: 497 - Miscellaneous</b>						
<a href="#">615-609-497000</a> Miscellaneous Income	0.03	2,243.58	2,500.00	-93.47	3,250.00	2,500.00
<b>RevCategory: 497 - Miscellaneous Total:</b>	<b>0.03</b>	<b>2,243.58</b>	<b>2,500.00</b>	<b>-93.47</b>	<b>3,250.00</b>	<b>2,500.00</b>
<b>Fund: 615 - HISTORICAL COMMITTEE Total:</b>	<b>15,805.75</b>	<b>11,602.98</b>	<b>14,250.00</b>	<b>-93.47</b>	<b>15,112.50</b>	<b>14,250.00</b>

**Budget Worksheet Condensed**

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

		<b>2021-22</b>	<b>2022-23</b>	<b>2023-24</b>	<b>2023-24</b>	<b>2023-24</b>	<b>2024-25</b>
		<b>Total Activity</b>	<b>Total Activity</b>	<b>Total Budget</b>	<b>YTD Activity</b>	<b>Projected</b>	<b>Proposed Budget</b>
<b>Fund: 615 - HISTORICAL COMMITTEE</b>							
<a href="#">615-609-511607</a>	Awards	1,720.60	2,000.00	2,200.00	0.00	2,383.33	2,200.00
<a href="#">615-609-511610</a>	Memberships-Professional	0.00	0.00	150.00	0.00	0.00	150.00
<a href="#">615-609-511612</a>	Training/Travel	0.00	1,558.32	2,800.00	0.00	2,166.67	4,000.00
<a href="#">615-609-521000</a>	Operating Supplies	1,392.51	3,679.74	1,500.00	2,513.88	3,618.33	4,000.00
<a href="#">615-609-521717</a>	Event Banners	0.00	0.00	3,000.00	0.00	0.00	3,000.00
<a href="#">615-609-534029</a>	Printing & Binding	0.00	422.76	500.00	0.00	541.67	500.00
<a href="#">615-609-541014</a>	Other Counsel/Prof Services	0.00	1,500.00	1,600.00	0.00	1,733.33	400.00
<b>Fund: 615 - HISTORICAL COMMITTEE Total:</b>		<b>3,113.11</b>	<b>9,160.82</b>	<b>11,750.00</b>	<b>2,513.88</b>	<b>10,443.33</b>	<b>14,250.00</b>

## Glossary

Account	A designation assigned to an accounting entry where a running total of all entries is kept. It is a grouping of assets, liabilities, reserves, retained earnings, revenues, or expenses.
Accounting Standards	The generally accepted accounting principles (GAAP) set by the Governmental Accounting Standards Board (GASB) that guide the recording and reporting of financial information.
Accounts Payable	A short term liability (less than one year) showing the amounts currently owed for goods and services received by the City.
Accounts Receivable	A short term asset (less than one year) showing the amount currently due to the City for goods and services provided.
Accrual Accounting	An accounting method in which revenues and expenses are recorded at the time they occur, rather than when cash is traded hands. Used for financial reports
Ad Valorem Taxes	Commonly referred to as property taxes. The charges levied on all real and certain personal property according to the property's assessed value and the tax rate. Used to support the General Fund and pay general obligation debt.
Adopted Budget	The budget as approved by the City Council. It sets the legal spending limits and funding sources for the fiscal year.
Assessed Value	A value set upon real estate or other property as a basis for levying property taxes. For the City of Schertz, the Appraisal Districts of Bexar, Comal, and Guadalupe Counties are responsible for assessing property values.
Asset	Resources of the City that cover liability obligations.
Bad Debt Expense	This expense is used to recognize the City's estimated amount of uncollectable revenue.
Balanced Budget	A budget where current revenues meet or exceed current expenses resulting in a positive fund balance at the end of the fiscal year.
Bond	Are a long term debt issued by the City to pay for large capital projects such as buildings, streets, and water/sewer system improvements.
Budget Calendar	The schedule of key dates used as a guide to complete various steps of the budget preparation and adoption processes.

