MEETING AGENDA
City Council
REGULAR SESSION CITY COUNCIL
August 19, 2025

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

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

AGENDA
TUESDAY, AUGUST 19, 2025 at 6:00 p.m.

Call to Order

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

Proclamations

National Emergency Management Awareness Month - August 2025
(Councilmember Westbrook)

City Events and Announcements

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

Hearing of Residents

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

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

All handouts and/or USB devices must be submitted to the City Secretary no later than noon on the Monday preceding the meeting. Handouts will be provided to each Councilmember prior to the start of the meeting by the City Secretary. All USB devices will be vetted by City IT staff to ensure City property is protected from malware.

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

Presentations

Workshop on the Schertz Historical Preservation Committee's Heritage Neighborhood street sign project (S.Williams/B.James/M.Titterington)

Consent Agenda Items

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

1. **Minutes** – Approval of the minutes from the City Council/Staff Budget Meeting on August 1, 2025, and City Council Regular Meeting on August 5, 2025 (S.Edmondson/S.Courney)

2. **Resolution 25-R-085** - Authorizing Amendment Number 1 to the EMS Interlocal Agreements with multiple governmental entities for the provision of Emergency Medical Services (S.Williams/J.Mabbitt)

3. **Resolution 25-R-109 -** Authorizing a Lease Agreement with Guadalupe County for Lease Use of County Facility (S.Williams/J.Lowery)

4. **Resolution 25-R-104** – Authorizing a Task Order with Unintech Consulting Engineers, Inc. for Preliminary Engineering Services related to the Pickrell Park and FM 1518 Drainage Improvements (B.James/K.Woodlee/E.Schulze)

5. **Resolution 25-R-105** – Authorizing a Task Order with Unintech Consulting Engineers, Inc. for Professional Engineering Design Services related to the Wendy Swan Memorial Park Drainage Improvements (B.James/K.Woodlee/E.Schulze)

6. **Resolution 25-R-107** – Authorizing a Task Order with Unintech Consulting Engineers, Inc. for Professional Engineering Design Services related to the IH 35 Ground Storage Tank and Pump Station Project (B.James/K.Woodlee/E.Schulze)

7. **Resolution 25-R-103** – Authorizing a Wastewater Easement Agreement for the easement along Parcel 5 of the IH 35NEX Sewer Relocation Project (B.James/K.Woodlee/E.Schulze)

8. **Resolution 25-R-108** – Authorizing a Task Order with Unintech Consulting Engineers, Inc. for Professional Engineering Design Services related to the FM 3009 18 inch Transmission Line Replacement Project (B.James/K.Woodlee/E.Schulze)

Public Hearings

9. **Resolution 25-R-112**- Conduct a public hearing and consider a resolution accepting a petition for voluntary annexation of approximately 4.7 acres, Bexar County Property Identification Numbers 310108 and 1061511, Bexar County, Texas (B.James/L.Wood/D.Marquez)

Discussion and Action Items

10. **Resolution 25-R-077** - Authorizing an Agreement for the Rumpf Property for drainage ROW and easement acquisition and reimbursement and to acquire drainage ROW easements from SCUCISD (S.Williams/B.James)

11. **Resolution 25-R-100** - Authorizing a lease agreement with the Guadalupe County Children's Advocacy Center (GCCAC) for an approximately 1.1 acre tract at 1049 Live Oak Road (S.Williams/B.James)

12. **Resolution 25-R-111** - Authorizing the cancellation of the Public Facility License Agreement with the Schertz Youth Soccer Alliance (SYSA) and transitioning to city operations of the Schertz Soccer Complex (S.Gonzalez/L.Shrum)

13. **Ordinance 25-M-034** - Amend the City of Schertz Code of Ordinances and certain other ordinances by amending and establishing fees for certain licenses, permits, and other services (S.Gonzalez/J.Walters)

Public Hearing

14. **Ordinance 25-T-032** - Conduct a Public Hearing and Adopt a budget for the FY 2025-26 Annual Budget (S.Williams/S.Gonzalez/J.Walters)

Discussion and Action Items

15. **Resolution 25-R-110 -** Ratifying the property tax increase reflected in the Adopted Budget for FY 2025-26 (S.Gonzalez/J.Walters)

Public Hearings

16. **Ordinance 25-T-033** – Conduct a Public Hearing and approve an Ordinance approving the appraisal roll; setting the tax rate; levying and assessing general and special ad valorem taxes for the use and support of the municipal government of the City of Schertz, Texas (S.Gonzalez/J.Walters)

Workshop

17. Discuss which land use regulations the Council desires to adopt and enforce via an ordinance given their authority to regulate land uses in the area in the manner recommended by the most recent joint land use study depending on the outcome of the November 5, 2025 Special Election (Mayor/S.Edmondson)

Closed Session

18. The City Council will meet in Closed Session in accordance with Section 551.071 of the Texas Government Code to receive legal advice from its attorney regarding the impact of recent legislative changes to legal requirements associated with land use matters.

19. The City Council will meet in closed session under Section 551.074 of the Texas Government Code, Personnel Matters, to conduct the annual evaluation of the City Manager, Mr. Steve Williams.

Reconvene into Regular Session

20. Take any action based on discussion held in Closed Session under Agenda Item # 18.

21. Take any action based on discussion held in Closed Session under Agenda Item # 19.

Information available in City Council Packets - NO DISCUSSION TO OCCUR

Requests and Announcements

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

Adjournment

CERTIFICATION

I, SHEILA EDMONDSON, CITY SECRETARY OF THE CITY OF SCHERTZ, TEXAS, DO HEREBY CERTIFY THAT THE ABOVE AGENDA WAS PREPARED AND POSTED ON THE OFFICIAL BULLETIN BOARDS ON THIS THE 13TH DAY OF AUGUST 2025 AT 9:30 P.M., WHICH IS A PLACE READILY ACCESSIBLE TO THE PUBLIC AT ALL TIMES AND THAT SAID NOTICE WAS POSTED IN ACCORDANCE WITH CHAPTER 551, TEXAS GOVERNMENT CODE.

SHEILA EDMONDSON

I CERTIFY THAT THE ATTACHED NOTICE AND AGENDA OF ITEMS TO BE CONSIDERED BY THE CITY COUNCIL WAS REMOVED BY ME FROM THE OFFICIAL BULLETIN BOARD ON _____DAY OF _____, 2025.
TITLE: _____

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

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

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

COUNCIL COMMITTEE AND LIAISON ASSIGNMENTS

Mayor Gutierrez	**Councilmember Davis– Place 1**
Member Audit Committee Investment Advisory Committee Main Street Committee TIRZ II Board Liaison	Member Interview Committee Main Street Committee - Chair TIRZ II Board Liaison Parks & Recreation Advisory Board

Board of Adjustments Senior Center Advisory Board-Alternate	Schertz Housing Authority Board Transportation Safety Advisory Board
Councilmember Watson – Place 2 Member Audit Committee Liaison Library Advisory Board Senior Center Advisory Board Cibolo Valley Local Government Corporation-Ex-Officio	**Councilmember Macaluso – Place 3** Member Interview Committee Hal Baldwin Scholarship Committee TIRZ II Board Liaison Animal Services Advisory Committee
Councilmember Guerrero – Place 4 Member Hal Baldwin Scholarship Committee Investment Advisory Committee Liaison Schertz Historical Preservation Committee	**Councilmember Westbrook – Place 5** Liaison Schertz-Seguin Local Government Corporation (SSLGC) Planning and Zoning Commission Schertz Historical Preservation Committee Cibolo Valley Local Government Corporation (CVLGC)-Alternate
Councilmember Heyward – Place 6 Member Animal Services Advisory Committee Audit Committee Interview Committee-Chair Investment Advisory Committee Main Street Committee Liaison Building and Standards Commission Economic Development Corporation - Alternate Senior Center Advisory Board	**Councilmember Brown – Place 7** Member Main Street Committee Schertz-Seguin Local Government Corporation (SSLGC) Liaison Economic Development Corporation

Agenda No.

CITY COUNCIL MEMORANDUM

City Council Meeting:	**August 19, 2025**
Department:	**Fire Department**
Subject:	**National Emergency Management Awareness Month - August 2025 (Councilmember Westbrook)**

BACKGROUND

What is National Emergency Management Awareness Month?

During August, emergency managers will conduct a coordinated, inudstry-wide awareness and advocacy campaign to promote the capabilities of emergency management and the role of emergency managers.

What Is Our Story?

Emergency Managers are problem solvers - the ones you call 24/7/365 when an incident requires coordination across multiple services, agencies, or disciplines, even beyond traditional public safety. We help communities and corporations understand their risk, build resilience, navigate crises, and know what to do when disaster strikes.

We are Emergency Managers.

We are your neighbors. We serve rural communities and large cities. We advise corporations, nonprofits, and goverment agencies. We work in schools, hospitals, universities, and bussinesses. We are chief risk advisors for the communities, businesses, and organizations we serve - helping them prevent, mitigate, prepare for, and recover from disasters. We always know who to call, we anticipate the needs, and we are never suprized by the phrase "This is unprecedented."

We are ready.

We are disaster professionals, bridging gaps between agencies, bussinesses, and communities to build resilience. We connect resources, foster collaboration, and ensure that when crises happen, response efforts are seamless and effective. We are more than lights and sirens. We are the professional every community needs, just as much as fire, police, and EMS.

What is Emergency Management?

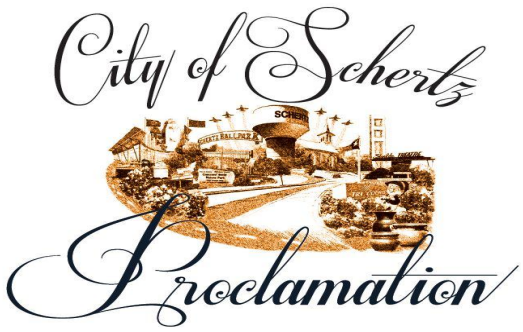
Emergency management ensures communities and organizations are prepared to respond to and recover from emergencies and disasters by creating, coordinating, and managing systems that save lives, minimize damage to property and infrastructure, mitigate future risks, and restore communities and organizations post-disaster.

Emergency management is a critical function that identifies, assesses, and mitigates risk to ensure the

resilience of communities and organizations. It leads crisis preparedness, response coordination, and recovery efforts by working across disciplines, sectors, and jurisdictions.

Attachments

National Emergency Management Awareness Month - August 2025



National Emergency Management Awareness Month Proclamation August 2025

WHEREAS, emergencies and disasters can occur unexpectedly, posing significant threats to life, property, and the environment; and

WHEREAS, local emergency managers, emergency managers across all sectors, community leaders, Texas Division of Emergency Management (TDEM), and the Federal Emergency Management Agency (FEMA) dedicate countless hours to developing preparedness, response, recovery, and mitigation programs to protect the lives and property of all persons living in the United States and U.S. territories; and

WHEREAS, emergency managers across the United States and U.S. territories are charged with establishing and maintaining the capabilities necessary to effectively direct, coordinate, and support emergency and disaster response and recovery efforts; and

WHEREAS, the mission areas of prevention, protection, mitigation, response, and recovery align with the core capabilities identified in the National Preparedness Goal; and

WHEREAS, emergency managers serve the nation by responding to countless emergencies and disasters each year, demonstrating commitment, compassion, and professionalism in protecting the public; and

WHEREAS, the efforts of our nation's emergency managers have helped millions of community members across the United States recover, rebuild, and become more resilient in the face of adversity.

NOW, THEREFORE, I, Ralph Gutierrez, Mayor of Schertz do hereby proclaim.

August 2025, as National Emergency Management Awareness Month

throughout this city, in conjunction with National Preparendess Month observed in September. With the Support of the International Association of Emergency Managers, the National Emergency Management Association, and Big City Emergency Managers, I urge all community members to express their sincere appreciation for emergency managers in every sector who work diligently to prepare, protect, and serve our cities, counties, states, tribes, territories, regions, and organizations against all hazards and risks.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City of Schertz to be affixed on this August 5, 2025.

_____

Ralph Gutierrez, Mayor

Agenda No.

CITY COUNCIL MEMORANDUM

City Council Meeting:	**August 19, 2025**
Department:	**Executive Team**
Subject:	**Workshop on the Schertz Historical Preservation Committee's Heritage Neighborhood street sign project (S.Williams/B.James/M.Titterington)**

BACKGROUND

The Schertz Historical Preservation Committee (SHPC) is working on a project in support of their mission to ensure and encourage the preservation of the area's rich history through the collection and maintenance of records, artifacts, documents, and photographs in conjunction with recognizing historical landmark neighborhoods and properties. They are proposing unique street sign toppers and updating the street signs in the Aviation Heights Heritage Neighborhood. They plan to work with Public Works to place the signs in the Aviation Heighs Neighborhood first and then do the Old Schaefer Family Neighborhood. SHPC is proposing to use their funds for the street sign toppers for this project. The City will be replacing some of the hardware at the same time.

Attachments

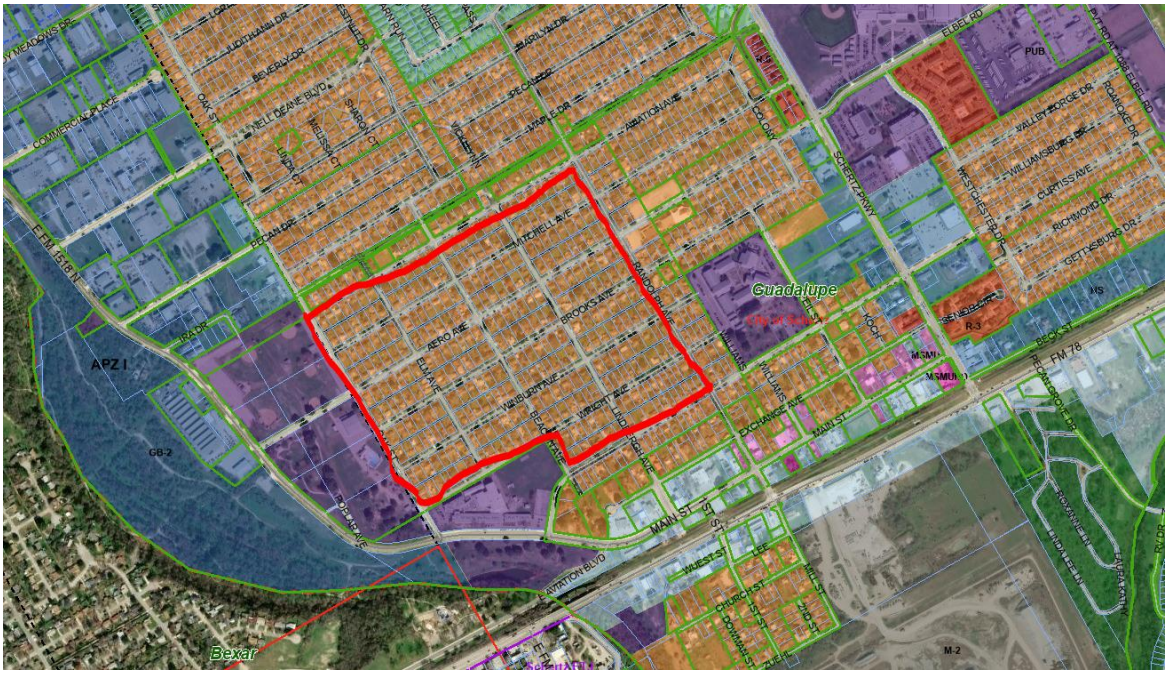
Sign Design

Heritage Neighborhoods Maps


Aviation Heights
HERITAGE NEIGHBORHOOD
OAK STREET
SCHERTZ

Maps of Landmark Neighborhoods in the City

Aviation Heights boundary on the east by Randolph Blvd., on the west by Oak St., to the south by Curtis St., and to the north by Aviation St



Old Schafer Family Neighborhood consisting of residential area south of FM 78 at First St.



Agenda No. 1.

CITY COUNCIL MEMORANDUM

City Council Meeting:	**August 19, 2025**
Department:	**City Secretary**
Subject:	**Minutes – Approval of the minutes from the City Council/Staff Budget Meeting on August 1, 2025, and City Council Regular Meeting on August 5, 2025 (S.Edmondson/S.Courney)**

Attachments

Draft Minutes 08-05-2025
08-01-2025 Draft Budget Retreat Minutes

D R A F T

MINUTES
REGULAR MEETING
August 5, 2025

A Regular Meeting was held by the Schertz City Council of the City of Schertz, Texas, on August 5, 2025, at 6:00 p.m. in the Hal Baldwin Municipal Complex Council Chambers, 1400 Schertz Parkway, Building #4, Schertz, Texas. The following members present to-wit:

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

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

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

Discussion and Action Items

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

   Mayor Gutierrez stated that Councilmember Brown was next in the rotation to serve as Mayor Pro Tem and asked for a motion to approve the appointment.

   Moved by Councilmember Allison Heyward, seconded by Councilmember Michelle Watson.

   Aye: Councilmember Mark Davis, Councilmember Michelle Watson, Councilmember Paul Macaluso, Councilmember Ben Guerrero, Councilmember Allison Heyward, Councilmember Tim Brown.
   Passed

- **Oath of Office**

  Deputy City Secretary Sheree Courney administered the Oath of Office to Mayor Pro Tem Tim Brown.

Employee Recognition

Mayor Gutierrez recognized City Department Heads who introduced the following new staff:

- **Neighborhood Services**: Justin Langford-Code Enforcement Officer
- **Public Works Utilities**: Robert Linares-Water/Wastewater Worker 1; Anthony Luna-Water/Wastewater Worker 1

City Events and Announcements

- **Announcements of upcoming City Events** (B.James/S.Gonzalez)
  Assistant City Manager Sarah Gonzalez stated there are no scheduled events before the next City Council Meeting on August 19, 2025.

- **Announcements and recognitions by the City Manager** (S.Williams)
  City Manager Steve Williams announced the following staff promotions:
  Oscar Medina promoted to Systems Administrator (IT)
  Danny Castro promoted to Sergeant (PD)
  Benjamin Ekomo promoted to Police Cadet (PD)
  Lizzi Bertoia promoted to Library Director

  Mr. Williams attended the Texas Crime Prevention Association Meeting in College Station where the city received four statewide awards:
  1. Outstanding Crime Prevention Agency for all small agencies to the Police Department
  2. Outstanding Media Award for print media for Public Affairs Department
  3. Outstanding Corporate/Business Award for our Schertz-Cibolo Emergency Clinic
  4. Outstanding Crime Prevention Manager to Police Chief Lowery

  Mr. Williams recognized Officer Anna Kraft who was selected to serve on the TCPA Board of Directors as Third Vice President.

  Mr. Williams shared that the City of Schertz was named the number one safest suburb in the San Antonio area and 87th in the nation.

  He stated that the Police Department wanted to extend their gratitude to the residents of Schertz for their outpouring of support for the 70+ animals taken into the shelter due to a cruelty investigation.

  Reminder from Chief Lowery that school starts for SCUCISD on Thursday, August 14th, so please slow down, pay attention in school zones, be patient, and stay off of your phone.

Mr. Williams closed his comments with a note from Mr. Roger Aston, a resident of East Live Oak Road, who expressed his thanks to the Public Works Department for the quick repair of a water main break.

- **Announcements and recognitions by the Mayor** (R.Gutierrez**)**
  Mayor Gutierrez reiterated that the City of Schertz is ranked 87th safest city in the nation. He stated this is a testament to our first responders and our community. He also stated that the city is deeply moved by the outpouring of support from the community in response to the recent situation with the 70+ animals brought to the Animal Shelter. The generosity, compassion, and swift action made an incredible difference to the pets that were recovered.

  It was noted for the record that Councilmember Robert Westbrook arrived at 6:09 p.m.

Hearing of Residents

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Mayor Pro Tem Brown recognized the following residents:

Sheila Fetter, 108 Henry Ford Drive, stated she has commercial property located at 2901 Ashley Oak. She is unhappy with the new trash service and unable to get assistance from Frontier Waste. Rates have increased 635% for her commercial properties which she can't pass along to her tenants because they all have five-year contracts.

Cristina Dorta, 150 Bentwood Ranch Dr, came forward to promote her non-profit organization, Holy Spirit Special Education Advocacy Firm. The organization helps families with children on 504 plans advocate for their children.

Daniel Jameson, 1000 FM 78, reminded council that the VFW has a breakfast benefit on the 3rd Saturday of every month.

Richard Kunz, 2960 Red Tip, encouraged Council to increase the tax rate to 0.5188 stating that although it's a difficult decision, it is necessary and the benefits far outweigh the cost. It would be shortsighted to save on the tax rate now because it will be at a higher cost down the road.

Dr. Robert Sheridan, 1024 Keanna Place, spoke as a representative of Greater Randolph Area Youth Soccer Association (GRAYSA). Dr. Sheridan stated GRAYSA is a non-profit organization that serves the youth of the community. They are seeking Council approval for operating and maintaining the Schertz Soccer Complex. Dr. Sheridan provided details regarding GRAYSA's history and current standing stating they have the leadership and financial stability needed to manage the complex with no cost to the city. He recognized Ms. Dora Boyle and Ms. Delma Santa Cruz for their achievements in bringing soccer tournaments to Schertz which generates revenue.

Dora Boyle, 2500 Kline Circle, spoke as a representative of the Schertz Youth Soccer Alliance. The alliance is composed of four organizations: Schertz Parks Board (3 members), the Lion's Club (2 members), YMCA (2 members), and GRAYSA (2 members). Each organization is allotted one vote per member of the alliance. GRAYSA does not control the alliance. All decisions are made collaboratively with a focus in mind on what best serves the children and families of our community. She stated that during the budget workshops a comment was made that GRAYSA had every opportunity to maintain the fields. She indicated that was incorrect. GRAYSA has never been given the opportunity to maintain and operate the fields. The city has always approved the authority of all maintenance actions. She went on to state that there was damage to the irrigation system for the fields with the installation of the new lighting causing the grass to die. The system was not repaired for several months.

Maria Dykes, 2932 Lotus Park, is the Guadalupe County Master Gardener volunteer coordinator responsible for Gutierrez Park. She is seeking volunteers, so she asked if the Council was aware of any organization needing volunteer credit to please refer them to her.

Dana Eldridge, 2628 Gallant Fox, stated he walked his neighborhood after about 1/3 of the neighbors had had their trash picked up and counted over 20 trash cans resting at an angle on their lids, a few more lying on their side. He also noted that there was a line of fluid going up the hill being discharged from the truck drawing flies. The City spent $40,000 on someone to help write a contract. When you up prices, you should keep the services the same.

Barbara Palomo, 700 Maple Drive, provided a handout showing a utility pole that needs to be removed. She stated she has notified the city on many occasions for over a year and nothing has been done. Additionally, there are cars parking on a narrow street where the no-parking sign is missing, and it doesn't have lighting, creating a dangerous thoroughfare. She has been working on this issue for over two years. She is asking Council to intervene to get these two items addressed.

Michelle Meehan, 301 Main Street, provided an update on the Guadalupe County Children's Advocacy Center. They are working on enhancing services to military families. They have a volunteer orientation on August 29, 2025, at 11:30 a.m. at their office in Seguin, and a fund-raiser on September 20, 2025, at 6:00 p.m. at the Schertz Civic Center.

Consent Agenda Items

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

2. **Minutes** – Approval of the minutes from the City Council Workshop Meeting and City Council Regular Meeting on July 15, 2025 (S.Edmondson/S.Courney)

3. **Councilmember Absence** - Approve Councilmember Davis' absence on July 15, 2025, in accordance with City Council Rules of Conduct and Procedure, Article 2.2.2.B.

4. **Appointments, Reappointments, and Resignations - City of Schertz Boards, Commissions, and Committees**

   Appointments

   Schertz Economic Development Corporation-Steven "Matt" Clingo

5. **Resolution 25-R-096** - Authorizing a Task Order Agreement with Kimley-Horn and Associates, Inc., for Professional Services related to the 2025 Master Thoroughfare Plan and Roadway Impact Fee Update. (B.James/K.Woodlee)

6. **Resolution 25-R-097 -** Approving the Schertz/Seguin Local Government Corporation (SSLGC) Annual Budget for Fiscal Year 2025-26. (B.James/L.Busch)

7. **Resolution 25-R-098** - Approving the Schertz/Seguin Local Government Corporation (SSLGC) Fiscal Year 2025-26 Water Rates and other matters in connection therewith. (B.James/L.Busch)

8. **Resolution 25-R-099 -** Approving the Amendment of the Cost Allocation Agreement between the Schertz/Seguin Local Government Corporation (SSLGC), the City of Seguin and the City of Schertz. (B.James/L.Busch)

9. **Resolution 25-R-094** - Authorizing an amendment to the Interlocal Agreement with the City of Cibolo for Dispatch Services. (S.Williams/J.Lowery/D.Roman)

10. **Resolution 25-R-086 -** Authorizing increasing the not-to-exceed expenditures with Advanced Water Well Technologies. (B.James/L.Busch/N.Ferris)

Mayor Gutierrez asked if any items needed to be removed for separate action.
No items were removed.
Mayor Gutierrez asked for a motion to approve Consent Agenda items #2 - #10.

Moved by Councilmember Michelle Watson, seconded by Mayor Pro Tem Tim Brown

AYE: Mayor Pro Tem Tim Brown, Councilmember Mark Davis, Councilmember Michelle Watson, Councilmember Paul Macaluso, Councilmember Ben Guerrero, Councilmember Robert Westbrook, Councilmember Allison Heyward

Passed

Discussion and Action Items

11. Resolution 25-R-102 - Resolution accepting the state defined tax rates and setting the preliminary 2025 tax rate. (S.Gonzalez/J.Walters)

Mayor Gutierrez recognized Finance Director James Walters who presented Resolution 25-R-102. Mr. Walters presented the 2025 Property Values showing a decrease in property values totaling $83 million. However, due to new development and annexations which added $254.8 million, the total taxable value for 2025 is $5.6 billion.

He went on to explain impact factors such as the Guadalupe County Residential Homestead Value decrease causing a $640K revenue loss and the DVHS 8.6% increase. DVHS retroactive adjustments (prior year refunds and current year adjustments) accounted for an additional revenue loss to the General Fund of $675K in the current year. DVHS total exemptions have exceeded $1 billion resulting in a total of $5.7 million in forgone taxes. The 89th Legislature did not increase the State aid funding, but added new cities to the eligibility list, so less funding will be coming to Schertz.

Mr. Walters provided tax rate definitions and amounts for "no new revenue" at $0.5064, "voter approval rate" at $0.5350, "current rate" at $0.4900 and "proposed tax rate" at $0.5064. $0.01 is equal to $573K revenue or $33.18 per year on the average home. Mr. Walters then provided highlights from the proposed budget.

Mr. Walters presented four tax rate options and outlined items that could be funded with the adoption of that rate.

1. No-New-Revenue Rate - adding one-time street and sidewalk funds
2. Rate to $0.5118: adding recurring street and sidewalk funds
3. Rate to $0.5118: adding 1% COLA with one-time streets and sidewalk funds
4. Rate to $0.5190: adding recurring streets and sidewalk funds with 1% COLA

The recommendation to Council was to establish the Voter-Approved Tax Rate (VATR) $0.5350 as the potential maximum to be adopted. Mr. Walters stated that a lower rate could be adopted when the final rate is adopted on August 19, 2025, but they would not be able to set a higher rate. By adopting the voter-approved tax rate at this meeting, they would have greater flexibility when adopting the tax rate for the final budget.

Mayor Gutierrez opened the floor to discussion. Mayor Pro Tem Brown stated that they wouldn't be considering a tax rate increase if the state met their commitment to provide aid for forgone taxes due to DVHS exemptions. He encouraged residents to reach out to their state legislators. Councilmember Heyward agreed with Mayor Pro Tem Brown and provided the contact information for the legislators. Councilmember Guerrero agreed with Mayor Pro Tem Brown and Councilmember Heyward.

Mayor Gutierrez asked for a motion to set the preliminary tax rate at $0.5350.

Moved by Councilmember Ben Guerrero, seconded by Councilmember Michelle Watson

AYE: Mayor Pro Tem Tim Brown, Councilmember Michelle Watson, Councilmember Paul Macaluso, Councilmember Ben Guerrero, Councilmember Robert Westbrook, Councilmember Allison Heyward

NAY: Councilmember Mark Davis

Passed

12. Resolution 25-R-101 – Ordering the November 4, 2025, City of Schertz Special Election with Bexar County and making provision for the conduct of the election; authorizing contracts with the Election Administrator of Bexar County to conduct this Special Election and setting the 1st Public Hearing date for September 2, 2025 and the 2nd Public Hearing date for September 16, 2025. (Mayor/S.Edmondson)

Mayor Gutierrez recognized City Secretary Sheila Edmondson who introduced Resolution 25-R-101 ordering the November 4, 2025, City of Schertz Special Election with Bexar County and authorizing contracts with the Election Administrator of Bexar County to conduct the election.

Mayor Gutierrez opened the floor to Council for discussion. Councilmember Davis asked how the individuals eligible to vote in the special election would be notified. Mayor Gutierrez indicated they would be notified within 7 days of resolution approval via certified mail.

Mayor Gutierrez called for a motion to approve Resolution25-R-101.

Moved by Councilmember Allison Heyward, seconded by Councilmember Michelle Watson

AYE: Mayor Pro Tem Tim Brown, Councilmember Mark Davis, Councilmember Michelle Watson, Councilmember Paul Macaluso, Councilmember Ben Guerrero, Councilmember Robert Westbrook, Councilmember Allison Heyward

Passed

Public Hearings

13. **Ordinance 25-S-030**- Conduct a public hearing and consider a request to rezone approximately 4.64 acres of land from General Business District (GB) to General Business District-2 (GB-2), more specifically known as Guadalupe County Property Identification Numbers 199114 and 199115, also known as 36 Maske Road and 40 Maske Road, Lots 1 and 2, Block 1 of the Maske Road Business Park Subdivision, City of Schertz, Guadalupe County, Texas. (B.James/L.Wood/W.Willingham)

Mayor Gutierrez recognized Planner William Willingham who introduced Ordinance 25-S-030. On June 18, 2025, 10 Public Hearing Notices were sent. There was one response received in favor, no responses received in opposition, and no responses received that were neutral. A public hearing notice was published in the San Antonio Express News and a sign was placed on the subject property. The subject property is located within the Accident Potential Zone II (APZ II). The purpose of the APZ is to ensure compatible land uses between Joint Base San Antonio-Randolph (JBSA-Randolph) and the City of Schertz. To ensure development does not jeopardize the mission of JBSA-Randolph, there is an approval requirement that is set out in UDC Section 21.59 that requires JBSA-Randolph to respond to the City with an affirmative recommendation of the zone change request. JBSA-Randolph was notified and responded with an affirmative recommendation for approval. The Planning and Zoning Commission met on July 2, 2025, and recommended approval with a 6-0 vote. The proposed zone change aligns with the Comprehensive Land Plan and is consistent with surrounding land use. Additionally, no objections were received from the Schertz Fire, EMS, or Police Departments. Staff recommended approval of Ordinance 25-S-030.

Mayor Gutierrez asked if the applicant would like to address the Council.
Applicant declined to speak.
Mayor Gutierrez stated this item is on the agenda as an open public hearing.

Public Hearing opened at 7:20 p.m.
No residents came forward to speak.
Public Hearing closed at 7:21 p.m.

Mayor Gutierrez asked to see a copy of the letter from JBSA-Randolph, then opened the floor to Council for discussion.
No discussion occurred.
Mayor Gutierrez asked for a motion to approve Ordinance 25-S-030.

Moved by Councilmember Mark Davis, seconded by Councilmember Michelle Watson

AYE: Mayor Pro Tem Tim Brown, Councilmember Mark Davis, Councilmember Michelle Watson, Councilmember Paul Macaluso, Councilmember Ben Guerrero, Councilmember Robert Westbrook, Councilmember Allison Heyward

Passed

Workshop

14. August 2025 Quarterly Streets Update

City Manager Steve Williams stated that about a year ago he asked for an update on street maintenance. He said street maintenance has been the number two priority in the budget process for the past couple of years, which is why staff are providing a quarterly update to Council. Public Works Director Larry Busch presented the Streets Maintenance Dashboard showing 343 potholes, 11 sidewalk issues, 21 street issues and 67 other issues (i.e. crack sealing, new sign placement, sign replacement, etc.) were completed in the third quarter of this fiscal year. Bringing totals for the fiscal year through June 30, 2025, to 1,200 potholes, 42 sidewalk issues, 59 street issues, and 76 other issues completed.

Assistant City Engineer John Nowak provided an update on SPAM Projects. 2024 SPAM Projects, included resurfacing and rehabilitation. The Resurfacing Project, the slurry seal work, is fully complete at a cost of just over $2 million. The Rehabilitation Project, which includes St. Andrews in the Northcliffe area, the entire length of Maple Drive, and streets in the Silverwood area, is expected to start construction mid-August with a cost not to exceed $3,581,000. These streets were originally included in the resurfacing project, but the deterioration was beyond resurfacing.

2025 SPAM Projects include a resurfacing project that is in design with an estimated cost of $1,282,231, which will go to bid at the end of the summer. Areas of focus include Woodbridge, the Village, Rio Vista, and dependent upon funding into the Jonas Wood subdivision. The Kramer Farm Rehabilitation project (western portion of the subdivision) is in design with an estimated cost of $1,446,582, which is also expected to go to bid at the end of the summer. The remaining portion of Kramer Farms will be included in a future Rehabilitation Project. Mr. Nowak provided updates on other street projects as well, including Buffalo Valley South, Schertz Forest, Boenig Reconstruction, Lower Seguin Road, Main Street, Lookout Road, Northcliffe Country Club Estates, and FM 3009/FM 78 Overpass (TxDOT).

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

Information available in City Council Packets - NO DISCUSSION TO OCCUR

15. Monthly Update - Major Projects in Progress/CIP (B.James/K.Woodlee)

16. Update on the Schertz Home Energy Efficiency Program (SHEEP) and relaunch. (B.James/ L.Wood/ L.Locken).

Requests and Announcements

- Requests by Mayor and Councilmembers for updates or information from Staff
  No requests by Mayor or Councilmembers for updates or information from Staff.

- Requests by Mayor and Councilmembers that items or presentations be placed on a future City Council agenda
  No requests by Mayor or Councilmember that items or presentations be placed on a future City Council agenda.

- City and Community Events attended and to be attended (Council)
  *Mayor Pro Tem Brown attended the Council Budget Retreat.
  *Councilmember Watson attended the Council Budget Retreat.
  *Councilmember Guerrero attended the Annual Balcones Heights Jazz Festival, the first half of the semi-final championship soccer game at the Schertz Soccer Complex, visited the Senior Center, opening ceremonies for the Annual Guam Liberation, and the Council Budget Retreat.
  *Councilmember Westbrook attended the American Diabetes Association Executive Breakfast, the 10th anniversary of the Schertz-Cibolo Emergency Clinic celebration, and the Council Budget Retreat.
  *Councilmember Heyward attended Melissa Uhlhorn's retirement ceremony, the TML Newly Elected Officials Orientation, the TMLIRP Board Meeting, Council Budget Retreat, and Mayor of Kirby, Janeisha Grider's swearing in.

Adjournment
Mayor Gutierrez adjourned the meeting at 7:38 p.m.

_____
Ralph Gutierrez, Mayor

ATTEST:

_____
Sheila Edmondson, City Secretary

D R A F T

MINUTES
REGULAR MEETING
August 1, 2025

A Regular Meeting was held by the Schertz City Council of the City of Schertz, Texas, on August 1, 2025, at 6:00 p.m. in the Hal Baldwin Municipal Complex Council Chambers, 1400 Schertz Parkway, Building #4, Schertz, Texas. The following members present to-wit:

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

Call to Order

Mayor Gutierrez called the meeting to order at 8:30 a.m.

Hearing of Residents

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

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

All handouts and/or USB devices must be submitted to the City Secretary no later than noon on the Monday preceding the meeting. Handouts will be provided to each Councilmember prior to the start of the meeting by the City Secretary. All USB devices will be vetted by City IT staff to ensure City property is protected from malware.

No one signed up to speak.

Welcome (Mayor Ralph Gutierrez/City Manager Steve Williams)

Mayor Gutierrez welcomed everyone to the special Pre-Budget Meeting. Mayor Gutierrez recognized City Manager Steve Williams.

Budget Prioritization Process

1. Fiscal Year 2025-26 Operating Budget and Capital Improvement Program Workshop (S. Williams/Executive Team/J.Walters)

City Manager Williams stated that areas of discussion for the budget retreat include reviewing the proposed budget and capital improvement programs. There will also be presentations on budget and service delivery-related programs. This year's budget priorities are similar to last year's list with a few minor changes.

Budget Priorities for FY2025-26

Goal 1: Staff Compensation
Goal 2: Street Maintenance and Repair
Goal 3: Capital Improvement Program
Goal 4: Increase Staffing Levels and
Goal 5: New/Remodeled Facilities

CM Williams will review the entire budget items, so the Council can review the items and make changes accordingly.

FY 2025-26 Budget Highlights-All Funds

- Health Insurance -Staff reviewed our current health insurance and sought RFP's.
- Merit/Step-$784,000-includes a Merit raise from 0-4% based on an annual review. The Step Program increase for all uniform personnel: Police, Fire and EMS is 4%.
- ECI/Cola-not included

General Fund-Expenditures

- General Fund Proposed Budget $53,731,933
- Increase of $1,142,155 or 2.2% from FY 2024-25 Original Budget
- Decrease of $1,186,724 or 2.2% from FY 2024-25 Amended Budget
- Full year funding of positions and merit/step updates
- Supplemental Requests
- Offset by lower capital expenditures
    - Fewer replacements
    - FY 2024-25 budgeted a Fire Engine replacement
    - FY 2024-25 budgeted additional street maintenance funds

For comparison, the previously approved City budgets:

- FY 2021-22-$42,549,822
- FY 2022-23-$45,116,224
- FY 2026-24-$52,794,006
- FY 2024-2025-$54,916,657
- Proposed FY 2025-26-$53,731,933

CM Williams reviewed the following and explained the increases from FY 2022 to FY 2026.

Personnel costs have increased from: FY 2022-23: $29,470,660 to the proposed FY

2025-26: $37,145,705.
Operating costs have increased from: FY 2022-23: $12,058,096 to the proposed FY 2025-26: $14,663,271.
Capital Outlay costs in FY 2022-23: $2,720,424 to FY 2025-26 $1,922,957.

Supplemental Requests are the additional budget requests from the Dept. Heads who rank their requests.
The FY 2025-26 General Fund had $2,812,708 in Supplemental Requests that include:

- Assistant City Secretary
- Special Election Costs
- Utility Rates Increase
- Postage Increase
- Credit Card Service Increase
- EMS Contract
- SCBA Replacements (Firefighter breathing tanks and equipment)
- Firefighters for Station 4
- Merit/Step

General Fund – Supplementals (Continued)
$2,428,060 in Supplemental Requests Continued:

- Cybersecurity Upgrades
- Library PA System
- New Security Cameras and Licenses
- Fire Hose Equipment
- Soccer Complex Operations
- Senior Center Operations
- Police Radio Renewal (Replacements)
- Replace Network Switches
- Software for Police Vehicle Computers
- Upgrade Microsoft and Adobe Licenses
- A2 Program

Discussion and Action Items

2. Discussion and direction for setting the preliminary maximum tax rate for fiscal year 2026 and setting the Public Hearing date.(S.Williams/J.Walters)

CM Williams recognized Finance Director James Walters who provided a Disabled Veteran Homestead (DVHS) Update

DVHS	2021	2022	2023	2024	2025
Total Exempt	$550,500,000	$694,200,000	$834,200,000	$999,100,000	$1,084,700,000
Taxes Forgone	$2,819,000	$3,436,000	$4,064,000	$4,868,000	$5,735,000
Tax Rate w/o DVHS	$0.4428	$0.4234	$0.4126	$0.4107	$0.4091

- 23% of Homesteads have a DVHS Exemption for 2025
- 55% of Homesteads have some DV Exemption for 2025

89th Legislative Session

•No change in the State aid funding amount
•H.B. 2894 - Program was updated to allow for additional applicants

Other cities with high DVHS have higher tax rate to compensate for revenue loss. In 2016 there were 4 entities who were awarded requested reimbursement for the DVHS exemptions. In 2025, there were 12 entities.

2025 Property Values will be approx $5,563,014,685 vs. 2025 Total Taxable Value at $5,651,803,427. Finance Director Walters explained Impact Factors included:Increases in New Construction and Annexation; Guadalupe County Residential Homestead value $192,000,000 decrease; including new homes added with the revenue loss: $640,000 at current rate; DVHS Increase: 8.6%; and a DVHS Retroactive Adjustment – revenue loss $675,000 General Fund.

The Tax Rate

- Current: $0,4900
- No New Revenue (Proposed): $0.5064
- Voter Approval: $0.5350$0.01 is equal to $573, 500 in revenue or $33.18 per year on the average home

CM Williams is recommending the No New Revenue Rate to keep the property owners' tax bill the same and not have it increase.
Sales Tax:
The projections for 2025 are right under $15,000,000 and the projections for 2026 will be just slightly over $15,000.000. That is approx. a 7% long-term average trend.

Franchise Fees: FY 2024-25 were $2,630,000 with projections in FY 2025-26 to be approx. $2,692,000. Increases in franchise fees follow the population growth with new homes.

Permit Fees: FY 2024-2025 were $1,926,280 with projections in FY 2025-26 to be approx. $1,937,820.

CM Williams reviewed the Supplemental Requests from departments for the General Fund, which totaled $2,128,451, which added to the is added in the proposed budget. There were $3,782,575 of supplemental requests that were below the cut-line. CM Williams explained to the Council that any of the items could be moved to any order by the Council and ranked differently.

This year, when supplemental requests were made, the requestor had to identify what part of the Strategic Plan and Goals/Objectives the requests met. Councilmember Heyward asked about the cost of the Lasefiche to the Cloud, but at the time of the budget meeting, the vendor did not get back to the I.T. Department with an estimate. Other line items that the Council wanted to discuss further included Travel/Training for Engineering and City Secretary; Streets-Sidewalk Repair and Installation; Engineering-Traffic Safety Projects.

CM Williams explained that there is approx. $400,000 buffer available to consider with some of the supplemental requests not included and only to be spent on a one-time basis. Items to be considered should not be reoccurring costs. CM Williams asked for direction

from the Council on what items they want to possibly be considered in the FY 26 budget. The items the Council would like to consider are Streets-Sidewalk Repair and Installation; Engineering-Traffic Safety Projects and the 1% ECI/COLA. The Mayor asked Council to review the list of items and any questions or further discussion would be at the next meeting.

Councilmember Paul Macaluso arrived at 10:39 a.m.

The Mayor called for a recess for lunch at 11:38 a.m.
The Mayor reconvened the meeting at 12:18 p.m.

CM Williams will bring back the different options that were recommended by the Councilmembers and review at the next meeting.

Dept Service Fund
5-Year Summary- I &S Fun
At I&S Rate of $0.1681: Includes the following upcoming debt issuances:

FY 2026-27 - $6,000,000
FY 2027-28 - $14,872,000
FY 2028-29 - $6,000,000
FY 2030-31 - $40,000,000

Water/Sewer Fund-Supplementals: $944,710 in Supplemental Requests:

- Utility Rates Increase
- Merit
- Utility Billing Operating Cost Increases
- Training Fund Increase
- Leak Detector
- Water/Wastewater Worker 1
- Mini Excavator Hydro Hammer
- Light Crew Truck
- Aerial Bucket Truck
- Zero Turn Mower
- Heavy Duty Dovetail Traile
- 10 Yard Dump Truck
- Water/Wastewater Crew (3 FTEs)
- Water/Wastewater Crew Leader
- Additional Funds to Hydrant & Valve Replacement Program

Water/Sewer Fund – Fee Updates

Water Rates increase 2% following the 5-year rate model
•Average increase at $1.20
Sewer Rates increase 3% following the 5-year rate model
•Average increase at $1.26

EMS Fund - Update on Fee Increases

- Increase transport fees by $100 each will result in $1 million in additional revenue

- Update on Interlocal Contracts

EMS Fund – Supplementals-$523,793 in Supplemental Programs:

- Billing Server Implementation
- Utility Increases
- Merit/Step
- Two FT EMTs (Medic 8)
- Maintenance Agreement
- Two FT EMTs (Medic 9)
- EMS Consultants

Deputy City Manager Brian James presented the following: Drainage Fund-Background

- Staff presented an update to Council on the Drainage Utility System and Fund on April 15
- With the growth of the City and the increase in costs for basic maintenance and capital projects, a fee increase is needed to manage therisks associated with the drainage system through maintenance and improvements to the system

Drainage Rate Discussion

- Per the initial draft of the Drainage Fee Study conducted by Willdan, a series of fee increases is being proposed
- Staff has requested options of future year increase that Willdan is analyzing
- Unlike some cities, who fund the drainage program from the general fund, Schertz has historically relied on a separate drainage fee to not further strain the general fund and to more directly focus the program
- Increasing the drainage fee requires multiple notices to be published in the newspaper and a public hearing at City Council
- While the recent tragedy in Kerrville has increased the public's awareness of the dangers of flooding, few residents have a good understanding of what all is involved in preparing for and mitigating the dangers of flooding
- Schertz' population has more than doubled since the 1998 flood and many residents don't understand the potential impact. If you weren't here at that time, then you may not realize the issues and if you don't live near one of these areas you may not be aware of the dangers.

Fee History

FY 2002-03 to Fy 2007-08: $2.10
FY 2008-09 to FY 2011-12: $3.80
FY 2012-13 to Present: $5.20
Proposed Fee for FY 2025-26: $8.00

Drainage Fund – $1,195,353 in Supplemental Requests:

- Merit
- MS4/Floodplain Administrator
- Master Drainage Plan
- Cibolo Creek Tree Removal
- Railroad ROW Cleanup

- Drainage Worker I (3 FTE)
- Drainage Crew Leader
- Drainage Worker II & Vehicle

Capital Improvement Program (CIP) General Government CIP/20 Projects=$75,367,234

Category	# Of Projects	FY 2025-26 Capital Budget
Streets	5	$35,757,000
Parks	2	$5,392,575
Facilities	3	$1,200,000
Total: $43,349,575		
Water and Sewer CIPWater	13	$47,706,234
Sewer	7	$27,661,000
Total: $75,367,234		
Drainage CIP		
Drainage	2	$1,145,000

Project Type: Transportation and Utility
Title: Main Street Improvements
Improvements will include improved sidewalks, street lighting, new signage, landscaping, utility relocations and decorative elements.

Project Type: Transportation
Title: SPAM Projects
Ongoing annual effort to improve and preserve the City Streets.

Project Type: Transportation
Title: Savannah Drive Mill and Overlay Rehabilitation
Perform base repairs and minor concrete repairs then mill and overlay surface,.

Project Type: Transportation
Title: Lower Seguin Rd Reconstruction
Reconstruct Lower Seguin Road between Loop 1604 and FM 1518 identified in the Master Throughfare Plan

Project Type: Transportation
Title: Northcliffe Country Club Estates Street Rehabilitation
Rehabilitate the streets in the subdivision.

Project Type: Parks
Title: Hilltop/Homestead Park Development
Construction started on 14-acre Homestead side of park.

Project Type: Parks
Title: Community Circle Park Development
Developing a cohesive community park in open space near Community Circle Drive.

Project Type: Facilities
Title: Fire Station 4
New Fire Station 4 on Weiderstein Road area east of Schertz Parkway will be on 10 acres of a 30+ acre land purchase.

Project Type: Facilities-Generator
Generator Replacement-Community Center/Building 1
Current generator is over 20years old and needs replacement.

Project Type: Facilities
Title: Mass Communication Plan Phase VI
Expand the city's network connection

Project Type: FM 78 Location-Police Department
Title: FM 78 Location
Working with Guadalupe County for growth and an additional public safety facility.

Project Type: Water CIP
Title: Corbett Ground Storage Tank
Three million storage tank for storing water for southern Schertz

Project Type: East Live Oak/Northcliffee Elevated Tank
Title: Piping rehabilitation and repainting water tanks

Project Type: Lower Segiun/Graytown/Pfiel loop lines
Working on easement acquisitions

Project Type: Schertz Parkway 16-inch transmission line Replacement
Transmission line aging and needs replacement

Project Type: I-35 I-NEX Utility Relocations
Reimbursed by TxDOT

Project Type: Scenic Hills Water and Wastewater Main lines
Replace aging 6-inch 8-inch lines

Project Type: FM 3009 18-inch Transmission Main
Old asbestos line, needs replacement

Project Type: 3-Million Water Storage Tank
To companion the IH-35 elevated tank in northern Schertz

Project Type: Moonlight Meadow Drive
Water lines need to be upgraded and create loops

Project Type: Replacement 6 and 8-inch water lines in Greenshire Subdivision
Aging lines need replacement

Project Type: IH-35 Dedicated water transmission main
Long-term project, acquiring easements

Project Type: Bubbling Springs water line
Replace 6-inch water main

Project Type: Wastewater-Women Hollering Creek wastewater
Finishing up project

Project Type: Wastewater-CCMA South Plant Expansion
On Hold

Project Type: Decommission Corbett Lift Station
Will be in few years

Project Type: Cibolo West Trunk Main
Serves Schertz near Cibolo Creek

Project Type: Belll North Drive Gravity Sewer Main
Construction to start soon

Project Type: Wiederstein Rd-Gravity Line
Partner with developer

Project Type: Randa Lane Gravity Line
Randa Lane residents to city line

Drainage Fund CIP- CM Williams recognized Public Works Director Larry Busch

Project Type: Wendy Swann Park
Huge channel retaining wall to put underground

Project Type: FM 1518 City Park Underground Drainage Upgrade
Start this year

Mayor Gutierrez recessed the meeting for 15-min break at 1:38 p.m.
Mayor Gutierrez reconvened the meeting at 1:52 p.m.

3. Discussion and direction regarding operations of the Schertz Soccer Complex and Schertz Area Senior Center (S.Gonzalez/L.Shrum)

CM Williams recognized Parks and Recreation Director Lauren Shrum who presented an operations proposal on how they operate the Schertz Soccer Complex.

- •City is growing and becoming more sophisticated in our efforts; standards are increasing
- •Added staff capacity in Recreation Division
- •Auditing Facility License Agreements
- •Identified some issues through that process

Complex Purchased in 2008

Parks Department was just 4 Parks Workers who Mowed

No Recreation Team or Rental Software

Public Facility License Agreement with SYSA in 2009

Included the City, SAYSAT, GRAYSA, and Lions FC

Renovation in 2013

Renewed Public Facility License Agreement with SYSA in 2015

Concerns:

Operations

•Building Maintenance

•Turf Management

•Irrigation Management

Administrative

•Financial Sustainability

•Legal & Compliance Issues

•Best Management Practices

Organization Structure

•Disjointed organization of competitors

•Inequitable Access

This is the right time to adjust with investments in the Facility. Improve Facility Maintenance and Oversight. More equitable access and increase capacity and programming.

Staff Recommendations:

City Operations – Neutral Party

- •City staff (Athletic Coordinator) manages field utilization
- •Competitively bid out field maintenance operations

•Competitively bid out concessionaire operations
•Move to a Recognized Sports Association (RSA) for priority space
•RSA's coordinate with Athletics Coordinator for field use
•Soccer associations continue to manage their programs

Recommendation from Parks and Recreation Advisory Board
MOTION TO DISSOLVE SYSA ALLIANCE AND AGREEMENT
•5 AYES, 1 NAY
MOTION TO RECOMMEND CITY OPERATIONS OF SOCCER COMPLEX AND HIRE ATHLETIC COORDINATOR PLUS ADDITIONAL STAFF MEMBERS TO SUPPORT THE ROLE
•4 AYES, 2 NAY

Senior Center-Operations Proposal

Facility opened in 2010
Building previously held the Library

Operations over the years
Comal County Senior Citizen's Foundation
City of Schertz (2014-2015)
YMCA (2015-present)

Renovated in 2017
$850,000 and added 1,500 sq feet to the Center

The Senior Center is owned by the City of Schertz and managed through a public facility license agreement with the Schertz Family YMCA that expires September 30, 2025.

YMCA Responsibilities
Operations
Nutrition Compliance
Janitorial
Light Maintenance
Personnel
Member Engagement

City of Schertz Responsibilities
Membership Software
Nutrition Compliance
Contract Oversight
Utilities
Building Maintenance
Landscaping

Staff Recommendations:
Let current contract expire September 30, 2025
•Hire 1 FT Senior Center Supervisor

•Hire 1 FT Recreation Specialist
•Custodial support via Event Attendants
•Contract fitness instructors with YMCA
•Currently developing transition plan
•Direction at Council Workshop August 1
•Post positions
•Plan for interim staff coverage

Recommendation from Parks and Recreation Advisory Board

Motion to let the current Senior Center contract with the YMCA expire on September 30th, 2025, and shift to City-run operations with a FT Senior Center Supervisor and FT Recreation Specialist.

•Unanimous vote for proposal - 6 Ayes, 0 Nays

Adjournment

Mayor Gutierrez adjourned the meeting at 2:43 p.m.

_____
Ralph Gutierrez, Mayor

ATTEST:

_____
Sheila Edmondson, City Secretary

Agenda No. 2.

CITY COUNCIL MEMORANDUM

City Council Meeting:	**August 19, 2025**
Department:	**Emergency Medical Services**
Subject:	**Resolution 25-R-085 - Authorizing Amendment Number 1 to the EMS Interlocal Agreements with multiple governmental entities for the provision of Emergency Medical Services (S.Williams/J.Mabbitt)**

BACKGROUND

In 2023, the City of Schertz, and other entities in the region, signed a new five-year Interlocal Agreement (ILA) to utilize the EMS service. The ILA authorizes the City of Schertz to increase that base price per resident based on the most recent 12-month Consumer Price Index (CPI) for all urban consumers for medical care services to a maximum of 3 percent. In addition to the 3 percent CPI, Schertz annually adjusts for population growth for each entity.

The number of service calls for each entity in the EMS system has increased as the growth increases, yet the population in all the entities does not keep up with the pace of the demands of the service. There are other mitigating factors. The ten government entities (Schertz + nine entities) fees provide for 33% of the EMS budget. Sixty-five percent (65%) of the EMS budget is through insurance; 28% of this is written off as bad debt. The bad debt also includes uninsured persons (11%) and charity cases (6%), plus non-payment from users with Medicare, Medicaid, and private insurance companies that do not cover the full cost of their EMS services. While Schertz EMS attempts to collect from Medicare/Medicaid/private insurance users, not paying an EMS bill has no consequences. Additionally, Schertz recently did a compensation study and increased the pay for EMTs and Paramedics by an average of 26%. These positions make up 86% of the personnel for Schertz EMS. At the same time, Schertz EMS went from 24-hour work periods to 12-hour work periods. This resulted in Schertz EMS having to add additional personnel as well. Lastly, there are legislative hindrances that prevent Schertz EMS from collecting certain ambulance fees.

These increases, as well as the cost of providing service, have drained the fund balance, resulting in a negative cash balance. To continue to provide the same level of service, it was determined to increase the fees for each entity. We met with each stakeholder in April 2025 and notified them of this increase of 35% for FY26 and 5% for both FY27 and FY28.

Partner entities requested we look at some alternatives that would spread the increase out over a longer period of time. A longer period of time was not conducive, but we did provide an alternative to increase the rates by 20% for both FY26 and FY27, and then 5% for FY28.

GOAL

The goal of this resolution is to amend the existing ILA with multiple governmental entities.

COMMUNITY BENEFIT

To continue to provide Emergency Medical Services to the communities served.

SUMMARY OF RECOMMENDED ACTION

Approval of Resolution 25-R-085.

FISCAL IMPACT

Increases as outlined:

	FY25	FY26	FY27	FY28
Cibolo	$662,028.24	$794,433.89	$953,320.67	$1,000,986.70
Increase		$132,405.65	$158,886.78	$47,666.03
Schertz	$791,273.28	$949,527.94	$1,139,433.52	$1,196,405.20
Increase		$158,254.66	$189,905.58	$56,971.68
Live Oak	$290,411.52	$348,493.82	$418,192.59	$439,102.22
Increase		$58,082.30	$69,698.77	$20,909.63
Universal City	$356,549.52	$427,859.42	$513,431.31	$539,102.87
Increase		$71,309.90	$85,571.89	$25,671.56
Selma	$213,095.76	$255,714.91	$306,857.89	$322,200.79
Increase		$42,619.15	$51,142.98	$15,342.90
Comal Co ESD 6	$163,225.11	$220,353.90	$231,371.59	$242,940.17
Increase		$57,128.79	$11,017.69	$11,568.58

Santa Clara	$14,138.64	$16,966.37	$20,359.64	$21,377.62
Increase		$2,827.73	$3,393.27	$1,017.98
Marion	$21,742.32	$26,090.78	$31,308.94	$32,874.39
Increase		$4,348.46	$5,218.16	$1,565.45

RECOMMENDATION

Approval of Resolution 25-R-085.

Attachments

Resolution 25-R-085 with attachments

Resolution 23-R-58

RESOLUTION 25-R-085

A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF SCHERTZ, TEXAS AUTHORIZING AMENDMENT 1 (ONE) TO THE EMS INTERLOCAL AGREEMENTS WITH MULTIPLE GOVERNMENTAL ENTITIES FOR THE PROVISION OF EMERGENCY MEDICAL SERVICES.

WHEREAS, the City of Schertz entered into an Interlocal Agreement with multiple governmental entities effective as of October 1, 2023 for the provision of Emergency Medical Services; and

WHEREAS, the City of Schertz has determined that the provision of certain emergency medical services is a public purpose and within their statutory powers of government; and

WHEREAS, the City of Schertz wishes to amend the Interlocal Agreement with multiple governmental entities to cover anticipated operational budgeted shortfalls; and

WHEREAS, the City Council hereby finds that the amendment is reasonable and necessary for the safety and welfare of the general public; and

WHEREAS, the City Council authorizes the City Manager to enter into the amended Interlocal Agreement and take any additional action reasonably necessary to ensure such an amendment is executed.

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

Section 1. The City Council hereby approves and accepts Amendment 1 (one) to the Interlocal Agreement for Emergency Medical Services as set forth in Exhibit "A".

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

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

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

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

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

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

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

PASSED AND APPROVED on the _____ day of_____, 2025.

CITY OF SCHERTZ, TEXAS

_____
Ralph Gutierrez, Mayor

ATTEST:

_____
Shelia Edmondson, City Secretary

Exhibit A

STATE OF TEXAS	§	AMENDMENT NUMBER 1 TO THE INTERLOCAL AGREEMENT BETWEEN
	§	THE {insert political subdivision name}
COUNTY OF GUADALUPE	§	AND THE CITY OF SCHERTZ, TEXAS, FOR EMERGENCY MEDICAL SERVICES

This Amendment No. 1 (the "Amendment") is made and entered into as of the 19th day of August 2025, by and between the City of Schertz, a political subdivision of the State of Texas (hereinafter referred to as "City"), and the {insert political subdivision name}, a political subdivision of the State of Texas (hereafter referred to as "Contracting Jurisdiction").

WHEREAS, the City and Contracting Jurisdiction have entered into an Interlocal Agreement effective as of October 1, 2023 for the City to provide emergency medical services to Contracting Jurisdiction; and

WHEREAS, the City and the Contracting Jurisdiction have determined that the provision of certain emergency medical services is a public purpose and within their statutory powers of government;

NOW, THEREFORE, the City and Contracting Jurisdiction agree to amend the Agreement as follows:

Section 3 of the Agreement is replaced and superseded by the following new Section 3

3. Consideration

a) In consideration of the City's provision of the Emergency Medical Services during the Initial Term and each Renewal Tern, the Contracting Jurisdiction agrees to pay the City in four equal installments on the first day of each quarter of the Contracting Jurisdiction's fiscal year as outlined below:

Fiscal Year 2026 – {Total Dollar Amount}
Fiscal Year 2027 – {Total Dollar Amount}
Fiscal Year 2028 – {Total Dollar Amount}

b) Any party paying for the performance of governmental functions or services must make such payments from current revenues available to the paying party.

c) The Contracting Jurisdiction agrees that, in addition to the fee payable by the Contracting Jurisdiction to the City pursuant to Section 3(a), patients shall be billed by the City for all services rendered to them by the Department. The Contracting Jurisdiction agrees to assist the City in developing information to permit the City to collect such charges. In no event shall the City or the Contracting Jurisdiction be responsible for payment of such patient charges.

All other requirements, terms, and conditions in the Agreement that are not hereby amended are to remain in full force and effect.

IN WITNESS WHEREOF, the PARTIES hereto, acting under the authority of their respective governing bodies, have caused this amendment to be duly executed as of this 19th day of August 2025.

CITY OF SCHERTZ:	{insert political subdivision name}**:**
By: _____	By: _____
Name: Steve Williams	Name: _____
Title: City Manager	Title: _____

RESOLUTION NO. 23-R-58

A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF SCHERTZ, TEXAS AUTHORIZING THE CITY MANAGER TO ENTER INTO INTERLOCAL AGREEMENTS WITH MULTIPLE GOVERNMENTAL ENTITIES FOR THE PROVISION OF EMERGENCY MEDICAL SERVICES, AND OTHER MATTERS IN CONNECTION THEREWITH

WHEREAS, the City staff of the City of Schertz (the "City") has recommended that the City renew Interlocal Agreements with surrounding communities and emergency service districts relating to the provision of emergency medical services within those jurisdictions by the City; and

WHEREAS, the City Council has determined that it is in the best interest of the City to contract with these surrounding communities and emergency service districts pursuant to the Interlocal Agreement attached hereto as Exhibit A (the "Agreement").

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

THAT:

Section 1. The City Council hereby authorizes the City Manager to execute and deliver the Agreement with each contracting jurisdiction in substantially the same form set forth on Exhibit A. Future amendments to the Agreement or replacement interlocal agreements with any jurisdiction that do not change or increase the City's obligations to provide services but that solely have the effect of increasing the jurisdiction's payments to the City may be executed by the City Manager without further action by the City Council.

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

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

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

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

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

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

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

CITY OF SCHERTZ, TEXAS

_____
Ralph Gutierrez, Mayor

ATTEST:

_____
Sheila Edmondson, City Secretary

(CITY SEAL)

EMERGENCY MEDICAL SERVICES INTERLOCAL AGREEMENT

This Emergency Medical Services Interlocal Agreement, effective as of October 1, 2023 (this "Agreement"), is between the City of Schertz, Texas, a political subdivision of the State of Texas (the "City"), and the {insert political subdivision name}, a political subdivision of the State of Texas (the "Contracting Jurisdiction").

WHEREAS, the City has an emergency medical services department known as Schertz EMS (the "Department") which provides certain emergency medical services within the City and, by interlocal agreement, within other jurisdictions;

WHEREAS, the Contracting Jurisdiction desires to contract with the City for the provision of certain emergency medical services within the Contracting Jurisdiction in order to preserve and protect the health and safety of persons within the Contracting Jurisdiction;

WHEREAS, the City and the Contracting Jurisdiction have determined to enter into this Agreement relating to the provision of certain emergency medical services within the Contracting Jurisdiction and to set out the terms, rights, duties, and responsibilities of the City and the Contracting Jurisdiction with respect thereto;

WHEREAS, the City and the Contracting Jurisdiction have determined that the provision of certain emergency medical services is a public purpose and within their statutory powers of government; and

WHEREAS, the City and the Contracting Jurisdiction are political subdivisions of the State of Texas and are authorized to execute this Agreement pursuant to Texas Government Code Chapter 791.001, as amended;

NOW, THEREFORE, THE CITY AND THE CONTRACTING JURISDICTION, ACTING BY AND THROUGH THEIR DULY AUTHORIZED OFFICERS, HEREBY COVENANT AND AGREE AS FOLLOWS:

Section 1. Purpose. (a) The City agrees that during the term of this Agreement the City shall respond to all calls for emergency medical assistance and emergency medical transport and advanced life support service with mobile intensive care unit capability (the "Emergency Medical Services") within the jurisdiction of the Contracting Jurisdiction (the "Service Area"). The Contracting Jurisdiction understands and agrees that timeliness of response is dependent on the level of demand throughout the Department's response area and that calls are answered on a next available-ambulance basis.

(b) The Contracting Jurisdiction shall arrange for dispatch of requests for assistance directly to the Department by the Department's radio frequency or via telephone to the Department's primary dispatch agency (City of Schertz Police Department). Such dispatch services shall be initiated on the radio frequency specified and, in a manner, approved by the Department.

(c) The Department shall observe and comply with all applicable federal, state, county, and City laws, rules, ordinances, and regulations which in any manner affect the provision of the services described in this Agreement and shall perform such services in a professional manner in accordance with standard emergency medical services practice.

(d) The City agrees to permit the Contracting Jurisdiction to review the Department's run statistics maintained in the Department's offices. Due to patient privacy considerations, reports containing specific patient information shall not be made available to the Contracting Jurisdiction without the appropriate written consent of the patient or the patient's authorized representative or without a specific court order.

Section 2. Term and Renewal. This Agreement shall be for a term commencing with the effective date of this Agreement through and including September 30, 2024 (the "Initial Term"). This Agreement shall thereafter be automatically renewed for four (4) succeeding periods of one year (each, a "Renewal Term") unless either party to this Agreement notifies the other party in writing that it wishes to terminate this Agreement. Such notice shall be provided at least one year prior to the desired end of this Agreement.

Section 3. Consideration. (a) In consideration of the City's provision of the Emergency Medical Services during the Initial Term and each Renewal Term, the Contracting Jurisdiction agrees to pay the City $17.07 per citizen based upon the most recent population estimates payable in four equal installments on the first day of each quarter of the Contracting Jurisdiction's fiscal year. This Initial Term payment will be {Total Dollar Amount} based upon a population of {Population} residents.

(b) Prior to the beginning of each Renewal Term, the Consideration per citizen shall be increased based on the percentage increase for the previous twelve (12) month period in the "Medical Care" component of the Consumer Price Index (CPI), not to exceed three (3%) percent of the annual fee for the previous year. In addition, population estimates for the Service Area shall be updated for each Renewal Term and shall be effective with the beginning of each Renewal Tenn.

(c) Any party paying for the performance of governmental functions or services must make such payments from current revenues available to the paying party.

(d) The Contracting Jurisdiction agrees that, in addition to the fee payable by the Contracting Jurisdiction to the City pursuant to Section 3(a), patients shall be billed by the City for all services rendered to them by the Department. The Contracting Jurisdiction agrees to assist the City in developing information to permit the City to collect such charges. In no event shall the City or the Contracting Jurisdiction be responsible for payment of such patient charges.

Section 4. Authorization. This Agreement inures to the benefit of and obligates only the Parties. No term or provision of this Agreement shall benefit or obligate any person or entity not a Party to the Agreement. The Parties shall cooperate fully in opposing any attempt by any third person or entity to claim any benefit, protection, release, or other consideration under this Agreement.

Section 5. Amendments. This Agreement shall bind and benefit the respective Parties and their legal successors, but shall not otherwise be assignable, in whole or in part, by either Party without first obtaining the written consent of the other Party.

Section 6. Governmental Functions; Liability; No Waiver of Immunity or Defenses.

(a) Notwithstanding any provision to the contrary herein, this Agreement is a contract for and with respect to the performance of governmental functions by governmental entities.

(b) The services provided for herein are governmental functions, and the City and the Contracting Entity shall be engaged in the conduct of a governmental function while providing and/or performing any service pursuant to this Agreement.

(c) The relationship of the Contracting Entity and the City shall, with respect to that part of any service or function undertaken as a result of or pursuant to this Agreement, be that of independent contractors.

(d) Nothing contained herein shall be deemed or construed by the Parties, or by any third party, as creating the relationship of principal and agent, partners, joint ventures, or any other similar such relationship between the Parties.

(e) Each Party reserves and does not waive any defense available to it at law or in equity as to any claim or cause of action whatsoever that may arise or result from or in connection with this Agreement. This Agreement shall not be interpreted nor construed to give to any third party the right to any claim or cause of action, and neither the City nor the Contracting Entity shall be held legally liable for any claim or cause of action arising pursuant to or in connection with this Agreement except as specifically provided herein or by law.

(f) Neither Party waives or relinquishes any immunity or defense on behalf of itself, its Commissioners, Councilmembers, officers, employees, and agents as a result of the execution of this Agreement and the performance of the covenants and agreements contained herein.

Section 7. Notices.

All correspondence and communications concerning this Agreement shall be directed to:

SCHERTZ:	City of Schertz
	1400 Schertz Parkway, Building #1
	Schertz, Texas 78154
	Attention: City Manager
{NAME}:	{Political Subdivision Name/Address}

Notices required hereunder shall be hand-delivered, sent by prepaid certified mail, return receipt requested, or electronically.

Section 8. **Severability**. If any provision of this Agreement shall be deemed void or invalid, such provision shall be severed from the remainder of this Agreement, which shall remain in force and effect to the extent that it does not destroy the benefit of the bargain.

Section 9. **Entire Agreement**. This Agreement is the entire agreement between the City and the Contracting Entity as to the subject matter hereof and supersedes any prior understanding or written or oral agreement relative to the subject matter hereof. This Agreement may be amended only by written instrument duly approved and executed by both Parties in accordance with the formalities of this Agreement.

Section 10. **Governing Law; Venue.** All Parties agree that this Agreement shall be construed under the laws of the State of Texas, and obligations under the Agreement shall be performed in the city limits of the **{POLITICAL SUBDIVISION},** in Guadalupe, Bexar, and Comal Counties of Texas. In the event that any legal proceeding is brought to enforce this Agreement or any provision hereof, the same shall be brought in the State Courts of Guadalupe County, Texas. The Parties agree to submit to the jurisdiction of said court.

[Signatures and acknowledgements on the following pages]

INTERLOCAL COOPERATION AGREEMENT BETWEEN THE CITY OF SCHERTZ, TEXAS AND THE {POLITICAL SUBDIVISION}, TEXAS

The Parties hereto have executed this Agreement as of the dates set forth below to be effective as of the Effective Date.

CITY OF SCHERTZ, TEXAS

By: _____

Steve Williams, City Manager

SIGNATURE PAGE TO

INTERLOCAL COOPERATION AGREEMENT BETWEEN THE CITY OF SCHERTZ, TEXAS AND THE {POLITICAL SUBDIVISION}, TEXAS

{POLITICAL SUBDIVISION},

By: _____

Agenda No. 3.

CITY COUNCIL MEMORANDUM

City Council Meeting:	**August 19, 2025**
Department:	**Police Department**
Subject:	**Resolution 25-R-109 - Authorizing a Lease Agreement with Guadalupe County for Lease Use of County Facility (S.Williams/J.Lowery)**

BACKGROUND

An ILA was previously approved by Resolution 25-R-029 (attached) that authorized a Lease Use of the County Facility, located at 1052 FM 78, Schertz, TX. The Lease document was drafted by Guadalupe County and was reviewed by the City's Purchasing and Legal Departments. The Schertz Police Department has outgrown its current facility for administrative and operational needs. There is a new Public Safety building in the long-term CIP plan that is projected for four to eight years to be complete, if approved. In order to maintain current and future operational capacity, the Police Department will need temporary facilities to provide work space until the completion of the new Public Safety building. We have identified a building that is owned by Guadalupe County that would provide such operational space for approximately eight years. The property room, Criminal Investigations, and the Crime Victims Liaison will be relocated to this location, freeing up space at our current facility. Guadalupe County has indicated that they are willing to provide the shell office space area with HVAC, water, two sets of male and female restrooms, and will provide water at no additional fee. Electricity will be based upon any current increase in use of the section once the lease is executed. The City of Schertz would be responsible for building the shell facility and covering said costs and, upon vacating the location, the office structure would remain in place.

GOAL

To provide spacing for the immediate and future growth of the police department while a new Public Safety building is being considered for construction. The Current CIP plan is presently projecting a four to eight-year build out for this project.

COMMUNITY BENEFIT

This would allow the Police Department to continue to maintain operational fitness and limit costs while awaiting the construction of a new Public Safety building.

SUMMARY OF RECOMMENDED ACTION

Approval of Resolutions 25-R-109

FISCAL IMPACT

The projected cost for this project is $500,000; $400,000 for the Guadalupe County building shell build out and $100,000 for remodeling the current Police Department when the identified units transition to the new location. These projects were included as part of the CIP that was previously approved by Council as part of the budget process. Additionally, there is a nominal fee for electricity that will be based upon any current increase in usage of current demands.

RECOMMENDATION

Approval of Resolution 25-R-109.

Attachments

Resolution 25-R-109 with attachments

ILA Resolution 25-R-029

RESOLUTION 25-R-109

A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF SCHERTZ, TEXAS AUTHORIZIANG A LEASE AGREEMENT WITH GUADALUPE COUNTY FOR USE OF COUNTY FACILITY AND OTHER MATTERS IN CONNECTION THEREWITH

WHEREAS, Guadalupe County ("County") and the City of Schertz ("City") wish to enter into a Lease Agreement relating to the use of the County facility located at 1052 Farm-To-Market Rd 78, Schertz, TX 78154 and set out the terms, rights, duties, and responsibilities with respect thereto; and

WHEREAS, the City will renovate and use the space to house Police Department personnel until the new Public Safety Building is completed.

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

Section 1. The City Council hereby grants authority to the City Manager to execute the Lease Agreement with Guadalupe County in substantially the form attached hereto as Exhibit A.

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

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

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

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

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

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

PASSED AND ADOPTED, this _____ day of _____, 2025.

CITY OF SCHERTZ, TEXAS

_____
Mayor, Ralph Gutierrez

ATTEST:

_____
City Secretary, Sheila Edmondson

EXHIBIT A

Lease Agreement with Guadalupe County for Use of County Facility

Lease Agreement between Guadalupe County and the City of Schertz

The purpose of this Lease Agreement is to set forth the terms between Guadalupe County (hereinafter referred to as "County") and the City of Schertz (hereinafter referred to as "City"), regarding the partial use of the County Facility located at 1052 FM 78, Schertz, Texas (hereinafter referred to as "Facility"). The Facility is more particularly described as the southeast portion of the building, comprising approximately 15,000 square feet of office space (hereinafter referred to as "Premises"), located in Schertz, Texas.

1. The County will lease the Premises to the City for the sum of one dollar ($1.00) per year. This Lease Agreement will begin upon the last signature of the parties to the Lease Agreement and continue until the earlier of December 31, 2033, or until the City has completed the new Schertz Public Safety Building. The County may terminate the Lease Agreement by giving the City not less than nine (9) months' written notice that the Lease Agreement will terminate and the date of termination.
2. The County will permit the City to have exclusive use of the Premises. The City will be authorized to access the Facility and Premises for the purpose of conducting City business.
3. The Guadalupe County Constable's Office for Precinct 3 shall be allowed to utilize the sheltered vehicle area and will be allocated not less than a ten-foot by ten-foot area for property storage, which will be independently maintained.
4. The County currently has electricity and water available on the premises, which will remain in place for the City's use. The City is not required to create an independent account with the utility provider(s) for the Premises. The City shall be responsible for reimbursing the County for the City's utility usage above the County's current utility usage for the Premises. The County's current utility usage shall be calculated by adding together all usage for the Premises for the preceding year and dividing that cost amount by twelve to obtain the average monthly utility use by the County (Average Utility Usage). The City shall be responsible for all utility costs above the Average Utility Usage. The County will notify the City of the amount due to the County utilities, and the City shall reimburse the County within 30 days of receipt of the notice.
5. The Premises consist of a shell office space area with HVAC, water, and two (2) sets of male and female restrooms. The City is authorized to build out and improve the Premises as necessary for conducting City business during the term of the lease. The City shall be responsible for all costs associated with any build-out or improvements to the Premises. The City agrees that all work conducted to improve and build out the Premises shall remain in place when the City departs the Premises and the Lease Agreement is terminated.
6. General and customary maintenance and repairs to the HVAC, water, and electricity systems will be conducted by the County. Repairs of the HVAC, water, and electricity systems due to the work or improvements conducted by the City shall be the responsibility of the City. The City shall bear the costs associated with any extensions, alterations, or modifications of the HVAC, water, or electricity systems needed for the alterations and improvements by the City.
7. The City agrees to hold harmless the County, its officers, agents and employees, from and against any and all claims, losses, damages, causes of action, suits, and liability of every kind, including all expenses of litigation, court costs and attorney's fees, for injury to or death of any person or for damage to any property arising out of or in connection with use of the Facility/Premises by the City under the terms of this Agreement provided that any such claim or loss is attributed to the actions of the City. The foregoing shall have no application

to any claim, loss, damage, cause of action, suit, or liability where the injury, death, or damage results from the action attributable to the County.

8. At the end of the Lease Agreement, the City shall return the Premises to the County in the same or better condition as when the City took possession of the Premises.
9. The City is not required to pay a security deposit.
10. To be effective, this Lease Agreement must be duly authorized by the governing bodies of both the County and the City.
11. If any portion of this Agreement shall be deemed illegal or held unenforceable by a court of competent jurisdiction, the remaining portions herein shall continue in full force and effect.
12. This Agreement shall be governed by the Constitution and Laws of the State of Texas. Venue for any dispute arising out of this Agreement shall be in a State District Court in Guadalupe County, Texas.
13. This Agreement may not be altered or amended without the written consent of both parties in the same manner in which this Agreement took effect.
14. All notices contemplated and required herein shall be in writing and delivered in person or sent via certified mail, unless specifically provided otherwise:

    Guadalupe County
    Attn: County Judge
    101 E. Court Street
    Seguin, Texas 78155

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

Passed and Approved on the ____ day of _____ 2025.

COUNTY:

_____
Kyle Kutscher, County Judge
Guadalupe County, Texas

Attest:

_____
Teresa Kiel, County Clerk
Guadalupe County, Texas

CITY:

_____
Steve Williams, City Manager
City of Schertz, Texas

RESOLUTION 25-R-029

A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF SCHERTZ, TEXAS AUTHORIZIANG AN INTERLOCAL AGREEMENT WITH GUADALUPE COUNTY FOR USE OF COUNTY FACILITY AND OTHER MATTERS IN CONNECTION THEREWITH

WHEREAS, Guadalupe County ("County") and the City of Schertz ("City") wish to enter into an Agreement relating to the use of the County facility located at 1052 Farm-To-Market Rd 78, Schertz, TX 78154 and set out the terms, rights, duties, and responsibilities with respect thereto; and

WHEREAS, the County and the City are political subdivisions of the State of Texas and are authorized to enter into an Agreement pursuant to Texas Government Code Chapter 791.001, as amended;

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

Section 1. The City Council hereby grants authority to the City Manager to execute the Interlocal Agreement with Guadalupe County in substantially the form attached hereto as Exhibit A.

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

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

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

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

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

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

PASSED AND ADOPTED, this 18th day of February, 2025.

CITY OF SCHERTZ, TEXAS

Mayor, Ralph Gutierrez

ATTEST:

City Secretary, Sheila Edmondson

EXHIBIT A

Interlocal Agreement with Guadalupe County for Use of County Facility

THE STATE OF TEXAS §
§
THE COUNTY OF GUADALUPE §

INTERLOCAL AGREEMENT BETWEEN GUADALUPE COUNTY AND THE CITY OF SCHERTZ

This Interlocal Agreement (this "Agreement") is between Guadalupe County (hereinafter referred to as "County") and the City of Schertz (hereinafter referred to as "City"), regarding the partial use of the County facility located at 1052 Farm-To-Market Rd 78, Schertz, TX 78154 (hereinafter referred to as "Facility"). The Facility is more particularly described as the southeast portion of the building, comprising approximately 15,000 square feet of office space (hereinafter referred to as "Premises"), located in Schertz, Texas.

WHEREAS, the County and City have wish to enter into this Agreement relating to the use of the Facility and Premises and set out the terms, rights, duties, and responsibilities of the County and the City with respect thereto; and

WHEREAS, the County and the City are political subdivisions of the State of Texas and are authorized to execute this Agreement pursuant to Texas Government Code Chapter 791.001, as amended;

NOW, THEREFORE, THE COUNTY AND CITY, ACTING BY AND THROUGH THEIR DULY AUTHORIZED OFFICERS, HEREBY COVENANT AND AGREE AS FOLLOWS:

Section 1. TERM & RENEWAL

This Agreement shall be for a term commencing with the effective date of this Agreement through and including December 31, 2033. The City's intent is to have a new Schertz Public Safety Building (SPSB) built by December 31, 2033. The City would vacate the premises earlier if the SPSB is completed before this date.

Section 2. CONSIDERATION

County will permit the City to have exclusive use of the Premises. In addition, the City will be permitted access to the Facility and the Premises for the purpose of City business. Guadalupe County Precinct 3 Constables Office will be allowed to utilize the sheltered vehicle crime scene area and will be allocated a 10 x 10 area for property storage that is independently maintained. There will be no other shared access to the property room.

Utilities: County will have electricity and water available on the site at no additional charge.

Condition: Premises is a shell office space area with HVAC, water, and two (2) sets of male and female restrooms. Upon departing the location all office infrastructure installed by City will remain in place. Repair needs to HVAC, water, electricity will be maintained and conducted by County.

Security deposit: No security deposit is required.

Rent: City will not be charged rent.

Section 3. AUTHORZATION

This Agreement has been duly authorized by the governing bodies of the County and the City.

Section 4. SEVERABILITY

If any portion of this Agreement shall be declared illegal or held unenforceable for any reason, the remaining portions hereof shall continue in full force and effect.

Section 5. AMENDMENTS

This Agreement represents the complete understanding of the County and the City with respect to the matters described herein, and this Agreement may not be amended or altered without the written consent of both parties.

Section 6. GOVERNING LAW AND VENUE
This Agreement shall be governed by the laws of the State of Texas. Venue for any dispute arising out of this Agreement will be in Guadalupe County, Texas.

Section 7. NOTICE
All notices contemplated and/or required herein shall be in writing and shall be delivered in person or sent via certified mail, unless specifically provided otherwise.

GUADALUPE COUNTY
Office of the Treasurer
307 West Court Street
Seguin, TX 78155

CITY OF SCHERTZ
ATTN: CITY MANAGER
1400 Schertz Parkway
Schertz, TX 78154

Section 8. GOVERNMENTAL FUNCTIONS; LIABILITY; NO WAIVER OF IMMUNITY OR DEFENSES
Notwithstanding any provision to the contrary herein, this Agreement is a contract for and with respect to the performance of governmental functions by governmental entities.

a) The relationship of the Parties shall, with respect to that part of any service or function undertaken as a result of or pursuant to this Agreement, be that of independent entities.
b) Each Party shall have no liability whatsoever for the actions of, or failure to act by, any employees, agents, or representatives of the other Party in connection with the Agreement. Each Party covenants and agrees, to the extent permitted by law, that it shall be solely responsible, as between the Parties, for and with respect to any claim or cause of action arising out of or with respect to any act, omission, or failure to act by its respective employees, agents, representatives, or assigns, in connection therewith.
c) Each Party reserves and does not waive any defense available to it at law or in equity as to any claim or cause of action whatsoever that may arise or result from or in connection with this Agreement. This Agreement shall not be interpreted nor construed to give to any third party the right to any claim or cause of action, and neither Party shall be held legally liable for any claim or cause of action arising pursuant to or in connection with this Agreement except as specifically provided herein or by law.
d) Neither Party waives or relinquishes any immunity or defense on behalf of itself, its commissioners, councilmembers, officers, employees, and agents as a result of the execution of this Agreement and the performance of the covenants and agreements.

PASSED AND APPROVED on the _____ day of _____, 20_____.

_____
Kyle Kutscher
County Judge, Guadalupe County

_____
Steve Williams
City Manager, City of Schertz

Attest:

_____
Teresa Kiel, Guadalupe County Clerk

Agenda No. 4.

CITY COUNCIL MEMORANDUM

City Council Meeting:	**August 19, 2025**
Department:	**Engineering**
Subject:	**Resolution 25-R-104 – Authorizing a Task Order with Unintech Consulting Engineers, Inc. for Preliminary Engineering Services related to the Pickrell Park and FM 1518 Drainage Improvements (B.James/K.Woodlee/E.Schulze)**

BACKGROUND

The low-lying areas around Pickrell Park and FM 1518 are within the Cibolo Creek floodway and 100 year floodplain. The existing channels and culverts through the park and under FM 1518 are limited in their capacities and do not allow the area to properly convey stormwater to the creek in an efficient manner. A preliminary engineering report will survey the area for existing topography as well as drainage structures and utilities, primarily sanitary sewer. The report will provide preliminary layouts and estimates for drainage improvements and associated utility adjustments and relocations. Staff will discuss options for proposed improvements with the consulting engineers and provide recommendations to City Council and Management for a proposed project to improve the drainage and any associated utility relocation.

GOAL

The goal of Resolution 25-R-104 is to authorize an agreement with Unintech Consulting Engineers, Inc. to prepare a Preliminary Engineering Report to assess the drainage through Pickrell Park to FM 1518. The report will provide recommendations for proposed drainage improvements, as well as identify any sanitary sewer relocations that may be beneficial and possible after drainage improvements or may be necessary due to a conflict.

COMMUNITY BENEFIT

The preliminary engineering report will identify proposed improvements that can be made to improve the drainage conditions through Pickrell Park and across FM 1518. The City's strategic objectives of maintenance of parks, drainage infrastructure, and city facilities are all supported by this project.

SUMMARY OF RECOMMENDED ACTION

Approve Resolution 25-R-104

FISCAL IMPACT

The preliminary engineering fee is $41,987 with a not to exceed amount of $50,000. Funding will be through drainage funds. Funding for subsequent design services and proposed improvement construction will be by future bonds as allocated in the fiscal year 2025-2026 Capital Improvement Plan.

RECOMMENDATION

Approve Resolution 25-R-104

Attachments

Resolution 25-R-104 with attachments

CIP Project Sheet and Map

RESOLUTION 25-R-104

A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF SCHERTZ, TEXAS AUTHORIZING A TASK ORDER WITH UNINTECH CONSULTING ENGINEERS, INC. FOR PRELIMINARY ENGINEERING SERVICES RELATED TO THE PICKRELL PARK AND FM 1518 DRAINAGE IMPROVEMENTS.

WHEREAS, the City staff of the City of Schertz (the "City") has recommended that the City enter into an agreement for preliminary engineering services for Pickrell Park and FM 1518 drainage improvements; and

WHEREAS, Unintech Consulting Engineers, Inc., (Unintech) is an approved on-call Engineering Firm for the City of Schertz; and

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

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

WHEREAS, the City Council has determined that it is in the best interest of the City to approve a task order for Unintech to provide the necessary professional services for the project.

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

Section 1. The City Council hereby authorizes the City Manager to execute and deliver a Task Order in substantially the form set forth in Exhibit A with Unintech Consulting Engineers, Inc. for the Pickrell Park and FM 1518 Preliminary Engineering Report for $41,987 with a not-to-exceed amount of $50,000.

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

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

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

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

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

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

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

PASSED AND APPROVED on the _____ day of _____, 2025.

CITY OF SCHERTZ, TEXAS

_____
Ralph Gutierrez, Mayor

ATTEST:

_____
Sheila Edmondson, City Secretary

Exhibit A

Task Order with Unintech Consulting Engineers, Inc. for the Pickrell Park and FM 1518 Preliminary Engineering Report

This document has important legal consequences; consultation with an attorney is encouraged with respect to its use or modification. This document should be adapted to the particular circumstances of the specific Agreement between Owner and Engineer, and the controlling Laws and Regulations.

EJCDC® E-505, Agreement between Owner and Engineer for Professional Services—Task Order Edition, is published in four parts: (1) the Main Agreement (general provisions governing all Task Orders); (2) the Exhibits to Main Agreement; (3) the Task Order Form (see below); and (4) the Exhibits to Task Order. The Main Agreement contains a Guidelines for Use section that pertains to all four parts of E-505.

AGREEMENT BETWEEN OWNER AND ENGINEER FOR PROFESSIONAL SERVICES— TASK ORDER EDITION

PART 3 OF 4: TASK ORDER FORM

Prepared by

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TASK ORDER NO. 001

This is Task Order No. ___, consisting of 5 pages.

In accordance with Paragraph 1.01, Main Agreement, of the Agreement Between Owner and Engineer for Professional Services—Task Order Edition dated **[date] ,** Owner and Engineer agree as follows:

1. TASK ORDER DATA

a.	Effective Date of Task Order:	
b.	Owner:	**City of Schertz**
c.	Engineer:	**Unintech Consulting Engineers, Inc.**
d.	Specific Project (title)	**Preliminary Engineering Report – Pickrell Park and FM 1518**
e.	Specific Project (description):	Prepare a preliminary Engineering Report for drainage improvement at Pickrell Park and FM 1518 with associated sanitary sewer relocation.
f.	Related Task Orders Supplemented by this Task Order: Superseded by this Task Order:	

2. BASELINE INFORMATION

Baseline Information. Owner has furnished the following Specific Project information to Engineer as of the Effective Date of the Task Order. Engineer's scope of services has been developed based on this information. As the Specific Project moves forward, some of the information may change or be refined, and additional information will become known, resulting in the possible need to change, refine, or supplement the scope of services.

Specific Project Title:	**Preliminary Engineering Report – Pickrell Park and FM 1518**
Type and Size of Facility:	Drainage

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Description of Improvements:	Prepare a preliminary Engineering Report for drainage improvement at Pickrell Park and FM 1518 with associated sanitary sewer relocation.
Expected Construction Start:	December 2026
Prior Studies, Reports, Plans:	
Facility Location(s):	IH 35 SCHERTZ, TX 78154
Current Specific Project Budget:	TBD
Funding Sources:	TBD
Known Design Standards:	City of Schertz Public Works Design Guide, AASHTO Guide for Design of Pavement Structures 1993 Edition, AWWA,
Known Specific Project Limitations:	
Specific Project Assumptions:	Project to be located on property owned by the City of Schertz, adjacent to TXDOT Right of way,
Other Pertinent Information:	UNINTECH to provide TXDOT coordination on preliminary layout A geotechnical sampling and report will not be required.

3. SERVICES OF ENGINEER ("SCOPE")

A. The specific Basic Services to be provided or furnished by Engineer under this Task Order are:

☐ Exhibit A to Task Order, "Engineer's Services for Task Order," as attached to this specific Task Order.

B. All the services included above comprise Basic Services for purposes of Engineer's compensation under this Task Order, with the exception of Resident Project Representative Services, if any, which are compensated separately.

C. Resident Project Representative (RPR) Services:

1. If the Scope established in Paragraph 2.A above includes RPR services, then Exhibit D to Task Order is expressly incorporated in this Task Order by reference.

D. Additional Services: Services not expressly set forth as Basic Services in Paragraph 3.A above, and necessary services listed as not requiring Owner's written authorization, or requiring additional effort in an immediate, expeditious, or accelerated manner as a result of unanticipated construction events or Specific Project conditions, are Additional Services, and will be compensated by the method indicated for Additional Services in this Task Order. All

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other Additional Services require mutual agreement and may be authorized by amending the Task Order as set forth in Paragraph 8.05.B.2 of the Main Agreement, with compensation for such other Additional Services as set forth in the amending instrument.

4. DELIVERABLES SCHEDULE

A. In submitting required Documents and taking other related actions, Engineer and Owner will comply with Exhibit B to Task Order, attached to this specific Task Order.

5. ADDITIONS TO OWNER'S RESPONSIBILITIES

A. Owner shall have those responsibilities set forth in Article 2 of the Main Agreement, and the following supplemental responsibilities that are specific to this Task Order:

1. **City will provide as-builts an plan of records as they have available for the drainage and sewer in question.**

6. TASK ORDER SCHEDULE

A. In addition to any schedule provisions provided in Exhibit B or elsewhere, the parties shall meet the following schedule: **Not Applicable**

Date	Action / Milestone	Comment

7. ENGINEER'S COMPENSATION

A. The terms of payment are set forth in Article 4 of the Main Agreement.

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

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Description of Service	Amount	Basis of Compensation
1. Basic Services		
a. Preliminary Design Phase	$41,987.00	**LUMP SUM**
2. Resident Project Representative Services*	**N/A**	**N/A**
TOTAL COMPENSATION (items 1 and 2)	**$41,987.00**	
3. Additional Services under Section 3.D above	**N/A**	**N/A**

*Based on an **0**-month continuous construction period.

C. Compensation items and totals based in whole or in part on Hourly Rates or Direct Labor are estimates only. Lump sum amounts and estimated totals included in the breakdown by phases incorporate Engineer's labor, overhead, profit, reimbursable expenses (if any), and Subconsultants' charges, if any. For lump sum items, Engineer may alter the distribution of compensation between individual phases (line items) to be consistent with services actually rendered but shall not exceed the total lump sum compensation amount unless approved in writing by the Owner.

8. ENGINEER'S PRIMARY SUBCONSULTANTS FOR TASK ORDER, AS OF THE EFFECTIVE DATE OF THE TASK ORDER:

A. **N/A**

9. EXHIBITS AND ATTACHMENTS:

A. Exhibit A to Task Order—Engineer's Services Under Task Order

B. Exhibit B to Task Order—Task Order Deliverables Schedule

C. Exhibit D to Task Order—Duties, Responsibilities, and Limitations of Authority of Resident Project Representative Under Task Order

D. Exhibit E to Task Order-EJCDC® C-626, Notice of Acceptability of Work (Form)

E. Other:

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Execution of this Task Order by Owner and Engineer makes it subject to the terms and conditions of the Main Agreement and its exhibits and appendices, which Main Agreement, exhibits, and appendices are incorporated by this reference.

OWNER:		ENGINEER:	
By:		By:	
Print Name:		Print Name:	Mark B Hill, PE
Title:		Title:	Director and Shareholder
		Engineer's License or Firm's Certificate No. (if required):	94904
		State of:	Texas

DESIGNATED REPRESENTATIVE FOR TASK ORDER:		DESIGNATED REPRESENTATIVE FOR TASK ORDER:	
Name:		Name:	Mark B Hill
Title:		Title:	Director and Shareholder
Address:		Address:	2431 E. Evans Rd
			San Antonio, Texas
E-Mail Address:		E-Mail Address:	mhill@unintech.com
Phone:		Phone:	210-641-6003
Date:		Date:	7-23-2025

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Project Type: Drainage **Project Code:** TBD

Project Title: FM 1518 - City Park Underground Drainage Upgrade

Project Manager: Engineering

Location Description: FM1518 at Pickrell/Cut-off Parks

Project Summary: Design and construction to install underground drainage, upgrade creek outfalls and provide localized surface drainage swales.

Start Date: Jul-25

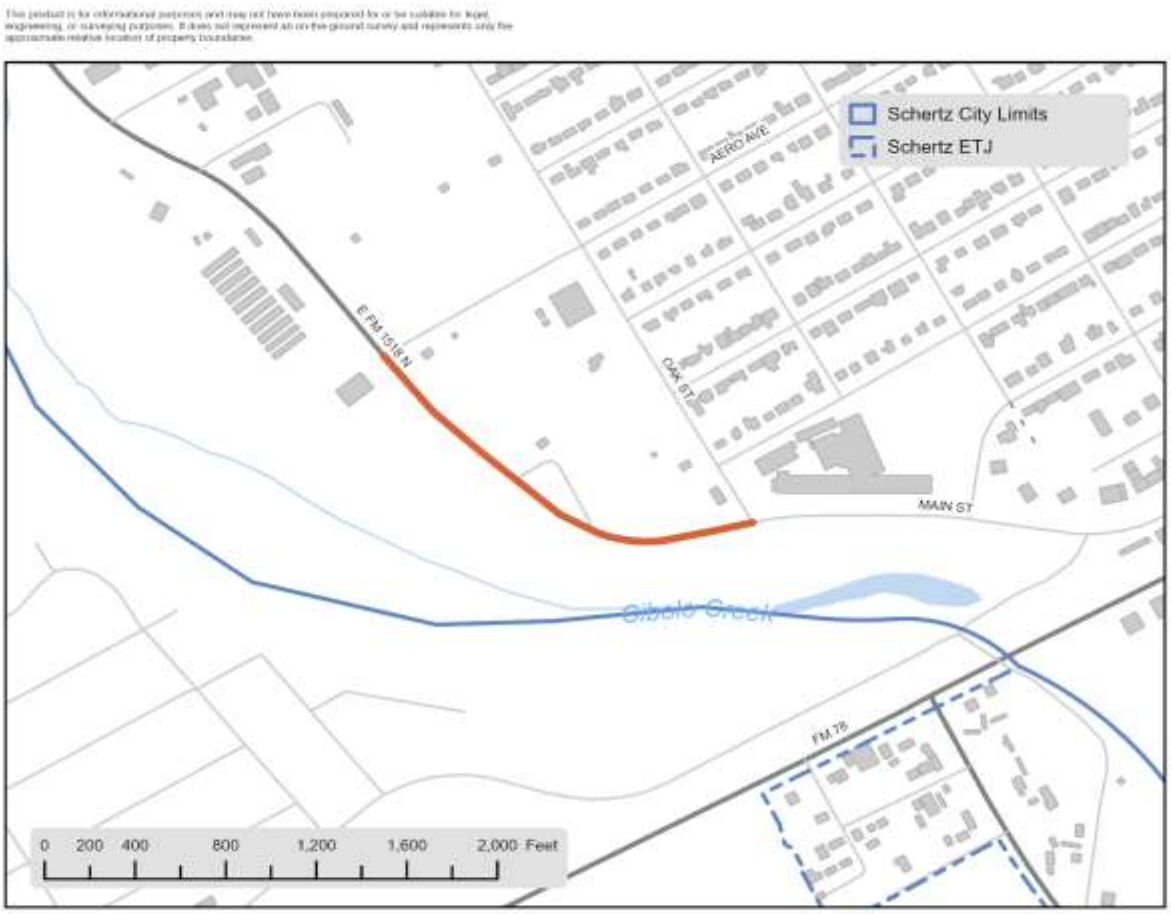
Completion Date: Sep-28

Project Forecast

	Prior Appropriation	2025-26	2026-27	2027-28	2028-29	2029-30	2030-2040	Total Cost
Funding Source								
Bonds	$ -	$ -	$ 4,495,000	$ 2,000,000	$ -	$ -	$ -	$ 6,495,000
Drainage 204-900	$ 50,000	$ -	$ -	$ -	$ -	$ -	$ -	$ 50,000
	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Total Funding Source	$ 50,000	$ -	$ 4,495,000	$ 2,000,000	$ -	$ -	$ -	$ 6,545,000
Expenditure								
Land Acquisition	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Professional Services	$ 50,000	$ -	$ 395,000	$ -	$ -	$ -	$ -	$ 445,000
Construction	$ -	$ -	$ 4,100,000	$ 2,000,000	$ -	$ -	$ -	$ 6,100,000
Total Expenditure	$ 50,000	$ -	$ 4,495,000	$ 2,000,000	$ -	$ -	$ -	$ 6,545,000

Project Type:	Drainage	**Project Code:**	TBD
Project Title:	FM 1518 - City Park Underground Drainage Upgrade		

Location:



Agenda No. 5.

CITY COUNCIL MEMORANDUM

City Council Meeting:	**August 19, 2025**
Department:	**Engineering**
Subject:	**Resolution 25-R-105 – Authorizing a Task Order with Unintech Consulting Engineers, Inc. for Professional Engineering Design Services related to the Wendy Swan Memorial Park Drainage Improvements (B.James/K.Woodlee/E.Schulze)**

BACKGROUND

Wendy Swan Memorial Park is located along Cherry Tree Drive in the Northcliffe neighborhood. A concrete drainage channel and retaining wall are located on the western boundary of the park that are in need of replacement due to their poor overall condition. Preliminary analysis recommends replacing the deficient concrete channel with 60-inch and 36-inch underground reinforced concrete pipes. This will be sized to convey the 25-year storm event per City design guidelines.

GOAL

The goal of Resolution 25-R-105 is to authorize an agreement with Unintech Consulting Engineers, Inc. to provide design, bid, and construction-related professional services for the drainage improvements at Wendy Swan Memorial Park.

COMMUNITY BENEFIT

The drainage improvements will replace the existing concrete channel with an underground storm sewer line that will improve the site's safety and better convey stormwater runoff. The project supports the strategic objectives of maintaining the City's Park facilities and drainage infrastructure.

SUMMARY OF RECOMMENDED ACTION

Approve Resolution 25-R-105

FISCAL IMPACT

The basic and additional service fee outlined in the agreement totals $102,448. $115,000 is the proposed not to exceed amount for the professional services. Funding will be through the drainage operating funds identified for improvements.

RECOMMENDATION

Approve Resolution 25-R-105

Attachments

Resolution 25-R-105 with attachments

CIP Project Sheet and Map

RESOLUTION 25-R-105

A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF SCHERTZ, TEXAS AUTHORIZING A TASK ORDER WITH UNINTECH CONSULTING ENGINEERS, INC. FOR PROFESSIONAL ENGINEERING DESIGN SERVICES RELATED TO THE WENDY SWAN MEMORIAL PARK DRAINAGE IMPROVEMENTS.

WHEREAS, the City staff of the City of Schertz (the "City") has recommended that the City enter into an agreement for Professional Engineering Design Services related to the Wendy Swan Memorial Park Drainage Improvements; and

WHEREAS, Unintech Consulting Engineers, Inc., (Unintech) is an approved on-call Engineering Firm for the City of Schertz; and

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

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

WHEREAS, the City Council has determined that it is in the best interest of the City to approve a task order for Unintech to provide the necessary professional services for the project.

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

Section 1. The City Council hereby authorizes the City Manager to execute and deliver a Task Order in substantially the form set forth in Exhibit A with Unintech Consulting Engineers, Inc. for the Wendy Swan Memorial Park Drainage Improvements for $102,448 with a not to exceed amount of $115,000.

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

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

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

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

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

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

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

PASSED AND APPROVED on the _____ day of _____, 2025.

CITY OF SCHERTZ, TEXAS

_____
Ralph Gutierrez, Mayor

ATTEST:

_____
Sheila Edmondson, City Secretary

Exhibit A

Task Order with Unintech Consulting Engineers, Inc. for the
Wendy Swan Memorial Park Drainage Improvements

This document has important legal consequences; consultation with an attorney is encouraged with respect to its use or modification. This document should be adapted to the particular circumstances of the specific Agreement between Owner and Engineer, and the controlling Laws and Regulations.

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AGREEMENT BETWEEN OWNER AND ENGINEER FOR PROFESSIONAL SERVICES— TASK ORDER EDITION

PART 3 OF 4: TASK ORDER FORM

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TASK ORDER NO. 001

This is Task Order No. ____, consisting of 5 pages.

In accordance with Paragraph 1.01, Main Agreement, of the Agreement Between Owner and Engineer for Professional Services—Task Order Edition dated **[date] ,** Owner and Engineer agree as follows:

1. TASK ORDER DATA

a.	Effective Date of Task Order:	
b.	Owner:	**City of Schertz**
c.	Engineer:	**Unintech Consulting Engineers, Inc.**
d.	Specific Project (title)	**Wendy Swann Drainage Improvements**
e.	Specific Project (description):	Civil and Survey Engineering design services for the reconstruction of drainage channel at Wendy Swann Memorial Park, 4601 Cherry Tree Dr, Schertz, TX 78108
f.	Related Task Orders Supplemented by this Task Order: Superseded by this Task Order:	

2. BASELINE INFORMATION

Baseline Information. Owner has furnished the following Specific Project information to Engineer as of the Effective Date of the Task Order. Engineer's scope of services has been developed based on this information. As the Specific Project moves forward, some of the information may change or be refined, and additional information will become known, resulting in the possible need to change, refine, or supplement the scope of services.

Specific Project Title:	Wendy Swann Drainage Improvements
Type and Size of Facility:	Park

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Description of Improvements:	Reconstruct the concrete drainage channel at Wendy Swann Park to be under ground piping. Verify upstream pipe conditions.
Expected Construction Start:	December 2025
Prior Studies, Reports, Plans:	-
Facility Location(s):	4601 Cherry Tree Dr, Schertz, TX 78108
Current Specific Project Budget:	$1,047,500
Funding Sources:	
Known Design Standards:	City of Schertz Public Works Design Guide, AASHTO Guide for Design of Pavement Structures 1993 Edition Design to NOAA Atlas 14 Rainfall Data
Known Specific Project Limitations:	Existing channel outfalls to an existing natural ditch downstream on the adjacent property with no easement.
Specific Project Assumptions:	Remove existing concrete channel. Size replacement pipe for the 25-year event, per City Design Guide. Pipe is to be buried, and the area revegetated. No Downstream improvement/easements are included in this contract. A CCTV inspection of the existing 48” RCP will be obtained to ascertain condition and need to replace or rehabilitate.
Other Pertinent Information:	Project is not in the Edwards Aquifer Regulated Zones, is not within an area known for environmentally sensitive features, is not located within a FEMA designated flood hazard area. A geotechnical sampling and report will not be required.

3. SERVICES OF ENGINEER (“SCOPE”)

A. The specific Basic Services to be provided or furnished by Engineer under this Task Order are:

☐ Exhibit A to Task Order, “Engineer's Services for Task Order,” as attached to this specific Task Order.

B. All the services included above comprise Basic Services for purposes of Engineer's compensation under this Task Order, with the exception of Resident Project Representative Services, if any, which are compensated separately.

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C. Resident Project Representative (RPR) Services:

1. If the Scope established in Paragraph 2.A above includes RPR services, then Exhibit D to Task Order is expressly incorporated in this Task Order by reference.

D. Additional Services: Services not expressly set forth as Basic Services in Paragraph 3.A above, and necessary services listed as not requiring Owner's written authorization, or requiring additional effort in an immediate, expeditious, or accelerated manner as a result of unanticipated construction events or Specific Project conditions, are Additional Services, and will be compensated by the method indicated for Additional Services in this Task Order. All other Additional Services require mutual agreement and may be authorized by amending the Task Order as set forth in Paragraph 8.05.B.2 of the Main Agreement, with compensation for such other Additional Services as set forth in the amending instrument.

4. DELIVERABLES SCHEDULE

A. In submitting required Documents and taking other related actions, Engineer and Owner will comply with Exhibit B to Task Order, attached to this specific Task Order.

5. ADDITIONS TO OWNER'S RESPONSIBILITIES

A. Owner shall have those responsibilities set forth in Article 2 of the Main Agreement, and the following supplemental responsibilities that are specific to this Task Order:

6. TASK ORDER SCHEDULE

A. In addition to any schedule provisions provided in Exhibit B or elsewhere, the parties shall meet the following schedule: **Not Applicable**

Date	Action / Milestone	Comment

7. ENGINEER'S COMPENSATION

A. The terms of payment are set forth in Article 4 of the Main Agreement.

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

Description of Service	Amount	Basis of Compensation
1. Basic Services		
a. Preliminary Design Phase	$46,306.00	**LUMP SUM**
b. Final Design Phase	$27,025.00	**LUMP SUM**
c. Bid Phase	$7,330.00	**LUMP SUM**

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d. Construction	$8,800.00	**LUMP SUM**
e. Closeout	$685.00	**LUMP SUM**
2. Resident Project Representative Services*	**N/A**	**N/A**
TOTAL COMPENSATION (items 1 and 2)	**$90,146.00**	
3. Additional Services under Section 3.D above	**$12,302.00**	
a. Topographic Survey	$7,480.00	**LUMP SUM**
b. Preconstruction verification of Benchmarks & Offset Staking at 100-ft intervals.	$1,522.00	**LUMP SUM**
c. CCTV of existing Storm Sewer	$3,300.00	**LUMP SUM**

*Based on an **6-**month continuous construction period.

C. Compensation items and totals based in whole or in part on Hourly Rates or Direct Labor are estimates only. Lump sum amounts and estimated totals included in the breakdown by phases incorporate Engineer's labor, overhead, profit, reimbursable expenses (if any), and Subconsultants' charges, if any. For lump sum items, Engineer may alter the distribution of compensation between individual phases (line items) to be consistent with services actually rendered but shall not exceed the total lump sum compensation amount unless approved in writing by the Owner.

8. ENGINEER'S PRIMARY SUBCONSULTANTS FOR TASK ORDER, AS OF THE EFFECTIVE DATE OF THE TASK ORDER:

A. **ACE Pipe Cleaning**

9. EXHIBITS AND ATTACHMENTS:

A. Exhibit A to Task Order—Engineer's Services Under Task Order

B. Exhibit B to Task Order—Task Order Deliverables Schedule

C. Exhibit D to Task Order—Duties, Responsibilities, and Limitations of Authority of Resident Project Representative Under Task Order

D. Exhibit E to Task Order-EJCDC® C-626, Notice of Acceptability of Work (Form)

E. Other:

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Execution of this Task Order by Owner and Engineer makes it subject to the terms and conditions of the Main Agreement and its exhibits and appendices, which Main Agreement, exhibits, and appendices are incorporated by this reference.

OWNER:	ENGINEER:
By:	By: Mark B Hill
Print Name:	Print Name: Mark B Hill
Title:	Title: Director and Shareholder
	Engineer's License or Firm's Certificate No. (if required): 94904
	State of: Texas

DESIGNATED REPRESENTATIVE FOR TASK ORDER:	DESIGNATED REPRESENTATIVE FOR TASK ORDER:
Name:	Name: Mark B Hill
Title:	Title: Director and Shareholder
Address:	Address: 2431 E. Evans Rd
	San Antonio, Texas
E-Mail Address:	E-Mail Address: mhill@unintech.com
Phone:	Phone: 210-590-4777
Date:	Date: 6-30-2025

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EJCDC® E-505, Agreement between Owner and Engineer for Professional Services—Task Order Edition, is published in four parts: (1) the Main Agreement (general provisions governing all Task Orders); (2) Exhibits to Main Agreement; (3) the Task Order Form; and (4) the Exhibits to Task Order (see below). The Main Agreement contains a Guidelines for Use section that pertains to all four parts of E-505.

AGREEMENT BETWEEN OWNER AND ENGINEER FOR PROFESSIONAL SERVICES— TASK ORDER EDITION

PART 4 OF 4: EXHIBITS TO TASK ORDER

Prepared by

EJCDC®
ENGINEERS JOINT CONTRACT DOCUMENTS COMMITTEE

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1.

Article 1 of the Main Agreement, Services of Engineer, is supplemented to include the following provisions:

Engineer shall provide Basic and Additional Services as set forth below.

ARTICLE 1—BASIC SERVICES

1.01 Management of Engineering Services

A. See Main Agreement, Paragraph 1.03.

1.02 Study and Report Phase

A. Engineer shall:

1. Consult with Owner to define and clarify Owner's requirements for the Specific Project, including design objectives and constraints, space, capacity and performance requirements, flexibility, and expandability, and any budgetary limitations, and identify available data, information, reports, facilities plans, and site evaluations.

a. If Owner has already identified one or more potential solutions to meet its Specific Project requirements, then proceed with the study and evaluation of the Owner-identified potential solutions listed here:

1) **Replace the existing concrete channel with an underground storm pipe to convey the 25-year event**.

~~b. If Owner has not identified specific potential solutions for study and evaluation, then assist Owner in determining whether Owner's requirements, and available data, reports, plans, and evaluations, point to a single potential solution for Engineer's study and evaluation, or are such that it will be necessary for Engineer to identify, study, and evaluate multiple potential solutions.~~

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c. If it is necessary for Engineer to identify, study, and evaluate multiple potential solutions, then identify **[insert specific number]** alternative solutions potentially available to Owner, unless Owner and Engineer mutually agree that some other specific number of alternatives should be identified, studied, and evaluated.

2. Identify potential solution(s) to meet Owner's Specific Project requirements, as needed.

3. Study and evaluate the potential solution(s) to meet Owner's Specific Project requirements.

4. Visit the Site, or potential Specific Project sites, to review existing conditions and facilities, unless such visits are not necessary or applicable to meeting the objectives of the Study and Report Phase.

5. Assess initially available Specific Project information and data, including the Baseline Information set forth at the beginning of this Exhibit A.

6. Advise Owner of any need for Owner to obtain, furnish, or otherwise make available to Engineer additional Specific Project-related information and data, for Engineer's use in the study and evaluation of potential solution(s) to Owner's Specific Project requirements, and preparation of a related report.

7. After consultation with Owner, recommend the solution(s) which in Engineer's judgment meet Owner's requirements for the Specific Project.

8. Identify, consult with, and analyze requirements of authorities having jurisdiction to permit or approve construction or operation of the portions of the Specific Project to be designed or specified by Engineer, including but not limited to impacts and mitigating measures identified in previously prepared environmental assessments for the Specific Project provided to the Engineer or being concurrently prepared for Owner by others.

9. Advise the Owner of any need for Owner to provide data or services of the types described in Article 2 of the Agreement, for use in Specific Project design, or in preparation for Contractor selection and construction.

10. Assist Owner in evaluating the possible use of building information modeling; civil integrated management; geotechnical baselining of subsurface conditions at the Site; innovative design, contracting, or procurement strategies; project delivery method; or other strategies, technologies, or techniques for assisting in the design, construction, and operation of Owner's facilities. The subject matter of this paragraph will be referred to in Exhibit A as "Specific Project Strategies, Technologies, and Techniques."

11. Assist Owner in identifying opportunities for enhancing the sustainability of the Specific Project, and pursuant to Owner's instructions, plan for the inclusion of sustainable features in the design.

12. Review with Owner the thresholds established in applicable codes, standards, and design criteria specifically governing the ability of the proposed facilities or improvements to perform, and to absorb or avoid damage without suffering complete or substantial failure. As part of the review, identify additional risk assessment studies or tools that are available to evaluate the susceptibility of the facilities or improvements to natural and man-made events beyond the applicable established thresholds. Upon Owner request, as an additional service, perform additional risk assessment studies or

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tools to further evaluate system resiliency beyond the applicable established thresholds.

13. Utilities, including Underground Facilities

    a. Review any utility mapping and surveys and other utilities documentation made available by Owner. Take note of observable utilities during Site visit.

    b. Identify, in a preliminary manner and to the extent determinable by such mapping or other information provided by Owner, and by observations at the Site, those utilities (whether above-ground utilities of any type, or Underground Facilities) likely to be affected by the Specific Project construction and additional utility facilities or extensions that will be needed to serve the Specific Project.

    c. If the impact on existing utilities or the need for additional utility facilities or extensions cannot reasonably be determined in a preliminary manner from mapping or other information provided by Owner, or such information was not available from Owner, then assist Owner in evaluating the need to either obtain additional utility mapping and utility documentation during the Study and Report Phase, or undertake other alternative approaches and contingencies to account for utility uncertainties in this phase.

    d. Advise Owner of additional utility documentation and coordination needed during the design and construction phases to adequately assess, mitigate, and manage the impact of the Specific Project (including any additional utility facilities or extensions needed to serve the Specific Project) on existing utilities.

    e. Use ASCE 38, "Standard Guideline for the Collection and Depiction of Existing Subsurface Utility Data" as a means to advise the Owner regarding the extent and identification and mapping of existing Underground Facilities during the design and construction phases.

        1) If Owner has retained a land surveyor, utility engineer, or utility consultant, collaborate with such individuals or entities regarding the application of ASCE 38.

14. Inquire regarding survey methodologies and technologies that would aid in addressing Owner's Specific Project requirements. Develop a scope of work and survey limits for any topographic and other surveys necessary for design. For recommended survey deliverables, specify a) required technical specifications; b) pertinent datum; c) survey limits, and d) formats of deliverables. Collaborate with land surveyor, when separately retained by Owner or third party, to develop such scope of work.

15. Prepare a report (the "Report") which will, as appropriate, contain schematic layouts, sketches, and conceptual design criteria with appropriate exhibits to indicate the agreed-to requirements, considerations involved, and Engineer's recommended solution(s).

    a. For each recommended solution, Engineer will separately tabulate Total Project Cost, itemizing those items and services included within the definition of Total Project Costs.

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~~b. Engineer will meet with Owner to discuss the draft Report and receive Owner's comments.~~

~~16. Perform or provide the following other Study and Report Phase tasks or deliverables:~~

~~a. **[List any such tasks or deliverables here]**.~~

~~17. Furnish the Report and any other Study and Report Phase deliverables to Owner pursuant to the requirements of the Deliverables Schedule in Exhibit B, and review the deliverables with Owner.~~

~~18. Revise the Report and any other Study and Report Phase deliverables in response to Owner's comments, as appropriate, and submit revised deliverables pursuant to the Deliverables Schedule.~~

B. ~~Engineer's services under the Study and Report Phase will be considered complete on the date when Engineer has delivered to Owner the final Report (as revised) and any other Study and Report Phase deliverables.~~Not included in this task order

1.03 Preliminary Design Phase

A. After acceptance by Owner of the Report and any other Study and Report Phase deliverables (if Engineer's services under this Agreement included Study and Report Phase services); selection by Owner of a recommended solution; issuance by Owner of any instructions for use of Specific Project Strategies, Technologies, and Techniques, or for inclusion of sustainable features in the design, or enhanced resiliency of the design; indication by Owner of any specific modifications or changes in the scope, extent, character, or design requirements of the Specific Project desired by Owner; and any necessary changes, refinements, and supplementation of the Baseline Information set forth at the beginning of this Exhibit A, Engineer and Owner shall discuss, resolve, and document in writing any necessary revisions to Engineer's scope of services, compensation (through application of the provisions regarding Additional Services, or otherwise), and the time for completion of Engineer's services, resulting from the selected solution, related Specific Project Strategies, Technologies, or Techniques, sustainable design and resiliency instructions, specific modifications to the Specific Project, or changes, refinements, or supplementation of the Baseline Information.

B. Upon written authorization from Owner, Engineer shall:

1. Review and assess all available Specific Project information and data, including any pertinent reports or studies (whether prepared by Engineer or others) and any related instructions from Owner.

2. Based on the threshold review and assessment of available information and data, advise Owner of any need for Owner to obtain, furnish, or otherwise make available to Engineer any additional information and data, for Engineer's use in the preparation of a Preliminary Design Phase Report.

3. Prepare a Preliminary Design Phase Report in the following format

a. **narrative report with calculations and summary of design decisions as described below**

b. **assemblage of preliminary construction plans**.

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4. The Preliminary Design Phase Report will consist of final design criteria, preliminary drawings, a preliminary list of expected specifications, and written descriptions of the Specific Project. The Preliminary Design Phase Report will consider the following matters to the extent applicable to the Specific Project and as necessary to establish the basis of design for proceeding to final design and construction:

    a. The Specific Project concept, intent, performance criteria, desired outcomes, Owner's standards and Owner directed improvements and facility elements as established in the Study and Report Phase and as expressly set forth in the Baseline Information section of this Exhibit A (collectively the "Specific Project Goals").

    b. Recommended appropriate design criteria for each primary portion and significant discipline of the design necessary to address the Specific Project Goals.

    c. Site conditions and characterization as known at the time of, or to be determined during, the Preliminary Design Phase, including topography; subsurface information; Constituents of Concern; cultural, historical, and archaeological resources at the Site; wetlands information; and evaluations of flora and fauna that may be affected by the Specific Project.

    d. The time schedule for completion of the Specific Project in accordance with Specific Project Goals, including any recommended changes to the time required to complete the Final Design Phase (as set forth in Exhibit B, Deliverables Schedule) and estimated schedule(s) for construction.

    e. Identification of major items of materials and equipment, rationale for selection with consideration of quality, suitability, pricing, sourcing, regulatory, and bidding issues affecting recommended selection.

    f. Revised opinions of probable Construction Cost.

    g. The impact of Specific Project Strategies, Technologies, and Techniques, sustainable features, and enhanced resiliency selected by Owner for inclusion in the Specific Project on the Specific Project Goals, schedule and probable Construction Cost, including impact of multiple prime construction contracts, separate procurement of materials or equipment, and other alternate project delivery methods when the Specific Project Goals necessitate and Owner authorizes;

    h. Construction Phase quality assurance and quality control needs affecting development of Drawings and Specifications and other Final Design and Bidding Phase documents.

    i. The effect of permits and authorizations by other entities and utility coordination needs on the Specific Project.

    j. Other matters and information pertinent to addressing the Specific Project Goals.

5. In preparing the Preliminary Design Phase Report, use any specific applicable Specific Project Strategies, Technologies, and Techniques authorized by Owner during or following the Study and Report Phase, and include sustainable features and enhanced resiliency, as appropriate, pursuant to Owner's instructions.

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6. Visit the Site as needed to prepare the Preliminary Design Phase Report.

7. If at any point in the Preliminary Design Phase it becomes apparent to Engineer that additional reports, data, information, or services of the types described in Article 2 are necessary, then so advise Owner, and assist Owner in obtaining such reports, data, information, or services.

8. Above-Ground Utilities

    a. Review above-ground utilities information obtained from Owner and from observations at the Site.

    b. Make recommendations regarding any further identification, investigation, and mapping of above-ground utilities at or adjacent to the Site, for Engineer's design purposes or otherwise.

    c. Account for above-ground utilities, based on available information, when advancing design during the Preliminary Design Phase.

9. Underground Facilities

    a. Review Underground Facilities data furnished by Owner. Assist Owner in reducing and managing risks associated with Underground Facilities by working together with Owner to jointly establish a procedure ("Underground Facilities Procedure") for the further identification, investigation, and mapping of Underground Facilities at or adjacent to the Site, using ASCE 38, "Standard Guideline for the Collection and Depiction of Existing Subsurface Utility Data," as a basis for establishing such Underground Facilities Procedure.

    b. Such Underground Facilities Procedure must take into account the Site and the nature of the Specific Project.

    c. Use the Underground Facilities Procedure to aid in the performance of design services:

        1) Account for Underground Facilities, based on available information, when advancing the design during the Preliminary Design Phase.

        2) The Underground Facilities Procedure will include a plan to keep Underground Facilities information current as Engineer proceeds with the provision of design services, and to add new or relocated Underground Facilities information to the base utility or Site drawings.

        3) To manage the potential impact of design changes on Underground Facilities, Engineer shall work together with Owner to modify or reapply the Underground Facilities Procedure as the design progresses and changes.

10. Mitigation of Utilities Conflicts

    a. Identify potential conflicts between the Specific Project (including existing and new facilities and structures) and above-ground utilities and Underground Facilities as reviewed in Exhibit A Paragraphs 1.03.B.8 and 9 above, and advise Owner regarding the need for resolution of such conflicts with utility and Underground

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Facilities owners and permit agencies. Identify the potential need for the relocation of existing above-ground utilities and Underground Facilities.

b. Update the Underground Facilities Procedure as necessary for any Underground Utilities conflicts and relocations.

c. Working together with Owner, jointly identify which specific parties or other entities will be responsible for implementation of the various specific parts of the Underground Facilities Procedure (including those parts that address resolution of Underground Facilities conflicts), and for resolution of above-ground utilities conflicts. Such identification will take into account Owner's authority and standing, as owner of the Site, with respect to Underground Facilities and above-ground utilities.

1) To the extent that Owner and Engineer agree that in addition to performing the design-related obligations set forth in Exhibit A Paragraphs 1.03.B.8 and 9, Engineer will also implement any non-design part of the Underground Facilities Procedure (including resolution of Underground Facilities conflicts), or undertake resolution of above-ground utilities conflicts, such additional duties will be Additional Services under Article 2 of this Exhibit A.

11. Surveys, Topographic Mapping, and Utility Documentation

a. Coordinate with Owner's utility engineer, utility consultant, or land surveyor for the necessary field surveys, topographic mapping, and utility documentation required for Engineer's design purposes, or by the Underground Facilities Procedure.

b. If no scope of work and procedure for utility documentation has been established, selected, or authorized, then at a minimum Engineer will contact utility owners and obtain available information. Except as otherwise provided in this Agreement, Owner acknowledges that the information gathered from utility owners may be incorrect, incomplete, outdated, or otherwise flawed, and as to Engineer, bidders, and Contractor, the Owner accepts all associated risks. Owner reserves all associated rights as to recourse against the sources of such flawed information and against third parties.

12. Prepare initial draft of a comprehensive permit document that identifies Owner's permit duties, Engineer's permit duties, and Contractor's permit duties, and the schedule for permitting activities.

13. Continue to assist Owner with Specific Project Strategies, Technologies, and Techniques that Owner has chosen to implement in Exhibit A Paragraph 1.03.A.

14. Obtain Owner's instructions regarding Owner's procurement of construction services (including ~~instructions regarding advertisements for bids,~~ instructions to bidders, and requests for proposals, as applicable), Owner's construction contract practices and requirements, insurance and bonding requirements, electronic transmittals during construction, and other information necessary for the finalization of Owner's Bidding/Proposal Documents and Front-End Construction Contract Documents.

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a. Also obtain copies of Owner's standard Bidding/Proposal Documents and Front-End Construction Contract Documents (~~if other than~~modified version of the EJCDC ~~2018~~ Construction Series documents), and any other related documents or content for Engineer to include in drafts of the Specific Project-specific Bidding/Proposal Documents and Front-End Construction Contract Documents, when applicable.

b. Review Owner's instructions regarding procurement, bidding and contracting of construction services with respect to effects on the Specific Project design, schedule and construction and address as needed in the Preliminary Design Phase deliverables.

15. Prepare the Preliminary Design Phase Report. This Report will consist of, as appropriate, separate or combined submittals in whole or summary, the Preliminary Design Phase documents listed in Exhibit A Paragraph 1.03.B.4, and Engineer's findings and recommendations for advancing the Specific Project to the Final Design Phase (including Engineer's findings and recommendations, if any, regarding permitting, utilities, and Underground Facilities). The submittal will be in the format of a report, or otherwise organized and assembled for ease and practicality of use.

a. Based on the information contained in the Preliminary Design Phase documents, prepare a revised opinion of probable Construction Cost, and on the basis of information furnished by Owner, assist Owner in tabulating the various cost categories which comprise Total Project Costs.

b. Engineer will meet with Owner to discuss the draft Preliminary Design Phase submittal and receive Owner's comments.

16. Perform or provide the following other Preliminary Design Phase tasks or deliverables:

a. **Topographic Survey: Establish primary control for the length of the project. Provide survey quality level C utility locates, develop an existing conditions model for the width of the anticipated right of way**

b. **Drainage Design: Provide a drainage area map and model existing and proposed hydrology per the city design criteria. Appropriately size and situate proposed underground storms. Provide plans and sections.**

17. Furnish the Preliminary Design Phase Report, opinion of probable Construction Cost, and any other Preliminary Design Phase deliverables to Owner pursuant to the requirements of the Deliverables Schedule in Exhibit B, and review the deliverables with Owner.

18. Revise the Report and any other deliverables in response to Owner's comments, as appropriate, and submit revised deliverables pursuant to the Deliverables Schedule.

C. Engineer's services under the Preliminary Design Phase will be considered complete on the date when Engineer has delivered to Owner the final Preliminary Design Phase Report (as revised) and associated documents, revised opinion of probable Construction Cost, and any other Preliminary Design Phase deliverables.

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1.04 Final Design Phase

A. After acceptance by Owner of the Preliminary Design Phase Report and any other Preliminary Design Phase deliverables; issuance by Owner of any instructions for specific modifications or changes in the scope, extent, character, or design requirements of the Specific Project desired by Owner; and any necessary changes, refinements, and supplementation of the Baseline Information set forth at the beginning of this Exhibit A, Engineer and Owner shall discuss, resolve, and document any necessary revisions to Engineer's scope of services, compensation (through application of the provisions regarding Additional Services, or otherwise), and the time for completion of Engineer's services, resulting from specific modifications to the Specific Project, or changes, refinements, or supplementation of the Baseline Information.

1. The number of prime contracts for Work designed or specified by Engineer upon which the Engineer's compensation has been established under this Agreement is **one (1)** If more prime contracts are awarded, Engineer shall be entitled to an equitable increase in its compensation under this Agreement.

2. If more than one prime construction contract is to be awarded for the Work designed or specified by Engineer, then Owner shall define and set forth (in an exhibit to this Agreement, or in a subsequent document) the duties, responsibilities, and limitations of authority of a person or entity that will have authority and responsibility for coordinating the activities among the various prime Contractors, and any resulting changes in the duties, responsibilities, and authority of Engineer.

3. In the event that the Work designed or specified by Engineer is to be performed or furnished under more than one prime construction contract, or if Engineer's services are to be separately sequenced with the work of one or more separate design professional consultants or prime Contractors (such as in the case of fast-tracking), Owner and Engineer shall, prior to commencement of the Final Design Phase, develop a schedule for performance of Engineer's services during the Final Design, Bidding/Proposal, Construction, and Post-Construction Phases in order to sequence and coordinate properly such services as are applicable under such separate prime construction contracts. This schedule is to be prepared and included in or become an amendment to Exhibit A whether or not the work under such construction contracts is to proceed concurrently.

B. Upon written authorization from Owner, Engineer shall prepare final Drawings and Specifications indicating the scope, extent, and character of the Work to be performed and furnished by Contractor, in accordance with the Preliminary Design Phase Report (as revised) and other Preliminary Design Phase deliverables. As part of the preparation of the Drawings and Specifications, Engineer shall prepare interim drafts and final Drawings and Specifications as follows, pursuant to the Deliverables Schedule in Exhibit B:

1. First Final Design Phase draft of all Drawings and Specifications.

~~2. Second Final Design Phase draft of all Drawings and Specifications, addressing Owner comments and including appropriate design advancement.~~

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~~3.~~2. Final Drawings and Specifications that address Owner comments; complete the design; are suitable for estimating and pricing by prospective Contractors; and are complete and ready for construction.

C. In preparing the Specifications (and any bidding, contract, or other documents that are part of Engineer's scope of services), Engineer shall obtain from Owner or Owner's legal counsel any relevant constraints such as requirements for use of domestic steel and iron, other domestic purchasing requirements, statutory restrictions on utilizing proprietary specifying methods, and the like, and comply with or account for such constraints in drafting Specifications, Bidding/Proposal Documents, and other Specific Project documents.

D. Engineer shall prepare or assemble draft Bidding/Proposal Documents and Front-End Construction Contract Documents as follows:

1. Such documents will be based on the 2018 EJCDC Construction Documents, and on the specific bidding or Contractor selection-related instructions and forms, contract forms, text, or other content received from Owner.

2. When Engineer is required to use other than the 2018 EJCDC Construction Documents, then as required in the Preliminary Design Phase Owner will furnish to Engineer a copy of the required documents to be used for the Specific Project's Bidding/Proposal Documents and Front-End Construction Contract Documents. Prior to the first Final Design Phase submittal, Engineer will review the bidding and contracting documents furnished by Owner and provide comments to Owner. Engineer will meet with Owner to discuss Engineer's comments. Owner will consider Engineer's recommendations to revise Owner's documents for the Specific Project.

3. Engineer will furnish to Owner, for review by Owner's legal counsel, the draft Bidding/Proposal Documents and Front-End Construction Contract Documents. Owner and Owner's legal counsel must transmit to Engineer, in a timely manner, one coordinated set of comments and revisions to the draft documents.

E. During the Final Design Phase the Engineer shall continue to account for above-ground utilities and Underground Facilities as the design advances and is finalized. This may include:

1. performing the services assigned to Engineer under the Underground Facilities Procedure described in Exhibit A Paragraph 1.03 above, including but not limited to the design-related tasks in Exhibit A Paragraph 1.03.B.9.

2. addressing required and proposed activities or mitigations identified in the analysis of utilities and by the Underground Facilities Procedure as having an impact on the final design, and considering such in preparing the Drawings and Specifications.

F. Engineer shall perform or furnish the following other Final Design Phase services:

1. Visit the Site as needed to assist in preparing the final Drawings and Specifications.

2. Assist with or prepare applications for permits and approvals, as follows:

a. Update comprehensive permit document created in Preliminary Design Phase for Final Design detail.

b. Prepare the following applications for Owner's submittal to authorities having jurisdiction over the construction or operation of the Specific Project:

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1) **None**

c. Confer with Owner regarding revisions, if any, to the application(s), and make appropriate revisions to the application(s) for Owner's resubmittal to the authority having jurisdiction.

d. Provide technical criteria, written descriptions, and design data for Owner's use in filing applications for permits from or approvals of the authorities having jurisdiction listed above, including applications for review or approval of the final design.

e. Identify and indicate in the Construction Contract Documents the permits and approvals for which Contractor will be responsible, including work permits, building permits, and other permits and approvals that will be Contractor's responsibility; and, in addition, indicate those permits initially obtained by Owner for which Contractor will be a co-permittee, together with associated requirements.

f. Unless expressly indicated otherwise, Engineer's scope and budget includes attending one meeting or conference call with each permit and approval-issuing agency to discuss the Specific Project and receive the agency's comments on the application.

g. Engineer does not guarantee issuance of any required permit or approval.

h. Fees charged by authorities having jurisdiction for such permits or approvals are the responsibility of Owner.

3. Advise Owner of any recommended adjustments to the opinion of probable Construction Cost. Furnish to Owner an updated opinion of probable Construction Cost with the interim and final deliverables of the Drawings and Specifications.

4. After consultation with Owner, include in the Front-End Construction Contract Documents any Electronic Document Protocol addressing specific protocols for the transmittal of Specific Project-related correspondence, documents, text, data, drawings, information, and graphics, in electronic media or digital format, either directly, or through access to a secure Specific Project website.

5. Assist Owner in assembling known reports and drawings of Site conditions, and in identifying the technical data contained in such reports and drawings upon which bidders or other prospective contractors may rely.

6. Review the preliminary schedule for the Construction Phase and advise Owner when initial understanding of the Construction Contract Times must or should be revised, and furnish Owner with recommendations on revisions to the proposed Construction Contract Times.

7. Engineer's project manager and other appropriate staff will participate in the following meetings and conference calls:

a. First draft design review meeting at Owner's office.

~~b. Second draft design review meeting at Owner's office.~~

~~c. **[Indicate others as appropriate for the Specific Project]**.~~

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~~d.~~b. Engineer will prepare and distribute minutes of each such meeting and conference call, indicating attendees, topics discussed, decisions made, and action items for follow-up.

8. Perform or provide the following other Final Design Phase activities or deliverables:

   a. **Drainage Design: Provide a drainage area map and model existing and proposed hydrology per the city design criteria. Appropriately size and situate culvert design at stream crossings. Provide culvert plans and sections. Provide a final storm water report.**

   b. **SWPPP- Provide an erosion control plan, narrative, and appropriate details for facilitate the submittal of a Notice of Intent by the contractor.**

G. Engineer shall complete the Final Design Phase as follows:

1. Pursuant to the requirements of the Deliverables Schedule in Exhibit B, furnish for review by Owner, its legal counsel, and other advisors, the final Drawings and Specifications (as set forth in Exhibit A Paragraph 1.04.B.3 above); assembled drafts of other Construction Contract Documents including the draft Front-End Construction Contract Documents; the draft Bidding/Proposal Documents; the most recent opinion of probable Construction Cost; and any other Final Design Phase deliverables, and review the deliverables with Owner.

2. Revise the final Design Phase deliverables in response to Owner's comments, as appropriate, and submit revised deliverables pursuant to the Deliverables Schedule.

3. Engineer's services under the Final Design Phase will be considered complete on the date when Engineer has delivered to Owner the final Drawings and Specifications; assembled drafts of the Front-End Construction Contract Documents; the draft Bidding/Proposal Documents; and any other Final Design Phase deliverables, as revised.

1.05 Bidding/Proposal Phase

A. After acceptance by Owner of the final Drawings and Specifications; assembled drafts of other Construction Contract Documents, including the draft Front-End Construction Contract Documents; the draft Bidding/Proposal Documents; the most recent opinion of probable Construction Cost as determined in the Final Design Phase, and any other Final Design Phase deliverables, and upon written authorization by Owner to proceed, Engineer shall:

1. Assist Owner in advertising for and obtaining bids or proposals for the Work; assist Owner in issuing assembled Bidding/Proposal Documents and proposed Construction Contract Documents to prospective contractors; if applicable, maintain a record of prospective contractors to which documents have been issued; attend pre-bid conferences, if any; and receive and process contractor deposits or charges, if any, for the issued documents.

   a. **Owner's procurement website**

2. Prepare and issue addenda as appropriate to clarify, correct, or change the issued documents.

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3. If the issued documents require, the Engineer shall evaluate and determine the acceptability of "or equals" and substitute materials and equipment proposed by prospective contractors, provided that such proposals are allowed by the bidding-related documents (or requests for proposals or other construction procurement documents) prior to award of contracts for the Work. Services under this paragraph are subject to the provisions of Exhibit A Paragraph 2.01.A.2.

4. Attend the bid opening; prepare bid tabulation sheets; and assist Owner in evaluating bids or proposals, assembling final Construction Contracts for the Work for execution by Owner and Contractor, and in preparing notices of award to be issued by Owner for such contracts.

5. Provide information or assistance needed by Owner in the course of any review of bids, proposals, or negotiations with prospective contractors.

6. Consult with Owner as to the qualifications of prospective contractors.

7. Consult with Owner as to the qualifications of subcontractors, suppliers, and other individuals and entities proposed by prospective contractors, for those portions of the Work as to which review of qualifications is required by the issued documents.

8. If Owner engages in negotiations with bidders or proposers, assist Owner with respect to technical and engineering issues that arise during the negotiations.

9. Perform or provide the following other Bidding/Proposal Phase tasks or deliverables:

    a. **none**

10. The Bidding/Proposal Phase will be considered complete upon award of Construction Contracts for the Work and commencement of the Construction Phase, or upon cessation of negotiations with prospective contractors.

1.06 Construction Phase

A. After completion of the Final Design Phase and concurrent with the Bidding/Proposal Phase, and after issuance by Owner of any instructions for specific modifications or changes in the scope, extent, character, design, schedule, number of prime construction contracts, and other construction requirements of the Specific Project during the Construction Phase desired by Owner, the Engineer and Owner shall discuss, resolve, and document any necessary revisions to Engineer's scope of services or compensation (through application of the provisions regarding Additional Services, or otherwise), or the time for completion of Engineer's services, resulting from specific modifications to the Specific Project.

    1. Engineer shall be responsible only for those Construction Phase services expressly required of Engineer in Exhibit A Paragraph 1.06, as duly modified. With the exception of such expressly required services, Engineer shall have no design, Submittal (including Shop Drawing) review, or other obligations during construction, and Owner assumes all responsibility for providing or arranging for all other necessary Construction Phase administrative, engineering, and professional services.

    2. Owner waives all claims against Engineer and its officers, directors, members, partners, agents, employees, and Subconsultants, and Engineer's Subcontractors, that may be connected in any way to Construction Phase administrative, engineering, or

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professional services except for those services that are expressly required of Engineer in Exhibit A. Notwithstanding the foregoing waiver, Engineer shall be responsible for any professional opinions and interpretations provided by Engineer to Owner during the Construction Phase or Post-Construction Phase, including interpretations or clarifications of the Construction Contract Documents.

B. Upon successful completion of the Bidding/Proposal Phase, and upon written authorization from Owner, Engineer shall provide the following services:

1. General Administration of Construction Contract: Consult with Owner and act as Owner's representative as provided in this Agreement and the Construction Contract. Unless otherwise set forth in the scope of Basic Services (as duly modified), the extent and limitations of the duties, responsibilities, and authority of Engineer shall be as assigned in EJCDC® C-700, Standard General Conditions of the Construction Contract (2018) or other construction general conditions specified in this Agreement. Except as otherwise provided in the Construction Contract, Owner's communications to Contractor will be issued through Engineer.

   a. If the responsibilities of Engineer as set forth in the Construction Contract are greater than those Construction Phase services expressly required of Engineer in Exhibit A Paragraph 1.06, as duly modified, then Owner shall either (1) expand the scope of the Construction Phase services to match those of the Construction Contract, and compensate Engineer for any related increases in the cost to provide Construction Phase services, pursuant to the provisions for compensating Additional Services, or (2) identify a qualified individual or entity (other than Engineer) responsible for the additional responsibilities in the Construction Contract.

   b. If Owner, or Owner and Contractor, modify the duties, responsibilities, and authority of Engineer in the Construction Contract, or modify other terms of the Construction Contract having a direct bearing on Engineer, or if Owner requires Engineer's services for construction that extends longer than the anticipated Construction Contract Times, then Owner shall compensate Engineer for any related increases in the cost to provide Construction Phase services, pursuant to the provisions for compensating Additional Services.

   c. Engineer shall not be required to furnish or perform services contrary to Engineer's responsibilities as a licensed professional.

2. Field Office: ~~**[Delete or edit as applicable to the Specific Project]** Engineer and Resident Project Representative (if any) will be based in a field office at the Site. The field office will be furnished and maintained at Owner's expense, and will include reasonable furnishings, all required temporary utilities (including internet service) and facilities, and be secured for Engineer's (and RPR's) exclusive use.~~**Deleted**

3. ~~Resident Project Representative (RPR): Provide the services of an RPR at the Site to assist Engineer and to provide more extensive observation of Contractor's Work. Duties, responsibilities, and authority of the RPR are as set forth in Exhibit D. The furnishing of such RPR's services will not limit, extend, or modify Engineer's responsibilities or authority except as expressly set forth in Exhibit D. **[If Engineer will not be providing RPR services under the specific Task Order, then delete this Paragraph 3 by inserting**~~

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~~the word "DELETED" after the paragraph title; do not include Exhibit D as an exhibit to the specific Task Order; and do not include RPR compensation in Paragraph 7 of the Exhibit specific Task Order~~Deleted~~.]~~

4. Selection of Independent Testing Laboratory: Assist Owner in the selection of an independent testing laboratory to perform required testing services.

5. Pre-Construction Conference: Participate in a pre-construction conference prior to commencement of Work at the Site; prepare and distribute agenda for the conference and prepare and distribute minutes of such conference.

6. Electronic Transmittal Protocols: If the Construction Contract does not establish protocols for transmittal of Electronic Documents by Electronic Means, then Owner, Engineer, and Contractor shall jointly develop such protocols.

7. Original Documents: If requested by Owner to do so, maintain and safeguard during the Construction Phase at least one original printed record version of the Construction Contract Documents, including Drawings and Specifications signed and sealed by Engineer and other design professionals in accordance with applicable Laws and Regulations. Throughout the Construction Phase, make such original printed record version of the Construction Contract Documents available to Contractor and Owner for review.

8. Schedules: Receive, review, and, and, subject to the criteria of the Construction Contract, determine the acceptability of any and all schedules that Contractor is required to submit to Engineer, including the progress schedule, schedule of submittals, and schedule of values. Advise Contractor in writing of Engineer's comments or acceptance of schedules.

    a. Schedules will be acceptable to Engineer as to form and substance:

        1) Progress Schedule: if it provides an orderly progression of the Work to completion within the Contract Times. Such acceptance will not impose on Engineer responsibility for the Progress Schedule, for sequencing, scheduling, or progress of the Work, nor interfere with or relieve Contractor from Contractor's full responsibility therefor.

        2) Contractor's Schedule of Submittals: if it provides a workable arrangement for reviewing and processing the required Submittals.

        3) Contractor's Schedule of Values: if it provides a reasonable allocation of the Contract Price to the component parts of the Work.

9. Baselines and Benchmarks: As appropriate, establish baselines and benchmarks for locating the Work which in Engineer's judgment are necessary to enable Contractor to proceed.

10. Permits: Provide Owner with copies of technical information and supporting data previously obtained or developed by Engineer for Owner's use, or for Owner to provide to Contractor, in obtaining required permits and licenses delegated to Contractor by Owner.

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11. Visits to Site and Observation of Construction: In connection with observations of Contractor's Work while it is in progress:

    a. Make visits to the Site at intervals appropriate to the various stages of the Work, as Engineer deems necessary, to observe as an experienced and qualified design professional, the progress of Contractor's executed Work. Such visits and observations by Engineer, including its RPR, if any, are not intended to be exhaustive or to extend to every aspect of the Work or to involve detailed inspections of the Work beyond the responsibilities specifically assigned to Engineer in this Agreement and the Construction Contract Documents, but rather are to be limited to spot checking, selective sampling, and similar methods of general observation of the Work based on Engineer's exercise of professional judgment, as assisted by its RPR, if any. Based on information obtained during such visits and observations, Engineer will determine in general if the Work is proceeding in accordance with the Construction Contract Documents, and Engineer shall keep Owner informed of the progress of the Work. Engineer will make a report of Engineer's visit, summarizing Engineer's general observations and any significant findings.

    b. The purpose of Engineer's visits to the Site, and representation by the Resident Project Representative, if any, at the Site, will be to enable Engineer to better carry out the duties and responsibilities assigned to by this Agreement and undertaken by Engineer during the Construction Phase, and, in addition, by the exercise of Engineer's efforts as an experienced and qualified design professional, to provide for Owner a greater degree of confidence that the completed Work will conform in general to the Construction Contract Documents and that Contractor has implemented and maintained the integrity of the design concept of the completed Specific Project as a functioning whole as indicated in the Construction Contract Documents. Engineer will not, during such visits or as a result of such observations of the Work, supervise, direct, or have control over the Work, nor will Engineer have authority over or responsibility for the means, methods, techniques, sequences, or procedures of construction selected or used by any Constructor, for security or safety at the Site, for safety precautions and programs incident to any Constructor's work in progress, for the coordination of the Constructors' work or schedules, nor for any failure of any Constructor to comply with Laws and Regulations applicable to furnishing and performing of its work. Accordingly, Engineer neither guarantees the performance of any Constructor nor assumes responsibility for any Constructor's failure to furnish or perform the Work, or any portion of the Work, in accordance with the Construction Contract Documents.

12. Defective Work: If, on the basis of Engineer's observations or as indicated in documentation available to Engineer, Engineer believes that any part of the Work is defective under the terms and standards set forth in the Construction Contract Documents, Engineer will promptly issue written notice to Contractor (with copy to Owner) of such defective Work. Such notice will communicate the scope, extent (to Engineer's understanding) of defect, and associated provisions of the Construction Contract Documents.

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a. Provide recommendations to Owner regarding whether Contractor should correct such Work or remove and replace such Work, or whether Owner should consider accepting the defective Work in accordance with the provisions of the Construction Contract Documents. Engineer shall give notice to Contractor regarding whether the defective Work should be repaired, replaced, or will be accepted by Owner.

b. However, Engineer's authority to provide this information to Owner or Engineer's decision to exercise or not exercise such authority will not give rise to a duty or responsibility of the Engineer to Contractors, Subcontractors, material and equipment suppliers, their agents or employees, or any other person(s) or entities performing any of the Work, including but not limited to any duty or responsibility for Contractors' or Subcontractors' safety precautions and programs incident to the Work.

13. Compatibility with Design Concept: If Engineer has express knowledge that a specific part of the Work that is not defective under the terms and standards set forth in the Construction Contract Documents is nonetheless not compatible with the design concept of the completed Specific Project as a functioning whole, then inform Owner of such incompatibility, and provide recommendations for addressing such Work.

14. Clarifications and Interpretations: Accept from Contractor and Owner submittal of all matters in question concerning the requirements of the Construction Contract Documents (sometimes referred to as requests for information or interpretation—RFIs), or relating to the acceptability of the Work under the Construction Contract Documents. With reasonable promptness, render a written clarification, interpretation, or decision on the issue submitted, or initiate an amendment or supplement to the Construction Contract Documents.

15. Non-reviewable Matters: If a submitted matter in question concerns the Engineer's performance of its duties and obligations, or terms and conditions of the Construction Contract Documents that do not involve (a) the performance or acceptability of the Work under the Construction Contract Documents, (b) the design (as set forth in the Drawings, Specifications, or otherwise), or (c) other engineering or technical matters, then Engineer will promptly give written notice to Owner and Contractor that Engineer will not provide a decision or interpretation.

16. Field Orders: Subject to any limitations in the Construction Contract Documents, Engineer may prepare and issue Field Orders requiring minor changes in the Work.

17. Change Orders and Work Change Directives: Recommend Change Orders and Work Change Directives to Owner, as appropriate, and prepare Change Orders and Work Change Directives as required.

18. Change Proposals and Claims

    a. Review and respond to Change Proposals. Review each duly submitted Change Proposal from Contractor and, within 30 days after receipt of the Contractor's supporting data, either deny the Change Proposal in whole, approve it in whole, or deny it in part and approve it in part. Such actions must be in writing, with a copy provided to Owner and Contractor. If the Change Proposal does not involve the design (as set forth in the Drawings, Specifications, or otherwise), the acceptability

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of the Work, or other engineering or technical matters, then Engineer will notify the parties that the Engineer will not resolve the Change Proposal.

b. Provide information or data to Owner regarding engineering or technical matters pertaining to Claims.

19. Differing Site Conditions: Respond to any notice from Contractor of differing site conditions, including conditions relating to Underground Facilities such as utilities, and hazardous environmental conditions. Promptly conduct reviews and prepare findings, conclusions, and recommendations for Owner's use subject to limitations of Engineer's obligations under this Agreement.

20. Contractor's Submittals: Review and approve or take other appropriate action with respect to required Contractor Submittals, but only to determine if the items covered by the Submittals will, after installation or incorporation in the Work, comply with the requirements of the Construction Contract Documents, and for compatibility with the design concept of the completed Specific Project as a functioning whole as indicated by the Construction Contract Documents. Such reviews and approvals or other action will not extend to means, methods, techniques, sequences, or procedures of construction or to safety precautions and programs incident thereto. Engineer shall meet any Contractor's Submittal schedule that Engineer has accepted.

21. Substitutes and "Or-equals": Evaluate and determine the acceptability of substitute or "or-equal" materials and equipment proposed by Contractor, but subject to the provisions of Exhibit A Paragraph 2.01.A.2.

22. Inspections and Tests

    a. Receive and review all certificates of inspections, tests, and approvals required by Laws and Regulations or the Construction Contract Documents. Engineer's review of such certificates will be for the purpose of determining whether the results certified indicate compliance with the Construction Contract Documents and will not constitute an independent evaluation that the content or procedures of such inspections, tests, or approvals comply with the requirements of the Construction Contract Documents. Engineer shall be entitled to rely on the results of such inspections and tests.

    b. Reply to Contractor requests for written concurrence that specific portions of the Work that are to be inspected, tested, or approved may be covered.

    c. Issue written requests to Contractor that specific portions of the Work remain uncovered.

    d. As deemed reasonably necessary, request that Contractor uncover Work that is to be inspected, tested, or approved.

    e. Pursuant to the terms of the Construction Contract, require additional inspections or testing of the Work, whether or not the Work is fabricated, installed, or completed.

23. Contractor's Applications for Payment: Based on Engineer's observations as an experienced and qualified design professional and on review of Applications for Payment and accompanying supporting documentation:

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a. Determine the amounts that Engineer recommends Contractor be paid. Recommend reductions in payment (set offs) based on the provisions for set offs stated in the Construction Contract. Such recommendations of payment will be in writing and will constitute Engineer's representation to Owner, based on such observations and review, that, within the limits of Engineer's knowledge, information and belief, Contractor's Work has progressed to the point indicated, the Work is generally in accordance with the Construction Contract Documents (subject to an evaluation of the Work as a functioning whole prior to or upon Substantial Completion, to the results of any subsequent tests called for in the Construction Contract Documents, and to any other qualifications stated in the recommendation), and the conditions precedent to Contractor's being entitled to such payment appear to have been fulfilled in so far as it is Engineer's responsibility to observe the Work. In the case of unit price Work, Engineer's recommendations of payment will include final determinations of quantities and classifications of the Work (subject to any subsequent adjustments allowed by the Construction Contract Documents).

b. By recommending payment, Engineer shall not thereby be deemed to have represented that observations made by Engineer to check the quality or quantity of Contractor's Work as it is performed and furnished have been exhaustive, extended to every aspect of Contractor's Work in progress, or involved detailed inspections of the Work beyond the responsibilities specifically assigned to Engineer in this Agreement. Neither Engineer's review of Contractor's Work for the purposes of recommending payments nor Engineer's recommendation of any payment including final payment will impose on Engineer responsibility to supervise, direct, or control the Work, or for the means, methods, techniques, sequences, or procedures of construction or safety precautions or programs incident thereto, or Contractor's compliance with Laws and Regulations applicable to Contractor's furnishing and performing the Work. It will also not impose responsibility on Engineer to make any examination to ascertain how or for what purposes Contractor has used the money paid to Contractor by Owner; to determine that title to any portion of the Work, including materials or equipment, has passed to Owner free and clear of any liens, claims, security interests, or encumbrances; or that there may not be other matters at issue between Owner and Contractor that might affect the amount that should be paid.

24. Contractor's Completion Documents: Receive from Contractor, review, and transmit to Owner maintenance and operating instructions, schedules, guarantees, bonds, certificates or other evidence of insurance required by the Construction Contract Documents, certificates of inspection, tests and approvals, and Shop Drawings, Samples, and other data approved as provided under Exhibit A Paragraph 1.06.B.20. Receive from Contractor, review, and transmit to Owner the annotated record documents which are to be assembled by Contractor in accordance with the Construction Contract Documents to obtain final payment. The extent of Engineer's review of record documents will be to check that Contractor has submitted a complete set of those documents that Contractor is required to submit.

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25. Substantial Completion: Promptly after notice from Contractor that Contractor considers the entire Work ready for its intended use, visit the Site in company with Owner and Contractor to review the Work and determine the status of completion. Follow the procedures in the Construction Contract regarding the preliminary certificate of Substantial Completion, punch list of items to be completed, Owner's objections, notice to Contractor, and issuance of a final certificate of Substantial Completion. Assist Owner regarding any remaining engineering or technical matters affecting Owner's use or occupancy of the Work following Substantial Completion.

26. Other Tasks: Perform or provide the following other Construction Phase tasks or deliverables:

    a. **none**

27. Completion and Acceptability of the Work: After notice from Contractor that the Work is complete:

    a. visit the Site with Owner and Contractor to determine if the Work is in fact complete and acceptable;

    b. notify Contractor of any part of the Work that is found during the visit to be incomplete or defective, and subsequently confirm that Contractor has corrected any such deficiencies;

    c. follow the procedures in the Construction Contract regarding review and response to Contractor's application for final payment and accompanying documentation; and

    d. if Engineer is satisfied that the Work is complete and acceptable, provide a notice to Owner and Contractor using EJCDC® C-626, Notice of Acceptability of Work (attached as Exhibit E), stating that the Work is acceptable (subject to the provisions of the Notice and this Exhibit A) within the limits of Engineer's knowledge, information, and belief, and based on the extent of the services provided by Engineer under this Agreement.

28. Standards for Certain Construction-Phase Decisions: Engineer will render decisions regarding the requirements of the Construction Contract Documents, and judge the acceptability of the Work, pursuant to the specific procedures set forth in the Construction Contract for initial interpretations, Change Proposals, and acceptance of the Work. In rendering such decisions and judgments, Engineer will not show partiality to Owner or Contractor, and will not be liable to Owner, Contractor, or others in connection with any proceedings, interpretations, decisions, or judgments conducted or rendered in good faith.

C. Duration of Construction Phase: The Construction Phase will commence with the execution of the first Construction Contract for the Specific Project or any part thereof and will terminate upon written recommendation by Engineer for final payment to Contractor. If the Specific Project involves more than one prime contract as indicated in Exhibit A Paragraph 1.04.A.1, then Construction Phase services may be rendered at different times in respect to the separate contracts. Subject to the provisions of Article 3, Engineer shall be entitled to an equitable increase in compensation if Construction Phase services (including Resident Project Representative services, if any) are required after the original date for

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completion and readiness for final payment of Contractor as set forth in the Construction Contract.

1.07 Post-Construction Phase

A. Upon written authorization from Owner during the Post-Construction Phase, Engineer shall:

1. Together with Owner, visit the Specific Project to observe any apparent defects in the Work, make recommendations as to replacement or correction of defective Work, if any, or the need to repair of any damage to the Site or adjacent areas, and assist Owner in consultations and discussions with Contractor concerning correction of any such defective Work and any needed repairs.

2. Together with Owner, visit the Specific Project within one month before the end of the Construction Contract's correction period to ascertain whether any portion of the Work or the repair of any damage to the Site or adjacent areas is defective and therefore subject to correction by Contractor.

3. Perform or provide the following other Post-Construction Phase tasks or deliverables:

a. **Prepare a plan of record based on Contractor redlines approved by the City Inspector.**

B. The Post-Construction Phase services may commence during the Construction Phase and, if not otherwise modified in this Exhibit A, will terminate 12 months after the commencement of the Construction Contract's correction period.

ARTICLE 2—ADDITIONAL SERVICES

2.01 Additional Services Not Requiring Owner's Written Authorization

A. Engineer shall advise Owner that Engineer is commencing to perform or furnish the Additional Services of the types listed below. For such Additional Services, Engineer need not request or obtain specific advance written authorization from Owner. Engineer shall cease performing or furnishing such Additional Services upon receipt of written notice to cease from Owner. These services are not included as part of Basic Services and will be paid for by Owner as indicated in Paragraph 7 of the governing Task Order.

1. Substantive design and other technical services in connection with Work Change Directives, Change Proposals, and Change Orders to reflect changes requested by Owner.

2. Services essential to the orderly progress of the Bidding/Proposal and Construction Phases and not wholly quantifiable prior to those Phases or otherwise dependent on the actions of prospective individual bidders or contractors and including:

a. making revisions to Drawings and Specifications occasioned by the acceptance of substitute materials or equipment other than "or equal" items;

b. services after the award of the Construction Contract in evaluating and determining the acceptability of a proposed "or equal" or substitution which is found to be inappropriate for the Specific Project;

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c. evaluation and determination of an excessive number of proposed "or equals" or substitutions, whether proposed before or after award of the Construction Contract; and

d. providing to the Contractor or Owner additional or new information not previously prepared or developed by the Engineer for their use in applying for or obtaining required permits and licenses, in responding to agency comments on such applications, or in the administration of any such permits or licenses.

3. Services resulting from significant delays, changes, or price increases occurring as a direct or indirect result of materials, equipment, or energy shortages.

4. Additional or extended services arising from (a) the presence at the Site of any Constituent of Concern or items of historical or cultural significance, (b) emergencies or acts of God endangering the Work, (c) damage to the Work by fire or other causes during construction, (d) a significant amount of defective, neglected, or delayed Work, (e) acceleration of the progress schedule involving services beyond normal working hours, or (f) default by Contractor.

5. Implement coordination of Engineer's services with other parts of the Specific Project that are not planned or designed by Engineer or its Subconsultants, unless Owner furnished to Engineer substantive information about such other parts of the Specific Project prior to the parties' entry into this Agreement, in the Baseline Information section of this Exhibit A, or otherwise in Exhibit A; if such substantive information has been so provided, coordination of Engineer's services will be part of Basic Services.

6. Implement the specific parts of an Underground Facilities Procedure that are assigned to Engineer, or above-ground utilities tasks that are assigned to Engineer as the Specific Project progresses (but not including the design-related services already assigned to Engineer as a Basic Service).

7. Services (other than Basic Services during the Post-Construction Phase) in connection with any partial utilization of the Work by Owner prior to Substantial Completion.

8. Evaluating unreasonable or frivolous requests for interpretation or information (RFIs), Change Proposals, or other demands from Contractor or others in connection with the Work, or an excessive number of RFIs, Change Proposals, or demands.

9. Reviewing a Shop Drawing or other Contractor submittal more than three times, as a result of repeated inadequate submissions by Contractor.

10. While at the Site, compliance by Engineer and its staff with those terms of Owner's or Contractor's safety program provided to Engineer subsequent to the Effective Date that exceed those normally required of engineering personnel by federal, State, or local safety authorities for similar construction sites.

11. To the extent the Specific Project is subject to Laws and Regulations governing public or government records disclosure or non-disclosure, Engineer will comply with provisions applicable to Engineer, and Owner will compensate Engineer as Additional Services for Engineer's costs to comply with any disclosure or non-disclosure obligations beyond those identified in the Basic Services.

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12. Services directly attributable to changes in Engineer's Electronic Documents obligations after the effective date of the Agreement.

2.02 Additional Services Requiring Owner's Written Authorization

A. If authorized in writing by Owner, Engineer shall provide Additional Services of the types listed below. These services are not included as part of Basic Services and will be paid for by Owner as indicated in Paragraph 7 of the governing Task Order.

1. Obtain or provide specified additional Specific Project-related information and data to enable Engineer to complete its Basic and Additional Services.

2. Preparation of special and customized reporting, invoicing, and related support documentation in addition to that identified to be provided under Basic Services.

3. Preparation of applications and supporting documents (in addition to those furnished under Basic Services) for private or governmental grants, loans, or advances in connection with the Specific Project; preparation or review of environmental assessments and impact statements; review and evaluation of the effects on the design requirements for the Specific Project of any such statements and documents prepared by others; and assistance in obtaining approvals of authorities having jurisdiction over the anticipated environmental impact of the Specific Project.

4. Services to make measured drawings of existing conditions or facilities, to conduct tests or investigations of existing conditions or facilities, or to verify the accuracy of drawings or other information furnished by Owner or others.

5. Services resulting from significant changes in the scope, extent, or character of the portions of the Specific Project designed or specified by Engineer, or the Specific Project's design requirements, including, but not limited to, changes in size, complexity, Owner's schedule, character of construction, or method of financing; and revising previously accepted studies, reports, Drawings, Specifications, or Construction Contract Documents when such revisions are required by changes in Laws and Regulations enacted subsequent to the Effective Date or are due to any other causes beyond Engineer's control.

6. Services resulting from Owner's request to evaluate additional Study and Report Phase alternative solutions beyond those agreed to in Exhibit A Paragraph 1.02.A.1.

7. Services required as a result of Owner's providing incomplete or incorrect Specific Project information to Engineer.

8. Providing renderings or models for Owner's use, including development, management, and other services in support of building information modeling or civil integrated management.

9. Undertaking investigations and studies including, but not limited to:

a. All-hazards risk assessments and other studies to evaluate the feasibility of enhancing the resiliency of the design;

b. detailed consideration of operations, maintenance, and overhead expenses;

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c. the preparation of feasibility studies (such as those that include projections of output capacity, utility project rates, project market demand, or project revenues) and cash flow analyses, provided that such services are based on the engineering and technical aspects of the Specific Project, and do not include rendering advice regarding municipal financial products or the issuance of municipal securities;

d. preparation of appraisals;

e. with respect to proprietary systems or processes requiring licensing, providing services necessary to assist Owner in obtaining such licensing.

f. detailed quantity surveys of materials, equipment, and labor; and

g. audits or inventories required in connection with construction performed or furnished by Owner.

10. Furnishing services of Subconsultants or Engineer's Subcontractors for other than Basic Services.

11. Providing data or services of the types described in Article 2, when Owner retains Engineer to provide such data or services instead of Owner furnishing the same.

12. Providing the following services:

    a. Services attributable to more prime construction contracts than specified in Exhibit A Paragraph 1.04.A.1.

    b. Services to arrange for performance of construction services for Owner by contractors other than the principal prime Contractor, and administering Owner's contract for such services.

13. Services during out-of-town travel required of Engineer, other than for visits to the Site or Owner's office as required in Basic Services (Article 1 of Exhibit A).

14. Preparing for, coordinating with, participating in and responding to structured independent review processes, including, but not limited to, construction management, cost estimating, project peer review, value engineering, and constructability review requested by Owner; and performing or furnishing services required to revise studies, reports, Drawings, Specifications, or other documents as a result of such review processes.

15. Preparing additional bidding-related documents (or requests for proposals or other construction procurement documents); preparing pre-qualification procedures and documents, and participating in pre-qualifying prospective Bidders; and preparing Construction Contract Documents for alternate bids.

16. Assistance in connection with bid protests, rebidding, or renegotiating contracts for construction, materials, equipment, or services.

17. Preparing conformed Construction Contract Documents that incorporate and integrate the content of all addenda and any amendments negotiated by Owner and Contractor.

18. Services to assist Owner in developing or modifying protocols for transmittal of Electronic Documents by Electronic Means after the effective date of this Agreement,

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either by revising or adapting Exhibit F to the Specific Project or implementing other Electronic Documents protocols among Specific Project participants.

19. Any services by Engineer in connection with Owner or Engineer providing a Document to a Requesting Party under Exhibit F Paragraph 1.01.D (see Exhibit F, Electronic Documents Protocol), or any other distribution of a Document to a third party. Such services may include but are not limited to preparing the data contained in the requested Document in a manner deemed appropriate by Engineer; creating or otherwise preparing and distributing the Document in a format necessary to respond to Owner's direction or decision to provide the Document to a requesting party, including Contractor, in a format other than that required for deliverables from Engineer to Owner; and services in connection with obtaining required releases from the third parties to which the Documents will be distributed. Compensation for these Additional Services is not contingent upon Owner's reimbursement from the requesting party.
20. Providing Construction Phase services beyond the original date for completion and readiness for final payment of Contractor, but only if such services increase the total quantity of services to be performed in the Construction Phase, rather than merely shifting performance of such services to a later date.
21. Preparing Record Drawings, and furnishing such Record Drawings to Owner.
22. Supplementing Record Drawings with information regarding the completed Specific Project, Site, and immediately adjacent areas obtained from field observations, Owner, utility companies, and other reliable sources.
23. Conducting surveys, investigations, and field measurements to verify the accuracy of Record Drawing content obtained from Contractor, Owner, utility companies, and other sources; revise and supplement Record Drawings as needed.
24. Preparation of operation, maintenance, and staffing manuals.
25. Protracted or extensive assistance in refining and adjusting of Specific Project equipment and systems (such as initial startup, testing, and balancing).
26. Assistance to Owner in training Owner's staff to operate and maintain Specific Project equipment and systems.
27. Assistance to Owner in developing systems and procedures for (a) control of the operation and maintenance of Specific Project equipment and systems, and (b) related recordkeeping.
28. Preparing to serve or serving as a consultant or witness for, or producing documents for or on behalf of, Owner in any litigation, arbitration, mediation, lien or bond claim, or other legal or administrative proceeding involving the Specific Project (but not including disputes between Owner and Engineer).
29. Overtime work requiring higher than regular rates.
30. Providing construction surveys and staking to enable Contractor to perform its work other than as required under Exhibit A Paragraph 1.06.B.9; any type of property surveys or related engineering services needed for the transfer of interests in real property; providing construction and property surveys to replace reference points or property

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monuments lost or destroyed during construction; and providing other special field surveys.

31. Providing more extensive services required to enable Engineer to issue notices or certifications requested by Owner.
32. Extensive services required during any correction period, or with respect to monitoring Contractor's compliance with warranties and guarantees called for in the Construction Contract (except as agreed to under Basic Services).
33. Other additional services performed or furnished by Engineer not otherwise provided for in this Agreement.

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EXHIBIT B—TASK ORDER DELIVERABLES SCHEDULE

Paragraphs 2.04.E, 3.02.A, and Exhibit A of the Main Agreement are supplemented by the following paragraph and table.

Under the governing Task Order the Engineer shall furnish Documents to Owner as required in Column 2 of the following table (and as further described in Exhibit A), according to the schedule in Column 4. Owner shall comment or take other identified actions with respect to the Documents as indicated in Column 2 (and as further described in Exhibit A), according to the schedule in Column 4.

Party	Action	Exhibit A Reference	Schedule
Engineer	Submit **one (1)** review copies of the Preliminary Design Report, opinion of probable Construction Cost, and other Preliminary Design Phase deliverables to Owner.	1.03.B.17	Within **45** days of Owner's authorization to proceed with Preliminary Design Phase services.
Owner	Submit comments regarding Preliminary Design Report, opinion of probable Construction Cost, and other Preliminary Design Phase deliverables to Engineer.	1.03.B.18	Within **15** days of the receipt from Engineer of Preliminary Design Report, opinion of probable Construction Cost, and other Preliminary Design Phase deliverables.
Engineer	Submit **one (1)** copies of the revised Preliminary Design Report, opinion of probable Construction Cost, and other Preliminary Design Phase deliverables to Owner.	1.03.B.18	Within **7** days of the receipt of Owner's comments regarding the Preliminary Design Report, opinion of probable Construction Cost, and other Preliminary Design Phase deliverables.
Engineer	Submit **one (1)** copy of the first Final Design Phase draft of Drawings and Specifications to Owner.	1.04.B.1	Within **30** days of Owner's authorization to proceed with Final Design Phase services.
Owner	Submit comments and instructions regarding the first Final Design Phase draft of Drawings and Specifications to Engineer.	1.04.B.1	Within **15** days of the receipt of the first final Design Phase drafts of Drawings and Specifications from Engineer.
Engineer	Submit **one (1)** copies of the final, completed, pricing-ready and construction-ready Drawings and Specifications to Owner.	1.04.B.3 and 1.04.G.1	Within **30** days of the receipt of Owner's comments and instructions regarding the second Final Design Phase drafts of Drawings and Specifications.
Owner	Submit comments and instructions regarding the final, completed, pricing-ready and construction-ready Drawings and Specifications to Engineer.	1.04.G.2	Within **15** days of the receipt from Engineer of the final, completed, pricing-ready and construction-ready Drawings and Specifications.
Owner	Submit comments and instructions regarding drafts of Bidding/Proposal and Front-End Construction Contract Documents, and any other Final Design Phase deliverables (other than Drawings and Specifications) to Engineer.	1.04.D.3; 1.04.F.8	Concurrent with Owner's submittal of comments and instructions regarding the final, completed, pricing-ready and construction-ready Drawings and Specifications.

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Party	Action	Exhibit A Reference	Schedule
Engineer	Submit to Owner: **One (1)** copies of the revised final, completed, pricing-ready and construction-ready Drawings and Specifications; and **One (1)** copies of assembled Bidding/Proposal and Front-End Construction Contract Documents, and any other Final Design Phase deliverables.	1.04.G.2; 1.04.G.3	Within **15** days of receipt of Owner's final comments and instructions regarding the regarding the final, completed, pricing-ready and construction-ready Drawings and Specifications, the Bidding/Proposal and Front-End Construction Contract Documents, and any other Final Design Phase deliverables.
Engineer	Submit **One (1)** copies of Bidding/Proposal Phase deliverables (if any) identified in Exhibit A Paragraph 1.05.A.9.a to Owner.	1.05.A.9.a	Within **5** days of written authorization by Owner to proceed with Bidding/Proposal Phase services.

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EXHIBIT C—RESERVED

Guidance Notes—Exhibit C

1. See Exhibit C—Amendment to Main Agreement, in E-505 Part 2 of 4: Exhibits to Main Agreement.

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EXHIBIT D—DUTIES, RESPONSIBILITIES, AND LIMITATIONS OF AUTHORITY OF RESIDENT PROJECT REPRESENTATIVE UNDER TASK ORDER

ARTICLE 1—RESIDENT PROJECT REPRESENTATIVE SERVICES

Article 1 of the Main Agreement, Services of Engineer, and Exhibit A, Engineer's Services Under Task Order, are supplemented to include Exhibit D Paragraphs 1.01, 1.02, and 1.03, as follows:

1.01 Resident Project Representative

A. Engineer shall furnish a Resident Project Representative ("RPR") to observe progress and quality of the Work. RPR is Engineer's representative at the Site, will act as directed by and under the supervision of Engineer, and will confer with Engineer regarding RPR's actions.

B. The RPR will provide full-time representation **[revise if representation will be less than full time]**.

C. Subject to the scope of RPR's observations of the Work, which may include field checks of materials and installed equipment, Engineer shall endeavor to identify defects and deficiencies in the Work. However, Engineer shall not, as a result of such RPR observations of the Work, supervise, direct, inspect, or have control over the Work, nor shall Engineer (including the RPR) have authority over or responsibility for the means, methods, techniques, sequences, or procedures of construction selected or used by any Constructor, for security or safety at the Site, for safety precautions and programs incident to the Work or any Constructor's work in progress, for the coordination of the Constructors' work or schedules, or for any failure of any Constructor to comply with Laws and Regulations applicable to the performing and furnishing of its work. The Engineer (including RPR) neither guarantees the performance of any Constructor nor assumes responsibility for any Constructor's failure to furnish and perform the Work, or any portion of the Work, in accordance with the Construction Contract Documents. In addition, the specific terms set forth in Exhibit A Paragraph 1.06 are applicable.

1.02 Duties and Responsibilities of RPR

A. The duties and responsibilities of the RPR are as follows:

1. General: RPR's dealings in matters pertaining to the Work in general will be with Contractor. RPR's dealings with Subcontractors shall only be through or with the full knowledge and approval of Contractor. RPR shall generally communicate with Owner only with the knowledge of and under the direction of Engineer.

2. Schedules: Review the progress schedule, schedule of Shop Drawing and Sample submittals, schedule of values, and other schedules prepared by Contractor and consult with Engineer concerning acceptability of such schedules.

3. Conferences and Meetings: Attend meetings with Contractor, such as preconstruction conferences, progress meetings, job conferences, and other Project-related meetings (but not including Contractor's safety meetings), and as appropriate prepare and circulate copies of minutes thereof.

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4. Safety Compliance: Comply with Site safety programs, as they apply to RPR, and if required to do so by such safety programs, receive safety training specifically related to RPR's own personal safety while at the Site.

5. Liaison

    a. Serve as Engineer's liaison with Contractor. Working principally through Contractor's authorized representative or designee, assist in providing information regarding the provisions and intent of the Construction Contract Documents.

    b. Assist Engineer in serving as Owner's liaison with Contractor when Contractor's operations affect Owner's on-Site operations.

    c. Assist in obtaining from Owner additional details or information, when required for proper execution of the Work.

6. Clarifications and Interpretations: Receive from Contractor submittal of any matters in question concerning the requirements of the Construction Contract Documents (sometimes referred to as requests for information or interpretation—RFIs), or relating to the acceptability of the Work under the Construction Contract Documents. Report to Engineer regarding such RFIs. Report to Engineer when clarifications and interpretations of the Construction Contract Documents are needed, whether as the result of a Contractor RFI or otherwise. Transmit Engineer's clarifications, interpretations, and decisions to Contractor.

7. Shop Drawings, Samples, and other Submittals

    a. Receive Samples that are furnished at the Site by Contractor.

    b. Receive Contractor-approved Shop Drawings.

    c. Receive other Submittals from Contractor.

    d. Record date of receipt of Samples, Contractor-approved Shop Drawings, and other Submittals.

    e. Notify Engineer of availability of Samples for examination, and forward Contractor-approved Shop Drawings and other Submittals to Engineer. When appropriate recommend distribution of Submittal to specified Subconsultants.

    f. Advise Engineer and Contractor of the commencement of any portion of the Work requiring a Shop Drawing or Sample submittal, if RPR believes that the submittal has not been received from Contractor, or has not been approved by Contractor or Engineer.

8. Proposed Modifications: Consider and evaluate Contractor's suggestions for modifications to the Drawings or Specifications, and report such suggestions, together with RPR's recommendations, if any, to Engineer. Transmit Engineer's response (if any) to such suggestions to Contractor.

9. Review of Work; Defective Work

    a. Report to Engineer whenever RPR believes that any part of the Work is defective under the terms and standards set forth in the Construction Contract Documents, and provide recommendations as to whether such Work should be corrected,

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removed and replaced, or accepted as provided in the Construction Contract Documents.

b. Inform Engineer of any Work that RPR believes is not defective under the terms and standards set forth in the Construction Contract Documents, but is nonetheless not compatible with the design concept of the completed Project as a functioning whole, and provide recommendations to Engineer for addressing such Work.

c. Advise Engineer of that part of the Work that RPR believes should be uncovered for observation, or requires special testing, inspection, or approval.

10. Inspections, Tests, and System Start-ups

a. Consult with Engineer in advance of scheduled inspections, tests, and systems start-ups.

b. Verify that tests, equipment, and systems start-ups and operating and maintenance training are conducted in the presence of appropriate Owner's personnel, and that Contractor maintains adequate records thereof.

c. Observe, record, and report to Engineer appropriate details relative to the test procedures and systems start-ups.

d. Observe whether Contractor has arranged for inspections required by Laws and Regulations, including but not limited to those to be performed by public or other agencies having jurisdiction over the Work.

e. Accompany visiting inspectors representing public or other agencies having jurisdiction over the Work, record the results of these inspections, and report to Engineer.

f. Nothing in this Agreement will be construed to require RPR to conduct inspections.

11. Records

a. Maintain at the Site orderly files for correspondence, reports of job conferences, copies of Construction Contract Documents including all Change Proposals, Change Orders, Field Orders, Work Change Directives, Addenda, additional Drawings issued subsequent to the execution of the Construction Contract, RFIs, Engineer's clarifications and interpretations of the Construction Contract Documents, progress reports, approved Shop Drawing and Sample submittals, and other Project-related documents.

b. Prepare a daily report or keep a diary or log book, recording Contractor's hours on the Site, Subcontractors present at the Site, weather conditions, data relative to questions of Change Proposals, Change Orders, Field Orders, Work Change Directives, or changed conditions, Site visitors, deliveries of equipment or materials, daily activities, decisions, observations in general, and specific observations in more detail as in the case of observing test procedures; and send copies to Engineer.

c. Upon request from Owner to Engineer, photograph or video Work in progress or Site conditions.

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d. Record and maintain accurate, up-to-date lists of the company names and points of contact for Contractors, Subcontractors, and major Suppliers of materials and equipment.

e. Maintain records for use in preparing Project documentation.

f. Upon completion of the Work, furnish original set of all RPR Project documentation to designated recipients.

12. Reports

a. Furnish periodic reports as required of progress of the Work and of Contractor's compliance with the progress schedule and schedule of Shop Drawing and Sample submittals.

b. Draft responses to or make recommends on Change Proposals, Change Orders, Work Change Directives, and Field Orders. Obtain backup material from Contractor.

c. Furnish to Engineer and Owner copies of all inspection, test, and system start-up reports.

d. Immediately inform appropriate parties of the occurrence of any Site accidents, emergencies, natural catastrophes endangering the Work, possible force majeure or delay events, damage to property by fire or other causes, or the discovery of any potential differing site condition or Constituent of Concern.

13. Payment Requests: Review applications for payment with Contractor for compliance with the established procedure for their submission and forward with recommendations to Engineer, noting particularly the relationship of the payment requested to the schedule of values, Work completed, and materials and equipment delivered at the Site but not incorporated in the Work.

14. Certificates, Operation and Maintenance Manuals: During the course of the Work, verify that materials and equipment certificates, operation and maintenance manuals and other data required by the Contract Documents to be assembled and furnished by Contractor are applicable to the items actually installed and in accordance with the Contract Documents, and have these documents delivered to Engineer for review and forwarding to Owner prior to payment for that part of the Work.

15. Completion

a. Participate in Engineer's visits to the Site regarding Substantial Completion, assist in the determination of Substantial Completion, and prior to the issuance of a Certificate of Substantial Completion submit a punch list of observed items requiring completion or correction.

b. Participate in Engineer's visit to the Site in the company of Owner and Contractor, to determine completion of the Work, and prepare a final punch list of items to be completed or corrected by Contractor.

c. Observe whether all items on the final punch list have been completed or corrected, and make recommendations to Engineer concerning acceptance and issuance of the Notice of Acceptability of the Work (Exhibit E).

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~~1.03 Limitations of Authority~~

~~A. Resident Project Representative shall not:~~

~~1. Authorize any deviation from the Construction Contract Documents or substitution of materials or equipment (including "or-equal" items).~~

~~2. Exceed limitations of Engineer's authority as set forth in this Agreement.~~

~~3. Undertake any of the responsibilities of Contractor, Subcontractors, or Suppliers, or any Constructor.~~

~~4. Advise on, issue directions relative to, or assume control over any aspect of the means, methods, techniques, sequences or procedures of the Work, by Contractor or any other Constructor.~~

~~5. Advise on, issue directions regarding, or assume control over security or safety practices, precautions, and programs in connection with the activities or operations of Owner or Contractor.~~

~~6. Participate in specialized field or laboratory tests or inspections conducted off-site by others except as specifically authorized by Engineer.~~

~~7. Accept Shop Drawing or Sample submittals from anyone other than Contractor.~~

~~8. Authorize Owner to occupy the Project in whole or in part.~~

Omitted

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NOTICE OF ACCEPTABILITY OF WORK (EJCDC® C-626 2018)

Owner: Owner's Project No.:
Engineer: Engineer's Project No.:
Contractor: Contractor's Project No.:
Project:
Contract Name:
Notice Date: Effective Date of the Construction Contract:

The Engineer hereby gives notice to the Owner and Contractor that Engineer recommends final payment to Contractor, and that the Work furnished and performed by Contractor under the Construction Contract is acceptable, expressly subject to the provisions of the Construction Contract's Contract Documents ("Contract Documents") and of the Agreement between Owner and Engineer for Professional Services dated **[date of professional services agreement]** ("Owner-Engineer Agreement"). This Notice of Acceptability of Work (Notice) is made expressly subject to the following terms and conditions to which all who receive and rely on said Notice agree:

1. This Notice has been prepared with the skill and care ordinarily used by members of the engineering profession practicing under similar conditions at the same time and in the same locality.
2. This Notice reflects and is an expression of the Engineer's professional opinion.
3. This Notice has been prepared to the best of Engineer's knowledge, information, and belief as of the Notice Date.
4. This Notice is based entirely on and expressly limited by the scope of services Engineer has been employed by Owner to perform or furnish during construction of the Project (including observation of the Contractor's Work) under the Owner-Engineer Agreement, and applies only to facts that are within Engineer's knowledge or could reasonably have been ascertained by Engineer as a result of carrying out the responsibilities specifically assigned to Engineer under such Owner-Engineer Agreement.
5. This Notice is not a guarantee or warranty of Contractor's performance under the Construction Contract, an acceptance of Work that is not in accordance with the Contract Documents, including but not limited to defective Work discovered after final inspection, nor an assumption of responsibility for any failure of Contractor to furnish and perform the Work thereunder in accordance with the Contract Documents, or to otherwise comply with the Contract Documents or the terms of any special guarantees specified therein.
6. This Notice does not relieve Contractor of any surviving obligations under the Construction Contract, and is subject to Owner's reservations of rights with respect to completion and final payment.

Engineer

By (signature): _____
Name (printed): _____
Title: _____

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EXHIBIT F—RESERVED

Guidance Notes—Exhibit F

1. See Exhibit F—Electronic Documents Protocol (EDP), in E-505 Part 2 of 4: Exhibits to Main Agreement.

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EXHIBIT G—RESERVED

Guidance Notes—Exhibit G

1. See Exhibit G—Insurance, in E-505 Part 2 of 4: Exhibits to Main Agreement.

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EXHIBIT H—RESERVED

Guidance Notes—Exhibit H

1. See Exhibit H—Dispute Resolution, in E-505 Part 2 of 4: Exhibits to Main Agreement.

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EXHIBIT I—RESERVED

Guidance Notes—Exhibit I

1. See Exhibit I—Limitations of Liability, in E-505 Part 2 of 4: Exhibits to Main Agreement.

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PROJECT WORK PLAN AND FEE PROPOSAL BREAKDOWN

Project: **Wendy Swan Drainage**
Prime Consultant: **Unintech Consulting Engineers, Inc**
Proposal Date: **6/30/2025**
Prepared By: **Mark B Hill**

	Principal	Sr. Project Manager	EIT	CAD Technician	Admin/Clerical	RPLS	Survey Tech	Survey Crew - 2 man		
	$220.00	$185.00	$125.00	$96.00	$65.00	$235.00	$133.00	$175.00		
TASK CODE AND DESCRIPTION	**HOURS**	**HOURS**	**HOURS**	**HOURS**	**HOURS**	**HOURS**	**HOURS**	**HOURS**	**TASK HOURS**	**TASK / PHASE FEE**
Preliminary Design	5	84	224	16	2	0	0	0	**304**	**$46,306.00**
01. Project Management and General Items										
01.010. Project Mgmt	1				2				3	$350.00
01.030. General Sheets - Index, Summaries / Quantities, Notes		2	8						10	$1,370.00
01.070. QA/QC Review of Plan Set	4								4	$880.00
03. Topographic Surveying / Base Mapping										
04. Roadway Design										
05. Drainage Design										
05.010. Establish Drainage Discharge										
05.010.010. Drainage Area Map		2	4						6	$870.00
05.010.020. Model Hydrology (Pre-Project and Post-Project)		4	16						20	$2,740.00
05.010.030. Calculate Design Discharges		8	16						24	$3,480.00
05.010.040. Preliminary Drainage Report		8	24						32	$4,480.00
05.020. Analyze Storm Drain Facilities (Plan and Profile)										
05.020.020. Channels/Storm Drain System		24	64						88	$12,440.00
05.020.030. Outfall Structure Design and Plans		12	24						36	$5,220.00
05.020.050. Channel Cross Sections/Storm Drain Inlet Design		12	24						36	$5,220.00
07. Utility Plans										
07.020. Utility Coordination (Gas, Telephone, Cable)		1	4						5	$685.00
09. Other Plans										
09.010. General Sheets and Details		4	16						20	$2,740.00
10. Environmental and Regulatory Coordination									-	
10.020. SWPPP		1	8						9	$1,185.00
11. Cost Estimating		2	16						18	$2,370.00
Final Design	5	56	124	0	1	0	0	0	**180**	**$27,025.00**

TASK CODE AND DESCRIPTION	Principal $220.00 HOURS	Sr. Project Manager $185.00 HOURS	EIT $125.00 HOURS	CAD Technician $96.00 HOURS	Admin/Clerical $65.00 HOURS	RPLS $235.00 HOURS	Survey Tech $133.00 HOURS	Survey Crew - 2 man $175.00 HOURS	TASK HOURS	TASK / PHASE FEE
01. Project Management and General Items										
01.010. Project Mgmt	1				1				2	$285.00
01.070. QA/QC Review of Plan Set	4								4	$880.00
05. Drainage Design										
05.010. Drainage Report and Analysis										
05.010.010. Final Project/Drainage Report		8	24						32	$4,480.00
05.020.020. Channel/Storm Drainage Design		12	32						44	$6,220.00
05.020.050. Channel Cross Sections		12	16						28	$4,220.00
05.020.060. Outfall Plan and Details		12	24						36	$5,220.00
09. Other Plans										
09.010. General Sheets and Details		8	16						24	$3,480.00
10. Environmental and Regulatory Coordination									-	
10.020. SWPPP		2	8						10	$1,370.00
11.010. Prepare Cost Estimate		2	4						6	$870.00
15. Communications										
Bid Phase	0	20	28	0	2	0	0	0	**50**	**$7,330.00**
12. Bid Phase										
12.010. Submit 100% Plans		1	4						5	$685.00
12.020. Final Project Bid Documents		2	16						18	$2,370.00
12.030. Finalize Constructability Review		8	8						16	$2,480.00
12.050. Attend 100% Review Meeting/Precon walkthrough		2							2	$370.00
12.080. Attend Pre-Bid Meeting		2							2	$370.00
12.090. Respond to Contractor Questions		2							2	$370.00
12.100. Prepare and Distribute Necessary Addenda		1							1	$185.00
12.110. Prepare Bid Tabulation and Letter of Recommendation		2			2				4	$500.00
Construction Phase	0	30	26	0	0	0	0	0	**56**	**$9,485.00**
13. Construction Management										
13.020. Review Contractor Pay Estimates		6	6						12	$1,860.00
13.040. Review Shop Drawings		2	8						10	$1,370.00
13.050. Respond to RFI's		2							2	$370.00
13.060. Project Site Visits & Reports (1 visits per month - 6 months)		4	12						16	$2,240.00
13.070. Participate in Construction Progress Meetings and Prepare Meeting Minutes (C		12							12	$2,220.00
13.080. Final Walkthrough and Punchlist Review		2							2	$370.00
13.100. Pre Construction Meeting		2							2	$370.00
14. Project Closeout										
14.010. Prepare Record Drawings		1	4						5	$685.00

	Principal	Sr. Project Manager	EIT	CAD Technician	Admin/Clerical	RPLS	Survey Tech	Survey Crew - 2 man		
	$220.00	$185.00	$125.00	$96.00	$65.00	$235.00	$133.00	$175.00		
TASK CODE AND DESCRIPTION	**HOURS**	**HOURS**	**HOURS**	**HOURS**	**HOURS**	**HOURS**	**HOURS**	**HOURS**	**TASK HOURS**	**TASK / PHASE FEE**
Additional Services										**$ 12,302.00**
Topographic Survey									-	$7,480.00
Preconstruction verification of Benchmarks & Offset Staking at 100-ft intervals.									-	$1,522.00
CCTV of existing Storm Sewer									-	$3,300.00
TOTAL BASE FEE WITH HOUR BREAKDOWN	**10**	**190**	**402**	**16**	**5**	**0**	**0**	**0**	**590**	**$102,448.00**

EXHIBIT D
Fee Schedule

Unintech Consulting Engineers
FEE Proposal

TASK DESCRIPTION	SURVEY PROJECT MANAGER	REGISTERED PROFESSIONAL LAND SURVEYOR	SURVEY TECHNICIAN DRAFTING	SURVEY TECHNICIAN - GPS, SIT	2-Man Survey Crew	2-Man GPS SURVEY CREW	3- Man GPS SURVEY CREW	ADMIN/ CLERICAL	TOTAL HRS.	TOTAL LABOR HRS. & COSTS
PROJECT MANAGEMENT									0	$ -
Qa/Qc and Field Prep									0	$ -
ROW Research									0	$ -
Field recover and set up Control		2	24		16	4	4		50	$ 6,812.00
Field Topo/Planimetric									0	$ -
Field surrface utiliy locate									0	$ -
Field measurements of draingae structures / manholes					4				4	$ 668.00
Verfication of Benchmarks Preconstuction (1 -time)			1		4				5	$ 761.00
Offsett Staking at 100-ft intervals (1 -time)			1		4				5	$ 761.00
Office Processing/CAD Drafting 2D									0	$ -
Office Processing/CAD Drafting 3D									0	$ -
Copy and scan field notes									0	$ -
Control data sheets									0	$ -
QA/QC; REVIEW FIELD WORK, ETC.									0	$ -
HOURS SUB-TOTALS	0	2	26	0	28	4	4	0	64	
CONTRACT RATE PER HOUR	$228.00	$214.00	$93.00	$129.00	$167.00	$178.00	$192.00	$50.00		
TOTAL LABOR COSTS	$0.00	$428.00	$2,418.00	$0.00	$4,676.00	$712.00	$768.00	$0.00		
% DISTRIBUTION OF STAFF HOURS	0.0%	3.1%	40.6%	0.0%	43.8%	6.3%	6.3%	0.0%		
SUBTOTAL	$0.00	$428.00	$2,418.00	$0.00	$4,676.00	$712.00	$768.00	$0.00		**$9,002.00**
Direct Cost										

Task Description	**Number of Days**	**Rate**	**Number of People/Or Rooms**	**Per Item Rate**	**Number of Items**	**Average Cost of Research Instruments**	**Number of Items**			**Total Cost**
Borehole Locates										$0.00
Printing & Reproduction of Materials										$ -
15% Contingency										
Direct Cost Totals										$0.00
Project Totals										**$ 9,002.00**

ACE PIPE CLEANING
A Carylon Company

6601 Universal Avenue
Kansas City, MO 64120
p: (816) 241-2891
f: (816) 241-5054
office@acepipe.com

CONTRACT PROPOSAL

Date: 6/30/25

Customer: **Unintech Consulting Engineer, Inc.**
Attn: **Mark B Hill, PE**
Address: **2431 E. Evans Road**
San Antonio TX 78259
Email: **mhill@unintech.com**
Phone: **210-641-6003**

Proposal #: 25-619

1. **PROJECT DESCRIPTION:**

Schertz, TX – NorthCliff Storm Drain CCTV

2. **SCOPE OF WORK:**

Ace Pipe Cleaning, Inc. ("APC") will provide the labor, equipment, material, and supplies for work performed on the Project in accordance with this Proposal (the "Work"), and will include the following:

APC will provide inspection by CCTV of approximately 935 feet of multiple size storm pipes as directed by customer in Schertz, TX.

3. **PRICING AND PAYMENT:**

DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL
CCTV Storm Drain	8	hr	$ 275.00	$ 2,200.00
CCTV Storm Drain OT	2	hr	$ 294.00	$ 588.00
Equipment Fuel	1	ea	$ 334.56	$ 334.56
Reverse Setup (if needed)	TBD	ea	$ 150.00	$ -
			TOTAL ESTIMATED PRICE	$ 3,122.56

Payment shall be due Net 30 days from APC's invoice date. Quantities are estimated. Billing will reflect actual quantities achieved.

4. **SCHEDULE:** To be determined upon acceptance of this Proposal.

5. **CLARIFICATIONS/ASSUMPTIONS; TERMS & CONDITIONS:**

The Clarifications/Assumptions are part of this Proposal. APC's Terms and Conditions are attached and are incorporated into and part of this Proposal. Please review the Clarifications/Assumptions and APC's Terms and Conditions carefully. The pricing is based upon Customer's acceptance of APC's Clarifications/Assumptions and Terms and Conditions. This Proposal represents our complete offering. If there are any conflicts between Customer's requirements or plans and specifications and this Proposal, this Proposal shall govern.

PREVAILING WAGE? YES _x_ NO __
If yes, please provide Wage Determination.

TAX EXEMPT? YES _x_ NO _
If yes, please provide Tax Exemption Certificate.

ACE PIPE CLEANING, INC.	ACCEPTED by CUSTOMER:
Signed: _ Jim Ault ____Date__6/30/25___ Title: __Superintendent____	Signed: _____Date_____ Title: _____

CLARIFICATIONS / ASSUMPTIONS

All pricing is conditioned upon the Clarifications/Assumptions listed below.

1. CLARIFICATIONS:

    a. The Proposal excludes any sales or use or other similar taxes. If the Project is tax exempt, Customer shall provide APC the appropriate documentation.

    b. If payment of prevailing wages or submission of certified payroll reports is required, Owner shall provide a wage determination sheet and/or certified payroll instructions.

    c. Except as otherwise stated herein, the Proposal does not include by-pass pumping.

    d. Any corrections, repairs, or extractions required due to existing structural defects or failures are excluded from the Work.

    e. Customer will obtain all necessary permits.

    f. APC will provide light traffic control (cones) if needed.

    g. Overtime rates will apply for any work that exceeds an (8) eight-hour workday (applicable to hourly rate quoted).

    h. Price quoted is portal to portal from our location in San Antonio, TX and is a four-hour minimum charge (applicable to hourly rate quoted).

    i. The quoted price does not include cleaning the pipe. APC can estimate cleaning, if needed.

    j. The CCTV inspection will be performed using a robotic camera capable of recording the condition of the pipe. Data will be generated in digital and physical report format and will provide logged information of pipe condition, calling out defects (such as root intrusions, pipe separations, cracks, decay, and crumbling) as necessary. All APC data technicians are NASSCO PACP certified.

    k. For CCTV inspections that have 1,000 feet or more of Data, there will be a minimum 2 week turn-around for deliverables.

2. ASSUMPTIONS:

    a. Customer will provide free access to the work site which will be adequate for APC's equipment and will be within 150 feet from the access point. APC reserves the right to charge Customer if additional mobilizations are required if access is not available.

    b. Customer will coordinate the Work with any private property owners.

    c. Customer will provide environmentally responsible disposal site if cleaning occurs.

    d. Customer will provide water for cleaning and access to hydrant and hydrant meter if cleaning occurs.

    e. Pricing is subject to change 30 days from the date of the proposal.

    f. There are no hazardous materials present in the project area.

Terms and Conditions

1. **General Conditions:** These general terms and conditions are incorporated by reference into the proposal and are part of the Agreement under which services are to be performed by the Contractor for the Customer. Customer's signature and return of the proposal as presented, or Customer's authorization of Contractor to commence the work, shall constitute acceptance of all its terms and conditions.

2. **Warranty:** Contractor warrants that its work will be free from defects caused by faulty workmanship for a period of twelve months after substantial completion of the work. Any warranty claim must be presented in writing to Contractor within 12 months after the substantial completion of Contractor's work, or the claim shall be waived.

3. **Terms of Payment:** Unless otherwise noted, payments are due within thirty days from the submission to Customer of an invoice. A "past due payment" charge of one and one-half percent (1½ %) per month or the maximum legal interest rate, whichever is greater, will be made on all monies past due and shall be paid immediately.

4. **Customer Responsibilities:** Customer will provide mechanical services. Operation and control of Customer's equipment is the Customer's responsibility. If Contractor's work is interrupted due to circumstances caused or allowed by Customer and of which Contractor was not apprised prior to starting the work, an hourly fee will be charged.

5. **Pre-existing Conditions:** The Contractor is not responsible for liability, loss or expense (including damage caused by the backup of basement sewers) caused by pre-existing conditions, including faulty, inadequate or defective design, construction, maintenance or repair of property or contamination of the subsurface where the condition existed prior to the start of the Contractor's work. Customer is responsible for loss of service equipment caused by the pre-existing condition at the job site.

6. **Environmental Conditions:** The debris is represented to Contractor to be non-hazardous, requiring no manifesting or special permitting. The Customer will be responsible for any additional costs or claims associated with the treatment, storage, disposal of the removed debris, or breach of the above representation, at any time during or after the completion of this project. Notwithstanding anything herein to the contrary, when the Work includes removal of industrial waste, Customer represents and warrants it holds clear title to all waste debris or other materials Contractor may handle, process or transport and Customer agrees to supply all necessary manifests or permits and Customer shall indemnify Contractor for liability, loss and expense caused by discharge, escape, release of liquids, gases or any other material contaminant or pollutant into the atmosphere or into or onto land, water or property, except to the extent such liability , loss and expense is caused by Contractor's negligence.

7. **Indemnification:** The Customer and Contractor will each indemnify the other in proportion to relative fault for liability, loss and expense incurred by the other party resulting from a negligent act or omission in performance of work under this Agreement. The Customer also will indemnify Contractor for liability, loss and expense resulting from Contractor services if the Contractor is acting at the direction or instruction of the Customer, or where the primary cause of any damages is due to information provided by the Customer. Where the Customer provides labor for the Contractor, the Customer will indemnify the Contractor for liability, loss or expense for work related injuries to those laborers not provided by the Contractor.

8. **Entire Agreement:** This proposal together with any written documents which may be incorporated by specific references herein, constitutes the entire agreement between the parties and supersedes all previous communications between them, either oral or written. The waiver by Contractor of any term, condition or provision herein stated shall not be construed to be a waiver of any other term, condition, or provision hereof.

9. **Performance Dates:** The performance schedule, if stated in the proposal, is approximate and is not guaranteed by Contractor. Contractor shall not be liable for delays in the progress of the Work due to acts of government, acts of God, adverse weather, war, riot, labor disputes, civil insurrection or any other causes beyond Contractor's reasonable control, and the date of performance shall be adjusted for any such delays. Further, Contractor shall not be responsible for delays in the project caused by the failure of material/equipment suppliers to deliver material, equipment or services in the time and manner agreed upon or in the time and manner anticipated.

10. **Scope Limitations:** Any material, equipment, structure, or service item that is not explicitly a part of this Contract is specifically excluded from Contractor's Work.

11. **Contract Amendments:** The following contract amendment procedure is to be used for work performed for the Customer by Contractor, which is beyond the scope of the proposal. (a) As change order items are identified and before any work is done, Contractor and the Customer will review and agree on the work to be performed; (b) A contract amendment or change order will be completed with regard to scope and price and any schedule impact. All parties involved will sign the contract amendment or change order; and (c) Contractor will perform the work and bill the Customer. For time and materials work, back-up documentation will be provided.

12. **Limitation of Liability:** In no event shall Contractor be liable for any indirect, special, or consequential loss or damage arising out of any work performed for Customer. To the fullest extent permitted by law, the total liability, in the aggregate, of Contractor to Customer or anyone claiming by or through Customer, for any and all liabilities, claims, losses, expenses, or damages whatsoever arising out of or in any way related to Contractor's services, the Project, or the Proposal, from any cause or causes whatsoever, including without limitation, negligence, strict liability, indemnity, warranty, or breach of contract, shall not exceed the Contract Amount. The Contractor is not responsible for the rendering of or failure to render architectural, engineering or surveying professional services. Customer and Contractor waive all rights of subrogation for claims covered by the parties' insurance.

13. **Attorney's Fees:** The prevailing party in any dispute between Contractor and Customer shall be entitled to receive attorneys' fees, court costs and other legal fees from the non-prevailing party. APC shall be entitled to collect reasonable attorney's fees incurred to collect any "past due payments."

14. NOTICE TO OWNER FAILURE OF THIS CONTRACTOR TO PAY THOSE PERSONS SUPPLYING MATERIAL OR SERVICES TO COMPLETE THIS CONTRACT CAN RESULT IN THE FILING OF A MECHANIC'S LIEN ON THE PROPERTY WHICH IS THE SUBJECT OF THIS CONTRACT PURSUANT TO CHAPTER 429, RSMO. TO AVOID THIS RESULT, YOU MAY ASK THIS CONTRACTOR FOR "LIEN WAIVERS" FROM ALL PERSONS SUPPLYING MATERIAL OR SERVICES FOR THE WORK DESCRIBED IN THIS CONTRACT. FAILURE TO SECURE LIEN WAIVERS MAY RESULT IN YOUR PAYING FOR LABOR AND MATERIAL TWICE.

Project Type: Drainage **Project Code:** DC5

Project Title: Wendy Swan Drainage Improvements

Project Manager: Engineering

Location Description: Wendy Swan Park/Northcliffe

Project Summary: This project includes the removal of an existing concrete retaining wall and above ground channel and the installation of an underground drainage facility.

Start Date: Jul-25

Completion Date: Jun-26

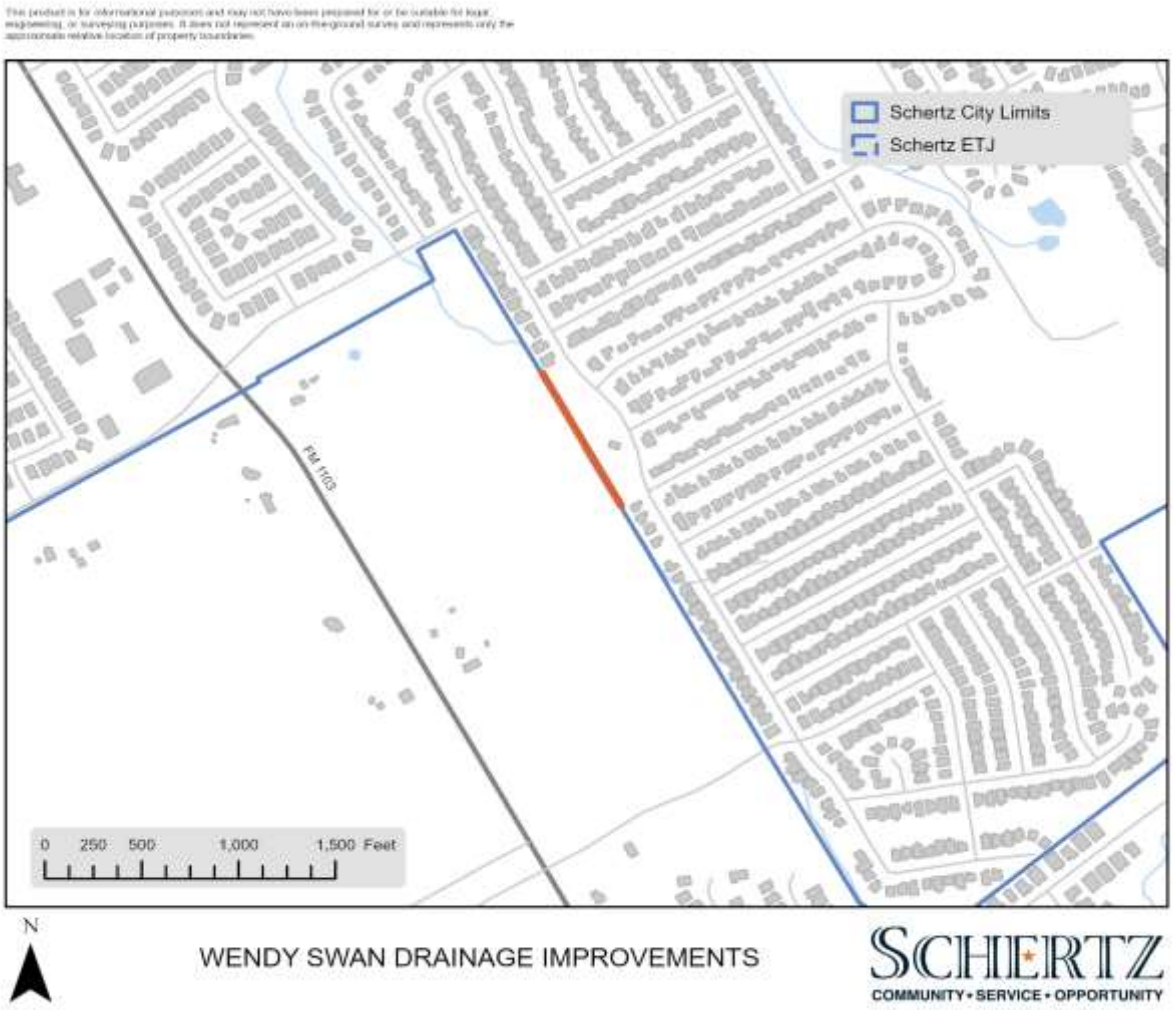
Project Forecast

	Prior Appropriation	2025-26	2026-27	2027-28	2028-29	2029-30	2030-2040	Total Cost
Funding Source								
Drainage Reserves	$ 100,000	$ 25,000	$ -	$ -	$ -	$ -	$ -	$ 125,000
Bonds	$ -	$ 1,100,000	$ -	$ -	$ -	$ -	$ -	$ 1,100,000
	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Total Funding Source	$ 100,000	$ 1,125,000	$ -	$ -	$ -	$ -	$ -	$ 1,225,000
Expenditure								
Land Acquisition	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Professional Services	$ -	$ 125,000	$ -	$ -	$ -	$ -	$ -	$ 125,000
Construction	$ -	$ 1,100,000	$ -	$ -	$ -	$ -	$ -	$ 1,100,000
Total Expenditure	$ -	$ 1,225,000	$ -	$ -	$ -	$ -	$ -	$ 1,225,000

Project Type: Drainage **Project Code:**

Project Title: Wendy Swan Drainage Improvements

Location:



Agenda No. 6.

CITY COUNCIL MEMORANDUM

City Council Meeting:	**August 19, 2025**
Department:	**Engineering**
Subject:	**Resolution 25-R-107 – Authorizing a Task Order with Unintech Consulting Engineers, Inc. for Professional Engineering Design Services related to the IH 35 Ground Storage Tank and Pump Station Project (B.James/K.Woodlee/E.Schulze)**

BACKGROUND

The IH 35 elevated tank site is located adjacent to Freeway Manor approximately 1,700 feet northwest of the intersection of Old Wiederstein Rd and Dean Rd. This elevated tank currently receives water through the distribution system from the East Live Oak Plant nearly 3 miles away. The East Live Oak Plant needs to operate at over 100 psi in order to fill the 100 foot tall elevated tank which is located approximately 125 feet higher in elevation. During periods of high water demand the distribution system struggles to provide an adequate supply of water into the elevated tank. The project proposes to construct a 3 million gallon ground storage tank and pump station adjacent to the existing IH 35 elevated tank site. This will help alleviate the demand on the distribution system by providing not only addition storage capacity but it allows the system to fill at a lower operating pressure. The pump station will be used to transfer water from the proposed ground storage tank into the elevated tank while also being able to operate at system pressures and flows to allow the elevated tank the ability to be taken offline for periodic maintenance such as painting and general inspections and repairs.

GOAL

The goal of Resolution 25-R-107 is to authorize an agreement with Unintech Consulting Engineers, Inc. to provide design, bid, and construction related professional services for a 3 million gallon ground storage tank and pump station at the IH 35 elevated tank site. Professional services also include platting of the property and a design for access to the site to meet current City standards.

COMMUNITY BENEFIT

The proposed ground storage tank will be used to fill the existing IH 35 elevated tank and provide additional water storage capacity. The new ground storage tank will receive water from the East Live Oak water plant. The project will also include addressing some access issues to the water plant site. This supports the City's strategic goal of infrastructure investment and the objectives of maintenance of water infrastructure and provision of an adequate water supply.

SUMMARY OF RECOMMENDED ACTION

Approved Resolution 25-R-107

FISCAL IMPACT

The total base fee plus additional services amount is $728,068 with a not to exceed amount of $800,000. Funding will be through bond funds and allocation of those funds for professional services, construction, and - if needed - land or easement acquisition is included in the fiscal year 2025-2026 Capital Improvement Plan.

RECOMMENDATION

Approve Resolution 25-R-107.

Attachments

Resolution 25-R-107 with attachments

CIP Project Sheet and Map

RESOLUTION 25-R-107

A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF SCHERTZ, TEXAS AUTHORIZING A TASK ORDER WITH UNINTECH CONSULTING ENGINEERS, INC. FOR PROFESSIONAL ENGINEERING DESIGN SERVICES RELATED TO THE IH 35 GROUND STORAGE TANK AND PUMP STATION PROJECT.

WHEREAS, the City staff of the City of Schertz (the "City") has recommended that the City enter into an agreement for Professional Engineering Design Services related to the IH 35 Ground Storage Tank and Pump Station Project; and

WHEREAS, Unintech Consulting Engineers, Inc., (Unintech) is an approved on-call Engineering Firm for the City of Schertz; and

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

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

WHEREAS, the City Council has determined that it is in the best interest of the City to approve a task order for Unintech to provide the necessary professional services for the project.

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

Section 1. The City Council hereby authorizes the City Manager to execute and deliver a Task Order Agreement in substantially the form set forth in Exhibit A with Unintech Consulting Engineers, Inc. for the IH 35 Ground Storage Tank and Pump Station Project for $728,068 with a not to exceed amount of $800,000.

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

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

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

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

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

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

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

PASSED AND APPROVED on the _____ day of _____, 2025.

CITY OF SCHERTZ, TEXAS

_____
Ralph Gutierrez, Mayor

ATTEST:

_____
Sheila Edmondson, City Secretary

Exhibit A

Task Order with Unintech Consulting Engineers, Inc. for the IH 35
Ground Storage Tank and Pump Station Project

This document has important legal consequences; consultation with an attorney is encouraged with respect to its use or modification. This document should be adapted to the particular circumstances of the specific Agreement between Owner and Engineer, and the controlling Laws and Regulations.

EJCDC® E-505, Agreement between Owner and Engineer for Professional Services—Task Order Edition, is published in four parts: (1) the Main Agreement (general provisions governing all Task Orders); (2) the Exhibits to Main Agreement; (3) the Task Order Form (see below); and (4) the Exhibits to Task Order. The Main Agreement contains a Guidelines for Use section that pertains to all four parts of E-505.

AGREEMENT BETWEEN OWNER AND ENGINEER FOR PROFESSIONAL SERVICES— TASK ORDER EDITION

PART 3 OF 4: TASK ORDER FORM

Prepared by

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TASK ORDER NO. 001

This is Task Order No. ___, consisting of 6 pages.

In accordance with Paragraph 1.01, Main Agreement, of the Agreement Between Owner and Engineer for Professional Services—Task Order Edition dated **[date] ,** Owner and Engineer agree as follows:

1. TASK ORDER DATA

a.	Effective Date of Task Order:	
b.	Owner:	**City of Schertz**
c.	Engineer:	**Unintech Consulting Engineers, Inc.**
d.	Specific Project (title)	**IH 35 Ground Storage Tank**
e.	Specific Project (description):	Prepare a design services for a proposed 3-million-gallon Ground Storage Tank and pump station to be located adjacent to the IH-35 Elevated Tank site.
f.	Related Task Orders Supplemented by this Task Order: Superseded by this Task Order:	

2. BASELINE INFORMATION

Baseline Information. Owner has furnished the following Specific Project information to Engineer as of the Effective Date of the Task Order. Engineer's scope of services has been developed based on this information. As the Specific Project moves forward, some of the information may change or be refined, and additional information will become known, resulting in the possible need to change, refine, or supplement the scope of services.

Specific Project Title:	**IH 35 Ground Storage Tank**
Type and Size of Facility:	3 Million Gallon Ground Storage Tank and pump station
Description of Improvements:	Design a 3 million gallon ground storage tank and pump station at the IH 35 EST tank site. Provide survey and platting services. Provide a design for access.

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Expected Construction Start:	December 2026
Prior Studies, Reports, Plans:	
Facility Location(s):	IH 35 Tank Site, Tulip Street, SCHERTZ, TX 78154
Current Specific Project Budget:	TBD
Funding Sources:	TBD
Known Design Standards:	City of Schertz Public Works Design Guide, AASHTO Guide for Design of Pavement Structures 1993 Edition, AWWA,
Known Specific Project Limitations:	Work within Schertz owned property. Site will need 3-phase power. Access may come from development to the south.
Specific Project Assumptions:	Project will include a study phase to site the tank, size the pumps, perform an environmental constraints analysis, and determine platting requirements Project to be located on property owned by the City of Schertz, adjacent to existing IH-35 EST. Property will require platting. Platting will require all weather access to the site. Design will include a local class A road design to the site. Tank will receive water from new transmission main from E Live Oak site. Pump station will fill on-site elevated tank and have capacity to pump to Northcliffe EST. Have back up generator on site. Submittal to TCEQ for review will be provided. Site plan submittal services will be provided
Other Pertinent Information:	Project is not in the Edwards Aquifer Regulated Zones, is not within an area known for environmentally sensitive features, is not located within a FEMA designated flood hazard area. A geotechnical sampling and report will be required. Environmental phase 1 and habitat compliance will be provided. Possibly requires SUE. To be determine during study phase and added as additional services.

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3. SERVICES OF ENGINEER ("SCOPE")

A. The specific Basic Services to be provided or furnished by Engineer under this Task Order are:

☐ Exhibit A to Task Order, "Engineer's Services for Task Order," as attached to this specific Task Order.

B. All the services included above comprise Basic Services for purposes of Engineer's compensation under this Task Order, with the exception of Resident Project Representative Services, if any, which are compensated separately.

C. Resident Project Representative (RPR) Services:

1. If the Scope established in Paragraph 2.A above includes RPR services, then Exhibit D to Task Order is expressly incorporated in this Task Order by reference.

D. Additional Services: Services not expressly set forth as Basic Services in Paragraph 3.A above, and necessary services listed as not requiring Owner's written authorization, or requiring additional effort in an immediate, expeditious, or accelerated manner as a result of unanticipated construction events or Specific Project conditions, are Additional Services, and will be compensated by the method indicated for Additional Services in this Task Order. All other Additional Services require mutual agreement and may be authorized by amending the Task Order as set forth in Paragraph 8.05.B.2 of the Main Agreement, with compensation for such other Additional Services as set forth in the amending instrument.

4. DELIVERABLES SCHEDULE

A. In submitting required Documents and taking other related actions, Engineer and Owner will comply with Exhibit B to Task Order, attached to this specific Task Order.

5. ADDITIONS TO OWNER'S RESPONSIBILITIES

A. Owner shall have those responsibilities set forth in Article 2 of the Main Agreement, and the following supplemental responsibilities that are specific to this Task Order:

1. **Deliver and obtain Right of Entry to property owners within the limits of the project, but outside of existing right of way, that require access for the engineer or subconsultants.**

2. **Provide easement and right of way acquisition negotiation.**

6. TASK ORDER SCHEDULE

A. In addition to any schedule provisions provided in Exhibit B or elsewhere, the parties shall meet the following schedule: **Not Applicable**

Date	Action / Milestone	Comment

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7. ENGINEER'S COMPENSATION

A. The terms of payment are set forth in Article 4 of the Main Agreement.

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

Description of Service	Amount	Basis of Compensation
1. Basic Services		
a. Preliminary Design Phase	$ 54,788.00	**LUMP SUM**
b. Final Design Phase	$ 308,872.00	**LUMP SUM**
c. Bid Phase	$ 214,423.00	**LUMP SUM**
d. Construction	$ 24,316.00	**LUMP SUM**
e. Closeout	$ 99,143.00	**LUMP SUM**
2. Resident Project Representative Services*	**N/A**	**N/A**
TOTAL COMPENSATION (items 1 and 2)	**$701,542.00**	
3. Additional Services under Section 3.D above	**$18,000.00**	
**SUE Level B (lump sum) (ROW estimated 1000 lf)	$18,000.00	**LUMP SUM**

*Based on an **18-**month continuous construction period.

** Estimated amount. To be verified after extent of services verified by survey

C. Compensation items and totals based in whole or in part on Hourly Rates or Direct Labor are estimates only. Lump sum amounts and estimated totals included in the breakdown by phases incorporate Engineer's labor, overhead, profit, reimbursable expenses (if any), and Subconsultants' charges, if any. For lump sum items, Engineer may alter the distribution of compensation between individual phases (line items) to be consistent with services actually rendered but shall not exceed the total lump sum compensation amount unless approved in writing by the Owner.

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8. ENGINEER'S PRIMARY SUBCONSULTANTS FOR TASK ORDER, AS OF THE EFFECTIVE DATE OF THE TASK ORDER:

A. **Geotechnical (Terracon)**

B. **Environmental (Terracon)**

C. **Electrical Engineering (Cleary Zimmerman)**

9. EXHIBITS AND ATTACHMENTS:

A. Exhibit A to Task Order—Engineer's Services Under Task Order

B. Exhibit B to Task Order—Task Order Deliverables Schedule

C. Exhibit D to Task Order—Duties, Responsibilities, and Limitations of Authority of Resident Project Representative Under Task Order

D. Exhibit E to Task Order-EJCDC® C-626, Notice of Acceptability of Work (Form)

E. Other:

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Execution of this Task Order by Owner and Engineer makes it subject to the terms and conditions of the Main Agreement and its exhibits and appendices, which Main Agreement, exhibits, and appendices are incorporated by this reference.

OWNER:		ENGINEER:	
By:		By:	Mark B Hill
Print Name:		Print Name:	Mark B Hill, PE
Title:		Title:	Director and Shareholder
		Engineer's License or Firm's Certificate No. (if required):	94904
		State of:	Texas

DESIGNATED REPRESENTATIVE FOR TASK ORDER:		DESIGNATED REPRESENTATIVE FOR TASK ORDER:	
Name:		Name:	Mark B Hill
Title:		Title:	Director and Shareholder
Address:		Address:	2431 E. Evans Rd
			San Antonio, Texas
E-Mail Address:		E-Mail Address:	mhill@unintech.com
Phone:		Phone:	210-641-6003
Date:		Date:	7-24-2025

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AGREEMENT BETWEEN OWNER AND ENGINEER FOR PROFESSIONAL SERVICES— TASK ORDER EDITION

PART 4 OF 4: EXHIBITS TO TASK ORDER

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1.

Article 1 of the Main Agreement, Services of Engineer, is supplemented to include the following provisions:

Engineer shall provide Basic and Additional Services as set forth below.

ARTICLE 1—BASIC SERVICES

1.01 Management of Engineering Services

A. See Main Agreement, Paragraph 1.03.

1.02 Study and Report Phase

A. Engineer shall:

1. Consult with Owner to define and clarify Owner's requirements for the Specific Project, including design objectives and constraints, space, capacity and performance requirements, flexibility, and expandability, and any budgetary limitations, and identify available data, information, reports, facilities plans, and site evaluations.

a. If Owner has already identified one or more potential solutions to meet its Specific Project requirements, then proceed with the study and evaluation of the Owner-identified potential solutions listed here:

1) **[List the specific potential solutions to be studied and evaluated here]**.

b. If Owner has not identified specific potential solutions for study and evaluation, then assist Owner in determining whether Owner's requirements, and available data, reports, plans, and evaluations, point to a single potential solution for Engineer's study and evaluation, or are such that it will be necessary for Engineer to identify, study, and evaluate multiple potential solutions.

c. If it is necessary for Engineer to identify, study, and evaluate multiple potential solutions, then identify **two (2)** alternative solutions potentially available to Owner,

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unless Owner and Engineer mutually agree that some other specific number of alternatives should be identified, studied, and evaluated.

2. Identify potential solution(s) to meet Owner's Specific Project requirements, as needed.

3. Study and evaluate the potential solution(s) to meet Owner's Specific Project requirements.

4. Visit the Site, or potential Specific Project sites, to review existing conditions and facilities, unless such visits are not necessary or applicable to meeting the objectives of the Study and Report Phase.

5. Assess initially available Specific Project information and data, including the Baseline Information set forth at the beginning of this Exhibit A.

6. Advise Owner of any need for Owner to obtain, furnish, or otherwise make available to Engineer additional Specific Project-related information and data, for Engineer's use in the study and evaluation of potential solution(s) to Owner's Specific Project requirements, and preparation of a related report.

7. After consultation with Owner, recommend the solution(s) which in Engineer's judgment meet Owner's requirements for the Specific Project.

8. Identify, consult with, and analyze requirements of authorities having jurisdiction to permit or approve construction or operation of the portions of the Specific Project to be designed or specified by Engineer, including but not limited to impacts and mitigating measures identified in previously prepared environmental assessments for the Specific Project provided to the Engineer or being concurrently prepared for Owner by others.

9. Advise the Owner of any need for Owner to provide data or services of the types described in Article 2 of the Agreement, for use in Specific Project design, or in preparation for Contractor selection and construction.

10. Assist Owner in evaluating the possible use of building information modeling; civil integrated management; geotechnical baselining of subsurface conditions at the Site; innovative design, contracting, or procurement strategies; project delivery method; or other strategies, technologies, or techniques for assisting in the design, construction, and operation of Owner's facilities. The subject matter of this paragraph will be referred to in Exhibit A as "Specific Project Strategies, Technologies, and Techniques."

11. Assist Owner in identifying opportunities for enhancing the sustainability of the Specific Project, and pursuant to Owner's instructions, plan for the inclusion of sustainable features in the design.

12. Review with Owner the thresholds established in applicable codes, standards, and design criteria specifically governing the ability of the proposed facilities or improvements to perform, and to absorb or avoid damage without suffering complete or substantial failure. As part of the review, identify additional risk assessment studies or tools that are available to evaluate the susceptibility of the facilities or improvements to natural and man-made events beyond the applicable established thresholds. Upon Owner request, as an additional service, perform additional risk assessment studies or tools to further evaluate system resiliency beyond the applicable established thresholds.

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13. Utilities, including Underground Facilities

    a. Review any utility mapping and surveys and other utilities documentation made available by Owner. Take note of observable utilities during Site visit.

    b. Identify, in a preliminary manner and to the extent determinable by such mapping or other information provided by Owner, and by observations at the Site, those utilities (whether above-ground utilities of any type, or Underground Facilities) likely to be affected by the Specific Project construction and additional utility facilities or extensions that will be needed to serve the Specific Project.

    c. If the impact on existing utilities or the need for additional utility facilities or extensions cannot reasonably be determined in a preliminary manner from mapping or other information provided by Owner, or such information was not available from Owner, then assist Owner in evaluating the need to either obtain additional utility mapping and utility documentation during the Study and Report Phase, or undertake other alternative approaches and contingencies to account for utility uncertainties in this phase.

    d. Advise Owner of additional utility documentation and coordination needed during the design and construction phases to adequately assess, mitigate, and manage the impact of the Specific Project (including any additional utility facilities or extensions needed to serve the Specific Project) on existing utilities.

    e. Use ASCE 38, "Standard Guideline for the Collection and Depiction of Existing Subsurface Utility Data" as a means to advise the Owner regarding the extent and identification and mapping of existing Underground Facilities during the design and construction phases.

        1) If Owner has retained a land surveyor, utility engineer, or utility consultant, collaborate with such individuals or entities regarding the application of ASCE 38.

14. Inquire regarding survey methodologies and technologies that would aid in addressing Owner's Specific Project requirements. Develop a scope of work and survey limits for any topographic and other surveys necessary for design. For recommended survey deliverables, specify a) required technical specifications; b) pertinent datum; c) survey limits, and d) formats of deliverables. Collaborate with land surveyor, when separately retained by Owner or third party, to develop such scope of work.

15. Prepare a report (the "Report") which will, as appropriate, contain schematic layouts, sketches, and conceptual design criteria with appropriate exhibits to indicate the agreed-to requirements, considerations involved, and Engineer's recommended solution(s).

    a. For each recommended solution, Engineer will separately tabulate Total Project Cost, itemizing those items and services included within the definition of Total Project Costs.

    b. Engineer will meet with Owner to discuss the draft Report and receive Owner's comments.

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16. Perform or provide the following other Study and Report Phase tasks or deliverables:

    a. **Environmental Constraints Analysis**

    b. **Aerial drone survey and point cloud acquisition**

    c. **Electrical Site Investigation**

    d. **Two options for Tank location**

    e. **Two options for Access street**

    f. **Identify permitting**

17. Furnish the Report and any other Study and Report Phase deliverables to Owner pursuant to the requirements of the Deliverables Schedule in Exhibit B, and review the deliverables with Owner.

18. Revise the Report and any other Study and Report Phase deliverables in response to Owner's comments, as appropriate, and submit revised deliverables pursuant to the Deliverables Schedule.

B. Engineer's services under the Study and Report Phase will be considered complete on the date when Engineer has delivered to Owner the final Report (as revised) and any other Study and Report Phase deliverables.

1.03 Preliminary Design Phase

A. After acceptance by Owner of the Report and any other Study and Report Phase deliverables (if Engineer's services under this Agreement included Study and Report Phase services); selection by Owner of a recommended solution; issuance by Owner of any instructions for use of Specific Project Strategies, Technologies, and Techniques, or for inclusion of sustainable features in the design, or enhanced resiliency of the design; indication by Owner of any specific modifications or changes in the scope, extent, character, or design requirements of the Specific Project desired by Owner; and any necessary changes, refinements, and supplementation of the Baseline Information set forth at the beginning of this Exhibit A, Engineer and Owner shall discuss, resolve, and document in writing any necessary revisions to Engineer's scope of services, compensation (through application of the provisions regarding Additional Services, or otherwise), and the time for completion of Engineer's services, resulting from the selected solution, related Specific Project Strategies, Technologies, or Techniques, sustainable design and resiliency instructions, specific modifications to the Specific Project, or changes, refinements, or supplementation of the Baseline Information.

B. Upon written authorization from Owner, Engineer shall:

1. Review and assess all available Specific Project information and data, including any pertinent reports or studies (whether prepared by Engineer or others) and any related instructions from Owner.

2. Based on the threshold review and assessment of available information and data, advise Owner of any need for Owner to obtain, furnish, or otherwise make available to Engineer any additional information and data, for Engineer's use in the preparation of a Preliminary Design Phase Report.

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3. Prepare a Preliminary Design Phase Report in the following format

    a. **narrative report with calculations and summary of design decisions as described below**

    b. **assemblage of preliminary construction plans**.

4. The Preliminary Design Phase Report will consist of final design criteria, preliminary drawings, a preliminary list of expected specifications, and written descriptions of the Specific Project. The Preliminary Design Phase Report will consider the following matters to the extent applicable to the Specific Project and as necessary to establish the basis of design for proceeding to final design and construction:

    a. The Specific Project concept, intent, performance criteria, desired outcomes, Owner's standards and Owner directed improvements and facility elements as established in the Study and Report Phase and as expressly set forth in the Baseline Information section of this Exhibit A (collectively the "Specific Project Goals").

    b. Recommended appropriate design criteria for each primary portion and significant discipline of the design necessary to address the Specific Project Goals.

    c. Site conditions and characterization as known at the time of, or to be determined during, the Preliminary Design Phase, including topography; subsurface information; Constituents of Concern; cultural, historical, and archaeological resources at the Site; wetlands information; and evaluations of flora and fauna that may be affected by the Specific Project.

    d. The time schedule for completion of the Specific Project in accordance with Specific Project Goals, including any recommended changes to the time required to complete the Final Design Phase (as set forth in Exhibit B, Deliverables Schedule) and estimated schedule(s) for construction.

    e. Identification of major items of materials and equipment, rationale for selection with consideration of quality, suitability, pricing, sourcing, regulatory, and bidding issues affecting recommended selection.

    f. Revised opinions of probable Construction Cost.

    g. The impact of Specific Project Strategies, Technologies, and Techniques, sustainable features, and enhanced resiliency selected by Owner for inclusion in the Specific Project on the Specific Project Goals, schedule and probable Construction Cost, including impact of multiple prime construction contracts, separate procurement of materials or equipment, and other alternate project delivery methods when the Specific Project Goals necessitate and Owner authorizes;

    h. Construction Phase quality assurance and quality control needs affecting development of Drawings and Specifications and other Final Design and Bidding Phase documents.

    i. The effect of permits and authorizations by other entities and utility coordination needs on the Specific Project.

    j. Other matters and information pertinent to addressing the Specific Project Goals.

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5. In preparing the Preliminary Design Phase Report, use any specific applicable Specific Project Strategies, Technologies, and Techniques authorized by Owner during or following the Study and Report Phase, and include sustainable features and enhanced resiliency, as appropriate, pursuant to Owner's instructions.

6. Visit the Site as needed to prepare the Preliminary Design Phase Report.

7. If at any point in the Preliminary Design Phase it becomes apparent to Engineer that additional reports, data, information, or services of the types described in Article 2 are necessary, then so advise Owner, and assist Owner in obtaining such reports, data, information, or services.

8. Above-Ground Utilities

    a. Review above-ground utilities information obtained from Owner and from observations at the Site.

    b. Make recommendations regarding any further identification, investigation, and mapping of above-ground utilities at or adjacent to the Site, for Engineer's design purposes or otherwise.

    c. Account for above-ground utilities, based on available information, when advancing design during the Preliminary Design Phase.

9. Underground Facilities

    a. Review Underground Facilities data furnished by Owner. Assist Owner in reducing and managing risks associated with Underground Facilities by working together with Owner to jointly establish a procedure ("Underground Facilities Procedure") for the further identification, investigation, and mapping of Underground Facilities at or adjacent to the Site, using ASCE 38, "Standard Guideline for the Collection and Depiction of Existing Subsurface Utility Data," as a basis for establishing such Underground Facilities Procedure.

    b. Such Underground Facilities Procedure must take into account the Site and the nature of the Specific Project.

    c. Use the Underground Facilities Procedure to aid in the performance of design services:

        1) Account for Underground Facilities, based on available information, when advancing the design during the Preliminary Design Phase.

        2) The Underground Facilities Procedure will include a plan to keep Underground Facilities information current as Engineer proceeds with the provision of design services, and to add new or relocated Underground Facilities information to the base utility or Site drawings.

        3) To manage the potential impact of design changes on Underground Facilities, Engineer shall work together with Owner to modify or reapply the Underground Facilities Procedure as the design progresses and changes.

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10. Mitigation of Utilities Conflicts

    a. Identify potential conflicts between the Specific Project (including existing and new facilities and structures) and above-ground utilities and Underground Facilities as reviewed in Exhibit A Paragraphs 1.03.B.8 and 9 above, and advise Owner regarding the need for resolution of such conflicts with utility and Underground Facilities owners and permit agencies. Identify the potential need for the relocation of existing above-ground utilities and Underground Facilities.

    b. Update the Underground Facilities Procedure as necessary for any Underground Utilities conflicts and relocations.

    c. Working together with Owner, jointly identify which specific parties or other entities will be responsible for implementation of the various specific parts of the Underground Facilities Procedure (including those parts that address resolution of Underground Facilities conflicts), and for resolution of above-ground utilities conflicts. Such identification will take into account Owner's authority and standing, as owner of the Site, with respect to Underground Facilities and above-ground utilities.

        1) To the extent that Owner and Engineer agree that in addition to performing the design-related obligations set forth in Exhibit A Paragraphs 1.03.B.8 and 9, Engineer will also implement any non-design part of the Underground Facilities Procedure (including resolution of Underground Facilities conflicts), or undertake resolution of above-ground utilities conflicts, such additional duties will be Additional Services under Article 2 of this Exhibit A.

11. Surveys, Topographic Mapping, and Utility Documentation

    a. Coordinate with Owner's utility engineer, utility consultant, or land surveyor for the necessary field surveys, topographic mapping, and utility documentation required for Engineer's design purposes, or by the Underground Facilities Procedure.

    b. If no scope of work and procedure for utility documentation has been established, selected, or authorized, then at a minimum Engineer will contact utility owners and obtain available information. Except as otherwise provided in this Agreement, Owner acknowledges that the information gathered from utility owners may be incorrect, incomplete, outdated, or otherwise flawed, and as to Engineer, bidders, and Contractor, the Owner accepts all associated risks. Owner reserves all associated rights as to recourse against the sources of such flawed information and against third parties.

12. Prepare initial draft of a comprehensive permit document that identifies Owner's permit duties, Engineer's permit duties, and Contractor's permit duties, and the schedule for permitting activities.

13. Continue to assist Owner with Specific Project Strategies, Technologies, and Techniques that Owner has chosen to implement in Exhibit A Paragraph 1.03.A.

14. Obtain Owner's instructions regarding Owner's procurement of construction services (including ~~instructions regarding advertisements for bids,~~ instructions to bidders, and

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requests for proposals, as applicable), Owner's construction contract practices and requirements, insurance and bonding requirements, electronic transmittals during construction, and other information necessary for the finalization of Owner's Bidding/Proposal Documents and Front-End Construction Contract Documents.

a. Also obtain copies of Owner's standard Bidding/Proposal Documents and Front-End Construction Contract Documents (~~if other than~~modified version of the EJCDC ~~2018~~ Construction Series documents), and any other related documents or content for Engineer to include in drafts of the Specific Project-specific Bidding/Proposal Documents and Front-End Construction Contract Documents, when applicable.

b. Review Owner's instructions regarding procurement, bidding and contracting of construction services with respect to effects on the Specific Project design, schedule and construction and address as needed in the Preliminary Design Phase deliverables.

15. Prepare the Preliminary Design Phase Report. This Report will consist of, as appropriate, separate or combined submittals in whole or summary, the Preliminary Design Phase documents listed in Exhibit A Paragraph 1.03.B.4, and Engineer's findings and recommendations for advancing the Specific Project to the Final Design Phase (including Engineer's findings and recommendations, if any, regarding permitting, utilities, and Underground Facilities). The submittal will be in the format of a report, or otherwise organized and assembled for ease and practicality of use.

    a. Based on the information contained in the Preliminary Design Phase documents, prepare a revised opinion of probable Construction Cost, and on the basis of information furnished by Owner, assist Owner in tabulating the various cost categories which comprise Total Project Costs.

    b. Engineer will meet with Owner to discuss the draft Preliminary Design Phase submittal and receive Owner's comments.

16. Perform or provide the following other Preliminary Design Phase tasks or deliverables:

    a. **Topographic Survey: Establish primary control for the length of the project. Provide survey quality level C utility locates, develop an existing conditions model for the width of the anticipated right of way**

    b. **Roadway Design: Provide typical existing and proposed roadway sections following City of Schertz Design Criteria. Establish a proposed roadway horizontal and vertical profiles. Provide plan and profile for the street at a 1:20 scale on 22"x34" plan sheets. Provide cross sections of the proposed roadway at 50-foot per City design criteria. Provide a summary of driveway improvements.**

    c. **Drainage Design: Provide a drainage area map and model existing and proposed hydrology per the city design criteria.**

    d. **Utility Design: Coordinate with non- City maintained utilities located within the construction limits. Provide plans and profiles, as appropriate, for replacement of existing water main and existing sewer main.**

    e. **Temporary Traffic Control Design: Provide Preliminary plans for construction phasing, traffic control sections and construction phasing layout.**

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17. Furnish the Preliminary Design Phase Report, opinion of probable Construction Cost, and any other Preliminary Design Phase deliverables to Owner pursuant to the requirements of the Deliverables Schedule in Exhibit B, and review the deliverables with Owner.

18. Revise the Report and any other deliverables in response to Owner's comments, as appropriate, and submit revised deliverables pursuant to the Deliverables Schedule.

C. Engineer's services under the Preliminary Design Phase will be considered complete on the date when Engineer has delivered to Owner the final Preliminary Design Phase Report (as revised) and associated documents, revised opinion of probable Construction Cost, and any other Preliminary Design Phase deliverables.

1.04 Final Design Phase

A. After acceptance by Owner of the Preliminary Design Phase Report and any other Preliminary Design Phase deliverables; issuance by Owner of any instructions for specific modifications or changes in the scope, extent, character, or design requirements of the Specific Project desired by Owner; and any necessary changes, refinements, and supplementation of the Baseline Information set forth at the beginning of this Exhibit A, Engineer and Owner shall discuss, resolve, and document any necessary revisions to Engineer's scope of services, compensation (through application of the provisions regarding Additional Services, or otherwise), and the time for completion of Engineer's services, resulting from specific modifications to the Specific Project, or changes, refinements, or supplementation of the Baseline Information.

1. The number of prime contracts for Work designed or specified by Engineer upon which the Engineer's compensation has been established under this Agreement is **one (1)** If more prime contracts are awarded, Engineer shall be entitled to an equitable increase in its compensation under this Agreement.

2. If more than one prime construction contract is to be awarded for the Work designed or specified by Engineer, then Owner shall define and set forth (in an exhibit to this Agreement, or in a subsequent document) the duties, responsibilities, and limitations of authority of a person or entity that will have authority and responsibility for coordinating the activities among the various prime Contractors, and any resulting changes in the duties, responsibilities, and authority of Engineer.

3. In the event that the Work designed or specified by Engineer is to be performed or furnished under more than one prime construction contract, or if Engineer's services are to be separately sequenced with the work of one or more separate design professional consultants or prime Contractors (such as in the case of fast-tracking), Owner and Engineer shall, prior to commencement of the Final Design Phase, develop a schedule for performance of Engineer's services during the Final Design, Bidding/Proposal, Construction, and Post-Construction Phases in order to sequence and coordinate properly such services as are applicable under such separate prime construction contracts. This schedule is to be prepared and included in or become an amendment to Exhibit A whether or not the work under such construction contracts is to proceed concurrently.

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B. Upon written authorization from Owner, Engineer shall prepare final Drawings and Specifications indicating the scope, extent, and character of the Work to be performed and furnished by Contractor, in accordance with the Preliminary Design Phase Report (as revised) and other Preliminary Design Phase deliverables. As part of the preparation of the Drawings and Specifications, Engineer shall prepare interim drafts and final Drawings and Specifications as follows, pursuant to the Deliverables Schedule in Exhibit B:

1. First Final Design Phase draft of all Drawings and Specifications.

~~2. Second Final Design Phase draft of all Drawings and Specifications, addressing Owner comments and including appropriate design advancement.~~

~~3.~~2. Final Drawings and Specifications that address Owner comments; complete the design; are suitable for estimating and pricing by prospective Contractors; and are complete and ready for construction.

C. In preparing the Specifications (and any bidding, contract, or other documents that are part of Engineer's scope of services), Engineer shall obtain from Owner or Owner's legal counsel any relevant constraints such as requirements for use of domestic steel and iron, other domestic purchasing requirements, statutory restrictions on utilizing proprietary specifying methods, and the like, and comply with or account for such constraints in drafting Specifications, Bidding/Proposal Documents, and other Specific Project documents.

D. Engineer shall prepare or assemble draft Bidding/Proposal Documents and Front-End Construction Contract Documents as follows:

1. Such documents will be based on the 2018 EJCDC Construction Documents, and on the specific bidding or Contractor selection-related instructions and forms, contract forms, text, or other content received from Owner.

2. When Engineer is required to use other than the 2018 EJCDC Construction Documents, then as required in the Preliminary Design Phase Owner will furnish to Engineer a copy of the required documents to be used for the Specific Project's Bidding/Proposal Documents and Front-End Construction Contract Documents. Prior to the first Final Design Phase submittal, Engineer will review the bidding and contracting documents furnished by Owner and provide comments to Owner. Engineer will meet with Owner to discuss Engineer's comments. Owner will consider Engineer's recommendations to revise Owner's documents for the Specific Project.

3. Engineer will furnish to Owner, for review by Owner's legal counsel, the draft Bidding/Proposal Documents and Front-End Construction Contract Documents. Owner and Owner's legal counsel must transmit to Engineer, in a timely manner, one coordinated set of comments and revisions to the draft documents.

E. During the Final Design Phase the Engineer shall continue to account for above-ground utilities and Underground Facilities as the design advances and is finalized. This may include:

1. performing the services assigned to Engineer under the Underground Facilities Procedure described in Exhibit A Paragraph 1.03 above, including but not limited to the design-related tasks in Exhibit A Paragraph 1.03.B.9.

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2. addressing required and proposed activities or mitigations identified in the analysis of utilities and by the Underground Facilities Procedure as having an impact on the final design, and considering such in preparing the Drawings and Specifications.

F. Engineer shall perform or furnish the following other Final Design Phase services:

1. Visit the Site as needed to assist in preparing the final Drawings and Specifications.

2. Assist with or prepare applications for permits and approvals, as follows:

a. Update comprehensive permit document created in Preliminary Design Phase for Final Design detail.

b. Prepare the following applications for Owner's submittal to authorities having jurisdiction over the construction or operation of the Specific Project:

1) **Texas Department of Licensing and Regulation for ADA Compliance and permitting if the monetary amount of pedestrian improvements exceeds $50,000.**

c. Confer with Owner regarding revisions, if any, to the application(s), and make appropriate revisions to the application(s) for Owner's resubmittal to the authority having jurisdiction.

d. Provide technical criteria, written descriptions, and design data for Owner's use in filing applications for permits from or approvals of the authorities having jurisdiction listed above, including applications for review or approval of the final design.

e. Identify and indicate in the Construction Contract Documents the permits and approvals for which Contractor will be responsible, including work permits, building permits, and other permits and approvals that will be Contractor's responsibility; and, in addition, indicate those permits initially obtained by Owner for which Contractor will be a co-permittee, together with associated requirements.

f. Unless expressly indicated otherwise, Engineer's scope and budget includes attending one meeting or conference call with each permit and approval-issuing agency to discuss the Specific Project and receive the agency's comments on the application.

g. Engineer does not guarantee issuance of any required permit or approval.

h. Fees charged by authorities having jurisdiction for such permits or approvals are the responsibility of Owner.

3. Advise Owner of any recommended adjustments to the opinion of probable Construction Cost. Furnish to Owner an updated opinion of probable Construction Cost with the interim and final deliverables of the Drawings and Specifications.

4. After consultation with Owner, include in the Front-End Construction Contract Documents any Electronic Document Protocol addressing specific protocols for the transmittal of Specific Project-related correspondence, documents, text, data, drawings, information, and graphics, in electronic media or digital format, either directly, or through access to a secure Specific Project website.

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5. Assist Owner in assembling known reports and drawings of Site conditions, and in identifying the technical data contained in such reports and drawings upon which bidders or other prospective contractors may rely.

6. Review the preliminary schedule for the Construction Phase and advise Owner when initial understanding of the Construction Contract Times must or should be revised, and furnish Owner with recommendations on revisions to the proposed Construction Contract Times.

7. Engineer's project manager and other appropriate staff will participate in the following meetings and conference calls:

   a. First draft design review meeting at Owner's office.

   ~~b. Second draft design review meeting at Owner's office.~~

   ~~c. **[Indicate others as appropriate for the Specific Project].**~~

   ~~d.~~b. Engineer will prepare and distribute minutes of each such meeting and conference call, indicating attendees, topics discussed, decisions made, and action items for follow-up.

8. Perform or provide the following other Final Design Phase activities or deliverables:

   a. **Roadway Design: Provide typical existing and proposed roadway sections following City of Schertz Design Criteria. Establish a proposed roadway horizontal and vertical profiles. Provide plan and profile for the street at a 1:20 scale on 22"x34" plan sheets. Provide cross sections of the proposed roadway at 50-foot per City design criteria. Provide a summary of driveway improvements.**

   b. **Drainage Design: Provide a drainage area map and model existing and proposed hydrology per the city design criteria.**

   c. **Utility Design: Coordinate with non- City maintained utilities located within the construction limits. Provide plans and profiles, as appropriate, for replacement of existing water main sewer main.**

   d. **Temporary Traffic Control Design: Provide Preliminary plans for construction phasing, traffic control sections and construction phasing layout. Provide a traffic detour layout and barricade plan**

   e. **Pavement Marking Plans: Provide pavement marking plans compliant with local and state standards.**

   f. **SWPPP- Provide an erosion control plan, narrative, and appropriate details for facilitate the submittal of a Notice of Intent by the contractor.**

   g. **Provide a tree mitigation plans for the removal of existing trees, as applicable.**

G. Engineer shall complete the Final Design Phase as follows:

1. Pursuant to the requirements of the Deliverables Schedule in Exhibit B, furnish for review by Owner, its legal counsel, and other advisors, the final Drawings and Specifications (as set forth in Exhibit A Paragraph 1.04.B.3 above); assembled drafts of

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other Construction Contract Documents including the draft Front-End Construction Contract Documents; the draft Bidding/Proposal Documents; the most recent opinion of probable Construction Cost; and any other Final Design Phase deliverables, and review the deliverables with Owner.

2. Revise the final Design Phase deliverables in response to Owner's comments, as appropriate, and submit revised deliverables pursuant to the Deliverables Schedule.

3. Engineer's services under the Final Design Phase will be considered complete on the date when Engineer has delivered to Owner the final Drawings and Specifications; assembled drafts of the Front-End Construction Contract Documents; the draft Bidding/Proposal Documents; and any other Final Design Phase deliverables, as revised.

1.05 Bidding/Proposal Phase

A. After acceptance by Owner of the final Drawings and Specifications; assembled drafts of other Construction Contract Documents, including the draft Front-End Construction Contract Documents; the draft Bidding/Proposal Documents; the most recent opinion of probable Construction Cost as determined in the Final Design Phase, and any other Final Design Phase deliverables, and upon written authorization by Owner to proceed, Engineer shall:

1. Assist Owner in advertising for and obtaining bids or proposals for the Work; assist Owner in issuing assembled Bidding/Proposal Documents and proposed Construction Contract Documents to prospective contractors; if applicable, maintain a record of prospective contractors to which documents have been issued; attend pre-bid conferences, if any; and receive and process contractor deposits or charges, if any, for the issued documents.

a. **Owner's procurement website**

2. Prepare and issue addenda as appropriate to clarify, correct, or change the issued documents.

3. If the issued documents require, the Engineer shall evaluate and determine the acceptability of "or equals" and substitute materials and equipment proposed by prospective contractors, provided that such proposals are allowed by the bidding-related documents (or requests for proposals or other construction procurement documents) prior to award of contracts for the Work. Services under this paragraph are subject to the provisions of Exhibit A Paragraph 2.01.A.2.

4. Attend the bid opening; prepare bid tabulation sheets; and assist Owner in evaluating bids or proposals, assembling final Construction Contracts for the Work for execution by Owner and Contractor, and in preparing notices of award to be issued by Owner for such contracts.

5. Provide information or assistance needed by Owner in the course of any review of bids, proposals, or negotiations with prospective contractors.

6. Consult with Owner as to the qualifications of prospective contractors.

7. Consult with Owner as to the qualifications of subcontractors, suppliers, and other individuals and entities proposed by prospective contractors, for those portions of the Work as to which review of qualifications is required by the issued documents.

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8. If Owner engages in negotiations with bidders or proposers, assist Owner with respect to technical and engineering issues that arise during the negotiations.

9. Perform or provide the following other Bidding/Proposal Phase tasks or deliverables:

    a. **none**

10. The Bidding/Proposal Phase will be considered complete upon award of Construction Contracts for the Work and commencement of the Construction Phase, or upon cessation of negotiations with prospective contractors.

1.06 Construction Phase

A. After completion of the Final Design Phase and concurrent with the Bidding/Proposal Phase, and after issuance by Owner of any instructions for specific modifications or changes in the scope, extent, character, design, schedule, number of prime construction contracts, and other construction requirements of the Specific Project during the Construction Phase desired by Owner, the Engineer and Owner shall discuss, resolve, and document any necessary revisions to Engineer's scope of services or compensation (through application of the provisions regarding Additional Services, or otherwise), or the time for completion of Engineer's services, resulting from specific modifications to the Specific Project.

    1. Engineer shall be responsible only for those Construction Phase services expressly required of Engineer in Exhibit A Paragraph 1.06, as duly modified. With the exception of such expressly required services, Engineer shall have no design, Submittal (including Shop Drawing) review, or other obligations during construction, and Owner assumes all responsibility for providing or arranging for all other necessary Construction Phase administrative, engineering, and professional services.

    2. Owner waives all claims against Engineer and its officers, directors, members, partners, agents, employees, and Subconsultants, and Engineer's Subcontractors, that may be connected in any way to Construction Phase administrative, engineering, or professional services except for those services that are expressly required of Engineer in Exhibit A. Notwithstanding the foregoing waiver, Engineer shall be responsible for any professional opinions and interpretations provided by Engineer to Owner during the Construction Phase or Post-Construction Phase, including interpretations or clarifications of the Construction Contract Documents.

B. Upon successful completion of the Bidding/Proposal Phase, and upon written authorization from Owner, Engineer shall provide the following services:

    1. General Administration of Construction Contract: Consult with Owner and act as Owner's representative as provided in this Agreement and the Construction Contract. Unless otherwise set forth in the scope of Basic Services (as duly modified), the extent and limitations of the duties, responsibilities, and authority of Engineer shall be as assigned in EJCDC® C-700, Standard General Conditions of the Construction Contract (2018) or other construction general conditions specified in this Agreement. Except as otherwise provided in the Construction Contract, Owner's communications to Contractor will be issued through Engineer.

        a. If the responsibilities of Engineer as set forth in the Construction Contract are greater than those Construction Phase services expressly required of Engineer in

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Exhibit A Paragraph 1.06, as duly modified, then Owner shall either (1) expand the scope of the Construction Phase services to match those of the Construction Contract, and compensate Engineer for any related increases in the cost to provide Construction Phase services, pursuant to the provisions for compensating Additional Services, or (2) identify a qualified individual or entity (other than Engineer) responsible for the additional responsibilities in the Construction Contract.

b. If Owner, or Owner and Contractor, modify the duties, responsibilities, and authority of Engineer in the Construction Contract, or modify other terms of the Construction Contract having a direct bearing on Engineer, or if Owner requires Engineer's services for construction that extends longer than the anticipated Construction Contract Times, then Owner shall compensate Engineer for any related increases in the cost to provide Construction Phase services, pursuant to the provisions for compensating Additional Services.

c. Engineer shall not be required to furnish or perform services contrary to Engineer's responsibilities as a licensed professional.

2. Field Office: ~~**[Delete or edit as applicable to the Specific Project]** Engineer and Resident Project Representative (if any) will be based in a field office at the Site. The field office will be furnished and maintained at Owner's expense, and will include reasonable furnishings, all required temporary utilities (including internet service) and facilities, and be secured for Engineer's (and RPR's) exclusive use.~~**Deleted**

3. ~~Resident Project Representative (RPR): Provide the services of an RPR at the Site to assist Engineer and to provide more extensive observation of Contractor's Work. Duties, responsibilities, and authority of the RPR are as set forth in Exhibit D. The furnishing of such RPR's services will not limit, extend, or modify Engineer's responsibilities or authority except as expressly set forth in Exhibit D. **[If Engineer will not be providing RPR services under the specific Task Order, then delete this Paragraph 3 by inserting the word "DELETED" after the paragraph title; do not include Exhibit D as an exhibit to the specific Task Order; and do not include RPR compensation in Paragraph 7 of the Exhibit specific Task Order**~~Deleted~~**.]**~~

4. Selection of Independent Testing Laboratory: Assist Owner in the selection of an independent testing laboratory to perform required testing services.

5. Pre-Construction Conference: Participate in a pre-construction conference prior to commencement of Work at the Site; prepare and distribute agenda for the conference and prepare and distribute minutes of such conference.

6. Electronic Transmittal Protocols: If the Construction Contract does not establish protocols for transmittal of Electronic Documents by Electronic Means, then Owner, Engineer, and Contractor shall jointly develop such protocols.

7. Original Documents: If requested by Owner to do so, maintain and safeguard during the Construction Phase at least one original printed record version of the Construction Contract Documents, including Drawings and Specifications signed and sealed by Engineer and other design professionals in accordance with applicable Laws and Regulations. Throughout the Construction Phase, make such original printed record

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version of the Construction Contract Documents available to Contractor and Owner for review.

8. Schedules: Receive, review, and, and, subject to the criteria of the Construction Contract, determine the acceptability of any and all schedules that Contractor is required to submit to Engineer, including the progress schedule, schedule of submittals, and schedule of values. Advise Contractor in writing of Engineer's comments or acceptance of schedules.

    a. Schedules will be acceptable to Engineer as to form and substance:

        1) Progress Schedule: if it provides an orderly progression of the Work to completion within the Contract Times. Such acceptance will not impose on Engineer responsibility for the Progress Schedule, for sequencing, scheduling, or progress of the Work, nor interfere with or relieve Contractor from Contractor's full responsibility therefor.

        2) Contractor's Schedule of Submittals: if it provides a workable arrangement for reviewing and processing the required Submittals.

        3) Contractor's Schedule of Values: if it provides a reasonable allocation of the Contract Price to the component parts of the Work.

9. Baselines and Benchmarks: As appropriate, establish baselines and benchmarks for locating the Work which in Engineer's judgment are necessary to enable Contractor to proceed.

10. Permits: Provide Owner with copies of technical information and supporting data previously obtained or developed by Engineer for Owner's use, or for Owner to provide to Contractor, in obtaining required permits and licenses delegated to Contractor by Owner.

11. Visits to Site and Observation of Construction: In connection with observations of Contractor's Work while it is in progress:

    a. Make visits to the Site at intervals appropriate to the various stages of the Work, as Engineer deems necessary, to observe as an experienced and qualified design professional, the progress of Contractor's executed Work. Such visits and observations by Engineer, including its RPR, if any, are not intended to be exhaustive or to extend to every aspect of the Work or to involve detailed inspections of the Work beyond the responsibilities specifically assigned to Engineer in this Agreement and the Construction Contract Documents, but rather are to be limited to spot checking, selective sampling, and similar methods of general observation of the Work based on Engineer's exercise of professional judgment, as assisted by its RPR, if any. Based on information obtained during such visits and observations, Engineer will determine in general if the Work is proceeding in accordance with the Construction Contract Documents, and Engineer shall keep Owner informed of the progress of the Work. Engineer will make a report of Engineer's visit, summarizing Engineer's general observations and any significant findings.

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b. The purpose of Engineer's visits to the Site, and representation by the Resident Project Representative, if any, at the Site, will be to enable Engineer to better carry out the duties and responsibilities assigned to by this Agreement and undertaken by Engineer during the Construction Phase, and, in addition, by the exercise of Engineer's efforts as an experienced and qualified design professional, to provide for Owner a greater degree of confidence that the completed Work will conform in general to the Construction Contract Documents and that Contractor has implemented and maintained the integrity of the design concept of the completed Specific Project as a functioning whole as indicated in the Construction Contract Documents. Engineer will not, during such visits or as a result of such observations of the Work, supervise, direct, or have control over the Work, nor will Engineer have authority over or responsibility for the means, methods, techniques, sequences, or procedures of construction selected or used by any Constructor, for security or safety at the Site, for safety precautions and programs incident to any Constructor's work in progress, for the coordination of the Constructors' work or schedules, nor for any failure of any Constructor to comply with Laws and Regulations applicable to furnishing and performing of its work. Accordingly, Engineer neither guarantees the performance of any Constructor nor assumes responsibility for any Constructor's failure to furnish or perform the Work, or any portion of the Work, in accordance with the Construction Contract Documents.

12. Defective Work: If, on the basis of Engineer's observations or as indicated in documentation available to Engineer, Engineer believes that any part of the Work is defective under the terms and standards set forth in the Construction Contract Documents, Engineer will promptly issue written notice to Contractor (with copy to Owner) of such defective Work. Such notice will communicate the scope, extent (to Engineer's understanding) of defect, and associated provisions of the Construction Contract Documents.

    a. Provide recommendations to Owner regarding whether Contractor should correct such Work or remove and replace such Work, or whether Owner should consider accepting the defective Work in accordance with the provisions of the Construction Contract Documents. Engineer shall give notice to Contractor regarding whether the defective Work should be repaired, replaced, or will be accepted by Owner.

    b. However, Engineer's authority to provide this information to Owner or Engineer's decision to exercise or not exercise such authority will not give rise to a duty or responsibility of the Engineer to Contractors, Subcontractors, material and equipment suppliers, their agents or employees, or any other person(s) or entities performing any of the Work, including but not limited to any duty or responsibility for Contractors' or Subcontractors' safety precautions and programs incident to the Work.

13. Compatibility with Design Concept: If Engineer has express knowledge that a specific part of the Work that is not defective under the terms and standards set forth in the Construction Contract Documents is nonetheless not compatible with the design concept of the completed Specific Project as a functioning whole, then inform Owner of such incompatibility, and provide recommendations for addressing such Work.

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14. Clarifications and Interpretations: Accept from Contractor and Owner submittal of all matters in question concerning the requirements of the Construction Contract Documents (sometimes referred to as requests for information or interpretation—RFIs), or relating to the acceptability of the Work under the Construction Contract Documents. With reasonable promptness, render a written clarification, interpretation, or decision on the issue submitted, or initiate an amendment or supplement to the Construction Contract Documents.

15. Non-reviewable Matters: If a submitted matter in question concerns the Engineer's performance of its duties and obligations, or terms and conditions of the Construction Contract Documents that do not involve (a) the performance or acceptability of the Work under the Construction Contract Documents, (b) the design (as set forth in the Drawings, Specifications, or otherwise), or (c) other engineering or technical matters, then Engineer will promptly give written notice to Owner and Contractor that Engineer will not provide a decision or interpretation.

16. Field Orders: Subject to any limitations in the Construction Contract Documents, Engineer may prepare and issue Field Orders requiring minor changes in the Work.

17. Change Orders and Work Change Directives: Recommend Change Orders and Work Change Directives to Owner, as appropriate, and prepare Change Orders and Work Change Directives as required.

18. Change Proposals and Claims

    a. Review and respond to Change Proposals. Review each duly submitted Change Proposal from Contractor and, within 30 days after receipt of the Contractor's supporting data, either deny the Change Proposal in whole, approve it in whole, or deny it in part and approve it in part. Such actions must be in writing, with a copy provided to Owner and Contractor. If the Change Proposal does not involve the design (as set forth in the Drawings, Specifications, or otherwise), the acceptability of the Work, or other engineering or technical matters, then Engineer will notify the parties that the Engineer will not resolve the Change Proposal.

    b. Provide information or data to Owner regarding engineering or technical matters pertaining to Claims.

19. Differing Site Conditions: Respond to any notice from Contractor of differing site conditions, including conditions relating to Underground Facilities such as utilities, and hazardous environmental conditions. Promptly conduct reviews and prepare findings, conclusions, and recommendations for Owner's use subject to limitations of Engineer's obligations under this Agreement.

20. Contractor's Submittals: Review and approve or take other appropriate action with respect to required Contractor Submittals, but only to determine if the items covered by the Submittals will, after installation or incorporation in the Work, comply with the requirements of the Construction Contract Documents, and for compatibility with the design concept of the completed Specific Project as a functioning whole as indicated by the Construction Contract Documents. Such reviews and approvals or other action will not extend to means, methods, techniques, sequences, or procedures of construction

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or to safety precautions and programs incident thereto. Engineer shall meet any Contractor's Submittal schedule that Engineer has accepted.

21. Substitutes and "Or-equals": Evaluate and determine the acceptability of substitute or "or-equal" materials and equipment proposed by Contractor, but subject to the provisions of Exhibit A Paragraph 2.01.A.2.

22. Inspections and Tests

    a. Receive and review all certificates of inspections, tests, and approvals required by Laws and Regulations or the Construction Contract Documents. Engineer's review of such certificates will be for the purpose of determining whether the results certified indicate compliance with the Construction Contract Documents and will not constitute an independent evaluation that the content or procedures of such inspections, tests, or approvals comply with the requirements of the Construction Contract Documents. Engineer shall be entitled to rely on the results of such inspections and tests.

    b. Reply to Contractor requests for written concurrence that specific portions of the Work that are to be inspected, tested, or approved may be covered.

    c. Issue written requests to Contractor that specific portions of the Work remain uncovered.

    d. As deemed reasonably necessary, request that Contractor uncover Work that is to be inspected, tested, or approved.

    e. Pursuant to the terms of the Construction Contract, require additional inspections or testing of the Work, whether or not the Work is fabricated, installed, or completed.

23. Contractor's Applications for Payment: Based on Engineer's observations as an experienced and qualified design professional and on review of Applications for Payment and accompanying supporting documentation:

    a. Determine the amounts that Engineer recommends Contractor be paid. Recommend reductions in payment (set offs) based on the provisions for set offs stated in the Construction Contract. Such recommendations of payment will be in writing and will constitute Engineer's representation to Owner, based on such observations and review, that, within the limits of Engineer's knowledge, information and belief, Contractor's Work has progressed to the point indicated, the Work is generally in accordance with the Construction Contract Documents (subject to an evaluation of the Work as a functioning whole prior to or upon Substantial Completion, to the results of any subsequent tests called for in the Construction Contract Documents, and to any other qualifications stated in the recommendation), and the conditions precedent to Contractor's being entitled to such payment appear to have been fulfilled in so far as it is Engineer's responsibility to observe the Work. In the case of unit price Work, Engineer's recommendations of payment will include final determinations of quantities and classifications of the Work (subject to any subsequent adjustments allowed by the Construction Contract Documents).

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b. By recommending payment, Engineer shall not thereby be deemed to have represented that observations made by Engineer to check the quality or quantity of Contractor's Work as it is performed and furnished have been exhaustive, extended to every aspect of Contractor's Work in progress, or involved detailed inspections of the Work beyond the responsibilities specifically assigned to Engineer in this Agreement. Neither Engineer's review of Contractor's Work for the purposes of recommending payments nor Engineer's recommendation of any payment including final payment will impose on Engineer responsibility to supervise, direct, or control the Work, or for the means, methods, techniques, sequences, or procedures of construction or safety precautions or programs incident thereto, or Contractor's compliance with Laws and Regulations applicable to Contractor's furnishing and performing the Work. It will also not impose responsibility on Engineer to make any examination to ascertain how or for what purposes Contractor has used the money paid to Contractor by Owner; to determine that title to any portion of the Work, including materials or equipment, has passed to Owner free and clear of any liens, claims, security interests, or encumbrances; or that there may not be other matters at issue between Owner and Contractor that might affect the amount that should be paid.

24. Contractor's Completion Documents: Receive from Contractor, review, and transmit to Owner maintenance and operating instructions, schedules, guarantees, bonds, certificates or other evidence of insurance required by the Construction Contract Documents, certificates of inspection, tests and approvals, and Shop Drawings, Samples, and other data approved as provided under Exhibit A Paragraph 1.06.B.20. Receive from Contractor, review, and transmit to Owner the annotated record documents which are to be assembled by Contractor in accordance with the Construction Contract Documents to obtain final payment. The extent of Engineer's review of record documents will be to check that Contractor has submitted a complete set of those documents that Contractor is required to submit.

25. Substantial Completion: Promptly after notice from Contractor that Contractor considers the entire Work ready for its intended use, visit the Site in company with Owner and Contractor to review the Work and determine the status of completion. Follow the procedures in the Construction Contract regarding the preliminary certificate of Substantial Completion, punch list of items to be completed, Owner's objections, notice to Contractor, and issuance of a final certificate of Substantial Completion. Assist Owner regarding any remaining engineering or technical matters affecting Owner's use or occupancy of the Work following Substantial Completion.

26. Other Tasks: Perform or provide the following other Construction Phase tasks or deliverables:

    a. **none**

27. Completion and Acceptability of the Work: After notice from Contractor that the Work is complete:

    a. visit the Site with Owner and Contractor to determine if the Work is in fact complete and acceptable;

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b. notify Contractor of any part of the Work that is found during the visit to be incomplete or defective, and subsequently confirm that Contractor has corrected any such deficiencies;

c. follow the procedures in the Construction Contract regarding review and response to Contractor's application for final payment and accompanying documentation; and

d. if Engineer is satisfied that the Work is complete and acceptable, provide a notice to Owner and Contractor using EJCDC® C-626, Notice of Acceptability of Work (attached as Exhibit E), stating that the Work is acceptable (subject to the provisions of the Notice and this Exhibit A) within the limits of Engineer's knowledge, information, and belief, and based on the extent of the services provided by Engineer under this Agreement.

28. Standards for Certain Construction-Phase Decisions: Engineer will render decisions regarding the requirements of the Construction Contract Documents, and judge the acceptability of the Work, pursuant to the specific procedures set forth in the Construction Contract for initial interpretations, Change Proposals, and acceptance of the Work. In rendering such decisions and judgments, Engineer will not show partiality to Owner or Contractor, and will not be liable to Owner, Contractor, or others in connection with any proceedings, interpretations, decisions, or judgments conducted or rendered in good faith.

C. Duration of Construction Phase: The Construction Phase will commence with the execution of the first Construction Contract for the Specific Project or any part thereof and will terminate upon written recommendation by Engineer for final payment to Contractor. If the Specific Project involves more than one prime contract as indicated in Exhibit A Paragraph 1.04.A.1, then Construction Phase services may be rendered at different times in respect to the separate contracts. Subject to the provisions of Article 3, Engineer shall be entitled to an equitable increase in compensation if Construction Phase services (including Resident Project Representative services, if any) are required after the original date for completion and readiness for final payment of Contractor as set forth in the Construction Contract.

1.07 Post-Construction Phase

A. Upon written authorization from Owner during the Post-Construction Phase, Engineer shall:

1. Together with Owner, visit the Specific Project to observe any apparent defects in the Work, make recommendations as to replacement or correction of defective Work, if any, or the need to repair of any damage to the Site or adjacent areas, and assist Owner in consultations and discussions with Contractor concerning correction of any such defective Work and any needed repairs.

2. Together with Owner, visit the Specific Project within one month before the end of the Construction Contract's correction period to ascertain whether any portion of the Work or the repair of any damage to the Site or adjacent areas is defective and therefore subject to correction by Contractor.

3. Perform or provide the following other Post-Construction Phase tasks or deliverables:

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a. **Prepare a plan of record based on Contractor redlines approved by the City Inspector.**

B. The Post-Construction Phase services may commence during the Construction Phase and, if not otherwise modified in this Exhibit A, will terminate 12 months after the commencement of the Construction Contract's correction period.

ARTICLE 2—ADDITIONAL SERVICES

2.01 Additional Services Not Requiring Owner's Written Authorization

A. Engineer shall advise Owner that Engineer is commencing to perform or furnish the Additional Services of the types listed below. For such Additional Services, Engineer need not request or obtain specific advance written authorization from Owner. Engineer shall cease performing or furnishing such Additional Services upon receipt of written notice to cease from Owner. These services are not included as part of Basic Services and will be paid for by Owner as indicated in Paragraph 7 of the governing Task Order.

1. Substantive design and other technical services in connection with Work Change Directives, Change Proposals, and Change Orders to reflect changes requested by Owner.

2. Services essential to the orderly progress of the Bidding/Proposal and Construction Phases and not wholly quantifiable prior to those Phases or otherwise dependent on the actions of prospective individual bidders or contractors and including:

a. making revisions to Drawings and Specifications occasioned by the acceptance of substitute materials or equipment other than "or equal" items;

b. services after the award of the Construction Contract in evaluating and determining the acceptability of a proposed "or equal" or substitution which is found to be inappropriate for the Specific Project;

c. evaluation and determination of an excessive number of proposed "or equals" or substitutions, whether proposed before or after award of the Construction Contract; and

d. providing to the Contractor or Owner additional or new information not previously prepared or developed by the Engineer for their use in applying for or obtaining required permits and licenses, in responding to agency comments on such applications, or in the administration of any such permits or licenses.

3. Services resulting from significant delays, changes, or price increases occurring as a direct or indirect result of materials, equipment, or energy shortages.

4. Additional or extended services arising from (a) the presence at the Site of any Constituent of Concern or items of historical or cultural significance, (b) emergencies or acts of God endangering the Work, (c) damage to the Work by fire or other causes during construction, (d) a significant amount of defective, neglected, or delayed Work, (e) acceleration of the progress schedule involving services beyond normal working hours, or (f) default by Contractor.

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5. Implement coordination of Engineer's services with other parts of the Specific Project that are not planned or designed by Engineer or its Subconsultants, unless Owner furnished to Engineer substantive information about such other parts of the Specific Project prior to the parties' entry into this Agreement, in the Baseline Information section of this Exhibit A, or otherwise in Exhibit A; if such substantive information has been so provided, coordination of Engineer's services will be part of Basic Services.

6. Implement the specific parts of an Underground Facilities Procedure that are assigned to Engineer, or above-ground utilities tasks that are assigned to Engineer as the Specific Project progresses (but not including the design-related services already assigned to Engineer as a Basic Service).

7. Services (other than Basic Services during the Post-Construction Phase) in connection with any partial utilization of the Work by Owner prior to Substantial Completion.

8. Evaluating unreasonable or frivolous requests for interpretation or information (RFIs), Change Proposals, or other demands from Contractor or others in connection with the Work, or an excessive number of RFIs, Change Proposals, or demands.

9. Reviewing a Shop Drawing or other Contractor submittal more than three times, as a result of repeated inadequate submissions by Contractor.

10. While at the Site, compliance by Engineer and its staff with those terms of Owner's or Contractor's safety program provided to Engineer subsequent to the Effective Date that exceed those normally required of engineering personnel by federal, State, or local safety authorities for similar construction sites.

11. To the extent the Specific Project is subject to Laws and Regulations governing public or government records disclosure or non-disclosure, Engineer will comply with provisions applicable to Engineer, and Owner will compensate Engineer as Additional Services for Engineer's costs to comply with any disclosure or non-disclosure obligations beyond those identified in the Basic Services.

12. Services directly attributable to changes in Engineer's Electronic Documents obligations after the effective date of the Agreement.

2.02 Additional Services Requiring Owner's Written Authorization

A. If authorized in writing by Owner, Engineer shall provide Additional Services of the types listed below. These services are not included as part of Basic Services and will be paid for by Owner as indicated in Paragraph 7 of the governing Task Order.

1. Obtain or provide specified additional Specific Project-related information and data to enable Engineer to complete its Basic and Additional Services.

2. Preparation of special and customized reporting, invoicing, and related support documentation in addition to that identified to be provided under Basic Services.

3. Preparation of applications and supporting documents (in addition to those furnished under Basic Services) for private or governmental grants, loans, or advances in connection with the Specific Project; preparation or review of environmental assessments and impact statements; review and evaluation of the effects on the design requirements for the Specific Project of any such statements and documents prepared

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by others; and assistance in obtaining approvals of authorities having jurisdiction over the anticipated environmental impact of the Specific Project.

4. Services to make measured drawings of existing conditions or facilities, to conduct tests or investigations of existing conditions or facilities, or to verify the accuracy of drawings or other information furnished by Owner or others.

5. Services resulting from significant changes in the scope, extent, or character of the portions of the Specific Project designed or specified by Engineer, or the Specific Project's design requirements, including, but not limited to, changes in size, complexity, Owner's schedule, character of construction, or method of financing; and revising previously accepted studies, reports, Drawings, Specifications, or Construction Contract Documents when such revisions are required by changes in Laws and Regulations enacted subsequent to the Effective Date or are due to any other causes beyond Engineer's control.

6. Services resulting from Owner's request to evaluate additional Study and Report Phase alternative solutions beyond those agreed to in Exhibit A Paragraph 1.02.A.1.

7. Services required as a result of Owner's providing incomplete or incorrect Specific Project information to Engineer.

8. Providing renderings or models for Owner's use, including development, management, and other services in support of building information modeling or civil integrated management.

9. Undertaking investigations and studies including, but not limited to:

    a. All-hazards risk assessments and other studies to evaluate the feasibility of enhancing the resiliency of the design;

    b. detailed consideration of operations, maintenance, and overhead expenses;

    c. the preparation of feasibility studies (such as those that include projections of output capacity, utility project rates, project market demand, or project revenues) and cash flow analyses, provided that such services are based on the engineering and technical aspects of the Specific Project, and do not include rendering advice regarding municipal financial products or the issuance of municipal securities;

    d. preparation of appraisals;

    e. with respect to proprietary systems or processes requiring licensing, providing services necessary to assist Owner in obtaining such licensing.

    f. detailed quantity surveys of materials, equipment, and labor; and

    g. audits or inventories required in connection with construction performed or furnished by Owner.

10. Furnishing services of Subconsultants or Engineer's Subcontractors for other than Basic Services.

11. Providing data or services of the types described in Article 2, when Owner retains Engineer to provide such data or services instead of Owner furnishing the same.

12. Providing the following services:

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a. Services attributable to more prime construction contracts than specified in Exhibit A Paragraph 1.04.A.1.

b. Services to arrange for performance of construction services for Owner by contractors other than the principal prime Contractor, and administering Owner's contract for such services.

13. Services during out-of-town travel required of Engineer, other than for visits to the Site or Owner's office as required in Basic Services (Article 1 of Exhibit A).

14. Preparing for, coordinating with, participating in and responding to structured independent review processes, including, but not limited to, construction management, cost estimating, project peer review, value engineering, and constructability review requested by Owner; and performing or furnishing services required to revise studies, reports, Drawings, Specifications, or other documents as a result of such review processes.

15. Preparing additional bidding-related documents (or requests for proposals or other construction procurement documents); preparing pre-qualification procedures and documents, and participating in pre-qualifying prospective Bidders; and preparing Construction Contract Documents for alternate bids.

16. Assistance in connection with bid protests, rebidding, or renegotiating contracts for construction, materials, equipment, or services.

17. Preparing conformed Construction Contract Documents that incorporate and integrate the content of all addenda and any amendments negotiated by Owner and Contractor.

18. Services to assist Owner in developing or modifying protocols for transmittal of Electronic Documents by Electronic Means after the effective date of this Agreement, either by revising or adapting Exhibit F to the Specific Project or implementing other Electronic Documents protocols among Specific Project participants.

19. Any services by Engineer in connection with Owner or Engineer providing a Document to a Requesting Party under Exhibit F Paragraph 1.01.D (see Exhibit F, Electronic Documents Protocol), or any other distribution of a Document to a third party. Such services may include but are not limited to preparing the data contained in the requested Document in a manner deemed appropriate by Engineer; creating or otherwise preparing and distributing the Document in a format necessary to respond to Owner's direction or decision to provide the Document to a requesting party, including Contractor, in a format other than that required for deliverables from Engineer to Owner; and services in connection with obtaining required releases from the third parties to which the Documents will be distributed. Compensation for these Additional Services is not contingent upon Owner's reimbursement from the requesting party.

20. Providing Construction Phase services beyond the original date for completion and readiness for final payment of Contractor, but only if such services increase the total quantity of services to be performed in the Construction Phase, rather than merely shifting performance of such services to a later date.

21. Preparing Record Drawings, and furnishing such Record Drawings to Owner.

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22. Supplementing Record Drawings with information regarding the completed Specific Project, Site, and immediately adjacent areas obtained from field observations, Owner, utility companies, and other reliable sources.
23. Conducting surveys, investigations, and field measurements to verify the accuracy of Record Drawing content obtained from Contractor, Owner, utility companies, and other sources; revise and supplement Record Drawings as needed.
24. Preparation of operation, maintenance, and staffing manuals.
25. Protracted or extensive assistance in refining and adjusting of Specific Project equipment and systems (such as initial startup, testing, and balancing).
26. Assistance to Owner in training Owner's staff to operate and maintain Specific Project equipment and systems.
27. Assistance to Owner in developing systems and procedures for (a) control of the operation and maintenance of Specific Project equipment and systems, and (b) related recordkeeping.
28. Preparing to serve or serving as a consultant or witness for, or producing documents for or on behalf of, Owner in any litigation, arbitration, mediation, lien or bond claim, or other legal or administrative proceeding involving the Specific Project (but not including disputes between Owner and Engineer).
29. Overtime work requiring higher than regular rates.
30. Providing construction surveys and staking to enable Contractor to perform its work other than as required under Exhibit A Paragraph 1.06.B.9; any type of property surveys or related engineering services needed for the transfer of interests in real property; providing construction and property surveys to replace reference points or property monuments lost or destroyed during construction; and providing other special field surveys.
31. Providing more extensive services required to enable Engineer to issue notices or certifications requested by Owner.
32. Extensive services required during any correction period, or with respect to monitoring Contractor's compliance with warranties and guarantees called for in the Construction Contract (except as agreed to under Basic Services).
33. Other additional services performed or furnished by Engineer not otherwise provided for in this Agreement.

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EXHIBIT B—TASK ORDER DELIVERABLES SCHEDULE

Paragraphs 2.04.E, 3.02.A, and Exhibit A of the Main Agreement are supplemented by the following paragraph and table.

Under the governing Task Order the Engineer shall furnish Documents to Owner as required in Column 2 of the following table (and as further described in Exhibit A), according to the schedule in Column 4. Owner shall comment or take other identified actions with respect to the Documents as indicated in Column 2 (and as further described in Exhibit A), according to the schedule in Column 4.

Party	Action	Exhibit A Reference	Schedule
Engineer	Submit **one (1)** review copies of the Preliminary Design Report, opinion of probable Construction Cost, and other Preliminary Design Phase deliverables to Owner.	1.03.B.17	Within **70** days of Owner's authorization to proceed with Preliminary Design Phase services.
Owner	Submit comments regarding Preliminary Design Report, opinion of probable Construction Cost, and other Preliminary Design Phase deliverables to Engineer.	1.03.B.18	Within **15** days of the receipt from Engineer of Preliminary Design Report, opinion of probable Construction Cost, and other Preliminary Design Phase deliverables.
Engineer	Submit **one (1)** copies of the revised Preliminary Design Report, opinion of probable Construction Cost, and other Preliminary Design Phase deliverables to Owner.	1.03.B.18	Within **7** days of the receipt of Owner's comments regarding the Preliminary Design Report, opinion of probable Construction Cost, and other Preliminary Design Phase deliverables.
Engineer	Submit **one (1)** copy of the first Final Design Phase draft of Drawings and Specifications to Owner.	1.04.B.1	Within **30** days of Owner's authorization to proceed with Final Design Phase services.
Owner	Submit comments and instructions regarding the first Final Design Phase draft of Drawings and Specifications to Engineer.	1.04.B.1	Within **15** days of the receipt of the first final Design Phase drafts of Drawings and Specifications from Engineer.
Engineer	Submit **one (1)** copies of the final, completed, pricing-ready and construction-ready Drawings and Specifications to Owner.	1.04.B.3 and 1.04.G.1	Within **30** days of the receipt of Owner's comments and instructions regarding the second Final Design Phase drafts of Drawings and Specifications.
Owner	Submit comments and instructions regarding the final, completed, pricing-ready and construction-ready Drawings and Specifications to Engineer.	1.04.G.2	Within **15** days of the receipt from Engineer of the final, completed, pricing-ready and construction-ready Drawings and Specifications.
Owner	Submit comments and instructions regarding drafts of Bidding/Proposal and Front-End Construction Contract Documents, and any other Final Design Phase deliverables (other than Drawings and Specifications) to Engineer.	1.04.D.3; 1.04.F.8	Concurrent with Owner's submittal of comments and instructions regarding the final, completed, pricing-ready and construction-ready Drawings and Specifications.

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Party	Action	Exhibit A Reference	Schedule
Engineer	Submit to Owner: **One (1)** copies of the revised final, completed, pricing-ready and construction-ready Drawings and Specifications; and **One (1)** copies of assembled Bidding/Proposal and Front-End Construction Contract Documents, and any other Final Design Phase deliverables.	1.04.G.2; 1.04.G.3	Within **15** days of receipt of Owner's final comments and instructions regarding the regarding the final, completed, pricing-ready and construction-ready Drawings and Specifications, the Bidding/Proposal and Front-End Construction Contract Documents, and any other Final Design Phase deliverables.
Engineer	Submit **One (1)** copies of Bidding/Proposal Phase deliverables (if any) identified in Exhibit A Paragraph 1.05.A.9.a to Owner.	1.05.A.9.a	Within **5** days of written authorization by Owner to proceed with Bidding/Proposal Phase services.

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EXHIBIT C—RESERVED

Guidance Notes—Exhibit C

1. See Exhibit C—Amendment to Main Agreement, in E-505 Part 2 of 4: Exhibits to Main Agreement.

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EXHIBIT D—DUTIES, RESPONSIBILITIES, AND LIMITATIONS OF AUTHORITY OF RESIDENT PROJECT REPRESENTATIVE UNDER TASK ORDER

ARTICLE 1—RESIDENT PROJECT REPRESENTATIVE SERVICES

Article 1 of the Main Agreement, Services of Engineer, and Exhibit A, Engineer's Services Under Task Order, are supplemented to include Exhibit D Paragraphs 1.01, 1.02, and 1.03, as follows:

1.01 Resident Project Representative

A. Engineer shall furnish a Resident Project Representative ("RPR") to observe progress and quality of the Work. RPR is Engineer's representative at the Site, will act as directed by and under the supervision of Engineer, and will confer with Engineer regarding RPR's actions.

B. The RPR will provide full-time representation **[revise if representation will be less than full time]**.

C. Subject to the scope of RPR's observations of the Work, which may include field checks of materials and installed equipment, Engineer shall endeavor to identify defects and deficiencies in the Work. However, Engineer shall not, as a result of such RPR observations of the Work, supervise, direct, inspect, or have control over the Work, nor shall Engineer (including the RPR) have authority over or responsibility for the means, methods, techniques, sequences, or procedures of construction selected or used by any Constructor, for security or safety at the Site, for safety precautions and programs incident to the Work or any Constructor's work in progress, for the coordination of the Constructors' work or schedules, or for any failure of any Constructor to comply with Laws and Regulations applicable to the performing and furnishing of its work. The Engineer (including RPR) neither guarantees the performance of any Constructor nor assumes responsibility for any Constructor's failure to furnish and perform the Work, or any portion of the Work, in accordance with the Construction Contract Documents. In addition, the specific terms set forth in Exhibit A Paragraph 1.06 are applicable.

1.02 Duties and Responsibilities of RPR

A. The duties and responsibilities of the RPR are as follows:

1. General: RPR's dealings in matters pertaining to the Work in general will be with Contractor. RPR's dealings with Subcontractors shall only be through or with the full knowledge and approval of Contractor. RPR shall generally communicate with Owner only with the knowledge of and under the direction of Engineer.

2. Schedules: Review the progress schedule, schedule of Shop Drawing and Sample submittals, schedule of values, and other schedules prepared by Contractor and consult with Engineer concerning acceptability of such schedules.

3. Conferences and Meetings: Attend meetings with Contractor, such as preconstruction conferences, progress meetings, job conferences, and other Project-related meetings (but not including Contractor's safety meetings), and as appropriate prepare and circulate copies of minutes thereof.

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4. Safety Compliance: Comply with Site safety programs, as they apply to RPR, and if required to do so by such safety programs, receive safety training specifically related to RPR's own personal safety while at the Site.

5. Liaison

   a. Serve as Engineer's liaison with Contractor. Working principally through Contractor's authorized representative or designee, assist in providing information regarding the provisions and intent of the Construction Contract Documents.

   b. Assist Engineer in serving as Owner's liaison with Contractor when Contractor's operations affect Owner's on-Site operations.

   c. Assist in obtaining from Owner additional details or information, when required for proper execution of the Work.

6. Clarifications and Interpretations: Receive from Contractor submittal of any matters in question concerning the requirements of the Construction Contract Documents (sometimes referred to as requests for information or interpretation—RFIs), or relating to the acceptability of the Work under the Construction Contract Documents. Report to Engineer regarding such RFIs. Report to Engineer when clarifications and interpretations of the Construction Contract Documents are needed, whether as the result of a Contractor RFI or otherwise. Transmit Engineer's clarifications, interpretations, and decisions to Contractor.

7. Shop Drawings, Samples, and other Submittals

   a. Receive Samples that are furnished at the Site by Contractor.

   b. Receive Contractor-approved Shop Drawings.

   c. Receive other Submittals from Contractor.

   d. Record date of receipt of Samples, Contractor-approved Shop Drawings, and other Submittals.

   e. Notify Engineer of availability of Samples for examination, and forward Contractor-approved Shop Drawings and other Submittals to Engineer. When appropriate recommend distribution of Submittal to specified Subconsultants.

   f. Advise Engineer and Contractor of the commencement of any portion of the Work requiring a Shop Drawing or Sample submittal, if RPR believes that the submittal has not been received from Contractor, or has not been approved by Contractor or Engineer.

8. Proposed Modifications: Consider and evaluate Contractor's suggestions for modifications to the Drawings or Specifications, and report such suggestions, together with RPR's recommendations, if any, to Engineer. Transmit Engineer's response (if any) to such suggestions to Contractor.

9. Review of Work; Defective Work

   a. Report to Engineer whenever RPR believes that any part of the Work is defective under the terms and standards set forth in the Construction Contract Documents, and provide recommendations as to whether such Work should be corrected,

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removed and replaced, or accepted as provided in the Construction Contract Documents.

b. Inform Engineer of any Work that RPR believes is not defective under the terms and standards set forth in the Construction Contract Documents, but is nonetheless not compatible with the design concept of the completed Project as a functioning whole, and provide recommendations to Engineer for addressing such Work.

c. Advise Engineer of that part of the Work that RPR believes should be uncovered for observation, or requires special testing, inspection, or approval.

10. Inspections, Tests, and System Start-ups

a. Consult with Engineer in advance of scheduled inspections, tests, and systems start-ups.

b. Verify that tests, equipment, and systems start-ups and operating and maintenance training are conducted in the presence of appropriate Owner's personnel, and that Contractor maintains adequate records thereof.

c. Observe, record, and report to Engineer appropriate details relative to the test procedures and systems start-ups.

d. Observe whether Contractor has arranged for inspections required by Laws and Regulations, including but not limited to those to be performed by public or other agencies having jurisdiction over the Work.

e. Accompany visiting inspectors representing public or other agencies having jurisdiction over the Work, record the results of these inspections, and report to Engineer.

f. Nothing in this Agreement will be construed to require RPR to conduct inspections.

11. Records

a. Maintain at the Site orderly files for correspondence, reports of job conferences, copies of Construction Contract Documents including all Change Proposals, Change Orders, Field Orders, Work Change Directives, Addenda, additional Drawings issued subsequent to the execution of the Construction Contract, RFIs, Engineer's clarifications and interpretations of the Construction Contract Documents, progress reports, approved Shop Drawing and Sample submittals, and other Project-related documents.

b. Prepare a daily report or keep a diary or log book, recording Contractor's hours on the Site, Subcontractors present at the Site, weather conditions, data relative to questions of Change Proposals, Change Orders, Field Orders, Work Change Directives, or changed conditions, Site visitors, deliveries of equipment or materials, daily activities, decisions, observations in general, and specific observations in more detail as in the case of observing test procedures; and send copies to Engineer.

c. Upon request from Owner to Engineer, photograph or video Work in progress or Site conditions.

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d. Record and maintain accurate, up-to-date lists of the company names and points of contact for Contractors, Subcontractors, and major Suppliers of materials and equipment.

e. Maintain records for use in preparing Project documentation.

f. Upon completion of the Work, furnish original set of all RPR Project documentation to designated recipients.

12. Reports

a. Furnish periodic reports as required of progress of the Work and of Contractor's compliance with the progress schedule and schedule of Shop Drawing and Sample submittals.

b. Draft responses to or make recommends on Change Proposals, Change Orders, Work Change Directives, and Field Orders. Obtain backup material from Contractor.

c. Furnish to Engineer and Owner copies of all inspection, test, and system start-up reports.

d. Immediately inform appropriate parties of the occurrence of any Site accidents, emergencies, natural catastrophes endangering the Work, possible force majeure or delay events, damage to property by fire or other causes, or the discovery of any potential differing site condition or Constituent of Concern.

13. Payment Requests: Review applications for payment with Contractor for compliance with the established procedure for their submission and forward with recommendations to Engineer, noting particularly the relationship of the payment requested to the schedule of values, Work completed, and materials and equipment delivered at the Site but not incorporated in the Work.

14. Certificates, Operation and Maintenance Manuals: During the course of the Work, verify that materials and equipment certificates, operation and maintenance manuals and other data required by the Contract Documents to be assembled and furnished by Contractor are applicable to the items actually installed and in accordance with the Contract Documents, and have these documents delivered to Engineer for review and forwarding to Owner prior to payment for that part of the Work.

15. Completion

a. Participate in Engineer's visits to the Site regarding Substantial Completion, assist in the determination of Substantial Completion, and prior to the issuance of a Certificate of Substantial Completion submit a punch list of observed items requiring completion or correction.

b. Participate in Engineer's visit to the Site in the company of Owner and Contractor, to determine completion of the Work, and prepare a final punch list of items to be completed or corrected by Contractor.

c. Observe whether all items on the final punch list have been completed or corrected, and make recommendations to Engineer concerning acceptance and issuance of the Notice of Acceptability of the Work (Exhibit E).

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~~1.03 Limitations of Authority~~

~~A. Resident Project Representative shall not:~~

~~1. Authorize any deviation from the Construction Contract Documents or substitution of materials or equipment (including "or-equal" items).~~

~~2. Exceed limitations of Engineer's authority as set forth in this Agreement.~~

~~3. Undertake any of the responsibilities of Contractor, Subcontractors, or Suppliers, or any Constructor.~~

~~4. Advise on, issue directions relative to, or assume control over any aspect of the means, methods, techniques, sequences or procedures of the Work, by Contractor or any other Constructor.~~

~~5. Advise on, issue directions regarding, or assume control over security or safety practices, precautions, and programs in connection with the activities or operations of Owner or Contractor.~~

~~6. Participate in specialized field or laboratory tests or inspections conducted off-site by others except as specifically authorized by Engineer.~~

~~7. Accept Shop Drawing or Sample submittals from anyone other than Contractor.~~

~~8. Authorize Owner to occupy the Project in whole or in part.~~

Omitted

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NOTICE OF ACCEPTABILITY OF WORK (EJCDC® C-626 2018)

Owner:	Owner's Project No.:
Engineer:	Engineer's Project No.:
Contractor:	Contractor's Project No.:
Project:	
Contract Name:	
Notice Date:	Effective Date of the Construction Contract:

The Engineer hereby gives notice to the Owner and Contractor that Engineer recommends final payment to Contractor, and that the Work furnished and performed by Contractor under the Construction Contract is acceptable, expressly subject to the provisions of the Construction Contract's Contract Documents ("Contract Documents") and of the Agreement between Owner and Engineer for Professional Services dated **[date of professional services agreement]** ("Owner-Engineer Agreement"). This Notice of Acceptability of Work (Notice) is made expressly subject to the following terms and conditions to which all who receive and rely on said Notice agree:

1. This Notice has been prepared with the skill and care ordinarily used by members of the engineering profession practicing under similar conditions at the same time and in the same locality.
2. This Notice reflects and is an expression of the Engineer's professional opinion.
3. This Notice has been prepared to the best of Engineer's knowledge, information, and belief as of the Notice Date.
4. This Notice is based entirely on and expressly limited by the scope of services Engineer has been employed by Owner to perform or furnish during construction of the Project (including observation of the Contractor's Work) under the Owner-Engineer Agreement, and applies only to facts that are within Engineer's knowledge or could reasonably have been ascertained by Engineer as a result of carrying out the responsibilities specifically assigned to Engineer under such Owner-Engineer Agreement.
5. This Notice is not a guarantee or warranty of Contractor's performance under the Construction Contract, an acceptance of Work that is not in accordance with the Contract Documents, including but not limited to defective Work discovered after final inspection, nor an assumption of responsibility for any failure of Contractor to furnish and perform the Work thereunder in accordance with the Contract Documents, or to otherwise comply with the Contract Documents or the terms of any special guarantees specified therein.
6. This Notice does not relieve Contractor of any surviving obligations under the Construction Contract, and is subject to Owner's reservations of rights with respect to completion and final payment.

Engineer

By (signature): _____

Name (printed): _____

Title: _____

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EXHIBIT F—RESERVED

Guidance Notes—Exhibit F

1. See Exhibit F—Electronic Documents Protocol (EDP), in E-505 Part 2 of 4: Exhibits to Main Agreement.

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EXHIBIT G—RESERVED

Guidance Notes—Exhibit G

1. See Exhibit G—Insurance, in E-505 Part 2 of 4: Exhibits to Main Agreement.

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EXHIBIT H—RESERVED

Guidance Notes—Exhibit H

1. See Exhibit H—Dispute Resolution, in E-505 Part 2 of 4: Exhibits to Main Agreement.

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EXHIBIT I—RESERVED

Guidance Notes—Exhibit I

1. See Exhibit I—Limitations of Liability, in E-505 Part 2 of 4: Exhibits to Main Agreement.

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City of Schertz

PROJECT WORK PLAN AND FEE PROPOSAL BREAKDOWN

Project: **IH 35 Ground StorageTank**
Prime Consult: **UNINTECH CONSULTING ENGINEERS, INC.**
Subconsultant:
Proposal Date **7/28/2025**
Prepared By: **Mark B Hill, PE**

	Project Manger	Project Engineer	EIT	CAD Tech
	$220.00	$185.00	$125.00	$96.00

	TASK CODE AND DESCRIPTION	HOURS	HOURS	HOURS	HOURS		TASK HOURS	TASK / PHASE FEE
Study and Report Phase		8	50	82	64	0	**204**	**$ 54,788.00**
1.01	Project Administration (includes but not limited to invoicing, sub consultants management, document management)	4					4	$880.00
1.02	Scoping Meeting/Pre development meeting with City Staff		4	4			8	$1,240.00
1.03	Site Visit		2	2			4	$620.00
1.04	Coordination with Stakeholder/jurisdictional authorities		2	4			6	$870.00
1.05	Review any utility mapping and surveys and other utilities documentation		2	2			4	$620.00
1.06	Prelminary Utility Conflict Matrix		2	4			6	$870.00
1.07	Identify permitting (platting, site plans, TCEQ) requirements		2	8			10	$1,370.00
1.08	Develop and Maintain Project Schedules		2				2	$370.00
1.09	Hydraulic analysis - Preliminary pump sizing		8	16			24	$3,480.00
1.10	**Aerial drone survey and point cloud acquisition**						**0**	**$288.00**
1.11	**Environmental Constraints Analysis**						**0**	**$8,600.00**
1.12	Site Layout (two options for tank site)		8	16	24		48	$5,784.00
1.13	Off-site street improvements Layout (two options)		8	16	24		48	$5,784.00
1.14	**Electrical Site Investigation**							**$4,000.00**
1.15	**Structural**							**$14,496.00**
1.16	Prepare Report		8	8	16		32	$4,016.00
1.17	QA/QC - Internal/3d Party	4					4	$880.00
1.18	Review Meeting with City (incl. prepare exhibit, minutes)		2	2			4	$620.00
Preliminary Design		26	256	520	512	0	**1314**	**$ 308,872.00**
2.01	Project Administration (includes but not limited to invoicing, sub consultants management, document management.	8					8	$1,760.00
2.02	General Stake Holder Coordination (TXDOT, Muncipalities, Utilities)		2	8			10	$1,370.00
2.03	General Environmental Coordination - TCEQ		2	8			10	$1,370.00
2.04	**Design Topographic survey of the tracts with the existing elevated tank**						**0**	**$15,318.00**
2.05	**Design Topographic survey of the proposed road**						**0**	**$6,590.00**
2.06	**Boundary Survey and Platting of City Owned property**						**0**	**$5,000.00**
2.07	**Tree Survey**						**0**	**$3,000.00**
2.08	Existing Conditions Model (Planimetrics/Topography)(3 site)		16	40	40		96	$11,800.00
2.09	**Geotechnical Sampling and report (Terracon)**							**$30,200.00**
2.10	Preliminary Construction Plans - Front End Docs		12	24	24		60	$7,524.00
2.11	Preliminary Construction Plans - Site Plan		24	48	48		120	$15,048.00
2.12	Preliminary Construction Plans - Site Pump /Plant Piping		12	48	48		108	$12,828.00
2.13	Preliminary Construciton Plans - Site Pump Details		8	16	16		40	$5,016.00
2.14	Preliminary Construciton Plans - Site Tank Layout		12	24	48		84	$9,828.00
2.15	Preliminary Construciton Plans - Site Tank Details		4	8	8		20	$2,508.00
2.16	Preliminary Construction Plans - Site Detention Pond		8	16	16		40	$5,016.00
2.17	Preliminary Construction Plans - Site Grading Plans		24	48	48		120	$15,048.00
2.18	Preliminary Construction Plans - Site SWPPP		4	8	8		20	$2,508.00
2.19	Preliminary Construction Plans - Traffic Control Plans		4	8	8		20	$2,508.00
2.20	Preliminary Construction Plans - Street Plans and Profiles		20	40	80		140	$16,380.00
2.21	Preliminary Construction Plans - Drainage Area Maps		4	16			20	$2,740.00
2.22	Preliminary Construction Plans - SWPPP - Road		8	16	16		40	$5,016.00
2.23	Preliminary Construction Plans - Landscape Plans		4	8	16		28	$3,276.00
2.24	Prelminary Utility Conflict Map/Matrix/SUE Request Map		4	8			12	$1,740.00
2.25	Preliminary Plat - Engineering		24	40	40		104	$13,280.00
2.26	**Structural Design**						**0**	**$10,912.00**
2.27	**Electrical Design**						**0**	**$70,620.00**
2.28	Design Report - Preliminary Design Phase		16	16			32	$4,960.00
2.29	Design Report analysis - Hydrology		8	16	16		40	$5,016.00
2.30	Design Report analysis - Hydraulic - Pump Design		16	16			32	$4,960.00
2.31	Design Report analysis - Storm Drain/Detention		8	16	16		40	$5,016.00
2.32	Quantity Take-off and Estimate		8	16	16		40	$5,016.00
2.33	QA/QC - Internal/3d Party	16					16	$3,520.00
2.34	Review Meeting with City (incl. prepare exhibit, minutes)	2	2				4	$810.00
2.35	Response to City Comments		2	8			10	$1,370.00
Final Design		28	235	420	476	0	**1159**	**$ 214,423.00**
3.01	Project Administration (includes but not limited to invoicing, sub consultants management, document management.	8					8	$1,760.00
3.02	General Stake Holder Coordination (TXDOT, Muncipalities, Utilities)		1				1	$185.00
3.03	General Environmental Coordination - TCEQ		1				1	$185.00
3.04	Final Construction Plans - Front End Docs		4	8	8		20	$2,508.00

3.05	Final Construction Plans - Site Plan		12	32	48		92	$10,828.00
3.06	Final Construction Plans - Site Grading		8	16	32		56	$6,552.00
3.07	Final Construction Plans - Site Tank		8	16	32		56	$6,552.00
3.08	Final Construction Plans - Site Pump /Plant Piping		40	40	80		160	$20,080.00
3.09	Final Construction Plans - Site Details		8	16	24		48	$5,784.00
3.10	Final Construction Plans - Drainage/Detention		8	16	24		48	$5,784.00
3.11	Final Construction Plans - Site SWPPP		8	16	16		40	$5,016.00
3.12	Final Construction Plans - Landscape Plans		8	16	16		40	$5,016.00
3.13	Final Construction Plans - Street Plans and Profiles		40	60	120		220	$26,420.00
3.14	Final Construction Plans - Drainage Area Maps		4	8			12	$1,740.00
3.15	Final Construction Plans - SWPPP - Road		8	16	16		40	$5,016.00
3.16	Finalize Utility Conflict Map/Matrix		1	4			5	$685.00
3.17	**Structural Final Design**							**$19,512.00**
3.18	**Electrical Final Design**							**$47,080.00**
3.19	Final Design Report		16	24	8		48	$6,728.00
3.20	Construction Contract Documents - Front End Documents		8	16			24	$3,480.00
3.21	Construction Contract Documents - Special Provisions		8	24			32	$4,480.00
3.22	Construction Contract Documents - Special Specifications		8	24			32	$4,480.00
3.23	Quantity Take-off and Estimate		8	16	16		40	$5,016.00
3.24	QA/QC - Internal/3d Party	16					16	$3,520.00
3.25	Response to Owner Comments		8	16	16		40	$5,016.00
3.26	Public Meeting and Exhibits	2	2				4	$810.00
3.27	TXDOT Permits		4	8			12	$1,740.00
3.28	TCEQ Permits		4	8			12	$1,740.00
3.29	City Platting Final Plat	2	10	20	20		52	$6,710.00
Bid Phase		9	40	48	16	0	**113**	**$ 24,316.00**
4.01	Finalize Constructability Issues	2	8	16	16		42	$5,456.00
4.02	Final Construction Contract Documents/Plans		4	8			12	$1,740.00
4.03	Submit 100% Plans/ Signed and Sealed	1	2				3	$590.00
4.04	Participate in Pre-Bid Meeting	2	2				4	$810.00
4.05	Respond to Contractor Questions	2	8	8			18	$2,920.00
4.06	Prepare and Distribute Necessary Addenda	2	8				10	$1,920.00
4.07	Prepare Bid Tabulation and Letter of Recommendation		8	16			24	$3,480.00
4.08	**Electrical - response to RFI, attend meetings**						**0**	**$7,400.00**
Construction Phase		3	133	204	0	0	**340**	**$ 99,143.00**
5.01	Participate in Pre-Con meeting	3	3				6	$1,215.00
5.02	**Survey - Reestablish Project Control Points for Contractor Prior to Construction**						**0**	**$1,932.00**
5.03	**Survey - Establish 100-ft offset stakes for Access Road**						**0**	**$2,898.00**
5.04	Review Shop Drawings		24	24			48	$7,440.00
5.05	Review Contractor Pay Estimates		18	36			54	$7,830.00
5.06	Respond to RFI's (assumed 4)		8	16			24	$3,480.00
5.07	Review / Negotiate Change Orders (assumed 2)		8	16			24	$3,480.00
5.08	Project Site Visits and Reports (Minimum One Per Month)(Assumed 18months)		40	80			120	$17,400.00
5.09	Participate in Construction Progress Meetings and Prepare Meeting Minutes		24	24			48	$7,440.00
5.10	Final Walkthrough and Punchlist Review		8	8			16	$2,480.00
5.11	**Structural**							**$15,448.00**
5.12	**Electrical**							**$28,100.00**
Project Closeout		2	20	16	0	0	**40**	**$ 8,526.00**
6.01	**Asbuilt Survey - set monitoring control and BM**						0	$1,900.00
6.01	Prepare Record Drawings/O&M	2	16	16			36	$5,886.00
6.02	Anniversary site vist with Owner		4				4	$740.00
TOTAL BASE FEE		**76**	**734**	**1290**	**1068**	**0**	**3170**	**$710,068.00**
Additional Services		0	0	0	0	0	**0**	**$ 18,000.00**
7.01	**SUE Level B (lump sum) (ROW estimated 1000 lf)							$18,000.00
TOTAL BASE FEE + ADDITIONAL SERVICES		**76**	**734**	**1290**	**1068**	**0**	**3170**	**$728,068.00**

PROFESSIONAL SERVICES FEE BREAKDOWN FOR

ITEM NO.	Project Name: Corbett Ground Storage Tank Date: 7/25/2025 Prepared by David Peralta, P.E. for City of Schertz	No. Sheets	Principal	Project Manager	Project Engineer	EIT	Technical CADD	Task Budget
			$ 297.00	$ 220.00	$ 185.00	$ 125.00	$ 114.00	
	TASK	**Sheets**	**HOURS**					**TOTAL**
Task 1	**Study Phase**	**6**	**6**	**13**	**19**	**27**	**26**	**$ 14,496.00**
		6	6	13	19	27	26	**$ 14,496.00**
1.00 s	Project Kick-off Meeting		2	2	2			$ 1,404.00
1.10 s	General notes, index, special inspections	2		3	5	7	10	$ 3,600.00
1.20 s	Foundation Studies, Geotechnical report review			2	4	8		$ 2,180.00
1.30 s	Generator, Pump St, Canopy Foundation Layouts	3		4	5	7	9	$ 3,706.00
1.40 s	Foundation Details	1		2	3	5	7	$ 2,418.00
1.50 s								$ -
1.60 s								$ -
1.70 s								$ -
1.80 s								$ -
1.90 s								$ -
	QA / QC		4					$ 1,188.00
								$ -
END	END							$ -
Task 2	**Preliminary Design Phase**	6	4	9	13	19	26	**$ 10,912.00**
2.1	General notes, index, special inspections	2		3	5	7	10	$ 3,600.00
2.2	Generator, Pump St, Canopy Foundation Layouts	3		4	5	7	9	$ 3,706.00
2.3	Foundation Details	1		2	3	5	7	$ 2,418.00
2.4								$ -
2.5								$ -
2.6								$ -
2.7								$ -
2.8								$ -
2.9	QA / QC		4					$ 1,188.00
x								$ -
END	END							$ -
Task 3	**Final Design Phase**	6	4	21	29	43	26	**$ 19,512.00**
3.10 w	General notes, index, special inspections (3)	2		3	5	7	10	$ 3,600.00
3.20 w	Generator, Pump St, Canopy Foundation Layouts	3		4	5	7	9	$ 3,706.00
3.30 w	Foundation Details	1		2	3	5	7	$ 2,418.00
3.40 w	Design Review of Ground Storage Tank			12	16	24		$ 8,600.00
3.50 w								$ -
3.60 w								$ -
3.70 w								$ -
3.80 w								$ -
3.90 w	QA / QC		4					$ 1,188.00
x								$ -
END	END							$ -
Task 4	**100% - Bid Phase**	**0**	**0**	**0**	**0**	**0**	**0**	**$ -**
		0	0	0	0	0	0	**$ -**
4.10 s								$ -
4.20 s								$ -
4.30 s								$ -
4.40 s								$ -
4.80 s								$ -
END	END							$ -
Task 5	**Construction Phase**	**0**	**0**	**7**	**34**	**50**	**12**	**$ 15,448.00**
		0	0	7	34	50	12	**$ 15,448.00**
5.10 s	Conformed Documents (Structural)			2	4	8	12	$ 3,548.00
5.20 s	Review Submittals				4	16		$ 2,740.00
5.30 s	Respond Request for Information (RFI)			1	4	4		$ 1,460.00
5.40 s	Review requests for proposals / change orders			1	6	6		$ 2,080.00
5.50 s	Project site visits & reports				16	16		$ 4,960.00
5.60 s	Substantial / Final Walkthrough & Punchlist review			3				$ 660.00
5.70 s								$ -
5.80 s								$ -
x	**Close Out Phase**	**0**	**0**	**0**	**0**	**0**	**0**	**$ -**
x		0	0	0	0	0	0	**$ -**
END	END							$ -
	Supplemental Services	**0**	**0**	**0**	**0**	**0**	**0**	**$ -**
	SUB-TOTAL		6	20	53	77	38	**$ 60,368.00**
	TIME & MATERIALS MAX. NOT TO EXCEED		**6**	**20**	**53**	**77**	**38**	**$ 60,368.00**

CLEARY ZIMMERMANN ENGINEERS

1344 S. Flores, Suite 101
San Antonio, TX 78204
P: 210.447.6100 | TBPE No. F-9357

ClearyZimmermann.com

Proposal for Engineering Services

07/28/2025

Mr. Mark B. Hill, PE
Director/Share Holder, Civil Division
Unitech Consulting Engineers, Inc.
2431 E. Evans Road
San Antonio, Texas 78259

Mr. Hill,

As a registered professional engineering firm with licensed professional engineers who are proficient in their practices, CLEARY ZIMMERMANN ENGINEERS, LLC ("CZ") hereby proposes to serve as your creative engineering partner for your building project. The details of your project as we understand them are described hereafter (the "Project"), as well as the services we will provide as a consultant for the Project.

Project Details

Project Name
City of Schertz GST and Pump Station

Project Location
2320 Tulip St.
Schertz, TX 78108

Construction Budget
N/A

Assessment Period / Schedule
TBD

Construction Period
N/A

Scope of Work

The project scope is understood to consist of design for electrical study, power company coordination, instrumentation, controls, SCADA and Communication for a new GST and pump station serving the City of Schertz, Texas. The scope of work above includes the following detailed items:

- Preliminary investigative study.
- New electric service and respective coordination with utility.
- Electrical, controls and instrumentation for a ground storage tank and pump station including 2-150 hp pumps.
- SCADA design for system.
- Emergency generator capable of running pumps and ancillary facility devices meeting current ISO standards.
- Complete security system as required by owner including cameras, access control gate and building.
- Radio Path Study (Paper and Physical Study) at both sending and receiving locations, if required.

- Area Lighting.

Basic Services

Design

CZ shall provide design as listed in the Scope of Work section above.

Meetings

Four (4) meetings (in-person or teleconference) are included. The first meeting is intended to review the study with the owner. The remaining three (3) meetings are intended to coincide with interim design reviews, but may be utilized for review, coordination, budgeting, or any other assessment phase purpose.

Any other additional meetings will be billed on an hourly basis per the Hourly Rate Schedule.

Deliverables

One (1) set of preliminary documents at 30% and 60% and 100; and one (1) set of sealed drawings and specifications upon completion. One (1) set of record drawings generated from contractor redline drawings.

All deliverables will be in digital PDF format.

Construction Administration

Submittals and Supplemental Information

During construction of the project, CZ will review the contractor's material and equipment submittals and provide compliance comments; review and respond to RFI's; and prepare ASI's when necessary.

Site Visits

Four (4) project site visits are included for your use. Upon written request, CZ shall visit the project site to observe the construction progress as compared to the contract schedule, and to make a general assessment of performance as compared to the requirements in the construction documents. Findings will be documented in a written Field Report and submitted to your team.

- Visits to observe and assess conditions prior to permanent concealment (burial, concrete placement, wall cavities, hard ceilings) will be coincident to Regular Site Visits; if additional, separately-scheduled standalone visits are necessary, such visits will be billed on an hourly basis per the Hourly Rate Schedule.

Construction meetings will be coincident to Regular Site Visits; if additional separately-scheduled standalone meetings are necessary, such meetings will be billed on an hourly basis per the Hourly Rate Schedule.

Compensation for Services

Fees

CZ's compensation for performing the services described herein will be on a flat, lump-sum basis by task as follows:

BASIC SERVICES	FEE
Investigative Study	$4,000
Preliminary Design	$70,620
Final Design	$47,080
Bidding	$7,400
Construction Administration	$28,100

Invoice Progression

Unless otherwise noted, CZ will invoice for services rendered per the following schedule:

SERVICES	SCHEDULE
Study Phase	Upon completion of each Deliverable milestone
Design Phase	Upon completion of each Deliverable milestone
Construction Administration	20% upon completion of each Field Report delivered

Services Not Included

Database creation	Design associated with identified deficiencies

Agreement

Excluding any services with strikethrough and initials in the Fees paragraph, I hereby accept this proposal and enter into a binding agreement with CZ comprised of this Proposal for Engineering Services, the attached Exhibit A, Hourly Rate Schedule, and the attached Exhibit B, Terms and Conditions.

Respectfully submitted,



CONNER B. STURDIVANT, PE, PENG
SENIOR ENGINEER
CLEARY ZIMMERMANN ENGINEERS, LLC

By: _____

MARK B. HILL, PE (Date)
DIRECTOR/SHAREHOLDER, CIVIL DIVISION
UNITECH CONSULTING ENGINEERS, INC

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Exhibit A – 2025 Hourly Rate Schedule

Division		Rate
Design	Principal	$305
	Electrical Engineer	$235
	Mechanical Engineer	$230
	Mechanical Designer	$185
	Electrical Designer	$195
	Plumbing Designer	$180
	Technology Designer	$185
	Construction Inspector	$180
	Modeling Technician	$145
Commissioning	Principal	$305
	Project Manager	$215
	Mechanical Engineer	$230
	Electrical Engineer	$235
	Field Technician	$180
Administration	Clerical	$125
	Accounting	$185
Expenses	Cost plus 10% unless otherwise noted	
*Rates are subject to annual review.		

Exhibit B - Terms and Conditions

Work Authorization. Work will commence upon receipt of the executed Proposal for Engineering Services, or upon written direction to proceed with any of the proposed services and with such authorization, Client agrees without limitation to all provisions, terms, and conditions of the Proposal for Engineering Services.

Invoicing and Payments. CZ may invoice Client for services and reimbursable expenses monthly, at minimum, based on work progress or on a schedule that is congruent with design submissions. Client shall make payment in full within ten days of receipt of payment from the owner in a prime/consultant arrangement (pay when paid), or within thirty days if CZ is contracted directly with the project owner. Balances outstanding for forty-five (45) days or longer will be subject to a fee due to CZ of one percent per month.

Liability Limitation. The total liability CZ and its subconsultants bears to Client for any and all injuries, claims, losses, expenses or damages whatsoever from cause or causes, including negligence, errors or omissions, will not exceed the total compensation to CZ; and CZ will not be liable in any event for special, punitive, incidental, or consequential damages.

Document Ownership. Drawings and documents produced in any form, to include printed or digital media, are instruments of service and are the property of CZ; such instruments of service will not be changed, altered or used for any purpose beyond the scope of this project without written consent from CZ. Client agrees to indemnify CZ, its employees and subconsultants from all claims, damages, and losses arising from unauthorized use.

Cost Estimates. Any construction cost estimate prepared by CZ is based on CZ's professional judgement and experience and is intended to provide an order of magnitude frame of reference. CZ does not warrant that any such cost estimate will not vary from actual market conditions.

Construction Administration. Compensation for construction administration services applies to construction that is continuous, uninterrupted, and performed in reasonable time with the same contractor and subcontractors. CZ will be due additional compensation if construction stops and demobilizes, and later starts again; or if the contractor or a subcontractor is replaced.

Submittals. Failure of Client to provide equipment and material submittals for review in a timely manner, to notify CZ of progress, or to request periodic inspections or site visits will not relieve Client of the payment obligation for construction administration services.

Professional Credit. CZ has the right to include representations of the project design, including exterior and interior photographs, functional details, and the name of the owner in CZ's marketing materials, including our website, promotional materials, and professional publications.

Successors and Assigns. Neither CZ nor the Client will assign this Agreement or any right or cause of action arising out of this Agreement or the performance of obligations hereunder without the written consent of the other.

Termination. This Agreement, in whole or in part, may be terminated by either party upon not less than seven (7) days written notice should the other party fail substantially to perform in accordance with the terms of this Agreement. Client shall compensate CZ for services performed and reimbursable expenses incurred prior to the termination date.

Site Visits. Site visits to the project site may be performed by a licensed engineer or by a person with relevant experience in the construction of trades being observed.

Entire Agreement. This Agreement, including exhibits and amendments, contains the entire agreement between Client and CZ as it pertains to this project. No oral statements or other prior written correspondence will be of any force or effect. This Agreement may only be amended in writing by both Client and CZ.

Severability. If any provision of this Agreement is held to be illegal, invalid, or unenforceable, such provision will be severable, and all remaining provisions will remain in full force and effect.

Governing Law. This Agreement shall be governed by the laws of the State of Texas and the venue for any action under this agreement shall be in the County of Bexar.

No Warranty. CZ makes no warranty, expressed or implied, for opinions, tests, recommendations, professional advice, plans, specifications, or designs. CZ has endeavored to perform services in a manner consistent with practices common to the practice of professional engineers in the same locality, of the same nature, and under similar circumstances. CZ, nor any of CZ's employees or subconsultants have any fiduciary responsibility to Client.

6000 Northwest Parkway, Suite 100
San Antonio, TX 78249
P (210) 641-2112
Terracon.com

July 9, 2025

Unintech Consulting Engineers Inc
2431 E Evans Rd
San Antonio TX, 78259

Attn: Mr. Mark Hill, Director

RE: Proposal for Geotechnical Engineering Services
Ground Storage Tank – City of Schertz
Holly Lane and Tulip Street
Schertz, Texas
Terracon Proposal No. P90255207

Dear Mr. Hill:

We appreciate the opportunity to submit this proposal to Unintech Consulting Engineers Inc to provide Geotechnical Engineering services for the above-mentioned project. The following are exhibits of the proposal.

Exhibit A	Project Understanding
Exhibit B	Scope of Services
Exhibit C	Compensation and Project Schedule
Exhibit D	Site Location and Nearby Geotechnical Data
Exhibit E	Anticipated Exploration Plan

Our fee to perform the scope of services described in this proposal is in Exhibit C. Your authorization for Terracon to proceed in accordance with this proposal can be issued by signing and emailing a copy of the attached Agreement for Services. We appreciate the opportunity to provide this proposal.

Sincerely,
Terracon
(Firm Registration No. F3272)

Shasanka Dutta, P.E.
Senior Engineer

Arin Barkataki, P.E.
Principal

Reference Number: P90255207

AGREEMENT FOR SERVICES

This **AGREEMENT** is between Unintech Consulting Engineers Inc ("Client") and Terracon Consultants, Inc. ("Consultant") for Services to be provided by Consultant for Client on the Ground Storage Tank - City of Schertz project ("Project"), as described in Consultant's Proposal dated 07/09/2025 ("Proposal"), including but not limited to the Project Information section, unless the Project is otherwise described in Exhibit A to this Agreement (which section or Exhibit is incorporated into this Agreement).

1. **Scope of Services.** The scope of Consultant's services is described in the Proposal, including but not limited to the Scope of Services section ("Services"), unless Services are otherwise described in Exhibit B to this Agreement (which section or exhibit is incorporated into this Agreement). Portions of the Services may be subcontracted. When Consultant subcontracts to other individuals or companies, then consultant will collect from Client on the Subcontractors' behalf. Consultant's Services do not include the investigation or detection of, nor do recommendations in Consultant's reports address the presence or prevention of biological pollutants (e.g., mold, fungi, bacteria, viruses, or their byproducts) or occupant safety issues, such as vulnerability to natural disasters, terrorism, or violence. If Services include purchase of software, Client will execute a separate software license agreement. Consultant's findings, opinions, and recommendations are based solely upon data and information obtained by and furnished to Consultant at the time of the Services.
2. **Acceptance/ Termination.** Client agrees that execution of this Agreement is a material element of the consideration Consultant requires to execute the Services, and if Services are initiated by Consultant prior to execution of this Agreement as an accommodation for Client at Client's request, both parties shall consider that commencement of Services constitutes formal acceptance of all terms and conditions of this Agreement. Additional terms and conditions may be added or changed only by written amendment to this Agreement signed by both parties. In the event Client uses a purchase order or other form to administer this Agreement, the use of such form shall be for convenience purposes only and any additional or conflicting terms it contains are stricken. This Agreement shall not be assigned by either party without prior written consent of the other party. Either party may terminate this Agreement or the Services upon written notice to the other. In such case, Consultant shall be paid costs incurred and fees earned to the date of termination plus reasonable costs of closing the Project.
3. **Change Orders.** Client may request changes to the scope of Services by altering or adding to the Services to be performed. If Client so requests, Consultant will return to Client a statement (or supplemental proposal) of the change setting forth an adjustment to the Services and fees for the requested changes. Following Client's review, Client shall provide written acceptance. If Client does not follow these procedures, but instead directs, authorizes, or permits Consultant to perform changed or additional work, the Services are changed accordingly and Consultant will be paid for this work according to the fees stated or its current fee schedule. If project conditions change materially from those observed at the site or described to Consultant at the time of proposal, Consultant is entitled to a change order equitably adjusting its Services and fee.
4. **Compensation and Terms of Payment.** Client shall pay compensation for the Services performed at the fees stated in the Proposal, including but not limited to the Compensation section, unless fees are otherwise stated in Exhibit C to this Agreement (which section or Exhibit is incorporated into this Agreement). If not stated in either, fees will be according to Consultant's current fee schedule. Fee schedules are valid for the calendar year in which they are issued. Fees do not include sales tax. Client will pay applicable sales tax as required by law. Consultant may invoice Client at least monthly and payment is due upon receipt of invoice. Client shall notify Consultant in writing, at the address below, within 15 days of the date of the invoice if Client objects to any portion of the charges on the invoice, and shall promptly pay the undisputed portion. Client shall pay a finance fee of 1.5% per month, but not exceeding the maximum rate allowed by law, for all unpaid amounts 30 days or older. Client agrees to pay all collection-related costs that Consultant incurs, including attorney fees. Consultant may suspend Services for lack of timely payment. It is the responsibility of Client to determine whether federal, state, or local prevailing wage requirements apply and to notify Consultant if prevailing wages apply. If it is later determined that prevailing wages apply, and Consultant was not previously notified by Client, Client agrees to pay the prevailing wage from that point forward, as well as a retroactive payment adjustment to bring previously paid amounts in line with prevailing wages. Client also agrees to defend, indemnify, and hold harmless Consultant from any alleged violations made by any governmental agency regulating prevailing wage activity for failing to pay prevailing wages, including the payment of any fines or penalties.
5. **Third Party Reliance.** This Agreement and the Services provided are for Consultant and Client's sole benefit and exclusive use with no third party beneficiaries intended. Reliance upon the Services and any work product is limited to Client, and is not intended for third parties other than those who have executed Consultant's reliance agreement, subject to the prior approval of Consultant and Client.
6. **LIMITATION OF LIABILITY. CLIENT AND CONSULTANT HAVE EVALUATED THE RISKS AND REWARDS ASSOCIATED WITH THIS PROJECT, INCLUDING CONSULTANT'S FEE RELATIVE TO THE RISKS ASSUMED, AND AGREE TO ALLOCATE CERTAIN OF THE ASSOCIATED RISKS. TO THE FULLEST EXTENT PERMITTED BY LAW, THE TOTAL AGGREGATE LIABILITY OF CONSULTANT (AND ITS RELATED CORPORATIONS AND EMPLOYEES) TO CLIENT AND THIRD PARTIES GRANTED RELIANCE IS LIMITED TO THE GREATER OF $50,000 OR CONSULTANT'S FEE, FOR ANY AND ALL INJURIES, DAMAGES, CLAIMS, LOSSES, OR EXPENSES (INCLUDING ATTORNEY AND EXPERT FEES) ARISING OUT OF CONSULTANT'S SERVICES OR THIS AGREEMENT. PRIOR TO ACCEPTANCE OF THIS AGREEMENT AND UPON WRITTEN REQUEST FROM CLIENT, CONSULTANT MAY NEGOTIATE A HIGHER LIMITATION FOR ADDITIONAL CONSIDERATION IN THE FORM OF A SURCHARGE TO BE ADDED TO THE AMOUNT STATED IN THE COMPENSATION SECTION OF THE PROPOSAL. THIS LIMITATION SHALL APPLY REGARDLESS OF AVAILABLE PROFESSIONAL LIABILITY INSURANCE COVERAGE, CAUSE(S), OR THE THEORY OF LIABILITY, INCLUDING NEGLIGENCE, INDEMNITY, OR OTHER RECOVERY. THIS LIMITATION SHALL NOT APPLY TO THE EXTENT THE DAMAGE IS PAID UNDER CONSULTANT'S COMMERCIAL GENERAL LIABILITY POLICY.**
7. **Indemnity/Statute of Limitations.** Consultant and Client shall indemnify and hold harmless the other and their respective employees from and against legal liability for claims, losses, damages, and expenses to the extent such claims, losses, damages, or expenses are legally determined to be caused by their negligent acts, errors, or omissions. In the event such claims, losses, damages, or expenses are legally determined to be caused by the joint or concurrent negligence of Consultant and Client, they shall be borne by each party in proportion to its own negligence under comparative fault principles. Neither party shall have a duty to defend the other party, and no duty to defend is hereby created by this indemnity provision and such duty is explicitly waived under this Agreement. Causes of action arising out of Consultant's Services or this Agreement regardless of cause(s) or the theory of liability, including negligence, indemnity or other recovery shall be deemed to have accrued and the applicable statute of limitations shall commence to run not later than the date of Consultant's substantial completion of Services on the project.
8. **Warranty.** Consultant will perform the Services in a manner consistent with that level of care and skill ordinarily exercised by members of the profession currently practicing under similar conditions in the same locale. **EXCEPT FOR THE STANDARD OF CARE PREVIOUSLY STATED, CONSULTANT MAKES NO WARRANTIES OR GUARANTEES, EXPRESS OR IMPLIED, RELATING TO CONSULTANT'S SERVICES AND CONSULTANT DISCLAIMS ANY IMPLIED WARRANTIES OR WARRANTIES IMPOSED BY LAW, INCLUDING WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE.**
9. **Insurance.** Consultant represents that it now carries, and will continue to carry: (i) workers' compensation insurance in accordance with the laws of the states having jurisdiction over Consultant's employees who are engaged in the Services, and employer's liability insurance ($1,000,000); (ii) commercial general liability insurance ($2,000,000 occ / $4,000,000 agg); (iii) automobile liability insurance ($2,000,000 B.I. and P.D. combined single

limit); (iv) umbrella liability ($5,000,000 occ / agg); and (v) professional liability insurance ($1,000,000 claim / agg). Certificates of insurance will be provided upon request. Client and Consultant shall waive subrogation against the other party on all general liability and property coverage.

10. **CONSEQUENTIAL DAMAGES. NEITHER PARTY SHALL BE LIABLE TO THE OTHER FOR LOSS OF PROFITS OR REVENUE; LOSS OF USE OR OPPORTUNITY; LOSS OF GOOD WILL; COST OF SUBSTITUTE FACILITIES, GOODS, OR SERVICES; COST OF CAPITAL; OR FOR ANY SPECIAL, CONSEQUENTIAL, INDIRECT, PUNITIVE, OR EXEMPLARY DAMAGES.**
11. **Dispute Resolution.** Client shall not be entitled to assert a Claim against Consultant based on any theory of professional negligence unless and until Client has obtained the written opinion from a registered, independent, and reputable engineer, architect, or geologist that Consultant has violated the standard of care applicable to Consultant's performance of the Services. Client shall provide this opinion to Consultant and the parties shall endeavor to resolve the dispute within 30 days, after which Client may pursue its remedies at law. This Agreement shall be governed by and construed according to Texas law.
12. **Subsurface Explorations.** Subsurface conditions throughout the site may vary from those depicted on logs of discrete borings, test pits, or other exploratory services. Client understands Consultant's layout of boring and test locations is approximate and that Consultant may deviate a reasonable distance from those locations. Consultant will take reasonable precautions to reduce damage to the site when performing Services; however, Client accepts that invasive services such as drilling or sampling may damage or alter the site. Site restoration is not provided unless specifically included in the Services.
13. **Testing and Observations.** Client understands that testing and observation are discrete sampling procedures, and that such procedures indicate conditions only at the depths, locations, and times the procedures were performed. Consultant will provide test results and opinions based on tests and field observations only for the work tested. Client understands that testing and observation are not continuous or exhaustive, and are conducted to reduce - not eliminate - project risk. Client shall cause all tests and inspections of the site, materials, and Services performed by Consultant to be timely and properly scheduled in order for the Services to be performed in accordance with the plans, specifications, contract documents, and Consultant's recommendations. No claims for loss or damage or injury shall be brought against Consultant by Client or any third party unless all tests and inspections have been so performed and Consultant's recommendations have been followed. Unless otherwise stated in the Proposal, Client assumes sole responsibility for determining whether the quantity and the nature of Services ordered by Client is adequate and sufficient for Client's intended purpose. Client is responsible (even if delegated to contractor) for requesting services, and notifying and scheduling Consultant so Consultant can perform these Services. Consultant is not responsible for damages caused by Services not performed due to a failure to request or schedule Consultant's Services. Consultant shall not be responsible for the quality and completeness of Client's contractor's work or their adherence to the project documents, and Consultant's performance of testing and observation services shall not relieve Client's contractor in any way from its responsibility for defects discovered in its work, or create a warranty or guarantee. Consultant will not supervise or direct the work performed by Client's contractor or its subcontractors and is not responsible for their means and methods. The extension of unit prices with quantities to establish a total estimated cost does not guarantee a maximum cost to complete the Services. The quantities, when given, are estimates based on contract documents and schedules made available at the time of the Proposal. Since schedule, performance, production, and charges are directed and/or controlled by others, any quantity extensions must be considered as estimated and not a guarantee of maximum cost.
14. **Sample Disposition, Affected Materials, and Indemnity.** Samples are consumed in testing or disposed of upon completion of the testing procedures (unless stated otherwise in the Services). Client shall furnish or cause to be furnished to Consultant all documents and information known or available to Client that relate to the identity, location, quantity, nature, or characteristic of any hazardous waste, toxic, radioactive, or contaminated materials ("Affected Materials") at or near the site, and shall immediately transmit new, updated, or revised information as it becomes available. Client agrees that Consultant is not responsible for the disposition of Affected Materials unless specifically provided in the Services, and that Client is responsible for directing such disposition. In no event shall Consultant be required to sign a hazardous waste manifest or take title to any Affected Materials. Client shall have the obligation to make all spill or release notifications to appropriate governmental agencies. The Client agrees that Consultant neither created nor contributed to the creation or existence of any Affected Materials conditions at the site and Consultant shall not be responsible for any claims, losses, or damages allegedly arising out of Consultant's performance of Services hereunder, or for any claims against Consultant as a generator, disposer, or arranger of Affected Materials under federal, state, or local law or ordinance.
15. **Ownership of Documents.** Work product, such as reports, logs, data, notes, or calculations, prepared by Consultant shall remain Consultant's property. Proprietary concepts, systems, and ideas developed during performance of the Services shall remain the sole property of Consultant. Files shall be maintained in general accordance with Consultant's document retention policies and practices.
16. **Utilities.** Unless otherwise stated in the Proposal, Client shall provide the location and/or arrange for the marking of private utilities and subterranean structures. Consultant shall take reasonable precautions to avoid damage or injury to subterranean structures or utilities. Consultant shall not be responsible for damage to subterranean structures or utilities that are not called to Consultant's attention, are not correctly marked, including by a utility locate service, or are incorrectly shown on the plans furnished to Consultant.
17. **Site Access and Safety.** Client shall secure all necessary site related approvals, permits, licenses, and consents necessary to commence and complete the Services and will execute any necessary site access agreement. Consultant will be responsible for supervision and site safety measures for its own employees, but shall not be responsible for the supervision or health and safety precautions for any third parties, including Client's contractors, subcontractors, or other parties present at the site. In addition, Consultant retains the right to stop work without penalty at any time Consultant believes it is in the best interests of Consultant's employees or subcontractors to do so in order to reduce the risk of exposure to unsafe site conditions. Client agrees it will respond quickly to all requests for information made by Consultant related to Consultant's pre-task planning and risk assessment processes.

Consultant:	**Terracon Consultants, Inc.**	Client:	**Unintech Consulting Engineers Inc**
By:	 Date: **7/9/2025**	By:	Date:
Name/Title:	**Arin Barkataki / Department Manager III**	Name/Title:	**K.W. Chan / Vice President/ Shareholder**
Address:	**6000 Northwest Pkwy Ste 100**	Address:	**2431 E Evans Rd**
	San Antonio, TX 78249-3346		**San Antonio, TX 78259-2755**
Phone:	**(210) 641-2112** Fax: **(210) 641-2124**	Phone:	**(210) 641-6003** Fax:
Email:	**Arin.Barkataki@terracon.com**	Email:	**kchan@unintech.com**

Exhibit A – Project Understanding

Our Scope of Services is based on our understanding of the project as described by client and the expected subsurface conditions as described below. We request the client/design team verify all information prior to our initiation of field exploration activities.

Planned Construction

Item	Description
Information Provided	We have been provided with the relevant information by Mr. Mark Hill, PE of Unintech Consulting Engineers, Inc., via an email dated July 1, 2025.
Project Description	Based on the information provided to Terracon, the proposed development involves the design and construction of a pre-stressed, wire-wound concrete ground storage tank, approximately 100 feet in diameter, with a capacity of 3.0 million gallons. The tank will be founded on a slab supported by deep foundations, such as drilled piers. A pump station is planned to the east of the tank, with an estimated footprint of 900 square feet. Additionally, a separate structure is proposed to house the switchgear. An access road is also included in the site development plan.
Construction	Pre-stressed, wire-wound, concrete, ground storage tank
Finished Floor Elevation (FFE)	Unknown. It is anticipated that minor grading will be required under the storage tank and pump station footprints
Maximum Loads	It is anticipated that the load around the perimeter tank will be on the order of 20 to 25 kips per linear foot.
Below-Grade Structures	No below grade walls are expected to be constructed.
Free-Standing Retaining Walls	No retaining walls are expected to be constructed.
Pavements	An access road is expected to be constructed.

Site Location and Anticipated Conditions

Item	Description
Parcel Information	The project is located at the intersection of Holly Lane and Tulip Street in Schertz, Texas.
Existing Improvements	None.
Current Ground Cover	Based on aerial imagery, part of the site is wooded and will need limited clearing for equipment access.
Existing Topography	Based on Google Earth, the site is relatively level with an average elevation of EL.886 feet.
Site Access	We assume that the boring locations will be accessible with our truck-mounted drilling equipment and support vehicles.
Anticipated Subsurface Conditions	Based on the geologic formation and our experience with projects near this location, we anticipate the subsurface soils to consist of fat clay underlain by lean clay, Marl and Chalk.

Exhibit B - Scope of Services

Our proposed Scope of Services consists of field exploration, laboratory testing, and engineering/project delivery. These services are described in the following sections.

Field Exploration

Based on our experience with similar projects and requests from the client, the following field exploration is planned:

Borings	Planned Boring Depth (feet)	Planned Location (See Exhibit E Anticipated Exploration Plan)
1 (B-1)	60	Tank Center
4 (B-2 through B-5)	30	Tank Perimeter
1 (B-6)	20	Pump Station
1 (B-7)	20	Switchgear House
3 (B-8 through B-10)	10	Access Road

Boring Layout and Elevations: We will use handheld GPS equipment to locate borings with an estimated horizontal accuracy of +/-5 feet. Field measurements from existing site features may be utilized. If available, approximate elevations will be obtained by interpolation from a site specific, surveyed topographic map.

Subsurface Exploration Procedures: We will advance soil borings with a truck-mounted drill rig using continuous flight augers (solid stem and/or hollow stem, as necessary, depending on soil conditions). Five samples will be obtained in the upper 10 feet and at intervals of 5 feet thereafter. Soil sampling will be performed using split-barrel sampling procedures. In the split barrel sampling procedure, a standard 2-inch outer diameter split barrel sampling spoon is driven into the ground by a 140-pound automatic hammer falling a distance of 30 inches. The number of blows required to advance the sampling spoon the last 12 inches of a normal 18-inch penetration will be recorded as the Standard Penetration Test (SPT) resistance value. The samples will be placed in appropriate containers, taken to our soil laboratory for testing, and classified by a Geotechnical Engineer. In addition, we will observe and record groundwater levels during drilling and sampling.

Exploration team will prepare field boring logs as part of standard drilling operations including sampling depths, penetration distances, and other relevant sampling information. Field logs will include visual classifications of materials encountered during drilling, and our interpretation of subsurface conditions between samples. Final boring

logs, prepared from field logs, will represent the Geotechnical Engineer's interpretation, and include modifications based on observations and laboratory tests.

Property Disturbance: We will backfill borings with auger cuttings after completion. Our services do not include repairing the site beyond backfilling our boreholes and patching existing pavements. Excess auger cuttings will be dispersed in the general vicinity of the borehole or hauled off as needed. Because backfill material often settles below the surface after a period, we recommend boreholes to be periodically checked and backfilled, if necessary. We can provide this service or grout the boreholes for additional fees at your request.

Safety

Terracon is not aware of environmental concerns at this project site that would create health or safety hazards associated with our exploration program; thus, our Scope considers standard OSHA Level D Personal Protection Equipment (PPE) appropriate. Our Scope of Services does not include environmental site assessment services, but identification of unusual or unnatural materials observed while drilling will be noted on our logs.

Exploration efforts require borings into the subsurface, therefore Terracon will comply with local regulations to request a utility location service through Texas811. We will consult with the owner/client regarding potential utilities, or other unmarked underground hazards. Based upon the results of this consultation, we will consider the need for alternative subsurface exploration methods, as the safety of our field crew is a priority. We understand that the client will provide appropriate information such as drawings, photographs and contact personnel to enable our field representatives to evaluate and determine the proper measures to take for clearing underground facilities at the boring locations. We will perform a due diligence effort with regards to this issue but cannot be responsible for damage/repairs related to encountering unknown underground utilities during our field activities.

Private utilities should be marked by the owner/client prior to commencement of field exploration. Terracon will not be responsible for damage to private utilities not disclosed to us. If the owner/client is unable to accurately locate private utilities, Terracon can assist the owner/client by coordinating or subcontracting with a private utility locating services. The detection of underground utilities is dependent upon the composition and construction of the utility line; some utilities are comprised of non-electrically conductive materials and may not be readily detected. The use of a private utility locate service would not relieve the owner of their responsibilities in identifying private underground utilities. Since part of the site has an elevated storage tank with underground piping, Terracon will hire a private utility locator to clear the boring locations.

Client shall secure all necessary site related approvals, permits, licenses, and consents necessary to commence and complete the Services and will execute any necessary site access agreement. Consultant will be responsible for supervision and site safety measures for its own employees but shall not be responsible for the supervision or health and safety precautions for any third parties, including Client's contractors, subcontractors, or other parties present at the site.

Site Access: Terracon must be granted access to the site by the property owner. By acceptance of this proposal, without information to the contrary, we consider this as authorization to access the property for conducting field exploration in accordance with the Scope of Services.

A portion of the site appears to be heavily wooded. If the client/owner is unable to facilitate clearing a path for drill rig access, Terracon will hire a subcontractor to perform the necessary clearing.

Laboratory Testing

The project engineer will review field data and assign laboratory tests to understand the engineering properties of various soil. Exact types and number of tests cannot be defined until completion of fieldwork, but we anticipate the following laboratory testing may be performed:

- Passing No. 200 Sieve
- Moisture Content Measurements
- Atterberg Limits
- Sulfate Test
- Consolidation Test
- Unconsolidated Undrained Test for suitable Shelby tube samples
- Standard Proctor
- California Bearing Ratio (CBR)
- Lime Series (Lime-pH and Lime PI) for fat clay soils if encountered in access road

Engineering and Project Delivery

The results of our field and laboratory programs will be evaluated, and a Geotechnical Engineering Report will be prepared under the supervision of a licensed professional engineer. The Geotechnical Engineering Report will provide the following:

- Boring logs with field and laboratory data
- Stratification based on visual soil/rock classification
- Groundwater levels observed during and after the completion of drilling
- Site and Boring location plans

- Subsurface exploration procedures
- Description of subsurface conditions
- Potential Vertical Rise (PVR)
- Subgrade preparation/earthwork recommendations including fill material types and compaction requirements
- Pad preparation for pad to achieve 1" PVR
- Recommended shallow foundation and drilled pier foundation design parameters
- LPILE parameters for drilled piers
- Estimated settlement of foundations
- Seismic site classification
- Access road recommendations for gravel and asphalt

In addition to an emailed report, your project will also be delivered using our client portal, **Compass**. Upon initiation, we provide you and your design team the necessary link and password to access the website (if not previously registered). Each project includes a calendar to track the schedule, an interactive site map, a listing of team members, access to the project documents as they are uploaded to the site, and a collaboration portal. We welcome the opportunity to have project kickoff conversations with the team to discuss key elements of the project and demonstrate features of **Compass**. The typical delivery process includes the following:

- Project Planning – Proposal information, schedule and anticipated exploration plan
- Site Characterization – Findings of the site exploration and laboratory results
- Geotechnical Engineering Report

When services are complete, we upload a printable version of our completed Geotechnical Engineering report, including the professional engineer's seal and signature, which documents our services. Previous submittals, collaboration, and the report are maintained in our system. This allows future reference and integration into subsequent aspects of our services as the project goes through final design and construction.

Exhibit C - Compensation and Project Schedule

Compensation

Based upon our understanding of the site, the project as summarized in Exhibit A, and our planned Scope of Services outlined in Exhibit B, our fee is shown in the following table.

Task	Lump Sum Fee
Subsurface Exploration, Laboratory Testing, Geotechnical Consulting and Reporting	$22,500
Private Utility Locates	$1,700
Limited Tree Clearing including coordination (Expected to take 1.5 days @ $4,000 per day. Will be billed for the actual number of days needed to do the clearing)	$6,000

Unless instructed otherwise, we will submit our invoice(s) to the address shown at the beginning of this proposal. If conditions are encountered that require Scope of Services revisions and/or result in higher fees, we will contact you for approval, prior to initiating services. A supplemental proposal stating the modified Scope of Services as well as its effect on our fee will be prepared. We will not proceed without your authorization.

Project Schedule

We developed a schedule to complete the Scope of Services based upon our existing availability and understanding of your project schedule. However, our schedule does not account for delays in field exploration beyond our control, such as weather conditions, delays resulting from utility clearance, or lack of permission to access the boring locations. In the event the schedule provided is inconsistent with your needs, please contact us so we may consider alternatives.

Delivery on Compass	Schedule [1, 2]
Kickoff Call with Client	5 days after notice to proceed
Field Exploration	7 days after utility clearance
Laboratory Testing	15 days after field exploration
Geotechnical Engineering	7 days after completion of laboratory testing

Delivery on Compass	Schedule [1, 2]

1. Upon receipt of your notice to proceed we will activate the schedule component on **Compass** with specific, anticipated dates for the delivery points noted above as well as other pertinent events.
2. Standard workdays. We will maintain an activities calendar within on **Compass**. The schedule will be updated to maintain a current awareness of our plans for delivery.

Exhibit D – Site Location and Nearby Geotechnical Data

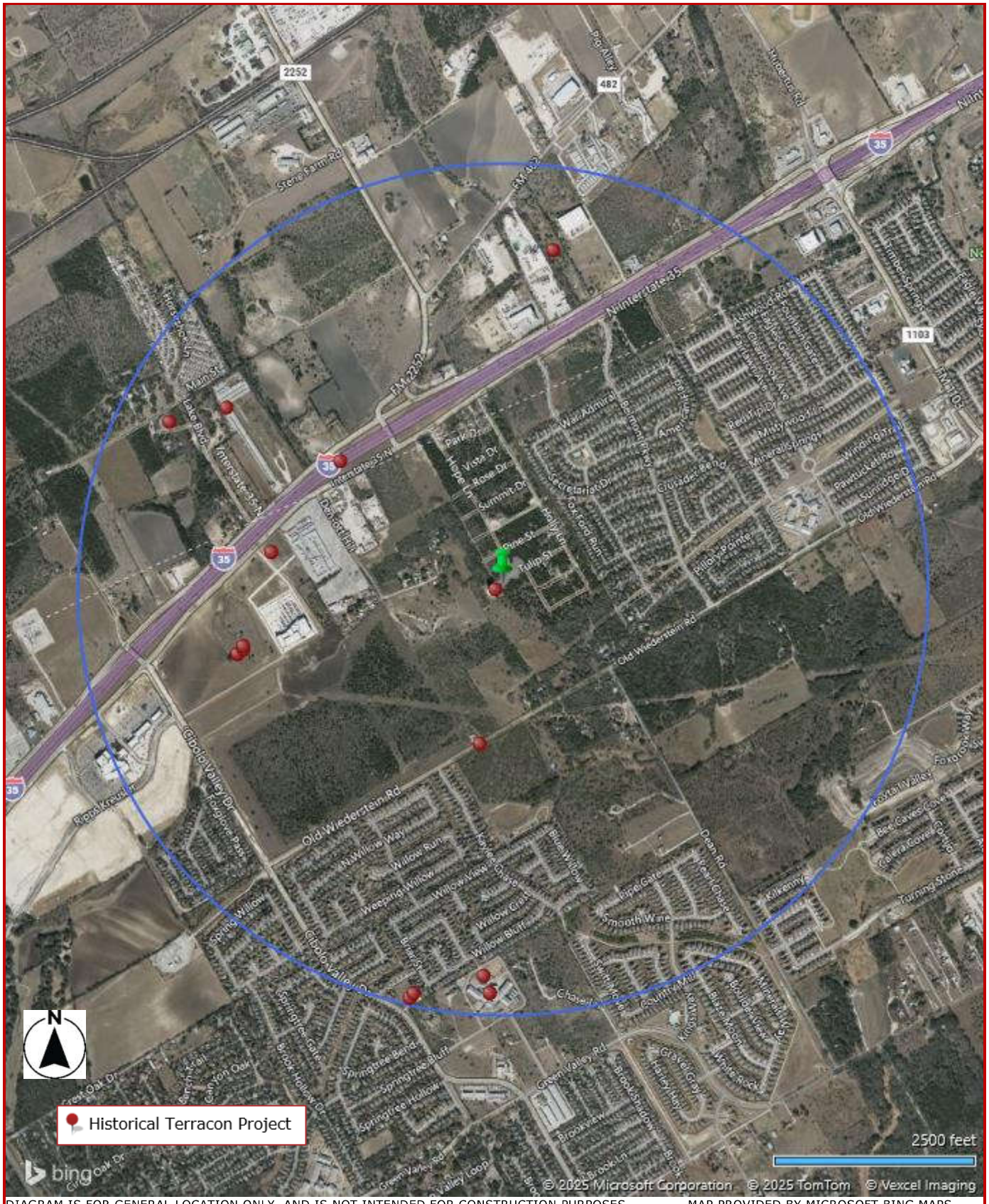


DIAGRAM IS FOR GENERAL LOCATION ONLY, AND IS NOT INTENDED FOR CONSTRUCTION PURPOSES MAP PROVIDED BY MICROSOFT BING MAPS

Exhibit E – Anticipated Exploration Plan (Access Road)



DIAGRAM IS FOR GENERAL LOCATION ONLY, AND IS NOT INTENDED FOR CONSTRUCTION PURPOSES MAP PROVIDED BY MICROSOFT BING MAPS

Exhibit E – Anticipated Exploration Plan (Tank and Pump Station)

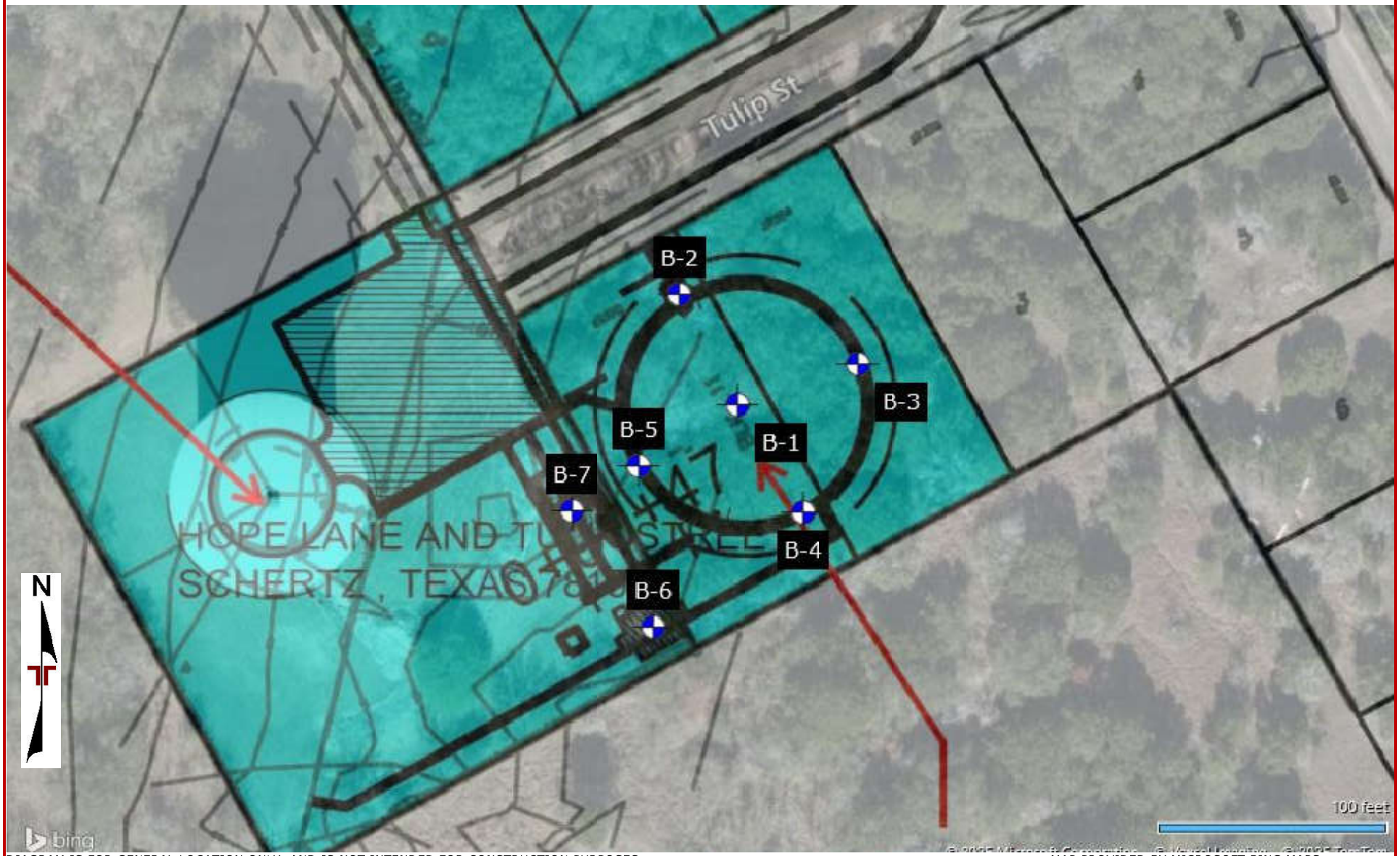


DIAGRAM IS FOR GENERAL LOCATION ONLY, AND IS NOT INTENDED FOR CONSTRUCTION PURPOSES

MAP PROVIDED BY MICROSOFT BING MAPS

6000 Northwest Pkwy Ste 100
San Antonio, TX 78249-3346
P 210-641-2112
F 210-641-2124
Terracon.com

July 7, 2025

Unintech Consulting Engineers, Inc.
2431 E Evans Road
San Antonio, Texas 78259-2755

Attn: Mr. Mark B Hill, P.E.
Director/Share Holder, Civil Division
P: (210) 641-6003 x 1414
E: mhill@unintech.com

RE: Proposal for Environmental Services
City of Schertz IH 35 Ground Storage Tank
IH 35 and Hope Lane and Tulip Street
Schertz, Guadalupe County, Texas
Terracon Proposal No. P90257361

Dear Mr. Hill:

Terracon Consultants, Inc. (Terracon) appreciates the opportunity to submit this proposal to Unintech Consulting Engineers, Inc. (client) to conduct a Phase I Environmental Site Assessment (ESA) of the above-referenced subject property (hereinafter known as the "site"). We understand the site consists of nine contiguous tracts of land totaling approximately 2.58-acres located near IH 35 on Hope Lane and Tulip Street in Schertz, Guadalupe County, Texas. According to the Guadalupe County Appraisal District (GCAD) website, all properties remain undeveloped with the exception of a water tank constructed on the southernmost property.

Scope of Services *(see Section 2.0 of attached proposal detail)*	Task 1: Phase I ESA consistent with ASTM E1527-21 ■ Chain of Title/Environmental Lien/AUL Search **is not** included in this fee. Task 2: Waters of the United States (WOTUS) Desktop Assessment Task 3: Protected Species Desktop Assessment
Schedule *(see Section 2.4 of attached proposal detail)*	Task 1: Phase I ESA – 15 business days from written notice to proceed Task 2: Waters of the United States (WOTUS) Desktop Assessment – 20 business days from written notice to proceed Task 3: Protected Species Habitat Desktop Assessment – 20 business days from written notice to proceed

	Task	Fee
Compensation	Task 1: Phase I ESA	$2,800
	Task 2: Waters of the United States (WOTUS) Desktop Assessment	$2,800
	Task 3: Protected Species Habitat Desktop Assessment	$3,000

If this proposal meets with your approval, work may be initiated by returning a fully executed copy of the attached Agreement for Services and *ASTM E1527-21* User Questionnaire attached to this proposal to our San Antonio office. **Please provide site contact information with the signed agreement.** The terms, conditions, and limitations stated in the Agreement for Services and sections of this proposal incorporated therein, shall constitute the exclusive terms and conditions and services to be performed for this project.

We appreciate the opportunity to provide this proposal and look forward to working with you on this project. If you have any questions or comments regarding this proposal or require additional services, please give us a call.

Sincerely,
Terracon Consultants, Inc.

Nicole J. Martinez
Senior Administrative Staff

Dawn McCurry
Senior Environmental Scientist

Attachments: ASTM E1527-21 User Questionnaire
Detailed Scope of Services
Agreement for Services

ASTM E1527-21 User Questionnaire

Date Completed		
Person Completing Questionnaire	Name: Company:	Phone: Email:
Site Name	City of Schertz IH 35 Ground Storage Tank	
Site Address	IH 35, Hope Lane and Tulip Street, Schertz, Guadalupe County, Texas	
Point of Contact for Access	Name: Company:	Phone: Email:
Access Restrictions or Special Site Requirements?	___No ___Yes (If yes, please explain)	
Confidentiality Requirements?	___No ___Yes (If yes, please explain)	
Current Site Owner	Name: Company:	Phone: Email:
Current Site Operator	Name: Company:	Phone: Email:
Reasons for ESA (e.g., financing, acquisition, lease, etc.)		
Anticipated Future Site Use		
Relevant Documents?	Please provide Terracon copies of prior Phase I or II ESAs, Asbestos Surveys, Environmental Permits or Audit documents, Underground Storage Tank documents, Geotechnical Investigations, Site Surveys, Diagrams or Maps, or other relevant reports or documents.	

ASTM User Questionnaire

To qualify for one of the *Landowner Liability Protections (LLPs)* offered by the Small Business Liability Relief and Brownfields Revitalization Act of 2001 (the "*Brownfields Amendments*"), the user must respond to the following inquiries required by 40 C.F.R. §§ 312.25, 312.28, 312.29, 312.30, and 312.31. These inquiries must also be conducted by EPA Brownfield Assessment and Characterization grantees. The *user* should provide the following information to the *environmental professional*. Failure to conduct these inquiries could result in a determination that "*all appropriate* inquiries" is not complete.

1) Did a search of land title records (or judicial records where appropriate) identify any environmental liens filed or recorded against the site under federal, tribal, state, or local law (40 CFR 312.25)?

___No ___Yes (If yes, explain below and send Terracon a copy of the title records or judicial records reviewed.)

2) Did a search of land title records (or judicial records where appropriate) identify any activity and use limitations (AULs), such as engineering controls, land use restrictions, or institutional controls that are in place at the site and/or have been filed or recorded against the site under federal, tribal, state, or local law (40 CFR 312.26)?

___No ___Yes (If yes, explain below and send Terracon a copy of the title records or judicial records reviewed.)

3) Do you have any specialized knowledge or experience related to the site or nearby properties? For example, are you involved in the same line of business as the current or former occupants of the site or an adjoining property so that you would have specialized knowledge of the chemicals and processes used by this type of business (40 CFR 312-28)?

___No ___Yes (If yes, explain below)

4) Do you have actual knowledge of a lower purchase price because contamination is known or believed to be present at the site (40 CFR 312.29)?

___No ___Yes ___Not applicable (If yes or Not applicable, explain below)

5) Are you aware of commonly known or reasonably ascertainable information about the site that would help the environmental professional to identify conditions indicative of releases or threatened releases (40 CFR 312.30)? For example, (a.) Do you know the past uses of the site? (b.) Do you know of specific chemicals that are present or once were present at the site? (c.) Do you know of spills or other chemical releases that have taken place at the site? (d.) Do you know of any environmental cleanups that have taken place at the site?

___No ___Yes (If yes, explain below)

6) Based on your knowledge and experience related to the site, are there any obvious indicators that point to the presence or likely presence of releases at the site (40 CFR 312.31)?

___No ___Yes (If yes, explain below)

Comments or explanations:

Please return this form with the signed authorization to proceed.

DETAILED SCOPE OF SERVICES

1.0 PROJECT INFORMATION

We understand the site consists of nine contiguous tracts of land totaling approximately 2.58-acres located near IH 35 on Hope Lane and Tulip Street in Schertz, Guadalupe County, Texas (see Figure 1 below for approximate site boundaries). According to the Guadalupe County Appraisal District (GCAD) website, all properties remain undeveloped with the exception of a water tank constructed on the southernmost property. We further understand that the anticipated future use of the site is the construction of a ground storage tank, pump station and pump house. If this is not accurate, or if you have additional useful information, please inform us as soon as possible.

Figure 1



2.0 SCOPE OF SERVICES

2.1 Base Phase I ESA Services

The ESA will be performed consistent with the procedures included in ASTM E1527-21, *Standard Practice for Environmental Site Assessments: Phase I Environmental Assessment Process*. The purpose of this ESA is to assist the client in developing information to identify recognized environmental conditions (RECs - as defined below) in connection with the site as reflected by the scope of this proposal. The potential for vapor migration will be addressed as part of a Phase I ESA and will be considered by Terracon in evaluation of RECs associated with the site. If modifications to the scope of services are required, please contact us to discuss proposal revisions.

REC Definition

RECs are defined by ASTM E1527-21 as "(1) the presence of *hazardous substances* or *petroleum products* in, on, or at the *subject property* due to a *release* to the *environment;* (2) the *likely* presence of *hazardous substances* or *petroleum products* in, on, or at the *subject property* due to a *release* or *likely release* to the *environment;* or (3) the presence of *hazardous substances* or *petroleum products* in, on, or at the *subject property* under conditions that pose a *material threat* of a future *release* to the *environment*." This ESA includes consideration of the movement of hazardous substances and petroleum products in any form, including migration of vapor in the subsurface. A d*e minimis* condition is not a REC.

Review of Per- and Polyfluoroalkyl Substances (PFAS)

There are a family of compounds known as per- and polyfluoroalkyl substances (PFAS) which are considered emerging contaminants of concern due to their mobility and longevity in the environment. PFAS have been used in many products, including but not limited to fire-fighting foam, anti-stick coatings, stain and water-repellent coatings, electroplating, and paper products, among others. On July 8, 2024, US EPA designated two PFAS compounds, perfluorooctanoic acid (PFOA) and perfluorooctanesulfonic acid (PFOS), including their salts and structural isomers, as hazardous substances under CERCLA; accordingly, PFOA and PFOS will be evaluated within the scope of E1527-21.

Physical Setting

The physical setting for the site will be described based on a review of the applicable USGS topographic quadrangle map, USDA soil survey, and selected geologic reference information.

Historical Use Information

A review of historical resources, where reasonably ascertainable and readily available, will be conducted in an attempt to document obvious past land use of the site and adjoining properties back to 1940 or when the site was initially developed, whichever is earlier. The following minimum selected references will be obtained and reviewed for the site and adjoining properties, if available:

- Historical topographic maps
- Aerial photographs (approximate 10 to 15-year intervals)
- City directories (approximate 5-year intervals)
- Fire (Sanborn) insurance maps

The following additional historical resources will be reviewed for the site if determined by the Environmental Professional to be warranted, applicable and likely useful:

- Property tax file information
- Building department records
- Prior environmental reports, permits and registrations; or geotechnical report, if provided by the client.
- Site title search information, if provided by client
- Environmental liens, if provided by client
- Zoning records

Pursuant to ASTM E1527-21, the client should engage a title company or title professional to undertake a review of reasonably ascertainable recorded land title records (or judicial records where appropriate) for environmental liens and activity and use limitations currently recorded against or relating to the site. Note that for ASTM E1527-21, title search information reports shall review *land title records* for documents recorded between 1980 and the present for purposes of environmental liens and activity and use limitations. If the client is unable to provide land title records (or judicial records where appropriate), an abstract firm may be contracted by Terracon to perform a review of land title records (or judicial records where appropriate) for an additional fee. Documentation of environmental liens and activity and use limitations, if recorded, will be provided in the land title records (or judicial records where appropriate). Note, however, unless specifically requested within three days of project commencement, Terracon will rely on the client to provide land title records (or judicial records where appropriate). If land title records (or judicial records where appropriate) are not provided for review in a timely manner, Terracon may conclude that the absence of records represents a data gap, which must be evaluated and documented in the final report.

The client and the current owner or their representative will be interviewed to provide information regarding past uses of the site and information pertaining to the use of hazardous substances and petroleum products on the site. Additionally, a reasonable attempt will be made to interview past owners, operators, and occupants of the site to the extent that they are identified within the scope of the ESA and are likely to have material information that is not duplicative of information already obtained through the assessment process.

Regulatory Records Review

Consistent with ASTM E1527-21, federal, state, and tribal databases, where applicable and within ASTM-defined minimum search distances from the nearest property boundary, will be reviewed for indications of RECs. A database firm will be subcontracted to access governmental records used in this portion of the assessment. Additional federal, state, and local databases may be reviewed if provided by the database firm. Determining the location of unmapped facilities is beyond the scope of this assessment.

In addition to the database review and if customary practice for the site location, an attempt will be made to review reasonably ascertainable and useful local lists or records such as Brownfield sites, landfill/solid waste disposal sites, registered storage tanks, land records, emergency release reports, and contaminated public wells. A reasonable attempt will also be made to interview at least one staff member of any one of the following types of local government agencies: fire department, health agency, planning department, building department, or environmental department. As an alternative, a written request for information may be submitted to the local agencies.

The scope of work proposed herein includes up to two hours of regulatory agency file and/or records review, including client-provided reports and files. If the results of this initial review appear to warrant a more extensive review of applicable regulatory agency files and/or records, a cost estimate will be provided to the client for pre-approval. Review of regulatory files and/or records, when authorized, will be for the purpose of identifying RECs. Please note that all requested files may not be available from regulatory agencies within the client's requested project schedule.

Site and Adjoining/Surrounding Property Reconnaissance

A site reconnaissance will be conducted to identify RECs. The reconnaissance will consist of visual observations of the site from the site boundaries and selected interior portions of the site. The site reconnaissance will include, where applicable, an interview with site personnel who the client has identified as having knowledge of the uses and physical characteristics of the site. Pertinent observations from the site reconnaissance will be documented including:

- Site description
- General site operations
- Features, activities, uses, and conditions of the site relevant to identifying *RECs*

The adjoining property reconnaissance will consist of visual observations of the adjoining/surrounding properties from the site boundaries and accessible public rights-of-way.

Report Preparation

A PDF-formatted copy of the final report will be submitted that presents the results of this assessment, based upon the scope of services and limitations described herein. The final report will be signed by an environmental professional responsible for the Phase I ESA, and the report will contain an environmental professional statement as required by 40 CFR 312.21(d). Recommendations will be developed as part of the Phase I ESA scope of services.

Additional Services Not Included

The following services, although not specifically required by ASTM E1527-21, may also be performed concurrently with ESAs and may be beneficial for the evaluation of environmental conditions and/or an evaluation of specific business environmental risks at the site. At your direction, these services have not been included as part of the scope of services for this ESA. Please note that this list is not all-inclusive. If you seek additional services, please contact us for a supplemental proposal and cost estimate.

- Radon Records Review
- Lead in Drinking Water Records Review
- Historic Properties/Archaeological Resources Review
- ASTM E 2600-22 Vapor Encroachment Screen
- Regulatory Agency File Review

If the site is intended for future development, Terracon can also provide proposals for geotechnical investigations, geologic hazards (like growth faulting), construction materials testing, construction draw reviews and scope and budget review services.

2.2 Waters of the United States (WOTUS) Desktop Assessment

This desktop review will assist Terracon in preliminarily identifying the potential presence of drainage ways, streams, rivers, wetlands, ponds, and other aquatic features with the potential to be regulated as Waters of the U.S. (WOTUS) under Section 404 of the Clean Water Act (33CFR §320-330). Terracon will conduct background research that will consist of reviewing previous Terracon reports (if any), aerial imagery, historical topographic maps, LiDAR, plant species data, United States Fish and Wildlife Service (USFWS) National Wetlands Inventory (NWI) maps, soil data from the Natural Resources Conservation Service (NRCS), Federal Emergency Management Agency (FEMA) Flood Insurance Rate Maps (FIRM), and other related, readily available data necessary for the desktop review of site conditions. In addition to GIS sources, Terracon will investigate the presence and/or availability of prior investigations at the property. If prior investigations are identified, findings will be discussed in the desktop review.

This desktop review will assist in identifying potential aquatic resources and drainage patterns on the proposed study area. Terracon will review this background information to make a preliminary determination based on Terracon's opinions and experiences of the areas that could potentially be categorized as WOTUS and areas that may not be subject to regulation under Section 404. A brief report will be produced documenting the findings from the review.

Task-Specific Limitations and Considerations

Terracon understands the Client is seeking an evaluation of the aquatic features within the provided site boundary (Figure 1) in accordance with current regulations. It should be noted that aquatic resources are constantly evolving systems. The scope of this desktop WOTUS review as proposed herein, effects of man-made disturbances and/or temporal variations (e.g., rainfall, season, drought), and or subjective interpretation of data may preclude assessment in conformance with USACE requirements and significantly affect findings, conclusions, and recommendations. Additionally, USACE and Environmental Protection Agency (EPA) regulations and guidance under Section 404 is continually evolving subject to court decisions, rule changes, and Executive Orders. Terracon intends to conduct the preliminary jurisdictional assessment under the most up-to-date regulatory guidance information; however, unanticipated changes in regulatory guidance resulting from additional court decisions, orders, etc. could be encountered and may necessitate additional scopes of work and fees not included herein.

This scope of work does not include an effort to inform, confirm, coordinate, or otherwise communicate Terracon's findings with the USACE, Environmental Protection Agency, or other regulatory agencies.

2.3 Protected Species Habitat Desktop Assessment

To provide the information necessary to demonstrate compliance with the Endangered Species Act (ESA) and applicable state and local regulations, Terracon proposes to conduct a Protected Species Habitat Desktop Assessment. Qualified biologists will conduct a comprehensive desktop review of best available data to evaluate the presence (both historically and contemporarily) of potentially suitable habitat for threatened and endangered species (including migratory bird, bat, and plant species) in the study area. The review will be conducted within the context of the specific study area and will include an assessment at the state, county, and local (i.e., United States Geological Survey (USGS) quadrangle) scale. The review may utilize data from the following:

- USFWS Information for Planning and Consultation (IPaC) database
- The USFWS critical habitat database and aerial imagery from multiple public sources
- Texas Parks and Wildlife Department (TPWD) Natural Diversity Database
- TPWD Annotated County lists of Rare Species
- TPWD Ecological Mapping System of Texas (EMST)
- USGS land cover database
- Other readily available geographic information systems (GIS) data and species databases

To document the findings on the desktop review, Terracon will produce a desktop report that will include an assessment of the potential effect on listed species will be made in

consideration of the presence of suitable habitat (based on the desktop review), the likelihood for listed species to make use of suitable habitat, the likelihood for listed species to be present on the site as evidenced by online resources, and/or the likelihood for potential project effects on listed species. Suitable avoidance and minimization measures to minimize adverse effects may be taken into account, as appropriate and in coordination with the client, but only on a preliminary, conceptual basis.

Based on resource document data and known regulatory requirements, preliminary recommendations will be formulated as appropriate, and the findings, along with a discussion of the regulatory framework, assessment methodology, and applicable limitations, are documented in the report.

Task-Specific Limitations and Considerations

This task does not include an on-site habitat assessment, monitoring for species during construction, or negotiation for mitigation with resource agencies. If needed per the results of the Protected Species Habitat Desktop Assessment, Terracon can provide additional surveys or agency coordination under a separate scope of work. This report does not constitute a formal habitat assessment or presence/absence survey for any regulated species.

Readily available resources do not typically include comprehensive records of documented sightings as such information is generally not made available to the public. No determination can wholly eliminate uncertainty regarding project effects on listed species. The determinations, findings, and conclusions provided in this scope of services should not be considered authoritative. The limited scope of services described herein may not allow a conclusive determination to be made. In such cases, additional assessments may be recommended.

From previous coordination and communication with the USFWS, that agency does not offer concurrence with no effect determinations, and typically does not provide further correspondence regarding no effect determinations. However, if there is a finding of potential impacts on the sites, the report will need to be submitted for their review. Coordination with USFWS beyond the initial IPaC inquiry and/or a concurrence letter is not included in the scope of services for this task. Species-specific surveys are not included in this proposal.

3.0 Schedule

Services will be initiated upon receipt of the written notice to proceed.

Phase I ESA

The final report will be submitted within 15 business days after receipt of your written notice to proceed, assuming site access can be obtained within three days after the notice to proceed.

To comply with the proposed schedule, please provide the following items at the time of notification to proceed.

- A signed Agreement for Services evidencing acceptance of this scope of services.
- The completed ASTM E1527-21 User Questionnaire, supplied as an attachment to this proposal.
- Right of entry to conduct the assessment, including access to building interiors.
- Notification of any restrictions or special requirements (such as confidentiality, scheduling, or on-site safety requirements) regarding accessing the site.
- An accurate legal description and/or a diagram of the site such as a surveyor's plat map or scaled architect's drawing (if such diagrams exist).
- Current site owner, property manager, occupant information (including tenant list), and contact information for persons knowledgeable about the site history including current and historical use of hazardous substances and petroleum products on site (e.g., names, phone numbers, etc.).
- Copies of environmental reports, permits and registrations, and geotechnical reports that were previously prepared for the site.
- Information relating to known or suspect environmental conditions at the site, including commonly known or reasonable ascertainable information within the local community about the site that is material to RECs in connection with the site.
- Information about environmental liens and activity and use limitations for the site, if any.
- Specialized knowledge or experience that is material to RECs in connection with the site, if any.
- Knowledge that the purchase price of the site is significantly less than the purchase price of comparable properties.
- Land title records **between 1980 and present**.

Please note that requested regulatory files or other information may not be provided to Terracon by the issuance date of the report. Consideration of information not received by the issuance date of the report is beyond the scope of this ESA.

Waters of the United States Desktop Assessment

The draft report will be submitted to the client within 20 business days from written notice to proceed for the task. The final report will be submitted to the client within 10 business days following the receipt of consolidated comments, if any.

Protected Species Habitat Desktop Assessment

The draft report will be submitted to the client within 20 business days from written notice to proceed for the task. The final report will be submitted to the client within 10 business days following the receipt of consolidated comments, if any.

4.0 Reliance

The ESA report will be prepared for the exclusive use and reliance of Unintech Consulting Engineers, Inc. and the City of Schertz. Reliance by any other party is prohibited without the written authorization of the client and Terracon.

If the client is aware of additional parties that will require reliance on the ESA report, the names, addresses, and relationship of these parties should be provided for Terracon approval prior to the time of authorization to proceed. Terracon may grant reliance on the ESA report to those approved parties upon receipt of a fully executed Reliance Agreement (available upon request) and receipt of information requested in the Reliance Agreement. If, in the future, the client and Terracon consent to reliance on the ESA by a third party, Terracon may grant reliance upon receipt of a fully executed Reliance Agreement, requested information and receipt of an additional minimum fee of $250 per relying party.

Reliance on the ESA by the client and all authorized parties will be subject to the terms, conditions, and limitations stated in the Agreement for Services, sections of this proposal incorporated therein, the Reliance Agreement, and ESA report. The limitation of liability defined in the Agreement for Services is the aggregate limit of Terracon's liability to the client and all relying parties.

Continued viability of the report is subject to ASTM E1527-21 Section 4.6. If the ESA will be used by a different user (third party) than the user for whom the ESA was originally prepared, the third party must also satisfy the user's responsibilities in Section 6 of ASTM E1527-21.

4.1 Scope and Report Limitations

Client shall secure all necessary site related approvals, permits, licenses, and consents necessary to commence and complete the Services and will execute any necessary site access agreement. Terracon will be responsible for supervision and site safety measures for its own employees but shall not be responsible for the supervision or health and safety precautions for any third parties, including Client's contractors, subcontractors, or other parties present at the site. In addition, Terracon retains the right to stop work without penalty at any time Terracon believes it is in the best interests of Terracon's employees or subcontractors to do so in order to reduce the risk of exposure to unsafe site conditions. Client agrees it will respond quickly to all requests for information made by Terracon related to Terracon's pre-task planning and risk assessment processes.

The fee is valid for 90 days from the date of this proposal and is based on the assumption that all field services will be performed under safety Level D personal protective procedures and that only one site visit will be made by Terracon personnel. The lump sum fee is based on the assumptions and conditions provided at the time of this proposal.

The findings and conclusions presented in the final report will be based on the site's current utilization, the anticipated future use of the site, if provided to Terracon, and the information collected as discussed in this proposal. Please note that we do not warrant database or third- party information (such as from interviewees) or regulatory agency information used in the compilation of reports.

Phase I ESAs, such as the one proposed for this site, are of limited scope, are noninvasive, and cannot eliminate the potential that hazardous, toxic, or petroleum substances are present or have been released at the site beyond what is identified by the limited scope of this ESA. In conducting the limited scope of services described herein, certain sources of information and public records will not be reviewed. It should be recognized that environmental concerns may be documented in public records that are not reviewed. This ESA does not include subsurface or other invasive assessments, vapor intrusion assessments or indoor air quality assessments (i.e., evaluation of the presence of vapors within a building structure), business environmental risk evaluations (unless specifically requested in Section 2.2 of this proposal), or other services not particularly identified and discussed herein. No ESA can wholly eliminate uncertainty regarding the potential for RECs. The limitations herein must be considered when the user of this report formulates opinions as to risks associated with the site. No warranties, express or implied, are intended or made.

An evaluation of significant data gaps will be based on the information available at the time of report issuance, and an evaluation of information received after the report issuance date may result in an alteration of our opinions and conclusions. We have no obligation to provide information obtained or discovered by us after the date of the report, or to perform any additional services, regardless of whether the information would affect any conclusions, recommendations, or opinions in the report. This disclaimer specifically applies to any information that has not been provided by the client.

Reference Number: P90257361

AGREEMENT FOR SERVICES

This **AGREEMENT** is between Unintech Consulting Engineers Inc ("Client") and Terracon Consultants, Inc. ("Consultant") for Services to be provided by Consultant for Client on the City of Schertz IH 35 Ground Storage Tank project ("Project"), as described in Consultant's Proposal dated 07/07/2025 ("Proposal"), including but not limited to the Project Information section, unless the Project is otherwise described in Exhibit A to this Agreement (which section or Exhibit is incorporated into this Agreement).