## Glossary

Capital Improvements	Expenditures for the construction, purchase, or renovation of City facilities or property.
Capital Outlay	Purchase of property or equipment greater than \$5,000 which will be added to the City's fixed assets.
Cash	Currency on hand with the bank.
Cash Basis	An accounting method that recognizes revenues and expenses when cash enters or leaves the bank instead of when services are provided.
Certificates of Obligation	Tax supported bonds similar to general obligation bonds and can be issued after meeting strict publication requirements and council approval.
Charter	A document that establishes the city's governmental structure and provides distribution of powers and duties. In order to be implemented or changed it must be approved with a vote by the people
City Council	The elected governing body of the City, consisting of the Mayor and five (5) council members acting as the legislative and policy-making bod of the City.
CRM	Client Resource Management - a type of software for tracking dates, events, and clients.
Debt Service	Payments on debt made up of principle and interest following a set schedule.
Delinquent Taxes	Property taxes remaining unpaid after the due date. Delinquent taxes incur penalties and interest at rates specified by law.
Department	A functional group of the City with related activities aimed at accomplishing a major City service or program.
Depreciation	In accounting, this is a noncash expense that reduces the value of a capital asset over its expected useful life.
Effective Tax Rate	The rate that would produce the same amount of property taxes from the properties on the previous year's tax rolls.
Enterprise Fund	See Proprietary Fund.
Expenditure	Any payment made by the City.

## Glossary

Expense	Any reduction in Fund Balance.
Fiscal Year	The time period designated by the City signifying the beginning and ending period for recording the financial transactions of the City. The City of Schertz' fiscal year begins each October 1st and ends the following September 30th.
Fixed Assets	Assets of a long-term character which are intended to be held or used, such as land, buildings, machinery, furniture, and equipment.
FTE	Full Time Equivalent (FTE) is a measure of employment of a position based on the total hours worked in a week versus the expected 40 hours of a full time employee.
Fund	A fiscal and accounting entity established to record receipt and disbursement of income from sources set aside to support specific activities or to attain certain objectives. Each fund is treated as a distinct fiscal entity where assets equal liabilities plus fund balances.
Fund Balance	The difference between fund assets and fund liabilities of governmental and trust funds.
Fund Equity	The difference between assets and liabilities of any fund.
General Fund	The major fund in most governmental entities. It contains many activities associated with municipal government, such as police and fire rescue, libraries, parks and recreation.
General Obligation Bonds	A municipal bond backed by property taxes
Goals	Department/Division objectives intended to be accomplished or begun within the coming fiscal year.
Governmental Fund	Funds, or specific groups of revenues and expenses, including the General Fund, Special Revenue Funds, Capital Project Funds, and Debt Service Funds.
Home Rule City	Cities which have over 5,000 in population and have adopted home rule charters.
I&S	Interest and Sinking - The portion of the property tax that goes to pay debt issued by the City
Interest & Sinking Fund	See Debt Service Fund.

## Glossary

Interfund Transfers	Transfer made from one City fund to another City Fund for the purpose of reimbursement of expenditures, general and administrative services, payments-in-lieu of taxes, or debt service.
Intergovernmental Revenues	Revenues from other governments in the form of grants, entitlements, shared revenues, or payments-in-lieu of taxes. Service contracts?
Liability	Debt or other legal obligations arising out of transactions in the past that must be liquidated, renewed, or refunded at some future date. The term does not include encumbrances.
LUE's	Living Unit Equivalent, the amount of water in gallons per year that an average household would produce
M&O	Acronym for "maintenance and operations". (1) The recurring costs associated with a department or activity; (2) the portion of the tax rate that is applied to the General Fund.
Mission	The basic purpose of a department/division - the reason for its existence.
Mixed Beverage Tax	A tax imposed on the gross receipts of a licensee for the sale, preparation, or serving of mixed beverages.
Modified Accrual basis	Method of governmental accounting recognizes revenues when they are measurable and available and expenditures when goods or services are received with the exception of principal and interest on long term debt.
Operating Budget	Plans of current expenditures and the proposed means of financing them. The annual operating budget is the primary means by which most of the financing activities of the City are controlled.
Operating Expenses	Proprietary Fund expenses related directly to the Fund's primary activity.
Ordinance	A formal legislative enactment by City Council.
Payment-in-lieu of Taxes	A payment made to the City in lieu of taxes. These payments are generally made by tax exempt entities for which the City provides specific services. For example, the City's Water & Sewer Fund provides this payment to the City's General Fund because of the Water & Sewer Fund's exemption from property taxation.