1. **Scope of Services.** The scope of Consultant's services is described in the Proposal, including but not limited to the Scope of Services section ("Services"), unless Services are otherwise described in Exhibit B to this Agreement (which section or exhibit is incorporated into this Agreement). Portions of the Services may be subcontracted. When Consultant subcontracts to other individuals or companies, then consultant will collect from Client on the Subcontractors' behalf. Consultant's Services do not include the investigation or detection of, nor do recommendations in Consultant's reports address the presence or prevention of biological pollutants (e.g., mold, fungi, bacteria, viruses, or their byproducts) or occupant safety issues, such as vulnerability to natural disasters, terrorism, or violence. If Services include purchase of software, Client will execute a separate software license agreement. Consultant's findings, opinions, and recommendations are based solely upon data and information obtained by and furnished to Consultant at the time of the Services.
2. **Acceptance/ Termination.** Client agrees that execution of this Agreement is a material element of the consideration Consultant requires to execute the Services, and if Services are initiated by Consultant prior to execution of this Agreement as an accommodation for Client at Client's request, both parties shall consider that commencement of Services constitutes formal acceptance of all terms and conditions of this Agreement. Additional terms and conditions may be added or changed only by written amendment to this Agreement signed by both parties. In the event Client uses a purchase order or other form to administer this Agreement, the use of such form shall be for convenience purposes only and any additional or conflicting terms it contains are stricken. This Agreement shall not be assigned by either party without prior written consent of the other party. Either party may terminate this Agreement or the Services upon written notice to the other. In such case, Consultant shall be paid costs incurred and fees earned to the date of termination plus reasonable costs of closing the Project.
3. **Change Orders.** Client may request changes to the scope of Services by altering or adding to the Services to be performed. If Client so requests, Consultant will return to Client a statement (or supplemental proposal) of the change setting forth an adjustment to the Services and fees for the requested changes. Following Client's review, Client shall provide written acceptance. If Client does not follow these procedures, but instead directs, authorizes, or permits Consultant to perform changed or additional work, the Services are changed accordingly and Consultant will be paid for this work according to the fees stated or its current fee schedule. If project conditions change materially from those observed at the site or described to Consultant at the time of proposal, Consultant is entitled to a change order equitably adjusting its Services and fee.
4. **Compensation and Terms of Payment.** Client shall pay compensation for the Services performed at the fees stated in the Proposal, including but not limited to the Compensation section, unless fees are otherwise stated in Exhibit C to this Agreement (which section or Exhibit is incorporated into this Agreement). If not stated in either, fees will be according to Consultant's current fee schedule. Fee schedules are valid for the calendar year in which they are issued. Fees do not include sales tax. Client will pay applicable sales tax as required by law. Consultant may invoice Client at least monthly and payment is due upon receipt of invoice. Client shall notify Consultant in writing, at the address below, within 15 days of the date of the invoice if Client objects to any portion of the charges on the invoice, and shall promptly pay the undisputed portion. Client shall pay a finance fee of 1.5% per month, but not exceeding the maximum rate allowed by law, for all unpaid amounts 30 days or older. Client agrees to pay all collection-related costs that Consultant incurs, including attorney fees. Consultant may suspend Services for lack of timely payment. It is the responsibility of Client to determine whether federal, state, or local prevailing wage requirements apply and to notify Consultant if prevailing wages apply. If it is later determined that prevailing wages apply, and Consultant was not previously notified by Client, Client agrees to pay the prevailing wage from that point forward, as well as a retroactive payment adjustment to bring previously paid amounts in line with prevailing wages. Client also agrees to defend, indemnify, and hold harmless Consultant from any alleged violations made by any governmental agency regulating prevailing wage activity for failing to pay prevailing wages, including the payment of any fines or penalties.
5. **Third Party Reliance.** This Agreement and the Services provided are for Consultant and Client's sole benefit and exclusive use with no third party beneficiaries intended. Reliance upon the Services and any work product is limited to Client, and is not intended for third parties other than those who have executed Consultant's reliance agreement, subject to the prior approval of Consultant and Client.
6. **LIMITATION OF LIABILITY. CLIENT AND CONSULTANT HAVE EVALUATED THE RISKS AND REWARDS ASSOCIATED WITH THIS PROJECT, INCLUDING CONSULTANT'S FEE RELATIVE TO THE RISKS ASSUMED, AND AGREE TO ALLOCATE CERTAIN OF THE ASSOCIATED RISKS. TO THE FULLEST EXTENT PERMITTED BY LAW, THE TOTAL AGGREGATE LIABILITY OF CONSULTANT (AND ITS RELATED CORPORATIONS AND EMPLOYEES) TO CLIENT AND THIRD PARTIES GRANTED RELIANCE IS LIMITED TO THE GREATER OF $10,000 OR CONSULTANT'S FEE, FOR ANY AND ALL INJURIES, DAMAGES, CLAIMS, LOSSES, OR EXPENSES (INCLUDING ATTORNEY AND EXPERT FEES) ARISING OUT OF CONSULTANT'S SERVICES OR THIS AGREEMENT. PRIOR TO ACCEPTANCE OF THIS AGREEMENT AND UPON WRITTEN REQUEST FROM CLIENT, CONSULTANT MAY NEGOTIATE A HIGHER LIMITATION FOR ADDITIONAL CONSIDERATION IN THE FORM OF A SURCHARGE TO BE ADDED TO THE AMOUNT STATED IN THE COMPENSATION SECTION OF THE PROPOSAL. THIS LIMITATION SHALL APPLY REGARDLESS OF AVAILABLE PROFESSIONAL LIABILITY INSURANCE COVERAGE, CAUSE(S), OR THE THEORY OF LIABILITY, INCLUDING NEGLIGENCE, INDEMNITY, OR OTHER RECOVERY. THIS LIMITATION SHALL NOT APPLY TO THE EXTENT THE DAMAGE IS PAID UNDER CONSULTANT'S COMMERCIAL GENERAL LIABILITY POLICY.**
7. **Indemnity/Statute of Limitations.** Consultant and Client shall indemnify and hold harmless the other and their respective employees from and against legal liability for claims, losses, damages, and expenses to the extent such claims, losses, damages, or expenses are legally determined to be caused by their negligent acts, errors, or omissions. In the event such claims, losses, damages, or expenses are legally determined to be caused by the joint or concurrent negligence of Consultant and Client, they shall be borne by each party in proportion to its own negligence under comparative fault principles. Neither party shall have a duty to defend the other party, and no duty to defend is hereby created by this indemnity provision and such duty is explicitly waived under this Agreement. Causes of action arising out of Consultant's Services or this Agreement regardless of cause(s) or the theory of liability, including negligence, indemnity or other recovery shall be deemed to have accrued and the applicable statute of limitations shall commence to run not later than the date of Consultant's substantial completion of Services on the project.
8. **Warranty.** Consultant will perform the Services in a manner consistent with that level of care and skill ordinarily exercised by members of the profession currently practicing under similar conditions in the same locale. **EXCEPT FOR THE STANDARD OF CARE PREVIOUSLY STATED, CONSULTANT MAKES NO WARRANTIES OR GUARANTEES, EXPRESS OR IMPLIED, RELATING TO CONSULTANT'S SERVICES AND CONSULTANT DISCLAIMS ANY IMPLIED WARRANTIES OR WARRANTIES IMPOSED BY LAW, INCLUDING WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE.**
9. **Insurance.** Consultant represents that it now carries, and will continue to carry: (i) workers' compensation insurance in accordance with the laws of the states having jurisdiction over Consultant's employees who are engaged in the Services, and employer's liability insurance ($1,000,000); (ii) commercial general liability insurance ($2,000,000 occ / $4,000,000 agg); (iii) automobile liability insurance ($2,000,000 B.I. and P.D. combined single

limit); (iv) umbrella liability ($5,000,000 occ / agg); and (v) professional liability insurance ($1,000,000 claim / agg). Certificates of insurance will be provided upon request. Client and Consultant shall waive subrogation against the other party on all general liability and property coverage.

10. **CONSEQUENTIAL DAMAGES. NEITHER PARTY SHALL BE LIABLE TO THE OTHER FOR LOSS OF PROFITS OR REVENUE; LOSS OF USE OR OPPORTUNITY; LOSS OF GOOD WILL; COST OF SUBSTITUTE FACILITIES, GOODS, OR SERVICES; COST OF CAPITAL; OR FOR ANY SPECIAL, CONSEQUENTIAL, INDIRECT, PUNITIVE, OR EXEMPLARY DAMAGES.**
11. **Dispute Resolution.** Client shall not be entitled to assert a Claim against Consultant based on any theory of professional negligence unless and until Client has obtained the written opinion from a registered, independent, and reputable engineer, architect, or geologist that Consultant has violated the standard of care applicable to Consultant's performance of the Services. Client shall provide this opinion to Consultant and the parties shall endeavor to resolve the dispute within 30 days, after which Client may pursue its remedies at law. This Agreement shall be governed by and construed according to Kansas law.
12. **Subsurface Explorations.** Subsurface conditions throughout the site may vary from those depicted on logs of discrete borings, test pits, or other exploratory services. Client understands Consultant's layout of boring and test locations is approximate and that Consultant may deviate a reasonable distance from those locations. Consultant will take reasonable precautions to reduce damage to the site when performing Services; however, Client accepts that invasive services such as drilling or sampling may damage or alter the site. Site restoration is not provided unless specifically included in the Services.
13. **Testing and Observations.** Client understands that testing and observation are discrete sampling procedures, and that such procedures indicate conditions only at the depths, locations, and times the procedures were performed. Consultant will provide test results and opinions based on tests and field observations only for the work tested. Client understands that testing and observation are not continuous or exhaustive, and are conducted to reduce - not eliminate - project risk. Client shall cause all tests and inspections of the site, materials, and Services performed by Consultant to be timely and properly scheduled in order for the Services to be performed in accordance with the plans, specifications, contract documents, and Consultant's recommendations. No claims for loss or damage or injury shall be brought against Consultant by Client or any third party unless all tests and inspections have been so performed and Consultant's recommendations have been followed. Unless otherwise stated in the Proposal, Client assumes sole responsibility for determining whether the quantity and the nature of Services ordered by Client is adequate and sufficient for Client's intended purpose. Client is responsible (even if delegated to contractor) for requesting services, and notifying and scheduling Consultant so Consultant can perform these Services. Consultant is not responsible for damages caused by Services not performed due to a failure to request or schedule Consultant's Services. Consultant shall not be responsible for the quality and completeness of Client's contractor's work or their adherence to the project documents, and Consultant's performance of testing and observation services shall not relieve Client's contractor in any way from its responsibility for defects discovered in its work, or create a warranty or guarantee. Consultant will not supervise or direct the work performed by Client's contractor or its subcontractors and is not responsible for their means and methods. The extension of unit prices with quantities to establish a total estimated cost does not guarantee a maximum cost to complete the Services. The quantities, when given, are estimates based on contract documents and schedules made available at the time of the Proposal. Since schedule, performance, production, and charges are directed and/or controlled by others, any quantity extensions must be considered as estimated and not a guarantee of maximum cost.
14. **Sample Disposition, Affected Materials, and Indemnity.** Samples are consumed in testing or disposed of upon completion of the testing procedures (unless stated otherwise in the Services). Client shall furnish or cause to be furnished to Consultant all documents and information known or available to Client that relate to the identity, location, quantity, nature, or characteristic of any hazardous waste, toxic, radioactive, or contaminated materials ("Affected Materials") at or near the site, and shall immediately transmit new, updated, or revised information as it becomes available. Client agrees that Consultant is not responsible for the disposition of Affected Materials unless specifically provided in the Services, and that Client is responsible for directing such disposition. In no event shall Consultant be required to sign a hazardous waste manifest or take title to any Affected Materials. Client shall have the obligation to make all spill or release notifications to appropriate governmental agencies. The Client agrees that Consultant neither created nor contributed to the creation or existence of any Affected Materials conditions at the site and Consultant shall not be responsible for any claims, losses, or damages allegedly arising out of Consultant's performance of Services hereunder, or for any claims against Consultant as a generator, disposer, or arranger of Affected Materials under federal, state, or local law or ordinance.
15. **Ownership of Documents.** Work product, such as reports, logs, data, notes, or calculations, prepared by Consultant shall remain Consultant's property. Proprietary concepts, systems, and ideas developed during performance of the Services shall remain the sole property of Consultant. Files shall be maintained in general accordance with Consultant's document retention policies and practices.
16. **Utilities.** Unless otherwise stated in the Proposal, Client shall provide the location and/or arrange for the marking of private utilities and subterranean structures. Consultant shall take reasonable precautions to avoid damage or injury to subterranean structures or utilities. Consultant shall not be responsible for damage to subterranean structures or utilities that are not called to Consultant's attention, are not correctly marked, including by a utility locate service, or are incorrectly shown on the plans furnished to Consultant.
17. **Site Access and Safety.** Client shall secure all necessary site related approvals, permits, licenses, and consents necessary to commence and complete the Services and will execute any necessary site access agreement. Consultant will be responsible for supervision and site safety measures for its own employees, but shall not be responsible for the supervision or health and safety precautions for any third parties, including Client's contractors, subcontractors, or other parties present at the site. In addition, Consultant retains the right to stop work without penalty at any time Consultant believes it is in the best interests of Consultant's employees or subcontractors to do so in order to reduce the risk of exposure to unsafe site conditions. Client agrees it will respond quickly to all requests for information made by Consultant related to Consultant's pre-task planning and risk assessment processes.

Consultant:	**Terracon Consultants, Inc.**	Client:	**Unintech Consulting Engineers Inc**
By:	Dawn McCurry Date: **7/7/2025**	By:	Date:
Name/Title:	**Dawn McCurry / Senior Environmental Scientist**	Name/Title:	
Address:	**6000 Northwest Pkwy Ste 100** **San Antonio, TX 78249-3346**	Address:	**2431 E Evans Rd** **San Antonio, TX 78259-2755**
Phone:	**(210) 641-2112** Fax: **(210) 641-2124**	Phone:	**(210) 641-6003** Fax:
Email:	**Dawn.McCurry@terracon.com**	Email:	

Project Type: Water **Project Code:** TBD

Project Title: IH I35 Ground Storage Tank and Pumping Station

Project Manager: Engineering

Location Description: IH 35 Water Plant

Project Summary: Construction of a new 3-million-gallon Ground Storage Tank (GST) and pump station. The GST will be used to fill the existing I-35 Elevated Storage Tank and provide additional water storage capacity. The new GST will receive water from the East Live Oak Water Plant. This project will include addressing some access issues to the water pumping site. 2050-W6

Start Date: Aug-25

Completion Date: Sep-27

Project Forecast

	Prior Appropriation	2025-26	2026-27	2027-28	2028-29	2029-30	2030-2040	Total Cost
Funding Source								
Water/Sewer Reserves	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Bonds	$ 3,000,000	$ 11,550,000	$ -	$ -	$ -	$ -	$ -	$ 14,550,000
Other	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Total Funding Source	$ 3,000,000	$ 11,550,000	$ -	$ -	$ -	$ -	$ -	$ 14,550,000

Expenditure	Prior Expenditure							
Land Acquisition	$ -	$ 250,000	$ -	$ -	$ -	$ -	$ -	$ 250,000
Professional Services	$ 50,000	$ 1,150,000	$ 100,000	$ -	$ -	$ -	$ -	$ 1,300,000
Construction	$ -	$ 3,000,000	$ 10,000,000	$ -	$ -	$ -	$ -	$ 13,000,000
Total Expenditure	$ 50,000	$ 4,400,000	$ 10,100,000	$ -	$ -	$ -	$ -	$ 14,550,000

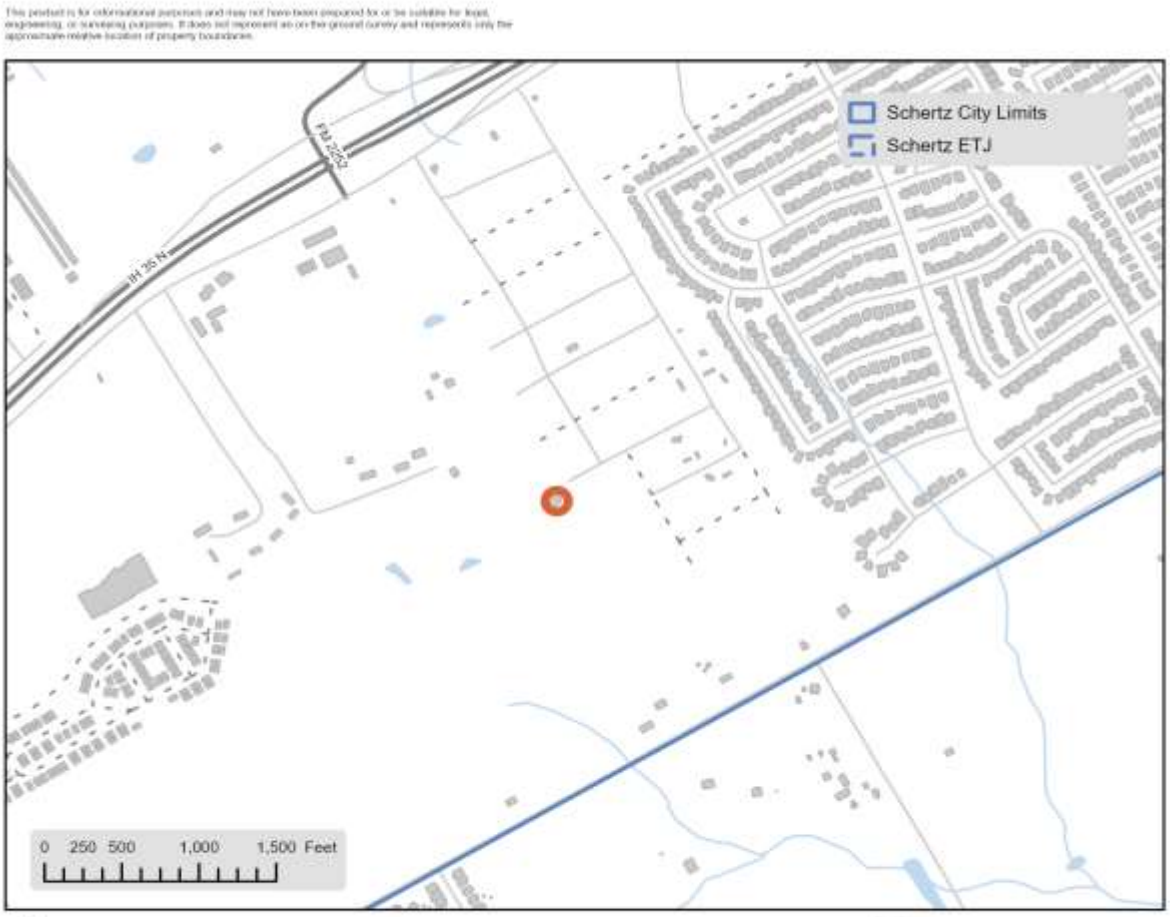
Funding Source

1. **ARP**
2. **Sewer Impact Fees**
3. **Water Impact Fees**
4. **Water Reserves**
5. **W/Sewer Reserves**
6. **Bonds**
7. **EDC**
8. **TxDOT**
9. **Reimbursable**
10. **Grant Fund**
11. **General Fund**
12. **Drainage**
13. **Drainage/Streets**
14. **Combined 50% Bonds/50% Grants**
15. **Other**

Project Type:	Water	**Project Code:**	TBD

Project Title: IH I35 Ground Storage Tank and Pumping Station

Location:



Agenda No. 7.

CITY COUNCIL MEMORANDUM

City Council Meeting:	**August 19, 2025**
Department:	**Engineering**
Subject:	**Resolution 25-R-103 – Authorizing a Wastewater Easement Agreement for the easement along Parcel 5 of the IH 35NEX Sewer Relocation Project (B.James/K.Woodlee/E.Schulze)**

BACKGROUND

Due to conflicts with the Texas Department of Transportation's (TxDOT) proposed IH 35 NEX project, the City must relocate existing water and sewer mains. The City currently has sewer mains located within existing easements that are now encroached upon by the interstate right-of-way. New easements are being acquired and Resolution 25-R-049 authorized the City Manager to execute easement documents in conjunction with the relocation project. The cost of the easement for Parcel 5 exceeds $50,000 which requires Council approval.

GOAL

The goal of Resolution 25-R-103 is to authorize payment for the easement on Parcel 5.

COMMUNITY BENEFIT

The relocation of utilities will allow for the continuation of service to residents and businesses along the IH 35 corridor.

SUMMARY OF RECOMMENDED ACTION

Staff recommends approval of payment for the easement on Parcel 5.

FISCAL IMPACT

The negotiated agreed-upon price of the easement for Parcel 5 is $56,124.32, which includes title and escrow fees. The total cost of all easements acquired for the IH 35 NEX project is $111,788.92. The initial funding for the easement acquisition will be from Water and Sewer Construction Reserves and will later be reimbursed from the State of Texas due to this being an interstate highway project.

RECOMMENDATION

Approve Resolution 25-R-103.

Attachments

Resolution 25-R-103

RESOLUTION 25-R-103

A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF SCHERTZ, TEXAS AUTHORIZING THE PAYMENT FOR THE EASEMENT ALONG PARCEL 5 OF THE IH 35 NEX PROJECT.

WHEREAS, the Texas Department of Transportation (TxDOT) is undertaking the Interstate Highway 35 North East Expansion (IH 35 NEX) Project and has acquired additional right of way for the widening of the highway; and

WHEREAS, the City of Schertz has existing utilities and easements that are now in conflict with the planned TXDOT improvements to IH 35; and

WHEREAS, the State of Texas will pay to the City of Schertz the costs incurred in adjustment, removal, and relocation of the existing utilities, including easements; and

WHEREAS, the City Council authorized a Task Order Agreement with Halff Associates, Inc. for the design services which includes easement acquisition services in Resolution 23-R-106; and

WHEREAS, Halff Associates Inc. has negotiated with the property owner and the property owner has agreed to the offer to acquire the easement; and

WHEREAS, the City Council authorized the City Manager to execute easement documents in conjunction with the utility relocation in Resolution 25-R-049; and

WHEREAS, City Staff has recommended that the City purchase the easement on Parcel 5 for the relocation of utilities along Interstate Highway 35.

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

Section 1. The City Council hereby authorizes the payment of $56,124.32 for the easement along Parcel 5 in substantially the form set forth on Attachment 1.

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

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

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

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

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

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

PASSED AND APPROVED on the _____ day of _____, 2025.

CITY OF SCHERTZ, TEXAS

_____
Ralph Gutierrez, Mayor

ATTEST:

_____
Sheila Edmondson, City Secretary

Exhibit A

Wastewater Easement Agreement for Parcel 5 IH 35 NEX Project

August 4, 2025
AVO 35005.015

City of Schertz
Attn: Eric Schulze, PE
City of Schertz
10 Commercial Place, Bldg 2
Schertz, TX 78154

Re: Parcel No.: 5, Funding Request Package

Dear Eric:
The following documents are enclosed in support of a payment request in the amount of **$56,124.32** to Alamo Title Company.:

1. Copy of Water Easement Agreement (will be executed by City at closing)
2. Alamo Title Company W9
3. Copy of Preliminary HUD

The property is a partial acquisition, and no displacement will occur. The Deletion of Arbitration Provision will be signed at closing. There are no parties in adverse possession and are no visible or apparent easements located on the parcel that is not addressed in the title commitment.

The title company will distribute the funds and be requested to collect and pay taxes for prior years, if any. Pertaining to taxes for the current year, the title company will have the seller sign a notification that the seller will be responsible for a prorate share of taxes for the year 2025 which will be billed by the taxing agency(s) at a later date.

Processing for payment is requested. If you have any questions or comments, please do not hesitate to contact me at 956-445-5238 or lcorpus@halff.com. Thank you.

Sincerely,
HALFF ASSOCIATES, INC.

Lorena Corpus
ROW Specialist

Enclosures

NOTICE OF CONFIDENTIALITY RIGHTS: IF YOU ARE A NATURAL PERSON, YOU MAY REMOVE OR STRIKE ANY OR ALL OF THE FOLLOWING INFORMATION FROM THIS INSTRUMENT BEFORE IT IS FILED FOR RECORD IN THE PUBLIC RECORDS: YOUR SOCIAL SECURITY NUMBER OR YOUR DRIVER'S LICENSE NUMBER.

WASTEWATER EASEMENT AGREEMENT

THE STATE OF TEXAS §
§
COUNTY OF COMAL §

GRANT OF EASEMENT:

NOLLEY CARIBEEAN PROPERTIES, LLC a Wyoming limited liability company, 300 Arcadia Court, 9370 McKnight Drive, Pittsburgh, PA 15237-5548. ("Grantor"), for the sum of Fifty-Five Thousand and No/100 Dollars ($55,000.00) and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged and confessed, does hereby grant, sell and convey unto **THE CITY OF SCHERTZ, TEXAS**, a Texas home-rule city, with offices located at 1400 Schertz Parkway, Schertz, Texas 78154 ("Grantee"), an easement and right-of-way ("Easement") upon and across the property of Grantor which is more particularly described on **Exhibit "A"**, attached hereto and incorporated herein by reference ("Easement Tract"),

TO HAVE AND TO HOLD the same perpetually to Grantee and its successors and assigns, together with the rights, and privileges and on the terms and conditions set forth below; and Grantor, subject to the Exceptions, to Warranty, does hereby covenant and agree to WARRANT AND FOREVER DEFEND title to the Easement herein granted, unto Grantee, its successors and assigns, against every person whomsoever lawfully claiming or to claim the same or any part thereof.

Terms and Conditions: The following terms and conditions apply to the Easement granted by this agreement:

1. *Definitions.* For the purposes of this grant of Easement certain terms shall have the meanings that follow:

   (a) "Holder" shall mean Grantee and Grantee's heirs, successors and assigns who at any time own any interest in the conveyance is subject to the terms of this agreement.

   (b) "Public Utility" shall mean wastewater facilities.

2. *Character of Easement.* The Easement granted herein is "in gross," in that there is no "Benefitted Property." Nevertheless, the Easement rights herein granted shall pass to Grantee's successors and assigns, subject to all of the Terms hereof. The

Easement rights of use granted herein are nonexclusive and irrevocable. The Easement is for the benefit of Holder.

3. *Purpose of Easement.* The Easement shall be used for public utility purposes, including placement, construction, installation, replacement, repair, maintenance, relocation, removal, and operation of public utility facilities and related appurtenances, or making connections thereto. The Easement shall also be used for the purpose of providing access for the operation, repair, maintenance, replacement and expansion of the public utility facilities and related appurtenances.

4. *Term.* Easement shall be in perpetuity unless relinquished or abandoned by ordinance or resolution by Grantee.

5. *Reservation of Rights.* Holder's right to use the Easement Property is nonexclusive, and Grantor and Grantor's heirs, successors, and assigns retain the right to use all or part of the Easement Property in conjunction with Holder as long as such use by Grantor and Grantor's heirs, successors, and assigns does not (i) interfere with the use of the Easement Property by Holder for the Easement Purpose, nor (ii) may Grantor construct any building, structure or obstruction on the Easement Property. The right to convey to others the right to use all or part of the Easement Property in conjunction with Holder, as long as such further conveyance is subject to the terms of this agreement. Written approval of Holder must be obtained prior to any use or improvement of Easement Property.

6. *Improvement and Maintenance of Easement Property.* Subject to the provisions of Section 8., immediately below, improvement and maintenance of the Easement Property and the Facilities will be at the sole expense of Holder. Holder has the right to eliminate any encroachments into the Easement Property. Holder has the right to construct, install, maintain, replace, and remove the Facilities under or across any portion of the Easement Property. All matters concerning the Facilities and their configuration, construction, installation, maintenance, replacement, and removal are at Holder's sole discretion, subject to performance of Holder's obligations under this agreement. Holder has the right to remove or relocate any fences or other encroachments within the Easement Property or along or near its boundary lines if reasonably necessary to construct, install, maintain, replace, or remove the Facilities. Holder will also replace to their original condition any landscaping, driveways or parking areas that were in existence prior to the granting of the Easement Property and are damaged in connection with the work.

7. *Maintenance of Surface Easement Property/Permitted Improvements.* Notwithstanding any contrary provision, Grantor shall retain the obligation to maintain the surface of the Easement Property, including the obligation to regularly mow or cut back vegetation and to keep the surface of the Easement Property free of litter, debris, or trash. Any permitted improvement made by Grantor must comply with applicable ordinances, development codes and

engineering guidelines of the City of Schertz, and must not conflict with use of the easement for its intended purpose as described herein.

8. *Equitable Rights of Enforcement.* This Easement may be enforced by restraining orders and injunctions (temporary or permanent) prohibiting interference and commanding compliance. Restraining orders and injunctions will be obtainable on proof of the existence of interference or threatened interference, without the necessity of proof of inadequacy of legal remedies or irreparable harm, and will be obtainable only by the parties to or those benefited by this agreement; provided, however, that the act of obtaining an injunction or restraining order will not be deemed to be an election of remedies or a waiver of any other rights or remedies available at law or in equity.

9. *Attorney's Fees.* If either party retains an attorney to enforce this agreement, the party prevailing in litigation is entitled to recover reasonable attorney's fees and court and other costs.

10. *Binding Effect.* This agreement binds and inures to the benefit of the parties and their respective heirs, successors, and permitted assigns.

11. *Choice of Law.* This agreement will be construed under the laws of the state of Texas, without regard to choice-of-law rules of any jurisdiction. Venue is in the county or counties in which the Easement Property is located.

12. *Counterparts.* This agreement may be executed in any number of counterparts with the same effect as if all signatory parties had signed the same document. All counterparts will be construed together and will constitute one and the same instrument.

13. *Waiver of Default.* It is not a waiver of or consent to default if the non-defaulting party fails to declare immediately default or delays in taking any action. Pursuit of any remedies set forth in this agreement does not preclude pursuit of other remedies in this agreement or provided by law.

14. *Further Assurances.* Each signatory party agrees to execute and deliver any additional documents and instruments and to perform any additional acts necessary or appropriate to perform the terms, provisions, and conditions of this agreement and all transactions contemplated by this agreement.

15. *Integration.* This agreement contains the complete agreement of the parties and cannot be varied except by written agreement of the parties. The parties agree that there are no oral agreements, representations, or warranties that are not expressly set forth in this agreement.

16. *Exceptions to Warranty.* This grant is subject to any and all encumbrances and easements of record, to the extent the same are valid and enforceable.

17. *Legal Construction.* Any provision in this agreement is for any reason unenforceable, to the extent the unenforceability does not destroy the basis of the bargain among the parties, the unenforceability will not affect any other provision hereof, and this agreement will be construed as if the unenforceable provision had never been a part of the agreement. Whenever context requires, the singular will include the plural and neuter include the masculine or feminine gender, and vice versa. Article and section headings in this agreement are for reference only and are not intended to restrict or define the text of any section. This agreement will not be construed more or less favorably between the parties by reason of authorship or origin of language.

18. *Notices.* Any notice required or permitted under this agreement must be in writing. Any notice required by this agreement will be deemed to be delivered (whether actually received or not) when deposited with the United States Postal Service, postage prepaid, certified mail, return receipt requested, and addressed to the intended recipient at the address shown in this agreement. Notice may also be given by regular mail, personal delivery, courier delivery, facsimile transmission, or other commercially reasonable means and will be effective when actually received. Any address for notice may be changed by written notice delivered as provided herein.

19. *Recitals/Exhibits.* Any recitals in this agreement are represented by the parties to be accurate, and constitute a part of the substantive agreement. All exhibits referenced herein are attached hereto and incorporated by reference herein for all purposes.

20. *Entire Agreement.* This instrument contains the entire agreement between the parties relating to the rights herein granted and the obligations herein assumed. Any oral representation or modification concerning this instrument shall be of no force and effect except for any subsequent modification in writing, signed by the party to be charged.

IN WITNESS WHEREOF, this instrument is executed this _____ day of _____, 20__.

GRANTOR:

Nolley Caribbean Properties, LLC, a Wyoming limited liability company

By: _____ V.P.
Ronald Ray Holley, Member

THE STATE OF TEXAS §
§
COUNTY OF Harris §

This instrument was acknowledged before me on July 29, 2025 by Ronald Ray Holley, as member of Nolley Caribbean Properties, LLC, a Wyoming limited liability company, on behalf of said limited liability company.

_____
Notary Public Signature

(seal)

HAILEY UHL
129554748
NOTARY PUBLIC, STATE OF TEXAS
MY COMMISSION EXPIRES
NOVEMBER 15, 2025

GRANTEE:

AGREED AND ACCEPTED:

CITY OF SCHERTZ, TEXAS,
a Texas home-rule municipality

By:_____
Steve Williams, City Manager, City of Schertz

THE STATE OF TEXAS §
§
COUNTY OF GUADALUPE §

This instrument was acknowledged before me on _____, 20__, by Steve Williams, City Manager of the City of Schertz, Texas, on behalf of such City.

_____
Notary Public Signature

(seal)

EXHIBIT "A"

EASEMENT TRACT

halff

County: Comal
Highway: IH 35
C.C.S.J.: 0016-05-111
R.C.S.J.: 0016-06-115
AVO: 35005.015

LEGAL DESCRIPTION OF 0.2189 ACRE
SANITARY SEWER EASEMENT

Being a 0.2189 acre (9,534 sq. ft.) parcel of land situated in the Rafael Garza Survey, Abstract No. 175 and being a portion of a called 80.4996 acre tract of land described as Tract 1 to Nolly Caribbean Properties, LLC recorded on June 15, 2017 under Document Number 201706029109 of the Official Public Records of Comal County, Texas (O.P.R.C.C.T.); said 0.2189 acre parcel being more particularly described as follows:

COMMENCING, at a ½ inch iron rod found for a north corner of said 80.4996 acre tract and the southeast corner of a called 0.0342 acre tract of land described as Tract 2 to the Purpose Church recorded on September 28, 2022 under Document Number 202206042907 of the O.P.R.C.C.T. from which a ½ inch iron rod found at an angle corner of said 80.4996 acre tract bears South 83° 57' 22" East, a distance of 263.09 feet;

THENCE, South 81° 13' 01" West, crossing said 80.4996 acre tract, a distance of 73.78 feet to a ½ inch iron rod with blue plastic cap stamped "HALFF ESMT" set for the **POINT OF BEGINNING** and the east corner of the herein described parcel, having surface coordinates displayed in U.S. survey feet of N: 13,779,278.15, E: 2,212,691.72;

1) **THENCE,** South 59° 20' 33" West, continuing across said 80.4996 acre tract, a distance of 700.80 feet to a ½ inch iron rod with blue plastic cap stamped "HALFF ESMT" set on the east line of a called 0.517 acre variable width utility easement described to the City of Schertz, Texas recorded on February 10, 2022 under Document Number 202206006618 for the southwest corner of the herein described parcel;

2) **THENCE,** North 37° 05' 33" East, continuing across said 80.4996 acre tract and along the east line of said 0.517 acre easement, a distance of 37.39 feet to a ½ inch iron rod with blue plastic cap stamped "HALFF ESMT" set for the northwest corner of the herein described parcel;

3) **THENCE,** North 59° 21' 14" East, continuing across said 80.4996 acre tract and along the southeast line of a called 0.283 acre 16 foot sanitary sewer easement described to Guadco Municipal Utility Districts No. 1 and No. 2 recorded on September 25, 1986 in Volume 531, Page 835 of the O.P.R.C.C.T., a distance of 652.14 feet to a ½ inch iron rod with blue plastic cap stamped "HALFF ESMT" set for the northeast corner of the herein described parcel;

4) **THENCE,** South 75° 43' 01" East, continuing across said 80.4996 acre tract and along the south line of a called 0.013 acre variable width utility easement described to the City of Schertz, Texas recorded on February 10, 2022 under Document Number 202206006619, a distance of 19.86 feet to the **POINT OF BEGINNING** and containing 0.2189 acre (9,534 sq. ft.) of land;

halff

Notes:

1. The basis of bearing is "grid north". All bearings and coordinates shown are based on the Texas State Plane coordinate system, South Central Zone (4204), North American datum of 1983 (NAD 83) 2011 adjustment, epoch 2010.00

2. All coordinates and distances shown are surface and may be converted to grid by dividing the project surface adjustment factor of 1.00017.

3. All horizontal values were derived and verified by GPS (RTK) observation using the TxDot VRS network, TxDot RRP Station Guadalupe_TXSE.

4. All measurements are in US survey feet.

5. A property description of even date was prepared in conjunction with this plat.

6. Abstracting completed July 10, 2024.

7. Field surveys completed August 1, 2024.

Commitment for title insurance prepared by Alamo Title Insurance, GF No. SAT-08-4000082401326, effective date of June 23, 2024, and issued on June 28, 2024.

I hereby certify that this survey was made on the ground of the property shown hereon, under my supervision.

Amanda Jonas

Amanda M. Jonas

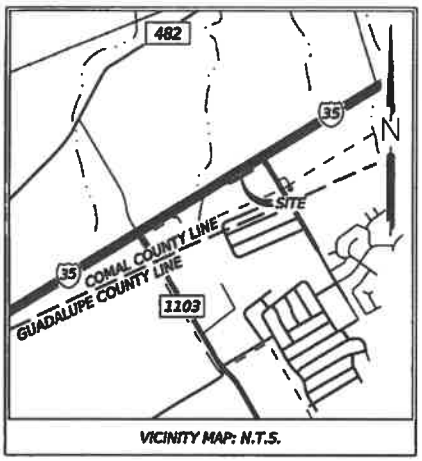
Registered Professional Land Surveyor

Texas No. 7010

T.B.P.E.L.S. Surveying Firm No. 10194444



"EXHIBIT A"



VICINITY MAP: N.T.S.

CALLED 0.0342 ACRE
TRACT 2
THE PURPOSE CHURCH
DOC. NO. 202206042907
O.P.R.C.C.T.
RECORDED
SEPTEMBER 28, 2022

CALLED 4.626 ACRES
TRACT 1
THE PURPOSE CHURCH
DOC. NO. 202206042907
O.P.R.C.C.T.
RECORDED
SEPTEMBER 28, 2022

S 83°57'22" E
265.09'

SCALE IN FEET
8 ½" x 11"
0 150 300

(A)
S 75°43'01" E
19.86'

P.O.C.

S 81°13'01" W
73.78'

SEE DETAIL "B"

P.O.B.
N: 13,779,278.15
E: 2,212,691.72

RAFAEL GARZA SURVEY
ABSTRACT NUMBER 175

EXISTING R.O.W.

CALLED 0.283 ACRE
16' SANITARY SEWER EASEMENT
GUADCO MUNICIPAL
UTILITY DISTRICTS
NO. 1 AND NO. 2
VOL. 531, PG. 835
O.P.R.G.C.T.
RECORDED SEPTEMBER 25, 1986

CALLED 80.4996 ACRE
TRACT ONE
NOLLY CARIBBEAN PROPERTIES, LLC
DOC. NO. 201706029109
O.P.R.C.C.T.
RECORDED JUNE 15, 2017

INTERSTATE HIGHWAY 35
VARIABLE WIDTH R.O.W.

N 59°21'14" E 652.14'

S 59°20'33" W 700.80'

EXISTING EASEMENT
EXISTING R.O.W.
S 75°43'01" E
19.86'
5.97'
SANITARY SEWER
EASEMENT
0.2189 ACRE
9,534 SQ. FT.

DETAIL "B"
N.T.S.

SANITARY SEWER
EASEMENT
0.2189 ACRE
9,534 SQ. FT.

INTERSTATE HIGHWAY 35

N

CALLED 80.4996 ACRE
TRACT ONE
NOLLY CARIBBEAN PROPERTIES, LLC
DOC. NO. 201706029109
O.P.R.C.C.T.
RECORDED JUNE 15, 2017

SANITARY SEWER
EASEMENT
0.2189 ACRE
9,534 SQ. FT.

SEE DETAIL "A"

N 37°05'33" E
37.39'

EXISTING R.O.W.
5.84'
SANITARY SEWER
EASEMENT
0.2189 ACRE
9,534 SQ. FT.
EXISTING EASEMENT
N 37°05'33" E
37.39'

DETAIL "A"
N.T.S.

PARENT TRACT INSET
N.T.S.

CALLED 0.517 ACRE
VARIABLE WIDTH UTILITY EASEMENT
THE CITY OF SCHERTZ, TEXAS
DOC. NO. 202206006618
O.P.R.C.C.T.
RECORDED FEBRUARY 10, 2022

CALLED 0.2980 ACRE
PARCEL 129
STATE OF TEXAS
DOC. NO. 202206005289
O.P.R.C.C.T
RECORDED FEBRUARY 2, 2022

CALLED 16' SANITARY EASEMENT
VOL. 5, PG. 128
O.P.R.C.C.T
RECORDED
SEPTEMBER 20, 1976

(A) CALLED 0.013 ACRE
VARIABLE WIDTH UTILITY EASEMENT
THE CITY OF SCHERTZ, TEXAS
DOC. NO. 202206006619
O.P.R.C.C.T.
RECORDED FEBRUARY 10, 2022

LEGEND

— · · —	EXISTING RIGHT OF WAY
———	PROPERTY LINE
— — —	EXISTING EASEMENT LINE
- - - -	HISTORIC RIGHT OF WAY PARCEL LINE
●	FOUND 1/2-INCH IRON ROD (UNLESS NOTED)
○	SET 1/2-INCH IRON ROD WITH BLUE CAP STAMPED "HALFF ESMT"
▲	CALCULATED POINT
P.O.B.	POINT OF BEGINNING
P.O.C.	POINT OF COMMENCEMENT
R.O.W.	RIGHT OF WAY
O.P.R.C.C.T.	OFFICAL PUBLIC RECORDS, COMAL COUNTY, TEXAS

NOTES:

1. THE BASIS OF BEARING IS "GRID NORTH". ALL BEARINGS AND COORDINATES SHOWN ARE BASED ON THE TEXAS STATE PLANE COORDINATE SYSTEM, SOUTH CENTRAL ZONE (4204), NORTH AMERICAN DATUM OF 1983 (NAD 83) 2011 ADJUSTMENT, EPOCH 2010.00

2. ALL COORDINATES AND DISTANCES SHOWN ARE SURFACE AND MAY BE CONVERTED TO GRID BY DIVIDING THE PROJECT SURFACE ADJUSTMENT FACTOR OF 1.00017.

3. ALL HORIZONTAL VALUES WERE DERIVED AND VERIFIED BY GPS (RTK) OBSERVATION USING THE TXDOT VRS NETWORK, TXDOT RRP STATION GUADALUPE_TXSE.

4. ALL MEASUREMENTS ARE IN US SURVEY FEET.

5. A PROPERTY DESCRIPTION OF EVEN DATE WAS PREPARED IN CONJUNCTION WITH THIS PLAT.

6. ABSTRACTING COMPLETED JULY 10, 2024.

7. FIELD SURVEYS COMPLETED AUGUST 1, 2024.

STATE OF TEXAS
REGISTERED
AMANDA M. JONAS
7010
PROFESSIONAL
LAND SURVEYOR

COMMITMENT FOR TITLE INSURANCE PREPARED BY ALAMO TITLE INSURANCE, GF NO. SAT-08-4000082401326 EFFECTIVE DATE OF JUNE 23, 2024, AND ISSUED ON JUNE 28, 2024.

I HEREBY CERTIFY THAT THIS SURVEY WAS MADE ON THE GROUND OF THE PROPERTY SHOWN HEREON, UNDER MY SUPERVISION

Amanda Jonas 08/08/2024
AMANDA M. JONAS DATE
REGISTERED PROFESSIONAL
LAND SURVEYOR
TEXAS REGISTRATION NO. 7010

CITY OF SCHERTZ TEXAS
ENGINEERING AND PUBLIC WORKS

SCHERTZ
COMMUNITY • SERVICE • OPPORTUNITY

halff
100 NE INTERSTATE 410 LOOP
SUITE 701
SAN ANTONIO, TEXAS 78216
TEL (210) 798-1883
FAX (210) 798-1896
TBPELS FIRM #10029807

4615 Northwest Loop 410
San Antonio, TX 78229
210.615.1110

© 2024

0.2189 ACRE
SANITARY SEWER EASEMENT
PAGE 3 OF 3

FED.ROAD DIV.NO.	FEDERAL AID PROJECT NO.			HIGHWAY NO.
6				IH 35
STATE	DIST.	COUNTY		
TEXAS	16	COMAL		
C.C.S.J.	0016	05	111	
R.C.S.J.	0016	06	115	

Form **W-9**
(Rev. March 2024)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Go to *www.irs.gov/FormW9* for instructions and the latest information.

Give form to the requester. Do not send to the IRS.

Before you begin. For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

Print or type. See *Specific Instructions* on page 3.

1 Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)

Alamo Title Company

2 Business name/disregarded entity name, if different from above.

3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only one of the following seven boxes.

☐ Individual/sole proprietor ☑ C corporation ☐ S corporation ☐ Partnership ☐ Trust/estate

☐ LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) . . . . .

Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner.

☐ Other (see Instructions)

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any)

Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any)

(Applies to accounts maintained outside the United States.)

3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See Instructions . . . . . ☐

5 Address (number, street, and apt. or suite no.). See Instructions.

434 N Loop 1604W, Suite 3100

Requester's name and address (optional)

6 City, state, and ZIP code

San Antonio Texas 78232

7 List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

			–			–				

or

Employer identification number

7	4	–	1	6	5	9	9	0	3

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here | **Signature of U.S. person** | **Date** March 14, 2024

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to *www.irs.gov/FormW9*.

What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they

Alamo Title Company

434 N. Loop 1604W, Suite 2208, San Antonio, TX 78232
Phone: (210)499-5872 | Fax: (210)499-4097

MASTER STATEMENT

Settlement Date:
Disbursement Date:
Escrow Number: 4000082401326
Escrow Officer: TEAMOF3

Buyer: City of Schertz, Texas
1400 Schertz Parkway
Schertz, TX 78154

Seller: Nolley Caribbean Properties, LLC, a Wyoming limited liability company
300 Arcadia Dr
Pittsburgh, PA 15237

Property: Parcel 5 IH 35
Schertz, TX 78154
Being a 0.2189 acre (9,534 sq. ft.) parcel of land situated in the Rafael Garza Survey, Abstract No. 175 and being a portion of a called 80.4996 acre tract of land described as Tract 1, Comal County, Texas.

SELLER			BUYER	
$ DEBITS	$ CREDITS		$ DEBITS	$ CREDITS
		FINANCIAL CONSIDERATION		
	55,000.00	Sale Price of Property	55,000.00	
		TITLE & ESCROW CHARGES		
		eRecording Fee- Buyer FBO CSC e-Recording Services, Inc. (with 360) to Alamo Title Company	4.32	
		Escrow Fee to Alamo Title Company	500.00	
		Title - State of Texas Policy Guaranty Fee to Texas Title Insurance Guaranty Association	2.00	
		Tax Cert to Alamo Title FBO National TaxNet	44.00	
		Owner's Title Insurance to Alamo Title Company	529.00	
		Policies to be issued: Owners Policy Coverage: $55,000.00 Premium: $529.00 Version: Owner's Policy of Title Insurance (T-1) - 2014		
		GOVERNMENT CHARGES		
		Recording Fees to Alamo Title Company FBO CSC Recording Services	45.00	
	55,000.00	**Subtotals**	56,124.32	
		Balance Due FROM Buyer		**56,124.32**
55,000.00		**Balance Due TO Seller**		
55,000.00	55,000.00	**TOTALS**	56,124.32	56,124.32

APPROVED and ACCEPTED

Buyer and Seller understand the Closing or Escrow Agent has assembled this information representing the transaction from the best information available from other sources and cannot guarantee the accuracy thereof. Any real estate agent or lender involved may be furnished a copy of this Statement. Buyer and Seller understand that tax and insurance prorations and reserves were based on figures for the preceding year or supplied by others or estimates for current year, and in the event of any change for current year, all necessary adjustments must be made between Buyer and Seller direct. The undersigned hereby authorizes Alamo Title Company to make expenditures and disbursements as shown and approves same for payment. The undersigned also acknowledges receipt of Loan Funds, if applicable, in the amount shown above and a receipt of a copy of this Statement.

I have carefully reviewed the Settlement Statement and to the best of my knowledge and belief, it is a true and accurate statement of all receipts and disbursements made on my account or by me in this transaction. I further certify that I have received a copy of the Settlement Statement.

SELLER:

Nolley Caribbean Properties, LLC, a Wyoming limited liability company

BY:_____
Ronald Ray Holley
Member

BUYER:

City of Schertz, Texas

BY:_____

To the best of my knowledge, the Settlement Statement which I have prepared is a true and accurate account of the funds which were received and have been or will be disbursed by the undersigned as part of the settlement of this transaction.

_____
Alamo Title Company
Settlement Agent

Agenda No. 8.

CITY COUNCIL MEMORANDUM

City Council Meeting:	**August 19, 2025**
Department:	**Engineering**
Subject:	**Resolution 25-R-108 – Authorizing a Task Order with Unintech Consulting Engineers, Inc. for Professional Engineering Design Services related to the FM 3009 18 inch Transmission Line Replacement Project (B.James/K.Woodlee/E.Schulze)**

BACKGROUND

The existing water line along FM 3009 from Four Oaks Lane to FM 2252 is an old asbestos cement (AC) water line. This aging infrastructure has experienced numerous failures that require emergency repairs to be made. Most of the valves along this section of line are beyond repair and parts are not available. This results in shutting down a larger portion of the system than is necessary when failures of the AC line occur. This line supports the Nacogdoches elevated water storage tank so it's a vital component to the operation of the system. This project is proposed to replace the existing line with an 18 inch PVC water line including new valves and fittings where tie-ins are located with other existing lines that will remain in service. Additional easements will also be acquired to avoid installation within the TxDOT right-of-way.

GOAL

The goal of Resolution 25-R-108 is to authorize an agreement with Unintech Consulting Engineers, Inc. to provide design, bid, and construction related professional services for the replacement of an 18-inch water transmission main along FM 3009. Professional services also include the preparation and negotiation of easements along the route.

COMMUNITY BENEFIT

The proposed 18-inch transmission main will replace aging infrastructure that experiences frequent emergency repairs. The project supports the City's strategic goal of infrastructure investment and the particular objective of maintenance of the city's water infrastructure.

SUMMARY OF RECOMMENDED ACTION

Staff recommends approval of Resolution 25-R-108 authorizing the professional services task order agreement with Unintech Consulting Engineers, Inc. for the FM 3009 18-inch Transmission Line Replacement Project.

FISCAL IMPACT

The total base fee plus additional services amount is $431,752 with a not to exceed amount of $475,000. Funding will be through the bond funds and is allocated along with funding for construction and easement acquisition in the Fiscal Year 2025-2026 Capital Improvement Plan.

RECOMMENDATION

Approve Resolution 25-R-108.

Attachments

Resolution 25-R-108 with attachments
CIP Project Sheet and Map

RESOLUTION 25-R-108

A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF SCHERTZ, TEXAS AUTHORIZING A TASK ORDER WITH UNINTECH CONSULTING ENGINEERS, INC. FOR PROFESSIONAL ENGINEERING DESIGN SERVICES RELATED TO THE FM 3009 18 INCH TRANSMISSION LINE REPLACEMENT PROJECT.

WHEREAS, the City staff of the City of Schertz (the "City") has recommended that the City enter into an agreement for Professional Engineering Design Services related to the FM 3009 18 inch Transmission Line Replacement Project; and

WHEREAS, Unintech Consulting Engineers, Inc., (Unintech) is an approved on-call Engineering Firm for the City of Schertz; and

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

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

WHEREAS, the City Council has determined that it is in the best interest of the City to approve a task order for Unintech to provide the necessary professional services for the project.

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

Section 1. The City Council hereby authorizes the City Manager to execute and deliver a Task Order in substantially the form set forth in Exhibit A with Unintech Consulting Engineers, Inc. for the FM 3009 18 inch Transmission Line Replacement Project for $431,752 with a not to exceed amount of $475,000.

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

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

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

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

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

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

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

PASSED AND APPROVED on the _____ day of _____, 2025.

CITY OF SCHERTZ, TEXAS

_____
Ralph Gutierrez, Mayor

ATTEST:

_____
Sheila Edmondson, City Secretary

Exhibit A

Task Order with Unintech Consulting Engineers, Inc. for the FM 3009 18 inch Transmission Line Replacement Project

This document has important legal consequences; consultation with an attorney is encouraged with respect to its use or modification. This document should be adapted to the particular circumstances of the specific Agreement between Owner and Engineer, and the controlling Laws and Regulations.

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AGREEMENT BETWEEN OWNER AND ENGINEER FOR PROFESSIONAL SERVICES— TASK ORDER EDITION

PART 3 OF 4: TASK ORDER FORM

Prepared by

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ENGINEERS JOINT CONTRACT DOCUMENTS COMMITTEE

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TASK ORDER NO. 001

This is Task Order No. ____, consisting of 5 pages.

In accordance with Paragraph 1.01, Main Agreement, of the Agreement Between Owner and Engineer for Professional Services—Task Order Edition dated **[date] ,** Owner and Engineer agree as follows:

1. TASK ORDER DATA

a.	Effective Date of Task Order:	
b.	Owner:	**City of Schertz**
c.	Engineer:	**Unintech Consulting Engineers, Inc.**
d.	Specific Project (title)	**FM 3009 18-in Transmission Main**
e.	Specific Project (description):	Civil and Survey Engineering design services for the replacement of approximately 7,150 lf of 18-inch water main along FM 3009 between FM 2252 and Triton Drive
f.	Related Task Orders Supplemented by this Task Order: Superseded by this Task Order:	

2. BASELINE INFORMATION

Baseline Information. Owner has furnished the following Specific Project information to Engineer as of the Effective Date of the Task Order. Engineer's scope of services has been developed based on this information. As the Specific Project moves forward, some of the information may change or be refined, and additional information will become known, resulting in the possible need to change, refine, or supplement the scope of services.

Specific Project Title:	FM 3009 18-in Transmission Main
Type and Size of Facility:	7,150 lf of 18-inch water main
Description of Improvements:	Replacement of approximately 7,150 lf of 18-inch water main along FM 3009 between FM 2252 and Triton Drive

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Expected Construction Start:	December 2026
Prior Studies, Reports, Plans:	
Facility Location(s):	FM 3009, Schertz, TX 78108
Current Specific Project Budget:	$3,865,352.00
Funding Sources:	tbd
Known Design Standards:	City of Schertz Public Works Design Guide, AWWA
Known Specific Project Limitations:	Replacing existing 18-inch ac water main, currently located on west side of FM 3009 TXDOT Right of Way. There are two railroad crossings, and it is anticipated that these will be augured in casing
Specific Project Assumptions:	The new main location will be in easements, existing or new, parallel to right of way. Permitting through TXDOT will be required. Easements will be required. New main will be same size as existing water main. Electric pole bracing will be required.
Other Pertinent Information:	Project is not in the Edwards Aquifer Regulated Zones, is not within an area known for environmentally sensitive features, is not located within a FEMA designated flood hazard area. A geotechnical sampling and report will be required.

3. SERVICES OF ENGINEER ("SCOPE")

A. The specific Basic Services to be provided or furnished by Engineer under this Task Order are:

☐ Exhibit A to Task Order, "Engineer's Services for Task Order," as attached to this specific Task Order.

B. All the services included above comprise Basic Services for purposes of Engineer's compensation under this Task Order, with the exception of Resident Project Representative Services, if any, which are compensated separately.

C. Resident Project Representative (RPR) Services:

1. If the Scope established in Paragraph 2.A above includes RPR services, then Exhibit D to Task Order is expressly incorporated in this Task Order by reference.

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D. Additional Services: Services not expressly set forth as Basic Services in Paragraph 3.A above, and necessary services listed as not requiring Owner's written authorization, or requiring additional effort in an immediate, expeditious, or accelerated manner as a result of unanticipated construction events or Specific Project conditions, are Additional Services, and will be compensated by the method indicated for Additional Services in this Task Order. All other Additional Services require mutual agreement and may be authorized by amending the Task Order as set forth in Paragraph 8.05.B.2 of the Main Agreement, with compensation for such other Additional Services as set forth in the amending instrument.

4. DELIVERABLES SCHEDULE

A. In submitting required Documents and taking other related actions, Engineer and Owner will comply with Exhibit B to Task Order, attached to this specific Task Order.

5. ADDITIONS TO OWNER'S RESPONSIBILITIES

A. Owner shall have those responsibilities set forth in Article 2 of the Main Agreement, and the following supplemental responsibilities that are specific to this Task Order:

6. TASK ORDER SCHEDULE

A. In addition to any schedule provisions provided in Exhibit B or elsewhere, the parties shall meet the following schedule: **Not Applicable**

Date	Action / Milestone	Comment

7. ENGINEER'S COMPENSATION

A. The terms of payment are set forth in Article 4 of the Main Agreement.

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

Description of Service	Amount	Basis of Compensation
1. Basic Services		
a. Preliminary Design Phase	$153,292.00	**LUMP SUM**
b. Final Design Phase	$96,996.00	**LUMP SUM**
c. Bid Phase	$12,218.00	**LUMP SUM**
d. Construction	$39,720.00	**LUMP SUM**
e. Closeout	$8,526.00	**LUMP SUM**

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2. Resident Project Representative Services*	**N/A**	**N/A**
TOTAL COMPENSATION (items 1 and 2)	**$310,752.00**	
3. Additional Services under Section 3.D above	**$121,000.00**	
a. SUE Level A and B (estimated 10 level A, and 4000 lf level B)	$49,000.00	**LUMP SUM**
b. Easement Survey Plat and Fieldnotes (estimated 15 easements at $3600/ea)	$54,000.00	**LUMP SUM**
c. Easement Acquisition negotiation (estimated 15 easements)	$18,000.00	**LUMP SUM**

*Based on an estimated **12-**month continuous construction period.

C. Compensation items and totals based in whole or in part on Hourly Rates or Direct Labor are estimates only. Lump sum amounts and estimated totals included in the breakdown by phases incorporate Engineer's labor, overhead, profit, reimbursable expenses (if any), and Subconsultants' charges, if any. For lump sum items, Engineer may alter the distribution of compensation between individual phases (line items) to be consistent with services actually rendered but shall not exceed the total lump sum compensation amount unless approved in writing by the Owner.

8. ENGINEER'S PRIMARY SUBCONSULTANTS FOR TASK ORDER, AS OF THE EFFECTIVE DATE OF THE TASK ORDER:

A. **Terracon Consultants, Inc.**

B. **Soft Dig, Inc.**

C. **KW Realty**

9. EXHIBITS AND ATTACHMENTS:

A. Exhibit A to Task Order—Engineer's Services Under Task Order

B. Exhibit B to Task Order—Task Order Deliverables Schedule

C. Exhibit D to Task Order—Duties, Responsibilities, and Limitations of Authority of Resident Project Representative Under Task Order

D. Exhibit E to Task Order-EJCDC® C-626, Notice of Acceptability of Work (Form)

E. Other:

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Execution of this Task Order by Owner and Engineer makes it subject to the terms and conditions of the Main Agreement and its exhibits and appendices, which Main Agreement, exhibits, and appendices are incorporated by this reference.

OWNER:	ENGINEER:
By:	By: Mark B Hill
Print Name:	Print Name: Mark B Hill
Title:	Title: Director and Shareholder
	Engineer's License or Firm's Certificate No. (if required): 94904
	State of: Texas

DESIGNATED REPRESENTATIVE FOR TASK ORDER:	DESIGNATED REPRESENTATIVE FOR TASK ORDER:
Name:	Name: Mark B Hill
Title:	Title: Director and Shareholder
Address:	Address: 2431 E. Evans Rd
	San Antonio, Texas
E-Mail Address:	E-Mail Address: mhill@unintech.com
Phone:	Phone: 210-590-4777
Date:	Date: 7-25-2025

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PART 4 OF 4: EXHIBITS TO TASK ORDER

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1.

Article 1 of the Main Agreement, Services of Engineer, is supplemented to include the following provisions:

Engineer shall provide Basic and Additional Services as set forth below.

ARTICLE 1—BASIC SERVICES

1.01 Management of Engineering Services

A. See Main Agreement, Paragraph 1.03.

1.02 Study and Report Phase

A. Engineer shall:

1. Consult with Owner to define and clarify Owner's requirements for the Specific Project, including design objectives and constraints, space, capacity and performance requirements, flexibility, and expandability, and any budgetary limitations, and identify available data, information, reports, facilities plans, and site evaluations.

a. If Owner has already identified one or more potential solutions to meet its Specific Project requirements, then proceed with the study and evaluation of the Owner-identified potential solutions listed here:

1) **Replace the existing 18-inch water main along FM 3009 west side**.

~~b. If Owner has not identified specific potential solutions for study and evaluation, then assist Owner in determining whether Owner's requirements, and available data, reports, plans, and evaluations, point to a single potential solution for Engineer's study and evaluation, or are such that it will be necessary for Engineer to identify, study, and evaluate multiple potential solutions.~~

~~c. If it is necessary for Engineer to identify, study, and evaluate multiple potential solutions, then identify **[insert specific number]** alternative solutions potentially~~

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available to Owner, unless Owner and Engineer mutually agree that some other specific number of alternatives should be identified, studied, and evaluated.

2. Identify potential solution(s) to meet Owner's Specific Project requirements, as needed.

3. Study and evaluate the potential solution(s) to meet Owner's Specific Project requirements.

4. Visit the Site, or potential Specific Project sites, to review existing conditions and facilities, unless such visits are not necessary or applicable to meeting the objectives of the Study and Report Phase.

5. Assess initially available Specific Project information and data, including the Baseline Information set forth at the beginning of this Exhibit A.

6. Advise Owner of any need for Owner to obtain, furnish, or otherwise make available to Engineer additional Specific Project related information and data, for Engineer's use in the study and evaluation of potential solution(s) to Owner's Specific Project requirements, and preparation of a related report.

7. After consultation with Owner, recommend the solution(s) which in Engineer's judgment meet Owner's requirements for the Specific Project.

8. Identify, consult with, and analyze requirements of authorities having jurisdiction to permit or approve construction or operation of the portions of the Specific Project to be designed or specified by Engineer, including but not limited to impacts and mitigating measures identified in previously prepared environmental assessments for the Specific Project provided to the Engineer or being concurrently prepared for Owner by others.

9. Advise the Owner of any need for Owner to provide data or services of the types described in Article 2 of the Agreement, for use in Specific Project design, or in preparation for Contractor selection and construction.

10. Assist Owner in evaluating the possible use of building information modeling; civil integrated management; geotechnical baselining of subsurface conditions at the Site; innovative design, contracting, or procurement strategies; project delivery method; or other strategies, technologies, or techniques for assisting in the design, construction, and operation of Owner's facilities. The subject matter of this paragraph will be referred to in Exhibit A as "Specific Project Strategies, Technologies, and Techniques."

11. Assist Owner in identifying opportunities for enhancing the sustainability of the Specific Project, and pursuant to Owner's instructions, plan for the inclusion of sustainable features in the design.

12. Review with Owner the thresholds established in applicable codes, standards, and design criteria specifically governing the ability of the proposed facilities or improvements to perform, and to absorb or avoid damage without suffering complete or substantial failure. As part of the review, identify additional risk assessment studies or tools that are available to evaluate the susceptibility of the facilities or improvements to natural and man-made events beyond the applicable established thresholds. Upon Owner request, as an additional service, perform additional risk assessment studies or tools to further evaluate system resiliency beyond the applicable established thresholds.

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13. Utilities, including Underground Facilities

    a. Review any utility mapping and surveys and other utilities documentation made available by Owner. Take note of observable utilities during Site visit.

    b. Identify, in a preliminary manner and to the extent determinable by such mapping or other information provided by Owner, and by observations at the Site, those utilities (whether above-ground utilities of any type, or Underground Facilities) likely to be affected by the Specific Project construction and additional utility facilities or extensions that will be needed to serve the Specific Project.

    c. If the impact on existing utilities or the need for additional utility facilities or extensions cannot reasonably be determined in a preliminary manner from mapping or other information provided by Owner, or such information was not available from Owner, then assist Owner in evaluating the need to either obtain additional utility mapping and utility documentation during the Study and Report Phase, or undertake other alternative approaches and contingencies to account for utility uncertainties in this phase.

    d. Advise Owner of additional utility documentation and coordination needed during the design and construction phases to adequately assess, mitigate, and manage the impact of the Specific Project (including any additional utility facilities or extensions needed to serve the Specific Project) on existing utilities.

    e. Use ASCE 38, "Standard Guideline for the Collection and Depiction of Existing Subsurface Utility Data" as a means to advise the Owner regarding the extent and identification and mapping of existing Underground Facilities during the design and construction phases.

        1) If Owner has retained a land surveyor, utility engineer, or utility consultant, collaborate with such individuals or entities regarding the application of ASCE 38.

14. Inquire regarding survey methodologies and technologies that would aid in addressing Owner's Specific Project requirements. Develop a scope of work and survey limits for any topographic and other surveys necessary for design. For recommended survey deliverables, specify a) required technical specifications; b) pertinent datum; c) survey limits, and d) formats of deliverables. Collaborate with land surveyor, when separately retained by Owner or third party, to develop such scope of work.

15. Prepare a report (the "Report") which will, as appropriate, contain schematic layouts, sketches, and conceptual design criteria with appropriate exhibits to indicate the agreed-to requirements, considerations involved, and Engineer's recommended solution(s).

    a. For each recommended solution, Engineer will separately tabulate Total Project Cost, itemizing those items and services included within the definition of Total Project Costs.

    b. Engineer will meet with Owner to discuss the draft Report and receive Owner's comments.

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16. ~~Perform or provide the following other Study and Report Phase tasks or deliverables:~~

    a. ~~**[List any such tasks or deliverables here]**.~~

17. ~~Furnish the Report and any other Study and Report Phase deliverables to Owner pursuant to the requirements of the Deliverables Schedule in Exhibit B, and review the deliverables with Owner.~~

18. ~~Revise the Report and any other Study and Report Phase deliverables in response to Owner's comments, as appropriate, and submit revised deliverables pursuant to the Deliverables Schedule.~~

B. ~~Engineer's services under the Study and Report Phase will be considered complete on the date when Engineer has delivered to Owner the final Report (as revised) and any other Study and Report Phase deliverables.~~Not included in this task order

1.03 Preliminary Design Phase

A. After acceptance by Owner of the Report and any other Study and Report Phase deliverables (if Engineer's services under this Agreement included Study and Report Phase services); selection by Owner of a recommended solution; issuance by Owner of any instructions for use of Specific Project Strategies, Technologies, and Techniques, or for inclusion of sustainable features in the design, or enhanced resiliency of the design; indication by Owner of any specific modifications or changes in the scope, extent, character, or design requirements of the Specific Project desired by Owner; and any necessary changes, refinements, and supplementation of the Baseline Information set forth at the beginning of this Exhibit A, Engineer and Owner shall discuss, resolve, and document in writing any necessary revisions to Engineer's scope of services, compensation (through application of the provisions regarding Additional Services, or otherwise), and the time for completion of Engineer's services, resulting from the selected solution, related Specific Project Strategies, Technologies, or Techniques, sustainable design and resiliency instructions, specific modifications to the Specific Project, or changes, refinements, or supplementation of the Baseline Information.

B. Upon written authorization from Owner, Engineer shall:

1. Review and assess all available Specific Project information and data, including any pertinent reports or studies (whether prepared by Engineer or others) and any related instructions from Owner.

2. Based on the threshold review and assessment of available information and data, advise Owner of any need for Owner to obtain, furnish, or otherwise make available to Engineer any additional information and data, for Engineer's use in the preparation of a Preliminary Design Phase Report.

3. Prepare a Preliminary Design Phase Report in the following format

    a. **narrative report with calculations and summary of design decisions as described below**

    b. **assemblage of preliminary construction plans**.

4. The Preliminary Design Phase Report will consist of final design criteria, preliminary drawings, a preliminary list of expected specifications, and written descriptions of the

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Specific Project. The Preliminary Design Phase Report will consider the following matters to the extent applicable to the Specific Project and as necessary to establish the basis of design for proceeding to final design and construction:

a. The Specific Project concept, intent, performance criteria, desired outcomes, Owner's standards and Owner directed improvements and facility elements as established in the Study and Report Phase and as expressly set forth in the Baseline Information section of this Exhibit A (collectively the "Specific Project Goals").

b. Recommended appropriate design criteria for each primary portion and significant discipline of the design necessary to address the Specific Project Goals.

c. Site conditions and characterization as known at the time of, or to be determined during, the Preliminary Design Phase, including topography; subsurface information; Constituents of Concern; cultural, historical, and archaeological resources at the Site; wetlands information; and evaluations of flora and fauna that may be affected by the Specific Project.

d. The time schedule for completion of the Specific Project in accordance with Specific Project Goals, including any recommended changes to the time required to complete the Final Design Phase (as set forth in Exhibit B, Deliverables Schedule) and estimated schedule(s) for construction.

e. Identification of major items of materials and equipment, rationale for selection with consideration of quality, suitability, pricing, sourcing, regulatory, and bidding issues affecting recommended selection.

f. Revised opinions of probable Construction Cost.

g. The impact of Specific Project Strategies, Technologies, and Techniques, sustainable features, and enhanced resiliency selected by Owner for inclusion in the Specific Project on the Specific Project Goals, schedule and probable Construction Cost, including impact of multiple prime construction contracts, separate procurement of materials or equipment, and other alternate project delivery methods when the Specific Project Goals necessitate and Owner authorizes;

h. Construction Phase quality assurance and quality control needs affecting development of Drawings and Specifications and other Final Design and Bidding Phase documents.

i. The effect of permits and authorizations by other entities and utility coordination needs on the Specific Project.

j. Other matters and information pertinent to addressing the Specific Project Goals.

5. In preparing the Preliminary Design Phase Report, use any specific applicable Specific Project Strategies, Technologies, and Techniques authorized by Owner during or following the Study and Report Phase, and include sustainable features and enhanced resiliency, as appropriate, pursuant to Owner's instructions.

6. Visit the Site as needed to prepare the Preliminary Design Phase Report.

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7. If at any point in the Preliminary Design Phase it becomes apparent to Engineer that additional reports, data, information, or services of the types described in Article 2 are necessary, then so advise Owner, and assist Owner in obtaining such reports, data, information, or services.

8. Above-Ground Utilities

    a. Review above-ground utilities information obtained from Owner and from observations at the Site.

    b. Make recommendations regarding any further identification, investigation, and mapping of above-ground utilities at or adjacent to the Site, for Engineer's design purposes or otherwise.

    c. Account for above-ground utilities, based on available information, when advancing design during the Preliminary Design Phase.

9. Underground Facilities

    a. Review Underground Facilities data furnished by Owner. Assist Owner in reducing and managing risks associated with Underground Facilities by working together with Owner to jointly establish a procedure ("Underground Facilities Procedure") for the further identification, investigation, and mapping of Underground Facilities at or adjacent to the Site, using ASCE 38, "Standard Guideline for the Collection and Depiction of Existing Subsurface Utility Data," as a basis for establishing such Underground Facilities Procedure.

    b. Such Underground Facilities Procedure must take into account the Site and the nature of the Specific Project.

    c. Use the Underground Facilities Procedure to aid in the performance of design services:

        1) Account for Underground Facilities, based on available information, when advancing the design during the Preliminary Design Phase.

        2) The Underground Facilities Procedure will include a plan to keep Underground Facilities information current as Engineer proceeds with the provision of design services, and to add new or relocated Underground Facilities information to the base utility or Site drawings.

        3) To manage the potential impact of design changes on Underground Facilities, Engineer shall work together with Owner to modify or reapply the Underground Facilities Procedure as the design progresses and changes.

10. Mitigation of Utilities Conflicts

    a. Identify potential conflicts between the Specific Project (including existing and new facilities and structures) and above-ground utilities and Underground Facilities as reviewed in Exhibit A Paragraphs 1.03.B.8 and 9 above, and advise Owner regarding the need for resolution of such conflicts with utility and Underground Facilities owners and permit agencies. Identify the potential need for the relocation of existing above-ground utilities and Underground Facilities.

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b. Update the Underground Facilities Procedure as necessary for any Underground Utilities conflicts and relocations.

c. Working together with Owner, jointly identify which specific parties or other entities will be responsible for implementation of the various specific parts of the Underground Facilities Procedure (including those parts that address resolution of Underground Facilities conflicts), and for resolution of above-ground utilities conflicts. Such identification will take into account Owner's authority and standing, as owner of the Site, with respect to Underground Facilities and above-ground utilities.

1) To the extent that Owner and Engineer agree that in addition to performing the design-related obligations set forth in Exhibit A Paragraphs 1.03.B.8 and 9, Engineer will also implement any non-design part of the Underground Facilities Procedure (including resolution of Underground Facilities conflicts), or undertake resolution of above-ground utilities conflicts, such additional duties will be Additional Services under Article 2 of this Exhibit A.

11. Surveys, Topographic Mapping, and Utility Documentation

a. Coordinate with Owner's utility engineer, utility consultant, or land surveyor for the necessary field surveys, topographic mapping, and utility documentation required for Engineer's design purposes, or by the Underground Facilities Procedure.

b. If no scope of work and procedure for utility documentation has been established, selected, or authorized, then at a minimum Engineer will contact utility owners and obtain available information. Except as otherwise provided in this Agreement, Owner acknowledges that the information gathered from utility owners may be incorrect, incomplete, outdated, or otherwise flawed, and as to Engineer, bidders, and Contractor, the Owner accepts all associated risks. Owner reserves all associated rights as to recourse against the sources of such flawed information and against third parties.

12. Prepare initial draft of a comprehensive permit document that identifies Owner's permit duties, Engineer's permit duties, and Contractor's permit duties, and the schedule for permitting activities.

13. Continue to assist Owner with Specific Project Strategies, Technologies, and Techniques that Owner has chosen to implement in Exhibit A Paragraph 1.03.A.

14. Obtain Owner's instructions regarding Owner's procurement of construction services (including ~~instructions regarding advertisements for bids,~~ instructions to bidders, and requests for proposals, as applicable), Owner's construction contract practices and requirements, insurance and bonding requirements, electronic transmittals during construction, and other information necessary for the finalization of Owner's Bidding/Proposal Documents and Front-End Construction Contract Documents.

a. Also obtain copies of Owner's standard Bidding/Proposal Documents and Front-End Construction Contract Documents (~~if other than~~modified version of the EJCDC ~~2018~~ Construction Series documents), and any other related documents or content

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for Engineer to include in drafts of the Specific Project-specific Bidding/Proposal Documents and Front-End Construction Contract Documents, when applicable.

b. Review Owner's instructions regarding procurement, bidding and contracting of construction services with respect to effects on the Specific Project design, schedule and construction and address as needed in the Preliminary Design Phase deliverables.

15. Prepare the Preliminary Design Phase Report. This Report will consist of, as appropriate, separate or combined submittals in whole or summary, the Preliminary Design Phase documents listed in Exhibit A Paragraph 1.03.B.4, and Engineer's findings and recommendations for advancing the Specific Project to the Final Design Phase (including Engineer's findings and recommendations, if any, regarding permitting, utilities, and Underground Facilities). The submittal will be in the format of a report, or otherwise organized and assembled for ease and practicality of use.

    a. Based on the information contained in the Preliminary Design Phase documents, prepare a revised opinion of probable Construction Cost, and on the basis of information furnished by Owner, assist Owner in tabulating the various cost categories which comprise Total Project Costs.

    b. Engineer will meet with Owner to discuss the draft Preliminary Design Phase submittal and receive Owner's comments.

16. Perform or provide the following other Preliminary Design Phase tasks or deliverables:

    a. **Topographic Survey: Establish primary control for the length of the project. Provide survey quality level C utility locates, develop an existing conditions model for the width of the anticipated right of way along the west side as appropriate for the design of the water main replacement. Appropriate right way delineation in preparation of the potential easement acquisition.**

    b. **Preliminary Utility Plans for the relocation/replacement of the existing 18-inch water main. Include Cover, index, general notes, quantities, plan and plan/profile as appropriate for the replacement.**

    c. **Preliminary Traffic Control Plans design and preparation**

    d. **Storm Water Pollution Control plans: Provide an erosion control plan, narrative, and appropriate details for facilitate the submittal of a Notice of Intent by the contractor**

    e. **Construction Cost Estimating.**

17. Furnish the Preliminary Design Phase Report, opinion of probable Construction Cost, and any other Preliminary Design Phase deliverables to Owner pursuant to the requirements of the Deliverables Schedule in Exhibit B, and review the deliverables with Owner.

18. Revise the Report and any other deliverables in response to Owner's comments, as appropriate, and submit revised deliverables pursuant to the Deliverables Schedule.

C. Engineer's services under the Preliminary Design Phase will be considered complete on the date when Engineer has delivered to Owner the final Preliminary Design Phase Report (as

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revised) and associated documents, revised opinion of probable Construction Cost, and any other Preliminary Design Phase deliverables.

1.04 Final Design Phase

A. After acceptance by Owner of the Preliminary Design Phase Report and any other Preliminary Design Phase deliverables; issuance by Owner of any instructions for specific modifications or changes in the scope, extent, character, or design requirements of the Specific Project desired by Owner; and any necessary changes, refinements, and supplementation of the Baseline Information set forth at the beginning of this Exhibit A, Engineer and Owner shall discuss, resolve, and document any necessary revisions to Engineer's scope of services, compensation (through application of the provisions regarding Additional Services, or otherwise), and the time for completion of Engineer's services, resulting from specific modifications to the Specific Project, or changes, refinements, or supplementation of the Baseline Information.

1. The number of prime contracts for Work designed or specified by Engineer upon which the Engineer's compensation has been established under this Agreement is **one (1)** If more prime contracts are awarded, Engineer shall be entitled to an equitable increase in its compensation under this Agreement.

2. If more than one prime construction contract is to be awarded for the Work designed or specified by Engineer, then Owner shall define and set forth (in an exhibit to this Agreement, or in a subsequent document) the duties, responsibilities, and limitations of authority of a person or entity that will have authority and responsibility for coordinating the activities among the various prime Contractors, and any resulting changes in the duties, responsibilities, and authority of Engineer.

3. In the event that the Work designed or specified by Engineer is to be performed or furnished under more than one prime construction contract, or if Engineer's services are to be separately sequenced with the work of one or more separate design professional consultants or prime Contractors (such as in the case of fast-tracking), Owner and Engineer shall, prior to commencement of the Final Design Phase, develop a schedule for performance of Engineer's services during the Final Design, Bidding/Proposal, Construction, and Post-Construction Phases in order to sequence and coordinate properly such services as are applicable under such separate prime construction contracts. This schedule is to be prepared and included in or become an amendment to Exhibit A whether or not the work under such construction contracts is to proceed concurrently.

B. Upon written authorization from Owner, Engineer shall prepare final Drawings and Specifications indicating the scope, extent, and character of the Work to be performed and furnished by Contractor, in accordance with the Preliminary Design Phase Report (as revised) and other Preliminary Design Phase deliverables. As part of the preparation of the Drawings and Specifications, Engineer shall prepare interim drafts and final Drawings and Specifications as follows, pursuant to the Deliverables Schedule in Exhibit B:

1. First Final Design Phase draft of all Drawings and Specifications.

~~2. Second Final Design Phase draft of all Drawings and Specifications, addressing Owner comments and including appropriate design advancement.~~

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~~3.~~2. Final Drawings and Specifications that address Owner comments; complete the design; are suitable for estimating and pricing by prospective Contractors; and are complete and ready for construction.

C. In preparing the Specifications (and any bidding, contract, or other documents that are part of Engineer's scope of services), Engineer shall obtain from Owner or Owner's legal counsel any relevant constraints such as requirements for use of domestic steel and iron, other domestic purchasing requirements, statutory restrictions on utilizing proprietary specifying methods, and the like, and comply with or account for such constraints in drafting Specifications, Bidding/Proposal Documents, and other Specific Project documents.

D. Engineer shall prepare or assemble draft Bidding/Proposal Documents and Front-End Construction Contract Documents as follows:

1. Such documents will be based on the 2018 EJCDC Construction Documents, and on the specific bidding or Contractor selection-related instructions and forms, contract forms, text, or other content received from Owner.

2. When Engineer is required to use other than the 2018 EJCDC Construction Documents, then as required in the Preliminary Design Phase Owner will furnish to Engineer a copy of the required documents to be used for the Specific Project's Bidding/Proposal Documents and Front-End Construction Contract Documents. Prior to the first Final Design Phase submittal, Engineer will review the bidding and contracting documents furnished by Owner and provide comments to Owner. Engineer will meet with Owner to discuss Engineer's comments. Owner will consider Engineer's recommendations to revise Owner's documents for the Specific Project.

3. Engineer will furnish to Owner, for review by Owner's legal counsel, the draft Bidding/Proposal Documents and Front-End Construction Contract Documents. Owner and Owner's legal counsel must transmit to Engineer, in a timely manner, one coordinated set of comments and revisions to the draft documents.

E. During the Final Design Phase the Engineer shall continue to account for above-ground utilities and Underground Facilities as the design advances and is finalized. This may include:

1. performing the services assigned to Engineer under the Underground Facilities Procedure described in Exhibit A Paragraph 1.03 above, including but not limited to the design-related tasks in Exhibit A Paragraph 1.03.B.9.

2. addressing required and proposed activities or mitigations identified in the analysis of utilities and by the Underground Facilities Procedure as having an impact on the final design, and considering such in preparing the Drawings and Specifications.

F. Engineer shall perform or furnish the following other Final Design Phase services:

1. Visit the Site as needed to assist in preparing the final Drawings and Specifications.

2. Assist with or prepare applications for permits and approvals, as follows:

a. Update comprehensive permit document created in Preliminary Design Phase for Final Design detail.

b. Prepare the following applications for Owner's submittal to authorities having jurisdiction over the construction or operation of the Specific Project:

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1) **TXDOT access permit, utility permit**

2) **UPRR permit**

c. Confer with Owner regarding revisions, if any, to the application(s), and make appropriate revisions to the application(s) for Owner's resubmittal to the authority having jurisdiction.

d. Provide technical criteria, written descriptions, and design data for Owner's use in filing applications for permits from or approvals of the authorities having jurisdiction listed above, including applications for review or approval of the final design.

e. Identify and indicate in the Construction Contract Documents the permits and approvals for which Contractor will be responsible, including work permits, building permits, and other permits and approvals that will be Contractor's responsibility; and, in addition, indicate those permits initially obtained by Owner for which Contractor will be a co-permittee, together with associated requirements.

f. Unless expressly indicated otherwise, Engineer's scope and budget includes attending one meeting or conference call with each permit and approval-issuing agency to discuss the Specific Project and receive the agency's comments on the application.

g. Engineer does not guarantee issuance of any required permit or approval.

h. Fees charged by authorities having jurisdiction for such permits or approvals are the responsibility of Owner.

3. Advise Owner of any recommended adjustments to the opinion of probable Construction Cost. Furnish to Owner an updated opinion of probable Construction Cost with the interim and final deliverables of the Drawings and Specifications.

4. After consultation with Owner, include in the Front-End Construction Contract Documents any Electronic Document Protocol addressing specific protocols for the transmittal of Specific Project-related correspondence, documents, text, data, drawings, information, and graphics, in electronic media or digital format, either directly, or through access to a secure Specific Project website.

5. Assist Owner in assembling known reports and drawings of Site conditions, and in identifying the technical data contained in such reports and drawings upon which bidders or other prospective contractors may rely.

6. Review the preliminary schedule for the Construction Phase and advise Owner when initial understanding of the Construction Contract Times must or should be revised, and furnish Owner with recommendations on revisions to the proposed Construction Contract Times.

7. Engineer's project manager and other appropriate staff will participate in the following meetings and conference calls:

a. First draft design review meeting at Owner's office.

~~b. Second draft design review meeting at Owner's office.~~

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~~c. [Indicate others as appropriate for the Specific Project].~~

~~d.~~b. Engineer will prepare and distribute minutes of each such meeting and conference call, indicating attendees, topics discussed, decisions made, and action items for follow-up.

8. Perform or provide the following other Final Design Phase activities or deliverables:

   a. **Final Utility Plans for the relocation/replacement of the existing 18-inch water main. Include Cover, index, general notes, quantities, plan and plan/profile as appropriate for the replacement.**

   b. **Traffic Control Plans design and preparation**

   c. **SWPPP- Provide an erosion control plan, narrative, and appropriate details for facilitate the submittal of a Notice of Intent by the contractor.**

   d. **Construction Cost Estimating.**

G. Engineer shall complete the Final Design Phase as follows:

1. Pursuant to the requirements of the Deliverables Schedule in Exhibit B, furnish for review by Owner, its legal counsel, and other advisors, the final Drawings and Specifications (as set forth in Exhibit A Paragraph 1.04.B.3 above); assembled drafts of other Construction Contract Documents including the draft Front-End Construction Contract Documents; the draft Bidding/Proposal Documents; the most recent opinion of probable Construction Cost; and any other Final Design Phase deliverables, and review the deliverables with Owner.

2. Revise the final Design Phase deliverables in response to Owner's comments, as appropriate, and submit revised deliverables pursuant to the Deliverables Schedule.

3. Engineer's services under the Final Design Phase will be considered complete on the date when Engineer has delivered to Owner the final Drawings and Specifications; assembled drafts of the Front-End Construction Contract Documents; the draft Bidding/Proposal Documents; and any other Final Design Phase deliverables, as revised.

1.05 Bidding/Proposal Phase

A. After acceptance by Owner of the final Drawings and Specifications; assembled drafts of other Construction Contract Documents, including the draft Front-End Construction Contract Documents; the draft Bidding/Proposal Documents; the most recent opinion of probable Construction Cost as determined in the Final Design Phase, and any other Final Design Phase deliverables, and upon written authorization by Owner to proceed, Engineer shall:

1. Assist Owner in advertising for and obtaining bids or proposals for the Work; assist Owner in issuing assembled Bidding/Proposal Documents and proposed Construction Contract Documents to prospective contractors; if applicable, maintain a record of prospective contractors to which documents have been issued; attend pre-bid conferences, if any; and receive and process contractor deposits or charges, if any, for the issued documents.

   a. **Owner's procurement website**

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2. Prepare and issue addenda as appropriate to clarify, correct, or change the issued documents.

3. If the issued documents require, the Engineer shall evaluate and determine the acceptability of "or equals" and substitute materials and equipment proposed by prospective contractors, provided that such proposals are allowed by the bidding-related documents (or requests for proposals or other construction procurement documents) prior to award of contracts for the Work. Services under this paragraph are subject to the provisions of Exhibit A Paragraph 2.01.A.2.

4. Attend the bid opening; prepare bid tabulation sheets; and assist Owner in evaluating bids or proposals, assembling final Construction Contracts for the Work for execution by Owner and Contractor, and in preparing notices of award to be issued by Owner for such contracts.

5. Provide information or assistance needed by Owner in the course of any review of bids, proposals, or negotiations with prospective contractors.

6. Consult with Owner as to the qualifications of prospective contractors.

7. Consult with Owner as to the qualifications of subcontractors, suppliers, and other individuals and entities proposed by prospective contractors, for those portions of the Work as to which review of qualifications is required by the issued documents.

8. If Owner engages in negotiations with bidders or proposers, assist Owner with respect to technical and engineering issues that arise during the negotiations.

9. Perform or provide the following other Bidding/Proposal Phase tasks or deliverables:

   a. **none**

10. The Bidding/Proposal Phase will be considered complete upon award of Construction Contracts for the Work and commencement of the Construction Phase, or upon cessation of negotiations with prospective contractors.

1.06 Construction Phase

A. After completion of the Final Design Phase and concurrent with the Bidding/Proposal Phase, and after issuance by Owner of any instructions for specific modifications or changes in the scope, extent, character, design, schedule, number of prime construction contracts, and other construction requirements of the Specific Project during the Construction Phase desired by Owner, the Engineer and Owner shall discuss, resolve, and document any necessary revisions to Engineer's scope of services or compensation (through application of the provisions regarding Additional Services, or otherwise), or the time for completion of Engineer's services, resulting from specific modifications to the Specific Project.

   1. Engineer shall be responsible only for those Construction Phase services expressly required of Engineer in Exhibit A Paragraph 1.06, as duly modified. With the exception of such expressly required services, Engineer shall have no design, Submittal (including Shop Drawing) review, or other obligations during construction, and Owner assumes all responsibility for providing or arranging for all other necessary Construction Phase administrative, engineering, and professional services.

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2. Owner waives all claims against Engineer and its officers, directors, members, partners, agents, employees, and Subconsultants, and Engineer's Subcontractors, that may be connected in any way to Construction Phase administrative, engineering, or professional services except for those services that are expressly required of Engineer in Exhibit A. Notwithstanding the foregoing waiver, Engineer shall be responsible for any professional opinions and interpretations provided by Engineer to Owner during the Construction Phase or Post-Construction Phase, including interpretations or clarifications of the Construction Contract Documents.

B. Upon successful completion of the Bidding/Proposal Phase, and upon written authorization from Owner, Engineer shall provide the following services:

1. General Administration of Construction Contract: Consult with Owner and act as Owner's representative as provided in this Agreement and the Construction Contract. Unless otherwise set forth in the scope of Basic Services (as duly modified), the extent and limitations of the duties, responsibilities, and authority of Engineer shall be as assigned in EJCDC® C-700, Standard General Conditions of the Construction Contract (2018) or other construction general conditions specified in this Agreement. Except as otherwise provided in the Construction Contract, Owner's communications to Contractor will be issued through Engineer.

   a. If the responsibilities of Engineer as set forth in the Construction Contract are greater than those Construction Phase services expressly required of Engineer in Exhibit A Paragraph 1.06, as duly modified, then Owner shall either (1) expand the scope of the Construction Phase services to match those of the Construction Contract, and compensate Engineer for any related increases in the cost to provide Construction Phase services, pursuant to the provisions for compensating Additional Services, or (2) identify a qualified individual or entity (other than Engineer) responsible for the additional responsibilities in the Construction Contract.

   b. If Owner, or Owner and Contractor, modify the duties, responsibilities, and authority of Engineer in the Construction Contract, or modify other terms of the Construction Contract having a direct bearing on Engineer, or if Owner requires Engineer's services for construction that extends longer than the anticipated Construction Contract Times, then Owner shall compensate Engineer for any related increases in the cost to provide Construction Phase services, pursuant to the provisions for compensating Additional Services.

   c. Engineer shall not be required to furnish or perform services contrary to Engineer's responsibilities as a licensed professional.

2. Field Office: ~~**[Delete or edit as applicable to the Specific Project]** Engineer and Resident Project Representative (if any) will be based in a field office at the Site. The field office will be furnished and maintained at Owner's expense, and will include reasonable furnishings, all required temporary utilities (including internet service) and facilities, and be secured for Engineer's (and RPR's) exclusive use.~~**Deleted**

3. ~~Resident Project Representative (RPR): Provide the services of an RPR at the Site to assist Engineer and to provide more extensive observation of Contractor's Work. Duties, responsibilities, and authority of the RPR are as set forth in Exhibit D. The furnishing of~~

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~~such RPR's services will not limit, extend, or modify Engineer's responsibilities or authority except as expressly set forth in Exhibit D. **[If Engineer will not be providing RPR services under the specific Task Order, then delete this Paragraph 3 by inserting the word "DELETED" after the paragraph title; do not include Exhibit D as an exhibit to the specific Task Order; and do not include RPR compensation in Paragraph 7 of the Exhibit specific Task Order**~~Deleted~~**.]**~~

4. Selection of Independent Testing Laboratory: Assist Owner in the selection of an independent testing laboratory to perform required testing services.

5. Pre-Construction Conference: Participate in a pre-construction conference prior to commencement of Work at the Site; prepare and distribute agenda for the conference and prepare and distribute minutes of such conference.

6. Electronic Transmittal Protocols: If the Construction Contract does not establish protocols for transmittal of Electronic Documents by Electronic Means, then Owner, Engineer, and Contractor shall jointly develop such protocols.

7. Original Documents: If requested by Owner to do so, maintain and safeguard during the Construction Phase at least one original printed record version of the Construction Contract Documents, including Drawings and Specifications signed and sealed by Engineer and other design professionals in accordance with applicable Laws and Regulations. Throughout the Construction Phase, make such original printed record version of the Construction Contract Documents available to Contractor and Owner for review.

8. Schedules: Receive, review, and, and, subject to the criteria of the Construction Contract, determine the acceptability of any and all schedules that Contractor is required to submit to Engineer, including the progress schedule, schedule of submittals, and schedule of values. Advise Contractor in writing of Engineer's comments or acceptance of schedules.

    a. Schedules will be acceptable to Engineer as to form and substance:

        1) Progress Schedule: if it provides an orderly progression of the Work to completion within the Contract Times. Such acceptance will not impose on Engineer responsibility for the Progress Schedule, for sequencing, scheduling, or progress of the Work, nor interfere with or relieve Contractor from Contractor's full responsibility therefor.

        2) Contractor's Schedule of Submittals: if it provides a workable arrangement for reviewing and processing the required Submittals.

        3) Contractor's Schedule of Values: if it provides a reasonable allocation of the Contract Price to the component parts of the Work.

9. Baselines and Benchmarks: As appropriate, establish baselines and benchmarks for locating the Work which in Engineer's judgment are necessary to enable Contractor to proceed.

10. Permits: Provide Owner with copies of technical information and supporting data previously obtained or developed by Engineer for Owner's use, or for Owner to provide

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to Contractor, in obtaining required permits and licenses delegated to Contractor by Owner.

11. Visits to Site and Observation of Construction: In connection with observations of Contractor's Work while it is in progress:

    a. Make visits to the Site at intervals appropriate to the various stages of the Work, as Engineer deems necessary, to observe as an experienced and qualified design professional, the progress of Contractor's executed Work. Such visits and observations by Engineer, including its RPR, if any, are not intended to be exhaustive or to extend to every aspect of the Work or to involve detailed inspections of the Work beyond the responsibilities specifically assigned to Engineer in this Agreement and the Construction Contract Documents, but rather are to be limited to spot checking, selective sampling, and similar methods of general observation of the Work based on Engineer's exercise of professional judgment, as assisted by its RPR, if any. Based on information obtained during such visits and observations, Engineer will determine in general if the Work is proceeding in accordance with the Construction Contract Documents, and Engineer shall keep Owner informed of the progress of the Work. Engineer will make a report of Engineer's visit, summarizing Engineer's general observations and any significant findings.

    b. The purpose of Engineer's visits to the Site, and representation by the Resident Project Representative, if any, at the Site, will be to enable Engineer to better carry out the duties and responsibilities assigned to by this Agreement and undertaken by Engineer during the Construction Phase, and, in addition, by the exercise of Engineer's efforts as an experienced and qualified design professional, to provide for Owner a greater degree of confidence that the completed Work will conform in general to the Construction Contract Documents and that Contractor has implemented and maintained the integrity of the design concept of the completed Specific Project as a functioning whole as indicated in the Construction Contract Documents. Engineer will not, during such visits or as a result of such observations of the Work, supervise, direct, or have control over the Work, nor will Engineer have authority over or responsibility for the means, methods, techniques, sequences, or procedures of construction selected or used by any Constructor, for security or safety at the Site, for safety precautions and programs incident to any Constructor's work in progress, for the coordination of the Constructors' work or schedules, nor for any failure of any Constructor to comply with Laws and Regulations applicable to furnishing and performing of its work. Accordingly, Engineer neither guarantees the performance of any Constructor nor assumes responsibility for any Constructor's failure to furnish or perform the Work, or any portion of the Work, in accordance with the Construction Contract Documents.

12. Defective Work: If, on the basis of Engineer's observations or as indicated in documentation available to Engineer, Engineer believes that any part of the Work is defective under the terms and standards set forth in the Construction Contract Documents, Engineer will promptly issue written notice to Contractor (with copy to Owner) of such defective Work. Such notice will communicate the scope, extent (to

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Engineer's understanding) of defect, and associated provisions of the Construction Contract Documents.

a. Provide recommendations to Owner regarding whether Contractor should correct such Work or remove and replace such Work, or whether Owner should consider accepting the defective Work in accordance with the provisions of the Construction Contract Documents. Engineer shall give notice to Contractor regarding whether the defective Work should be repaired, replaced, or will be accepted by Owner.

b. However, Engineer's authority to provide this information to Owner or Engineer's decision to exercise or not exercise such authority will not give rise to a duty or responsibility of the Engineer to Contractors, Subcontractors, material and equipment suppliers, their agents or employees, or any other person(s) or entities performing any of the Work, including but not limited to any duty or responsibility for Contractors' or Subcontractors' safety precautions and programs incident to the Work.

13. Compatibility with Design Concept: If Engineer has express knowledge that a specific part of the Work that is not defective under the terms and standards set forth in the Construction Contract Documents is nonetheless not compatible with the design concept of the completed Specific Project as a functioning whole, then inform Owner of such incompatibility, and provide recommendations for addressing such Work.

14. Clarifications and Interpretations: Accept from Contractor and Owner submittal of all matters in question concerning the requirements of the Construction Contract Documents (sometimes referred to as requests for information or interpretation—RFIs), or relating to the acceptability of the Work under the Construction Contract Documents. With reasonable promptness, render a written clarification, interpretation, or decision on the issue submitted, or initiate an amendment or supplement to the Construction Contract Documents.

15. Non-reviewable Matters: If a submitted matter in question concerns the Engineer's performance of its duties and obligations, or terms and conditions of the Construction Contract Documents that do not involve (a) the performance or acceptability of the Work under the Construction Contract Documents, (b) the design (as set forth in the Drawings, Specifications, or otherwise), or (c) other engineering or technical matters, then Engineer will promptly give written notice to Owner and Contractor that Engineer will not provide a decision or interpretation.

16. Field Orders: Subject to any limitations in the Construction Contract Documents, Engineer may prepare and issue Field Orders requiring minor changes in the Work.

17. Change Orders and Work Change Directives: Recommend Change Orders and Work Change Directives to Owner, as appropriate, and prepare Change Orders and Work Change Directives as required.

18. Change Proposals and Claims

a. Review and respond to Change Proposals. Review each duly submitted Change Proposal from Contractor and, within 30 days after receipt of the Contractor's supporting data, either deny the Change Proposal in whole, approve it in whole, or deny it in part and approve it in part. Such actions must be in writing, with a copy

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provided to Owner and Contractor. If the Change Proposal does not involve the design (as set forth in the Drawings, Specifications, or otherwise), the acceptability of the Work, or other engineering or technical matters, then Engineer will notify the parties that the Engineer will not resolve the Change Proposal.

b. Provide information or data to Owner regarding engineering or technical matters pertaining to Claims.

19. Differing Site Conditions: Respond to any notice from Contractor of differing site conditions, including conditions relating to Underground Facilities such as utilities, and hazardous environmental conditions. Promptly conduct reviews and prepare findings, conclusions, and recommendations for Owner's use subject to limitations of Engineer's obligations under this Agreement.

20. Contractor's Submittals: Review and approve or take other appropriate action with respect to required Contractor Submittals, but only to determine if the items covered by the Submittals will, after installation or incorporation in the Work, comply with the requirements of the Construction Contract Documents, and for compatibility with the design concept of the completed Specific Project as a functioning whole as indicated by the Construction Contract Documents. Such reviews and approvals or other action will not extend to means, methods, techniques, sequences, or procedures of construction or to safety precautions and programs incident thereto. Engineer shall meet any Contractor's Submittal schedule that Engineer has accepted.

21. Substitutes and "Or-equals": Evaluate and determine the acceptability of substitute or "or-equal" materials and equipment proposed by Contractor, but subject to the provisions of Exhibit A Paragraph 2.01.A.2.

22. Inspections and Tests

    a. Receive and review all certificates of inspections, tests, and approvals required by Laws and Regulations or the Construction Contract Documents. Engineer's review of such certificates will be for the purpose of determining whether the results certified indicate compliance with the Construction Contract Documents and will not constitute an independent evaluation that the content or procedures of such inspections, tests, or approvals comply with the requirements of the Construction Contract Documents. Engineer shall be entitled to rely on the results of such inspections and tests.

    b. Reply to Contractor requests for written concurrence that specific portions of the Work that are to be inspected, tested, or approved may be covered.

    c. Issue written requests to Contractor that specific portions of the Work remain uncovered.

    d. As deemed reasonably necessary, request that Contractor uncover Work that is to be inspected, tested, or approved.

    e. Pursuant to the terms of the Construction Contract, require additional inspections or testing of the Work, whether or not the Work is fabricated, installed, or completed.

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23. Contractor's Applications for Payment: Based on Engineer's observations as an experienced and qualified design professional and on review of Applications for Payment and accompanying supporting documentation:

    a. Determine the amounts that Engineer recommends Contractor be paid. Recommend reductions in payment (set offs) based on the provisions for set offs stated in the Construction Contract. Such recommendations of payment will be in writing and will constitute Engineer's representation to Owner, based on such observations and review, that, within the limits of Engineer's knowledge, information and belief, Contractor's Work has progressed to the point indicated, the Work is generally in accordance with the Construction Contract Documents (subject to an evaluation of the Work as a functioning whole prior to or upon Substantial Completion, to the results of any subsequent tests called for in the Construction Contract Documents, and to any other qualifications stated in the recommendation), and the conditions precedent to Contractor's being entitled to such payment appear to have been fulfilled in so far as it is Engineer's responsibility to observe the Work. In the case of unit price Work, Engineer's recommendations of payment will include final determinations of quantities and classifications of the Work (subject to any subsequent adjustments allowed by the Construction Contract Documents).

    b. By recommending payment, Engineer shall not thereby be deemed to have represented that observations made by Engineer to check the quality or quantity of Contractor's Work as it is performed and furnished have been exhaustive, extended to every aspect of Contractor's Work in progress, or involved detailed inspections of the Work beyond the responsibilities specifically assigned to Engineer in this Agreement. Neither Engineer's review of Contractor's Work for the purposes of recommending payments nor Engineer's recommendation of any payment including final payment will impose on Engineer responsibility to supervise, direct, or control the Work, or for the means, methods, techniques, sequences, or procedures of construction or safety precautions or programs incident thereto, or Contractor's compliance with Laws and Regulations applicable to Contractor's furnishing and performing the Work. It will also not impose responsibility on Engineer to make any examination to ascertain how or for what purposes Contractor has used the money paid to Contractor by Owner; to determine that title to any portion of the Work, including materials or equipment, has passed to Owner free and clear of any liens, claims, security interests, or encumbrances; or that there may not be other matters at issue between Owner and Contractor that might affect the amount that should be paid.

24. Contractor's Completion Documents: Receive from Contractor, review, and transmit to Owner maintenance and operating instructions, schedules, guarantees, bonds, certificates or other evidence of insurance required by the Construction Contract Documents, certificates of inspection, tests and approvals, and Shop Drawings, Samples, and other data approved as provided under Exhibit A Paragraph 1.06.B.20. Receive from Contractor, review, and transmit to Owner the annotated record documents which are to be assembled by Contractor in accordance with the Construction Contract Documents to obtain final payment. The extent of Engineer's review of record

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documents will be to check that Contractor has submitted a complete set of those documents that Contractor is required to submit.

25. Substantial Completion: Promptly after notice from Contractor that Contractor considers the entire Work ready for its intended use, visit the Site in company with Owner and Contractor to review the Work and determine the status of completion. Follow the procedures in the Construction Contract regarding the preliminary certificate of Substantial Completion, punch list of items to be completed, Owner's objections, notice to Contractor, and issuance of a final certificate of Substantial Completion. Assist Owner regarding any remaining engineering or technical matters affecting Owner's use or occupancy of the Work following Substantial Completion.

26. Other Tasks: Perform or provide the following other Construction Phase tasks or deliverables:

    a. **none**

27. Completion and Acceptability of the Work: After notice from Contractor that the Work is complete:

    a. visit the Site with Owner and Contractor to determine if the Work is in fact complete and acceptable;

    b. notify Contractor of any part of the Work that is found during the visit to be incomplete or defective, and subsequently confirm that Contractor has corrected any such deficiencies;

    c. follow the procedures in the Construction Contract regarding review and response to Contractor's application for final payment and accompanying documentation; and

    d. if Engineer is satisfied that the Work is complete and acceptable, provide a notice to Owner and Contractor using EJCDC® C-626, Notice of Acceptability of Work (attached as Exhibit E), stating that the Work is acceptable (subject to the provisions of the Notice and this Exhibit A) within the limits of Engineer's knowledge, information, and belief, and based on the extent of the services provided by Engineer under this Agreement.

28. Standards for Certain Construction-Phase Decisions: Engineer will render decisions regarding the requirements of the Construction Contract Documents, and judge the acceptability of the Work, pursuant to the specific procedures set forth in the Construction Contract for initial interpretations, Change Proposals, and acceptance of the Work. In rendering such decisions and judgments, Engineer will not show partiality to Owner or Contractor, and will not be liable to Owner, Contractor, or others in connection with any proceedings, interpretations, decisions, or judgments conducted or rendered in good faith.

C. Duration of Construction Phase: The Construction Phase will commence with the execution of the first Construction Contract for the Specific Project or any part thereof and will terminate upon written recommendation by Engineer for final payment to Contractor. If the Specific Project involves more than one prime contract as indicated in Exhibit A Paragraph 1.04.A.1, then Construction Phase services may be rendered at different times in

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respect to the separate contracts. Subject to the provisions of Article 3, Engineer shall be entitled to an equitable increase in compensation if Construction Phase services (including Resident Project Representative services, if any) are required after the original date for completion and readiness for final payment of Contractor as set forth in the Construction Contract.

1.07 Post-Construction Phase

A. Upon written authorization from Owner during the Post-Construction Phase, Engineer shall:

1. Together with Owner, visit the Specific Project to observe any apparent defects in the Work, make recommendations as to replacement or correction of defective Work, if any, or the need to repair of any damage to the Site or adjacent areas, and assist Owner in consultations and discussions with Contractor concerning correction of any such defective Work and any needed repairs.

2. Together with Owner, visit the Specific Project within one month before the end of the Construction Contract's correction period to ascertain whether any portion of the Work or the repair of any damage to the Site or adjacent areas is defective and therefore subject to correction by Contractor.

3. Perform or provide the following other Post-Construction Phase tasks or deliverables:

a. **Provide as-built survey of valve, fire hydrant, and blow-off locations.**

b. **Prepare a plan of record based as-built survey and Contractor redlines approved by the City Inspector.**

B. The Post-Construction Phase services may commence during the Construction Phase and, if not otherwise modified in this Exhibit A, will terminate 12 months after the commencement of the Construction Contract's correction period.

ARTICLE 2—ADDITIONAL SERVICES

2.01 Additional Services Not Requiring Owner's Written Authorization

A. Engineer shall advise Owner that Engineer is commencing to perform or furnish the Additional Services of the types listed below. For such Additional Services, Engineer need not request or obtain specific advance written authorization from Owner. Engineer shall cease performing or furnishing such Additional Services upon receipt of written notice to cease from Owner. These services are not included as part of Basic Services and will be paid for by Owner as indicated in Paragraph 7 of the governing Task Order.

1. Substantive design and other technical services in connection with Work Change Directives, Change Proposals, and Change Orders to reflect changes requested by Owner.

2. Services essential to the orderly progress of the Bidding/Proposal and Construction Phases and not wholly quantifiable prior to those Phases or otherwise dependent on the actions of prospective individual bidders or contractors and including:

a. making revisions to Drawings and Specifications occasioned by the acceptance of substitute materials or equipment other than "or equal" items;

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b. services after the award of the Construction Contract in evaluating and determining the acceptability of a proposed "or equal" or substitution which is found to be inappropriate for the Specific Project;

c. evaluation and determination of an excessive number of proposed "or equals" or substitutions, whether proposed before or after award of the Construction Contract; and

d. providing to the Contractor or Owner additional or new information not previously prepared or developed by the Engineer for their use in applying for or obtaining required permits and licenses, in responding to agency comments on such applications, or in the administration of any such permits or licenses.

3. Services resulting from significant delays, changes, or price increases occurring as a direct or indirect result of materials, equipment, or energy shortages.

4. Additional or extended services arising from (a) the presence at the Site of any Constituent of Concern or items of historical or cultural significance, (b) emergencies or acts of God endangering the Work, (c) damage to the Work by fire or other causes during construction, (d) a significant amount of defective, neglected, or delayed Work, (e) acceleration of the progress schedule involving services beyond normal working hours, or (f) default by Contractor.

5. Implement coordination of Engineer's services with other parts of the Specific Project that are not planned or designed by Engineer or its Subconsultants, unless Owner furnished to Engineer substantive information about such other parts of the Specific Project prior to the parties' entry into this Agreement, in the Baseline Information section of this Exhibit A, or otherwise in Exhibit A; if such substantive information has been so provided, coordination of Engineer's services will be part of Basic Services.

6. Implement the specific parts of an Underground Facilities Procedure that are assigned to Engineer, or above-ground utilities tasks that are assigned to Engineer as the Specific Project progresses (but not including the design-related services already assigned to Engineer as a Basic Service).

7. Services (other than Basic Services during the Post-Construction Phase) in connection with any partial utilization of the Work by Owner prior to Substantial Completion.

8. Evaluating unreasonable or frivolous requests for interpretation or information (RFIs), Change Proposals, or other demands from Contractor or others in connection with the Work, or an excessive number of RFIs, Change Proposals, or demands.

9. Reviewing a Shop Drawing or other Contractor submittal more than three times, as a result of repeated inadequate submissions by Contractor.

10. While at the Site, compliance by Engineer and its staff with those terms of Owner's or Contractor's safety program provided to Engineer subsequent to the Effective Date that exceed those normally required of engineering personnel by federal, State, or local safety authorities for similar construction sites.

11. To the extent the Specific Project is subject to Laws and Regulations governing public or government records disclosure or non-disclosure, Engineer will comply with provisions applicable to Engineer, and Owner will compensate Engineer as Additional Services for

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Engineer's costs to comply with any disclosure or non-disclosure obligations beyond those identified in the Basic Services.

12. Services directly attributable to changes in Engineer's Electronic Documents obligations after the effective date of the Agreement.

2.02 Additional Services Requiring Owner's Written Authorization

A. If authorized in writing by Owner, Engineer shall provide Additional Services of the types listed below. These services are not included as part of Basic Services and will be paid for by Owner as indicated in Paragraph 7 of the governing Task Order.

1. Obtain or provide specified additional Specific Project-related information and data to enable Engineer to complete its Basic and Additional Services.

2. Preparation of special and customized reporting, invoicing, and related support documentation in addition to that identified to be provided under Basic Services.

3. Preparation of applications and supporting documents (in addition to those furnished under Basic Services) for private or governmental grants, loans, or advances in connection with the Specific Project; preparation or review of environmental assessments and impact statements; review and evaluation of the effects on the design requirements for the Specific Project of any such statements and documents prepared by others; and assistance in obtaining approvals of authorities having jurisdiction over the anticipated environmental impact of the Specific Project.

4. Services to make measured drawings of existing conditions or facilities, to conduct tests or investigations of existing conditions or facilities, or to verify the accuracy of drawings or other information furnished by Owner or others.

5. Services resulting from significant changes in the scope, extent, or character of the portions of the Specific Project designed or specified by Engineer, or the Specific Project's design requirements, including, but not limited to, changes in size, complexity, Owner's schedule, character of construction, or method of financing; and revising previously accepted studies, reports, Drawings, Specifications, or Construction Contract Documents when such revisions are required by changes in Laws and Regulations enacted subsequent to the Effective Date or are due to any other causes beyond Engineer's control.

6. Services resulting from Owner's request to evaluate additional Study and Report Phase alternative solutions beyond those agreed to in Exhibit A Paragraph 1.02.A.1.

7. Services required as a result of Owner's providing incomplete or incorrect Specific Project information to Engineer.

8. Providing renderings or models for Owner's use, including development, management, and other services in support of building information modeling or civil integrated management.

9. Undertaking investigations and studies including, but not limited to:

a. All-hazards risk assessments and other studies to evaluate the feasibility of enhancing the resiliency of the design;

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b. detailed consideration of operations, maintenance, and overhead expenses;

c. the preparation of feasibility studies (such as those that include projections of output capacity, utility project rates, project market demand, or project revenues) and cash flow analyses, provided that such services are based on the engineering and technical aspects of the Specific Project, and do not include rendering advice regarding municipal financial products or the issuance of municipal securities;

d. preparation of appraisals;

e. with respect to proprietary systems or processes requiring licensing, providing services necessary to assist Owner in obtaining such licensing.

f. detailed quantity surveys of materials, equipment, and labor; and

g. audits or inventories required in connection with construction performed or furnished by Owner.

10. Furnishing services of Subconsultants or Engineer's Subcontractors for other than Basic Services.

11. Providing data or services of the types described in Article 2, when Owner retains Engineer to provide such data or services instead of Owner furnishing the same.

12. Providing the following services:

    a. Services attributable to more prime construction contracts than specified in Exhibit A Paragraph 1.04.A.1.

    b. Services to arrange for performance of construction services for Owner by contractors other than the principal prime Contractor, and administering Owner's contract for such services.

13. Services during out-of-town travel required of Engineer, other than for visits to the Site or Owner's office as required in Basic Services (Article 1 of Exhibit A).

14. Preparing for, coordinating with, participating in and responding to structured independent review processes, including, but not limited to, construction management, cost estimating, project peer review, value engineering, and constructability review requested by Owner; and performing or furnishing services required to revise studies, reports, Drawings, Specifications, or other documents as a result of such review processes.

15. Preparing additional bidding-related documents (or requests for proposals or other construction procurement documents); preparing pre-qualification procedures and documents, and participating in pre-qualifying prospective Bidders; and preparing Construction Contract Documents for alternate bids.

16. Assistance in connection with bid protests, rebidding, or renegotiating contracts for construction, materials, equipment, or services.

17. Preparing conformed Construction Contract Documents that incorporate and integrate the content of all addenda and any amendments negotiated by Owner and Contractor.

18. Services to assist Owner in developing or modifying protocols for transmittal of Electronic Documents by Electronic Means after the effective date of this Agreement,

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either by revising or adapting Exhibit F to the Specific Project or implementing other Electronic Documents protocols among Specific Project participants.

19. Any services by Engineer in connection with Owner or Engineer providing a Document to a Requesting Party under Exhibit F Paragraph 1.01.D (see Exhibit F, Electronic Documents Protocol), or any other distribution of a Document to a third party. Such services may include but are not limited to preparing the data contained in the requested Document in a manner deemed appropriate by Engineer; creating or otherwise preparing and distributing the Document in a format necessary to respond to Owner's direction or decision to provide the Document to a requesting party, including Contractor, in a format other than that required for deliverables from Engineer to Owner; and services in connection with obtaining required releases from the third parties to which the Documents will be distributed. Compensation for these Additional Services is not contingent upon Owner's reimbursement from the requesting party.
20. Providing Construction Phase services beyond the original date for completion and readiness for final payment of Contractor, but only if such services increase the total quantity of services to be performed in the Construction Phase, rather than merely shifting performance of such services to a later date.
21. Preparing Record Drawings, and furnishing such Record Drawings to Owner.
22. Supplementing Record Drawings with information regarding the completed Specific Project, Site, and immediately adjacent areas obtained from field observations, Owner, utility companies, and other reliable sources.
23. Conducting surveys, investigations, and field measurements to verify the accuracy of Record Drawing content obtained from Contractor, Owner, utility companies, and other sources; revise and supplement Record Drawings as needed.
24. Preparation of operation, maintenance, and staffing manuals.
25. Protracted or extensive assistance in refining and adjusting of Specific Project equipment and systems (such as initial startup, testing, and balancing).
26. Assistance to Owner in training Owner's staff to operate and maintain Specific Project equipment and systems.
27. Assistance to Owner in developing systems and procedures for (a) control of the operation and maintenance of Specific Project equipment and systems, and (b) related recordkeeping.
28. Preparing to serve or serving as a consultant or witness for, or producing documents for or on behalf of, Owner in any litigation, arbitration, mediation, lien or bond claim, or other legal or administrative proceeding involving the Specific Project (but not including disputes between Owner and Engineer).
29. Overtime work requiring higher than regular rates.
30. Providing construction surveys and staking to enable Contractor to perform its work other than as required under Exhibit A Paragraph 1.06.B.9; any type of property surveys or related engineering services needed for the transfer of interests in real property; providing construction and property surveys to replace reference points or property

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monuments lost or destroyed during construction; and providing other special field surveys.

31. Providing more extensive services required to enable Engineer to issue notices or certifications requested by Owner.
32. Extensive services required during any correction period, or with respect to monitoring Contractor's compliance with warranties and guarantees called for in the Construction Contract (except as agreed to under Basic Services).
33. Other additional services performed or furnished by Engineer not otherwise provided for in this Agreement.

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EXHIBIT B—TASK ORDER DELIVERABLES SCHEDULE

Paragraphs 2.04.E, 3.02.A, and Exhibit A of the Main Agreement are supplemented by the following paragraph and table.

Under the governing Task Order the Engineer shall furnish Documents to Owner as required in Column 2 of the following table (and as further described in Exhibit A), according to the schedule in Column 4. Owner shall comment or take other identified actions with respect to the Documents as indicated in Column 2 (and as further described in Exhibit A), according to the schedule in Column 4.

Party	Action	Exhibit A Reference	Schedule
Engineer	Submit **one (1)** review copies of the Preliminary Design Report, opinion of probable Construction Cost, and other Preliminary Design Phase deliverables to Owner.	1.03.B.17	Within **60** days of Owner's authorization to proceed with Preliminary Design Phase services.
Owner	Submit comments regarding Preliminary Design Report, opinion of probable Construction Cost, and other Preliminary Design Phase deliverables to Engineer.	1.03.B.18	Within **15** days of the receipt from Engineer of Preliminary Design Report, opinion of probable Construction Cost, and other Preliminary Design Phase deliverables.
Engineer	Submit **one (1)** copies of the revised Preliminary Design Report, opinion of probable Construction Cost, and other Preliminary Design Phase deliverables to Owner.	1.03.B.18	Within **7** days of the receipt of Owner's comments regarding the Preliminary Design Report, opinion of probable Construction Cost, and other Preliminary Design Phase deliverables.
Engineer	Submit **one (1)** copy of the first Final Design Phase draft of Drawings and Specifications to Owner.	1.04.B.1	Within **45** days of Owner's authorization to proceed with Final Design Phase services.
Owner	Submit comments and instructions regarding the first Final Design Phase draft of Drawings and Specifications to Engineer.	1.04.B.1	Within **15** days of the receipt of the first final Design Phase drafts of Drawings and Specifications from Engineer.
Engineer	Submit **one (1)** copies of the final, completed, pricing-ready and construction-ready Drawings and Specifications to Owner.	1.04.B.3 and 1.04.G.1	Within **30** days of the receipt of Owner's comments and instructions regarding the second Final Design Phase drafts of Drawings and Specifications.
Owner	Submit comments and instructions regarding the final, completed, pricing-ready and construction-ready Drawings and Specifications to Engineer.	1.04.G.2	Within **15** days of the receipt from Engineer of the final, completed, pricing-ready and construction-ready Drawings and Specifications.
Owner	Submit comments and instructions regarding drafts of Bidding/Proposal and Front-End Construction Contract Documents, and any other Final Design Phase deliverables (other than Drawings and Specifications) to Engineer.	1.04.D.3; 1.04.F.8	Concurrent with Owner's submittal of comments and instructions regarding the final, completed, pricing-ready and construction-ready Drawings and Specifications.

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Party	Action	Exhibit A Reference	Schedule
Engineer	Submit to Owner: **One (1)** copies of the revised final, completed, pricing-ready and construction-ready Drawings and Specifications; and **One (1)** copies of assembled Bidding/Proposal and Front-End Construction Contract Documents, and any other Final Design Phase deliverables.	1.04.G.2; 1.04.G.3	Within **15** days of receipt of Owner's final comments and instructions regarding the regarding the final, completed, pricing-ready and construction-ready Drawings and Specifications, the Bidding/Proposal and Front-End Construction Contract Documents, and any other Final Design Phase deliverables.
Engineer	Submit **One (1)** copies of Bidding/Proposal Phase deliverables (if any) identified in Exhibit A Paragraph 1.05.A.9.a to Owner.	1.05.A.9.a	Within **5** days of written authorization by Owner to proceed with Bidding/Proposal Phase services.

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EXHIBIT C—RESERVED

Guidance Notes—Exhibit C

1. See Exhibit C—Amendment to Main Agreement, in E-505 Part 2 of 4: Exhibits to Main Agreement.

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EXHIBIT D—DUTIES, RESPONSIBILITIES, AND LIMITATIONS OF AUTHORITY OF RESIDENT PROJECT REPRESENTATIVE UNDER TASK ORDER

ARTICLE 1—RESIDENT PROJECT REPRESENTATIVE SERVICES

Article 1 of the Main Agreement, Services of Engineer, and Exhibit A, Engineer's Services Under Task Order, are supplemented to include Exhibit D Paragraphs 1.01, 1.02, and 1.03, as follows:

1.01 Resident Project Representative

A. Engineer shall furnish a Resident Project Representative ("RPR") to observe progress and quality of the Work. RPR is Engineer's representative at the Site, will act as directed by and under the supervision of Engineer, and will confer with Engineer regarding RPR's actions.

B. The RPR will provide full-time representation **[revise if representation will be less than full time]**.

C. Subject to the scope of RPR's observations of the Work, which may include field checks of materials and installed equipment, Engineer shall endeavor to identify defects and deficiencies in the Work. However, Engineer shall not, as a result of such RPR observations of the Work, supervise, direct, inspect, or have control over the Work, nor shall Engineer (including the RPR) have authority over or responsibility for the means, methods, techniques, sequences, or procedures of construction selected or used by any Constructor, for security or safety at the Site, for safety precautions and programs incident to the Work or any Constructor's work in progress, for the coordination of the Constructors' work or schedules, or for any failure of any Constructor to comply with Laws and Regulations applicable to the performing and furnishing of its work. The Engineer (including RPR) neither guarantees the performance of any Constructor nor assumes responsibility for any Constructor's failure to furnish and perform the Work, or any portion of the Work, in accordance with the Construction Contract Documents. In addition, the specific terms set forth in Exhibit A Paragraph 1.06 are applicable.

1.02 Duties and Responsibilities of RPR

A. The duties and responsibilities of the RPR are as follows:

1. General: RPR's dealings in matters pertaining to the Work in general will be with Contractor. RPR's dealings with Subcontractors shall only be through or with the full knowledge and approval of Contractor. RPR shall generally communicate with Owner only with the knowledge of and under the direction of Engineer.

2. Schedules: Review the progress schedule, schedule of Shop Drawing and Sample submittals, schedule of values, and other schedules prepared by Contractor and consult with Engineer concerning acceptability of such schedules.

3. Conferences and Meetings: Attend meetings with Contractor, such as preconstruction conferences, progress meetings, job conferences, and other Project-related meetings (but not including Contractor's safety meetings), and as appropriate prepare and circulate copies of minutes thereof.

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4. Safety Compliance: Comply with Site safety programs, as they apply to RPR, and if required to do so by such safety programs, receive safety training specifically related to RPR's own personal safety while at the Site.

5. Liaison

   a. Serve as Engineer's liaison with Contractor. Working principally through Contractor's authorized representative or designee, assist in providing information regarding the provisions and intent of the Construction Contract Documents.

   b. Assist Engineer in serving as Owner's liaison with Contractor when Contractor's operations affect Owner's on-Site operations.

   c. Assist in obtaining from Owner additional details or information, when required for proper execution of the Work.

6. Clarifications and Interpretations: Receive from Contractor submittal of any matters in question concerning the requirements of the Construction Contract Documents (sometimes referred to as requests for information or interpretation—RFIs), or relating to the acceptability of the Work under the Construction Contract Documents. Report to Engineer regarding such RFIs. Report to Engineer when clarifications and interpretations of the Construction Contract Documents are needed, whether as the result of a Contractor RFI or otherwise. Transmit Engineer's clarifications, interpretations, and decisions to Contractor.

7. Shop Drawings, Samples, and other Submittals

   a. Receive Samples that are furnished at the Site by Contractor.

   b. Receive Contractor-approved Shop Drawings.

   c. Receive other Submittals from Contractor.

   d. Record date of receipt of Samples, Contractor-approved Shop Drawings, and other Submittals.

   e. Notify Engineer of availability of Samples for examination, and forward Contractor-approved Shop Drawings and other Submittals to Engineer. When appropriate recommend distribution of Submittal to specified Subconsultants.

   f. Advise Engineer and Contractor of the commencement of any portion of the Work requiring a Shop Drawing or Sample submittal, if RPR believes that the submittal has not been received from Contractor, or has not been approved by Contractor or Engineer.

8. Proposed Modifications: Consider and evaluate Contractor's suggestions for modifications to the Drawings or Specifications, and report such suggestions, together with RPR's recommendations, if any, to Engineer. Transmit Engineer's response (if any) to such suggestions to Contractor.

9. Review of Work; Defective Work

   a. Report to Engineer whenever RPR believes that any part of the Work is defective under the terms and standards set forth in the Construction Contract Documents, and provide recommendations as to whether such Work should be corrected,

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removed and replaced, or accepted as provided in the Construction Contract Documents.

b. Inform Engineer of any Work that RPR believes is not defective under the terms and standards set forth in the Construction Contract Documents, but is nonetheless not compatible with the design concept of the completed Project as a functioning whole, and provide recommendations to Engineer for addressing such Work.

c. Advise Engineer of that part of the Work that RPR believes should be uncovered for observation, or requires special testing, inspection, or approval.

10. Inspections, Tests, and System Start-ups

a. Consult with Engineer in advance of scheduled inspections, tests, and systems start-ups.

b. Verify that tests, equipment, and systems start-ups and operating and maintenance training are conducted in the presence of appropriate Owner's personnel, and that Contractor maintains adequate records thereof.

c. Observe, record, and report to Engineer appropriate details relative to the test procedures and systems start-ups.

d. Observe whether Contractor has arranged for inspections required by Laws and Regulations, including but not limited to those to be performed by public or other agencies having jurisdiction over the Work.

e. Accompany visiting inspectors representing public or other agencies having jurisdiction over the Work, record the results of these inspections, and report to Engineer.

f. Nothing in this Agreement will be construed to require RPR to conduct inspections.

11. Records

a. Maintain at the Site orderly files for correspondence, reports of job conferences, copies of Construction Contract Documents including all Change Proposals, Change Orders, Field Orders, Work Change Directives, Addenda, additional Drawings issued subsequent to the execution of the Construction Contract, RFIs, Engineer's clarifications and interpretations of the Construction Contract Documents, progress reports, approved Shop Drawing and Sample submittals, and other Project-related documents.

b. Prepare a daily report or keep a diary or log book, recording Contractor's hours on the Site, Subcontractors present at the Site, weather conditions, data relative to questions of Change Proposals, Change Orders, Field Orders, Work Change Directives, or changed conditions, Site visitors, deliveries of equipment or materials, daily activities, decisions, observations in general, and specific observations in more detail as in the case of observing test procedures; and send copies to Engineer.

c. Upon request from Owner to Engineer, photograph or video Work in progress or Site conditions.

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d. Record and maintain accurate, up-to-date lists of the company names and points of contact for Contractors, Subcontractors, and major Suppliers of materials and equipment.

e. Maintain records for use in preparing Project documentation.

f. Upon completion of the Work, furnish original set of all RPR Project documentation to designated recipients.

12. Reports

a. Furnish periodic reports as required of progress of the Work and of Contractor's compliance with the progress schedule and schedule of Shop Drawing and Sample submittals.

b. Draft responses to or make recommends on Change Proposals, Change Orders, Work Change Directives, and Field Orders. Obtain backup material from Contractor.

c. Furnish to Engineer and Owner copies of all inspection, test, and system start-up reports.

d. Immediately inform appropriate parties of the occurrence of any Site accidents, emergencies, natural catastrophes endangering the Work, possible force majeure or delay events, damage to property by fire or other causes, or the discovery of any potential differing site condition or Constituent of Concern.

13. Payment Requests: Review applications for payment with Contractor for compliance with the established procedure for their submission and forward with recommendations to Engineer, noting particularly the relationship of the payment requested to the schedule of values, Work completed, and materials and equipment delivered at the Site but not incorporated in the Work.

14. Certificates, Operation and Maintenance Manuals: During the course of the Work, verify that materials and equipment certificates, operation and maintenance manuals and other data required by the Contract Documents to be assembled and furnished by Contractor are applicable to the items actually installed and in accordance with the Contract Documents, and have these documents delivered to Engineer for review and forwarding to Owner prior to payment for that part of the Work.

15. Completion

a. Participate in Engineer's visits to the Site regarding Substantial Completion, assist in the determination of Substantial Completion, and prior to the issuance of a Certificate of Substantial Completion submit a punch list of observed items requiring completion or correction.

b. Participate in Engineer's visit to the Site in the company of Owner and Contractor, to determine completion of the Work, and prepare a final punch list of items to be completed or corrected by Contractor.

c. Observe whether all items on the final punch list have been completed or corrected, and make recommendations to Engineer concerning acceptance and issuance of the Notice of Acceptability of the Work (Exhibit E).

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~~1.03 Limitations of Authority~~

~~A. Resident Project Representative shall not:~~

~~1. Authorize any deviation from the Construction Contract Documents or substitution of materials or equipment (including "or-equal" items).~~

~~2. Exceed limitations of Engineer's authority as set forth in this Agreement.~~

~~3. Undertake any of the responsibilities of Contractor, Subcontractors, or Suppliers, or any Constructor.~~

~~4. Advise on, issue directions relative to, or assume control over any aspect of the means, methods, techniques, sequences or procedures of the Work, by Contractor or any other Constructor.~~

~~5. Advise on, issue directions regarding, or assume control over security or safety practices, precautions, and programs in connection with the activities or operations of Owner or Contractor.~~

~~6. Participate in specialized field or laboratory tests or inspections conducted off-site by others except as specifically authorized by Engineer.~~

~~7. Accept Shop Drawing or Sample submittals from anyone other than Contractor.~~

~~8. Authorize Owner to occupy the Project in whole or in part.~~

Omitted

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NOTICE OF ACCEPTABILITY OF WORK (EJCDC® C-626 2018)

Owner:	Owner's Project No.:
Engineer:	Engineer's Project No.:
Contractor:	Contractor's Project No.:
Project:	
Contract Name:	
Notice Date:	Effective Date of the Construction Contract:

The Engineer hereby gives notice to the Owner and Contractor that Engineer recommends final payment to Contractor, and that the Work furnished and performed by Contractor under the Construction Contract is acceptable, expressly subject to the provisions of the Construction Contract's Contract Documents ("Contract Documents") and of the Agreement between Owner and Engineer for Professional Services dated **[date of professional services agreement]** ("Owner-Engineer Agreement"). This Notice of Acceptability of Work (Notice) is made expressly subject to the following terms and conditions to which all who receive and rely on said Notice agree:

1. This Notice has been prepared with the skill and care ordinarily used by members of the engineering profession practicing under similar conditions at the same time and in the same locality.
2. This Notice reflects and is an expression of the Engineer's professional opinion.
3. This Notice has been prepared to the best of Engineer's knowledge, information, and belief as of the Notice Date.
4. This Notice is based entirely on and expressly limited by the scope of services Engineer has been employed by Owner to perform or furnish during construction of the Project (including observation of the Contractor's Work) under the Owner-Engineer Agreement, and applies only to facts that are within Engineer's knowledge or could reasonably have been ascertained by Engineer as a result of carrying out the responsibilities specifically assigned to Engineer under such Owner-Engineer Agreement.
5. This Notice is not a guarantee or warranty of Contractor's performance under the Construction Contract, an acceptance of Work that is not in accordance with the Contract Documents, including but not limited to defective Work discovered after final inspection, nor an assumption of responsibility for any failure of Contractor to furnish and perform the Work thereunder in accordance with the Contract Documents, or to otherwise comply with the Contract Documents or the terms of any special guarantees specified therein.
6. This Notice does not relieve Contractor of any surviving obligations under the Construction Contract, and is subject to Owner's reservations of rights with respect to completion and final payment.

Engineer

By (signature): _____

Name (printed): _____

Title: _____

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EXHIBIT F—RESERVED

Guidance Notes—Exhibit F

1. See Exhibit F—Electronic Documents Protocol (EDP), in E-505 Part 2 of 4: Exhibits to Main Agreement.

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EXHIBIT G—RESERVED

Guidance Notes—Exhibit G

1. See Exhibit G—Insurance, in E-505 Part 2 of 4: Exhibits to Main Agreement.

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EXHIBIT H—RESERVED

Guidance Notes—Exhibit H

1. See Exhibit H—Dispute Resolution, in E-505 Part 2 of 4: Exhibits to Main Agreement.

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EXHIBIT I—RESERVED

Guidance Notes—Exhibit I

1. See Exhibit I—Limitations of Liability, in E-505 Part 2 of 4: Exhibits to Main Agreement.

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City of Schertz

PROJECT WORK PLAN AND FEE PROPOSAL BREAKDOWN

Project: **FM 3009 Transmission Main Replacement**
Prime Consult **UNINTECH CONSULTING ENGINEERS, INC.**
Subconsultant:
Proposal Date **7/28/2025**
Prepared By: **Mark B Hill, PE**

Project Manger	Project Engineer	EIT	CAD Tech	RPLS	SIT	Survey Tech	Survey Crew - 2 man	Survey Crew - 3 man
$220.00	$185.00	$125.00	$96.00	$235.00	$133.00	$133.00	$175.00	$198.00

TASK CODE AND DESCRIPTION		HOURS	HOURS	HOURS	HOURS	HOURS	HOURS	HOURS	HOURS	HOURS		HOURS	FEE
Preliminary Design		11	148	336	252	0	0	0	0	0	0	**747**	**$ 153,292.00**
2.02	**Design Topographic survey**											**0**	**$36,000.00**
2.03	Existing Conditions Model (Planimetrics/Topography)(3 site)		8	20	40							68	$7,820.00
2.04	**Geotechnical Sampling and report (Terracon)**												**$16,500.00**
2.05	**Environmental Constraints Analysis (Terracon)**												**$4,800.00**
2.06	Preliminary Construction Plans - Front End Docs		8	16								24	$3,480.00
2.07	Preliminary Construction Plans - Traffic Control Plans		10	48								58	$7,850.00
2.08	Preliminary Construction Plans - SWPPP		12	20	20							52	$6,640.00
2.09	Prelminary Utility Conflict Map/Matrix/SUE Request Map		4	8								12	$1,740.00
2.10	Preliminary Construction Plans - Water Plan and Profile	8	80	160	160							408	$51,920.00
2.11	Preliminary Construction Plans - Special Details	1	8	16	16							41	$5,236.00
2.12	Design Report - Preliminary Design Phase		8	16								24	$3,480.00
2.13	Quantity Take-off and Estimate		2	16								18	$2,370.00
2.14	Response to City Comments	2	8	16	16							42	$5,456.00
Final Design		27	172	308	216	0	0	0	0	0	0	**723**	**$ 96,996.00**
3.01	Project Administration (includes but not limited to invoicing, sub	16										16	$3,520.00
3.02	General Stake Holder Coordination (TXDOT, Muncipalities, Utilities)		16									16	$2,960.00
3.03	Final Construction Plans - Front End Docs		8	16								24	$3,480.00
3.04	Final Construction Plans - Traffic Control Plans		24	48	64							136	$16,584.00
3.05	Final Construction Plans - SWPPP - Road		20	40	40							100	$12,540.00
3.06	Finalize Utility Conflict Map/Matrix		4	8								12	$1,740.00
3.07	Final Construction Plans - Water Plan and Profile		40	80	80							200	$25,080.00
3.08	Final Construction Plans -Special Details		8	16	16							40	$5,016.00
3.08	Final Design Report	2	8	24								34	$4,920.00
3.09	Construction Contract Documents - Front End Documents		8	16								24	$3,480.00
3.10	Construction Contract Documents - Special Provisions		8	16								24	$3,480.00
3.11	Construction Contract Documents - Special Specifications		8	16								24	$3,480.00
3.12	Quantity Take-off and Estimate		8	8								16	$2,480.00
3.13	QA/QC - Internal/3d Party	8										8	$1,760.00
3.14	Response to Owner Comments		8	16	16							40	$5,016.00
3.15	TXDOT Permits	1	4	4								9	$1,460.00
Bid Phase		12	26	32	8	0	0	0	0	0	0	**78**	**$ 12,218.00**
4.01	Finalize Constructability Issues	2	4	8	8							22	$2,948.00
4.02	Final Construction Contract Documents/Plans		8	8								16	$2,480.00
4.03	Submit 100% Plans/ Signed and Sealed	2	2									4	$810.00
4.04	Participate in Pre-Bid Meeting	2	2									4	$810.00
4.05	Respond to Contractor Questions	2	4	4								10	$1,680.00
4.06	Prepare and Distribute Necessary Addenda	2	4	4								10	$1,680.00
4.07	Prepare Bid Tabulation and Letter of Recommendation	2	2	8								12	$1,810.00
Construction Phase		25	94	96	0	0	0	0	0	0	0	**215**	**$ 39,720.00**
5.01	Participate in Pre-Con meeting	2	2									4	$810.00
5.02	**Survey - Reestablish Project Control Points for Contractor Prior**											**0**	**$1,932.00**
5.03	**Survey - Establish 100-ft offset stakes**											**0**	**$2,898.00**
5.04	Review Shop Drawings	1	4	8								13	$1,960.00
5.05	Review Contractor Pay Estimates		12	24								36	$5,220.00
5.06	Respond to RFI's (assumed 4)	4	8	8								20	$3,360.00
5.07	Review / Negotiate Change Orders (assumed 2)	2	4	8								14	$2,180.00
5.08	Project Site Visits and Reports (Minimum One Per Month)(Assumed		48	48								96	$14,880.00
5.09	Participate in Construction Progress Meetings and Prepare Meeting	12	12									24	$4,860.00
5.10	Final Walkthrough and Punchlist Review	4	4									8	$1,620.00
Project Closeout		2	20	16	0	1	2	4	8	0	0	**55**	**$ 8,526.00**
6.01	**Asbuilt Survey - locate valves, fire hydrants, meters**					1	2	4	8			15	$1,900.00
6.01	Prepare Record Drawings	2	16	16								36	$5,886.00
6.02	Anniversary site vist with Owner		4									4	$740.00
TOTAL BASE FEE		**77**	**460**	**788**	**476**	**1**	**2**	**4**	**8**	**0**	**0**	**1818**	**$310,752.00**
Additional Services		0	0	0	0	0	0	0	0	0	0	**0**	**$ 121,000.00**
7.01	SUE Level A Locates (6.1-10 ft) (Estimated 10 @$3,600/ea)												$36,000.00
7.02	SUE Level B (lump sum) (ROW estimated 4000 lf)												$13,000.00
7.03	Survey to provide easement plan and field notes (anticipated 15 each)(@ $3,600 ea)												$54,000.00
7.04	Easement and right of way acquisition negotiation												$18,000.00
TOTAL BASE FEE + ADDITIONAL SERVICES		**77**	**460**	**788**	**476**	**1**	**2**	**4**	**8**	**0**	**0**	**1818**	**$431,752.00**

6000 Northwest Pkwy Ste 100
San Antonio, TX 78249-3346
P 210-641-2112
F 210-641-2124
Terracon.com

July 22, 2025

Unintech Consulting Engineers Inc
2431 E Evans Road
San Antonio, Texas 78259-2755

Attn: Mr. Mark B Hill
P: (210) 641-6003 x1414
E: mhill@unintech.com

RE: Proposal for a Phase I Environmental Site Assessment
Schertz - FM 3009 18-in Transmission Main
FM 3009
Schertz, Texas
Terracon Proposal No. P90257384

Dear Mr. Hill:

Terracon Consultants, Inc. (Terracon) appreciates the opportunity to submit this proposal to Unintech Consulting Engineers Inc (client) to conduct a Phase I Environmental Site Assessment (ESA) of the above-referenced subject property (hereinafter known as the "site"). We understand the site consists of approximately 1.6 linear miles along the west side of FM 3009 (between Tritan Drive and north of the railroad tracks beyond Bell North Drive) in Schertz, Texas

Scope of Services *(see Section 2.0 of attached proposal detail)*	Phase I ESA consistent with ASTM E1527-21 ■ Chain of Title/Environmental Lien/AUL Search **is not** included in this fee. ■ Additional non-scope items: **None**
Schedule *(see Section 2.4 of attached proposal detail)*	15 business days from written notice to proceed
Compensation	Lump sum of $4,800

If this proposal meets with your approval, work may be initiated by returning a fully executed copy of the attached Agreement for Services and *ASTM E1527-21* User Questionnaire attached to this proposal to our San Antonio office. **Please provide site contact information with the signed agreement.** The terms, conditions, and

limitations stated in the Agreement for Services and sections of this proposal incorporated therein, shall constitute the exclusive terms and conditions and services to be performed for this project.

We appreciate the opportunity to provide this proposal and look forward to working with you on this project. If you have any questions or comments regarding this proposal or require additional services, please give us a call.

Sincerely,
Terracon Consultants, Inc.

Nicole J. Martinez
Senior Administrative Staff

Dawn McCurry
Senior Environmental Scientist

Attachments: ASTM E1527-21 User Questionnaire
Detailed Scope of Services
Agreement for Services

ASTM E1527-21 User Questionnaire

Date Completed		
Person Completing Questionnaire	Name: Company:	Phone: Email:
Site Name	Schertz - FM 3009 18-in Transmission Main	
Site Address	FM 3009, Schertz, Texas	
Point of Contact for Access	Name: Company:	Phone: Email:
Access Restrictions or Special Site Requirements?	___No ___Yes (If yes, please explain)	
Confidentiality Requirements?	___No ___Yes (If yes, please explain)	
Current Site Owner	Name: Company:	Phone: Email:
Current Site Operator	Name: Company:	Phone: Email:
Reasons for ESA (e.g., financing, acquisition, lease, etc.)		
Anticipated Future Site Use		
Relevant Documents?	Please provide Terracon copies of prior Phase I or II ESAs, Asbestos Surveys, Environmental Permits or Audit documents, Underground Storage Tank documents, Geotechnical Investigations, Site Surveys, Diagrams or Maps, or other relevant reports or documents.	

ASTM User Questionnaire

To qualify for one of the *Landowner Liability Protections (LLPs)* offered by the Small Business Liability Relief and Brownfields Revitalization Act of 2001 (the "*Brownfields Amendments*"), the user must respond to the following inquiries required by 40 C.F.R. §§ 312.25, 312.28, 312.29, 312.30, and 312.31. These inquiries must also be conducted by EPA Brownfield Assessment and Characterization grantees. The *user* should provide the following information to the *environmental professional*. Failure to conduct these inquiries could result in a determination that "*all appropriate* inquiries" is not complete.

1) Did a search of land title records (or judicial records where appropriate) identify any environmental liens filed or recorded against the site under federal, tribal, state, or local law (40 CFR 312.25)?

___No ___Yes (If yes, explain below and send Terracon a copy of the title records or judicial records reviewed.)

2) Did a search of land title records (or judicial records where appropriate) identify any activity and use limitations (AULs), such as engineering controls, land use restrictions, or institutional controls that are in place at the site and/or have been filed or recorded against the site under federal, tribal, state, or local law (40 CFR 312.26)?

___No ___Yes (If yes, explain below and send Terracon a copy of the title records or judicial records reviewed.)

3) Do you have any specialized knowledge or experience related to the site or nearby properties? For example, are you involved in the same line of business as the current or former occupants of the site or an adjoining property so that you would have specialized knowledge of the chemicals and processes used by this type of business (40 CFR 312-28)?

___No ___Yes (If yes, explain below)

4) Do you have actual knowledge of a lower purchase price because contamination is known or believed to be present at the site (40 CFR 312.29)?

___No ___Yes ___Not applicable (If yes or Not applicable, explain below)

5) Are you aware of commonly known or reasonably ascertainable information about the site that would help the environmental professional to identify conditions indicative of releases or threatened releases (40 CFR 312.30)? For example, (a.) Do you know the past uses of the site? (b.) Do you know of specific chemicals that are present or once were present at the site? (c.) Do you know of spills or other chemical releases that have taken place at the site? (d.) Do you know of any environmental cleanups that have taken place at the site?

___No ___Yes (If yes, explain below)

6) Based on your knowledge and experience related to the site, are there any obvious indicators that point to the presence or likely presence of releases at the site (40 CFR 312.31)?

___No ___Yes (If yes, explain below)

Comments or explanations:

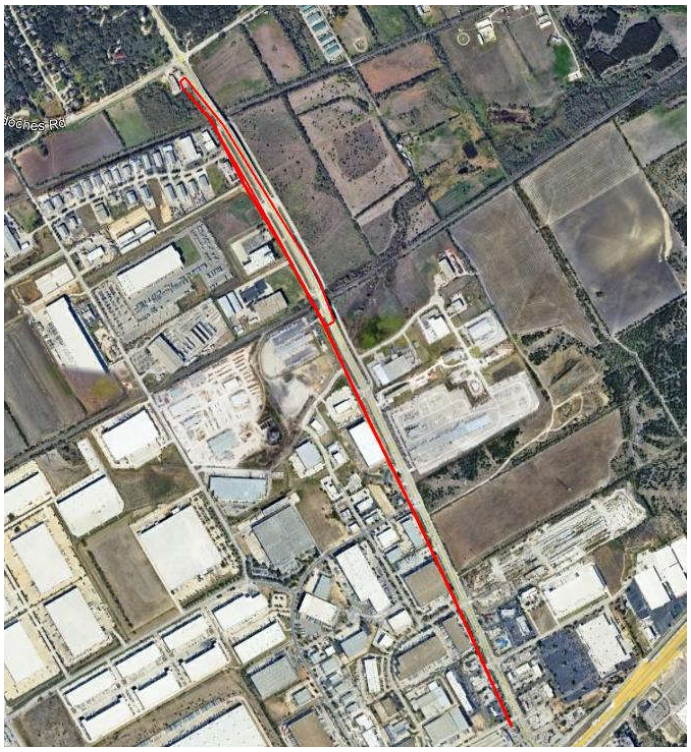
Please return this form with the signed authorization to proceed. **Proposal No. P90257384**

DETAILED SCOPE OF SERVICES

1.0 PROJECT INFORMATION

We understand the site consists of approximately 1.6 linear miles along the west side of FM 3009 (between Tritan Drive and north of the railroad tracks beyond Bell North Drive) in Schertz, Texas (see Figure 1 below for approximate linear boundary). If this is not accurate, or if you have additional useful information, please inform us as soon as possible.

Figure 1



2.0 SCOPE OF SERVICES

2.1 Base Phase I ESA Services

The ESA will be performed consistent with the procedures included in ASTM E1527-21, *Standard Practice for Environmental Site Assessments: Phase I Environmental Assessment Process*. The purpose of this ESA is to assist the client in developing information to identify recognized environmental conditions (RECs - as defined below) in connection with the site as reflected by the scope of this proposal. The potential for vapor migration will be addressed as part of a Phase I ESA and will be considered by Terracon in evaluation of RECs associated with the site. If modifications to the scope of services are required, please contact us to discuss proposal revisions.

REC Definition

RECs are defined by ASTM E1527-21 as "(1) the presence of *hazardous substances* or *petroleum products* in, on, or at the *subject property* due to a *release* to the *environment;* (2) the *likely* presence of *hazardous substances* or *petroleum products* in, on, or at the *subject property* due to a *release* or *likely release* to the *environment;* or (3) the presence of *hazardous substances* or *petroleum products* in, on, or at the *subject property* under conditions that pose a *material threat* of a future *release* to the *environment*." This ESA includes consideration of the movement of hazardous substances and petroleum products in any form, including migration of vapor in the subsurface. A d*e minimis* condition is not a REC.

Review of Per- and Polyfluoroalkyl Substances (PFAS)

There are a family of compounds known as per- and polyfluoroalkyl substances (PFAS) which are considered emerging contaminants of concern due to their mobility and longevity in the environment. PFAS have been used in many products, including but not limited to fire-fighting foam, anti-stick coatings, stain and water-repellent coatings, electroplating, and paper products, among others. On July 8, 2024, US EPA designated two PFAS compounds, perfluorooctanoic acid (PFOA) and perfluorooctanesulfonic acid (PFOS), including their salts and structural isomers, as hazardous substances under CERCLA; accordingly, PFOA and PFOS will be evaluated within the scope of E1527-21.

Physical Setting

The physical setting for the site will be described based on a review of the applicable USGS topographic quadrangle map, USDA soil survey, and selected geologic reference information.

Historical Use Information

A review of historical resources, where reasonably ascertainable and readily available, will be conducted in an attempt to document obvious past land use of the site and adjoining properties back to 1940 or when the site was initially developed, whichever is earlier. The following minimum selected references will be obtained and reviewed for the site and adjoining properties, if available:

- Historical topographic maps
- Aerial photographs (approximate 10 to 15-year intervals)
- City directories (approximate 5-year intervals)
- Fire (Sanborn) insurance maps

The following additional historical resources will be reviewed for the site if determined by the Environmental Professional to be warranted, applicable and likely useful:

- Property tax file information
- Building department records
- Prior environmental reports, permits and registrations; or geotechnical report, if provided by the client.
- Site title search information, if provided by client
- Environmental liens, if provided by client
- Zoning records

Pursuant to ASTM E1527-21, the client should engage a title company or title professional to undertake a review of reasonably ascertainable recorded land title records (or judicial records where appropriate) for environmental liens and activity and use limitations currently recorded against or relating to the site. Note that for ASTM E1527-21, title search information reports shall review *land title records* for documents recorded between 1980 and the present for purposes of environmental liens and activity and use limitations. If the client is unable to provide land title records (or judicial records where appropriate), an abstract firm may be contracted by Terracon to perform a review of land title records (or judicial records where appropriate) for an additional fee. Documentation of environmental liens and activity and use limitations, if recorded, will be provided in the land title records (or judicial records where appropriate). Note, however, unless specifically requested within three days of project commencement, Terracon will rely on the client to provide land title records (or judicial records where appropriate). If land title records (or judicial records where appropriate) are not provided for review in a timely manner, Terracon may conclude that the absence of records represents a data gap, which must be evaluated and documented in the final report.

The client and the current owner or their representative will be interviewed to provide information regarding past uses of the site and information pertaining to the use of hazardous substances and petroleum products on the site. Additionally, a reasonable attempt will be made to interview past owners, operators, and occupants of the site to the extent that they are identified within the scope of the ESA and are likely to have material information that is not duplicative of information already obtained through the assessment process.

Regulatory Records Review

Consistent with ASTM E1527-21, federal, state, and tribal databases, where applicable and within ASTM-defined minimum search distances from the nearest property boundary, will be reviewed for indications of RECs. A database firm will be subcontracted to access governmental records used in this portion of the assessment. Additional federal, state, and local databases may be reviewed if provided by the database firm. Determining the location of unmapped facilities is beyond the scope of this assessment.

In addition to the database review and if customary practice for the site location, an attempt will be made to review reasonably ascertainable and useful local lists or records such as Brownfield sites, landfill/solid waste disposal sites, registered storage tanks, land records, emergency release reports, and contaminated public wells. A reasonable attempt will also be made to interview at least one staff member of any one of the following types of local government agencies: fire department, health agency, planning department, building department, or environmental department. As an alternative, a written request for information may be submitted to the local agencies.

The scope of work proposed herein includes up to two hours of regulatory agency file and/or records review, including client-provided reports and files. If the results of this initial review appear to warrant a more extensive review of applicable regulatory agency files and/or records, a cost estimate will be provided to the client for pre-approval. Review of regulatory files and/or records, when authorized, will be for the purpose of identifying RECs. Please note that all requested files may not be available from regulatory agencies within the client's requested project schedule.

Site and Adjoining/Surrounding Property Reconnaissance

A site reconnaissance will be conducted to identify RECs. The reconnaissance will consist of visual observations of the site from the site boundaries and selected interior portions of the site. The site reconnaissance will include, where applicable, an interview with site personnel who the client has identified as having knowledge of the uses and physical characteristics of the site. Pertinent observations from the site reconnaissance will be documented including:

- Site description
- General site operations
- Features, activities, uses, and conditions of the site relevant to identifying *RECs*

The adjoining property reconnaissance will consist of visual observations of the adjoining/surrounding properties from the site boundaries and accessible public rights-of-way.

Report Preparation

A PDF-formatted copy of the final report will be submitted that presents the results of this assessment, based upon the scope of services and limitations described herein. The final report will be signed by an environmental professional responsible for the Phase I ESA, and the report will contain an environmental professional statement as required by 40 CFR 312.21(d). Recommendations will be developed as part of the Phase I ESA scope of services.

2.2 Additional Services Beyond Base ESA

At the direction of the client, additional services beyond the scope of the base Phase I ESA have not been included.

2.3 Additional Services Not Included

The following services, although not specifically required by ASTM E1527-21, may also be performed concurrently with ESAs and may be beneficial for the evaluation of environmental conditions and/or an evaluation of specific business environmental risks at the site. At your direction, these services have not been included as part of the scope of services for this ESA. Please note that this list is not all-inclusive. If you seek additional services, please contact us for a supplemental proposal and cost estimate.

- Radon Records Review
- Lead in Drinking Water Records Review
- Wetland Records Review
- Threatened/Endangered Species Records Review
- Historic Properties/Archaeological Resources Review
- ASTM E 2600-22 Vapor Encroachment Screen
- Regulatory Agency File Review

If the site is intended for future development, Terracon can also provide proposals for geotechnical investigations, geologic hazards (like growth faulting), construction materials testing, construction draw reviews and scope and budget review services.

2.4 Schedule

Services will be initiated upon receipt of the written notice to proceed. The final report will be submitted within 15 business days after receipt of your written notice to proceed, assuming site access can be obtained within three days after the notice to proceed.

To comply with the proposed schedule, please provide the following items at the time of notification to proceed.

- A signed Agreement for Services evidencing acceptance of this scope of services.
- The completed ASTM E1527-21 User Questionnaire, supplied as an attachment to this proposal.
- Right of entry to conduct the assessment, including access to building interiors.
- Notification of any restrictions or special requirements (such as confidentiality, scheduling, or on-site safety requirements) regarding accessing the site.

- An accurate legal description and/or a diagram of the site such as a surveyor's plat map or scaled architect's drawing (if such diagrams exist).
- Current site owner, property manager, occupant information (including tenant list), and contact information for persons knowledgeable about the site history including current and historical use of hazardous substances and petroleum products on site (e.g., names, phone numbers, etc.).
- Copies of environmental reports, permits and registrations, and geotechnical reports that were previously prepared for the site.
- Information relating to known or suspect environmental conditions at the site, including commonly known or reasonable ascertainable information within the local community about the site that is material to RECs in connection with the site.
- Information about environmental liens and activity and use limitations for the site, if any.
- Specialized knowledge or experience that is material to RECs in connection with the site, if any.
- Knowledge that the purchase price of the site is significantly less than the purchase price of comparable properties.
- Land title records **between 1980 and present**.

Please note that requested regulatory files or other information may not be provided to Terracon by the issuance date of the report. Consideration of information not received by the issuance date of the report is beyond the scope of this ESA.

2.5 Reliance

The ESA report will be prepared for the exclusive use and reliance of Unintech Consulting Engineers Inc. Reliance by any other party is prohibited without the written authorization of the client and Terracon.

If the client is aware of additional parties that will require reliance on the ESA report, the names, addresses, and relationship of these parties should be provided for Terracon approval prior to the time of authorization to proceed. Terracon may grant reliance on the ESA report to those approved parties upon receipt of a fully executed Reliance Agreement (available upon request) and receipt of information requested in the Reliance Agreement. If, in the future, the client and Terracon consent to reliance on the ESA by a third party, Terracon may grant reliance upon receipt of a fully executed Reliance Agreement, requested information and receipt of an additional minimum fee of $250 per relying party.

Reliance on the ESA by the client and all authorized parties will be subject to the terms, conditions, and limitations stated in the Agreement for Services, sections of this proposal incorporated therein, the Reliance Agreement, and ESA report. The limitation of liability defined in the Agreement for Services is the aggregate limit of Terracon's liability to the client and all relying parties.

Continued viability of the report is subject to ASTM E1527-21 Section 4.6. If the ESA will be used by a different user (third party) than the user for whom the ESA was originally prepared, the third party must also satisfy the user's responsibilities in Section 6 of ASTM E1527-21.

2.6 Scope and Report Limitations

Client shall secure all necessary site related approvals, permits, licenses, and consents necessary to commence and complete the Services and will execute any necessary site access agreement. Terracon will be responsible for supervision and site safety measures for its own employees but shall not be responsible for the supervision or health and safety precautions for any third parties, including Client's contractors, subcontractors, or other parties present at the site. In addition, Terracon retains the right to stop work without penalty at any time Terracon believes it is in the best interests of Terracon's employees or subcontractors to do so in order to reduce the risk of exposure to unsafe site conditions. Client agrees it will respond quickly to all requests for information made by Terracon related to Terracon's pre-task planning and risk assessment processes.

The fee is valid for 90 days from the date of this proposal and is based on the assumption that all field services will be performed under safety Level D personal protective procedures and that only one site visit will be made by Terracon personnel. The lump sum fee is based on the assumptions and conditions provided at the time of this proposal.

The findings and conclusions presented in the final report will be based on the site's current utilization, the anticipated future use of the site, if provided to Terracon, and the information collected as discussed in this proposal. Please note that we do not warrant database or third- party information (such as from interviewees) or regulatory agency information used in the compilation of reports.

Phase I ESAs, such as the one proposed for this site, are of limited scope, are noninvasive, and cannot eliminate the potential that hazardous, toxic, or petroleum substances are present or have been released at the site beyond what is identified by the limited scope of this ESA. In conducting the limited scope of services described herein, certain sources of information and public records will not be reviewed. It should be recognized that environmental concerns may be documented in public records that are not reviewed. This ESA does not include subsurface or other invasive assessments, vapor intrusion assessments or indoor air quality assessments (i.e., evaluation of the

presence of vapors within a building structure), business environmental risk evaluations (unless specifically requested in Section 2.2 of this proposal), or other services not particularly identified and discussed herein. No ESA can wholly eliminate uncertainty regarding the potential for RECs. The limitations herein must be considered when the user of this report formulates opinions as to risks associated with the site. No warranties, express or implied, are intended or made.

An evaluation of significant data gaps will be based on the information available at the time of report issuance, and an evaluation of information received after the report issuance date may result in an alteration of our opinions and conclusions. We have no obligation to provide information obtained or discovered by us after the date of the report, or to perform any additional services, regardless of whether the information would affect any conclusions, recommendations, or opinions in the report. This disclaimer specifically applies to any information that has not been provided by the client.

Reference Number: P90257384

AGREEMENT FOR SERVICES

This **AGREEMENT** is between Unintech Consulting Engineers Inc ("Client") and Terracon Consultants, Inc. ("Consultant") for Services to be provided by Consultant for Client on the Schertz - FM 3009 18-in Transmission Main project ("Project"), as described in Consultant's Proposal dated 07/22/2025 ("Proposal"), including but not limited to the Project Information section, unless the Project is otherwise described in Exhibit A to this Agreement (which section or Exhibit is incorporated into this Agreement).

1. **Scope of Services.** The scope of Consultant's services is described in the Proposal, including but not limited to the Scope of Services section ("Services"), unless Services are otherwise described in Exhibit B to this Agreement (which section or exhibit is incorporated into this Agreement). Portions of the Services may be subcontracted. When Consultant subcontracts to other individuals or companies, then consultant will collect from Client on the Subcontractors' behalf. Consultant's Services do not include the investigation or detection of, nor do recommendations in Consultant's reports address the presence or prevention of biological pollutants (e.g., mold, fungi, bacteria, viruses, or their byproducts) or occupant safety issues, such as vulnerability to natural disasters, terrorism, or violence. If Services include purchase of software, Client will execute a separate software license agreement. Consultant's findings, opinions, and recommendations are based solely upon data and information obtained by and furnished to Consultant at the time of the Services.
2. **Acceptance/ Termination.** Client agrees that execution of this Agreement is a material element of the consideration Consultant requires to execute the Services, and if Services are initiated by Consultant prior to execution of this Agreement as an accommodation for Client at Client's request, both parties shall consider that commencement of Services constitutes formal acceptance of all terms and conditions of this Agreement. Additional terms and conditions may be added or changed only by written amendment to this Agreement signed by both parties. In the event Client uses a purchase order or other form to administer this Agreement, the use of such form shall be for convenience purposes only and any additional or conflicting terms it contains are stricken. This Agreement shall not be assigned by either party without prior written consent of the other party. Either party may terminate this Agreement or the Services upon written notice to the other. In such case, Consultant shall be paid costs incurred and fees earned to the date of termination plus reasonable costs of closing the Project.
3. **Change Orders.** Client may request changes to the scope of Services by altering or adding to the Services to be performed. If Client so requests, Consultant will return to Client a statement (or supplemental proposal) of the change setting forth an adjustment to the Services and fees for the requested changes. Following Client's review, Client shall provide written acceptance. If Client does not follow these procedures, but instead directs, authorizes, or permits Consultant to perform changed or additional work, the Services are changed accordingly and Consultant will be paid for this work according to the fees stated or its current fee schedule. If project conditions change materially from those observed at the site or described to Consultant at the time of proposal, Consultant is entitled to a change order equitably adjusting its Services and fee.
4. **Compensation and Terms of Payment.** Client shall pay compensation for the Services performed at the fees stated in the Proposal, including but not limited to the Compensation section, unless fees are otherwise stated in Exhibit C to this Agreement (which section or Exhibit is incorporated into this Agreement). If not stated in either, fees will be according to Consultant's current fee schedule. Fee schedules are valid for the calendar year in which they are issued. Fees do not include sales tax. Client will pay applicable sales tax as required by law. Consultant may invoice Client at least monthly and payment is due upon receipt of invoice. Client shall notify Consultant in writing, at the address below, within 15 days of the date of the invoice if Client objects to any portion of the charges on the invoice, and shall promptly pay the undisputed portion. Client shall pay a finance fee of 1.5% per month, but not exceeding the maximum rate allowed by law, for all unpaid amounts 30 days or older. Client agrees to pay all collection-related costs that Consultant incurs, including attorney fees. Consultant may suspend Services for lack of timely payment. It is the responsibility of Client to determine whether federal, state, or local prevailing wage requirements apply and to notify Consultant if prevailing wages apply. If it is later determined that prevailing wages apply, and Consultant was not previously notified by Client, Client agrees to pay the prevailing wage from that point forward, as well as a retroactive payment adjustment to bring previously paid amounts in line with prevailing wages. Client also agrees to defend, indemnify, and hold harmless Consultant from any alleged violations made by any governmental agency regulating prevailing wage activity for failing to pay prevailing wages, including the payment of any fines or penalties.
5. **Third Party Reliance.** This Agreement and the Services provided are for Consultant and Client's sole benefit and exclusive use with no third party beneficiaries intended. Reliance upon the Services and any work product is limited to Client, and is not intended for third parties other than those who have executed Consultant's reliance agreement, subject to the prior approval of Consultant and Client.
6. **LIMITATION OF LIABILITY. CLIENT AND CONSULTANT HAVE EVALUATED THE RISKS AND REWARDS ASSOCIATED WITH THIS PROJECT, INCLUDING CONSULTANT'S FEE RELATIVE TO THE RISKS ASSUMED, AND AGREE TO ALLOCATE CERTAIN OF THE ASSOCIATED RISKS. TO THE FULLEST EXTENT PERMITTED BY LAW, THE TOTAL AGGREGATE LIABILITY OF CONSULTANT (AND ITS RELATED CORPORATIONS AND EMPLOYEES) TO CLIENT AND THIRD PARTIES GRANTED RELIANCE IS LIMITED TO THE GREATER OF $10,000 OR CONSULTANT'S FEE, FOR ANY AND ALL INJURIES, DAMAGES, CLAIMS, LOSSES, OR EXPENSES (INCLUDING ATTORNEY AND EXPERT FEES) ARISING OUT OF CONSULTANT'S SERVICES OR THIS AGREEMENT. PRIOR TO ACCEPTANCE OF THIS AGREEMENT AND UPON WRITTEN REQUEST FROM CLIENT, CONSULTANT MAY NEGOTIATE A HIGHER LIMITATION FOR ADDITIONAL CONSIDERATION IN THE FORM OF A SURCHARGE TO BE ADDED TO THE AMOUNT STATED IN THE COMPENSATION SECTION OF THE PROPOSAL. THIS LIMITATION SHALL APPLY REGARDLESS OF AVAILABLE PROFESSIONAL LIABILITY INSURANCE COVERAGE, CAUSE(S), OR THE THEORY OF LIABILITY, INCLUDING NEGLIGENCE, INDEMNITY, OR OTHER RECOVERY. THIS LIMITATION SHALL NOT APPLY TO THE EXTENT THE DAMAGE IS PAID UNDER CONSULTANT'S COMMERCIAL GENERAL LIABILITY POLICY.**
7. **Indemnity/Statute of Limitations.** Consultant and Client shall indemnify and hold harmless the other and their respective employees from and against legal liability for claims, losses, damages, and expenses to the extent such claims, losses, damages, or expenses are legally determined to be caused by their negligent acts, errors, or omissions. In the event such claims, losses, damages, or expenses are legally determined to be caused by the joint or concurrent negligence of Consultant and Client, they shall be borne by each party in proportion to its own negligence under comparative fault principles. Neither party shall have a duty to defend the other party, and no duty to defend is hereby created by this indemnity provision and such duty is explicitly waived under this Agreement. Causes of action arising out of Consultant's Services or this Agreement regardless of cause(s) or the theory of liability, including negligence, indemnity or other recovery shall be deemed to have accrued and the applicable statute of limitations shall commence to run not later than the date of Consultant's substantial completion of Services on the project.
8. **Warranty.** Consultant will perform the Services in a manner consistent with that level of care and skill ordinarily exercised by members of the profession currently practicing under similar conditions in the same locale. **EXCEPT FOR THE STANDARD OF CARE PREVIOUSLY STATED, CONSULTANT MAKES NO WARRANTIES OR GUARANTEES, EXPRESS OR IMPLIED, RELATING TO CONSULTANT'S SERVICES AND CONSULTANT DISCLAIMS ANY IMPLIED WARRANTIES OR WARRANTIES IMPOSED BY LAW, INCLUDING WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE.**
9. **Insurance.** Consultant represents that it now carries, and will continue to carry: (i) workers' compensation insurance in accordance with the laws of the states having jurisdiction over Consultant's employees who are engaged in the Services, and employer's liability insurance ($1,000,000); (ii) commercial general liability insurance ($2,000,000 occ / $4,000,000 agg); (iii) automobile liability insurance ($2,000,000 B.I. and P.D. combined single

limit); (iv) umbrella liability ($5,000,000 occ / agg); and (v) professional liability insurance ($1,000,000 claim / agg). Certificates of insurance will be provided upon request. Client and Consultant shall waive subrogation against the other party on all general liability and property coverage.

10. **CONSEQUENTIAL DAMAGES. NEITHER PARTY SHALL BE LIABLE TO THE OTHER FOR LOSS OF PROFITS OR REVENUE; LOSS OF USE OR OPPORTUNITY; LOSS OF GOOD WILL; COST OF SUBSTITUTE FACILITIES, GOODS, OR SERVICES; COST OF CAPITAL; OR FOR ANY SPECIAL, CONSEQUENTIAL, INDIRECT, PUNITIVE, OR EXEMPLARY DAMAGES.**
11. **Dispute Resolution.** Client shall not be entitled to assert a Claim against Consultant based on any theory of professional negligence unless and until Client has obtained the written opinion from a registered, independent, and reputable engineer, architect, or geologist that Consultant has violated the standard of care applicable to Consultant's performance of the Services. Client shall provide this opinion to Consultant and the parties shall endeavor to resolve the dispute within 30 days, after which Client may pursue its remedies at law. This Agreement shall be governed by and construed according to Kansas law.
12. **Subsurface Explorations.** Subsurface conditions throughout the site may vary from those depicted on logs of discrete borings, test pits, or other exploratory services. Client understands Consultant's layout of boring and test locations is approximate and that Consultant may deviate a reasonable distance from those locations. Consultant will take reasonable precautions to reduce damage to the site when performing Services; however, Client accepts that invasive services such as drilling or sampling may damage or alter the site. Site restoration is not provided unless specifically included in the Services.
13. **Testing and Observations.** Client understands that testing and observation are discrete sampling procedures, and that such procedures indicate conditions only at the depths, locations, and times the procedures were performed. Consultant will provide test results and opinions based on tests and field observations only for the work tested. Client understands that testing and observation are not continuous or exhaustive, and are conducted to reduce - not eliminate - project risk. Client shall cause all tests and inspections of the site, materials, and Services performed by Consultant to be timely and properly scheduled in order for the Services to be performed in accordance with the plans, specifications, contract documents, and Consultant's recommendations. No claims for loss or damage or injury shall be brought against Consultant by Client or any third party unless all tests and inspections have been so performed and Consultant's recommendations have been followed. Unless otherwise stated in the Proposal, Client assumes sole responsibility for determining whether the quantity and the nature of Services ordered by Client is adequate and sufficient for Client's intended purpose. Client is responsible (even if delegated to contractor) for requesting services, and notifying and scheduling Consultant so Consultant can perform these Services. Consultant is not responsible for damages caused by Services not performed due to a failure to request or schedule Consultant's Services. Consultant shall not be responsible for the quality and completeness of Client's contractor's work or their adherence to the project documents, and Consultant's performance of testing and observation services shall not relieve Client's contractor in any way from its responsibility for defects discovered in its work, or create a warranty or guarantee. Consultant will not supervise or direct the work performed by Client's contractor or its subcontractors and is not responsible for their means and methods. The extension of unit prices with quantities to establish a total estimated cost does not guarantee a maximum cost to complete the Services. The quantities, when given, are estimates based on contract documents and schedules made available at the time of the Proposal. Since schedule, performance, production, and charges are directed and/or controlled by others, any quantity extensions must be considered as estimated and not a guarantee of maximum cost.
14. **Sample Disposition, Affected Materials, and Indemnity.** Samples are consumed in testing or disposed of upon completion of the testing procedures (unless stated otherwise in the Services). Client shall furnish or cause to be furnished to Consultant all documents and information known or available to Client that relate to the identity, location, quantity, nature, or characteristic of any hazardous waste, toxic, radioactive, or contaminated materials ("Affected Materials") at or near the site, and shall immediately transmit new, updated, or revised information as it becomes available. Client agrees that Consultant is not responsible for the disposition of Affected Materials unless specifically provided in the Services, and that Client is responsible for directing such disposition. In no event shall Consultant be required to sign a hazardous waste manifest or take title to any Affected Materials. Client shall have the obligation to make all spill or release notifications to appropriate governmental agencies. The Client agrees that Consultant neither created nor contributed to the creation or existence of any Affected Materials conditions at the site and Consultant shall not be responsible for any claims, losses, or damages allegedly arising out of Consultant's performance of Services hereunder, or for any claims against Consultant as a generator, disposer, or arranger of Affected Materials under federal, state, or local law or ordinance.
15. **Ownership of Documents.** Work product, such as reports, logs, data, notes, or calculations, prepared by Consultant shall remain Consultant's property. Proprietary concepts, systems, and ideas developed during performance of the Services shall remain the sole property of Consultant. Files shall be maintained in general accordance with Consultant's document retention policies and practices.
16. **Utilities.** Unless otherwise stated in the Proposal, Client shall provide the location and/or arrange for the marking of private utilities and subterranean structures. Consultant shall take reasonable precautions to avoid damage or injury to subterranean structures or utilities. Consultant shall not be responsible for damage to subterranean structures or utilities that are not called to Consultant's attention, are not correctly marked, including by a utility locate service, or are incorrectly shown on the plans furnished to Consultant.
17. **Site Access and Safety.** Client shall secure all necessary site related approvals, permits, licenses, and consents necessary to commence and complete the Services and will execute any necessary site access agreement. Consultant will be responsible for supervision and site safety measures for its own employees, but shall not be responsible for the supervision or health and safety precautions for any third parties, including Client's contractors, subcontractors, or other parties present at the site. In addition, Consultant retains the right to stop work without penalty at any time Consultant believes it is in the best interests of Consultant's employees or subcontractors to do so in order to reduce the risk of exposure to unsafe site conditions. Client agrees it will respond quickly to all requests for information made by Consultant related to Consultant's pre-task planning and risk assessment processes.

Consultant:	**Terracon Consultants, Inc.**	Client:	**Unintech Consulting Engineers Inc**
By:	Dawn McCurry Date: **7/22/2025**	By:	Date:
Name/Title:	**Dawn McCurry / Senior Environmental Scientist**	Name/Title:	
Address:	**6000 Northwest Pkwy Ste 100** **San Antonio, TX 78249-3346**	Address:	**2431 E Evans Rd** **San Antonio, TX 78259-2755**
Phone:	**(210) 641-2112** Fax:	Phone:	**(210) 641-6003** Fax:
Email:	**Dawn.McCurry@terracon.com**	Email:	

6000 Northwest Parkway, Suite 100
San Antonio, TX 78249
P (210) 641-2112
Terracon.com

July 24, 2025

Unintech Consulting Engineers, Inc.
2431 East Evans Road
San Antonio, TX 78259

Attn: Mr. Mark B. Hill, P.E.
P: (210) 641 – 8279
E: mhill@unintech.com

RE: Proposal for Geotechnical Engineering Services
Proposed Transmission Water Main – FM 3009
FM 3009 from Triton Drive to FM 2252
Schertz, Texas
Terracon Proposal No. P90255236

Dear Mr. Hill:

We appreciate the opportunity to submit this proposal to Unintech Consulting Engineers, Inc. to provide Geotechnical Engineering services for the above-mentioned project. The following are exhibits to the attached proposal.

Exhibit A	Project Understanding
Exhibit B	Scope of Services
Exhibit C	Compensation and Project Schedule
Exhibit D	Site Location
Exhibit E	Anticipated Exploration Plan

Our fee to perform the Scope of Services described in this proposal is in Exhibit C, which also includes a general breakdown of our anticipated schedule. Your authorization for Terracon to proceed in accordance with this proposal can be issued by signing and returning a copy of the attached Agreement for Services to our office.

Sincerely,
Terracon
(Firm Registration: TX F3272)

Carlos Cotilla
Staff Engineer

Arin Barkataki, P.E.
Principal

Reference Number: P90255236

AGREEMENT FOR SERVICES

This **AGREEMENT** is between Unintech Consulting Engineers Inc ("Client") and Terracon Consultants, Inc. ("Consultant") for Services to be provided by Consultant for Client on the Proposed Transmission Water Main - FM 3009 project ("Project"), as described in Consultant's Proposal dated 07/23/2025 ("Proposal"), including but not limited to the Project Information section, unless the Project is otherwise described in Exhibit A to this Agreement (which section or Exhibit is incorporated into this Agreement).

1. **Scope of Services.** The scope of Consultant's services is described in the Proposal, including but not limited to the Scope of Services section ("Services"), unless Services are otherwise described in Exhibit B to this Agreement (which section or exhibit is incorporated into this Agreement). Portions of the Services may be subcontracted. When Consultant subcontracts to other individuals or companies, then consultant will collect from Client on the Subcontractors' behalf. Consultant's Services do not include the investigation or detection of, nor do recommendations in Consultant's reports address the presence or prevention of biological pollutants (e.g., mold, fungi, bacteria, viruses, or their byproducts) or occupant safety issues, such as vulnerability to natural disasters, terrorism, or violence. If Services include purchase of software, Client will execute a separate software license agreement. Consultant's findings, opinions, and recommendations are based solely upon data and information obtained by and furnished to Consultant at the time of the Services.
2. **Acceptance/ Termination.** Client agrees that execution of this Agreement is a material element of the consideration Consultant requires to execute the Services, and if Services are initiated by Consultant prior to execution of this Agreement as an accommodation for Client at Client's request, both parties shall consider that commencement of Services constitutes formal acceptance of all terms and conditions of this Agreement. Additional terms and conditions may be added or changed only by written amendment to this Agreement signed by both parties. In the event Client uses a purchase order or other form to administer this Agreement, the use of such form shall be for convenience purposes only and any additional or conflicting terms it contains are stricken. This Agreement shall not be assigned by either party without prior written consent of the other party. Either party may terminate this Agreement or the Services upon written notice to the other. In such case, Consultant shall be paid costs incurred and fees earned to the date of termination plus reasonable costs of closing the Project.
3. **Change Orders.** Client may request changes to the scope of Services by altering or adding to the Services to be performed. If Client so requests, Consultant will return to Client a statement (or supplemental proposal) of the change setting forth an adjustment to the Services and fees for the requested changes. Following Client's review, Client shall provide written acceptance. If Client does not follow these procedures, but instead directs, authorizes, or permits Consultant to perform changed or additional work, the Services are changed accordingly and Consultant will be paid for this work according to the fees stated or its current fee schedule. If project conditions change materially from those observed at the site or described to Consultant at the time of proposal, Consultant is entitled to a change order equitably adjusting its Services and fee.
4. **Compensation and Terms of Payment.** Client shall pay compensation for the Services performed at the fees stated in the Proposal, including but not limited to the Compensation section, unless fees are otherwise stated in Exhibit C to this Agreement (which section or Exhibit is incorporated into this Agreement). If not stated in either, fees will be according to Consultant's current fee schedule. Fee schedules are valid for the calendar year in which they are issued. Fees do not include sales tax. Client will pay applicable sales tax as required by law. Consultant may invoice Client at least monthly and payment is due upon receipt of invoice. Client shall notify Consultant in writing, at the address below, within 15 days of the date of the invoice if Client objects to any portion of the charges on the invoice, and shall promptly pay the undisputed portion. Client shall pay a finance fee of 1.5% per month, but not exceeding the maximum rate allowed by law, for all unpaid amounts 30 days or older. Client agrees to pay all collection-related costs that Consultant incurs, including attorney fees. Consultant may suspend Services for lack of timely payment. It is the responsibility of Client to determine whether federal, state, or local prevailing wage requirements apply and to notify Consultant if prevailing wages apply. If it is later determined that prevailing wages apply, and Consultant was not previously notified by Client, Client agrees to pay the prevailing wage from that point forward, as well as a retroactive payment adjustment to bring previously paid amounts in line with prevailing wages. Client also agrees to defend, indemnify, and hold harmless Consultant from any alleged violations made by any governmental agency regulating prevailing wage activity for failing to pay prevailing wages, including the payment of any fines or penalties.
5. **Third Party Reliance.** This Agreement and the Services provided are for Consultant and Client's sole benefit and exclusive use with no third party beneficiaries intended. Reliance upon the Services and any work product is limited to Client, and is not intended for third parties other than those who have executed Consultant's reliance agreement, subject to the prior approval of Consultant and Client.
6. **LIMITATION OF LIABILITY. CLIENT AND CONSULTANT HAVE EVALUATED THE RISKS AND REWARDS ASSOCIATED WITH THIS PROJECT, INCLUDING CONSULTANT'S FEE RELATIVE TO THE RISKS ASSUMED, AND AGREE TO ALLOCATE CERTAIN OF THE ASSOCIATED RISKS. TO THE FULLEST EXTENT PERMITTED BY LAW, THE TOTAL AGGREGATE LIABILITY OF CONSULTANT (AND ITS RELATED CORPORATIONS AND EMPLOYEES) TO CLIENT AND THIRD PARTIES GRANTED RELIANCE IS LIMITED TO THE GREATER OF $50,000 OR CONSULTANT'S FEE, FOR ANY AND ALL INJURIES, DAMAGES, CLAIMS, LOSSES, OR EXPENSES (INCLUDING ATTORNEY AND EXPERT FEES) ARISING OUT OF CONSULTANT'S SERVICES OR THIS AGREEMENT. PRIOR TO ACCEPTANCE OF THIS AGREEMENT AND UPON WRITTEN REQUEST FROM CLIENT, CONSULTANT MAY NEGOTIATE A HIGHER LIMITATION FOR ADDITIONAL CONSIDERATION IN THE FORM OF A SURCHARGE TO BE ADDED TO THE AMOUNT STATED IN THE COMPENSATION SECTION OF THE PROPOSAL. THIS LIMITATION SHALL APPLY REGARDLESS OF AVAILABLE PROFESSIONAL LIABILITY INSURANCE COVERAGE, CAUSE(S), OR THE THEORY OF LIABILITY, INCLUDING NEGLIGENCE, INDEMNITY, OR OTHER RECOVERY. THIS LIMITATION SHALL NOT APPLY TO THE EXTENT THE DAMAGE IS PAID UNDER CONSULTANT'S COMMERCIAL GENERAL LIABILITY POLICY.**
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9. **Insurance.** Consultant represents that it now carries, and will continue to carry: (i) workers' compensation insurance in accordance with the laws of the states having jurisdiction over Consultant's employees who are engaged in the Services, and employer's liability insurance ($1,000,000); (ii) commercial general liability insurance ($2,000,000 occ / $4,000,000 agg); (iii) automobile liability insurance ($2,000,000 B.I. and P.D. combined single

limit); (iv) umbrella liability ($5,000,000 occ / agg); and (v) professional liability insurance ($1,000,000 claim / agg). Certificates of insurance will be provided upon request. Client and Consultant shall waive subrogation against the other party on all general liability and property coverage.

10. **CONSEQUENTIAL DAMAGES. NEITHER PARTY SHALL BE LIABLE TO THE OTHER FOR LOSS OF PROFITS OR REVENUE; LOSS OF USE OR OPPORTUNITY; LOSS OF GOOD WILL; COST OF SUBSTITUTE FACILITIES, GOODS, OR SERVICES; COST OF CAPITAL; OR FOR ANY SPECIAL, CONSEQUENTIAL, INDIRECT, PUNITIVE, OR EXEMPLARY DAMAGES.**
11. **Dispute Resolution.** Client shall not be entitled to assert a Claim against Consultant based on any theory of professional negligence unless and until Client has obtained the written opinion from a registered, independent, and reputable engineer, architect, or geologist that Consultant has violated the standard of care applicable to Consultant's performance of the Services. Client shall provide this opinion to Consultant and the parties shall endeavor to resolve the dispute within 30 days, after which Client may pursue its remedies at law. This Agreement shall be governed by and construed according to Texas law.
12. **Subsurface Explorations.** Subsurface conditions throughout the site may vary from those depicted on logs of discrete borings, test pits, or other exploratory services. Client understands Consultant's layout of boring and test locations is approximate and that Consultant may deviate a reasonable distance from those locations. Consultant will take reasonable precautions to reduce damage to the site when performing Services; however, Client accepts that invasive services such as drilling or sampling may damage or alter the site. Site restoration is not provided unless specifically included in the Services.
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14. **Sample Disposition, Affected Materials, and Indemnity.** Samples are consumed in testing or disposed of upon completion of the testing procedures (unless stated otherwise in the Services). Client shall furnish or cause to be furnished to Consultant all documents and information known or available to Client that relate to the identity, location, quantity, nature, or characteristic of any hazardous waste, toxic, radioactive, or contaminated materials ("Affected Materials") at or near the site, and shall immediately transmit new, updated, or revised information as it becomes available. Client agrees that Consultant is not responsible for the disposition of Affected Materials unless specifically provided in the Services, and that Client is responsible for directing such disposition. In no event shall Consultant be required to sign a hazardous waste manifest or take title to any Affected Materials. Client shall have the obligation to make all spill or release notifications to appropriate governmental agencies. The Client agrees that Consultant neither created nor contributed to the creation or existence of any Affected Materials conditions at the site and Consultant shall not be responsible for any claims, losses, or damages allegedly arising out of Consultant's performance of Services hereunder, or for any claims against Consultant as a generator, disposer, or arranger of Affected Materials under federal, state, or local law or ordinance.
15. **Ownership of Documents.** Work product, such as reports, logs, data, notes, or calculations, prepared by Consultant shall remain Consultant's property. Proprietary concepts, systems, and ideas developed during performance of the Services shall remain the sole property of Consultant. Files shall be maintained in general accordance with Consultant's document retention policies and practices.
16. **Utilities.** Unless otherwise stated in the Proposal, Client shall provide the location and/or arrange for the marking of private utilities and subterranean structures. Consultant shall take reasonable precautions to avoid damage or injury to subterranean structures or utilities. Consultant shall not be responsible for damage to subterranean structures or utilities that are not called to Consultant's attention, are not correctly marked, including by a utility locate service, or are incorrectly shown on the plans furnished to Consultant.
17. **Site Access and Safety.** Client shall secure all necessary site related approvals, permits, licenses, and consents necessary to commence and complete the Services and will execute any necessary site access agreement. Consultant will be responsible for supervision and site safety measures for its own employees, but shall not be responsible for the supervision or health and safety precautions for any third parties, including Client's contractors, subcontractors, or other parties present at the site. In addition, Consultant retains the right to stop work without penalty at any time Consultant believes it is in the best interests of Consultant's employees or subcontractors to do so in order to reduce the risk of exposure to unsafe site conditions. Client agrees it will respond quickly to all requests for information made by Consultant related to Consultant's pre-task planning and risk assessment processes.

Consultant:	**Terracon Consultants, Inc.**	Client:	**Unintech Consulting Engineers Inc**
By:	 Date: **7/24/2025**	By:	Date:
Name/Title:	**Arin Barkataki / Department Manager III**	Name/Title:	
Address:	**6000 Northwest Pkwy Ste 100**	Address:	**2431 E Evans Rd**
	San Antonio, TX 78249-3346		**San Antonio, TX 78259-2755**
Phone:	**(210) 641-2112** Fax: **(210) 641-2124**	Phone:	Fax:
Email:	**Arin.Barkataki@terracon.com**	Email:	

Exhibit A – Project Understanding

Our Scope of Services is based on our understanding of the project as described below. We have not visited the project site to confirm the information provided. Aspects of the project, undefined or assumed, are highlighted as shown below. We request the design team verify all information prior to our initiation of field exploration activities.

Planned Construction

Item	Description
Information Provided	We have been provided the site location and exploration locations by the Client.
Structure	The project includes the construction of a new water transmission main along FM 3009.

Site Location and Anticipated Conditions

Item	Description
Parcel Information	The project is located along FM 3009 from Triton Drive to FM 2252 in Schertz, Texas.
Existing Improvements	Existing roadway
Current Ground Cover	Asphalt roadway.
Existing Topography	Unknown
Site Access	We expect the site, and all exploration locations, are accessible with our truck-mounted drilling equipment and support vehicles. Traffic control will be required to perform the drilling activities. A line item is provided under the compensation section.
Anticipated Subsurface Conditions	Based on the geologic formation and our experience with projects in the vicinity, we anticipate expansive clays.

Exhibit B - Scope of Services

Our proposed Scope of Services consists of field exploration, laboratory testing, and engineering/project delivery. These services are described in the following sections.

Field Exploration

Based on the Client's request, the following field exploration is proposed:

Number of Borings	Planned Boring Depth (feet) [1]	Planned Location
8	10	New Water Main

Boring Layout and Elevations: We will use handheld GPS equipment to locate borings with an estimated horizontal accuracy of +/-20 feet. Field measurements from existing site features may be utilized. If available, approximate elevations will be obtained by interpolation from a site specific, surveyed topographic map.

Subsurface Exploration Procedures: We will advance soil borings with a truck-mounted drill rig using continuous flight augers (solid stem and/or hollow stem, as necessary, depending on soil conditions). Five samples will be obtained in the upper 10 feet of each boring and at intervals of 5 feet thereafter. Soil sampling is typically performed using thin-wall tube and/or split-barrel sampling procedures. The split-barrel samplers are driven in accordance with the standard penetration test (SPT). The samples will be placed in appropriate containers, taken to our soil laboratory for testing, and classified by a Geotechnical Engineer. In addition, we will observe and record groundwater levels during drilling and sampling.

Our exploration team will prepare field boring logs as part of standard drilling operations including sampling depths, penetration distances, and other relevant sampling information. Field logs include visual classifications of materials observed during drilling and our interpretation of subsurface conditions between samples. Final boring logs, prepared from field logs, represent the Geotechnical Engineer's interpretation and include modifications based on observations and laboratory tests.

Property Disturbance: We will backfill borings with auger cuttings after completion. Pavements are patched with cold-mix asphalt and/or ready-mixed concrete, as appropriate. Our services do not include repair of the site beyond backfilling our boreholes and patching existing pavements. Excess auger cuttings will be dispersed in the general vicinity of the borehole or hauled off as needed.

Safety

Terracon is currently not aware of environmental concerns at this project site that would create health or safety hazards associated with our exploration program; thus, our Scope considers standard OSHA Level D Personal Protection Equipment (PPE) appropriate. Our Scope of Services does not include environmental site assessment services, but identification of unusual or unnatural materials observed while drilling will be noted on our logs.

Exploration efforts require borings into the subsurface, therefore Terracon will comply with local regulations to request a utility location service Texas811 We will consult with the landowner/client regarding potential utilities or other unmarked underground hazards. Based upon the results of this consultation, we will consider the need for alternative subsurface exploration methods as the safety of our field crew is a priority.

Private utilities should be marked by the owner/client prior to commencement of field exploration. Terracon will not be responsible for damage to private utilities not disclosed to us. Terracon will notify Texas811, a free utility location service, prior to our drilling program to help locate utilities within dedicated public utility easements. If underground utilities are known to exist on the site, Terracon should be notified so that we may review utility plans to help avoid the existing lines. Terracon cannot be responsible for utilities for which we are unaware or that are improperly located in the field. Location of private lines on the property is not part of the Texas 811 scope.

Site Access: Terracon must be granted access to the site by the property owner. By acceptance of this proposal, without information to the contrary, we consider this as authorization to access the property for conducting field exploration in accordance with the Scope of Services. Traffic control will be required to perform the drilling activities. We assume the work will take only one day to complete. A line item for traffic control is included under the compensation section.

Laboratory Testing

The project engineer will review field data and assign laboratory tests to understand the engineering properties of various soil strata. Exact types and number of tests cannot be defined until completion of fieldwork, but we anticipate the following laboratory testing may be performed for the soil boring:

- Water content
- Percent Passing No. 200 sieve
- Atterberg limits
- Corrosion Suite

Engineering and Project Delivery

The results of our field and laboratory programs will be evaluated, and a geotechnical engineering report will be prepared under the supervision of a licensed professional engineer. The geotechnical engineering report will provide the following:

- Boring and coring location plan.
- Subsurface exploration procedures.
- Computer generated boring logs with soil classification.
- Summarized laboratory data.
- Groundwater levels observed during and after completion drilling.
- Encountered soil conditions.
- Subgrade soil modification recommendations
- Lateral Earth Pressures
- OSHA soil classification
- Backfill recommendations

In addition to an emailed report, your project will also be delivered using our client portal, **Compass**. Upon initiation, we provide you and your design team the necessary link and password to access the website (if not previously registered). Each project includes a calendar to track the schedule, an interactive site map, a listing of team members, access to the project documents as they are uploaded to the site, and a collaboration portal. We welcome the opportunity to have project kickoff conversations with the team to discuss key elements of the project and demonstrate features of **Compass**. The typical delivery process includes the following:

- Project Planning – Proposal information, schedule and anticipated exploration plan
- Site Characterization – Findings of the site exploration and laboratory results
- Geotechnical Engineering Report

Exhibit C - Compensation and Project Schedule

Compensation

Based upon our understanding of the site, the project as summarized in Exhibit A, and our planned Scope of Services outlined in Exhibit B, our fee is shown in the following table:

Task	Lump Sum Fee[1]
Subsurface Exploration, Laboratory Testing, Geotechnical Consulting and Reporting	$12,500
Traffic Control with crash truck (1 day)	$4,000

1. Proposed fees noted above are effective for 60 days from the date of the proposal.

Our Scope of Services does not include services associated with site clearing, wet ground conditions, tree or shrub clearing, or repair of/damage to existing landscape. If such services are desired by the owner/client, we should be notified so we can adjust our Scope of Services.

Unless instructed otherwise, we will submit our invoice(s) to the address shown at the beginning of this proposal. If conditions are encountered that require Scope of Services revisions and/or result in higher fees, we will contact you for approval, prior to initiating services. A supplemental proposal stating the modified Scope of Services as well as its effect on our fee will be prepared. We will not proceed without your authorization.

Project Schedule

We developed a schedule to complete the Scope of Services based upon our existing availability and understanding of your project schedule. However, our schedule does not account for delays in field exploration beyond our control, such as weather conditions, delays resulting from utility clearance, permit delays, or lack of permission to access the boring locations. In the event the schedule provided is inconsistent with your needs, please contact us so we may consider alternatives.

Delivery on Compass	Schedule [1, 2]
Kickoff Call with Client	5 days after notice to proceed
Field Work Completion	14 days after utility clearance
Laboratory Testing	10 days after completion of field program
Geotechnical Engineering	7 days after completion of laboratory testing

1. Upon receipt of your notice to proceed we will activate the schedule component on **Compass** with specific, anticipated dates for the delivery points noted above as well as other pertinent events.
2. Standard workdays. We will maintain an activities calendar within on **Compass**. The schedule will be updated to maintain a current awareness of our plans for delivery.

Exhibit D – Site Location

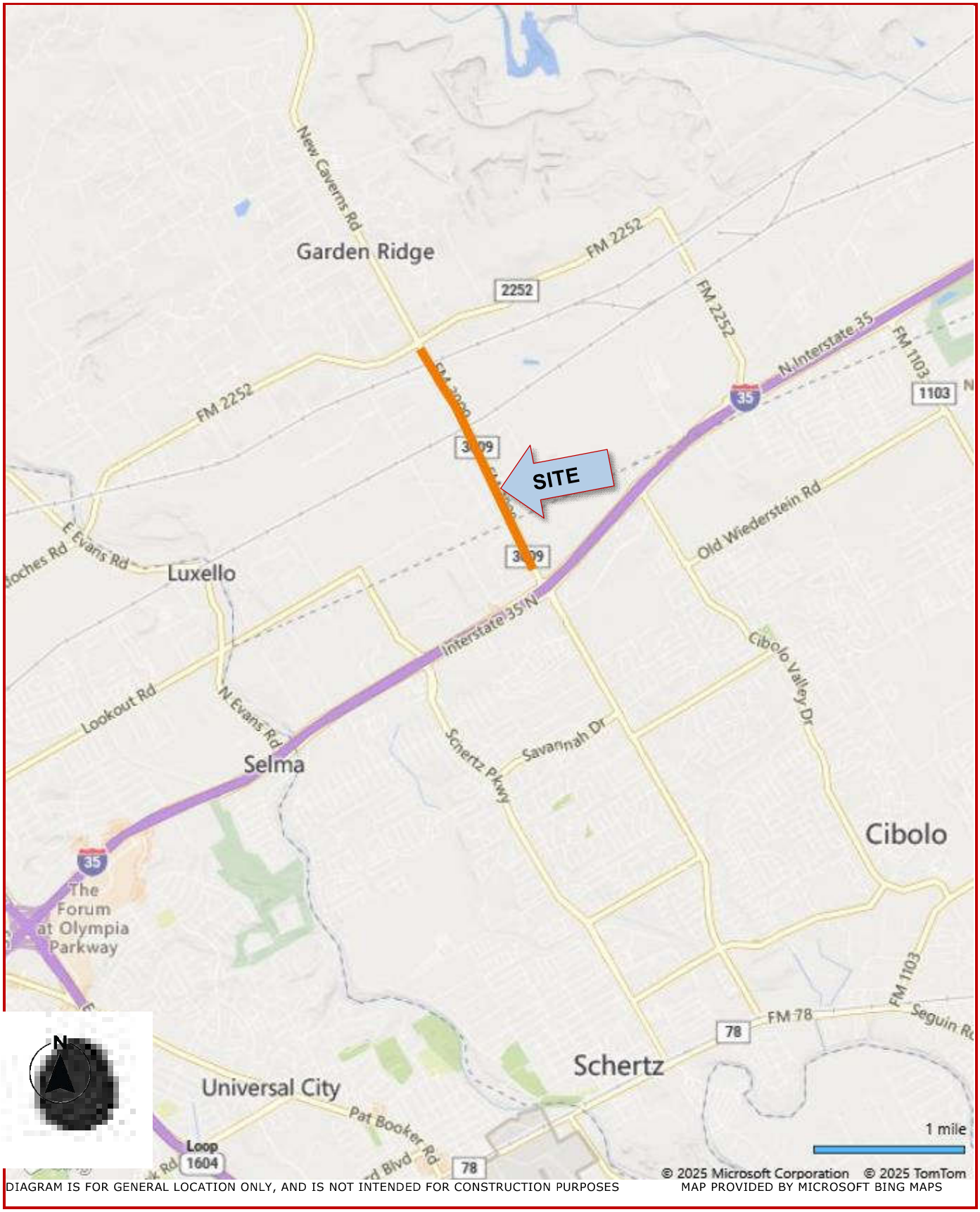


DIAGRAM IS FOR GENERAL LOCATION ONLY, AND IS NOT INTENDED FOR CONSTRUCTION PURPOSES

MAP PROVIDED BY MICROSOFT BING MAPS

Exhibit E – Anticipated Exploration Plan

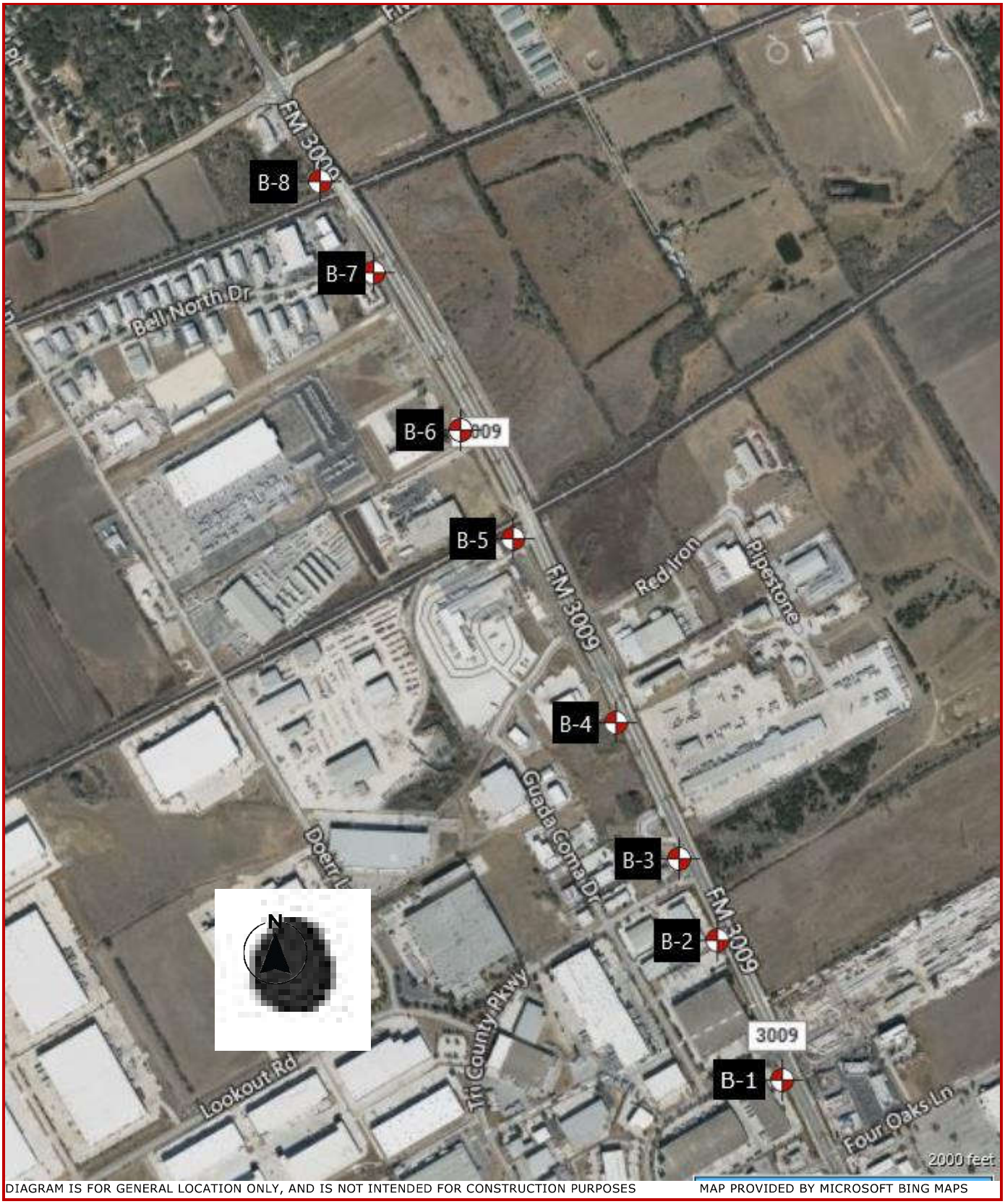


DIAGRAM IS FOR GENERAL LOCATION ONLY, AND IS NOT INTENDED FOR CONSTRUCTION PURPOSES MAP PROVIDED BY MICROSOFT BING MAPS

Project Type: Water **Project Code:** TBD

Project Title: FM 3009 replacement of 18" Transmission Line

Project Manager: Engineering

Location Description: FM 3009 West of IH 35 from just after Four Oaks Lane to just before FM 2252

Project Summary: Replacement of approximately 7,600 linear feet of of 18" main transmission line due to aging pipe and frequent emergency repairs. Most of the valves on the existing main are aged and beyond repair and parts are not available.

Start Date: Sep-25

Completion Date: Jun-27

Project Forecast

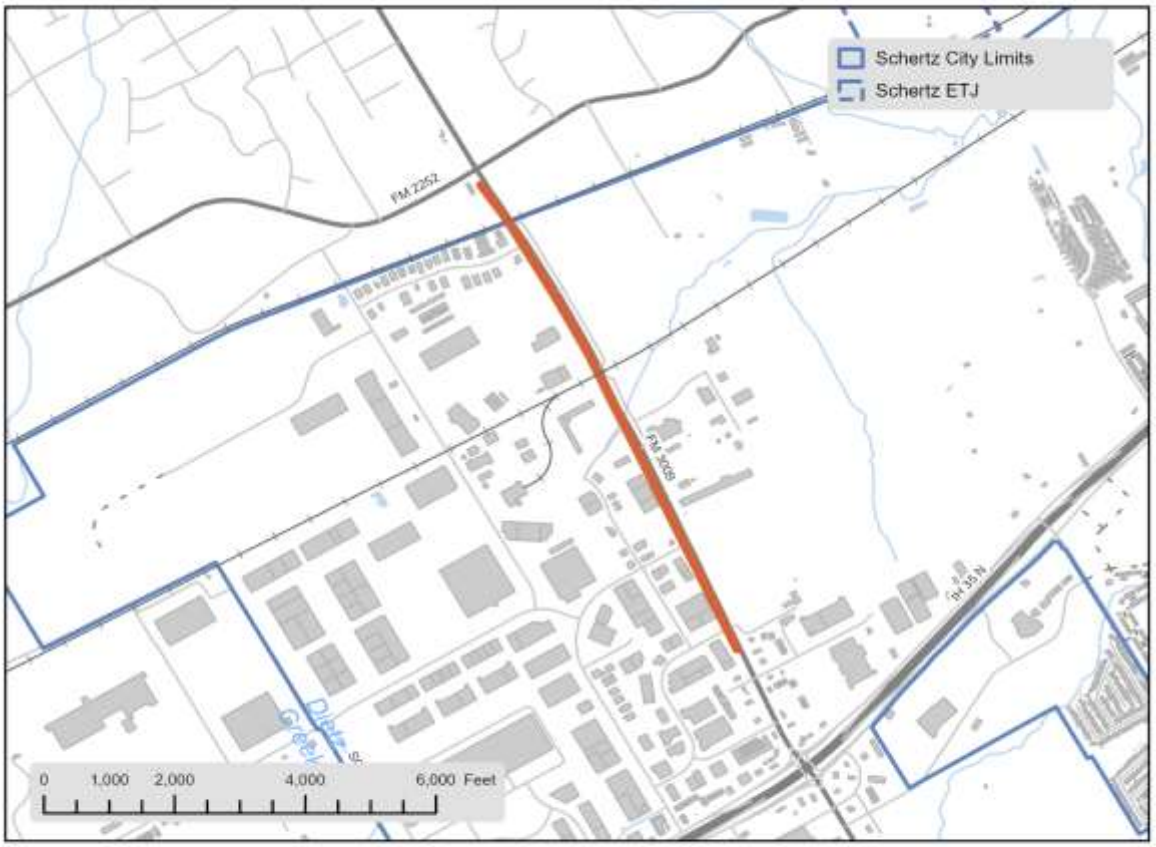
	Prior Appropriation	2025-26	2026-27	2027-28	2028-29	2029-30	2030-2040	Total Cost
Funding Source								
Bonds	$ 50,000	$ 4,700,000	$ -	$ -	$ -	$ -	$ -	$ 4,750,000
	$ -	$ -	$ -	$ -		$ -	$ -	$ -
	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Total Funding Source	$ 50,000	$ 4,700,000	$ -	$ -	$ -	$ -	$ -	$ 4,750,000

	Prior Expenditure							
Expenditure								
Land Acquisition	$ -	$ 200,000	$ -	$ -	$ -	$ -	$ -	$ 200,000
Professional Services	$ 50,000	$ 450,000	$ 50,000	$ -	$ -	$ -	$ -	$ 550,000
Construction	$ -	$ 3,000,000	$ 1,600,000	$ -	$ -	$ -	$ -	$ 4,600,000
Total Expenditure	$ 50,000	$ 3,650,000	$ 1,650,000	$ -	$ -	$ -	$ -	$ 5,350,000

Project Type:	Water	**Project Code:**	TBD

Project Title: FM 3009 replacement of 18" Transmission Line

Location:



FM 3009 18" TRANSMISSION LINE

SCHERTZ
COMMUNITY • SERVICE • OPPORTUNITY

Agenda No. 9.

CITY COUNCIL MEMORANDUM

City Council Meeting:	**August 19, 2025**
Department:	**Planning & Community Development**
Subject:	**Resolution 25-R-112- Conduct a public hearing and consider a resolution accepting a petition for voluntary annexation of approximately 4.7 acres, Bexar County Property Identification Numbers 310108 and 1061511, Bexar County, Texas (B.James/L.Wood/D.Marquez)**

BACKGROUND

Annexation of land into the City's corporate limits may be voluntary or involuntary. The Texas Local Government Code (LGC) provides requirements and outlines the process based on the annexation type.The proposed annexation is voluntary and on request of the owner HLH Development LLC, thus Chapter 43, Subchapter C-3 of the Texas Local Government Code applies. The City's Unified Development Code (UDC) Section 21.4.8 includes provisions for the processing of voluntary annexation requests.

Society of Saint Pius X of San Antonio, Texas, Inc, has submitted a petition for voluntary annexation to the City of Schertz for approximately 4.6 acres of land, known as Bexar County Property Identification Numbers 310108 and 1061511.

Upon City Council accepting the current petition for voluntary annexation of the approximately 4.7 acres, it would initiate the process to annex and zone the property. The adoption of resolution 25-R-112 does not annex the subject property, but allows the City Council to annex the property by ordinance in the future.

An ordinance for annexation of the subject property must be approved by City Council to annex the property, which is tentatively scheduled for the October 14, 2025, City Council meeting. The annexation ordinance will be accompanied by a service agreement to meet the requirements of UDC Section 21.4.8 and LGC § 43.0672. The applicant has also requested to zone the subject property, upon annexation, Public Use District (PUB). The zoning application to accompany the annexation is tentatively scheduled for the September 3, 2025, Planning and Zoning Commission meeting.

GOAL

Society of Saint Pius X of San Antonio, Texas, Inc is requesting voluntary annexation into the City of Schertz because of their desire to be located within the Schertz City Limits and their desire to develop the property in accordance with the requested Public Use District (PUB) zoning district.

COMMUNITY BENEFIT

Promote the safe, orderly, efficient development and ensure compliance with the City's vision of future growth.

SUMMARY OF RECOMMENDED ACTION

Staff recommends approval of Resolution 25-R-112 accepting a petition for voluntary annexation.

FISCAL IMPACT

The approval of Resolution 25-R-112 accepting a petition for voluntary annexation does not have a financial impact on the City; however, the end annexation of the property will. In accordance with Texas Local Government Code (LGC) Chapter 43, the City must provide services to the land on the effective date of the annexation.

RECOMMENDATION

Approval of Resolution 25-R-112.

Attachments

Resolution 25-R-112 With Attachments

Aerial Exhibit

City Council Presentation Slides

RESOLUTION NO. 25-R-112

A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF SCHERTZ, TEXAS ACCEPTING A PETITION FOR VOLUNTARY ANNEXATION WITHIN THE EXTRATERRITORIAL JURISDICTION OF THE CITY OF SCHERTZ

WHEREAS, a petition for annexation from Society of Saint Pius X of San Antonio, Texas, Inc, of approximately 4.7-acres, known as Bexar County Property Identification Numbers 310108 and 1061511 and more specifically described in the Exhibit A attached herein (herein, the "Property") has been filed with the City in accordance with ; and

WHEREAS, Texas Local Government Code Section 43.0671 authorizes the City of Schertz to extend its City Limit boundaries through the voluntary annexation of area adjacent to those boundaries upon petition of a landowner; and

WHEREAS, the complete petition packet is attached hereto as Exhibit B; and

WHEREAS, the City Staff has recommended that the petition for annexation be accepted; and

WHEREAS, upon accepting the petition for voluntary annexation of the subject properties, the City may annex the properties by adoption of an ordinance.

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

Section 1. The City Council hereby accepts the Petition for Voluntary Annexation.

Section 2. The City Council shall act upon the Petition for Voluntary Annexation and annex the subject properties by ordinance at a future meeting of the City Council at such time the City Council deems to be in the best interest of the City.

Section 3. The recitals contained in the preamble hereof are herby found to be true, and such recitals are herby made a part of this Resolution for all purposed and are adopted as a part of the judgement and findings of the City Council.

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

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

Section 6. If any provision of this Resolution or the application thereof to any person or circumstance shall be held to be invalid, the remainder of this Resolution and the application of such provision to other persons and circumstances shall nevertheless be

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

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

Section 8. This Resolution shall be in force and effect from and after its final passage, and it is so resolved.

PASSED AND ADOPTED, this ____ day of _____, 2025.

CITY OF SCHERTZ, TEXAS

_____
Ralph Gutierrez, Mayor

ATTEST:

_____
Sheila Edmondson, City Secretary

Exhibit “A”: Property Description

Exhibit "A": Property Description

DESCRIPTION OF A 4.613 ACRE TRACT OF LAND
SITUATED IN THE JULIAN DIAZ SURVEY NO. 66, ABSTRACT NO. 187
BEXAR COUNTY, TEXAS

BEING a 4.613 acre tract of land situated in the Julian Diaz Survey No. 66, Abstract No. 187 of Bexar County, Texas, and being the remainder of a called 3.768 acre tract of land and all of a called 0.990 acre tract described in an instrument to The Society of Saint Pius X of San Antonio, Texas Inc., DBA St. Joseph's Roman Catholic Chapel recorded in Document No. 20210302824, Official Public Records of Bexar County, Texas (O.P.R.B.C.T.), Save & Except a called 0.0138 acre tract described in an instrument to the State of Texas recorded in Document No. 20200190994 and a called 0.1348 acre tract of land described in an instrument to the State of Texas recorded in Document No. 20190138025, O.P.R.B.C.T., said 4.613 acre tract of land described by metes and bounds as follows:

BEGINNING at a 1/2-inch iron rod with cap stamped "Pape Dawson" found on the Northeast right-of-way line of F.M. 1518 (120-foot right-of-way) described in instruments recorded in Document No. 20160231712, 20190138025 and 20200190994, O.P.R.B.C.T., being the Northwest corner of a called 4.000 acre tract of land described in an instrument to Brandon McGarrell recorded in Document No. 20180083710, O.P.R.B.C.T and being the Southwest corner of the remainder of said 3.768 acre tract and the Southwest corner of the herein described tract;

THENCE, North 30° 27' 54" West, along and with the Northeast right-of-way line of said F.M. 1518, at a distance of 293.49 feet passing a 1/2-inch iron rod with cap stamped "Pape Dawson" found on line, and continuing for **a total distance of 323.50 feet** to a 1/2-inch iron rod with cap stamped "Pape Dawson" found for the common South corner of said 3.768 acre tract and a called 3.245 acre tract of land described as Tract One in an instrument to Brandon McGarrell recorded in Document No. 20180075657, O.P.R.B.C.T., being the Northwest corner of the remainder of said 3.768 acre tract and the Northwest corner of the herein described tract;

THENCE, North 61° 03' 55" East, along and with the common line of said 3.768 acre tract and said 3.245 acre tract, at a distance of 607.85 feet passing a 1/2-inch iron rod with cap stamped "RKB 5409" found for the common North corner of said 3.768 acre tract and said 0.990 acre tract, and continuing along and with the common line of said 0.990 acre tract and said 3.245 acre tract, **a total distance of 642.20 feet** to a 1/2-inch iron rod with cap stamped "BLS Control" found for a Northwest corner of a called 5.716 acre tract of land described in an instrument to Adrian Alaniz and Erika Lynne Salazar Alaniz recorded in Document No. 20220122432, O.P.R.B.C.T., being the Northeast corner of said 0.990 acre tract and the herein described tract, from which a found 5/8-inch iron rod with cap stamped "Urban Surveying" found for the Southeast corner of said 3.245 acre tract bears North 61°03'55" East, a distance of 25.97 feet;

THENCE, South 29° 14' 35" East, along and with the common line of said 0.990 acre tract and said 5.716 acre tract, a distance of 305.71 feet to a 1/2-inch iron rod found on the North line of said 4.000 acre tract, and being a Southwest corner of said 5.716 acre tract and being the Southeast corner of said 0.990 acre tract and the herein described tract;

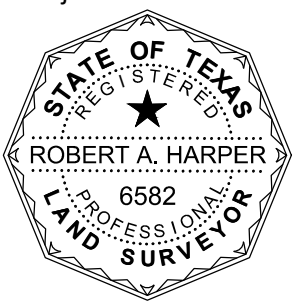
THENCE, South 59° 28' 15" West, along and with the common line of said 0.990 acre tract, said 3.768 acre tract and said 4.000 acre tract, a distance of 635.45 feet to **POINT OF BEGINNING** and containing 4.613 acres of land.

Exhibit "A": Property Description

Notes:

1) Bearing orientation is based upon the Texas Coordinate System, South Central Zone 4204, North American Datum of 1983 (NAD 83), 2011 Adjustment, Epoch 2010.00.

2) This M&B description was prepared in conjunction with a survey exhibit of even date.



Robert A. Harper, RPLS No. 6582
Summit Geomatics, Inc.
4603 N Stahl Park Suite 103
San Antonio, Texas 78217
TBPELS Firm No. 10194657

SKETCH TO ACCOMPANY M&B DESCRIPTION

Exhibit "A": Property Description

LEGEND

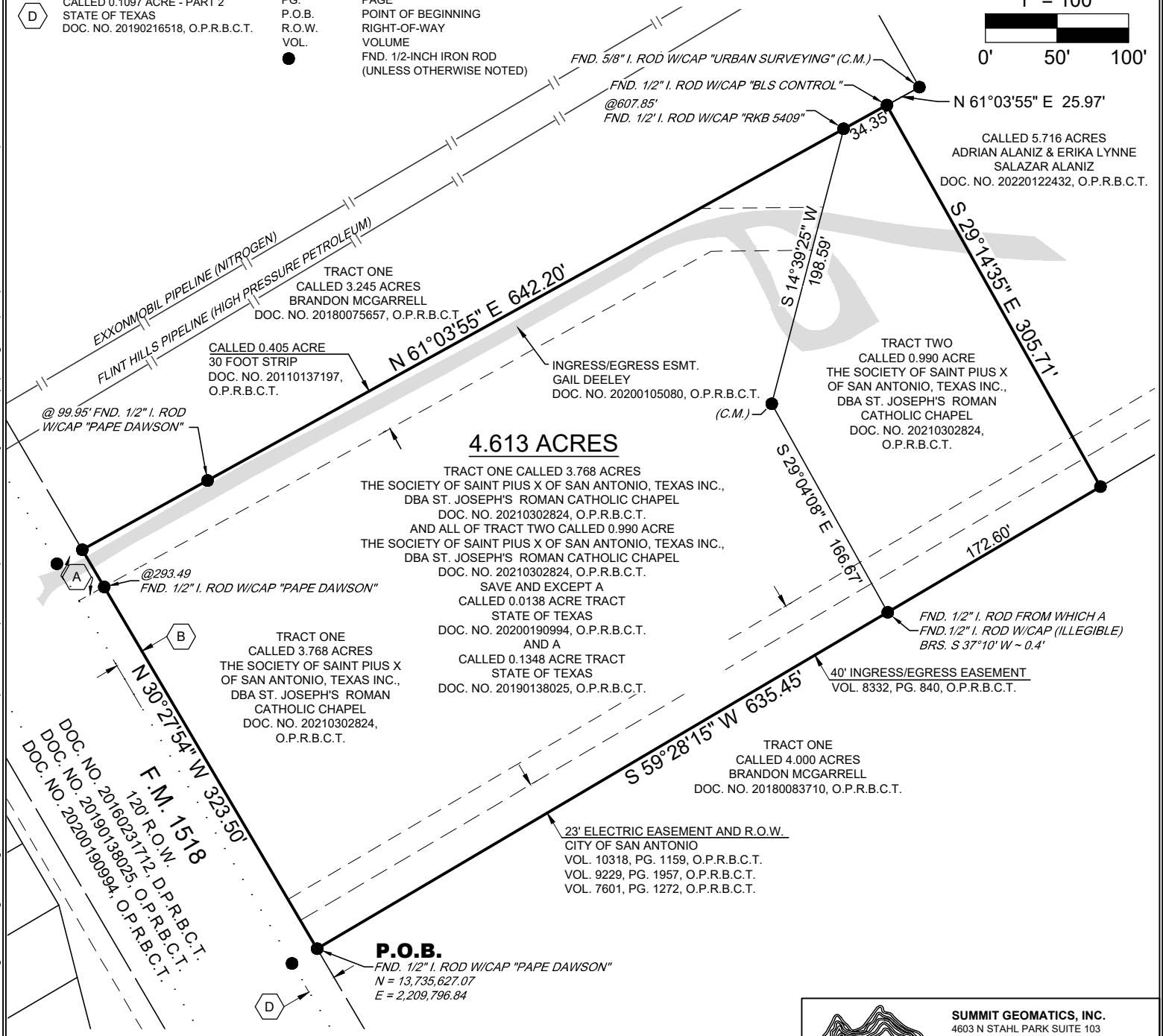
A	CALLED 0.0138 ACRE STATE OF TEXAS DOC. NO. 20200190994, O.P.R.B.C.T.
B	CALLED 0.1348 ACRE STATE OF TEXAS DOC. NO. 20190138025, O.P.R.B.C.T.
D	CALLED 0.1097 ACRE - PART 2 STATE OF TEXAS DOC. NO. 20190216518, O.P.R.B.C.T.

C.M.	CONTROLLING MONUMENT
D.P.R.B.C.T.	DEED AND PLAT RECORDS OF BEXAR COUNTY, TEXAS
DOC.	DOCUMENT
ESMT.	EASEMENT
I.	IRON
NO.	NUMBER
O.P.R.B.C.T.	OFFICIAL PUBLIC RECORDS OF BEXAR COUNTY, TEXAS
PG.	PAGE
P.O.B.	POINT OF BEGINNING
R.O.W.	RIGHT-OF-WAY
VOL.	VOLUME
●	FND. 1/2-INCH IRON ROD (UNLESS OTHERWISE NOTED)

N

1" = 100'

0' 50' 100'



NOTES:

1. BEARING ORIENTATION IS BASED ON THE TEXAS COORDINATE SYSTEM OF 1983, SOUTH CENTRAL ZONE 4204. DISTANCES AND COORDINATES SHOWN HEREON ARE IN GRID. ELEVATIONS SHOWN HEREON ARE IN NAVD88.
2. THIS SKETCH WAS PREPARED IN CONJUNCTION WITH A METES & BOUNDS DESCRIPTION OF EVEN DATE.

SUMMIT GEOMATICS, INC.
4603 N STAHL PARK SUITE 103
SAN ANTONIO, TEXAS 78217
Tel: 210-971-4870 | summit-geomatics.com
TBPELS FIRM NO. 10194657

SKETCH OF

4.613 ACRES OF LAND SITUATED IN THE JULIAN DIAZ SURVEY NO. 66 ABSTRACT NO. 187 BEXAR COUNTY, TEXAS

SCALE:	JOB NO.:	DATE:	SHEET:
1"=100'	24.0288	05/07/2025	3 OF 3

X:\03_Summit_Projects\2024-Projects\24.0288_VillagomezEngineering_8890FM1518_Schertz\03_Finals\01_CAD\8890FM1518_BndyExhibit1(G).dwg, 5/08/2025 7:40 AM, rharper

Exhibit “B”: Petition Packet

Exhibit "B": Petition Packet

Society of Saint Pius X

SSPX

2 July 2025

City of Shertz Planning Department
1400 Shertz Parkway
Building 1
Shertz, TX
(210) 619-1780

Subject: Annexation of Property at 8890 E. FM 1518 N.

Dear Sir/Madam,

My name is Fr. Stephen Zigrang. I am Vice President of The Society of Saint Pius X of San Antonio, TX. This 501(c)(3) owns approximately 4.9 acres located at 8890 E. FM 1518 N, Shertz, TX and I am voluntarily requesting this property to be annexed into the City of Schertz.

Sincerely,

Stephen Zigrang

Rev. Fr. Stephen Zigrang
Vice President
The Society of Saint Pius X of San Antonio, Texas, Inc.
s.zigrang@fsspx.email
713 906 7601
4100 Highway 3
Dickinson, TX 77539

CYNTHIA A. FOLEY
Notary Public, State of Texas
Comm. Expires 02-06-2027
Notary ID 131883407

Cynthia A Foley July 02, 2025



N
W E
S

SCHERTZ
COMMUNITY ★ SERVICE ★ OPPORTUNITY

PARCEL IDs:
310108 & 1061511

Highways
Major Roads
Minor Roads

Freeway
Principal Arterial
Planned Principal Arterial
Secondary Arterial
Planned Secondary Arterial
Secondary Rural Arterial

Planned Secondary Rural Arterial
Residential Collector
Planned Residential Collector
Planned Commercial Collector B
Commercial Collector A
Planned Commercial Collector A

1" 2" 3" 4" 6"
8" 10" 12" 16" 18"
20" 24" 30" 36" Unknown

Schertz Gravity
Schertz Pressure
Neighboring Gravity
Private Pressure

Hydrant
Manholes
CCMA Lift Station
Private Lift Station

Schertz Lift Station
CCMA Treatment Plant
Schertz Treatment Plant

County Boundaries
Schertz Municipal Boundary
ETJ

0 100 200 400 600 Feet

Resolution 25-R-112

Accepting a Petition of Annexation of 4.7 acres

Daisy Marquez | PLANNER

SCHERTZ
COMMUNITY. SERVICE. OPPORTUNITY.

Annexation Exhibit



SCHERTZ
COMMUNITY. SERVICE. OPPORTUNITY.

Society of Saint Pius X

SSPX

2 July 2025

City of Shertz Planning Department
1400 Shertz Parkway
Building 1
Shertz, TX
(210) 619-1780

Subject: Annexation of Property at 8890 E. FM 1518 N.

Dear Sir/Madam,

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Sincerely,

Rev. Fr. Stephen Zigrang
Vice President
The Society of Saint Pius X of San Antonio, Texas, Inc.
s.zigrang@fsspx.email
713 906 7601
4100 Highway 3
Dickinson, TX 77539

CYNTHIA A. FOLEY
Notary Public, State of Texas
Comm. Expires 02-06-2027
Notary ID 131883407

July 02, 2025

SCHERTZ
COMMUNITY. SERVICE. OPPORTUNITY.

Annexation Process

- The Approval of Resolution 25-R-112 does not annex the subject property – it only allows for City Council to annex the property by ordinance in the future.
- Annexation and zone change ordinances are tentatively scheduled to be heard at the October 14, 2025, City Council Meeting.
- The zoning application to accompany the annexation is tentatively scheduled for the September 3, 2025, Planning and Zoning Commission meeting.

SCHERTZ
COMMUNITY. SERVICE. OPPORTUNITY.

Recommendation

Staff recommends approval of Resolution 25-R-112, accepting the petition for voluntary annexation of 4.7 acres.

SCHERTZ
COMMUNITY. SERVICE. OPPORTUNITY.

COMMENTS & QUESTIONS

SCHERTZ
COMMUNITY. SERVICE. OPPORTUNITY.

Agenda No. 10.

CITY COUNCIL MEMORANDUM

City Council Meeting:	**August 19, 2025**
Department:	**Executive Team**
Subject:	**Resolution 25-R-077 - Authorizing an Agreement for the Rumpf Property for drainage ROW and easement acquisition and reimbursement and to acquire drainage ROW easements from SCUCISD (S.Williams/B.James)**

BACKGROUND

The developer of the Rumpf property is seeking to provide for offsite drainage and utilities. These improvements need to cross property owned by SCUCISD. Generally, staff of SCUCISD is supportive of entering into an agreement to sell the drainage right-of-way and easements needed for these improvements to the City, based on the value determined by an appraisal, with the condition that a fence be constructed. The City would enter into an agreement with the developer of the Rumpf property that would obligate the developer to reimburse the City for the cost of the drainage right-of-way and easements. The City would then enter into an agreement with SCUCISD, assuming the SCUCISD board approves it, for the purchase of the drainage right-of-way based on the value set by an appraisal.

GOAL

Provide for the necessary dedication of drainage right-of-way and easements that potentially serve a number of properties at no cost to the City.

COMMUNITY BENEFIT

Provides for the timely construction of public improvements in a cost effective manner.

SUMMARY OF RECOMMENDED ACTION

Approval of the agreements to allow the City to acquire the needed drainage right-of-way ane easements from SCUCISD and approval of an agreement that obligates the developer of the Rumpf property to pay for the cost of the acquisition and constructing the improvements.

FISCAL IMPACT

There is no cost to the City, as the developer will bear the cost of the right-of-way and easement purchase and constructing the improvements.

RECOMMENDATION

Approval of Resolution 25-R-077

Attachments

Resolution 25-R-077 with attachment

RESOLUTION 25-R-077

A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF SCHERTZ, TEXAS AUTHORIZING AN AGREEMENT WITH THE SCHERTZ CIBOLO UNIVERSAL CITY INDEPENDENT SCHOOL DISTRICT FOR DRAINAGE RIGHT-OF-WAY AND EASEMENT ACQUISITION AND IMPROVEMENT CONSTRUCTION AND AN AGREEMETN WITH THE DEVELOPER OF THE RUMPF PROPERTY FOR THE REIMBURSMENT OF COSTS ASSOCIATED WITH DRAINGE RIGHT-OF-WAY AND EASEMENT ACQUISITION.

WHEREAS, there is a drainage facilities and easements to serve an area of southern Schertz north of the future extension of Ray Corbett Drive; and

WHEREAS, the City of Schertz' Code of Ordinances provides that increased drainage runoff associated with the development of property be accommodated in easements; and

WHEREAS, the Developer of the Rumpf Property is proposing to construct an offsite section drainage channel across the property owned by SCUCISD; and

WHEREAS, SCUCISD has indicated a willingness to sell the needed right-of-way to the City of Schertz in order that it may be constructed; and

WHEREAS, the Developer of the Rumpf Property has requested to pay for the cost of the right-of-way acquisition and construction if the City will acquire it from SCUCISD; and

WHEREAS, the City Council finds that it is in the best interest of the City to enter into the Agreement with Developer for acquisition of the drainage right-of-way and easements necessary for the construction of the drainage channel and utilities and an agreement with SCUCISD to acquire the necessary drainage right-of-way and easements in order to provide the infrastructure to serve other properties outside of the Rumpf property and the larger community.

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

Section 1. The City Council hereby authorizes the City Manager to execute the agreement with Developer for acquisition of drainage right-of-way and easements needed for the construction of drainage channel and utilities and the associated agreement with SCUSISD, generally in the forms attached as Exhibits "A" and "B", subject to changes approved by the City Manager and City Attorney.

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

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

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

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

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

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

PASSED AND ADOPTED, this ____th day of August, 2025.

CITY OF SCHERTZ, TEXAS

_____

Mayor, Ralph Gutierrez

ATTEST:

_____

City Secretary, Sheila Edmondson

(CITY SEAL)

After Recording, Please Return To:
Denton Navarro Rodriguez Bernal Santee & Zech, P.C.
2517 N. Main Avenue
San Antonio, Texas 78212
Attention: T. Daniel Santee

STATE OF TEXAS §
§ KNOW ALL PERSONS BY THESE PRESENTS
COUNTY OF COMAL §

IMPROVEMENT AGREEMENT
RUMPF SUBDIVISION – PUBLIC IMPROVEMENTS DRAINAGE RIGHT-OF-WAY AND UTILITY EASEMENT ACQUISITION REIMBURSEMENT

This IMPROVEMENT AGREEMENT (the "Agreement") is by and between HIT at Schaefer, LLC, a Texas limited liability company (the "Owner"), and the CITY OF SCHERTZ, a Texas municipal corporation (the "City"), and is effective upon the execution of this Agreement by the Owner and the City (the "Effective Date").

WHEREAS, the Owner is the owner of that certain real property located in the City of Schertz, Bexar County, Texas, more specifically described on **Exhibit "A"**, attached hereto and made a part hereof for all purposes (the "Property");

WHEREAS, the Owner seeks to continue to develop the Property as a single family project ("Subdivision") and such development requires the construction of certain public improvements; and

WHEREAS, there is a lack of drainage and utility infrastructure in the area of southern Schertz between Schaeffer Road and Lower Seguin Road; and,

WHEREAS, the drainage and utility improvements provide a benefit to the larger area; and

WHEREAS, the Owner agrees to construct the drainage and utility improvements which will benefit the larger area; and

WHEREAS, there is a benefit to having private development construct improvements the adequately convey drainage and extend utilities; and

WHEREAS, the property where the offsite drainage right-of-way and utility easements are proposed to extend is owned by the Schertz Cibolo Universal City Independent School District ("SCUCISD"); and

WHEREAS, the City finds that it is in the best interest of the City to enter into the Agreement with the Owner for acquisition of the drainage right-of-way and utility

easements necessary for the construction of public improvements in order to provide the infrastructure to serve development in the area.

NOW THEREFORE, in consideration of the agreements set forth herein and for other reciprocal good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged and stipulated by the Parties, the Owner and the City agree as follows:

1. Ownership of the Property. The Owner hereby represents and warrants that, as of the Effective Date, it has not conveyed, assigned, or transferred all or any portion of its interest in the Property to any other person or entity.

2. Acquisition of Drainage Right-of-way and Utility Easements; Covenants. The Owner and the City covenant and agree to the following:

a) The Owner is obligated to provide for drainage and utility improvements to serve the Subdivision.

b) The Owner is proposing drainage from the Property be channelized in a drainage easement through property owned by SCUCISD, and that utilities be extended generally along the same route.

c) Construction of the drainage improvements and utility improvements requires acquisition of offsite drainage rights-of-way and utility easements from SCUCISD. The Owner is proposing to bear the cost of right-of-way and easement acquisition. The Owner has sought the City's assistance in acquiring the offsite drainage rights-of-way and utility easements, as further shown in **Exhibit "B"** ("ISD Easements"). The Owner agrees to reimburse the City for all reasonable costs associated with acquiring the ISD Easements, including the acquisition price (based on an appraisal), and the cost of the appraisal. . The Owner shall pay the City the amount of the total costs required to acquire the ISD Easements in advance of the City closing on the acquisition. The cost of the appraisal shall be paid upon execution of the Agreement.

d) The Owner shall obtain a metes and bounds survey of the ISD Easements property.

e) The Owner shall bear the cost of SCUCISD acquiring an appraisal for the ISD Easements property and constructing a chain link fence.

f) Prior to moving forward with the actual acquisition of the ISD Easements, and after the appraised value has been provided by SCUCISD, the Owner will provide written notice to the City to proceed with acquisition along, with paying the City the cost to acquire the ISD Easements from SCUCISD.

g) Upon provision of notice to acquire the ISD Easements as provided above, the Owner shall provide a surety in such form as acceptable to the City for

construction of the drainage channel and utility extension plus an additional 20% and construct the improvements within 3 years.

3. Approval of Agreement. The City has approved the execution and delivery of this Agreement and the Owner represents and warrants that it has taken all necessary action to authorize its execution and delivery of this Agreement.

4. Governmental Immunity. The City does not waive or relinquish any immunity or defense on behalf of itself, its officers, employees, Councilmembers, and agents as a result of the execution of this Agreement and the performance of the covenants and actions contained herein.

5. Binding Effect. This Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective heirs, executors, representatives, successors, and assigns, and the terms hereof shall run with the Property. Owner may assign its interests in this Agreement provided written notice of said assignment is provided to the City.

6. Counterparts. This Agreement may be executed in any number of counterparts with the same effect as if all signatory parties had signed the same document. All counterparts shall be construed together and shall constitute one and the same Agreement.

7. Integration. This Agreement is the complete agreement between the parties as to the subject matter hereof and cannot be varied except by the written agreement of the Owner and the City. The Owner and the City each agrees that there are no oral agreements, understandings, representations or warranties which are not expressly set forth herein.

8. Notices. Any notice or communication required or permitted hereunder shall be deemed to be delivered three (3) days after such notice is deposited in the United States mail, postage fully prepaid, registered or certified mail return receipt requested, and addressed to the intended recipient at the address shown herein. Any address for notice may be changed by written notice delivered as provided herein. All notices hereunder shall be in writing and served as follows:

If to the Owner:

HIT at Schaefer, LLC
1517 E. 27th St.
Brooklyn, NY 11229
Attention: Jay Hillelsohn

With copy to:
Killen, Griffin & Farrimond, PLLC
10101 Reunion Place, Suite 250
San Antonio, Texas 78216
Attention: Ashley Farrimond

If to the City:
CITY OF SCHERTZ
1400 Schertz Parkway
Schertz, Texas 78154
Attention: City Manager

With copy to:
Denton Navarro Rocha Bernal & Zech, P.C.
2517 N. Main Avenue
San Antonio, Texas 78212
Attention: T. Daniel Santee

9. Legal Construction. If any provision in this Agreement is for any reason unenforceable, to the extent the unenforceability does not destroy the basis of the bargain among the parties, such unenforceability will not affect any other provision hereof, and this Agreement will be construed as if the unenforceable provision had never been a part of this Agreement. Whenever the context requires, the singular will include the plural and neuter include the masculine or feminine gender, and vice versa. Article and section headings in this Agreement are for reference only and are not intended to restrict or define the text of any section. This Agreement will not be construed more or less favorably between the parties by reason of authorship or origin of language.

10. Recitals; Exhibits. Any recitals in this Agreement are represented by the parties hereto to be accurate, constitute a part of the parties' substantive agreement, and are fully incorporated herein as matters of contract and not mere recitals. Further, any exhibits to this Agreement are incorporated herein as matters of contract and not mere exhibits.

11. No Joint Venture. It is acknowledged and agreed by the parties that the terms hereof are not intended to, and shall not be deemed to, create a partnership or joint venture among the parties.

12. Choice of Law. This Agreement will be construed under the laws of the State of Texas without regard to choice-of-law rules of any jurisdiction. Venue shall be in

the State District Courts of Guadalupe County, Texas with respect to any lawsuit arising out of or construing the terms and provisions of this Agreement. No provision of this Agreement shall constitute consent by suit by any party.

[Signatures and acknowledgments on the following pages]

Signature Page to
Improvement Agreement

This Agreement has been executed by the parties as of the dates of the Acknowledgments to be effective as of the Effective Date.

Owner:

HIT at Schaefer, LLC

By: _____
Name: _____
Title: _____
Date: _____

THE STATE OF _____ §
§
COUNTY OF _____ §

This instrument was acknowledged before me on the ____ day of _____, 2025 by _____, the _____ of HIT at Schaefer, LLC.

(SEAL)

_____
Notary Public in and for
The State of _____

My Commission Expires:_____

Signature Page to
Improvement Agreement

This Agreement has been executed by the parties as of the dates of the Acknowledgments to be effective as of the Effective Date.

City:

CITY OF SCHERTZ,
a Texas municipal corporation

By: _____

Name: Steve Williams, City Manager

Date: _____

THE STATE OF TEXAS §
§
COUNTY OF GUADALUPE §

This instrument was acknowledged before me on the ____ day of _____, 2025 by Steve Williams, City Manager of the City of Schertz, Texas, a Texas municipal corporation, on behalf of said City.

(SEAL)

_____
Notary Public in and for
The State of Texas

My Commission Expires:_____

EXHIBIT "A"

The Property

Legal Metes and Bounds

[See attached]

EXHIBIT "B"

The Right-of-Way

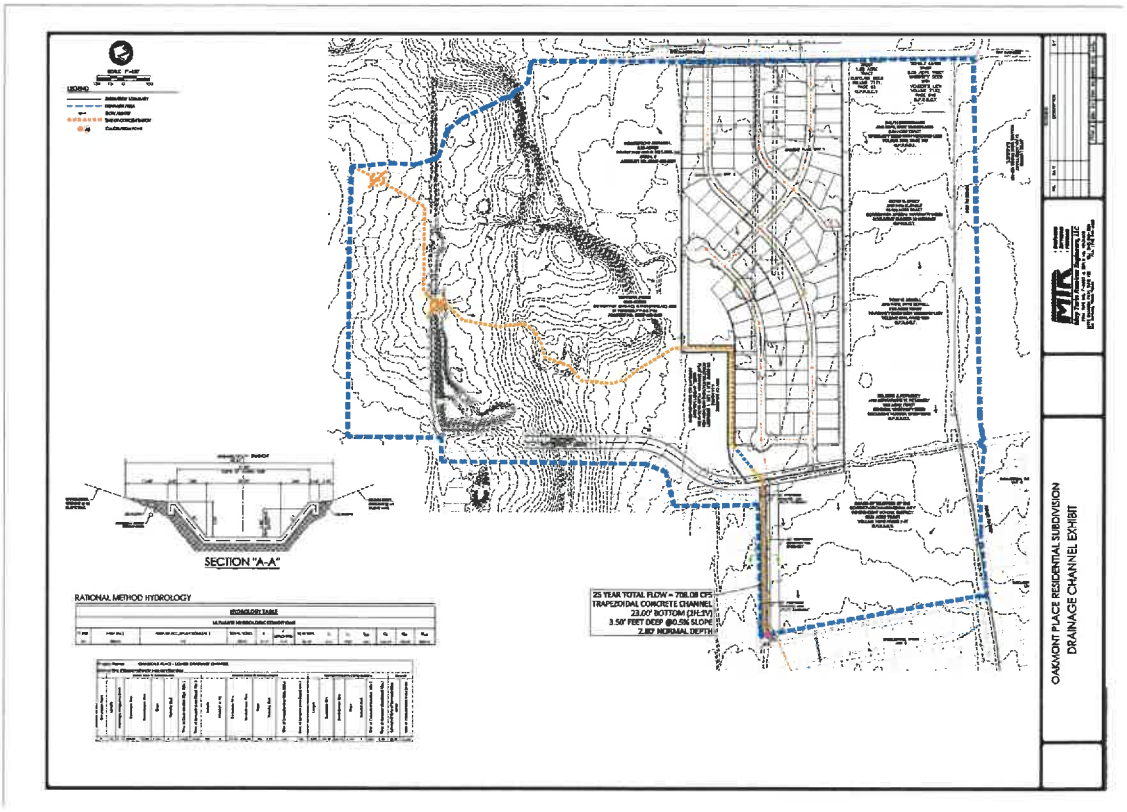


Exhibit "B"

Agreement with SCUCISD

INTERLOCAL AGREEMENT BETWEEN THE CITY OF SCHERTZ, TEXAS AND THE SCHERTZ-CIBOLO-UNIVERSAL CITY INDEPENDENT SCHOOL DISTRICT REGARDING DRAINAGE RIGHT-OF-WAY AND EASEMENT DEDICATION ACROSS PROPERTY ID 1143664.

This Interlocal Agreement Between the City of Schertz, Texas and the Schertz-Cibolo-Universal City Independent School District regarding a certain Drainage Right-Of-Way and Utility Easement dedication, (the "Agreement") is entered into between the **City of Schertz, Texas**, a Texas municipal corporation (the "City"), and the **Schertz-Cibolo-Universal City Independent School District**, a political subdivision of the State of Texas (the "District"), acting by and through its Board of Trustees pursuant to authority granted under the Interlocal Cooperation Act, Chapter 791, Texas Government Code, as the same may be amended from time to time, to be effective as of the date on which the last Party signs this Agreement (the "Effective Date"). The City and the District are collectively referred to herein as the "Parties" and are each a "Party".

WITNESSETH:

WHEREAS, Chapter 791 of the Texas Government Code, as amended, titled Interlocal Cooperation Contracts, authorizes contracts between political subdivisions for the performance of governmental functions and services;

WHEREAS, the City entered into a Public Improvements Drainage Right-of-Way and Easement Acquisition Agreement with ("Acquisition Agreement") with XXXX (collectively, "the Owners") on XXXX X, 2025;

WHEREAS, the Owners are seeking to develop their property as a residential subdivision, (the "Rumpf Property");

WHEREAS, the Owners are seeking to construct a drainage channel and utility improvements across property owned by the District, Parcel ID 1143664 (the "District Property") and have sought assistance from the City in acquiring a Drainage Right-Of-Way and Utility Easement(s) from the District;

WHEREAS, the Acquisition Agreement stipulates that the Owners, at time of platting, shall construct or cause to be constructed, a drainage channel and utility improvements across the District Property as shown on **Exhibit "A";**

WHEREAS, the City has requested that the District dedicate the Right-Of-Way for the drainage channel and grant a Utility Easement(s) in order to allow the Owners to construct the drainage channel and utility extensions in conjunction with platting the Rumpf Property by the Owners;

WHEREAS, the construction of the drainage channel and associated utility extension will provide benefit in handling drainage and extending infrastructure for properties owned by both the City and the District.

NOW THEREFORE, in consideration of the mutual covenants and agreements herein contained, the sufficiency of which are acknowledged, and subject to the terms and conditions hereinafter set forth, the Parties agree as follows:

I. ROW and Easement Sale by the District

1.1 The District agrees to sell, for not less than fair market value, the Drainage Right-Of-Way and Utility Easement that is approximately Sixty feet (60') wide and Seven Hundred Eighty-Five feet (785') long across the District Property, as more particularly depicted in **Exhibit A**. The District further agrees to allow for a 50' wide temporary construction easement for the construction of the drainage and utility improvements, as further shown in **Exhibit A**.

1.2 The City shall provide a survey of the Drainage Right-Of-Way and Utility Easements to the District.

1.3 The District shall obtain an appraisal to determine the fair market value of the Drainage Right-Of-Way and Utility Easement(s), the total and actual cost of which shall be paid by the City.

1.4 The District shall provide a copy of the appraisal to the City, and within ninety (90) days of receipt of same, the City shall in writing, indicate whether they will or will not move forward with the purchase of the requested Drainage Right-Of-Way and Utility Easement(s).

1.5 The City shall pay all actual associated costs with purchasing the Drainage Right-Of-Way and Utility Easements.

1.6 The Parties understand and agree that should the City choose to purchase the Drainage Right-of-Way and Utility Easement(s) from the District, such Right-of-Way and Utility Easement(s) must first be duly authorized by the Board of Trustees of the District at a called meeting of the Board of Trustees and thereafter executed accordingly, as required by law, prior to the recording of the Drainage Right-of-Way and Utility Easement(s).

1.7 The District shall in no way incur any costs associated with the performance this Agreement.

1.8 This Drainage Right-Of-Way and Utility Easement(s) dedication shall be subject to validly existing easements, rights-of-way, and prescriptive rights, whether of record or not; all presently recorded and validly existing restrictions, reservations, covenants, conditions, oil and gas leases, mineral interests outstanding in persons other than Grantor, and other instruments, other than conveyances of the surface fee estate, that affect the Property; validly existing rights of adjoining owners in any walls and fences situated on a common boundary; any discrepancies, conflicts, or shortages in area or boundary lines; any encroachments or overlapping of improvements.

1.9 Upon completion of the drainage channel and utility improvements, as contemplated herein, the City shall direct and require the Owners to construct a 6' chain link fence along the common line of the Drainage Right-of-Way and the District's remaining property. The fence shall be constructed in accordance TxDOT Item 550, except that the top of the fabric shall not have knuckled selvedge.

1.10 THE DISTRICT MAKES NO WARRANTIES WITH REGARD TO THE DRAINAGE RIGHT-OF-WAY AND UTILITY EASEMENT(S) PROPERTY OR ANY PROPERTY UNDERLYING THE DRAINAGE RIGHT-OF-WAY AND UTILITY EASEMENT(S)PROPERTY, WHICH IS DEDICATED AND CONVEYED AS IS WITH ALL FAULTS. THE CITY ACKNOWLEDGES THAT, EXCEPT FOR THE DISTRICT'S WARRANTY OF TITLE TO BE CONTAINED IN THIS AGREEMENT, DISTRICT HAS NOT MADE, THE DISTRICT IS NOT MAKING, AND THE DISTRICT SPECIALLY DISCLAIMS, ANY WARRANTIES OR REPRESENTATIONS WITH RESPECT TO (I) THE PHYSICAL OR ENVIRONMENTAL CONDITION OF THE DRAINAGE ROW AND UTILITY EASEMENT PROPERTY, (II) THE VALUE, CONDITION, MERCHANTABILI TY, MARKETABILITY, SUITABILITY,PROFITABILITY, OR FITNESS FOR A PARTICULAR USE OR PURPOSE OF THE
DRAINAGE RIGHT-OF-WAY AND UTILITY EASEMENT(S) PROPERTY, OR (III) THE MANNER, QUALITY, STATE OF REPAIR, OR LACK OF REPAIR OF THE DRAINAGE ROW AND UTILITY EASEMENT PROPERTY. PRIOR TO ACCEPTANCE OF THIS DEDICATION, CITY HAS MADE SUCH INSPECTIONS AND INVESTIGATIONS OF THE DRAINAGE ROW AND UTILITY EASEMENT PROPERTY AS CITY DEEMED NECESSARY, AND IN ACCEPTING THE DEDICATION, CITY ASSUMES THE RISK THAT ADVERSE MATTERS MAY NOT HAVE BEEN REVEALED BY CITY'S INSPECTIONS AND INVESTIGATIONS.

II. Binding Effect; Benefiting Parties

2.1 This Agreement shall bind and benefit the respective Parties and their legal successors, but shall not otherwise be assignable, in whole or in part, by either Party without first obtaining the written consent of the other Party.

2.2 This Agreement inures to the benefit of and obligates only the Parties. No term or provision of this Agreement shall benefit or obligate any person or entity not a Party to the Agreement. The Parties shall cooperate fully in opposing any attempt by any third person or entity to claim any benefit, protection, release, or other consideration under this Agreement.

III. Governmental Functions; Liability; No Waiver of Immunity or Defenses

3.1 Notwithstanding any provision to the contrary herein, this Agreement is a contract for and with respect to the performance of governmental functions by governmental entities.

3.1.1 The services provided for herein are governmental functions, and the City and the District shall be engaged in the conduct of a governmental function while providing and/or performing any service pursuant to this Agreement.

3.1.2 The relationship of the District and the City shall, with respect to that part of any service or function undertaken as a result of or pursuant to this Agreement, be that of independent contractors.

3.1.3 Nothing contained herein shall be deemed or construed by the Parties, or by any third party, as creating the relationship of principal and agent, partners, joint ventures, or any other similar such relationship between the Parties.

3.2 The District shall have no liability whatsoever for the actions of, or failure to act by, any employees, contractors, subcontractors, agents, representatives, or assigns of the City or Owners in connection with the construction and maintenance of the drainage channel and utility extension.

3.3 All costs of construction, repair, and maintenance shall be borne by City and/or Owners or their successors and assigns. City and Owners agree to comply with all ordinances, zoning, laws, and regulations, at City and/or Owners sole cost and expense, including any ordinances, other laws or regulations, or any requirements imposed by any court of law regarding the Rights-of-Way. City and Owners shall keep the Rights-of-Way free from any liens arising out of any work performed, materials furnished, or obligations incurred by or on behalf of City and/or Owners. City and/or Owners shall cause any such lien to be released of record by payment or posting of a proper bond within thirty (30) days after written request by District.

3.4 City and/or Owners shall be responsible for any damages to any utilities or utility lines caused by City's and/or Owners work described herein. During or immediately after any installation, construction, maintenance, inspection, repair, replacement, or removal operations, City and/or Owners, or any party performing such activities on behalf of City and/or Owners, at City and/or Owners sole cost and expense, shall be obligated to restore the grounds, surfaces, and other facilities adjacent to the Easement to the condition which existed prior to such operations. CITY AND OWNERS, TO THE EXTENT ALLOWED UNDER TEXAS LAW, INDEMNIFY DISTRICT, DISTRICT's BOARD OF TRUSTEES, OFFICERS, AND EMPLOYEES AGAINST ANY LIENS OR DAMAGE TO THE PREMISES OR INJURIES TO PERSONS ARISING OUT OF THE PERFORMANCE OF SUCH WORK ON THE PREMISES BY CITY'S AND/OR OWNERS EMPLOYEES, CONTRACTORS, SUBCONTRACTORS, REPRESENTATIVES, OR AGENTS. City and/or Owners shall require any contractor and/or subcontractor that will perform any work in the Right-Of-Way and/or Easement to indemnify the District from and against any claims, damages, losses, causes of action, suits, judgments, and expenses, including but not limited to attorney's fees, arising out of or resulting from the work performed by the contractor and/or subcontractor.

3.5 Each Party reserves and does not waive any defense available to it at law or in equity as to any claim or cause of action whatsoever that may arise or result from or in connection with this Agreement. This Agreement shall not be interpreted nor construed to give to any third party the right to any claim or cause of action, and neither the City nor the District shall be held legally liable for any claim or cause of action arising pursuant to or in connection with this Agreement except as specifically provided herein or by law.

3.6 Neither Party waives or relinquishes any immunity or defense on behalf of itself, its trustees, councilmembers, officers, employees, and agents as a result of the execution of this Agreement and the performance of the covenants and agreements contained herein.

IV. Notices

4.1 All correspondence and communications concerning this Agreement shall be directed to:

SCHERTZ:	City of Schertz 1400 Schertz Parkway Schertz, Texas 78154 Attention: City Manager
With a copy to:	Denton, Navarro, Rodriguez, Bernal, Santee & Zech, P.C. 2517 N. Main Avenue San Antonio, Texas 78212 Attention: Dan Santee
DISTRICT:	Schertz-Cibolo-Universal City Independent School District 1060 Elbel Road Schertz, Texas 78154-209 Attn: Superintendent of Schools
With a copy to:	Walsh, Gallegos, Kyle, Robinson & Roalson, P.C. 100 N.E. Loop 410, Suite 900 San Antonio, Texas 78216 Attn: Destinee Gesing

Notices required hereunder shall be hand-delivered or sent by prepaid certified mail, return receipt requested.

V. Severability

5.1 If any provision of this Agreement shall be deemed void or invalid, such provision shall be severed from the remainder of this Agreement, which shall remain in force and effect to the extent that it does not destroy the benefit of the bargain.

VI. Entire Agreement

6.1 This Agreement is the entire agreement between the City and the District as to the subject matter hereof and supersedes any prior understanding or written or oral agreement relative to the subject matter hereof. This Agreement may be amended only by written instrument duly approved and executed by both Parties in accordance with the formalities of this Agreement.

VII. Governing Law; Venue

7.1 All Parties agree that this Agreement shall be construed under the laws of the State of Texas, and obligations under the Agreement shall be performed in Guadalupe County, Texas. In the event that any legal proceeding is brought to enforce this Agreement or any provision hereof,

the same shall be brought in the State District Court of Guadalupe County, Texas. The Parties agree to submit to the jurisdiction of said court.

[Signatures and acknowledgements on the following pages]

SIGNATURE PAGE TO
INTERLOCAL AGREEMENT BETWEEN THE CITY OF SCHERTZ, TEXAS AND THE SCHERTZ-CIBOLO-UNIVERSAL CITY INDEPENDENT SCHOOL DISTRICT REGARDING DRAINAGE RIGHT-OF-WAY AND UTILITY EASEMENTS DEDICATION

The Parties hereto have executed this Agreement as of the dates set forth below to be effective as of the Effective Date.

CITY OF SCHERTZ, TEXAS

By: _____
Steve Williams,
City Manager

THE STATE OF TEXAS §
§
COUNTY OF GUADALUPE §

This instrument was acknowledged before me on the ____ day of _____, 2025, by Steve Williams, the City Manager of the City of Schertz, Texas, a Texas municipal corporation, on behalf of said City.

[Seal]

_____
Notary Public in and for the State of Texas

SIGNATURE PAGE TO
INTERLOCAL AGREEMENT BETWEEN THE CITY OF SCHERTZ, TEXAS AND THE SCHERTZ-CIBOLO-UNIVERSAL CITY INDEPENDENT SCHOOL DISTRICT REGARDING DRAINAGE RIGHT-OF-WAY AND UTILITY EASEMENTS DEDICATION

SCHERTZ-CIBOLO-UNIVERSAL CITY INDEPENDENT SCHOOL DISTRICT

By: _____
Paige Meloni,
Superintendent of Schools

THE STATE OF TEXAS §
§
COUNTY OF GUADALUPE §

This instrument was acknowledged before me on the ____ day of _____, 2025, by Paige Meloni, the Superintendent of Schools of the Schertz-Cibolo-Universal City Independent School District, a political subdivision of the State of Texas, on behalf of said entity.

[Seal]

_____
Notary Public in and for the State of Texas

EXHIBIT A
DRAINAGE ROW AND UTILITY EASEMENT EXHIBIT

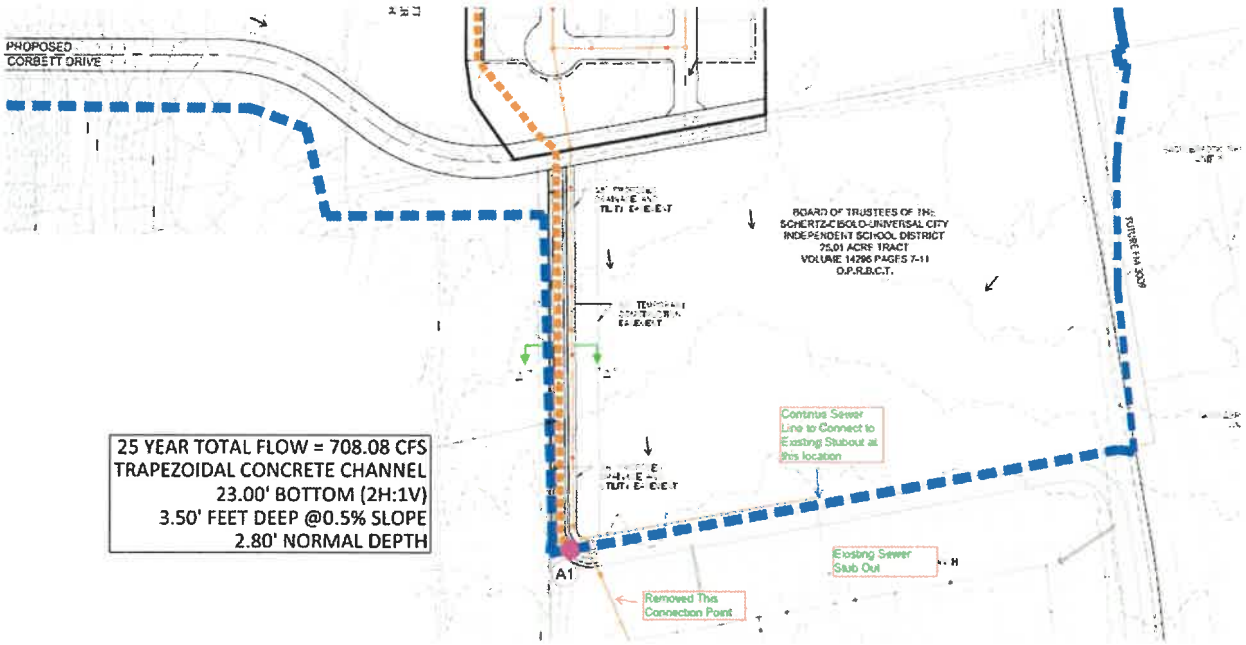


Exhibit "A"

Agreement with the Rumpf Developer

Agenda No. 11.

CITY COUNCIL MEMORANDUM

City Council Meeting:	**August 19, 2025**
Department:	**Executive Team**
Subject:	**Resolution 25-R-100 - Authorizing a lease agreement with the Guadalupe County Children's Advocacy Center (GCCAC) for an approximately 1.1 acre tract at 1049 Live Oak Road (S.Williams/B.James)**

BACKGROUND

Resolution 25-R-100 authorizes a commercial lease agreement with the Guadalupe County Children's Advocacy Center (GCCAC) for the approximately 1.1 acre property at 1049 Live Oak (in front of the ground storage tank) so that they can build a building to provide offices for GCCAC and a client services center. There is a nominal cost to GCCAC, with the lease being only $10 per year. The initial term of the agreement is 25 years but can be extended for five terms of five years each (so a total of 25 additional years). GCCAC has until 2032 to obtain a CO otherwise the lease terminates.

GCCAC provides forensic interviews, family advocacy, medical accompaniment, and therapy services. The GCCAC teaches a personal safety program to children throughout the county and strives to educate the community about child abuse and neglect. They conduct recorded forensic interviews of children about allegations of abuse and/or neglect. Their interviewers are specially trained to conduct child-friendly, non-leading, and developmentally appropriate interviews. These interviews are monitored in real time by investigators from law enforcement, Child Protective Services, and prosecutors, thereby eliminating the need for traumatic multiple interviews.
Their family advocates meet with the non-offending caregivers who bring the child or children in for their interview. During family advocacy sessions, the advocate not only explains the CAC process to the caregiver, but also may provide crisis intervention, connect the caregiver with resources, and refer the family to GCCAC or other counseling services. They provide therapy to address the emotional impact of the traumatic event, reduce or eliminate the risk of future abuse, and address issues which the traumatic event may trigger. The GCCAC participates in numerous awareness events to help educate the community about child abuse and neglect and how to prevent it.

GOAL

Partner with GCCAC a local non-profit that provides critical services to residents in our community and supports the work of the Schertz Police Department.

COMMUNITY BENEFIT

This partnership supports the City's Strategic Plan goals of providing a safe and livable community and increasing the sense of community.

SUMMARY OF RECOMMENDED ACTION

Authorize a commercial lease agreement with GCCAC for the approximately 1.1 acres property located at 1049 Live Oak Road for 25 years with possible extensions.

FISCAL IMPACT

There is a nominal fiscal impact to the City of Schertz as the lease in only $10.00 per year. Once the GCCAC develops the site, the City will save by not having to mow the property.

RECOMMENDATION

Approval of Resolution 25-R-100.

Attachments

Resolution 25-R-100 w attachments

RESOLUTION NO. 25-R-100

A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF SCHERTZ, TEXAS AUTHORIZING A LEASE AGREEMENT WITH THE GUADALUPE COUNTY CHILDREN'S ADVOCACY CENTER (GCCAC) FOR AN APPROXIMATELY 1.1 ACRE TRACT AT 1049 LIVE OAK ROAD.

WHEREAS, the Guadalupe County Children's Advocacy Center (GCCAC) is a non-profit agency serving children and families in the City of Schertz and Guadalupe County; and

WHEREAS, the GCCAC partners with the Schertz Police Department to serve children and families when there are allegations of child abuse and neglect; and

WHEREAS, the Schertz Police Department relies on the GCCAC to support their mission to provide exemplary law enforcement services that are distinguished by collaborative working relationships with all stakeholders to address crime, traffic safety, and quality of life issues by working within the framework of constitutional and community-based policing; and

WHEREAS, the City Council find that GCCAC's role in the community serves a public purpose; and

WHEREAS, the GCCAC could better serve this public purpose with a location in the City of Schertz, that better suites their needs; and

WHEREAS, the City of Schertz has an underutilized property located at 1049 Live Oak Road.

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

Section 1. The City Council hereby authorizes the City Manager to enter into a lease agreement with GCCAC generally per the attached Exhibit "A" – Commercial Lease Agreement.

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

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

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

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

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

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

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

PASSED AND ADOPTED, this ____ day of _____, 2025.

CITY OF SCHERTZ, TEXAS

_____
Ralph Gutierrez, Mayor

ATTEST:

_____
Sheila Edmondson, City Secretary

Exhibit "A"

Commercial Lease Agreement With GCCAC

COMMERCIAL LEASE AGREEMENT

FOR GOOD AND VALUABLE CONSIDERATION, the receipt and sufficiency of which are hereby acknowledged and confessed, the Landlord named below leases to the Tenant named below, and Tenant leases from Landlord, the Premises described below pursuant to the terms of this Commercial Lease Agreement (this "Lease") entered into effective as of the Effective Date specified below.

Basic terms of the Lease:

1. Effective Date:	October 1, 2025
2. Landlord:	CITY OF SCHERTZ, TEXAS
3. Landlord Contact Information:	1400 Schertz Parkway Schertz, Texas 78154 Attention: City Manager Phone: (210) 619-1020 Email: Swilliams@schertz.com
4. Tenant:	Guadalupe County Children's Advocacy Center
5. Tenant Contact Information:	265 Wetz Seguin, Texas78155 Attention: Executive Director Phone: (830) 303-4760 Email: cwilliams@gccac.net
6. Premises:	Approximately 1.1 Acre portion of the property at 1049 Live Oak Road, and more particularly depicted on Exhibit A.
7. Base Rent:	Ten Dollars and No/100 ($10.00) per year payable by January 1.
8. Commencement Date:	October 1, 2025
9. Termination Date:	September 30, 2050, as may be extended pursuant to Article 2b of this Lease or by written agreement of the Landlord and Tenant.
10. Security Deposit:	$0.00
11. Use:	GCCAC offices and client services center

12.Insurance:	Amount of liability insurance to be maintained by **Tenant:** Death/bodily injury: One Million and No/100 Dollars ($1,000,000.00) **Property:** Two Hundred Fifty Thousand and No/100 Dollars ($250,000.00)

Article 1. Definitions

"ADA" shall mean the Americans with Disabilities Act of 1990 (42 U.S.C. §§ 12101 to 12213), as amended by the Americans with Disabilities Act Amendments of 2008 (Pub. L. No. 110-325).

"Agent" means agents, contractors, employees, licensees, and, to the extent under the control of the principal, invitees.

"Agreement" or "Lease" means this agreement and all of its incorporated or attached exhibits.

"Business Days." If any date on which a party is required to make a payment or a delivery pursuant to the terms hereof is not a Business Day, then such party shall make such payment or delivery on the next succeeding Business Day.

"Governmental Authority or Governmental Authorities" shall mean the United States of America, the State of Texas, the County of Guadalupe, the City of Schertz, any political subdivision of any of the foregoing, and any other governmental or regulatory authority, agency, board, department, or any other public or quasi-public authority, having jurisdiction over the Premises or the matter at issue.

"Intended Use": The "intended use" is the same as the "Permitted Use."

"Injury" means (1) harm to or impairment or loss of property or its use, or (2) harm to or death of a person.

"Law" or "Laws" shall mean any present or future applicable law, statute, ordinance, regulation (including zoning regulations), code, building code, judgment, injunction, arbitration award, order, rule, directive, common law, codes and ordinances of any Governmental Authorities, easement, covenant, restriction, or other agreement of record affecting the Premises as of the date of this Lease or subsequent thereto.

"Liabilities" shall mean all losses, claims, suits, demands, costs, liabilities, and expenses, including reasonable attorneys' fees, penalties, interest, fines, judgment amounts, fees, and damages, of whatever kind or nature.

"OSH Act" shall mean the Occupational Safety and Health Act (29 U.S.C. §§ 651 to 678), as amended from time to time.

"Rent" means Base Rent plus any other amounts of money payable by Tenant to Landlord.

"Shall" and "will" in their various forms create duties under the contract.

Article 2. Term, Extension and Termination

2a. Term. The term of the lease shall be for 25 years and expire on September 30, 2050 except as per the extension option.

2b. Extension Option. Tenant, if not in default hereunder, may extend the Term for five (5) additional periods of five (5) years each by giving Landlord written notice of Tenant's intention to do so within sixty (60) days before the then-existing Term expires, under all the terms of this lease. The Termination Date will change accordingly.

2c. Termination. Tenant may terminate this Lease with or without cause and without penalty prior to the Termination Date by providing ninety (90) days written notice to the Landlord of its intent to terminate this Lease.

Article 3. Assignment

3a. This lease is not assignable and is non-transferable by Tenant.

Article 4. Additions, Alterations, and Improvements

4a. The Tenant shall have until January 1, 2030 to obtain a building permit for the construction of a building suitable to serve as office and client service space for GCCAC.

4b. Prior to commencing construction, Tenant shall obtain written approval from the Landlord for the proposed plans, in addition to obtaining all necessary building permits.

4c. The Tenant shall have until January 1, 2032 to obtain a Certificate of Occupancy and begin operations.

4d. Further permanent additions, alterations, and improvements to the premises shall be allowed only upon written Amendment duly-authorized and signed by the Parties to this Lease.

4e. Any physical additions or improvements to the Premises made by the Tenant will become the property of the Landlord.

Article 5. Duties of the Tenant:

5a. Lease the Premises for the entire term of this Lease beginning on the Commencement Date and ending on the Termination Date.

5b. Tenant has had the opportunity to inspect the Premises and accepts the Premises in their present condition "AS IS."

5c. The Premises is acceptable for Tenant's Intended Use.

5d. Other than as set forth in this Lease, Tenant is not relying on any oral or written representations or warranties with respect to the premises or its terms and conditions that may have been made by Landlord, Landlord's Broker, nor any of Landlord's agents or employees.

5e. Pay annually, in advance, on the first day of January, the Base Rent to Landlord at Landlord's address; provided, the Base Rent due each year will be $10.00.

5f. Allow Landlord to enter the Premises to perform Landlord's obligations, inspect the Premises, and show the Premises to prospective purchasers or tenants, at reasonable times and upon reasonable notice.

5g. Maintain public liability insurance for the Premises and the conduct of Tenant's business, naming Landlord as an additional insured, in the amounts stated in Article 11 of this Lease.

5h. Deliver certificates of insurance to Landlord when requested.

5i. INDEMNIFY, DEFEND, AND HOLD LANDLORD HARMLESS FROM ANY LOSS, ATTORNEY FEES, COURT AND OTHER COSTS, OR CLAIMS ARISING OUT OF TENANT S USE OF THE PREMISES, EXCEPT TO THE EXTENT CAUSED BY THE NEGLIGENCE OF LANDLORD OR LANDLORDS AGENTS, EMPLOYEES, INVITEES, LICENSEES, OR VISITORS.

5j. Vacate the Premises on termination of this Lease.

5k. Within fifteen (15) business days after Landlord's written request, execute an estoppel certificate that states the Commencement Date and Termination Date of this Lease, identifies any amendments to this Lease, describes any rights to extend the Term or purchase rights, lists defaults by Landlord, and provides any other information reasonable requested by Landlord.

5l. Pay for all utility services.

5m. Pay for all maintenance of the Premises during the term of the lease.

5n. *Disclaimer of Any Express or Implied Warranty.* **TENANT EXPRESSLY WAIVES ANY WARRANTY OF CONDITION OR OF HABITABILITY OR SUITABILITY**

FOR OCCUPANCY, USE, HABITATION, FITNESS FOR A PARTICULAR PURPOSE, OR MERCHANTABILITY, EXPRESS OR IMPLIED, RELATING TO THE PREMISES.

5o. *Requirement to obey laws and other requirements.* Tenant warrants and agrees that, during the entire Term of this Lease and at its expense: (a) Tenant will conduct Tenant's business and activities on or related to the Premises only in full compliance with all applicable Laws; (b) Tenant will neither do nor permit any act or omission which could cause the Premises and Tenant's use thereof to fail to be in full compliance with all applicable Laws; and (c) Tenant will neither do nor permit any act or omission which could cause any Liabilities to exist or be asserted against Landlord or the Premises. Tenant is not considered to have violated this provision unless:

1. Tenant has been notified in writing specifying the alleged violation affecting the premises or the use thereof;

2. There has been a final adjudication by an administrative agency or a court of competent jurisdiction finding that the allegation in the notice is a violation of a law specified in the notice;

3. The specified law is valid and applies to the Premises; and

4. Tenant has had a reasonable time according to Article 10.c after the final adjudication to cure the specified violation and to pay all fines, penalties, interest, or other costs imposed by any Governmental Authorities in connection with any violation or requirement of Law.

A serious and flagrant violation of law by Tenant or Tenant's agents may constitute an immediate default of this Lease.

5p. Permitted Use. Tenant shall use the Premises for the offices of the Guadalupe County Childrens Advocacy Center and to provide client services, including but not limited to: forensic interviews, family advocacy, counseling, and community outreach.

5q. Tenant shall obtain and pay for all permits required for Tenant's occupancy of the Premises and shall promptly take and pay for all substantial and insubstantial actions necessary to comply with all Laws regulating the use by Tenant of the Premises, including, without limitation, the OSH Act and the ADA.

5r. Requirements. Tenant will obey any requirements imposed by utility companies serving or insurance companies covering the Premises.

5s. Compliance. Tenant will obtain and pay for all permits required for Tenant's occupancy of the Premises and shall promptly take and pay for all substantial and insubstantial actions necessary to comply with all Laws regulating the use by Tenant of the Premises, including,

without limitation, the OSH Act and the ADA.

Article 6. Tenant Agrees not to:

6a. Use the Premises for any purpose other than stated in the Lease.

6b. Create a nuisance or commit waste on the Premises.

6c. Use the Premises in any way that is extra hazardous and would increase Landlord's insurance premiums.

6d. Allow a lien to be placed on the Premises.

Article 7. Landlord agrees to:

7a. Lease to Tenant the Premises for the entire term beginning on the Commencement Date and ending on the Termination Date.

7b. Landlord will obey all laws relating to Landlord's operation of the Premises.

Article 8. Landlord agrees not to:

8a. Interfere with Tenant's possession of the Premises as long as Tenant is not in default.

8b. If Tenant is not in default, interfere with Tenant's peaceful, quiet, and undisturbed use and possession of the Premises and all rights and privileges pertaining thereto, subject to the terms, conditions, and provisions of this Lease.

Article 9. Landlord and Tenant agree to the following:

9a. *Consideration.* The parties make this agreement for good and valuable consideration.

9b. Landlord makes no warranty or representation of any kind concerning the condition of the leased premises or its fitness or suitability for the use intended by Tenant or that the premises and Intended Use will be in compliance with applicable zoning laws, ordinances, deed restrictions, or other land use controls.

9c. A*lterations. Any physical additions or improvements to the Premises made by Tenant will become the property of the Landlord.*

9d. Costs and Expenses. All costs and expenses incurred in connection with this Agreement and the transactions contemplated hereby shall be paid by the party incurring such costs and expenses.

9e. Release of Claims/Subrogation. Landlord and Tenant release each other from any claim, by subrogation or otherwise, for any damage to the Premises by reason or fire or the elements, regardless of cause, including negligence of Landlord or Tenant. This release applies only to the extent that is permitted by law, the damage is covered by

insurance proceeds, and the release does not adversely affect any insurance coverage.

9f. *Notice to Insurance Companies.* Landlord and Tenant will notify the issuing insurance companies of the release set forth in the preceding paragraph and will have the insurance policies endorsed, if necessary, to prevent invalidation of the insurance coverage.

9g. Further Assurances. Each of the parties hereto shall execute and deliver such additional documents, instruments, conveyances, and assurances and take such further actions as may be required to carry out the provisions hereof and give effect to the transactions contemplated hereby

9h. *Interpretation.* For purposes of this Agreement, (a) the words "include," "includes," and "including" are deemed to be followed by the words "without limitation;" (b) the word "or" is not exclusive; and (c) the words "herein," "hereof," "hereby," "hereto," and "hereunder" refer to this Agreement as a whole. Unless the context otherwise requires, references herein: to articles, schedules, and exhibits mean the articles of, and schedules and exhibits attached to, this Agreement; to an agreement, instrument, or other document means such agreement, instrument, or other document as amended, supplemented, and modified from time to time to the extent permitted by the provisions thereof; and to a statute means such statute as amended from time to time and includes any successor legislation thereto and any regulations promulgated thereunder. This Agreement shall be construed without regard to any presumption or rule requiring construction or interpretation against the party drafting an instrument or causing any instrument to be drafted. The schedules and exhibits referred to herein shall be construed with, and as an integral part of, this Agreement to the same extent as if they were set forth verbatim herein. The headings as to the contents of particular paragraphs herein are intended only for convenience and are in no way to be constructed as a part of this Lease or as a limitation of the scope of the particular paragraphs to which they refer.

9i. This Agreement has been prepared by the joint efforts of the respective Parties. Each Party shall bear its own costs and expenses with respect to the Agreement and the filing of any and all pleadings and documents with any court or agency. Neither this Agreement nor any portion thereof, nor any exhibits hereto, shall be construed for or against any Party simply on the basis of drafting responsibility. Except for defined words or terms, when possible, all words or terms in this Agreement shall be given their ordinary meaning.

9j. Each Party agrees that it has been represented by legal counsel in the negotiation of this Agreement, has consulted with legal counsel who has fully explained the meaning and effect of this Agreement, and further that said Party has read and understands this Agreement.

9k. *Condemnation/Substantial or Partial Taking.*

1. If the Premises cannot be used for the purpose contemplated by this Lease

because of condemnation or purchase or deed in lieu of condemnation, this Lease will terminate.

2. Whether or not any portion of the Premises is taken by condemnation or purchase or deed in lieu of condemnation, Tenant may elect to terminate this Lease if this Lease is fifty percent (50%) or more of the Premises is taken.

3. If there is a condemnation or purchase in lieu of condemnation and this Lease is not terminated, the Rent payable during the unexpired portion of the Term will be adjusted as may be fair and reasonable.

4. Tenant will have no claim to the condemnation award or proceeds in lieu of condemnation; however, Tenant may, to the extent permitted by applicable law, pursue a separate claim against the condemning authority or against the party taking by purchase or deed in lieu of condemnation for Tenant's moving expenses, inconvenience, business interruption, depreciation, loss of leasehold estate, and/or similar loss in a proceeding independent of Landlord's condemnation suit.

9l. Holdover. If Tenant does not vacate the Premises following termination of this Lease, Tenant will become a tenant from month-to-month at a Base Rent of $10,000.00 per month and either party may terminate this Lease upon thirty (30) days written notice to the other party.

9m. *Alternative Dispute Resolution.* Landlord and Tenant agree to mediate in good faith before filling a suit for damages.

9n. *Attorneys Fees.* If either party retains an attorney to enforce the Lease, the party prevailing in litigation is entitled to recover reasonable attorney's fees and court and other costs.

9o. *Venue and Applicable Law.* Venue is in Guadalupe County, Texas and this Lease shall be construed and interpreted in accordance with the laws of the State of Texas.

9p. *Exhibits.* The exhibits are incorporated herein as matters of contract as if set forth fully herein.

9q. *Entire Agreement.* This Lease is the entire agreement of the parties as to the subject matter hereof, and there are no oral representations, warranties, agreements, or promises pertaining to this Lease not incorporated in writing in the Lease.

9r. *Amendment of Lease.* This Lease may be amended only by an instrument in writing signed by Landlord and Tenant.

9s. *Limitation of Warranties.* **THERE ARE NO IMPLIED WARRANTIES OF MERCHANTABILITY, OF FITNESS FOR A PARTICULAR PURPOSE, OR OF**

ANY OTHER KIND ARISING OUT OF THIS LEASE, AND THERE ARE NO WARRANTIES THAT EXTEND BEYOND THOSE EXPRESSLY STATED IN THIS LEASE.

9t. *Notices.* Any notice required or permitted under this Lease must be in writing. Any notice required by this Lease will be deemed to be delivered (whether actually received or not) when deposited with the United States Postal Service, postage prepaid, certified mail, return receipt requested, and addressed to the intended recipient at the address(es) shown in this Lease, which addresses may be changed from time to time. Notice may also be given by regular mail, personal delivery, courier delivery, facsimile transmission, or other commercially reasonable means and will be effective when actually received Any addresses for notice may be changed by written notice delivered as provided herein.

9u. *Abandoned Property.* Landlord hereby may retain, destroy, or dispose of any property of Tenant or other person left on the Premises at the end of the term of this Lease, including any renewals hereof.

9v. *Title.* Landlord hereby represents and warrants that (i) it has good and indefeasible fee simple title to the Premises, (ii) has the full right and authority to make this Lease, and the Premises are free and clear of all contracts, agreements, encumbrances, or defects in title of any nature whatsoever, other than the matters created by or with the consent of Tenant, that would restrict or prevent the use or enjoyment by Tenant of the Premises or the rights or privileges granted under this Lease.

9w. *Headings.* The descriptive headings of the paragraphs contained in the Lease are inserted for convenience only and shall not control, affect, limit, expand, ormodify the meaning or construction of any of the provisions hereof.

9x. *Counterparts.* The Lease may be executed in multiple counterparts, and such counterparts, when taken together, shall have the full force and effect of an original, fully executed instrument.

9y. *Invalidity.* If one or more of the provisions hereof shall for any reason be held to be invalid, illegal, or unenforceable in any respect under applicable law, such invalidity, illegality, or unenforceability shall not affect any other provisions hereof, and this Lease shall be construed as is such invalid, illegal, or unenforceable provision had been contained herein.

9z. *Binding Effect.* This Lease shall apply to and be binding on the heirs, successors, executors, administrators, and assigns of the Landlord and Tenant.

Article 10. Default

10a. Default by Landlord/Events. Defaults by Landlord are failing to comply with Article 7 of

this lease within thirty (30) days after written notice from Tenant.

10b. Tenant Waiver. Tenant waives its right to damages and a lien under Section 91.004, Texas Property Code. The lien being waived would only apply under the statute to Landlord's nonexempt property in the Tenant's possession if Tenant is not in default and Landlord fails to comply in any respect with the lease agreement.

10c. *Default by Tenant/Events.* Tenant shall be in material default under this Lease if any one or more of the following events (herein sometimes referred to individually as an "Event of Default" and collectively as "Events of Default") shall occur and shall not be timely remedied as herein provided:

1. If Tenant fails to make any payment of Rent due under this Lease or any part thereof when and as the same shall become due and payable/when due and such nonpayment continues after ten (10) days written notice from Landlord, provided that Landlord shall not be required to give such notice and cure period more than one (1) time in any calendar year.

2. If Tenant fails to make any payment of any other sum or charge payable under this Lease, other than Rent, or any part thereof when and as the same shall become due and payable and such default continues for a period of ten (10) days after receipt by Tenant of notice from Landlord specifying the default.

3. If Tenant fails to observe or perform any of the other covenants, agreements, or conditions of this Lease on the part of Tenant to be kept and performed, including abiding by the Rules and Regulations, and such default continues for a period of ten (10) days after written notice thereof from Landlord to Tenant; provided, however, that with respect to any default (other than a default which can be cured by the payment of money) that cannot be reasonably cured within said ten (10) day period, Tenant shall have an additional period of thirty (30) days to cure such default, provided Tenant commences to cure within said ten (10) days and actually cures the default within ninety (90) days after Landlord's notice.

4. If Tenant files a petition in bankruptcy or is adjudicated as bankrupt, or files any petition or answer seeking any reorganization, arrangement, composition, readjustment, liquidation, dissolution, or similar relief for itself under any present or future Law, or makes an assignment for the benefit of creditors, or if any trustee, receiver, or liquidator of Tenant or of all or any substantial part of its properties or of the Premises shall be appointed in any action, suit, or proceeding by or against Tenant and such proceeding or action shall not have been dismissed within ninety (90) days after such filing or appointment.

5. If Tenant vacates, abandons, or fails to use the Premises for the Permitted Use as stated in article 5p for a period in excess of thirty (30) days.

10d. Default/Waivers/mitigation. It is not a waiver of default if the non-defaulting party fails to declare immediately a default or delays in taking any action. Pursuit of any remedies set forth in this Lease does not preclude pursuit of other remedies in this Lease. Landlord and Tenant have a duty to mitigate damages.

10e. *Landlord Remedies in event of default.* In the event of any Event of Default set forth in Article 10c hereof, Landlord may, at its option, exercise any and all of the remedies listed below. No such remedy herein or otherwise conferred upon or reserved to Landlord shall be considered exclusive of any other remedy, but the same shall be cumulative and shall be in addition to every other remedy given hereunder or now or hereafter existing at Law or in equity, and every power and remedy given by the Lease to Landlord may be exercised from time to time and as often as the occasion may rise or may be deemed expedient.

1. Landlord may: (i) terminate this Lease without further notice, and Tenant shall then surrender the Premises to Landlord; or (ii) enter and take possession of the Premises, in accordance with any applicable Laws governing such repossession, and remove Tenant, with or without having terminated this Lease. If necessary, Landlord may proceed to recover possession of the Premises under applicable Laws, or by such other legal proceedings, including re-entry and possession. Landlord's exercise of any of its remedies or its receipt of Tenant's keys shall not be considered an acceptance or surrender of the Premises by Tenant. A surrender must be agreed to in writing and signed by both parties.

2. If Landlord terminates this Lease or terminates Tenant's right to possess the Premises because of an Event of Default, then everything in this Lease to be done by Landlord shall cease, without prejudice, however, to Tenant's liability for all Rent and other sums due hereunder. In such event, Landlord may hold Tenant liable for: (i) Rent and other indebtedness that otherwise would have been payable by Tenant to Landlord prior to the expiration of the Term, less any amount that Landlord receives from reletting the Premises after all of Landlord's costs and expenses incurred in such reletting have been subtracted; (ii) any amounts Landlord incurs in reletting the Premises during the remainder of the Term; (iii) other necessary and reasonable expenses (including without limitation reasonable attorneys' fees) incurred by Landlord in enforcing its remedies; and (iv) notwithstanding the foregoing sentence, at Landlord's election, Tenant shall pay to Landlord, on demand, as liquidated and agreed final damages, a sum equal to the amount by which the Rent for the period which

otherwise would have constituted the unexpired portion of the Term exceeds the then fair and reasonable rental value of the Premises, for the same period less the aggregate amount of any sums theretofore collected by Landlord pursuant to the provisions of this Article 10 for the same period. If, before presentation of proof of such liquidated damages to any court, commission, or tribunal, the Premises, or any part thereof, shall have been relet by Landlord for the period which otherwise would have constituted the unexpired portion of the Term, or any part thereof, the amount of rent reserved upon such reletting shall be deemed prima facie evidence that such rental amount is the fair and reasonable rental value for the part or the whole of the Premises relet during the term of the reletting.

3. Landlord, at Landlord's option, may relet the Premises or any part thereof, alone or together with other premises, for such term(s) (which may extend beyond the date on which the Term would have expired but for Tenant's default) and on such terms and conditions (which may include concessions or free rent and alterations of the Premises) as Landlord, in its sole discretion, may determine, but Landlord shall not be liable for, nor shall Tenant's obligations be diminished by reason of, Landlord's failure to relet the Premises or collect any rent due upon such reletting. If Landlord relets the Premises and collects rent in excess of the Rent, Additional Rent, and other charges payable by Tenant under this Lease, Landlord shall be entitled to retain any such excess and Tenant shall not be entitled to a credit therefor.

4. Tenant hereby covenants and agrees, as a consideration for the granting by Landlord of this Lease that, in the event of the termination of this Lease by summary proceedings, or in the event of the entry of a judgment for the recovery of the possession of the Premises in any action of ejectment, or if Landlord enters by process of Law or otherwise, the right of redemption provided or permitted by any statute, Law, or decision now or hereafter in force, and the right to any second and further trial provided or permitted by any statute, Law, or decision now or hereafter in force shall be and hereby is expressly waived by Tenant. Further, Tenant, on its own behalf and for its legal representatives, successors, and assigns, and on behalf of all persons or corporations claiming through or under this Lease, together with creditors of all classes, and all other persons having an interest therein, does hereby waive, surrender, and give up all right or privilege which it may or might have by reason of any present or future Law or decision, to redeem the Premises or have a continuance of this Lease for any part of the term hereof after having been dispossessed or ejected therefrom by process of Law or otherwise.

5. Landlord's rights and remedies set forth in this Lease are cumulative and in addition to Landlord's other rights and remedies at Law or in equity, including those available as a result of any anticipatory breach of this Lease. Landlord's

exercise of any such right or remedy shall not prevent the concurrent or subsequent exercise of any other right or remedy. Landlord's delay or failure to exercise or enforce any of Landlord's rights or remedies or Tenant's obligations shall not constitute a waiver of any such rights, remedies, or obligations. Neither Tenant's payment of an amount less than a sum due nor Tenant's endorsement or statement on any check or letter accompanying such payment shall be deemed an accord and satisfaction. Notwithstanding any request or designation by Tenant, Landlord may apply any payment received from Tenant to any payment then due. Landlord may accept the same without prejudice to Landlord's right to recover the balance of such sum or to pursue other remedies. Re-entry and acceptance of keys shall not be considered an acceptance of a surrender of this Lease.

10f. Equitable Remedies. Each party hereto acknowledges that a breach or threatened breach by Tenant of any of its obligations and duties under Articles 5g, 5o, 5p, 5r, 5s, 11 would give rise to irreparable harm to the other party for which monetary damages would not be an adequate remedy and hereby agrees that in the event of a breach or a threatened breach by such party of any such obligations, the other party hereto shall, in addition to any and all other rights and remedies that may be available to it in respect of such breach, be entitled to equitable relief, including a temporary restraining order, an injunction, specific performance, and any other relief that may be available from a court of competent jurisdiction (without any requirement to post bond).

Article 11. Insurance and Indemnification

11a. Tenant shall, at Tenant's sole cost and expense, carry insurance pursuant to Article 5g and Exhibit B.

11b. Waiver of Subrogation. Tenant and Landlord each hereby release and relieve the other, and waive their entire right of recovery against the other for loss or damage arising out of or incident to the perils insured against under this Section I, Insurance and Indemnification, which perils occur in, on, or about the Premises, whether due to the negligence of Landlord, Landlord Parties, Tenant, or any of their agents, employees, contractors, and/or invitees. Tenant and Landlord shall, upon obtaining the policies of insurance required hereunder, give notice to the insurance carrier or carriers that the foregoing mutual waiver of subrogation is contained in this Lease.

11c. **INDEMNITY. TENANT SHALL INDEMNIFY AND HOLD HARMLESS LANDLORD AND LANDLORD'S OFFICERS, AGENTS, EMPLOYEES, PARTNERS, SUCCESSORS, AND ASSIGNS (COLLECTIVELY, THE "LANDLORD PARTIES") FROM AND AGAINST ANY AND ALL CLAIMS ARISING FROM TENANT'S USE OF THE PREMISES, OR FROM THE CONDUCT OF TENANT'S BUSINESS OR FROM ANY ACTIVITY, WORK, OR THINGS DONE, PERMITTED, OR SUFFERED BY TENANT IN, ON, OR ABOUT THE PREMISES OR**

ELSEWHERE, AND SHALL FURTHER INDEMNIFY AND HOLD HARMLESS THE LANDLORD PARTIES FROM AND AGAINST ANY AND ALL CLAIMS ARISING FROM ANY BREACH OR DEFAULT IN THE PERFORMANCE OF ANY OBLIGATION ON TENANT'S PART TO BE PERFORMED UNDER THE TERMS OF THIS LEASE, OR ARISING FROM ANY NEGLIGENCE OF TENANT, OR ANY OF TENANT'S AGENTS, CONTRACTORS, OR EMPLOYEES, AND FROM AND AGAINST ALL COSTS, ATTORNEYS' FEES, EXPENSES, AND LIABILITIES INCURRED IN THE DEFENSE OF ANY SUCH CLAIM OR ANY ACTION OR PROCEEDING BROUGHT THEREON; AND IN CASE ANY ACTION OR PROCEEDING SHALL BE BROUGHT AGAINST LANDLORD BY REASON OF ANY SUCH CLAIM, TENANT, UPON NOTICE FROM LANDLORD, SHALL DEFEND THE SAME AT TENANT'S EXPENSE BY COUNSEL SATISFACTORY TO LANDLORD. TENANT, AS A MATERIAL PART OF THE CONSIDERATION TO LANDLORD, HEREBY ASSUMES ALL RISK OF DAMAGES TO PROPERTY OR INJURY TO PERSONS, IN, ON, OR ABOUT THE PREMISES ARISING FROM ANY CAUSE, AND TENANT HEREBY WAIVES ALL CLAIMS IN RESPECT THEREOF AGAINST ANY LANDLORD PARTIES.

11d. Survival. The terms of this Section 11 Insurance and Indemnification shall survive any assignment or termination of this Lease.

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

This Commercial Lease Agreement is executed to be effective as the Effective Date.

LANDLORD:
CITY OF SCHERTZ, TEXAS
A Texas Home-Rule
Municipality

S. Williams, City Manager

TENANT:
Guadalupe County Child Advocacy
Center (GCCAC)

C. Williams, Executive Director

Exhibit A

Legal Description of
Property

Exhibit B

Insurance

Agenda No. 12.

CITY COUNCIL MEMORANDUM

City Council Meeting:	**August 19, 2025**
Department:	**Parks, Recreation & Community Servic**
Subject:	**Resolution 25-R-111 - Authorizing the cancellation of the Public Facility License Agreement with the Schertz Youth Soccer Alliance (SYSA) and transitioning to city operations of the Schertz Soccer Complex (S.Gonzalez/L.Shrum)**

BACKGROUND

The City of Schertz entered into a Public Facility License Agreement in 2015 with the Schertz Youth Soccer Alliance (SYSA) to operate and maintain the Schertz Soccer Complex (Resolution 15-R-65.) This was an amended, renewed, and extended agreement from the original agreement dated July 27, 2010 (Resolution 10-R-67). Over the life of the agreements there have been various challenges and concerns about maintenance and financial sustainability of the organization. Over the past few years, as the city has grown and with added additional recreation staff, there has been added capacity to provide more oversight to SYSA operations and audit program operations, which has resulted in identifying additional areas of concern regarding the following:

Operations
- Building Maintenance
- Turf Management
- Irrigation Management

Administrative
- Financial Sustainability
- Legal & Compliance Issues
- Best Management Practices

Organization Structure
- Disjointed organization of competitors
- Inequitable Access

The City has also invested just over $2 million in the facility over the past year - $1.8 million for the Soccer Complex Lighting Project, $161,150 for a new well, $50,000 for irrigation storage and pump, and $50,000* in deferred maintenance projects (painting, water fountains, epoxy floors, power washing, irrigation repairs, valve box covers, building lighting, plumbing repairs, tree trimming, etc.) *staff previously reported $25,000 in deferred maintenance repairs in the Council Retreat presentation on 8/1/25, but after reviewing expenses to date in the General Fund ($31,344.75) and identifying $18,000 in tree trimming expenses in the Tree Mitigation Fund, the total spent is $49,344.75.

Given the issues identified, city staff is recommending a change in how we operate the facility. Staff's recommendation is to cancel the Public Facility License Agreement with SYSA and move to city operations, whereby city staff is the neutral party responsible for maintenance and field

utilization. Staff recommendations are the following:

City Operations - Neutral Party

- City staff (Athletic Coordinator) manages field utilization
- Shift to a Recognized Sports Association (RSA) framework for priority use (current SYSA Alliance members would be RSA's and have priority use over new RSA's)
- RSA's coordinate with Athletic Coordinator for field use
- Soccer associations continue to manage their programs
- Competitively bid out field maintenance operations
- Competitively bid out concessionaire operations
- Staff proposes a fee structure where everyone pays

The Parks & Recreation Advisory Board discussed the SYSA Public Facility License Agreement at their meetings on June 16 and July 28, 2025, and recommended approval of canceling the agreement with SYSA (with a 5-1 vote) and recommended transitioning to city operations and hiring an Athletic Coordinator (with a 4-2 vote).

GOAL

The goal is to transition to city operations of the Schertz Soccer Complex to enhance facility maintenance and oversight; provide for more equitable access to the fields; increase capacity and programming; and to continue to make investments in the facility. The city proposal calls for hiring an Athletics Coordinator who coordinates field use with existing soccer associations, and competitively bidding out field maintenance and concessionaire operations.

COMMUNITY BENEFIT

The community benefits from continued investment in the facility to meet resident standards. There will be fair and transparent access for all users and additional capacity for city-led recreational programs and events. City staff will be able to streamline operations through technology by timing field light operations with field reservations. Disbanding the alliance and canceling the agreement with the alliance eliminates duplication that is occurring with insurance, scheduling, websites, fees, etc. The community also benefits because the relationship between the City and local leagues remains, as we transition the current alliance members into the Recognized Sports Association (RSA) framework, where they will maintain priority field use.

SUMMARY OF RECOMMENDED ACTION

Approve Resolution 25-R-111 authorizing the cancellation of the Public Facility License Agreement with the Schertz Youth Soccer Alliance (SYSA) and transitioning to city operations of the Schertz Soccer Complex.

FISCAL IMPACT

City staff is projecting net excess revenues of $32,666.65 overall with this transition to city operations. City staff is proposing to transition to a model where everyone pays for field use (current SYSA members get free practices) and this change, with the addition of a tiered pricing structure based on recreational league play, projecting an increase in field rentals, and projecting an increase in concession revenues, covers the cost of operations as well as the FT position of Athletic Coordinator being proposed.

RECOMMENDATION

Approve Resolution 25-R-111 authorizing the cancellation of the Public Facility License Agreement with the Schertz Youth Soccer Alliance (SYSA) and transitioning to city operations of the Schertz Soccer Complex.

Attachments

Resolution 25-R-111 cancelation of SYSA agreement with attachment

Presentation SYSA agreement cancelation

RESOLUTION NO. 25-R-111

A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF SCHERTZ, TEXAS AUTHORIZING THE CANCELLATION OF THE PUBLIC FACILITY LICENSE AGREEMENT WITH THE SCHERTZ YOUTH SOCCER ALLIANCE AND TRANSITIONING TO CITY OPERATIONS OF THE SCHERTZ SOCCER COMPLEX.

WHEREAS, the agreement between the Schertz Youth Soccer Alliance ("SYSA") and the City of Schertz (the "City"), authorized in 2015 by Resolution 15-R-65 in Section 2.05, allows for the cancellation of the agreement by giving sixty (60) days written notice to the other Party of its intention to terminate this agreement; and

WHEREAS, the City has determined it's in the best interest to terminate the agreement with SYSA; and

WHEREAS, the City has determined it's in the best interest to transition to city operations of the Schertz Soccer Complex; and

WHEREAS, the City Council grants the City Manager authorization to terminate the contract.

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

Section 1. The City Council hereby authorizes the City Manager to terminate the agreement with SYSA for operations of the Schertz Soccer Complex, as set forth in Exhibit A.

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

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

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

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

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

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

PASSED AND ADOPTED, this ____ day of _____, 2025.

CITY OF SCHERTZ, TEXAS

_____

Ralph Gutierrez, Mayor

ATTEST:

_____

Sheila Edmondson, City Secretary

EXHIBIT A

CITY MANAGEMENT

Coordination Sheet

FROM:	PARKS			
DATE: Sep 18,2015		**NAME**	**INITIALS**	**DATE**
TO:		Mr. Dudley Wait Executive Director-Operations		
	X	Mr. Brian James Executive Director-Development		9.21.15
		Mr. Bob Cantu Executive Director-Services		
	X	Ms. Sarah Gonzalez Assistant to the City Manager		9/21/15
	X	Mr. John Kessel City Manager		9/24

Comments:

Facility Licence Agreement with SYSA to run City Soccer Fields

Return To:	PURCHASING Jessica

CITY OF SCHERTZ
CONTRACT APPROVAL FORM

A. To be completed by Department

1. Contract with: Schertz Youth Soccer Alliance Contract amount: $ 1.00/annual license fee
2. Contract for: Facility License Agreement for the City Soccer Fields
3. Fund/Account to be charged: _____ Dept. PARKS
4. Contract category and amount in the budget: ☐ yes ☐ no – budget adjustment required
   Budget Amendment Ord/Res Number: _____ Date: _____
5. Contract required to be bid: ☐ yes ■ no (If unsure, contact Purchasing.)
   Bidding completed: ☐ yes ■ NA (bidding not required)
   Bidding exemption: (if bidding is not required state reason): _____
6. Contract termination date: 6/30/2020 ☐ NA
7. Terms of contract reviewed and approved by Department Head: ■ yes
8. Is Executive Director aware of contract? ■ yes
9. If going to Council, is City Manager aware of contract? ■ yes ☐ NA
10. Department Head's signature: Thru ok Dan Zander Date: 09/11/15

B. To be completed by Purchasing and Asset Management

1. FINANCE
   a. Contract amount in the budget: ☐ yes ☑ no – budget adjustment required
   b. Fund/Account to be charged: 101-000-497000
   c. Finance Director's signature: _____ Date: 9-18-15
2. LEGAL
   a. Contract reviewed and approved by City Attorney ☐ not requested ■ yes (attach email approval)
   b. Date Reviewed and Approved by City Attorney 7/28/25015 (VC)
3. PURCHASING
   a. Vendor aggregate POs <$50K for budget period ■ yes ☐ no
   b. Contract reviewed for insurance, warranty, term, severability and indemnity requirements: ■ yes
   c. Contract properly bid in accordance with City Purchasing Policy ■ yes ☐ NA
   d. Vendor signature obtained ■ yes ☐ no (other party requires signature by City first)
   e. Purchasing and Asset Management Signature: Jessica Kuny Date: _____
4. COUNCIL APPROVAL REQUIRED? ■ yes ☐ no ☐ NA (Required over $50,000)
   a. Date of City Council approval: 9/8/2015 (VC) Res/Ord #: 15-R65 ■ Attached
   b. If not approved by City Council, state reason: _____

C. To be completed by Executive Director:

1. Final contract reviewed and recommend City Manager signature: ☑ yes ☐ no
2. Executive Director's Signature: _____ Date: 9.21.15

D. To be completed by Assistant to the City Manager

1. Assistant reviews and obtains CM signature Assistant Signature: Sarah Gonzales 9/21/15
2. Signed contract is given to Purchasing & Asset Management.

E. To be completed by Purchasing and Asset Management

1. Date fully-executed contract received by Purchasing: 9/21/15
2. Date filed to Laserfiche: 9/21/15 (VC) Filed as: 9

Approved September 8, 2015

Jessica S. Kurz

Subject: FW: For your review: License Agreement with SYSA
Attachments: SYSA License Agreement 7-22-15.v.2.DNRBHZ.cez.docx

From: Charles Zech [mailto:charles.zech@rampage-sa.com]
Sent: Tuesday, July 28, 2015 10:50 AM
To: Jessica S. Kurz
Subject: RE: For your review: License Agreement with SYSA

Jessica:

See attached. Please call to discuss.

Charles E. Zech

DNRBHZ
Denton Navarro Rocha Bernal Hyde & Zech, P.C.
attorneys & counselors at law • rampagelaw.com

2517 N. Main Avenue
San Antonio, Texas 78212
www.rampagelaw.com

Fax (210) 225-4481
Office (210) 227-3243
charles.zech@rampage-sa.com

CONFIDENTIALITY NOTICE

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From: Jessica S. Kurz [mailto:jkurz@schertz.com]
Sent: Wednesday, July 22, 2015 4:29 PM
To: Charles Zech <charles.zech@rampage-sa.com>
Subject: For your review: License Agreement with SYSA

Ahoy Charlie,

I have attached a license agreement with the Schertz Youth Soccer Alliance. Can you please take a peek and let me know what you think?

Thanks,
Jessica

Jessica Kurz, MPA
Purchasing & Asset Manager
City of Schertz

RESOLUTION NO. 15-R-65

A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF SCHERTZ, TEXAS AUTHORIZING AN AMENDMENT TO PUBLIC FACILITY LICENSE AGREEMENT WITH THE SCHERTZ YOUTH SOCCER ALLIANCE, AND OTHER MATTERS IN CONNECTION THEREWITH

WHEREAS, in 2010 the City of Schertz (the "City") entered into a License agreement with the Schertz Youth Soccer Alliance relating to the facility maintenance and program management of the Schertz Soccer Complex; and

WHEREAS, the City has recently made significant improvements to the Maske Road Soccer Complex; and

WHEREAS, it is anticipated that the Maske Road Soccer Complex is now better suited to hosting soccer tournaments; and

WHEREAS, it is anticipated that the costs to maintain the Maske Road Soccer Complex will increase for the Schertz Youth Soccer Alliance

WHEREAS, the City Council has determined that it is in the best interest of the City to amend the existing contract with the Schertz Youth Soccer Alliance pursuant to the Public Facility License Agreement attached hereto as Exhibit A (the "Agreement").

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

Section 1. The City Council hereby authorizes the City Manager to execute and deliver the Agreement with the Schertz Youth Soccer Alliance in substantially the form set forth on Exhibit A.

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

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

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

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

Council hereby declares that this Resolution would have been enacted without such invalid provision.

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

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

PASSED AND ADOPTED, this 8th day of September, 2015.

CITY OF SCHERTZ, TEXAS

Michael R. Carpenter, Mayor

ATTEST:

Brenda Dennis, City Secretary

(CITY SEAL)

PUBLIC FACILITY LICENSE AGREEMENT

This Public Facility License Agreement (this "Agreement") dated and effective as of September 8th, 2015 (the "Effective Date") is between the City of Schertz, Texas, a Texas home rule city (the "City"), and Schertz Youth Soccer Alliance, a Texas non-profit corporation (the "Soccer Alliance"). The City and Soccer Alliance is each a "Party" and they are, together, the "Parties".

RECITALS

WHEREAS, the City owns and operates various properties for the use and benefit of its citizens, including a current complex of twelve soccer fields and an adjacent parking lot located on approximately 42 acres at 75 Maske Road, Schertz, Texas (the "City Soccer Fields");

WHEREAS, the Soccer Alliance is organized for the purpose of providing organized youth soccer and other recreational services activities to the youth of the City and surrounding areas;

WHEREAS, the City finds the services provided by Soccer Alliance promotes the health, safety morals and or general welfare of the residents of the City;

WHEREAS, Soccer Alliance has requested the use of the City Soccer Fields for its youth soccer programs and other youth oriented services and the City has developed a facility use methodology so that the Facility is also available to the general public; and

WHEREAS, this Agreement amends, renews, and extends the Amended and Restated Public Facility License Agreement dated as of July 27, 2010 between the City and the Soccer Alliance;

WHEREAS, the City and the Soccer Alliance desire to enter into this Agreement to support youth athletic programs on behalf of the City; and

NOW, THEREFORE, the City and the Soccer Alliance, in consideration of the following mutual promises and obligations, and for the benefit of the City of Schertz and the health, safety, morals and/or general welfare of its residents, the parties agree as follows::

ARTICLE I
PURPOSE

1.01 Purpose. The purpose of this Agreement is to establish the terms and conditions under which the Soccer Alliance will use the City Soccer Fields and other property described in Section 2.01 below, for the operation of its component organizations' recreational services for the youth of the City and related activities.

ARTICLE II
LICENSE

2.01 Licensed Property. In consideration of the obligations herein contained to be performed by the Soccer Alliance, the City hereby grants to the Soccer Alliance a non-assignable, revocable license to use (a) the City Soccer Fields, and (b) all City-owned improvements and equipment

located on the City Soccer Fields on the date hereof and described on Exhibit A (together, the "Licensed Property").

2.02 Other Users.

(a) The City agrees that the Soccer Alliance shall be the primary licensee of the Licensed Property. The Soccer Alliance agrees that it will make available two fields on the Licensed Property for joint use with the Buffalo Valley Youth Association ("BVYA") for Fall football league play. The two designated fields will be equipped, at the expense of BVYA, with combination football/soccer goals to facilitate this joint use. Any other organization or group desiring to use the Licensed Property during the term of this Agreement shall contact the Soccer Alliance, and the Soccer Alliance agrees to make reasonable efforts to make the Licensed Property available to such other parties pursuant to Section 5.02 if such requested use does not conflict with activities scheduled by the Soccer Alliance, BVYA, or as otherwise required by this Agreement. The Soccer Alliance shall contact BVYA in writing, with a copy to the City, no later than the 10th business day of August of each year to coordinate the scheduling of such joint use and shall confirm the final arrangements of such joint use in writing to BVYA, with a copy to the City, no later than August 31st of such year. Under any such sublicense, the Soccer Alliance will retain full responsibility for its obligations hereunder relating to the Licensed Property.

(b) When the Licensed Property is not in use by the Soccer Alliance for scheduled practices, clinics, tournaments, league play, required maintenance or use by another party pursuant to paragraph (a) above or Section 5.02, the City Soccer Fields (but not the improvements and equipment described on Exhibit A) shall be available for use by the general public during normal complex hours. Any organization or group desiring to use the Licensed Premises during the term of this Agreement shall contact the Soccer Alliance and the Soccer Alliance agrees to make said facilities available to other parties pursuant to Section 5.02.

2.03 Restrictions on Other Uses. The Soccer Alliance may not use or authorize the use of the Licensed Property for political or sectarian activity or for any other activity not authorized by this Agreement. The parking lot which is part of the Licensed Property may be used by a member in good standing of a Soccer Alliance member. The parking lot may not be used by any non-Soccer Alliance organization or its members without the execution of a sublicense agreement pursuant to Section 5.02.

2.04 Term. The term of this Agreement shall be from the Effective Date through June 30, 2020 (the " Term"). Upon the mutual consent of the Parties, this Agreement may be renewed annually, provided the City's City Council allocates sufficient funds to meet its obligations under this Agreement.

2.05 Default and Termination. Notwithstanding the provisions of Section 2.05, this Agreement may be terminated at the sole option of the City in the event the Soccer Alliance breaches or is in default under any of the terns or conditions of this Agreement and such breach is not cured within ten (10) business days after written notice thereof. In addition, notwithstanding the provisions of Section 2.05, either Party may cancel this Agreement at any

time by giving sixty (60) days written notice to the other Party of its intention to terminate this Agreement.

ARTICLE III
CONSIDERATION

3.01 Fees. The Soccer Alliance shall pay an annual license fee under this Agreement of $1.00 per year, payable to the City. Such license fee is due and payable every October 1, beginning on October 1, 2015.

3.02 Non-Resident Surcharge and Reports. The Soccer Alliance anticipates that a majority of participants in Soccer Alliance activities and using the Licensed Property shall be residents of the City. The Soccer Alliance shall charge non-residents of the City participating in season-long activities on the Licensed Property (including season-long activities authorized pursuant to Section 5.02) $10 per season. Non-resident fees shall be paid to the City no later than October 31, and shall be reconciled in March to account for new, non-resident participants who join after October 31. Payments to account for new players shall be made no later than April 15. The Soccer Alliance shall provide a report to the Soccer Alliance Board of Directors no later than thirty (30) days after the commencement of each season of each year of this Agreement, listing all resident and non-resident participants participating in season-long activities on the Licensed Property (including season-long activities authorized pursuant to Section 5.02), including the home address of each participant. The Soccer Alliance shall provide the Director of Parks, Recreation, and Community Services a schedule of all seasonal activities on the Licensed Property. In this Section, "season" shall be defined as the period beginning August 1 of a year and ending the following July 31.

3.03 Utilities and Parking.

(a) The City agrees to pay all electric, water, and sewer utility charges for the Licensed Property and concession facilities located thereon. The Soccer Alliance agrees to reimburse the City for thirty percent (30%) of all such electric, water, and sewer utility charges. Payments shall be made by the Soccer Alliance to the City monthly within thirty (30) days after invoicing from City.

(b) The Soccer Alliance may charge a fee to spectators for viewing and/or parking while attending any event to help defray the cost of such events and serve as a Soccer Alliance fundraiser.

3.04 Permits. The Soccer Alliance shall be responsible for obtaining all required licenses, permits, and approvals from the City relating to operation of the Licensed Property under this Agreement, including, but not limited to, food handlers' licenses, health inspection permits, and electrical, plumbing, and construction permits. Electrical, plumbing, and construction permit fees imposed by the City may be waived on a case-by case basis by the City Manager of the City. However, standard City penalties will apply for any failure to obtain any required license, permit, or approval.

3.05 Payments to City. The Soccer Alliance shall establish and maintain a bank account from which all payments to the City under this Agreement may be issued, with each such payment being made by a single check.

ARTICLE IV
ADDITIONAL AGREEMENTS

4.01 Soccer Alliance Representative. Soccer Alliance shall designate an individual (and may designate one alternate to act in his or her absence) as its Authorized Representative who shall have full authority to act for the Soccer Alliance and to bind the Soccer Alliance regarding any matter under this Agreement. The initial Authorized Representative is Robert Wallace. The Soccer Alliance may designate a different Authorized Representative (and alternate, if any) from time to time by written notice to the City signed by an officer of the Soccer Alliance. Such Authorized Representative (and alternate, if any) shall be the sole point of contact with the City on matters concerning this Agreement and the Licensed Property.

4.02 Soccer Alliance Organization. The Soccer Alliance shall be an entity qualified as a 501(c)(3) organization under Federal tax law. The Soccer Alliance certifies that it has provided the City with a copy of all material that it has filed with the Internal Revenue Service for application for 501(c)(3) status. A copy of any material filed with the Internal Revenue Service after the Effective Date of this Agreement shall be provided to the City within five (5) business days after such filing. The Soccer Alliance shall promptly provide to the City a copy of all correspondence it receives from the IRS within five (5) business days after such receipt.

4.03 Soccer Alliance Directors and Officers. The Board of Directors of the Soccer Alliance shall consist of the following nine persons: six (6) selected by the members of the Soccer Alliance, and three (3) appointed by the City. The President of the Soccer Alliance shall be a resident of the City. The Soccer Alliance shall notify the City Director of Parks, Recreation, and Community Services in writing of any changes to the Officers or Directors of the Soccer Alliance Board of Directors within thirty (30) days of such change, including the names of any new Officers or Directors.

4.04 Soccer Alliance Board Meetings. No later than the 1st day of each month, the Soccer Alliance shall provide the City Director of Parks, Recreation, and Community Services with a written a schedule of all upcoming meetings of the Board of Directors of the Soccer Alliance. The Soccer Alliance shall notify the City Director of Parks, Recreation, and Community Services immediately of any change in the meeting of the Board of Directors of the Soccer Alliance in the current month. The City Manager, the Director of Parks, Recreation, and Community Services, or his/her designee may attend any or all meetings of the Board of Directors of the Soccer Alliance.

4.05 Concessions; Other Improvements. In addition to the concession facilities described on Exhibit A, the Soccer Alliance may, with the prior written consent of the City Manager, place (at its sole expense) and operate concession facilities on the Licensed Property for Soccer Alliance activities during Soccer Alliance events. The Soccer Alliance may also place fences, bleachers, and other appropriate equipment or improvements on the Licensed Property at its sole expense and with the prior written consent of the City Manager.

4.06 Financial Reporting. The Soccer Alliance shall submit a copy of its monthly financial statement for the previous month to the City no later than the 15th day of the following month, commencing September 15, 2015. This statement shall reflect all revenues and expenditures incurred during the prior month. The Soccer Alliance shall submit a copy of its unaudited annual financial statement for the previous year to the City no later than February 1st of each year of this Agreement, commencing February 1, 2016. This statement shall reflect all revenues and expenditures incurred during the prior Soccer Alliance fiscal year (January 1 through December 31). The City reserves the right to require the Soccer Alliance to submit a certified financial audit conducted by a registered certified public accountant upon request, on dates to be agreed to by the Soccer Alliance and the City.

4.07 Audit and Inspection. The City shall have the right to inspect the financial records of the Soccer Alliance at any time during the term of this Agreement. In addition, the City retains the right to order a financial audit, at the City's sole discretion and expense, of the Soccer Alliance.

4.08 Monthly Report. On the first business day of each month during the term of this Agreement, commencing October 1, 2015, the Soccer Alliance shall provide City with a report detailing the services it has provided since the preceding July 1st, as applicable, which report shall address at least the performance indicators identified in Exhibit B. This report is in addition to the monthly financial reports required by Section 4.06, the monthly calendar updates required by Section 4.09, and the seasonal reports required by Section 3.02.

4.09 Calendar of Events. The Soccer Alliance shall provide the City Director of Parks, Recreation, and Community Services with a yearly calendar; updated monthly on the first of the month, commencing October 1, 2015, of anticipated usage for the Licensed Property. An overall schedule of sport programs and their season beginning dates at the Licensed Property shall be provided to the City Director of Parks, Recreation, and Community Services on the Effective Date and thereafter no later than October 1st of each year of this Agreement.

ARTICLE V
SPECIAL ACTIVITIES AND SUBLICENSING

5.01 Hosting of Clinics, Tournaments, and Similar Events. The Soccer Alliance shall have authority to host clinics, tournaments, and similar events on the Licensed Property. The Soccer Alliance may charge and retain a fee from spectators attending any tournament to defray the cost of those tournaments and serve as a Soccer Alliance fundraiser.

5.02 Sublicensing of City Soccer Fields and Concessions. The City grants the Soccer Alliance the right to sublicense the Licensed Property to non-Soccer Alliance groups for recreational purposes. The Soccer Alliance will be responsible for coordinating all such sublicensing. Fees charged by the Soccer Alliance for sublicensing must be approved in advance in writing by the City's Director of Parks, Recreation, and Community Services, and the Soccer Alliance shall retain all of such fees. The Soccer Alliance shall be responsible for all maintenance, clean-up, and providing necessary field equipment such as goals, nets, field chalk, scoreboards, and other necessary equipment when sublicensing fields and/or concessions to other parties. No such sublicensing shall release the Soccer Alliance from any of its obligations hereunder. The approved form of sublicensing agreement is attached hereto as Exhibit C.

ARTICLE VI
FACILITY EQUIPMENT AND MAINTENANCE

6.01 Improvements to Facilities. The Soccer Alliance shall not make any alterations, additions, or improvements to the Licensed Property without the prior written consent of the City Manager, which consent will not be unreasonably withheld. All alterations, additions, or improvements made by the Soccer Alliance shall become the property of the City at the termination of this Agreement.

6.02 Damages to Licensed Property. The Soccer Alliance shall repair, replace, or reimburse the City for any and all damages to the Licensed Property incurred caused by misuse, negligence, and/or deliberate act by the Soccer Alliance, its constituent organizations, Soccer Alliance event participants or spectators, or any sublicensee.

6.03 City Inspections. The Director of Parks, Recreation, and Community Services or his/her designee and the Soccer Alliance shall inspect the Licensed Property at least annually to review its condition and then-current or anticipated repair needs. The Director of Parks, Recreation, and Community Services or his/her designee shall file an annual report on the result of the inspection with the City Manager on or before October 1st of each year. The City reserves the right to inspect the Licensed Property at any time.

6.04 Soccer Field Equipment. The Soccer Alliance shall provide equipment for the City Soccer Fields in addition to the City-owned equipment described on Exhibit A, including soccer goals, nets, scoreboard controllers, chalking machines, mowers, tractors, field groomers, and other similar equipment. The Soccer Alliance will maintain in good repair, and replace when damaged or obsolete, all equipment provided by the City and described on Exhibit A.

6.05 Soccer Field Maintenance. The Soccer Alliance shall provide all appropriate daily maintenance, cleaning, inspection, and other routine maintenance of the City Soccer Fields, including grass mowing, aeration, and fertilizing and maintenance of the irrigation system.

6.06 Facility Maintenance.

(a) Soccer Alliance. The Soccer Alliance shall perform all required maintenance on the existing concession facilities and all additional authorized concession facilities and all bleachers and any other improvements placed on the Licensed Property pursuant to Section 4.03. The Soccer Alliance shall be responsible for furnishing and maintaining all concession equipment including but not limited to ice machines, fountain drink dispensing equipment, fryers, grills, freezers, refrigerators, and other assorted food preparation and storage equipment. The Soccer Alliance agrees to keep concession stands and other facilities operated by it within the Licensed Property, including restrooms, clean and free from all refuse.

(b) City. The City agrees to perform maintenance on lighting systems and fencing on the Licensed Property and to repair structural damage on concession and restroom facilities on the Licensed Property. Recommended repair work orders may be submitted by the Soccer Alliance's Authorized Representative to the Director of Parks, Recreation, and Community Services. If required repair is the result of damage by the Soccer Alliance,

its volunteers or participants at events authorized by the Soccer Alliance, the Soccer Alliance shall be responsible for the cost of such repairs.

ARTICLE VII
CONCESSIONS

7.01 Exclusive Right. The Soccer Alliance shall have the exclusive right to furnish concession services selling consumer items usually and customarily sold at sporting event concession facilities (but not including alcoholic beverages) on the Licensed Property for Soccer Alliance-sponsored and organized events including clinics, tournaments, and similar events.

7.02 Reservation of Rights. The City reserves the right to operate concessions at City designated or operated events.

ARTICLE VIII
FACILITY ADVERTISING

8.01 Exclusive Right. Subject to the last sentence of this Section, the Soccer Alliance shall have the exclusive rights to solicit and display advertising at the City Soccer Fields, including banners and scoreboard panels. All advertising banners and signs shall be appropriate for youth-related activities. The Soccer Alliance may retain all revenues resulting from advertising banners and signs. The City may place signs and banners on the Licensed Property without charge.

8.02 Prohibited Signs, Locations. At the City's discretion, signs erected pursuant to Section 8.01 may be exempt from sign-permitting fees. No sign shall be erected that is in violation of the City's Unified Development Code. Under no circumstances shall signs be affixed to utility poles, light poles, traffic control devices, or to a building or parking location or directional signage. The City Manager or his/her designee may order the removal of any sign that is deemed by him/her to be out of compliance or in poor taste.

8.03 Material. All advertising banners attached to fencing shall be made of light-weight banner material. No wood advertising panels may be attached to any fencing.

8.04 Securing Advertising Material. All advertising attached to City-owned structures or fences must be properly secured to ensure the safety of users and visitors.

8.05 Damage, Repair. The Soccer Alliance shall be responsible for all damages caused by banners or other advertising signs on City property.

ARTICLE IX
INSURANCE

9.01 City Insurance. The City shall provide insurance it deems appropriate for all facilities and equipment described on Exhibit A.

9.02 Soccer Alliance Insurance. The Soccer Alliance shall maintain commercial general liability insurance in the amount of at least $1,000,000 per occurrence, $1,000,000 annual aggregate, naming the City as additional insured, and shall provide the City on the Effective Date

with a certificate of insurance for that policy. If at any time the Soccer Alliance has any employees, it shall also maintain statutory workers compensation insurance and shall provide the City with a certificate of insurance for that policy granting a waiver or subrogation in favor of the City. Such insurance coverage may not be cancelled or reduced without at least thirty (30) days prior written notice to the City.

ARTICLE X
RELEASE AND INDEMNIFICATION

10.01 Release and Indemnification. The Soccer Alliance and its three constituent organizations each release and indemnify the City and its officers, agents, and employees from any and all liability claims, demands, damages, expenses, fees, fines, penalties, suits, proceedings, actions, and causes of action of any and every kind and nature arising or growing out of or in any way connected with this Agreement, including for the negligence of the City and its officers, agents, and employees. This obligation to indemnify shall include the retention of legal counsel for the City and the other indemnified parties, and investigation costs and all other reasonable costs, expenses, and liabilities of the City and the other indemnified parties arising from the initial notice that a claim or demand has been made or may be made.

ARTICLE XI
NOTICES

11.01 Notices. Unless otherwise provided in this Agreement, any notice, communication, request, or advice (herein severally and collectively for convenience called "notice") herein provided or permitted to be given, made or accepted by either Party to the other shall be in writing and may be given or be served by depositing the same in the United States Mail, postpaid and registered or certified and addressed to the Party to be notified, with return receipt requested, or by delivering the same to the City Manager of the City or the Authorized Representative of the Soccer Alliance, or by facsimile, when appropriate, addressed to the Party to be notified. Except as set forth below, notice given shall be effective only if and when received by the Party to be notified. Notice deposited in the Mail in the manner herein above described shall conclusively deemed to be effective, after the expiration of three (3) days after it is so deposited. For the purposes of notice, the addresses of the Parties shall, until change as hereinafter provided, be as shown below. The Parties may specify any other address in the State of Texas by at least fifteen (15) days written notice to the other Party.

If to the City:
City of Schertz, Texas
1400 Schertz Parkway
Schertz, Texas 78154
Attention: City Manager

If to the Soccer Alliance:
Schertz Youth Soccer Alliance
P.O. Box 205
Schertz, Texas 78154
Attention: President

ARTICLE XII
GENERAL AND MISCELLANEOUS PROVISIONS

12.01 Regulatory Requirements. This Agreement and the obligations of the Parties hereunder are subject to all rules, regulations, and laws that may be applicable by the United States, the State of Texas, the City, or any other political subdivision regulatory agency having jurisdiction.

12.02 Non-Discrimination. The Soccer Alliance shall not discriminate against any participant or volunteer on the basis of age, race, sex, creed, religion, or national origin, or participant on the basis of race, sex, creed, religion or national origin. The Soccer Alliance shall comply with all applicable local, state, and federal employment, opportunity, and affirmative action rules, regulations, and laws.

12.03 Assignment. The Soccer Alliance may not assign its interests hereunder without the prior written consent of the City.

12.04 Implied Waiver. The failure of either Party hereto to insist, in any one or more instances, upon performance of any the terms, covenants, or conditions of this Agreement shall not be construed as a waiver or relinquishment of the future performance of any such term, covenant or condition by the other Party hereto, but the obligation of such other Party with respect to such future performance shall continue in full force and effect.

12.05 Independent Contractor; No Agency. The Soccer Alliance is an independent contractor and operator and is solely responsible to all third parties for its acts or omissions. Under no circumstances shall the Soccer Alliance be or be deemed to be an agent of the City, and the Soccer Alliance shall have no authority to obligate the City financially or otherwise.

12.06 Severability. The provisions of this Agreement are severable, and if any word, phrase, clause, sentence, paragraph, section or other part of this Agreement or the application thereof to any person or circumstance shall ever be held by any court of competent jurisdiction to be invalid or unconstitutional for any reason, the remainder of this Agreement and the application of such word, phrase, clause, sentence, paragraph, section or other part of this Agreement to the other persons or circumstances shall not be affected thereby.

12.07 Merger. This Agreement constitutes the entire agreement between the Parties relative to the subject matter hereof. There are no agreements, covenants, representations, or warranties between the Parties as to the subject matter hereof other than those expressly stated or provided for herein.

12.08 Cooperation. Each Party hereby agrees that it shall take all actions and execute all documents necessary to fully carry out the purposes and intent of this Agreement.

12.09 Governing Law. This Agreement shall be construed under and in accordance with the laws of the State of Texas, and all obligations of the Parties created hereunder are performable in Guadalupe County, Texas.

12.10 Amendments. No amendment, modification, or alteration of the terms hereof shall be binding unless it is in writing, dated subsequent to the date of this Agreement, and duly executed by the Parties.

12.11 Counterparts. The Agreement may be executed in multiple counterparts, and such counterparts, when taken together, shall have the full force and effect of an original, fully executed instrument.

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

IN WITNESS WHEREOF, this Agreement is executed as of the Effective Date.

CITY:

By: _____

Name: John C. Kessel

Title: City Manager

SCHERTZ YOUTH SOCCER ALLIANCE:

By: _____

Name: Heather Hurlbert

Title: President

EXHIBIT A

CITY-OWNED IMPROVEMENTS AND EQUIPMENT

12 FIFA regulation soccer fields with operating irrigation systems and associated perimeter landscaping
2 Parking lots adjacent to soccer fields
24 soccer goals
6 Field light poles, 13 parking lot light poles and related electrical panels and controllers
1 Concession building with men's and women's restroom facilities/covered patio with 2 Big Ass overhead fans
1 Covered playscape adjacent to the concession building back patio



Schertz Soccer Complex

Operations Proposal

SCHERTZ
COMMUNITY. SERVICE. OPPORTUNITY.

History of Public Facility License Agreements

- Small town Schertz, grassroots community-based organizations like BVYA (1974)
- Small staff; no expertise in Recreation or Athletics
- City is growing and becoming more sophisticated in our efforts; standards are increasing
- Added staff capacity in Recreation Division
- Auditing Facility License Agreements
- Identified some issues through that process

HISTORY

Complex Purchased in 2008

Parks Department was just 4 Parks Workers who Mowed

No Recreation Team or Rental Software

Public Facility License Agreement with SYSA in 2009

Included SAYSAT, GRAYSA, and Lions FC

Renovation in 2013

Renewed Public Facility License Agreement with SYSA in 2015

SAYSAT Exits, YMCA Joins

SCHERTZ
COMMUNITY ★ SERVICE ★ OPPORTUNITY



CONCERNS

Operations

- Building Maintenance
- Turf Management
- Irrigation Management

Administrative

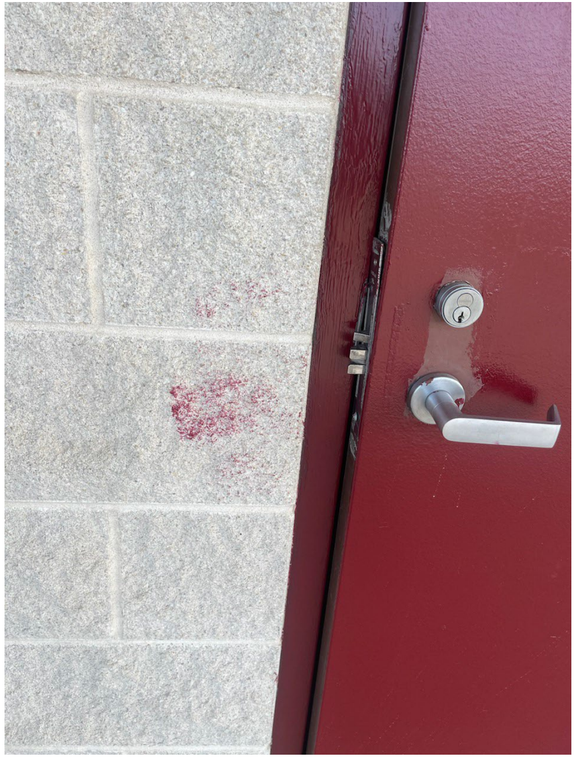
- Financial Sustainability
- Legal & Compliance Issues
- Best Management Practices

Organization Structure

- Disjointed organization of competitors
- Inequitable Access















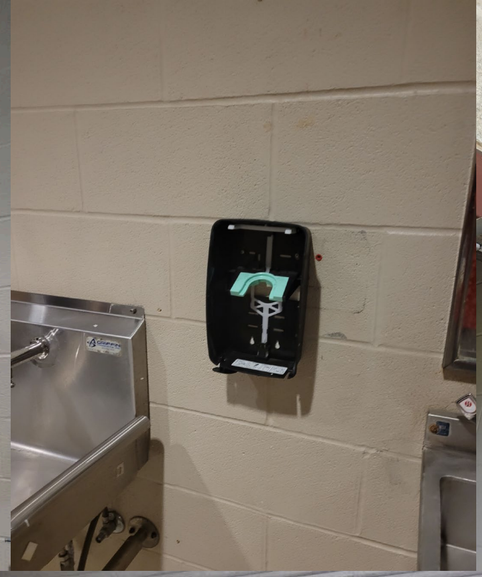








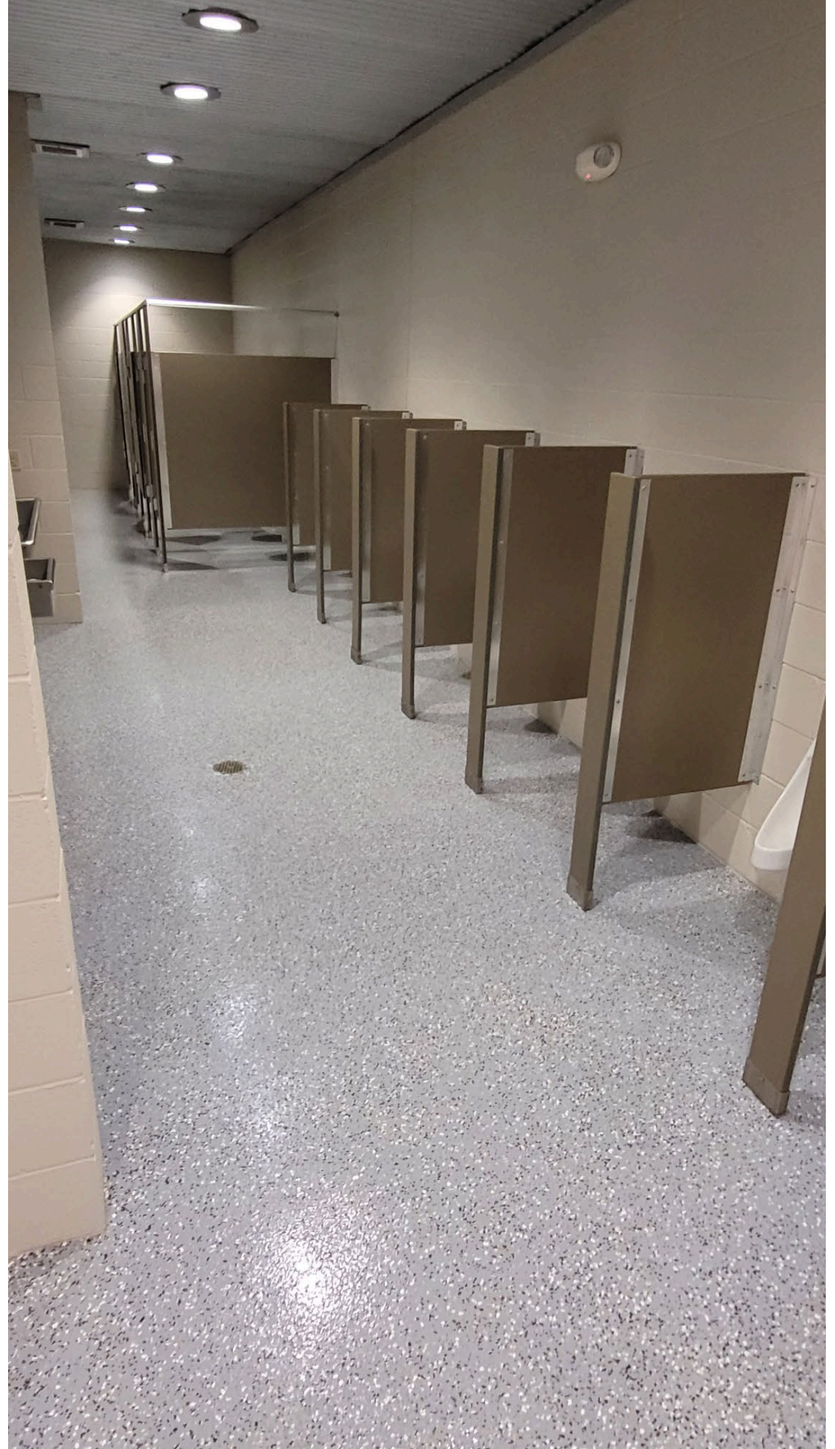












THIS IS THE RIGHT TIME TO ADJUST

Investments to Facility

Enhanced Facility Maintenance and Oversight

More Equitable Access

Increased Capacity and Programming



STAFF RECOMMENDATIONS

City Operations – Neutral Party

- City staff (Athletic Coordinator) manages field utilization
- Competitively bid out field maintenance operations
- Competitively bid out concessionaire operations
- Move to a Recognized Sports Association (RSA) for priority space
- RSA’s coordinate with Athletics Coordinator for field use
- Soccer associations continue to manage their programs



TRANSITION BENEFITS

- Continued investment in the facility to meet resident standards
- Fair and transparent access for all users
- Additional capacity for City-led recreational programs and events
- Streamlined operations through technology
- Eliminated duplication- insurance, schedule, website
- Relationship between City and local leagues remains



BUDGET

Schertz Soccer Complex Operations

Capital Improvements					
MUSCO Lighting		$ 1,800,000.00			
Well Project		$ 161,150.00			
Irrigation Storage & Pump		$ 50,000.00			
2025 Improvements		$ 25,000.00			
TOTAL CAPITAL IMPROVEMENTS		$ 2,036,150.00			
Debt Service Expenses:					
GO Bond SR2011 (Annual 'til 2036)		$ 59,583.32		$ 59,583.32	
GO Bond SR2011 Interest (Annual)		$ 43,081.67		$ 43,081.67	
GO Bond SR2012 (Annual 'til 2032)		$ 142,822.52		$ 142,822.52	
GO Bond SR2012 Interest (Annual)		$ 35,935.93		$ 35,935.93	
TOTAL DEBT SERVICE EXPENSES		$ 281,423.44		$ 281,423.44	

		Current Operations- City Budget	Current Operations- SYSA Budget	Proposed Operations- City Budget	Proposed Operations- SYSA Budget
Revenue					
Non-Resident Fees		$ 13,000.00			
Utility Cost Share (30%)		$ 13,000.00			
Regular Games			$ 76,000.00	$ 76,000.00	
Tournaments			$ 136,500.00	$ 136,500.00	
SYSA Games			$ 27,000.00	$ 52,477.50	
SYSA Practices				$ 40,000.00	
25% of Increased Usage			$ 30,500.00	$ 76,737.00	
Concession Rental Fee			$ 7,200.00	$ 20,000.00	
TOTAL REVENUE		$ 26,000.00	$ 277,200.00	$401,714.50	$0.00
Expenses:					
Utilties-SSC		$ 45,547.85	$ 12,000.00	$ 45,547.85	
Field Maintenance			$ 85,000.00	$ 130,000.00	
Repairs & Maintenance		$ 5,000.00	$ 15,000.00	$ 18,000.00	
Supplies & Materials			$ 60,700.00	$ 36,000.00	
Fees			$ 16,368.00	$ 3,500.00	
Athletics Coordinator- FT				$ 76,000.00	
City Staff Time		$ 16,500.00		$ 20,000.00	
Marking Robot (1 time purchase)				$ 40,000.00	
Expense Total		$ 50,547.85	$ 189,068.00	$ 369,047.85	$ -
SUBTOTAL FOR OPERATING EXPENSES		$ 50,547.85	$ 189,068.00	$ 369,047.85	$ -
PROFIT/LOSS		$ (24,547.85)	$ 88,132.00	$32,666.65	$ -
COST RECOVERY		**51.44%**	**146.61%**	**108.85%**	**#DIV/0!**

STAFF RECOMMENDATIONS

City Operations – Neutral Party

- City staff (Athletic Coordinator) manages field utilization
- Competitively bid out field maintenance operations
- Competitively bid out concessionaire operations
- Move to a Recognized Sports Association (RSA) for priority space
- RSA’s coordinate with Athletics Coordinator for field use
- Soccer associations continue to manage their programs
- Staff proposes a fee structure where everyone pays



FEEDBACK FROM PARKS & RECREATION ADVISORY BOARD

City Operations – Neutral Party vs GRAYSA proposal to operate

- GRAYSA Proposal to Operate
- Concerns about equity and priority use and how GRAYSA would prioritize field use
- Concerns about contracts with GRAYSA Board members/staff spouses
- Concerns about the ability to maintain the facility to the standards the city is expecting
- Acknowledged that GRAYSA knows soccer; city staff knows maintenance, irrigation, turf management
- Board liked the idea of the city Athletic Coordinator being the neutral party and have the RSA's coordinate with Athletics Coordinator for field use
- Soccer associations continue to manage their programs
- Concerns about financial sustainability – GRAYSA wants to phase in paying for utility costs of complex
- Staff proposes a fee structure where everyone pays – we did not get major feedback on this issues and may need to review again. The consensus of the discussion was the city needs to manage operations and field utilization.

RECOMMENDATION FROM PARKS & RECREATION ADVISORY BOARD

MOTION TO DISSOLVE SYSA ALLIANCE AND AGREEMENT

5 AYES 1 NAY

MOTION TO RECOMMEND CITY OPERATIONS OF SOCCER COMPLEX AND HIRE ATHLETIC COORDINATOR PLUS ADDITIONAL STAFF MEMBERS TO SUPPORT THE ROLE

4 AYES 2 NAY

BENCHMARK CITIES

City Operations is the new standard

- Youth Sports has become a business and is becoming more complicated to manage
- Difficult to manage operations in a volunteer capacity (capital project planning, ADA, permits)
- Most agencies have a tiered system with Rec Leagues having priority, and additional tiers for clubs, travel, select, etc. Some have a per player fee but also based on tiers of play and resident/non-resident
- Most agencies have concession contracts with a 15% percentage of sales requirement
- All of the following cities maintain their own facilities, manage field utilization through a priority framework, and have individual field reservation agreements with each association
  - College Station
  - New Braunfels
  - Temple
  - San Antonio
  - Pflugerville

KEY DIFFERENCES IN ASSOCIATIONS

BVYA

- One organization
- Board does not outsource operational functions
- Volunteer led Maintenance, Field Supervision, and Concessions
- Value to the city of $500k in volunteer service
- Fields used primarily by BVYA leagues
- Reinvestments back into the facility
- $100,000 in reserves
- $200,000 in operating funds
- Complex is smaller and more local oriented
- Higher percentage of residents served (46%)
- Multi-sport organization with big picture view
- May not work out in the future

SYSA

- Managed by competing organizations
- Board outsources operational functions
- Contract out Maintenance, Field Supervision, and Concessions
- Some volunteer in-kind labor for board members and coaching
- High usage by external leagues and tournaments
- No reinvestments back into the facility
- $35,000 in operating funds; no reserves
- Complex is larger and more tournament oriented
- Lower percentage of residents served (24%)
- Single sport focus with narrower view

GRAYSA

- One organization with affiliations
- Board outsources operational functions
- Contract out Maintenance, Field Supervision, and Concessions
- Some volunteer in-kind labor for board members and coaching
- High usage by external leagues and tournaments
- Proposed reinvestments back into the facility
- ? Operating funds; $200,000 in reserves
- Complex is larger and more tournament oriented
- Lower percentage of residents served (27%)
- Single sport focus with narrower view

OPTIONS FORWARD

CONTINUE SYSA OPERATIONS

- City staff invests more time to get alliance into compliance
- Restructure agreement and amend by-laws
- Competitively bid out field maintenance operations
- Competitively bid out concessionaire operations

TRANSITION TO CITY OPERATIONS (staff recommendation)

- City staff (Athletic Coordinator) manages field utilization
- Competitively bid out field maintenance operations
- Competitively bid out concessionaire operations

PUBLISH RFP FOR SOCCER ORGANIZATION TO RUN FACILITY

- Competitive Request for Proposal process to operate facility
- Transparency requirements built into RFP
- Requirements for audit

TIMELINE

August

City Council Mtg
Cancel Contract
(min 60 days notice)

2 Tournaments

September

Hire City Athletic Coordinator

Finalize Fee Structure & Field Request Deadlines

City starts accepting tournament agreements for 2026

October

Publish RFP Concessions

Addendum to Mowing Contract

Purchase Field Striping Robot

November

1 Tournament

City Awards Concessionaire Agreement for 2026

City meets w/clubs at end of Fall Rec season

December

2 Tournaments

SYSA and contracts disbanded Dec. 15

Current Contractors move out equipment

January

City Operations Commence

City negotiates Spring field space with clubs

Field rehabilitation

February

2 Tournaments

Spring Season Starts

SCHERTZ
COMMUNITY ★ SERVICE ★ OPPORTUNITY

COMMENTS & QUESTIONS

SCHERTZ
COMMUNITY ★ SERVICE ★ OPPORTUNITY

Agenda No. 13.

CITY COUNCIL MEMORANDUM

City Council Meeting:	**August 19, 2025**
Department:	**Finance**
Subject:	**Ordinance 25-M-034 - Amend the City of Schertz Code of Ordinances and certain other ordinances by amending and establishing fees for certain licenses, permits, and other services (S.Gonzalez/J.Walters)**

BACKGROUND

City Departments collect a wide variety of fees for permits, services, fines and other charges that are all part of everyday operations of municipal government. Since September 2008, the fees have been incorporated into a single fee schedule. Ordinance 08-M-43 established the consolidated fee schedule and allows for the modification of existing fees to be done by resolution while new fees are established or added to the Fee Schedule by ordinance.

The Fee Schedule ordinance provides a single document with all City fees that directly affect the users. The changes to the fees ensure the continued operation of public utilities, provides for essential services to the community and to adequately maintain the investment in existing infrastructure. All changes to the fee schedule will have an effective date of October 1, 2025.

Library

Library will increase the Return Postage Fee for Inter-Library Loan items never picked up by the customer after arrival from $3 to $5. The current rate is $5.11 for returned items and the $3 is not recovering enough to cover the postage.

Magazine

The magazine will add fees to mitigate cancellations and late payments of $25, and early terminations at $50. Any design changes after the previously agreed upon design would result in a $120 per hour fee.

Event Facilities

The fees are proposed to increase for Civic Center base rental fees for all rooms. These changes range from a $25 increase for the Grand Ball Room Half Day Monday-Thursday, to $975 increase on the Friday Rate Full day. Fridays are normally set to weekend level of rates however Schertz is lower and is being utilitized at the same level of the Saturday usage.

There is an increase fee for providing ice services. $5 increase to $20 for one bin and $25 increase to $50 for unlimited. The Beverage Service option also increases $25 to $75 for this change.

The Portable Bar option reduces by $50 to clarify charges for cocktail tables. Now the base fee of $150 does not include any cocktail tables but can be added back in for the $50 fee.

Uplighting fees increase from $15 to $20 per light or $100 to $150 for the 10 light package.

Other small fees were added to include wireless microphone at $50, lapel microphone at $75, podium at $25 and easel at $25. However the fee for the audio package that includes the screen/projector/audio/mics/podium decreases to $150 from $175 and removes the usage time constraint.

The cleaning fee for the Civic Center is proposed to increase from $150 to $300 to reflect the work

required to clean after events.
Staff also proposes to remove the Deposit requirement and replace it with a Reservation Fee. This fee would be non-refundable but still applied to the balance of the event. The main difference is the lower cost of the reservation fee but removes the grace period where a customer can cancel an event and get their full deposit back.For the Grand Ballrooom and Cut-Off Hall the Deposit was $500 and the Reservation Fee will now be $200. For the Conference Hall and the Bluebonnet Hall, the Deposit was $200 and the Reservation fee would be $100.
Security fees are updated in the schedule to reflect costs charged by the off-duty officers. The coordination fee increases from $15 to $25, the regular per officer charge increases from $50 to $60, and their holiday rates increase from $75 to $100 per hour.
These rate changes are to be more comparable to other local comparable centers. City Staff presented the rate fee proposal to the Parks Board at their July 28, 2025 meeting, and it was approved unanimously.

Neighborhood Services
Food establishment fee structure is proposed to be changed from the 5 categories the City has currently to 2. Both sets were based on number of employees but now there would be 1 rate for establishments with 10 and less employees and 1 rate for 11 and more. This model is comparable to what other cities are doing but are still less than what larger cities are charging.

Mobile vendor permits are also proposed to increase from $100 to $250. The state charges $150 and other cities charge $350 so staff was aiming for the middle ground with this update. This fee was last updated in 2022 and the City will still accept permits acquired in other cities for only a $25 registration fee in lieu of getting the $250 permit through Schertz.

City Events
Increase the Umpired League fees for individuals from $25 to $35.

Neighborhood Services
Recent Senate Bill 1008 limited the rate that can be charged for Food Establishment Fees. To comply the City reduces the rate from $800 to $773 for establishments with 11 or more employees.

Emergency Medical Service (EMS)
EMS proposes to increase Response Services by $100 each. These are for transports that require ambulance medical services and not simply transportation to a hospital. This increase is estimated to generate an additional $1 million in revenue for the EMS Fund and is part of the recommendation to bring the fund out of its deficit.

Water & Sewer
Water rates are proposed to increase 2% and Sewer rates by 3% for residential and commercial accounts, following the Year 2 of the 5 year rate plan accepted by the City in 2023. This rate plan was set to fund annual increases in operating costs, pay debt, and to fund known capital improvement projects. The overall impact to a resident using 10,000 gallons of water and 5,000 gallons of sewer would be $2.46 per month.

Public Works
Public Works is adding Bulk Water sales to the fee schedule that was in the water ordinance but not included in the fee schedule as well as increasing the Wholesale Water Distribution Rate by the recommended 2% water increase.

Capital Impact Fees

The changes in the impact fees reflect the latest increase reflected in the adopted Water and Wastewater Master Plan and Impact Fee Study.

GOAL

To conduct a public hearing to update the Adopted Fee Schedule for FY 2025-26.

COMMUNITY BENEFIT

Provide a single place for information on City fees.

SUMMARY OF RECOMMENDED ACTION

Staff recommends council approve the proposed changes to the fees schedule.

FISCAL IMPACT

The overall impact of the Library, Magazine, City Events, and Neighborhood Services will be minimal to the General Fund and mostly offset the specific charges they target.

Changes to the Civic Center Rental Fees is estimated to increase revenues by $52,000.

The EMS Fee changes could add $1 million in additional revenue for the fund which is needed to meet rising costs of providing services.

On average, residential utility customers would see an increase of $2.44 per month, under the recommended second year of the 5-year rate plan and fund the projected operational costs. This would raise an estimated $702,000 in additional water revenue.

The Impact Fee changes are for information purposes only as they are approved and are being added to the fee schedule.

RECOMMENDATION

Adopt Ordinance 25-M-034 and updated fees for FY 2025-26

Attachments

Ordinance 25-M-034 Amending the Fee Schedule

FY 2025-26 Proposed Fee Schedule Redlined

Civic Center Fee Proposal

Civic Center Rate Comparison

Water and Sewer Rate Study2023

ORDINANCE NO. 25-M-034

AN ORDINANCE BY THE CITY COUNCIL OF THE CITY OF SCHERTZ, TEXAS AMENDING THE CITY OF SCHERTZ CODE OF ORDINANCES AND CERTAIN OTHER ORDINANCES BY AMENDING AND ESTABLISHING FEES FOR CERTAIN LICENSES, PERMITS, AND OTHER SERVICES PROVIDED BY THE CITY OF SCHERTZ; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Schertz (the "City") has established by ordinances and resolutions for fees for licenses, permits, and services provided by the City; and

WHEREAS, the City Council has authorized a review and a consolidation of certain fees for licenses, permits, and services provided by the City; and

WHEREAS, the Schedule of Fees attached as Exhibit A reflects revisions to certain fees, a restatement of certain fees not revised, and a consolidation of all such fees; and

WHEREAS, the City Council of the City of Schertz has determined that it is in the best interest of the City to adjust fees for services as more fully set forth in this Ordinance.

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

Section 1**.** All persons, firms, or corporations applying for licenses or permits or receiving other City services described on Exhibit A that require the payment of a fee incident to such application or service shall pay the fees as prescribed in the Fee Schedule attached hereto as Exhibit A and made a part of hereof. It shall be a violation of this Ordinance to conduct any activity or commence any use or receive any service for which payment of a fee described herein is required until such fee has been paid (if required to be paid in advance) or to fail to pay such fee when properly billed.

Section 2. This Ordinance shall be cumulative of all provisions of ordinances and of the Code of Ordinances of the City of Schertz, Texas as to the fees set forth on Exhibit A effect on the effective date of this Ordinance, except where the provisions of this Ordinance are in direct conflict with the provisions of such ordinances and such Code, in which event the conflicting provisions of such ordinances and such Code are hereby repealed.

Section 3. The City Council may, from time to time, by ordinance add to the fees set forth on Exhibit A, and the fees now or hereafter set forth on Exhibit A may be modified from time to time by resolution of the City Council.

Section 4. It is hereby declared to be the intention of the City Council that the phrases, clauses, sentences, paragraphs, and sections of this Ordinance are severable, and if any phrase, clause, sentence, paragraph, or section of this Ordinance shall be declared unconstitutional by the valid judgment or decree of any court of competent jurisdiction, such unconstitutionality shall not affect any of the remaining phrases, clauses, sentences, paragraphs, and sections of this Ordinance, since the same would have been enacted by the City Council without the incorporation in this Ordinance of any such unconstitutional
phrase, clause, sentence, paragraph, or section.

Section 5. Subject to the last sentence of this Section, any person, firm, or corporation who violates, disobeys, omits, neglects, or refuses to comply with or who resists the enforcement of any of provisions of this Ordinance shall be fined not more than Five Hundred Dollars ($500.00) for each offense. Each day that a violation is permitted to exist shall constitute a separate offense. If any other ordinance, including the Code of Ordinances, establishes a different penalty for the failure to pay any fee on Exhibit A, the provisions of such other ordinance or the Code of Ordinances shall control with respect to such penalty.

Section 6. All rights and remedies of the City are expressly saved as to any and all violations of the provisions of the Code of Ordinances in effect on the effective date of this Ordinance and modified by this Ordinance or any other ordinances in effect on the effective date of this Ordinance and modified by this Ordinance and requiring the payment of fees for licenses, permits, and other services provided by the City which have accrued on the effective date of this Ordinance; and any and all accrued violations and all pending litigation, both civil and criminal, whether pending in court or not, under such ordinances, shall not be affected by this Ordinance but may be prosecuted until final disposition by the courts.

Section 7. This Ordinance shall be in full force and effect from and after its final passage and any publication required by law.

PASSED AND APPROVED on the _____ day of _____ 2025.

CITY OF SCHERTZ, TEXAS

_____
Ralph Gutierrez, Mayor

ATTEST:

_____

Sheila Edmondson, City Secretary

EXHIBIT A

SCHEDULE OF FEES

City of Schertz

Schedule of Fees

Effective October 1, 2025

City of Schertz
Schedule of Fees

All Departments		2025-26
Records Requests		
Standard paper copy, per page (front and back is 2 pages)	$	0.10
Nonstandard-size copy:		
Oversize paper copy (11" X 17")	$	0.50
Specialty paper (Mylar, blueprint, blue line, map, photographic)		Actual
Certified Copy- Each Certification	$	5.00
Diskette	$	1.00
Magnetic tape - actual cost		Actual
Data cartridge -actual cost		Actual
Tape cartridge - actual cost		Actual
Rewritable CD (CD-RW)	$	1.00
Non-rewritable CD (CD-R)	$	1.00
Digital video disc (DVD)	$	3.00
JAZ drive - actual cost		Actual
Other electronic media - actual cost		Actual
Miscellaneous supplies - actual cost		Actual
Postage and shipping charge actual cost		Actual
Photographs - actual cost		Actual
Maps - actual cost		Actual
Labor charge:		
For locating, compiling, and reproducing, per hour (if documents are NOT located in the immediate area and over 50 pages)	$	15.00
Overhead charge - % of labor charge		20%
Remote document retrieval charge		Actual
No Sales Tax shall be applied to copies of public information.		
Notary Fees		
Acknowledgement, Certified Copies, Jurat's, Oaths and Affirmation	$	6.00
Protests- Per Document	$	5.00
Convenience Fees		
Credit Card Payment Over Phone	$	1.00
Return Check Fee	$	25.00

City of Schertz
Schedule of Fees

City Secretary	2025-26
Candidate Filing Fee	$ 25.00
Licenses	
Package Store Permit	$ 250.00
Wine and Malt Beverage Retailer's Permit - Bexar County	$ 500.00
Wine and Malt Beverage Retailer's Permit - Bexar County Renewal	$ 375.00
Wine and Malt Beverage Retailer's Permit - All Other Counties	$ 87.50
Wine and Malt Beverage Retailer's Off Premises Permit	$ 30.00
(Malt Beverage) Retail Dealer's On-Premise License - Bexar County	$ 500.00
(Malt Beverage) Retail Dealer's On-Premise License - Bexar County Renewal	$ 375.00
(Malt Beverage) Retail Dealer's On-Premise License - All Other Counties	$ 75.00
Wine-Only Package Store Permit	$ 37.50
Mixed Beverage Permit	$ 375.00
Wholesaler's Permit	$ 937.50
Branch's Distributor's License	$ 37.50
(Malt Beverage) Retail Dealer's Off-Premise License	$ 30.00
Local Distributor's Permit	$ 50.00
Winery Permit	$ 37.50

City of Schertz
Schedule of Fees

Library	2025-26
Non-Resident user fee- Library Card	$15.00
Meeting Room Fee- Non-Schertz residents, 4 hours	$50.00
Meeting Room Fee- After hour fee, per hour	$25.00
Meeting Room Cleaning Fee (Spot Cleaning)	$50.00
Meeting Room Cleaning Fee (Whole Room)	Actual
Additional Fee for After Hours Cleaning, per hour	$25.00
Inter-Library Loans Materials (ILL Materials)	
Lost or damaged ILL items - Cost of item as billed by the lending library	Actual
(may include additional fines or fees assessed by the lending library)	
Inter-Library Loan items per day (3 day grace period)	$ -
Max overdue amount per ILL item	$ -
Return Postage Fee--for ILL items never picked up by customer after arrival	$ 5.00
Overdue Fines (3 day grace period)	
All Items per day (except ILL items)	$ -
Max amount that can be charged	$ -
Replacement Library Card	$ 1.00
Copier, per standard page	
(2-sided copies are the same as 2 pages; oversized copies are the same as 2 pages)	
Black and White	$ 0.15
Color	$ 0.50
Printing, per standard page	
(2-sided copies are the same as 2 pages; oversized copies are the same as 2 pages)	
Black and White	$ 0.15
Color	$ 0.50
Outgoing Fax, 1st page	$ 1.00
Per each succeeding page	$ 0.25
Lost & Damaged Materials - Cost of item	
plus a processing fee	$ 5.00
Damaged DVD Case	$ 1.00
Damaged or Missing Barcode	$ 1.00
Damaged or Missing RFID Tag	$ 1.00
Damaged or Missing DVD/Video Cover	$ 3.00
(if replaceable) plus processing fee	
Game & Experience Kit totes and parts (if replaceable)	Actual
Toddler Tote Bag	$ 2.50
Juvenile Audiobook Bag	$ -
Materials Recovery Fee	$ 10.00
(per account sent to collections)	

City of Schertz
Schedule of Fees

Note: If an item is lost and paid for, any overdue fines assessed against the item are waived. If part of an item is lost and not replaceable, the item as a whole is considered lost and the full cost of the item is charged to the patron. Again, any overdue fines assessed against the item are waived if the item is paid for. Refunds for items that were paid for and subsequently found and returned to the library are available for up to 60 days after payment and require the original receipt. Processing fees are non-refundable. No refunds will be given after 60 days.

City of Schertz
Schedule of Fees

Schertz Magazine	2025-26
Display Ads:	
Eighth Page for 6 mo., per month	$ 325.00
Eighth Page for 12 mo., per month	$ 300.00
Quarter Page for 6 mo., per month	$ 600.00
Quarter Page for 12 mo., per month	$ 450.00
Half Page for 6 mo., per month	$1,100.00
Half Page for 12 mo., per month	$ 775.00
Full Page for 6 mo., per month	$1,650.00
Full Page for 12 mo., per month	$1,325.00
Special placement fee	$ 100.00
Artwork ownership fee	$ 95.00
Late payment fee	$ 25.00
Ad cancellation fee	$ 25.00
Contract termination fee	$ 50.00
Design Change Overage Fee, per hour	$ 120.00
Premium Placement:	
Back Cover for 6 mo., per month	$2,000.00
Back Cover for 12 mo., per month	$1,650.00

Churches, governmental entities, 501 (c) 3 and civic groups who provide a service to the residents of Schertz will receive a 25% discount on the above facility rental rates.

City of Schertz
Schedule of Fees

Event Facilities	2025-26
Vendor/Ancillary Fees	
Late Fee	$ 200.00
Ice, one bin (80lbs)	$ 20.00
Ice, unlimited	$ 50.00
Beverage Service (for 50 people)	$ 75.00
Beverage Linen per table	$ 6.00
Portable Bar	$ 150.00
Cocktail Tables (up to 5)	$ 50.00
Uplighting, per light	$ 20.00
Uplighting package, 10 lights	$ 150.00
Pipe for Back Drop	$ 25.00
Drape per linear ft.	$ 2.00
Cleaning Fee, kitchen	$ 150.00
Beverage Tub	$ 75.00
Private Suite	$ 150.00
Wireless Microphone	$50.00
Lapel Microphone	$75.00
Podium	$25.00
Easel - Decorative Iron	$25.00
Discount/Special Rates	
Non-Profits 25% discount - rent only	15%
Schertz Residents Renter only- 20% with proof of residency	20%
Military - 15% with ID	15%
All comp'd requests will require approval from City Manager	
H.O.A. Meeting Fee	$ 100.00
Funeral Reception Only in Bluebonnet Hall/Community Centers 3 hr maximum	$ 100.00
Gym Use Fee (Community Center/per hour)	$ 25.00
Facility Security	
Security Coordination Fee	$ 25.00
Regular- per officer, per hour (4 hour minimum)	$ 60.00
Holiday- per officer, per hour (4 hour minimum)	$ 100.00
Ancillary - Civic Center	
Small Stage (12'x16')	$ 200.00
Audio/Visual Services (upgraded)	$ 150.00
Audio/Visual Panel Access (for 2 screens/projectors)	$ 100.00
Cleaning Fee	$ 300.00
Civic Center - Grand Ballroom- (7,198 sq. ft)	
Regular Rentals (room only)	
Sunday, Full day	$ 1,050.00
Sunday, Half day	$ 600.00
Monday - Thursday, Full day	$ 750.00
Monday - Thursday, Half day	$ 400.00
Friday, Full Day	$ 1,900.00
Friday, Half Day	$ 1,200.00
Saturday, Full day (half day not available)	$ 2,200.00
Reservation Fee	$ 200.00
~~Early Open Fee (one hour only)~~ Additional Hours, per hour	$ 150.00

City of Schertz
Schedule of Fees

Event Facilities	2025-26
Banquet Package - includes hall and kitchen rental, easel, tables/chairs, dance floor, AV panel access, ice, private suite, portable bar, cocktail tables, uplighting package, beverage tub:	
Friday Full Day (half day not available)	$ 2,700.00
Saturday, Full day (half day not available)	$ 3,000.00
Sunday Full Day (half day not available)	$ 1,850.00
Civic Center Cut-Off Hall (Larger portion of Ballroom - (4,172 sq ft)	
Regular Rentals	
Sunday, Full day	$ 825.00
Monday - Thursday, Full day	$ 575.00
Monday - Thursday, Half day	$ 275.00
Friday, Full Day (half day not available)	$ 1,575.00
Saturday, Full day (half day not available)	$ 1,775.00
Reservation Fee	$ 200.00
Banquet Package - includes hall and kitchen rental, easel, tables/chairs, dance floor, AV panel access, ice, private suite, portable bar, cocktail tables, uplighting package, beverage tub:	
Friday/Sunday, Full day (half day not available)	$ 2,375.00
Saturday, Full day (half day not available)	$ 2,575.00
Civic Center Conference Hall (Smaller portion of Ballroom - (3,026 sq ft)	
Regular Rentals	
Friday/Sunday, Full day	$ 550.00
Monday - Thursday, Full day	$ 325.00
Monday - Thursday, Half day	$ 175.00
Reservation Fee, applied to event	$ 100.00
Civic Center - Bluebonnet Hall- (2,500 sq ft)	
Regular Rentals	
Friday/Sunday, Full day	$ 600.00
Friday/Sunday, Half day	$ 375.00
Monday - Thursday, Full day	$ 525.00
Monday - Thursday, Half day	$ 275.00
Saturday, Full day (half day not available)	$ 850.00
~~Early Open Fee (one hour only)~~ Additional Hours, per hour	$ 75.00
Reservation Fee	$ 100.00
Cleaning Fee	$ 150.00
Banquet Package - includes hall rental, kitchen, tables/chairs, AV panel access, ice, uplights, portable bar:	
Friday/Sunday, Full day	$ 1,050.00
Saturday, Full day (half day not available)	$ 1,400.00
Community Center North- 3501 Morning Dr- (2,006 sq ft)	
Sunday - Thursday per hour, 2 hour minimum	$ 25.00
Friday - Saturday per hour, 4 hour minimum	$ 50.00
Daily Maximum (up to 12 hours)	$ 375.00
Damage/Cancellation Deposit	$ 200.00
Community Center Central (2,940 sq ft)	
Sunday - Thursday per hour, 2 hour minimum	$ 50.00

City of Schertz
Schedule of Fees

Event Facilities		2025-26
Friday - Saturday per hour, 4 hour minimum	$	75.00
Daily Maximum (up to 12 hours)	$	475.00
Projector and Screen	$	75.00
Microphone and Speaker	$	75.00
Damage/Cancellation Deposit	$	200.00

City of Schertz
Schedule of Fees

Event Fee		2025-26
Daddy Daughter/Mother Son Dances		
Adult	$	18.00
Child (17 and under)	$	12.00
Kick Cancer 1k/5k		
1K Kids Run	$	20.00
5K Timed Run/Walk	$	35.00
5K Non-Timed Run/Walk		
Signs of Love	$	20.00
Jubilee		
Food Vendor	$	300.00
Carnival	$	6,000.00
Craft Vendor	$	50.00
Business Parade Entry	$	50.00
T-Shirt Decorating Contest		
Umpired Leagues (Softball)		
Individual	$	35.00
Late Fee Per Individual	$	10.00
Umpired Leagues (Kickball)		
Individual	$	25.00
Late Fee Per Individual	$	10.00
Non-Umpired Leagues (Pickleball, Cornhole)		
Individual	$	20.00
Late Fee Per Individual	$	10.00
Schertz Hometown Harvest		
Farmers/Ranchers/Produce Booth Fee	$	-
Booth Fee	$	35.00
Power Wheels Derby		
Per Entry	$	15.00
Holidazzle		
Food Vendor	$	50.00
Craft Vendor	$	50.00
Breakfast with Santa	$	10.00

City of Schertz
Schedule of Fees

Event Fee	2025-26
Murder Mystery Party Per Individual	$40.00
5 Day, 2 Hour Camps Per Individual	$ 60.00
5 Day, 3 Hour Camps Per couple	$ 70.00
Parent & Me Programs Per Couple	$ 10.00
Archery Month Series (Seniors/After School) Per Individual	$ 20.00
Archery 101 (1 Day) Per Individual	$ 20.00

City of Schertz
Schedule of Fees

Planning and Zoning	2025-26
Plat recording service:	
Fees assessed are due prior to recording:	
Plat recording fee is equal to the fee charged by the County Clerks Office	
Annexation Petition by Property Owner - Plus all related fees	$ 750.00
Zone Change	
Zone change for 0 to 2 acres	$ 650.00
Zone change for 2+ to 5 acres	$1,000.00
Zone change for 5+ to 20 acres	$2,000.00
Zone change for 20+ to 50 acres	$3,500.00
Zone change for 50+ to 100 acres	$4,000.00
Zone change for 100+ acres	$6,000.00
Specific Use Permit (SUP) - plus other applicable items (i.e. Site Plan)	
Specific Use Permit (SUP) for 0 to 2 acres	$ 650.00
Specific Use Permit (SUP) for 2+ to 5 acres	$ 1,000.00
Specific Use Permit (SUP) for 5+ to 20 acres	$ 2,000.00
Specific Use Permit (SUP) for 20+ to 50 acres	$ 3,500.00
Specific Use Permit (SUP) for 50+ to 100 acres	$ 4,000.00
Specific Use Permit (SUP) for 100+ acres	$ 6,000.00
Building addition of a current/legal SUP	$ 500.00
Master Development Plan	
All phased developments and PDD's	$ 1,500.00
Master Development Plan Amendment (minor revision)	$ 500.00
Preliminary Plat	
0 to 50 acres	$ 2,000.00
greater than 50 acres	$ 3,000.00
Final Record Plat or Re-plat	
0 to 50 acres	$ 1,500.00
greater than 50 acres	$ 2,000.00
Revised Final Plat (minor)	$ 500.00
Amended Plat	$ 1,500.00
Minor Plat	$ 1,500.00
Vacate Plat	$ 1,500.00
Plat Time Extension - plus all related fees	$ 250.00
Street and Subdivision Name Changes	$ 1,500.00

City of Schertz
Schedule of Fees

Planning and Zoning	2025-26
Site Plan	$ 1,500.00
Amended Site Plan (minor)	$ 500.00
Park Fees - Residential	
Land Dedication: one (1) acre per 100 dwelling unit	
Fee in Lieu of Land Dedication: per dwelling unit	$ 350.00
Park Development Fee: Per Dwelling unit	$ 650.00
Park Fees - Multi-Family	
Land Dedication: one (1) acre per 100 dwelling unit	
Fee in Lieu of Land Dedication; per dwelling unit:	$ 350.00
Park Development Fee: Per Dwelling unit	$ 650.00
Miscellaneous	
Tree Mitigation, inch of DBH - Plus all related fees	$ 100.00
Legal Review (i.e. Improvement Agreements)	Actual
Zoning Verification Letter - Single tract of land per Tract	$ 150.00
Certificate of Determination - Single Tract of Land per Tract	$ 150.00
Postponement of any Public Hearing by the Applicant	$ 350.00
Appeals and requests for amendments Considered by City Council, the Planning & Zoning Commission, the Building and Standards Commission, or the Board of Adjustment as allowed by the Unified Development Code, to include requested amendments to the Comprehensive Land Use Plan	$ 500.00
Floodplain Development Review Fee	$ 150.00
Variance and/or Waivers	
Unified Development Code, ea.	$ 500.00
Building Code, ea.	$ 500.00
Driveway width waiver requests will not be assessed with the waiver fee	
Copies, Plans, and Maps:	
Unified Development Code	$ 50.00
Public Works Specification Manual	$ 50.00
Staff Review - Application completeness review, internal SDR (staff) review & meeting with applicant to review application package. Fee included in all applications.	