## Glossary

Proprietary Fund	Also referred to as Enterprise Fund. A governmental accounting fund in which services are provided, such as water and sewer service, are financed and operated similarly to those in a private business. The intent is that the costs of providing these services be recovered through user charges.
Resolution	A special or temporary order of the City Council. Requires less formality than an ordinance.
Retained Earnings	An equity account reflecting the accumulated earnings of a proprietary fund.
Revenue Bonds	Bonds whose principal and interest are payable exclusively from earnings of a proprietary fund.
Special Revenue Fund	Accounts for the proceeds of specific revenue sources that are legally restricted to expenditure for specified purposes.
Tax Base	The total net taxable value after exemptions of all real and personal property in the City.
Tax Levy	The result of multiplying the ad valorem property tax rate per one hundred dollars times the tax base.
Tax Rate	The rate applied to all taxable property to general revenue. The City's tax rate is comprised of two components; the debt service rate, and the maintenance and operations (M&O) rate.
Tax Roll	The official list showing the amount of taxes levied against each taxpayer or property. See also Tax Base.
Taxes	Compulsory charges levied by a government to finance services performed for a common benefit.
TMRS	The Texas Municipal Retirement System provides retirement plans to its member cities. Each city selects its own plan and its contributions are computed on each individual city's plan and actuarial information.
Transmittal Letter	A general discussion and overview of the proposed budget as presented in writing by the City Manager to the City Council
Unencumbered Balance	The amount of an appropriation that is not expended or encumbered. It is essentially the amount of money still available for future purchases.

## Glossary

User Charges	The payment of a fee for direct receipt of a public service by the party who benefits from the service.
Utility Fund	See Proprietary Fund.
Vision	The desired optimum state or ultimate goal of the City or Department.



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**CAPITAL IMPROVEMENT  
PROJECT SUMMARY  
SHEETS**

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# CITY OF SCHERTZ

## CAPITAL IMPROVEMENT PROJECT SUMMARY - WATER AND SEWER

### WATER

Projects	Funding Source	Prior Expenditure	2023-24	2024-25	2025-26	2026-27	2027-28	2028-2033	Total	
Corbett Ground Storage Tank	3/15	\$ 1,056,599	\$ 4,743,941	\$ 3,218,914	\$ 100,000				\$ 9,119,454	
FM 1518 Utility Relocations	1/5/6	\$ 10,078,885	\$ 89,109	\$ 4,339,423					\$ 14,507,417	
Elevated Storage Tank Pipe Replacement	6			\$ 1,100,000					\$ 1,100,000	
Ware Seguin Lower Seguin/Graytown/Pfeil Loop Lines	3/6	\$ 121,265	\$ 48,323	\$ 2,239,837	\$ 2,231,877				\$ 4,641,302	
Buffalo Valley South Utility Replacement and Rehabilitation	1/11		\$ 405,000	\$ 5,572,000					\$ 5,977,000	
Schertz Parkway 16" Replacement Waterline	6			\$ 100,000	\$ 900,000				\$ 1,000,000	
Elevated and Ground Storage Water Tank Painting	5			\$ 1,500,000		\$ 1,500,000		\$ 3,000,000	\$ 6,000,000	
IH 135 NEX Utility Relocations - North Section	5/11		\$ 1,300,000	\$ 5,255,719	\$ 4,000,000	\$ 1,000,000			\$ 11,555,719	
Schwab Rd to Eckhardt Rd 12" Water Line installation	2					\$ 420,000	\$ 520,000	\$ 680,000	\$ 1,620,000	
Scenic Hills Water/Wastewater Line Replacements	6				\$ 400,000	\$ 6,375,000			\$ 6,775,000	
River Road 6" Water Line Replacement	5							\$ 2,325,000	\$ 2,325,000	
FM 3009 Replacement of 18' Transmission Line	5			\$ 45,000	\$ 4,450,000				\$ 4,495,000	
IH 135 Ground Storage Tank and Pumping Station	5/6/15			\$ 3,000,000	\$ 21,600,000				\$ 24,600,000	
Moonlight Meadow Drive & Lost Meadow Dr Water Line Replacement	3			\$ 600,000	\$ 2,400,000				\$ 3,000,000	
Robin Hood Way Water Line Replacement	3			\$ 4,650,000					\$ 4,650,000	
FM 78 Water Line Replacement	3					\$ 700,000	\$ 175,000		\$ 875,000	
Greenshire Subdivison Water Main Replacement	5			\$ 2,130,000	\$ 1,075,000	\$ 95,000			\$ 3,300,000	
Northcliffe Country Club Estates Water/Wastewater Main Replacement	6						\$ 400,000	\$ 3,600,000	\$ 4,000,000	
IH 35 Dedicated Water Transmission Main	5/6	\$ 1,327,060		\$ 6,873,072	\$ 6,687,308	\$ 185,765			\$ 15,073,205	
Ray Corbett to Lower Seguin 8" Water Line Loop	3							\$ 3,688,000	\$ 3,688,000	
Ware Seguin Pump Station Expansion Phase 1	3							\$ 5,213,000	\$ 5,213,000	
Trainer Hale Road 2" Water Line Replacement & 8" Water Line Improvements	3/6							\$ 9,850,000	\$ 9,850,000	
Raf Burnette Rd 12" Water Line Improvements	3							\$ 1,438,000	\$ 1,438,000	
TriCounty Drive to Cibolo Valley Drive 12" Water line Extension	3/6							\$ 4,788,000	\$ 4,788,000	
Boenig Drive S - 6" Water Line Replacement & 8" Water Line Improvement	3							\$ 6,388,000	\$ 6,388,000	
IH 10 8" Water Line Improvements	3							\$ 6,063,000	\$ 6,063,000	
Northcliffe Tank - Expand Capacity	5						\$ 1,500,000		\$ 1,500,000	
			\$ 12,583,809	\$ 6,586,373	\$ 40,623,965	\$ 43,844,185	\$ 10,275,765	\$ 2,595,000	\$ 47,033,000	\$ 163,542,097

# CITY OF SCHERTZ

## CAPITAL IMPROVEMENT PROJECT SUMMARY - WATER AND SEWER

### SEWER

Projects	Funding Source	Prior Expenditure	2023-24	2024-25	2025-26	2026-27	2027-28	2028-2033	Total
Woman Hollering Creek Wastewater Interceptor Main and Lift Station	2/6	\$ 10,549,431	\$ 1,104,580	\$ 1,595,778					\$ 13,249,789
Riata Lift Station Relocation	9		\$ 1,911,763	\$ 955,842					\$ 2,867,605
CCMA South Plant Expansion	2							\$ 20,000,000	\$ 20,000,000
Town Creek Installation of Wastewater Gravity Line Phase IV Section 1	2					\$ 500,000	\$ 3,500,000	\$ 2,875,000	\$ 6,875,000
Town Creek Installation of Wastewater Gravity Line Phase IV Section 2	2					\$ 300,000	\$ 1,440,000	\$ 1,185,000	\$ 2,925,000
Northcliffe Lift Station Upgrade	2							\$ 7,838,000	\$ 7,838,000
Decommission Corbett Lift Station	2			\$ 1,100,000	\$ 400,000				\$ 1,500,000
Cibolo W installation of Wastewater Trunk Main	2			\$ 1,081,000	\$ 1,081,000	\$ 1,081,000	\$ 12,970,000		\$ 16,213,000
Town Creek Installation of Wastewater Gravity Line Phase V	2					\$ 6,000,000	\$ 4,425,000		\$ 10,425,000
Aviation Heights Wastewater Replacement Phases 1-4	5						\$ 2,000,000	\$ 1,000,000	\$ 3,000,000
Bell North Drive Gravity Sewer Main Construction	5			\$ 1,000,000					\$ 1,000,000
Hope Lane 8" Gravity Line Installation	2							\$ 2,025,000	\$ 2,025,000
Cibolo Crossing Wastewater line Upsize	2/6							\$ 1,288,000	\$ 1,288,000
Old Wiederstein Wastewater line Upsize	2/6							\$ 5,050,000	\$ 5,050,000
Decommission of Pickrell Park Lift Station	2							\$ 3,663,000	\$ 3,663,000
Aviation Heights Wastewater Replacement Phases 5-9	5							\$ 3,000,000	\$ 3,000,000
Old Wiederstein Road 8" Gravity Line Installation	2							\$ 1,338,000	\$ 1,338,000
Wiederstein Road 8" Gravity Line Installation	2							\$ 1,663,000	\$ 1,663,000
IH 10 8" Gravity Line Installation Section 1	2							\$ 2,713,000	\$ 2,713,000
Ware Seguin Road 8" Gravity Line Installation	2							\$ 3,113,000	\$ 3,113,000
Fairlawn Wastewater Line Upsize	2/6							\$ 1,375,000	\$ 1,375,000
Friesenhahn W Wastewater Line Upsize	2/6							\$ 8,175,000	\$ 8,175,000
N Graytown Road 8" Gravity Line Installation	2							\$ 1,275,000	\$ 1,275,000
Boenig Drive 8" Gravity Line Installation	2							\$ 2,963,000	\$ 2,963,000
Trainer Hale Rd 10" Gravity Line Installation	2							\$ 1,038,000	\$ 1,038,000
Weir Rd 10" Gravity Line Installation	2							\$ 2,525,000	\$ 2,525,000
Schaefer Road 8" Gravity Line Installation - Section 1	2							\$ 4,913,000	\$ 4,913,000
Schaefer Road 8" Gravity Line Installation - Section 2	2							\$ 1,938,000	\$ 1,938,000
Union Pacific Railroad 8" Gravity Line Installation - Section 1	2							\$ 2,563,000	\$ 2,563,000