City of Schertz
Schedule of Fees

Parks and Recreation	2025-26
Small Pavilion (Resident)	
Weekday Full Day (Mon-Thur)	$ 42.50
Weekend Half Day (Fri-Sun)	$ 55.00
Weekend Full Day (Fri-Sun)	$ 85.00
Small Pavilion (Non-Resident)	
Weekday Full Day (Mon-Thur)	$ 67.50
Weekend Half Day (Fri-Sun)	$ 90.00
Weekend Full Day (Fri-Sun)	$ 135.00
Large Pavilion (Resident)	
Weekday with facilities (Mon-Thur)	$ 125.00
Weekend with facilities (Fri-Sun)	$ 250.00
Large Pavilion (Non-Resident)	
Weekday with facilities (Mon-Thur)	$ 175.00
Weekend with facilities (Fri-Sun)	$ 350.00
Group Picnic Areas (Resident)	
Weekday Full Day (Mon-Thur)	$ 15.00
Weekend Half Day (Fri-Sun)	$ 20.00
Weekend Full Day (Fri-Sun)	$ 30.00
Group Picnic Areas (Non-Resident)	
Weekday Full Day (Mon-Thur)	$ 22.50
Weekend Half Day (Fri-Sun)	$ 35.00
Weekend Full Day (Fri-Sun)	$ 45.00
Spike ball	
Spike ball nets with balls	$ 15.00
Basketball	
Set of Half Dozen Basketballs	$ 15.00
Pickleball	
Pickleball Net (Paddles and Balls are Included)	$ 40.00
Veteran's Memorial Plaza Pavers	
Per Paver	$ 75.00
Senior Center Membership	
Per Person	$ 36.00
Per Couple	$ 65.00
Pools	
Daily Rates	
Per swimmer per entry	$ 2.00

City of Schertz
Schedule of Fees

Parks and Recreation	2025-26
Daily pass	$ 3.00
Admission is free for children under the age of 2 years.	
Float & Fireworks	$ 3.00
Paws in the Pool	$ 3.00
Watermelon Day	$ 3.00
Season Rates-Maximum per season pass is six (6) members	
Schertz Residents	
Individual rate	$ 40.00
2 member rate	$ 50.00
3 member rate	$ 60.00
4 member rate	$ 70.00
5 member rate	$ 80.00
6 member rate	$ 90.00
Non-Schertz Residents	
Individual rate	$ 70.00
2 member rate	$ 80.00
3 member rate	$ 90.00
4 member rate	$ 100.00
5 member rate	$ 110.00
6 member rate	$ 120.00
Regular Preschool/Child Care Center	
Teacher/Child Care Attendant and 5 students per pass.	
In City	$ 80.00
Out of City	$ 120.00

City of Schertz
Schedule of Fees

Parks and Recreation	2025-26

****THESE RATES NOW SET BY CONTRACTOR****

Swimming lessons rate	
Schertz Residents - per child	**
Non- Residents - per child	**
Pool Reservations	
Schertz Residents	
1 to 50 People	**
51 to 100 People	**
101 to 150 People	**
151 to 200 People	**
201 to 250 People	**
251 to 293 People	**
Non-Residents	
1 to 50 People	**
51 to 100 People	**
101 to 150 People	**
151 to 200 People	**
201 to 250 People	**
251 to 293 People	**
Northcliffe Pool	
Schertz Residents	
1 to 50 People (2 hours maximum)	**
50 to 100 People (2 hours maximum)	**
Non-Residents	
1 to 50 People (2 hours maximum)	**
50 to 100 People (2 hours maximum)	**

****THESE RATES NOW SET BY CONTRACTOR****

City of Schertz
Schedule of Fees

Animal Services	2025-26
Animal Adoption	
Dog	$ 60.00
Cat	$ 35.00
Adoption pricing may be discounted for adoption events or during special promotions	
Permits - A permit shall be issue after payment of application fee:	
Kennel authorized to house 10 or less dogs or cats	$ 75.00
Kennel authorized to house more than 10 but less than 50	$ 150.00
Kennel authorized to house 50 or more	$ 200.00
Pet Shop	$ 100.00
Grooming Shop	$ 30.00
Commercial Riding Stable 10 or less	$ 75.00
Commercial Riding Stable 11-50	$ 150.00
Commercial Riding Stable 51 or more	$ 200.00
Annual Crescent Bend Riding Permit, per horse	$ 100.00
Auction	$ 100.00
Zoological Park	$ 200.00
Animal Exhibition/Circus/Petting Zoo	$ 100.00
Guard Dog Training Center	$ 200.00
Obedience Training Center	$ 50.00
Commercial Establishment Using a Guard Dog	$ 75.00
Commercial Annual Sellers Permit	$ 150.00
Dangerous Dog Permit	$ 200.00
Temporary Permit* - not to exceed 7 days	$ 15.00
*Good for Crescent Bend Riding (per horse), Animal Exhibition/Circus/Petting Zoo, and Auction Permits	
Temporary Animal Sales Permit (Pet Expos), not to exceed 3 days	$ 30.00
Impoundment Fee: An impoundment fee must be paid for each captured animal	
Dog/Cat Impoundment	
Within a 1 year period	
1st Offense	
Neutered	$ 30.00
Un-neutered	$ 45.00
2nd Offense	
Neutered	$ 50.00
Un-neutered	$ 70.00
3rd Offense	
Neutered	$ 100.00
Un-neutered	$ 120.00
4th Offense	
Neutered	$ 150.00
Un-neutered	$ 170.00
Each Additional Offense	
Base- Neutered	$ 150.00
Base- Un-neutered	$ 170.00
Per Additional Offense	$ 50.00
Fowl or other small animal	$ 30.00
Livestock	$ 75.00
Zoological/Circus animal	$ 200.00

City of Schertz
Schedule of Fees

Animal Services	2025-26
Boarding Fee: A boarding fee must be paid for each animal	
Dog/Cat, per day	$ 15.00
Fowl or other small animal, per day	$ 10.00
Reptile, per day	$ 30.00
Livestock, per day	$ 50.00
Zoological/Circus animal, per day	$ 200.00
Surrender Fee: Charge per animal with proof of Schertz residency	
Fowl/Reptile/Small Animal	$ 10.00
Dog/Cat neutered/spayed /current rabies cert./heartworm negative	$ 35.00
Dog/Cat all other surrenders	$ 65.00
Small Livestock	$ 50.00
Large Livestock	$ 100.00
Zoological or Circus	$ 200.00
Litter Fee (3 or more animals under 2 months old)	$ 75.00
Quarantine Fee:	
Dog/Cat	$ 50.00
Plus Daily Charge per animal for boarding	$ 15.00
Micro Chipping	$ 15.00
Trap Rental Fee:	
Trap Deposit, refundable when trap is returned	$ 75.00
Trap Rental Fee, per day	$ 5.00

City of Schertz
Schedule of Fees

Neighborhood Service	2025-26
Health and Sanitation Division	
Food Establishment Fees (annual):	
Non-Profit Organizations (regardless of number of employees)	$ 100.00
1 - 10 Employees	$ 300.00
11 or more Employees	$ 773.00
Temporary Food and/or Beverage Establishment	$ 50.00
Temporary Food and/or Beverage Establishment - Multiple Events (annual)	$ 200.00
Re-inspection fees	$ 75.00
Mobile Vendors, registration	$ 250.00
Mobile Vendors, registration (existing permit from another government agency)	$ 25.00
Mobile Vendors registration and fees will expire July 1, 2026 at which time the State of Texas will start licensing mobile vendors in accordance with HB 2844.	
Sanitation Inspection Fees (annual)	
Public School Inspections - 2 Inspections per year	$ 250.00
Private School Permit/Renewal/Change of Ownership	$ 250.00
Daycare Inspections	$ 125.00
Public and HOA Swimming Pool License	$ 110.00
Foster Care	$ 50.00
Nuisance Abatement Administrative Fee	
First abatement	$ 100.00
Second abatement	$ 200.00
Third and subsequent abatements	$ 500.00

City of Schertz
Schedule of Fees

Police Department	2025-26
Alarm Permit Fees	
Residential - Annually	$ 10.00
Tier 1 Commercial	$ 25.00
Tier 2 Commercial site alarm system required under local, state or national code	$ 50.00
Alarm Service Fees: Other than Burglar Alarms	
4TH False Alarm within 12 Mo. Period	$ 100.00
5TH False Alarm within 12 Mo. Period	$ 150.00
6TH False Alarm within 12 Mo. Period	$ 200.00
7TH False Alarm within 12 Mo. Period	$ 250.00
8TH False Alarm within 12 Mo. Period	$ 500.00
Others After 8TH within 12 Mo. Period	$ 500.00
Burglar Alarm Service Fees:	
4TH False Alarm within 12 Mo. Period	$ 50.00
5TH False Alarm within 12 Mo. Period	$ 50.00
6TH False Alarm within 12 Mo. Period	$ 75.00
7TH False Alarm within 12 Mo. Period	$ 75.00
8TH False Alarm within 12 Mo. Period	$ 100.00
Others After 8TH within 12 Mo. Period	$ 100.00
Miscellaneous Fees	
Accident Reports, each	$ 6.00
Fingerprints, per set	$ 10.00
Solicitor/Peddler Permit	$ 50.00
Background Check Fee	$ 10.00
BODY CAM VIDEO ($1.00 per minute +$10.00)	$ 10.00

City of Schertz
Schedule of Fees

Fire Department and Haz-Mat Fees	2025-26
Licenses & Permits	
Certificate of Occupancy - Inspections (CO)	$ 50.00
License Inspections	N/A
Adult Daycare	$ 200.00
Licensed Nursing Care Center	$ 200.00
Licensed Hospital Inspection	$ 250.00
Licensed Institutional Inspection	$ 250.00
Licensed In-Home Facilities	$ 50.00
Emergency Responder Radio Coverage System	$ 500.00
High Piled/Rack Storage System	$ 400.00
Above Ground Storage Tanks (all sizes) - commercial	$ 250.00
Above Ground Storage Tanks (all sizes) - residential	$ 150.00
Below Ground Storage Tanks (per tank) - commercial	$ 250.00
Below Ground Storage Tanks (per tank) - residential	$ 150.00
Access Control Systems (per system)	$ 150.00
Limited Access Security Gates and Perimeter Fencing (per system)	$ 185.00
Solar	$ 250.00
Open or Control Burn - Commercial	$ 150.00
Open or Control Burn - Non-commercial	$ 25.00
Fireworks display permit	$ 450.00
Tents and Membranes (per event)	$ 75.00
Tents and Membranes (annually)	$ 400.00
Cutting and Welding	$ 50.00
Explosives	$ 50.00
Flammable Storage	$ 50.00
Carnivals and Fairs	$ 50.00
Food Booth (per booth, per event)	$ 25.00
Mobile Food Establistments (annual)	$ 25.00
Battery Systems	$ 50.00
Combustible Dust Product Options	$ 50.00
Cryogenic Fluids	$ 50.00
Haz-mat	$ 50.00
Lumberyards	$ 50.00
Spraying and Dipping	$ 50.00
Storage of Tires	$ 50.00
Short Term Rental Annual Inspection	$ 125.00
Fire Suppression System Permits	
Fire Sprinkler System (1-10 heads)	$ 200.00
Fire Sprinkler System (11-200 heads)	$ 250.00
Additional heads (beyond 200)	$ 1.00
Sprinkler System Modification (no heads involved)	$ 150.00
False Alarm, per occurance (after 2 in an annual period)	$ 50.00
Fire Alarms Installation (1-20 Devices)	$ 200.00
Fire Alarms Installation (21-200 Devices)	$ 250.00
Additional installation charge, per initiating or notification device (beyond 200)	$ 1.00
Fire Alarm Remodel (Less than 10 Devices)	$ 75.00
Fire Alarm Remodel (11-25 Devices)	$ 150.00
Fire Alarm Remodel (26-100 Devices)	$ 225.00
Fire Alarm Remodel (101-200 Devices)	$ 300.00
Fire Alarm Remodel (201+ Devices)	$ 375.00
Fire Alarm Panel Replacement (1-9 effected Devices)	$ 100.00
Fire Alarm panel Replacement (10+ effected Devices)	$ 200.00
Kitchen Hood Suppression System	$ 400.00

City of Schertz
Schedule of Fees

Fire Department and Haz-Mat Fees	2025-26
Underground Fire Line (per line)	$ 250.00
Fixed Pipe Systems (per system)	$ 150.00
Gaseous Suppression Systems (per system)	$ 300.00
Standpipe	$ 200.00
Additional Standpipes (beyond 1)	$ 150.00
Spray Paint Booth (per booth)	$ 300.00
Other Fire Systems	$ 100.00
Inspection & Plan Review	
Inspection Fees	
Re-Inspection, after the 1st	$ 150.00
After hours fee, per hour per inspector	$ 75.00
(beyond the hours of 8:00 a.m. to 5:00 p.m.)	
Plan Review Fees, per hour, minimum 2 hours	$ 100.00
Plan Review Rush, Outsource - Sent out by Fire Marshal	Cost
SFR After Hours Plan Review Rush (per hour, 2 hour minimum)	$ 200.00
Smoke Control System Plan (per system)	$ 400.00
Hazardous materials operations service fees.	
The current replacement cost shall be charged for the use of consumable haz-mat supplies and firefighting agents	ACTUAL
If any protective equipment or firefighting equipment is damaged or contaminated, the current replacement cost shall be charged.	ACTUAL
Fire Watch	$ 75.00
Fire Watch with Pumper Apparatus (per hour) - MInimum 2 hours	$ 150.00

City of Schertz
Schedule of Fees

EMS	2025-26
Response Services	
Aid Call	$ 250.00
Air Medical Assist Call	$ 800.00
Basic Life Support Non- Emergency	$ 1,340.00
Basic Life Support Emergency	$ 1,460.00
Advanced Life Support Non Emergency	$ 1,480.00
Advanced Life Support Emergency No Specialty Care	$ 1,690.00
Advanced Life Support Emergency W \ Specialty Care	$ 1,850.00
Mileage, per mile	$ 25.00
Other Services	
Ambulance Standby, per hour	$ 150.00
Gator Standby, per hour	$ 100.00
AED Supplies	Actual
CPR Class and Supplies	Actual
System Continuing Education	Actual
Vaccinations	Actual
EMT Class	$ 1,300.00
Passport to Care - Single (insured)	$ 50.00
Passport to Care - Family (insured)	$ 60.00
Passport to Care - Single (Not insured)	$ 65.00
Passport to Care - Family (Not insured)	$ 75.00

City of Schertz
Schedule of Fees

Inspections		2025-26
Residential Building Permit Fees		
Minimum permit fee		$ 50.00
New Single Family Residential (one & two family dwellings)	per square foot	$ 0.50
New Assessory structures	per square foot	$ 0.50
Flatwork/Deck		$ 100.00
Patio/Patio Cover		$ 225.00
Roof Replacement		$ 200.00
Window Replacement		$ 150.00
Foundation Repair		$ 225.00
No plan check fee applies to residential flatwork/deck permits		
A building permit is required for swimming pools greater than 24 inches (24") in depth.		
Swimming Pools - In ground		$ 500.00
Swimming Pools - Above Ground (where a permit is required)		$ 25.00
No permit required for prefabricated pools less than 24"		
A residential plan review fee of 50% of the building permit fee is assessed to all permits for the review of construction documents and plans associated with a permit.		50%
See trade permit and technology fees associated with residential permits below.		
Commercial Building Permit Fees		
Building Permit Fees		
New Construction - Commercial (see Cost table below)		Cost
Plan review fees for projects with a cost of $5,000 or greater, are assessed review fees based on a percentage (%) of Permit Fee		50%
Permit Fees:		
Cost of Construction (Cost)		
$0.00 to $1,000.00		$ 50.00
$1,001.00 to $15,000.00, for each additional $1,000 and fraction thereof		$ 8.00
$15,001.00 to $50,000.00, for each additional $1,000 and fraction thereof		$ 7.00
$50,001 and up, for each additional $1,000 and fraction thereof		$ 6.00
Following Use The Cost of Construction (Cost) Table above:		
Non - residential Flatwork/Deck		Cost
Non - residential Accessory Buildings		Cost
Non - residential Patio/Patio Cover		Cost
Non - residential Roof Replacement		Cost
Non - residential Window Replacement		Cost
Non - residential Swimming Pools in Ground		Cost
Non - residential Foundation Repair		Cost
Sign		Cost

City of Schertz
Schedule of Fees

Inspections	2025-26
All other permit fees (Residential & Commercial):	
Fence (New and Replacement)	$ 50.00
Siding/Fascia	$ 75.00
Temporary Building or Structure	$ 50.00
Moving Permit Fee	$ 100.00
Demolition Permit Fee	$ 60.00
Mobile Home Permit Fee (plus sub-trades as necessary)	$ 25.00
Certificate of Occupancy	$ 50.00
Pre Certificate of Occupancy Inspection	$ 200.00
Failure to Obtain Certificate of Occupancy	$ 200.00
Compliance Inspection, each trade	$ 50.00
Temporary Sign	$ 30.00
Development Sign	$ 100.00
Banner	$ 25.00
Street Span Banner	$ 25.00
Home Occupation Permit (annually)	$ 35.00
Construction beginning without permit, pay additional:	$ 200.00
Failure to Request Inspection, per trade	$ 100.00
Failure to Obtain Contractors License/Provide Insurance	$ 100.00
Electrical Permit Fees	
Electrical Repair/Replacement	$ 60.00
New Construction per building/unit	$ 100.00
Solar	$ 100.00
Mechanical Permit Fees	
Mechanical Repair/Replacement	$ 60.00
New Construction per building/unit	$ 100.00
Plumbing Permit Fees	
Plumbing Repair/Replacement	$ 60.00
New Construction per building/unit	$ 100.00
Irrigation Permit Fees	
Permit Fee	$ 60.00
plus per sprinkler head	$ 1.00
plus per backflow or RPZ	$ 3.00
subsequent to the installation of the piping or equipment served, each	
Re-Inspection Fees	
Each re-inspection, per trade	$ 75.00
Re-inspections after first, per trade	$ 150.00
Re-inspections after second and all subsequent, per trade	$ 500.00
No permit fees will be charged for sites located on Main St. (All departments)	
No permit fees will be charged to the Schertz Housing Authority (All departments)	
Technology Fees	
Commercial Construction (new, additions, remodels)	$ 25.00
New Residential Construction	$ 25.00
All other permits	$ 10.00

City of Schertz
Schedule of Fees

Inspections	2025-26
Licenses/Registrations:	
General Contractor (Initial and Renewal)	N/C
Master Electrician (Initial) State of Texas Issued	N/C
Apprentice/Wireman Electrician (Annually) State of Texas Issued	N/C
Electrical Contractor (Annually) State of Texas Issued	N/C
Mechanical Contractor (Annually) State of Texas Issued	N/C
Plumbing Contractor (Annually)* State of Texas Issued	N/C
Irrigation (Annually) State of Texas Issued	N/C
Backflow Tester - State of Texas Issued	N/C
Sign Contractor (Initial)	N/C
Sign Contractor (Renewal)	N/C
Electrical Sign Contractor (Initial) State of Texas Issued	N/C
Electric Sign Journeyman Electrician (Annually) State of Texas Issued	N/C
Electric Sign Apprentice/Wireman Electrician (Annually) State of Texas Issued	N/C
Utility Contractor (Annually)	N/C
Mobile Home Park (Annually)	N/C

*N/C - No Charge for license

City of Schertz
Schedule of Fees

Engineering	2025-26
Grading and Clearing Permit - Acreage	
For non-agricultural purposes	
Below 5 acres	$ 100.00
5 to 20 acres	$ 250.00
Per acre over 20, plus base charge for 20 acres	$ 3.00
Over 100 acres	$ 490.00
Grading and Clearing Permit Fees are waived for applicants representing Home Owner's Associations proposing maintenance activities in drainage easements.	
Public Improvement Permit Fees	
Construction Plan Review	
Base Fee	$ 1,065.00
Water, per 100 linear foot of main	$ 8.52
Wastewater, per 100 linear foot of main	$ 12.78
Street and Drainage, per 100 linear foot of street	$ 8.52
Drainage, per 100 linear feet of street + 100 linear feet of off-street facility	$ 12.78
Wastewater Lift Station	$ 2,130.00
OR	
Actual Cost of third party plan review	Actual
Construction Inspection	
Base Fee	$ 3,386.40
Water, per 100 linear foot of main	$ 67.73
Wastewater, per 100 linear foot of main	$ 84.66
Street and Drainage, per 100 linear foot of street	$ 67.73
Drainage, per 100 linear feet of street + 100 linear feet of off-street facility	$ 84.66
Wastewater Lift Station	$ 5,079.60
OR	
Actual Cost of third party inspection	Actual

City of Schertz
Schedule of Fees

Drainage Fees	2025-26
Charge Per Residence	$ 5.20
Commercial, per LUE	$ 5.20
Floodplain Permit, New Residential Structure	$ 50.00
Floodplain Permit, New Commercial Structure	$ 150.00

City of Schertz
Schedule of Fees

Garbage Collection Fees	2025-26
Residential	$ 19.20
Once a week pick up Garbage	
Every other week pick up Recycling	
Every other week pick up bulk items and brush	
Hazardous Waste pick up on request	
Extra Garbage Carts, each	$ 9.25
Extra Recycling Carts, each	$ 5.00
Unusual Accumulation Waste Collection	
Rate per hour	$ 100.00
Deposital fee per yard collected	$ 50.00
Commercial	
Small Commercial	
Once a week pick up	$ 45.00
Twice per week pick up	$ 90.00

Commercial Containers

CONTRACTOR will provide commercial containers to those customers who desire to use them in lieu of garbage cans. The use of such CONTRACTOR provided containers is required by this contract. Rates for containers and pickup will be based on the following table:

Frequency of Pickup	1	2	3	4	5	6	On Call Additional
Container Size:							
2 cu. Yard	$ 85.16	$ 145.01	$ 175.17	$ 200.25	$ 225.27	250.29	$ 75.00
3 cu. Yard	$ 102.64	$ 185.16	$ 255.31	$ 292.77	$ 330.38	$ 367.89	$ 75.00
4 cu. Yard	$ 127.58	$ 220.30	$ 330.32	$ 362.88	$ 425.51	$ 488.07	$ 75.00
6 cu. Yard	$ 180.27	$ 300.32	$ 412.99	$ 525.66	$ 638.16	$ 750.83	$ 75.00
8 cu. Yard	$ 212.77	$ 387.94	$ 538.05	$ 688.26	$ 839.50	$ 988.63	$ 75.00
10 cu. Yard	$ 232.77	$ 397.94	$ 548.05	$ 698.26	$ 839.50	998.63	$ 75.00
2 cu. Yard Recycle	$ 79.25	$ 134.94	$ 163.00	$ 186.34	$ 209.63	232.9	$ 75.00
4 cu. Yard Recycle	$ 95.51	$ 172.30	$ 237.58	$ 272.44	$ 307.43	342.34	$ 75.00
6 cu. Yard Recycle	$ 167.74	$ 279.46	$ 384.30	$ 489.14	$ 593.84	698.68	$ 75.00
8 cu. Yard Recycle	$ 197.99	$ 360.99	$ 500.67	$ 640.45	$ 781.19	919.96	$ 75.00

Roll-Off available in 20, 30, and 40 cubic yards	
Delivery	$ 150.00
Haul Rate	$ 390.00
Disposal, per ton	$ 59.94
Temporary, rate per day (not charged on permant placement)	$ 3.00

Compactors

Frequency of Pickup	1	2	3	4	5	6	On Call Additional
Container Size							
2 cu. Yard compactor	$ 255.48	$ 435.03	$ 525.51	$ 600.75	$ 675.81	$ 750.87	$ 300.00
4 cu. Yard compactor	$ 382.74	$ 660.90	$ 900.96	$ 1,088.64	$1,276.53	$1,464.21	$ 300.00

City of Schertz
Schedule of Fees

Garbage Collection Fees								2025-26
6 cu. Yard compactor	$ 540.81	$ 900.96	$ 1,238.97	$ 1,576.98	$1,914.48	$2,252.49	$ 300.00	
Compactor Rental, per month								$ 500.00
Casters, per month								$ 7.50
Locks,per collection								$ 2.50
Enclosures, per month								$ 5.00
Roll Off Compactor								
20 yard and 30 yard self contained								
Rental, per month								$ 750.00
Haul Rate								$ 470.00
Disposal, per ton								$ 59.94
40 Yard Receiving Container								
Rental								$ 250.00
Haul Rate								$ 470.00
Disposal, per ton								$ 59.94
Disaster management Rates								
Roll Off Truck and Container, per hour								$ 200.00
Grapple Truck, per hour								$ 200.00
Rear Load Truck and Crew, per hour								$ 325.00
Disposal, per ton								$ 59.94
Commercial Recycle Hauling Permit								$ 25.00

To address non standard requests, the solid waste contractor can negotiate a fee with the

The City franchise fee collected from the Solid Waste Provider 10%

City of Schertz
Schedule of Fees

Capital Recovery Impact Fees	2025-26

WATER IMPACT FEE

Meter Size	Meter Type	LUEs	
5/8"	MULTI-JET	1.0	$ 8,814.00
3/4"	MULTI-JET	1.3	$ 11,458.20
1"	MULTI-JET	2.0	$ 17,628.00
2"	ULTRASONIC	16.7	$ 147,193.80
3"	ULTRASONIC	33.3	$ 293,506.20
4"	ULTRASONIC	66.7	$ 587,893.80
6"	ULTRASONIC	106.7	$ 940,453.80
8"	ULTRASONIC	186.7	$ 1,645,573.80
10"	ULTRASONIC	366.7	$ 3,232,093.80
12"	ULTRASONIC	366.7	$ 3,232,093.80

SEWER COLLECTION IMPACT FEE

Meter Size	Meter Type		
5/8"	MULTI-JET	1.0	$ 5,556.00
3/4"	MULTI-JET	1.3	$ 7,222.80
1"	MULTI-JET	2.0	$ 11,112.00
2"	ULTRASONIC	16.7	$ 92,785.20
3"	ULTRASONIC	33.3	$ 185,014.80
4"	ULTRASONIC	66.7	$ 370,585.20
6"	ULTRASONIC	106.7	$ 592,825.20
8"	ULTRASONIC	186.7	$ 1,037,305.20
10"	ULTRASONIC	366.7	$ 2,037,385.20
12"	ULTRASONIC	366.7	$ 2,037,385.20

These are only City of Schertz impact fees.

Other Utility Impact Fees

Cibolo Creek Municipal Authority (CCMA)

South Basin Impact Fee Per LUE:	$ 2,200.00
North Basin Impact Fee Per LUE:	$ 2,300.00

*Sewer based on LUE: LUE = 155 gallons per day
These are only CCMA impact fees.

Schertz Seguin Local Government Corporation (SSLGC)

Meter Size	Meter Type		
5/8"	SIMPLE	1.0	$ 1,607.24
3/4"	SIMPLE	1.5	$ 2,410.86
1"	SIMPLE	2.5	$ 4,018.10
1.5"	SIMPLE	5.0	$ 8,036.20
2"	SIMPLE	8.0	$ 12,857.92
2"	COMPOUND	8.0	$ 12,857.92
2"	TURBINE	10.0	$ 16,072.40
3"	COMPOUND	16.0	$ 25,715.84
3"	TURBINE	24.0	$ 38,573.76
4"	COMPOUND	25.0	$ 40,181.00
4"	TURBINE	42.0	$ 67,504.08
6"	COMPOUND	50.0	$ 80,362.00
6"	TURBINE	92.0	$ 147,866.08

City of Schertz
Schedule of Fees

Capital Recovery Impact Fees				2025-26
8"	COMPOUND	80.0	$	128,579.20
9"	TURBINE	160.0	$	257,158.40
10"	COMPOUND	115.0	$	184,832.60
10"	TURBINE	250.0	$	401,810.00
12"	TURBINE	330.0	$	530,389.20

ROADWAY IMAPACT FEE

Residential Home through 3/26/2021	$	2,696.00
Residential Home between 3/27/2021 and 3/26/2022	$	3,033.00
Residential Home after 3/26/2022	$	3,370.00
Nonresidential through 3/26/2021, per service unit*	$	100.00
Nonresidential after 3/26/2021, per service unit*	$	175.00

*The number of service units are based on the use of the property. A fee calculator is available on the City Website under the Engineering page

City of Schertz
Schedule of Fees

Utility Billing	2025-26
Water & Wastewater Deposit	
In City	$ 125.00
In City, with no water service	$ 75.00
Out of City	$ 150.00
Commercial	$ 100.00
or 2.5 times estimated monthly billing	2.5x
Disconnect Fee	$ 20.00
Extension Fee	$ 5.00
2 free extensions	
Transfer Fee	$ 10.00
Garbage Deposit	
Residential	$ 25.00
Commercial	$ 100.00
or 2 1/2 times estimated monthly billing	2.5x
Meter Flow Test	
After Hours Disconnect/Reconnect	$ 50.00
City Field Test	$ 10.00
City Meter Bench Flow Test	$ 25.00
Schertz Seguin Water Customers	$ 4.00
Non-Schertz Seguin Customer	$ 15.00
Extended Absence Charge	$ 10.00
Re-Installation Fee, per hour	$ 50.00
Fire Hydrant Fee	
Deposit	$ 200.00
Service Fee	$ 50.00

City of Schertz
Schedule of Fees

Public Works	2025-26
Permit Fees - All Right of Way Permits	$ 25.00
Fire Line Type Nos. 1 and 2 - (non-metered), in City per year	
4-inch service line connection or smaller	$ 175.00
6 inch	$ 235.00
8 inch	$ 290.00
10 inch	$ 340.00
12 inch	$ 405.00
Fire Line - (non-metered), Outside City per year	
4-inch service line connection or smaller	$ 225.00
6 inch	$ 305.00
8 inch	$ 375.00
10 inch	$ 440.00
12 inch	$ 525.00
Meter Installation Fees - Inside the City	
Meter Size	
5/8" X 3/4"	$ 330.00
3/4" X 3/4"	$ 345.00
1" X 1"	$ 450.00
2" X 2"	$ 1,940.00
*2" turbine	Cost + Labor
*3" or larger	Cost + Labor

City of Schertz
Schedule of Fees

Public Works	2025-26
Meter Installation Fees - Outside the City	
Meter Size	
5/8" X 3/4"	$ 340.00
3/4" X 3/4"	$ 355.00
1" X 1"	$ 460.00
2" X 2"	$ 1,950.00
*2" turbine	Cost + Labor
*3" or larger	Cost + Labor
Fire Hydrant Meter for Construction	
Deposit (refundable)	$ 200.00
Service Charge	$ 50.00
Bulk Water Sales - 10 Commercial Place	
Deposit (refundable)	$ 90.00
Service Charge	$ 50.00
Base Monthly fee - initial 10,000 gallons	$ 130.23
Usage fee - per thousand gallon after initial	$ 10.38
Wholesale Water Distribution Rate	
Base Rate, per month	
3 Inch Meter	$ 492.03
4 Inch Meter	$ 861.06
6 Inch Meter	$ 1,886.12
8 Inch Meter	$ 3,281.01
10 Inch Meter	$ 5,126.57
12 Inch Meter	$ 6,767.07

Available by agreement to distributors with a self-maintained water distribution service, Military Bases, and for temporary use until reuse water is made available in a particular area.

Network Nodes	
Application	$ 500.00
Additional for each node over 5 on the application (up to 30)	$ 100.00
Annual Public Right of Way	$ 250.00
Node Support Pole Application Fee	$ 1,000.00
Collection Fee for Network Nodes on City Service Poles, per pole, per	$ 20.00
Transport Facilities	
Application	$ 500.00
Additional for each node over 5 on the application (up to 30)	$ 100.00
Rental Fee for Transport Facilities, per device per month	$ 28.00
Annual Public Right of Way Fee	$ 250.00

Permit Fees will be due at the time of the permit submission.
Permit will not be accepted if the permit fee is not attached.
Other fees will be assessed at the time of permit approval

City of Schertz
Schedule of Fees

Sewer Rates	2025-26
Residential Rates (Single Family)	
Base Rate-per month	$ 16.40
Per 1,000 gal Charge, Per Month	
Per 1,000 gal charge Total- 12,000 gallons or less	$ 5.40
greater than 12,000 gallons	$ 12.38
Business and Multi-family Dwelling Units:	
Base Rate per month	$ 20.63
The base rate shall be assessed in terms of connection equivalents which shall be as follows: the customer's previous 12 month water consumption as determined at the annual re-rating in February divided by 365, with the results of such division then divided by 245 gallons. The figure arrived at by the second division shall be the customer's "connection equivalent". Each business shall be assessed a base rate.	
Per 1,000 gal Charge, Per Month	
Per 1,000 gal charge Total- 12,000 gallons or less	$ 5.53
greater than 12,000 gallons	$ 12.38
YMCA	
Per 1,000 gal Charge, Per Month	$ 3.64

City of Schertz
Schedule of Fees

Public Works - Water Rates Residential	2025-26
GALLONS SOLD BY METER SIZE (RESIDENTIAL & SMALL COMMERCI	

Base Monthly Fee, based on meter size

5/8 IN	$ 27.42
3/4 IN	$ 41.10
1.0 IN	$ 68.51
2 IN	$ 274.07
3 IN	$ 657.79
4 IN	$ 1,151.12
6 IN	$ 2,521.51
8 IN	$ 4,429.75
10 IN	$ 6,921.47
12 IN	$ 9,136.36

Usage Fee, rate per 1,000 gallons

-	6,000	$ 3.38
6,001	12,000	$ 3.79
12,001	18,000	$ 4.43
18,001	30,000	$ 5.41
30,001	Above	$ 6.88

City of Schertz
Schedule of Fees

Public Works - Water Rates Residential	2025-26

GALLONS SOLD BY METER SIZE (LARGE COMMERCIAL)

Base Monthly Fee, based on meter size

5/8 IN	$ 27.42
3/4 IN	$ 41.10
1.0 IN	$ 68.51
1 1/2 IN	$ 137.04
2IN (TURBINE)	$ 274.07
3 IN	$ 657.79
4 IN	$ 1,151.12
6 IN	$ 2,521.51
8 IN	$ 4,429.75
10 IN	$ 6,921.47
12 IN	$ 9,136.35

Usage Fee, rate per 1,000 gallons

-	18,000	$ 3.38
18,001	36,000	$ 3.79
36,001	54,000	$ 4.43
54,001	90,000	$ 5.41
90,001	Above	$ 6.88

Fire Hydrant Meter

Base Monthly Fee	$ 130.23
Usage Fee, per 1,000 gals	$ 10.38

Cibolo Wholesale Water Rate $ 3.47

City of Schertz
Schedule of Fees

Drought Contingency Surcharges	2025-26
For the first 1,000 gallons over allocation*	$ 2.00
For the second 1,000 gallons over allocation*	$ 3.00
For the third 1,000 gallons over allocation*	$ 4.00
For each additional 1,000 gallons over allocation*	$ 5.00
Drought Contingency Violation Fines, up to	$ 200.00

*Refer to the Conservation Ordinance for all allocations

City of Schertz

Schedule of Fees

Effective October 1, 2025

City of Schertz
Schedule of Fees

Summary of Changes	2023-24	2024-25	2025-26
Library			
Return Postage Fee--for ILL items never picked up by customer after arrival	$ 3.00	$ 3.00	$ 5.00
Magazine			
Late payment fee			$ 25.00
Ad cancellation fee			$ 25.00
Contract termination fee			$ 50.00
Design Change Overage Fee, per hour			$ 120.00
Event Facilities			
Kitchen/F&B Fee, Ballroom	$ 300.00	$ 300.00	DELETE
Kitchen/F&B Fee, Bluebonnet Room	$ 100.00	$ 100.00	DELETE
Ice, one bin (80lbs)	$ 15.00	$ 15.00	$ 20.00
Ice, unlimited	$ 25.00	$ 25.00	$ 50.00
Beverage Service (for 50 people)	$ 50.00	$ 50.00	$ 75.00
Cancellation Fee	$ 50.00	$ 50.00	DELETE
Portable Bar (includes 5 cocktail tables)	$ 200.00	$ 200.00	$ 150.00
Uplighting, per light	$ 15.00	$ 15.00	$ 20.00
Uplighting package, 10 lights	$ 100.00	$ 100.00	$ 150.00
Beverage Tub	$ 75.00	$ 75.00	$ 75.00
Wireless Microphone			$50.00
Lapel Microphone			$75.00
Podium			$25.00
Easel - Decorative Iron			$25.00
Frequent Renters 25% discount (Must rent at least 12 times calendar year)	25%	25%	DELETE
Multiple Day Renters 25% discount (Must rent two or more consecutive days)	25%	25%	DELETE
Day before setup - 50% of regular room rate (only in ballroom or entire Civic Center)	50%	50%	DELETE
Non-Profits 25% discount - rent only	25%	25%	15%
Schertz Residents Renter only- 20% with proof of residency	20%	20%	20%
Military - 15% with ID	15%	15%	15%
Churches, governmental entities, 501 (c) 3 and civic groups			DELETE
who provide a service to the residents of Schertz will			DELETE
receive a 25% discount on the above facility rental rates.			DELETE
Security Coordination Fee	$ 15.00	$ 15.00	$ 25.00
Regular- per officer, per hour (4 hour minimum)	$ 50.00	$ 50.00	$ 60.00

City of Schertz
Schedule of Fees

Summary of Changes	2023-24	2024-25	2025-26
Holiday- per officer, per hour (4 hour minimum)	$ 75.00	$ 75.00	$ 100.00
Ancillary - Civic Center			
Dance Floor	$ 200.00	$ 200.00	DELETE
Audio/Visual Services (upgraded)	$ 175.00	$ 175.00	$ 150.00
Additional time, per hour	$ 50.00	$ 50.00	DELETE
Cleaning Fee	$ 150.00	$ 150.00	$ 300.00
Civic Center - Grand Ballroom- (7,198 sq. ft)			
Regular Rentals (room only)			
Sunday, Full day	$ 925.00	$ 925.00	$ 1,050.00
Sunday, Half day			$ 600.00
Monday - Thursday, Full day	$ 600.00	$ 600.00	$ 750.00
Monday - Thursday, Half day	$ 375.00	$ 375.00	$ 400.00
Friday, Full Day	$ 925.00	$ 925.00	$ 1,900.00
Friday, Half Day			$ 1,200.00
Saturday, Full day (half day not available)	$ 1,975.00	$ 1,975.00	$ 2,200.00
~~Early Open Fee (one hour only)~~ Additional Hours, per hour	$ 200.00	$ 200.00	$ 150.00
Damage/Cancellation Deposit	$ 500.00	$ 500.00	$ -
Reservation Fee			$ 200.00
Banquet Package - includes hall and kitchen rental, easel, tables/chairs, dance floor, AV panel access, ice, private suite, portable bar, cocktail tables, uplighting package, beverage tub:			
Friday Full Day (half day not available)	$ 2,025.00	$ 2,025.00	$ 2,700.00
Sunday Full Day (half day not available)			$ 1,850.00
Civic Center Cut-Off Hall (Larger portion of Ballroom - (4,172 sq ft)			
Regular Rentals			
Sunday, Full day	$ 700.00	$ 700.00	$ 825.00
Monday - Thursday, Full day	$ 425.00	$ 425.00	$ 575.00
Monday - Thursday, Half day	$ 250.00	$ 250.00	$ 275.00
Friday, Full Day (half day not available)	$ 700.00	$ 700.00	$ 1,575.00
Saturday, Full day (half day not available)	$ 1,550.00	$ 1,550.00	$ 1,775.00
Approved Setup Kit (required for catered events)			
Damage/Cancellation Deposit	$ 500.00	$ 500.00	$ -
Reservation Fee			$ 200.00
Banquet Package - includes hall and kitchen rental, easel, tables/chairs, dance floor, AV panel access, ice, private suite, portable bar, cocktail tables, uplighting package, beverage tub:			
Friday/Sunday, Full day (half day not available)	$ 1,725.00	$ 1,725.00	$ 2,375.00
Civic Center Conference Hall (Smaller portion of Ballroom - (3,026 sq ft)			
Regular Rentals			
Friday/Sunday, Full day	$ 400.00	$ 400.00	$ 550.00
Monday - Thursday, Full day	$ 250.00	$ 250.00	$ 325.00
Audio/Visual Panel Access (for 2 screens/projectors)	$ 100.00	$ 100.00	Ancilliary
Damage/Cancellation Deposit	$ 200.00	$ 200.00	$ -
Reservation Fee			$ 100.00
Conference package - includes hall rental, tables/chairs, access AV, kitchen, ice:			
Sunday, Full day			
Sunday, Half day			
Monday - Thursday, Full day			
Monday - Thursday, Half day			
Civic Center - Bluebonnet Hall- (2,500 sq ft)			
Regular Rentals			
Friday/Sunday, Full day	$ 450.00	$ 450.00	$ 600.00

City of Schertz
Schedule of Fees

Summary of Changes	2023-24	2024-25	2025-26
Friday/Sunday, Half day	$ 225.00	$ 225.00	$ 375.00
Monday - Thursday, Full day	$ 275.00	$ 275.00	$ 525.00
Monday - Thursday, Half day	$ 150.00	$ 150.00	$ 275.00
Saturday, Full day (half day not available)	$ 775.00	$ 775.00	$ 850.00
~~Early Open Fee (one hour only)~~ Additional Hours, per hour	$ 200.00	$ 200.00	$ 75.00
Audio/Visual Panel Access (for 2 screens/projectors)	$ 100.00	$ 100.00	Ancilliary
Damage/Cancellation Deposit	$ 200.00	$ 200.00	$ -
Reservation Fee			$ 100.00
Banquet Package - includes hall rental, kitchen, tables/chairs, AV panel access, ice, uplights, portable bar:			
Friday/Sunday, Full day	$ 925.00	$ 925.00	$ 1,050.00
Friday/Sunday, Half day	$ 700.00	$ 700.00	DELETE
Saturday, Full day (half day not available)	$ 1,250.00	$ 1,250.00	$ 1,400.00
Community Center Central (2,940 sq ft)			

City of Schertz
Schedule of Fees

Public Works - Water Rates Residential	2023-24	2024-25	2025-26
GALLONS SOLD BY METER SIZE (RESIDENTIAL & SMALL COMMERCIAL)			
Base Monthly Fee, based on meter size			
5/8 IN	$ 26.36	$ 26.89	$ 27.42
3/4 IN	$ 39.50	$ 40.29	$ 41.10
1.0 IN	$ 65.85	$ 67.17	$ 68.51
2 IN	$ 263.43	$ 268.70	$ 274.07
3 IN	$ 632.25	$ 644.90	$ 657.79
4 IN	$ 1,106.42	$ 1,128.55	$ 1,151.12
6 IN	$ 2,423.60	$ 2,472.07	$ 2,521.51
8 IN	$ 4,257.74	$ 4,342.89	$ 4,429.75
10 IN	$ 6,652.70	$ 6,785.75	$ 6,921.47
12 IN	$ 8,781.58	$ 8,957.21	$ 9,136.36
Usage Fee, rate per 1,000 gallons			
- 6,000	$ 3.25	$ 3.32	$ 3.38
6,001 12,000	$ 3.64	$ 3.71	$ 3.79
12,001 18,000	$ 4.26	$ 4.35	$ 4.43
18,001 30,000	$ 5.20	$ 5.30	$ 5.41
30,001 Above	$ 6.61	$ 6.74	$ 6.88

City of Schertz
Schedule of Fees

Public Works - Water Rates Residential	2023-24	2024-25	2025-26
GALLONS SOLD BY METER SIZE (LARGE COMMERCIAL)			
Base Monthly Fee, based on meter size			
5/8 IN	$ 26.36	$ 26.89	$ 27.42
3/4 IN	$ 39.50	$ 40.29	$ 41.10
1.0 IN	$ 65.85	$ 67.17	$ 68.51
1 1/2 IN	$ 131.72	$ 134.35	$ 137.04
2IN (TURBINE)	$ 263.43	$ 268.70	$ 274.07
3 IN	$ 632.25	$ 644.90	$ 657.79
4 IN	$ 1,106.42	$ 1,128.55	$ 1,151.12
6 IN	$ 2,423.60	$ 2,472.07	$ 2,521.51
8 IN	$ 4,257.74	$ 4,342.89	$ 4,429.75
10 IN	$ 6,652.70	$ 6,785.75	$ 6,921.47
12 IN	$ 8,781.58	$ 8,957.21	$ 9,136.35
Usage Fee, rate per 1,000 gallons			
- 18,000	$ 3.25	$ 3.32	$ 3.38
18,001 36,000	$ 3.64	$ 3.71	$ 3.79
36,001 54,000	$ 4.26	$ 4.35	$ 4.43
54,001 90,000	$ 5.20	$ 5.30	$ 5.41
90,001 Above	$ 6.61	$ 6.74	$ 6.88
Fire Hydrant Meter			
Base Monthly Fee	$ 125.17	$ 127.67	$ 130.23
Usage Fee, per 1,000 gals	$ 9.98	$ 10.18	$ 10.38
Cibolo Wholesale Water Rate	$ 3.34	$ 3.41	$ 3.47

City of Schertz
Schedule of Fees

Capital Recovery Impact Fees	2023-24	2024-25	2025-26

WATER IMPACT FEE

Meter Size	Meter Type	LUEs			
5/8"	MULTI-JET	1.0	$ 2,934.00	$ 2,934.00	$ 8,814.00
3/4"	MULTI-JET	1.3	$ 4,401.00	$ 4,401.00	$ 11,458.20
1"	MULTI-JET	2.0	$ 7,335.00	$ 7,335.00	$ 17,628.00
2"	ULTRASONIC	16.7	$ 29,340.00	$ 29,340.00	$ 147,193.80
3"	ULTRASONIC	33.3	$ 70,416.00	$ 70,416.00	$ 293,506.20
4"	ULTRASONIC	66.7	$ 123,228.00	$ 123,228.00	$ 587,893.80
6"	ULTRASONIC	106.7	$ 269,928.00	$ 269,928.00	$ 940,453.80
8"	ULTRASONIC	186.7	$ 234,720.00	$ 234,720.00	$ 1,645,573.80
10"	ULTRASONIC	366.7	$ 733,500.00	$ 733,500.00	$ 3,232,093.80
12"	ULTRASONIC	366.7	$ 968,220.00	$ 968,220.00	$ 3,232,093.80

SEWER COLLECTION IMPACT FEE

Meter Size	Meter Type				
5/8"	MULTI-JET	1.0	$ 1,668.00	$ 1,668.00	$ 5,556.00
3/4"	MULTI-JET	1.3	$ 2,168.40	$ 2,168.40	$ 7,222.80
1"	MULTI-JET	2.0	$ 3,336.00	$ 3,336.00	$ 11,112.00
2"	ULTRASONIC	16.7	$ 27,855.60	$ 27,855.60	$ 92,785.20
3"	ULTRASONIC	33.3	$ 55,544.40	$ 55,544.40	$ 185,014.80
4"	ULTRASONIC	66.7	$ 111,255.60	$ 111,255.60	$ 370,585.20
6"	ULTRASONIC	106.7	$ 177,975.60	$ 177,975.60	$ 592,825.20
8"	ULTRASONIC	186.7	$ 311,415.60	$ 311,415.60	$ 1,037,305.20
10"	ULTRASONIC	366.7	$ 611,655.60	$ 611,655.60	$ 2,037,385.20
12"	ULTRASONIC	366.7	$ 611,655.60	$ 611,655.60	$ 2,037,385.20

~~*Collection Impact Fee Per Living Unit Equivalent (LUE)~~ ~~$ 1,668.00~~ ~~$ 1,668.00~~

~~*Sewer based on LUE: LUE = 245 gallons per day~~
These are only City of Schertz impact fees.

City of Schertz
Schedule of Fees

All Departments	2023-24	2024-25	2025-26
Records Requests			
Standard paper copy, per page (front and back is 2 pages)	$ 0.10	$ 0.10	$ 0.10
Nonstandard-size copy:			
Oversize paper copy (11" X 17")	$ 0.50	$ 0.50	$ 0.50
Specialty paper (Mylar, blueprint, blue line, map, photographic)	Actual	Actual	Actual
Certified Copy- Each Certification	$ 5.00	$ 5.00	$ 5.00
Diskette	$ 1.00	$ 1.00	$ 1.00
Magnetic tape - actual cost	Actual	Actual	Actual
Data cartridge -actual cost	Actual	Actual	Actual
Tape cartridge - actual cost	Actual	Actual	Actual
Rewritable CD (CD-RW)	$ 1.00	$ 1.00	$ 1.00
Non-rewritable CD (CD-R)	$ 1.00	$ 1.00	$ 1.00
Digital video disc (DVD)	$ 3.00	$ 3.00	$ 3.00
JAZ drive - actual cost	Actual	Actual	Actual
Other electronic media - actual cost	Actual	Actual	Actual
Miscellaneous supplies - actual cost	Actual	Actual	Actual
Postage and shipping charge actual cost	Actual	Actual	Actual
Photographs - actual cost	Actual	Actual	Actual
Maps - actual cost	Actual	Actual	Actual
Labor charge:			
For locating, compiling, and reproducing, per hour (if documents are NOT located in the immediate area and over 50 pages)	$ 15.00	$ 15.00	$ 15.00
Overhead charge - % of labor charge	20%	20%	20%
Remote document retrieval charge	Actual	Actual	Actual
No Sales Tax shall be applied to copies of public information.			
Notary Fees			
Acknowledgement, Certified Copies, Jurat's, Oaths and Affirmation	$ 6.00	$ 6.00	$ 6.00
Protests- Per Document	$ 5.00	$ 5.00	$ 5.00
Convenience Fees			
Credit Card Payment Over Phone	$ 1.00	$ 1.00	$ 1.00
Return Check Fee	$ 25.00	$ 25.00	$ 25.00

City of Schertz
Schedule of Fees

City Secretary	2023-24	2024-25	2025-26
Candidate Filing Fee	$ 25.00	$ 25.00	$ 25.00
Licenses			
Package Store Permit	$ 250.00	$ 250.00	$ 250.00
Wine and Malt Beverage Retailer's Permit - Bexar County	$ 500.00	$ 500.00	$ 500.00
Wine and Malt Beverage Retailer's Permit - Bexar County Renewal	$ 375.00	$ 375.00	$ 375.00
Wine and Malt Beverage Retailer's Permit - All Other Counties	$ 87.50	$ 87.50	$ 87.50
Wine and Malt Beverage Retailer's Off Premises Permit	$ 30.00	$ 30.00	$ 30.00
(Malt Beverage) Retail Dealer's On-Premise License - Bexar County	$ 500.00	$ 500.00	$ 500.00
(Malt Beverage) Retail Dealer's On-Premise License - Bexar County Renewal	$ 375.00	$ 375.00	$ 375.00
(Malt Beverage) Retail Dealer's On-Premise License - All Other Counties	$ 75.00	$ 75.00	$ 75.00
Wine-Only Package Store Permit	$ 37.50	$ 37.50	$ 37.50
Mixed Beverage Permit	$ 375.00	$ 375.00	$ 375.00
Wholesaler's Permit	$ 937.50	$ 937.50	$ 937.50
Branch's Distributor's License	$ 37.50	$ 37.50	$ 37.50
(Malt Beverage) Retail Dealer's Off-Premise License	$ 30.00	$ 30.00	$ 30.00
Local Distributor's Permit	$ 50.00	$ 50.00	$ 50.00
Winery Permit	$ 37.50	$ 37.50	$ 37.50

City of Schertz
Schedule of Fees

Library	2023-24	2024-25	2025-26
Non-Resident user fee- Library Card	$ 15.00	$15.00	$15.00
Meeting Room Fee- Non-Schertz residents, 4 hours	$ 50.00	$50.00	$50.00
Meeting Room Fee- After hour fee, per hour	$ 25.00	$25.00	$25.00
Meeting Room Cleaning Fee (Spot Cleaning)	$ 50.00	$50.00	$50.00
Meeting Room Cleaning Fee (Whole Room)	Actual	Actual	Actual
Additional Fee for After Hours Cleaning, per hour	$ 25.00	$25.00	$25.00
Inter-Library Loans Materials (ILL Materials)			
Lost or damaged ILL items - Cost of item as billed by the lending library (may include additional fines or fees assessed by the lending library)	Actual	Actual	Actual
Inter-Library Loan items per day (3 day grace period)	$ 1.00	$ -	$ -
Max overdue amount per ILL item	$ 5.00	$ -	$ -
Return Postage Fee--for ILL items never picked up by customer after arrival	$ 3.00	$ 3.00	$ 5.00
Overdue Fines (3 day grace period)			
All Items per day (except ILL items)	$ 0.25	$ -	$ -
Max amount that can be charged	$ 1.00	$ -	$ -
Replacement Library Card	$ 1.00	$ 1.00	$ 1.00
Copier, per standard page (2-sided copies are the same as 2 pages; oversized copies are the same as 2 pages)			
Black and White	$ 0.15	$ 0.15	$ 0.15
Color	$ 0.50	$ 0.50	$ 0.50
Printing, per standard page (2-sided copies are the same as 2 pages; oversized copies are the same as 2 pages)			
Black and White	$ 0.15	$ 0.15	$ 0.15
Color	$ 0.50	$ 0.50	$ 0.50
Outgoing Fax, 1st page	$ 1.00	$ 1.00	$ 1.00
Per each succeeding page	$ 0.25	$ 0.25	$ 0.25
Lost & Damaged Materials - Cost of item			
plus a processing fee	$ 5.00	$ 5.00	$ 5.00
Damaged DVD Case	$ 1.00	$ 1.00	$ 1.00
Damaged or Missing Barcode	$ 1.00	$ 1.00	$ 1.00
Damaged or Missing RFID Tag	$ 1.00	$ 1.00	$ 1.00
Damaged or Missing DVD/Video Cover (if replaceable) plus processing fee	$ 3.00	$ 3.00	$ 3.00
Game & Experience Kit totes and parts (if replaceable)	$ -	Actual	Actual
Toddler Tote Bag	$ 2.50	$ 2.50	$ 2.50
Juvenile Audiobook Bag	$ 5.00	$ -	$ -
Materials Recovery Fee (per account sent to collections)	$ 10.00	$ 10.00	$ 10.00

Note: If an item is lost and paid for, any overdue fines assessed against the item are waived. If part of an item is lost and not replaceable, the item as a whole is considered lost and the full cost of the item is charged to the patron. Again, any overdue fines assessed against the item are waived if the item is paid for. Refunds for items that were paid for and subsequently found and returned to the library are available for up to 60 days after payment and require the original receipt. Processing fees are non-refundable. No refunds will be given after 60 days.

City of Schertz
Schedule of Fees

Schertz Magazine	2023-24	2024-25	2025-26
Display Ads:			
Eighth Page for 6 mo., per month	$ 325.00	$ 325.00	$ 325.00
Eighth Page for 12 mo., per month	$ 300.00	$ 300.00	$ 300.00
Quarter Page for 6 mo., per month	$ 600.00	$ 600.00	$ 600.00
Quarter Page for 12 mo., per month	$ 450.00	$ 450.00	$ 450.00
Half Page for 6 mo., per month	$1,100.00	$1,100.00	$1,100.00
Half Page for 12 mo., per month	$ 775.00	$ 775.00	$ 775.00
Full Page for 6 mo., per month	$1,650.00	$1,650.00	$1,650.00
Full Page for 12 mo., per month	$1,325.00	$1,325.00	$1,325.00
Special placement fee	$ 100.00	$ 100.00	$ 100.00
Artwork ownership fee	$ 95.00	$ 95.00	$ 95.00
Late payment fee			$ 25.00
Ad cancellation fee			$ 25.00
Contract termination fee			$ 50.00
Design Change Overage Fee, per hour			$ 120.00
Premium Placement:			
Back Cover for 6 mo., per month	$2,000.00	$2,000.00	$2,000.00
Back Cover for 12 mo., per month	$1,650.00	$1,650.00	$1,650.00

Churches, governmental entities, 501 (c) 3 and civic groups who provide a service to the residents of Schertz will receive a 25% discount on the above facility rental rates.

City of Schertz
Schedule of Fees

Event Facilities	2023-24	2024-25	2025-26
Vendor/Ancillary Fees			
Kitchen/F&B Fee, Ballroom	$ 300.00	$ 300.00	DELETE
Kitchen/F&B Fee, Bluebonnet Room	$ 100.00	$ 100.00	DELETE
Late Fee	$ 200.00	$ 200.00	$ 200.00
Ice, one bin (80lbs)	$ 15.00	$ 15.00	$ 20.00
Ice, unlimited	$ 25.00	$ 25.00	$ 50.00
Beverage Service (for 50 people)	$ 50.00	$ 50.00	$ 75.00
Beverage Linen per table	$ 6.00	$ 6.00	$ 6.00
Cancellation Fee	$ 50.00	$ 50.00	DELETE
Portable Bar	$ 200.00	$ 200.00	$ 150.00
Cocktail Tables (up to 5)	$ 50.00	$ 50.00	$ 50.00
Uplighting, per light	$ 15.00	$ 15.00	$ 20.00
Uplighting package, 10 lights	$ 100.00	$ 100.00	$ 150.00
Pipe for Back Drop	$ 25.00	$ 25.00	$ 25.00
Drape per linear ft.	$ 2.00	$ 2.00	$ 2.00
Cleaning Fee, kitchen	$ 150.00	$ 150.00	$ 150.00
Beverage Tub	$ 75.00	$ 75.00	$ 75.00
Private Suite	$ 150.00	$ 150.00	$ 150.00
Wireless Microphone			$50.00
Lapel Microphone			$75.00
Podium			$25.00
Easel - Decorative Iron			$25.00
Discount/Special Rates			
Frequent Renters 25% discount (Must rent at least 12 times calendar year)			DELETE
Multiple Day Renters 25% discount (Must rent two or more consecutive days)			DELETE
Day before setup - 50% of regular room rate (only in ballroom or entire Civic Center)			DELETE
Non-Profits 25% discount - rent only			15%
Schertz Residents Renter only- 20% with proof of residency			20%
Military - 15% with ID			15%
All comp'd requests will require approval from City Manager			
H.O.A. Meeting Fee	$ 100.00	$ 100.00	$ 100.00
Funeral Reception Only in Bluebonnet Hall/Community Centers 3 hr maximum	$ 100.00	$ 100.00	$ 100.00
Gym Use Fee (Community Center/per hour)	$ 25.00	$ 25.00	$ 25.00
Facility Security			
Security Coordination Fee	$ 15.00	$ 15.00	$ 25.00
Regular- per officer, per hour (4 hour minimum)	$ 50.00	$ 50.00	$ 60.00
Holiday- per officer, per hour (4 hour minimum)	$ 75.00	$ 75.00	$ 100.00
Ancillary - Civic Center			
Small Stage (12'x16')	$ 200.00	$ 200.00	$ 200.00
Dance Floor	$ 200.00	$ 200.00	DELETE
Audio/Visual Services (upgraded)	$ 175.00	$ 175.00	$ 150.00
Additional time, per hour	$ 50.00	$ 50.00	DELETE
Audio/Visual Panel Access (for 2 screens/projectors)	$ 100.00	$ 100.00	$ 100.00
Cleaning Fee	$ 150.00	$ 150.00	$ 300.00
Civic Center - Grand Ballroom- (7,198 sq. ft)			
Regular Rentals (room only)			
Sunday, Full day	$ 925.00	$ 925.00	$ 1,050.00
Sunday, Half day			$ 600.00

City of Schertz
Schedule of Fees

Event Facilities	2023-24	2024-25	2025-26
Monday - Thursday, Full day	$ 600.00	$ 600.00	$ 750.00
Monday - Thursday, Half day	$ 375.00	$ 375.00	$ 400.00
Friday, Full Day	$ 925.00	$ 925.00	$ 1,900.00
Friday, Half Day			$ 1,200.00
Saturday, Full day (half day not available)	$ 1,975.00	$ 1,975.00	$ 2,200.00
Damage/Cancellation Deposit	$ 500.00	$ 500.00	$ -
Reservation Fee			$ 200.00
~~Early Open Fee (one hour only)~~ Additional Hours, per hour	$ 200.00	$ 200.00	$ 150.00
Banquet Package - includes hall and kitchen rental, easel, tables/chairs, dance floor, AV panel access, ice, private suite, portable bar, cocktail tables, uplighting package, beverage tub:			
Friday Full Day (half day not available)	$ 2,025.00	$ 2,025.00	$ 2,700.00
Saturday, Full day (half day not available)	$ 3,000.00	$ 3,000.00	$ 3,000.00
Sunday Full Day (half day not available)			$ 1,850.00
Civic Center Cut-Off Hall (Larger portion of Ballroom - (4,172 sq ft)			
Regular Rentals			
Sunday, Full day	$ 700.00	$ 700.00	$ 825.00
Monday - Thursday, Full day	$ 425.00	$ 425.00	$ 575.00
Monday - Thursday, Half day	$ 250.00	$ 250.00	$ 275.00
Friday, Full Day (half day not available)	$ 700.00	$ 700.00	$ 1,575.00
Saturday, Full day (half day not available)	$ 1,550.00	$ 1,550.00	$ 1,775.00
Damage/Cancellation Deposit	$ 500.00	$ 500.00	$ -
Reservation Fee			$ 200.00
Banquet Package - includes hall and kitchen rental, easel, tables/chairs, dance floor, AV panel access, ice, private suite, portable bar, cocktail tables, uplighting package, beverage tub:			
Friday/Sunday, Full day (half day not available)	$ 1,725.00	$ 1,725.00	$ 2,375.00
Saturday, Full day (half day not available)	$ 2,575.00	$ 2,575.00	$ 2,575.00
Civic Center Conference Hall (Smaller portion of Ballroom - (3,026 sq ft)			
Regular Rentals			
Friday/Sunday, Full day	$ 400.00	$ 400.00	$ 550.00
Monday - Thursday, Full day	$ 250.00	$ 250.00	$ 325.00
Monday - Thursday, Half day	$ 175.00	$ 175.00	$ 175.00
Audio/Visual Panel Access (for 2 screens/projectors)	$ 100.00	$ 100.00	DELETE
Damage/Cancellation Deposit	$ 200.00	$ 200.00	$ -
Reservation Fee, applied to event			$ 100.00
Civic Center - Bluebonnet Hall- (2,500 sq ft)			
Regular Rentals			
Friday/Sunday, Full day	$ 450.00	$ 450.00	$ 600.00
Friday/Sunday, Half day	$ 225.00	$ 225.00	$ 375.00
Monday - Thursday, Full day	$ 275.00	$ 275.00	$ 525.00
Monday - Thursday, Half day	$ 150.00	$ 150.00	$ 275.00
Saturday, Full day (half day not available)	$ 775.00	$ 775.00	$ 850.00
~~Early Open Fee (one hour only)~~ Additional Hours, per hour	$ 200.00	$ 200.00	$ 75.00
Audio/Visual Panel Access (for 2 screens/projectors)	$ 100.00	$ 100.00	DELETE
Damage/Cancellation Deposit	$ 200.00	$ 200.00	$ -
Reservation Fee			$ 100.00
Cleaning Fee	$ 150.00	$ 150.00	$ 150.00

City of Schertz
Schedule of Fees

Event Facilities	2023-24	2024-25	2025-26
Banquet Package - includes hall rental, kitchen, tables/chairs, AV panel access, ice, uplights, portable bar:			
Friday/Sunday, Full day	$ 925.00	$ 925.00	$ 1,050.00
Friday/Sunday, Half day	$ 700.00	$ 700.00	DELETE
Saturday, Full day (half day not available)	$ 1,250.00	$ 1,250.00	$ 1,400.00
Community Center North- 3501 Morning Dr- (2,006 sq ft)			
Sunday - Thursday per hour, 2 hour minimum	$ 25.00	$ 25.00	$ 25.00
Friday - Saturday per hour, 4 hour minimum	$ 50.00	$ 50.00	$ 50.00
Daily Maximum (up to 12 hours)	$ 375.00	$ 375.00	$ 375.00
Damage/Cancellation Deposit	$ 200.00	$ 200.00	$ 200.00
Community Center Central (2,940 sq ft)			
Sunday - Thursday per hour, 2 hour minimum	$ 50.00	$ 50.00	$ 50.00
Friday - Saturday per hour, 4 hour minimum	$ 75.00	$ 75.00	$ 75.00
Daily Maximum (up to 12 hours)	$ 475.00	$ 475.00	$ 475.00
Projector and Screen	$ 50.00	$ 50.00	$ 75.00
Microphone and Speaker			$ 75.00
Damage/Cancellation Deposit	$ 200.00	$ 200.00	$ 200.00
Churches, governmental entities, 501 (c) 3 and civic groups			DELETE
who provide a service to the residents of Schertz will			DELETE
receive a 25% discount on the above facility rental rates.			DELETE

City of Schertz
Schedule of Fees

Event Fee	2023-24	2024-25	2025-26
Daddy Daughter/Mother Son Dances			
Adult	$ 18.00	$ 18.00	$ 18.00
Child (17 and under)	$ 12.00	$ 12.00	$ 12.00
Kick Cancer 1k/5k			
1K Kids Run	$ 20.00	$ 20.00	$ 20.00
5K Timed Run/Walk	$ 35.00	$ 35.00	$ 35.00
5K Non-Timed Run/Walk			
Signs of Love	$ 20.00	$ 20.00	$ 20.00
Jubilee			
Food Vendor	$ 300.00	$ 300.00	$ 300.00
Carnival	$ 6,000.00	$ 6,000.00	$ 6,000.00
Craft Vendor	$ 50.00	$ 50.00	$ 50.00
Business Parade Entry	$ 50.00	$ 50.00	$ 50.00
T-Shirt Decorating Contest			
Umpired Leagues (Softball)			
Individual	$ 25.00	$ 25.00	$ 35.00
Late Fee Per Individual	$ 10.00	$ 10.00	$ 10.00
Umpired Leagues (Kickball)			
Individual	$ 25.00	$ 25.00	$ 25.00
Late Fee Per Individual	$ 10.00	$ 10.00	$ 10.00
Non-Umpired Leagues (Pickleball, Cornhole)			
Individual	$ 20.00	$ 20.00	$ 20.00
Late Fee Per Individual	$ 10.00	$ 10.00	$ 10.00
Schertz Hometown Harvest			
Farmers/Ranchers/Produce Booth Fee	N/A	$ -	$ -
Booth Fee		$ 35.00	$ 35.00
Power Wheels Derby			
Per Entry	N/A	$ 15.00	$ 15.00
Holidazzle			
Food Vendor	$ 50.00	$ 50.00	$ 50.00
Craft Vendor	$ 50.00	$ 50.00	$ 50.00
Business Parade Entry	$ -	$ -	$ -
Breakfast with Santa	$ 10.00	$ 10.00	$ 10.00

City of Schertz
Schedule of Fees

Event Fee	2023-24	2024-25	2025-26
Murder Mystery Party Per Individual	$40.00	$40.00	$40.00
5 Day, 2 Hour Camps Per Individual	$ 60.00	$ 60.00	$ 60.00
5 Day, 3 Hour Camps Per couple	$ 70.00	$ 70.00	$ 70.00
Parent & Me Programs Per Couple	$ 10.00	$ 10.00	$ 10.00
Archery Month Series (Seniors/After School) Per Individual	$ 20.00	$ 20.00	$ 20.00
Archery 101 (1 Day) Per Individual	$ 20.00	$ 20.00	$ 20.00

City of Schertz
Schedule of Fees

Planning and Zoning	2023-24	2024-25	2025-26
Plat recording service:			
Fees assessed are due prior to recording:			
Plat recording fee is equal to the fee charged by the County Clerks Office			
Annexation Petition by Property Owner - Plus all related fees	$ 750.00	$ 750.00	$ 750.00
Zone Change			
Zone change for 0 to 2 acres	$ 650.00	$ 650.00	$ 650.00
Zone change for 2+ to 5 acres	$1,000.00	$1,000.00	$1,000.00
Zone change for 5+ to 20 acres	$2,000.00	$2,000.00	$2,000.00
Zone change for 20+ to 50 acres	$3,500.00	$3,500.00	$3,500.00
Zone change for 50+ to 100 acres	$4,000.00	$4,000.00	$4,000.00
Zone change for 100+ acres	$6,000.00	$6,000.00	$6,000.00
Specific Use Permit (SUP) - plus other applicable items (i.e. Site Plan)			
Specific Use Permit (SUP) for 0 to 2 acres	$ 650.00	$ 650.00	$ 650.00
Specific Use Permit (SUP) for 2+ to 5 acres	$ 1,000.00	$ 1,000.00	$ 1,000.00
Specific Use Permit (SUP) for 5+ to 20 acres	$ 2,000.00	$ 2,000.00	$ 2,000.00
Specific Use Permit (SUP) for 20+ to 50 acres	$ 3,500.00	$ 3,500.00	$ 3,500.00
Specific Use Permit (SUP) for 50+ to 100 acres	$ 4,000.00	$ 4,000.00	$ 4,000.00
Specific Use Permit (SUP) for 100+ acres	$ 6,000.00	$ 6,000.00	$ 6,000.00
Building addition of a current/legal SUP	$ 500.00	$ 500.00	$ 500.00
Master Development Plan			
All phased developments and PDD's	$ 1,500.00	$ 1,500.00	$ 1,500.00
Master Development Plan Amendment (minor revision)	$ 500.00	$ 500.00	$ 500.00
Preliminary Plat			
0 to 50 acres	$ 2,000.00	$ 2,000.00	$ 2,000.00
greater than 50 acres	$ 3,000.00	$ 3,000.00	$ 3,000.00
Final Record Plat or Re-plat			
0 to 50 acres	$ 1,500.00	$ 1,500.00	$ 1,500.00
greater than 50 acres	$ 2,000.00	$ 2,000.00	$ 2,000.00
Revised Final Plat (minor)	$ 500.00	$ 500.00	$ 500.00
Amended Plat	$ 1,500.00	$ 1,500.00	$ 1,500.00
Minor Plat	$ 1,500.00	$ 1,500.00	$ 1,500.00
Vacate Plat	$ 1,500.00	$ 1,500.00	$ 1,500.00
Plat Time Extension - plus all related fees	$ 250.00	$ 250.00	$ 250.00
Street and Subdivision Name Changes	$ 1,500.00	$ 1,500.00	$ 1,500.00

City of Schertz
Schedule of Fees

Planning and Zoning	2023-24	2024-25	2025-26
Site Plan	$ 1,500.00	$ 1,500.00	$ 1,500.00
Amended Site Plan (minor)	$ 500.00	$ 500.00	$ 500.00
Park Fees - Residential			
Land Dedication: one (1) acre per 100 dwelling unit			
Fee in Lieu of Land Dedication: per dwelling unit	$ 350.00	$ 350.00	$ 350.00
Park Development Fee: Per Dwelling unit	$ 650.00	$ 650.00	$ 650.00
Park Fees - Multi-Family			
Land Dedication: one (1) acre per 100 dwelling unit			
Fee in Lieu of Land Dedication; per dwelling unit:	$ 350.00	$ 350.00	$ 350.00
Park Development Fee: Per Dwelling unit	$ 650.00	$ 650.00	$ 650.00
Miscellaneous			
Tree Mitigation, inch of DBH - Plus all related fees	$ 100.00	$ 100.00	$ 100.00
Legal Review (i.e. Improvement Agreements)	Actual	Actual	Actual
Zoning Verification Letter - Single tract of land per Tract	$ 150.00	$ 150.00	$ 150.00
Certificate of Determination - Single Tract of Land per Tract	$ 150.00	$ 150.00	$ 150.00
Postponement of any Public Hearing by the Applicant	$ 350.00	$ 350.00	$ 350.00
Appeals and requests for amendments Considered by City Council, the Planning & Zoning Commission, the Building and Standards Commission, or the Board of Adjustment as allowed by the Unified Development Code, to include requested amendments to the Comprehensive Land Use Plan	$ 500.00	$ 500.00	$ 500.00
Floodplain Development Review Fee	NA	$ 150.00	$ 150.00
Variance and/or Waivers			
Unified Development Code, ea.	$ 500.00	$ 500.00	$ 500.00
Building Code, ea.	$ 500.00	$ 500.00	$ 500.00
Driveway width waiver requests will not be assessed with the waiver fee			
Copies, Plans, and Maps:			
Unified Development Code	$ 50.00	$ 50.00	$ 50.00
Public Works Specification Manual	$ 50.00	$ 50.00	$ 50.00
Staff Review - Application completeness review, internal SDR (staff) review & meeting with applicant to review application package. Fee included in all applications.			

City of Schertz
Schedule of Fees

Parks and Recreation	2023-24	2024-25	2025-26
Small Pavilion (Resident)			
Weekday Full Day (Mon-Thur)	$ 42.50	$ 42.50	$ 42.50
Weekend Half Day (Fri-Sun)	$ 55.00	$ 55.00	$ 55.00
Weekend Full Day (Fri-Sun)	$ 85.00	$ 85.00	$ 85.00
Small Pavilion (Non-Resident)			
Weekday Full Day (Mon-Thur)	$ 67.50	$ 67.50	$ 67.50
Weekend Half Day (Fri-Sun)	$ 90.00	$ 90.00	$ 90.00
Weekend Full Day (Fri-Sun)	$ 135.00	$ 135.00	$ 135.00
Large Pavilion (Resident)			
Weekday without facilities (Mon-Thur)	$ 50.00	N/A	N/A
Weekday with facilities (Mon-Thur)	$ 100.00	$ 125.00	$ 125.00
Weekend without facilities (Fri-Sun)	$ 100.00	N/A	N/A
Weekend with facilities (Fri-Sun)	$ 200.00	$ 250.00	$ 250.00
Large Pavilion (Non-Resident)			
Weekday without facilities (Mon-Thur)	$ 75.00	N/A	N/A
Weekday with facilities (Mon-Thur)	$ 150.00	$ 175.00	$ 175.00
Weekend without facilities (Fri-Sun)	$ 150.00	N/A	N/A
Weekend with facilities (Fri-Sun)	$ 300.00	$ 350.00	$ 350.00
Group Picnic Areas (Resident)			
Weekday Full Day (Mon-Thur)	$ 15.00	$ 15.00	$ 15.00
Weekend Half Day (Fri-Sun)	$ 20.00	$ 20.00	$ 20.00
Weekend Full Day (Fri-Sun)	$ 30.00	$ 30.00	$ 30.00
Group Picnic Areas (Non-Resident)			
Weekday Full Day (Mon-Thur)	$ 22.50	$ 22.50	$ 22.50
Weekend Half Day (Fri-Sun)	$ 35.00	$ 35.00	$ 35.00
Weekend Full Day (Fri-Sun)	$ 45.00	$ 45.00	$ 45.00
Spike ball			
Spike ball nets with balls	$ 15.00	$ 15.00	$ 15.00
Basketball			
Set of Half Dozen Basketballs	$ 15.00	$ 15.00	$ 15.00
Pickleball			
Pickleball Net (Paddles and Balls are Included)	$ 40.00	$ 40.00	$ 40.00
Veteran's Memorial Plaza Pavers			
Per Paver	$ 75.00	$ 75.00	$ 75.00
Senior Center Membership			
Per Person	$ 36.00	$ 36.00	$ 36.00
Per Couple	$ 65.00	$ 65.00	$ 65.00
Pools			

City of Schertz
Schedule of Fees

Parks and Recreation	2023-24	2024-25	2025-26
Daily Rates			
Per swimmer per entry	$ 2.00	$ 2.00	$ 2.00
Daily pass	$ 3.00	$ 3.00	$ 3.00
Admission is free for children under the age of 2 years.			
Float & Fireworks	$ 3.00	$ 3.00	$ 3.00
Paws in the Pool	$ 3.00	$ 3.00	$ 3.00
Watermelon Day	$ 3.00	$ 3.00	$ 3.00
Season Rates-Maximum per season pass is six (6) members			
Schertz Residents			
Individual rate	$ 40.00	$ 40.00	$ 40.00
2 member rate	$ 50.00	$ 50.00	$ 50.00
3 member rate	$ 60.00	$ 60.00	$ 60.00
4 member rate	$ 70.00	$ 70.00	$ 70.00
5 member rate	$ 80.00	$ 80.00	$ 80.00
6 member rate	$ 90.00	$ 90.00	$ 90.00
Non-Schertz Residents			
Individual rate	$ 70.00	$ 70.00	$ 70.00
2 member rate	$ 80.00	$ 80.00	$ 80.00
3 member rate	$ 90.00	$ 90.00	$ 90.00
4 member rate	$ 100.00	$ 100.00	$ 100.00
5 member rate	$ 110.00	$ 110.00	$ 110.00
6 member rate	$ 120.00	$ 120.00	$ 120.00
Regular Preschool/Child Care Center			
Teacher/Child Care Attendant and 5 students per pass.			
In City	$ 80.00	$ 80.00	$ 80.00
Out of City	$ 120.00	$ 120.00	$ 120.00

City of Schertz
Schedule of Fees

Parks and Recreation	2023-24	2024-25	2025-26
****THESE RATES NOW SET BY CONTRACTOR****			
Swimming lessons rate			
Schertz Residents - per child	**	**	**
Non- Residents - per child	**	**	**
Pool Reservations			
Schertz Residents			
1 to 50 People	**	**	**
51 to 100 People	**	**	**
101 to 150 People	**	**	**
151 to 200 People	**	**	**
201 to 250 People	**	**	**
251 to 293 People	**	**	**
Non-Residents			
1 to 50 People	**	**	**
51 to 100 People	**	**	**
101 to 150 People	**	**	**
151 to 200 People	**	**	**
201 to 250 People	**	**	**
251 to 293 People	**	**	**
Northcliffe Pool			
Schertz Residents			
1 to 50 People (2 hours maximum)	**	**	**
50 to 100 People (2 hours maximum)	**	**	**
Non-Residents			
1 to 50 People (2 hours maximum)	**	**	**
50 to 100 People (2 hours maximum)	**	**	**
****THESE RATES NOW SET BY CONTRACTOR****			

City of Schertz
Schedule of Fees

Animal Services	2023-24	2024-25	2025-26
Animal Adoption			
Dog	$ 60.00	$ 60.00	$ 60.00
Cat	$ 35.00	$ 35.00	$ 35.00
Adoption pricing may be discounted for adoption events or during special promotions			
Permits - A permit shall be issue after payment of application fee:			
Kennel authorized to house 10 or less dogs or cats	$ 75.00	$ 75.00	$ 75.00
Kennel authorized to house more than 10 but less than 50	$ 150.00	$ 150.00	$ 150.00
Kennel authorized to house 50 or more	$ 200.00	$ 200.00	$ 200.00
Pet Shop	$ 100.00	$ 100.00	$ 100.00
Grooming Shop	$ 30.00	$ 30.00	$ 30.00
Commercial Riding Stable 10 or less	$ 75.00	$ 75.00	$ 75.00
Commercial Riding Stable 11-50	$ 150.00	$ 150.00	$ 150.00
Commercial Riding Stable 51 or more	$ 200.00	$ 200.00	$ 200.00
Annual Crescent Bend Riding Permit, per horse	$ 100.00	$ 100.00	$ 100.00
Auction	$ 100.00	$ 100.00	$ 100.00
Zoological Park	$ 200.00	$ 200.00	$ 200.00
Animal Exhibition/Circus/Petting Zoo	$ 100.00	$ 100.00	$ 100.00
Guard Dog Training Center	$ 200.00	$ 200.00	$ 200.00
Obedience Training Center	$ 50.00	$ 50.00	$ 50.00
Commercial Establishment Using a Guard Dog	$ 75.00	$ 75.00	$ 75.00
Commercial Annual Sellers Permit	$ 150.00	$ 150.00	$ 150.00
Dangerous Dog Permit	$ 200.00	$ 200.00	$ 200.00
Temporary Permit* - not to exceed 7 days *Good for Crescent Bend Riding (per horse), Animal Exhibition/Circus/Petting Zoo, and Auction Permits	$ 15.00	$ 15.00	$ 15.00
Temporary Animal Sales Permit (Pet Expos), not to exceed 3 days	$ 30.00	$ 30.00	$ 30.00
Impoundment Fee: An impoundment fee must be paid for each captured animal			
Dog/Cat Impoundment			
Within a 1 year period			
1st Offense			
Neutered	$ 30.00	$ 30.00	$ 30.00
Un-neutered	$ 45.00	$ 45.00	$ 45.00
2nd Offense			
Neutered	$ 50.00	$ 50.00	$ 50.00
Un-neutered	$ 70.00	$ 70.00	$ 70.00
3rd Offense			
Neutered	$ 100.00	$ 100.00	$ 100.00
Un-neutered	$ 120.00	$ 120.00	$ 120.00
4th Offense			
Neutered	$ 150.00	$ 150.00	$ 150.00
Un-neutered	$ 170.00	$ 170.00	$ 170.00
Each Additional Offense			
Base- Neutered	$ 150.00	$ 150.00	$ 150.00
Base- Un-neutered	$ 170.00	$ 170.00	$ 170.00
Per Additional Offense	$ 50.00	$ 50.00	$ 50.00
Fowl or other small animal	$ 30.00	$ 30.00	$ 30.00
Livestock	$ 75.00	$ 75.00	$ 75.00
Zoological/Circus animal	$ 200.00	$ 200.00	$ 200.00
Boarding Fee: A boarding fee must be paid for each animal			
Dog/Cat, per day	$ 15.00	$ 15.00	$ 15.00
Fowl or other small animal, per day	$ 10.00	$ 10.00	$ 10.00
Reptile, per day	$ 30.00	$ 30.00	$ 30.00
Livestock, per day	$ 50.00	$ 50.00	$ 50.00
Zoological/Circus animal, per day	$ 200.00	$ 200.00	$ 200.00

City of Schertz
Schedule of Fees

Animal Services	2023-24	2024-25	2025-26
Surrender Fee: Charge per animal with proof of Schertz residency			
Fowl/Reptile/Small Animal	$ 10.00	$ 10.00	$ 10.00
Dog/Cat neutered/spayed /current rabies cert./heartworm negative	$ 35.00	$ 35.00	$ 35.00
Dog/Cat all other surrenders	$ 65.00	$ 65.00	$ 65.00
Small Livestock	$ 50.00	$ 50.00	$ 50.00
Large Livestock	$ 100.00	$ 100.00	$ 100.00
Zoological or Circus	$ 200.00	$ 200.00	$ 200.00
Litter Fee (3 or more animals under 2 months old)	$ 75.00	$ 75.00	$ 75.00
Quarantine Fee:			
Dog/Cat	$ 50.00	$ 50.00	$ 50.00
Plus Daily Charge per animal for boarding	$ 15.00	$ 15.00	$ 15.00
Micro Chipping	$ 15.00	$ 15.00	$ 15.00
Trap Rental Fee:			
Trap Deposit, refundable when trap is returned	$ 75.00	$ 75.00	$ 75.00
Trap Rental Fee, per day	$ 5.00	$ 5.00	$ 5.00

City of Schertz
Schedule of Fees

Neighborhood Service	2023-24	2024-25	2025-26
Health and Sanitation Division			
Food Establishment Fees (annual):			
Non-Profit Organizations (regardless of number of employees)	$ 100.00	$ 100.00	$ 100.00
1 - 10 Employees		$ 300.00	$ 300.00
11 or more Employees		$ 800.00	$ 773.00
Temporary Food and/or Beverage Establishment	$ 50.00	$ 50.00	$ 50.00
Temporary Food and/or Beverage Establishment - Multiple Events (annual)			$ 200.00
Re-inspection fees	$ 75.00	$ 75.00	$ 75.00
Mobile Vendors, registration	$ 100.00	$ 250.00	$ 250.00
Mobile Vendors, registration (existing permit from another government agency)	$ 25.00	$ 25.00	$ 25.00
Mobile Vendors registration and fees will expire July 1, 2026 at which time the State of Texas will start licensing mobile vendors in accordance with HB 2844.			
Sanitation Inspection Fees (annual)			
Public School Inspections - 2 Inspections per year			$ 250.00
Private School Permit/Renewal/Change of Ownership			$ 250.00
Daycare Inspections			$ 125.00
Public and HOA Swimming Pool License	$ 110.00	$ 110.00	$ 110.00
Foster Care	$ 50.00	$ 50.00	$ 50.00
Nuisance Abatement Administrative Fee			
First abatement	$ 100.00	$ 100.00	$ 100.00
Second abatement	$ 200.00	$ 200.00	$ 200.00
Third and subsequent abatements	$ 500.00	$ 500.00	$ 500.00

City of Schertz
Schedule of Fees

Police Department	2023-24	2024-25	2025-26
Alarm Permit Fees			
Residential - Annually	$ 10.00	$ 10.00	$ 10.00
Tier 1 Commercial	$ 25.00	$ 25.00	$ 25.00
Tier 2 Commercial site alarm system required under local, state or national code	$ 50.00	$ 50.00	$ 50.00
Alarm Service Fees: Other than Burglar Alarms			
4TH False Alarm within 12 Mo. Period	$ 100.00	$ 100.00	$ 100.00
5TH False Alarm within 12 Mo. Period	$ 150.00	$ 150.00	$ 150.00
6TH False Alarm within 12 Mo. Period	$ 200.00	$ 200.00	$ 200.00
7TH False Alarm within 12 Mo. Period	$ 250.00	$ 250.00	$ 250.00
8TH False Alarm within 12 Mo. Period	$ 500.00	$ 500.00	$ 500.00
Others After 8TH within 12 Mo. Period	$ 500.00	$ 500.00	$ 500.00
Burglar Alarm Service Fees:			
4TH False Alarm within 12 Mo. Period	$ 50.00	$ 50.00	$ 50.00
5TH False Alarm within 12 Mo. Period	$ 50.00	$ 50.00	$ 50.00
6TH False Alarm within 12 Mo. Period	$ 75.00	$ 75.00	$ 75.00
7TH False Alarm within 12 Mo. Period	$ 75.00	$ 75.00	$ 75.00
8TH False Alarm within 12 Mo. Period	$ 100.00	$ 100.00	$ 100.00
Others After 8TH within 12 Mo. Period	$ 100.00	$ 100.00	$ 100.00
Miscellaneous Fees			
Accident Reports, each	$ 6.00	$ 6.00	$ 6.00
Fingerprints, per set	$ 10.00	$ 10.00	$ 10.00
Solicitor/Peddler Permit	$ 50.00	$ 50.00	$ 50.00
Background Check Fee	$ 10.00	$ 10.00	$ 10.00
BODY CAM VIDEO ($1.00 per minute +$10.00)	$ 10.00	$ 10.00	$ 10.00

City of Schertz
Schedule of Fees

Fire Department and Haz-Mat Fees	2023-24	2024-25	2025-26
Licenses & Permits			
Certificate of Occupancy - Inspections (CO)	$ 50.00	$ 50.00	$ 50.00
License Inspections	N/A	N/A	N/A
Adult Daycare	$ 200.00	$ 200.00	$ 200.00
Licensed Nursing Care Center	$ 200.00	$ 200.00	$ 200.00
Licensed Hospital Inspection	$ 250.00	$ 250.00	$ 250.00
Licensed Institutional Inspection	$ 250.00	$ 250.00	$ 250.00
Licensed In-Home Facilities	$ 50.00	$ 50.00	$ 50.00
Emergency Responder Radio Coverage System	$ 500.00	$ 500.00	$ 500.00
High Piled/Rack Storage System	$ 400.00	$ 400.00	$ 400.00
Above Ground Storage Tanks (all sizes) - commercial	$ 250.00	$ 250.00	$ 250.00
Above Ground Storage Tanks (all sizes) - residential	$ 150.00	$ 150.00	$ 150.00
Below Ground Storage Tanks (per tank) - commercial	$ 250.00	$ 250.00	$ 250.00
Below Ground Storage Tanks (per tank) - residential	$ 150.00	$ 150.00	$ 150.00
Access Control Systems (per system)	$ 150.00	$ 150.00	$ 150.00
Limited Access Security Gates and Perimeter Fencing (per system)	$ 185.00	$ 185.00	$ 185.00
Solar	$ 250.00	$ 250.00	$ 250.00
Open or Control Burn - Commercial	$ 150.00	$ 150.00	$ 150.00
Open or Control Burn - Non-commercial	$ 25.00	$ 25.00	$ 25.00
Fireworks display permit	$ 450.00	$ 450.00	$ 450.00
Tents and Membranes (per event)	$ 75.00	$ 75.00	$ 75.00
Tents and Membranes (annually)	$ 400.00	$ 400.00	$ 400.00
Cutting and Welding	$ 50.00	$ 50.00	$ 50.00
Explosives	$ 50.00	$ 50.00	$ 50.00
Flammable Storage	$ 50.00	$ 50.00	$ 50.00
Carnivals and Fairs	$ 50.00	$ 50.00	$ 50.00
Food Booth (per booth, per event)	$ 25.00	$ 25.00	$ 25.00
Mobile Food Establistments (annual)	$ 25.00	$ 25.00	$ 25.00
Battery Systems	$ 50.00	$ 50.00	$ 50.00
Combustible Dust Product Options	$ 50.00	$ 50.00	$ 50.00
Cryogenic Fluids	$ 50.00	$ 50.00	$ 50.00
Haz-mat	$ 50.00	$ 50.00	$ 50.00
Lumberyards	$ 50.00	$ 50.00	$ 50.00
Spraying and Dipping	$ 50.00	$ 50.00	$ 50.00
Storage of Tires	$ 50.00	$ 50.00	$ 50.00
Short Term Rental Annual Inspection	$ 125.00	$ 125.00	$ 125.00
Fire Suppression System Permits			
Fire Sprinkler System (1-10 heads)	$ 200.00	$ 200.00	$ 200.00
Fire Sprinkler System (11-200 heads)	$ 250.00	$ 250.00	$ 250.00
Additional heads (beyond 200)	$ 1.00	$ 1.00	$ 1.00
Sprinkler System Modification (no heads involved)	$ 150.00	$ 150.00	$ 150.00
False Alarm, per occurance (after 2 in an annual period)	$ 50.00	$ 50.00	$ 50.00
Fire Alarms Installation (1-20 Devices)	$ 200.00	$ 200.00	$ 200.00
Fire Alarms Installation (21-200 Devices)	$ 250.00	$ 250.00	$ 250.00
Additional installation charge, per initiating or notification device (beyond 200)	$ 1.00	$ 1.00	$ 1.00
Fire Alarm Remodel (Less than 10 Devices)	$ 75.00	$ 75.00	$ 75.00
Fire Alarm Remodel (11-25 Devices)	$ 150.00	$ 150.00	$ 150.00
Fire Alarm Remodel (26-100 Devices)	$ 225.00	$ 225.00	$ 225.00
Fire Alarm Remodel (101-200 Devices)	$ 300.00	$ 300.00	$ 300.00
Fire Alarm Remodel (201+ Devices)	$ 375.00	$ 375.00	$ 375.00
Fire Alarm Panel Replacement (1-9 effected Devices)	$ 100.00	$ 100.00	$ 100.00
Fire Alarm panel Replacement (10+ effected Devices)	$ 200.00	$ 200.00	$ 200.00
Kitchen Hood Suppression System	$ 400.00	$ 400.00	$ 400.00

City of Schertz
Schedule of Fees

Fire Department and Haz-Mat Fees	2023-24	2024-25	2025-26
Underground Fire Line (per line)	$ 250.00	$ 250.00	$ 250.00
Fixed Pipe Systems (per system)	$ 150.00	$ 150.00	$ 150.00
Gaseous Suppression Systems (per system)	$ 300.00	$ 300.00	$ 300.00
Standpipe	$ 200.00	$ 200.00	$ 200.00
Additional Standpipes (beyond 1)	$ 150.00	$ 150.00	$ 150.00
Spray Paint Booth (per booth)	$ 300.00	$ 300.00	$ 300.00
Other Fire Systems	$ 100.00	$ 100.00	$ 100.00
Inspection & Plan Review			
Inspection Fees			
Re-Inspection, after the 1st	$ 150.00	$ 150.00	$ 150.00
After hours fee, per hour per inspector	$ 75.00	$ 75.00	$ 75.00
(beyond the hours of 8:00 a.m. to 5:00 p.m.)			
Plan Review Fees, per hour, minimum 2 hours	$ 100.00	$ 100.00	$ 100.00
Plan Review Rush, Outsource - Sent out by Fire Marshal	Cost	Cost	Cost
SFR After Hours Plan Review Rush (per hour, 2 hour minimum)	$ 200.00	$ 200.00	$ 200.00
Smoke Control System Plan (per system)	$ 400.00	$ 400.00	$ 400.00
Hazardous materials operations service fees.			
The current replacement cost shall be charged for the use of consumable haz-mat supplies and firefighting agents	ACTUAL	ACTUAL	ACTUAL
If any protective equipment or firefighting equipment is damaged or contaminated, the current replacement cost shall be charged.	ACTUAL	ACTUAL	ACTUAL
Fire Watch	$ 75.00	$ 75.00	$ 75.00
Fire Watch with Pumper Apparatus (per hour) - MInimum 2 hours	$ 150.00	$ 150.00	$ 150.00

City of Schertz
Schedule of Fees

EMS	2023-24	2024-25	2025-26
Response Services			
Aid Call	$ 200.00	$ 250.00	$ 250.00
Air Medical Assist Call	$ 700.00	$ 800.00	$ 800.00
Basic Life Support Non- Emergency	$ 1,090.00	$ 1,240.00	$ 1,340.00
Basic Life Support Emergency	$ 1,210.00	$ 1,360.00	$ 1,460.00
Advanced Life Support Non Emergency	$ 1,230.00	$ 1,380.00	$ 1,480.00
Advanced Life Support Emergency No Specialty Care	$ 1,440.00	$ 1,590.00	$ 1,690.00
Advanced Life Support Emergency W \ Specialty Care	$ 1,600.00	$ 1,750.00	$ 1,850.00
Mileage, per mile	$ 25.00	$ 25.00	$ 25.00
Other Services			
Ambulance Standby, per hour	$ 150.00	$ 150.00	$ 150.00
Gator Standby, per hour	$ 100.00	$ 100.00	$ 100.00
AED Supplies	Actual	Actual	Actual
CPR Class and Supplies	Actual	Actual	Actual
System Continuing Education	Actual	Actual	Actual
Vaccinations	Actual	Actual	Actual
EMT Class	$ 1,200.00	$ 1,300.00	$ 1,300.00
Passport to Care - Single (insured)	$ 50.00	$ 50.00	$ 50.00
Passport to Care - Family (insured)	$ 60.00	$ 60.00	$ 60.00
Passport to Care - Single (Not insured)	$ 65.00	$ 65.00	$ 65.00
Passport to Care - Family (Not insured)	$ 75.00	$ 75.00	$ 75.00
Per Capita	$ 17.07	$ 17.52	N/A
	6.02%	2.64%	

City of Schertz
Schedule of Fees

Inspections	2023-24	2024-25	2025-26
Residential Building Permit Fees			
Minimum permit fee	$ 50.00	$ 50.00	$ 50.00
New Single Family Residential (one & two family dwellings) per square foot	$ 0.50	$ 0.50	$ 0.50
New Assessory structures per square foot	$ 0.50	$ 0.50	$ 0.50
Flatwork/Deck	$ 100.00	$ 100.00	$ 100.00
Patio/Patio Cover	$ 225.00	$ 225.00	$ 225.00
Roof Replacement	$ 200.00	$ 200.00	$ 200.00
Window Replacement	$ 150.00	$ 150.00	$ 150.00
Foundation Repair	$ 225.00	$ 225.00	$ 225.00
No plan check fee applies to residential flatwork/deck permits			
A building permit is required for swimming pools greater than 24 inches (24") in depth.			
Swimming Pools - In ground	$ 500.00	$ 500.00	$ 500.00
Swimming Pools - Above Ground (where a permit is required)	$ 25.00	$ 25.00	$ 25.00
No permit required for prefabricated pools less than 24"			
A residential plan review fee of 50% of the building permit fee is assessed to all permits for the review of construction documents and plans associated with a permit.	50%	50%	50%
See trade permit and technology fees associated with residential permits below.			
Commercial Building Permit Fees			
Building Permit Fees			
New Construction - Commercial (see Cost table below)	Cost	Cost	Cost
Plan review fees for projects with a cost of $5,000 or greater, are assessed review fees based on a percentage (%) of Permit Fee	50%	50%	50%
Permit Fees:			
Cost of Construction (Cost)			
$0.00 to $1,000.00	$ 50.00	$ 50.00	$ 50.00
$1,001.00 to $15,000.00, for each additional $1,000 and fraction thereof	$ 8.00	$ 8.00	$ 8.00
$15,001.00 to $50,000.00, for each additional $1,000 and fraction thereof	$ 7.00	$ 7.00	$ 7.00
$50,001 and up, for each additional $1,000 and fraction thereof	$ 6.00	$ 6.00	$ 6.00
Following Use The Cost of Construction (Cost) Table above:			
Non - residential Flatwork/Deck	Cost	Cost	Cost
Non - residential Accessory Buildings	Cost	Cost	Cost
Non - residential Patio/Patio Cover	Cost	Cost	Cost
Non - residential Roof Replacement	Cost	Cost	Cost
Non - residential Window Replacement	Cost	Cost	Cost
Non - residential Swimming Pools in Ground	Cost	Cost	Cost
Non - residential Foundation Repair	Cost	Cost	Cost
Sign	Cost	Cost	Cost

City of Schertz
Schedule of Fees

Inspections	2023-24	2024-25	2025-26
All other permit fees (Residential & Commercial):			
Fence (New and Replacement)	$ 50.00	$ 50.00	$ 50.00
Siding/Fascia	$ 75.00	$ 75.00	$ 75.00
Temporary Building or Structure	$ 50.00	$ 50.00	$ 50.00
Moving Permit Fee	$ 100.00	$ 100.00	$ 100.00
Demolition Permit Fee	$ 60.00	$ 60.00	$ 60.00
Mobile Home Permit Fee (plus sub-trades as necessary)	$ 25.00	$ 25.00	$ 25.00
Certificate of Occupancy	$ 50.00	$ 50.00	$ 50.00
Pre Certificate of Occupancy Inspection	$ 200.00	$ 200.00	$ 200.00
Failure to Obtain Certificate of Occupancy	$ 200.00	$ 200.00	$ 200.00
Compliance Inspection, each trade	$ 50.00	$ 50.00	$ 50.00
Temporary Sign	$ 30.00	$ 30.00	$ 30.00
Development Sign	$ 100.00	$ 100.00	$ 100.00
Banner	$ 25.00	$ 25.00	$ 25.00
Street Span Banner	$ 25.00	$ 25.00	$ 25.00
Home Occupation Permit (annually)	$ 35.00	$ 35.00	$ 35.00
Construction beginning without permit, pay additional:	$ 200.00	$ 200.00	$ 200.00
Failure to Request Inspection, per trade	$ 100.00	$ 100.00	$ 100.00
Failure to Obtain Contractors License/Provide Insurance	$ 100.00	$ 100.00	$ 100.00
Electrical Permit Fees			
Electrical Repair/Replacement	$ 60.00	$ 60.00	$ 60.00
New Construction per building/unit	$ 100.00	$ 100.00	$ 100.00
Solar	$ 100.00	$ 100.00	$ 100.00
Mechanical Permit Fees			
Mechanical Repair/Replacement	$ 60.00	$ 60.00	$ 60.00
New Construction per building/unit	$ 100.00	$ 100.00	$ 100.00
Plumbing Permit Fees			
Plumbing Repair/Replacement	$ 60.00	$ 60.00	$ 60.00
New Construction per building/unit	$ 100.00	$ 100.00	$ 100.00
Irrigation Permit Fees			
Permit Fee	$ 60.00	$ 60.00	$ 60.00
plus per sprinkler head	$ 1.00	$ 1.00	$ 1.00
plus per backflow or RPZ	$ 3.00	$ 3.00	$ 3.00
subsequent to the installation of the piping or equipment served, each			
Re-Inspection Fees			
Each re-inspection, per trade	$ 75.00	$ 75.00	$ 75.00
Re-inspections after first, per trade	$ 150.00	$ 150.00	$ 150.00
Re-inspections after second and all subsequent, per trade	$ 500.00	$ 500.00	$ 500.00
No permit fees will be charged for sites located on Main St. (All departments)			
No permit fees will be charged to the Schertz Housing Authority (All departments)			
Technology Fees			
Commercial Construction (new, additions, remodels)	$ 25.00	$ 25.00	$ 25.00
New Residential Construction	$ 25.00	$ 25.00	$ 25.00
All other permits	$ 10.00	$ 10.00	$ 10.00

City of Schertz
Schedule of Fees

Inspections	2023-24	2024-25	2025-26
Licenses/Registrations:			
General Contractor (Initial and Renewal)	N/C	N/C	N/C
Master Electrician (Initial) State of Texas Issued	N/C	N/C	N/C
Apprentice/Wireman Electrician (Annually) State of Texas Issued	N/C	N/C	N/C
Electrical Contractor (Annually) State of Texas Issued	N/C	N/C	N/C
Mechanical Contractor (Annually) State of Texas Issued	N/C	N/C	N/C
Plumbing Contractor (Annually)* State of Texas Issued	N/C	N/C	N/C
Irrigation (Annually) State of Texas Issued	N/C	N/C	N/C
Backflow Tester - State of Texas Issued	N/C	N/C	N/C
Sign Contractor (Initial)	N/C	N/C	N/C
Sign Contractor (Renewal)	N/C	N/C	N/C
Electrical Sign Contractor (Initial) State of Texas Issued	N/C	N/C	N/C
Electric Sign Journeyman Electrician (Annually) State of Texas Issued	N/C	N/C	N/C
Electric Sign Apprentice/Wireman Electrician (Annually) State of Texas Issued	N/C	N/C	N/C
Utility Contractor (Annually)	N/C	N/C	N/C
Mobile Home Park (Annually)	N/C	N/C	N/C

*N/C - No Charge for license

City of Schertz
Schedule of Fees

Engineering	2023-24	2024-25	2025-26
Grading and Clearing Permit - Acreage			
For non-agricultural purposes			
Below 5 acres	$ 100.00	$ 100.00	$ 100.00
5 to 20 acres	$ 250.00	$ 250.00	$ 250.00
Per acre over 20, plus base charge for 20 acres	$ 3.00	$ 3.00	$ 3.00
Over 100 acres	$ 490.00	$ 490.00	$ 490.00
Grading and Clearing Permit Fees are waived for applicants representing Home Owner's Associations proposing maintenance activities in drainage easements.			
Public Improvement Permit Fees			
Construction Plan Review			
Base Fee	$ 1,065.00	$ 1,065.00	$ 1,065.00
Water, per 100 linear foot of main	$ 8.52	$ 8.52	$ 8.52
Wastewater, per 100 linear foot of main	$ 12.78	$ 12.78	$ 12.78
Street and Drainage, per 100 linear foot of street	$ 8.52	$ 8.52	$ 8.52
Drainage, per 100 linear feet of street + 100 linear feet of off-street facility	$ 12.78	$ 12.78	$ 12.78
Wastewater Lift Station		$ 2,130.00	$ 2,130.00
OR			
Actual Cost of third party plan review	Actual	Actual	Actual
Construction Inspection			
Base Fee	$ 3,386.40	$ 3,386.40	$ 3,386.40
Water, per 100 linear foot of main	$ 67.73	$ 67.73	$ 67.73
Wastewater, per 100 linear foot of main	$ 84.66	$ 84.66	$ 84.66
Street and Drainage, per 100 linear foot of street	$ 67.73	$ 67.73	$ 67.73
Drainage, per 100 linear feet of street + 100 linear feet of off-street facility	$ 84.66	$ 84.66	$ 84.66
Wastewater Lift Station		$ 5,079.60	$ 5,079.60
OR			
Actual Cost of third party inspection	Actual	Actual	Actual

City of Schertz
Schedule of Fees

Drainage Fees	2023-24	2024-25	2025-26
Charge Per Residence	$ 5.20	$ 5.20	$ 5.20
Commercial, per LUE	$ 5.20	$ 5.20	$ 5.20
Floodplain Permit, New Residential Structure	$ 50.00	$ 50.00	$ 50.00
Floodplain Permit, New Commercial Structure	$ 150.00	$ 150.00	$ 150.00

City of Schertz
Schedule of Fees

Garbage Collection Fees	2024-25	2025-26
Residential	$ 19.20	$ 19.20
Once a week pick up Garbage		
Every other week pick up Recycling		
Every other week pick up bulk items and brush		
Hazardous Waste pick up on request		
Extra Garbage Carts, each	$ 9.25	$ 9.25
Extra Recycling Carts, each	$ 5.00	$ 5.00
Unusual Accumulation Waste Collection		
Rate per hour	$ 100.00	$ 100.00
Deposital fee per yard collected	$ 50.00	$ 50.00
Commercial		
Small Commercial		
Once a week pick up	$ 45.00	$ 45.00
Twice per week pick up	$ 90.00	$ 90.00

Commercial Containers

CONTRACTOR will provide commercial containers to those customers who desire to use them in lieu of garbage cans. The use of such CONTRACTOR provided containers is required by this contract. Rates for containers and pickup will be based on the following table:

Frequency of Pickup	1	2	3	4	5	6	On Call Additional
Container Size:							
2 cu. Yard	$ 85.16	$ 145.01	$ 175.17	$ 200.25	$ 225.27	250.29	$ 75.00
3 cu. Yard	$ 102.64	$ 185.16	$ 255.31	$ 292.77	$ 330.38	$ 367.89	$ 75.00
4 cu. Yard	$ 127.58	$ 220.30	$ 330.32	$ 362.88	$ 425.51	$ 488.07	$ 75.00
6 cu. Yard	$ 180.27	$ 300.32	$ 412.99	$ 525.66	$ 638.16	$ 750.83	$ 75.00
8 cu. Yard	$ 212.77	$ 387.94	$ 538.05	$ 688.26	$ 839.50	$ 988.63	$ 75.00
10 cu. Yard	$ 232.77	$ 397.94	$ 548.05	$ 698.26	$ 839.50	998.63	$ 75.00
2 cu. Yard Recycle	$ 79.25	$ 134.94	$ 163.00	$ 186.34	$ 209.63	232.9	$ 75.00
4 cu. Yard Recycle	$ 95.51	$ 172.30	$ 237.58	$ 272.44	$ 307.43	342.34	$ 75.00
6 cu. Yard Recycle	$ 167.74	$ 279.46	$ 384.30	$ 489.14	$ 593.84	698.68	$ 75.00
8 cu. Yard Recycle	$ 197.99	$ 360.99	$ 500.67	$ 640.45	$ 781.19	919.96	$ 75.00

Roll-Off available in 20, 30, and 40 cubic yards		
Delivery	$ 150.00	$ 150.00
Haul Rate	$ 390.00	$ 390.00
Disposal, per ton	$ 59.94	$ 59.94
Temporary, rate per day (not charged on permant placement)	$ 3.00	$ 3.00

Compactors

Frequency of Pickup	1	2	3	4	5	6	On Call Additional
Container Size							
2 cu. Yard compactor	$ 255.48	$ 435.03	$ 525.51	$ 600.75	$ 675.81	$ 750.87	$ 300.00
4 cu. Yard compactor	$ 382.74	$ 660.90	$ 900.96	$ 1,088.64	$1,276.53	$1,464.21	$ 300.00

City of Schertz
Schedule of Fees

Garbage Collection Fees								2024-25	2025-26
6 cu. Yard compactor	$ 540.81	$ 900.96	$ 1,238.97	$ 1,576.98	$1,914.48	$2,252.49	$ 300.00		
Compactor Rental, per month								$ 500.00	$ 500.00
Casters, per month								$ 7.50	$ 7.50
Locks,per collection								$ 2.50	$ 2.50
Enclosures, per month								$ 5.00	$ 5.00
Roll Off Compactor									
20 yard and 30 yard self contained									
Rental, per month								$ 750.00	$ 750.00
Haul Rate								$ 470.00	$ 470.00
Disposal, per ton								$ 59.94	$ 59.94
40 Yard Receiving Container									
Rental								$ 250.00	$ 250.00
Haul Rate								$ 470.00	$ 470.00
Disposal, per ton								$ 59.94	$ 59.94
Disaster management Rates									
Roll Off Truck and Container, per hour								$ 200.00	$ 200.00
Grapple Truck, per hour								$ 200.00	$ 200.00
Rear Load Truck and Crew, per hour								$ 325.00	$ 325.00
Disposal, per ton								$ 59.94	$ 59.94
Commercial Recycle Hauling Permit								$ 25.00	$ 25.00
To address non standard requests, the solid waste contractor can negotiate a fee with the									
The City franchise fee collected from the Solid Waste Provider								10%	10%

City of Schertz
Schedule of Fees

Capital Recovery Impact Fees			2023-24	2024-25	2025-26
WATER IMPACT FEE					
Meter Size	**Meter Type**	**LUEs**			
5/8"	MULTI-JET	1.0	$ 2,934.00	$ 2,934.00	$ 8,814.00
3/4"	MULTI-JET	1.3	$ 4,401.00	$ 4,401.00	$ 11,458.20
1"	MULTI-JET	2.0	$ 7,335.00	$ 7,335.00	$ 17,628.00
2"	ULTRASONIC	16.7	$ 29,340.00	$ 29,340.00	$ 147,193.80
3"	ULTRASONIC	33.3	$ 70,416.00	$ 70,416.00	$ 293,506.20
4"	ULTRASONIC	66.7	$ 123,228.00	$ 123,228.00	$ 587,893.80
6"	ULTRASONIC	106.7	$ 269,928.00	$ 269,928.00	$ 940,453.80
8"	ULTRASONIC	186.7	$ 234,720.00	$ 234,720.00	$ 1,645,573.80
10"	ULTRASONIC	366.7	$ 733,500.00	$ 733,500.00	$ 3,232,093.80
12"	ULTRASONIC	366.7	$ 968,220.00	$ 968,220.00	$ 3,232,093.80
SEWER COLLECTION IMPACT FEE					
Meter Size	**Meter Type**				
5/8"	MULTI-JET	1.0	$ 1,668.00	$ 1,668.00	$ 5,556.00
3/4"	MULTI-JET	1.3	$ 2,168.40	$ 2,168.40	$ 7,222.80
1"	MULTI-JET	2.0	$ 3,336.00	$ 3,336.00	$ 11,112.00
2"	ULTRASONIC	16.7	$ 27,855.60	$ 27,855.60	$ 92,785.20
3"	ULTRASONIC	33.3	$ 55,544.40	$ 55,544.40	$ 185,014.80
4"	ULTRASONIC	66.7	$ 111,255.60	$ 111,255.60	$ 370,585.20
6"	ULTRASONIC	106.7	$ 177,975.60	$ 177,975.60	$ 592,825.20
8"	ULTRASONIC	186.7	$ 311,415.60	$ 311,415.60	$ 1,037,305.20
10"	ULTRASONIC	366.7	$ 611,655.60	$ 611,655.60	$ 2,037,385.20
12"	ULTRASONIC	366.7	$ 611,655.60	$ 611,655.60	$ 2,037,385.20
~~*Collection Impact Fee Per Living Unit Equivalent (LUE)~~			~~$ 1,668.00~~	~~$ 1,668.00~~	

~~*Sewer based on LUE: LUE = 245 gallons per day~~
These are only City of Schertz impact fees.

Other Utility Impact Fees
Cibolo Creek Municipal Authority (CCMA)

South Basin Impact Fee Per LUE:			$ 2,200.00	$ 2,200.00	$ 2,200.00
North Basin Impact Fee Per LUE:			$ 2,300.00	$ 2,300.00	$ 2,300.00

*Sewer based on LUE: LUE = 155 gallons per day
These are only CCMA impact fees.

Schertz Seguin Local Government Corporation (SSLGC)

Meter Size	**Meter Type**				
5/8"	SIMPLE	1.0	$ 1,607.24	$ 1,607.24	$ 1,607.24
3/4"	SIMPLE	1.5	$ 2,410.86	$ 2,410.86	$ 2,410.86
1"	SIMPLE	2.5	$ 4,018.10	$ 4,018.10	$ 4,018.10
1.5"	SIMPLE	5.0	$ 8,036.20	$ 8,036.20	$ 8,036.20
2"	SIMPLE	8.0	$ 12,857.92	$ 12,857.92	$ 12,857.92
2"	COMPOUND	8.0	$ 12,857.92	$ 12,857.92	$ 12,857.92
2"	TURBINE	10.0	$ 16,072.40	$ 16,072.40	$ 16,072.40
3"	COMPOUND	16.0	$ 25,715.84	$ 25,715.84	$ 25,715.84
3"	TURBINE	24.0	$ 38,573.76	$ 38,573.76	$ 38,573.76
4"	COMPOUND	25.0	$ 40,181.00	$ 40,181.00	$ 40,181.00

City of Schertz
Schedule of Fees

Capital Recovery Impact Fees			2023-24	2024-25	2025-26
4"	TURBINE	42.0	$ 67,504.08	$ 67,504.08	$ 67,504.08
6"	COMPOUND	50.0	$ 80,362.00	$ 80,362.00	$ 80,362.00
6"	TURBINE	92.0	$ 147,866.08	$ 147,866.08	$ 147,866.08
8"	COMPOUND	80.0	$ 128,579.20	$ 128,579.20	$ 128,579.20
9"	TURBINE	160.0	$ 257,158.40	$ 257,158.40	$ 257,158.40
10"	COMPOUND	115.0	$ 184,832.60	$ 184,832.60	$ 184,832.60
10"	TURBINE	250.0	$ 401,810.00	$ 401,810.00	$ 401,810.00
12"	TURBINE	330.0	$ 530,389.20	$ 530,389.20	$ 530,389.20

ROADWAY IMAPACT FEE

Residential Home through 3/26/2021	$ 2,696.00	$ 2,696.00	$ 2,696.00
Residential Home between 3/27/2021 and 3/26/2022	$ 3,033.00	$ 3,033.00	$ 3,033.00
Residential Home after 3/26/2022	$ 3,370.00	$ 3,370.00	$ 3,370.00
Nonresidential through 3/26/2021, per service unit*	$ 100.00	$ 100.00	$ 100.00
Nonresidential after 3/26/2021, per service unit*	$ 175.00	$ 175.00	$ 175.00

*The number of service units are based on the use of the property. A fee calculator is available on the City Website under the Engineering page

City of Schertz
Schedule of Fees

Utility Billing	2023-24	2024-25	2025-26
Water & Wastewater Deposit			
In City	$ 125.00	$ 125.00	$ 125.00
In City, with no water service	$ 75.00	$ 75.00	$ 75.00
Out of City	$ 150.00	$ 150.00	$ 150.00
Commercial	$ 100.00	$ 100.00	$ 100.00
or 2.5 times estimated monthly billing	2.5x	2.5x	2.5x
Disconnect Fee	$ 20.00	$ 20.00	$ 20.00
Extension Fee	$ 5.00	$ 5.00	$ 5.00
2 free extensions			
Transfer Fee	$ 10.00	$ 10.00	$ 10.00
Garbage Deposit			
Residential	$ 25.00	$ 25.00	$ 25.00
Commercial	$ 100.00	$ 100.00	$ 100.00
or 2 1/2 times estimated monthly billing	2.5x	2.5x	2.5x
Meter Flow Test			
After Hours Disconnect/Reconnect	$ 50.00	$ 50.00	$ 50.00
City Field Test	$ 10.00	$ 10.00	$ 10.00
City Meter Bench Flow Test	$ 25.00	$ 25.00	$ 25.00
Schertz Seguin Water Customers	$ 4.00	$ 4.00	$ 4.00
Non-Schertz Seguin Customer	$ 15.00	$ 15.00	$ 15.00
Extended Absence Charge	$ 10.00	$ 10.00	$ 10.00
Re-Installation Fee, per hour	$ 50.00	$ 50.00	$ 50.00
Fire Hydrant Fee			
Deposit	$ 200.00	$ 200.00	$ 200.00
Service Fee	$ 50.00	$ 50.00	$ 50.00

City of Schertz
Schedule of Fees

Public Works	2023-24	2024-25	2025-26
Permit Fees - All Right of Way Permits	$ 25.00	$ 25.00	$ 25.00
Fire Line Type Nos. 1 and 2 - (non-metered), in City per year			
4-inch service line connection or smaller	$ 175.00	$ 175.00	$ 175.00
6 inch	$ 235.00	$ 235.00	$ 235.00
8 inch	$ 290.00	$ 290.00	$ 290.00
10 inch	$ 340.00	$ 340.00	$ 340.00
12 inch	$ 405.00	$ 405.00	$ 405.00
Fire Line - (non-metered), Outside City per year			
4-inch service line connection or smaller	$ 225.00	$ 225.00	$ 225.00
6 inch	$ 305.00	$ 305.00	$ 305.00
8 inch	$ 375.00	$ 375.00	$ 375.00
10 inch	$ 440.00	$ 440.00	$ 440.00
12 inch	$ 525.00	$ 525.00	$ 525.00
Meter Installation Fees - Inside the City			
Meter Size			
5/8" X 3/4"	$ 330.00	$ 330.00	$ 330.00
3/4" X 3/4"	$ 345.00	$ 345.00	$ 345.00
1" X 1"	$ 450.00	$ 450.00	$ 450.00
2" X 2"	$1,940.00	$ 1,940.00	$ 1,940.00
*2" turbine	Cost + Labor	Cost + Labor	Cost + Labor
*3" or larger	Cost + Labor	Cost + Labor	Cost + Labor

City of Schertz
Schedule of Fees

Public Works	2023-24	2024-25	2025-26
Meter Installation Fees - Outside the City			
Meter Size			
5/8" X 3/4"	$ 340.00	$ 340.00	$ 340.00
3/4" X 3/4"	$ 355.00	$ 355.00	$ 355.00
1" X 1"	$ 460.00	$ 460.00	$ 460.00
2" X 2"	$1,950.00	$ 1,950.00	$ 1,950.00
*2" turbine	Cost + Labor	Cost + Labor	Cost + Labor
*3" or larger	Cost + Labor	Cost + Labor	Cost + Labor
Fire Hydrant Meter for Construction			
Deposit (refundable)	$ 200.00	$ 200.00	$ 200.00
Service Charge	$ 50.00	$ 50.00	$ 50.00
Bulk Water Sales - 10 Commercial Place			
Deposit (refundable)	$ -	$ 90.00	$ 90.00
Service Charge	$ -	$ 50.00	$ 50.00
Base Monthly fee - initial 10,000 gallons	$ -	$ 127.67	$ 130.23
Usage fee - per thousand gallon after initial	$ 9.98	$ 10.18	$ 10.38
Wholesale Water Distribution Rate			
Base Rate, per month			
3 Inch Meter	$ 472.92	$ 482.38	$ 492.03
4 Inch Meter	$ 827.62	$ 844.17	$ 861.06
6 Inch Meter	$1,812.88	$ 1,849.14	$ 1,886.12
8 Inch Meter	$3,153.60	$ 3,216.67	$ 3,281.01
10 Inch Meter	$4,927.50	$ 5,026.05	$ 5,126.57
12 Inch Meter	$6,504.30	$ 6,634.39	$ 6,767.07
Available by agreement to distributors with a self-maintained water distribution service, Military Bases, and for temporary use until reuse water is made available in a particular area.			
Network Nodes			
Application	$ 500.00	$ 500.00	$ 500.00
Additional for each node over 5 on the application (up to 30)	$ 100.00	$ 100.00	$ 100.00
Annual Public Right of Way	$ 250.00	$ 250.00	$ 250.00
Node Support Pole Application Fee	$1,000.00	$ 1,000.00	$ 1,000.00
Collection Fee for Network Nodes on City Service Poles, per pole, per	$ 20.00	$ 20.00	$ 20.00
Transport Facilities			
Application	$ 500.00	$ 500.00	$ 500.00
Additional for each node over 5 on the application (up to 30)	$ 100.00	$ 100.00	$ 100.00
Rental Fee for Transport Facilities, per device per month	$ 28.00	$ 28.00	$ 28.00
Annual Public Right of Way Fee	$ 250.00	$ 250.00	$ 250.00

Permit Fees will be due at the time of the permit submission.
Permit will not be accepted if the permit fee is not attached.
Other fees will be assessed at the time of permit approval

City of Schertz
Schedule of Fees

Sewer Rates	2023-24	2024-25	2025-26
Residential Rates (Single Family)			
Base Rate-per month	15.46	$ 15.92	$ 16.40
Per 1,000 gal Charge, Per Month			
Per 1,000 gal charge Total- 12,000 gallons or less	5.09	$ 5.24	$ 5.40
greater than 12,000 gallons	11.67	$ 12.02	$ 12.38
Business and Multi-family Dwelling Units:			
Base Rate per month	19.45	$ 20.03	$ 20.63
The base rate shall be assessed in terms of connection equivalents which shall be as follows: the customer's previous 12 month water consumption as determined at the annual re-rating in February divided by 365, with the results of such division then divided by 245 gallons. The figure arrived at by the second division shall be the customer's "connection equivalent". Each business shall be assessed a base rate.			
Per 1,000 gal Charge, Per Month			
Per 1,000 gal charge Total- 12,000 gallons or less	5.21	$ 5.37	$ 5.53
greater than 12,000 gallons	11.67	$ 12.02	$ 12.38
YMCA			
Per 1,000 gal Charge, Per Month	3.43	$ 3.53	$ 3.64

City of Schertz
Schedule of Fees

Public Works - Water Rates Residential	2023-24	2024-25	2025-26
GALLONS SOLD BY METER SIZE (RESIDENTIAL & SMALL COMMERCIAL)			
Base Monthly Fee, based on meter size			
5/8 IN	$ 26.36	$ 26.89	$ 27.42
3/4 IN	$ 39.50	$ 40.29	$ 41.10
1.0 IN	$ 65.85	$ 67.17	$ 68.51
2 IN	$ 263.43	$ 268.70	$ 274.07
3 IN	$ 632.25	$ 644.90	$ 657.79
4 IN	$ 1,106.42	$ 1,128.55	$ 1,151.12
6 IN	$ 2,423.60	$ 2,472.07	$ 2,521.51
8 IN	$ 4,257.74	$ 4,342.89	$ 4,429.75
10 IN	$ 6,652.70	$ 6,785.75	$ 6,921.47
12 IN	$ 8,781.58	$ 8,957.21	$ 9,136.36
Usage Fee, rate per 1,000 gallons			
- 6,000	$ 3.25	$ 3.32	$ 3.38
6,001 12,000	$ 3.64	$ 3.71	$ 3.79
12,001 18,000	$ 4.26	$ 4.35	$ 4.43
18,001 30,000	$ 5.20	$ 5.30	$ 5.41
30,001 Above	$ 6.61	$ 6.74	$ 6.88

City of Schertz
Schedule of Fees

Public Works - Water Rates Residential	2023-24	2024-25	2025-26
GALLONS SOLD BY METER SIZE (LARGE COMMERCIAL)			
Base Monthly Fee, based on meter size			
5/8 IN	$ 26.36	$ 26.89	$ 27.42
3/4 IN	$ 39.50	$ 40.29	$ 41.10
1.0 IN	$ 65.85	$ 67.17	$ 68.51
1 1/2 IN	$ 131.72	$ 134.35	$ 137.04
2IN (TURBINE)	$ 263.43	$ 268.70	$ 274.07
3 IN	$ 632.25	$ 644.90	$ 657.79
4 IN	$ 1,106.42	$ 1,128.55	$ 1,151.12
6 IN	$ 2,423.60	$ 2,472.07	$ 2,521.51
8 IN	$ 4,257.74	$ 4,342.89	$ 4,429.75
10 IN	$ 6,652.70	$ 6,785.75	$ 6,921.47
12 IN	$ 8,781.58	$ 8,957.21	$ 9,136.35
Usage Fee, rate per 1,000 gallons			
- 18,000	$ 3.25	$ 3.32	$ 3.38
18,001 36,000	$ 3.64	$ 3.71	$ 3.79
36,001 54,000	$ 4.26	$ 4.35	$ 4.43
54,001 90,000	$ 5.20	$ 5.30	$ 5.41
90,001 Above	$ 6.61	$ 6.74	$ 6.88
Fire Hydrant Meter			
Base Monthly Fee	$ 125.17	$ 127.67	$ 130.23
Usage Fee, per 1,000 gals	$ 9.98	$ 10.18	$ 10.38
Cibolo Wholesale Water Rate	$ 3.34	$ 3.41	$ 3.47

City of Schertz
Schedule of Fees

Drought Contingency Surcharges	2023-24	2024-25	2025-26
For the first 1,000 gallons over allocation*	$ 2.00	$ 2.00	$ 2.00
For the second 1,000 gallons over allocation*	$ 3.00	$ 3.00	$ 3.00
For the third 1,000 gallons over allocation*	$ 4.00	$ 4.00	$ 4.00
For each additional 1,000 gallons over allocation*	$ 5.00	$ 5.00	$ 5.00
Drought Contingency Violation Fines, up to	$ 200.00	$ 200.00	$ 200.00

*Refer to the Conservation Ordinance for all allocations

Civic Center 2026 Proposed Fee Schedule

Athena Nolen, Civic Center Manager

Proposal Highlights

- Include Kitchen Fee in rental of Bluebonnet Hall and/or Ballroom
- Update rental time periods to Half-Day, Full-Day option only
- Increase overall pricing 15% (and round)
- Update discounts – remove multi day discounts, add Schertz resident & military discounts
- Change from Refundable Deposit to Reservation Fee (non-refundable) w/ cc on file

Include Kitchen Fee in rental of Bluebonnet Hall / Ballroom

Utilization Report ← Here

- In 2024: Ballroom Kitchen was rented approx. 39% of total rentals
- YTD 2025: Ballroom Kitchen is rented approx. 30% of total rentals
  - Current Kitchen price is $300 (1/3 = $100) raise full day ballroom price min of $100
- In 2024: Bluebonnet Hall Kitchen was rented approx. 36% of total rentals
- YTD 2025: Bluebonnet Hall Kitchen was rented approx. 32% of total rentals
  - Current BBH Kitchen is $100 (1/3 = $33) raise BBH full day price min of $33
  - BBH Rental price apply “full day” rental price to half day and increase full day rate
    - Most weekday events fall in the half day category, so we are hoping to increase the available times/dates to take in more reservations by shifting the event times.

Update rental time periods to Half-Day/ Full-Day

- Rental is currently 12 hours or 7 hours
  - Some 7 hour rentals take place in the middle of the day making remaining day un-rentable.
  - Update to half day AM/PM (7am-3pm) or (4pm-12am) 8 hours with a minimum one hour between for staff reset.
  - Full day rental is available to the customer 8 am – 11 pm (15 hours).
  - If a customer is interested in a midday rental, they would be required to purchase the full day rate.
  - These time periods would apply to in-house events as well.

Increase overall pricing 15%

Value added by increasing number of hours in rental as well as kitchen included. +Resident discount opportunity
Prices have not increased for 3 years. Price of Friday to meet demand. Link to→ Utilization Notes

Civic Center - Grand Ballroom- (7,198 sq. ft)	2021/2022	2022/2023	2023/2024	2024/2025	2025/2026	Proposed Update Notes:
Regular Rentals (room only)						
Sunday, Full day	$ 800.00	$ 925.00	$ 925.00	$ 925.00	$ 1,050.00	Full day rental 8 am - 11 pm (15 hours)
Sunday, Half day	$ 450.00	-			$ 600.00	Half Day rental (8 hours) 7 am - 3 pm / 4 pm - 12 am
Monday - Thursday, Full day	$ 600.00	$ 600.00	$ 600.00	$ 600.00	$ 750.00	Full day rental 8 am - 11 pm (15 hours)
Monday - Thursday, Half day	$ 375.00	$ 375.00	$ 375.00	$ 375.00	$ 400.00	Half Day rental (8 hours) 7 am - 3 pm / 4 pm - 12 am
Friday, Full Day	$ 800.00	$ 925.00	$ 925.00	$ 925.00	$ 1,900.00	Full day rental 8 am - 11 pm (15 hours)
Friday, Half Day					$ 1,200.00	Half Day rental (8 hours) 7 am - 3 pm / 4 pm - 12 am
Saturday, Full day (half day not available)	$ 1,800.00	$ 1,975.00	$ 1,975.00	$ 1,975.00	$ 2,200.00	Full day rental 8 am - 11 pm (15 hours)

Civic Center - Bluebonnet Hall- (2,500 sq ft)	2021/2022	2022/2023	2023/2024	2024/2025	2025/2026	Proposed Update Notes:
Regular Rentals						
Friday/Sunday, Full day	$ 400.00	$ 450.00	$ 450.00	$ 450.00	$ 600.00	Full day rental 8 am - 11 pm (15 hours)
Friday/Sunday, Half day	$ 200.00	$ 225.00	$ 225.00	$ 225.00	$ 375.00	Half Day rental (8 hours) 7 am - 3 pm / 4 pm - 12 am
Monday - Thursday, Full day	$ 250.00	$ 275.00	$ 275.00	$ 275.00	$ 525.00	Full day rental 8 am - 11 pm (15 hours)
Monday - Thursday, Half day	$ 125.00	$ 150.00	$ 150.00	$ 150.00	$ 275.00	Half Day rental (8 hours) 7 am - 3 pm / 4 pm - 12 am
Saturday, Full day (half day not available)	$ 700.00	$ 775.00	$ 775.00	$ 775.00	$ 850.00	Full day rental 8 am - 11 pm (15 hours)

Update Discounts

Resident Driven Discounts

*Link to → discount data

Discount/Special Rates		
Frequent Renters 25% discount (Must rent at least 12 times calendar year)	DELETE	Frequent renters are not generally personal resident use
Multiple Day Renters 25% discount (Must rent two or more consecutive days)	DELETE	Multi day renters are not generally personal resident use
Day before setup - 50% of regular room rate (only in ballroom or entire Civic Center)	DELETE	Day before set up are generally not personal resident use. PM Half Day rental would be offered as an alternative.
Non-Profits 25% discount - rent only	15%	Discount lowered to meet local average open to all/any non-profits
Schertz Residents Renter only- 20%	20%	Discount available for Schertz Residents as a renter
Military - 15% with ID	15%	Available to active/retired military as a renter

Refundable Deposit to Reservation Fee

To help cut down on long term holds on space and cancellations

- 2025 Ballroom: $500 refundable deposit
- 2026 proposed: $200 reservation fee, goes towards balance of the event, non-refundable + cc on file for damage
  - If no cc, additional $300 refundable deposit in cash/check/debit

- 2025 Bluebonnet Hall: $200 refundable deposit
- 2026 Proposed: $100 reservation fee, goes towards balance of the event, non-refundable + cc on file for damage
  - If no cc, additional $200 refundable deposit in cash/check/debit

Other Proposed Changes

Less notable changes include:

- Updating cleaning fee GBR $300 / BBH $150 / Kitchen $150
- Small increases to Auxiliary items, and including others such as Microphone
- Early open GBR $150 / BBH $75
- Sunset use of dance floor in packages, will cut labor, and possible injury
- Community Center / North Center AV rentals increase
- Beverage Service: specify iced water + coffee (no bottled drinks)
- HOA meetings: specify 3 hour maximum, no change in rate

City-Area Comps

2025 Schertz Civic Center Rate Comparison

Residential Weekday Rates

City of Schertz-2026	**Ballroom 8 Hours**	**400 Banquet**	**$ 320.00**	**Bluebonnet Hall 8 Hours**	**120 Banquet**	**$ 220.00**	**Community Center 4 Hours**	**150 Banquet**	**$ 160.00**	**North Center 4 Hours**	**80 Banquet**	**$ 80.00**
City of Schertz-2025	**Ballroom 7 Hours**	**400 Banquet**	**$375.00**	**Bluebonnet Hall 7 Hours**	**120 Banquet**	**$150.00**	**Community Center 4 Hours**	**150 Banquet**	**$200.00**	**North Center 4 Hours**	**80 Banquet**	**$100.00**
San Marcos	Activity Center (3 Rooms)	315	$ 673.00	DunbarLarge Room	125	$ 273.00	Espinosa Community Hall	175	$ 156.00	Activity Center (1 room)	80	$ 371.00
San Antonio							South San Community Center	160	$ 235.00			
Hollywood Park				Voigt Center	150	$ 400.00						
Garden Ridge	Wildflower Room	400	$ 700.00									
New Braunfels	Ballroom	600	$ 1,375.00									

Residential Weekend Rate

City of Schertz-2026	**Ballroom 8 Hours**	**400 Banquet**	**$ 1,760.00**	**Bluebonnet Hall 8 Hours**	**120 Banquet**	**$ 680.00**	**Community Center 7 Hours**	**150 Banquet**	**$ 380.00**	**North Center 7 Hours**	**80 Banquet**	**$ 300.00**
City of Schertz-2025	**Ballroom 12 Hours**	**400 Banquet**	**$1,975.00**	**Bluebonnet Hall 12 Hours**	**120 Banquet**	**$775.00**	**Community Center 6 Hours**	**150 Banquet**	**$475.00**	**North Center 6 Hours**	**80 Banquet**	**$375.00**
San Marcos	Activity Center (3 Rooms)	315	$ 1,092.00	DunbarLarge Room	125	$ 468.00	Espinosa Community Hall	175	$ 636.00	Activity Center (1 room)	80	$ 636.00
San Antonio							South San Community Center	160	$ 235.00			
Hollywood Park				Voigt Center	150	$ 600.00						
Live Oak										Live Oak Club House	80	$ 200.00
Garden Ridge	Wildflower Room	400	$ 1,200.00									
New Braunfels	Ballroom	600	$ 2,610.00									

Non- Residential Weekday Rates

City of Schertz-2026	**Ballroom 8 Hours**	**400 Banquet**	**$ 400.00**	**Bluebonnet Hall 8 Hours**	**120 Banquet**	**$ 275.00**	**Community Center 4 Hours**	**150 Banquet**	**$ 200.00**	**North Center 4 Hours**	**80 Banquet**	**$ 100.00**
City of Schertz-2025	**Ballroom 7 Hours**	**400 Banquet**	**$375.00**	**Bluebonnet Hall 7 Hours**	**120 Banquet**	**$150.00**	**Community Center 4 Hours**	**150 Banquet**	**$200.00**	**North Center 4 Hours**	**80 Banquet**	**$100.00**
San Marcos	Activity Center (3 Rooms)	315	$ 2,275.00	DunbarLarge Room	125	$ 931.00	Espinosa Community Hall	175	$ 1,040.00	Activity Center (1 room)	80	$ 532.00
San Antonio							South San Community Center	160	$ 405.00			
Hollywood Park				Voigt Center	150	$ 800.00						
Garden Ridge	Wildflower Room	400	$ 1,050.00									
New Braunfels	Ballroom	600	$ 1,375.00									

Non-Residential Weekend Rate

City of Schertz-2026	**Ballroom 15 Hours**	**400 Banquet**	**$ 2,200.00**	**Bluebonnet Hall 15 Hours**	**120 Banquet**	**$ 850.00**	**Community Center 7 Hours**	**150 Banquet**	**$ 475.00**	**North Center 7 Hours**	**80 Banquet**	**$ 375.00**
City of Schertz-2025	**Ballroom 12 Hours**	**400 Banquet**	**$1,975.00**	**Bluebonnet Hall 12 Hours**	**120 Banquet**	**$775.00**	**Community Center 6 Hours**	**150 Banquet**	**$475.00**	**North Center 6 Hours**	**80 Banquet**	**$375.00**
San Marcos	Activity Center (3 Rooms)	315	$ 3,900.00	DunbarLarge Room	125	$ 1,595.00	Espinosa Community Hall	175	$ 1,560.00	Activity Center (1 room)	80	$ 810.00
San Antonio							South San Community Center	160	$ 405.00			
Hollywood Park				Voigt Center	150	$ 1,200.00						
Live Oak										Live Oak Club House	80	$ 200.00
Garden Ridge	Wildflower Room	400	$ 1,800.00									
New Braunfels	Ballroom	600	$ 2,610.00									

2025 Schertz Civic Center Rate Comparison

Residential Weekday Rates												
City of Schertz-2026	**Ballroom 8 Hours**	**400 Banquet**	**$ 320.00**	**Bluebonnet Hall 8 Hours**	**120 Banquet**	**$ 220.00**	**Community Center 4 Hours**	**150 Banquet**	**$ 160.00**	**North Center 4 Hours**	**80 Banquet**	**$ 80.00**
City of Schertz-2025	**Ballroom 7 Hours**	**400 Banquet**	**$375.00**	**Bluebonnet Hall 7 Hours**	**120 Banquet**	**$150.00**	**Community Center 4 Hours**	**150 Banquet**	**$200.00**	**North Center 4 Hours**	**80 Banquet**	**$100.00**
San Marcos	Activity Center (3 Rooms)	315	$ 673.00	DunbarLarge Room	125	$ 273.00	Espinosa Community Hall	175	$ 156.00	Activity Center (1 room)	80	$ 371.00
San Antonio							South San Community Center	160	$ 235.00			
Hollywood Park				Voigt Center	150	$ 400.00						
Garden Ridge	Wildflower Room	400	$ 700.00									
New Braunfels	Ballroom	600	$ 1,375.00									

Residential Weekend Rate												
City of Schertz-2026	**Ballroom 8 Hours**	**400 Banquet**	**$ 1,760.00**	**Bluebonnet Hall 8 Hours**	**120 Banquet**	**$ 680.00**	**Community Center 7 Hours**	**150 Banquet**	**$ 380.00**	**North Center 7 Hours**	**80 Banquet**	**$ 300.00**
City of Schertz-2025	**Ballroom 12 Hours**	**400 Banquet**	**$1,975.00**	**Bluebonnet Hall 12 Hours**	**120 Banquet**	**$775.00**	**Community Center 6 Hours**	**150 Banquet**	**$475.00**	**North Center 6 Hours**	**80 Banquet**	**$375.00**
San Marcos	Activity Center (3 Rooms)	315	$ 1,092.00	DunbarLarge Room	125	$ 468.00	Espinosa Community Hall	175	$ 636.00	Activity Center (1 room)	80	$ 636.00
San Antonio							South San Community Center	160	$ 235.00			
Hollywood Park				Voigt Center	150	$ 600.00						
Live Oak										Live Oak Club House	80	$ 200.00
Garden Ridge	Wildflower Room	400	$ 1,200.00									
New Braunfels	Ballroom	600	$ 2,610.00									

Non- Residential Weekday Rates												
City of Schertz-2026	**Ballroom 8 Hours**	**400 Banquet**	**$ 400.00**	**Bluebonnet Hall 8 Hours**	**120 Banquet**	**$ 275.00**	**Community Center 4 Hours**	**150 Banquet**	**$ 200.00**	**North Center 4 Hours**	**80 Banquet**	**$ 100.00**
City of Schertz-2025	**Ballroom 7 Hours**	**400 Banquet**	**$375.00**	**Bluebonnet Hall 7 Hours**	**120 Banquet**	**$150.00**	**Community Center 4 Hours**	**150 Banquet**	**$200.00**	**North Center 4 Hours**	**80 Banquet**	**$100.00**
San Marcos	Activity Center (3 Rooms)	315	$ 2,275.00	DunbarLarge Room	125	$ 931.00	Espinosa Community Hall	175	$ 1,040.00	Activity Center (1 room)	80	$ 532.00
San Antonio							South San Community Center	160	$ 405.00			
Hollywood Park				Voigt Center	150	$ 800.00						
Garden Ridge	Wildflower Room	400	$ 1,050.00									
New Braunfels	Ballroom	600	$ 1,375.00									

Non-Residential Weekend Rate												
City of Schertz-2026	**Ballroom 15 Hours**	**400 Banquet**	**$ 2,200.00**	**Bluebonnet Hall 15 Hours**	**120 Banquet**	**$ 850.00**	**Community Center 7 Hours**	**150 Banquet**	**$ 475.00**	**North Center 7 Hours**	**80 Banquet**	**$ 375.00**
City of Schertz-2025	**Ballroom 12 Hours**	**400 Banquet**	**$1,975.00**	**Bluebonnet Hall 12 Hours**	**120 Banquet**	**$775.00**	**Community Center 6 Hours**	**150 Banquet**	**$475.00**	**North Center 6 Hours**	**80 Banquet**	**$375.00**
San Marcos	Activity Center (3 Rooms)	315	$ 3,900.00	DunbarLarge Room	125	$ 1,595.00	Espinosa Community Hall	175	$ 1,560.00	Activity Center (1 room)	80	$ 810.00
San Antonio							South San Community Center	160	$ 405.00			
Hollywood Park				Voigt Center	150	$ 1,200.00						
Live Oak										Live Oak Club House	80	$ 200.00
Garden Ridge	Wildflower Room	400	$ 1,800.00									
New Braunfels	Ballroom	600	$ 2,610.00									

CITY OF SCHERTZ
WATER/WASTEWATER COST OF SERVICE MODEL

Water Summary
***Scen:* 2023 08 15 -- Scenario 1 -- Status Quo**

1 Water Monthly Rates and Charges

CITY Water Rate and Charges

W1 Res. and Small Comm. INSIDE

Monthly Minimum Charge

		Current	Effective Oct-23	Effective Oct-24	Effective Oct-25	Effective Oct-26	Effective Oct-27
-	5/8"	$ 25.84	$ 26.36	$ 26.88	$ 27.42	$ 27.97	$ 28.53
-	3/4"	38.73	39.50	40.29	41.10	41.92	42.76
-	1"	64.56	65.85	67.17	68.51	69.88	71.28
-	1 1/2"	129.14	131.72	134.36	137.04	139.79	142.58
compound	2"	206.62	210.75	214.97	219.27	223.65	228.13
turbine	2"	258.26	263.43	268.69	274.07	279.55	285.14
compound	3"	413.23	421.49	429.92	438.52	447.29	456.24
turbine	3"	619.85	632.25	644.89	657.79	670.95	684.36
compound	4"	645.68	658.59	671.77	685.20	698.90	712.88
turbine	4"	1,084.73	1,106.42	1,128.55	1,151.12	1,174.15	1,197.63
compound	6"	1,291.35	1,317.18	1,343.52	1,370.39	1,397.80	1,425.75
turbine	6"	2,376.08	2,423.60	2,472.07	2,521.52	2,571.95	2,623.38
compound	8"	2,087.13	2,128.87	2,171.45	2,214.88	2,259.18	2,304.36
turbine	8"	4,174.25	4,257.74	4,342.89	4,429.75	4,518.34	4,608.71
compound	10"	3,000.24	3,060.24	3,121.45	3,183.88	3,247.56	3,312.51
turbine	10"	6,522.25	6,652.70	6,785.75	6,921.46	7,059.89	7,201.09
turbine	12"	8,609.39	8,781.58	8,957.21	9,136.35	9,319.08	9,505.46

Volume Rate/1,000 Gal

-	6,000	3.19	3.25	3.32	3.39	3.45	3.52
6,001	12,000	3.57	3.64	3.71	3.79	3.86	3.94
12,001	18,000	4.18	4.26	4.35	4.44	4.52	4.62
18,001	30,000	5.10	5.20	5.31	5.41	5.52	5.63
30,001	Above	6.48	6.61	6.74	6.88	7.01	7.15

W2 Res. and Small Comm. OUTSIDE

Monthly Minimum Charge

-	5/8"	$ 25.84	$ 26.36	$ 26.88	$ 27.42	$ 27.97	$ 28.53
-	3/4"	38.73	39.50	40.29	41.10	41.92	42.76
-	1"	64.56	65.85	67.17	68.51	69.88	71.28
-	1 1/2"	129.14	131.72	134.36	137.04	139.79	142.58
compound	2"	206.62	210.75	214.97	219.27	223.65	228.13
turbine	2"	258.26	263.43	268.69	274.07	279.55	285.14
compound	3"	413.23	421.49	429.92	438.52	447.29	456.24
turbine	3"	619.85	632.25	644.89	657.79	670.95	684.36
compound	4"	645.68	658.59	671.77	685.20	698.90	712.88
turbine	4"	1,084.73	1,106.42	1,128.55	1,151.12	1,174.15	1,197.63
compound	6"	1,291.35	1,317.18	1,343.52	1,370.39	1,397.80	1,425.75
turbine	6"	2,376.08	2,423.60	2,472.07	2,521.52	2,571.95	2,623.38
compound	8"	2,087.13	2,128.87	2,171.45	2,214.88	2,259.18	2,304.36
turbine	8"	4,174.25	4,257.74	4,342.89	4,429.75	4,518.34	4,608.71
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turbine	10"	6,522.25	6,652.70	6,785.75	6,921.46	7,059.89	7,201.09
turbine	12"	8,609.39	8,781.58	8,957.21	9,136.35	9,319.08	9,505.46

Volume Rate/1,000 Gal

-	6,000	3.19	3.25	3.32	3.39	3.45	3.52
6,001	12,000	3.57	3.64	3.71	3.79	3.86	3.94
12,001	18,000	4.18	4.26	4.35	4.44	4.52	4.62
18,001	30,000	5.10	5.20	5.31	5.41	5.52	5.63
30,001	Above	6.48	6.61	6.74	6.88	7.01	7.15

CITY OF SCHERTZ
WATER/WASTEWATER COST OF SERVICE MODEL

Water Summary
***Scen:* 2023 08 15 -- Scenario 1 -- Status Quo**

W3 Large Commercial INSIDE

Monthly Minimum Charge

			Current	Effective Oct-23	Effective Oct-24	Effective Oct-25	Effective Oct-26	Effective Oct-27
-	5/8"	$	25.84	$ 26.36	$ 26.88	$ 27.42	$ 27.97	$ 28.53
-	3/4"		38.73	39.50	40.29	41.10	41.92	42.76
-	1"		64.56	65.85	67.17	68.51	69.88	71.28
-	1 1/2"		129.14	131.72	134.36	137.04	139.79	142.58
compound	2"		206.62	210.75	214.97	219.27	223.65	228.13
turbine	2"		258.26	263.43	268.69	274.07	279.55	285.14
compound	3"		413.23	421.49	429.92	438.52	447.29	456.24
turbine	3"		619.85	632.25	644.89	657.79	670.95	684.36
compound	4"		645.68	658.59	671.77	685.20	698.90	712.88
turbine	4"		1,084.73	1,106.42	1,128.55	1,151.12	1,174.15	1,197.63
compound	6"		1,291.35	1,317.18	1,343.52	1,370.39	1,397.80	1,425.75
turbine	6"		2,376.08	2,423.60	2,472.07	2,521.52	2,571.95	2,623.38
compound	8"		2,087.13	2,128.87	2,171.45	2,214.88	2,259.18	2,304.36
turbine	8"		4,174.25	4,257.74	4,342.89	4,429.75	4,518.34	4,608.71
compound	10"		3,000.24	3,060.24	3,121.45	3,183.88	3,247.56	3,312.51
turbine	10"		6,522.25	6,652.70	6,785.75	6,921.46	7,059.89	7,201.09
turbine	12"		8,609.39	8,781.58	8,957.21	9,136.35	9,319.08	9,505.46

Volume Rate/1,000 Gal

		Current	Effective Oct-23	Effective Oct-24	Effective Oct-25	Effective Oct-26	Effective Oct-27
-	18,000	3.19	3.25	3.32	3.39	3.45	3.52
18,001	36,000	3.57	3.64	3.71	3.79	3.86	3.94
36,001	54,000	4.18	4.26	4.35	4.44	4.52	4.62
54,001	90,000	5.10	5.20	5.31	5.41	5.52	5.63
90,001	Above	6.48	6.61	6.74	6.88	7.01	7.15

W4 Large Commercial OUTSIDE

Monthly Minimum Charge

			Current	Effective Oct-23	Effective Oct-24	Effective Oct-25	Effective Oct-26	Effective Oct-27
-	5/8"	$	25.84	$ 26.36	$ 26.88	$ 27.42	$ 27.97	$ 28.53
-	3/4"		38.73	39.50	40.29	41.10	41.92	42.76
-	1"		64.56	65.85	67.17	68.51	69.88	71.28
-	1 1/2"		129.14	131.72	134.36	137.04	139.79	142.58
compound	2"		206.62	210.75	214.97	219.27	223.65	228.13
turbine	2"		258.26	263.43	268.69	274.07	279.55	285.14
compound	3"		413.23	421.49	429.92	438.52	447.29	456.24
turbine	3"		619.85	632.25	644.89	657.79	670.95	684.36
compound	4"		645.68	658.59	671.77	685.20	698.90	712.88
turbine	4"		1,084.73	1,106.42	1,128.55	1,151.12	1,174.15	1,197.63
compound	6"		1,291.35	1,317.18	1,343.52	1,370.39	1,397.80	1,425.75
turbine	6"		2,376.08	2,423.60	2,472.07	2,521.52	2,571.95	2,623.38
compound	8"		2,087.13	2,128.87	2,171.45	2,214.88	2,259.18	2,304.36
turbine	8"		4,174.25	4,257.74	4,342.89	4,429.75	4,518.34	4,608.71
compound	10"		3,000.24	3,060.24	3,121.45	3,183.88	3,247.56	3,312.51
turbine	10"		6,522.25	6,652.70	6,785.75	6,921.46	7,059.89	7,201.09
turbine	12"		8,609.39	8,781.58	8,957.21	9,136.35	9,319.08	9,505.46

Volume Rate/1,000 Gal

		Current	Effective Oct-23	Effective Oct-24	Effective Oct-25	Effective Oct-26	Effective Oct-27
-	18,000	3.19	3.25	3.32	3.39	3.45	3.52
18,001	36,000	3.57	3.64	3.71	3.79	3.86	3.94
36,001	54,000	4.18	4.26	4.35	4.44	4.52	4.62
54,001	90,000	5.10	5.20	5.31	5.41	5.52	5.63
90,001	Above	6.48	6.61	6.74	6.88	7.01	7.15

CITY OF SCHERTZ
WATER/WASTEWATER COST OF SERVICE MODEL

Water Summary
***Scen:* 2023 08 15 -- Scenario 1 -- Status Quo**

		Current	Effective Oct-23	Effective Oct-24	Effective Oct-25	Effective Oct-26	Effective Oct-27
W5 FH Meter Volume Rate INSIDE							
Monthly Minimum Charge		$ 122.72	$ 125.17	$ 127.68	$ 130.23	$ 132.84	$ 135.49
Volume Rate/1,000 Gal							
-	Above	9.43	9.62	9.81	10.01	10.21	10.41
W6 FH Meter Volume rate OUTSIDE							
Monthly Minimum Charge		$ 122.72	$ 125.17	$ 127.68	$ 130.23	$ 132.84	$ 135.49
Volume Rate/1,000 Gal							
-	Above	9.43	9.62	9.81	10.01	10.21	10.41
W7 Cibolo Wholesale							
Volume Rate/1,000 Gal							
-	Above	3.27	3.34	3.40	3.47	3.54	3.61

CITY OF SCHERTZ
WATER/WASTEWATER COST OF SERVICE MODEL

Water Summary
***Scen:* 2023 08 15 -- Scenario 1 -- Status Quo**

			Current	Effective Oct-23	Effective Oct-24	Effective Oct-25	Effective Oct-26	Effective Oct-27
2	**Wastewater Monthly Rates and Charges**							
	Residential							
	Monthly Minimum Charge							
	All meter sizes		$ 15.01	$ 15.46	$ 15.92	$ 16.40	$ 17.06	$ 17.74
	Volume Rate/1,000 Gal							
	-	12,000	4.94	5.09	5.24	5.40	5.61	5.84
	12,001	Above	11.33	11.67	12.02	12.38	12.88	13.39
	Business/MF							
	Monthly Minimum Charge							
	All meter sizes		18.88	19.45	20.03	20.63	21.46	22.31
	Volume Rate/1,000 Gal							
	-	12,000	5.06	5.21	5.37	5.53	5.75	5.98
	12,001	Above	11.33	11.67	12.02	12.38	12.88	13.39
	YMCA							
	Monthly Minimum Charge							
	All meter sizes		-	-	-	-	-	-
	Volume Rate/1,000 Gal							
	-	Above	3.33	3.43	3.53	3.64	3.78	3.94

Agenda No. 14.

CITY COUNCIL MEMORANDUM

City Council Meeting:	**August 19, 2025**
Department:	**Finance**
Subject:	**Ordinance 25-T-032 - Conduct a Public Hearing and Adopt a budget for the FY 2025-26 Annual Budget (S.Williams/S.Gonzalez/J.Walters)**

BACKGROUND

In accordance with applicable statutes and the City Charter, the City Manager submitted a budget proposal to the City Council for consideration on August 11, 2025. The City Council will hold public hearings for the Proposed Budget on August 19, 2025

Note: After the August 5, 2025 Council workshop, staff prepared some alternative options for the adopted budget that will be mentioned in the presentation.

A budget was put together that follows the 5 budget priorities set by council and staff including, in no specific order:

- Staff Compensation to reduce turnover and attract the best talent
- Street Maintenance & Repair to improve the safety of those that drive on our roads and to improve the general appearance of the City
- Capital Improvement Program to be transparent in City's project schedule and to help anticipate future funding needs to maintain financial stability
- Increase Staffing Levels to provide the expected levels of service to residents and businesses while preventing burnout and turnover of existing employees
- New/Remodeled Facilities to plan for and provide space for the growing workforce and space for citizens to utilized for community and private events

City-wide the budget funds the Merit program for non-uniformed public safety personnel and the Step program for uniformed public safety. These programs move employees within their pay range but does not affect the starting wages of new employees. Non-uniformed employees will be eligible for a 0-4% increase based on performance and uniformed public safety employees could receive a 4% increase based on the tenure schedule. These changes are planned to take effect midyear and cost $784,000.

Staff also proposed a change in medical insurance provider along with a plan change that prevents any increase in premiums for 2026, allowing for additional expenditures to be placed on other funding requests. Street maintenance and improvements are scheduled and prioritized based on road conditions and the funding available. Large projects are identified individually due to the size and scope of the project and being more challenging to raise funding. Smaller maintenance type projects are grouped together for contract and funding purposes. Projects in this group fall into the Streets Preservation and Maintenance program or SPAM.

The General Fund has $650,000 budgeted for street maintenance and staff plans to utilize $53,889,496 of existing bond funds, SEDC contributions, and grants to complete the 2024 SPAM list of roads, Lookout Road reconstruction, Main Street improvements, Lower Seguin Road reconstruction, the 2025 SPAM projects, Kramer Farm Subdivision rehabilitation, and Boenig Drive rehabilitation. New street projects to start based on available funding include 2026 SPAM streets, Northcliffe's Country Club Blvd, and Savannah Drive.

The Capital Improvements Plan (CIP) that includes Streets, Parks, Facilities, Water/Wastewater, and Drainage projects is updated and adopted by Council along with the budget. Streets, Parks, and Facilities are funded by property and sales taxes. Staff schedules and limits projects based on the assumption to fund only projects that

attempts to minimize fluctuations in the tax rate. Water/Wastewater and Drainage projects and debt are funded by the Water, Sewer, and Drainage fees, respectively. These fees are reviewed and 5 year rate plans are adopted by Council in order to fund operations and the CIP projects. These rate plans are often updated annually in order to utilize the most accurate information and minimize rate increases. The full CIP can be found at the end of this budget document.

The City added 26 positions for FY 2025-26. These included 10 for the General Fund, 6 for the Water & Sewer Fund, 4 for the EMS Fund, and 6 for the Drainage Fund.

The General Fund added 6 Firefighters to complete the staffing at the upcoming Fire Station 4, an Assistant City Secretary to assist with the existing operations, a Senior Center Supervisor and Recreation Specialist with the transition of the Senior Center operations to the City, and an Athletics Coordinator with the transition of the Maske Road Soccer Complex operations to the City.

The Water & Sewer Fund added another crew which consists of 3 Worker I's, a Worker II, and a Crew Leader. Also added was an additional Worker I that could act as a floater position to assist any crew that is short that day.

The EMS Fund added 4 EMT's to operate the Medic 8 and Medic 9 ambulances during peak hours to ensure lower response times and additional public safety.

The Drainage Fund added another crew that includes 3 Worker I's, a Worker II, and a Crew Leader to increase maintenance the levels of existing drainage ways to reduce the threat of flooding. Also added was a Floodplain Manager to help with mandated drainage reporting to state and federal agencies as well as manage the long term plans to increase the drainage system capacity in the City and reduce the risk of flooding and loss of life and property.

Challenges meeting these goals include the loss of property value in residential homesteads in Guadalupe County, funding not keeping pace with growth in service demand for the Schertz Emergency Medical Services (EMS), and a Drainage Fee that does not raise the amount of funds required to maintain the existing drainage channels and extend or create new channels necessary to protect the city.

The budget proposal looks to make up decrease in property values by delaying some capital replacement until FY 2026-27. These replacements that were delayed have all been reviewed and approved by Fleet as staff reviews the existing replacement timelines to be more efficient. The EMS Director has approached each of their contracted service areas and have negotiated additional funding to help make up the existing operating deficit. The Drainage Fee is proposed to increase to cover the additional personnel required to maintain the existing drainage system and plan for expansions.

GOAL

Per state statutes and the City Charter, the city must adopt a budget prior to the beginning of the fiscal year beginning on October 1st.

COMMUNITY BENEFIT

This budget will provide for additional resources to areas identified by citizens, city council, and staff.

SUMMARY OF RECOMMENDED ACTION

Staff recommends that the City Council approve the first reading of Ordinance No. 25-T-032, adopting the budget for the fiscal year beginning October 1, 2025, and ending September 30, 2026.

FISCAL IMPACT

2025-2026 Budget

General Fund	$53,754,934
Tax I&S Fund	11,545,212
Water & Sewer Fund	36,695,153

Capital Recovery - Water	1,000
Capital Recovery - Sewer	14,353
Drainage Fund	2,818,831
EMS Fund	17,149,568
SEDC	16,701,463
Special Events Fund	55,000
PEG Fund	64,000
Hotel Occupancy Fund	170,322
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:	$139,308,586

RECOMMENDATION

Staff recommends that the City Council approve the first reading of Ordinance No. 25-T-032, adopting the budget for the fiscal year beginning October 1, 2025 and ending September 30, 2026.

Attachments

Ordinance 25-T-032 Adoption of the Fiscal Year 2025-2026 Budget

8-19-25 City Council Budget Adoption Presentation

ORDINANCE NO. 25-T-032

AN ORDINANCE ADOPTING A BUDGET FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2025, AND ENDING SEPTEMBER 30, 2026, 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 19th day of August 2025; 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, 2025, and ending September 30, 2026, 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 2025, and ending the thirtieth day of September 2026.

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:

2025-2026 Budget

General Fund	$53,754,934
Tax I&S Fund	11,545,212
Water & Sewer Fund	36,695,153
Capital Recovery - Water	1,000
Capital Recovery - Sewer	14,353
Drainage Fund	2,818,831
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Roadway Impact Fee Area3	5,000
Roadway Impact Fee Area4	3,000
Library Fund	21,500
Historical Committee	14,250
Total:	$139,308,586

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 AND APPROVED on the _____ day of _____, 2025.

CITY OF SCHERTZ, TEXAS

_____
Ralph Gutierrez, Mayor

ATTEST:

_____
Sheila Edmondson, City Secretary

CITY OF SCHERTZ

FY 2025-26
PROPOSED BUDGET

The City Council hereby ratifies the budget will raise more total property taxes than last year's budget by $1,287,413 or 4.6% increase, and of that amount, $1,192,510 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: N/A

AGAINST: N/A

PRESENT and not voting:
N/A

ABSENT: N/A

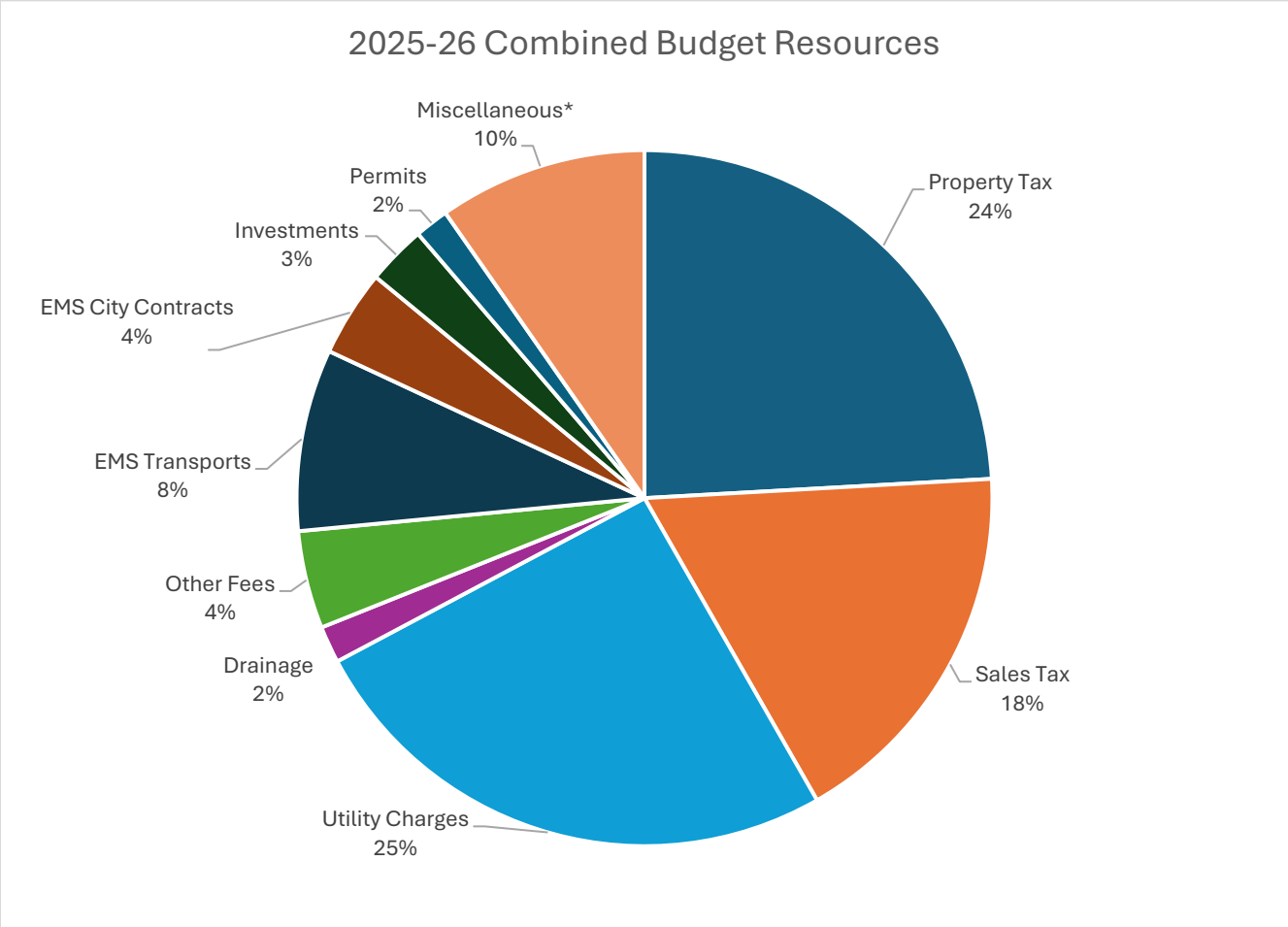
Property Tax Rate Comparison

	2025-26	**2024-25**
Property Tax Rate:		$0.4900/100
No-new-revenue	$0.5064/100	$0.4805/100
No-new-revenue Maintenance & Operations Tax Rate:	$0.3326/100	$0.3301/100
Voter-approval Rate:	$0.5350/100	$0.4990/100
Debt Rate:	$0.1681/100	$0.1574/100
Total debt obligation for the City of Schertz secured by property taxes:	$149,815,055	$115,753,507

BUDGET FY 2025-26 MESSAGE AND HIGHLIGHTS

City Wide

Total revenue expected in the FY 2025-26 is expected to be $131,395,048 with 42% coming from Property Tax and Sales Taxes received by the General Fund, Interest & Sinking (Debt) Fund, and the Schertz Economic Development Corporation. Direct Utility Charges for, Garbage, Water, and Sewer make up 25%. The final third of the resources come from other fees, permits, investments, and miscellaneous sources.



*Miscellaneous revenue includes grants, other taxes, fines, forfeitures, inter-jurisdictional funds, fund transfers, and franchise payments.

A budget was put together using these resources and follows the 5 budget priorities set by council and staff including, in no specific order:

- Staff Compensation to reduce turnover and attract the best talent
- Street Maintenance & Repair to improve the safety of those that drive on our roads and to improve the general appearance of the City

BUDGET FY 2025-26 MESSAGE AND HIGHLIGHTS

- Capital Improvement Program to be transparent in City's project schedule and to help anticipate future funding needs to maintain financial stability
- Increase Staffing Levels to provide the expected levels of service to residents and businesses while preventing burnout and turnover of existing employees
- New/Remodeled Facilities to plan for and provide space for the growing workforce and space for citizens to utilized for community and private events

	FY 2025-26 Budget	FY 2024-25 Budget	Change
General Fund	$53,754,934	$54,918,657	-2%
Debt Service Fund	$11,545,212	$10,193,320	13%
Water & Sewer Fund	$36,695,153	$35,011,333	5%
EMS Fund	$17,149,568	$15,371,822	12%
Drainage Fund	$2,818,831	$1,635,862	72%
SEDC Fund	$16,701,463	$16,668,840	0%
Special Revenue Funds	$643,425	$1,422,708	-55%
Combined Operating Budget	$139,308,586	$135,222,542	3%

Citywide the budget funds the Merit program for non-uniformed public safety personnel and the Step program for uniformed public safety. These programs move employees within their pay range but does not affect the starting wages of new employees. Non-uniformed employees will be eligible for a 0-4% increase based on performance and uniformed public safety employees could receive a 4% increase based on the tenure schedule. These changes are planned to take effect midyear and cost $784,000.

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BUDGET FY 2025-26 MESSAGE AND HIGHLIGHTS

Road reconstruction, the 2025 SPAM projects, Kramer Farm Subdivision rehabilitation, and Boenig Drive rehabilitation. New street projects to start based on available funding include 2026 SPAM streets, Northcliffe's Country Club Blvd, and Savannah Drive.

The Capital Improvements Plan (CIP) that includes Streets, Parks, Facilities, Water/Wastewater, and Drainage projects is updated and adopted by Council along with the budget. Streets, Parks, and Facilities are funded by property and sales taxes. Staff schedules and limits projects based on the assumption to fund only projects that attempts to minimize fluctuations in the tax rate. Water/Wastewater and Drainage projects and debt are funded by the Water, Sewer, and Drainage fees, respectively. These fees are reviewed and 5 year rate plans are adopted by Council in order to fund operations and the CIP projects. These rate plans are often updated annually in order to utilize the most accurate information and minimize rate increases. The full CIP can be found at the end of this budget document.

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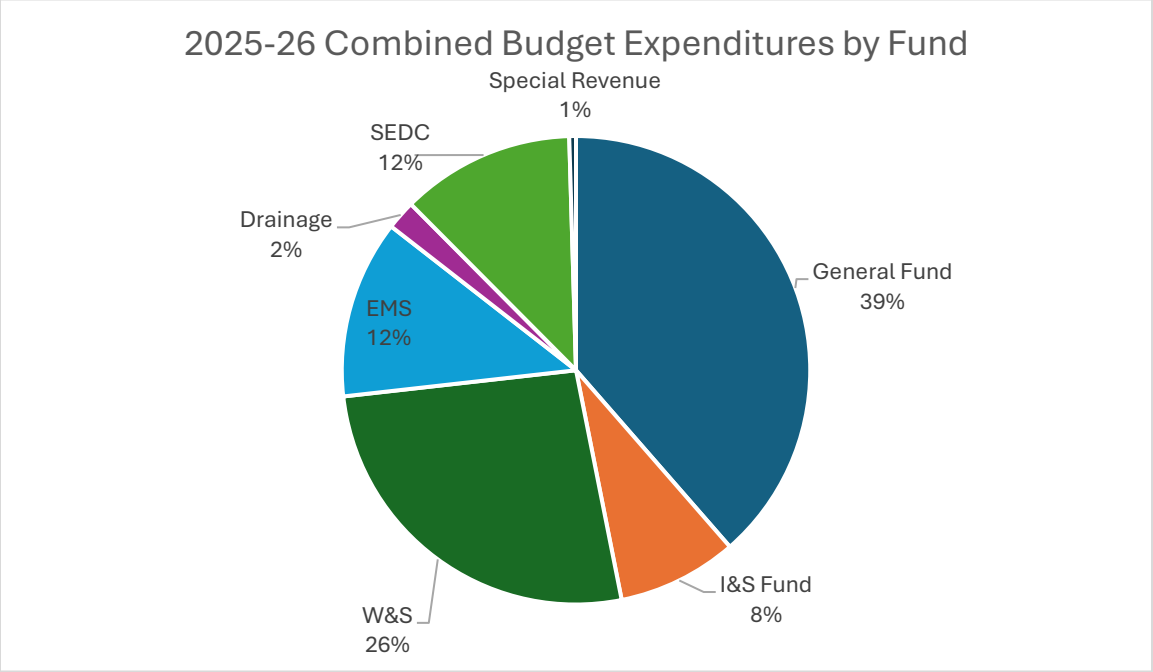
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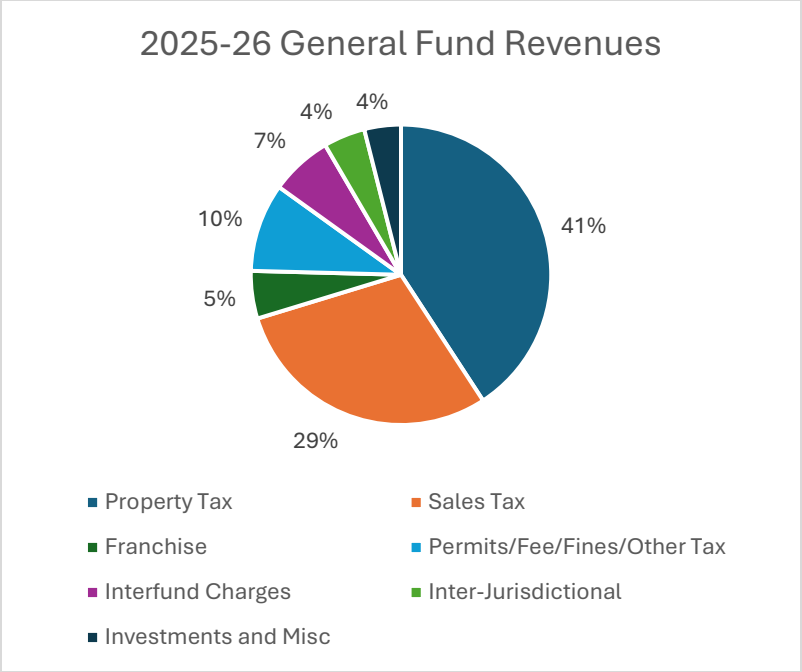
The following individual fund overviews explain items of change in each of the major funds and how these relate to the overall goals established by Council.

General Fund

BUDGET FY 2025-26 MESSAGE AND HIGHLIGHTS

The General Fund is primarily funded through taxes with 41% coming from property tax and 29% from Sales Taxes. The final 30% comes from overhead transfers between the different funds, direct charges for service, funding from other agencies to provide services, court fines, and investment income.

Each year City Council must set a property tax rate that has a direct impact on the largest portion of the General Fund resources.





Each year the Appraisal Districts calculate the taxable value of properties within the City limits. This value for FY 2024-25 was $5.6 billion and increased to $5.7 billion for the City of Schertz. The state has each City calculate a No-New-Revenue tax rate, which would raise the same amount of funding for the City on properties that were on the previous years calculation. If no new

properties were added and no new construction occurred, the City would receive the same total funding using this rate.

The other rate calculated is the Voter-Approval Rate. This is the maximum rate the City Council can adopt without additional voter approval. Council may set a rate higher than the Voter-Approval rate but that rate would then be voted on in the November election.

Tax Rates	
FY 2024-25 Rate	$0.4900
No-New-Revenue	$0.5064
Voter-Approval Rate	$0.5350
Budget Proposed	$0.5064

The Guadalupe County Tax Assessor valued the City's total taxable value at $5,734,815,455. This is a 3.1% increase or $171,800,770 over last fiscal year. Without new value from annexations and development, the value of the existing properties decreased by $83,012,028. While commercial properties maintained and increased their taxable value, residential homesteads in Guadalupe County decreased on average of 6%, or $192,989,232.

This overall decrease in existing properties of $83,012,028 led by Guadalupe residential homesteads caused the No-New-Revenue rate to increase higher than the previous year's rate in order to provide the same level of funding.

The General Fund Budget was submitted to council to be funded at the No-New-Revenue rate of $0.5064. This tax rate is further broken down to the Maintenance & Operations Rate (M&O) that funds the City's operations, and the Interest & Sinking Rate (I&S) that pays the City's debt. The changes in each rate are detailed below.

	2025-26	**2024-25**
General Fund (M&O)	$0.3383	$0.3326
Debt Service Fund (I&S)	$0.1681	$0.1574
Total	**$0.5064**	**$0.4900**

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

Other challenges related to property taxes are the increasing number of Disabled Veteran Homestead Exemptions (DVHS) with minimal aid from the State. This program approved by the State of Texas, exempts approved disabled veterans from paying any property tax. Schertz and other communities next to military bases have a high concentration of veterans that retire to these communities after their service.

BUDGET FY 2025-26 MESSAGE AND HIGHLIGHTS

To date there are 2,616 properties using this exemption, which is about 23% of total homesteads in Schertz. This equates to a reduction in taxable value of $1,084,723,026 or a reduction of $5.5 million in tax funding at the rate of $0.5064.

The State does have an aid program to help communities like Schertz, but has not properly funded the program since it started in 2016. On the last aid request, Schertz was eligible to receive $3,940,682 but only received $690,542 due to limited program funding.

This does affect service offerings of the City by operating at a reduced funding level while trying to prevent a growing tax rate. Staff focuses on working hard with the resources available and makes new funding proposals based on long term impacts and available funds.

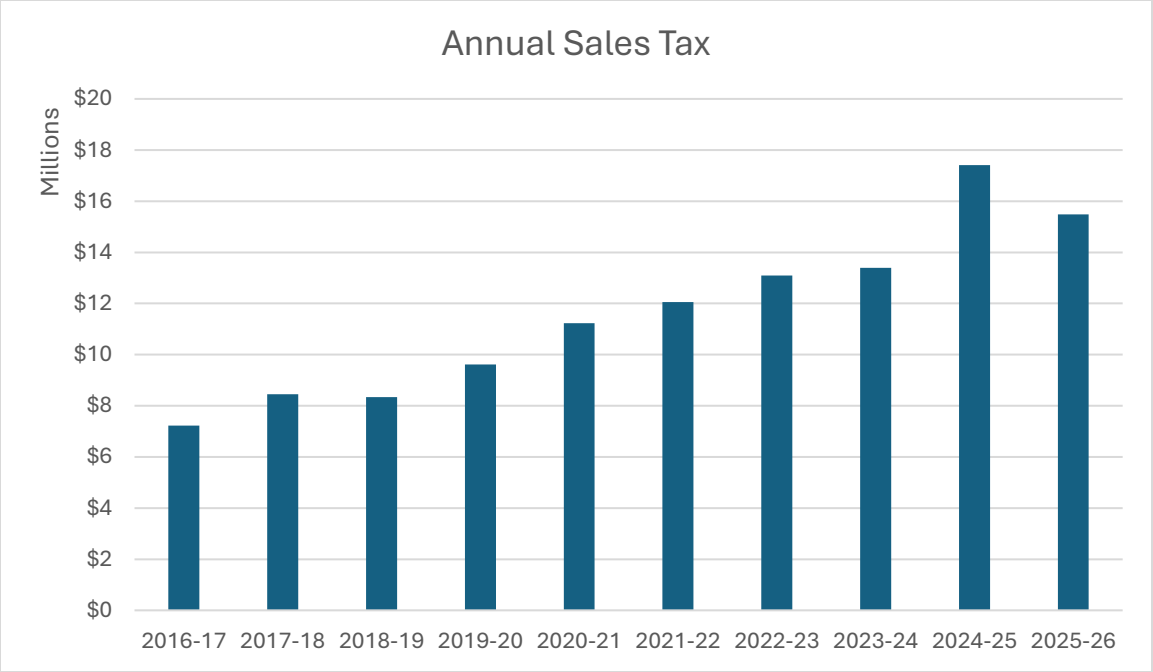
Staff will continue to petition the State Representatives to propose additional funding for the aid program.

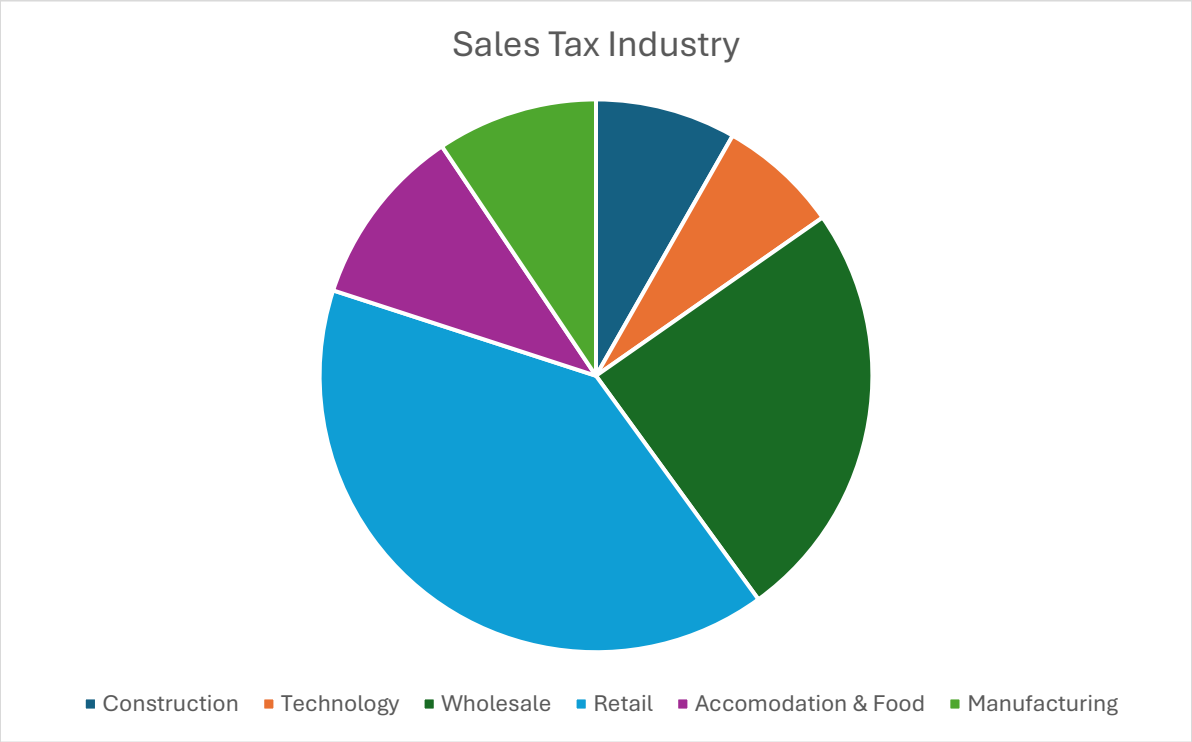
Sales taxes make up 29% of usable resources in the General Fund as the second highest funding sources. 1.5% of each sale of taxable goods and services in the city are returned to Schertz by the State. 1% goes to fund the General Fund while 0.5% goes to fund the Schertz Economic Development Corporation.

Sales taxes in the City of Schertz have experienced strong growth in the past few years averaging but have leveled off in FY 2023-24. Schertz received a few large one time sales tax payments due to a local company making large investments in its infrastructure. Once their project is completed, sales taxes are expected to drop back down to normal growth levels and not continue at that rate going forward.

Historic long term growth has been at 7%. When removing the one time payments received in FY 2024-25, staff believes the City is holding strong at the 7% growth rate and projected that rate into FY 2025-26. Potential upcoming sources of sales tax generation include the new shopping center at Schertz Station that could provide notable sales tax contributions in FY 2026-27.

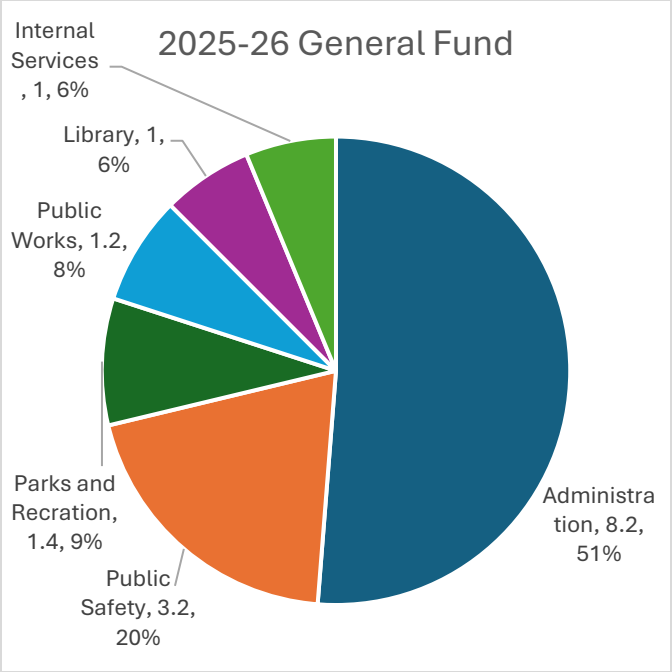
BUDGET FY 2025-26 MESSAGE AND HIGHLIGHTS





BUDGET FY 2025-26 MESSAGE AND HIGHLIGHTS

General Fund Budget



The General Fund Budget is proposed at $53,731,933 which is a 2.2% decrease from the final adopted budget or FY 2024-25. The Budget for FY 2025-26 has lower capital expenditures which offset some of the additional funding.

Budget Highlights:

- Merit/Step Program
- 6 Firefighters
- 1 Assistant City Secretary
- EMS Contract Update
- Self Contained Breathing Apparatus (SCBA)replacement for Fire
- Radio Replacement for Police
- Cyber Security Upgrades
- Soccer Complex Operations including an Athletics Coordinator and a Recreation Specialist
- Senior Center Operations including a Senior Center Supervisor
- Other operational increases

Overall the General Fund reserves are expected to decrease by $1,255,805 to $13,936,617 or be 26.8% of operating expenditures. The City requirement for its reserves is to keep no more than 26%.

General Fund	
Revenue	$52,499,128
Expenditures	$53,754,933
Over/(Under)	($1,255,805)

Water & Sewer Fund

The Water & Sewer Fund's main revenues are from the sale of water, sewer charges, and solid waste fees (garbage). These three main sources make up 95% of revenue with the remaining 5% coming from investment income and other fee such as penalties, new meter sales, and water leases.

BUDGET FY 2025-26 MESSAGE AND HIGHLIGHTS

Water rates increased 2% and bring total fees to $14,790,000. Sewer rates increase 3% for a total estimated revenue of $10,500,000. This is estimated to be a $2.46 month increase on the average bill.

Garbage fees increased from $6,555,000 to $8,200,000 with the new rates set with the transition to Frontier Waste.

Budget highlights for this fund include a new Water/Wastewater crew, including 3 Worker I's, a Worker II, and a Crew Leader. Also included is a second Worker I that will be assigned to fill vacancies on other crews due to turnover or leave use.

Other costs include additional capital purchases for Hydrant Valves, Dump Truck, heavy duty trailer, a hydrohammer for a mini excavator and other operational costs.

This fund is scheduled to make a $2,250,000 transfer to their Capital Infrastructure Plan (CIP) for major projects.

Water & Sewer Fund	
Revenue	$35,391,478
Expenditures	$36,695,153
Over/(Under)	($1,303,675)

Emergency Medical Services (EMS) Fund

The EMS Fund receives resources from Transportation Fees and from agencies that have contracted with the EMS to provide emergency service coverage. These two revenue sources make up 97% of revenue for the EMS fund with the remainder generated from the EMT class, community support fees, and other miscellaneous sources.

In FY 2025-26 the funds received from other agencies to provide EMS support will increase with recent contract negotiations to provide additional funding for the EMS Fund which has operated at a deficit for the past 2 years. These new contracts terms will increase the funding amounts by 20% in FY 2025-26, 20% in FY 2026-27, and 5% in FY 2027-28. The first year increase will add $1.5 million in additional revenue for the fund.

The EMS Fund also raised fees by $100 per transport for an additional $1 million in estimated revenue.

These two change will help alleviate the deficit as well as fund 4 EMT's to staff 2 additional ambulances at peak call times to reduce response rates, provide for a billing server

replacement service, and hire consultants to review operations and make suggestions for increased efficiencies.

EMS Fund	
Revenues	$17,504,469
Expenditures	$17,149,568
Over/Under	$354,901

Drainage Fund

The Drainage Fund raises funds by the Drainage Fee set by Council to pay for drainage channel maintenance and expansion. This fee is placed on the Utility Bill and is based on how much impervious surface is located on each property. All residential properties are charged the same fee while commercial properties are charged based on how much impervious surface they develop. This calculation looks at the business' foundation, parking lot, and any other sidewalks or concrete structures on the property. Anything built that would contribute to water runoff and prevent natural absorption into the soil.

This fee would go from $5.20 per home to $8.00, generating and additional $750,000 and funding a new Drainage Crew consisting of 5 new employees, a Floodplain Manager to monitor and identify future drainage concerns while meeting all state reporting requirements, drainage channel cleaning and improvements for Cibolo Creek drainage and alongside the railroad on FM 78, a Master Drainage Plan study, and additional capital equipment to help keep the existing channels maintained.

Drainage Fund	
Revenue	$2,316,283
Expenditures	$2,818,831
Over/(Under)	($502,548)

Schertz Economic Development Corporation (SEDC)

The main source of revenue for the SEDC is also Sales taxes. The City collects 1.5% out of the 8.25% possible sales tax in Texas. 1% goes to the City's General Fund and 0.5% goes to the SEDC.

The SEDC also has a reserve of $34,136,240 which it uses to fund new business growth and development as well as community programs. This year the SEDC is schedule to fund

BUDGET FY 2025-26 MESSAGE AND HIGHLIGHTS

$8,479,100 in already approved development agreements and $6,820,000 in park and street development. These programs will reduce the reserve to $26,363,385.

SEDC Fund	
Revenues	$8,928,608
Expenditures	$16,701,463
Over/(Under)	($7,772,855)

Economic Outlook

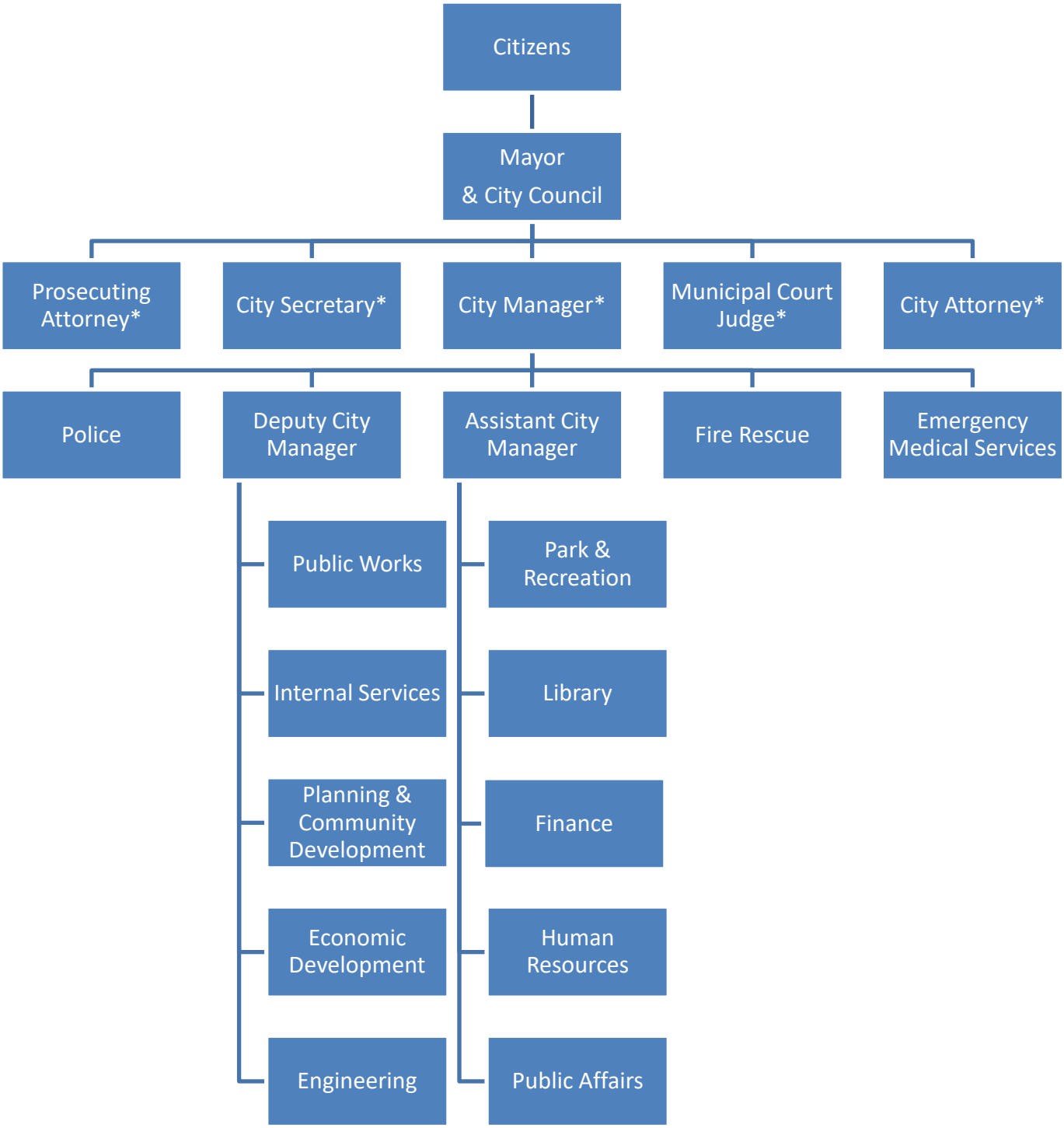
Staff has been keeping an eye on the economy and the Federal Reserve. The Federal Reserve has stated their concern of a possible slow down of the economy and has anticipated lowering the Federal Funds Rate, however economic data has remained strong enough to delay these actions. Schertz has seen steady economic indicators of low unemployment, continued commercial investment, and steady sales tax generation. New home construction slowed down in 2023 with the lowest new home construction permits being pulled but were back up to record levels in 2024. However, 2024 saw a reduction in home values in Guadalupe County with new sales slowing down.

Staff believes home values peaked after the COVID rush that saw prices increase rapidly over a few years and that the 2024 values are an adjustment to normal year which new home production starting to ramp back up.

Sales taxes continued to be strong at 7% growing faster than population and with local companies making continued investments in their operations.

This budget was constructed with these factors in mind with a conservative outlook and will continue to monitor new construction and more state and federal indicators for any economic slowdowns and will propose the appropriate measures to conserve the city's financial stability.

CITY OF SCHERTZ ORGANIZATIONAL CHART FY 2025-266



*Appointed by City Council

CITY OF SCHERTZ 2025-266BUDGET
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Executive Summary

General Fund

Revenue: Revenues for FY 2025-26 Budget are expected to decrease -0.3% from the FY 2024-25 year-end estimate. The largest contributor to this decrease will be from TIFMAS-STRAC Reimbursement.

Expenses: The overall FY 2025-26 Budget decreased -1.7% from the FY 2024-25 year-end estimates. This includes wage increases of a 2% merit for non-public safety and a step increase for public safety, cyber security upgrades, hiring of the final 6 Firefighters to staff Fire Station 4 at the end of the year, replacing the Self-Contained Breathing Apparatus (SCBAs) for the firefighters, replacing the radios for Police, and hiring of an Assistant City Secretary. Additional expenditures that will be covered by their fees include taking over operations of the Senior Center and the Maske Road Soccer Complex.

City Council

No departmental changes in 2025-26. Additional training budget is offset by lower election costs.

City Manager

No departmental changes in 2025-26.

Municipal Court

No departmental changes in 2025-26.

311 Customer Service

No departmental changes in 2025-26.

Planning & Zoning

No departmental changes in 2025-26.

Legal Services

No changes in 2025-26

Economic Development

No departmental changes in 2025-26.

EXECUTIVE SUMMARY

City Secretary
The FY 2025-26 Budget increases 29.4% from the FY 2024-25 year-end estimate due to adding new position to help Assistant City Secretary.

Non-Departmental
The FY 2025-26 Budget remained the same from the FY 2024-25 year-end estimate.

Public Affairs
No departmental changes in 2025-26.

Engineering
No departmental changes in 2025-26.

Police
The fiscal year 2025-26 budget has experienced a decrease of 7.5% compared to the year-end estimates of fiscal year 2024-25 due to decreased spending for supplies and equipment and capital.

Fire Rescue
The budget will decrease -1.9% from the FY 2025-26 year-end estimate. This decrease comes from reduction in capital outlay in 2025-26. The department will be adding 6 new firefighters to allow the staffing of Truck 4 and allow the crew to be prepared when Fire Station 4 opens.

Inspections
No departmental changes in 2025-26.

Neighborhood Services
No departmental changes in 2025-26.

Streets
The FY 2025-26 Budget will decrease -14.5% over the FY 2024-25 year-end estimate due to decrease of capital outlay in 2025-26.

Parks
The FY 2025-26 Budget will increase 12.4% from the FY 2024-25 year-end estimate. This increase is due to transition of full operations for the Schertz Soccer Complex and Schertz Senior Center to Parks department.

EXECUTIVE SUMMARY

Pools
No departmental changes in 2025-26.

Event Facilities
No departmental changes in 2025-26.

Library
The FY 2025-26 Budget will increase 4.2% over the FY 2024-25 year-end estimate due to capital outlay in 2025-26.

Information Technology
The Information Technology FY 2025-26 Budget increases 11.8% from the FY 2024-25 year-end estimate. The increase is due to contractual software increases, upgrades in licenses, and additional licenses.

Human Resources
No departmental changes in 2025-26.

Finance
No departmental changes in 2025-26.

Purchasing & Asset Management
No departmental changes in 2025-26.

Fleet Services
The FY 2025-26 Budget will increase 18.1% over the FY 2024-25 year-end estimate due to capital outlay for 2025-26.

Facility Services
No departmental changes in 2025-26.

City Assistance
The FY 2025-26 Budget will decrease $129,979 from the FY 2024-25 year-end estimate due to Parks department taking over operations at Senior Center.

EXECUTIVE SUMMARY

Court Restricted Funds

The FY 2025-26 Budget will remain the same as the FY 2024-25 estimate.