\$ 10,549,431 \$ 3,016,343 \$ 5,732,620 \$ 1,481,000 \$ 7,881,000 \$ 24,335,000 \$ 83,516,000 \$ 136,511,394

Water/Sewer Total \$ 23,133,240 \$ 9,602,716 \$ 46,356,585 \$ 45,325,185 \$ 18,156,765 \$ 26,930,000 \$ 130,549,000 \$ 300,053,491

#### Funding Source

- |                      |                         |                  |                                   |
|----------------------|-------------------------|------------------|-----------------------------------|
| 1. ARP               | 5. Water/Sewer Reserves | 9. Reimbursable  | 13. Drainage/Streets              |
| 2. Sewer impact Fees | 6. Bonds                | 10. Grant Fund   | 14. Combined 50% Bonds/50% Grants |
| 3. Water Impact Fees | 7. EDC Grant            | 11. General Fund | 15. Other                         |
| 4. Water Reserves    | 8. TxDOT                | 12. Drainage     |                                   |

# CITY OF SCHERTZ

## CAPITAL IMPROVEMENT PROJECT SUMMARY - WATER AND SEWER

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<b>Funding Summary</b>	Prior Funding	2023-24	2024-25	2025-26	2026-27	2027-28	2028-2033	Total
ARP	\$ -	\$ 245,000	\$ 7,775,076	\$ -	\$ -	\$ -	\$ -	\$ 8,020,076
Sewer Impact Fees	\$ 7,879,305	\$ 789,706	\$ 3,776,778	\$ 1,481,000	\$ 7,881,000	\$ 42,335,000	\$ 46,553,000	\$ 110,695,789
Water Impact Fees	\$ 4,742,819	\$ 1,057,721	\$ 5,242,914	\$ 100,000	\$ 570,000	\$ 520,000	\$ 37,245,000	\$ 49,478,454
W/S Reserves	\$ 3,319,341	\$ 2,800,000	\$ 2,500,000	\$ -	\$ 1,500,000	\$ 3,500,000	\$ 9,325,000	\$ 22,944,341
Bond	\$ 20,032,925	\$ 68,000	\$ 29,224,924	\$ 32,150,377	\$ 7,100,000	\$ 400,000	\$ 21,426,000	\$ 110,402,226
Grant	\$ -	\$ 1,911,763	\$ 955,842	\$ -	\$ -	\$ -	\$ -	\$ 2,867,605
General Fund	\$ -	\$ 160,000	\$ 1,485,000	\$ -	\$ -	\$ -	\$ -	\$ 1,645,000
<b>Total Annual Funding</b>	<b>\$ 35,974,390</b>	<b>\$ 7,032,190</b>	<b>\$ 50,960,534</b>	<b>\$ 33,731,377</b>	<b>\$ 17,051,000</b>	<b>\$ 46,755,000</b>	<b>\$ 114,549,000</b>	<b>\$ 306,053,491</b>
Balance	\$ 12,841,150	\$ 10,270,624	\$ 14,874,573	\$ 3,280,765	\$ 2,175,000	\$ 22,000,000	\$ 6,000,000	\$ 6,000,000

# CITY OF SCHERTZ

## CAPITAL IMPROVEMENT PROJECT SUMMARY - DRAINAGE

### Drainage

Projects	Funding Source	Prior Expenditure	2023-24	2024-25	2025-26	2026-27	2027-28	2028-2033	Total
Wendy Swan Drainage Improvements	Drainage		\$ 100,000	\$ 1,000,000					\$ 1,100,000
Woodbridge Drainage Improvements	Drainage							\$ 1,100,000	\$ 1,100,000
FM 1518 - City Park Underground Drainage Upgrade	Drainage							\$ 4,500,000	\$ 4,500,000
Kramer Farms Drainage Improvements	Drainage							\$ 1,000,000	\$ 1,000,000
Portage Lane Culvert Replacement and Channel Rehabilitation	Drainage/Streets							\$ 825,000	\$ 825,000
Morning Drive Culvert Replacement and Channel Rehabilitation	Drainage/Streets							\$ 1,000,000	\$ 1,000,000
W Dietz Creek Drainage Improvements: Schertz Pkwy to Elbel RD	Drainage							\$ 5,000,000	\$ 5,000,000
W Dietz Creek Drainage Improvements: Elbel Road to City Limits	Drainage							\$ 6,000,000	\$ 6,000,000
Lazar Parkway Drainage Improvements	Drainage							\$ 2,500,000	\$ 2,500,000
Northcliffe II Drainage Improvements	Drainage							\$ 1,050,000	\$ 1,050,000
W Dietz Creek Drainage Improvements: Maske to Schertz Pkwy	Drainage							\$ 4,000,000	\$ 4,000,000
W Dietz Creek Drainage Improvements: Savannah Dr to Maske	Drainage							\$ 5,000,000	\$ 5,000,000
W Dietz Creek Drainage Improvements - City Limits near Wiederstein to Savannah Dr	Drainage							\$ 5,000,000	\$ 5,000,000
								\$ -	\$ -
<b>Drainage Total</b>		<b>\$ -</b>	<b>\$ 100,000</b>	<b>\$ 1,000,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 36,975,000</b>	<b>\$ 38,075,000</b>

<b>Funding Summary</b>	Prior Funding	2023-24	2024-25	2025-26	2026-27	2027-28	2028-2033	Total
Drainage Reserves	\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ 36,975,000	\$ 37,075,000
Bonds	\$ -	\$ -	\$ 1,000,000	\$ -	\$ -	\$ -	\$ -	\$ 1,000,000
	<b>\$ -</b>	<b>\$ 100,000</b>	<b>\$ 1,000,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 36,975,000</b>	<b>\$ 38,075,000</b>
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