Interest & Sinking Fund

Revenues: Revenues for FY 2025-26 Budget increased 9.7% from the FY 2024-25 estimate with higher property values and an increase in the I&S tax rate.

Expenses: The FY 2025-26 Budget will increase 11.3% from the FY 2024-25 year-end estimate following the existing debt payment schedule.

Water & Sewer Fund

Revenue: Revenues for FY 2025-26 Budget are expected to increase 7.0% from the FY 2024-25 year-end estimate due to account growth and fee increases.

Expenses: The FY 2025-26 Budget increased 4.6% from the FY 2024-25 year-end estimate due to additional water/wastewater crew (also to include crew leader role), the purchase of a Dump Truck, Light Crew Truck, Aerial Bucket Truck, and Heavy Duty Trailer.

Utility Billing

No departmental changes in 2025-26.

Administration

The FY 2025-26 Budget will increase 7.6% from the FY 2024-25 year-end estimate due to additional water/wastewater crew (also to include crew leader role), the purchase of a Dump Truck, Light Crew Truck, Aerial Bucket Truck, and Heavy Duty Trailer.

Capital Recovery Fund – Water

The FY 2025-26 Budget will be set at $1,000 for any professional services or studies that need to be completed.

Capital Recovery Fund - Sewer

The FY 2025-26 Budget will be set at $14,353 for any professional services or studies that need to be completed

Drainage Fund

Revenue: The FY 2025-26 Budget increased 47.3% from the FY 2024-25 year-end estimate from updated drainage fee valuation.

EXECUTIVE SUMMARY

Expenses: The FY 2025-26 Budget will increase 103.4% from the FY 2024-25 year-end estimate due to new drainage crew (including crew leader), hire MS4 & Floodplain Administrator, hire service to complete master drainage plan, Railroad ROW cleanup, clean up and remove trees from Cibolo Creek, and purchase new equipment (vehicle, UTV, and two trailers).

EMS Fund

Revenue: Revenues for FY 2025-26 Budget are expected to increase 12.6% from FY 2024-25 year-end estimates from an increase in transports and new service contracts with customer cities.

Expenses: The FY 2025-26 Budget will increase 12.3% from the FY 2024-25 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 2025-26 budget is projected to decrease by 16.1% from the FY 2024-25 year-end estimate. The decrease is due to the expected lowering of the Federal Funds Rate which the City's investment income closely follows, as well as having less funds invested overall.

Expenses: The SEDC funds are restricted to those expenses authorized by the Texas Local Government Code sections 501 and 505. The expenses for FY 2025-26 are projected to increase $149,508 to fund for targeted areas including Lookout Road, Abbey Road Upsize, and Park Improvements.

Project Expenses: The SEDC is providing funding for revitalizing targeted areas including Lookout Road, Abbey Road Upsize, and Park Improvements.

Special Events Fund

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

Expenses: The Special Events Fund FY 2025-26 Budget is set at $55,000 with no change in operations.

Public, Educational, and Governmental Access (PEG) Fund

Revenue: Revenues for FY 2025-26 Budget are expected to to stay the same from the FY 2024-25 year-end estimates.

Expenses: The PEG Fund FY 2025-26 Budget stayed the same $64,000 with the continued implementation of the communication master plan.

Hotel Motel Tax Fund

Revenue: Revenue for FY 2025-26 Budget is expected to remain the same from the FY 2024-25 year end estimates.

EXECUTIVE SUMMARY

Expenses: The Hotel Motel Tax Fund FY 2025-26 Budget decreases 41.6% from FY 2024-25 year-end estimate. The change for this year expenses is caused by the sign replacement.

Park Fund

Revenue: The revenue for FY 2025-26 Budget is expected to be $154,750 in anticipation of a new development which will pay into the fund.

Expenses: The FY 2025-26 Budget is set at $100,000 to utilize incoming funds for park improvements.

Tree Mitigation

Revenue: The revenue for the FY 2025-26 Budget is expected to stay the same from 2024-25 year-end estimate.

Expenses: The FY 2025-26 Budget stays the same from FY 2024-25 year-end estimate.

Roadway Impact Fee Area 1

The FY 2025-26 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 2025-26 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 2025-26 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 2025-26 Budget will be set at $3,000 for any professional services or studies that need to be completed.

Library Fund

Revenues: Revenue for FY 2025-26 is expected to decrease $1,000 from the FY 2024-25 estimate.

Expenses: The Library Fund's FY 2025-26 Budget will stay the same from the FY 2024-25 year-end estimate.

EXECUTIVE SUMMARY

Historical Committee

Revenues: Revenue for FY 2025-26 will remain at the same funding allocation as FY 2024-25.

Expenses: The Historical Committee's FY 2025-26 Budget will remain the same as the FY 2024-25 estimate.

FUND: 101 GENERAL FUND

DEPARTMENT 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 HIGHLIGHTS

Revenue: Revenues for FY 2025-26 Budget are expected to decrease -0.3% from the FY 2024-25 year-end estimate. The largest contributor to this decrease will be from TIFMAS-STRAC Reimbursement.

Expenses: The overall FY 2025-26 Budget decreased -1.7% from the FY 2024-25 year-end estimates. This includes wage increases of a 2% merit for non-public safety and a step increase for public safety, cyber security upgrades, hiring of the final 6 Firefighters to staff Fire Station 4 at the end of the year, replacing the Self Contained Breathing Apparatus (SCBAs) for the firefighters, replacing the radios for Police, and hiring of an Assistant City Secretary. Additional expenditures that will be covered by their fees include taking over operations of the Senior Center and the Maske Road Soccer Complex.

Budget	2022-23 Actual	2023-24 Actual	2024-25 Estimate	2025-26 Budget
Revenues				
Taxes	$32,627,390	$33,636,779	$36,746,577	$36,991,020
Franchises	2,519,642	2,290,689	2,630,000	2,692,000
Permits & Licenses	2,077,758	2,627,370	1,928,280	2,065,700
Fees	1,983,521	2,328,446	2,216,028	2,429,489
Fines & Forfeitures	451,884	369,172	409,575	407,840

Inter-Jurisdictional	1,156,824	1,177,343	1,819,228	2,349,706
Fund Transfers	3,156,639	3,478,490	3,685,520	3,493,398
Investment Income	1,049,319	1,250,091	1,015,000	950,000
Miscellaneous	694,045	1,729,448	2,182,061	1,119,975
Total	*$45,717,022*	*$48,887,827*	*$52,632,269*	*$52,499,128*
Expenses				
General Government	$6,791,423	$7,851,524	$8,999,757	$8,959,793
Public Safety	20,320,040	24,563,745	27,019,535	25,656,677
Public Environment	2,278,233	2,502,887	3,053,297	2,610,035
Parks & Recreation	3,149,873	4,176,578	4,011,622	4,331,505
Cultural	1,277,826	1,429,405	1,486,102	1,548,160
Internal Service	7,859,785	9,360,743	9,707,829	10,363,077
Misc & Projects	1,138,805	310,936	415,666	285,687
Total	*$42,815,984*	*$50,195,818*	*$54,693,807*	*$53,754,934*
Change in Fund Balance	*$2,900,588*	*-$1,307,991*	*-$2,061,538*	*-$1,255,806*

City of Schertz, TX

My Budget Worksheet
Account Summary
For Fiscal: 2024-25 Period Ending: 08/31/2025

		Defined Budgets							
		2022-23 Total Budget	2022-23 Total Activity	2023-24 Total Budget	2023-24 Total Activity	2024-25 Total Budget	2024-25 YTD Activity	2024-25 Projected	2025-26 AB
Fund: 101 - GENERAL FUND									
RevCategory: 411 - Taxes									
101-101-411100	Ad Valorem Tax-Current	17,965,000.00	18,050,015.84	19,100,000.00	19,142,369.19	20,071,377.00	19,258,781.54	19,600,000.00	20,668,000.00
101-101-411110	Disabled Veterans Assist Pmt	1,100,000.00	1,179,231.99	1,500,000.00	868,703.59	800,000.00	690,542.41	690,542.41	600,000.00
101-101-411200	Ad Valorem Tax-Delinquent	50,000.00	95,933.41	50,000.00	9,861.98	50,000.00	-113,927.86	-85,000.00	50,000.00
101-101-411300	Ad Valorem Tax-P&I	80,000.00	115,960.99	100,000.00	133,407.00	100,000.00	93,000.57	115,000.00	100,000.00
101-101-411500	Sales Tax Revenue	13,040,000.00	13,097,900.18	14,180,000.00	13,397,896.23	14,300,000.00	13,791,865.19	16,338,000.00	15,485,000.00
101-164-411600	Bingo Tax	0.00	11.25	0.00	13.13	20.00	30.87	35.00	20.00
101-164-411700	Mixed Beverage Tax	70,000.00	88,335.95	88,000.00	84,528.21	88,000.00	71,697.00	88,000.00	88,000.00
	RevCategory: 411 - Taxes Total:	**32,305,000.00**	**32,627,389.61**	**35,018,000.00**	**33,636,779.33**	**35,409,397.00**	**33,791,989.72**	**36,746,577.41**	**36,991,020.00**
RevCategory: 421 - Franchises									
101-101-421200	Center Point	120,000.00	148,372.96	145,000.00	148,352.12	151,000.00	135,858.65	151,000.00	151,000.00
101-101-421220	City Public Service	1,200,000.00	1,201,361.66	1,400,000.00	1,174,575.86	1,280,000.00	1,143,029.62	1,280,000.00	1,280,000.00
101-101-421240	Guadalupe Valley Elec Co-op	475,000.00	550,705.39	550,000.00	550,572.39	580,000.00	510,579.13	580,000.00	580,000.00
101-101-421250	New Braunfels Utilities	80,000.00	77,521.91	85,000.00	78,143.39	82,000.00	74,389.65	82,000.00	82,000.00
101-101-421300	Spectrum-State Franchise	325,000.00	294,763.39	290,000.00	253,288.65	288,000.00	234,097.94	288,000.00	288,000.00
101-101-421460	Direct TV Franchise Fee	75,000.00	21,916.09	30,000.00	28,953.24	24,000.00	26,204.63	24,000.00	24,000.00
101-101-421480	Other Telecom Franchise - ROW	100,000.00	48,035.95	100,000.00	20,431.69	25,000.00	14,966.69	25,000.00	25,000.00
101-101-421500	Solid Waste Franchise Fee	175,000.00	176,964.88	195,000.00	36,371.21	200,000.00	273,177.40	200,000.00	262,000.00
	RevCategory: 421 - Franchises Total:	**2,550,000.00**	**2,519,642.23**	**2,795,000.00**	**2,290,688.55**	**2,630,000.00**	**2,412,303.71**	**2,630,000.00**	**2,692,000.00**
RevCategory: 431 - Permits & Licenses									
101-164-431118	Alcohol Beverage License	8,500.00	7,290.00	9,000.00	8,983.00	9,000.00	8,060.00	9,000.00	9,000.00
101-173-431114	Grading/Clearing Permit	15,000.00	27,228.72	140,000.00	50,867.63	20,000.00	41,962.55	60,000.00	20,000.00
101-173-431115	Development Permit	100,000.00	274,577.53	105,000.00	171,783.32	200,000.00	64,297.72	70,000.00	200,000.00
101-256-431110	Solicitor/Peddler Permit	2,000.00	3,050.00	2,800.00	1,450.00	3,000.00	4,560.00	3,000.00	3,000.00
101-256-431111	Animal Pet Permit	250.00	100.00	250.00	15.00	250.00	0.00	250.00	250.00
101-256-431113	Security Alarm Permit	43,000.00	32,351.50	35,800.00	33,726.87	38,000.00	27,925.00	38,000.00	38,000.00

Defined Budgets

		2022-23 Total Budget	2022-23 Total Activity	2023-24 Total Budget	2023-24 Total Activity	2024-25 Total Budget	2024-25 YTD Activity	2024-25 Projected	2025-26 AB
101-257-431117	Fire Permit	30,000.00	26,698.00	30,000.00	89,824.00	40,000.00	40,871.00	40,000.00	40,000.00
101-258-431100	Home Occupation Permit	550.00	210.00	550.00	385.00	550.00	280.00	550.00	550.00
101-258-431101	Bldg Permit-Residential	513,000.00	234,037.80	450,000.00	519,755.00	350,000.00	584,694.50	650,000.00	350,000.00
101-258-431102	Bldg Permit-Commercial	347,000.00	942,738.20	1,050,000.00	1,154,073.00	800,000.00	354,330.00	450,000.00	800,000.00
101-258-431103	Bldg Permit-General	328,000.00	222,436.10	300,000.00	216,291.25	300,000.00	165,905.00	225,000.00	300,000.00
101-258-431104	Mobile Home Permit	0.00	325.00	400.00	950.00	400.00	275.00	400.00	400.00
101-258-431105	Signs Permit	5,500.00	6,917.68	5,500.00	7,966.00	5,500.00	10,182.00	10,500.00	5,500.00
101-258-431107	Plumbing Permit	123,000.00	97,177.00	90,000.00	123,410.00	95,000.00	129,421.00	140,000.00	95,000.00
101-258-431108	Electrical Permit	70,000.00	56,140.00	65,000.00	76,580.00	70,000.00	63,879.00	70,000.00	70,000.00
101-258-431109	Mechanical Permit	60,000.00	43,700.00	50,000.00	69,520.00	55,000.00	59,560.00	65,000.00	55,000.00
101-258-431112	Cert of Occupancy Permit	9,500.00	8,500.00	9,000.00	9,850.00	9,000.00	5,450.00	6,500.00	9,000.00
101-258-431119	Mobile Home License	120.00	80.00	120.00	0.00	0.00	80.00	80.00	0.00
101-258-431120	Contractors License	37,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
101-259-431106	Food Establishment Permit	71,000.00	94,200.00	70,000.00	91,940.00	70,000.00	33,315.00	90,000.00	70,000.00
	RevCategory: 431 - Permits & Licenses Total:	**1,763,420.00**	**2,077,757.53**	**2,413,420.00**	**2,627,370.07**	**2,065,700.00**	**1,595,047.77**	**1,928,280.00**	**2,065,700.00**
RevCategory: 432 - Fees									
101-101-432088	Notary Fee	50.00	42.00	60.00	18.00	50.00	30.00	20.00	50.00
101-101-432089	NSF Check Fee	0.00	75.00	0.00	0.00	0.00	50.00	75.00	0.00
101-154-432000	Platting Fees	54,000.00	58,500.00	54,000.00	55,250.00	54,000.00	34,250.00	40,000.00	54,000.00
101-154-432007	Site Plan Fee	23,000.00	28,000.00	23,000.00	24,000.00	40,000.00	18,000.00	40,000.00	40,000.00
101-154-432011	BOA/Variance Fees	2,500.00	3,500.00	2,500.00	2,000.00	2,500.00	2,500.00	2,500.00	2,500.00
101-154-432014	Specific Use/Zone Chng Fee	26,450.00	32,100.00	26,450.00	46,450.00	40,000.00	52,950.00	54,000.00	40,000.00
101-154-432015	Zoning Ltr & Dev Rights	2,550.00	3,450.00	2,550.00	3,750.00	2,550.00	4,050.00	3,000.00	2,550.00
101-170-432013	Schertz Magazine Advertising	145,000.00	126,193.75	125,000.00	116,462.50	125,000.00	83,250.00	97,000.00	138,000.00
101-256-432029	Police Reports Fee	5,000.00	5,296.00	5,000.00	6,257.00	5,250.00	4,975.00	6,000.00	5,250.00
101-256-432061	Pet Impoundment Fee	13,000.00	10,227.00	12,000.00	6,333.52	12,000.00	6,150.00	12,000.00	12,000.00
101-256-432062	Animal Adoption Fee	12,000.00	13,522.00	11,100.00	11,705.00	11,100.00	12,875.00	11,100.00	11,100.00
101-256-432084	Vehicle Impoundment	0.00	11,901.00	12,300.00	11,410.00	12,300.00	28,400.00	24,000.00	12,300.00
101-257-432045	HAZMAT Fees	5,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
101-257-432046	Fire Re-inspection Fee	700.00	445.00	0.00	200.00	300.00	0.00	300.00	300.00
101-258-432008	Plan Check Fee	570,000.00	636,188.36	750,000.00	896,054.00	550,000.00	507,453.25	520,000.00	550,000.00

		Defined Budgets							
		2022-23 Total Budget	2022-23 Total Activity	2023-24 Total Budget	2023-24 Total Activity	2024-25 Total Budget	2024-25 YTD Activity	2024-25 Projected	2025-26 AB
101-258-432010	Technology Fee	0.00	0.00	0.00	36,375.00	23,000.00	31,660.00	36,000.00	23,000.00
101-258-432016	Reinspection Fees	190,000.00	241,250.00	190,000.00	194,575.00	190,000.00	257,275.00	280,000.00	190,000.00
101-258-432019	Admin Fee-Inspections	10,000.00	5,900.00	5,000.00	6,000.00	5,000.00	29,700.00	32,000.00	5,000.00
101-259-432017	Swim Pool Inspection Fee	2,900.00	3,630.00	2,900.00	3,410.00	3,000.00	3,080.00	3,000.00	3,000.00
101-259-432018	Lot Abatement Revenue	6,700.00	8,532.63	6,500.00	4,585.55	10,000.00	2,285.00	10,000.00	10,000.00
101-259-432020	Foster Care	500.00	0.00	500.00	50.00	500.00	200.00	500.00	500.00
101-460-432001	4th of July Jubilee - Proceeds	26,000.00	34,050.00	28,000.00	32,900.00	28,000.00	36,400.00	38,000.00	28,000.00
101-460-432003	Holidazzle - Proceeds	12,500.00	16,070.00	14,000.00	14,750.00	11,000.00	4,140.00	7,640.00	11,000.00
101-460-432004	Moving on Main - Proceeds	4,000.00	12,000.00	8,500.00	9,800.00	0.00	0.00	0.00	0.00
101-460-432005	Music & Movies in the Park - Pr...	8,000.00	8,000.00	8,000.00	8,000.00	8,000.00	8,000.00	8,000.00	8,000.00
101-460-432009	Tree Mitigation Admin Fee	15,000.00	0.00	15,000.00	0.00	0.00	0.00	0.00	0.00
101-460-432012	Mobile Stage Rental Fees	0.00	3,100.00	1,500.00	0.00	1,500.00	2,600.00	2,600.00	1,500.00
101-460-432021	Pool Gate Admission Fee	22,000.00	29,962.75	22,000.00	23,558.05	28,000.00	20,581.00	28,000.00	28,000.00
101-460-432022	Seasonal Pool Pass Fee	4,000.00	6,430.00	6,000.00	5,768.00	6,000.00	6,020.00	6,000.00	6,000.00
101-460-432035	Senior Center Memberships	16,000.00	26,997.00	23,000.00	28,514.00	25,000.00	25,203.00	27,000.00	23,200.00
101-460-432037	Senior Center Meal Fee	20,000.00	36,013.38	25,000.00	52,373.84	40,000.00	53,831.40	63,919.00	52,535.00
101-460-432066	Senior Center Rental	7,000.00	8,400.00	8,400.00	7,000.00	8,400.00	5,600.00	7,800.00	8,400.00
101-460-432073	Pavilion Rental Fees	25,000.00	27,995.00	25,000.00	25,270.00	26,000.00	24,032.50	26,000.00	26,000.00
101-460-432074	Equipment Rentals-Parks	0.00	55.00	100.00	150.00	200.00	95.00	100.00	200.00
101-460-432075	Chamber of Comm Rent	7,800.00	7,800.00	7,800.00	9,750.00	7,800.00	5,850.00	7,800.00	7,800.00
101-460-432076	Non-Resident SYSA League	10,000.00	10,420.00	10,000.00	13,440.00	12,000.00	13,370.00	13,370.00	0.00
101-460-432078	Non-Resident User Fee-BVYA	0.00	7,510.00	7,000.00	8,140.00	7,000.00	8,916.00	7,066.00	7,000.00
101-460-432079	BVYA Utility Reimbursement	15,000.00	18,691.78	15,000.00	21,080.88	15,000.00	20,948.16	15,000.00	15,000.00
101-460-432080	SYSA Utility Reimbursement	7,500.00	7,717.35	7,500.00	7,872.14	7,500.00	13,237.19	7,500.00	0.00
101-460-432081	Lions Futbol Utility Reimbrsmt	15,000.00	17,540.00	15,000.00	14,064.00	15,000.00	10,548.00	15,000.00	15,000.00
101-460-432082	Recreation Programs	1,000.00	17,689.00	10,000.00	52,235.00	46,000.00	62,020.54	55,000.00	46,000.00
101-460-432083	Social Leagues	2,600.00	1,625.00	3,000.00	5,717.00	11,000.00	3,685.00	10,000.00	11,000.00
101-460-432087	Soccer Field Operations	0.00	0.00	0.00	0.00	0.00	0.00	0.00	401,715.00
101-460-432096	Senior Center Programs	0.00	0.00	0.00	0.00	0.00	0.00	0.00	17,400.00
101-464-432063	Cap Rcvry Fee-Civic Center	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
101-464-432065	North Center Rental Fees	28,000.00	37,306.25	30,000.00	31,305.00	35,506.00	33,496.25	35,506.00	35,506.00

		Defined Budgets							
		2022-23 Total Budget	2022-23 Total Activity	2023-24 Total Budget	2023-24 Total Activity	2024-25 Total Budget	2024-25 YTD Activity	2024-25 Projected	2025-26 AB
101-464-432067	Community Center Rental Fees	40,000.00	47,605.75	43,000.00	43,141.25	56,143.00	53,879.25	56,143.00	56,143.00
101-464-432069	Civic Center Rental Fees	225,000.00	249,391.67	250,000.00	236,721.32	346,440.00	151,973.94	346,440.00	346,440.00
101-464-432077	Cancellation Fees-Event Rental	1,500.00	5,850.00	3,500.00	1,165.00	2,500.00	350.00	2,500.00	2,500.00
101-665-432059	Library Fines	9,000.00	12,477.31	11,000.00	12,948.99	5,600.00	5,187.98	6,500.00	5,600.00
101-665-432060	Misc Income-Library Copier	14,000.00	18,790.32	16,000.00	20,939.50	20,000.00	19,378.15	22,000.00	20,000.00
101-872-432058	Sale of Merchandise - GovDeals	100,000.00	125,281.00	60,000.00	216,956.50	150,000.00	220,428.35	229,648.80	150,000.00
	RevCategory: 432 - Fees Total:	**1,705,250.00**	**1,983,521.30**	**1,902,160.00**	**2,328,446.04**	**2,006,139.00**	**1,888,904.96**	**2,216,027.80**	**2,429,489.00**
RevCategory: 451 - Fines & Forfeitures									
101-152-451000	Municipal Court Fines	525,000.00	334,351.33	300,000.00	278,750.43	250,000.00	288,589.00	300,000.00	300,000.00
101-152-451001	Texas Motor Carrier Fines	30,000.00	200.00	0.00	0.00	0.00	0.00	0.00	0.00
101-152-451002	CVE Out of Service	3,000.00	50.00	0.00	0.00	0.00	0.00	0.00	0.00
101-152-451003	Arrest Fee	12,000.00	9,631.19	9,600.00	7,657.80	15,000.00	9,449.00	9,615.00	15,000.00
101-152-451004	Expunction Fee	0.00	0.00	340.00	0.00	0.00	0.00	0.00	0.00
101-152-451005	Warrant Fees	53,000.00	42,209.12	36,000.00	36,228.11	36,000.00	28,948.59	37,620.00	36,000.00
101-152-451006	Officer Jury Fee	0.00	131.00	200.00	0.00	200.00	0.00	200.00	200.00
101-152-451008	Judicial Fee-City	300.00	235.00	240.00	200.98	240.00	116.93	240.00	240.00
101-152-451009	Traffic Fine Costs TTL	6,000.00	3,757.91	3,600.00	2,724.41	3,500.00	3,873.59	3,500.00	3,500.00
101-152-451010	Juvenile Case Mgmt Fee	3,000.00	1,958.37	1,800.00	1,674.90	1,800.00	979.49	1,200.00	1,800.00
101-152-451011	Truancy Fees	14,000.00	9,675.06	9,600.00	7,736.93	6,500.00	9,869.26	10,000.00	6,500.00
101-152-451012	Local Municipal Jury Fund	150.00	188.37	200.00	150.84	200.00	194.67	200.00	200.00
101-152-451013	Technology Fund Fee	13,000.00	9,178.91	8,400.00	6,868.86	8,400.00	8,611.69	9,000.00	8,400.00
101-152-451014	Security Fee	15,000.00	10,461.06	9,000.00	8,409.06	9,000.00	10,162.22	9,000.00	9,000.00
101-152-451015	Time Payment Fee-City	4,000.00	3,680.57	3,000.00	2,638.09	3,000.00	2,706.62	3,000.00	3,000.00
101-152-451016	State Fines 10% Service Fee	15,000.00	20,054.74	18,000.00	11,098.20	18,000.00	11,518.76	20,000.00	18,000.00
101-152-451017	DPS Payment-Local	4,000.00	3,092.67	3,000.00	2,684.85	3,000.00	2,140.92	3,000.00	3,000.00
101-152-451018	Child Safety Fee	5,000.00	3,028.52	3,000.00	2,348.43	3,000.00	2,721.85	3,000.00	3,000.00
	RevCategory: 451 - Fines & Forfeitures Total:	**702,450.00**	**451,883.82**	**405,980.00**	**369,171.89**	**357,840.00**	**379,882.59**	**409,575.00**	**407,840.00**
RevCategory: 473 - Inter-Jurisdictional									
101-256-473108	Dispatch Service-Cibolo	160,000.00	160,000.00	160,000.00	120,000.00	493,023.00	286,534.10	493,023.00	493,023.00
101-256-473109	School XING Guard-Bexar Co	36,000.00	45,333.28	40,000.00	51,921.64	50,000.00	46,304.67	50,000.00	50,000.00
101-256-473110	School XING Guard-Guadalupe ...	41,000.00	48,156.77	48,000.00	45,171.00	50,000.00	36,186.60	50,000.00	50,000.00

		Defined Budgets							
		2022-23 Total Budget	2022-23 Total Activity	2023-24 Total Budget	2023-24 Total Activity	2024-25 Total Budget	2024-25 YTD Activity	2024-25 Projected	2025-26 AB
101-256-473111	School XING Guards-Comal Co	1,900.00	15,404.81	10,000.00	16,137.37	20,000.00	16,638.69	20,000.00	20,000.00
101-256-473112	School Officer Funding	551,268.00	527,455.42	567,000.00	608,139.73	1,019,835.00	509,796.87	850,000.00	1,393,673.00
101-256-473113	Crime Victim Liaison Agreement	25,000.00	37,500.00	37,500.00	0.00	37,500.00	0.00	0.00	0.00
101-257-473100	Bexar Co - Fire	21,077.00	0.00	21,077.00	0.00	21,000.00	0.00	21,000.00	21,000.00
101-257-473101	City of Seguin-Fire Contract	30,107.00	40,546.84	30,107.00	43,333.29	30,000.00	33,333.54	30,000.00	30,000.00
101-665-473102	Guadalupe Co-Library	220,000.00	217,152.00	220,000.00	228,010.00	228,010.00	198,341.70	238,010.00	228,010.00
101-665-473104	Library Services-Cibolo	40,000.00	40,000.00	40,000.00	40,000.00	40,000.00	80,000.00	40,000.00	40,000.00
101-665-473105	Library Services-Selma	25,000.00	25,275.00	23,000.00	24,630.00	24,000.00	54,390.00	27,195.00	24,000.00
	RevCategory: 473 - Inter-Jurisdictional Total:	**1,151,352.00**	**1,156,824.12**	**1,196,684.00**	**1,177,343.03**	**2,013,368.00**	**1,261,526.17**	**1,819,228.00**	**2,349,706.00**
RevCategory: 480 - Fund Charges/Transfers									
101-101-480000	Transfer In	0.00	0.00	0.00	285,239.00	200,000.00	220,582.12	200,000.00	0.00
101-101-480002	Transfer In - Reserves	1,086,155.00	0.00	1,288,503.00	0.00	0.00	0.00	0.00	0.00
101-101-480202	Transfer In - Water & Sewer	4,000.00	0.00	4,000.00	0.00	4,000.00	0.00	4,000.00	4,000.00
101-101-480203	Transfer In - EMS	4,000.00	0.00	4,000.00	0.00	4,000.00	0.00	4,000.00	4,000.00
101-101-480204	Transfer In-Drainage	1,000.00	0.00	1,000.00	0.00	1,000.00	0.00	1,000.00	1,000.00
101-101-480700	Indirect Costs-EMS	216,994.00	216,994.00	221,334.00	221,334.70	232,400.00	213,033.37	232,400.00	244,021.00
101-101-480701	Indirect Costs-Hotel/Motel	69,915.00	69,915.00	80,265.00	80,265.00	82,976.00	76,061.37	82,976.00	89,940.00
101-101-480702	Interfund Charges-4B	542,221.00	542,221.00	546,883.00	546,883.00	609,080.00	609,080.00	609,080.00	641,703.00
101-101-480703	Interfund Charges-Admin W&S	1,493,620.00	1,493,620.00	1,540,372.00	1,540,372.00	1,585,628.00	1,453,541.87	1,585,628.00	1,567,841.00
101-101-480705	Interfund Charges-Drainage-5%	320,073.00	320,073.00	265,625.00	265,625.00	275,000.00	252,083.37	275,000.00	275,000.00
101-101-480706	Interfund Charges-Fleet	470,050.00	513,816.00	541,358.00	538,771.00	691,436.00	633,816.37	691,436.00	665,893.00
	RevCategory: 480 - Fund Charges/Transfers Total:	**4,208,028.00**	**3,156,639.00**	**4,493,340.00**	**3,478,489.70**	**3,685,520.00**	**3,458,198.47**	**3,685,520.00**	**3,493,398.00**
RevCategory: 491 - Investment Income									
101-101-491000	Interest Earned - General Fund	25,000.00	145,759.51	200,000.00	157,318.68	150,000.00	125,293.89	165,000.00	150,000.00
101-101-491200	Investment Income	250,000.00	894,187.22	1,000,000.00	1,049,228.57	1,000,000.00	527,624.28	700,000.00	800,000.00
101-101-491302	Unrealized Gain/Loss-CapOne	0.00	9,372.56	0.00	43,543.69	0.00	51,119.88	150,000.00	0.00
	RevCategory: 491 - Investment Income Total:	**275,000.00**	**1,049,319.29**	**1,200,000.00**	**1,250,090.94**	**1,150,000.00**	**704,038.05**	**1,015,000.00**	**950,000.00**
RevCategory: 497 - Miscellaneous									
101-101-497000	Miscellaneous Income	60,000.00	-5,984.45	60,000.00	123,031.00	60,000.00	151,436.77	175,000.00	60,000.00
101-101-497002	Donations	375.00	375.00	0.00	0.00	0.00	0.00	0.00	0.00
101-101-497025	Misc Income-TML Ins. Claims	25,000.00	61,595.44	30,000.00	61,843.94	50,000.00	27,576.34	50,000.00	50,000.00

		Defined Budgets							
		2022-23 Total Budget	2022-23 Total Activity	2023-24 Total Budget	2023-24 Total Activity	2024-25 Total Budget	2024-25 YTD Activity	2024-25 Projected	2025-26 AB
101-101-497026	Misc Income-TML WC Reimb.	10,000.00	7,828.71	10,000.00	21,003.03	15,000.00	34,846.81	45,000.00	15,000.00
101-101-497027	Misc Income-Vending Machines	1,600.00	2,556.45	2,500.00	2,964.58	2,600.00	2,784.58	2,600.00	2,600.00
101-101-497031	Reimbursement-Gen Fund	20,000.00	0.00	20,000.00	0.00	0.00	0.00	0.00	0.00
101-152-497000	Miscellaneous Income	0.00	400.00	0.00	0.70	0.00	-11.00	11.00	0.00
101-256-497004	Donations-Animal Control	5,000.00	1,795.00	5,000.00	2,770.75	5,000.00	4,291.82	5,000.00	5,000.00
101-256-497006	Donations-Spay&Neuter	0.00	0.00	0.00	0.00	0.00	121.00	0.00	0.00
101-256-497009	Donations-PD	0.00	0.00	0.00	0.00	0.00	15,119.00	0.00	0.00
101-256-497015	LEOSE LawEnforcemtOfficersSt...	5,000.00	4,106.62	4,107.00	10,792.71	10,000.00	8,999.38	10,000.00	10,000.00
101-256-497016	Grants-Police, Fire, Gen Fund	0.00	0.00	0.00	727.62	74,190.00	20,000.00	95,000.00	0.00
101-256-497021	Misc Income-Police Dept	9,000.00	6,359.34	9,000.00	39,396.19	9,000.00	11,905.19	9,000.00	9,000.00
101-256-497024	Misc Income-Animal Control	500.00	1,110.00	800.00	690.00	800.00	325.00	800.00	800.00
101-256-497029	Reimbursement-Police OT/DEA	35,000.00	17,699.17	33,000.00	1,016.20	33,000.00	0.00	33,000.00	33,000.00
101-257-497002	Donations	1,000.00	150.00	0.00	0.00	0.00	0.00	0.00	0.00
101-257-497030	TIFMAS-STRAC Reimbursement	200,000.00	539,696.78	1,000,000.00	1,411,794.68	800,000.00	1,410,799.47	1,700,000.00	800,000.00
101-359-497000	Miscellaneous Income	50,000.00	37,585.10	40,000.00	35,445.10	40,000.00	27,832.80	40,000.00	40,000.00
101-460-497000	Miscellaneous Income	0.00	407.50	0.00	449.50	0.00	-297.20	0.00	0.00
101-460-497003	Donations-Veteran's Memorial	1,250.00	1,575.00	3,000.00	1,050.00	1,500.00	0.00	1,500.00	1,500.00
101-460-497007	Donations-Parks	0.00	0.25	0.00	0.00	0.00	1.00	0.00	0.00
101-460-497008	Donations-Senior Center	10,000.00	2,314.05	1,000.00	741.00	800.00	120.00	150.00	800.00
101-665-497000	Miscellaneous Income	3,000.00	4,979.70	6,000.00	4,723.15	4,800.00	3,991.62	5,000.00	4,800.00
101-665-497002	Donations - Library	10,000.00	1,975.75	5,000.00	5,921.63	5,000.00	5,892.41	6,000.00	5,000.00
101-665-497033	Reimbursement-Library	7,000.00	7,519.90	8,000.00	5,086.00	8,000.00	0.00	4,000.00	82,475.00
	RevCategory: 497 - Miscellaneous Total:	**453,725.00**	**694,045.31**	**1,237,407.00**	**1,729,447.78**	**1,119,690.00**	**1,725,734.99**	**2,182,061.00**	**1,119,975.00**
	Fund: 101 - GENERAL FUND Total:	**45,114,225.00**	**45,717,022.21**	**50,661,991.00**	**48,887,827.33**	**50,437,654.00**	**47,217,626.43**	**52,632,269.21**	**52,499,128.00**
	Report Total:	**45,114,225.00**	**45,717,022.21**	**50,661,991.00**	**48,887,827.33**	**50,437,654.00**	**47,217,626.43**	**52,632,269.21**	**52,499,128.00**

Group Summary

RevCategor…	2022-23 Total Budget	2022-23 Total Activity	2023-24 Total Budget	2023-24 Total Activity	2024-25 Total Budget	2024-25 YTD Activity	2024-25 Projected	2025-26 AB
					Defined Budgets			
Fund: 101 - GENERAL FUND								
411 - Taxes	32,305,000.00	32,627,389.61	35,018,000.00	33,636,779.33	35,409,397.00	33,791,989.72	36,746,577.41	36,991,020.00
421 - Franchises	2,550,000.00	2,519,642.23	2,795,000.00	2,290,688.55	2,630,000.00	2,412,303.71	2,630,000.00	2,692,000.00
431 - Permits & Licenses	1,763,420.00	2,077,757.53	2,413,420.00	2,627,370.07	2,065,700.00	1,595,047.77	1,928,280.00	2,065,700.00
432 - Fees	1,705,250.00	1,983,521.30	1,902,160.00	2,328,446.04	2,006,139.00	1,888,904.96	2,216,027.80	2,429,489.00
451 - Fines & Forfeitures	702,450.00	451,883.82	405,980.00	369,171.89	357,840.00	379,882.59	409,575.00	407,840.00
473 - Inter-Jurisdictional	1,151,352.00	1,156,824.12	1,196,684.00	1,177,343.03	2,013,368.00	1,261,526.17	1,819,228.00	2,349,706.00
480 - Fund Charges/Transfers	4,208,028.00	3,156,639.00	4,493,340.00	3,478,489.70	3,685,520.00	3,458,198.47	3,685,520.00	3,493,398.00
491 - Investment Income	275,000.00	1,049,319.29	1,200,000.00	1,250,090.94	1,150,000.00	704,038.05	1,015,000.00	950,000.00
497 - Miscellaneous	453,725.00	694,045.31	1,237,407.00	1,729,447.78	1,119,690.00	1,725,734.99	2,182,061.00	1,119,975.00
Fund: 101 - GENERAL FUND Total:	**45,114,225.00**	**45,717,022.21**	**50,661,991.00**	**48,887,827.33**	**50,437,654.00**	**47,217,626.43**	**52,632,269.21**	**52,499,128.00**
Report Total:	**45,114,225.00**	**45,717,022.21**	**50,661,991.00**	**48,887,827.33**	**50,437,654.00**	**47,217,626.43**	**52,632,269.21**	**52,499,128.00**

Fund Summary

Fund		2022-23 Total Budget	2022-23 Total Activity	2023-24 Total Budget	2023-24 Total Activity	2024-25 Total Budget	2024-25 YTD Activity	2024-25 Projected	2025-26 AB
						Defined Budgets			
101 - GENERAL FUND		45,114,225.00	45,717,022.21	50,661,991.00	48,887,827.33	50,437,654.00	47,217,626.43	52,632,269.21	52,499,128.00
	Report Total:	**45,114,225.00**	**45,717,022.21**	**50,661,991.00**	**48,887,827.33**	**50,437,654.00**	**47,217,626.43**	**52,632,269.21**	**52,499,128.00**

City of Schertz, TX

Budget Worksheet Condensed

Group Summary

For Fiscal: 2024-25 Period Ending: 08/31/2025

3ExpDepartment;3RevCategor...	2022-23 Total Activity	2023-24 Total Activity	2024-25 Total Budget	2024-25 YTD Activity	2024-25 Projected	2025-26	2025-26 AB
Fund: 101 - GENERAL FUND							
Expense							
3ExpFunction: 1 - General Government							
101 - Non Departmental	2,570,624.41	1,888,291.68	2,260,671.00	1,893,382.23	2,476,630.00	0.00	2,468,925.00
150 - City Council	119,977.23	140,501.89	152,639.00	217,049.56	241,497.00	0.00	215,639.00
151 - City Manager	1,271,469.25	1,137,260.69	1,016,690.00	901,293.91	1,071,220.00	0.00	1,023,806.00
152 - Municipal Court	414,254.63	421,102.23	441,911.00	413,165.78	459,582.00	0.00	448,799.00
153 - Customer Relations-311	130,382.15	150,510.06	152,771.00	118,088.66	137,210.00	0.00	150,668.00
154 - Planning & Zoning	339,308.96	443,834.44	437,608.00	356,733.34	466,094.00	0.00	458,895.00
155 - Legal Services	69,233.05	138,638.77	90,000.00	52,287.76	90,000.00	0.00	90,000.00
156 - Economic Development	0.00	1,481,914.74	1,724,639.00	1,485,642.98	1,743,724.00	0.00	1,754,647.00
164 - City Secretary	199,000.33	247,316.29	270,115.00	232,459.16	286,540.00	0.00	370,870.00
170 - Public Affairs	612,057.87	632,386.42	648,161.00	537,879.23	671,251.00	0.00	640,062.00
173 - Engineering	1,065,114.67	1,169,766.75	1,366,933.00	1,122,970.30	1,356,008.54	0.00	1,337,482.00
3ExpFunction: 1 - General Government Total:	**6,791,422.55**	**7,851,523.96**	**8,562,138.00**	**7,330,952.91**	**8,999,756.54**	**0.00**	**8,959,793.00**
3ExpFunction: 2 - Public Safety							
256 - Police	10,965,927.27	13,694,457.63	14,404,204.00	12,013,321.95	15,059,257.00	0.00	13,922,786.00
257 - Fire Rescue	7,756,540.49	9,028,889.17	10,124,177.00	8,304,499.51	9,865,064.00	0.00	9,677,288.00
258 - Inspections	1,141,246.41	1,302,906.05	1,499,339.00	1,229,165.59	1,520,708.00	0.00	1,483,712.00
259 - Neighborhood Services	456,325.43	537,491.98	550,529.00	449,827.42	574,506.00	0.00	572,891.00
3ExpFunction: 2 - Public Safety Total:	**20,320,039.60**	**24,563,744.83**	**26,578,249.00**	**21,996,814.47**	**27,019,535.00**	**0.00**	**25,656,677.00**
3ExpFunction: 3 - Public Environment							
359 - Streets	2,278,232.70	2,502,887.28	3,118,351.00	1,956,855.61	3,053,297.00	0.00	2,610,035.00
3ExpFunction: 3 - Public Environment Total:	**2,278,232.70**	**2,502,887.28**	**3,118,351.00**	**1,956,855.61**	**3,053,297.00**	**0.00**	**2,610,035.00**
3ExpFunction: 4 - Parks and Recreation							
460 - Parks	2,064,222.58	2,821,885.77	2,506,668.30	2,070,890.29	2,696,860.87	0.00	3,031,247.30
463 - Swim Pool	562,064.08	671,771.35	665,023.00	536,607.98	668,023.00	0.00	666,368.00
464 - Event Facilities	523,586.56	682,920.62	644,677.00	515,834.46	646,738.00	0.00	633,890.00
3ExpFunction: 4 - Parks and Recreation Total:	**3,149,873.22**	**4,176,577.74**	**3,816,368.30**	**3,123,332.73**	**4,011,621.87**	**0.00**	**4,331,505.30**
3ExpFunction: 6 - Cultural							
665 - Library	1,277,826.20	1,429,404.89	1,481,772.00	1,234,874.60	1,486,101.94	0.00	1,548,160.00
3ExpFunction: 6 - Cultural Total:	**1,277,826.20**	**1,429,404.89**	**1,481,772.00**	**1,234,874.60**	**1,486,101.94**	**0.00**	**1,548,160.00**
3ExpFunction: 8 - Internal Service							
853 - Information Technology	2,884,163.94	3,378,926.97	3,876,105.07	3,165,525.43	3,894,085.07	0.00	4,353,687.07
866 - Human Resources	750,340.35	887,441.09	886,330.00	697,959.93	870,559.88	0.00	903,580.00

3ExpDepartment;3RevCategor...	2022-23 Total Activity	2023-24 Total Activity	2024-25 Total Budget	2024-25 YTD Activity	2024-25 Projected	2025-26	2025-26 AB
868 - Finance	729,238.89	775,347.38	840,226.00	727,687.44	872,992.76	0.00	870,627.00
872 - Purchasing & Asset Mgt	282,934.55	250,623.00	319,063.00	265,476.46	321,111.08	0.00	313,695.00
877 - Fleet Service	1,212,818.76	1,944,811.95	1,488,571.00	1,200,652.90	1,448,905.00	0.00	1,710,862.00
878 - Building Maintenance	2,000,288.15	2,123,592.93	2,310,818.00	1,827,331.88	2,300,175.00	0.00	2,210,626.00
3ExpFunction: 8 - Internal Service Total:	**7,859,784.64**	**9,360,743.32**	**9,721,113.07**	**7,884,634.04**	**9,707,828.79**	**0.00**	**10,363,077.07**
3ExpFunction: 9 - Misc & Projects							
900 - Projects	850,203.50	0.00	1,225,000.00	1,473,292.05	0.00	0.00	0.00
901 - City's Assistance	288,080.54	309,555.99	322,666.00	208,828.60	322,666.00	0.00	192,687.00
910 - Court-restricted Funds	521.00	1,380.00	93,000.00	0.00	93,000.00	0.00	93,000.00
3ExpFunction: 9 - Misc & Projects Total:	**1,138,805.04**	**310,935.99**	**1,640,666.00**	**1,682,120.65**	**415,666.00**	**0.00**	**285,687.00**
Expense Total:	**42,815,983.95**	**50,195,818.01**	**54,918,657.37**	**45,209,585.01**	**54,693,807.14**	**0.00**	**53,754,934.37**
Fund: 101 - GENERAL FUND Total:	**42,815,983.95**	**50,195,818.01**	**54,918,657.37**	**45,209,585.01**	**54,693,807.14**	**0.00**	**53,754,934.37**
Report Total:	**42,815,983.95**	**50,195,818.01**	**54,918,657.37**	**45,209,585.01**	**54,693,807.14**	**0.00**	**53,754,934.37**

Fund Summary

Fund	2022-23 Total Activity	2023-24 Total Activity	2024-25 Total Budget	2024-25 YTD Activity	2024-25 Projected	2025-26	2025-26 AB
101 - GENERAL FUND	42,815,983.95	50,195,818.01	54,918,657.37	45,209,585.01	54,693,807.14	0.00	53,754,934.37
Report Total:	**42,815,983.95**	**50,195,818.01**	**54,918,657.37**	**45,209,585.01**	**54,693,807.14**	**0.00**	**53,754,934.37**

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 every six months.

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 12 City advisory boards, committees, and commissions; and appoints and supervises the performances of the City Manager, City Secretary, City Attorney, and Municipal Court Judges.

MISSION **VISION** **VALUES**

MISSION: Leading, improving, and serving a livable, sustainable, and financially sound community
VISION: Community. Service. Opportunity.
VALUES: Do the right thing: Do the Best You Can: Treat Others the Way You Want to be Treated: Work Cooperatively as a Team

STRATEGIC PLAN-GOALS AND OBJECTIVES

SUSTAINABLE GOVERNMENT
- Protect the city's financial stability, integrity and credibility
- Recruit, develop and retain a qualified, competent and diverse municipal workforce
- Identify the areas where improvements are needed through the use of data, technology, and innovative approaches
- Ensure governmental transparency

SAFE AND LIVABLE COMMUNITY
- Safeguard public safety
- Improve property conditions and overall appearance of the city
- Promote environmental stewardship and health
- Maintain and expand Parks and trails network system

INFRASTRUCTURE INVESTMENT
- Develop and maintain roadways, sidewalks and transportation infrastructure
- Develop and maintain water, wastewater and drainage infrastructure

- Provide and adequate water supply now and in the future
- Support strategic investment in city facilities

SENSE OF COMMUNITY

- Actively engage and communicate with our residents and stakeholders
- Host events that create a sense of place and community
- Grows quality of life programs and facilities

THRIVING ECONOMY

- Support strategic development
- Support revitalization of targeted areas
- Support business retention and recruitment
- Effectively plan and manage land use

BUDGET HIGHLIGHTS

No departmental changes in 2025-26. Additional training budget is offset by lower election costs.

Budget	2022-23 Actual	2023-24 Actual	2024-25 Estimate	2025-26 Budget
Personnel	$65,991	$70,269	$69,525	$109,839
Supplies and Equipment	322	1,545	1,000	1,000
Operating Expenses	53,664	68,688	168,972	102,800
Professional Services	0	0	2,000	2,000
Total	*$119,977*	*$140,502*	*$241,497*	*$215,639*

Activity Measures	2022-23 Actual	2023-24 Actual	2024-25 Estimate	2025-26 Budget
Number of ordinances passed	61	150	65	65
Number of resolutions passed	130	142	140	140
Requests for Information	11	11	10	10
Number of Council Meetings	39	39	30	30
Requests for Agenda Items	7	7	10	10
Meeting Attendance rate	95	95	98	98

		Defined Budgets							
		2022-23 Total Budget	2022-23 Total Activity	2023-24 Total Budget	2023-24 Total Activity	2024-25 Total Budget	2024-25 YTD Activity	2024-25 Projected	2025-26 AB
Department: 150 - City Council									
ExpCategory: 511 - Personnel Services									
101-150-511110	Regular	28,054.00	26,989.20	32,189.00	29,743.58	30,319.00	21,785.64	28,479.00	48,319.00
101-150-511240	Allowances	10,729.00	10,704.58	12,089.00	11,501.84	11,519.00	8,578.40	11,210.00	11,519.00
101-150-511310	FICA - Employer	2,967.00	2,907.26	3,387.00	3,145.27	3,201.00	2,322.80	3,036.00	3,201.00
101-150-511606	Uniforms	392.00	352.67	475.00	474.09	1,800.00	139.92	1,800.00	1,800.00
101-150-511607	Awards	1,470.00	0.00	1,500.00	876.09	0.00	0.00	0.00	0.00
101-150-511610	Memberships-Professional	12,945.00	12,944.14	713.00	712.50	0.00	0.00	0.00	0.00
101-150-511611	Publications	147.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
101-150-511612	Training/Travel	16,898.00	12,093.15	25,030.00	23,815.85	25,000.00	15,478.75	25,000.00	45,000.00
	ExpCategory: 511 - Personnel Services Total:	**73,602.00**	**65,991.00**	**75,383.00**	**70,269.22**	**71,839.00**	**48,305.51**	**69,525.00**	**109,839.00**
ExpCategory: 521 - Supplies and Equipment									
101-150-521000	Operating Supplies	735.00	0.00	301.00	300.29	1,000.00	564.88	1,000.00	1,000.00
101-150-521100	Office Supplies	343.00	322.13	1,250.00	1,244.34	0.00	0.00	0.00	0.00
	ExpCategory: 521 - Supplies and Equipment Total:	**1,078.00**	**322.13**	**1,551.00**	**1,544.63**	**1,000.00**	**564.88**	**1,000.00**	**1,000.00**
ExpCategory: 534 - Operating Expenses									
101-150-534007	Special Events - Expenses	10,780.00	6,846.24	11,200.00	11,333.43	11,650.00	6,838.15	11,500.00	11,650.00
101-150-534027	Memberships-City Use	0.00	0.00	13,181.00	13,180.30	16,000.00	14,936.40	16,000.00	16,000.00
101-150-534029	Printing & Binding	343.00	43.00	250.00	146.00	150.00	154.43	300.00	150.00
101-150-534049	City Elections	44,147.00	46,774.86	50,000.00	44,028.31	50,000.00	142,904.07	141,172.00	75,000.00
	ExpCategory: 534 - Operating Expenses Total:	**55,270.00**	**53,664.10**	**74,631.00**	**68,688.04**	**77,800.00**	**164,833.05**	**168,972.00**	**102,800.00**
ExpCategory: 541 - Professional Services									
101-150-541017	Professional Services	3,920.00	0.00	0.00	0.00	2,000.00	0.00	2,000.00	2,000.00
	ExpCategory: 541 - Professional Services Total:	**3,920.00**	**0.00**	**0.00**	**0.00**	**2,000.00**	**0.00**	**2,000.00**	**2,000.00**
	Department: 150 - City Council Total:	**133,870.00**	**119,977.23**	**151,565.00**	**140,501.89**	**152,639.00**	**213,703.44**	**241,497.00**	**215,639.00**

DEPARTMENT: 151 CITY MANAGER
FUND: 101 GENERAL FUND

DEPARTMENT DESCRIPTION

The City Secretary is the Election Administrator 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 2025-26

- Goal 1: Staff Compensation
- Goal 2: Street Maintenance & Repair
- Goal 3: Capital Improvement Program
- Goal 4: Increase Staffing Levels
- Goal 5: New/Remodeled Facilities

BUDGET HIGHLIGHTS

No departmental changes in 2025-26.

Budget	2022-23 Actual	2023-24 Actual	2024-25 Estimate	2025-26 Budget
Personnel	$1,268,219	$1,133,903	$1,067,488	$1,023,806
Supplies and Equipment	1,464	661	1,470	1,470
Operating Expenses	1,786	2,697	2,177	4,960
Professional Services	0	0	0	0
Capital Outlay	0	0	85	0
Total	*$1,271,469*	*$1,137,261*	*$1,071,220*	*$1,023,806*
Authorized Positions	4	4	4	4

		Defined Budgets							
		2022-23 Total Budget	2022-23 Total Activity	2023-24 Total Budget	2023-24 Total Activity	2024-25 Total Budget	2024-25 YTD Activity	2024-25 Projected	2025-26 AB
Department: 151 - City Manager									
ExpCategory: 511 - Personnel Services									
101-151-511110	Regular	990,123.00	902,512.84	682,508.00	736,436.59	699,353.00	556,588.19	725,670.00	716,335.00
101-151-511120	Overtime	239.00	2,328.38	283.00	2,031.00	347.00	1,995.18	2,636.00	343.00
101-151-511210	Longevity	5,354.00	5,169.83	4,524.00	5,187.33	4,574.00	4,649.00	4,649.00	4,604.00
101-151-511230	Certification Allowance	1,820.00	1,180.00	650.00	350.00	0.00	0.00	0.00	0.00
101-151-511240	Allowances	6,894.00	8,461.75	14,554.00	22,123.63	21,448.00	17,231.20	22,401.00	14,554.00
101-151-511310	FICA - Employer	76,288.00	63,139.13	52,151.00	48,419.50	53,862.00	36,155.96	57,785.00	53,865.00
101-151-511350	TMRS-Employer	164,576.00	150,860.37	116,329.00	127,551.32	121,961.00	96,916.29	126,975.00	126,546.00
101-151-511410	Health-Employer	104,808.00	106,066.67	80,834.00	135,708.12	67,653.00	64,419.98	76,848.00	57,067.00
101-151-511500	Workers' Compensation	1,776.00	2,259.72	1,120.00	2,677.42	1,157.00	2,667.43	2,668.00	1,157.00
101-151-511606	Uniforms	1,722.50	1,836.33	616.00	0.00	1,000.00	0.00	1,000.00	1,000.00
101-151-511609	Employee Recognition-Morale	3,937.00	2,913.24	4,900.00	1,808.22	4,900.00	121.93	4,900.00	4,900.00
101-151-511610	Memberships-Professional	3,920.00	4,519.62	4,200.00	8,244.07	4,200.00	6,620.73	4,200.00	4,200.00
101-151-511611	Publications	490.00	497.01	695.00	794.59	695.00	704.60	695.00	695.00
101-151-511612	Training/Travel	11,270.00	13,353.61	13,270.00	24,550.18	13,270.00	29,333.38	18,221.00	13,270.00
101-151-511614	Meeting Expenses	2,940.00	3,120.87	18,840.00	18,020.74	18,840.00	8,152.53	18,840.00	18,840.00
101-151-511616	Professional Certification	69.58	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	ExpCategory: 511 - Personnel Services Total:	**1,376,227.08**	**1,268,219.37**	**995,474.00**	**1,133,902.71**	**1,013,260.00**	**825,556.40**	**1,067,488.00**	**1,017,376.00**
ExpCategory: 521 - Supplies and Equipment									
101-151-521100	Office Supplies	1,470.00	1,436.54	1,470.00	591.09	1,470.00	2,131.07	1,470.00	1,470.00
101-151-521300	Motor Vehicle Supplies	0.00	27.00	0.00	70.31	0.00	303.00	0.00	0.00
	ExpCategory: 521 - Supplies and Equipment Total:	**1,470.00**	**1,463.54**	**1,470.00**	**661.40**	**1,470.00**	**2,434.07**	**1,470.00**	**1,470.00**
ExpCategory: 534 - Operating Expenses									
101-151-534007	Special Events - Expenses	1,960.00	1,786.34	2,344.00	2,696.58	1,960.00	10,365.40	2,177.00	4,960.00
101-151-534029	Printing & Binding	0.00	0.00	0.00	0.00	0.00	67.13	0.00	0.00
	ExpCategory: 534 - Operating Expenses Total:	**1,960.00**	**1,786.34**	**2,344.00**	**2,696.58**	**1,960.00**	**10,432.53**	**2,177.00**	**4,960.00**
ExpCategory: 581 - Capital Outlay									
101-151-581012	Vehicles & Accs Over $5,000	0.00	0.00	0.00	0.00	0.00	84.98	85.00	0.00
	ExpCategory: 581 - Capital Outlay Total:	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**84.98**	**85.00**	**0.00**
	Department: 151 - City Manager Total:	**1,379,657.08**	**1,271,469.25**	**999,288.00**	**1,137,260.69**	**1,016,690.00**	**838,507.98**	**1,071,220.00**	**1,023,806.00**

DEPARTMENT: 152 MUNICIPAL COURT
FUND: 101 GENERAL FUND

DEPARTMENTAL DESCRIPTION

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

The 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. 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.

GOALS FOR FY 2025-26

- The Municipal Court supports the Sustainable Government Strategic objective of protecting the city's integrity and credibility by providing accurate fine information and letters, with a goal of having 10 or less errors out of 300 court papers annually.
- The Municipal Court supports the Sustainable Government Strategic objective of protecting the city's integrity and credibility by responding to all inquiries within 1 business day.

BUDGET HIGHLIGHTS

No departmental changes in 2025-26.

Budget	2022-23 Actual	2023-24 Actual	2024-25 Estimate	2025-26 Budget
Personnel Services	$349,992	$365,992	$383,922	$373,139
Supplies and Equipment	1,428	5,103	1,500	1,500
Operating Expenses	1,752	1,212	5,660	5,660
Professional Services	59,061	47,310	66,000	66,000
Repair and Maintenance	2,022	1,485	2,500	2,500
Total	*$414,255*	*$421,102*	*$459,582*	*$448,799*

Activity Measures	2022-23 Actual	2023-24 Actual	2024-25 Estimate	2025-26 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
Cases Disposed	2,485	2,080	1,675	1,270
Document Error %	NA	NA	2%	2%
Inquiry Response Time	NA	NA	1 day	1 day

Authorized Positions				
Full Time Staff	4	4	4	4

		Defined Budgets							
		2022-23 Total Budget	2022-23 Total Activity	2023-24 Total Budget	2023-24 Total Activity	2024-25 Total Budget	2024-25 YTD Activity	2024-25 Projected	2025-26 AB
Department: 152 - Municipal Court									
ExpCategory: 511 - Personnel Services									
101-152-511110	Regular	210,621.00	223,543.15	237,588.00	231,996.00	237,560.00	189,880.33	248,239.00	244,508.00
101-152-511120	Overtime	958.00	1,210.67	958.00	102.39	958.00	402.38	958.00	958.00
101-152-511210	Longevity	9,635.00	9,635.00	10,247.00	10,377.75	10,223.00	10,274.00	10,274.00	10,223.00
101-152-511230	Certification Allowance	2,471.00	2,830.26	2,471.00	1,871.76	1,436.00	1,154.00	1,500.00	1,436.00
101-152-511310	FICA - Employer	17,007.00	17,440.68	19,115.00	17,972.05	19,032.00	14,843.56	19,964.00	19,121.00
101-152-511350	TMRS-Employer	36,595.00	38,802.75	41,907.00	40,697.67	41,982.00	33,674.83	43,869.00	44,179.00
101-152-511410	Health-Employer	51,789.00	50,711.24	52,184.00	58,422.58	47,751.00	42,808.99	51,620.00	45,403.00
101-152-511500	Workers' Compensation	396.00	565.14	411.00	599.66	409.00	597.44	598.00	411.00
101-152-511606	Uniforms	588.00	449.49	600.00	266.24	600.00	80.00	600.00	600.00
101-152-511610	Memberships-Professional	793.80	670.00	800.00	390.00	800.00	165.00	800.00	800.00
101-152-511611	Publications	490.00	468.11	0.00	0.00	0.00	0.00	0.00	0.00
101-152-511612	Training/Travel	3,920.00	2,744.83	4,000.00	2,400.44	4,000.00	3,063.83	4,000.00	4,000.00
101-152-511614	Meeting Expenses	1,470.00	920.93	1,500.00	895.91	1,500.00	433.23	1,500.00	1,500.00
	ExpCategory: 511 - Personnel Services Total:	**336,733.80**	**349,992.25**	**371,781.00**	**365,992.45**	**366,251.00**	**297,377.59**	**383,922.00**	**373,139.00**
ExpCategory: 521 - Supplies and Equipment									
101-152-521000	Operating Supplies	98.00	0.00	0.00	0.00	0.00	83.98	0.00	0.00
101-152-521100	Office Supplies	1,470.00	1,427.82	1,500.00	982.00	1,500.00	591.93	1,500.00	1,500.00
101-152-521708	Furniture & Fixtures	0.00	0.00	4,500.00	4,120.91	0.00	0.00	0.00	0.00
	ExpCategory: 521 - Supplies and Equipment Total:	**1,568.00**	**1,427.82**	**6,000.00**	**5,102.91**	**1,500.00**	**675.91**	**1,500.00**	**1,500.00**
ExpCategory: 534 - Operating Expenses									
101-152-534007	Special Events - Expenses	980.00	664.05	1,000.00	0.00	1,000.00	545.42	1,000.00	1,000.00
101-152-534029	Printing & Binding	1,960.00	331.49	1,012.00	1,011.73	2,000.00	32.00	2,000.00	2,000.00
101-152-534051	Interpreter Services	490.00	0.00	500.00	200.00	500.00	0.00	500.00	500.00
101-152-534055	Court/Jury Cost	980.00	756.00	2,160.00	0.00	2,160.00	0.00	2,160.00	2,160.00
	ExpCategory: 534 - Operating Expenses Total:	**4,410.00**	**1,751.54**	**4,672.00**	**1,211.73**	**5,660.00**	**577.42**	**5,660.00**	**5,660.00**
ExpCategory: 541 - Professional Services									
101-152-541011	Judges Services	36,260.00	32,050.00	32,488.00	22,064.36	36,000.00	23,200.00	36,000.00	36,000.00
101-152-541018	Prosecutor Services	29,204.00	27,011.02	30,000.00	25,245.78	30,000.00	12,293.42	30,000.00	30,000.00
	ExpCategory: 541 - Professional Services Total:	**65,464.00**	**59,061.02**	**62,488.00**	**47,310.14**	**66,000.00**	**35,493.42**	**66,000.00**	**66,000.00**

		Defined Budgets							
		2022-23 Total Budget	2022-23 Total Activity	2023-24 Total Budget	2023-24 Total Activity	2024-25 Total Budget	2024-25 YTD Activity	2024-25 Projected	2025-26 AB
ExpCategory: 551 - Repairs and Maintenance									
101-152-551076	Other Maintenance Agreements	8,526.00	2,022.00	2,500.00	1,485.00	2,500.00	57,975.60	2,500.00	2,500.00
ExpCategory: 551 - Repairs and Maintenance Total:		**8,526.00**	**2,022.00**	**2,500.00**	**1,485.00**	**2,500.00**	**57,975.60**	**2,500.00**	**2,500.00**
Department: 152 - Municipal Court Total:		**416,701.80**	**414,254.63**	**447,441.00**	**421,102.23**	**441,911.00**	**392,099.94**	**459,582.00**	**448,799.00**

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

DEPARTMENT DESCRIPTION

311 Customer Care, a division under the Public Affairs Department, serves as the City's centralized point of contact for non-emergency service requests and general information. This division ensures prompt and professional responses to inquiries received via phone, email, and electronic platforms.

311 Customer Care connects residents with accurate information and facilitates service requests related to potholes, stray animals, streetlights, trash collection, special events, and other City services. Representatives create and dispatch work orders to the appropriate departments, monitor progress, and follow up to ensure timely and satisfactory resolution.

This division operates under the supervision of the Director of Public Affairs and is committed to providing excellent customer service to both internal and external stakeholders while supporting transparency, responsiveness, and community engagement.

GOALS FOR FY 2025-26

- The Customer Relations/311 Division supports the City Strategic Plan goal of having a Sense of Community by actively engaging and communicating with residents through timely responses to service inquiries, with a goal of resolving 80% of requests at first contact—meeting the benchmark for high-performing municipal 311 systems.
- The Customer Relations/311 Division supports the City Strategic Plan goal of having a Sense of Community through actively engaging and communicating with residents by improving responsiveness and accessibility, with a goal of maintaining a call answer rate of at least 95% and reducing the number of unanswered calls by 10% from the previous year—ensuring more residents receive real-time service.

BUDGET HIGHLIGHTS

No departmental changes in 2025-26.

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Budget	2022-23 Actual	2023-24 Actual	2024-25 Estimate	2025-26 Budget
Personnel	$130,168	$150,130	$137,060	$150,518
Supplies and Equipment	214	380	150	150
Total	*$130,382*	*$150,510*	$137,210	$150,668

Activity Measures

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
Call Answer Rate	N/A	N/A	93.13%	95%
Calls Not Answered	1,182	962	1,000	800
Average Calls Per Day Received	68	49	58	64
Calls Transferred	N/A	N/A	7,800	7,000
Authorized Positions				
Full Time	2	2	1	1
Part Time	1	1	1	1

Defined Budgets

		2022-23 Total Budget	2022-23 Total Activity	2023-24 Total Budget	2023-24 Total Activity	2024-25 Total Budget	2024-25 YTD Activity	2024-25 Projected	2025-26 AB
Department: 153 - Customer Relations-311									
ExpCategory: 511 - Personnel Services									
101-153-511110	Regular	86,669.00	93,791.63	110,561.00	104,555.70	103,919.00	74,436.02	90,868.00	95,655.00
101-153-511120	Overtime	246.00	332.83	263.00	147.98	293.00	230.33	293.00	271.00
101-153-511210	Longevity	2,627.00	2,627.00	2,903.00	2,926.00	3,366.00	4,252.33	4,252.00	3,366.00
101-153-511230	Certification Allowance	0.00	150.00	0.00	0.00	1,149.00	0.00	0.00	1,149.00
101-153-511310	FICA - Employer	6,841.00	7,310.08	7,792.00	8,013.94	8,307.00	5,662.73	7,299.00	7,322.00
101-153-511350	TMRS-Employer	14,658.00	15,864.23	17,017.00	17,937.28	18,253.00	13,277.29	16,039.00	16,854.00
101-153-511410	Health-Employer	9,318.00	9,587.08	10,278.00	15,904.22	15,955.00	14,024.54	17,059.00	25,044.00
101-153-511500	Workers' Compensation	159.00	237.57	167.00	251.24	179.00	250.30	250.00	157.00
101-153-511606	Uniforms	61.40	0.00	200.00	93.96	200.00	183.47	200.00	200.00
101-153-511612	Training/Travel	245.00	267.50	350.00	300.00	1,000.00	205.00	800.00	500.00
	ExpCategory: 511 - Personnel Services Total:	**120,824.40**	**130,167.92**	**149,531.00**	**150,130.32**	**152,621.00**	**112,522.01**	**137,060.00**	**150,518.00**
ExpCategory: 521 - Supplies and Equipment									
101-153-521100	Office Supplies	237.50	214.23	125.00	29.74	150.00	80.18	150.00	150.00
101-153-521708	Furniture & Fixtures	0.00	0.00	350.00	350.00	0.00	0.00	0.00	0.00
	ExpCategory: 521 - Supplies and Equipment Total:	**237.50**	**214.23**	**475.00**	**379.74**	**150.00**	**80.18**	**150.00**	**150.00**
	Department: 153 - Customer Relations-311 Total:	**121,061.90**	**130,382.15**	**150,006.00**	**150,510.06**	**152,771.00**	**112,602.19**	**137,210.00**	**150,668.00**

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

DEPARTMENT DESCRIPTION

The Planning & Zoning Division ensures quality development within the City limits and the Extraterritorial Jurisdiction through an efficient, consistent, unbiased, and effective development review process. Division responsibilities include reviewing and processing development projects, developing long-range plans and goals and creating development codes for a high quality of life and an attractive community. The division staff supports several boards and commissions including City Council, Planning and Zoning Commission, Board of Adjustment, and the Capital Improvements Advisory Committee.

GOALS FOR FY2025-26

- The Planning and Zoning Division supports the Strategic Goal of Sustainable Government by identifying areas where improvements are needed through the use of data, technology, and innovative approaches by completing weekly updates to the “What’s Developing in Schertz” website feature to provide timely and accurate data to residents and businesses about residential and commercial development in the City of Schertz.

- The Planning and Zoning Division supports the Strategic Goal of Sense of Community by actively engaging and communicating with the community on National Community Planning Month through proclamation, social media and in person through 12 events.

- The Planning and Zoning Division supports the Strategic Goal of a Thriving Economy by supporting strategic development and effectively planning and managing land use by enforcing the City of Schertz adopted rules and regulations in relation to development by receiving the American Planning Association- Texas Chapter– Richard R. Lillie, FAICP Planning Excellence Recognition each year.

BUDGET HIGHLIGHTS

No departmental changes in 2025-26.

GOAL METRICS / ACTIVITY MEASURES

	2022-23 Actual	2023-24 Actual	2024-25 Estimate	2025-26 Goal
Attendance at after-hours meetings	49	44	32	30
American Planning Association- Texas Chapter – Richard R. Lillie, FAICP Planning Excellence Recognition	9th year in a row of achievement	10th Year in a row of achievement	11th Year in a row of achievement	12th Year in a row of achievement
Community Engagement	1	2	7	12
Planning Applications Processed	55	58	64	64
Zone Changes, Specific Use Permits, and Annexations	20	137	24	27

Budget - Expenses	2022-23 Actual	2023-24 Actual	2024-25 Estimate	2025-26 Budget
Personnel Services	$332,999	$415,441	$463,444	$456,245
Supplies and Equipment	6,258	1,130	2,300	2,300
Operating Expenses	62	111	250	250
Professional Services	-10	0	100	100
Fund Charges/Transfers	0	0	0	0
Capital Outlay	0	27,153	0	0
Total	*$339,309*	*$443,834*	*$466,094*	*$458,895*
Authorized Positions	4	4	4	4

		Defined Budgets							
		2022-23 Total Budget	2022-23 Total Activity	2023-24 Total Budget	2023-24 Total Activity	2024-25 Total Budget	2024-25 YTD Activity	2024-25 Projected	2025-26 AB
Department: 154 - Planning & Zoning									
ExpCategory: 511 - Personnel Services									
101-154-511110	Regular	220,308.00	212,456.79	283,543.00	266,965.46	274,755.00	223,139.51	291,549.00	285,777.00
101-154-511120	Overtime	5,562.00	4,255.60	6,377.00	4,412.25	6,408.00	3,071.54	5,900.00	6,951.00
101-154-511210	Longevity	1,198.00	1,164.67	1,290.00	1,397.67	1,592.00	1,643.00	1,643.00	1,592.00
101-154-511230	Certification Allowance	0.00	1,505.00	2,241.00	2,970.00	2,241.00	2,700.00	3,510.00	3,361.00
101-154-511310	FICA - Employer	17,688.00	16,449.50	22,445.00	20,728.37	21,797.00	17,287.49	23,149.00	22,250.00
101-154-511350	TMRS-Employer	37,896.00	37,601.25	49,019.00	45,884.62	47,896.00	38,509.41	50,867.00	51,215.00
101-154-511410	Health-Employer	51,520.00	34,343.73	46,349.00	47,289.32	40,811.00	38,385.88	47,267.00	45,632.00
101-154-511500	Workers' Compensation	402.00	528.77	472.00	561.16	458.00	559.07	559.00	467.00
101-154-511606	Uniforms	833.00	826.25	850.00	525.00	850.00	477.98	850.00	850.00
101-154-511610	Memberships-Professional	2,410.80	1,543.00	2,550.00	1,581.55	2,950.00	699.00	2,950.00	2,950.00
101-154-511611	Publications	490.00	0.00	500.00	385.00	500.00	0.00	500.00	500.00
101-154-511612	Training/Travel	23,118.20	19,901.31	24,000.00	17,989.63	26,500.00	5,512.35	26,500.00	26,500.00
101-154-511613	Training/Travel Commission	7,242.20	1,933.22	7,500.00	4,085.52	7,500.00	-857.33	7,500.00	7,500.00
101-154-511614	Meeting Expenses	490.00	489.84	700.00	665.26	700.00	195.34	700.00	700.00
	ExpCategory: 511 - Personnel Services Total:	**369,158.20**	**332,998.93**	**447,836.00**	**415,440.81**	**434,958.00**	**331,323.24**	**463,444.00**	**456,245.00**
ExpCategory: 521 - Supplies and Equipment									
101-154-521000	Operating Supplies	607.60	541.09	650.00	511.09	650.00	181.41	650.00	650.00
101-154-521100	Office Supplies	1,176.00	1,176.00	1,200.00	540.70	1,200.00	0.00	1,200.00	1,200.00
101-154-521600	Equip Maint Supplies	196.00	40.97	200.00	0.00	0.00	0.00	0.00	0.00
101-154-521701	Computer Fees & Licenses	4,200.00	4,200.00	0.00	0.00	0.00	0.00	0.00	0.00
101-154-521708	Furniture & Fixtures	318.50	299.97	450.00	78.00	450.00	0.00	450.00	450.00
	ExpCategory: 521 - Supplies and Equipment Total:	**6,498.10**	**6,258.03**	**2,500.00**	**1,129.79**	**2,300.00**	**181.41**	**2,300.00**	**2,300.00**
ExpCategory: 534 - Operating Expenses									
101-154-534029	Printing & Binding	243.04	62.00	250.00	111.19	250.00	0.00	250.00	250.00
	ExpCategory: 534 - Operating Expenses Total:	**243.04**	**62.00**	**250.00**	**111.19**	**250.00**	**0.00**	**250.00**	**250.00**
ExpCategory: 541 - Professional Services									
101-154-541019	State/County Admin Fees	196.00	-10.00	100.00	0.00	100.00	38.00	100.00	100.00
	ExpCategory: 541 - Professional Services Total:	**196.00**	**-10.00**	**100.00**	**0.00**	**100.00**	**38.00**	**100.00**	**100.00**

		Defined Budgets							
		2022-23 Total Budget	2022-23 Total Activity	2023-24 Total Budget	2023-24 Total Activity	2024-25 Total Budget	2024-25 YTD Activity	2024-25 Projected	2025-26 AB
ExpCategory: 581 - Capital Outlay									
101-154-581012	Vehicles & Accs Over $5,000	0.00	0.00	0.00	27,152.65	0.00	0.00	0.00	0.00
	ExpCategory: 581 - Capital Outlay Total:	**0.00**	**0.00**	**0.00**	**27,152.65**	**0.00**	**0.00**	**0.00**	**0.00**
	Department: 154 - Planning & Zoning Total:	**376,095.34**	**339,308.96**	**450,686.00**	**443,834.44**	**437,608.00**	**331,542.65**	**466,094.00**	**458,895.00**

DEPARTMENT: 155 LEGAL SERVICES
FUND: 101 GENERAL FUND

DEPARTMENT DESCRIPTION

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

GOALS FOR FY 2025-26

- 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.

BUDGET HIGHLIGHTS

No changes in 2025-26

Budget	2022-23 Actual	2023-24 Actual	2024-25 Estimate	2025-26 Budget
Operations Expenses	$9,821	$5,341	$10,000	$10,000
Professional Services	59,412	133,298	80,000	80,000
Total	*$69,233*	*$138,639*	*$90,000*	*$90,000*

		2022-23 Total Budget	2022-23 Total Activity	2023-24 Total Budget	2023-24 Total Activity	2024-25 Total Budget	2024-25 YTD Activity	2024-25 Projected	2025-26 AB
					Defined Budgets				
Department: 155 - Legal Services									
ExpCategory: 534 - Operating Expenses									
101-155-534024	Legal Notices	9,800.00	9,821.06	10,000.00	5,341.24	10,000.00	2,635.75	10,000.00	10,000.00
	ExpCategory: 534 - Operating Expenses Total:	**9,800.00**	**9,821.06**	**10,000.00**	**5,341.24**	**10,000.00**	**2,635.75**	**10,000.00**	**10,000.00**
ExpCategory: 541 - Professional Services									
101-155-541012	Legal Services	127,400.00	59,411.99	130,000.00	133,297.53	80,000.00	49,652.01	80,000.00	80,000.00
	ExpCategory: 541 - Professional Services Total:	**127,400.00**	**59,411.99**	**130,000.00**	**133,297.53**	**80,000.00**	**49,652.01**	**80,000.00**	**80,000.00**
	Department: 155 - Legal Services Total:	**137,200.00**	**69,233.05**	**140,000.00**	**138,638.77**	**90,000.00**	**52,287.76**	**90,000.00**	**90,000.00**

DEPARTMENT: 156 ECONOMIC DEVELOPMENT
FUND: 101 GENERAL FUND

DEPARTMENT DESCRIPTION

The Economic Development Corporation's mission is to 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 resulting in a sustainable and vibrant community. These efforts will be further enhanced with the completion of a new Comprehensive Economic Development Strategic Plan.

GOALS FOR FY 2025-26

The SEDC supports the City's Strategic Plan Goal for a Thriving Economy by supporting local businesses through annual business visits that provide needed information for expansion and retention projects by visiting 125 local companies in FY26.

The SEDC supports the City's Strategic Plan Goal for a Thriving Economy by hosting workforce events that provide opportunities for over 200 companies to showcase local job opportunities to over 1,300 job seekers.

The SEDC supports the City's Strategic Plan Goal for a Thriving Economy by participating in a minimum of 15 recruitment trips and working with the prospects to bring new capital investment and create primary jobs for the community.

The SEDC supports the City's Strategic Plan Goal for a Thriving Economy by funding infrastructure and expansion projects in FY26 for 13 performance agreements that lead to capital investment and job creation in the community.

The SEDC supports the City's Strategic Plan Goal for a Thriving Economy by providing funding for revitalizing targeted areas including Lookout Road, Abbey Road Upsize, and Park Improvements.

BUDGET HIGHLIGHTS

No departmental changes in 2025-26.

Budget	2022-23 Actual	2023-24 Actual	2024-25 Estimate	2025-26 Budget
Personnel Services	0	373,804	543,724	554,647
City Supported Services	0	1,108,111	1,200,000	1,200,000
Total	*$0*	*$1,481,915*	*$1,743,724*	*$1,754,647*
Activity Measures				
Business Visits	18	40	100	125
Job Fair Attendees	0	0	1199	1,300
Recruitment Events	8	12	14	14
New Prospects	35	45	43	100
Performance Agmts	15	18	17	13
Road / Park Projects	1	2	2	3
Authorized Positions	4	4	4	4

		2022-23 Total Budget	2022-23 Total Activity	2023-24 Total Budget	2023-24 Total Activity	2024-25 Total Budget	2024-25 YTD Activity	2024-25 Projected	2025-26 AB
					Defined Budgets				
Department: 156 - Economic Development									
ExpCategory: 511 - Personnel Services									
101-156-511110	Regular	0.00	0.00	367,466.00	298,889.10	386,304.00	304,206.84	398,118.00	409,617.00
101-156-511120	Overtime	0.00	0.00	0.00	1,813.26	0.00	1,845.37	2,300.00	0.00
101-156-511210	Longevity	0.00	0.00	370.00	160.00	540.00	590.00	590.00	540.00
101-156-511230	Certification Allowance	0.00	0.00	15,607.00	90.00	0.00	900.00	1,170.00	1,170.00
101-156-511310	FICA - Employer	0.00	0.00	29,333.00	22,653.20	29,594.00	23,109.02	30,767.00	30,725.00
101-156-511350	TMRS-Employer	0.00	0.00	64,064.00	50,198.59	65,028.00	51,293.05	67,606.00	70,721.00
101-156-511410	Health-Employer	0.00	0.00	20,588.00	0.00	42,564.00	24,965.29	42,564.00	41,242.00
101-156-511500	Workers' Compensation	0.00	0.00	604.00	0.00	609.00	0.00	609.00	632.00
	ExpCategory: 511 - Personnel Services Total:	**0.00**	**0.00**	**498,032.00**	**373,804.15**	**524,639.00**	**406,909.57**	**543,724.00**	**554,647.00**
ExpCategory: 532 - City Supported Services									
101-156-532005	Main Street Local Program	0.00	0.00	50,000.00	27,352.47	50,000.00	0.00	50,000.00	50,000.00
101-156-532008	Tax Reimbursements/Abateme...	0.00	0.00	1,080,758.00	1,080,758.12	1,150,000.00	1,045,082.91	1,150,000.00	1,150,000.00
	ExpCategory: 532 - City Supported Services Total:	**0.00**	**0.00**	**1,130,758.00**	**1,108,110.59**	**1,200,000.00**	**1,045,082.91**	**1,200,000.00**	**1,200,000.00**
	Department: 156 - Economic Development Total:	**0.00**	**0.00**	**1,628,790.00**	**1,481,914.74**	**1,724,639.00**	**1,451,992.48**	**1,743,724.00**	**1,754,647.00**

DEPARTMENT: 101 NON-DEPARTMENTAL
FUND: 101 GENERAL FUND

DEPARTMENT DESCRIPTION

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

BUDGET HIGHLIGHTS

The FY 2025-26 Budget remained the same from the FY 2024-25 year-end estimate.

Budget	2022-23 Actual	2023-24 Actual	2024-25 Estimated	2025-26 Budget
Supplies and Equipment	$9,486	$8,854	$12,000	$9,000
City Support Services	1,210,482	363,715	423,145	280,000
Operating Expenses	1,241,253	1,439,298	1,942,853	2,151,107
Fund Charges/Transfers	19,189	1,074	50,632	28,818
Capital Outlay	90,215	75,351	48,000	0
Total	*$2,570,624*	*$1,888,292*	*$2,476,630*	*$2,468,925*

		Defined Budgets							
		2022-23 Total Budget	2022-23 Total Activity	2023-24 Total Budget	2023-24 Total Activity	2024-25 Total Budget	2024-25 YTD Activity	2024-25 Projected	2025-26 AB
Fund: 101 - GENERAL FUND									
Department: 101 - Non Departmental									
ExpCategory: 521 - Supplies and Equipment									
101-101-521702	Postage	8,820.00	9,485.61	9,000.00	8,853.54	9,000.00	10,646.29	12,000.00	9,000.00
ExpCategory: 521 - Supplies and Equipment Total:		**8,820.00**	**9,485.61**	**9,000.00**	**8,853.54**	**9,000.00**	**10,646.29**	**12,000.00**	**9,000.00**
ExpCategory: 532 - City Supported Services									
101-101-532000	County Appraisal District	240,100.00	280,016.22	280,000.00	363,215.03	280,000.00	291,109.50	388,145.00	280,000.00
101-101-532005	Main Street Local Program	49,000.00	25,288.97	0.00	500.00	0.00	51,451.50	35,000.00	0.00
101-101-532008	Tax Reimbursements/Abateme...	607,600.00	905,177.30	0.00	0.00	0.00	0.00	0.00	0.00
ExpCategory: 532 - City Supported Services Total:		**896,700.00**	**1,210,482.49**	**280,000.00**	**363,715.03**	**280,000.00**	**342,561.00**	**423,145.00**	**280,000.00**
ExpCategory: 534 - Operating Expenses									
101-101-534005	City Insurance-Commercial	337,120.00	341,582.10	390,000.00	398,088.88	450,000.00	434,432.75	450,000.00	450,000.00
101-101-534011	Contingencies	155,195.47	-19,439.07	4,364.00	24,647.39	180,000.00	-881.11	180,000.00	180,000.00
101-101-534013	Contingencies-Personnel	186,200.00	0.00	50,417.00	0.00	300,000.00	0.00	300,000.00	300,000.00
101-101-534015	Credit Card Service Fee	98,000.00	60,284.11	95,000.00	115,511.13	75,000.00	84,571.01	75,000.00	125,000.00
101-101-534016	Credit Card Fees - AMEX	14,700.00	4,042.58	12,000.00	2,812.73	11,000.00	1,270.65	11,000.00	11,000.00
101-101-534017	Electronic Filing Services	4,900.00	3,693.31	4,500.00	1,026.10	4,500.00	0.00	4,500.00	4,500.00
101-101-534021	Equipment Maintenance - Copi...	112,700.00	124,524.75	120,000.00	118,406.38	130,000.00	111,952.99	130,000.00	130,000.00
101-101-534046	Medical Services-EMS Contract	711,003.72	725,514.32	770,949.00	770,949.48	791,273.00	791,273.28	791,273.00	949,527.00
101-101-534052	State/County Admin Fees	122.50	35.00	100.00	0.00	100.00	0.00	100.00	100.00
101-101-534057	Misc Bank Charges	980.00	1,015.74	980.00	7,855.82	980.00	1,707.74	980.00	980.00
ExpCategory: 534 - Operating Expenses Total:		**1,620,921.69**	**1,241,252.84**	**1,448,310.00**	**1,439,297.91**	**1,942,853.00**	**1,424,327.31**	**1,942,853.00**	**2,151,107.00**
ExpCategory: 548 - Fund Charges/Transfers									
101-101-548008	Transfer Out	0.00	9,881.37	0.00	0.00	0.00	21,813.73	21,814.00	0.00
101-101-548011	Transfer Out - Drainage	17,221.54	0.00	17,222.00	0.00	18,283.00	0.00	18,283.00	18,283.00
101-101-548015	Transfer Out - Hist. Committee	10,535.00	9,160.82	10,535.00	0.00	10,535.00	0.00	10,535.00	10,535.00
101-101-548018	Transfer Out - Special Events	0.00	146.72	0.00	1,074.18	0.00	0.00	0.00	0.00
ExpCategory: 548 - Fund Charges/Transfers Total:		**27,756.54**	**19,188.91**	**27,757.00**	**1,074.18**	**28,818.00**	**21,813.73**	**50,632.00**	**28,818.00**

		2022-23 Total Budget	2022-23 Total Activity	2023-24 Total Budget	2023-24 Total Activity	2024-25 Total Budget	2024-25 YTD Activity	2024-25 Projected	2025-26 AB
					Defined Budgets				
ExpCategory: 581 - Capital Outlay									
101-101-581008	Land/ROW/Easements Purchase	0.00	90,214.56	0.00	75,351.02	0.00	94,033.90	48,000.00	0.00
	ExpCategory: 581 - Capital Outlay Total:	**0.00**	**90,214.56**	**0.00**	**75,351.02**	**0.00**	**94,033.90**	**48,000.00**	**0.00**
	Department: 101 - Non Departmental Total:	**2,554,198.23**	**2,570,624.41**	**1,765,067.00**	**1,888,291.68**	**2,260,671.00**	**1,893,382.23**	**2,476,630.00**	**2,468,925.00**

DEPARTMENT: 164 CITY SECRETARY
FUND: 101 GENERAL FUND

DEPARTMENT DESCRIPTION

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

GOALS FOR FY 2025-26

- The City Secretary's Office supports the Strategic Plan's Goal of Sustainable Government by ensuring governmental transparency with providing the minutes after every council meeting within 48 hours of the meeting to ensure open communication with residents.

- The City Secretary's Office supports the Strategic Plan's Goal of Sustainable Government by ensuring governmental transparency with responding to all open records request within 5 days by improving responsiveness with a new JustFOIA software program.

- The City Secretary's Office supports the Strategic Plan's Goal of Sustainable Government by ensuring governmental transparency with a state-compliant records management system.

BUDGET HIGHLIGHTS

The FY 2025-26 Budget increases 29.4% from the FY 2024-25 year-end estimate due to adding new position to help Assistant City Secretary.

Budget	2022-23 Actual	2023-24 Actual	2024-25 Estimated	2025-26 Budget
Personnel Services	$195,205	$218,750	$251,676	$336,046
Supplies and Equipment	1,947	2,540	2,870	2,870
Operating Expenses	1,848	26,026	31,994	31,954
Total	*$199,000*	*$247,316*	*$286,540*	*$370,870*

Activity Measures				
Ordinances Passed and Processed	61	61	150	70
Resolutions Passed and Processed	130	142	140	140
Council Meetings Attended	39	39	30	25
Open Records	571	600	650	650
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%

Authorized Positions				
Full Time	2	2	2	2
Part Time	0	0	1	1

		Defined Budgets							
		2022-23 Total Budget	2022-23 Total Activity	2023-24 Total Budget	2023-24 Total Activity	2024-25 Total Budget	2024-25 YTD Activity	2024-25 Projected	2025-26 AB
Department: 164 - City Secretary									
ExpCategory: 511 - Personnel Services									
101-164-511110	Regular	149,507.00	141,651.57	171,386.00	159,350.25	173,620.00	138,704.29	183,206.00	245,701.00
101-164-511120	Overtime	86.00	85.23	0.00	0.00	0.00	0.00	0.00	0.00
101-164-511210	Longevity	2,336.00	2,158.00	600.00	620.00	840.00	860.00	860.00	840.00
101-164-511230	Certification Allowance	577.00	600.08	575.00	600.08	575.00	2,381.60	2,700.00	1,321.00
101-164-511310	FICA - Employer	12,008.00	10,499.56	13,199.00	12,153.72	13,387.00	10,753.77	14,288.00	18,514.00
101-164-511350	TMRS-Employer	25,727.00	20,540.71	28,826.00	26,754.15	29,417.00	23,672.33	31,395.00	42,815.00
101-164-511410	Health-Employer	18,868.00	10,702.35	11,113.00	11,797.25	9,664.00	8,207.86	10,410.00	19,054.00
101-164-511500	Workers' Compensation	396.00	395.05	284.00	418.12	288.00	416.56	417.00	301.00
101-164-511605	Temporary Employee Svcs	4,444.00	4,443.67	0.00	0.00	0.00	0.00	0.00	0.00
101-164-511606	Uniforms	498.00	351.16	500.00	104.95	700.00	119.08	700.00	700.00
101-164-511610	Memberships-Professional	1,004.50	310.00	620.00	620.00	1,400.00	585.00	1,000.00	1,400.00
101-164-511611	Publications	588.00	686.80	500.00	485.61	500.00	0.00	500.00	500.00
101-164-511612	Training/Travel	2,800.00	2,780.81	6,886.00	5,846.13	4,900.00	7,570.74	6,200.00	4,900.00
	ExpCategory: 511 - Personnel Services Total:	**218,839.50**	**195,204.99**	**234,489.00**	**218,750.26**	**235,291.00**	**193,271.23**	**251,676.00**	**336,046.00**
ExpCategory: 521 - Supplies and Equipment									
101-164-521100	Office Supplies	1,727.00	1,566.96	1,700.00	1,506.31	1,870.00	1,536.69	1,870.00	1,870.00
101-164-521708	Furniture & Fixtures	0.00	0.00	4,571.00	0.00	0.00	4,570.36	0.00	0.00
101-164-521710	Computer & Peripherals Under...	1,000.00	379.99	1,034.00	1,033.35	1,000.00	9.49	1,000.00	1,000.00
	ExpCategory: 521 - Supplies and Equipment Total:	**2,727.00**	**1,946.95**	**7,305.00**	**2,539.66**	**2,870.00**	**6,116.54**	**2,870.00**	**2,870.00**
ExpCategory: 534 - Operating Expenses									
101-164-534000	Advertising	100.00	100.00	0.00	0.00	0.00	0.00	0.00	0.00
101-164-534027	Memberships-City Use	0.00	0.00	0.00	0.00	0.00	36.65	40.00	0.00
101-164-534029	Printing & Binding	147.00	129.00	150.00	0.00	150.00	105.19	150.00	150.00
101-164-534030	Records Management	11,760.00	1,619.39	26,027.00	26,026.37	31,804.00	16,804.57	31,804.00	31,804.00
	ExpCategory: 534 - Operating Expenses Total:	**12,007.00**	**1,848.39**	**26,177.00**	**26,026.37**	**31,954.00**	**16,946.41**	**31,994.00**	**31,954.00**
	Department: 164 - City Secretary Total:	**233,573.50**	**199,000.33**	**267,971.00**	**247,316.29**	**270,115.00**	**216,334.18**	**286,540.00**	**370,870.00**

DEPARTMENT: 170 PUBLIC AFFAIRS
FUND: 101 GENERAL FUND

DEPARTMENT DESCRIPTION

The Public Affairs Department serves as the communications and engagement hub for the City of Schertz, fostering transparency, trust, and connection between local government and the community. The department is responsible for creating and delivering accurate, timely, and accessible information to both internal and external audiences. Through strategic use of the city's official website, Schertz Magazine, social media, email, videos, media relations, advertising, and printed materials, Public Affairs works to inform residents, highlight city programs and services, and maintain a consistent and positive public image of Schertz.

The department supports approximately 44,000 residents and more than 400 city employees and elected officials, also managing the city's 311/Customer Care operations. Public Affairs leads brand management efforts, creates marketing and visual content, and captures key city events to showcase Schertz's unique identity. Notably, Schertz Magazine—delivered to 15,000+ households monthly—is the community's top information source according to recent citizen surveys.

GOALS FOR FY 2025-26

- The Public Affairs Department supports the City Strategic Plan goal of having a Sense of Community through actively engaging and communicating with residents and stakeholders by maintaining a strong presence on social media, with a goal of publishing at least 975 posts annually and achieving at least 400,000 impressions across the City's main social media accounts by the end of FY 2025–26.
- The Public Affairs Department supports the City Strategic Plan goal of Sustainable Government through ensuring transparency and sharing timely information by improving the reach and effectiveness of the City e-newsletter, with a goal of achieving a 60% open rate and a 4% click rate by the end of FY 2025–26.
- The Public Affairs Department supports the City Strategic Plan goal of having a Sense of Community through actively engaging and communicating with residents and stakeholders by publishing timely and relevant city news content, with a goal of producing at least 150 news items by the end of FY 2025–26.
- The Public Affairs Department supports the City Strategic Plan goal of having a Sense of Community through actively engaging and communicating with residents and stakeholders by increasing the City's total digital reach, with a goal of achieving at least 700,000 website sessions

and growing the City's social media following to 19,500 by the end of FY 2025–26.

- The Public Affairs Department supports the City Strategic Plan goal of having a Sense of Community through actively engaging and communicating with residents and stakeholders by producing high-quality visual content to support City communications, with a goal of creating at least 600 graphics and producing at least 15 long-form videos by the end of FY 2025–26.

BUDGET HIGHLIGHTS

No departmental changes in 2025-26.

Budget	2022-23 Actual	2023-24 Actual	2024-25 Estimate	2025-26 Budget
Personnel Services	$338,316	$361,690	$355,153	$348,964
Supplies and Equipment	59,148	61,510	67,400	72,900
Operating Expenses	125,005	120,774	149,448	132,948
Professional Services	89,589	88,412	99,250	85,250
Total	*$612,058*	*$632,386*	*$671,251*	*$640,062*

Activity Measures

News Items Created	158	75	125	150
Social Media Posts (Main City Accounts)	1,080	914	975	975
Social Media Followers (Main City Accounts)	14,797	16,252	17,800	19,500
Social Media Reach/Impressions (Main City Accounts)	92,800	252,100	400,000	400,000
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%
Videos Produced	N/A	N/A	19	15
Graphics Created	N/A	N/A	500	600
Authorized Positions	3	3	4	4

		Defined Budgets							
		2022-23 Total Budget	2022-23 Total Activity	2023-24 Total Budget	2023-24 Total Activity	2024-25 Total Budget	2024-25 YTD Activity	2024-25 Projected	2025-26 AB
Department: 170 - Public Affairs									
ExpCategory: 511 - Personnel Services									
101-170-511110	Regular	241,050.00	232,590.29	266,952.00	246,593.71	258,027.00	196,345.99	246,480.00	244,327.00
101-170-511120	Overtime	975.00	679.39	1,035.00	1,098.58	1,266.00	484.51	600.00	1,311.00
101-170-511210	Longevity	5,597.00	5,323.67	5,789.00	2,827.00	2,955.00	3,848.00	3,848.00	2,955.00
101-170-511310	FICA - Employer	18,929.00	17,589.53	20,925.00	18,531.86	20,052.00	14,909.17	19,196.00	18,350.00
101-170-511350	TMRS-Employer	40,556.00	38,365.42	45,700.00	41,834.38	44,063.00	33,721.03	42,181.00	42,237.00
101-170-511410	Health-Employer	40,538.00	32,444.38	36,488.00	38,867.24	32,221.00	25,344.42	32,176.00	28,342.00
101-170-511500	Workers' Compensation	439.00	917.66	448.00	674.86	429.00	672.34	672.00	392.00
101-170-511606	Uniforms	196.00	161.44	200.00	192.73	250.00	55.89	250.00	250.00
101-170-511610	Memberships-Professional	0.00	0.00	125.00	250.00	0.00	0.00	0.00	0.00
101-170-511611	Publications	49.00	0.00	50.00	34.56	50.00	15.69	50.00	50.00
101-170-511612	Training/Travel	10,350.00	9,572.44	11,325.00	10,155.72	10,050.00	6,460.58	9,000.00	10,050.00
101-170-511614	Meeting Expenses	745.00	671.42	630.00	629.13	700.00	683.31	700.00	700.00
	ExpCategory: 511 - Personnel Services Total:	**359,424.00**	**338,315.64**	**389,667.00**	**361,689.77**	**370,063.00**	**282,540.93**	**355,153.00**	**348,964.00**
ExpCategory: 521 - Supplies and Equipment									
101-170-521000	Operating Supplies	392.00	253.07	75.00	0.00	0.00	0.00	0.00	0.00
101-170-521100	Office Supplies	686.00	607.86	625.00	287.44	650.00	264.58	650.00	650.00
101-170-521702	Postage	13,150.00	11,733.52	15,470.00	12,328.64	10,000.00	5,462.89	10,000.00	10,000.00
101-170-521704	Magazine-Postage	49,000.00	45,125.29	48,000.00	47,856.29	48,000.00	45,258.36	55,500.00	61,000.00
101-170-521708	Furniture & Fixtures	1,650.00	1,235.64	300.00	299.99	500.00	497.45	500.00	500.00
101-170-521712	Operating Equipment	200.00	192.28	750.00	737.41	750.00	22.99	750.00	750.00
	ExpCategory: 521 - Supplies and Equipment Total:	**65,078.00**	**59,147.66**	**65,220.00**	**61,509.77**	**59,900.00**	**51,506.27**	**67,400.00**	**72,900.00**
ExpCategory: 534 - Operating Expenses									
101-170-534000	Advertising	8,278.00	8,268.72	11,800.00	11,697.57	13,400.00	8,224.38	15,900.00	13,400.00
101-170-534002	Business Meetings/Networking	474.40	511.00	500.00	479.02	578.00	267.67	578.00	578.00
101-170-534027	Memberships-City Use	269.50	210.00	375.00	125.00	1,220.00	1,095.00	1,220.00	1,220.00
101-170-534028	Magazine-Printing Services	104,400.00	92,676.09	90,000.00	82,344.06	90,000.00	77,164.90	90,000.00	90,000.00
101-170-534029	Printing & Binding	24,350.00	23,339.52	26,250.00	26,128.82	26,750.00	18,095.28	40,750.00	26,750.00
101-170-534043	Other Events - Expenses	100.00	0.00	0.00	0.00	1,000.00	0.00	1,000.00	1,000.00
	ExpCategory: 534 - Operating Expenses Total:	**137,871.90**	**125,005.33**	**128,925.00**	**120,774.47**	**132,948.00**	**104,847.23**	**149,448.00**	**132,948.00**

		Defined Budgets							
		2022-23 Total Budget	2022-23 Total Activity	2023-24 Total Budget	2023-24 Total Activity	2024-25 Total Budget	2024-25 YTD Activity	2024-25 Projected	2025-26 AB
ExpCategory: 541 - Professional Services									
101-170-541005	Design Services	59,150.00	49,204.00	50,000.00	48,768.00	50,000.00	43,729.00	50,000.00	50,000.00
101-170-541016	Prof Svcs-Writers/Photographer	9,800.00	9,738.75	11,600.00	11,477.50	9,850.00	5,850.00	9,850.00	9,850.00
101-170-541017	Professional Services	31,160.00	30,646.49	29,500.00	28,166.91	25,400.00	20,113.40	39,400.00	25,400.00
ExpCategory: 541 - Professional Services Total:		**100,110.00**	**89,589.24**	**91,100.00**	**88,412.41**	**85,250.00**	**69,692.40**	**99,250.00**	**85,250.00**
Department: 170 - Public Affairs Total:		**662,483.90**	**612,057.87**	**674,912.00**	**632,386.42**	**648,161.00**	**508,586.83**	**671,251.00**	**640,062.00**

DEPARTMENT: 173 ENGINEERING
FUND: 101 GENERAL FUND

DEPARTMENT DESCRIPTION

The Engineering Department collaborates with other departments, citizens, developers, and other agencies in order to effectively plan and implement infrastructure improvement and development for the organized growth of the City.

The Engineering Department reviews applications for public and private land development for conformance with adopted engineering standards, policies, codes, and infrastructure master plans.

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 2025-26

- The Engineering Department supports the City's strategic goal of a Safe and Livable Community by ensuring environmental stewardship and health through an effort to gain higher compliance with erosion and sedimentation control of commercial and residential construction sites. The goal for FY25-26 is to achieve a compliance rate of 70% or more.
- The City's Strategic Goal of Infrastructure Investment is a primary mission of the Engineering Department.
    - The objective of development and maintenance of roadways and transportation infrastructure is supported by the goal of efficiently managing the City's Street Preservation and Maintenance (SPAM) Program by having projects fully complete by the end of the fiscal year.
    - Ensuring compliance with engineering and construction standards supports the objective of the development of water, wastewater, and drainage infrastructure by having reducing the review time of applications for planning and permits by 10%.

BUDGET HIGHLIGHTS

No departmental changes in 2025-26.

Budget	2022-23 Actual	2023-24 Actual	2024-25 Estimate	2025-26 Budget
Personnel Services	$995,485	$1,050,158	$1,230,173	$1,272,482
Supplies and Equipment	12,175	5,802	5,700	5,700
Utility Services	7,528	8,351	8,500	8,500
Operating Expenses	62	850	800	800
Professional Services	49,865	29,192	62,165	50,000
Capital Outlay	0	75,414	48,670	0
Total	*$1,065,115*	*$1,169,767*	*$1,356,009*	*$1,367,482*

Activity Measures

Activ Capital Improvement Projects	17	22	20	16
Number of Non-Construction Plan Reviews	50	51	78	80
Residential Subdivision Construction – number of projects (completed projects)	4	11	13	12
Number of Miles of Public Infrastructure Added (residential)	12.01	1.62	9.25	10.50
Commercial Subdivision Construction – number of projects (completed projects)	2	7	8	12
Number of Miles of Public Infrastructure Added (commercial)	1.40	2.29	2.75	3.25
Percent of failed stormwater pollution prevention plan BMP inspections	new	new	40%	30%
Percent of planning application reviews completed on time	new	new	73%	83%
Authorized Positions	11	11	11	12

		2022-23 Total Budget	2022-23 Total Activity	2023-24 Total Budget	2023-24 Total Activity	2024-25 Total Budget	2024-25 YTD Activity	2024-25 Projected	2025-26 AB
					Defined Budgets				
Department: 173 - Engineering									
ExpCategory: 511 - Personnel Services									
101-173-511110	Regular	730,547.00	670,305.71	885,167.00	700,933.09	858,016.00	645,584.08	852,800.00	891,902.00
101-173-511120	Overtime	750.00	1,766.23	750.00	2,812.64	3,900.00	1,369.49	3,900.00	3,900.00
101-173-511210	Longevity	7,421.00	8,827.42	11,941.00	7,084.00	7,751.00	7,869.67	7,870.00	7,751.00
101-173-511230	Certification Allowance	2,873.00	2,504.16	14,169.00	1,189.64	1,120.00	1,715.00	2,135.00	1,743.00
101-173-511310	FICA - Employer	59,000.00	50,178.46	69,841.00	52,159.45	66,577.00	48,485.52	66,303.00	67,576.00
101-173-511350	TMRS-Employer	126,407.00	113,496.30	152,531.00	118,135.44	146,296.00	109,105.85	145,693.00	155,543.00
101-173-511410	Health-Employer	118,229.00	111,627.70	150,534.00	142,307.84	139,550.00	102,689.87	125,184.00	121,298.00
101-173-511500	Workers' Compensation	3,046.00	6,246.54	3,183.00	6,612.85	3,023.00	6,588.19	6,588.00	3,069.00
101-173-511605	Temporary Employee Svcs	0.00	15,955.69	0.00	6,470.83	0.00	0.00	0.00	0.00
101-173-511606	Uniforms	4,047.40	3,350.75	4,220.00	3,976.79	4,500.00	1,972.92	4,500.00	4,500.00
101-173-511610	Memberships-Professional	2,499.00	2,409.00	2,500.00	2,031.28	3,100.00	1,725.66	3,100.00	3,100.00
101-173-511611	Publications	490.00	0.00	3,300.00	221.00	500.00	0.00	500.00	500.00
101-173-511612	Training/Travel	7,850.00	7,834.77	9,600.00	5,419.67	9,600.00	4,942.89	9,600.00	9,600.00
101-173-511614	Meeting Expenses	627.20	620.52	700.00	608.10	1,000.00	839.11	1,000.00	1,000.00
101-173-511616	Professional Certification	637.00	362.00	650.00	195.00	1,000.00	650.00	1,000.00	1,000.00
	ExpCategory: 511 - Personnel Services Total:	**1,064,423.60**	**995,485.25**	**1,309,086.00**	**1,050,157.62**	**1,245,933.00**	**933,538.25**	**1,230,173.00**	**1,272,482.00**
ExpCategory: 521 - Supplies and Equipment									
101-173-521000	Operating Supplies	2,490.00	2,308.41	1,000.00	1,073.54	1,000.00	763.57	1,000.00	1,000.00
101-173-521100	Office Supplies	980.00	814.73	1,000.00	1,057.22	1,750.00	844.77	1,750.00	1,750.00
101-173-521300	Motor Vehicle Supplies	595.00	548.59	1,400.00	2,185.56	1,400.00	391.55	1,400.00	1,400.00
101-173-521701	Computer Fees & Licenses	700.00	0.00	0.00	339.96	0.00	0.00	0.00	0.00
101-173-521702	Postage	49.00	36.29	50.00	26.07	50.00	37.69	50.00	50.00
101-173-521708	Furniture & Fixtures	6,982.00	6,937.83	500.00	479.98	500.00	190.00	500.00	500.00
101-173-521710	Computer & Peripherals Under...	5,490.00	1,528.77	500.00	639.96	1,000.00	569.21	1,000.00	1,000.00
	ExpCategory: 521 - Supplies and Equipment Total:	**17,286.00**	**12,174.62**	**4,450.00**	**5,802.29**	**5,700.00**	**2,796.79**	**5,700.00**	**5,700.00**
ExpCategory: 533 - Utility Services									
101-173-533500	Vehicle Fuel	7,938.00	7,527.55	8,000.00	8,350.99	8,500.00	6,220.20	8,500.00	8,500.00
	ExpCategory: 533 - Utility Services Total:	**7,938.00**	**7,527.55**	**8,000.00**	**8,350.99**	**8,500.00**	**6,220.20**	**8,500.00**	**8,500.00**
ExpCategory: 534 - Operating Expenses									
101-173-534027	Memberships-City Use	0.00	0.00	0.00	45.00	100.00	36.64	100.00	100.00

		Defined Budgets							
		2022-23 Total Budget	2022-23 Total Activity	2023-24 Total Budget	2023-24 Total Activity	2024-25 Total Budget	2024-25 YTD Activity	2024-25 Projected	2025-26 AB
101-173-534029	Printing & Binding	98.00	62.00	360.00	805.45	700.00	253.94	700.00	700.00
	ExpCategory: 534 - Operating Expenses Total:	**98.00**	**62.00**	**360.00**	**850.45**	**800.00**	**290.58**	**800.00**	**800.00**
ExpCategory: 541 - Professional Services									
101-173-541006	Engineering	9,000.00	5,210.00	0.00	0.00	0.00	0.00	0.00	0.00
101-173-541017	Professional Services	65,100.00	44,655.25	50,000.00	29,191.50	50,000.00	62,165.29	62,165.29	50,000.00
	ExpCategory: 541 - Professional Services Total:	**74,100.00**	**49,865.25**	**50,000.00**	**29,191.50**	**50,000.00**	**62,165.29**	**62,165.29**	**50,000.00**
ExpCategory: 581 - Capital Outlay									
101-173-581012	Vehicles & Accs Over $5,000	100,000.00	0.00	0.00	75,413.90	56,000.00	48,670.25	48,670.25	0.00
	ExpCategory: 581 - Capital Outlay Total:	**100,000.00**	**0.00**	**0.00**	**75,413.90**	**56,000.00**	**48,670.25**	**48,670.25**	**0.00**
	Department: 173 - Engineering Total:	**1,263,845.60**	**1,065,114.67**	**1,371,896.00**	**1,169,766.75**	**1,366,933.00**	**1,053,681.36**	**1,356,008.54**	**1,337,482.00**

DEPARTMENT: 256 POLICE
FUND: 101 GENERAL FUND

DEPARTMENT DESCRIPTION

Our culture is built upon community policing, transparency, and accountability. We also dispatch for the City of Cibolo, related to police, fire, emergency medical services, and animal services. The Uniform Services Division provides a visible presence, responding to calls, and ultimately delivering services to our community to address crime, traffic safety, and improving quality-of-life issues for our community members and visitors. Supporting the Uniform Services Division are the Central Investigation Division, the Support Services Division, and the Professional Services Division. Together, they collaborate with community stakeholders to deliver exceptional law enforcement services. Additionally, the School Resource Officer Program ensures a visible presence in schools to prevent and address campus crimes. And provide positive role models for our youth.

The Animal Services Division enforces state and city ordinances related to the care and treatment of animals, as well as rabies control and public health through disease and population management. Last year Animal Services received over 1,200 animals for intake.

Additionally, the Community Outreach Officer collaborates with residents to provide education and crime prevention programs while managing the Citizens Police Academy and the Citizens on Patrol initiative.

GOALS FOR FY 2025-26

- The Police Department supports the City's Strategic goal of safeguarding public safety by striving to reduce the overall crime rate reported to the FBI's National Incident-Based Reporting System (NIBRS) for Group A Offenses, which include Crimes Against Persons, Property, and Society, by 5 percent.

- **T**he Police Department supports the City's Strategic goal of actively engaging and communicating with our community and stakeholders by increasing presence at National Night Out block parties and community presentation/events by 5% and increase social media followers and website visits.

  These goal aligns with the city's strategic focus on safeguarding public safety by actively involving the community in safety awareness and crime prevention efforts, making it measurable through attendance metrics, and crime statical data.

BUDGET HIGHLIGHTS

The fiscal year 2025-26 budget has experienced a decrease of 7.5% compared to the year-end estimates of fiscal year 2024-25 due to decreased spending for supplies and equipment and capital.

Budget	2022-23 Actual	2023-24 Actual	2024-25 Estimate	2025-26 Budget
Personnel Services	$9,667,983	$11,191,199	$12,506,800	$12,249,146
Supplies and Equipment	445,134	544,382	946,059	287,779
City Supported Services	0	0	5,000	5,000
Utility Services	204,056	203,549	243,200	239,366
Operating Expenses	54,835	59,518	78,205	78,205
Professional Services	76,340	112,544	88,686	88,686
Repairs and Maintenance	53,773	69,299	76,147	76,147
Rental/Leasing	0	546,345	550,000	892,857
Capital Outlay	463,806	967,622	565,160	5,600
Total	*$10,965,927*	*$13,694,458*	*$15,059,257*	*$13,922,786*
Authorized Positions				
Full Time	*104*	*104*	*108*	*108*
Part Time	*19*	*19*	*19*	*19*

Activity Measures	2023 Actual	2024 Actual	2025 Estimate	2026 Projection
Crimes Against People	7.59	7.50	11.48	10.90
Crimes Against Property	13.77	12.78	15.94	15.14
Crimes Against Society	4.04	4.50	6.34	6.02
Overall Crime Rate	25.41	24.78	33.76	32.07

Group A Offenses Crime Rate per 1,000

Activity Measures	2023 Actual	2024 Actual	2025 Estimate	2026 Projection
National Night Out (Block Parties)	27	30	32	34
Community Presentations/Events	40	42	44	46

		2022-23 Total Budget	2022-23 Total Activity	2023-24 Total Budget	2023-24 Total Activity	2024-25 Total Budget	2024-25 YTD Activity	2024-25 Projected	2025-26 AB
					Defined Budgets				
Department: 256 - Police									
ExpCategory: 511 - Personnel Services									
101-256-511110	Regular	6,141,427.00	5,993,595.73	6,747,673.00	6,914,304.83	7,484,154.00	5,981,995.17	7,872,325.00	7,773,694.00
101-256-511120	Overtime	308,986.00	356,732.76	337,045.00	429,700.40	357,370.00	332,783.78	420,000.00	372,573.00
101-256-511210	Longevity	109,633.00	116,742.56	105,612.00	118,974.58	106,786.00	112,625.27	118,424.00	106,786.00
101-256-511220	Clothing Allowance	63,333.00	68,516.00	61,142.00	69,824.00	54,968.00	58,848.00	76,176.00	75,980.00
101-256-511230	Certification Allowance	108,791.00	44,960.00	99,187.00	47,207.50	103,046.00	38,420.00	49,370.00	117,485.00
101-256-511310	FICA - Employer	501,874.00	483,173.96	548,365.00	560,244.86	605,014.00	481,707.42	653,027.00	615,532.00
101-256-511350	TMRS-Employer	1,085,487.00	1,058,841.90	1,209,376.00	1,250,252.71	1,343,775.00	1,016,418.96	1,434,951.00	1,434,605.00
101-256-511410	Health-Employer	1,161,243.00	1,129,439.08	1,260,576.00	1,403,050.62	1,190,529.00	1,072,734.41	1,306,287.00	1,223,329.00
101-256-511500	Workers' Compensation	118,511.00	110,410.96	116,510.00	116,414.38	128,662.00	115,980.11	115,980.00	136,302.00
101-256-511605	Temporary Employee Svcs	1,800.00	1,800.00	4,100.00	1,100.00	480.00	1,320.00	0.00	0.00
101-256-511606	Uniforms	116,365.32	71,083.80	98,179.90	81,520.66	98,180.00	43,841.01	98,180.00	98,180.00
101-256-511609	Employee Recognition-Morale	9,114.00	7,853.19	10,000.00	3,916.88	9,785.00	3,699.09	10,000.00	10,000.00
101-256-511610	Memberships-Professional	3,528.00	2,950.00	3,815.00	3,405.94	3,815.00	1,507.00	3,815.00	3,815.00
101-256-511611	Publications	259.70	126.00	265.00	96.43	0.00	0.00	265.00	265.00
101-256-511612	Training/Travel	163,667.18	131,369.24	133,567.50	119,911.42	217,000.00	158,740.42	217,000.00	217,000.00
101-256-511614	Meeting Expenses	3,920.00	2,468.01	4,000.00	3,163.56	4,000.00	1,700.83	4,000.00	4,000.00
101-256-511615	T-Class Training - LEOSE	33,440.00	18,401.12	0.00	0.00	5,000.00	4,257.00	5,000.00	5,000.00
101-256-511617	Medical Services	71,272.00	69,518.85	69,900.00	68,109.80	61,600.00	89,896.15	122,000.00	54,600.00
	ExpCategory: 511 - Personnel Services Total:	**10,002,651.20**	**9,667,983.16**	**10,809,313.40**	**11,191,198.57**	**11,774,164.00**	**9,516,474.62**	**12,506,800.00**	**12,249,146.00**
ExpCategory: 521 - Supplies and Equipment									
101-256-521000	Operating Supplies	52,795.54	40,894.06	71,585.00	49,758.14	71,165.00	39,997.05	71,585.00	71,585.00
101-256-521100	Office Supplies	7,350.00	7,138.77	7,500.00	6,641.90	7,500.00	2,408.42	7,500.00	7,500.00
101-256-521150	Child Safety Supplies	3,111.50	3,099.70	1,275.00	856.12	5,275.00	0.00	5,275.00	5,275.00
101-256-521200	Chem/Med/Lab Supplies	34,136.00	31,338.26	33,350.00	28,812.84	28,350.00	15,672.48	28,350.00	28,350.00
101-256-521300	Motor Vehicle Supplies	19,657.00	19,587.48	21,400.00	20,139.24	21,400.00	23,375.00	21,400.00	21,400.00
101-256-521708	Furniture & Fixtures	13,692.60	10,242.10	10,920.00	4,315.23	8,920.00	4,564.08	10,920.00	10,920.00
101-256-521709	Vehicles & Accs Less $5,000	258,199.70	218,723.46	426,589.00	333,757.29	183,280.00	254,310.08	658,280.00	0.00
101-256-521710	Computer & Peripherals Under...	19,541.20	14,262.53	12,440.00	3,263.80	17,836.00	7,395.93	10,440.00	10,440.00
101-256-521712	Operating Equipment CVE	100.00	32.00	0.00	0.00	0.00	0.00	0.00	0.00

		Defined Budgets							
		2022-23 Total Budget	2022-23 Total Activity	2023-24 Total Budget	2023-24 Total Activity	2024-25 Total Budget	2024-25 YTD Activity	2024-25 Projected	2025-26 AB
101-256-521716	Equipment Under $5,000	128,781.60	99,815.18	132,309.16	96,837.25	142,393.00	53,848.39	132,309.00	132,309.00
ExpCategory: 521 - Supplies and Equipment Total:		**537,365.14**	**445,133.54**	**717,368.16**	**544,381.81**	**486,119.00**	**401,571.43**	**946,059.00**	**287,779.00**
ExpCategory: 532 - City Supported Services									
101-256-532016	Abatement/Lot Cleaning	0.00	0.00	0.00	0.00	0.00	0.00	5,000.00	5,000.00
ExpCategory: 532 - City Supported Services Total:		**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**5,000.00**	**5,000.00**
ExpCategory: 533 - Utility Services									
101-256-533200	Electric Utility Service	30,312.00	34,837.54	34,400.00	37,618.31	29,400.00	26,894.87	35,000.00	30,716.00
101-256-533410	Water Utility Service	14,700.00	7,684.69	8,000.00	7,515.96	15,000.00	8,188.06	15,000.00	15,450.00
101-256-533500	Vehicle Fuel	242,720.00	161,533.82	193,200.00	158,414.49	193,200.00	123,632.43	193,200.00	193,200.00
ExpCategory: 533 - Utility Services Total:		**287,732.00**	**204,056.05**	**235,600.00**	**203,548.76**	**237,600.00**	**158,715.36**	**243,200.00**	**239,366.00**
ExpCategory: 534 - Operating Expenses									
101-256-534000	Advertising	4,410.00	4,201.18	2,500.00	1,107.10	4,500.00	0.00	4,500.00	4,500.00
101-256-534005	City Insurance-Commercial	33,810.00	36,436.50	34,500.00	50,378.44	55,000.00	37,943.70	55,000.00	55,000.00
101-256-534014	Community Outreach	9,898.00	9,339.93	5,100.00	5,313.24	10,100.00	4,274.39	10,100.00	10,100.00
101-256-534027	Memberships-City Use	0.00	0.00	0.00	0.00	0.00	73.28	0.00	0.00
101-256-534029	Printing & Binding	7,526.40	4,857.87	8,605.00	2,719.64	8,605.00	3,577.45	8,605.00	8,605.00
ExpCategory: 534 - Operating Expenses Total:		**55,644.40**	**54,835.48**	**50,705.00**	**59,518.42**	**78,205.00**	**45,868.82**	**78,205.00**	**78,205.00**
ExpCategory: 541 - Professional Services									
101-256-541013	Microchip Service	7,629.30	6,391.00	3,390.00	3,325.00	5,890.00	4,968.75	5,890.00	5,890.00
101-256-541017	Professional Services	74,000.14	69,949.49	132,419.00	109,218.94	144,036.00	47,944.68	82,796.00	82,796.00
ExpCategory: 541 - Professional Services Total:		**81,629.44**	**76,340.49**	**135,809.00**	**112,543.94**	**149,926.00**	**52,913.43**	**88,686.00**	**88,686.00**
ExpCategory: 551 - Repairs and Maintenance									
101-256-551026	Cremation Services - Animal Sh...	980.00	792.00	1,400.00	1,026.00	1,000.00	594.00	1,000.00	1,000.00
101-256-551074	Maintenance Agrmt - Radios	67,796.40	48,270.00	69,180.00	65,485.00	69,180.00	35,385.00	69,180.00	69,180.00
101-256-551075	Minor & Other Equip Maint	4,900.00	4,710.98	5,142.00	2,788.45	5,142.00	2,393.00	5,142.00	5,142.00
101-256-551076	Other Maintenance Agreements	808.50	0.00	825.00	0.00	825.00	0.00	825.00	825.00
ExpCategory: 551 - Repairs and Maintenance Total:		**74,484.90**	**53,772.98**	**76,547.00**	**69,299.45**	**76,147.00**	**38,372.00**	**76,147.00**	**76,147.00**
ExpCategory: 561 - Rental/Leasing									
101-256-561200	Lease/Purchase Payments	0.00	0.00	550,000.00	546,344.80	550,000.00	319,573.12	550,000.00	892,857.00
ExpCategory: 561 - Rental/Leasing Total:		**0.00**	**0.00**	**550,000.00**	**546,344.80**	**550,000.00**	**319,573.12**	**550,000.00**	**892,857.00**
ExpCategory: 581 - Capital Outlay									
101-256-581003	Computer & Peripherals Over $...	12,900.00	11,957.28	5,600.00	3,124.17	5,600.00	0.00	5,600.00	5,600.00

		Defined Budgets							
		2022-23 Total Budget	2022-23 Total Activity	2023-24 Total Budget	2023-24 Total Activity	2024-25 Total Budget	2024-25 YTD Activity	2024-25 Projected	2025-26 AB
101-256-581005	Equipment Over $5,000	203,600.00	174,500.08	144,896.00	66,048.86	266,543.00	65,142.16	127,560.00	0.00
101-256-581011	Police/Fire/Medical Capital	0.00	0.00	0.00	0.00	0.00	35,119.00	0.00	0.00
101-256-581012	Vehicles & Accs Over $5,000	498,139.00	277,348.21	1,178,788.00	898,448.85	779,900.00	678,467.00	432,000.00	0.00
	ExpCategory: 581 - Capital Outlay Total:	**714,639.00**	**463,805.57**	**1,329,284.00**	**967,621.88**	**1,052,043.00**	**778,728.16**	**565,160.00**	**5,600.00**
	Department: 256 - Police Total:	**11,754,146.08**	**10,965,927.27**	**13,904,626.56**	**13,694,457.63**	**14,404,204.00**	**11,312,216.94**	**15,059,257.00**	**13,922,786.00**

DEPARTMENT: 257 FIRE DEPARTMENT
FUND: 101 GENERAL FUND

DEPARTMENTAL DESCRIPTION

The Fire Department is responsible for preparing for, responding to, and resolving fire, rescue, medical, and environmental emergencies. This is accomplished through our Operations, Prevention, Emergency Management, and Administrative divisions of the organization. The Operations Division is responsible for emergency response, training, special operations, and supporting community risk reduction efforts. The Prevention Division performs all building plan reviews for new construction, remodels, inspections (new construction and fire/life safety), and leads our community risk reduction efforts. The Emergency Management Division leads our community through comprehensive effort to protect us from hazards through mitigation of potential risks, preparing for emergencies, responding and supporting incidents, while facilitating recovery (short and long term). The Administrative Division provides department policies for direction and access t personnel's fiscal and operational resources, including emergency responders, clerical, record, keeping, and scheduling positions.

GOALS

- The Fire Department supports the Strategic Plan Goal of a Safe and Livable Community to safeguard public safety by responding to 90% of calls for service within 5 mins.
- The Fire Department supports the Strategic Plan Goal of Safe and Livable Community by ensuring that 100% of fire department personnel complete a minimum of 196 hours of required annual training, supporting the department's objective of achieving an ISO Class 1 rating.
- The fire department will annually review and update 100% of the Fire Department's Policies and Procedures to ensure compliance with all federal, state, and local requirements, supporting the Strategic Plan goal of creating a Safe and Livable Community.

Budget Highlights

The budget will decrease -1.9% from the FY 2025-26 year-end estimate. This decrease comes from reduction in capital outlay in 2025-26. The department will be adding 6 new firefighters to allow the staffing of Truck 4 and allow the crew to be prepared when Fire Station 4 opens.

Budget	2022-23 Actual	2023-24 Actual	2024-25 Estimate	2025-26 Budget
Personnel Services	$6,825,078	$8,283,650	$8,329,400	$8,829,785
Supplies and Equipment	174,230	167,797	165,226	136,652
Utility Services	121,682	114,000	133,693	135,555
Operating Expenses	39,676	28,443	43,100	43,026
Professional Services	61,191	64,504	70,000	70,000
Repairs and Maintenance	62,792	82,994	95,245	95,245
Rental/Leasing	28,055	26,719	26,900	26,900
Capital Outlay	443,838	260,781	1,001,500	340,125
Total	*$7,756,540*	*$9,028,889*	*$9,865,064*	*$9,677,288*
% of Calls Responded to In Less than 5 mins	*80%*	*90%*	*95%*	*90%*
Number of Commercial Occupancies	*1030*	*1297*	*1500*	*1650*
Total staffing	*46*	*49*	*53*	*56*
Suppression staffing	*39*	*42*	*45*	*48*
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 incidents	*4516*	*5112*	*5500*	*5900*
Community Contacts	*9850*	*10000*	*10750*	*11500*
Fire Inspections Conducted	*520*	*402*	*425*	*550*
Inspections Per Inspector	*262/233*	*100/250*	*300/450*	*350/650*
Plan Reviews Completed	*260*	*260*	*340*	*400*
Training Hours Provided	*6144*	*6144*	*5320*	*6750*
Average Drive Time (Minutes)	*5.70*	*5.70*	*5.23*	*5.00*
% of Buildings Preplanned	*100%*	*100%*	*100%*	*100%*
Training Hours/Employee	*205*	*220*	*235*	*235*
Authorized Positions	*50*	*53*	*53*	*59*

		Defined Budgets							
		2022-23 Total Budget	2022-23 Total Activity	2023-24 Total Budget	2023-24 Total Activity	2024-25 Total Budget	2024-25 YTD Activity	2024-25 Projected	2025-26 AB
Department: 257 - Fire Rescue									
ExpCategory: 511 - Personnel Services									
101-257-511110	Regular	3,996,365.00	3,857,382.78	5,358,806.00	4,694,342.97	5,182,373.00	3,843,681.72	4,986,366.00	5,357,759.00
101-257-511120	Overtime	420,793.00	854,033.98	448,925.00	1,033,895.51	722,571.00	695,753.05	800,000.00	733,620.00
101-257-511210	Longevity	79,121.00	68,326.76	71,631.00	76,229.16	78,975.00	76,214.17	80,941.00	78,895.00
101-257-511220	Clothing Allowance	14,340.00	13,890.00	13,443.00	15,300.00	13,145.00	11,400.00	14,784.00	14,041.00
101-257-511230	Certification Allowance	59,298.00	23,925.00	55,439.00	20,600.00	56,435.00	16,480.00	21,430.00	57,929.00
101-257-511310	FICA - Employer	347,780.00	348,548.98	391,955.00	428,172.74	460,288.00	330,581.64	451,619.00	464,614.00
101-257-511350	TMRS-Employer	745,114.00	783,517.86	856,025.00	972,545.74	1,011,431.00	773,881.45	992,382.00	1,069,646.00
101-257-511410	Health-Employer	651,601.00	617,796.09	706,575.00	800,360.60	686,477.00	567,500.26	693,221.00	684,602.00
101-257-511500	Workers' Compensation	95,695.00	63,367.45	100,912.00	66,933.55	115,669.00	66,683.87	66,683.00	117,205.00
101-257-511606	Uniforms	127,912.50	106,658.88	125,000.00	72,684.95	125,000.00	76,185.61	100,500.00	125,000.00
101-257-511609	Employee Recognition-Morale	4,606.00	4,600.09	7,500.00	4,038.39	7,500.00	3,087.88	7,500.00	7,500.00
101-257-511610	Memberships-Professional	3,724.00	3,176.13	3,724.00	7,421.94	3,724.00	2,246.85	3,724.00	3,724.00
101-257-511611	Publications	2,450.00	287.43	2,450.00	106.99	2,750.00	68.21	2,750.00	2,750.00
101-257-511612	Training/Travel	73,500.00	65,661.54	91,500.00	78,365.77	97,500.00	50,658.21	97,500.00	97,500.00
101-257-511614	Meeting Expenses	2,940.00	2,935.15	5,000.00	1,813.69	5,000.00	2,352.89	5,000.00	5,000.00
101-257-511616	Professional Certification	7,840.00	10,969.61	10,000.00	10,837.91	10,000.00	1,394.77	5,000.00	10,000.00
	ExpCategory: 511 - Personnel Services Total:	**6,633,079.50**	**6,825,077.73**	**8,248,885.00**	**8,283,649.91**	**8,578,838.00**	**6,518,170.58**	**8,329,400.00**	**8,829,785.00**
ExpCategory: 521 - Supplies and Equipment									
101-257-521000	Operating Supplies	6,860.00	6,483.33	7,000.00	7,291.51	7,000.00	3,460.01	7,000.00	7,000.00
101-257-521100	Office Supplies	3,332.00	3,190.36	4,000.00	3,430.25	5,000.00	2,607.26	5,000.00	5,000.00
101-257-521200	Chem/Med/Lab Supplies	10,735.90	3,105.83	10,736.00	10,577.93	10,736.00	1,506.89	10,736.00	10,736.00
101-257-521300	Motor Vehicle Supplies	980.00	919.80	1,500.00	987.12	1,500.00	1,163.90	1,500.00	1,500.00
101-257-521600	Equip Maint Supplies	1,176.00	862.26	1,176.00	421.42	1,176.00	1,122.19	1,750.00	1,176.00
101-257-521706	Deployment-Reimb-STRAC	0.00	0.00	0.00	388.81	0.00	2,388.68	2,500.00	0.00
101-257-521707	Deployment-Reimb-TIFMAS	9,800.00	91,167.50	10,000.00	79,012.51	10,000.00	43,791.49	35,500.00	10,000.00
101-257-521708	Furniture & Fixtures	7,840.00	7,195.52	15,000.00	15,295.85	15,000.00	13,395.61	15,000.00	15,000.00
101-257-521709	Vehicles & Accs Less $5,000	16,990.00	14,620.15	9,800.00	322.34	9,800.00	9,800.00	9,800.00	9,800.00
101-257-521710	Computer & Peripherals Under...	10,182.00	2,427.58	7,840.00	1,571.56	7,840.00	1,823.93	7,840.00	7,840.00
101-257-521711	Communication Equip Less $5,...	9,800.00	3,677.93	9,800.00	5,003.42	9,800.00	2,706.54	9,800.00	9,800.00

		Defined Budgets							
		2022-23 Total Budget	2022-23 Total Activity	2023-24 Total Budget	2023-24 Total Activity	2024-25 Total Budget	2024-25 YTD Activity	2024-25 Projected	2025-26 AB
101-257-521714	Donation-Expense	1,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
101-257-521715	Police/Fire/Medical Equipment	69,480.00	37,513.01	53,900.00	43,218.67	53,900.00	21,175.06	53,900.00	53,900.00
101-257-521716	Equipment Under $5,000	4,900.00	3,066.38	4,900.00	275.97	4,900.00	2,130.03	4,900.00	4,900.00
ExpCategory: 521 - Supplies and Equipment Total:		**153,075.90**	**174,229.65**	**135,652.00**	**167,797.36**	**136,652.00**	**107,071.59**	**165,226.00**	**136,652.00**
ExpCategory: 533 - Utility Services									
101-257-533100	Gas Utility Service	6,860.00	3,732.57	6,860.00	3,496.03	6,860.00	2,742.56	6,860.00	7,546.00
101-257-533200	Electric Utility Service	24,500.00	29,124.30	28,000.00	23,956.03	28,000.00	18,347.84	28,000.00	29,254.00
101-257-533320	Telephone/Air Cards	5,880.00	2,523.30	5,880.00	5,537.10	5,880.00	1,069.95	5,880.00	5,880.00
101-257-533330	Telephone/Internet	0.00	3,543.40	0.00	0.00	0.00	0.00	0.00	0.00
101-257-533410	Water Utility Service	9,800.00	10,594.96	11,500.00	12,854.25	12,500.00	6,676.49	12,500.00	12,875.00
101-257-533500	Vehicle Fuel	97,999.99	72,163.18	80,000.00	68,156.63	80,000.00	44,152.56	80,453.00	80,000.00
ExpCategory: 533 - Utility Services Total:		**145,039.99**	**121,681.71**	**132,240.00**	**114,000.04**	**133,240.00**	**72,989.40**	**133,693.00**	**135,555.00**
ExpCategory: 534 - Operating Expenses									
101-257-534014	Community Outreach	40,227.04	36,393.98	30,000.00	22,011.61	30,750.00	14,617.16	30,750.00	30,750.00
101-257-534027	Memberships-City Use	0.00	0.00	0.00	0.00	0.00	73.30	74.00	0.00
101-257-534029	Printing & Binding	4,436.46	193.00	4,436.00	1,208.01	4,436.00	1,392.97	4,436.00	4,436.00
101-257-534033	Computer Software	7,840.00	3,089.20	7,840.00	5,223.76	7,840.00	0.00	7,840.00	7,840.00
ExpCategory: 534 - Operating Expenses Total:		**52,503.50**	**39,676.18**	**42,276.00**	**28,443.38**	**43,026.00**	**16,083.43**	**43,100.00**	**43,026.00**
ExpCategory: 541 - Professional Services									
101-257-541017	Professional Services	72,328.00	61,190.87	70,000.00	64,504.35	70,000.00	59,757.40	70,000.00	70,000.00
ExpCategory: 541 - Professional Services Total:		**72,328.00**	**61,190.87**	**70,000.00**	**64,504.35**	**70,000.00**	**59,757.40**	**70,000.00**	**70,000.00**
ExpCategory: 551 - Repairs and Maintenance									
101-257-551074	Maintenance Agrmt - Radios	18,698.40	16,900.00	18,698.00	27,342.50	21,500.00	15,709.00	21,500.00	21,500.00
101-257-551075	Minor & Other Equip Maint	1,470.00	267.51	750.00	695.00	750.00	96.02	750.00	750.00
101-257-551076	Other Maintenance Agreements	39,200.00	45,624.16	75,795.00	54,956.38	72,995.00	51,022.85	72,995.00	72,995.00
ExpCategory: 551 - Repairs and Maintenance Total:		**59,368.40**	**62,791.67**	**95,243.00**	**82,993.88**	**95,245.00**	**66,827.87**	**95,245.00**	**95,245.00**
ExpCategory: 561 - Rental/Leasing									
101-257-561200	Lease/Purchase Payments	26,460.00	28,055.01	26,720.00	26,719.06	26,900.00	26,719.06	26,900.00	26,900.00
ExpCategory: 561 - Rental/Leasing Total:		**26,460.00**	**28,055.01**	**26,720.00**	**26,719.06**	**26,900.00**	**26,719.06**	**26,900.00**	**26,900.00**
ExpCategory: 581 - Capital Outlay									
101-257-581002	Communication Equip Over $5,...	95,904.00	57,304.93	55,000.00	2,044.00	55,000.00	0.00	55,000.00	0.00
101-257-581005	Equipment Over $5,000	98,500.00	89,088.50	30,000.00	22,649.76	30,000.00	0.00	30,000.00	315,625.00

		Defined Budgets							
		2022-23 Total Budget	2022-23 Total Activity	2023-24 Total Budget	2023-24 Total Activity	2024-25 Total Budget	2024-25 YTD Activity	2024-25 Projected	2025-26 AB
101-257-581012	Vehicles & Accs Over $5,000	293,045.00	286,131.94	324,500.00	211,261.00	930,776.00	943,280.42	892,000.00	0.00
101-257-581013	Construction	24,500.00	11,312.30	24,500.00	24,826.43	24,500.00	66.64	24,500.00	24,500.00
	ExpCategory: 581 - Capital Outlay Total:	**511,949.00**	**443,837.67**	**434,000.00**	**260,781.19**	**1,040,276.00**	**943,347.06**	**1,001,500.00**	**340,125.00**
	Department: 257 - Fire Rescue Total:	**7,653,804.29**	**7,756,540.49**	**9,185,016.00**	**9,028,889.17**	**10,124,177.00**	**7,810,966.39**	**9,865,064.00**	**9,677,288.00**

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

DEPARTMENT DESCRIPTION

The Building Inspections Division assists customers seeking permits and inspections for various residential and commercial construction projects. The Division is responsible for maintaining the health, safety, and welfare of the community through professional review of permits, building plans and performing inspections to ensure a safe and attractive community that is consistent with the City's adopted codes and ordinances while providing a courteous, professional and positive customer service experience.

GOALS FOR FY 2025-26

- The Building Inspections Division supports the Strategic Goal of Safe and Livable Community by completing life safety and building code plan reviews on all commercial and residential construction projects to ensure public safety and welfare by completing 90% of all building plan reviews before the required deadline.

- The Building Inspections Division supports the Strategic Goal of Safe and Livable Community by completing life safety and building code inspections on all commercial and residential construction projects to ensure public safety and welfare by performing 100% of all requested building inspections received by the department no later than 6:00 am within 1 business day.

- The Building Inspections Division supports the Strategic Goal of Sense of Community by actively engaging and communicating with the community on building safety in the Annual National Building Safety Month Campaign through proclamation, social media and in-person through 12 events.

BUDGET HIGHLIGHTS

No departmental changes in 2025-26.

Budget	2022-23 Actual	2023-24 Actual	2024-25 Estimate	2025-26 Budget
Personnel Services	$1,056,532	$1,261,620	$1,388,161	$1,390,202
Supplies and Equipment	9,486	4,282	5,460	5,460
Utility Services	8,118	9,270	7,200	7,200
Operating Expenses	248	284	887	10,850
Professional Services	20,250	27,450	70,000	70,000
Capital Outlay	46,612	0	49,000	0
Total	*$1,141,246*	*$1,302,906*	*$1,502,708*	*$1,483,712*
Activity Measures				
Building Safety Month – Events/Activities	8	11	11	12
% of Building Inspections completed by due date	100%	100%	100%	100%
% of Building Plan reviews completed before due date	89.48%	93.23	97.73%	90%
New Residential Construction permits issued	296	383	400	400
New Commercial Construction permits issued	12	25	30	30
All other permits	2,984	2,755	2,900	3,000
Inspections/Reinspection	12,405	14,120	25,000	20,000
Authorized Positions	14	14	14	14

		2022-23 Total Budget	2022-23 Total Activity	2023-24 Total Budget	2023-24 Total Activity	2024-25 Total Budget	2024-25 YTD Activity	2024-25 Projected	2025-26 AB
					Defined Budgets				
Department: 258 - Inspections									
ExpCategory: 511 - Personnel Services									
101-258-511110	Regular	723,923.00	690,867.91	847,516.00	833,703.11	898,608.00	701,942.81	926,464.00	937,676.00
101-258-511120	Overtime	12,179.00	10,226.40	13,312.00	9,700.41	13,717.00	13,940.44	19,000.00	13,064.00
101-258-511210	Longevity	11,710.00	11,888.00	13,075.00	14,442.08	11,340.00	12,931.50	12,932.00	11,340.00
101-258-511230	Certification Allowance	2,116.00	3,135.00	2,738.00	2,285.00	0.00	2,050.00	2,650.00	2,490.00
101-258-511310	FICA - Employer	58,249.00	52,812.17	67,021.00	63,771.50	71,771.00	54,310.01	73,520.00	71,777.00
101-258-511350	TMRS-Employer	124,798.00	116,715.28	146,372.00	142,294.91	157,708.00	121,592.48	161,552.00	165,210.00
101-258-511410	Health-Employer	144,722.00	120,759.82	145,728.00	153,134.86	137,348.00	111,884.07	139,039.00	137,345.00
101-258-511500	Workers' Compensation	2,053.00	3,769.68	2,114.00	3,994.12	2,312.00	3,979.22	3,979.00	2,275.00
101-258-511605	Temporary Employee Svcs	12,000.00	9,080.25	0.00	0.00	0.00	0.00	0.00	0.00
101-258-511606	Uniforms	8,722.00	6,780.63	11,000.00	6,458.99	11,000.00	4,553.39	11,000.00	11,000.00
101-258-511610	Memberships-Professional	749.70	210.00	725.00	738.00	725.00	695.57	725.00	725.00
101-258-511611	Publications	2,352.00	2,303.45	2,400.00	427.26	2,400.00	1,374.67	2,400.00	2,400.00
101-258-511612	Training/Travel	26,935.30	23,196.17	33,000.00	28,880.28	33,000.00	15,428.46	33,000.00	33,000.00
101-258-511614	Meeting Expenses	1,862.00	1,157.49	1,900.00	1,789.48	1,900.00	912.01	1,900.00	1,900.00
101-258-511616	Professional Certification	4,875.50	3,629.87	0.00	0.00	0.00	0.00	0.00	0.00
	ExpCategory: 511 - Personnel Services Total:	**1,137,246.50**	**1,056,532.12**	**1,286,901.00**	**1,261,620.00**	**1,341,829.00**	**1,045,594.63**	**1,388,161.00**	**1,390,202.00**
ExpCategory: 521 - Supplies and Equipment									
101-258-521000	Operating Supplies	1,274.00	1,135.20	1,000.00	781.38	1,000.00	128.13	1,000.00	1,000.00
101-258-521100	Office Supplies	582.00	314.13	2,400.00	1,864.31	2,400.00	1,024.47	2,400.00	2,400.00
101-258-521300	Motor Vehicle Supplies	882.00	245.24	660.00	461.04	660.00	150.25	660.00	660.00
101-258-521600	Equip Maint Supplies	490.00	486.91	500.00	275.15	500.00	94.85	500.00	500.00
101-258-521708	Furniture & Fixtures	6,407.00	7,004.60	900.00	900.00	900.00	446.50	900.00	900.00
101-258-521710	Computer & Peripherals Under...	3,000.00	299.96	0.00	0.00	0.00	0.00	0.00	0.00
	ExpCategory: 521 - Supplies and Equipment Total:	**12,635.00**	**9,486.04**	**5,460.00**	**4,281.88**	**5,460.00**	**1,844.20**	**5,460.00**	**5,460.00**
ExpCategory: 533 - Utility Services									
101-258-533500	Vehicle Fuel	8,232.00	8,118.25	7,200.00	9,270.05	7,200.00	6,476.08	7,200.00	7,200.00
	ExpCategory: 533 - Utility Services Total:	**8,232.00**	**8,118.25**	**7,200.00**	**9,270.05**	**7,200.00**	**6,476.08**	**7,200.00**	**7,200.00**
ExpCategory: 534 - Operating Expenses									
101-258-534027	Memberships-City Use	0.00	0.00	0.00	0.00	0.00	36.65	37.00	0.00
101-258-534029	Printing & Binding	833.00	248.00	850.00	284.12	850.00	241.31	850.00	850.00

		Defined Budgets							
		2022-23 Total Budget	2022-23 Total Activity	2023-24 Total Budget	2023-24 Total Activity	2024-25 Total Budget	2024-25 YTD Activity	2024-25 Projected	2025-26 AB
101-258-534036	Software Maintenance	0.00	0.00	0.00	0.00	10,000.00	0.00	0.00	10,000.00
ExpCategory: 534 - Operating Expenses Total:		**833.00**	**248.00**	**850.00**	**284.12**	**10,850.00**	**277.96**	**887.00**	**10,850.00**
ExpCategory: 541 - Professional Services									
101-258-541017	Professional Services	68,600.00	20,250.00	70,000.00	27,450.00	85,000.00	51,245.00	70,000.00	70,000.00
ExpCategory: 541 - Professional Services Total:		**68,600.00**	**20,250.00**	**70,000.00**	**27,450.00**	**85,000.00**	**51,245.00**	**70,000.00**	**70,000.00**
ExpCategory: 581 - Capital Outlay									
101-258-581012	Vehicles & Accs Over $5,000	43,750.00	46,612.00	0.00	0.00	49,000.00	40,518.25	49,000.00	0.00
ExpCategory: 581 - Capital Outlay Total:		**43,750.00**	**46,612.00**	**0.00**	**0.00**	**49,000.00**	**40,518.25**	**49,000.00**	**0.00**
Department: 258 - Inspections Total:		**1,271,296.50**	**1,141,246.41**	**1,370,411.00**	**1,302,906.05**	**1,499,339.00**	**1,145,956.12**	**1,520,708.00**	**1,483,712.00**

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

DEPARTMENT DESCRIPTION

The Neighborhood Services Division is committed to working with the community to collaborate, engage, educate, protect and promote health, safety and keep Schertz a safe and attractive place while focusing on best practices, communication and addressing concerns. The division consists of Code Enforcement and Environmental Health.

GOALS FOR FY 2025-26

- The Neighborhood Services Division supports the Safe and Livable Community Strategic Goal of Sense of Community by hosting events that create a sense of place and community. This is achieved by fostering collaborative partnerships, working hand in hand with neighbors, and closing the gaps between needs and resources. The division will meet this goal by hosting and participating in 18 events or after hour pre-event meetings.

- The Neighborhood Services Division supports the Strategic Goal of Safe and Livable Community by improving property conditions and the overall appearance of the city by proactively enforcing the City of Schertz ordinances and regulations through property maintenance inspections to ensure a safe and attractive community by performing more than 3000 inspections, lending over 300 tools from the tool shed to Schertz residents and engaging over 160 volunteers to help residents gain compliance.

- The Neighborhood Services Division supports the Strategic Goal of Safe and Livable Community by focusing on promoting public health by using safety best practices and inspections to ensure compliance with state and local health codes that include, but not limited to, food establishments, all public and semi-public aquatic facilities, and responds to complaints, concerns and perform regular health inspections by performing over 400 inspections.

BUDGET HIGHLIGHTS

No departmental changes in 2025-26.

Budget	2022-23 Budget	2023-24 Budget	2024-25 Budget	2025-26 Budget
Personnel Services	$423,553	$506,752	$523,406	$521,791
Supplies and Equipment	14,249	7,547	10,400	10,400
Utility Services	5,687	4,704	6,500	6,500
Operating Expenses	155	214	1,200	1,200
Professional Services	0	1,825	3,000	3,000
Repairs and Maintenance	12,681	16,450	30,000	30,000
Total	*$456,325*	*$537,492*	*$574,506*	$572,891
Activity Measures				
Events Hosted & Programs Managed	4	4	4	4
Events Attended/After hour meeting	6	18	18	18
Tools Borrowed	255	492	300	350
LWYL – Residents assisted	150	108	136	100
Clean the Creek - Waste Removed	21,000 lbs.	6,000 lbs.	3,500 lbs.	2,000 lbs.
Volunteers	225 (2 events)	103	161	175
Violations	2,406	2,862	3,800	4,000
Signs Violations	1,385	1,269	2,500	2,000
Cases filed in Court	3	85	30	40
Health Inspections (Food, Temp, foster, pool)	265	247	440	450
Authorized Positions	6	6	6	6

Defined Budgets

		2022-23 Total Budget	2022-23 Total Activity	2023-24 Total Budget	2023-24 Total Activity	2024-25 Total Budget	2024-25 YTD Activity	2024-25 Projected	2025-26 AB
Department: 259 - Neighborhood Services									
ExpCategory: 511 - Personnel Services									
101-259-511110	Regular	249,371.00	277,976.67	317,445.00	327,734.04	326,267.00	258,406.43	328,060.00	328,521.00
101-259-511120	Overtime	6,910.00	5,427.81	7,778.00	8,650.76	9,016.00	7,919.76	9,300.00	9,322.00
101-259-511210	Longevity	1,886.00	2,145.00	1,896.00	2,348.00	2,387.00	3,220.00	3,220.00	2,387.00
101-259-511230	Certification Allowance	1,445.00	2,150.00	1,445.00	1,950.00	1,445.00	1,500.00	1,950.00	1,445.00
101-259-511310	FICA - Employer	20,280.00	21,200.43	24,173.00	25,265.31	25,892.00	19,779.38	26,204.00	25,454.00
101-259-511350	TMRS-Employer	43,450.00	47,035.62	52,794.00	56,702.51	56,894.00	45,586.02	57,579.00	58,589.00
101-259-511410	Health-Employer	43,891.00	41,171.60	49,677.00	55,595.92	43,325.00	50,499.93	61,406.00	61,890.00
101-259-511500	Workers' Compensation	970.00	2,191.62	1,032.00	2,596.73	1,103.00	2,587.04	2,587.00	1,083.00
101-259-511606	Uniforms	6,076.00	4,827.09	7,300.00	5,717.54	7,300.00	1,977.30	7,300.00	7,300.00
101-259-511610	Memberships-Professional	441.00	441.00	1,100.00	1,114.65	1,100.00	861.00	1,100.00	1,100.00
101-259-511611	Publications	980.00	449.77	1,200.00	247.26	1,200.00	0.00	1,200.00	1,200.00
101-259-511612	Training/Travel	16,319.00	16,143.74	22,500.00	17,923.42	22,500.00	16,396.80	22,500.00	22,500.00
101-259-511614	Meeting Expenses	980.00	815.98	1,000.00	905.57	1,000.00	271.03	1,000.00	1,000.00
101-259-511616	Professional Certification	1,864.94	1,576.85	0.00	0.00	0.00	0.00	0.00	0.00
	ExpCategory: 511 - Personnel Services Total:	**394,863.94**	**423,553.18**	**489,340.00**	**506,751.71**	**499,429.00**	**409,004.69**	**523,406.00**	**521,791.00**
ExpCategory: 521 - Supplies and Equipment									
101-259-521000	Operating Supplies	873.12	863.96	1,300.00	1,227.22	1,300.00	431.13	1,300.00	1,300.00
101-259-521040	Operating Supplies-Creek Clean	5,375.00	5,342.68	5,500.00	5,041.49	5,500.00	2,524.85	5,500.00	5,500.00
101-259-521100	Office Supplies	930.00	834.30	1,200.00	215.52	1,200.00	730.64	1,200.00	1,200.00
101-259-521300	Motor Vehicle Supplies	1,176.00	148.50	850.00	348.50	850.00	146.50	850.00	850.00
101-259-521600	Equip Maint Supplies	735.00	603.08	1,100.00	713.88	1,100.00	68.88	1,100.00	1,100.00
101-259-521708	Furniture & Fixtures	2,868.50	2,921.84	450.00	0.00	450.00	0.00	450.00	450.00
101-259-521710	Computer & Peripherals Under...	3,550.00	3,534.34	0.00	0.00	0.00	0.00	0.00	0.00
	ExpCategory: 521 - Supplies and Equipment Total:	**15,507.62**	**14,248.70**	**10,400.00**	**7,546.61**	**10,400.00**	**3,902.00**	**10,400.00**	**10,400.00**
ExpCategory: 533 - Utility Services									
101-259-533500	Vehicle Fuel	8,624.00	5,687.09	6,500.00	4,703.75	6,500.00	3,743.64	6,500.00	6,500.00
	ExpCategory: 533 - Utility Services Total:	**8,624.00**	**5,687.09**	**6,500.00**	**4,703.75**	**6,500.00**	**3,743.64**	**6,500.00**	**6,500.00**
ExpCategory: 534 - Operating Expenses									
101-259-534029	Printing & Binding	3,350.62	155.00	1,700.00	214.49	1,200.00	39.00	1,200.00	1,200.00
	ExpCategory: 534 - Operating Expenses Total:	**3,350.62**	**155.00**	**1,700.00**	**214.49**	**1,200.00**	**39.00**	**1,200.00**	**1,200.00**

		2022-23 Total Budget	2022-23 Total Activity	2023-24 Total Budget	2023-24 Total Activity	2024-25 Total Budget	2024-25 YTD Activity	2024-25 Projected	2025-26 AB
					Defined Budgets				
ExpCategory: 541 - Professional Services									
101-259-541017	Professional Services	2,450.00	0.00	2,450.00	1,825.00	3,000.00	1,925.00	3,000.00	3,000.00
ExpCategory: 541 - Professional Services Total:		**2,450.00**	**0.00**	**2,450.00**	**1,825.00**	**3,000.00**	**1,925.00**	**3,000.00**	**3,000.00**
ExpCategory: 551 - Repairs and Maintenance									
101-259-551001	Abatement/Graffiti	10,000.00	8,142.00	15,000.00	6,190.00	15,000.00	1,600.00	15,000.00	15,000.00
101-259-551002	Abatement/Lot Cleaning Expen...	14,700.00	4,539.46	15,000.00	10,260.42	15,000.00	1,225.00	15,000.00	15,000.00
ExpCategory: 551 - Repairs and Maintenance Total:		**24,700.00**	**12,681.46**	**30,000.00**	**16,450.42**	**30,000.00**	**2,825.00**	**30,000.00**	**30,000.00**
ExpCategory: 581 - Capital Outlay									
101-259-581012	Vehicles & Accs Over $5,000	76,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
ExpCategory: 581 - Capital Outlay Total:		**76,000.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**
Department: 259 - Neighborhood Services Total:		**525,496.18**	**456,325.43**	**540,390.00**	**537,491.98**	**550,529.00**	**421,439.33**	**574,506.00**	**572,891.00**

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

DEPARTMENT DESCRIPTION

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

GOALS FOR FY 2025-26

- The Streets Division supports the Infrastructure Investment goal of developing and maintaining the City's transportation system by maintaining City streets with a goal of completing crack sealing at least 15% of City maintained roads.
- The Streets Division supports the Infrastructure Investment goal by developing and maintaining a sustainable approach to pothole and street repairs. The Streets Division's plan is to increase the amount of total permanent repairs to 75%.
- The Streets Division supports the Safe and Livable Community goal of safeguarding public safety by maintaining City Street signage. The Streets Division plans to maintain or replace 20% of street signage per year.

BUDGET HIGHLIGHTS

The FY 2025-26 Budget will decrease -14.5% over the FY 2024-25 year-end estimate due to decrease of capital outlay in 2025-26.

Budget	2022-23 Actual	2023-24 Actual	2024-25 Estimate	2025-26 Budget
Personnel Services	$996,132	$1,091,719	$1,237,425	$1,323,243
Supplies and Equipment	155,472	179,326	234,095	233,095
Utility Services	221,263	232,908	247,000	271,567
Repairs and Maintenance	409,093	1,013,643	770,838	776,130
Rental/Leasing	848	418	6,000	6,000
Capital Outlay	495,424	-15,126	557,439	0
Total	*$2,278,233*	*$2,502,887*	*$3,053,297*	*$2,610,035*

Activity Measures

Street Sweeping Miles	9963	6,818	7000	7250
Asphalt Installed (Tons)	500	533	600	650
Pothole Repairs (Total)	692	930	1000	750
Pothole Repairs (% Permanent)	N/A	N/A	15%	30%
Street Repairs	N/A	45	75	90
Crack Sealing (Miles)	27	25.47	29.25	29.25
Crack Sealing (%)	14.4%	13.4%	15%	15%
Concrete Repairs (Curbs & Sidewalks (Hours))	749	1638	3000	3500
City Miles Maintained	187	190	195	195
City Street Signs (Total)	N/A	7085	7100	7150
Street Signs Maintained	N/A	N/A	N/A	20%
City Dept Signs Produced	N/A	N/A	N/A	50
Vehicle Graphics Installed	25	16	22	35
Traffic Control System Maintenance (Hours)	859	699	700	700
Authorized Positions	17	17	17	17

		2022-23 Total Budget	2022-23 Total Activity	2023-24 Total Budget	2023-24 Total Activity	2024-25 Total Budget	2024-25 YTD Activity	2024-25 Projected	2025-26 AB
					Defined Budgets				
Department: 359 - Streets									
ExpCategory: 511 - Personnel Services									
101-359-511110	Regular	712,687.00	609,231.86	757,045.00	641,677.75	825,631.00	577,386.67	755,130.00	849,915.00
101-359-511120	Overtime	18,192.00	15,695.43	18,717.00	22,504.41	21,887.00	18,384.55	26,000.00	22,318.00
101-359-511210	Longevity	18,628.00	19,979.33	14,068.00	13,694.00	15,328.00	15,507.00	15,507.00	15,328.00
101-359-511230	Certification Allowance	2,873.00	2,761.96	1,724.00	830.88	0.00	0.00	0.00	0.00
101-359-511310	FICA - Employer	56,290.00	48,785.05	59,273.00	50,155.01	64,498.00	45,309.10	60,943.00	64,846.00
101-359-511350	TMRS-Employer	123,059.00	105,511.00	132,016.00	112,893.79	144,778.00	102,093.93	133,915.00	152,530.00
101-359-511410	Health-Employer	152,310.00	132,356.86	167,787.00	174,967.80	153,691.00	141,272.53	171,219.00	165,359.00
101-359-511500	Workers' Compensation	23,248.00	44,047.10	22,596.00	46,660.38	24,588.00	46,486.32	46,486.00	24,722.00
101-359-511603	Employee Appreciation Events -..	5,880.00	3,262.24	6,500.00	6,497.01	6,000.00	5,003.76	6,000.00	6,000.00
101-359-511606	Uniforms	14,210.00	8,447.21	11,400.00	11,123.00	11,225.00	8,207.67	11,225.00	11,225.00
101-359-511612	Training/Travel	7,840.00	6,054.12	10,500.00	10,217.17	10,500.00	12,853.24	10,500.00	10,500.00
101-359-511614	Meeting Expenses	0.00	0.00	500.00	497.53	500.00	660.06	500.00	500.00
	ExpCategory: 511 - Personnel Services Total:	**1,135,217.00**	**996,132.16**	**1,202,126.00**	**1,091,718.73**	**1,278,626.00**	**973,164.83**	**1,237,425.00**	**1,323,243.00**
ExpCategory: 521 - Supplies and Equipment									
101-359-521000	Operating Supplies	3,675.00	3,412.81	3,900.00	3,566.70	4,000.00	3,819.96	4,000.00	4,000.00
101-359-521050	Operating Supplies-Sign	58,800.00	52,790.83	85,000.00	63,924.72	85,000.00	36,822.73	85,000.00	85,000.00
101-359-521052	Operating Supplies-Dept Sign	9,800.00	2,154.73	10,780.00	7,165.16	10,870.00	5,133.44	10,870.00	10,870.00
101-359-521055	Operating Supplies-StreetMaint	88,200.00	79,674.76	105,750.00	84,476.40	105,750.00	62,954.39	105,750.00	105,750.00
101-359-521100	Office Supplies	3,675.00	2,018.61	3,675.00	2,593.34	3,675.00	543.89	3,675.00	3,675.00
101-359-521200	Chem/Med/Lab Supplies	4,900.00	2,964.04	6,900.00	5,409.03	6,900.00	0.00	6,900.00	6,900.00
101-359-521300	Motor Vehicle Supplies	9,800.00	7,913.68	10,000.00	8,174.76	10,000.00	3,069.25	10,000.00	10,000.00
101-359-521708	Furniture & Fixtures	1,470.00	0.00	2,000.00	1,408.31	2,000.00	1,171.51	2,000.00	2,000.00
101-359-521716	Equipment Under $5,000	4,900.00	4,542.98	4,900.00	2,607.98	4,900.00	3,279.00	5,900.00	4,900.00
	ExpCategory: 521 - Supplies and Equipment Total:	**185,220.00**	**155,472.44**	**232,905.00**	**179,326.40**	**233,095.00**	**116,794.17**	**234,095.00**	**233,095.00**
ExpCategory: 533 - Utility Services									
101-359-533200	Electric Utility Service	137,200.00	173,504.72	192,500.00	186,986.40	202,500.00	149,604.43	202,500.00	211,567.00
101-359-533500	Vehicle Fuel	58,800.00	47,758.15	60,000.00	45,921.25	60,000.00	29,205.93	45,000.00	60,000.00
	ExpCategory: 533 - Utility Services Total:	**196,000.00**	**221,262.87**	**252,500.00**	**232,907.65**	**262,500.00**	**178,810.36**	**247,500.00**	**271,567.00**
ExpCategory: 551 - Repairs and Maintenance									
101-359-551026	Contractual Services	30,380.00	26,366.30	30,380.00	19,407.50	30,380.00	9,423.50	25,088.00	30,380.00

Defined Budgets

		2022-23 Total Budget	2022-23 Total Activity	2023-24 Total Budget	2023-24 Total Activity	2024-25 Total Budget	2024-25 YTD Activity	2024-25 Projected	2025-26 AB
101-359-551075	Minor & Other Equip Maint	490.00	46.95	1,250.00	1,092.57	1,250.00	468.80	1,250.00	1,250.00
101-359-551079	Outsourced Street Maintenance	642,000.00	325,629.04	1,291,498.00	911,418.32	650,000.00	58,322.00	650,000.00	650,000.00
101-359-551106	Sidewalk Maintenance	83,300.00	57,050.30	102,192.00	81,724.13	94,500.00	36,421.10	94,500.00	94,500.00
ExpCategory: 551 - Repairs and Maintenance Total:		**756,170.00**	**409,092.59**	**1,425,320.00**	**1,013,642.52**	**776,130.00**	**104,635.40**	**770,838.00**	**776,130.00**
ExpCategory: 561 - Rental/Leasing									
101-359-561100	Rental-Equipment	4,900.00	848.23	6,000.00	417.98	6,000.00	0.00	6,000.00	6,000.00
ExpCategory: 561 - Rental/Leasing Total:		**4,900.00**	**848.23**	**6,000.00**	**417.98**	**6,000.00**	**0.00**	**6,000.00**	**6,000.00**
ExpCategory: 581 - Capital Outlay									
101-359-581005	Equipment Over $5,000	258,750.00	443,245.41	255,000.00	-15,126.00	562,000.00	440,436.40	440,436.00	0.00
101-359-581012	Vehicles & Accs Over $5,000	51,250.00	52,179.00	0.00	0.00	0.00	51,074.25	117,003.00	0.00
ExpCategory: 581 - Capital Outlay Total:		**310,000.00**	**495,424.41**	**255,000.00**	**-15,126.00**	**562,000.00**	**491,510.65**	**557,439.00**	**0.00**
Department: 359 - Streets Total:		**2,587,507.00**	**2,278,232.70**	**3,373,851.00**	**2,502,887.28**	**3,118,351.00**	**1,864,915.41**	**3,053,297.00**	**2,610,035.00**

DEPARTMENT: 460 PARKS, RECREATION AND COMMUNITY SERVICES

FUND: 101 GENERAL FUND

DEPARTMENT DESCRIPTION

The Parks, Recreation, and Community Services department oversees the maintenance and management of park land, to include the maintenance of municipal facilities, creek ways, swimming pools, splashpads, park irrigation systems, trails, restrooms, pavilions, open space, playground equipment, benches, picnic tables, lighting, landscaping, trees, and oversight of athletic field maintenance by sports associations (Buffalo Valley Youth Association and Schertz Youth Soccer Alliance). 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 special events, recreation programs, and parades.

GOALS FOR FY 2025-26

- To support the Sense of Community goal of the strategic plan by hosting events that create a sense of place and community, we will plan and implement various special events, parades, park grand openings, marketing campaigns, nature education programs, and youth and adult sports.
- To support the Safe and Livable Community goal of the strategic plan by promoting environmental stewardship and health, we will publish a Parks & Recreation FUN Guide three times a year to promote available programs to residents.

BUDGET HIGHLIGHTS

The FY 2025-26 Budget will increase 12.4% from the FY 2024-25 year-end estimate. This increase is due to transition of full operations for the Schertz Soccer Complex and Schertz Senior Center to Parks department.

Budget	2022-23 Actual	2023-24 Actual	2024-25 Estimate	2025-26 Budget
Personnel Services	$1,035,693	$1,322,151	$1,411,968	$1,584,494
Supplies and Equipment	117,568	169,085	128,200	177,000
Utility Services	345,701	356,919	271,000	279,653
Operating Expenses	195,178	209,719	221,593	201,500
Professional Services	22,694	12,911	20,000	20,000
Repairs and Maintenance	177,813	308,168	320,100	453,600
Rental/Leasing	15,533	10,493	10,000	10,000
Capital Outlay	154,043	432,440	314,000	305,000
Total	*$2,064,223*	*$2,821,886*	*$2,696,861*	*$3,031,247*
Activity Measures				
Total Acres of Park Land Managed	425.31	438.97	448	475
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
Acres of Contractual Mowing	123.09	123.09	123.09	194.54
Hours of Volunteer Service	500	543	500	500
Hours of Athletic Association Service	1,200	1,200	1,200	1,200
Cost Benefit for Athletic Association Field Maintenance	$550,000	$550,000	$550,000	$550,000
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
Authorized Positions				
Full Time	15	15	15	15
Part Time	2	2	2	2

		2022-23 Total Budget	2022-23 Total Activity	2023-24 Total Budget	2023-24 Total Activity	2024-25 Total Budget	2024-25 YTD Activity	2024-25 Projected	2025-26 AB
					Defined Budgets				
Department: 460 - Parks									
ExpCategory: 511 - Personnel Services									
101-460-511110	Regular	632,489.00	657,486.37	828,635.00	817,182.77	800,127.00	679,331.39	902,393.00	1,045,551.00
101-460-511120	Overtime	26,866.00	29,755.67	28,495.00	45,799.26	34,967.00	33,191.18	44,000.00	39,973.00
101-460-511210	Longevity	2,318.00	3,559.67	3,662.00	4,485.00	5,126.00	6,337.67	6,338.00	5,156.00
101-460-511230	Certification Allowance	4,740.00	4,864.28	6,291.00	2,530.48	1,743.00	1,400.00	1,820.00	1,743.00
101-460-511310	FICA - Employer	50,973.00	51,589.01	57,905.00	64,430.08	64,394.00	53,250.27	73,023.00	80,294.00
101-460-511350	TMRS-Employer	106,803.00	113,323.78	123,776.00	141,844.39	139,260.00	118,149.21	160,460.00	181,251.00
101-460-511410	Health-Employer	143,450.00	139,650.52	195,332.00	197,072.62	154,476.00	140,064.60	169,891.00	192,168.00
101-460-511500	Workers' Compensation	8,173.00	10,075.88	8,164.00	10,704.16	9,247.00	10,664.23	10,665.00	10,080.00
101-460-511605	Temporary Employee Svcs	980.00	255.78	0.00	11,773.08	1,000.00	6,966.31	5,000.00	1,000.00
101-460-511606	Uniforms	7,051.10	7,304.10	9,565.00	9,546.75	10,007.50	6,893.64	10,007.50	10,007.50
101-460-511610	Memberships-Professional	1,592.50	2,418.96	1,632.14	2,069.40	2,420.80	500.00	2,420.80	2,420.80
101-460-511612	Training/Travel	9,800.00	13,632.24	13,121.88	13,624.56	13,100.00	19,355.42	24,200.00	13,100.00
101-460-511614	Meeting Expenses	833.00	1,776.36	1,500.00	1,088.80	1,750.00	1,361.90	1,750.00	1,750.00
	ExpCategory: 511 - Personnel Services Total:	**996,068.60**	**1,035,692.62**	**1,278,079.02**	**1,322,151.35**	**1,237,618.30**	**1,077,465.82**	**1,411,968.30**	**1,584,494.30**
ExpCategory: 521 - Supplies and Equipment									
101-460-521000	Operating Supplies	32,095.00	45,423.62	64,000.00	58,126.98	40,000.00	43,159.31	40,000.00	40,000.00
101-460-521100	Office Supplies	1,470.00	2,648.21	3,000.00	3,031.84	3,000.00	2,361.07	3,000.00	3,000.00
101-460-521200	Chem/Med/Lab Supplies	4,018.00	5,100.40	6,500.00	11,350.82	6,500.00	4,370.70	6,500.00	6,500.00
101-460-521300	Motor Vehicle Supplies	490.00	1,060.85	1,500.00	1,749.41	1,500.00	3,994.95	1,500.00	1,500.00
101-460-521310	Landscaping Supplies-Parks	18,130.00	26,605.05	26,180.00	33,463.55	28,000.00	26,571.20	28,000.00	77,000.00
101-460-521315	Landscaping Supplies-Campus	22,050.00	21,295.13	14,000.00	15,305.51	22,000.00	15,391.97	22,000.00	22,000.00
101-460-521400	Plumbing Supplies	32,700.00	6,170.59	31,000.00	28,761.82	10,000.00	10,468.10	10,000.00	10,000.00
101-460-521610	Building Maintenance Supplies	490.00	301.78	500.00	549.36	500.00	3,327.68	700.00	500.00
101-460-521709	Vehicles & Accs Less $5,000	0.00	0.00	0.00	0.00	0.00	537.21	0.00	0.00
101-460-521716	Equipment Under $5,000	14,700.00	8,962.21	15,000.00	16,745.85	16,500.00	7,549.34	16,500.00	16,500.00
	ExpCategory: 521 - Supplies and Equipment Total:	**126,143.00**	**117,567.84**	**161,680.00**	**169,085.14**	**128,000.00**	**117,731.53**	**128,200.00**	**177,000.00**
ExpCategory: 533 - Utility Services									
101-460-533200	Electric Utility Service	74,480.00	92,701.93	76,000.00	88,551.84	76,000.00	71,901.79	76,000.00	79,403.00
101-460-533410	Water Utility Service	156,800.00	228,779.74	175,000.00	243,990.91	175,000.00	172,115.27	175,000.00	180,250.00

		2022-23 Total Budget	2022-23 Total Activity	2023-24 Total Budget	2023-24 Total Activity	2024-25 Total Budget	2024-25 YTD Activity	2024-25 Projected	2025-26 AB
						Defined Budgets			
101-460-533500	Vehicle Fuel	19,600.00	24,219.23	25,000.00	24,376.19	20,000.00	15,920.75	20,000.00	20,000.00
	ExpCategory: 533 - Utility Services Total:	**250,880.00**	**345,700.90**	**276,000.00**	**356,918.94**	**271,000.00**	**259,937.81**	**271,000.00**	**279,653.00**
ExpCategory: 534 - Operating Expenses									
101-460-534000	Advertising	980.00	980.00	1,000.00	993.33	2,500.00	3,378.30	2,500.00	2,500.00
101-460-534008	Schertz Young Leaders	9,800.00	7,063.38	10,000.00	10,473.25	12,000.00	11,570.85	12,000.00	12,000.00
101-460-534009	Sweetheart Scholarships	4,410.00	5,500.00	3,000.00	6,000.00	0.00	0.00	0.00	0.00
101-460-534027	Memberships-City Use	0.00	0.00	0.00	35.80	0.00	36.66	37.00	0.00
101-460-534038	Holidazzle - Expenses	34,300.00	35,435.13	36,000.00	36,018.00	38,000.00	43,055.57	43,055.57	38,000.00
101-460-534040	4th of July Jubilee -Expenses	34,300.00	45,744.66	45,000.00	45,645.38	47,000.00	52,383.08	54,000.00	47,000.00
101-460-534041	Music & Movies in the Park - E...	9,800.00	9,186.63	10,000.00	9,479.75	10,000.00	9,056.35	10,000.00	10,000.00
101-460-534043	Other Events - Expenses	76,578.40	79,347.78	78,000.00	86,087.08	92,000.00	93,548.26	100,000.00	92,000.00
101-460-534045	Moving on Main - Expenses	11,760.00	11,920.21	12,300.00	14,986.63	0.00	0.00	0.00	0.00
	ExpCategory: 534 - Operating Expenses Total:	**181,928.40**	**195,177.79**	**195,300.00**	**209,719.22**	**201,500.00**	**213,029.07**	**221,592.57**	**201,500.00**
ExpCategory: 541 - Professional Services									
101-460-541017	Professional Services	5,880.00	22,694.00	5,880.00	12,911.00	24,450.00	5,653.00	20,000.00	20,000.00
	ExpCategory: 541 - Professional Services Total:	**5,880.00**	**22,694.00**	**5,880.00**	**12,911.00**	**24,450.00**	**5,653.00**	**20,000.00**	**20,000.00**
ExpCategory: 551 - Repairs and Maintenance									
101-460-551000	Building Maintenance	2,450.00	2,330.42	2,500.00	2,271.55	2,500.00	3,379.53	2,500.00	2,500.00
101-460-551026	Contractual Services	189,107.08	114,126.52	236,861.00	236,080.62	240,000.00	125,459.02	240,000.00	373,500.00
101-460-551072	Improvements under $5,000	58,015.00	49,992.72	58,015.00	55,200.44	60,000.00	72,848.83	60,000.00	60,000.00
101-460-551073	Landscaping	2,450.00	2,495.00	2,500.00	1,797.00	3,000.00	2,941.38	3,000.00	3,000.00
101-460-551075	Minor & Other Equip Maint	4,900.00	4,964.50	5,000.00	5,093.08	5,000.00	4,826.37	5,000.00	5,000.00
101-460-551112	Veteran's Memorial Maint.	3,920.00	3,904.18	7,400.00	7,724.86	9,600.00	1,899.58	9,600.00	9,600.00
	ExpCategory: 551 - Repairs and Maintenance Total:	**260,842.08**	**177,813.34**	**312,276.00**	**308,167.55**	**320,100.00**	**211,354.71**	**320,100.00**	**453,600.00**
ExpCategory: 561 - Rental/Leasing									
101-460-561100	Rental-Equipment	9,800.00	15,533.20	10,000.00	10,492.72	10,000.00	11,225.80	10,000.00	10,000.00
	ExpCategory: 561 - Rental/Leasing Total:	**9,800.00**	**15,533.20**	**10,000.00**	**10,492.72**	**10,000.00**	**11,225.80**	**10,000.00**	**10,000.00**
ExpCategory: 581 - Capital Outlay									
101-460-581005	Equipment Over $5,000	17,000.00	15,538.98	15,000.00	14,978.72	15,000.00	0.00	15,000.00	55,000.00
101-460-581007	Improvements Over $5,000	376,115.00	86,449.01	250,000.00	170,371.68	250,000.00	37,250.00	250,000.00	250,000.00

		Defined Budgets							
		2022-23 Total Budget	2022-23 Total Activity	2023-24 Total Budget	2023-24 Total Activity	2024-25 Total Budget	2024-25 YTD Activity	2024-25 Projected	2025-26 AB
101-460-581012	Vehicles & Accs Over $5,000	87,500.00	52,054.90	120,000.00	247,089.45	49,000.00	44,119.31	49,000.00	0.00
	ExpCategory: 581 - Capital Outlay Total:	**480,615.00**	**154,042.89**	**385,000.00**	**432,439.85**	**314,000.00**	**81,369.31**	**314,000.00**	**305,000.00**
	Department: 460 - Parks Total:	**2,312,157.08**	**2,064,222.58**	**2,624,215.02**	**2,821,885.77**	**2,506,668.30**	**1,977,767.05**	**2,696,860.87**	**3,031,247.30**

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

DEPARTMENT DESCRIPTION

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

GOALS FOR FY 2025-26

- To support the Sense of Community goal of the strategic plan by creating a sense of place and community with the operations of the public pool with a goal of annual attendance of 11,600 entries.

BUDGET HIGHLIGHTS

No departmental changes in 2025-26.

Budget	2022-23 Actual	2023-24 Actual	2024-25 Estimate	2025-26 Budget
Supplies and Equipment	$13,337	$39,358	$36,000	$33,000
Utility Services	40,316	63,789	35,000	36,345
Repairs and Maintenance	508,412	568,624	597,023	597,023
Total	*$562,064*	*$671,771*	*$668,023*	*$666,368*
Activity Measures				
Single Entry Pool Fees	$22,024	$22,024	$22,024	$22,000
Season Pool Pass Sales	$6,495	$6,495	$6,495	$4,000
Total Attendance Pickrell Pool	11,651	11,651	11,651	11,600
Total Attendance Schertz Aquatics Ctr	78,000	78,000	78,000	78,000
Cost per resident for Pool Operations (Includes Schertz Aquatics Center	$14.25	$14.25	$14.25	$13.16

		2022-23 Total Budget	2022-23 Total Activity	2023-24 Total Budget	2023-24 Total Activity	2024-25 Total Budget	2024-25 YTD Activity	2024-25 Projected	2025-26 AB
					Defined Budgets				
Department: 463 - Swim Pool									
ExpCategory: 521 - Supplies and Equipment									
101-463-521000	Operating Supplies	4,410.00	4,175.94	5,000.00	9,620.67	5,000.00	5,358.77	5,000.00	5,000.00
101-463-521200	Chem/Med/Lab Supplies	17,640.00	7,893.27	19,000.00	27,142.88	25,000.00	16,332.67	25,000.00	25,000.00
101-463-521600	Equip Maint Supplies	2,940.00	1,267.45	3,000.00	2,594.11	3,000.00	5,562.13	6,000.00	3,000.00
ExpCategory: 521 - Supplies and Equipment Total:		**24,990.00**	**13,336.66**	**27,000.00**	**39,357.66**	**33,000.00**	**27,253.57**	**36,000.00**	**33,000.00**
ExpCategory: 533 - Utility Services									
101-463-533200	Electric Utility Service	9,800.00	13,496.09	18,000.00	17,593.34	20,000.00	0.00	20,000.00	20,895.00
101-463-533410	Water Utility Service	6,370.00	26,819.48	37,500.00	46,195.89	15,000.00	33,009.28	15,000.00	15,450.00
ExpCategory: 533 - Utility Services Total:		**16,170.00**	**40,315.57**	**55,500.00**	**63,789.23**	**35,000.00**	**33,009.28**	**35,000.00**	**36,345.00**
ExpCategory: 551 - Repairs and Maintenance									
101-463-551025	Contract Maintenance	529,864.00	498,990.69	577,252.00	568,624.46	587,223.00	460,198.10	587,223.00	587,223.00
101-463-551075	Minor & Other Equip Maint	9,800.00	9,421.16	9,800.00	0.00	9,800.00	15,972.93	9,800.00	9,800.00
ExpCategory: 551 - Repairs and Maintenance Total:		**539,664.00**	**508,411.85**	**587,052.00**	**568,624.46**	**597,023.00**	**476,171.03**	**597,023.00**	**597,023.00**
Department: 463 - Swim Pool Total:		**580,824.00**	**562,064.08**	**669,552.00**	**671,771.35**	**665,023.00**	**536,433.88**	**668,023.00**	**666,368.00**

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

DEPARTMENT DESCRIPTION

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

GOALS FOR FY 2025-26

- To support the Sense of Community goal of the strategic plan by hosting events that create a sense of place and community; we will continue to focus on providing an affordable, friendly, and safe gathering place for special events by booking 1,100 events.
- To support the Sustainable Government goal of the strategic plan by identifying the areas where improvements are needed through the use of data, staff will strive for a 100% customer satisfaction rating.

BUDGET HIGHLIGHTS

No departmental changes in 2025-26.

Budget	2022-23 Actual	2023-24 Actual	2024-25 Estimate	2025-26 Budget
Personnel Services	$440,490	$543,478	$536,887	$521,117
Supplies and Equipment	8,037	14,997	27,500	27,100
Utility Services	74,998	69,818	77,964	81,323
Operating Expenses	62	436	1,887	1,850
Repairs and Maintenance	0	0	2,500	2,500
Capital Outlay	0	54,192	0	0
Total	*$523,587*	*$682,921*	*$646,738*	*$633,890*
Activity Measures				
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
Revenue	$422,262	$390,000	$302,363	$440,589
Comp'd Value	$123,000	$38,000	$75,000	$75,000
Tradeshows/conventions	11	15	48	50
Customer satisfaction Rating	95%	90%	97%	100%
Authorized Positions				
Full Time	7	7	7	7
Part Time	1	1	1	1

		Defined Budgets							
		2022-23 Total Budget	2022-23 Total Activity	2023-24 Total Budget	2023-24 Total Activity	2024-25 Total Budget	2024-25 YTD Activity	2024-25 Projected	2025-26 AB
Department: 464 - Event Facilities									
ExpCategory: 511 - Personnel Services									
101-464-511110	Regular	261,922.00	287,814.11	371,357.00	350,860.78	369,271.00	270,127.99	367,003.00	358,867.00
101-464-511120	Overtime	5,558.00	5,384.05	5,884.00	5,193.87	6,923.00	4,971.31	6,923.00	7,334.00
101-464-511210	Longevity	6,301.00	7,033.00	6,472.00	12,691.83	10,132.00	8,151.33	8,151.00	10,132.00
101-464-511230	Certification Allowance	0.00	50.00	0.00	0.00	0.00	0.00	0.00	0.00
101-464-511310	FICA - Employer	20,926.00	22,704.76	23,215.00	27,807.40	29,531.00	21,263.82	29,229.00	27,613.00
101-464-511350	TMRS-Employer	44,834.00	58,586.36	50,701.00	64,853.57	64,892.00	46,640.59	64,227.00	63,558.00
101-464-511410	Health-Employer	37,030.00	39,792.54	55,882.00	56,792.70	43,652.00	41,808.47	49,479.00	42,787.00
101-464-511500	Workers' Compensation	4,012.00	548.24	4,070.00	577.66	4,562.00	575.51	575.00	4,526.00
101-464-511605	Temporary Employee Svcs	9,800.00	14,953.31	25,000.00	19,437.79	0.00	10,955.56	5,000.00	0.00
101-464-511606	Uniforms	1,470.00	1,782.13	1,500.00	2,257.88	2,000.00	1,102.62	2,000.00	2,000.00
101-464-511610	Memberships-Professional	269.50	294.28	500.00	350.00	500.00	175.00	500.00	500.00
101-464-511612	Training/Travel	2,891.00	1,378.78	2,891.00	2,333.20	3,500.00	2,629.52	3,500.00	3,500.00
101-464-511614	Meeting Expenses	245.00	168.13	300.00	321.35	300.00	119.00	300.00	300.00
	ExpCategory: 511 - Personnel Services Total:	**395,258.50**	**440,489.69**	**547,772.00**	**543,478.03**	**535,263.00**	**408,520.72**	**536,887.00**	**521,117.00**
ExpCategory: 521 - Supplies and Equipment									
101-464-521000	Operating Supplies	3,136.00	1,679.37	3,136.00	4,146.12	14,000.00	11,004.08	14,000.00	14,000.00
101-464-521041	Ancillary Products	490.00	435.00	490.00	0.00	500.00	213.40	500.00	500.00
101-464-521100	Office Supplies	784.00	885.66	784.00	563.92	800.00	1,063.13	1,200.00	800.00
101-464-521708	Furniture & Fixtures	980.00	525.97	980.00	957.83	2,000.00	603.52	2,000.00	2,000.00
101-464-521712	Operating Equipment	9,800.00	4,510.66	9,800.00	9,328.95	9,800.00	7,880.56	9,800.00	9,800.00
	ExpCategory: 521 - Supplies and Equipment Total:	**15,190.00**	**8,036.66**	**15,190.00**	**14,996.82**	**27,100.00**	**20,764.69**	**27,500.00**	**27,100.00**
ExpCategory: 533 - Utility Services									
101-464-533100	Gas Utility Service	1,058.40	1,254.18	1,058.00	1,054.13	1,164.00	974.16	1,164.00	1,280.00
101-464-533200	Electric Utility Service	39,200.00	63,190.23	55,000.00	60,088.62	66,000.00	45,405.63	66,000.00	68,955.00
101-464-533410	Water Utility Service	6,860.00	9,504.98	8,721.00	7,964.06	9,600.00	4,806.46	9,600.00	9,888.00
101-464-533500	Vehicle Fuel	1,470.00	1,048.82	1,000.00	711.59	1,200.00	601.63	1,200.00	1,200.00
	ExpCategory: 533 - Utility Services Total:	**48,588.40**	**74,998.21**	**65,779.00**	**69,818.40**	**77,964.00**	**51,787.88**	**77,964.00**	**81,323.00**
ExpCategory: 534 - Operating Expenses									
101-464-534000	Advertising	3,920.00	0.00	1,000.00	84.99	1,000.00	895.16	1,000.00	1,000.00
101-464-534002	Business Meetings/Networking	107.80	0.00	150.00	0.00	150.00	0.00	150.00	150.00

		Defined Budgets							
		2022-23 Total Budget	2022-23 Total Activity	2023-24 Total Budget	2023-24 Total Activity	2024-25 Total Budget	2024-25 YTD Activity	2024-25 Projected	2025-26 AB
101-464-534027	Memberships-City Use	0.00	0.00	0.00	161.60	0.00	74.17	37.00	0.00
101-464-534029	Printing & Binding	1,470.00	62.00	500.00	189.23	700.00	218.82	700.00	700.00
ExpCategory: 534 - Operating Expenses Total:		**5,497.80**	**62.00**	**1,650.00**	**435.82**	**1,850.00**	**1,188.15**	**1,887.00**	**1,850.00**
ExpCategory: 551 - Repairs and Maintenance									
101-464-551076	Other Maintenance Agreements	2,450.00	0.00	2,450.00	0.00	2,500.00	0.00	2,500.00	2,500.00
ExpCategory: 551 - Repairs and Maintenance Total:		**2,450.00**	**0.00**	**2,450.00**	**0.00**	**2,500.00**	**0.00**	**2,500.00**	**2,500.00**
ExpCategory: 581 - Capital Outlay									
101-464-581005	Equipment Over $5,000	0.00	0.00	0.00	5,404.00	0.00	0.00	0.00	0.00
101-464-581012	Vehicles & Accs Over $5,000	0.00	0.00	60,000.00	48,787.55	0.00	0.00	0.00	0.00
ExpCategory: 581 - Capital Outlay Total:		**0.00**	**0.00**	**60,000.00**	**54,191.55**	**0.00**	**0.00**	**0.00**	**0.00**
Department: 464 - Event Facilities Total:		**466,984.70**	**523,586.56**	**692,841.00**	**682,920.62**	**644,677.00**	**482,261.44**	**646,738.00**	**633,890.00**

DEPARTMENT: 665 LIBRARY
FUND: 101 GENERAL FUND

DEPARTMENT DESCRIPTION

The Schertz Public Library supports life-long learning, literacy and recreation for library materials in print, audiovisual and digital formats for users of all ages. It encourages the love of reading and learning by providing story time, special event programs, and various other literacy-based programs for infants, children and teens, and enriches the lives of adults by providing instructional and recreational programming in high-interest areas such as technology, health and fitness, financial planning, and crafts. The library acts as a community hub by providing meeting and study spaces to individuals and community groups, and provides public access to technology including computers, the Internet, wi-fi and printers, as well as to online employment, business and educational resources. The library's primary service area includes more than 126,000 people in the Cities of Schertz, Cibolo and Selma, and Guadalupe County.

GOALS FOR 2025-26

- The Library supports the Strategic Goal of Sense of Community's objective of growing quality of life programs by increasing total circulation by enhancing patron engagement with the library's purchased eResources. The goal is to achieve a 10% increase in customer activity based on tracked sessions and checkouts over the next year.
- The Library supports the Strategic Goal of Sense of Community's objective of growing quality of life programs by emphasizing literacy programming and services, with a goal of increasing reading challenge completions by 8%.
- The Library supports the Strategic Goal of Sustainable Government's objective of recruiting, developing, and retaining a qualified, competent, and diverse municipal workforce by expanding our volunteer opportunities for adult volunteers with a goal of training and onboarding 15 new volunteers annually.
- The Library supports the Strategic Goal of Sense of Community's objective of actively engaging and communicating with our residents and stakeholders by increasing marketing of the library and its resources and actively connecting with patrons on social media, with a goal of increasing interactions on social media by 10%.

BUDGET HIGHLIGHTS

The FY 2025-26 Budget will increase 4.2% over the FY 2024-25 year-end estimate due to capital outlay in 2025-26.

Budget	2022-23 Actual	2023-24 Actual	2024-25 Estimate	2025-26 Budget
Personnel Services	$1,001,807	$1,154,460	$1,204,714	$1,165,296
Supplies and Equipment	201,130	196,026	201,100	199,100
Utility Services	71,955	74,167	75,000	70,989
Operating Expenses	2,934	4,751	5,288	5,300
Capital Outlay	0	0	0	74,475
Total	*$1,277,826*	*$1,429,405*	*$1,486,102*	*$1,548,160*
Activity Measures				
eResource Sessions & Checkouts	47,303	54,702	48,000	52,800
Literacy Challenge Completions	556	628	575	625
Adult Volunteers Onboarded	N/A	N/A	10	15
Social Media Interactions	N/A	N/A	9,400	10,340
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 Program Attendance	3,448	14,700	16,500	17,000
Cost per Person Served	$9.41	$10.50	$11.50	$11.93
Cost per Circulation	$3.18	$3.22	$3.54	$3.64
Circulation/Capita	2.95	3.26	3.25	3.28
Library Visits/Capita	1.29	1.6	1.71	1.70
Materials Expenditures/Capita	$1.07	$1.27	$1.35	$1.33
Authorized Positions				
Full Time	10	10	10	10
Part Time	11	11	11	11

		2022-23 Total Budget	2022-23 Total Activity	2023-24 Total Budget	2023-24 Total Activity	2024-25 Total Budget	2024-25 YTD Activity	2024-25 Projected	2025-26 AB
					Defined Budgets				
Department: 665 - Library									
ExpCategory: 511 - Personnel Services									
101-665-511110	Regular	702,528.00	700,395.83	816,744.00	788,995.75	859,739.00	648,595.83	847,765.00	862,537.00
101-665-511120	Overtime	1,053.00	595.36	1,053.00	1,155.37	1,053.00	884.61	1,053.00	1,053.00
101-665-511210	Longevity	17,404.00	18,067.33	18,180.00	17,273.00	19,452.00	20,847.00	20,847.00	19,452.00
101-665-511230	Certification Allowance	2,471.00	2,541.76	2,471.00	2,395.60	2,471.00	2,727.84	3,365.00	3,217.00
101-665-511310	FICA - Employer	55,288.00	53,774.02	61,735.00	60,705.23	67,464.00	50,808.70	66,787.00	66,184.00
101-665-511350	TMRS-Employer	109,556.00	110,730.28	125,385.00	135,723.59	138,334.00	108,828.97	146,756.00	138,611.00
101-665-511410	Health-Employer	103,786.00	107,874.65	124,801.00	131,574.60	105,471.00	85,198.08	102,856.00	91,890.00
101-665-511500	Workers' Compensation	1,633.00	1,694.44	1,693.00	1,799.00	1,858.00	1,792.30	1,792.30	1,822.00
101-665-511606	Uniforms	392.00	0.00	440.00	0.00	200.00	0.00	200.00	200.00
101-665-511607	Awards	294.00	158.85	300.00	207.31	300.00	176.27	300.00	300.00
101-665-511610	Memberships-Professional	1,357.30	1,393.24	2,000.00	1,688.35	1,895.00	1,423.22	1,858.00	1,895.00
101-665-511612	Training/Travel	5,537.00	4,312.60	12,700.00	12,656.32	10,735.00	6,054.49	10,735.00	10,735.00
101-665-511614	Meeting Expenses	294.00	268.70	300.00	285.75	400.00	120.78	400.00	400.00
	ExpCategory: 511 - Personnel Services Total:	**1,001,593.30**	**1,001,807.06**	**1,167,802.00**	**1,154,459.87**	**1,209,372.00**	**927,458.09**	**1,204,714.30**	**1,198,296.00**
ExpCategory: 521 - Supplies and Equipment									
101-665-521000	Operating Supplies	15,190.00	13,740.32	19,500.00	18,064.66	19,500.00	16,906.06	19,500.00	19,500.00
101-665-521100	Office Supplies	2,940.00	2,442.19	3,000.00	2,242.82	2,000.00	1,933.07	2,000.00	2,000.00
101-665-521702	Postage	2,940.00	2,623.88	3,000.00	2,999.84	3,000.00	2,752.66	4,000.00	3,000.00
101-665-521708	Furniture & Fixtures	26,460.00	25,984.34	3,600.00	0.00	3,600.00	0.00	3,600.00	3,600.00
101-665-521714	Donation-Expense	9,800.00	2,080.83	5,000.00	6,754.37	5,000.00	4,459.32	6,000.00	5,000.00
101-665-521718	Library Materials Less $5,000	154,780.00	154,258.53	166,000.00	165,964.61	166,000.00	145,184.06	166,000.00	166,000.00
	ExpCategory: 521 - Supplies and Equipment Total:	**212,110.00**	**201,130.09**	**200,100.00**	**196,026.30**	**199,100.00**	**171,235.17**	**201,100.00**	**199,100.00**
ExpCategory: 533 - Utility Services									
101-665-533100	Gas Utility Service	2,940.00	2,801.01	3,000.00	2,468.97	3,000.00	1,972.74	3,000.00	3,300.00
101-665-533200	Electric Utility Service	37,240.00	53,885.02	40,000.00	54,247.14	50,000.00	37,625.47	55,000.00	52,239.00
101-665-533410	Water Utility Service	20,580.00	15,268.72	21,000.00	17,451.31	15,000.00	13,144.31	17,000.00	15,450.00
	ExpCategory: 533 - Utility Services Total:	**60,760.00**	**71,954.75**	**64,000.00**	**74,167.42**	**68,000.00**	**52,742.52**	**75,000.00**	**70,989.00**
ExpCategory: 534 - Operating Expenses									
101-665-534027	Memberships-City Use	0.00	0.00	0.00	35.80	0.00	36.64	36.64	0.00
101-665-534029	Printing & Binding	1,078.00	740.30	2,700.00	2,541.50	3,000.00	39.00	3,000.00	3,000.00

		Defined Budgets							
		2022-23 Total Budget	2022-23 Total Activity	2023-24 Total Budget	2023-24 Total Activity	2024-25 Total Budget	2024-25 YTD Activity	2024-25 Projected	2025-26 AB
101-665-534048	Courier/Delivery Services	2,254.00	2,194.00	2,300.00	2,174.00	2,300.00	2,251.00	2,251.00	2,300.00
	ExpCategory: 534 - Operating Expenses Total:	**3,332.00**	**2,934.30**	**5,000.00**	**4,751.30**	**5,300.00**	**2,326.64**	**5,287.64**	**5,300.00**
ExpCategory: 581 - Capital Outlay									
101-665-581009	Library Materials Over $5,000	15,000.00	0.00	0.00	0.00	0.00	7.18	0.00	0.00
101-665-581012	Vehicles & Accs Over $5,000	0.00	0.00	0.00	0.00	0.00	0.00	0.00	74,475.00
	ExpCategory: 581 - Capital Outlay Total:	**15,000.00**	**0.00**	**0.00**	**0.00**	**0.00**	**7.18**	**0.00**	**74,475.00**
	Department: 665 - Library Total:	**1,292,795.30**	**1,277,826.20**	**1,436,902.00**	**1,429,404.89**	**1,481,772.00**	**1,153,769.60**	**1,486,101.94**	**1,548,160.00**

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

DEPARTMENT DESCRIPTION

The Information Technologies (IT)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's Geographic Information System (GIS) enhances decision-making by providing visual analysis and mapping tools that improve efficiency and collaboration across departments.

GOALS FOR FY 2025-26

- The IT Division supports the Strategic Plan goal of Sustainable Government's identifying areas of improvement through the use of data and technology by maintaining a cyber security training program with a goal of keeping potential malware clicks to under 10%.
- IT will also strengthen the security of the City's networks by reducing potential attack surfaces, replacing outdated or unnecessary hardware/software, and introducing updated policies. Our goal is to achieve a reduced risk score from third-party assessment of 90 or better.

BUDGET HIGHLIGHTS

The Information Technology FY 2025-26 Budget increases 11.8% from the FY 2024-25 year-end estimate. The increase is due to contractual software increases, upgrades in licenses, and additional licenses.

Budget	2022-23 Actual	2023-24 Actual	2024-25 Estimate	2025-26 Budget
Personnel Services	$1,147,821	$1,343,640	$1,394,110	$1,367,412
Supplies and Equipment	211,283	228,232	494,650	620,450
Utility Services	393,771	417,976	516,000	516,000
Operating Expenses	974,499	1,184,896	1,465,525	1,607,525
Professional Services	103,799	44,859	20,000	20,000
Repairs and Maintenance	0	56	3,800	3,800
Rental/Leasing	1,295	0	0	0
Capital Outlay	51,696	159,268	0	218,500
Total	*$2,884,164*	*$3,378,927*	*$3,894,085*	*$4,353,687*
Activity Measures				
Average Monthly Hours to Complete Work Orders	1.25	1.5	1.25	1.25
Total Projects	45	62	67	67
Avg 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
% Work Order Completion				
0-1 Day	46%	46%	45%	55%
2-3 Days	8%	8%	12%	15%
4-6 Days	11%	11%	11%	10%
7-10 Days	7%	7%	9%	5%
>11 Days	28%	28%	23%	15%
GIS Time %s				
GIS Specific Projects	52%	52%	53%	55%
GIS Customer Assistance	8%	8%	9%	17%
Training/Conferences	0%	0%	8%	8%
Non-Department Projects	20%	20%	16%	8%
Administrative Overhead	20%	20%	14%	12%
Authorized Positions	9	9	9	9

		Defined Budgets							
		2022-23 Total Budget	2022-23 Total Activity	2023-24 Total Budget	2023-24 Total Activity	2024-25 Total Budget	2024-25 YTD Activity	2024-25 Projected	2025-26 AB
Department: 853 - Information Technology									
ExpCategory: 511 - Personnel Services									
101-853-511110	Regular	740,579.00	739,670.14	787,825.00	846,326.35	871,689.00	693,822.72	890,892.00	889,903.00
101-853-511120	Overtime	38,173.00	53,627.98	40,004.00	58,566.92	49,645.00	47,995.90	61,000.00	52,862.00
101-853-511210	Longevity	9,889.00	10,347.00	9,243.00	9,433.00	10,432.00	11,969.00	11,969.00	10,432.00
101-853-511230	Certification Allowance	747.00	150.00	0.00	510.00	747.00	600.00	780.00	747.00
101-853-511310	FICA - Employer	60,356.00	59,831.28	64,006.00	67,779.87	71,303.00	55,968.62	73,795.00	71,313.00
101-853-511350	TMRS-Employer	129,312.00	121,514.71	139,788.00	151,596.33	156,681.00	126,407.24	162,156.00	164,144.00
101-853-511410	Health-Employer	129,422.00	108,547.85	123,430.00	150,553.92	110,203.00	102,590.36	123,926.00	104,302.00
101-853-511500	Workers' Compensation	1,387.00	2,266.66	1,358.00	2,400.50	1,510.00	2,391.55	2,392.00	1,509.00
101-853-511606	Uniforms	1,470.00	1,415.83	2,700.00	2,654.62	3,300.00	2,215.11	3,300.00	3,300.00
101-853-511610	Memberships-Professional	490.00	467.14	1,400.00	576.10	1,900.00	365.00	1,900.00	1,900.00
101-853-511612	Training/Travel	71,473.80	49,982.57	62,000.00	53,242.72	62,000.00	40,532.43	62,000.00	67,000.00
	ExpCategory: 511 - Personnel Services Total:	**1,183,298.80**	**1,147,821.16**	**1,231,754.00**	**1,343,640.33**	**1,339,410.00**	**1,084,857.93**	**1,394,110.00**	**1,367,412.00**
ExpCategory: 521 - Supplies and Equipment									
101-853-521100	Office Supplies	4,891.09	5,875.29	5,700.00	4,910.80	8,800.00	7,001.23	8,800.00	8,800.00
101-853-521300	Motor Vehicle Supplies	539.00	527.70	400.00	0.00	0.00	0.00	0.00	0.00
101-853-521600	Equip Maint Supplies	4,655.00	4,052.94	4,700.00	2,025.53	0.00	0.00	0.00	0.00
101-853-521701	Computer Fees & Licenses	8,956.22	7,493.92	5,000.00	3,128.87	6,000.00	4,013.20	6,000.00	6,000.00
101-853-521708	Furniture & Fixtures	3,637.10	2,088.12	1,500.00	1,322.52	2,000.00	129.48	2,000.00	2,000.00
101-853-521710	Computer & Peripherals Under...	222,533.00	170,430.60	237,000.00	198,769.47	153,600.00	121,291.64	153,600.00	430,600.00
101-853-521711	Communication Equip Less $5,...	5,799.00	5,784.35	40,000.00	4,162.91	55,050.00	51,408.70	55,050.00	55,050.00
101-853-521716	Equipment Under $5,000	13,300.00	15,030.25	15,000.00	13,911.50	269,200.00	245,018.95	269,200.00	118,000.00
	ExpCategory: 521 - Supplies and Equipment Total:	**264,310.41**	**211,283.17**	**309,300.00**	**228,231.60**	**494,650.00**	**428,863.20**	**494,650.00**	**620,450.00**
ExpCategory: 533 - Utility Services									
101-853-533300	Telephone/Land Line	54,194.00	74,673.03	70,000.00	68,969.20	75,000.00	74,063.40	75,000.00	75,000.00
101-853-533310	Telephone/Cell Phones	92,153.32	124,571.96	125,000.00	119,501.99	150,000.00	103,559.15	150,000.00	150,000.00
101-853-533320	Telephone/Air Cards	82,669.86	100,838.95	101,000.00	92,070.07	115,000.00	114,496.04	115,000.00	115,000.00
101-853-533330	Telephone/Internet	112,899.00	92,648.94	125,000.00	136,564.17	175,000.00	91,726.44	175,000.00	175,000.00
101-853-533500	Vehicle Fuel	980.00	1,038.00	1,000.00	870.17	1,000.00	513.34	1,000.00	1,000.00
	ExpCategory: 533 - Utility Services Total:	**342,896.18**	**393,770.88**	**422,000.00**	**417,975.60**	**516,000.00**	**384,358.37**	**516,000.00**	**516,000.00**

		Defined Budgets							
		2022-23 Total Budget	2022-23 Total Activity	2023-24 Total Budget	2023-24 Total Activity	2024-25 Total Budget	2024-25 YTD Activity	2024-25 Projected	2025-26 AB
ExpCategory: 534 - Operating Expenses									
101-853-534027	Memberships-City Use	0.00	0.00	0.00	71.60	0.00	73.28	0.00	0.00
101-853-534034	Software Maint-City Wide	543,298.42	508,713.78	688,739.00	677,337.73	821,169.40	636,252.58	820,749.40	917,749.40
101-853-534035	Software Maint-Dept Specific	476,119.02	420,942.25	546,525.00	499,013.83	676,775.67	503,251.35	644,775.67	689,775.67
101-853-534036	Software Maintenance	50,000.00	32,760.00	0.00	8,472.74	0.00	0.00	0.00	0.00
101-853-534037	Computer Maintenance	12,700.00	12,082.71	0.00	0.00	0.00	0.00	0.00	0.00
ExpCategory: 534 - Operating Expenses Total:		**1,082,117.44**	**974,498.74**	**1,235,264.00**	**1,184,895.90**	**1,497,945.07**	**1,139,577.21**	**1,465,525.07**	**1,607,525.07**
ExpCategory: 541 - Professional Services									
101-853-541003	Computer Consulting	4,800.00	4,130.15	5,000.00	1,495.00	5,000.00	2,550.00	5,000.00	5,000.00
101-853-541010	IT Services-Web Design/Maint	127,070.00	93,113.68	0.00	25,920.22	0.00	0.00	0.00	0.00
101-853-541017	Professional Services	4,900.00	6,554.97	13,000.00	17,444.26	19,300.00	17,779.94	15,000.00	15,000.00
ExpCategory: 541 - Professional Services Total:		**136,770.00**	**103,798.80**	**18,000.00**	**44,859.48**	**24,300.00**	**20,329.94**	**20,000.00**	**20,000.00**
ExpCategory: 551 - Repairs and Maintenance									
101-853-551022	Other Maintenance Agreements	0.00	0.00	3,800.00	55.88	3,800.00	2,951.34	3,800.00	3,800.00
ExpCategory: 551 - Repairs and Maintenance Total:		**0.00**	**0.00**	**3,800.00**	**55.88**	**3,800.00**	**2,951.34**	**3,800.00**	**3,800.00**
ExpCategory: 561 - Rental/Leasing									
101-853-561200	Lease/Purchase Payments	1,577.00	1,294.74	0.00	0.00	0.00	0.00	0.00	0.00
ExpCategory: 561 - Rental/Leasing Total:		**1,577.00**	**1,294.74**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**
ExpCategory: 581 - Capital Outlay									
101-853-581003	Computer & Peripherals Over $...	31,550.00	31,118.64	162,000.00	159,268.18	0.00	15,156.25	0.00	173,500.00
101-853-581005	Equipment Over $5,000	20,577.81	20,577.81	0.00	0.00	0.00	0.00	0.00	45,000.00
ExpCategory: 581 - Capital Outlay Total:		**52,127.81**	**51,696.45**	**162,000.00**	**159,268.18**	**0.00**	**15,156.25**	**0.00**	**218,500.00**
Department: 853 - Information Technology Total:		**3,063,097.64**	**2,884,163.94**	**3,382,118.00**	**3,378,926.97**	**3,876,105.07**	**3,076,094.24**	**3,894,085.07**	**4,353,687.07**

DEPARTMENT: 866 HUMAN RESOURCES

FUND: 101 GENERAL FUND

DEPARTMENT DESCRIPTION

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

GOALS FOR FY 2025-26

- Human Resources supports the City's Strategic Goal of Sustainable Government by recruiting, developing and retaining a qualified and competent and diverse municipal workforce. This is accomplished by delivering HR services, programs, and communications that add value for our prospective employees and current employees. Success of the goal is measured by:

- Recruitment: 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.
    - Goal: Maintain a vacancy rate of 8% of less.
    - Goal: Increase number of applications received annually by 5% by reviewing and updating annually our recruitment marketing campaign materials and increasing employment awareness through the use of social media.
- Development: Support the talent development of our employees through professional and career development.
    - Goal: Host a minimum of six training sessions per year to develop professional and workforce skills, including technical, teamwork, compliance, leadership and other soft skills.
    - Goal: Increase interest and applications to the City's Emerging Leaders Program by 15% through educational and communications campaigns.
- Retention: Improve employee retention by leading efforts for adoption of strategies which promote a diverse workforce and create a great work climate.
    - Goal: Increase staff appreciation efforts by adding one new event.

- Goal: Increase interest and applications to the City's Staff Excellence Awards Program by 15%.

BUDGET HIGHLIGHTS

No departmental changes in 2025-26.

Budget	2022-23 Actual	2023-24 Actual	2024-25 Estimate	2025-26 Budget
Personnel Services	$643,659	$713,034	$759,137	$771,430
Supplies and Equipment	1,588	3,381	3,000	4,200
Operating Expenses	104,574	107,803	108,423	123,450
Professional Services	520	63,222	0	4,500
Total	*$750,340*	*$887,441*	*$870,560*	*$903,580*
Activity Measures				
Total # Employees (Avg.)	430	430	430	460
Job Announcements	84	84	75	75
# Job Applications received	5,288	5,288	6,500	6,825
# Positions Filled	77	77	60	60
# Total Turnover	88	88	85	80
# Training Courses	15	15	10	15
# Emerging Leaders Applications	New	New	30	35
# Staff Excellence Awards Applications	New	New	26	30
Authorized Positions	5	5	5	5

		Defined Budgets							
		2022-23 Total Budget	2022-23 Total Activity	2023-24 Total Budget	2023-24 Total Activity	2024-25 Total Budget	2024-25 YTD Activity	2024-25 Projected	2025-26 AB
Department: 866 - Human Resources									
ExpCategory: 511 - Personnel Services									
101-866-511110	Regular	341,027.00	364,622.98	386,498.00	406,098.27	411,828.00	329,557.12	430,945.00	427,330.00
101-866-511120	Overtime	299.00	541.62	337.00	1,020.89	973.00	1,368.56	2,000.00	1,036.00
101-866-511210	Longevity	5,482.00	5,482.00	6,142.00	6,197.00	6,926.00	6,983.00	6,983.00	6,926.00
101-866-511230	Certification Allowance	1,743.00	3,140.00	2,863.00	2,990.00	2,863.00	2,300.00	2,990.00	2,863.00
101-866-511310	FICA - Employer	26,646.00	27,742.01	30,262.00	31,016.15	32,306.00	25,345.27	33,883.00	32,722.00
101-866-511350	TMRS-Employer	57,089.00	61,391.08	66,091.00	68,751.48	70,988.00	56,777.20	74,455.00	75,317.00
101-866-511410	Health-Employer	57,183.00	59,853.48	63,927.00	71,040.76	57,653.00	49,968.71	60,997.00	54,584.00
101-866-511500	Workers' Compensation	620.00	885.09	650.00	937.09	693.00	933.60	933.60	702.00
101-866-511600	Unemployment Compensation	20,000.00	436.00	20,000.00	11,871.22	20,000.00	9,049.22	15,000.00	20,000.00
101-866-511601	Tuition Reimbursement	17,640.00	21,339.27	18,000.00	31,028.84	20,000.00	26,610.48	27,000.00	20,000.00
101-866-511602	Employee Wellness Program	40,180.00	15,632.96	40,000.00	6,579.05	40,000.00	-291.62	15,000.00	40,000.00
101-866-511606	Uniforms	490.00	296.72	500.00	290.50	500.00	349.62	500.00	500.00
101-866-511608	Training Classes	19,110.00	21,877.94	20,000.00	19,829.87	21,000.00	10,919.27	21,000.00	21,000.00
101-866-511609	Employee Recognition-Morale	27,587.00	33,386.79	40,000.00	33,612.87	42,000.00	32,928.40	42,000.00	42,000.00
101-866-511610	Memberships-Professional	2,450.00	1,130.14	2,450.00	1,775.00	2,450.00	1,521.00	2,450.00	2,450.00
101-866-511612	Training/Travel	7,840.00	7,790.50	8,000.00	3,176.71	6,850.00	2,139.90	5,000.00	8,000.00
101-866-511614	Meeting Expenses	0.00	0.00	1,000.00	237.69	1,000.00	5.64	1,000.00	1,000.00
101-866-511617	Medical Services	14,700.00	18,110.00	15,000.00	16,581.00	15,000.00	12,783.20	17,000.00	15,000.00
	ExpCategory: 511 - Personnel Services Total:	**640,086.00**	**643,658.58**	**721,720.00**	**713,034.39**	**753,030.00**	**569,248.57**	**759,136.60**	**771,430.00**
ExpCategory: 521 - Supplies and Equipment									
101-866-521000	Operating Supplies	3,160.00	938.88	3,160.00	2,041.45	3,000.00	498.00	650.00	3,000.00
101-866-521100	Office Supplies	686.00	567.76	700.00	730.34	700.00	601.29	700.00	700.00
101-866-521708	Furniture & Fixtures	490.00	81.25	500.00	609.60	500.00	249.54	500.00	500.00
101-866-521710	Computer & Peripheral Under ...	0.00	0.00	0.00	0.00	1,150.00	0.00	1,150.00	0.00
	ExpCategory: 521 - Supplies and Equipment Total:	**4,336.00**	**1,587.89**	**4,360.00**	**3,381.39**	**5,350.00**	**1,348.83**	**3,000.00**	**4,200.00**
ExpCategory: 534 - Operating Expenses									
101-866-534000	Advertising	19,450.00	6,520.89	19,450.00	5,295.54	19,450.00	2,905.45	5,000.00	19,450.00
101-866-534006	COBRA FSA/HSA Adm Services	5,880.00	8,927.71	8,400.00	7,290.20	8,500.00	6,375.90	8,500.00	8,500.00
101-866-534018	Employee Assistance	9,408.00	7,608.24	10,000.00	12,479.56	10,000.00	10,910.42	10,000.00	10,000.00
101-866-534023	Interview Expenses	2,450.00	49.00	2,450.00	779.34	1,500.00	0.00	500.00	1,500.00

		Defined Budgets							
		2022-23 Total Budget	2022-23 Total Activity	2023-24 Total Budget	2023-24 Total Activity	2024-25 Total Budget	2024-25 YTD Activity	2024-25 Projected	2025-26 AB
101-866-534025	Pre-employment Check	2,450.00	4,537.20	3,000.00	3,243.85	3,000.00	3,175.15	3,350.00	3,000.00
101-866-534026	Medical Co-pay	2,940.00	540.00	3,000.00	2,020.00	3,000.00	2,340.00	3,000.00	3,000.00
101-866-534027	Memberships-City Use	0.00	0.00	0.00	71.60	0.00	73.28	73.28	0.00
101-866-534029	Printing & Binding	2,940.00	1,390.84	3,000.00	1,623.21	3,000.00	2,169.78	3,000.00	3,000.00
101-866-534053	Broker Services	73,500.00	75,000.00	75,000.00	75,000.00	75,000.00	62,750.00	75,000.00	75,000.00
	ExpCategory: 534 - Operating Expenses Total:	**119,018.00**	**104,573.88**	**124,300.00**	**107,803.30**	**123,450.00**	**90,699.98**	**108,423.28**	**123,450.00**
ExpCategory: 541 - Professional Services									
101-866-541017	Professional Services	4,900.00	520.00	64,500.00	63,222.01	4,500.00	0.00	0.00	4,500.00
	ExpCategory: 541 - Professional Services Total:	**4,900.00**	**520.00**	**64,500.00**	**63,222.01**	**4,500.00**	**0.00**	**0.00**	**4,500.00**
	Department: 866 - Human Resources Total:	**768,340.00**	**750,340.35**	**914,880.00**	**887,441.09**	**886,330.00**	**661,297.38**	**870,559.88**	**903,580.00**

DEPARTMENT: 868 FINANCE
FUND: 101 GENERAL FUND

DEPARTMENT DESCRIPTION

The Finance Department is tasked with managing the financial affairs of the city in accordance with federal and state regulations, local ordinances, and generally accepted accounting principles (GAAP). This department supervises a range of functions, including accounting, cash and investment management, debt management, fixed asset management, and the management of accounts payable and receivable. Additionally, it is the responsibility of the Finance Director to oversee both the Utility Billing Division and the Municipal Court Division, ensuring efficient operations in these areas.

GOALS FOR FY 2025-26

- The Finance Department committed to the Sustainable Government Strategic Goal of ensuring governmental transparency. To uphold this commitment, we will produce and publish a monthly investment portfolio report and a monthly financial statement. These reports will be submitted for review by both the Council and citizens and will be made publicly available on our official website by the end of the following month.

- The Finance Department supports the Sustainable Government Strategic Goal of identifying the areas where improvements are needed through the use of data, technology, and innovative approaches to improve services and reduce risk. By sending more payments through secure electronic funds transfers instead of mailed paper check by 30%, we are helping to prevent fraud and ensure taxpayer money is handled responsibly.

- The Finance Department supports the Sustainable Government Strategic Goal of protecting the city's financial stability, integrity and credibility through diversified investments and long-term financial planning. Financial planning is continuously reviewed, enabling the city to maintain investment portfolio above standard benchmarks like the 3 Month U.S. T-Bill. These efforts ensure responsible resource management and promote transparency for the city for future economic challenges and opportunities.

BUDGET HIGHLIGHTS

No departmental changes in 2025-26.

Budget	2022-23 Actual	2023-24 Actual	2024-25 Estimate	2025-26 Budget
Personnel Services	$696,232	$727,059	$819,293	$820,627
Supplies and Equipment	3,805	3,468	3,100	3,100
Operating Expenses	4,253	5,000	5,000	4,300
Professional Services	24,949	39,820	45,600	42,500
Total	*$729,239*	*$775,347*	*$872,993*	*$870,627*
Activity Measures				
Financial Statement posted online	N/A	N/A	N/A	50%
% of EFTs of payables	N/A	3%	16%	30%
City Portfolio Average Yield	4.6222%	5.3609%	4.5696%	N/A
3 Month Treasury Bill Yield	5.0125%	5.3767%	4.4022%	N/A
Authorized Positions	7	7	7	7

		2022-23 Total Budget	2022-23 Total Activity	2023-24 Total Budget	2023-24 Total Activity	2024-25 Total Budget	2024-25 YTD Activity	2024-25 Projected	2025-26 AB
					Defined Budgets				
Department: 868 - Finance									
ExpCategory: 511 - Personnel Services									
101-868-511110	Regular	472,828.00	467,487.13	498,174.00	487,583.72	547,738.00	434,185.86	561,884.00	568,047.00
101-868-511120	Overtime	924.00	2,152.53	936.00	2,281.20	980.00	669.54	980.00	1,044.00
101-868-511210	Longevity	12,746.00	14,497.00	11,207.00	10,698.00	11,489.00	11,710.00	11,710.00	11,489.00
101-868-511230	Certification Allowance	2,528.00	2,540.00	2,528.00	2,340.00	2,528.00	2,430.00	2,970.00	3,648.00
101-868-511310	FICA - Employer	37,369.00	35,791.40	39,196.00	37,732.63	43,012.00	33,563.19	44,182.00	43,630.00
101-868-511350	TMRS-Employer	80,063.00	79,754.98	85,604.00	84,648.97	94,514.00	75,996.39	97,085.00	100,425.00
101-868-511410	Health-Employer	92,037.00	88,586.72	94,783.00	93,270.26	81,192.00	72,584.77	87,770.00	83,558.00
101-868-511500	Workers' Compensation	868.00	1,251.86	841.00	1,327.69	923.00	1,322.76	1,322.76	936.00
101-868-511606	Uniforms	401.00	401.00	789.00	788.31	350.00	394.00	394.00	350.00
101-868-511610	Memberships-Professional	1,035.00	1,035.00	1,160.00	995.00	1,100.00	200.00	1,195.00	1,100.00
101-868-511612	Training/Travel	2,619.00	2,734.19	5,394.00	5,393.15	6,500.00	9,628.39	9,800.00	6,500.00
	ExpCategory: 511 - Personnel Services Total:	**703,418.00**	**696,231.81**	**740,612.00**	**727,058.93**	**790,326.00**	**642,684.90**	**819,292.76**	**820,727.00**
ExpCategory: 521 - Supplies and Equipment									
101-868-521000	Operating Supplies	1,960.00	1,938.61	2,636.00	2,635.79	2,000.00	908.16	2,000.00	2,000.00
101-868-521100	Office Supplies	686.00	678.86	700.00	487.48	700.00	384.43	700.00	700.00
101-868-521708	Furniture & Fixtures	1,188.00	1,187.93	346.00	345.18	400.00	378.42	400.00	400.00
	ExpCategory: 521 - Supplies and Equipment Total:	**3,834.00**	**3,805.40**	**3,682.00**	**3,468.45**	**3,100.00**	**1,671.01**	**3,100.00**	**3,100.00**
ExpCategory: 534 - Operating Expenses									
101-868-534058	Investment Management Fee	3,626.00	4,253.18	5,000.00	5,000.00	4,300.00	4,893.38	5,000.00	4,300.00
	ExpCategory: 534 - Operating Expenses Total:	**3,626.00**	**4,253.18**	**5,000.00**	**5,000.00**	**4,300.00**	**4,893.38**	**5,000.00**	**4,300.00**
ExpCategory: 541 - Professional Services									
101-868-541000	Auditor/Accounting Service	26,950.00	10,000.00	25,200.00	25,200.00	26,500.00	25,000.00	26,500.00	26,500.00
101-868-541017	Professional Services	17,640.00	14,948.50	18,435.00	14,620.00	16,000.00	9,263.50	19,100.00	16,000.00
	ExpCategory: 541 - Professional Services Total:	**44,590.00**	**24,948.50**	**43,635.00**	**39,820.00**	**42,500.00**	**34,263.50**	**45,600.00**	**42,500.00**
	Department: 868 - Finance Total:	**755,468.00**	**729,238.89**	**792,929.00**	**775,347.38**	**840,226.00**	**683,512.79**	**872,992.76**	**870,627.00**

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

DEPARTMENT DESCRIPTION

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

GOALS FOR FY 2025-26

The Purchasing Department supports the City's Strategic Goal of Sustainable Government by maintaining integrity, transparency, and accountability in all procurement and risk management activities. Success of the goal is measured by:

- Training & Procurement: Delivering purchasing training and leveraging Service Agreements and Group Purchasing Organizations (GPOs) to ensure timely and cost-effective procurement of goods and services.
    - Goal: Engage with departments regularly to identify needs and recommend appropriate procurement methods, host quarterly Purchasing Training for all employees to ensure compliance and preparedness and maintain open and professional communication with departments and vendors to foster strong working relationships.
    - Goal: Increase use of GPO's by 5% to realize savings and maximize available rebates.
- Risk Mitigation: Conducting trend analysis to proactively identify and reduce risks affecting City personnel and assets.
    - Goal: Create and implement comprehensive city-wide Safety & Hazard Communication Plan and conduct annual physical asset audits.
- Asset Reallocation & Disposal: Maximizing return on investment through reallocation of reusable assets and structured surplus auctions.
    - Goal: Identify opportunities for asset re-purpose and reallocation.
    - Goal: Increase asset disposal revenues by 5-10% through new surplus initiatives.

BUDGET HIGHLIGHTS

No departmental changes in 2025-26.

Budget	2022-23 Actual	2023-24 Actual	2024-25 Estimate	2025-26 Budget
Personnel Services	$267,811	$234,730	$300,511	$302,455
Supplies and Equipment	7,845	8,263	3,600	5,640
Utility Services	793	0	0	0
Operating Expenses	6,245	7,631	17,000	5,600
Professional Services	241	0	0	0
Total	*$282,935*	*$250,623*	*$321,111*	*$313,695*
Activity Measures				
Bids and Proposals Published	44	24	20	30
Bids and Proposals Responses	127	57	38	100
GPO Contracts Used	*New*	*New*	*New*	75
Contracts Reviewed	211	97	75	100
Workers Comp Claims Processed	84	144	39	100
Training Classes Held	6	16	20	20
Authorized Positions	3	3	3	3

		Defined Budgets							
		2022-23 Total Budget	2022-23 Total Activity	2023-24 Total Budget	2023-24 Total Activity	2024-25 Total Budget	2024-25 YTD Activity	2024-25 Projected	2025-26 AB
Department: 872 - Purchasing & Asset Mgt									
ExpCategory: 511 - Personnel Services									
101-872-511110	Regular	188,467.00	175,177.57	202,403.00	150,305.55	200,753.00	158,542.66	208,817.00	211,537.00
101-872-511120	Overtime	0.00	53.91	72.00	279.56	287.00	341.87	550.00	287.00
101-872-511210	Longevity	4,826.00	5,451.08	3,285.00	2,593.00	2,906.00	2,709.00	2,709.00	2,906.00
101-872-511230	Certification Allowance	1,120.00	955.00	1,120.00	495.00	1,120.00	1,250.00	1,670.00	1,743.00
101-872-511310	FICA - Employer	14,857.00	13,464.39	15,816.00	11,105.37	15,678.00	12,326.24	16,352.00	16,260.00
101-872-511350	TMRS-Employer	31,831.00	29,749.35	34,541.00	25,578.04	34,451.00	27,535.74	35,931.00	37,427.00
101-872-511410	Health-Employer	27,365.00	33,488.96	40,334.00	38,911.38	37,966.00	19,821.40	23,651.00	17,621.00
101-872-511500	Workers' Compensation	346.00	479.80	340.00	507.97	337.00	506.08	506.08	349.00
101-872-511606	Uniforms	294.00	274.88	325.00	92.48	325.00	316.61	325.00	325.00
101-872-511610	Memberships-Professional	1,421.00	1,469.27	2,000.00	845.00	2,000.00	700.00	2,000.00	2,000.00
101-872-511612	Training/Travel	7,840.00	6,035.10	12,000.00	1,603.01	10,000.00	2,696.61	6,000.00	10,000.00
101-872-511614	Meeting Expenses	392.00	166.98	500.00	116.23	350.00	205.85	350.00	350.00
101-872-511617	Medical Services	1,490.00	1,044.98	1,490.00	2,297.00	1,650.00	1,009.00	1,650.00	1,650.00
	ExpCategory: 511 - Personnel Services Total:	**280,249.00**	**267,811.27**	**314,226.00**	**234,729.59**	**307,823.00**	**227,961.06**	**300,511.08**	**302,455.00**
ExpCategory: 521 - Supplies and Equipment									
101-872-521000	Operating Supplies	392.00	305.33	450.00	231.88	450.00	59.25	75.00	450.00
101-872-521005	Inspections-Registration Fees	2,940.00	2,760.19	3,000.00	3,027.38	3,000.00	2,651.70	1,875.00	3,000.00
101-872-521100	Office Supplies	392.00	1,079.36	450.00	4,095.44	450.00	293.94	450.00	450.00
101-872-521300	Motor Vehicle Supplies	0.00	0.00	240.00	0.00	240.00	0.00	0.00	240.00
101-872-521708	Furniture & Fixtures	2,610.00	2,610.00	2,000.00	907.80	1,000.00	0.00	1,000.00	1,000.00
101-872-521710	Computer & Peripherals Under...	1,090.00	1,090.00	0.00	0.00	0.00	0.00	0.00	0.00
101-872-521712	Operating Equipment Under $5...	0.00	0.00	500.00	0.00	500.00	182.99	200.00	500.00
	ExpCategory: 521 - Supplies and Equipment Total:	**7,424.00**	**7,844.88**	**6,640.00**	**8,262.50**	**5,640.00**	**3,187.88**	**3,600.00**	**5,640.00**
ExpCategory: 533 - Utility Services									
101-872-533320	Telephone/Air Cards	800.00	793.37	0.00	0.00	0.00	0.00	0.00	0.00
	ExpCategory: 533 - Utility Services Total:	**800.00**	**793.37**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**
ExpCategory: 534 - Operating Expenses									
101-872-534000	Advertising	5,280.00	4,209.53	5,500.00	6,116.75	3,500.00	11,713.24	15,000.00	3,500.00
101-872-534027	Memberships-City Use	1,568.00	1,504.00	2,000.00	1,505.60	2,000.00	1,408.93	2,000.00	2,000.00
101-872-534029	Printing & Binding	49.00	31.00	100.00	8.56	100.00	0.00	0.00	100.00

		Defined Budgets							
		2022-23 Total Budget	2022-23 Total Activity	2023-24 Total Budget	2023-24 Total Activity	2024-25 Total Budget	2024-25 YTD Activity	2024-25 Projected	2025-26 AB
101-872-534032	Service Fees - GovDeals	0.00	500.00	0.00	0.00	0.00	0.00	0.00	0.00
101-872-534036	Software Maintenance	0.00	0.00	0.00	0.00	0.00	2,808.00	0.00	0.00
ExpCategory: 534 - Operating Expenses Total:		**6,897.00**	**6,244.53**	**7,600.00**	**7,630.91**	**5,600.00**	**15,930.17**	**17,000.00**	**5,600.00**
ExpCategory: 541 - Professional Services									
101-872-541017	Professional Services	0.00	240.50	0.00	0.00	0.00	0.00	0.00	0.00
ExpCategory: 541 - Professional Services Total:		**0.00**	**240.50**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**
Department: 872 - Purchasing & Asset Mgt Total:		**295,370.00**	**282,934.55**	**328,466.00**	**250,623.00**	**319,063.00**	**247,079.11**	**321,111.08**	**313,695.00**

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

DEPARTMENT DESCRIPTION

Fleet Services is responsible for the maintenance, repair, upgrading, and outfitting of all City-owned vehicles and equipment. Services include preventive maintenance, fluid and filter changes, state inspections, tire services, as well as troubleshooting, diagnosing, and repairing mechanical and electrical systems. The division also manages motor pool operations, oversees vehicle and equipment replacement schedules, and ensures consistent vehicle specifications and standardization across the fleet.

GOALS

The Fleet Division supports the Strategic Plan goal of Sustainable Government by identifying opportunities for improvement through data and technology. By leveraging the work order system to track repair times, the division aims to return vehicles and equipment to departments within **five business days** of service initiation.

BUDGET HIGHLIGHTS

The FY 2025-26 Budget will increase 18.1% over the FY 2024-25 year-end estimate due to capital outlay for 2025-26.

Budget	2022-23 Actual	2023-24 Actual	2024-25 Estimate	2025-26 Budget
Personnel Services	$694,010	$897,046	$862,355	$864,312
Supplies and Equipment	119,146	525,706	266,050	266,050
Utility Services	11,363	13,229	12,500	12,500
Repairs and Maintenance	316,166	429,485	308,000	308,000
Capital Outlay	72,133	79,346	0	260,000
Total	*$1,212,819*	*$1,944,812*	*$1,448,905*	*$1,710,862*
Activity Measures				
Total Work Orders Issued	2,132	2,659	2,700	2,742
Total Hours Worked	4,937	3,918	10,299	10,557
% of all vehicles and equipment issues resolved without recall	97%	97%	98%	98%
Authorized Positions	7	8	8	8

		Defined Budgets							
		2022-23 Total Budget	2022-23 Total Activity	2023-24 Total Budget	2023-24 Total Activity	2024-25 Total Budget	2024-25 YTD Activity	2024-25 Projected	2025-26 AB
Department: 877 - Fleet Service									
ExpCategory: 511 - Personnel Services									
101-877-511110	Regular	440,662.00	455,958.66	628,055.00	582,988.84	580,312.00	453,187.23	560,029.00	573,982.00
101-877-511120	Overtime	17,545.00	10,357.18	21,121.00	8,587.41	10,964.00	7,551.04	10,964.00	11,036.00
101-877-511210	Longevity	3,597.00	3,317.00	4,328.00	4,135.00	5,318.00	6,225.25	6,225.00	5,318.00
101-877-511230	Certification Allowance	622.00	3,170.00	2,365.00	4,140.00	2,365.00	2,340.00	2,610.00	1,120.00
101-877-511310	FICA - Employer	35,364.00	35,043.59	44,546.00	44,600.40	45,803.00	34,642.26	44,357.00	43,995.00
101-877-511350	TMRS-Employer	75,767.00	76,236.71	97,289.00	102,841.61	100,647.00	79,307.01	97,469.00	101,264.00
101-877-511410	Health-Employer	100,907.00	73,652.81	95,998.00	106,685.98	98,302.00	79,585.81	93,683.00	81,576.00
101-877-511500	Workers' Compensation	7,455.00	9,293.00	8,754.00	9,855.09	9,110.00	9,818.32	9,818.00	8,821.00
101-877-511605	Temporary Employee Svcs	0.00	0.00	0.00	0.00	0.00	1,030.23	0.00	0.00
101-877-511606	Uniforms	5,540.00	5,423.27	6,600.00	7,109.99	8,000.00	5,173.88	8,000.00	8,000.00
101-877-511607	Awards	1,618.00	1,692.97	300.00	493.63	500.00	910.97	500.00	500.00
101-877-511612	Training/Travel	20,413.00	19,465.29	28,900.00	24,602.51	16,520.00	14,062.53	28,000.00	28,000.00
101-877-511614	Meeting Expenses	425.00	399.48	1,000.00	1,005.59	700.00	625.43	700.00	700.00
	ExpCategory: 511 - Personnel Services Total:	**709,915.00**	**694,009.96**	**939,256.00**	**897,046.05**	**878,541.00**	**694,459.96**	**862,355.00**	**864,312.00**
ExpCategory: 521 - Supplies and Equipment									
101-877-521000	Operating Supplies	11,760.00	12,900.81	12,000.00	14,514.60	17,000.00	16,397.20	5,000.00	0.00
101-877-521005	Supplies-Inspections	0.00	0.00	850.00	247.00	850.00	160.00	850.00	850.00
101-877-521100	Office Supplies	490.00	486.40	500.00	737.05	700.00	467.59	700.00	700.00
101-877-521201	Oil/Lube/Chemical Supplies	17,640.00	19,678.92	19,000.00	22,656.82	22,000.00	18,141.80	22,000.00	22,000.00
101-877-521300	Motor Vehicle Supplies	242,825.00	62,045.73	305,000.00	450,520.53	205,000.00	215,242.86	205,000.00	205,000.00
101-877-521600	Equip Maint Supplies	636.00	635.05	5,000.00	1,339.70	7,500.00	8,148.22	7,500.00	7,500.00
101-877-521701	Computer Fees & Licenses	8,420.00	8,418.54	7,000.00	4,872.17	7,000.00	2,560.92	7,000.00	7,000.00
101-877-521709	Vehicles & Accs Less $5,000	13,276.13	11,658.83	10,000.00	16,867.74	12,000.00	12,415.72	12,000.00	12,000.00
101-877-521712	Operating Equipment	2,758.00	3,321.74	11,000.00	13,950.33	6,000.00	968.16	6,000.00	11,000.00
	ExpCategory: 521 - Supplies and Equipment Total:	**297,805.13**	**119,146.02**	**370,350.00**	**525,705.94**	**278,050.00**	**274,502.47**	**266,050.00**	**266,050.00**
ExpCategory: 533 - Utility Services									
101-877-533500	Vehicle Fuel	11,760.00	11,363.41	12,000.00	13,228.89	12,500.00	7,424.36	12,500.00	12,500.00
	ExpCategory: 533 - Utility Services Total:	**11,760.00**	**11,363.41**	**12,000.00**	**13,228.89**	**12,500.00**	**7,424.36**	**12,500.00**	**12,500.00**
ExpCategory: 551 - Repairs and Maintenance									
101-877-551076	Other Maintenance Agreements	28,355.00	21,316.74	80,007.00	70,060.99	61,480.00	4,387.50	50,000.00	50,000.00

		Defined Budgets							
		2022-23 Total Budget	2022-23 Total Activity	2023-24 Total Budget	2023-24 Total Activity	2024-25 Total Budget	2024-25 YTD Activity	2024-25 Projected	2025-26 AB
101-877-551077	Outside Collision Repair	33,320.00	49,629.60	50,000.00	56,408.32	50,000.00	32,886.32	50,000.00	50,000.00
101-877-551078	Outside Fleet Repair	223,100.00	245,220.13	250,000.00	303,015.43	208,000.00	130,457.97	208,000.00	208,000.00
ExpCategory: 551 - Repairs and Maintenance Total:		**284,775.00**	**316,166.47**	**380,007.00**	**429,484.74**	**319,480.00**	**167,731.79**	**308,000.00**	**308,000.00**
ExpCategory: 581 - Capital Outlay									
101-877-581005	Equipment Over $5,000	0.00	0.00	29,774.00	28,503.08	0.00	0.00	0.00	0.00
101-877-581012	Vehicles & Accs Over $5,000	46,875.00	72,132.90	59,000.00	50,843.25	0.00	0.00	0.00	260,000.00
ExpCategory: 581 - Capital Outlay Total:		**46,875.00**	**72,132.90**	**88,774.00**	**79,346.33**	**0.00**	**0.00**	**0.00**	**260,000.00**
Department: 877 - Fleet Service Total:		**1,351,130.13**	**1,212,818.76**	**1,790,387.00**	**1,944,811.95**	**1,488,571.00**	**1,144,118.58**	**1,448,905.00**	**1,710,862.00**

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

DEPARTMENT DESCRIPTION

Facility Services supports and maintains City facilities. 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

- The Facility Services Division supports the Strategic Goal of Infrastructure Investment by supporting strategic investment in city facilities by performing routine scheduled maintenance of city facilities with a goal of reducing emergency work orders (keeping emergency and miscellaneous work orders to 1000 or less).
- The Facility Services Division supports the Strategic Goal of Infrastructure Investment by supporting strategic investment in city facilities by converting fluorescent lighting to LED lights and replacing old HVAC equipment with more energy efficient equipment, to reduce the watt usage in the City.
- The Facility Services Division supports the Strategic Goal of having a Safe and Livable city by managing the cleaning contract for city buildings and making sure routine cleanings are taking place, trash is being removed from buildings and emergency cleanings occur in a timely manner.

BUDGET HIGHLIGHTS

No departmental changes in 2025-26.

Budget	2022-23 Actual	2023-24 Actual	2024-25 Estimate	2025-26 Budget
Personnel Services	$897,424	$1,115,684	$1,149,335	$1,103,336
Supplies and Equipment	140,321	71,154	154,350	155,350
Utility Services	211,969	205,312	220,000	229,450
Operating Expenses	0	45	0	0
Repairs and Maintenance	697,915	471,133	515,000	462,000
Rental/Leasing	0	475	1,490	490
Capital Outlay	52,658	259,791	260,000	260,000
Total	*$2,000,288*	*$2,123,593*	*$2,300,175*	*$2,210,626*
Activity Measures				
Square footage maintained	301,656	301,656	301,656	301,656
City Buildings Maintained	27	27	27	27
Completed work orders	2,285	2,698	2,981	3,200
Emergency Work Orders	NA	50	27	27
Internal Pest Control Services	22	35	41	41
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
Authorized Positions	11	11	11	11

		Defined Budgets							
		2022-23 Total Budget	2022-23 Total Activity	2023-24 Total Budget	2023-24 Total Activity	2024-25 Total Budget	2024-25 YTD Activity	2024-25 Projected	2025-26 AB
Department: 878 - Building Maintenance									
ExpCategory: 511 - Personnel Services									
101-878-511110	Regular	532,758.00	544,833.62	660,380.00	630,130.21	607,785.00	523,605.62	687,381.00	662,187.00
101-878-511120	Overtime	26,996.00	12,458.25	29,320.00	39,998.96	31,458.00	31,823.68	37,000.00	36,002.00
101-878-511210	Longevity	12,025.00	12,512.33	13,113.00	13,875.50	13,132.00	13,792.00	13,792.00	13,132.00
101-878-511230	Certification Allowance	3,753.00	2,255.08	2,633.00	1,234.28	2,059.00	670.00	850.00	2,059.00
101-878-511310	FICA - Employer	44,028.00	40,625.47	49,416.00	48,362.82	50,064.00	38,860.03	56,535.00	53,395.00
101-878-511350	TMRS-Employer	94,330.00	97,288.45	107,923.00	118,243.53	110,010.00	95,481.68	124,230.00	122,901.00
101-878-511410	Health-Employer	153,397.00	155,509.48	174,522.00	221,828.00	158,364.00	154,281.66	186,884.00	172,727.00
101-878-511500	Workers' Compensation	12,489.00	14,912.25	12,972.00	15,721.56	13,106.00	15,662.92	15,663.00	13,933.00
101-878-511605	Temporary Employee Svcs	0.00	0.00	0.00	0.00	0.00	27,265.31	0.00	0.00
101-878-511606	Uniforms	6,900.00	6,802.94	10,000.00	9,955.89	9,000.00	6,703.49	12,000.00	12,000.00
101-878-511607	Awards	7,840.00	5,686.72	7,000.00	6,706.47	4,000.00	2,118.41	7,000.00	7,000.00
101-878-511612	Training/Travel	5,880.00	4,539.57	9,588.00	9,626.36	3,000.00	5,024.82	8,000.00	8,000.00
	ExpCategory: 511 - Personnel Services Total:	**900,396.00**	**897,424.16**	**1,076,867.00**	**1,115,683.58**	**1,001,978.00**	**915,289.62**	**1,149,335.00**	**1,103,336.00**
ExpCategory: 521 - Supplies and Equipment									
101-878-521000	Operating Supplies	120,423.65	112,016.24	102,072.00	36,322.60	94,000.00	111,630.55	114,000.00	115,000.00
101-878-521100	Office Supplies	735.00	728.79	735.00	439.66	850.00	701.54	850.00	850.00
101-878-521200	Chem/Med/Lab Supplies	9,913.35	11,758.60	14,000.00	13,784.99	14,000.00	22,595.70	14,000.00	14,000.00
101-878-521315	Landscaping Supplies-Campus	19,600.00	14,396.93	15,000.00	13,219.75	12,000.00	8,021.13	22,000.00	22,000.00
101-878-521600	Equip Maint Supplies	1,113.00	74.88	1,500.00	549.99	0.00	0.00	0.00	0.00
101-878-521715	Police/Fire/Medical Equipment	3,430.00	1,346.00	6,837.00	6,836.82	3,500.00	1,700.00	3,500.00	3,500.00
101-878-521716	Equipment Under $5,000	490.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	ExpCategory: 521 - Supplies and Equipment Total:	**155,705.00**	**140,321.44**	**140,144.00**	**71,153.81**	**124,350.00**	**144,648.92**	**154,350.00**	**155,350.00**
ExpCategory: 533 - Utility Services									
101-878-533100	Gas Utility Service	9,800.00	14,984.85	16,000.00	14,022.66	18,000.00	8,385.58	18,000.00	19,800.00
101-878-533200	Electric Utility Service	115,640.00	138,600.19	134,000.00	141,430.33	134,000.00	100,744.48	134,000.00	140,000.00
101-878-533410	Water Utility Service	53,900.00	45,813.29	50,000.00	38,233.49	55,000.00	31,192.17	55,000.00	56,650.00
101-878-533500	Vehicle Fuel	9,800.00	12,571.15	13,000.00	11,625.65	13,000.00	7,951.63	13,000.00	13,000.00
	ExpCategory: 533 - Utility Services Total:	**189,140.00**	**211,969.48**	**213,000.00**	**205,312.13**	**220,000.00**	**148,273.86**	**220,000.00**	**229,450.00**

		Defined Budgets							
		2022-23 Total Budget	2022-23 Total Activity	2023-24 Total Budget	2023-24 Total Activity	2024-25 Total Budget	2024-25 YTD Activity	2024-25 Projected	2025-26 AB
ExpCategory: 534 - Operating Expenses									
101-878-534027	Memberships-City Use	0.00	0.00	0.00	45.00	0.00	110.80	0.00	0.00
ExpCategory: 534 - Operating Expenses Total:		**0.00**	**0.00**	**0.00**	**45.00**	**0.00**	**110.80**	**0.00**	**0.00**
ExpCategory: 551 - Repairs and Maintenance									
101-878-551000	Building Maintenance	279,100.00	219,729.10	93,862.00	99,854.86	68,000.00	76,951.45	100,000.00	75,000.00
101-878-551003	Building Maint Misc - 11CP	0.00	0.00	90.00	89.24	0.00	0.00	0.00	0.00
101-878-551007	Building Maint Misc - CH	0.00	395.00	0.00	0.00	0.00	0.00	0.00	0.00
101-878-551008	Building Maint Misc - Civic Cen...	0.00	760.00	5,514.00	5,513.54	0.00	347.47	0.00	0.00
101-878-551009	Building Maint Misc - COMM C...	0.00	346.00	0.00	0.00	0.00	0.00	0.00	0.00
101-878-551010	Building Maint Misc - EMS1	0.00	355.00	0.00	0.00	0.00	0.00	0.00	0.00
101-878-551011	Building Maint Misc - FD1	0.00	6,475.50	0.00	0.00	0.00	0.00	0.00	0.00
101-878-551012	Building Maint Misc - FD2	0.00	649.50	0.00	0.00	0.00	0.00	0.00	0.00
101-878-551013	Building Maint Misc - FD3	0.00	565.00	0.00	0.00	0.00	0.00	0.00	0.00
101-878-551014	Building Maint Misc - LIB	0.00	305.00	0.00	0.00	0.00	-146.66	0.00	0.00
101-878-551015	Building Maint Misc - PD	0.00	2,362.00	0.00	0.00	0.00	0.00	0.00	0.00
101-878-551016	Building Maint Misc - PW	0.00	355.00	0.00	0.00	0.00	0.00	0.00	0.00
101-878-551017	Building Maint Misc - SR Cntr	0.00	346.00	0.00	0.00	0.00	0.00	0.00	0.00
101-878-551018	Building Maint Misc -F&F/PARKS	0.00	30,822.00	0.00	663.10	0.00	0.00	0.00	0.00
101-878-551019	Building Maint Misc-CHAMBER...	0.00	3,483.59	0.00	0.00	0.00	0.00	0.00	0.00
101-878-551020	Building Maint Misc-PICKRELL P	0.00	355.00	0.00	0.00	0.00	0.00	0.00	0.00
101-878-551026	Contractual Services	193,904.00	152,574.52	233,612.00	252,359.80	252,000.00	186,520.16	260,000.00	252,000.00
101-878-551028	Electric - 11CP	0.00	150.26	0.00	0.00	0.00	0.00	0.00	0.00
101-878-551033	Electric - CH	0.00	41.99	0.00	0.00	0.00	0.00	0.00	0.00
101-878-551034	Electric - CIVIC C	0.00	883.91	0.00	0.00	0.00	0.00	0.00	0.00
101-878-551035	Electric - COMM CTR	0.00	5.50	0.00	0.00	0.00	0.00	0.00	0.00
101-878-551039	Electric - FD1	0.00	908.95	0.00	0.00	0.00	0.00	0.00	0.00
101-878-551042	Electric - LIB	0.00	37.95	0.00	0.00	0.00	0.00	0.00	0.00
101-878-551043	Electric - Misc.	20,000.00	19,638.51	30,000.00	29,399.20	35,000.00	35,659.01	45,000.00	35,000.00
101-878-551044	Electric - PD	0.00	459.37	0.00	0.00	0.00	0.00	0.00	0.00
101-878-551046	Electric - PW	0.00	5,457.44	0.00	0.00	0.00	0.00	0.00	0.00
101-878-551047	Electric - S PLAYSCPE	0.00	0.00	135.00	133.60	0.00	0.00	0.00	0.00

		Defined Budgets							
		2022-23 Total Budget	2022-23 Total Activity	2023-24 Total Budget	2023-24 Total Activity	2024-25 Total Budget	2024-25 YTD Activity	2024-25 Projected	2025-26 AB
101-878-551056	HVAC - AQUATIC C	0.00	38,280.67	0.00	0.00	0.00	0.00	0.00	0.00
101-878-551057	HVAC - C CHAMBERS	0.00	1,622.09	0.00	0.00	0.00	0.00	0.00	0.00
101-878-551058	HVAC - CH	0.00	155.89	0.00	0.00	0.00	0.00	0.00	0.00
101-878-551059	HVAC - CIVIC C	0.00	1,112.18	0.00	0.00	0.00	0.00	0.00	0.00
101-878-551062	HVAC - FD1	0.00	229.72	0.00	0.00	0.00	0.00	0.00	0.00
101-878-551064	HVAC - FD3	0.00	1,343.28	0.00	0.00	0.00	0.00	0.00	0.00
101-878-551065	HVAC - LIB	0.00	46,947.24	0.00	0.00	0.00	0.00	0.00	0.00
101-878-551066	HVAC - Misc.	54,000.00	45,200.90	41,700.00	40,838.77	53,000.00	49,329.88	55,000.00	45,000.00
101-878-551069	HVAC - PW	0.00	12,667.90	0.00	0.00	0.00	0.00	0.00	0.00
101-878-551076	Other Maintenance Agreements	37,340.00	38,232.74	1,763.00	3,097.50	0.00	0.00	0.00	0.00
101-878-551081	Plumbing - 27CP	0.00	36.51	0.00	0.00	0.00	0.00	0.00	0.00
101-878-551082	Plumbing - AAC	0.00	253.20	0.00	0.00	0.00	0.00	0.00	0.00
101-878-551087	Plumbing - EMS/PURCH	0.00	808.52	0.00	0.00	0.00	0.00	0.00	0.00
101-878-551088	Plumbing - EMS1	0.00	3,669.66	0.00	0.00	0.00	0.00	0.00	0.00
101-878-551089	Plumbing - EMS4	0.00	77.80	0.00	0.00	0.00	0.00	0.00	0.00
101-878-551090	Plumbing - FD1	0.00	569.83	0.00	0.00	0.00	0.00	0.00	0.00
101-878-551091	Plumbing - FD2	0.00	350.00	0.00	0.00	0.00	0.00	0.00	0.00
101-878-551093	Plumbing - LIB	0.00	487.09	0.00	0.00	0.00	0.00	0.00	0.00
101-878-551094	Plumbing - Misc.	34,000.00	32,924.86	40,000.00	39,183.30	37,000.00	38,450.52	55,000.00	55,000.00
101-878-551099	Roofing - CIVIC C	0.00	688.00	0.00	0.00	0.00	0.00	0.00	0.00
101-878-551101	Roofing - FD1	0.00	2,265.00	0.00	0.00	0.00	0.00	0.00	0.00
101-878-551102	Roofing - SENIOR C	0.00	962.00	0.00	0.00	0.00	0.00	0.00	0.00
101-878-551115	Windows, Doors - 11CP	0.00	146.30	0.00	0.00	0.00	0.00	0.00	0.00
101-878-551118	Windows, Doors - CH	0.00	277.00	0.00	0.00	0.00	0.00	0.00	0.00
101-878-551119	Windows, Doors - CIVIC C	0.00	1,532.70	0.00	0.00	0.00	0.00	0.00	0.00
101-878-551120	Windows, Doors - COMM CTR	0.00	2,505.00	0.00	0.00	0.00	0.00	0.00	0.00
101-878-551123	Windows, Doors - EMS4	0.00	1,703.00	0.00	0.00	0.00	0.00	0.00	0.00
101-878-551125	Windows, Doors - FD1	0.00	1,310.00	0.00	0.00	0.00	0.00	0.00	0.00
101-878-551126	Windows, Doors - FD2	0.00	216.45	0.00	0.00	0.00	0.00	0.00	0.00
101-878-551127	Windows, Doors - FD3	0.00	1,691.03	0.00	0.00	0.00	0.00	0.00	0.00
101-878-551129	Windows, Doors - Misc.	0.00	449.77	0.00	0.00	0.00	0.00	0.00	0.00

		Defined Budgets							
		2022-23 Total Budget	2022-23 Total Activity	2023-24 Total Budget	2023-24 Total Activity	2024-25 Total Budget	2024-25 YTD Activity	2024-25 Projected	2025-26 AB
101-878-551131	Windows, Doors - PD	0.00	3,731.20	0.00	0.00	0.00	0.00	0.00	0.00
101-878-551132	Windows, Doors - PW	0.00	4,608.45	0.00	0.00	0.00	0.00	0.00	0.00
101-878-551153	Sitework - CHAMBER CM	0.00	402.00	0.00	0.00	0.00	0.00	0.00	0.00
101-878-551159	Windows, Doors - NORTHC C	0.00	2,995.00	0.00	0.00	0.00	0.00	0.00	0.00
ExpCategory: 551 - Repairs and Maintenance Total:		**618,344.00**	**697,915.07**	**446,676.00**	**471,132.91**	**445,000.00**	**387,111.83**	**515,000.00**	**462,000.00**
ExpCategory: 561 - Rental/Leasing									
101-878-561100	Rental-Equipment	490.00	0.00	490.00	474.60	1,490.00	1,099.40	1,490.00	490.00
ExpCategory: 561 - Rental/Leasing Total:		**490.00**	**0.00**	**490.00**	**474.60**	**1,490.00**	**1,099.40**	**1,490.00**	**490.00**
ExpCategory: 581 - Capital Outlay									
101-878-581005	Equipment Over $5,000	0.00	0.00	22,500.00	22,451.00	0.00	0.00	0.00	0.00
101-878-581007	Improvements Over $5,000	0.00	0.00	222,457.00	197,626.11	518,000.00	120,533.26	260,000.00	260,000.00
101-878-581012	Vehicles & Accs Over $5,000	92,500.00	52,658.00	40,000.00	39,713.79	0.00	0.00	0.00	0.00
ExpCategory: 581 - Capital Outlay Total:		**92,500.00**	**52,658.00**	**284,957.00**	**259,790.90**	**518,000.00**	**120,533.26**	**260,000.00**	**260,000.00**
Department: 878 - Building Maintenance Total:		**1,956,575.00**	**2,000,288.15**	**2,162,134.00**	**2,123,592.93**	**2,310,818.00**	**1,717,067.69**	**2,300,175.00**	**2,210,626.00**

DEPARTMENT: 901 CITY ASSISTANCE
FUND: 101 GENERAL FUND

DEPARTMENTAL DESCRIPTION

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

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

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

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

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

BUDGET HIGHLIGHTS

The FY 2025-26 Budget will decrease $129,979 from the FY 2024-25 year-end estimate due to Parks department taking over operations at Senior Center.

Budget	2022-23 Actual	2023-24 Actual	2024-25 Estimate	2025-26 Budget
Supplies and Equipment	$5,288	$18,270	$10,000	$10,000
City Supported Services	47,666	25,000	57,666	57,666
Operating Expenses	235,127	266,286	255,000	125,021
Total	*$288,081*	*$309,556*	*$322,666*	*$192,687*

		2022-23 Total Budget	2022-23 Total Activity	2023-24 Total Budget	2023-24 Total Activity	2024-25 Total Budget	2024-25 YTD Activity	2024-25 Projected	2025-26 AB
					Defined Budgets				
Department: 901 - City's Assistance									
ExpCategory: 521 - Supplies and Equipment									
101-901-521714	Donation-Expense	13,793.00	5,287.54	10,000.00	18,269.77	10,000.00	5,000.00	10,000.00	10,000.00
ExpCategory: 521 - Supplies and Equipment Total:		**13,793.00**	**5,287.54**	**10,000.00**	**18,269.77**	**10,000.00**	**5,000.00**	**10,000.00**	**10,000.00**
ExpCategory: 532 - City Supported Services									
101-901-532006	Patient Assistance	4,900.00	5,000.00	5,000.00	5,000.00	5,000.00	0.00	5,000.00	5,000.00
101-901-532007	Transportation Assistance	41,812.68	42,666.00	42,666.00	0.00	42,666.00	0.00	42,666.00	42,666.00
101-901-532009	Children's Advocacy Assistance	4,900.00	0.00	5,000.00	5,000.00	5,000.00	0.00	5,000.00	5,000.00
101-901-532010	Schertz Housing Authority	4,900.00	0.00	5,000.00	15,000.00	5,000.00	0.00	5,000.00	5,000.00
ExpCategory: 532 - City Supported Services Total:		**56,512.68**	**47,666.00**	**57,666.00**	**25,000.00**	**57,666.00**	**0.00**	**57,666.00**	**57,666.00**
ExpCategory: 534 - Operating Expenses									
101-901-534047	Senior Citizens Program	269,500.00	235,127.00	250,000.00	266,286.22	255,000.00	203,828.60	255,000.00	125,021.00
ExpCategory: 534 - Operating Expenses Total:		**269,500.00**	**235,127.00**	**250,000.00**	**266,286.22**	**255,000.00**	**203,828.60**	**255,000.00**	**125,021.00**
Department: 901 - City's Assistance Total:		**339,805.68**	**288,080.54**	**317,666.00**	**309,555.99**	**322,666.00**	**208,828.60**	**322,666.00**	**192,687.00**

DEPARTMENT: 910 COURT RESTRICTED FUNDS
FUND: 101 GENERAL FUND

DEPARTMENT DESCRIPTION

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

BUDGET HIGHLIGHTS

The FY 2025-26 Budget will remain the same as the FY 2024-25 estimate.

Budget	2022-23 Actual	2023-24 Actual	2024-25 Estimate	2025-26 Budget
Supplies and Equipment	$521	$1,380	$84,000	$84,000
Operating Expenses	0	0	9,000	9,000
Total	*$521*	*$1,380*	*$93,000*	*$93,000*

		2022-23 Total Budget	2022-23 Total Activity	2023-24 Total Budget	2023-24 Total Activity	2024-25 Total Budget	2024-25 YTD Activity	2024-25 Projected	2025-26 AB
						Defined Budgets			
Department: 910 - Court-restricted Funds									
ExpCategory: 521 - Supplies and Equipment									
101-910-521713	Court Technology Expenditure	12,740.00	521.00	2,000.00	1,380.00	84,000.00	0.00	84,000.00	84,000.00
ExpCategory: 521 - Supplies and Equipment Total:		**12,740.00**	**521.00**	**2,000.00**	**1,380.00**	**84,000.00**	**0.00**	**84,000.00**	**84,000.00**
ExpCategory: 534 - Operating Expenses									
101-910-534096	Court Security Fee Expenditure	0.00	0.00	8,000.00	0.00	9,000.00	0.00	9,000.00	9,000.00
ExpCategory: 534 - Operating Expenses Total:		**0.00**	**0.00**	**8,000.00**	**0.00**	**9,000.00**	**0.00**	**9,000.00**	**9,000.00**
Department: 910 - Court-restricted Funds Total:		**12,740.00**	**521.00**	**10,000.00**	**1,380.00**	**93,000.00**	**0.00**	**93,000.00**	**93,000.00**
Fund: 101 - GENERAL FUND Total:		**45,116,224.93**	**42,815,983.95**	**52,794,006.58**	**50,195,818.01**	**54,918,657.37**	**42,981,737.64**	**54,693,807.14**	**53,754,934.37**
Report Total:		**45,116,224.93**	**42,815,983.95**	**52,794,006.58**	**50,195,818.01**	**54,918,657.37**	**42,981,737.64**	**54,693,807.14**	**53,754,934.37**

FUND: 505 INTEREST & SINKING FUND

DESCRIPTION

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

BUDGET HIGHLIGHTS

Revenues: Revenues for FY 2025-26 Budget increased 9.7% from the FY 2024-25 estimate with higher property values and an increase in the I&S tax rate.

Expenses: The FY 2025-26 Budget will increase 11.3% from the FY 2024-25 year-end estimate following the existing debt payment schedule.

Budget	2022-23 Actual	2023-24 Actual	2024-25 Estimate	2025-26 Budget
Revenue				
Taxes	$7,710,299	$8,917,461	$9,250,000	$10,270,000
Fund Charges/Transfers	3	104,407	0	0
Investment Income	105,397	195,912	111,000	105,000
Miscellaneous	181,935	221,135	100,000	100,000
Total	*$7,997,634*	*$9,438,915*	*$9,461,000*	*$10,475,000*
Expenses				
Professional Services	$4,200	$5,000	$4,200	$4,200
Debt Service	8,483,985	8,517,861	10,237,433	11,541,012
Refund Debt	0	0	0	0
Total	*$8,488,185*	*$8,522,861*	*$10,241,633*	*$11,545,212*
Over/-Under	*-$490,551*	*$916,055*	*-$780,633*	*-$1,070,212*

City of Schertz, TX

My Budget Worksheet

Account Summary

For Fiscal: 2024-25 Period Ending: 08/31/2025

								Defined Budgets	
		2022-23 Total Budget	2022-23 Total Activity	2023-24 Total Budget	2023-24 Total Activity	2024-25 Total Budget	2024-25 YTD Activity	2024-25 Projected	2025-26 AB
Revenue									
RevCategory: 411 - Taxes									
505-101-411900	Property Tax Revenue	7,696,355.00	7,710,298.77	9,050,000.00	8,917,461.40	9,505,920.00	9,101,419.40	9,250,000.00	10,270,000.00
	RevCategory: 411 - Taxes Total:	**7,696,355.00**	**7,710,298.77**	**9,050,000.00**	**8,917,461.40**	**9,505,920.00**	**9,101,419.40**	**9,250,000.00**	**10,270,000.00**
RevCategory: 480 - Fund Charges/Transfers									
505-101-480000	Transfer In	0.00	3.42	0.00	0.00	0.00	4,079.26	0.00	0.00
505-101-480002	Transfer In - Reserves	814,143.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
505-101-480401	Transfer In - Bond Project	0.00	0.00	0.00	104,406.82	0.00	0.00	0.00	0.00
	RevCategory: 480 - Fund Charges/Transfers Total:	**814,143.00**	**3.42**	**0.00**	**104,406.82**	**0.00**	**4,079.26**	**0.00**	**0.00**
RevCategory: 491 - Investment Income									
505-101-491000	Interest Earned - Tax I&S	750.00	4,814.22	10,000.00	2,577.38	5,000.00	4,605.73	5,000.00	5,000.00
505-101-491200	Investment Income	75,000.00	100,582.63	175,000.00	193,334.82	100,000.00	76,399.76	106,000.00	100,000.00
	RevCategory: 491 - Investment Income Total:	**75,750.00**	**105,396.85**	**185,000.00**	**195,912.20**	**105,000.00**	**81,005.49**	**111,000.00**	**105,000.00**
RevCategory: 497 - Miscellaneous									
505-101-497000	Miscellaneous Income	0.00	56,934.88	0.00	121,135.04	0.00	0.00	0.00	0.00
505-101-497018	Contribution From YMCA	100,000.00	125,000.00	100,000.00	100,000.00	100,000.00	100,000.00	100,000.00	100,000.00
	RevCategory: 497 - Miscellaneous Total:	**100,000.00**	**181,934.88**	**100,000.00**	**221,135.04**	**100,000.00**	**100,000.00**	**100,000.00**	**100,000.00**
	Revenue Total:	**8,686,248.00**	**7,997,633.92**	**9,335,000.00**	**9,438,915.46**	**9,710,920.00**	**9,286,504.15**	**9,461,000.00**	**10,475,000.00**

		2022-23 Total Budget	2022-23 Total Activity	2023-24 Total Budget	2023-24 Total Activity	2024-25 Total Budget	2024-25 YTD Activity	2024-25 Projected	2025-26 AB
Expense									
ExpCategory: 541 - Professional Services									
505-101-555040	Cost of Bond Issuance	80,000.00	0.00	80,000.00	0.00	0.00	0.00	0.00	0.00
505-101-555041	Paying Agent	4,000.00	4,200.00	4,800.00	5,000.00	4,200.00	4,000.00	4,200.00	4,200.00
ExpCategory: 541 - Professional Services Total:		**84,000.00**	**4,200.00**	**84,800.00**	**5,000.00**	**4,200.00**	**4,000.00**	**4,200.00**	**4,200.00**
ExpCategory: 555 - Debt Services									
505-101-555000	Bond-CO 2018-Principal	0.00	0.00	0.00	270,000.00	285,000.00	285,000.00	285,000.00	185,000.00
505-101-555001	Bond-CO 2018-Interest	151,263.00	151,262.50	138,012.50	138,012.50	124,138.00	124,137.50	124,138.00	112,388.00
505-101-555002	Bond-CO 2019-Interest	106,800.00	106,800.00	95,675.00	95,675.00	82,875.00	82,875.00	82,875.00	70,975.00
505-101-555003	Bond-CO 2019-Principal	275,000.00	275,000.00	280,000.00	280,000.00	290,000.00	290,000.00	290,000.00	305,000.00
505-101-555004	Bond-CO 2022A-Interest	0.00	364,225.00	350,725.00	350,725.00	337,100.00	337,100.00	337,100.00	322,850.00
505-101-555005	Bond-CO 2022A-Principal	595,000.00	275,000.00	265,000.00	265,000.00	280,000.00	280,000.00	280,000.00	290,000.00
505-101-555006	Bond-CO 2022-Interest	166,525.00	166,525.00	157,650.00	157,650.01	148,400.00	148,400.01	148,400.00	138,775.00
505-101-555007	Bond-CO 2022-Principal	175,000.00	175,000.00	180,000.00	180,000.00	190,000.00	190,000.00	190,000.00	195,000.00
505-101-555008	Bond-CO SR2017-Interest	103,400.00	103,400.00	93,800.00	93,800.00	86,150.00	86,150.00	86,150.00	79,050.00
505-101-555009	Bond-CO SR2017-Principal	315,000.00	315,000.00	325,000.00	325,000.00	185,000.00	185,000.00	185,000.00	185,000.00
505-101-555011	Bond-GO 2007 - Interest	71,123.00	70,561.37	56,369.50	56,285.84	41,005.00	40,700.56	41,005.00	25,030.00
505-101-555012	Bond-GO 2007 - Principal	355,000.00	355,000.00	370,000.00	370,000.00	385,000.00	385,000.00	385,000.00	400,000.00
505-101-555015	Bond-GO 2014 Refund-Interest	245,150.00	245,150.00	219,525.00	219,525.00	191,000.00	191,000.00	191,000.00	161,425.00
505-101-555016	Bond-GO 2014 Refund-Principal	775,000.00	775,000.00	800,000.00	800,000.00	830,000.00	830,000.00	830,000.00	860,000.00
505-101-555017	Bond-GO 2018 Refund - Interest	73,617.00	73,617.00	60,844.00	60,844.00	47,753.00	47,753.00	148,569.00	34,397.00
505-101-555018	Bond-GO 2018 Refund- Principal	595,000.00	595,000.00	610,000.00	610,000.00	625,000.00	625,000.00	235,000.00	635,000.00
505-101-555019	Bond-GO 2020 - Interest	174,063.00	174,062.50	135,462.50	135,462.50	109,463.00	109,462.50	109,463.00	95,963.00
505-101-555020	Bond-GO 2020 - Principal	960,000.00	960,000.00	970,000.00	970,000.00	330,000.00	330,000.00	330,000.00	345,000.00
505-101-555021	Bond-GO 2021 Refund - Interest	124,800.00	124,800.00	110,600.00	110,600.00	96,000.00	96,000.00	96,000.00	80,800.00
505-101-555022	Bond-GO 2021 Refund- Principal	350,000.00	350,000.00	360,000.00	360,000.00	370,000.00	370,000.00	370,000.00	390,000.00
505-101-555023	Bond-GO 2022 - Interest	0.00	816,975.00	786,725.00	786,725.00	756,225.00	756,225.00	756,225.00	724,225.00
505-101-555024	Bond-GO 2022 - Principal	1,333,900.00	615,000.00	595,000.00	595,000.00	625,000.00	625,000.00	625,000.00	655,000.00
505-101-555025	Bond-GO Refund - 2015-Interest	37,050.00	37,050.00	37,050.00	37,050.00	37,050.00	37,050.00	37,050.00	37,050.00
505-101-555026	Bond-GO SR2016 - Interest	121,606.00	121,606.13	111,206.26	111,206.26	100,406.00	100,406.26	100,406.00	89,206.00
505-101-555027	Bond-GO SR2016 - Principal	255,000.00	255,000.13	265,000.00	265,000.00	275,000.00	275,000.00	275,000.00	285,000.00

		Defined Budgets							
		2022-23 Total Budget	2022-23 Total Activity	2023-24 Total Budget	2023-24 Total Activity	2024-25 Total Budget	2024-25 YTD Activity	2024-25 Projected	2025-26 AB
505-101-555028	Bond-GO SR2017 - Interest	95,025.00	95,025.00	89,850.00	89,850.00	84,525.00	84,525.00	84,525.00	80,525.00
505-101-555029	Bond-GO SR2017 - Principal	170,000.00	170,000.00	175,000.00	175,000.00	180,000.00	180,000.00	180,000.00	190,000.00
505-101-555030	Bond-CO 2016A-Interest	32,469.00	32,468.76	27,318.76	27,318.38	25,144.00	25,143.76	25,144.00	22,893.00
505-101-555031	Bond-CO 2016A-Principle	205,000.00	205,000.00	70,000.00	70,000.00	75,000.00	75,000.00	75,000.00	75,000.00
505-101-555032	Bond-Taxable CO 2016B-Intere...	38,388.00	38,387.50	36,437.50	36,437.50	34,413.00	34,412.50	34,413.00	32,312.00
505-101-555033	Bond-Taxable CO 2016B-Princip..	65,000.00	65,000.00	65,000.00	65,000.00	70,000.00	70,000.00	70,000.00	70,000.00
505-101-555063	Bond-GO 2018 Refund- Principal	205,000.00	205,000.00	250,000.00	250,000.00	235,000.00	235,000.00	625,000.00	250,000.00
505-101-555064	Bond-GO 2018 Refund - Interest	172,069.00	172,068.76	160,693.76	160,693.75	148,569.00	148,568.76	47,753.00	136,444.00
505-101-555065	Bond-CO 2024- Principal	0.00	0.00	0.00	0.00	1,736,387.33	1,785,000.00	1,785,000.00	1,740,000.00
505-101-555066	Bond-CO 2024- Interest	0.00	0.00	0.00	0.00	772,216.67	772,216.67	772,217.00	758,350.00
505-101-555068	Interest-CO 2025	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,483,354.00
	ExpCategory: 555 - Debt Services Total:	**8,342,248.00**	**8,483,984.65**	**8,247,944.78**	**8,517,860.74**	**10,188,820.00**	**10,237,126.52**	**10,237,433.00**	**11,541,012.00**
	Expense Total:	**8,426,248.00**	**8,488,184.65**	**8,332,744.78**	**8,522,860.74**	**10,193,020.00**	**10,241,126.52**	**10,241,633.00**	**11,545,212.00**
	Report Surplus (Deficit):	**260,000.00**	**-490,550.73**	**1,002,255.22**	**916,054.72**	**-482,100.00**	**-954,622.37**	**-780,633.00**	**-1,070,212.00**

Group Summary

ExpCategor...	2022-23 Total Budget	2022-23 Total Activity	2023-24 Total Budget	2023-24 Total Activity	2024-25 Total Budget	2024-25 YTD Activity	2024-25 Projected	2025-26 AB
					Defined Budgets			
Revenue								
RevCategory: 411 - Taxes								
	7,696,355.00	7,710,298.77	9,050,000.00	8,917,461.40	9,505,920.00	9,101,419.40	9,250,000.00	10,270,000.00
RevCategory: 411 - Taxes Total:	**7,696,355.00**	**7,710,298.77**	**9,050,000.00**	**8,917,461.40**	**9,505,920.00**	**9,101,419.40**	**9,250,000.00**	**10,270,000.00**
RevCategory: 480 - Fund Charges/Transfers								
	814,143.00	3.42	0.00	104,406.82	0.00	4,079.26	0.00	0.00
RevCategory: 480 - Fund Charges/Transfers Total:	**814,143.00**	**3.42**	**0.00**	**104,406.82**	**0.00**	**4,079.26**	**0.00**	**0.00**
RevCategory: 491 - Investment Income								
	75,750.00	105,396.85	185,000.00	195,912.20	105,000.00	81,005.49	111,000.00	105,000.00
RevCategory: 491 - Investment Income Total:	**75,750.00**	**105,396.85**	**185,000.00**	**195,912.20**	**105,000.00**	**81,005.49**	**111,000.00**	**105,000.00**
RevCategory: 497 - Miscellaneous								
	100,000.00	181,934.88	100,000.00	221,135.04	100,000.00	100,000.00	100,000.00	100,000.00
RevCategory: 497 - Miscellaneous Total:	**100,000.00**	**181,934.88**	**100,000.00**	**221,135.04**	**100,000.00**	**100,000.00**	**100,000.00**	**100,000.00**
Revenue Total:	**8,686,248.00**	**7,997,633.92**	**9,335,000.00**	**9,438,915.46**	**9,710,920.00**	**9,286,504.15**	**9,461,000.00**	**10,475,000.00**

ExpCategor...		2022-23 Total Budget	2022-23 Total Activity	2023-24 Total Budget	2023-24 Total Activity	Defined Budgets 2024-25 Total Budget	2024-25 YTD Activity	2024-25 Projected	2025-26 AB
Expense									
541 - Professional Services		84,000.00	4,200.00	84,800.00	5,000.00	4,200.00	4,000.00	4,200.00	4,200.00
555 - Debt Services		8,342,248.00	8,483,984.65	8,247,944.78	8,517,860.74	10,188,820.00	10,237,126.52	10,237,433.00	11,541,012.00
	Expense Total:	**8,426,248.00**	**8,488,184.65**	**8,332,744.78**	**8,522,860.74**	**10,193,020.00**	**10,241,126.52**	**10,241,633.00**	**11,545,212.00**
	Report Surplus (Deficit):	**260,000.00**	**-490,550.73**	**1,002,255.22**	**916,054.72**	**-482,100.00**	**-954,622.37**	**-780,633.00**	**-1,070,212.00**

Fund Summary

Fund		2022-23 Total Budget	2022-23 Total Activity	2023-24 Total Budget	2023-24 Total Activity	2024-25 Total Budget	2024-25 YTD Activity	2024-25 Projected	2025-26 AB
						Defined Budgets			
505 - TAX I & S		260,000.00	490,550.73	1,002,255.22	-916,054.72	-482,100.00	-954,622.37	-780,633.00	-1,070,212.00
	Report Surplus (Deficit):	**260,000.00**	**-490,550.73**	**1,002,255.22**	**916,054.72**	**-482,100.00**	**-954,622.37**	**-780,633.00**	**-1,070,212.00**

FUND: 202 WATER & SEWER

DESCRIPTION

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

BUDGET HIGHLIGHTS

Revenue: Revenues for FY 2025-26 Budget are expected to increase 7.0% from the FY 2024-25 year-end estimate due to account growth and fee increases.

Expenses: The FY 2025-26 Budget increased 4.6% from the FY 2024-25 year-end estimate due to additional water/wastewater crew (also to include crew leader role), the purchase of a Dump Truck, Light Crew Truck, Aerial Bucket Truck, and Heavy Duty Trailer.

Budget	2022-23 Actual	2023-24 Actual	2024-25 Estimate	2025-26 Budget
Revenues				
Franchises	$283,440	$474,755	$350,000	$350,000
Fees	30,414,475	30,709,430	31,549,500	33,896,500
Fund Charges/Transfers	152,593	157,500	180,000	180,000
Investment Income	416,995	3,292,860	520,000	520,000
Miscellaneous	13,615,421	3,860,341	477,124	444,978
Total	*$44,882,924*	*$38,494,886*	*$33,076,624*	*$35,391,478*
Expenses				
Business Office	$1,307,450	$1,349,548	$1,557,737	$1,601,836
W&S Administration	28,876,106	27,822,166	30,528,062	32,843,317
Projects	326,181	0	3,000,000	2,250,000
Total	*$30,509,737*	*$39,964,008*	*$35,085,799*	*$36,695,153*
Over/-Under	*$14,373,187*	*-$1,469,122*	*-$2,009,175*	*-$1,303,675*



City of Schertz, TX

My Budget Worksheet

Account Summary

For Fiscal: 2024-25 Period Ending: 08/31/2025

								Defined Budgets	
		2022-23 Total Budget	2022-23 Total Activity	2023-24 Total Budget	2023-24 Total Activity	2024-25 Total Budget	2024-25 YTD Activity	2024-25 Projected	2025-26 AB
Fund: 202 - WATER & SEWER									
RevCategory: 421 - Franchises									
202-575-421490	Cell Tower Leasing	400,000.00	283,440.47	320,000.00	474,755.00	350,000.00	329,117.23	350,000.00	350,000.00
	RevCategory: 421 - Franchises Total:	**400,000.00**	**283,440.47**	**320,000.00**	**474,755.00**	**350,000.00**	**329,117.23**	**350,000.00**	**350,000.00**
RevCategory: 432 - Fees									
202-575-432023	Garbage Collection Fee	5,300,000.00	5,921,639.27	6,018,000.00	6,059,114.49	6,200,000.00	5,284,999.49	6,200,000.00	8,200,000.00
202-575-432024	Fire Line Fees	22,000.00	0.00	22,000.00	0.00	0.00	0.00	0.00	0.00
202-575-432025	Recycle Fee Revenue	340,000.00	351,910.36	346,800.00	354,409.00	355,000.00	292,496.24	355,000.00	0.00
202-575-432026	W&S Line Constructn Reimbur	25,000.00	1,560.00	0.00	2,228.86	1,500.00	1,150.00	1,500.00	1,500.00
202-575-432047	Sale of Water	12,600,000.00	14,124,123.66	14,000,000.00	14,131,118.82	14,500,000.00	11,774,711.96	14,500,000.00	14,790,000.00
202-575-432048	Edwards Water Lease	40,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
202-575-432049	Water Transfer Charge-Selma	15,000.00	0.00	40,000.00	0.00	0.00	0.00	0.00	0.00
202-575-432050	Water Transfer Charge-UC	0.00	0.00	20,000.00	0.00	0.00	0.00	0.00	0.00
202-575-432051	Sale of Meters	100,000.00	68,287.15	100,000.00	135,353.10	100,000.00	133,330.90	100,000.00	100,000.00
202-575-432052	Sewer Charges	8,800,000.00	9,619,273.64	9,500,000.00	9,730,819.96	10,088,000.00	8,285,023.84	10,088,000.00	10,500,000.00
202-575-432053	Water Penalties	240,000.00	325,180.63	252,000.00	293,711.03	300,000.00	326,014.08	300,000.00	300,000.00
202-575-432058	Sale of Merchandise - GovDeals	2,500.00	0.00	2,500.00	0.00	2,500.00	0.00	2,500.00	2,500.00
202-575-432089	NSF Check Fee	2,500.00	2,500.00	2,500.00	2,675.00	2,500.00	2,400.00	2,500.00	2,500.00
	RevCategory: 432 - Fees Total:	**27,487,000.00**	**30,414,474.71**	**30,303,800.00**	**30,709,430.26**	**31,549,500.00**	**26,100,126.51**	**31,549,500.00**	**33,896,500.00**
RevCategory: 480 - Fund Charges/Transfers									
202-101-480000	Transfer In	0.00	2,593.46	0.00	0.00	0.00	1,251.61	0.00	0.00
202-101-480704	Interfund Charges-Drainage	150,000.00	150,000.00	157,500.00	157,500.00	180,000.00	165,000.00	180,000.00	180,000.00
	RevCategory: 480 - Fund Charges/Transfers Total:	**150,000.00**	**152,593.46**	**157,500.00**	**157,500.00**	**180,000.00**	**166,251.61**	**180,000.00**	**180,000.00**
RevCategory: 491 - Investment Income									
202-101-491000	Interest Earned - Water	25,000.00	12,787.44	16,000.00	17,858.44	20,000.00	34,241.14	20,000.00	20,000.00
202-101-491200	Investment Income	100,000.00	404,207.10	350,000.00	3,275,001.22	500,000.00	462,634.20	500,000.00	500,000.00
	RevCategory: 491 - Investment Income Total:	**125,000.00**	**416,994.54**	**366,000.00**	**3,292,859.66**	**520,000.00**	**496,875.34**	**520,000.00**	**520,000.00**

		Defined Budgets							
		2022-23 Total Budget	2022-23 Total Activity	2023-24 Total Budget	2023-24 Total Activity	2024-25 Total Budget	2024-25 YTD Activity	2024-25 Projected	2025-26 AB
RevCategory: 497 - Miscellaneous									
202-575-497000	Miscellaneous Income	18,000.00	10,750.32	18,000.00	34,107.95	10,000.00	42,748.79	10,000.00	10,000.00
202-575-497012	Change In Equity	0.00	1,412,676.00	0.00	0.00	0.00	0.00	0.00	0.00
202-575-497017	Capital Contribution-W&S	0.00	11,927,754.45	0.00	3,479,444.65	0.00	0.00	0.00	0.00
202-575-497020	Water Construction Reserve Acc	0.00	1.00	0.00	1.00	0.00	0.00	0.00	0.00
202-575-497028	Reimbursements	0.00	1.00	0.00	0.00	0.00	0.00	0.00	0.00
202-575-497032	Reimbursement-SSLGC Salary	295,358.00	252,623.47	326,000.00	335,911.42	236,415.00	330,412.80	452,624.00	420,478.00
202-575-497035	Credit Card Service Fees	10,500.00	11,615.00	13,500.00	10,876.00	14,500.00	10,964.66	14,500.00	14,500.00
	RevCategory: 497 - Miscellaneous Total:	**323,858.00**	**13,615,421.24**	**357,500.00**	**3,860,341.02**	**260,915.00**	**384,126.25**	**477,124.00**	**444,978.00**
	Fund: 202 - WATER & SEWER Total:	**28,485,858.00**	**44,882,924.42**	**31,504,800.00**	**38,494,885.94**	**32,860,415.00**	**27,476,496.94**	**33,076,624.00**	**35,391,478.00**
	Report Total:	**28,485,858.00**	**44,882,924.42**	**31,504,800.00**	**38,494,885.94**	**32,860,415.00**	**27,476,496.94**	**33,076,624.00**	**35,391,478.00**

		Defined Budgets							
		2022-23 Total Budget	2022-23 Total Activity	2023-24 Total Budget	2023-24 Total Activity	2024-25 Total Budget	2024-25 YTD Activity	2024-25 Projected	2025-26 AB
Department: 176 - Business Office									
ExpCategory: 511 - Personnel Services									
202-176-511110	Regular	364,889.00	350,951.38	446,248.00	416,455.01	500,452.00	382,970.67	506,288.00	512,303.00
202-176-511120	Overtime	7,078.00	5,643.99	7,579.00	5,265.47	7,189.00	6,718.63	8,200.00	8,207.00
202-176-511210	Longevity	6,450.00	6,678.66	6,102.00	6,803.00	7,463.00	7,831.00	7,831.00	7,003.00
202-176-511220	Clothing Allowance	0.00	112.00	0.00	0.00	0.00	0.00	0.00	0.00
202-176-511230	Certification Allowance	3,150.00	1,390.00	780.00	260.00	622.00	950.00	1,100.00	622.00
202-176-511310	FICA - Employer	29,190.00	26,429.35	35,244.00	32,109.35	39,453.00	29,596.14	40,042.00	40,402.00
202-176-511350	TMRS-Employer	62,539.00	115,899.43	76,973.00	68,856.79	86,694.00	66,774.49	87,987.00	92,490.00
202-176-511410	Health-Employer	93,574.00	85,657.25	104,756.00	116,119.20	110,884.00	88,465.52	110,557.00	116,890.00
202-176-511500	Workers' Compensation	2,026.00	3,907.16	2,163.00	4,148.16	2,297.00	4,132.68	4,132.00	2,319.00
202-176-511606	Uniforms	3,200.00	2,560.05	3,200.00	1,169.59	3,200.00	0.00	3,200.00	3,200.00
202-176-511607	Awards	1,000.00	650.26	1,000.00	0.00	1,000.00	0.00	1,000.00	1,000.00
202-176-511610	Memberships-Professional	500.00	0.00	500.00	0.00	500.00	0.00	500.00	500.00
202-176-511612	Training/Travel	3,500.00	1,621.00	3,500.00	1,593.00	3,500.00	2,480.00	3,500.00	3,500.00
202-176-511614	Meeting Expenses	500.00	212.59	500.00	304.36	500.00	257.18	500.00	500.00
	ExpCategory: 511 - Personnel Services Total:	**577,596.00**	**601,713.12**	**688,545.00**	**653,083.93**	**763,754.00**	**590,176.31**	**774,837.00**	**788,936.00**
ExpCategory: 521 - Supplies and Equipment									
202-176-521000	Operating Supplies	2,990.63	2,974.57	2,500.00	2,344.79	2,500.00	190.21	2,500.00	7,500.00
202-176-521100	Office Supplies	2,100.00	1,774.50	2,100.00	1,916.92	2,100.00	115.96	2,100.00	2,100.00
202-176-521405	Water Meters-New	208,000.00	206,899.26	208,000.00	143,700.92	208,000.00	191,742.46	208,000.00	228,000.00
202-176-521702	Postage	95,000.00	100,526.36	95,000.00	85,524.27	98,000.00	79,512.37	98,000.00	98,000.00
202-176-521708	Furniture & Fixtures	2,220.09	2,180.71	781.00	780.60	800.00	0.00	800.00	800.00
202-176-521710	Computer & Peripherals Under...	0.00	0.00	1,044.00	1,044.00	0.00	0.00	0.00	5,000.00
	ExpCategory: 521 - Supplies and Equipment Total:	**310,310.72**	**314,355.40**	**309,425.00**	**235,311.50**	**311,400.00**	**271,561.00**	**311,400.00**	**341,400.00**
ExpCategory: 533 - Utility Services									
202-176-533310	Telephone/Cell Phones	1,500.00	0.00	3,000.00	0.00	3,000.00	0.00	3,000.00	3,000.00
202-176-533500	Vehicle Fuel	10,000.00	9,181.90	10,000.00	9,052.68	10,000.00	6,858.51	10,000.00	10,000.00
	ExpCategory: 533 - Utility Services Total:	**11,500.00**	**9,181.90**	**13,000.00**	**9,052.68**	**13,000.00**	**6,858.51**	**13,000.00**	**13,000.00**
ExpCategory: 534 - Operating Expenses									
202-176-534011	Contingencies	679.91	0.00	3,775.00	3,637.80	5,000.00	0.00	5,000.00	5,000.00
202-176-534015	Credit Card Service Fee	270,000.00	309,648.87	302,000.00	353,016.53	320,000.00	221,048.44	320,000.00	320,000.00

		Defined Budgets							
		2022-23 Total Budget	2022-23 Total Activity	2023-24 Total Budget	2023-24 Total Activity	2024-25 Total Budget	2024-25 YTD Activity	2024-25 Projected	2025-26 AB
202-176-534016	Credit Card Fees - AMEX	3,000.00	2,472.72	3,500.00	2,812.67	3,500.00	604.08	3,500.00	3,500.00
202-176-534029	Printing & Binding	25,000.00	24,000.05	25,000.00	38,468.88	30,000.00	39,293.58	30,000.00	30,000.00
202-176-534036	Software Maintenance	65,000.00	46,078.36	48,000.00	54,164.00	55,000.00	6,165.80	55,000.00	55,000.00
ExpCategory: 534 - Operating Expenses Total:		**363,679.91**	**382,200.00**	**382,275.00**	**452,099.88**	**413,500.00**	**267,111.90**	**413,500.00**	**413,500.00**
ExpCategory: 551 - Repairs and Maintenance									
202-176-551076	Other Maintenance Agreements	18,700.00	0.00	0.00	0.00	0.00	54,279.00	0.00	0.00
ExpCategory: 551 - Repairs and Maintenance Total:		**18,700.00**	**0.00**	**0.00**	**0.00**	**0.00**	**54,279.00**	**0.00**	**0.00**
ExpCategory: 581 - Capital Outlay									
202-176-581012	Vehicles & Accs Over $5,000	0.00	0.00	0.00	0.00	45,000.00	0.00	45,000.00	45,000.00
ExpCategory: 581 - Capital Outlay Total:		**0.00**	**0.00**	**0.00**	**0.00**	**45,000.00**	**0.00**	**45,000.00**	**45,000.00**
Department: 176 - Business Office Total:		**1,281,786.63**	**1,307,450.42**	**1,393,245.00**	**1,349,547.99**	**1,546,654.00**	**1,189,986.72**	**1,557,737.00**	**1,601,836.00**

		Defined Budgets							
		2022-23 Total Budget	2022-23 Total Activity	2023-24 Total Budget	2023-24 Total Activity	2024-25 Total Budget	2024-25 YTD Activity	2024-25 Projected	2025-26 AB
Department: 575 - W & S Administration									
ExpCategory: 511 - Personnel Services									
202-575-511110	Regular	1,305,491.00	1,206,363.72	1,472,343.00	1,346,116.19	1,728,501.00	1,375,884.37	1,803,144.00	2,185,940.00
202-575-511120	Overtime	68,801.00	73,350.50	72,173.00	78,067.65	90,675.00	54,945.46	78,000.00	130,363.00
202-575-511210	Longevity	13,861.00	10,030.00	11,705.00	14,105.34	13,754.00	13,861.00	13,861.00	13,399.00
202-575-511230	Certification Allowance	13,791.00	15,329.72	10,851.00	6,127.68	0.00	0.00	0.00	0.00
202-575-511240	Allowances	900.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
202-575-511310	FICA - Employer	107,008.00	92,664.70	119,579.00	105,574.58	140,224.00	106,111.54	144,968.00	178,227.00
202-575-511350	TMRS-Employer	229,263.00	208,735.70	261,159.00	249,700.30	308,126.00	245,872.31	318,550.00	408,000.00
202-575-511410	Health-Employer	265,624.00	280,511.94	316,229.00	347,391.12	371,743.00	291,413.81	356,739.00	442,035.00
202-575-511500	Workers' Compensation	22,745.00	24,947.27	23,417.00	26,708.13	25,464.00	26,608.50	26,608.00	32,939.00
202-575-511603	Employee Appreciation Events -..	3,500.00	3,389.16	3,750.00	3,750.30	8,100.00	5,115.58	8,100.00	8,100.00
202-575-511606	Uniforms	20,000.00	11,684.66	17,450.00	14,603.76	23,700.00	15,839.54	23,700.00	23,700.00
202-575-511612	Training/Travel	23,000.00	15,701.96	23,000.00	17,790.58	26,250.00	28,101.81	26,350.00	39,250.00
202-575-511614	Meeting Expenses	0.00	0.00	1,000.00	1,044.05	1,000.00	684.74	1,000.00	1,000.00
	ExpCategory: 511 - Personnel Services Total:	**2,073,984.00**	**1,942,709.33**	**2,332,656.00**	**2,210,979.68**	**2,737,537.00**	**2,164,438.66**	**2,801,020.00**	**3,462,953.00**
ExpCategory: 521 - Supplies and Equipment									
202-575-521000	Operating Supplies	10,000.00	15,659.16	17,175.00	17,174.36	18,000.00	18,071.32	18,000.00	18,000.00
202-575-521100	Office Supplies	1,500.00	868.59	2,000.00	1,798.27	2,500.00	1,629.38	2,500.00	2,500.00
202-575-521200	Chem/Med/Lab Supplies	1,500.00	2,181.74	5,980.00	5,682.63	6,750.00	3,497.45	6,750.00	6,750.00
202-575-521400	Plumbing Supplies	50,000.00	18,435.75	85,000.00	69,884.33	95,000.00	23,877.52	95,000.00	95,000.00
202-575-521600	Equip Maint Supplies	0.00	0.00	1,500.00	1,271.00	2,000.00	0.00	2,000.00	2,000.00
202-575-521701	Computer Fees & Licenses	0.00	0.00	4,000.00	3,894.45	4,500.00	9,122.00	4,500.00	4,500.00
202-575-521702	Postage	300.00	91.33	350.00	132.65	350.00	191.78	350.00	350.00
202-575-521705	Street Maintenance Materials	20,000.00	22,648.67	87,500.00	23,584.04	96,250.00	17,538.78	96,250.00	96,250.00
202-575-521708	Furniture & Fixtures	3,000.00	1,435.08	6,000.00	5,763.40	6,000.00	4,496.46	6,000.00	6,000.00
202-575-521710	Computer & Peripherals Under...	0.00	0.00	108,500.00	4,309.33	108,750.00	2,192.55	108,750.00	108,750.00
202-575-521716	Equipment Under $5,000	4,000.00	5,742.68	10,000.00	12,677.90	10,000.00	7,556.82	10,000.00	10,000.00
202-575-521719	Water Purchase	3,200,000.00	3,775,620.04	3,700,000.00	2,350,029.88	4,200,000.00	2,633,296.84	4,200,000.00	4,200,000.00
	ExpCategory: 521 - Supplies and Equipment Total:	**3,290,300.00**	**3,842,683.04**	**4,028,005.00**	**2,496,202.24**	**4,550,100.00**	**2,721,470.90**	**4,550,100.00**	**4,550,100.00**

		2022-23 Total Budget	2022-23 Total Activity	2023-24 Total Budget	2023-24 Total Activity	2024-25 Total Budget	2024-25 YTD Activity	2024-25 Projected	2025-26 AB
					Defined Budgets				
ExpCategory: 532 - City Supported Services									
202-575-532014	Low Flow Rebate Program	400.00	0.00	100.00	100.00	100.00	0.00	100.00	100.00
ExpCategory: 532 - City Supported Services Total:		**400.00**	**0.00**	**100.00**	**100.00**	**100.00**	**0.00**	**100.00**	**100.00**
ExpCategory: 533 - Utility Services									
202-575-533100	Gas Utility Service	3,000.00	2,421.13	4,000.00	2,884.69	4,500.00	2,446.41	4,500.00	4,950.00
202-575-533200	Electric Utility Service	325,000.00	437,480.82	450,000.00	406,883.97	472,500.00	296,524.86	472,500.00	493,762.00
202-575-533410	Water Utility Service	2,500.00	2,782.21	2,750.00	2,576.08	3,000.00	2,069.71	3,000.00	3,510.00
202-575-533500	Vehicle Fuel	53,000.00	69,716.62	67,000.00	66,085.68	70,000.00	44,044.26	70,000.00	70,000.00
ExpCategory: 533 - Utility Services Total:		**383,500.00**	**512,400.78**	**523,750.00**	**478,430.42**	**550,000.00**	**345,085.24**	**550,000.00**	**572,222.00**
ExpCategory: 534 - Operating Expenses									
202-575-534000	Advertising	3,000.00	506.00	3,000.00	0.00	3,000.00	0.00	3,000.00	3,000.00
202-575-534005	City Insurance-Commercial	78,000.00	86,058.92	97,000.00	102,849.87	110,000.00	114,485.62	110,000.00	110,000.00
202-575-534011	Contingencies	109,000.00	0.00	112,825.00	62.64	51,899.00	0.00	53,900.00	158,205.00
202-575-534021	Equipment Maintenance - Copi...	6,500.00	5,565.80	6,500.00	5,565.80	7,000.00	6,130.32	7,000.00	7,000.00
202-575-534027	Memberships-City Use	0.00	0.00	0.00	45.00	0.00	55.40	0.00	0.00
202-575-534029	Printing & Binding	250.00	74.00	250.00	0.00	250.00	0.00	250.00	250.00
202-575-534037	Computer Maintenance	17,500.00	7,961.22	17,500.00	41.98	17,500.00	115.60	17,500.00	17,500.00
202-575-534050	Waste Contractor Expense	5,000,000.00	5,418,725.94	5,582,100.00	5,686,196.58	5,625,000.00	4,976,295.87	5,625,000.00	7,380,000.00
202-575-534054	State Water Fees-TCEQ	40,000.00	36,705.45	40,000.00	40,349.25	42,500.00	40,207.18	42,500.00	42,500.00
202-575-534059	Sewer Treatment-CCMA/MUD	4,182,000.00	5,432,816.32	5,720,000.00	5,761,773.62	5,900,000.00	3,483,022.31	5,900,000.00	5,900,000.00
ExpCategory: 534 - Operating Expenses Total:		**9,436,250.00**	**10,988,413.65**	**11,579,175.00**	**11,596,884.74**	**11,757,149.00**	**8,620,312.30**	**11,759,150.00**	**13,618,455.00**
ExpCategory: 541 - Professional Services									
202-575-541000	Auditor/Accounting Service	24,000.00	24,000.00	25,000.00	25,000.00	25,000.00	25,000.00	25,000.00	25,000.00
202-575-541001	Cell Tower Management Fees	108,000.00	92,560.62	96,000.00	95,271.59	96,000.00	86,586.67	96,000.00	96,000.00
202-575-541012	Legal Services	150,000.00	154,455.41	125,000.00	5,854.50	125,000.00	6,689.29	125,000.00	125,000.00
202-575-541017	Professional Services	145,000.00	2,197.53	145,000.00	40,035.21	150,000.00	92,199.23	150,000.00	150,000.00
202-575-555041	Paying Agent	1,400.00	1,000.00	1,400.00	1,800.00	1,000.00	600.00	1,000.00	1,000.00
ExpCategory: 541 - Professional Services Total:		**428,400.00**	**274,213.56**	**392,400.00**	**167,961.30**	**397,000.00**	**211,075.19**	**397,000.00**	**397,000.00**
ExpCategory: 542 - Non-Operating Expenses									
202-575-542000	Depreciation Expense	0.00	2,509,976.63	0.00	2,775,313.00	0.00	0.00	0.00	0.00
202-575-542001	Bad Debt Expense	0.00	297,165.07	0.00	107,733.40	300,000.00	0.00	300,000.00	300,000.00

Defined Budgets

		2022-23 Total Budget	2022-23 Total Activity	2023-24 Total Budget	2023-24 Total Activity	2024-25 Total Budget	2024-25 YTD Activity	2024-25 Projected	2025-26 AB
202-575-542002	Amortization Expense	0.00	0.00	0.00	-131,680.46	0.00	0.00	0.00	0.00
ExpCategory: 542 - Non-Operating Expenses Total:		**0.00**	**2,807,141.70**	**0.00**	**2,751,365.94**	**300,000.00**	**0.00**	**300,000.00**	**300,000.00**
ExpCategory: 548 - Fund Charges/Transfers									
202-575-548004	Interfund Charges-Fleet	150,684.00	150,684.00	169,213.00	169,213.00	193,380.00	177,265.00	193,380.00	180,017.00
202-575-548006	Interfund Charges-Admin	1,493,620.00	1,493,620.00	1,540,372.00	1,540,372.00	1,585,682.00	1,453,541.87	1,585,682.00	1,567,840.00
202-575-548014	Transfer Out - General Fund	4,000.00	0.00	4,000.00	0.00	4,000.00	0.00	4,000.00	4,000.00
ExpCategory: 548 - Fund Charges/Transfers Total:		**1,648,304.00**	**1,644,304.00**	**1,713,585.00**	**1,709,585.00**	**1,783,062.00**	**1,630,806.87**	**1,783,062.00**	**1,751,857.00**
ExpCategory: 551 - Repairs and Maintenance									
202-575-551000	Building Maintenance	5,000.00	134.00	10,000.00	16,676.63	15,000.00	9,626.98	15,000.00	15,000.00
202-575-551071	I&I Maintenance	50,000.00	11,561.87	50,000.00	5,911.00	50,000.00	6,980.25	50,000.00	50,000.00
202-575-551075	Minor & Other Equip Maint	5,100.00	4,609.45	5,100.00	1,185.57	5,250.00	2,429.87	5,250.00	5,250.00
202-575-551076	Other Maintenance Agreements	200.00	700.00	200.00	1,560.00	2,500.00	840.00	2,500.00	2,500.00
202-575-551104	Sewer Maintenance	90,000.00	95,422.92	120,000.00	97,812.67	140,000.00	44,423.81	140,000.00	140,000.00
202-575-551114	Water Maintenance	200,000.00	175,692.04	280,000.00	105,214.00	300,000.00	135,949.41	300,000.00	350,000.00
ExpCategory: 551 - Repairs and Maintenance Total:		**350,300.00**	**288,120.28**	**465,300.00**	**228,359.87**	**512,750.00**	**200,250.32**	**512,750.00**	**562,750.00**
ExpCategory: 555 - Debt Services									
202-575-555034	Debt Services	1,912,700.00	208,713.00	1,630,000.00	0.00	1,700,000.00	1,700,000.00	1,700,000.00	1,700,000.00
202-575-555035	Interest Expense	587,077.00	1,017,794.14	967,184.00	961,033.59	891,412.00	891,333.97	891,412.00	891,412.00
202-575-555053	Contribution to CCMA	800,000.00	716,050.00	715,050.00	715,050.00	357,025.00	507,825.00	357,025.00	357,025.00
202-575-555054	Contribution To CVLGC	400,000.00	400,000.00	300,000.00	300,000.00	300,000.00	200,000.00	300,000.00	300,000.00
202-575-555055	Contribution to SSLG	3,898,064.00	4,128,160.78	4,065,751.00	3,853,852.02	3,381,751.00	3,236,104.19	3,381,751.00	3,381,751.00
ExpCategory: 555 - Debt Services Total:		**7,597,841.00**	**6,470,717.92**	**7,677,985.00**	**5,829,935.61**	**6,630,188.00**	**6,535,263.16**	**6,630,188.00**	**6,630,188.00**
ExpCategory: 561 - Rental/Leasing									
202-575-561000	Rental-Building & Land	3,275.00	3,401.61	3,700.00	3,545.46	3,900.00	3,651.82	3,900.00	3,900.00
202-575-561100	Rental-Equipment	1,000.00	0.00	6,000.00	0.00	8,101.00	7,861.00	6,000.00	6,000.00
202-575-561200	Lease/Purchase Payments	68,000.00	102,000.00	150,792.00	338,992.00	167,792.00	158,128.01	167,792.00	99,792.00
ExpCategory: 561 - Rental/Leasing Total:		**72,275.00**	**105,401.61**	**160,492.00**	**342,537.46**	**179,793.00**	**169,640.83**	**177,692.00**	**109,692.00**
ExpCategory: 581 - Capital Outlay									
202-575-581005	Equipment Over $5,000	208,900.00	0.00	625,208.00	0.00	432,000.00	192,846.86	432,000.00	211,000.00
202-575-581008	Land/ROW/Easements Purchase	0.00	0.00	100,000.00	0.00	100,000.00	0.00	100,000.00	100,000.00
202-575-581012	Vehicles & Accs Over $5,000	52,500.00	0.00	0.00	0.00	285,000.00	419,745.36	285,000.00	327,000.00

		2022-23 Total Budget	2022-23 Total Activity	2023-24 Total Budget	2023-24 Total Activity	2024-25 Total Budget	2024-25 YTD Activity	2024-25 Projected	2025-26 AB
						Defined Budgets			
202-575-581016	Major Projects	0.00	0.00	250,000.00	9,823.99	250,000.00	121,000.00	250,000.00	250,000.00
	ExpCategory: 581 - Capital Outlay Total:	**261,400.00**	**0.00**	**975,208.00**	**9,823.99**	**1,067,000.00**	**733,592.22**	**1,067,000.00**	**888,000.00**
	Department: 575 - W & S Administration Total:	**25,542,954.00**	**28,876,105.87**	**29,848,656.00**	**27,822,166.25**	**30,464,679.00**	**23,331,935.69**	**30,528,062.00**	**32,843,317.00**

		2022-23 Total Budget	2022-23 Total Activity	2023-24 Total Budget	2023-24 Total Activity	2024-25 Total Budget	2024-25 YTD Activity	2024-25 Projected	2025-26 AB
					Defined Budgets				
Department: 900 - Projects									
ExpCategory: 534 - Operating Expenses									
202-900-534000	Advertising	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
ExpCategory: 534 - Operating Expenses Total:		**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**
ExpCategory: 548 - Fund Charges/Transfers									
202-900-548017	Transfer Out - Public Imprvmnt	0.00	326,181.00	0.00	0.00	3,000,000.00	0.00	3,000,000.00	2,250,000.00
ExpCategory: 548 - Fund Charges/Transfers Total:		**0.00**	**326,181.00**	**0.00**	**0.00**	**3,000,000.00**	**0.00**	**3,000,000.00**	**2,250,000.00**
ExpCategory: 581 - Capital Outlay									
202-900-581013	Construction	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
ExpCategory: 581 - Capital Outlay Total:		**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**
Department: 900 - Projects Total:		**0.00**	**326,181.00**	**0.00**	**0.00**	**3,000,000.00**	**0.00**	**3,000,000.00**	**2,250,000.00**
Fund: 202 - WATER & SEWER Total:		**26,824,740.63**	**30,509,737.29**	**31,241,901.00**	**39,964,008.24**	**35,011,333.00**	**24,521,922.41**	**35,085,799.00**	**36,695,153.00**
Report Total:		**26,824,740.63**	**30,509,737.29**	**31,241,901.00**	**39,964,008.24**	**35,011,333.00**	**24,521,922.41**	**35,085,799.00**	**36,695,153.00**

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

DEPARTMENT DESCRIPTION

The Utility Department ensures effective utility service delivery through several key tasks, including taking accurate meter readings, sending utility bills, processing customer payments, setting up new accounts, conducting annual sewer averaging, managing quarterly debt collection, resolving customer complaints, and accepting payments for other city departments. The department also offers educational resources to help customers understand their utility bills, allowing them to address any questions or concerns. Overall, the Utility Department is vital to providing reliable utility services.

GOALS FOR FY 2025-26

- Our division supports the Strategic Plan Sustainable Government goal of identifying areas of improvement using data and technology by reviewing leak alerts and contacting customers, with a goal of sending notifications to all customers that are leaking at least 10 gallons per hour daily.

BUDGET HIGHLIGHTS

No departmental changes in 2025-26.

Budget	2022-23 Actual	2023-24 Actual	2024-25 Estimate	2025-26 Budget
Personnel Services	$601,713	$653,084	$774,837	$788,936
Supplies and Equipment	314,355	235,312	311,400	341,400
Utility Services	9,182	9,053	13,000	13,000
Operating Expenses	382,200	452,100	413,500	413,500
Repairs and Maintenance	0	0	0	0
Capital Outlay	0	0	45,000	45,000
Total	*$1,307,450*	*$1,349,548*	*$1,557,737*	*$1,601,836*
Activity Measures				
% Of Leak Alerts processed	NA	NA	40%	60%
Authorized Positions	9	10	11	11

		Defined Budgets							
		2022-23 Total Budget	2022-23 Total Activity	2023-24 Total Budget	2023-24 Total Activity	2024-25 Total Budget	2024-25 YTD Activity	2024-25 Projected	2025-26 AB
Department: 176 - Business Office									
ExpCategory: 511 - Personnel Services									
202-176-511110	Regular	364,889.00	350,951.38	446,248.00	416,455.01	500,452.00	382,970.67	506,288.00	512,303.00
202-176-511120	Overtime	7,078.00	5,643.99	7,579.00	5,265.47	7,189.00	6,718.63	8,200.00	8,207.00
202-176-511210	Longevity	6,450.00	6,678.66	6,102.00	6,803.00	7,463.00	7,831.00	7,831.00	7,003.00
202-176-511220	Clothing Allowance	0.00	112.00	0.00	0.00	0.00	0.00	0.00	0.00
202-176-511230	Certification Allowance	3,150.00	1,390.00	780.00	260.00	622.00	950.00	1,100.00	622.00
202-176-511310	FICA - Employer	29,190.00	26,429.35	35,244.00	32,109.35	39,453.00	29,596.14	40,042.00	40,402.00
202-176-511350	TMRS-Employer	62,539.00	115,899.43	76,973.00	68,856.79	86,694.00	66,774.49	87,987.00	92,490.00
202-176-511410	Health-Employer	93,574.00	85,657.25	104,756.00	116,119.20	110,884.00	88,465.52	110,557.00	116,890.00
202-176-511500	Workers' Compensation	2,026.00	3,907.16	2,163.00	4,148.16	2,297.00	4,132.68	4,132.00	2,319.00
202-176-511606	Uniforms	3,200.00	2,560.05	3,200.00	1,169.59	3,200.00	0.00	3,200.00	3,200.00
202-176-511607	Awards	1,000.00	650.26	1,000.00	0.00	1,000.00	0.00	1,000.00	1,000.00
202-176-511610	Memberships-Professional	500.00	0.00	500.00	0.00	500.00	0.00	500.00	500.00
202-176-511612	Training/Travel	3,500.00	1,621.00	3,500.00	1,593.00	3,500.00	2,480.00	3,500.00	3,500.00
202-176-511614	Meeting Expenses	500.00	212.59	500.00	304.36	500.00	257.18	500.00	500.00
	ExpCategory: 511 - Personnel Services Total:	**577,596.00**	**601,713.12**	**688,545.00**	**653,083.93**	**763,754.00**	**590,176.31**	**774,837.00**	**788,936.00**
ExpCategory: 521 - Supplies and Equipment									
202-176-521000	Operating Supplies	2,990.63	2,974.57	2,500.00	2,344.79	2,500.00	190.21	2,500.00	7,500.00
202-176-521100	Office Supplies	2,100.00	1,774.50	2,100.00	1,916.92	2,100.00	115.96	2,100.00	2,100.00
202-176-521405	Water Meters-New	208,000.00	206,899.26	208,000.00	143,700.92	208,000.00	191,742.46	208,000.00	228,000.00
202-176-521702	Postage	95,000.00	100,526.36	95,000.00	85,524.27	98,000.00	79,512.37	98,000.00	98,000.00
202-176-521708	Furniture & Fixtures	2,220.09	2,180.71	781.00	780.60	800.00	0.00	800.00	800.00
202-176-521710	Computer & Peripherals Under...	0.00	0.00	1,044.00	1,044.00	0.00	0.00	0.00	5,000.00
	ExpCategory: 521 - Supplies and Equipment Total:	**310,310.72**	**314,355.40**	**309,425.00**	**235,311.50**	**311,400.00**	**271,561.00**	**311,400.00**	**341,400.00**
ExpCategory: 533 - Utility Services									
202-176-533310	Telephone/Cell Phones	1,500.00	0.00	3,000.00	0.00	3,000.00	0.00	3,000.00	3,000.00
202-176-533500	Vehicle Fuel	10,000.00	9,181.90	10,000.00	9,052.68	10,000.00	6,858.51	10,000.00	10,000.00
	ExpCategory: 533 - Utility Services Total:	**11,500.00**	**9,181.90**	**13,000.00**	**9,052.68**	**13,000.00**	**6,858.51**	**13,000.00**	**13,000.00**
ExpCategory: 534 - Operating Expenses									
202-176-534011	Contingencies	679.91	0.00	3,775.00	3,637.80	5,000.00	0.00	5,000.00	5,000.00
202-176-534015	Credit Card Service Fee	270,000.00	309,648.87	302,000.00	353,016.53	320,000.00	221,048.44	320,000.00	320,000.00

		Defined Budgets							
		2022-23 Total Budget	2022-23 Total Activity	2023-24 Total Budget	2023-24 Total Activity	2024-25 Total Budget	2024-25 YTD Activity	2024-25 Projected	2025-26 AB
202-176-534016	Credit Card Fees - AMEX	3,000.00	2,472.72	3,500.00	2,812.67	3,500.00	604.08	3,500.00	3,500.00
202-176-534029	Printing & Binding	25,000.00	24,000.05	25,000.00	38,468.88	30,000.00	39,293.58	30,000.00	30,000.00
202-176-534036	Software Maintenance	65,000.00	46,078.36	48,000.00	54,164.00	55,000.00	6,165.80	55,000.00	55,000.00
ExpCategory: 534 - Operating Expenses Total:		**363,679.91**	**382,200.00**	**382,275.00**	**452,099.88**	**413,500.00**	**267,111.90**	**413,500.00**	**413,500.00**
ExpCategory: 551 - Repairs and Maintenance									
202-176-551076	Other Maintenance Agreements	18,700.00	0.00	0.00	0.00	0.00	54,279.00	0.00	0.00
ExpCategory: 551 - Repairs and Maintenance Total:		**18,700.00**	**0.00**	**0.00**	**0.00**	**0.00**	**54,279.00**	**0.00**	**0.00**
ExpCategory: 581 - Capital Outlay									
202-176-581012	Vehicles & Accs Over $5,000	0.00	0.00	0.00	0.00	45,000.00	0.00	45,000.00	45,000.00
ExpCategory: 581 - Capital Outlay Total:		**0.00**	**0.00**	**0.00**	**0.00**	**45,000.00**	**0.00**	**45,000.00**	**45,000.00**
Department: 176 - Business Office Total:		**1,281,786.63**	**1,307,450.42**	**1,393,245.00**	**1,349,547.99**	**1,546,654.00**	**1,189,986.72**	**1,557,737.00**	**1,601,836.00**

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

DEPARTMENT DESCRIPTION

The Water and Wastewater division of Public Works provides essential services to the Schertz community through maintenance, repair, strategic planning, inspection of infrastructure, and the expansion of water and wastewater services. To contribute to a higher quality of life and a safer community that is sustainable and financially sound, Division employees offer excellent customer service, participate in community events, 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 2025-26

- The Water and Wastewater Division supports the Infrastructure Investment goal of developing and maintaining the City's water and wastewater system by operating and maintaining the systems with a goal of improving operation standards and efficiency to reduce water loss to 10% or less.
- The Water and Wastewater Division supports the Safe and Livable Community by providing superior potable water by maintaining 100% passing bacteriological testing samples.
- The Water and Wastewater Division supports the Safe and Livable Community goal by responding to 95% of Water and Sanitary Sewer service requests within one business day.
- The Water and Wastewater Division supports the Safe and Livable Community goal by maintaining the City wastewater collection system with a goal of inspecting and maintaining at least 20% of the system.

BUDGET HIGHLIGHTS

The FY 2025-26 Budget will increase 7.6% from the FY 2024-25 year-end estimate due to additional water/wastewater crew (also to include crew leader role), the

purchase of a Dump Truck, Light Crew Truck, Aerial Bucket Truck, and Heavy Duty Trailer.

Budget	2022-23 Actual	2023-24 Actual	2024-25 Estimate	2025-26 Budget
Personnel Services	$1,942,709	$2,210,980	$2,801,020	$3,462,953
Supplies and Equipment	3,842,683	2,496,202	4,550,100	4,550,100
City Support Services	0	100	100	100
Utility Services	512,426	478,430	550,000	572,222
Operating Expenses	10,988,414	11,596,885	11,759,150	13,618,455
Professional Services	274,214	167,961	397,000	397,000
Non-Operating	2,807,142	2,751,366	300,000	300,000
Fund Charges/Transfers	1,644,304	1,709,585	1,783,062	1,751,857
Repairs and Maintenance	228,120	228,360	512,750	562,750
Debt Services	6,470,718	5,829,936	6,630,188	6,630,188
Rental/Leasing	105,402	342,537	177,692	109,692
Capital Outlay	0	9,824	1,067,000	888,000
Total	*$28,876,131*	*$27,822,166*	*$30,528,062*	*$32,843,317*
Projects	$326,181	$0	$3,000,000	$2,250,000

Activity Measures	2022-23 Actual	2023-24 Actual	2024-25 Estimate	2025-26 Budget
Water Connections	17336	17509	17900	18500
Miles of Water Main	246	251	260	268
Miles of Sewer Main	134	142	150	160
Gallons Pumped (Edwards), acre feet	235	202	375	400
Gallons Received (SSLGC), acre feet	6810	6930	6800	6900
Gallons Distributed, acre feet (Less Loss)	6269	5927	6500	6750
Water Loss %	11%	16.8%	< 10%	< 10%
New Meter Installed	421	173	250	250
Bacteriological Samples Taken	480	600	600	600
Bacteriological Samples Collected (Passing %)	100	100	100	100
Water Service Requests	2229	2138	2325	2400
Sanitary Sewer Backup and Repair Calls	904	814	750	750
Water Service Requests Response Rate (%)	N/A	N/A	N/A	95%
Sanitary Sewer Service Requests Response Rate (%)	N/A	N/A	N/A	95%
Sanitary Sewer System Inspection Miles (Camera)	N/A	N/A	N/A	16
Sanitary Sewer System Maintenance Miles (Jetting)	N/A	N/A	N/A	16
Sanitary Sewer System Inspection & Maintenance (%)	N/A	N/A	N/A	20%
Authorized Positions	29	29	30	36

		2022-23 Total Budget	2022-23 Total Activity	2023-24 Total Budget	2023-24 Total Activity	2024-25 Total Budget	2024-25 YTD Activity	2024-25 Projected	2025-26 AB
					Defined Budgets				
Department: 575 - W & S Administration									
ExpCategory: 511 - Personnel Services									
202-575-511110	Regular	1,305,491.00	1,206,363.72	1,472,343.00	1,346,116.19	1,728,501.00	1,375,884.37	1,803,144.00	2,185,940.00
202-575-511120	Overtime	68,801.00	73,350.50	72,173.00	78,067.65	90,675.00	54,945.46	78,000.00	130,363.00
202-575-511210	Longevity	13,861.00	10,030.00	11,705.00	14,105.34	13,754.00	13,861.00	13,861.00	13,399.00
202-575-511230	Certification Allowance	13,791.00	15,329.72	10,851.00	6,127.68	0.00	0.00	0.00	0.00
202-575-511240	Allowances	900.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
202-575-511310	FICA - Employer	107,008.00	92,664.70	119,579.00	105,574.58	140,224.00	106,111.54	144,968.00	178,227.00
202-575-511350	TMRS-Employer	229,263.00	208,735.70	261,159.00	249,700.30	308,126.00	245,872.31	318,550.00	408,000.00
202-575-511410	Health-Employer	265,624.00	280,511.94	316,229.00	347,391.12	371,743.00	291,413.81	356,739.00	442,035.00
202-575-511500	Workers' Compensation	22,745.00	24,947.27	23,417.00	26,708.13	25,464.00	26,608.50	26,608.00	32,939.00
202-575-511603	Employee Appreciation Events -..	3,500.00	3,389.16	3,750.00	3,750.30	8,100.00	5,115.58	8,100.00	8,100.00
202-575-511606	Uniforms	20,000.00	11,684.66	17,450.00	14,603.76	23,700.00	15,839.54	23,700.00	23,700.00
202-575-511612	Training/Travel	23,000.00	15,701.96	23,000.00	17,790.58	26,250.00	28,101.81	26,350.00	39,250.00
202-575-511614	Meeting Expenses	0.00	0.00	1,000.00	1,044.05	1,000.00	684.74	1,000.00	1,000.00
	ExpCategory: 511 - Personnel Services Total:	**2,073,984.00**	**1,942,709.33**	**2,332,656.00**	**2,210,979.68**	**2,737,537.00**	**2,164,438.66**	**2,801,020.00**	**3,462,953.00**
ExpCategory: 521 - Supplies and Equipment									
202-575-521000	Operating Supplies	10,000.00	15,659.16	17,175.00	17,174.36	18,000.00	18,071.32	18,000.00	18,000.00
202-575-521100	Office Supplies	1,500.00	868.59	2,000.00	1,798.27	2,500.00	1,629.38	2,500.00	2,500.00
202-575-521200	Chem/Med/Lab Supplies	1,500.00	2,181.74	5,980.00	5,682.63	6,750.00	3,497.45	6,750.00	6,750.00
202-575-521400	Plumbing Supplies	50,000.00	18,435.75	85,000.00	69,884.33	95,000.00	23,877.52	95,000.00	95,000.00
202-575-521600	Equip Maint Supplies	0.00	0.00	1,500.00	1,271.00	2,000.00	0.00	2,000.00	2,000.00
202-575-521701	Computer Fees & Licenses	0.00	0.00	4,000.00	3,894.45	4,500.00	9,122.00	4,500.00	4,500.00
202-575-521702	Postage	300.00	91.33	350.00	132.65	350.00	191.78	350.00	350.00
202-575-521705	Street Maintenance Materials	20,000.00	22,648.67	87,500.00	23,584.04	96,250.00	17,538.78	96,250.00	96,250.00
202-575-521708	Furniture & Fixtures	3,000.00	1,435.08	6,000.00	5,763.40	6,000.00	4,496.46	6,000.00	6,000.00
202-575-521710	Computer & Peripherals Under...	0.00	0.00	108,500.00	4,309.33	108,750.00	2,192.55	108,750.00	108,750.00
202-575-521716	Equipment Under $5,000	4,000.00	5,742.68	10,000.00	12,677.90	10,000.00	7,556.82	10,000.00	10,000.00
202-575-521719	Water Purchase	3,200,000.00	3,775,620.04	3,700,000.00	2,350,029.88	4,200,000.00	2,633,296.84	4,200,000.00	4,200,000.00
	ExpCategory: 521 - Supplies and Equipment Total:	**3,290,300.00**	**3,842,683.04**	**4,028,005.00**	**2,496,202.24**	**4,550,100.00**	**2,721,470.90**	**4,550,100.00**	**4,550,100.00**

		2022-23 Total Budget	2022-23 Total Activity	2023-24 Total Budget	2023-24 Total Activity	2024-25 Total Budget	2024-25 YTD Activity	2024-25 Projected	2025-26 AB
					Defined Budgets				
ExpCategory: 532 - City Supported Services									
202-575-532014	Low Flow Rebate Program	400.00	0.00	100.00	100.00	100.00	0.00	100.00	100.00
ExpCategory: 532 - City Supported Services Total:		**400.00**	**0.00**	**100.00**	**100.00**	**100.00**	**0.00**	**100.00**	**100.00**
ExpCategory: 533 - Utility Services									
202-575-533100	Gas Utility Service	3,000.00	2,421.13	4,000.00	2,884.69	4,500.00	2,446.41	4,500.00	4,950.00
202-575-533200	Electric Utility Service	325,000.00	437,480.82	450,000.00	406,883.97	472,500.00	296,524.86	472,500.00	493,762.00
202-575-533410	Water Utility Service	2,500.00	2,782.21	2,750.00	2,576.08	3,000.00	2,069.71	3,000.00	3,510.00
202-575-533500	Vehicle Fuel	53,000.00	69,716.62	67,000.00	66,085.68	70,000.00	44,044.26	70,000.00	70,000.00
ExpCategory: 533 - Utility Services Total:		**383,500.00**	**512,400.78**	**523,750.00**	**478,430.42**	**550,000.00**	**345,085.24**	**550,000.00**	**572,222.00**
ExpCategory: 534 - Operating Expenses									
202-575-534000	Advertising	3,000.00	506.00	3,000.00	0.00	3,000.00	0.00	3,000.00	3,000.00
202-575-534005	City Insurance-Commercial	78,000.00	86,058.92	97,000.00	102,849.87	110,000.00	114,485.62	110,000.00	110,000.00
202-575-534011	Contingencies	109,000.00	0.00	112,825.00	62.64	51,899.00	0.00	53,900.00	158,205.00
202-575-534021	Equipment Maintenance - Copi...	6,500.00	5,565.80	6,500.00	5,565.80	7,000.00	6,130.32	7,000.00	7,000.00
202-575-534027	Memberships-City Use	0.00	0.00	0.00	45.00	0.00	55.40	0.00	0.00
202-575-534029	Printing & Binding	250.00	74.00	250.00	0.00	250.00	0.00	250.00	250.00
202-575-534037	Computer Maintenance	17,500.00	7,961.22	17,500.00	41.98	17,500.00	115.60	17,500.00	17,500.00
202-575-534050	Waste Contractor Expense	5,000,000.00	5,418,725.94	5,582,100.00	5,686,196.58	5,625,000.00	4,976,295.87	5,625,000.00	7,380,000.00
202-575-534054	State Water Fees-TCEQ	40,000.00	36,705.45	40,000.00	40,349.25	42,500.00	40,207.18	42,500.00	42,500.00
202-575-534059	Sewer Treatment-CCMA/MUD	4,182,000.00	5,432,816.32	5,720,000.00	5,761,773.62	5,900,000.00	3,483,022.31	5,900,000.00	5,900,000.00
ExpCategory: 534 - Operating Expenses Total:		**9,436,250.00**	**10,988,413.65**	**11,579,175.00**	**11,596,884.74**	**11,757,149.00**	**8,620,312.30**	**11,759,150.00**	**13,618,455.00**
ExpCategory: 541 - Professional Services									
202-575-541000	Auditor/Accounting Service	24,000.00	24,000.00	25,000.00	25,000.00	25,000.00	25,000.00	25,000.00	25,000.00
202-575-541001	Cell Tower Management Fees	108,000.00	92,560.62	96,000.00	95,271.59	96,000.00	86,586.67	96,000.00	96,000.00
202-575-541012	Legal Services	150,000.00	154,455.41	125,000.00	5,854.50	125,000.00	6,689.29	125,000.00	125,000.00
202-575-541017	Professional Services	145,000.00	2,197.53	145,000.00	40,035.21	150,000.00	92,199.23	150,000.00	150,000.00
202-575-555041	Paying Agent	1,400.00	1,000.00	1,400.00	1,800.00	1,000.00	600.00	1,000.00	1,000.00
ExpCategory: 541 - Professional Services Total:		**428,400.00**	**274,213.56**	**392,400.00**	**167,961.30**	**397,000.00**	**211,075.19**	**397,000.00**	**397,000.00**
ExpCategory: 542 - Non-Operating Expenses									
202-575-542000	Depreciation Expense	0.00	2,509,976.63	0.00	2,775,313.00	0.00	0.00	0.00	0.00
202-575-542001	Bad Debt Expense	0.00	297,165.07	0.00	107,733.40	300,000.00	0.00	300,000.00	300,000.00

		2022-23 Total Budget	2022-23 Total Activity	2023-24 Total Budget	2023-24 Total Activity	2024-25 Total Budget	2024-25 YTD Activity	2024-25 Projected	2025-26 AB
						Defined Budgets			
202-575-542002	Amortization Expense	0.00	0.00	0.00	-131,680.46	0.00	0.00	0.00	0.00
ExpCategory: 542 - Non-Operating Expenses Total:		**0.00**	**2,807,141.70**	**0.00**	**2,751,365.94**	**300,000.00**	**0.00**	**300,000.00**	**300,000.00**
ExpCategory: 548 - Fund Charges/Transfers									
202-575-548004	Interfund Charges-Fleet	150,684.00	150,684.00	169,213.00	169,213.00	193,380.00	177,265.00	193,380.00	180,017.00
202-575-548006	Interfund Charges-Admin	1,493,620.00	1,493,620.00	1,540,372.00	1,540,372.00	1,585,682.00	1,453,541.87	1,585,682.00	1,567,840.00
202-575-548014	Transfer Out - General Fund	4,000.00	0.00	4,000.00	0.00	4,000.00	0.00	4,000.00	4,000.00
ExpCategory: 548 - Fund Charges/Transfers Total:		**1,648,304.00**	**1,644,304.00**	**1,713,585.00**	**1,709,585.00**	**1,783,062.00**	**1,630,806.87**	**1,783,062.00**	**1,751,857.00**
ExpCategory: 551 - Repairs and Maintenance									
202-575-551000	Building Maintenance	5,000.00	134.00	10,000.00	16,676.63	15,000.00	9,626.98	15,000.00	15,000.00
202-575-551071	I&I Maintenance	50,000.00	11,561.87	50,000.00	5,911.00	50,000.00	6,980.25	50,000.00	50,000.00
202-575-551075	Minor & Other Equip Maint	5,100.00	4,609.45	5,100.00	1,185.57	5,250.00	2,429.87	5,250.00	5,250.00
202-575-551076	Other Maintenance Agreements	200.00	700.00	200.00	1,560.00	2,500.00	840.00	2,500.00	2,500.00
202-575-551104	Sewer Maintenance	90,000.00	95,422.92	120,000.00	97,812.67	140,000.00	44,423.81	140,000.00	140,000.00
202-575-551114	Water Maintenance	200,000.00	175,692.04	280,000.00	105,214.00	300,000.00	135,949.41	300,000.00	350,000.00
ExpCategory: 551 - Repairs and Maintenance Total:		**350,300.00**	**288,120.28**	**465,300.00**	**228,359.87**	**512,750.00**	**200,250.32**	**512,750.00**	**562,750.00**
ExpCategory: 555 - Debt Services									
202-575-555034	Debt Services	1,912,700.00	208,713.00	1,630,000.00	0.00	1,700,000.00	1,700,000.00	1,700,000.00	1,700,000.00
202-575-555035	Interest Expense	587,077.00	1,017,794.14	967,184.00	961,033.59	891,412.00	891,333.97	891,412.00	891,412.00
202-575-555053	Contribution to CCMA	800,000.00	716,050.00	715,050.00	715,050.00	357,025.00	507,825.00	357,025.00	357,025.00
202-575-555054	Contribution To CVLGC	400,000.00	400,000.00	300,000.00	300,000.00	300,000.00	200,000.00	300,000.00	300,000.00
202-575-555055	Contribution to SSLG	3,898,064.00	4,128,160.78	4,065,751.00	3,853,852.02	3,381,751.00	3,236,104.19	3,381,751.00	3,381,751.00
ExpCategory: 555 - Debt Services Total:		**7,597,841.00**	**6,470,717.92**	**7,677,985.00**	**5,829,935.61**	**6,630,188.00**	**6,535,263.16**	**6,630,188.00**	**6,630,188.00**
ExpCategory: 561 - Rental/Leasing									
202-575-561000	Rental-Building & Land	3,275.00	3,401.61	3,700.00	3,545.46	3,900.00	3,651.82	3,900.00	3,900.00
202-575-561100	Rental-Equipment	1,000.00	0.00	6,000.00	0.00	8,101.00	7,861.00	6,000.00	6,000.00
202-575-561200	Lease/Purchase Payments	68,000.00	102,000.00	150,792.00	338,992.00	167,792.00	158,128.01	167,792.00	99,792.00
ExpCategory: 561 - Rental/Leasing Total:		**72,275.00**	**105,401.61**	**160,492.00**	**342,537.46**	**179,793.00**	**169,640.83**	**177,692.00**	**109,692.00**
ExpCategory: 581 - Capital Outlay									
202-575-581005	Equipment Over $5,000	208,900.00	0.00	625,208.00	0.00	432,000.00	192,846.86	432,000.00	211,000.00
202-575-581008	Land/ROW/Easements Purchase	0.00	0.00	100,000.00	0.00	100,000.00	0.00	100,000.00	100,000.00
202-575-581012	Vehicles & Accs Over $5,000	52,500.00	0.00	0.00	0.00	285,000.00	419,745.36	285,000.00	327,000.00

		2022-23 Total Budget	2022-23 Total Activity	2023-24 Total Budget	2023-24 Total Activity	2024-25 Total Budget	2024-25 YTD Activity	2024-25 Projected	2025-26 AB
					Defined Budgets				
202-575-581016	Major Projects	0.00	0.00	250,000.00	9,823.99	250,000.00	121,000.00	250,000.00	250,000.00
ExpCategory: 581 - Capital Outlay Total:		**261,400.00**	**0.00**	**975,208.00**	**9,823.99**	**1,067,000.00**	**733,592.22**	**1,067,000.00**	**888,000.00**
Department: 575 - W & S Administration Total:		**25,542,954.00**	**28,876,105.87**	**29,848,656.00**	**27,822,166.25**	**30,464,679.00**	**23,331,935.69**	**30,528,062.00**	**32,843,317.00**

FUND: 411 CAPITAL RECOVERY FUND
WATER
(Water & Sewer)

DESCRIPTION

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

BUDGET HIGHLIGHTS

The FY 2025-26 Budget will be set at $1,000 for any professional services or studies that need to be completed.

Budget	2022-23 Actual	2023-24 Actual	2024-25 Estimate	2025-26 Budget
Revenue				
Fees	$675,207	$1,279,424	$1,000,000	$1,000,000
Investment Income	257,693	332,134	226,400	226,400
Total	*$932,900*	*$1,611,558*	*$1,226,400*	*$1,226,400*
Expenses				
Supplies and Equipment	$0	$5,640	$0	$0
Professional Services	11,175	23,431	19,000	1,000
Projects	455,556	0	0	0
Total	*$466,731*	*$29,071*	*$19,000*	*$1,000*
Over/-Under	*$466,169*	*$1,582,487*	*$1,207,400*	*$1,225,400*

Defined Budgets

		2022-23 Total Budget	2022-23 Total Activity	2023-24 Total Budget	2023-24 Total Activity	2024-25 Total Budget	2024-25 YTD Activity	2024-25 Projected	2025-26 AB
Fund: 411 - CAPITAL RECOVERY - WATER									
Revenue									
RevCategory: 432 - Fees									
411-575-432027	Cap Rcvry-Water	1,100,000.00	675,206.80	1,000,000.00	1,279,424.00	1,000,000.00	1,249,884.58	1,000,000.00	1,000,000.00
	RevCategory: 432 - Fees Total:	**1,100,000.00**	**675,206.80**	**1,000,000.00**	**1,279,424.00**	**1,000,000.00**	**1,249,884.58**	**1,000,000.00**	**1,000,000.00**
RevCategory: 491 - Investment Income									
411-101-491000	Interest Earned - Cap Recovery...	1,500.00	1,697.12	2,000.00	1,894.21	1,400.00	3,553.69	1,400.00	1,400.00
411-101-491200	Investment Income	50,000.00	255,996.00	220,000.00	330,239.32	225,000.00	251,757.14	225,000.00	225,000.00
	RevCategory: 491 - Investment Income Total:	**51,500.00**	**257,693.12**	**222,000.00**	**332,133.53**	**226,400.00**	**255,310.83**	**226,400.00**	**226,400.00**
	Revenue Total:	**1,151,500.00**	**932,899.92**	**1,222,000.00**	**1,611,557.53**	**1,226,400.00**	**1,505,195.41**	**1,226,400.00**	**1,226,400.00**

		2022-23 Total Budget	2022-23 Total Activity	2023-24 Total Budget	2023-24 Total Activity	2024-25 Total Budget	2024-25 YTD Activity	2024-25 Projected	2025-26 AB
					Defined Budgets				
Expense									
ExpCategory: 521 - Supplies and Equipment									
411-101-521701	Computer Fees & Licenses	11,748.00	0.00	11,748.00	5,640.00	0.00	0.00	0.00	0.00
ExpCategory: 521 - Supplies and Equipment Total:		**11,748.00**	**0.00**	**11,748.00**	**5,640.00**	**0.00**	**0.00**	**0.00**	**0.00**
ExpCategory: 541 - Professional Services									
411-101-541000	Auditor/Accounting Service	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
411-101-541017	Professional Services	43,000.00	10,175.25	43,000.00	22,430.78	18,000.00	12,454.91	18,000.00	0.00
ExpCategory: 541 - Professional Services Total:		**44,000.00**	**11,175.25**	**44,000.00**	**23,430.78**	**19,000.00**	**13,454.91**	**19,000.00**	**1,000.00**
ExpCategory: 548 - Fund Charges/Transfers									
411-101-548019	Transfer Out - Water & Sewer	0.00	0.00	0.00	0.00	0.00	50,000.00	0.00	0.00
ExpCategory: 548 - Fund Charges/Transfers Total:		**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**50,000.00**	**0.00**	**0.00**
ExpCategory: 581 - Capital Outlay									
411-900-581013	Construction	0.00	455,555.79	0.00	0.00	0.00	0.00	0.00	0.00
ExpCategory: 581 - Capital Outlay Total:		**0.00**	**455,555.79**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**
Expense Total:		**55,748.00**	**466,731.04**	**55,748.00**	**29,070.78**	**19,000.00**	**63,454.91**	**19,000.00**	**1,000.00**
Fund: 411 - CAPITAL RECOVERY - WATER Surplus (Deficit):		**1,095,752.00**	**466,168.88**	**1,166,252.00**	**1,582,486.75**	**1,207,400.00**	**1,441,740.50**	**1,207,400.00**	**1,225,400.00**

FUND: 421 CAPITAL RECOVERY FUND SEWER

(Water & Sewer)

DESCRIPTION

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

BUDGET HIGHLIGHTS

The FY 2025-26 Budget will be set at $14,353 for any professional services or studies that need to be completed.

Budget	2022-23 Actual	2023-24 Actual	2024-25 Estimate	2025-26 Budget
Revenue				
Fees	$523,142	$1,109,439	$600,000	$600,000
Investment Income	262,199	271,777	201,000	201,000
Total	*$785,341*	*$1,381,216*	*$801,000*	*$801,000*
Expenses				
Non-Departmental	$19,073	$1,924,811	$33,000	$14.353
Total	*$19,073*	*$1,924,811*	*$33,000*	*$14,353*
Over/-Under	*$766,268*	*-$543,595*	*$768,000*	*$786,647*

		2022-23 Total Budget	2022-23 Total Activity	2023-24 Total Budget	2023-24 Total Activity	2024-25 Total Budget	2024-25 YTD Activity	2024-25 Projected	2025-26 AB
					Defined Budgets				
Fund: 421 - CAPITAL RECOVERY - SEWER									
Revenue									
RevCategory: 432 - Fees									
421-575-432028	Cap Rcvry-Waste Water	550,000.00	523,142.18	500,000.00	1,109,438.96	600,000.00	682,378.80	600,000.00	600,000.00
	RevCategory: 432 - Fees Total:	**550,000.00**	**523,142.18**	**500,000.00**	**1,109,438.96**	**600,000.00**	**682,378.80**	**600,000.00**	**600,000.00**
RevCategory: 491 - Investment Income									
421-101-491000	Interest Earned - Cap Recovery ...	1,500.00	20,447.69	25,000.00	8,855.77	1,000.00	45,938.61	1,000.00	1,000.00
421-101-491200	Investment Income	50,000.00	241,599.89	175,000.00	262,921.26	200,000.00	90,752.15	200,000.00	200,000.00
421-101-491302	Unrealized Gain/Loss-CapOne	0.00	150.94	0.00	0.00	0.00	0.00	0.00	0.00
	RevCategory: 491 - Investment Income Total:	**51,500.00**	**262,198.52**	**200,000.00**	**271,777.03**	**201,000.00**	**136,690.76**	**201,000.00**	**201,000.00**
	Revenue Total:	**601,500.00**	**785,340.70**	**700,000.00**	**1,381,215.99**	**801,000.00**	**819,069.56**	**801,000.00**	**801,000.00**

		2022-23 Total Budget	2022-23 Total Activity	2023-24 Total Budget	2023-24 Total Activity	2024-25 Total Budget	2024-25 YTD Activity	2024-25 Projected	2025-26 AB
					Defined Budgets				
Expense									
ExpCategory: 521 - Supplies and Equipment									
421-101-521701	Computer Fees & Licenses	11,748.00	0.00	11,748.00	5,640.00	0.00	0.00	0.00	0.00
ExpCategory: 521 - Supplies and Equipment Total:		**11,748.00**	**0.00**	**11,748.00**	**5,640.00**	**0.00**	**0.00**	**0.00**	**0.00**
ExpCategory: 541 - Professional Services									
421-101-541000	Auditor/Accounting Service	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
421-101-541017	Professional Services	50,000.00	16,515.50	50,000.00	58,171.08	32,000.00	12,780.29	32,000.00	13,353.00
ExpCategory: 541 - Professional Services Total:		**51,000.00**	**17,515.50**	**51,000.00**	**59,171.08**	**33,000.00**	**13,780.29**	**33,000.00**	**14,353.00**
ExpCategory: 548 - Fund Charges/Transfers									
421-101-548406	Transfer Out - Water & Sewer ...	0.00	0.00	1,860,000.00	1,860,000.00	550,000.00	99,050.70	0.00	0.00
ExpCategory: 548 - Fund Charges/Transfers Total:		**0.00**	**0.00**	**1,860,000.00**	**1,860,000.00**	**550,000.00**	**99,050.70**	**0.00**	**0.00**
ExpCategory: 555 - Debt Services									
421-101-555052	Investment Management Fee	1,500.00	1,557.72	4,500.00	0.00	0.00	0.00	0.00	0.00
ExpCategory: 555 - Debt Services Total:		**1,500.00**	**1,557.72**	**4,500.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**
Expense Total:		**64,248.00**	**19,073.22**	**1,927,248.00**	**1,924,811.08**	**583,000.00**	**112,830.99**	**33,000.00**	**14,353.00**
Fund: 421 - CAPITAL RECOVERY - SEWER Surplus (Deficit):		**537,252.00**	**766,267.48**	**-1,227,248.00**	**-543,595.09**	**218,000.00**	**706,238.57**	**768,000.00**	**786,647.00**

FUND: 204 DRAINAGE FUND

DEPARTMENT DESCRIPTION

The Public Works Drainage Division contributes to a safe and livable community and protects infrastructure investment through the maintenance and management of drainage channels, storm water inlets, floodways, road right-of-way, alleys, and compliance with regulations 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 2025-26

- The Drainage Division supports the Infrastructure Investment goal of developing and maintaining the City’s drainage system by inspecting and maintaining City storm water inlets and other flood control structures with a goal of inspecting and rehabilitation/repair of 20% of the drainage system annually.
- The Drainage Division supports the Infrastructure Investment goal by developing and maintaining a sustainable approach to drainage system repairs with a goal of inspecting at least 20% of the MS4 outfalls annually.
- The Drainage Division supports the Safe and Livable Community goal of safeguarding public safety by maintaining City drainage systems to ensure the system performs as designed during weather events with a goal of maintaining 100% of the vegetation of the drainage system quarterly.

BUDGET HIGHLIGHTS

Revenue: The FY 2025-26 Budget increased 47.3% from the FY 2024-25 year-end estimate from updated drainage fee valuation.

Expenses: The FY 2025-26 Budget will increase 103.4% from the FY 2024-25 year-end estimate due to new drainage crew (including crew leader), hire MS4 & Floodplain Administrator, hire service to complete master drainage plan, Railroad ROW cleanup, clean up and remove trees from Cibolo Creek, and purchase new equipment (vehicle, UTV, and two trailers).

Budget	2022-23 Actual	2023-24 Actual	2024-25 Estimate	2025-26 Budget
Revenue				
Permits & Licenses	$16,400	$14,550	$10,000	$6,000
Fees	1,269,022	1,354,221	1,510,000	2,260,000
Fund Transfers	0	0	18,283	18,283
Investment Income	29,158	38,357	34,000	32,000
Miscellaneous	0	2,564,420	0	0
Total	*$1,314,580*	*$3,971,548*	*$1,572,283*	*$2,316,283*
Expenses				
Personnel Services	$634,081	$613,853	$597,942	$1,018,261
Supplies and Equipment	7,101	13,919	16,200	34,550
Utility Services	33,967	31,980	32,500	35,000
Operating Expenses	88,645	3,516	4,646	40,250
Professional Services	1,500	0	1,500	252,500
Non-Operating Expenses	122,243	154,567	5,000	10,000
Fund Transfers	574,443	528,746	580,770	580,770
Repairs and Maintenance	68,927	-5,520	97,500	425,000
Capital Outlay	3,877	-3,877	50,000	322,500
Projects	0	0	0	100,000
Total	*$1,534,783*	*$1,337,184*	*$1,386,058*	*$2,818,831*
Over/-Under	*-$220,203*	*$2,634,364*	*$186,225*	*-$502,548*

Activity Measures	2022-23 Actual	2023-24 Actual	2024-25 Estimate	2025-26 Budget
Acres of Drainage Ditches Maintained	220	228.51	228.51	228.51
Acres of Right-of-Way	66.46	95	95	95
Acres of Alleys & In-town Easements Maintained	5.15	31.99	31.99	31.99
Quarterly Mowing (%)	100	100	100	100
MS4 Outfalls Total	N/A	N/A	175	175
MS4 Outfalls Inspected	20%	20%	20%	20%
ROW Maintenance & Mowing, Hours	4510	4720	4850	4900
Drainage Mowing, Hours	1395	1488	1600	1600
Drainage Structure Maintenance, Hours	2080	2160	2300	2300
Drainage Structure Repairs & Rehabilitations	N/A	N/A	N/A	N/A
Drainage Structure Inspections/Maint. (%)	N/A	N/A	N/A	20%
Authorized Positions	8	8	8	13

City of Schertz, TX

My Budget Worksheet
Account Summary
For Fiscal: 2024-25 Period Ending: 08/31/2025

								Defined Budgets	
		2022-23 Total Budget	2022-23 Total Activity	2023-24 Total Budget	2023-24 Total Activity	2024-25 Total Budget	2024-25 YTD Activity	2024-25 Projected	2025-26 AB
Fund: 204 - DRAINAGE									
RevCategory: 431 - Permits & Licenses									
204-579-431116	Floodplain Permit	7,000.00	16,400.00	10,200.00	14,550.00	6,000.00	7,600.00	10,000.00	6,000.00
	RevCategory: 431 - Permits & Licenses Total:	**7,000.00**	**16,400.00**	**10,200.00**	**14,550.00**	**6,000.00**	**7,600.00**	**10,000.00**	**6,000.00**
RevCategory: 432 - Fees									
204-579-432054	Drainage Penalties	8,500.00	10,507.12	9,350.00	7,229.22	10,000.00	4,896.31	10,000.00	10,000.00
204-579-432055	Drainage Fee	1,250,000.00	1,258,514.81	1,312,500.00	1,346,991.48	1,500,000.00	1,205,837.32	1,500,000.00	2,250,000.00
	RevCategory: 432 - Fees Total:	**1,258,500.00**	**1,269,021.93**	**1,321,850.00**	**1,354,220.70**	**1,510,000.00**	**1,210,733.63**	**1,510,000.00**	**2,260,000.00**
RevCategory: 480 - Fund Charges/Transfers									
204-579-480002	Transfer In - Reserves	165,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
204-579-480101	Transfer In - General Fund	17,573.00	0.00	17,573.00	0.00	18,283.00	0.00	18,283.00	18,283.00
	RevCategory: 480 - Fund Charges/Transfers Total:	**182,573.00**	**0.00**	**17,573.00**	**0.00**	**18,283.00**	**0.00**	**18,283.00**	**18,283.00**
RevCategory: 491 - Investment Income									
204-579-491000	Interest Earned - Drainage	500.00	3,588.69	4,000.00	2,288.36	2,000.00	2,703.21	4,000.00	2,000.00
204-579-491200	Investment Income	1,500.00	25,568.94	23,000.00	36,068.95	30,000.00	20,188.21	30,000.00	30,000.00
	RevCategory: 491 - Investment Income Total:	**2,000.00**	**29,157.63**	**27,000.00**	**38,357.31**	**32,000.00**	**22,891.42**	**34,000.00**	**32,000.00**
RevCategory: 497 - Miscellaneous									
204-579-497000	Miscellaneous Income	0.00	0.00	0.00	1,384.10	0.00	0.00	0.00	0.00
204-579-497017	Capital Contribution-Drainage	0.00	0.00	0.00	2,563,035.50	0.00	0.00	0.00	0.00
	RevCategory: 497 - Miscellaneous Total:	**0.00**	**0.00**	**0.00**	**2,564,419.60**	**0.00**	**0.00**	**0.00**	**0.00**
	Fund: 204 - DRAINAGE Total:	**1,450,073.00**	**1,314,579.56**	**1,376,623.00**	**3,971,547.61**	**1,566,283.00**	**1,241,225.05**	**1,572,283.00**	**2,316,283.00**
	Report Total:	**1,450,073.00**	**1,314,579.56**	**1,376,623.00**	**3,971,547.61**	**1,566,283.00**	**1,241,225.05**	**1,572,283.00**	**2,316,283.00**

City of Schertz, TX

My Budget Worksheet
Account Summary
For Fiscal: 2024-25 Period Ending: 08/31/2025

								Defined Budgets	
		2022-23 Total Budget	2022-23 Total Activity	2023-24 Total Budget	2023-24 Total Activity	2024-25 Total Budget	2024-25 YTD Activity	2024-25 Projected	2025-26 AB
Fund: 204 - DRAINAGE									
Department: 579 - Drainage									
ExpCategory: 511 - Personnel Services									
204-579-511110	Regular	319,184.00	338,044.45	368,504.00	366,611.79	371,620.00	294,995.06	371,620.00	647,563.00
204-579-511120	Overtime	7,174.00	5,617.16	8,265.00	9,400.18	8,551.00	6,883.18	10,551.00	18,394.00
204-579-511210	Longevity	9,558.00	12,801.50	13,145.00	14,445.33	10,379.00	11,129.00	11,129.00	10,504.00
204-579-511230	Certification Allowance	2,450.00	3,150.40	2,873.00	1,177.08	0.00	0.00	0.00	0.00
204-579-511310	FICA - Employer	25,885.00	26,259.70	30,021.00	28,267.35	29,849.00	23,046.87	29,849.00	51,689.00
204-579-511350	TMRS-Employer	55,458.00	143,222.17	65,566.00	50,662.73	65,590.00	49,397.79	65,590.00	118,328.00
204-579-511410	Health-Employer	99,305.00	86,958.73	94,154.00	121,511.01	78,709.00	73,898.56	78,709.00	123,057.00
204-579-511500	Workers' Compensation	6,200.00	8,691.60	6,939.00	9,304.94	6,894.00	9,270.20	6,894.00	11,876.00
204-579-511603	Employee Appreciation Events -..	2,500.00	1,674.14	2,500.00	2,473.94	3,000.00	2,403.83	3,000.00	3,000.00
204-579-511606	Uniforms	6,000.00	4,816.62	6,300.00	6,130.34	9,650.00	4,495.61	9,650.00	13,400.00
204-579-511610	Memberships-Professional	0.00	0.00	600.00	0.00	600.00	0.00	600.00	600.00
204-579-511612	Training/Travel	8,000.00	2,844.19	7,500.00	3,293.62	8,250.00	975.56	8,250.00	17,750.00
204-579-511614	Meeting Expenses	0.00	0.00	500.00	477.96	500.00	161.10	500.00	500.00
204-579-511616	Professional Certification	0.00	0.00	544.00	97.00	1,350.00	0.00	1,350.00	1,350.00
204-579-511617	Medical Services	200.00	0.00	200.00	0.00	250.00	0.00	250.00	250.00
	ExpCategory: 511 - Personnel Services Total:	**541,914.00**	**634,080.66**	**607,611.00**	**613,853.27**	**595,192.00**	**476,656.76**	**597,942.00**	**1,018,261.00**
ExpCategory: 521 - Supplies and Equipment									
204-579-521000	Operating Supplies	2,500.00	2,172.10	3,484.00	3,483.04	3,250.00	2,939.08	3,250.00	5,750.00
204-579-521100	Office Supplies	250.00	112.79	600.00	309.23	700.00	356.54	700.00	3,200.00
204-579-521200	Chem/Med/Lab Supplies	4,000.00	2,413.54	4,000.00	5,069.56	4,500.00	0.00	4,500.00	4,500.00
204-579-521300	Motor Vehicle Supplies	200.00	0.00	200.00	200.85	250.00	237.11	400.00	250.00
204-579-521708	Furniture & Fixtures	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,000.00
204-579-521710	Computer & Peripherals Under...	0.00	0.00	5,100.00	111.98	5,100.00	2,534.13	3,000.00	10,100.00

Defined Budgets

		2022-23 Total Budget	2022-23 Total Activity	2023-24 Total Budget	2023-24 Total Activity	2024-25 Total Budget	2024-25 YTD Activity	2024-25 Projected	2025-26 AB
204-579-521712	Equipment under $5,000	2,500.00	2,402.25	4,745.00	4,744.29	4,350.00	2,486.95	4,350.00	8,750.00
ExpCategory: 521 - Supplies and Equipment Total:		**9,450.00**	**7,100.68**	**18,129.00**	**13,918.95**	**18,150.00**	**8,553.81**	**16,200.00**	**34,550.00**
ExpCategory: 533 - Utility Services									
204-579-533500	Vehicle Fuel	16,000.00	33,966.94	30,583.00	31,979.96	35,000.00	20,089.79	32,500.00	35,000.00
ExpCategory: 533 - Utility Services Total:		**16,000.00**	**33,966.94**	**30,583.00**	**31,979.96**	**35,000.00**	**20,089.79**	**32,500.00**	**35,000.00**
ExpCategory: 534 - Operating Expenses									
204-579-534005	City Insurance-Commercial	3,500.00	3,172.46	3,500.00	3,415.74	3,750.00	4,146.38	4,146.00	3,750.00
204-579-534011	Contingencies	10,000.00	85,367.36	9,538.00	0.00	15,000.00	0.00	0.00	36,000.00
204-579-534056	State Storm Water Fee-TCEQ	100.00	105.00	100.00	100.00	500.00	500.00	500.00	500.00
ExpCategory: 534 - Operating Expenses Total:		**13,600.00**	**88,644.82**	**13,138.00**	**3,515.74**	**19,250.00**	**4,646.38**	**4,646.00**	**40,250.00**
ExpCategory: 541 - Professional Services									
204-579-541000	Auditor/Accounting Service	1,500.00	1,500.00	0.00	0.00	1,500.00	1,500.00	1,500.00	1,500.00
204-579-541004	Consulting Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00	250,000.00
204-579-541012	Legal Services	1,000.00	0.00	1,000.00	0.00	1,000.00	0.00	0.00	1,000.00
ExpCategory: 541 - Professional Services Total:		**2,500.00**	**1,500.00**	**1,000.00**	**0.00**	**2,500.00**	**1,500.00**	**1,500.00**	**252,500.00**
ExpCategory: 542 - Non-Operating Expenses									
204-579-542000	Depreciation Expense	0.00	115,765.73	0.00	152,003.47	0.00	0.00	0.00	0.00
204-579-542001	Bad Debt Expense	0.00	6,477.53	0.00	2,563.14	10,000.00	0.00	5,000.00	10,000.00
ExpCategory: 542 - Non-Operating Expenses Total:		**0.00**	**122,243.26**	**0.00**	**154,566.61**	**10,000.00**	**0.00**	**5,000.00**	**10,000.00**
ExpCategory: 548 - Fund Charges/Transfers									
204-579-548004	Interfund Charges-Fleet	104,370.00	104,370.00	105,621.00	105,621.00	124,770.00	114,372.50	124,770.00	124,770.00
204-579-548006	Interfund Charges-Admin	320,073.00	320,073.00	265,625.00	265,625.00	275,000.00	252,083.37	275,000.00	275,000.00
204-579-548007	Interfund Charges-Water	150,000.00	150,000.00	157,500.00	157,500.00	180,000.00	165,000.00	180,000.00	180,000.00
204-579-548014	Transfer Out - General Fund	1,000.00	0.00	0.00	0.00	1,000.00	0.00	1,000.00	1,000.00
ExpCategory: 548 - Fund Charges/Transfers Total:		**575,443.00**	**574,443.00**	**528,746.00**	**528,746.00**	**580,770.00**	**531,455.87**	**580,770.00**	**580,770.00**
ExpCategory: 551 - Repairs and Maintenance									
204-579-551026	Contractual Services	40,000.00	39,095.12	15,000.00	-28,165.00	20,000.00	28,732.11	20,000.00	20,000.00
204-579-551027	Drainage Channel Maintenance	75,000.00	29,832.31	149,837.00	22,644.84	155,000.00	7,400.00	77,500.00	405,000.00
ExpCategory: 551 - Repairs and Maintenance Total:		**115,000.00**	**68,927.43**	**164,837.00**	**-5,520.16**	**175,000.00**	**36,132.11**	**97,500.00**	**425,000.00**
ExpCategory: 581 - Capital Outlay									
204-579-581008	Land/ROW/Easements Purchase	0.00	0.00	100,000.00	0.00	100,000.00	0.00	50,000.00	100,000.00
204-579-581010	Machinery & Equipment	0.00	0.00	24,000.00	0.00	0.00	0.00	0.00	160,000.00

		Defined Budgets							
		2022-23 Total Budget	2022-23 Total Activity	2023-24 Total Budget	2023-24 Total Activity	2024-25 Total Budget	2024-25 YTD Activity	2024-25 Projected	2025-26 AB
204-579-581012	Vehicles & Accs Over $5,000	165,000.00	3,876.52	6,163.00	-3,876.52	0.00	0.00	0.00	62,500.00
	ExpCategory: 581 - Capital Outlay Total:	**165,000.00**	**3,876.52**	**130,163.00**	**-3,876.52**	**100,000.00**	**0.00**	**50,000.00**	**322,500.00**
	Department: 579 - Drainage Total:	**1,438,907.00**	**1,534,783.31**	**1,494,207.00**	**1,337,183.85**	**1,535,862.00**	**1,079,034.72**	**1,386,058.00**	**2,718,831.00**
Department: 900 - Projects									
ExpCategory: 541 - Professional Services									
204-900-541006	Engineering	0.00	0.00	100,000.00	0.00	100,000.00	0.00	0.00	100,000.00
	ExpCategory: 541 - Professional Services Total:	**0.00**	**0.00**	**100,000.00**	**0.00**	**100,000.00**	**0.00**	**0.00**	**100,000.00**
	Department: 900 - Projects Total:	**0.00**	**0.00**	**100,000.00**	**0.00**	**100,000.00**	**0.00**	**0.00**	**100,000.00**
	Fund: 204 - DRAINAGE Total:	**1,438,907.00**	**1,534,783.31**	**1,594,207.00**	**1,337,183.85**	**1,635,862.00**	**1,079,034.72**	**1,386,058.00**	**2,818,831.00**
	Report Total:	**1,438,907.00**	**1,534,783.31**	**1,594,207.00**	**1,337,183.85**	**1,635,862.00**	**1,079,034.72**	**1,386,058.00**	**2,818,831.00**

FUND: 203 EMERGENCY MEDICAL SERVICES (EMS)

DEPARTMENTAL DESCRIPTION

Schertz EMS provides emergency medical services and ambulance transportation to the greater Randolph Region. Covering over 230 square miles, providing ambulance services to the municipalities of Schertz, Cibolo, Live Oak, Marion, Santa Clara, Selma, Universal City, western Guadalupe County, Comal County ESD#6 and JBSA Randolph.

GOALS FOR FY 2025-26

- The EMS Department is committed to the Strategic Goal of Safe and Livable Community by supporting public safety by responding to calls for service with an overall average of 8 minutes or less.

- The EMS Department is committed to the Sustainable Government Strategic Goal of protecting the city's financial stability by ensuring city/county participation contributions are less than 40% of total revenues.

- The EMS Department is committed to the Sense of Community Strategic Goal by supporting at least 5 community events throughout the year.

- The EMS Department is committed to the Safe and Livable Community Strategic Goal by safeguarding public safety with an 8% or higher cardiac arrest survivability rate, which meets the national average, and a 70% or higher STEMI recognition rate.

- The EMS Department is committed to the Sustainable Government Strategic Goal of recruiting and developing employees by teaching EMT classes with students achieving certification with a 90% pass rate.

BUDGET HIGHLIGHTS

Revenue: Revenues for FY 2025-26 Budget are expected to increase 12.6% from FY 2024-25 year-end estimates from an increase in transports and new service contracts with customer cities.

Expenses: The FY 2025-26 Budget will increase 12.3% from the FY 2024-25 year-end estimate due to anticipated wage adjustments and the addition of 4 EMT positions.

Budget	2022-23 Actual	2023-24 Actual	2024-25 Estimate	2025-26 Budget
Revenue				
Fees	$8,632,267	$8,883,162	$10,508,794	$11,511,704
Inter-Jurisdictional	3,865,287	4,206,348	4,348,881	5,406,682
Fund Transfers	0	0	0	0
Investment Income	42,750	24,242	0	0
Miscellaneous	189,790	215,203	289,414	142,000
Total	*$12,730,095*	*$13,328,955*	*$15,147,089*	*$17,060,386*
Expenses				
Personnel	$7,602,824	$8,986,816	$9,218,279	$9,814,819
Supplies and Equipment	583,287	551,765	571,042	540,900
Utility Services	187,731	184,933	148,000	152,200
Operating Expenses	759,122	853,031	926,249	1,017,943
Professional Services	93,557	107,876	106,000	158,000
Non-Operating	3,403,131	3,296,388	2,966,054	3,829,113
Fund Charges/Transfers	475,756	485,272	609,686	610,166
Repairs and Maintenance	9,320	13,400	13,000	103,267
Rental/Leasing	-3,412	-3,412	136,307	136,307
Capital Outlay	22,295	65,530	575,000	786,853
Total	*$13,133,611*	*$14,541,599*	*$15,269,617*	*$17,149,568*
Over/-Under	*-$403,516*	*-$1,212,644*	*-$122,528*	*-$89,182*

Activity Measures	2022-23 Actual	2023-24 Actual	2024-25 Estimate	2025-26 Budget
City Contribution Ratio	NA	NA	NA	NA
Community Events Supported	NA	NA	NA	NA
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
Average Response Time	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
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 Pass Rate	85.7%	86.34%	90%	94%
Authorized Positions				
Full Time	70	70	73	77
Part Time	20	20	20	20

City of Schertz, TX

My Budget Worksheet
Account Summary
For Fiscal: 2024-25 Period Ending: 08/31/2025

								Defined Budgets	
		2022-23 Total Budget	2022-23 Total Activity	2023-24 Total Budget	2023-24 Total Activity	2024-25 Total Budget	2024-25 YTD Activity	2024-25 Projected	2025-26 AB
Revenue									
RevCategory: 432 - Fees									
203-280-432034	Ambulance/Mileage Transport ...	7,248,302.40	8,252,577.81	8,107,771.20	8,496,912.07	10,110,204.00	6,412,728.62	10,110,204.00	11,110,204.00
203-280-432036	Passport Membership Fees	26,000.00	25,590.00	26,000.00	23,915.00	30,000.00	23,120.00	22,090.00	30,000.00
203-280-432038	CE Class - Fees	20,000.00	20,691.35	20,000.00	20,929.88	22,000.00	19,540.45	22,000.00	22,000.00
203-280-432039	EMT Class - Fees	140,000.00	163,765.00	150,000.00	164,768.00	162,500.00	136,670.68	162,500.00	162,500.00
203-280-432040	Immunization Fees	3,000.00	1,936.83	3,000.00	1,268.53	3,000.00	0.00	3,000.00	3,000.00
203-280-432041	Billing Fees-External	28,000.00	31,288.59	30,000.00	33,340.89	34,000.00	26,741.43	34,000.00	34,000.00
203-280-432042	Standby Fees	50,000.00	49,815.10	50,000.00	59,250.75	50,000.00	20,705.50	40,000.00	50,000.00
203-280-432043	Community Services Support	50,000.00	49,537.12	50,000.00	47,474.54	50,000.00	66,402.90	60,000.00	50,000.00
203-280-432044	MIH Services	40,000.00	37,065.00	50,000.00	35,302.00	50,000.00	42,175.80	55,000.00	50,000.00
	RevCategory: 432 - Fees Total:	**7,605,302.40**	**8,632,266.80**	**8,486,771.20**	**8,883,161.66**	**10,511,704.00**	**6,748,085.38**	**10,508,794.00**	**11,511,704.00**
RevCategory: 473 - Inter-Jurisdictional									
203-280-473103	Seguin/Guadalupe Co Support	927,934.89	927,934.92	1,020,728.38	980,231.17	1,051,350.23	935,667.60	1,051,350.23	1,547,590.00
203-280-473106	JBSA Support	654,777.78	653,788.45	674,421.11	672,784.06	694,653.74	635,079.85	694,653.74	694,653.00
203-280-473107	Cibolo Support	557,333.70	557,333.72	637,649.85	637,649.84	662,028.24	662,028.24	662,028.24	794,434.00
203-280-473114	Comal Co ESD #6	132,247.05	104,509.14	154,309.31	194,133.62	163,496.64	123,400.80	163,496.64	220,354.00
203-280-473115	Live Oak Support	273,764.40	273,764.40	282,952.32	282,952.32	290,411.52	290,411.52	290,411.52	348,494.00
203-280-473116	Universal City Support	345,554.30	345,554.32	342,714.39	342,714.40	356,549.52	356,549.52	356,549.52	427,859.00
203-280-473117	Selma Support	186,132.10	186,132.12	214,655.25	205,386.24	213,095.76	213,095.76	213,095.76	255,715.00
203-280-473118	Schertz Support	725,514.30	725,514.32	770,949.48	770,949.48	791,273.28	791,273.28	791,273.28	949,527.00
203-280-473119	Santa Clara Support	12,236.00	12,236.00	12,887.85	13,775.48	14,138.64	14,138.64	14,138.64	16,966.00
203-280-473120	Marion Support	22,684.90	22,684.92	21,183.87	21,183.88	21,742.32	21,742.32	21,742.32	26,090.00
203-280-473121	TASPP Program	140,000.00	55,835.16	75,000.00	84,587.57	125,000.00	90,140.73	90,140.73	125,000.00
	RevCategory: 473 - Inter-Jurisdictional Total:	**3,978,179.42**	**3,865,287.47**	**4,207,451.81**	**4,206,348.06**	**4,383,739.89**	**4,133,528.26**	**4,348,880.62**	**5,406,682.00**

		Defined Budgets							
		2022-23 Total Budget	2022-23 Total Activity	2023-24 Total Budget	2023-24 Total Activity	2024-25 Total Budget	2024-25 YTD Activity	2024-25 Projected	2025-26 AB
RevCategory: 480 - Fund Charges/Transfers									
203-101-480002	Transfer In - Reserves	262,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
RevCategory: 480 - Fund Charges/Transfers Total:		**262,000.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**
RevCategory: 491 - Investment Income									
203-280-491000	Interest Earned - EMS	1,500.00	12,059.90	10,000.00	3,463.09	7,500.00	0.00	0.00	0.00
203-280-491200	Investment Income	4,000.00	30,690.52	24,000.00	20,779.14	26,000.00	0.42	0.00	0.00
RevCategory: 491 - Investment Income Total:		**5,500.00**	**42,750.42**	**34,000.00**	**24,242.23**	**33,500.00**	**0.42**	**0.00**	**0.00**
RevCategory: 497 - Miscellaneous									
203-280-497000	Miscellaneous Income	94,000.00	123,618.98	60,000.00	54,303.94	60,000.00	197,110.95	174,314.01	60,000.00
203-280-497002	Donations-EMS	2,000.00	1,215.00	2,000.00	220.00	2,000.00	200.00	100.00	2,000.00
203-280-497022	Collection Agency-Bad Debt	50,000.00	50,292.68	50,000.00	124,471.51	60,000.00	111,058.10	90,000.00	60,000.00
203-280-497023	Recovery of Bad Debt	20,000.00	14,663.30	20,000.00	36,207.22	20,000.00	19,986.81	25,000.00	20,000.00
RevCategory: 497 - Miscellaneous Total:		**166,000.00**	**189,789.96**	**132,000.00**	**215,202.67**	**142,000.00**	**328,355.86**	**289,414.01**	**142,000.00**
Revenue Total:		**12,016,981.82**	**12,730,094.65**	**12,860,223.01**	**13,328,954.62**	**15,070,943.89**	**11,209,969.92**	**15,147,088.63**	**17,060,386.00**

		Defined Budgets							
		2022-23 Total Budget	2022-23 Total Activity	2023-24 Total Budget	2023-24 Total Activity	2024-25 Total Budget	2024-25 YTD Activity	2024-25 Projected	2025-26 AB
Expense									
ExpCategory: 511 - Personnel Services									
203-280-511110	Regular	3,337,737.00	3,841,152.65	4,178,571.00	4,775,093.62	5,298,431.00	4,101,878.69	5,300,000.00	5,697,398.00
203-280-511120	Overtime	1,000,000.00	1,054,879.65	1,185,414.00	1,257,772.39	1,226,506.00	962,233.11	1,300,000.00	1,208,995.00
203-280-511210	Longevity	45,351.00	46,097.33	49,293.00	49,915.87	57,063.00	57,741.00	65,000.00	53,719.00
203-280-511220	Clothing Allowance	14,976.00	18,024.00	19,344.00	19,092.00	12,005.00	15,036.00	19,000.00	13,952.00
203-280-511230	Certification Allowance	20,410.00	18,820.00	21,320.00	23,280.00	26,190.00	21,088.57	26,190.00	32,820.00
203-280-511310	FICA - Employer	350,838.00	360,328.28	410,428.00	447,341.71	506,445.00	380,550.44	500,000.00	536,027.00
203-280-511350	TMRS-Employer	707,043.00	1,244,937.45	898,451.00	1,107,435.21	1,031,981.00	820,078.60	900,000.00	1,084,080.00
203-280-511410	Health-Employer	686,029.00	796,032.38	898,414.00	1,096,771.13	919,182.00	791,575.34	900,000.00	943,654.00
203-280-511500	Workers' Compensation	76,206.00	114,745.64	117,417.00	118,361.92	132,679.00	117,920.40	117,920.40	141,674.00
203-280-511605	Temporary Employee Svcs	0.00	0.00	0.00	5,940.56	0.00	168.33	168.33	0.00
203-280-511606	Uniforms	30,000.00	22,541.23	30,000.00	28,779.74	40,000.00	23,109.91	40,000.00	40,000.00
203-280-511609	Employee Recognition-Morale	6,500.00	6,340.56	6,500.00	9,440.27	7,000.00	8,588.52	7,000.00	7,000.00
203-280-511610	Memberships-Professional	0.00	0.00	0.00	1,060.00	0.00	0.00	0.00	0.00
203-280-511611	Publications	500.00	0.00	500.00	0.00	500.00	0.00	0.00	500.00
203-280-511612	Training/Travel	82,000.00	74,480.13	48,000.00	43,547.39	50,000.00	21,400.13	40,000.00	50,000.00
203-280-511614	Meeting Expenses	4,500.00	3,943.78	3,000.00	2,569.28	3,000.00	3,498.92	3,000.00	3,000.00
203-280-511617	Medical Services	2,000.00	501.00	2,000.00	415.25	2,000.00	0.00	0.00	2,000.00
	ExpCategory: 511 - Personnel Services Total:	**6,364,090.00**	**7,602,824.08**	**7,868,652.00**	**8,986,816.34**	**9,312,982.00**	**7,324,867.96**	**9,218,278.73**	**9,814,819.00**
ExpCategory: 521 - Supplies and Equipment									
203-280-521000	Operating Supplies	2,000.00	221.70	2,000.00	2,140.15	2,000.00	1,230.00	2,000.00	2,000.00
203-280-521010	Operating Supplies-EMT Class	30,000.00	31,975.72	30,000.00	41,418.44	25,000.00	21,112.73	25,000.00	25,000.00
203-280-521020	Operating Supplies-CE Class	17,275.00	10,220.26	9,925.00	203.46	7,500.00	1,902.83	5,000.00	7,500.00
203-280-521025	Community Support Supplies	25,000.00	23,349.32	25,000.00	27,771.24	25,000.00	25,925.06	30,000.00	25,000.00
203-280-521030	Operating Supplies-MIH	2,000.00	1,368.65	2,000.00	398.98	2,000.00	34.76	1,000.00	2,000.00
203-280-521100	Office Supplies	4,000.00	3,555.28	4,000.00	3,620.99	4,000.00	2,945.37	4,000.00	4,000.00
203-280-521200	Chem/Med/Lab Supplies	300,000.00	414,052.46	350,000.00	416,689.39	400,000.00	448,453.86	425,000.00	400,000.00
203-280-521250	Immunization Supplies	14,000.00	13,882.99	14,000.00	7,718.64	12,000.00	8,142.50	8,142.00	12,000.00
203-280-521300	Motor Vehicle Supplies	2,500.00	1,703.71	2,500.00	0.00	2,500.00	1,650.00	2,500.00	2,500.00
203-280-521600	Equip Maint Supplies	1,750.00	1,516.82	1,000.00	4,619.19	1,000.00	9,252.21	10,000.00	1,000.00

		Defined Budgets							
		2022-23 Total Budget	2022-23 Total Activity	2023-24 Total Budget	2023-24 Total Activity	2024-25 Total Budget	2024-25 YTD Activity	2024-25 Projected	2025-26 AB
203-280-521702	Postage	6,500.00	5,352.21	6,500.00	11,224.80	7,000.00	5,793.66	7,000.00	7,000.00
203-280-521708	Furniture & Fixtures	5,000.00	1,162.80	5,000.00	1,012.12	5,000.00	2,005.02	5,000.00	5,000.00
203-280-521709	Vehicles & Accs Less $5,000	9,000.00	897.18	4,500.00	2,536.18	4,500.00	1,948.76	3,000.00	4,500.00
203-280-521710	Computer & Peripherals Under...	17,500.00	21,437.00	15,000.00	6,514.71	18,400.00	2,585.36	18,400.00	18,400.00
203-280-521711	Communication Equip Less $5,...	19,000.00	13,579.31	4,000.00	5,141.80	5,000.00	1,574.50	5,000.00	5,000.00
203-280-521716	Equipment Under $5,000	70,000.00	39,011.81	30,000.00	20,754.57	20,000.00	27,746.17	20,000.00	20,000.00
	ExpCategory: 521 - Supplies and Equipment Total:	**525,525.00**	**583,287.22**	**505,425.00**	**551,764.66**	**540,900.00**	**562,302.79**	**571,042.00**	**540,900.00**
ExpCategory: 533 - Utility Services									
203-280-533100	Gas Utility Service	7,000.00	7,127.43	7,000.00	2,735.16	6,000.00	2,117.01	4,000.00	6,600.00
203-280-533200	Electric Utility Service	12,000.00	9,607.36	12,000.00	9,624.60	10,000.00	6,617.58	8,000.00	10,450.00
203-280-533410	Water Utility Service	7,000.00	2,885.84	7,000.00	13,258.80	5,000.00	6,877.41	6,000.00	5,150.00
203-280-533500	Vehicle Fuel	150,000.00	168,110.07	150,000.00	159,314.74	130,000.00	114,978.86	130,000.00	130,000.00
	ExpCategory: 533 - Utility Services Total:	**176,000.00**	**187,730.70**	**176,000.00**	**184,933.30**	**151,000.00**	**130,590.86**	**148,000.00**	**152,200.00**
ExpCategory: 534 - Operating Expenses									
203-280-534004	CE Class - Instructors	1,500.00	880.00	2,400.00	0.00	2,500.00	400.00	2,000.00	2,500.00
203-280-534005	City Insurance-Commercial	35,000.00	38,468.96	43,000.00	43,788.00	43,000.00	52,856.02	52,856.02	43,000.00
203-280-534011	Contingencies	48,500.00	0.00	50,000.00	53.88	50,000.00	0.00	0.00	50,000.00
203-280-534014	Community Outreach	4,500.00	3,730.71	7,000.00	4,797.53	5,000.00	4,936.31	5,000.00	5,000.00
203-280-534015	Credit Card Service Fee	17,500.00	22,179.42	20,000.00	27,273.98	20,000.00	24,349.80	30,000.00	20,000.00
203-280-534019	EMS Outsourcing	618,489.01	618,489.00	680,565.59	639,868.33	700,892.56	623,851.70	700,892.56	700,892.56
203-280-534020	EMT Class - Instructors	8,000.00	12,400.00	10,000.00	13,800.00	10,000.00	10,300.00	10,000.00	10,000.00
203-280-534021	Equipment Maintenance - Copi...	5,000.00	3,873.10	5,000.00	3,871.55	5,000.00	4,265.93	5,000.00	5,000.00
203-280-534027	Memberships-City Use	4,500.00	4,115.00	4,500.00	4,360.80	4,500.00	3,622.39	4,500.00	4,500.00
203-280-534029	Printing & Binding	3,000.00	2,854.70	3,000.00	1,419.61	3,000.00	1,933.00	3,000.00	3,000.00
203-280-534036	Software Maintenance	75,000.00	49,970.73	106,200.00	110,697.50	110,000.00	111,647.24	110,000.00	171,050.00
203-280-534044	Community Support Instructors	3,000.00	2,160.00	3,000.00	3,100.00	3,000.00	4,245.00	3,000.00	3,000.00
	ExpCategory: 534 - Operating Expenses Total:	**823,989.01**	**759,121.62**	**934,665.59**	**853,031.18**	**956,892.56**	**842,407.39**	**926,248.58**	**1,017,942.56**
ExpCategory: 541 - Professional Services									
203-280-541000	Auditor/Accounting Service	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00
203-280-541012	Legal Services	5,000.00	1,035.00	5,000.00	0.00	5,000.00	46.00	1,000.00	5,000.00

		Defined Budgets							
		2022-23 Total Budget	2022-23 Total Activity	2023-24 Total Budget	2023-24 Total Activity	2024-25 Total Budget	2024-25 YTD Activity	2024-25 Projected	2025-26 AB
203-280-541017	Professional Services	100,000.00	89,522.48	100,000.00	104,875.54	102,000.00	93,791.91	102,000.00	150,000.00
ExpCategory: 541 - Professional Services Total:		**108,000.00**	**93,557.48**	**108,000.00**	**107,875.54**	**110,000.00**	**96,837.91**	**106,000.00**	**158,000.00**
ExpCategory: 542 - Non-Operating Expenses									
203-280-542000	Depreciation Expense	0.00	446,463.78	0.00	473,261.45	0.00	0.00	0.00	0.00
203-280-542001	Bad Debt Expense	2,665,302.40	2,956,666.97	2,794,821.20	2,823,126.74	2,966,054.00	1,947,564.08	2,966,054.00	3,829,113.00
ExpCategory: 542 - Non-Operating Expenses Total:		**2,665,302.40**	**3,403,130.75**	**2,794,821.20**	**3,296,388.19**	**2,966,054.00**	**1,947,564.08**	**2,966,054.00**	**3,829,113.00**
ExpCategory: 548 - Fund Charges/Transfers									
203-280-548004	Interfund Charges-Admin Fleet	258,762.00	258,762.00	263,937.00	263,937.00	373,286.00	342,178.87	373,286.00	362,145.00
203-280-548006	Interfund Charges-Admin	216,994.00	216,994.00	221,334.70	221,334.70	232,400.00	213,033.37	232,400.00	244,021.00
203-280-548014	Transfer Out - General Fund	4,000.00	0.00	0.00	0.00	4,000.00	0.00	4,000.00	4,000.00
ExpCategory: 548 - Fund Charges/Transfers Total:		**479,756.00**	**475,756.00**	**485,271.70**	**485,271.70**	**609,686.00**	**555,212.24**	**609,686.00**	**610,166.00**
ExpCategory: 551 - Repairs and Maintenance									
203-280-551074	Maintenance Agrmt - Radios	13,000.00	9,320.00	13,000.00	13,400.00	13,000.00	7,280.00	13,000.00	103,267.00
ExpCategory: 551 - Repairs and Maintenance Total:		**13,000.00**	**9,320.00**	**13,000.00**	**13,400.00**	**13,000.00**	**7,280.00**	**13,000.00**	**103,267.00**
ExpCategory: 561 - Rental/Leasing									
203-280-561200	Lease/Purchase Payments	150,000.00	-3,411.83	120,000.00	-3,411.83	136,307.42	194,105.67	136,307.42	136,307.42
ExpCategory: 561 - Rental/Leasing Total:		**150,000.00**	**-3,411.83**	**120,000.00**	**-3,411.83**	**136,307.42**	**194,105.67**	**136,307.42**	**136,307.42**
ExpCategory: 581 - Capital Outlay									
203-280-581005	Equipment Over $5,000	85,000.00	8,085.55	125,000.00	65,530.25	90,000.00	28,772.23	90,000.00	90,000.00
203-280-581012	Vehicles & Accs Over $5,000	625,000.00	14,209.12	510,000.00	0.00	485,000.00	114,360.40	485,000.00	696,853.00
ExpCategory: 581 - Capital Outlay Total:		**710,000.00**	**22,294.67**	**635,000.00**	**65,530.25**	**575,000.00**	**143,132.63**	**575,000.00**	**786,853.00**
Expense Total:		**12,015,662.41**	**13,133,610.69**	**13,640,835.49**	**14,541,599.33**	**15,371,821.98**	**11,804,301.53**	**15,269,616.73**	**17,149,567.98**
Report Surplus (Deficit):		**1,319.41**	**-403,516.04**	**-780,612.48**	**-1,212,644.71**	**-300,878.09**	**-594,331.61**	**-122,528.10**	**-89,181.98**

DEPARTMENT: ECONOMIC DEVELOPMENT
FUND: 620 CITY OF SCHERTZ ECONOMIC DEVELOPMENT CORPORATION

DEPARTMENT DESCRIPTION

The Economic Development Corporation's mission is to 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 resulting in a sustainable and vibrant community. These efforts will be further enhanced with the completion of a new Comprehensive Economic Development Strategic Plan.