# CITY OF SCHERTZ

## CAPITAL IMPROVEMENT PROJECT SUMMARY - STREETS, PARKS, AND FACILITIES

### STREETS

Projects	Funding Source	Prior Expenditure	2023-24	2024-25	2025-26	2026-27	2027-28	2028-2033	Total
2024 Street Preservation & Maintenance (SPAM) Rehabilitation	11		\$ 1,225,000						\$ 1,225,000
2024 Street Preservation & Maintenance (SPAM) Resurfacing	6			\$ 2,154,000					\$ 2,154,000
Lookout Road Reconstruction	7/15	291397	\$ 351,601	\$ 6,666,094					\$ 7,309,092
Main Street Improvements	6/7/15	\$ 1,480,893	\$ 6,036,375	\$ 3,563,625	\$ 14,800,000				\$ 25,880,893
2025 Street Preservation & Maintenance (SPAM) Projects	6			\$ 3,962,000					\$ 3,962,000
Kramer Farm Subdivision Rehabilitation	6			\$ 1,395,062					\$ 1,395,062
Aviation Heights (northern half) subdivision Rehabilitation	6			\$ 2,500,000					\$ 2,500,000
Boenig Road Reconstruction	6			\$ 1,600,000					\$ 1,600,000
2026 Street Preservation & Maintenance (SPAM) Projects	6				\$ 3,182,000				\$ 3,182,000
Savannah Drive Mill and Overlay Rehabilitation	6				\$ 1,460,000				\$ 1,460,000
Lower Seguin Rd, FM 1518 to City Limit Reconstruction	6		\$ 985,000	\$ 1,200,000	\$ 16,015,000				\$ 18,200,000
2027 Street Preservation & Maintenance (SPAM) Projects	6						\$ 1,042,000		\$ 1,042,000
Aviation Heights (southern half) Subdivision Rehabilitation	6					\$ 2,500,000			\$ 2,500,000
2028 Street Preservation & Maintenance (SPAM) Projects	11						\$ 861,000		\$ 861,000
County Club Blvd Reconstruction	6						\$ 100,000	\$ 2,580,000	\$ 2,680,000
2029 Street Preservation & Maintenance (SPAM) Projects	6							\$ 4,939,500	\$ 4,939,500
Northcliffe East Subdivision Rehabilitation	6							\$ 2,800,000	\$ 2,800,000
Guada Coma Reconstruction	6							\$ 2,400,000	\$ 2,400,000
Schertz Parkway Reconstruction	6							\$ 2,450,000	\$ 2,450,000
Doerr Lane Reconstruction	6							\$ 3,250,000	\$ 3,250,000
2030 Street Preservation & Maintenance (SPAM) Projects	6							\$ 1,835,000	\$ 1,835,000
Red Iron Reconstruction	6							\$ 1,000,000	\$ 1,000,000
2031 Street Preservation & Maintenance (SPAM) Projects	6							\$ 1,500,000	\$ 1,500,000
Corridor Parkway Reconstruction	6							\$ 1,900,000	\$ 1,900,000
FM 3009 Extension Construction	6/10/16							\$ 47,600,000	\$ 47,600,000
Graytown Rd Improvements	6/10/16							\$ 4,400,000	\$ 4,400,000
Live Oak Extension & Maske Road Improvements	6/10/16							\$ 8,005,000	\$ 8,005,000
FM 1518, North of FM 78 Improvements	6/10/16							\$ 40,100,000	\$ 40,100,000
Old Wiederstein Rd Extension & Improvements	6/10/16							\$ 16,900,000	\$ 16,900,000
Pfeil Rd Improvements	6/10/16							\$ 1,600,000	\$ 1,600,000
Eckhardt Rd Improvements	6/10/16							\$ 6,600,000	\$ 6,600,000
Schwab Rd Improvements	6/10/16							\$ 19,500,000	\$ 19,500,000
									\$ -
		\$ 1,772,290	\$ 8,597,976	\$ 23,040,781	\$ 35,457,000	\$ 2,500,000	\$ 2,003,000	\$ 169,359,500	\$ 242,730,547

### PARKS

Projects	Funding Source	Prior Expenditure	2023-24	2024-25	2025-26	2026-27	2027-28	2028-20233	Total
Hilltop/Homestead Park Development (Hilltop)	10/7/15		\$ 70,000	\$ 513,900	\$ 687,075	\$ 329,025			\$ 1,600,000
Community Circle Park Development(Includes Skate Park)	7				\$ 4,705,500	\$ 5,646,600			\$ 10,352,100
W Dietz Creek Trail	10/11					\$ 1,250,000			\$ 1,250,000
Pickrell Park Pool Renovation	6/10							\$ 2,000,000	\$ 2,000,000
Schertz Soccer Complex Field Lighting	7			\$ 1,700,000					\$ 1,700,000
Crescent Bend Nature Park Phase II	11							\$ 2,000,000	\$ 2,000,000
									\$ -
		\$ -	\$ 70,000	\$ 2,213,900	\$ 5,392,575	\$ 7,225,625	\$ -	\$ 4,000,000	\$ 18,902,100

# CITY OF SCHERTZ

## CAPITAL IMPROVEMENT PROJECT SUMMARY - STREETS, PARKS, AND FACILITIES

### FACILITIES

Projects	Funding Source	Prior Expenditure	2023-24	2024-25	2025-26	2026-27	2027-28	2028-2033	Total
Firestation 4	6	\$ 2,099,192	\$ 1,900,000	\$ 10,267,864					\$ 14,267,056
Police Department building remodel	11			\$ 100,000					\$ 100,000
Library Retention Wall (Renovation Construction)	11			\$ 150,000					\$ 150,000
Pave grassy parking areas	6/11	\$ 31,891	\$ 26,138	\$ 391,971					\$ 450,000
Generator replacement at East Live Oak	6			\$ 400,000					\$ 400,000
Generator replacement at Communtiy Center/Bldg 1	6				\$ 300,000				\$ 300,000
Mass Communication Plan Phase VI	11				\$ 300,000				\$ 300,000
Generator replacement at Public Safety Complex	6				\$ 600,000				\$ 600,000
FM 78 Build Out PD CID Property Room	11			\$ 400,000					\$ 400,000
Building 1 remodel	11					\$ 500,000			\$ 500,000
Generator at Library	6					\$ 300,000			\$ 300,000
Parks Building 10 Remodel	11					\$ 750,000			\$ 750,000
North Center Building Remodel	11					\$ 800,000			\$ 800,000
Generator at Commercial Place Public Works/Fleet	6						\$ 600,000		\$ 600,000
New Information Technology Data Center	11						\$ 1,000,000		\$ 1,000,000
Public Safety Complex (Design/Construction)	6					\$ 1,000,000	\$ 4,000,000	\$ 25,000,000	\$ 30,000,000
Public Safety Complex (Renovation Design/Construction)	6							\$ 5,000,000	\$ 5,000,000
Firestation 5	6							\$ 15,000,000	\$ 15,000,000
Firestation 6	6							\$ 9,000,000	\$ 9,000,000
									\$ -
		\$ 2,131,083	\$ 1,926,138	\$ 11,709,835	\$ 1,200,000	\$ 3,350,000	\$ 5,600,000	\$ 54,000,000	\$ 79,917,056
General Fund Total		\$ 3,903,373	\$ 10,594,114	\$ 36,964,516	\$ 42,049,575	\$ 13,075,625	\$ 7,603,000	\$ 227,359,500	\$ 341,549,703

#### Funding Source

- |                      |                        |                  |                        |
|----------------------|------------------------|------------------|------------------------|
| 1. ARP               | 5. Water/Sewer Reserve | 9. Reimbursable  | 13. Drainage/Streets   |
| 2. Sewer impact Fees | 6. Bonds               | 10. Grant        | 14. Operating Budget   |
| 3. Water Impact Fees | 7. EDC Grant           | 11. General Fund | 15. Other              |
| 4. Water Reserves    | 8. TxDOT               | 12. Drainage     | 16. Street Impact Fees |

#### Funding Summary

	Prior Funding	2023-24	2024-25	2025-26	2026-27	2027-28	2028-2033
5 Water/Sewer Reserves	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 300,000	\$ -
6 Bond	\$ 18,517,056	\$ 20,000,000	\$ 13,951,326	\$ 23,542,000	\$ 8,530,000	\$ 6,342,000	\$ 132,459,600
7 SEDC Contribution	\$ 500,000	\$ 622,998	\$ 8,366,094	\$ 4,946,600	\$ 5,646,600	\$ -	\$ -
10 Grant	\$ -	\$ -	\$ 750,000	\$ -	\$ 1,000,000	\$ -	\$ 60,384,700
11 General Fund Allocation	\$ 200,000	\$ 1,225,000	\$ 250,000	\$ 150,000	\$ 250,000	\$ 861,000	\$ 2,000,000
14 Operating Budget	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
15 Other	\$ 60,629	\$ -	\$ 493,900	\$ 165,000	\$ 100,000	\$ -	\$ 1,500,000
16 Street Impact Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 28,435,200
<b>Total Annual Funding</b>	<b>\$ 19,277,685</b>	<b>\$ 21,847,998</b>	<b>\$ 23,811,320</b>	<b>\$ 28,803,600</b>	<b>\$ 15,526,600</b>	<b>\$ 7,503,000</b>	<b>\$ 224,779,500</b>
Ending Project Balance	\$ 15,374,312	\$ 26,628,196	\$ 13,475,000	\$ 229,025	\$ 2,680,000	\$ 2,580,000	\$ (0)