GOALS FOR FY 2025-26

The SEDC supports the City's Strategic Plan Goal for a Thriving Economy by supporting local businesses through annual business visits that provide needed information for expansion and retention projects by visiting 125 local companies in FY26.

The SEDC supports the City's Strategic Plan Goal for a Thriving Economy by hosting workforce events that provide opportunities for at least 200 companies to showcase local job opportunities for over 1,300 job seekers.

The SEDC supports the City's Strategic Plan Goal for a Thriving Economy by participating in a minimum of 15 recruitment trips and working with the prospects to bring new capital investment and create primary jobs for the community.

The SEDC supports the City's Strategic Plan Goal for a Thriving Economy by funding infrastructure and expansion projects in FY26 for 13 performance agreements that lead to capital investment and job creation in the community.

The SEDC supports the City's Strategic Plan Goal for a Thriving Economy by providing funding for revitalizing targeted areas including Lookout Road, Abbey Road Upsize, and Park Improvements.

BUDGET HIGHLIGHTS

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 2025-26 budget is projected to decrease by 16.1% from the FY 2024-25 year-end estimate. The decrease is due to the expected lowering of the Federal Funds Rate which the City's investment income closely follows, as well as having less funds invested overall.

Expenses: The SEDC funds are restricted to those expenses authorized by the Texas Local Government Code sections 501 and 505. The expenses for FY 2025-26 are projected to increase $149,508 to fund for targeted areas including Lookout Road, Abbey Road Upsize, and Park Improvements.

Project Expenses: The SEDC is providing funding for revitalizing targeted areas including Lookout Road, Abbey Road Upsize, and Park Improvements.

Budget	2022-23 Actual	2023-24 Actual	2024-25 Estimate	2025-26 Budget
Revenue				
Taxes	$6,548,941	$6,698,059	$8,705,000	$7,668,608
Investment Income	1,262,347	1,855,645	1,660,000	1,250,000
Miscellaneous	0	1,101	0	0
Total	*$7,811,288*	*$8,757,676*	*$10,365,000*	*$8,928,608*
Expenses				
Non-Departmental	$21,000	$0	$0	$0
Personnel Services	17,693	15,723	22,300	24,575
Supplies and Equipment	43,921	49,252	58,275	61,175
City Supported Services	55,992	577,517	15,509,400	15,513,600
Utility Services	180	443	700	975
Operating Expenses	71,305	230,572	290,950	398,135
Professional Services	45,328	9,924	61,250	61,300
Fund Charges/Transfers	542,221	546,883	609,080	641,703
Total Schertz EDC	*$858,584*	*$1,430,315*	*$16,551,955*	*$16,701,463*
Over/Under	*$6,952,704*	*$7,327,361*	*-$6,186,955*	*-$7,772,855*
Activity Measures				
Business Visits	18	40	100	125
Job Fair Attendees	0	0	1,199	1,300
Recruitment Events	8	12	14	14
New Prospects	35	45	43	100
Performance Agmts	15	18	17	13
Road / Park Projects	1	2	2	3
Authorized Positions	4	4	4	4

City of Schertz, TX

My Budget Worksheet

Account Summary

For Fiscal: 2024-25 Period Ending: 08/31/2025

								Defined Budgets	
		2022-23 Total Budget	2022-23 Total Activity	2023-24 Total Budget	2023-24 Total Activity	2024-25 Total Budget	2024-25 YTD Activity	2024-25 Projected	2025-26 AB
Revenue									
RevCategory: 411 - Taxes									
620-101-411500	Sales Tax Revenue	6,548,000.00	6,548,940.92	7,092,000.00	6,698,059.29	7,083,000.00	6,907,536.23	8,705,000.00	7,668,608.00
	RevCategory: 411 - Taxes Total:	**6,548,000.00**	**6,548,940.92**	**7,092,000.00**	**6,698,059.29**	**7,083,000.00**	**6,907,536.23**	**8,705,000.00**	**7,668,608.00**
RevCategory: 480 - Fund Charges/Transfers									
620-101-480000	Transfer In	0.00	0.00	0.00	190,391.66	0.00	0.00	0.00	0.00
620-101-480002	Transfer In - Reserves	3,320,960.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	RevCategory: 480 - Fund Charges/Transfers Total:	**3,320,960.00**	**0.00**	**0.00**	**190,391.66**	**0.00**	**0.00**	**0.00**	**0.00**
RevCategory: 491 - Investment Income									
620-101-491000	Interest Earned - SED Corp	2,000.00	11,319.42	15,000.00	12,479.16	10,000.00	6,096.75	10,000.00	10,000.00
620-101-491200	Investment Income	180,000.00	1,251,027.36	1,300,000.00	1,855,644.94	1,250,000.00	1,294,102.07	1,650,000.00	1,250,000.00
	RevCategory: 491 - Investment Income Total:	**182,000.00**	**1,262,346.78**	**1,315,000.00**	**1,868,124.10**	**1,260,000.00**	**1,300,198.82**	**1,660,000.00**	**1,260,000.00**
RevCategory: 497 - Miscellaneous									
620-101-497000	Miscellaneous Income	0.00	0.00	0.00	1,101.29	0.00	0.00	0.00	0.00
	RevCategory: 497 - Miscellaneous Total:	**0.00**	**0.00**	**0.00**	**1,101.29**	**0.00**	**0.00**	**0.00**	**0.00**
	Revenue Total:	**10,050,960.00**	**7,811,287.70**	**8,407,000.00**	**8,757,676.34**	**8,343,000.00**	**8,207,735.05**	**10,365,000.00**	**8,928,608.00**

		Defined Budgets							
		2022-23 Total Budget	2022-23 Total Activity	2023-24 Total Budget	2023-24 Total Activity	2024-25 Total Budget	2024-25 YTD Activity	2024-25 Projected	2025-26 AB
Expense									
ExpCategory: 511 - Personnel Services									
620-966-511606	Uniforms	800.00	364.71	800.00	170.13	800.00	24.00	500.00	800.00
620-966-511609	Employee Recognition-Morale	1,800.00	895.94	600.00	0.00	600.00	94.48	500.00	600.00
620-966-511610	Memberships-Professional	2,525.00	1,775.00	2,525.00	2,269.50	2,525.00	2,913.60	3,000.00	2,525.00
620-966-511611	Publications	800.00	43.25	800.00	0.00	800.00	0.00	800.00	800.00
620-966-511612	Training/Travel	12,000.00	9,971.23	12,000.00	11,073.05	12,000.00	10,480.88	12,000.00	12,000.00
620-966-511614	Meeting Expenses	7,850.00	4,642.71	7,850.00	2,210.55	7,850.00	2,827.66	5,500.00	7,850.00
	ExpCategory: 511 - Personnel Services Total:	**25,775.00**	**17,692.84**	**24,575.00**	**15,723.23**	**24,575.00**	**16,340.62**	**22,300.00**	**24,575.00**
ExpCategory: 521 - Supplies and Equipment									
620-966-521100	Office Supplies	1,000.00	559.95	1,000.00	483.78	1,000.00	485.26	800.00	1,000.00
620-966-521701	Computer Fees & Licenses	50,675.00	42,696.87	54,675.00	48,092.16	54,675.00	28,868.60	54,675.00	54,675.00
620-966-521702	Postage	500.00	49.32	500.00	133.45	500.00	114.27	300.00	500.00
620-966-521708	Furniture & Fixtures	2,500.00	537.40	2,500.00	542.88	2,500.00	215.00	1,500.00	2,500.00
620-966-521710	Computer & Peripherals Under...	2,500.00	77.87	2,500.00	0.00	2,500.00	988.85	1,000.00	2,500.00
	ExpCategory: 521 - Supplies and Equipment Total:	**57,175.00**	**43,921.41**	**61,175.00**	**49,252.27**	**61,175.00**	**30,671.98**	**58,275.00**	**61,175.00**
ExpCategory: 532 - City Supported Services									
620-101-532011	Development Incentive Fund	3,000,079.00	81,944.29	3,027,510.00	83,984.70	8,479,100.00	7,485,799.17	8,479,100.00	8,479,100.00
620-101-532015	Contributions	5,750,000.00	0.00	8,650,000.00	488,523.09	6,820,000.00	1,849,500.00	6,820,000.00	6,820,000.00
620-966-532002	Promotional Events - Expenses	9,500.00	10,350.78	9,500.00	4,854.44	9,500.00	3,696.41	9,500.00	9,500.00
620-966-532012	Grant Fund	200,000.00	40,000.00	200,000.00	0.00	200,000.00	0.00	200,000.00	200,000.00
620-966-532013	Prospect Services	6,641.00	5,640.94	5,000.00	154.96	5,000.00	16.00	800.00	5,000.00
	ExpCategory: 532 - City Supported Services Total:	**8,966,220.00**	**137,936.01**	**11,892,010.00**	**577,517.19**	**15,513,600.00**	**9,339,011.58**	**15,509,400.00**	**15,513,600.00**
ExpCategory: 533 - Utility Services									
620-966-533500	Vehicle Fuel	750.00	130.69	750.00	429.20	750.00	385.85	550.00	750.00
620-966-533550	Vehicle Maintenance	225.00	49.00	225.00	14.00	225.00	0.00	150.00	225.00
	ExpCategory: 533 - Utility Services Total:	**975.00**	**179.69**	**975.00**	**443.20**	**975.00**	**385.85**	**700.00**	**975.00**
ExpCategory: 534 - Operating Expenses									
620-966-534000	Advertising	315,850.00	42,613.97	315,850.00	164,671.33	315,850.00	66,556.94	200,000.00	315,850.00
620-966-534005	City Insurance-Commercial	1,700.00	1,534.34	1,700.00	1,589.71	1,700.00	2,052.21	1,700.00	1,700.00
620-966-534011	Contingencies	7,159.00	-27,013.00	10,000.00	39.48	10,000.00	0.00	10,000.00	10,000.00
620-966-534021	Equipment Maintenance - Copi...	3,500.00	2,765.50	3,500.00	2,765.54	3,500.00	3,045.99	3,500.00	3,500.00

		Defined Budgets							
		2022-23 Total Budget	2022-23 Total Activity	2023-24 Total Budget	2023-24 Total Activity	2024-25 Total Budget	2024-25 YTD Activity	2024-25 Projected	2025-26 AB
620-966-534022	Goodwill	1,750.00	1,696.30	1,750.00	876.62	1,750.00	1,204.12	1,750.00	1,750.00
620-966-534027	Memberships-City Use	28,835.00	23,625.00	28,835.00	27,935.00	28,835.00	27,825.00	32,500.00	28,835.00
620-966-534029	Printing & Binding	1,500.00	91.50	1,500.00	147.00	1,500.00	1,010.86	1,500.00	1,500.00
620-966-534031	Recruitment Events	35,000.00	25,991.81	35,000.00	32,547.41	35,000.00	30,808.78	40,000.00	35,000.00
ExpCategory: 534 - Operating Expenses Total:		**395,294.00**	**71,305.42**	**398,135.00**	**230,572.09**	**398,135.00**	**132,503.90**	**290,950.00**	**398,135.00**
ExpCategory: 541 - Professional Services									
620-966-541000	Auditor/Accounting Service	6,300.00	6,000.00	6,300.00	6,300.00	6,300.00	6,250.00	6,250.00	6,300.00
620-966-541004	Consulting Services	40,000.00	31,300.00	40,000.00	0.00	40,000.00	0.00	40,000.00	40,000.00
620-966-541012	Legal Services	15,000.00	8,027.50	15,000.00	3,624.00	15,000.00	655.50	15,000.00	15,000.00
ExpCategory: 541 - Professional Services Total:		**61,300.00**	**45,327.50**	**61,300.00**	**9,924.00**	**61,300.00**	**6,905.50**	**61,250.00**	**61,300.00**
ExpCategory: 548 - Fund Charges/Transfers									
620-966-548006	Interfund Charges-Admin	542,221.00	542,221.00	546,883.00	546,883.00	609,080.00	609,080.00	609,080.00	641,703.00
ExpCategory: 548 - Fund Charges/Transfers Total:		**542,221.00**	**542,221.00**	**546,883.00**	**546,883.00**	**609,080.00**	**609,080.00**	**609,080.00**	**641,703.00**
Expense Total:		**10,048,960.00**	**858,583.87**	**12,985,053.00**	**1,430,314.98**	**16,668,840.00**	**10,134,899.43**	**16,551,955.00**	**16,701,463.00**
Report Surplus (Deficit):		**2,000.00**	**6,952,703.83**	**-4,578,053.00**	**7,327,361.36**	**-8,325,840.00**	**-1,927,164.38**	**-6,186,955.00**	**-7,772,855.00**

FUND: 106 SPECIAL EVENTS

DESCRIPTION

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

BUDGET HIGHLIGHTS

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

Expenses: The Special Events Fund FY 2025-26 Budget is set at $55,000 with no change in operations.

Budget	2022-23 Actual	2023-24 Actual	2024-25 Estimate	2025-26 Budget
Revenues				
Fund Charges/Transfers	$147	$1,074	$0	$0
Investment Income	891	1,074	0	0
Kick Cancer	22,194	24,190	19,645	20,000
Hal Baldwin Scholarship	40,020	47,461	35,000	35,000
Total	*$63,253*	*$71,800*	*$54,645*	*$55,000*
Expenses				
Kick Cancer	$22,195	$24,190	$19,645	$20,000
Hal Baldwin Scholarship	25,555	30,214	50,000	35,000
Total	*$47,749*	*$54,404*	*$69,645*	*$55,000*

City of Schertz, TX

My Budget Worksheet
Account Summary
For Fiscal: 2024-25 Period Ending: 08/31/2025

								Defined Budgets	
		2022-23 Total Budget	2022-23 Total Activity	2023-24 Total Budget	2023-24 Total Activity	2024-25 Total Budget	2024-25 YTD Activity	2024-25 Projected	2025-26 AB
Fund: 106 - SPECIAL EVENTS FUND									
Revenue									
RevCategory: 480 - Fund Charges/Transfers									
106-101-480101	Transfer In - General Fund	0.00	146.72	0.00	1,074.18	0.00	0.00	0.00	0.00
RevCategory: 480 - Fund Charges/Transfers Total:		**0.00**	**146.72**	**0.00**	**1,074.18**	**0.00**	**0.00**	**0.00**	**0.00**
RevCategory: 491 - Investment Income									
106-101-491200	Investment Income	0.00	891.43	0.00	1,074.18	0.00	225.97	0.00	0.00
RevCategory: 491 - Investment Income Total:		**0.00**	**891.43**	**0.00**	**1,074.18**	**0.00**	**225.97**	**0.00**	**0.00**
RevCategory: 497 - Miscellaneous									
106-608-497001	Kick Cancer - Proceeds	10,000.00	22,194.63	15,000.00	24,189.97	20,000.00	18,032.00	19,645.00	20,000.00
106-621-497010	Hal Baldwin Scholarship - Proc...	14,000.00	40,020.00	30,000.00	47,461.26	35,000.00	34,580.00	35,000.00	35,000.00
RevCategory: 497 - Miscellaneous Total:		**24,000.00**	**62,214.63**	**45,000.00**	**71,651.23**	**55,000.00**	**52,612.00**	**54,645.00**	**55,000.00**
	Revenue Total:	**24,000.00**	**63,252.78**	**45,000.00**	**73,799.59**	**55,000.00**	**52,837.97**	**54,645.00**	**55,000.00**

		2022-23 Total Budget	2022-23 Total Activity	2023-24 Total Budget	2023-24 Total Activity	2024-25 Total Budget	2024-25 YTD Activity	2024-25 Projected	2025-26 AB
Expense									
ExpCategory: 532 - City Supported Services									
106-621-532001	Golf Tournament - Expenses	14,000.00	17,014.50	30,000.00	20,131.84	20,000.00	27,035.26	35,000.00	20,000.00
106-621-532004	Hal Baldwin Scholarship - Expe...	0.00	8,540.20	0.00	10,082.20	15,000.00	5,000.00	15,000.00	15,000.00
ExpCategory: 532 - City Supported Services Total:		**14,000.00**	**25,554.70**	**30,000.00**	**30,214.04**	**35,000.00**	**32,035.26**	**50,000.00**	**35,000.00**
ExpCategory: 534 - Operating Expenses									
106-608-534039	Kick Cancer - Expenses	10,000.00	22,194.63	15,000.00	24,189.97	20,000.00	18,032.00	19,645.00	20,000.00
ExpCategory: 534 - Operating Expenses Total:		**10,000.00**	**22,194.63**	**15,000.00**	**24,189.97**	**20,000.00**	**18,032.00**	**19,645.00**	**20,000.00**
Expense Total:		**24,000.00**	**47,749.33**	**45,000.00**	**54,404.01**	**55,000.00**	**50,067.26**	**69,645.00**	**55,000.00**
Fund: 106 - SPECIAL EVENTS FUND Surplus (Deficit):		**0.00**	**15,503.45**	**0.00**	**19,395.58**	**0.00**	**2,770.71**	**-15,000.00**	**0.00**

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

DESCRIPTION

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

BUDGET HIGHLIGHTS

Revenue: Revenues for FY 2025-26 Budget are expected to to stay the same from the FY 2024-25 year-end estimates.

Expenses: The PEG Fund FY 2025-26 Budget stayed the same $64,000 with the continued implementation of the communication master plan.

Budget	2022-23 Actual	2023-24 Actual	2024-25 Estimate	2025-26 Budget
Revenues				
Franchises	$74,016	$63,969	$64,000	$64,000
Total	*$74,016*	*$63,969*	*$64,000*	*$64,000*
Expenses				
Misc & Projects	$821,654	$65,286	$64,000	$64,000
Total	$821,654	$65,286	*$64,000*	*$64,000*

		2022-23 Total Budget	2022-23 Total Activity	2023-24 Total Budget	2023-24 Total Activity	2024-25 Total Budget	2024-25 YTD Activity	2024-25 Projected	2025-26 AB
					Defined Budgets				
Fund: 110 - PUBLIC, EDU, GOVMNT FEE									
Revenue									
RevCategory: 421 - Franchises									
110-101-421350	Spectrum-PEG Fee	60,000.00	60,304.11	55,000.00	52,551.39	52,000.00	35,340.88	52,000.00	52,000.00
110-101-421465	Direct TV PEG Fee	30,000.00	13,712.07	12,000.00	11,417.23	12,000.00	6,921.77	12,000.00	12,000.00
	RevCategory: 421 - Franchises Total:	**90,000.00**	**74,016.18**	**67,000.00**	**63,968.62**	**64,000.00**	**42,262.65**	**64,000.00**	**64,000.00**
RevCategory: 480 - Fund Charges/Transfers									
110-101-480002	Transfer In - Reserves	854,770.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	RevCategory: 480 - Fund Charges/Transfers Total:	**854,770.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**
	Revenue Total:	**944,770.00**	**74,016.18**	**67,000.00**	**63,968.62**	**64,000.00**	**42,262.65**	**64,000.00**	**64,000.00**

		2022-23 Total Budget	2022-23 Total Activity	2023-24 Total Budget	2023-24 Total Activity	2024-25 Total Budget	2024-25 YTD Activity	2024-25 Projected	2025-26 AB
					Defined Budgets				
Expense									
ExpCategory: 521 - Supplies and Equipment									
110-900-521711	Communication Equip Less $5,...	0.00	0.00	0.00	0.00	0.00	0.00	0.00	45,000.00
ExpCategory: 521 - Supplies and Equipment Total:		**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**45,000.00**
ExpCategory: 534 - Operating Expenses									
110-101-534057	Misc Bank Charges	0.00	0.00	0.00	0.00	0.00	81.54	0.00	0.00
ExpCategory: 534 - Operating Expenses Total:		**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**81.54**	**0.00**	**0.00**
ExpCategory: 541 - Professional Services									
110-900-541002	Communication Plan	60,000.00	0.00	67,000.00	0.00	64,000.00	0.00	64,000.00	19,000.00
ExpCategory: 541 - Professional Services Total:		**60,000.00**	**0.00**	**67,000.00**	**0.00**	**64,000.00**	**0.00**	**64,000.00**	**19,000.00**
ExpCategory: 581 - Capital Outlay									
110-900-581002	Communication Equip Over $5,...	854,770.00	821,653.76	0.00	65,285.88	0.00	6,338.00	0.00	0.00
ExpCategory: 581 - Capital Outlay Total:		**854,770.00**	**821,653.76**	**0.00**	**65,285.88**	**0.00**	**6,338.00**	**0.00**	**0.00**
Expense Total:		**914,770.00**	**821,653.76**	**67,000.00**	**65,285.88**	**64,000.00**	**6,419.54**	**64,000.00**	**64,000.00**
Fund: 110 - PUBLIC, EDU, GOVMNT FEE Surplus (Deficit):		**30,000.00**	**-747,637.58**	**0.00**	**-1,317.26**	**0.00**	**35,843.11**	**0.00**	**0.00**

FUND: 314 HOTEL/MOTEL OCCUPANCY TAX

DESCRIPTION

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

BUDGET HIGHLIGHTS

Revenue: Revenue for FY 2025-26 Budget is expected to remain the same from the FY 2024-25 year end estimates.

Expenses: The Hotel Motel Tax Fund FY 2025-26 Budget decreases 41.6% from FY 2024-25 year-end estimate. The change for this year expenses is caused by the sign replacement.

Budget	2022-23 Actual	2023-24 Actual	2024-25 Estimate	2025-26 Budget
Revenue				
Taxes	$1,059,809	$849,265	$1,100,00	$1,100,000
Investment Income	92,825	154,834	126,500	126,500
Total	*$1,152,634*	*$1,003,704*	*$1,226,500*	*$1,226,500*
Expenses				
Operating Expenses	$82,488	$49,092	$104,322	$104,322
Professional Services	22,869	1,762	1,000	1,000
Fund Charges/Transfers	69,915	80,265	82,976	0
Repairs and Maintenance	2,300	0	25,000	25,000
Capital Outlay	5,266	48,071	78,400	78,400
Projects	0	0	0	0
Total	*$182,838*	*$180,258*	*$291,698*	*$170,322*

		Defined Budgets							
		2022-23 Total Budget	2022-23 Total Activity	2023-24 Total Budget	2023-24 Total Activity	2024-25 Total Budget	2024-25 YTD Activity	2024-25 Projected	2025-26 AB
Fund: 314 - HOTEL TAX									
Revenue									
RevCategory: 411 - Taxes									
314-101-411800	Hotel Occupancy Tax	640,000.00	1,059,808.63	800,000.00	849,265.48	1,100,000.00	737,587.83	1,100,000.00	1,100,000.00
	RevCategory: 411 - Taxes Total:	**640,000.00**	**1,059,808.63**	**800,000.00**	**849,265.48**	**1,100,000.00**	**737,587.83**	**1,100,000.00**	**1,100,000.00**
RevCategory: 491 - Investment Income									
314-101-491000	Interest Earned - Hotel	500.00	1,440.07	1,500.00	2,722.05	1,500.00	2,385.40	1,500.00	1,500.00
314-101-491200	Investment Income	8,000.00	91,385.25	100,000.00	152,111.48	125,000.00	119,395.75	125,000.00	125,000.00
	RevCategory: 491 - Investment Income Total:	**8,500.00**	**92,825.32**	**101,500.00**	**154,833.53**	**126,500.00**	**121,781.15**	**126,500.00**	**126,500.00**
RevCategory: 497 - Miscellaneous									
314-101-497000	Misc Income	0.00	-0.62	0.00	-395.46	0.00	0.00	0.00	0.00
	RevCategory: 497 - Miscellaneous Total:	**0.00**	**-0.62**	**0.00**	**-395.46**	**0.00**	**0.00**	**0.00**	**0.00**
	Revenue Total:	**648,500.00**	**1,152,633.33**	**901,500.00**	**1,003,703.55**	**1,226,500.00**	**859,368.98**	**1,226,500.00**	**1,226,500.00**

		Defined Budgets							
		2022-23 Total Budget	2022-23 Total Activity	2023-24 Total Budget	2023-24 Total Activity	2024-25 Total Budget	2024-25 YTD Activity	2024-25 Projected	2025-26 AB
Expense									
ExpCategory: 521 - Supplies and Equipment									
314-101-521717	Event Banners	0.00	0.00	0.00	1,067.00	0.00	0.00	0.00	0.00
ExpCategory: 521 - Supplies and Equipment Total:		**0.00**	**0.00**	**0.00**	**1,067.00**	**0.00**	**0.00**	**0.00**	**0.00**
ExpCategory: 534 - Operating Expenses									
314-101-534000	Advertising	9,700.00	8,045.00	18,600.00	4,495.00	15,000.00	0.00	15,000.00	15,000.00
314-101-534001	Billboards	16,000.00	13,231.80	16,000.00	7,869.85	15,000.00	5,553.57	15,000.00	15,000.00
314-101-534007	Special Events - Expenses	68,000.00	61,211.48	40,000.00	36,727.62	0.00	0.00	0.00	0.00
314-101-534042	Community Programs	50,000.00	0.00	50,000.00	0.00	50,000.00	0.00	50,000.00	50,000.00
314-101-534062	Operating Expense	0.00	0.00	0.00	0.00	24,322.00	26,774.24	24,322.00	24,322.00
ExpCategory: 534 - Operating Expenses Total:		**143,700.00**	**82,488.28**	**124,600.00**	**49,092.47**	**104,322.00**	**32,327.81**	**104,322.00**	**104,322.00**
ExpCategory: 541 - Professional Services									
314-101-541000	Auditor/Accounting Service	3,500.00	3,500.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
314-101-541012	Legal Services	0.00	0.00	0.00	42.00	0.00	0.00	0.00	0.00
314-101-541017	Professional Services	500.00	17,928.99	0.00	720.00	0.00	0.00	0.00	0.00
314-900-541006	Engineering	0.00	1,440.00	0.00	0.00	0.00	0.00	0.00	0.00
ExpCategory: 541 - Professional Services Total:		**4,000.00**	**22,868.99**	**1,000.00**	**1,762.00**	**1,000.00**	**1,000.00**	**1,000.00**	**1,000.00**
ExpCategory: 548 - Fund Charges/Transfers									
314-101-548016	Transfer Out	69,915.00	69,915.00	80,265.00	80,265.00	0.00	76,061.37	82,976.00	0.00
ExpCategory: 548 - Fund Charges/Transfers Total:		**69,915.00**	**69,915.00**	**80,265.00**	**80,265.00**	**0.00**	**76,061.37**	**82,976.00**	**0.00**
ExpCategory: 551 - Repairs and Maintenance									
314-101-551000	Building Maintenance	50,000.00	2,300.00	12,000.00	0.00	25,000.00	0.00	25,000.00	25,000.00
ExpCategory: 551 - Repairs and Maintenance Total:		**50,000.00**	**2,300.00**	**12,000.00**	**0.00**	**25,000.00**	**0.00**	**25,000.00**	**25,000.00**
ExpCategory: 581 - Capital Outlay									
314-101-581001	Civic Center Improvements	5,300.00	5,266.00	43,000.00	48,071.42	0.00	4,758.16	0.00	40,000.00
314-900-581013	Construction	0.00	0.00	0.00	0.00	78,400.00	78,400.00	78,400.00	0.00
ExpCategory: 581 - Capital Outlay Total:		**5,300.00**	**5,266.00**	**43,000.00**	**48,071.42**	**78,400.00**	**83,158.16**	**78,400.00**	**40,000.00**
Expense Total:		**272,915.00**	**182,838.27**	**260,865.00**	**180,257.89**	**208,722.00**	**192,547.34**	**291,698.00**	**170,322.00**
Fund: 314 - HOTEL TAX Surplus (Deficit):		**375,585.00**	**969,795.06**	**640,635.00**	**823,445.66**	**1,017,778.00**	**666,821.64**	**934,802.00**	**1,056,178.00**

FUND: 317 PARK FUND

DESCRIPTION

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

BUDGET HIGHLIGHTS

Revenue: The revenue for FY 2025-26 Budget is expected to be $154,750 in anticipation of a new development which will pay into the fund.

Expenses: The FY 2025-26 Budget is set at $100,000 to utilize incoming funds for park improvements.

Budget	2022-23 Actual	2023-24 Actual	2024-25 Estimate	2025-26 Budget
Revenue				
Fees	$203,500	$446,138	$150,000	$150,000
Investment Income	9,058	8,975	4,750	4,750
Total	*$212,558*	*$455,112*	*$154,750*	*$154,750*
Expenses				
Professional Services	$0	$0	$0	$0
Capital Outlay	387,069	0	100,000	100,000
Total	*$387,069*	*$0*	*$100,000*	*$100,000*
Over/-Under	*-$174,511*	*$455,122*	*$54,750*	*$54,750*

		2022-23 Total Budget	2022-23 Total Activity	2023-24 Total Budget	2023-24 Total Activity	2024-25 Total Budget	2024-25 YTD Activity	2024-25 Projected	2025-26 AB
					Defined Budgets				
Fund: 317 - PARK FUND									
Revenue									
RevCategory: 432 - Fees									
317-301-432085	Parkland Dedication	318,000.00	203,500.00	100,000.00	446,137.50	150,000.00	58,000.00	150,000.00	150,000.00
	RevCategory: 432 - Fees Total:	**318,000.00**	**203,500.00**	**100,000.00**	**446,137.50**	**150,000.00**	**58,000.00**	**150,000.00**	**150,000.00**
RevCategory: 480 - Fund Charges/Transfers									
317-101-480002	Transfer In - Reserves	262,069.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	RevCategory: 480 - Fund Charges/Transfers Total:	**262,069.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**
RevCategory: 491 - Investment Income									
317-101-491000	Interest Earned - Park	25.00	118.31	0.00	1,192.66	750.00	995.45	750.00	750.00
317-101-491200	Investment Income	1,000.00	8,939.36	0.00	7,782.12	4,000.00	16,937.80	4,000.00	4,000.00
	RevCategory: 491 - Investment Income Total:	**1,025.00**	**9,057.67**	**0.00**	**8,974.78**	**4,750.00**	**17,933.25**	**4,750.00**	**4,750.00**
	Revenue Total:	**581,094.00**	**212,557.67**	**100,000.00**	**455,112.28**	**154,750.00**	**75,933.25**	**154,750.00**	**154,750.00**

		2022-23 Total Budget	2022-23 Total Activity	2023-24 Total Budget	2023-24 Total Activity	2024-25 Total Budget	2024-25 YTD Activity	2024-25 Projected	2025-26 AB
Expense									
ExpCategory: 541 - Professional Services									
317-301-541017	Professional Services	25,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
ExpCategory: 541 - Professional Services Total:		**25,000.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**
ExpCategory: 581 - Capital Outlay									
317-301-581007	Improvements Over $5,000	100,000.00	387,069.00	100,000.00	0.00	100,000.00	0.00	100,000.00	100,000.00
317-301-581008	Land/ROW/Easements Purchase	262,069.00	0.00	0.00	0.00	0.00	17,737.59	0.00	0.00
ExpCategory: 581 - Capital Outlay Total:		**362,069.00**	**387,069.00**	**100,000.00**	**0.00**	**100,000.00**	**17,737.59**	**100,000.00**	**100,000.00**
Expense Total:		**387,069.00**	**387,069.00**	**100,000.00**	**0.00**	**100,000.00**	**17,737.59**	**100,000.00**	**100,000.00**
Fund: 317 - PARK FUND Surplus (Deficit):		**194,025.00**	**-174,511.33**	**0.00**	**455,112.28**	**54,750.00**	**58,195.66**	**54,750.00**	**54,750.00**

FUND: 319 TREE MITIGATION

DESCRIPTION

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

BUDGET HIGHLIGHTS

Revenue: The revenue for the FY 2025-26 Budget is expected to stay the same from 2024-25 year-end estimate.

Expenses: The FY 2025-26 Budget stays the same from FY 2024-25 year-end estimate.

Budget	2022-23 Actual	2023-24 Actual	2024-25 Estimate	2025-26 Budget
Revenue				
Fees	$48,065	$555,380	$100,000	$100,000
Investment Income	35,599	62,728	49,250	49,250
Total	*$83,664*	*$618,108*	*$149,250*	*$149,250*
Expenses				
Maintenance Services	$93,030	$81,429	$85,000	$85,000
Total	*$93,030*	*$81,429*	*$85,000*	*$85,000*
Over/-Under	*-$9,365*	*$536,679*	*$64,250*	*$64,250*

		2022-23 Total Budget	2022-23 Total Activity	2023-24 Total Budget	2023-24 Total Activity	2024-25 Total Budget	2024-25 YTD Activity	2024-25 Projected	2025-26 AB
					Defined Budgets				
Fund: 319 - TREE MITIGATION									
Revenue									
RevCategory: 432 - Fees									
319-302-432086	Tree Mitigation	70,000.00	48,065.00	50,000.00	555,380.00	100,000.00	99,511.58	100,000.00	100,000.00
	RevCategory: 432 - Fees Total:	**70,000.00**	**48,065.00**	**50,000.00**	**555,380.00**	**100,000.00**	**99,511.58**	**100,000.00**	**100,000.00**
RevCategory: 491 - Investment Income									
319-101-491000	Interest Earned - Tree Mitigati...	200.00	589.77	750.00	1,584.42	1,250.00	378.71	1,250.00	1,250.00
319-101-491200	Investment Income	1,200.00	35,009.59	35,000.00	61,143.58	48,000.00	43,413.50	48,000.00	48,000.00
	RevCategory: 491 - Investment Income Total:	**1,400.00**	**35,599.36**	**35,750.00**	**62,728.00**	**49,250.00**	**43,792.21**	**49,250.00**	**49,250.00**
	Revenue Total:	**71,400.00**	**83,664.36**	**85,750.00**	**618,108.00**	**149,250.00**	**143,303.79**	**149,250.00**	**149,250.00**

		2022-23 Total Budget	2022-23 Total Activity	2023-24 Total Budget	2023-24 Total Activity	2024-25 Total Budget	2024-25 YTD Activity	2024-25 Projected	2025-26 AB
					Defined Budgets				
Expense									
ExpCategory: 551 - Repairs and Maintenance									
319-302-551111	Trees	70,000.00	93,030.29	75,000.00	81,429.00	85,000.00	93,505.79	85,000.00	85,000.00
ExpCategory: 551 - Repairs and Maintenance Total:		**70,000.00**	**93,030.29**	**75,000.00**	**81,429.00**	**85,000.00**	**93,505.79**	**85,000.00**	**85,000.00**
Expense Total:		**70,000.00**	**93,030.29**	**75,000.00**	**81,429.00**	**85,000.00**	**93,505.79**	**85,000.00**	**85,000.00**
Fund: 319 - TREE MITIGATION Surplus (Deficit):		**1,400.00**	**-9,365.93**	**10,750.00**	**536,679.00**	**64,250.00**	**49,798.00**	**64,250.00**	**64,250.00**

FUND: 431 ROADWAY IMPACT FEE AREA 1

DESCRIPTION

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

BUDGET HIGHLIGHTS

The FY 2025-26 Budget will be set at $5,000 for any professional services or studies that need to be completed.

Budget	2022-23 Actual	2023-24 Actual	2024-25 Estimate	2025-26 Budget
Revenue				
Fees	$301,561	$446,485	$300,000	$300,000
Investment Income	42,128	67,776	55,300	55,300
Total	*$343,689*	*$514,261*	*$355,300*	*$355,300*
Expenses				
Professional Services	$0	$0	$5,000	$5,000
Projects	88,173	0	0	0
Total	*$88,173*	*$0*	*$5,000*	*$5,000*
Over/-Under	*$255,516*	*$514,261*	*$350,300*	*$350,300*

		2022-23 Total Budget	2022-23 Total Activity	2023-24 Total Budget	2023-24 Total Activity	2024-25 Total Budget	2024-25 YTD Activity	2024-25 Projected	2025-26 AB
					Defined Budgets				
Fund: 431 - CAP RCVRY-RDWYS AREA 1									
Revenue									
RevCategory: 432 - Fees									
431-173-432030	Cap Rcvry-RoadwaysSrvArea 1	250,000.00	301,561.43	275,000.00	446,484.59	300,000.00	80,719.20	300,000.00	300,000.00
	RevCategory: 432 - Fees Total:	**250,000.00**	**301,561.43**	**275,000.00**	**446,484.59**	**300,000.00**	**80,719.20**	**300,000.00**	**300,000.00**
RevCategory: 480 - Fund Charges/Transfers									
431-101-480002	Transfer In - Reserves	88,173.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	RevCategory: 480 - Fund Charges/Transfers Total:	**88,173.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**
RevCategory: 491 - Investment Income									
431-101-491000	Interest Earned - Cap RCVRY R...	200.00	594.73	175.00	590.14	300.00	310.32	300.00	300.00
431-101-491200	Investment Income	5,000.00	41,533.27	50,000.00	67,185.87	55,000.00	57,501.59	55,000.00	55,000.00
	RevCategory: 491 - Investment Income Total:	**5,200.00**	**42,128.00**	**50,175.00**	**67,776.01**	**55,300.00**	**57,811.91**	**55,300.00**	**55,300.00**
	Revenue Total:	**343,373.00**	**343,689.43**	**325,175.00**	**514,260.60**	**355,300.00**	**138,531.11**	**355,300.00**	**355,300.00**

		2022-23 Total Budget	2022-23 Total Activity	2023-24 Total Budget	2023-24 Total Activity	2024-25 Total Budget	2024-25 YTD Activity	2024-25 Projected	2025-26 AB
					Defined Budgets				
Expense									
ExpCategory: 541 - Professional Services									
431-101-541017	Professional Services	5,000.00	0.00	0.00	0.00	5,000.00	0.00	5,000.00	5,000.00
431-900-541017	Professional Services	0.00	0.00	5,000.00	0.00	0.00	0.00	0.00	0.00
ExpCategory: 541 - Professional Services Total:		**5,000.00**	**0.00**	**5,000.00**	**0.00**	**5,000.00**	**0.00**	**5,000.00**	**5,000.00**
ExpCategory: 581 - Capital Outlay									
431-900-581013	Construction	88,173.00	88,172.99	0.00	0.00	0.00	0.00	0.00	0.00
ExpCategory: 581 - Capital Outlay Total:		**88,173.00**	**88,172.99**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**
Expense Total:		**93,173.00**	**88,172.99**	**5,000.00**	**0.00**	**5,000.00**	**0.00**	**5,000.00**	**5,000.00**
Fund: 431 - CAP RCVRY-RDWYS AREA 1 Surplus (Deficit):		**250,200.00**	**255,516.44**	**320,175.00**	**514,260.60**	**350,300.00**	**138,531.11**	**350,300.00**	**350,300.00**

FUND: 432 ROADWAY IMPACT FEE AREA 2

DESCRIPTION

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

BUDGET HIGHLIGHTS

The FY 2025-26 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	2022-23 Actual	2023-24 Actual	2024-25 Estimate	2025-26 Budget
Revenue				
Fees	$191,018	$183,256	$200,000	$200,000
Investment Income	28,498	41,063	27,650	27,650
Total	*$219,516*	*$224,319*	*$227,650*	*$227,650*
Expenses				
City Supported Services	$102,495	$57,305	$100,000	$100,000
Professional Services	0	0	5,000	5,000
Total	*$102,495*	*$57,305*	*$105,000*	*$105,000*
Over/-Under	*$117,020*	*$167,014*	*$122,650*	*$122,650*

		2022-23 Total Budget	2022-23 Total Activity	2023-24 Total Budget	2023-24 Total Activity	2024-25 Total Budget	2024-25 YTD Activity	2024-25 Projected	2025-26 AB
					Defined Budgets				
Fund: 432 - CAP RCVRY-RDWYS AREA 2									
Revenue									
RevCategory: 432 - Fees									
432-173-432031	Cap Rcvry-RoadwaysSrvArea 2	200,000.00	191,017.49	220,000.00	183,256.31	200,000.00	62,738.93	200,000.00	200,000.00
	RevCategory: 432 - Fees Total:	**200,000.00**	**191,017.49**	**220,000.00**	**183,256.31**	**200,000.00**	**62,738.93**	**200,000.00**	**200,000.00**
RevCategory: 491 - Investment Income									
432-101-491000	Interest Earned - Cap RCVRY R...	100.00	622.06	650.00	189.88	150.00	82.84	150.00	150.00
432-101-491200	Investment Income	1,500.00	27,875.65	25,000.00	40,872.80	27,500.00	28,654.09	27,500.00	27,500.00
	RevCategory: 491 - Investment Income Total:	**1,600.00**	**28,497.71**	**25,650.00**	**41,062.68**	**27,650.00**	**28,736.93**	**27,650.00**	**27,650.00**
	Revenue Total:	**201,600.00**	**219,515.20**	**245,650.00**	**224,318.99**	**227,650.00**	**91,475.86**	**227,650.00**	**227,650.00**

		2022-23 Total Budget	2022-23 Total Activity	2023-24 Total Budget	2023-24 Total Activity	2024-25 Total Budget	2024-25 YTD Activity	2024-25 Projected	2025-26 AB
					Defined Budgets				
Expense									
ExpCategory: 532 - City Supported Services									
432-101-532011	Development Incentive Fund	50,000.00	102,494.88	80,000.00	57,305.25	254,536.00	54,976.89	100,000.00	100,000.00
ExpCategory: 532 - City Supported Services Total:		**50,000.00**	**102,494.88**	**80,000.00**	**57,305.25**	**254,536.00**	**54,976.89**	**100,000.00**	**100,000.00**
ExpCategory: 541 - Professional Services									
432-101-541017	Professional Services	5,000.00	0.00	5,000.00	0.00	5,000.00	0.00	5,000.00	5,000.00
ExpCategory: 541 - Professional Services Total:		**5,000.00**	**0.00**	**5,000.00**	**0.00**	**5,000.00**	**0.00**	**5,000.00**	**5,000.00**
Expense Total:		**55,000.00**	**102,494.88**	**85,000.00**	**57,305.25**	**259,536.00**	**54,976.89**	**105,000.00**	**105,000.00**
Fund: 432 - CAP RCVRY-RDWYS AREA 2 Surplus (Deficit):		**146,600.00**	**117,020.32**	**160,650.00**	**167,013.74**	**-31,886.00**	**36,498.97**	**122,650.00**	**122,650.00**

FUND: 433 ROADWAY IMPACT FEE AREA 3

DESCRIPTION

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

BUDGET HIGHLIGHTS

The FY 2025-26 Budget will be set at $5,000 for any professional services or studies that need to be completed.

Budget	2022-23 Actual	2023-24 Actual	2024-25 Estimate	2025-26 Budget
Revenue				
Fees	$168,500	$853,298	$350,000	$350,000
Investment Income	62,942	108,200	75,250	75,250
Total	*$231,442*	*$961,498*	*$425,250*	*$425,250*
Expenses				
Professional Services	$0	$0	$5,000	$5,000
Projects	152,021	0	0	0
Total	*$152,021*	*$0*	*$5,000*	*$5,000*
Over/-Under	*$79,421*	*$961,498*	*$420,250*	*$420,250*

		2022-23 Total Budget	2022-23 Total Activity	2023-24 Total Budget	2023-24 Total Activity	2024-25 Total Budget	2024-25 YTD Activity	2024-25 Projected	2025-26 AB
					Defined Budgets				
Fund: 433 - CAP RCVRY-RDWYS AREA 3									
Revenue									
RevCategory: 432 - Fees									
433-173-432032	Cap Rcvry-RoadwaysSrvArea 3	375,000.00	168,500.00	300,000.00	853,297.50	350,000.00	444,840.00	350,000.00	350,000.00
	RevCategory: 432 - Fees Total:	**375,000.00**	**168,500.00**	**300,000.00**	**853,297.50**	**350,000.00**	**444,840.00**	**350,000.00**	**350,000.00**
RevCategory: 480 - Fund Charges/Transfers									
433-101-480002	Transfer In - Reserves	160,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	RevCategory: 480 - Fund Charges/Transfers Total:	**160,000.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**
RevCategory: 491 - Investment Income									
433-101-491000	Interest Earned - Cap RCVRY R...	50.00	191.91	250.00	529.04	250.00	348.87	250.00	250.00
433-101-491200	Investment Income	5,000.00	62,750.22	50,000.00	107,671.00	75,000.00	82,608.89	75,000.00	75,000.00
	RevCategory: 491 - Investment Income Total:	**5,050.00**	**62,942.13**	**50,250.00**	**108,200.04**	**75,250.00**	**82,957.76**	**75,250.00**	**75,250.00**
	Revenue Total:	**540,050.00**	**231,442.13**	**350,250.00**	**961,497.54**	**425,250.00**	**527,797.76**	**425,250.00**	**425,250.00**

		2022-23 Total Budget	2022-23 Total Activity	2023-24 Total Budget	2023-24 Total Activity	2024-25 Total Budget	2024-25 YTD Activity	2024-25 Projected	2025-26 AB
					Defined Budgets				
Expense									
ExpCategory: 541 - Professional Services									
433-101-541017	Professional Services	5,000.00	0.00	5,000.00	0.00	5,000.00	0.00	5,000.00	5,000.00
ExpCategory: 541 - Professional Services Total:		**5,000.00**	**0.00**	**5,000.00**	**0.00**	**5,000.00**	**0.00**	**5,000.00**	**5,000.00**
ExpCategory: 581 - Capital Outlay									
433-900-581008	Land/ROW/Easements Purchase	160,000.00	152,020.75	0.00	0.00	0.00	0.00	0.00	0.00
ExpCategory: 581 - Capital Outlay Total:		**160,000.00**	**152,020.75**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**
Expense Total:		**165,000.00**	**152,020.75**	**5,000.00**	**0.00**	**5,000.00**	**0.00**	**5,000.00**	**5,000.00**
Fund: 433 - CAP RCVRY-RDWYS AREA 3 Surplus (Deficit):		**375,050.00**	**79,421.38**	**345,250.00**	**961,497.54**	**420,250.00**	**527,797.76**	**420,250.00**	**420,250.00**

FUND: 434 ROADWAY IMPACT FEE AREA 4

DESCRIPTION

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

BUDGET HIGHLIGHTS

The FY 2025-26 Budget will be set at $3,000 for any professional services or studies that need to be completed.

Budget	2022-23 Actual	2023-24 Actual	2024-25 Estimate	2025-26 Budget
Revenue				
Fees	$0	$0	$3,000	$3,000
Investment Income	350	362	315	315
Total	*$350*	*$362*	*$3,315*	*$3,315*
Expenses				
Professional Services	$0	$0	$3,000	$3,000
Total	*$0*	*$0*	*$3,000*	*$3,000*
Over/-Under	*$350*	*$362*	*$315*	*$315*

		Defined Budgets							
		2022-23 Total Budget	2022-23 Total Activity	2023-24 Total Budget	2023-24 Total Activity	2024-25 Total Budget	2024-25 YTD Activity	2024-25 Projected	2025-26 AB
Fund: 434 - CAP RCVRY-RDWYS AREA 4									
Revenue									
RevCategory: 432 - Fees									
434-173-432033	Cap Rcvry-RoadwaysSrvArea 4	3,000.00	0.00	3,000.00	0.00	3,000.00	0.00	3,000.00	3,000.00
	RevCategory: 432 - Fees Total:	**3,000.00**	**0.00**	**3,000.00**	**0.00**	**3,000.00**	**0.00**	**3,000.00**	**3,000.00**
RevCategory: 491 - Investment Income									
434-101-491000	Interest Earned - Cap RCVRY R...	10.00	2.38	10.00	0.10	15.00	0.05	15.00	15.00
434-101-491200	Investment Income	30.00	347.47	350.00	361.95	300.00	237.79	300.00	300.00
	RevCategory: 491 - Investment Income Total:	**40.00**	**349.85**	**360.00**	**362.05**	**315.00**	**237.84**	**315.00**	**315.00**
	Revenue Total:	**3,040.00**	**349.85**	**3,360.00**	**362.05**	**3,315.00**	**237.84**	**3,315.00**	**3,315.00**

		2022-23 Total Budget	2022-23 Total Activity	2023-24 Total Budget	2023-24 Total Activity	2024-25 Total Budget	2024-25 YTD Activity	2024-25 Projected	2025-26 AB
					Defined Budgets				
Expense									
ExpCategory: 541 - Professional Services									
434-101-541017	Professional Services	3,000.00	0.00	3,000.00	0.00	3,000.00	0.00	3,000.00	3,000.00
ExpCategory: 541 - Professional Services Total:		**3,000.00**	**0.00**	**3,000.00**	**0.00**	**3,000.00**	**0.00**	**3,000.00**	**3,000.00**
Expense Total:		**3,000.00**	**0.00**	**3,000.00**	**0.00**	**3,000.00**	**0.00**	**3,000.00**	**3,000.00**
Fund: 434 - CAP RCVRY-RDWYS AREA 4 Surplus (Deficit):		**40.00**	**349.85**	**360.00**	**362.05**	**315.00**	**237.84**	**315.00**	**315.00**

FUND: 609 LIBRARY FUND

DESCRIPTION

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

Budget	2022-23 Actual	2023-24 Actual	2024-25 Estimate	2025-26 Budget
Revenue				
Fees	$20,318	$19,008	$21,000	$20,000
Fund Transfers	0	0	0	0
Investment Income	3,464	4,115	1,500	1,500
Miscellaneous	8	69	0	0
Total	*$23,789*	*$23,192*	*$22,500*	*$21,500*
Expenses				
Supplies and Equipment	$9,498	$4,700	$3,500	$3,500
Operating Expenses	7,625	12,180	18,000	18,000
Capital Outlay	0	6,585	0	0
Total	*$17,123*	*$23,465*	*$21,500*	*$21,500*
Over/-Under	*$6,666*	*-$273*	*$1,000*	*$0*

BUDGET HIGHLIGHTS

Revenues: Revenue for FY 2025-26 is expected to decrease $1,000 from the FY 2024-25 estimate.

Expenses: The Library Fund's FY 2025-26 Budget will stay the same from the FY 2024-25 year-end estimate.

		Defined Budgets							
		2022-23 Total Budget	2022-23 Total Activity	2023-24 Total Budget	2023-24 Total Activity	2024-25 Total Budget	2024-25 YTD Activity	2024-25 Projected	2025-26 AB
Fund: 609 - LIBRARY BOARD									
Revenue									
RevCategory: 432 - Fees									
609-101-432057	Sale of Merchandise	17,000.00	20,317.69	20,000.00	19,007.76	20,000.00	15,175.83	21,000.00	20,000.00
	RevCategory: 432 - Fees Total:	**17,000.00**	**20,317.69**	**20,000.00**	**19,007.76**	**20,000.00**	**15,175.83**	**21,000.00**	**20,000.00**
RevCategory: 480 - Fund Charges/Transfers									
609-101-480002	Transfer In - Reserves	5,165.00	0.00	8,000.00	0.00	0.00	0.00	0.00	0.00
	RevCategory: 480 - Fund Charges/Transfers Total:	**5,165.00**	**0.00**	**8,000.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**
RevCategory: 491 - Investment Income									
609-101-491000	Interest Earned - Library	25.00	1,081.37	300.00	1,244.31	500.00	756.97	500.00	500.00
609-101-491200	Investment Income	10.00	2,382.36	900.00	2,870.77	1,000.00	1,884.34	1,000.00	1,000.00
	RevCategory: 491 - Investment Income Total:	**35.00**	**3,463.73**	**1,200.00**	**4,115.08**	**1,500.00**	**2,641.31**	**1,500.00**	**1,500.00**
RevCategory: 497 - Miscellaneous									
609-101-497000	Miscellaneous Income	0.00	7.67	0.00	69.23	0.00	44.34	0.00	0.00
	RevCategory: 497 - Miscellaneous Total:	**0.00**	**7.67**	**0.00**	**69.23**	**0.00**	**44.34**	**0.00**	**0.00**
	Revenue Total:	**22,200.00**	**23,789.09**	**29,200.00**	**23,192.07**	**21,500.00**	**17,861.48**	**22,500.00**	**21,500.00**

		2022-23 Total Budget	2022-23 Total Activity	2023-24 Total Budget	2023-24 Total Activity	2024-25 Total Budget	2024-25 YTD Activity	2024-25 Projected	2025-26 AB
					Defined Budgets				
Expense									
ExpCategory: 521 - Supplies and Equipment									
609-101-521000	Operating Supplies	200.00	176.78	200.00	200.00	500.00	288.86	500.00	500.00
609-101-521708	Furniture & Fixtures	0.00	0.00	0.00	0.00	500.00	0.00	500.00	500.00
609-101-521718	Library Materials Less $5,000	10,000.00	9,321.28	8,000.00	4,500.00	2,500.00	2,158.31	2,500.00	2,500.00
ExpCategory: 521 - Supplies and Equipment Total:		**10,200.00**	**9,498.06**	**8,200.00**	**4,700.00**	**3,500.00**	**2,447.17**	**3,500.00**	**3,500.00**
ExpCategory: 534 - Operating Expenses									
609-101-534007	Special Events - Expenses	12,000.00	7,625.06	14,000.00	12,179.91	18,000.00	9,463.55	18,000.00	18,000.00
ExpCategory: 534 - Operating Expenses Total:		**12,000.00**	**7,625.06**	**14,000.00**	**12,179.91**	**18,000.00**	**9,463.55**	**18,000.00**	**18,000.00**
ExpCategory: 581 - Capital Outlay									
609-101-581007	Improvements Over $5,000	0.00	0.00	7,000.00	6,585.00	0.00	0.00	0.00	0.00
ExpCategory: 581 - Capital Outlay Total:		**0.00**	**0.00**	**7,000.00**	**6,585.00**	**0.00**	**0.00**	**0.00**	**0.00**
Expense Total:		**22,200.00**	**17,123.12**	**29,200.00**	**23,464.91**	**21,500.00**	**11,910.72**	**21,500.00**	**21,500.00**
Fund: 609 - LIBRARY BOARD Surplus (Deficit):		**0.00**	**6,665.97**	**0.00**	**-272.84**	**0.00**	**5,950.76**	**1,000.00**	**0.00**

FUND: 615 HISTORICAL COMMITTEE

DESCRIPTION

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. The Historical Committee reviews locations for possible historic value and distributes books about the history of Schertz.

BUDGET HIGHLIGHTS

Revenues: Revenue for FY 2025-26 will remain at the same funding allocation as FY 2024-25.

Expenses: The Historical Committee's FY 2025-26 Budget will remain the same as the FY 2024-25 estimate.

Budget	2022-23 Actual	2023-24 Actual	2024-25 Estimate	2025-26 Budget
Revenue				
Fees	$199	$215	$1,000	$1,000
Fund Transfers	9,161	0	10,750	10,750
Miscellaneous	2,244	-95	2,500	2,500
Total	*$11,603*	*$120*	*$14,250*	*$14,250*
Expenses				
Personnel Services	$3,558	$0	$6,350	$6,350
Supplies and Equipment	3,680	3,949	7,000	7,000
Operating Expenses	423	173	500	500
Professional Services	1,500	0	400	400
Total	*$9,161*	*$4,122*	*$14,250*	*$14,250*
Over/-Under	*$2,442*	*-$4,002*	*$0*	*$0*

		Defined Budgets							
		2022-23 Total Budget	2022-23 Total Activity	2023-24 Total Budget	2023-24 Total Activity	2024-25 Total Budget	2024-25 YTD Activity	2024-25 Projected	2025-26 AB
Fund: 615 - HISTORICAL COMMITTEE									
Revenue									
RevCategory: 432 - Fees									
615-609-432057	Sale of Merchandise	1,000.00	198.58	1,000.00	215.00	1,000.00	321.16	1,000.00	1,000.00
	RevCategory: 432 - Fees Total:	**1,000.00**	**198.58**	**1,000.00**	**215.00**	**1,000.00**	**321.16**	**1,000.00**	**1,000.00**
RevCategory: 480 - Fund Charges/Transfers									
615-101-480101	Transfer In - General Fund	10,750.00	0.00	10,750.00	0.00	10,750.00	0.00	10,750.00	10,750.00
615-101-480106	Transfer In - Special Events	0.00	9,160.82	0.00	0.00	0.00	0.00	0.00	0.00
	RevCategory: 480 - Fund Charges/Transfers Total:	**10,750.00**	**9,160.82**	**10,750.00**	**0.00**	**10,750.00**	**0.00**	**10,750.00**	**10,750.00**
RevCategory: 497 - Miscellaneous									
615-609-497000	Miscellaneous Income	0.00	2,243.58	2,500.00	-95.29	2,500.00	147.16	2,500.00	2,500.00
	RevCategory: 497 - Miscellaneous Total:	**0.00**	**2,243.58**	**2,500.00**	**-95.29**	**2,500.00**	**147.16**	**2,500.00**	**2,500.00**
	Revenue Total:	**11,750.00**	**11,602.98**	**14,250.00**	**119.71**	**14,250.00**	**468.32**	**14,250.00**	**14,250.00**

		2022-23 Total Budget	2022-23 Total Activity	2023-24 Total Budget	2023-24 Total Activity	2024-25 Total Budget	2024-25 YTD Activity	2024-25 Projected	2025-26 AB
					Defined Budgets				
Expense									
ExpCategory: 511 - Personnel Services									
615-609-511607	Awards	2,200.00	2,000.00	2,200.00	0.00	2,200.00	0.00	2,200.00	2,200.00
615-609-511610	Memberships-Professional	150.00	0.00	150.00	0.00	150.00	0.00	150.00	150.00
615-609-511612	Training/Travel	2,800.00	1,558.32	2,800.00	0.00	4,000.00	0.00	4,000.00	4,000.00
ExpCategory: 511 - Personnel Services Total:		**5,150.00**	**3,558.32**	**5,150.00**	**0.00**	**6,350.00**	**0.00**	**6,350.00**	**6,350.00**
ExpCategory: 521 - Supplies and Equipment									
615-609-521000	Operating Supplies	1,500.00	3,679.74	1,500.00	3,948.94	4,000.00	1,414.00	4,000.00	4,000.00
615-609-521717	Event Banners	3,000.00	0.00	3,000.00	0.00	3,000.00	0.00	3,000.00	3,000.00
ExpCategory: 521 - Supplies and Equipment Total:		**4,500.00**	**3,679.74**	**4,500.00**	**3,948.94**	**7,000.00**	**1,414.00**	**7,000.00**	**7,000.00**
ExpCategory: 534 - Operating Expenses									
615-609-534029	Printing & Binding	500.00	422.76	500.00	172.75	500.00	283.69	500.00	500.00
ExpCategory: 534 - Operating Expenses Total:		**500.00**	**422.76**	**500.00**	**172.75**	**500.00**	**283.69**	**500.00**	**500.00**
ExpCategory: 541 - Professional Services									
615-609-541014	Other Counsel/Prof Services	1,600.00	1,500.00	1,600.00	0.00	400.00	0.00	400.00	400.00
ExpCategory: 541 - Professional Services Total:		**1,600.00**	**1,500.00**	**1,600.00**	**0.00**	**400.00**	**0.00**	**400.00**	**400.00**
Expense Total:		**11,750.00**	**9,160.82**	**11,750.00**	**4,121.69**	**14,250.00**	**1,697.69**	**14,250.00**	**14,250.00**
Fund: 615 - HISTORICAL COMMITTEE Surplus (Deficit):		**0.00**	**2,442.16**	**2,500.00**	**-4,001.98**	**0.00**	**-1,229.37**	**0.00**	**0.00**
Report Surplus (Deficit):		**3,265,904.00**	**1,257,085.42**	**2,421,579.22**	**5,427,120.75**	**2,819,057.00**	**2,714,572.89**	**3,128,084.00**	**3,598,640.00**

Glossary

Account	A designation assigned to an accounting entry where a running total of all entries is kept. It is a grouping of assets, liabilities, reserves, retained earnings, revenues, or expenses.
Accounting Standards	The generally accepted accounting principles (GAAP) set by the Governmental Accounting Standards Board (GASB) that guide the recording and reporting of financial information.
Accounts Payable	A short term liability (less than one year) showing the amounts currently owed for goods and services received by the City.
Accounts Receivable	A short term asset (less than one year) showing the amount currently due to the City for goods and services provided.
Accrual Accounting	An accounting method in which revenues and expenses are recorded at the time they occur, rather than when cash is traded hands. Used for financial reports
Ad Valorem Taxes	Commonly referred to as property taxes. The charges levied on all real and certain personal property according to the property's assessed value and the tax rate. Used to support the General Fund and pay general obligation debt.
Adopted Budget	The budget as approved by the City Council. It sets the legal spending limits and funding sources for the fiscal year.
Assessed Value	A value set upon real estate or other property as a basis for levying property taxes. For the City of Schertz, the Appraisal Districts of Bexar, Comal, and Guadalupe Counties are responsible for assessing property values.
Asset	Resources of the City that cover liability obligations.
Bad Debt Expense	This expense is used to recognize the City's estimated amount of uncollectable revenue.
Balanced Budget	A budget where current revenues meet or exceed current expenses resulting in a positive fund balance at the end of the fiscal year.
Bond	Are a long term debt issued by the City to pay for large capital projects such as buildings, streets, and water/sewer system improvements.
Budget Calendar	The schedule of key dates used as a guide to complete various steps of the budget preparation and adoption processes.

Glossary

Capital Improvements	Expenditures for the construction, purchase, or renovation of City facilities or property.
Capital Outlay	Purchase of property or equipment greater than $5,000 which will be added to the City's fixed assets.
Cash	Currency on hand with the bank.
Cash Basis	An accounting method that recognizes revenues and expenses when cash enters or leaves the bank instead of when services are provided.
Certificates of Obligation	Tax supported bonds similar to general obligation bonds and can be issued after meeting strict publication requirements and council approval.
Charter	A document that establishes the city's governmental structure and provides distribution of powers and duties. In order to be implemented or changed it must be approved with a vote by the people
City Council	The elected governing body of the City, consisting of the Mayor and five (5) council members acting as the legislative and policy-making bod of the City.
CRM	Client Resource Management - a type of software for tracking dates, events, and clients.
Debt Service	Payments on debt made up of principle and interest following a set schedule.
Delinquent Taxes	Property taxes remaining unpaid after the due date. Delinquent taxes incur penalties and interest at rates specified by law.
Department	A functional group of the City with related activities aimed at accomplishing a major City service or program.
Depreciation	In accounting, this is a noncash expense that reduces the value of a capital asset over its expected useful life.
Effective Tax Rate	The rate that would produce the same amount of property taxes from the properties on the previous year's tax rolls.
Enterprise Fund	See Proprietary Fund.
Expenditure	Any payment made by the City.

Glossary

Expense	Any reduction in Fund Balance.
Fiscal Year	The time period designated by the City signifying the beginning and ending period for recording the financial transactions of the City. The City of Schertz' fiscal year begins each October 1st and ends the following September 30th.
Fixed Assets	Assets of a long-term character which are intended to be held or used, such as land, buildings, machinery, furniture, and equipment.
FTE	Full Time Equivalent (FTE) is a measure of employment of a position based on the total hours worked in a week versus the expected 40 hours of a full time employee.
Fund	A fiscal and accounting entity established to record receipt and disbursement of income from sources set aside to support specific activities or to attain certain objectives. Each fund is treated as a distinct fiscal entity where assets equal liabilities plus fund balances.
Fund Balance	The difference between fund assets and fund liabilities of governmental and trust funds.
Fund Equity	The difference between assets and liabilities of any fund.
General Fund	The major fund in most governmental entities. It contains many activities associated with municipal government, such as police and fire rescue, libraries, parks and recreation.
General Obligation Bonds	A municipal bond backed by property taxes
Goals	Department/Division objectives intended to be accomplished or begun within the coming fiscal year.
Governmental Fund	Funds, or specific groups of revenues and expenses, including the General Fund, Special Revenue Funds, Capital Project Funds, and Debt Service Funds.
Home Rule City	Cities which have over 5,000 in population and have adopted home rule charters.
I&S	Interest and Sinking - The portion of the property tax that goes to pay debt issued by the City
Interest & Sinking Fund	See Debt Service Fund.

Glossary

Interfund Transfers	Transfer made from one City fund to another City Fund for the purpose of reimbursement of expenditures, general and administrative services, payments-in-lieu of taxes, or debt service.
Intergovernmental Revenues	Revenues from other governments in the form of grants, entitlements, shared revenues, or payments-in-lieu of taxes. Service contracts?
Liability	Debt or other legal obligations arising out of transactions in the past that must be liquidated, renewed, or refunded at some future date. The term does not include encumbrances.
LUE's	Living Unit Equivalent, the amount of water in gallons per year that an average household would produce
M&O	Acronym for "maintenance and operations". (1) The recurring costs associated with a department or activity; (2) the portion of the tax rate that is applied to the General Fund.
Mission	The basic purpose of a department/division - the reason for its existence.
Mixed Beverage Tax	A tax imposed on the gross receipts of a licensee for the sale, preparation, or serving of mixed beverages.
Modified Accrual basis	Method of governmental accounting recognizes revenues when they are measurable and available and expenditures when goods or services are received with the exception of principal and interest on long term debt.
Operating Budget	Plans of current expenditures and the proposed means of financing them. The annual operating budget is the primary means by which most of the financing activities of the City are controlled.
Operating Expenses	Proprietary Fund expenses related directly to the Fund's primary activity.
Ordinance	A formal legislative enactment by City Council.
Payment-in-lieu of Taxes	A payment made to the City in lieu of taxes. These payments are generally made by tax exempt entities for which the City provides specific services. For example, the City's Water & Sewer Fund provides this payment to the City's General Fund because of the Water & Sewer Fund's exemption from property taxation.

Glossary

Proprietary Fund	Also referred to as Enterprise Fund. A governmental accounting fund in which services are provided, such as water and sewer service, are financed and operated similarly to those in a private business. The intent is that the costs of providing these services be recovered through user charges.
Resolution	A special or temporary order of the City Council. Requires less formality than an ordinance.
Retained Earnings	An equity account reflecting the accumulated earnings of a proprietary fund.
Revenue Bonds	Bonds whose principal and interest are payable exclusively from earnings of a proprietary fund.
Special Revenue Fund	Accounts for the proceeds of specific revenue sources that are legally restricted to expenditure for specified purposes.
Tax Base	The total net taxable value after exemptions of all real and personal property in the City.
Tax Levy	The result of multiplying the ad valorem property tax rate per one hundred dollars times the tax base.
Tax Rate	The rate applied to all taxable property to general revenue. The City's tax rate is comprised of two components; the debt service rate, and the maintenance and operations (M&O) rate.
Tax Roll	The official list showing the amount of taxes levied against each taxpayer or property. See also Tax Base.
Taxes	Compulsory charges levied by a government to finance services performed for a common benefit.
TMRS	The Texas Municipal Retirement System provides retirement plans to its member cities. Each city selects its own plan and its contributions are computed on each individual city's plan and actuarial information.
Transmittal Letter	A general discussion and overview of the proposed budget as presented in writing by the City Manager to the City Council
Unencumbered Balance	The amount of an appropriation that is not expended or encumbered. It is essentially the amount of money still available for future purchases.

Glossary

User Charges	The payment of a fee for direct receipt of a public service by the party who benefits from the service.
Utility Fund	See Proprietary Fund.
Vision	The desired optiumum state or ultimate goal of the City or Department.

Streets									
Projects	Funding Source	Prior Expenditure	2025-26	2026-27	2027-28	2028-29	2029-30	2031-2035	Total
Main Street Improvements	6/7/15	$11,080,893	$14,800,000						$ 25,880,893
Annual (SPAM) Projects Street Preservation & Maintenance	6		$1,780,400	$6,050,000	$5,800,000	$4,800,000	$3,100,000	$3,400,000	$ 24,930,400
Aviation Heights subdivision Rehabilitation	6					$1,600,000	$10,700,000	$9,100,000	$ 21,400,000
Savannah Drive Mill and Overlay Rehabilitation	6		$1,460,000						$ 1,460,000
Lower Seguin Rd, FM 1518 to City Limit Reconstruction	6	$2,185,000	$16,015,000						$ 18,200,000
Rest of Kramer Farm Subdivision Rehabilitation				$4,800,000					$ 4,800,000
County Club Blvd Reconstruction	6			$4,500,000					$ 4,500,000
Northcliffe Country Club Estates Street Rehabilitation	6		$1,701,600						$ 1,701,600
Northcliffe East Subdivision Rehabilitation	6				$4,230,000		$4,900,000	$4,900,000	$ 14,030,000
Guada Coma Reconstruction	6				$4,320,000			$2,400,000	$ 6,720,000
Schertz Parkway Reconstruction	6				$4,900,000				$ 4,900,000
Doerr Lane Reconstruction	6					$5,850,000		$3,250,000	$ 9,100,000
Red Iron Reconstruction	6							$1,000,000	$ 1,000,000
Corridor Parkway Reconstruction	6							$3,400,000	$ 3,400,000
Columbia Dr Reconstruction	6							$5,400,000	$ 5,400,000
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
Pfiel 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
Pipestone Reconstruction	6					$1,620,000		$3,250,000	$ 4,870,000
Lisa Meadows and Hillbrooke Drive Rehabilitation	6						$1,260,000		$ 1,260,000
									$ -
		$ 13,265,893	**$ 35,757,000**	**$ 15,350,000**	**$ 19,250,000**	**$ 13,870,000**	**$ 19,960,000**	**$ 180,805,000**	**$ 298,257,893**

Parks									
Projects	Funding Source	Prior Expenditure	2025-26	2026-27	2027-28	2028-29	2029-30	2031-2040	Total
Hilltop/Homestead Park Development (Hilltop)	10/7/15	$583,900	$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
Great Northern Trail	10/15				$1,481,516	$1,040,177		$6,134,418	$ 8,656,111
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
									$ -
		$ 2,283,900	**$ 5,392,575**	**$ 7,225,625**	**$ 1,481,516**	**$ 1,040,177**	**$ -**	**$ 10,134,418**	**$ 27,558,211**

Facilities									
Projects	Funding Source	Prior Expenditure	2025-26	2026-27	2027-28	2028-29	2029-30	2031-2040	Total
Firestation 4	6	$2,341,093	$11,925,963						$ 14,267,056
Pave grassy parking areas	6/11	$250,000						$200,000	$ 450,000
Generator replacement at Communtiy Center/Bldg 1	6		$300,000						$ 300,000
Mass Communication Plan Phase VI	11			300000					$ 300,000
Generator replacement at Public Safety Complex	6		$600,000						$ 600,000
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
									$ -
		$ 2,591,093	**$12,825,963**	**$ 3,650,000**	**$ 5,600,000**	**$ -**	**$ -**	**$ 54,200,000**	**$ 78,867,056**
	General Fund Total	**$ 18,140,886**	**$53,975,538**	**$26,225,625**	**$ 26,331,516**	**$ 14,910,177**	**$ 19,960,000**	**$ 245,139,418**	**$ 404,683,160**

Funding Source		
1. ARP	5. Water/Sewer Re	13. Drainage/Streets
2. Sewer impact Fees	6. Bonds	14. Operating Budget
3. Water Impact Fees	7. EDC Grant	15. Other
4. Water Reserves	8. TxDOT	16. Street Impact Fees

Water									
Projects	Funding Source	Prior Expenditure	2025-26	2026-27	2027-28	2028-29	2029-30	2031-2035	Total
Corbett Ground Storage Tank	3/15	$9,077,320	$135,000						$ 9,212,320
Elevated Storage Tank Pipe Replacement	5/6	115000	$2,485,000						$ 2,600,000
Ware Seguin Lower Seguin/Graytown/Pfeil Loop Lines	3/6	$329,974	$4,562,328						$ 4,892,302
Schertz Parkway 16" Replacement Waterline	6	220000	$1,575,000						$ 1,795,000
Elevated and Ground Storage Water Tank Painting	5			$2,750,000		$2,750,000		$12,600,000	$ 18,100,000
IH I35 NEX Utility Relocations - North Section	8	$1,400,000	$5,948,906	$5,100,000					$ 12,448,906
Scenic Hills Water/Wastewater Line Replacements	5/6		$1,250,000	$11,000,000	$4,220,000				$ 16,470,000
River Road 6" Water Line Replacement	5							$2,325,000	$ 2,325,000
FM 3009 Replacement of 18' Transmission Line	5	50000	$5,600,000						$ 5,650,000
IH I35 Ground Storage Tank and Pumping Station	5/6/15	50000	$7,250,000	$17,300,000					$ 24,600,000
Moonlight Meadow Drive & Lost Meadow Dr Water Line Replacement	5/6		$600,000	$2,850,000					$ 3,450,000
FM 78 Water Line Replacement	3				$1,000,000				$ 1,000,000
Greenshire Subdivison Water Main Replacement	5		$7,500,000	$10,550,000					$ 18,050,000
Northcliffe Country Club Estates Water Main Replacement	6	533400	$8,200,000						$ 8,733,400
E Live Oak to IH 35 Dedicated Water Transmission Main	5/6	$1,327,060	$1,500,000	$6,075,000	$23,172,940				$ 32,075,000
Ray Corbett to Lower Seguin 8" Water Line Loop	3							$3,688,000	$ 3,688,000
Ware Seguin Pump Station Expansion Phase 1	3			$4,578,000	$1,473,000				$ 6,051,000
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
Bubbling Springs Waterline Replacement	5		$1,100,000						$ 1,100,000
		$ 13,102,754	**$ 47,706,234**	**$ 60,203,000**	**$ 29,865,940**	**$ 2,750,000**	**$ -**	**$ 47,140,000**	**$ 200,767,928**

Sewer									
Projects	Funding Source	Prior Expenditure	2025-26	2026-27	2027-28	2028-29	2029-30	2031-2035	Total
Woman Hollering Creek Wastewater Interceptor Main and Lift Station	2/6	$13,249,789	$100,000						$ 13,349,789
CCMA South Plant Expansion	6		$22,000,000	$21,250,000	$12,000,000				$ 55,250,000
Town Creek Installation of Wastewater Gravity Line Phase IV Section 1	2			$700,000	$4,000,000	$2,875,000			$ 7,575,000
Town Creek Installation of Wastewater Gravity Line Phase IV Section 2	2			$400,000	$1,440,000	$1,185,000			$ 3,025,000
Northcliffe Lift Station Upgrade	2							$7,838,000	$ 7,838,000
Decommission Corbett Lift Station	2		$500,000	$1,550,000			$125,000		$ 2,175,000
Cibolo W installation of Wastewater Trunk Main	2	1081000	$3,581,000	$1,081,000	$21,000,000				$ 26,743,000
Town Creek Installation of Wastewater Gravity Line Phase V	2			$5,200,000	$6,425,000	$125,000			$ 11,750,000
Aviation Heights Wastewater Replacement Phases 1-4	5				$6,400,000	$6,250,000			$ 12,650,000
Bell North Drive Gravity Sewer Main Construction	5	100000	$900,000						$ 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							$5,858,000	$ 5,858,000
Decommission of Pickrell Park Lift Station	2						$3,663,000		$ 3,663,000
Aviation Heights Wastewater Replacement Phases 5-9	5							$12,970,000	$ 12,970,000
Old Wiederstein Road 8" Gravity Line Installation	2							$1,338,000	$ 1,338,000
Wiederstein Road 8" Gravity Line Installation	2		$330,000					$1,663,000	$ 1,993,000
IH 10 8" Gravity Line Installation Section 1	2							$3,213,000	$ 3,213,000
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 Greytown Road 8" Gravity Line Installation	2							$1,525,000	$ 1,525,000
Boenig Drive 8" Gravity Line Installation	2							$3,463,000	$ 3,463,000
Trainer Hale Rd 10" Gravity Line Installation	2							$1,038,000	$ 1,038,000
Weir Rd 10" Gravity Line Installation	2							$3,279,000	$ 3,279,000
Schafer Road 8" Gravity Line Installation - Section 1	2							$5,913,000	$ 5,913,000
Schafer Road 8" Gravity Line Installation - Section 2	2							$2,288,000	$ 2,288,000
Union Pacific Railroad 8"Gravity Line Installation - Section 1	2							$3,163,000	$ 3,163,000
Northcliffe Sewer Replacement	5							$6,000,000	$ 6,000,000
Aranda 8" Gravity Line	2		$250,000	$750,000					$ 1,000,000
Decommission Belmont Park Lift Station	2							$1,005,000	$ 1,005,000
Decommission Schertz Pkwy Lift Station	2							$1,400,000	$ 1,400,000
		$ 14,430,789	**$ 27,661,000**	**$ 30,931,000**	**$ 51,265,000**	**$ 10,435,000**	**$ 3,788,000**	**$ 77,930,000**	**$ 216,440,789**
	Water/Sewer Total	**$ 27,533,543**	**$ 75,367,234**	**$ 91,134,000**	**$ 81,130,940**	**$ 13,185,000**	**$ 3,788,000**	**$ 125,070,000**	**$ 417,208,717**

Funding Source			
1. ARP	5. Water/Sewer Res	9. Reimbursable	13. Drainage/Streets
2. Sewer impact Fe	6. Bonds	10. Grant Fund	14. Operating Budget
3. Water Impact Fe	7. EDC Grant	11. General Fund	15. Other
4. Water Reserves	8. TxDOT	12. Drainage	

Drainage								
Projects	Prior Expenditure	2025-26	2026-27	2027-28	2028-29	2029-30	2031-2035	Total
Wendy Swan Drainage Improvements	$ 125,000	$ 1,100,000						$ 1,225,000
Woodbridge Drainage Improvements			$ 1,100,000					$ 1,100,000
FM 1518 - City Park Underground Drainage Upgrade	$ 55,000	$ 45,000	$ 2,050,000	$ 2,400,000	$ 2,000,000			$ 6,550,000
Kramer Farms Drainage Improvements			$ 1,000,000					$ 1,000,000
Portage Lane Culvert Replacement and Channel Rehabilitation			$ 375,000	$ 800,000				$ 1,175,000
Morning Drive Culvert Replacement and Channel Rehabilitation			$ 325,000	$ 900,000				$ 1,225,000
W Dietz Creek Drainage Improvements: Schertz Pkwy to Elbel RD						$ 1,000,000	$ 4,600,000	$ 5,600,000
W Dietz Creek Drainage Improvements: Elbel Road to City Limits					$ 1,950,000	$ 4,500,000		$ 6,450,000
Lazar Parkway Drainage Improvements							$ 2,500,000	$ 2,500,000
Northcliffe II Drainage Improvements							$ 1,050,000	$ 1,050,000
W Dietz Creek Drainage Improvements: Maske to Schertz Pkwy							$ 4,000,000	$ 4,000,000
W Dietz Creek Drainage Improvements: Savannah Dr to Maske							$ 5,000,000	$ 5,000,000
W Dietz Creek Drainage Improvements - City Limits near Wiederstein to Savannah Dr							$ 5,000,000	$ 5,000,000
Oak Forest Channel Improvements			$ 200,000	$ 2,000,000				$ 2,200,000
W Dietz Creek Drainage Improvements: Lookout to Selma				$ 300,000	$ 2,700,000			$ 3,000,000
								$ -
	$ 180,000	**$ 1,145,000**	**$ 5,050,000**	**$ 6,400,000**	**$ 6,650,000**	**$ 5,500,000**	**$ 22,150,000**	**$ 47,075,000**

City Council Budget Adoption

August 19, 2025

SCHERTZ
COMMUNITY ★ SERVICE ★ OPPORTUNITY

BUDGET OVERVIEW & UPDATE

SCHERTZ
COMMUNITY ★ SERVICE ★ OPPORTUNITY

Budget Priorities

Goal 1: Staff Compensation

Goal 2: Street Maintenance & Repair

Goal 3: Capital Improvement Program

Goal 4: Increase Staffing Levels

Goal 5: New/Remodeled Facilities

SCHERTZ
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FY 2025-26
OPERATING BUDGET

SCHERTZ
COMMUNITY ★ SERVICE ★ OPPORTUNITY

FY 2025-26

Budget Highlights – All Funds

- Health Insurance
  - City sought RFPs
  - No anticipated cost increase to the City
  - Slight modifications to plan design

- Merit/Step - $784,000
  - Merit 0-4%
  - Step 4%
  - ECI/COLA not funded

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GENERAL FUND - EXPENDITURES

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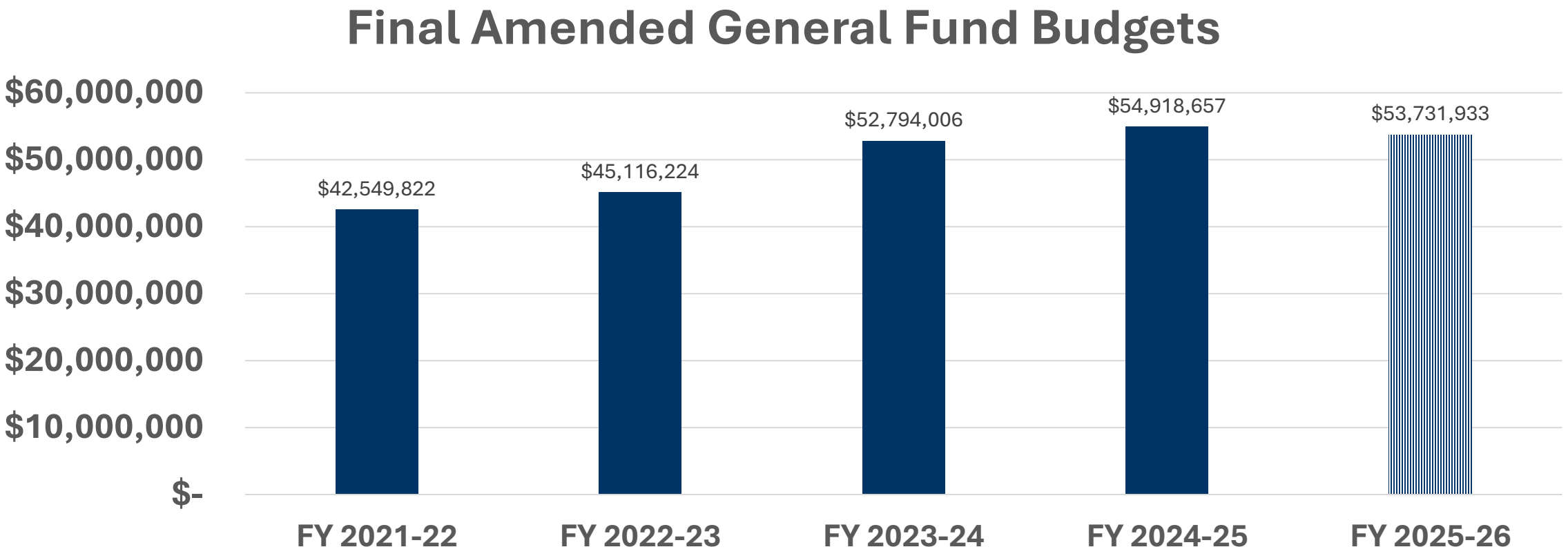
FY 2025-26

General Fund - Expenditures

- General Fund Proposed Budget $53,731,933
  - Increase of $1,142,155 or 2.2% from FY 2024-25 Original Budget
  - Decrease of $1,186,724 or 2.2% from FY 2024-25 Amended Budget
  - Full year funding of positions and merit/step updates
  - Supplemental Requests
  - Offset by lower capital expenditures
    - Fewer replacements
    - FY 2024-25 budgeted a Fire Engine replacement
    - FY 2024-25 budgeted additional street maintenance funds

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General Fund - Total Budget



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FY 2025-26

General Fund – Supplementals

- $2,812,708 in Supplemental Requests:
  - Assistant City Secretary
  - Special Election Costs
  - Utility Rates Increase
  - Postage Increase
  - Credit Card Service Increase
  - EMS Contract
  - SCBA Replacements (Firefighter breathing tanks and equipment)
  - Firefighters for Station 4
  - Merit/Step

SCHERTZ
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FY 2025-26

General Fund – Supplementals (Continued)

- $2,812,708 in Supplemental Requests Continued:
  - Cyber Security Upgrades
  - Library PA System
  - New Security Cameras and Licenses
  - Fire Hose Equipment
  - Soccer Complex Operations
  - Senior Center Operations
  - Police Radio Renewal (Replacements)
  - Replace Network Switches
  - Software for Police Vehicle Computers
  - Upgrade Microsoft and Adobe Licenses
  - A2 Program

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DEBT SERVICE FUND

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5 Year Summary – I&S Fund

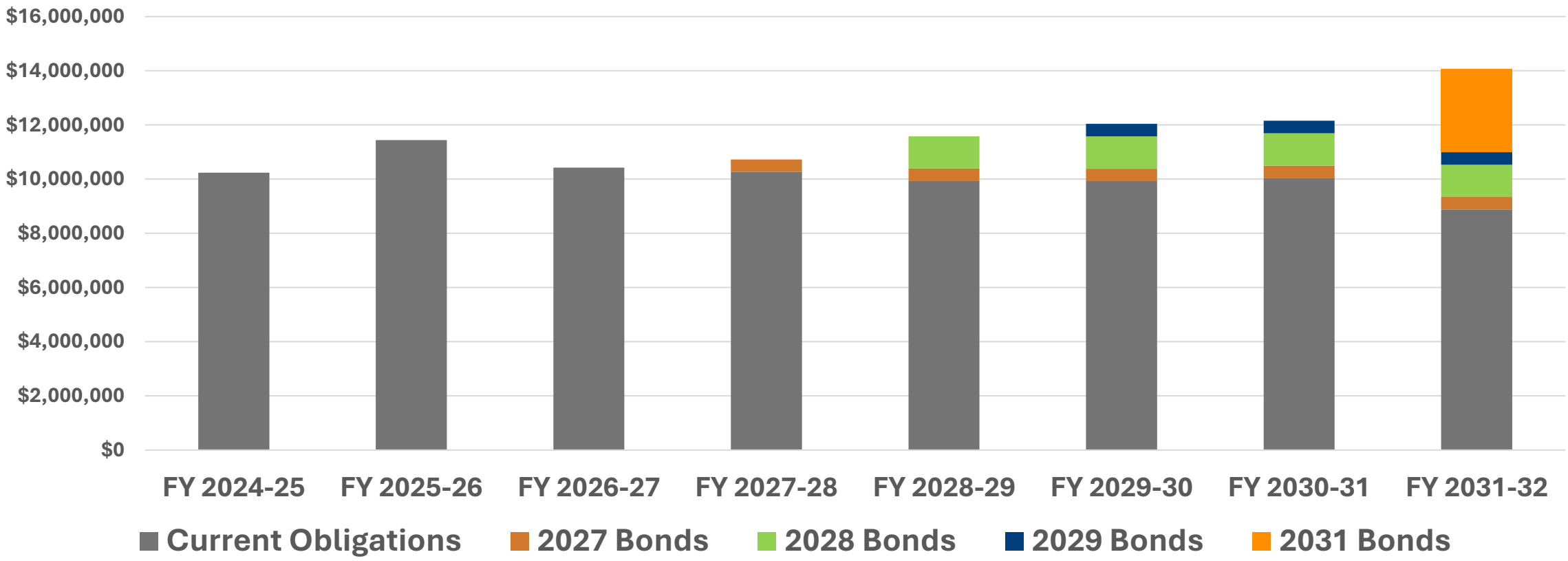
- At I&S Rate of $0.1681:

  Includes the following upcoming debt issuances:

  - FY 2026-27 - $6,000,000
  - FY 2027-28 - $14,872,000
  - FY 2028-29 - $6,000,000
  - FY 2030-31 - $40,000,000

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General Fund Debt Service



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WATER/SEWER FUND

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FY 2025-26

Water/Sewer Fund - Supplementals

- $944,710 in Supplemental Requests:
  - Utility Rates Increase
  - Merit
  - Utility Billing Operating Cost Increases
  - Training Fund Increase
  - Leak Detector
  - Water/Wastewater Worker 1
  - Mini Excavator Hydro Hammer
  - Light Crew Truck

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FY 2025-26

Water/Sewer Fund – Supplementals (Continued)

- $944,710 in Supplemental Requests Continued:
  - Aerial Bucket Truck
  - Zero Turn Mower
  - Heavy Duty Dovetail Trailer
  - 10 Yard Dump Truck
  - Water/Wastewater Crew (3 FTEs)
  - Water/Wastewater Crew Leader
  - Additional Funds to Hydrant & Valve Replacement Program

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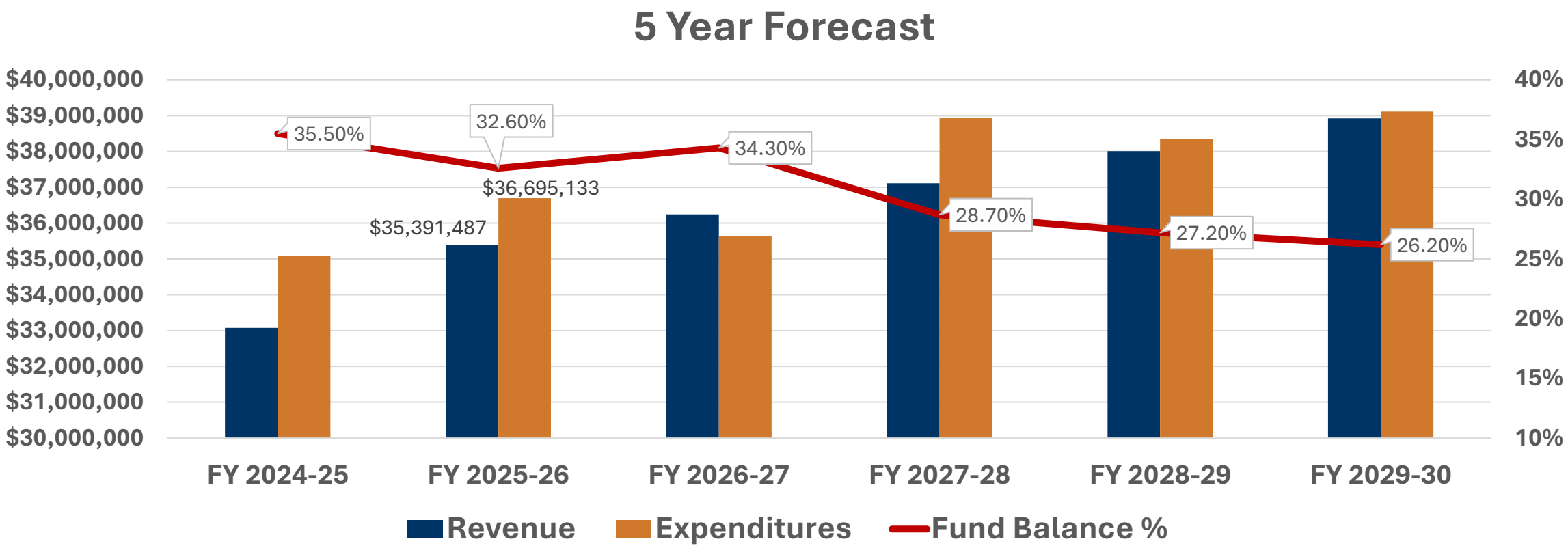
FY 2025-26

Water/Sewer Fund – Fee Updates

- Water Rates increase 2% following the 5-year rate model
  - Average increase at $1.20
- Sewer Rates increase 3% following the 5-year rate model
  - Average increase at $1.26

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Water & Sewer Fund



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EMS FUND

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FY 2025-26

EMS Fund

- Update on Fee Increases
  - Increase transport fees by $100 each which will result in $1 million in additional revenue
- Update on Interlocal Contracts

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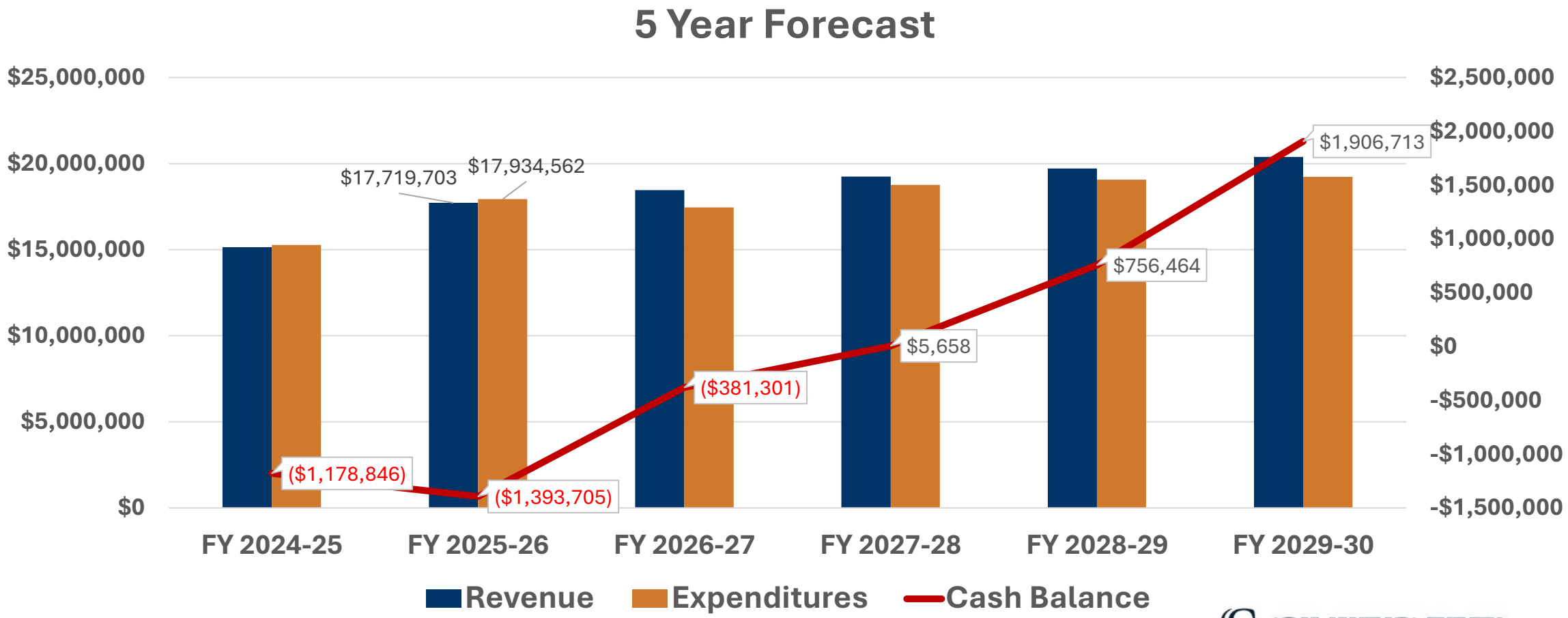
FY 2025-26

EMS Fund – Supplementals

- $523,793 in Supplemental Programs:
  - Billing Server Implementation
  - Utility Increases
  - Merit/Step
  - Two FT EMTs (Medic 8)
  - Maintenance Agreement
  - Two FT EMTs (Medic 9)
  - EMS Consultants

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EMS Fund

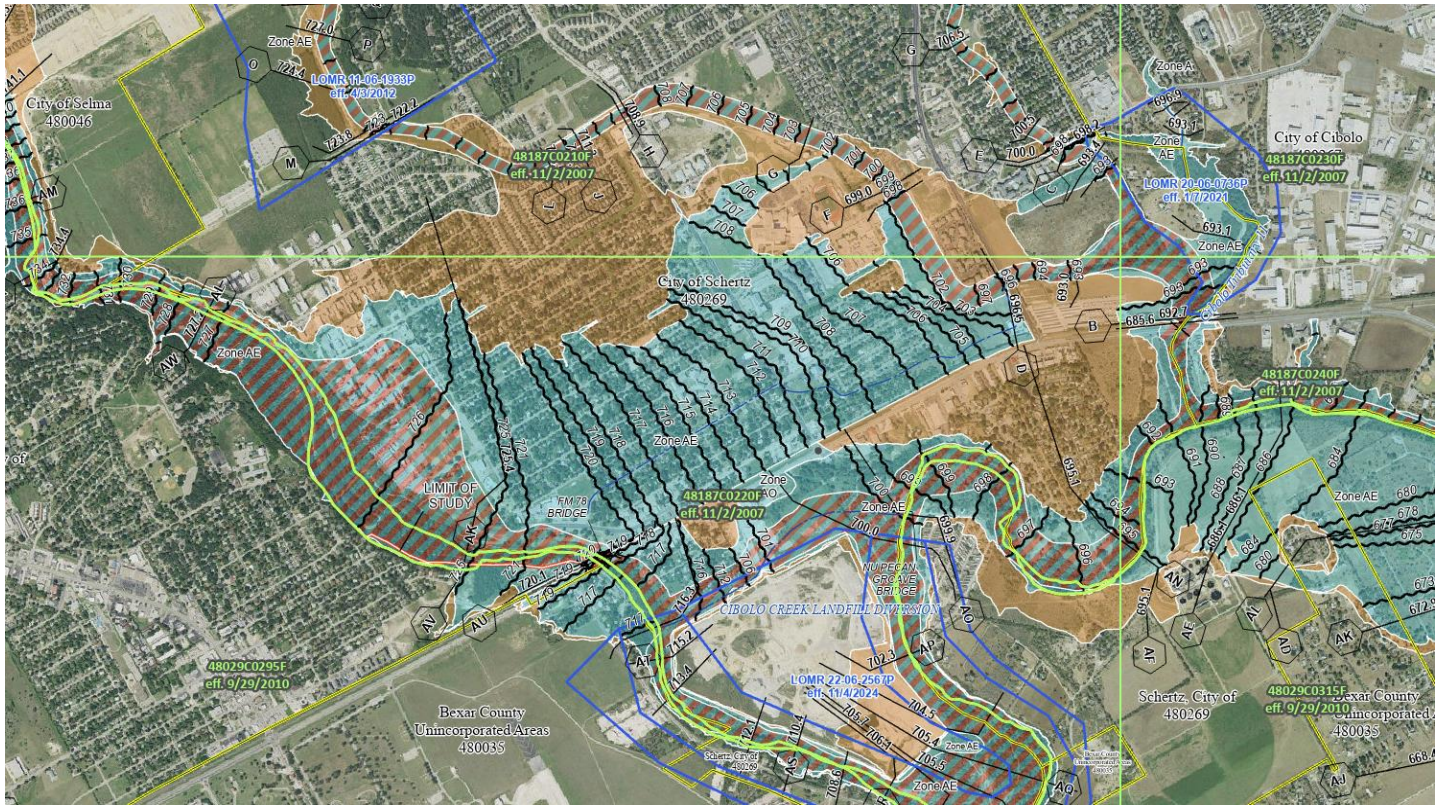


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DRAINAGE FUND

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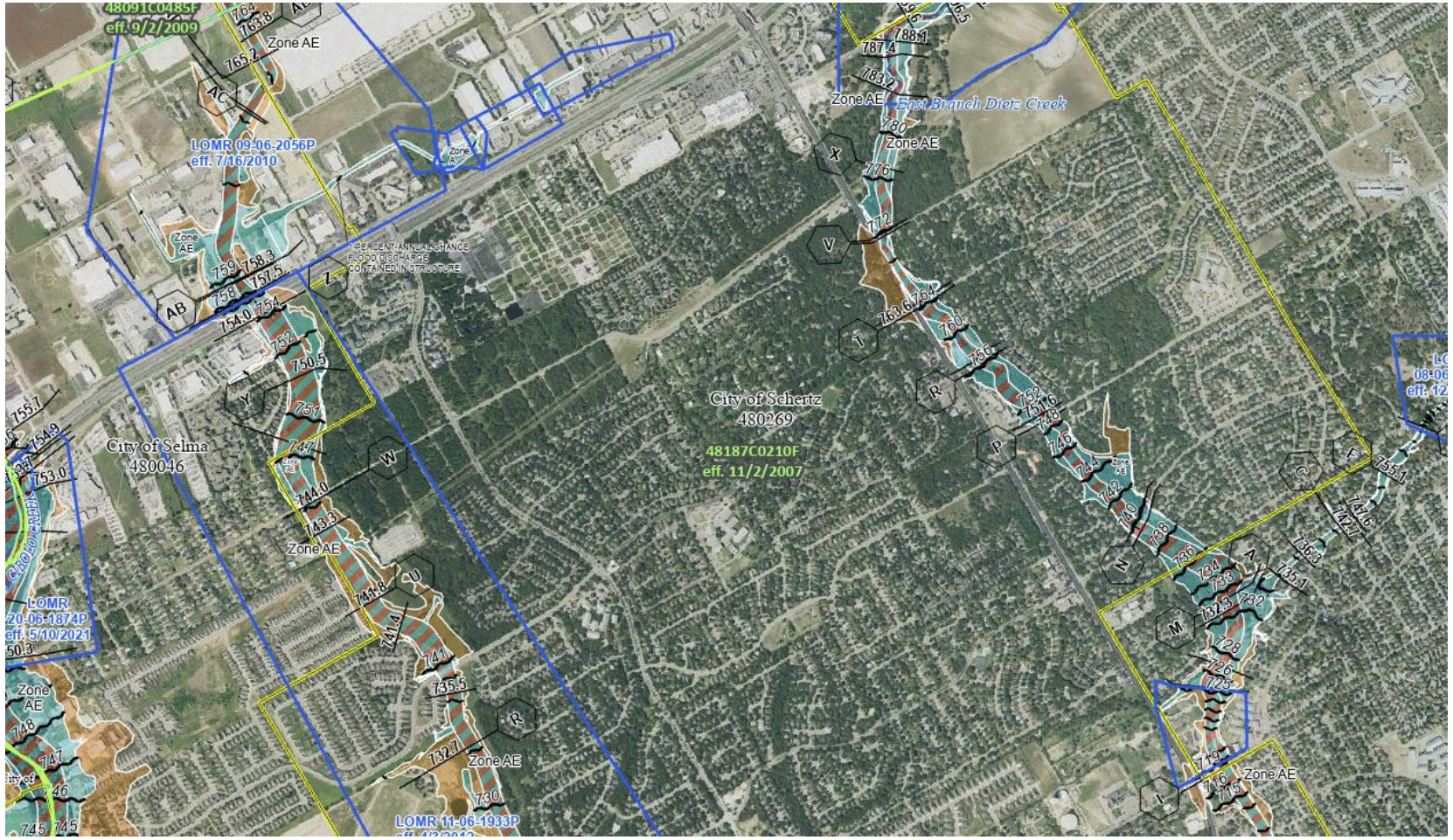
Areas that Flood in Schertz





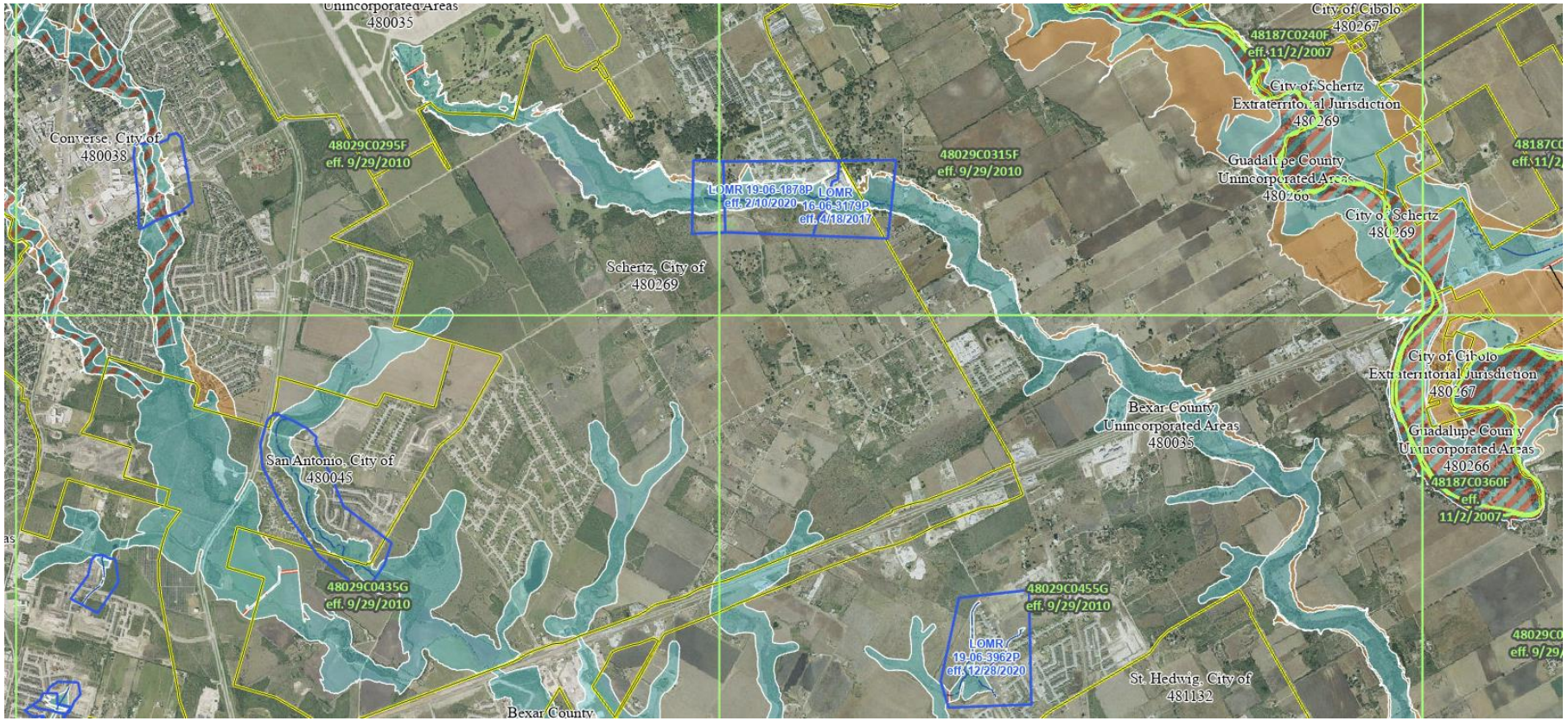
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Areas that Flood in Schertz



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Areas that Flood in Schertz



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Drainage Rate Discussion

Fee History	
FY 2002-03 to FY 2007-08	$2.10
FY 2008-09 to FY 2011-12	$3.80
FY 2012-13 to Present	$5.20
Proposed Fee for FY 2025-26	$8.00

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Drainage Rate Discussion

- The proposed fee increase, from $5.20 per month to $8.00 per month is per Land Use Equivalent (LUE). A single-family home counts as one LUE
- The annual impact on each single-family home of the increase is an additional $33.60 (increasing the annual fee from $62.40 to $96.00)
- This fee also applies to commercial properties. The increase from $5.20 to $8.00 is a 54% increase and that is the increase businesses will see. As examples:
  - A fast-food restaurant may pay around $25.20 per month and would start paying $38.08.
  - An 8.6 acres industrial site with a 140,000 sq. ft. building and parking might currently pay $237 per month and would pay $365 per month

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Drainage Fund

- If the fee is increased, the proposal is to first build up capacity in personnel and equipment
- This will allow staff to better manage routine tasks, like mowing, develop a master drainage plan and add a floodplain administrator to better engage in regional efforts to solve flooding issues
- Increases in the fee in future years will fund more capital projects

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FY 2025-26

Drainage Fund – Supplementals

- $1,195,353 in Supplemental Requests:
  - Merit
  - MS4/Floodplain Administrator
  - Master Drainage Plan
  - Cibolo Creek Tree Removal
  - Railroad ROW Cleanup
  - Drainage Worker I (3 FTE)
  - Drainage Crew Leader
  - Drainage Worker II & Vehicle

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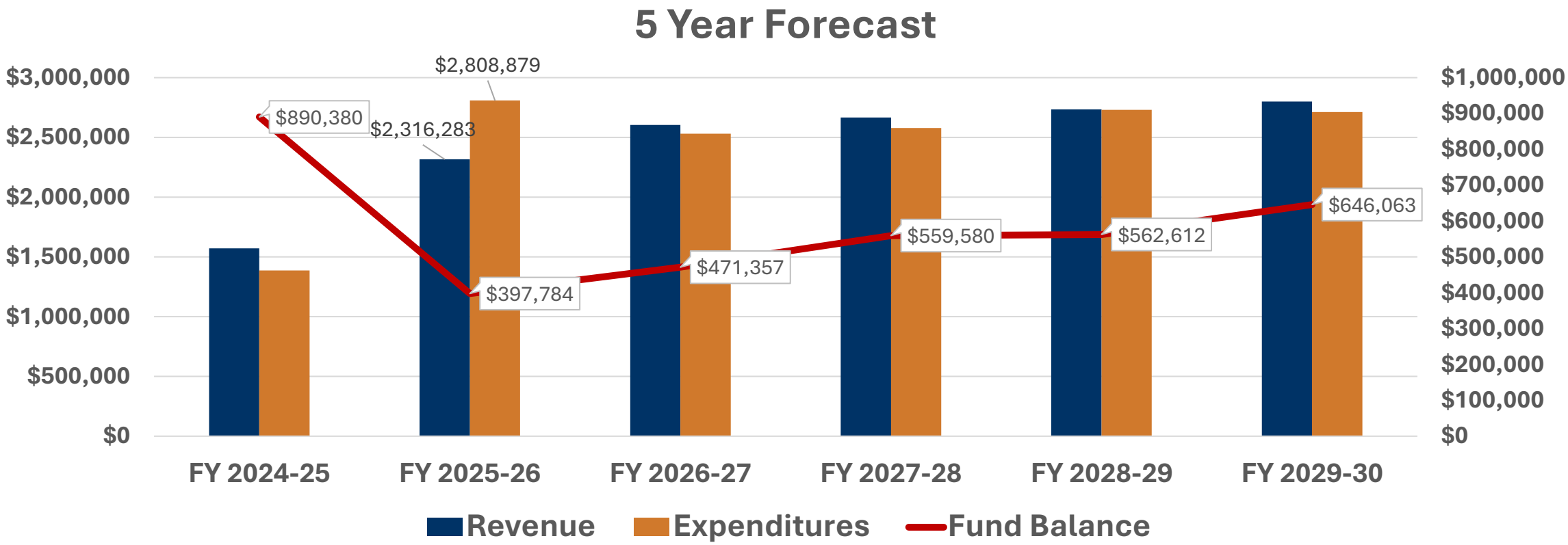
FY 2025-26

Drainage Fund – Supplementals (Continued)

- $1,195,353 in Supplemental Requests Continued:
  - Drainage Haul Trailer
  - Drainage Dump Trailer
  - Drainage UTV

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Drainage Fund



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CAPITAL IMPROVEMENT PROGRAM (CIP)

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FY 2025-26 General Government CIP

Category	# Of Projects	FY 2025-26 Capital Budget
Streets	5	$35,757,000
Parks	2	$5,392,575
Facilities	3	$1,200,000
	10	$43,349,575

General Fund Proposed CIP

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FY 2025-26 Water & Sewer CIP

Category	# Of Projects	FY 2025-26 Capital Budget
Water	13	$47,706,234
Sewer	7	$27,661,000
	20	$75,367,234

Water & Sewer Proposed CIP

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FY 2025-26 Drainage CIP

Category	# Of Projects	FY 2025-26 Capital Budget
Drainage	2	$1,145,000
	2	$1,145,000

Drainage Proposed CIP

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Budget Options- General Fund

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Tax Rate Options

1. No-New-Revenue Rate – Adding one-time Street and Sidewalk funds
2. Rate to $0.5118 – Adding Recurring Street and Sidewalk funds
3. Rate to $0.5118 - Adding 1% COLA with one-time Streets and Sidewalk
4. Rate to $0.5190 – Adding recurring Streets and Sidewalk with a 1% COLA

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DISCUSSION

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Agenda No. 15.

CITY COUNCIL MEMORANDUM

City Council Meeting:	**August 19, 2025**
Department:	**Finance**
Subject:	**Resolution 25-R-110 - Ratifying the property tax increase reflected in the Adopted Budget for FY 2025-26 (S.Gonzalez/J.Walters)**

BACKGROUND

In accordance with the Local Government Code Section 102.007(c), with the adoption of a budget that will require raising more revenue from property taxes than in the previous year, a separate vote must be taken to ratify the property tax increase reflected in the budget.

This vote must be separate from the vote to approve the budget or adopt the tax rate.

GOAL

To be in compliance with state regulations and to ratify the property tax increase reflected in the Adopted Budget for FY 2025-26.

COMMUNITY BENEFIT

To comply with state regulations.

SUMMARY OF RECOMMENDED ACTION

Staff recommends City Council ratify the property tax increase as voted on and approved with the adoption of the FY 2025-26 Budget.

FISCAL IMPACT

The City Council ratifying the budget at the No New Revenue Rate ($0.5064) will raise more total property taxes than last year's budget by $1,287,413 or 4.6% increase, and of that amount, $1,192,510 is tax revenue to be raised from new property added to the tax roll this year. If Council wants to ratify the budget at a different rate, staff's attached presentation slides describe the impact of those options Council has discussed.

RECOMMENDATION

Staff recommends City Council ratify the property tax increase as voted on and approved with the adoption of the FY 2025-26 Budget.

Attachments

Resolution 25-R-110 Ratifying the Property Taxes

8-19-25 City Council Budget Adoption Presentation - Ratify Tax Increase

RESOLUTION NO. 25-R-110

A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF SCHERTZ, TEXAS RATIFYING THE PROPERTY TAX INCREASE REFLECTED IN THE ADOPTED BUDGET FOR FISCAL YEAR 2025-26.

WHEREAS, the Local Government Code Section 102.007(c) states when a budget will require raising more property taxes than in the previous year a vote separate from adopting the budget or tax rate must be taken to ratify the property tax increase; and

WHEREAS, the City staff of the City of Schertz (the "City") has recommended that the City ratify the property tax increase in accordance with the Local Government Code; and

WHEREAS, the City Council has determined that it is in the best interest of the City to ratify the property tax increase.

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

Section 1. The City Council hereby ratifies the budget will raise more total property taxes than last year's budget by $1,287,413 or 4.6% increase, and of that amount, $1,192,510 is tax revenue to be raised from new property added to the tax roll this year.

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

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

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

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

Section 6. It is officially found, determined, and declared that the meeting at which this Resolution is adopted was open to the public and public notice of the time, place, and subject matter of the public business to be considered at such meeting, including this

Resolution, was given, all as required by Chapter 551, Texas Government Code, as amended.

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

PASSED AND ADOPTED, this ____ day of _____, 2025.

CITY OF SCHERTZ, TEXAS

_____
Ralph Gutierrez, Mayor

ATTEST:

_____
Sheila Edmondson, City Secretary

Resolution 25-R-110

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Tax Rate Option 2

Rate to $0.5118 (1.1% increase)

- Recurring Costs
  - $315,000 – Traffic Safety Projects
  - $100,000 – Sidewalk Repair & Installation

Motion to Ratify the Tax Increase:

“I move to approve Resolution 25-R-110 with the updated language: This Budget will raise more total property taxes than previous year by $1,597,093 or 5.8% increase and of that amount, $1,205,226 is tax to be raised from new property added to the tax roll this year.

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Tax Rate Option 3

Rate to $0.5118 (1.1% increase)

- Recurring:
  - $317,000 – 1% COLA
- One Time:
  - $315,000 – Traffic Safety Projects
  - $100,000 – Sidewalk Repair & Installation

Motion to Ratify the Tax Increase:

“I move to approve Resolution 25-R-110 with the updated language: This Budget will raise more total property taxes than previous year by $1,597,093 or 5.8% increase and of that amount, $1,205,226 is tax to be raised from new property added to the tax roll this year.

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Tax Rate Option 4

Rate to $0.5190 (2.5% increase)

- Recurring Costs:
  - $317,000 – 1% COLA
  - 315,000 – Traffic Safety Projects
  - $100,000 – Sidewalk Repair & Installation

Motion to Ratify the Tax Increase:

“I move to approve Resolution 25-R-110 with the updated language: This Budget will raise more total property taxes than previous year by $2,009,999 or 7.2% increase and of that amount, $1,222,181 is tax to be raised from new property added to the tax roll this year.

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Current Tax Rate

Rate of $0.4900

Motion to Ratify the Tax Increase:

“I move to approve Resolution 25-R-110 with the updated language: This Budget will raise more total property taxes than previous year by $346,903 or 1.2% increase and of that amount, $1,153,890 is tax to be raised from new property added to the tax roll this year.

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Agenda No. 16.

CITY COUNCIL MEMORANDUM

City Council Meeting:	**August 19, 2025**
Department:	**Finance**
Subject:	**Ordinance 25-T-033 – Conduct a Public Hearing and approve an Ordinance approving the appraisal roll; setting the tax rate; levying and assessing general and special ad valorem taxes for the use and support of the municipal government of the City of Schertz, Texas (S.Gonzalez/J.Walters)**

BACKGROUND

At the August 5, 2025 Council meeting, the City Council, by record vote, established a proposed preliminary maximum tax rate of $0.5350, per $100 of value, with the M&O rate at $0.3669 and the I&S portion of $0.1681. This rate was under the Voter-Approval rate but greater than the No-New-Revenue rate. The rate was set to give council flexibility in discussion of the budget impacts of various tax rates.

Staff submitted a budget to council that would be funded at the No-New-Revenue rate of $0.5064. The No-New-Revenue rate is a rate calculated per state regulations that would raise the same amount of property taxes on properties that existed in the 2024 tax year.

In accordance with Chapter 26.05(d) of the State's Property Tax Code, a governing body must hold a public hearing on the tax rate if the proposed tax rate exceeds the lower of the No-New-Revenue or Voter-Approval Tax Rate. In this case, a public hearing is required as the proposed rate does exceed the No-New-Revenue rate.

During the tax rate adoption motion Council can approve a lower rate, however they will not be able to approve a rate higher than this without republishing the notices and holding additional public hearings. Due to timing constraints set by the State Tax Code 26.05(a), the latest council could set a new preliminary rate is September 2, 2025 without calling special meetings or declaring an emergency.

Per Sec 26.05(b) of the Tax Code, the tax rate can only be adopted with more than 60% of the votes in favor of the proposed tax rate if the motion would raise the tax rate higher than the No-New-Revenue rate of $0.5064. Since Schertz has 7 voting councilmembers, 5 members must vote in favor of the tax rate for it to pass.

GOAL

To adopt a tax rate in compliance with state statutes and the City Charter.

COMMUNITY BENEFIT

The programs funded by this tax rate will provide additional benefits and service levels to the community.

SUMMARY OF RECOMMENDED ACTION

Staff recommends adoption of the tax rate of $0.5064

FISCAL IMPACT

The No-New-Revenue rate of $0.5064 rate will raise more total property taxes than last year by $1,287,413, or a 4.6% increase, and of that amount, $1,192,510 is tax revenue to be raised from new property added to the tax roll this year.

Proposed Rate	**Total Tax Rate**	M&O Rate	I&S Rate	**% Change**
Current	**$0.4900**	$0.3219	$0.1681	**-3.2%**
No-New-Revenue	**$0.5064**	$0.3383	$0.1681	**0.0%**
Option 2	**$0.5118**	$0.3437	$0.1681	**1.1%**
Option 3	**$0.5190**	$0.3509	$0.1681	**2.5%**
Maximum Tax Rate	**$0.5350**	$0.3669	$0.1681	**5.6%**

RECOMMENDATION

Staff recommends that the City Council approve Ordinance No. 25-T-033 approving the Fiscal Year 2025-26 Proposed Tax Rate.

MOTION LANGUAGE:

If the tax rate is to be set at:
1. The No-New Revenue Rate or lower, no specific language for adoption.

Or

2. If the motion is to adopt a rate higher than the No-New-Revenue Rate, then use the following language:

“I move that the property tax rate be increased by the adoption of a tax rate of XXXXXX, which is effectively a X.X% increase in the tax rate.”

Attachments

Ordinance 25-T-033 Adoption of the Tax Rate

Taxpayer Impact Statement

Schertz Tax Rate Calculation 2025

8-19-25 City Council Tax Rate Adoption Presentation

ORDINANCE NO. 25-T-033

AN ORDINANCE APPROVING THE APPRAISAL ROLL; SETTING THE TAX RATE; LEVYING AND ASSESSING GENERAL AND SPECIAL AD VALOREM TAXES FOR THE USE AND SUPPORT OF THE MUNICIPAL GOVERNMENT OF THE CITY OF SCHERTZ, TEXAS; APPORTIONING THE LEVIES FOR SPECIFIC PURPOSES; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City Manager of the City of Schertz submitted a tax rate proposal to the City Council prior to the beginning of the fiscal year, and in said tax rate proposal set forth the estimated necessary tax rate required to provide adequate revenues for the general use and support of the Municipal Government of the City of Schertz Texas; and

WHEREAS, the City Council finds that all provisions pertaining to the adoption of an ad valorem tax rate have been in all things complied with; and

WHEREAS, a Public hearing was held by the City Council of the City of Schertz on the 19th day of August 2025; and

WHEREAS, after a full and final consideration, the City Council is of the opinion the tax rate and ad valorem tax appraisal roll should be approved and adopted; and

WHEREAS, the taxes have been levied in accordance with the adopted 2025-26 budget as required by state law**;**

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

Section 1. The ad valorem tax appraisal roll and effective tax rate information as presented by the tax assessor for the tax year 2025, be and is hereby in all things approved and adopted.

Section 2. This tax rate will not raise more taxes for Maintenance and Operations than last year's tax rate.

Section 3. The tax rate will effectively be the same and will lower taxes for maintenance and operations on a $100,000 home by approximately $7.70.

Section 4. There is hereby levied and assessed and there shall be collected for the tax year 2025 for the general use and support of the Municipal Government of the City of Schertz, Texas a total ad valorem tax of Fifty and Sixty-Four Cents ($0.5064) on each One Hundred Dollars ($100.00) of valuation of property – real and personal – within the corporate limits of the City of Schertz, Texas, subject to taxation. The assessment ratio shall be One Hundred percent (100%).

Section 5. The City Council of the City of Schertz, Texas, does hereby levy or adopt the tax

rate on $100.00 valuation for this city for tax year 2025 as follows:

0.3383 for the purpose of maintenance and operation
0.1681 for the payment of principal and interest on debt
0.5064 total tax rate

Section 6. It is hereby declared to be the intention of the City Council that the phrases, clauses, sentences, paragraphs and sections of this ordinance are severable, and if any phrase, clause, sentence, paragraph or section of the ordinance shall be declared unconstitutional by the valid judgment or decree of any court of competent jurisdiction, such unconstitutionality shall not affect any of the remaining phrases, clauses, sentences, paragraphs and sections of this ordinance, since the same would have been enacted by the City Council without the incorporation in this ordinance of any such unconstitutional phrase, clause, sentence, paragraph or section.

Section 7. This ordinance shall be in full force and effect from and after its passage, and it is so ordained.

Section 8. Ad valorem taxes for the year are due and payable on October 1, 2025 and shall become delinquent after January 31, 2026. A delinquent tax shall incur all penalty and interest authorized by state law, Section 33.01 of the Property Tax Code. Taxes that remain delinquent on and after July 1, 2026, incur an additional penalty of 15% of the amount of the taxes, penalty and interest due, such additional penalty to defray the cost of collection as authorized in Section 6.30 of the Property Tax Code. The City shall have available all rights and remedies provided by law for the enforcement of the collection of taxes levied under this ordinance.

Section 9. Taxes are payable at the office of the counties of Comal, Bexar and Guadalupe.

PASSED AND APPROVED on the _____day of _____, 2025.

CITY OF SCHERTZ, TEXAS

_____
Ralph Gutierrez, Mayor

ATTEST:

_____
Sheila Edmondson, City Secretary

Median Valued Homestead	Estimated Tax Bill
2024 = $341,902	$1,675.32
2025 = $331,835	$1,680.41

*2025 Estimated tax bill is based on the proposed tax rate of $0.5064

2025 Tax Rate Calculation Worksheet
Taxing Units Other Than School Districts or Water Districts

Form 50-856

Taxing Unit Name

Phone *(area code and number)*

Taxing Unit's Address, City, State, ZIP Code

Taxing Unit's Website Address

GENERAL INFORMATION: Tax Code Section 26.04(c) requires an officer or employee designated by the governing body to calculate the no-new-revenue (NNR) tax rate and voter-approval tax rate for the taxing unit. These tax rates are expressed in dollars per $100 of taxable value calculated. The calculation process starts after the chief appraiser delivers to the taxing unit the certified appraisal roll and the estimated values of properties under protest. The designated officer or employee shall certify that the officer or employee has accurately calculated the tax rates and used values shown for the certified appraisal roll or certified estimate. The officer or employee submits the rates to the governing body by Aug. 7 or as soon thereafter as practicable.

School districts do not use this form, but instead use Comptroller Form 50-859 *Tax Rate Calculation Worksheet, School District without Chapter 313 Agreements* or Comptroller Form 50-884 *Tax Rate Calculation Worksheet, School District with Chapter 313 Agreements.*

Water districts as defined under Water Code Section 49.001(1) do not use this form, but instead use Comptroller Form 50-858 *Water District Voter-Approval Tax Rate Worksheet for Low Tax Rate and Developing Districts* or Comptroller Form 50-860 *Developed Water District Voter-Approval Tax Rate Worksheet.*

The Comptroller's office provides this worksheet to assist taxing units in determining tax rates. The information provided in this worksheet is offered as technical assistance and not legal advice. Taxing units should consult legal counsel for interpretations of law regarding tax rate preparation and adoption.

SECTION 1: No-New-Revenue Tax Rate

The NNR tax rate enables the public to evaluate the relationship between taxes for the prior year and for the current year based on a tax rate that would produce the same amount of taxes (no new taxes) if applied to the same properties that are taxed in both years. When appraisal values increase, the NNR tax rate should decrease.

The NNR tax rate for a county is the sum of the NNR tax rates calculated for each type of tax the county levies.

While uncommon, it is possible for a taxing unit to provide an exemption for only maintenance and operations taxes. In this case, the taxing unit will need to calculate the NNR tax rate separately for the maintenance and operations tax and the debt tax, then add the two components together.

Line	No-New-Revenue Tax Rate Worksheet	Amount/Rate
1.	**Prior year total taxable value.** Enter the amount of the prior year taxable value on the prior year tax roll today. Include any adjustments since last year's certification; exclude Tax Code Section 25.25(d) one-fourth and one-third over-appraisal corrections from these adjustments. Exclude any property value subject to an appeal under Chapter 42 as of July 25 (will add undisputed value in Line 6). This total includes the taxable value of homesteads with tax ceilings (will deduct in Line 2) and the captured value for tax increment financing (adjustment is made by deducting TIF taxes, as reflected in Line 17).[1]	$ _____
2.	**Prior year tax ceilings.** Counties, cities and junior college districts. Enter the prior year total taxable value of homesteads with tax ceilings. These include the homesteads of homeowners age 65 or older or disabled. Other taxing units enter 0. If your taxing unit adopted the tax ceiling provision last year or a prior year for homeowners age 65 or older or disabled, use this step.[2]	$ _____
3.	**Preliminary prior year adjusted taxable value.** Subtract Line 2 from Line 1.	$ _____
4.	**Prior year total adopted tax rate.**	$ _____/$100
5.	**Prior year taxable value lost because court appeals of ARB decisions reduced the prior year's appraised value.** **A. Original prior year ARB values:** ..... $ _____ **B. Prior year values resulting from final court decisions:** ..... - $ _____ **C. Prior year value loss.** Subtract B from A.[3]	$ _____
6.	**Prior year taxable value subject to an appeal under Chapter 42, as of July 25.** **A. Prior year ARB certified value:** ..... $ _____ **B. Prior year disputed value:** ..... - $ _____ **C. Prior year undisputed value.** Subtract B from A.[4]	$ _____
7.	**Prior year Chapter 42 related adjusted values.** Add Line 5C and Line 6C.	$ _____

[1] Tex. Tax Code §26.012(14)
[2] Tex. Tax Code §26.012(14)
[3] Tex. Tax Code §26.012(13)
[4] Tex. Tax Code §26.012(13)

Line	No-New-Revenue Tax Rate Worksheet	Amount/Rate
8.	**Prior year taxable value, adjusted for actual and potential court-ordered adjustments.** Add Line 3 and Line 7.	$ _____
9.	**Prior year taxable value of property in territory the taxing unit deannexed after Jan. 1, 2024.** Enter the prior year value of property in deannexed territory. [5]	$ _____
10.	**Prior year taxable value lost because property first qualified for an exemption in the current year.** If the taxing unit increased an original exemption, use the difference between the original exempted amount and the increased exempted amount. Do not include value lost due to freeport, goods-in-transit, temporary disaster exemptions. Note that lowering the amount or percentage of an existing exemption in the current year does not create a new exemption or reduce taxable value. **A. Absolute exemptions.** Use prior year market value: ..... $ _____ **B. Partial exemptions.** Current year exemption amount or current year percentage exemption times prior year value: ..... + $ _____ **C. Value loss.** Add A and B. [6]	$ _____
11.	**Prior year taxable value lost because property first qualified for agricultural appraisal (1-d or 1-d-1), timber appraisal, recreational/scenic appraisal or public access airport special appraisal in the current year.** Use only properties that qualified for the first time in the current year; do not use properties that qualified in the prior year. **A. Prior year market value:** ..... $ _____ **B. Current year productivity or special appraised value:** ..... - $ _____ **C. Value loss.** Subtract B from A. [7]	$ _____
12.	**Total adjustments for lost value.** Add Lines 9, 10C and 11C.	$ _____
13.	**Prior year captured value of property in a TIF.** Enter the total value of the prior year captured appraised value of property taxable by a taxing unit in a tax increment financing zone for which the prior year taxes were deposited into the tax increment fund. [8] If the taxing unit has no captured appraised value in line 18D, enter 0.	$ _____
14.	**Prior year total value.** Subtract Line 12 and Line 13 from Line 8.	$ _____
15.	**Adjusted prior year total levy.** Multiply Line 4 by Line 14 and divide by $100.	$ _____
16.	**Taxes refunded for years preceding the prior tax year.** Enter the amount of taxes refunded by the taxing unit for tax years preceding the prior tax year. Types of refunds include court decisions, Tax Code Section 25.25(b) and (c) corrections and Tax Code Section 31.11 payment errors. Do not include refunds for the prior tax year. This line applies only to tax years preceding the prior tax year. [9]	$ _____
17.	**Adjusted prior year levy with refunds and TIF adjustment.** Add Lines 15 and 16. [10]	$ _____
18.	**Total current year taxable value on the current year certified appraisal roll today.** This value includes only certified values or certified estimate of values and includes the total taxable value of homesteads with tax ceilings (will deduct in Line 20). These homesteads include homeowners age 65 or older or disabled. [11] **A. Certified values:** ..... $ _____ **B. Counties:** Include railroad rolling stock values certified by the Comptroller's office: ..... + $ _____ **C. Pollution control and energy storage system exemption:** Deduct the value of property exempted for the current tax year for the first time as pollution control or energy storage system property: ..... - $ _____ **D. Tax increment financing:** Deduct the current year captured appraised value of property taxable by a taxing unit in a tax increment financing zone for which the current year taxes will be deposited into the tax increment fund. Do not include any new property value that will be included in Line 23 below. [12] ..... - $ _____ **E. Total current year value.** Add A and B, then subtract C and D.	$ _____

[5] Tex. Tax Code §26.012(15)
[6] Tex. Tax Code §26.012(15)
[7] Tex. Tax Code §26.012(15)
[8] Tex. Tax Code §26.03(c)
[9] Tex. Tax Code §26.012(13)
[10] Tex. Tax Code §26.012(13)
[11] Tex. Tax Code §26.012, 26.04(c-2)
[12] Tex. Tax Code §26.03(c)

Line	No-New-Revenue Tax Rate Worksheet	Amount/Rate
19.	**Total value of properties under protest or not included on certified appraisal roll.** [13] **A. Current year taxable value of properties under protest.** The chief appraiser certifies a list of properties still under ARB protest. The list shows the appraisal district's value and the taxpayer's claimed value, if any, or an estimate of the value if the taxpayer wins. For each of the properties under protest, use the lowest of these values. Enter the total value under protest. [14] ..... $ _____ **B. Current year value of properties not under protest or included on certified appraisal roll.** The chief appraiser gives taxing units a list of those taxable properties that the chief appraiser knows about but are not included in the appraisal roll certification. These properties also are not on the list of properties that are still under protest. On this list of properties, the chief appraiser includes the market value, appraised value and exemptions for the preceding year and a reasonable estimate of the market value, appraised value and exemptions for the current year. Use the lower market, appraised or taxable value (as appropriate). Enter the total value of property not on the certified roll. [15] ..... + $ _____ **C. Total value under protest or not certified.** Add A and B.	$ _____
20.	**Current year tax ceilings.** Counties, cities and junior colleges enter current year total taxable value of homesteads with tax ceilings. These include the homesteads of homeowners age 65 or older or disabled. Other taxing units enter 0. If your taxing unit adopted the tax ceiling provision in the prior year or a previous year for homeowners age 65 or older or disabled, use this step.[16]	$ _____
21.	**Current year total taxable value.** Add Lines 18E and 19C. Subtract Line 20. [17]	$ _____
22.	**Total current year taxable value of properties in territory annexed after Jan. 1, of the prior year.** Include both real and personal property. Enter the current year value of property in territory annexed. [18]	$ _____
23.	**Total current year taxable value of new improvements and new personal property located in new improvements.** New means the item was not on the appraisal roll in the prior year. An improvement is a building, structure, fixture or fence erected on or affixed to land. New additions to existing improvements may be included if the appraised value can be determined. New personal property in a new improvement must have been brought into the taxing unit after Jan. 1, of the prior year and be located in a new improvement. New improvements **do** include property on which a tax abatement agreement has expired for the current year. [19]	$ _____
24.	**Total adjustments to the current year taxable value.** Add Lines 22 and 23.	$ _____
25.	**Adjusted current year taxable value.** Subtract Line 24 from Line 21.	$ _____
26.	**Current year NNR tax rate.** Divide Line 17 by Line 25 and multiply by $100. [20]	$ _____/$100
27.	**COUNTIES ONLY.** Add together the NNR tax rates for each type of tax the county levies. The total is the current year county NNR tax rate. [21]	$ _____/$100

SECTION 2: Voter-Approval Tax Rate

The voter-approval tax rate is the highest tax rate that a taxing unit may adopt without holding an election to seek voter approval of the rate. The voter-approval tax rate is split into two separate rates:

1. **Maintenance and Operations (M&O) Tax Rate:** The M&O portion is the tax rate that is needed to raise the same amount of taxes that the taxing unit levied in the prior year plus the applicable percentage allowed by law. This rate accounts for such things as salaries, utilities and day-to-day operations.
2. **Debt Rate:** The debt rate includes the debt service necessary to pay the taxing unit's debt payments in the coming year. This rate accounts for principal and interest on bonds and other debt secured by property tax revenue.

The voter-approval tax rate for a county is the sum of the voter-approval tax rates calculated for each type of tax the county levies. In most cases the voter-approval tax rate exceeds the no-new-revenue tax rate, but occasionally decreases in a taxing unit's debt service will cause the NNR tax rate to be higher than the voter-approval tax rate.

Line	Voter-Approval Tax Rate Worksheet	Amount/Rate
28.	**Prior year M&O tax rate.** Enter the prior year M&O tax rate.	$ _____/$100
29.	**Prior year taxable value, adjusted for actual and potential court-ordered adjustments.** Enter the amount in Line 8 of the *No-New-Revenue Tax Rate Worksheet.*	$ _____

[13] Tex. Tax Code §26.01(c) and (d)
[14] Tex. Tax Code §26.01(c)
[15] Tex. Tax Code §26.01(d)
[16] Tex. Tax Code §26.012(6)(B)
[17] Tex. Tax Code §26.012(6)
[18] Tex. Tax Code §26.012(17)
[19] Tex. Tax Code §26.012(17)
[20] Tex. Tax Code §26.04(c)
[21] Tex. Tax Code §26.04(d)

Line	Voter-Approval Tax Rate Worksheet	Amount/Rate
30.	**Total prior year M&O levy.** Multiply Line 28 by Line 29 and divide by $100	$ _____
31.	**Adjusted prior year levy for calculating NNR M&O rate.** **A.** **M&O taxes refunded for years preceding the prior tax year.** Enter the amount of M&O taxes refunded in the preceding year for taxes before that year. Types of refunds include court decisions, Tax Code Section 25.25(b) and (c) corrections and Tax Code Section 31.11 payment errors. Do not include refunds for tax year 2024. This line applies only to tax years preceding the prior tax year. + $ _____ **B.** **Prior year taxes in TIF.** Enter the amount of taxes paid into the tax increment fund for a reinvestment zone as agreed by the taxing unit. If the taxing unit has no current year captured appraised value in Line 18D, enter 0. – $ _____ **C.** **Prior year transferred function.** If discontinuing all of a department, function or activity and transferring it to another taxing unit by written contract, enter the amount spent by the taxing unit discontinuing the function in the 12 months preceding the month of this calculation. If the taxing unit did not operate this function for this 12-month period, use the amount spent in the last full fiscal year in which the taxing unit operated the function. The taxing unit discontinuing the function will subtract this amount in D below. The taxing unit receiving the function will add this amount in D below. Other taxing units enter 0. +/- $ _____ **D.** **Prior year M&O levy adjustments.** Subtract B from A. For taxing unit with C, subtract if discontinuing function and add if receiving function. $ _____ **E.** Add Line 30 to 31D.	$ _____
32.	**Adjusted current year taxable value.** Enter the amount in Line 25 of the *No-New-Revenue Tax Rate Worksheet.*	$ _____
33.	**Current year NNR M&O rate (unadjusted).** Divide Line 31E by Line 32 and multiply by $100.	$ _____/$100
34.	**Rate adjustment for state criminal justice mandate.** [23] **A.** **Current year state criminal justice mandate.** Enter the amount spent by a county in the previous 12 months providing for the maintenance and operation cost of keeping inmates in county-paid facilities after they have been sentenced. Do not include any state reimbursement received by the county for the same purpose. $ _____ **B.** **Prior year state criminal justice mandate.** Enter the amount spent by a county in the 12 months prior to the previous 12 months providing for the maintenance and operation cost of keeping inmates in county-paid facilities after they have been sentenced. Do not include any state reimbursement received by the county for the same purpose. Enter zero if this is the first time the mandate applies. – $ _____ **C.** Subtract B from A and divide by Line 32 and multiply by $100. $ _____/$100 **D.** Enter the rate calculated in C. If not applicable, enter 0.	$ _____/$100
35.	**Rate adjustment for indigent health care expenditures.** [24] **A.** **Current year indigent health care expenditures.** Enter the amount paid by a taxing unit providing for the maintenance and operation cost of providing indigent health care for the period beginning on July 1, of the prior tax year and ending on June 30, of the current tax year, less any state assistance received for the same purpose. $ _____ **B.** **Prior year indigent health care expenditures.** Enter the amount paid by a taxing unit providing for the maintenance and operation cost of providing indigent health care for the period beginning on July 1, 2023 and ending on June 30, 2024, less any state assistance received for the same purpose. – $ _____ **C.** Subtract B from A and divide by Line 32 and multiply by $100. $ _____/$100 **D.** Enter the rate calculated in C. If not applicable, enter 0.	$ _____/$100

[22] [Reserved for expansion]
[23] Tex. Tax Code §26.044
[24] Tex. Tax Code §26.0441

Line	Voter-Approval Tax Rate Worksheet	Amount/Rate
36.	**Rate adjustment for county indigent defense compensation.** [25] **A.** **Current year indigent defense compensation expenditures.** Enter the amount paid by a county to provide appointed counsel for indigent individuals and fund the operations of a public defender's office under Article 26.044, Code of Criminal Procedure for the period beginning on July 1, of the prior tax year and ending on June 30,of the current tax year, less any state grants received by the county for the same purpose. . . . . $ _____ **B.** **Prior year indigent defense compensation expenditures.** Enter the amount paid by a county to provide appointed counsel for indigent individuals and fund the operations of a public defender's office under Article 26.044, Code of Criminal Procedure for the period beginning on July 1, 2023 and ending on June 30, 2024, less any state grants received by the county for the same purpose. . . . . $ _____ **C.** Subtract B from A and divide by Line 32 and multiply by $100. . . . . $ _____/$100 **D.** Multiply B by 0.05 and divide by Line 32 and multiply by $100.. . . . . $ _____/$100 **E.** Enter the lesser of C and D. If not applicable, enter 0.	$ _____/$100
37.	**Rate adjustment for county hospital expenditures.** [26] **A.** **Current year eligible county hospital expenditures.** Enter the amount paid by the county or municipality to maintain and operate an eligible county hospital for the period beginning on July 1, of the prior tax year and ending on June 30, of the current tax year. . . . . $ _____ **B.** **Prior year eligible county hospital expenditures.** Enter the amount paid by the county or municipality to maintain and operate an eligible county hospital for the period beginning on July 1, 2022 and ending on June 30, 2023. . . . . $ _____ **C.** Subtract B from A and divide by Line 32 and multiply by $100. . . . . $ _____/$100 **D.** Multiply B by 0.08 and divide by Line 32 and multiply by $100.. . . . . $ _____/$100 **E.** Enter the lesser of C and D, if applicable. If not applicable, enter 0.	$ _____/$100
38.	**Rate adjustment for defunding municipality.** This adjustment only applies to a municipality that is considered to be a defunding municipality for the current tax year under Chapter 109, Local Government Code. Chapter 109, Local Government Code only applies to municipalities with a population of more than 250,000 and includes a written determination by the Office of the Governor. See Tax Code Section 26.0444 for more information. **A.** **Amount appropriated for public safety in the prior year.** Enter the amount of money appropriated for public safety in the budget adopted by the municipality for the preceding fiscal year . . . . . $ _____ **B.** **Expenditures for public safety in the prior year.** Enter the amount of money spent by the municipality for public safety during the preceding fiscal year . . . . . $ _____ **C.** Subtract B from A and divide by Line 32 and multiply by $100 . . . . . $ _____/$100 **D.** Enter the rate calculated in C. If not applicable, enter 0.	$ _____/$100
39.	**Adjusted current year NNR M&O rate.** Add Lines 33, 34D, 35D, 36E, and 37E. Subtract Line 38D.	$ _____/$100
40.	**Adjustment for prior year sales tax specifically to reduce property taxes.** Cities, counties and hospital districts that collected and spent additional sales tax on M&O expenses in the prior year should complete this line. These entities will deduct the sales tax gain rate for the current year in Section 3. Other taxing units, enter zero. **A.** Enter the amount of additional sales tax collected and spent on M&O expenses in the prior year, if any. Counties must exclude any amount that was spent for economic development grants from the amount of sales tax spent . . . . . $ _____ **B.** Divide Line 40A by Line 32 and multiply by $100 . . . . . $ _____/$100 **C.** Add Line 40B to Line 39.	$ _____/$100
41.	**Current year voter-approval M&O rate.** Enter the rate as calculated by the appropriate scenario below. **Special Taxing Unit.** If the taxing unit qualifies as a special taxing unit, multiply Line 40C by 1.08. **- or -** **Other Taxing Unit.** If the taxing unit does not qualify as a special taxing unit, multiply Line 40C by 1.035.	$ _____/$100

[25] Tex. Tax Code §26.0442
[26] Tex. Tax Code §26.0443

Line	Voter-Approval Tax Rate Worksheet	Amount/Rate
D41.	***Disaster Line 41 (D41):* Current year voter-approval M&O rate for taxing unit affected by disaster declaration.** If the taxing unit is located in an area declared a disaster area and at least one person is granted an exemption under Tax Code Section 11.35 for property located in the taxing unit, the governing body may direct the person calculating the voter-approval tax rate to calculate in the manner provided for a special taxing unit. The taxing unit shall continue to calculate the voter-approval tax rate in this manner until the earlier of 1) the first year in which total taxable value on the certified appraisal roll exceeds the total taxable value of the tax year in which the disaster occurred, or 2) the third tax year after the tax year in which the disaster occurred If the taxing unit qualifies under this scenario, multiply Line 40C by 1.08. [27] If the taxing unit does not qualify, do not complete Disaster Line 41 (Line D41).	$ _____/$100
42.	**Total current year debt to be paid with property taxes and additional sales tax revenue.** Debt means the interest and principal that will be paid on debts that: **(1)** are paid by property taxes, **(2)** are secured by property taxes, **(3)** are scheduled for payment over a period longer than one year, and **(4)** are not classified in the taxing unit's budget as M&O expenses. **A. Debt** also includes contractual payments to other taxing units that have incurred debts on behalf of this taxing unit, if those debts meet the four conditions above. Include only amounts that will be paid from property tax revenue. Do not include appraisal district budget payments. If the governing body of a taxing unit authorized or agreed to authorize a bond, warrant, certificate of obligation, or other evidence of indebtedness on or after Sept. 1, 2021, verify if it meets the amended definition of debt before including it here. [28] Enter debt amount ..... $ _____ **B.** Subtract **unencumbered fund amount** used to reduce total debt. ..... – $ _____ **C.** Subtract **certified amount spent from sales tax to reduce debt** (enter zero if none) ..... – $ _____ **D.** Subtract **amount paid** from other resources ..... – $ _____ **E. Adjusted debt.** Subtract B, C and D from A.	$ _____
43.	**Certified prior year excess debt collections.** Enter the amount certified by the collector. [29]	$ _____
44.	**Adjusted current year debt.** Subtract Line 43 from Line 42E.	$ _____
45.	**Current year anticipated collection rate.** **A.** Enter the current year anticipated collection rate certified by the collector. [30] ..... _____% **B.** Enter the prior year actual collection rate. ..... _____% **C.** Enter the 2023 actual collection rate. ..... _____% **D.** Enter the 2022 actual collection rate. ..... _____% **E.** If the anticipated collection rate in A is lower than actual collection rates in B, C and D, enter the lowest collection rate from B, C and D. If the anticipated rate in A is higher than at least one of the rates in the prior three years, enter the rate from A. Note that the rate can be greater than 100%. [31]	_____%
46.	**Current year debt adjusted for collections.** Divide Line 44 by Line 45E.	$ _____
47.	**Current year total taxable value.** Enter the amount on Line 21 of the *No-New-Revenue Tax Rate Worksheet.*	$ _____
48.	**Current year debt rate.** Divide Line 46 by Line 47 and multiply by $100.	$ _____/$100
49.	**Current year voter-approval M&O rate plus current year debt rate.** Add Lines 41 and 48.	$ _____/$100
D49.	***Disaster Line 49 (D49):* Current year voter-approval tax rate for taxing unit affected by disaster declaration.** Complete this line if the taxing unit calculated the voter-approval tax rate in the manner provided for a special taxing unit on Line D41. Add Line D41 and 48.	$ _____/$100

[27] Tex. Tax Code §26.042(a)
[28] Tex. Tax Code §26.012(7)
[29] Tex. Tax Code §26.012(10) and 26.04(b)
[30] Tex. Tax Code §26.04(b)
[31] Tex. Tax Code §§26.04(h), (h-1) and (h-2)

Line	Voter-Approval Tax Rate Worksheet	Amount/Rate
50.	**COUNTIES ONLY.** Add together the voter-approval tax rates for each type of tax the county levies. The total is the current year county voter-approval tax rate.	$ _____/$100

SECTION 3: NNR Tax Rate and Voter-Approval Tax Rate Adjustments for Additional Sales Tax to Reduce Property Taxes

Cities, counties and hospital districts may levy a sales tax specifically to reduce property taxes. Local voters by election must approve imposing or abolishing the additional sales tax. If approved, the taxing unit must reduce its NNR and voter-approval tax rates to offset the expected sales tax revenue.

This section should only be completed by a county, city or hospital district that is required to adjust its NNR tax rate and/or voter-approval tax rate because it adopted the additional sales tax.

Line	Additional Sales and Use Tax Worksheet	Amount/Rate
51.	**Taxable Sales.** For taxing units that adopted the sales tax in November of the prior tax year or May of the current tax year, enter the Comptroller's estimate of taxable sales for the previous four quarters. [32] Estimates of taxable sales may be obtained through the Comptroller's Allocation Historical Summary webpage. Taxing units that adopted the sales tax before November of the prior year, enter 0.	$ _____
52.	**Estimated sales tax revenue.** Counties exclude any amount that is or will be spent for economic development grants from the amount of estimated sales tax revenue. [33] **Taxing units that adopted the sales tax in November of the prior tax year or in May of the current tax year.** Multiply the amount on Line 51 by the sales tax rate (.01, .005 or .0025, as applicable) and multiply the result by .95. [34] **- or -** **Taxing units that adopted the sales tax before November of the prior year.** Enter the sales tax revenue for the previous four quarters. Do not multiply by .95.	$ _____
53.	**Current year total taxable value.** Enter the amount from Line 21 of the *No-New-Revenue Tax Rate Worksheet*.	$ _____
54.	**Sales tax adjustment rate.** Divide Line 52 by Line 53 and multiply by $100.	$ _____/$100
55.	**Current year NNR tax rate, unadjusted for sales tax.**[35] Enter the rate from Line 26 or 27, as applicable, on the *No-New-Revenue Tax Rate Worksheet*.	$ _____/$100
56.	**Current year NNR tax rate, adjusted for sales tax.** **Taxing units that adopted the sales tax in November the prior tax year or in May of the current tax year.** Subtract Line 54 from Line 55. Skip to Line 57 if you adopted the additional sales tax before November of the prior tax year.	$ _____/$100
57.	**Current year voter-approval tax rate, unadjusted for sales tax.**[36] Enter the rate from Line 49, Line D49 (disaster) or Line 50 (counties) as applicable, of the *Voter-Approval Tax Rate Worksheet*.	$ _____/$100
58.	**Current year voter-approval tax rate, adjusted for sales tax.** Subtract Line 54 from Line 57.	$ _____/$100

SECTION 4: Voter-Approval Tax Rate Adjustment for Pollution Control

A taxing unit may raise its rate for M&O funds used to pay for a facility, device or method for the control of air, water or land pollution. This includes any land, structure, building, installation, excavation, machinery, equipment or device that is used, constructed, acquired or installed wholly or partly to meet or exceed pollution control requirements. The taxing unit's expenses are those necessary to meet the requirements of a permit issued by the Texas Commission on Environmental Quality (TCEQ). The taxing unit must provide the tax assessor with a copy of the TCEQ letter of determination that states the portion of the cost of the installation for pollution control.

This section should only be completed by a taxing unit that uses M&O funds to pay for a facility, device or method for the control of air, water or land pollution.

Line	Voter-Approval Rate Adjustment for Pollution Control Requirements Worksheet	Amount/Rate
59.	**Certified expenses from the Texas Commission on Environmental Quality (TCEQ).** Enter the amount certified in the determination letter from TCEQ. [37] The taxing unit shall provide its tax assessor-collector with a copy of the letter. [38]	$ _____
60.	**Current year total taxable value.** Enter the amount from Line 21 of the *No-New-Revenue Tax Rate Worksheet*.	$ _____
61.	**Additional rate for pollution control.** Divide Line 59 by Line 60 and multiply by $100.	$ _____/$100

[32] Tex. Tax Code §26.041(d)
[33] Tex. Tax Code §26.041(i)
[34] Tex. Tax Code §26.041(d)
[35] Tex. Tax Code §26.04(c)
[36] Tex. Tax Code §26.04(c)
[37] Tex. Tax Code §26.045(d)
[38] Tex. Tax Code §26.045(i)

Line	Voter-Approval Rate Adjustment for Pollution Control Requirements Worksheet	Amount/Rate
62.	**Current year voter-approval tax rate, adjusted for pollution control.** Add Line 61 to one of the following lines (as applicable): Line 49, Line D49 (disaster), Line 50 (counties) or Line 58 (taxing units with the additional sales tax).	$ _____/$100

SECTION 5: Voter-Approval Tax Rate Adjustment for Unused Increment Rate

The unused increment rate is the rate equal to the sum of the prior 3 years Foregone Revenue Amounts divided by the current taxable value. [39] The Foregone Revenue Amount for each year is equal to that year's adopted tax rate subtracted from that year's voter-approval tax rate adjusted to remove the unused increment rate multiplied by that year's current total value. [40] I

The difference between the adopted tax rate and adjusted voter-approval tax rate is considered zero in the following scenarios:

- a tax year in which a taxing unit affected by a disaster declaration calculates the tax rate under Tax Code Section 26.042; [41]
- a tax year in which the municipality is a defunding municipality, as defined by Tax Code Section 26.0501(a); [42] or
- after Jan. 1, 2022, a tax year in which the comptroller determines that the county implemented a budget reduction or reallocation described by Local Government Code Section 120.002(a) without the required voter approval. [43]

This section should only be completed by a taxing unit that does not meet the definition of a special taxing unit. [44]

Line	Unused Increment Rate Worksheet	Amount/Rate
63.	**Year 3 Foregone Revenue Amount. Subtract the 2024 unused increment rate and 2024 actual tax rate from the 2024 voter-approval tax rate. Multiply the result by the 2024 current total value** A. Voter-approval tax rate (Line 67) B. Unused increment rate (Line 66) C. Subtract B from A D. Adopted Tax Rate E. Subtract D from C F. 2024 Total Taxable Value (Line 60) G. Multiply E by F and divide the results by $100. If the number is less than zero, enter zero	$ _____/$100 $ _____/$100 $ _____/$100 $ _____/$100 $ _____/$100 $ _____ $ _____
64.	**Year 2 Foregone Revenue Amount. Subtract the 2023 unused increment rate and 2023 actual tax rate from the 2023 voter-approval tax rate. Multiply the result by the 2023 current total value** A. Voter-approval tax rate (Line 67) B. Unused increment rate (Line 66) C. Subtract B from A D. Adopted Tax Rate E. Subtract D from C F. 2023 Total Taxable Value (Line 60) G. Multiply E by F and divide the results by $100. If the number is less than zero, enter zero	$ _____/$100 $ _____/$100 $ _____/$100 $ _____/$100 $ _____/$100 $ _____ $ _____
65.	**Year 1 Foregone Revenue Amount. Subtract the 2022 unused increment rate and 2022 actual tax rate from the 2022 voter-approval tax rate. Multiply the result by the 2022 current total value** A. Voter-approval tax rate (Line 67) B. Unused increment rate (Line 66) C. Subtract B from A D. Adopted Tax Rate E. Subtract D from C F. 2022 Total Taxable Value (Line 60) G. Multiply E by F and divide the results by $100. If the number is less than zero, enter zero	$ _____/$100 $ _____/$100 $ _____/$100 $ _____/$100 $ _____/$100 $ _____ $ _____
66.	**Total Foregone Revenue Amount.** Add Lines 63G, 64G and 65G	$ _____
67.	**2025 Unused Increment Rate.** Divide Line 66 by Line 21 of the *No-New-Revenue Rate Worksheet*. Multiply the result by 100	$ _____/$100
68.	**Total 2025 voter-approval tax rate, including the unused increment rate.** Add Line 67 to one of the following lines (as applicable): Line 49, Line 50 (counties), Line 58 (taxing units with additional sales tax) or Line 62 (taxing units with pollution)	$ _____/$100

[39] Tex. Tax Code §26.013(b)
[40] Tex. Tax Code §26.013(a)(1-a), (1-b), and (2)
[41] Tex. Tax Code §§26.04(c)(2)(A) and 26.042(a)
[42] Tex. Tax Code §§26.0501(a) and (c)
[43] Tex. Local Gov't Code §120.007(d)
[44] Tex. Local Gov't Code §120.007(d)

SECTION 6: De Minimis Rate

The de minimis rate is the rate equal to the sum of the no-new-revenue maintenance and operations rate, the rate that will raise $500,000, and the current debt rate for a taxing unit. [44]

This section should only be completed by a taxing unit that is a municipality of less than 30,000 or a taxing unit that does not meet the definition of a special taxing unit. [45]

Line	De Minimis Rate Worksheet	Amount/Rate
69.	**Adjusted current year NNR M&O tax rate.** Enter the rate from Line 39 of the *Voter-Approval Tax Rate Worksheet.*	
70.	**Current year total taxable value.** Enter the amount on Line 21 of the *No-New-Revenue Tax Rate Worksheet.*	$ _____
71.	**Rate necessary to impose $500,000 in taxes.** Divide $500,000 by Line 70 and multiply by $100.	$ _____/$100
72.	**Current year debt rate.** Enter the rate from Line 48 of the *Voter-Approval Tax Rate Worksheet.*	$ _____/$100
73.	**De minimis rate.** Add Lines 69, 71 and 72.	$ _____/$100

SECTION 7: Voter-Approval Tax Rate Adjustment for Emergency Revenue Rate

In the tax year after the end of the disaster calculation time period detailed in Tax Code Section 26.042(a), a taxing unit that calculated its voter-approval tax rate in the manner provided for a special taxing unit due to a disaster must calculate its emergency revenue rate and reduce its voter-approval tax rate for that year.[48]

Similarly, if a taxing unit adopted a tax rate that exceeded its voter-approval tax rate, calculated normally, without holding an election to respond to a disaster, as allowed by Tax Code Section 26.042(d), in the prior year, it must also reduce its voter-approval tax rate for the current tax year. [49]

This section will apply to a taxing unit other than a special taxing unit that:

- directed the designated officer or employee to calculate the voter-approval tax rate of the taxing unit in the manner provided for a special taxing unit in the prior year; and
- the current year is the first tax year in which the total taxable value of property taxable by the taxing unit as shown on the appraisal roll for the taxing unit submitted by the assessor for the taxing unit to the governing body exceeds the total taxable value of property taxable by the taxing unit on January 1 of the tax year in which the disaster occurred or the disaster occurred four years ago.This section will apply to a taxing unit in a disaster area that adopted a tax rate greater than its voter-approval tax rate without holding an election in the prior year.

Note: This section does not apply if a taxing unit is continuing to calculate its voter-approval tax rate in the manner provided for a special taxing unit because it is still within the disaster calculation time period detailed in Tax Code Section 26.042(a) because it has not met the conditions in Tax Code Section 26.042(a)(1) or (2).

Line	Emergency Revenue Rate Worksheet	Amount/Rate
74.	**2024 adopted tax rate.** Enter the rate in Line 4 of the *No-New-Revenue Tax Rate Worksheet.*	$ _____/$100
75.	**Adjusted 2024 voter-approval tax rate.** Use the taxing unit's Tax Rate Calculation Worksheets from the prior year(s) to complete this line. If a disaster occurred in 2024 and the taxing unit calculated its 2024 voter-approval tax rate using a multiplier of 1.08 on Disaster Line 41 (D41) of the 2024 worksheet due to a disaster, complete the applicable sections or lines of *Form 50-856-a, Adjusted Voter-Approval Tax Rate for Taxing Units in Disaster Area Calculation Worksheet.* **- or -** If a disaster occurred prior to 2024 for which the taxing unit continued to calculate its voter-approval tax rate using a multiplier of 1.08 on Disaster Line 41 (D41) in 2024, complete form 50-856-a, *Adjusted Voter-Approval Tax Rate for Taxing Units in Disaster Area Calculation Worksheet* to recalculate the voter-approval tax rate the taxing unit would have calculated in 2024 if it had generated revenue based on an adopted tax rate using a multiplier of 1.035 in the years following the disaster. [50] Enter the final adjusted 2024 voter-approval tax rate from the worksheet. **- or -** If the taxing unit adopted a tax rate above the 2024 voter-approval tax rate without calculating a disaster tax rate or holding an election due to a disaster, no recalculation is necessary. Enter the voter-approval tax rate from the prior year's worksheet.	$ _____/$100
76.	**Increase in 2024 tax rate due to disaster.** Subtract Line 75 from Line 74.	$ _____/$100
77.	**Adjusted 2024 taxable value.** Enter the amount in Line 14 of the *No-New-Revenue Tax Rate Worksheet.*	$ _____
78.	**Emergency revenue.** Multiply Line 76 by Line 77 and divide by $100.	$ _____
79.	**Adjusted 2024 taxable value.** Enter the amount in Line 25 of the *No-New-Revenue Tax Rate Worksheet.*	$ _____
80.	**Emergency revenue rate.** Divide Line 78 by Line 79 and multiply by $100. [51]	$ _____/$100

[45] Tex. Tax Code §26.04(c)(2)(B)
[46] Tex. Tax Code §26.012(8-a)
[47] Tex. Tax Code §26.063(a)(1)
[48] Tex. Tax Code §26.042(b)
[49] Tex. Tax Code §26.042(f)
[50] Tex. Tax Code §§26.42(c)
[51] Tex. Tax Code §§26.42(b)

Line	Emergency Revenue Rate Worksheet	Amount/Rate
81.	**Current year voter-approval tax rate, adjusted for emergency revenue.** Subtract Line 80 from one of the following lines (as applicable): Line 49, Line D49 (disaster), Line 50 (counties), Line 58 (taxing units with the additional sales tax), Line 62 (taxing units with pollution control) or Line 68 (taxing units with the unused increment rate).	$ _____/$100

SECTION 8: Total Tax Rate

Indicate the applicable total tax rates as calculated above.

No-new-revenue tax rate. ..... $ _____/$100
As applicable, enter the current year NNR tax rate from: Line 26, Line 27 (counties), or Line 56 (adjusted for sales tax).
Indicate the line number used: _____

Voter-approval tax rate ..... $ _____/$100
As applicable, enter the current year voter-approval tax rate from: Line 49, Line D49 (disaster), Line 50 (counties), Line 58 (adjusted for sales tax), Line 62 (adjusted for pollution control), Line 68 (adjusted for unused increment), or Line 81 (adjusted for emergency revenue).
Indicate the line number used: _____

De minimis rate. ..... $ _____/$100
If applicable, enter the current year de minimis rate from Line 73.

SECTION 9: Taxing Unit Representative Name and Signature

Enter the name of the person preparing the tax rate as authorized by the governing body of the taxing unit. By signing below, you certify that you are the designated officer or employee of the taxing unit and have accurately calculated the tax rates using values that are the same as the values shown in the taxing unit's certified appraisal roll or certified estimate of taxable value, in accordance with requirements in the Tax Code. [52]

print here

_____
Printed Name of Taxing Unit Representative

sign here

_____ _____
Taxing Unit Representative Date

[52] Tex. Tax Code §§26.04(c-2) and (d-2)

City Council
Tax Rate Adoption

August 19, 2025

SCHERTZ
COMMUNITY ★ SERVICE ★ OPPORTUNITY

2025 Property Values

2024 Taxable Value	$5,563,014,685
2025 Equivalent Taxable Value	$5,480,002,657
2025 Change in Existing Value	-$83,012,028
2025 New Development/Annexations	$254,812,798
Total Taxable Value Change	$171,800,770
2025 Total Taxable Value	$5,734,815,455

SCHERTZ
COMMUNITY • SERVICE • OPPORTUNITY

DVHS Update

DVHS	2021	2022	2023	2024	2025
Total Exempt	$550,500,000	$694,200,000	$834,200,000	$999,100,000	$1,084,700,000
Taxes Forgone	$2,819,000	$3,436,000	$4,064,000	$4,868,000	$5,735,000
Tax Rate w/o DVHS	$0.4428	$0.4234	$0.4126	$0.4107	$0.4091

- 23% of Homesteads have a DVHS Exemption for 2025
- 55% of Homesteads have some DV Exemption for 2025

SCHERTZ
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2025 Property Values – Impact Factors

- Increases in New Construction and Annexation
- Guadalupe County Residential Homestead value $192,000,000 decrease, including new homes added. Revenue loss: $640,000 at current rate
- DVHS Increase: 8.6%
- DVHS Retroactive Adjustment – Prior Year Refunds and Current Year Adjustments
  - Revenue loss $675,000 General Fund

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TAX RATE DEFINITIONS

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

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TAX RATE

Current	$0.4900
No New Revenue (Proposed)	$0.5064
Voter Approval (Highest Allowed)	$0.5350
$0.01 is equal to $573,500 revenue or $33.18 per year on the average home	

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TARGET TAX RATE

TAX RATE	CURRENT	PROPOSED TAX RATE	
M&O	$0.3326	$0.3383	For day-to-day operations
I&S	$0.1574	$0.1681	To pay the City's debt
TOTAL	**$0.4900**	**$0.5064**	

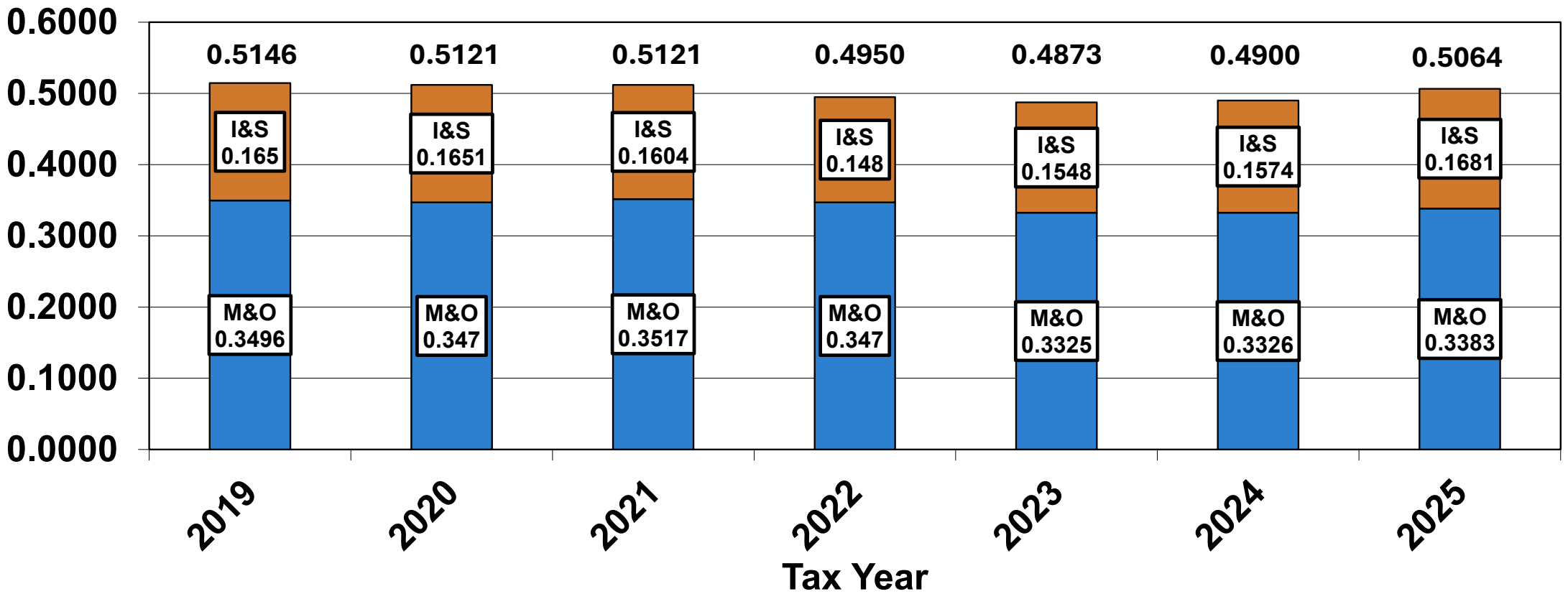
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FY 2025-26 City Tax Rate

Tax Rate Name	Tax Rate per $100	Est. Tax Bill	Bill Increase	% Increase
No New Revenue	$0.5064	$1,680.41	--	--
Voter Approval	$0.5350	$1,746.11	$94.91	5.6%
Proposed	$0.5064	$1,680.41	--	--
Current	$0.4900	$1,625.99	($54.42)	-3.2%

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Historic Tax Rates – Total



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Tax Rate Option 1

No-New-Revenue Rate $0.5064 (0% increase)

- No Motion Required
  - M&O $0.3383
  - I&S $0.1681

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Tax Rate Option 2

Rate to $0.5118 (1.1% increase)

- “I move to adopt a tax rate of $0.5118 which is effectively a 1.1% increase on the tax rate.”
  - M&O $0.3437
  - I&S $0.1681

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Tax Rate Option 3

Rate to $0.5190 (2.5% increase)

- “I move to adopt a tax rate of $0.5190, which is effectively a 2.5% increase in the tax rate.”
  - M&O $0.3509
  - I&S $0.1681

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DISCUSSION

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Agenda No. 17.

CITY COUNCIL MEMORANDUM

City Council Meeting:	**August 19, 2025**
Department:	**City Secretary**
Subject:	**Discuss which land use regulations the Council desires to adopt and enforce via an ordinance given their authority to regulate land uses in the area in the manner recommended by the most recent joint land use study depending on the outcome of the November 5, 2025 Special Election (Mayor/S.Edmondson)**

Attachments

JLUS-Randolph July 2015
Special Election 2025-Resolution 25-R-101

JBSA-RANDOLPH



JOINT LAND USE STUDY



JBSA-RANDOLPH



JOINT LAND USE STUDY

This study was prepared under contract with Bexar County, with financial support from the Office of Economic Adjustment, Department of Defense. The content reflects the views of the key JLUS partners involved in the development of this study and does not necessarily reflect the views of the Office of Economic Adjustment.

JBSA – RANDOLPH

JOINT LAND USE STUDY

July 2015

Prepared for:

County of Bexar
Public Works Department
233 N Pecos-La Trinidad Street, Suite 420
San Antonio, Texas 78207
P (210) 335-1243

Prepared by:

Matrix Design Group

Please see the next page.

Executive Committee

The Executive Committee (EC) served an active and important role in providing policy direction during the development of the Joint Base San Antonio (JBSA) Randolph Joint Land Use Study (JLUS). The Executive Committee comprised the following individuals:

Tommy Adkisson, *Commissioner*
(Former)
County of Bexar

Tommy Calvert, Jr. *Commissioner*
County of Bexar

Judy Cope, *Commissioner*
County of Guadalupe

Jeannette Crabb, *Councilwoman*
City of Seguin

Phil Crane, *Representative*
Real Estate Council of San Antonio

Tom Daly, *Mayor*
City of Selma

Lloyd Doggett, *Representative, District 35*
U.S. House of Representatives

Joe Farias, *Representative, District 118*
Texas House of Representatives

Jim Fowler, *Councilman*
City of Schertz

Gilbert Gonzalez, VP of Risk Management
San Antonio Board of Realtors

Col. Gerald Goodfellow, *Commander (former)*
12th FTW, JBSA-Randolph

Roland Gutierrez, *Representative, District 119,*
Texas House of Representatives

Col. Matt Isler, *Commander*
12th FTW, JBSA-Randolph

Lisa Jackson, *Mayor*
City of Cibolo

Nadine Knaus, *Mayor Pro-Tem*
City of Garden Ridge

BG Bob Labrutta, *Commander*
502 ABW, JBSA

Ron Lozano, *Support Specialist*
FAA, Air Traffic Control Division

Ruth Jones McClendon, *Representative, District*
120, Texas House of Representatives

Robert Murdock, *Office of Military Affairs*
City of San Antonio

Tim O'Krongley, *Assistant Aviation Director*
City of San Antonio

Tim Pruski, *Representative*
Greater San Antonio Builders
Association

BGen Karen S. Rankin, *Commissioner*
USAF (Ret)
Texas Military Preparedness
Commission

Darcie Schipull, *Transportation*
Planner Texas Department of
Transportation

Greg Seidenberger, *Commissioner*
County of Guadalupe

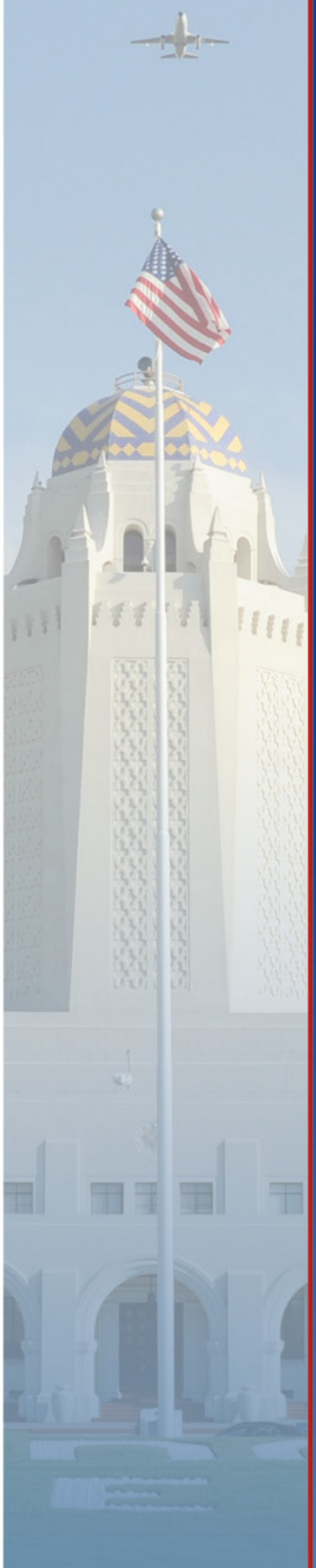
Al Suarez, *Mayor*
City of Converse

Rebecca Viagran, *Councilwoman*
District 3, City of San Antonio

Scott Wayman, *Assistant City*
Manager
City of Live Oak

John Williams, *Mayor*
City of Universal City

Jim Wolverton, *Commissioner*
County of Guadalupe



EC Alternates

Nancy Cain, *Administrator*
City of Garden Ridge

Pamela Centano, *Planning Assistant*
City of Seguin

Timothy Ginn, *Program Manager, Office of the Governor,*
Texas Military Preparedness Commission

Lisa Marie Gomez, *Director,*
District 35 U.S. House of Representatives
Texas House of Representatives

Julianna Gonzaba, *Chief of Staff,*
District 118

Deborah Hosey, *Senior Executive Secretary*
City of San Antonio

Felipe Jimenez, *Technical Director*
502 ABW, JBSA

Amy Putney, *Chief of Staff*
County of Bexar

Cavett McCrary, *Executive Assistant*
County of Bexar

Marge Reyna, *Office Manager, District 120*
Texas House of Representatives

Ken Roberts, *City Administrator*
City of Selma

Francess Randall, *Representative*
County of Guadalupe

Ryan Rocha, *Airport Operations Manager*
City of San Antonio

Angela Shields, *CEO/ President*
San Antonio Board of Realtors

Terry Trevino, *Director of Economic Development*
City of Seguin

Margaret Wallace, *Chief of Staff, District 119*
Texas House of Representatives

Advisory Committee

The Advisory (AC) served a key role in the development of the JBSA-Randolph JLUS, providing the overall technical support, review, and guidance of the study. The Advisory Committee comprised the following individuals:

Michael Barrow, *District 35*
U.S. House of Representatives

Robert Brach, *Development Services Engineer*
County of Bexar

Bob Cantu, *Chief of Staff*
City of Schertz

Billy Classen, *Representative*
Greater San Antonio Builders Association

Rick Cortes, *Assistant City Manager*
City of Seguin

Allen Dunn, *Representative*
County of Guadalupe

Arthur Emerson, *Commissioner*
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City of San Antonio

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JBSA

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Support Squadron 12TH FTW, JBSA-Randolph

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Dawn Ann Larios, *District 119*
Texas House of Representatives

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Ron Lozano, *Support Specialist*
FAA, Air Traffic Control Division

Jordan Matney, *Economic and Community*
Development Manager, City of Live Oak

John McCaw, *Councilman*
City of Garden Ridge

Michael Moore, *President*
Real Estate Council of San Antonio

John Quintanilla, Assistant *City Manager*
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Ryan Rocha, *Airport Operations Manager*
City of San Antonio

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San Antonio Board of Realtors

Darcie Schipull, *Transportation Planner*
Texas Department of Transportation

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City of Universal City

Larry Verner, *Engineer*
City of Selma

Walt Williams, Representative
County of Guadalupe

James Wimberley, *502 CES/CENPL*
JBSA

AC Alternates

Lt. Col. Robin Baldwin, *Director of Staff*
12th FTW, JBSA-Randolph

Timothy Ginn, *Program Manager,*
Office of the Governor, Texas Military Preparedness Commission

J. Landon Kane, *Representative*
Real Estate Council of San Antonio

Randy Luensmann, *Director of Public Works*
City of Universal City

Nina Nixon-Mendez, AICP, *Planning Administrator*
City of San Antonio

Kate Silvas, *Executive Director, City of Converse Economic Development Corporation*

Wiley Smith, AICP, *Community Planner*
JBSA

Lesa Wood, *Senior Planner*
City of Schertz

County of Bexar

Robert Brach, P.E., Development Services Engineer
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Matrix Design Group

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Project Manager

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Deputy Project Manager

Rick Rust, AICP
Technical Manager

Michele Zehr-Mora
Planning Lead

Please see the next page.

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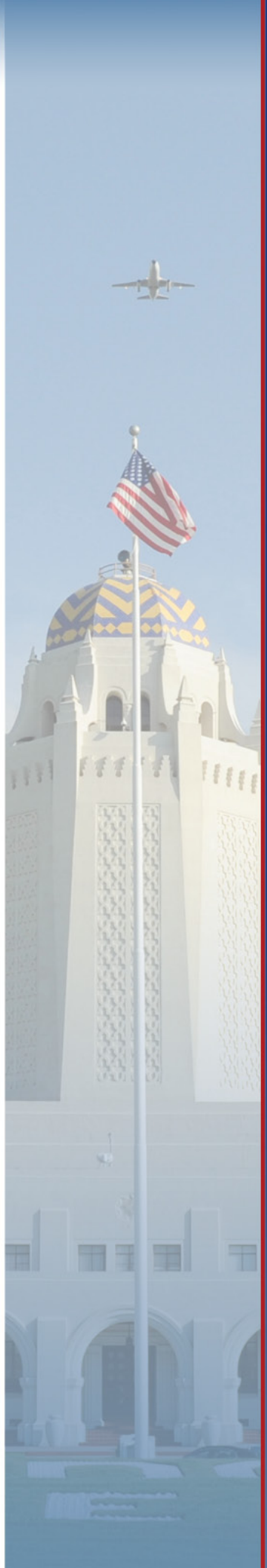
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* * *

A

A-	Alert Area
AC	Advisory Committee
Acq	Acquisition
AAFES	Army and Air Force Exchange Service
AE	Alternative Energy Development
ABW	Air Base Wing
AFB	Air Force Base
AGL	above ground level
AICUZ	Air Installation Compatible Use Zone
AHOD	Airport Hazard Overlay District
APZ	Accident Potential Zone
AT	Anti-Terrorism / Force Protection
ATCT	Air Traffic Control Tower
AT/FP	Anti-Terrorism / Force Protection

B

BASH	Bird Aircraft Strike Hazard
BRAC	Base Realignment and Closure

C

CCLUA	Controlled Compatible Land Use Area
CFR	Code of Federal Regulations
CIP	Capital Improvement Program
COM	Communication / Coordination
Comm	Communication and Coordination
CPS	City Public Service Energy
CY	Calendar Year
CZ	Clear Zone

D

dB	decibel
Disc	Real Estate Disclosures
DOD	Department of Defense
DNL	Day-night level
DSS	Dust, Smoke and Steam

E

EC	Executive Committee
ETJ	Extraterritorial Jurisdiction

F

FAA	Federal Aviation Administration
FAR	Floor to Area Ratio
FM	Farm to Market
FTW	Flying Training Wing
FY	fiscal year

G

GIS	Geographic Information System

H

HA	Housing Availability
Hab	Habitat Conservation Tools
HQ	Headquarters

I

I	Interstate
IE	Infrastructure Extensions
IFR	instrument flight rule

J

JAZB	Joint Airport Zoning Board
JBSA-Randolph	Joint Base San Antonio-Randolph
JBSA-Seguin	Joint Base San Antonio-Seguin Auxiliary Airfield
JLUS	Joint Land Use Study

L

LAS	Land, Air and Sea Space Competition
LEG	Legislative Initiatives
Leg	Legislative Tools
LG	Light and Glare
LU	Land Use

M

MAOZ	Military Airport Overlay Zone
MIA	Military Influence Area
MIAOD	Military Influence Area Overlay District
MOA	Military operating area
MOA	Memorandum of Agreement
MOU	Memorandum of Understanding
MSL	mean sea level
MTR	Military Training Route

N

NGO	Nongovernmental Organization
NV	Noise and Vibration

O

OEA	Office of Economic Adjustment
OFA	Object Free Area
OFZ	Obstacle Free Zone

R

RA (R-)	Restricted Airspace
RC	Roadway Capacity
RECSA	Real Estate Council of San Antonio
RPZ	Runway Protection Zone
RSA	Runway Safety Area

S

SABOR	San Antonio Board of Realtors
SAF	Safety Zones
SAWS	San Antonio Water System
SIP	Strategic Impact Plan
SH	State Highway
SR	Slow speed low altitude training route
STC	Sound Transmission Class
SUA	Special Use Airspace

T

TSDC	Texas State Data Center
TX	Texas
TXDOT	Texas Department of Transportation

U

UDC	Unified Development Code
U.S.	United States
USAF	United States Air Force

V

VO	Vertical Obstructions
VFR	visual flight rule

W

WQQ	Water Quality/ Quantity

Z

Zon	Zoning Ordinance / Subdivision Regulations

Please see the next page.

The Joint Base San Antonio-Randolph (JBSA-Randolph) Joint Land Use Study (JLUS) is a joint effort between the cities of Cibolo, Converse, Garden Ridge, Live Oak, San Antonio, Schertz, Selma, and Seguin, and the counties of Bexar and Guadalupe, and JBSA-Randolph. The JLUS was undertaken in an effort to guide planning and development in local jurisdictions surrounding JBSA-Randolph, JBSA-Seguin Auxiliary Airfield (JBSA-Seguin), and the Stinson Municipal Airport (Stinson). JBSA-Randolph is a flying training wing asset in the United States Air Force and the Air Education Training Command. Because these activities are vital to continuing the military mission at JBSA-Randolph, the land used for the activities must be protected. Landowners with property near JBSA-Randolph, JBSA-Seguin,Stinson, and residents and businessowners on property surrounding these facilities must also be protected from adverse impacts that could occur due to training activities performed at these facilities. Joint planning efforts on the part of the local governments and JBSA-Randolph will establish recommended strategies that will equally protect all interested parties.

The JLUS for JBSA-Randolph has resulted in a set of strategy recommendations in the areas of legislation, policy, planning and zoning, coordination and communication, acquisition, and outreach. A set of strategies was provided to address each JBSA-Randolph Compatibility Factor. Priorities were set initially to help determine when the strategies would be implemented, either within two years, five years, or longer than five years. One of the key recommendations is the formation of a JLUS Implementation Task Force that will be responsible for overseeing implementation in the months and years following the JLUS completion. The recommended strategies are outlined in more detail in Chapter 6 of this report. Additionally, a Background Report was prepared in conjunction with the JLUS that details the compatibility issues and process integral to the development of the strategies.

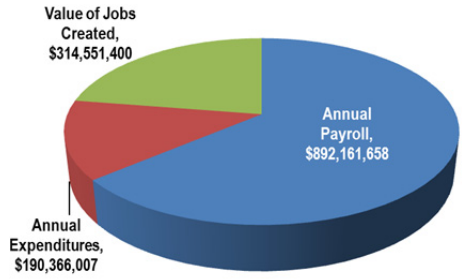
These recommendations address the need for increased coordination and communication between JBSA-Randolph, local governments, regional agencies, and the public. They also seek to address public health, safety, and welfare, and protection of quality of life in the areas surrounding JBSA-Randolph and its sub-facilities. The collaborative spirit of the JLUS is an effective starting point for a continued collaborative planning and communication effort between all involved parties.

1.1 Why Prepare a JLUS?

A JLUS is necessary to ensure the future compatibility between land uses in surrounding communities necessary to support the continuation of the military mission at JBSA-Randolph and the increasing development occurring proximate to the installation. JBSA-Randolph is one of the three noncontiguous installations that comprise Joint Base San Antonio located in Bexar County. JBSA-Randolph is home to the 12th Flying Training Wing (FTW) whose primary mission is to provide basic pilot training and instructor pilot training to airmen. In addition, JBSA-Randolph is Headquarters for Air Education Training Command (AETC) whose mission is to develop airmen of today and tomorrow through various education disciplines and training activities.

1.2 Economic Benefit to the Region

In addition to being a critical flying training asset in the United States Air Force (USAF), JBSA-Randolph is also an important economic engine contributing to the local and regional economies through annual payroll, annual expenditures, and value of jobs created. The JLUS assists in preserving the continued economic benefit that JBSA-Randolph provides. In 2012, JBSA-Randolph generated over $1.3 billion in local and regional economic impact and supported and served over 17,000 personnel. The $1.3 billion in impact is broken down into three categories: annual payroll at $892.1 million, annual expenditures (i.e. contracts and operations and maintenance) procured at $190.3 million, and value of jobs created at $314.5 million.



1.3 Compatibility Concerns

At JBSA-Randolph, the compatibility concerns relate to the growing population and expansion of developed land taking place in the incorporated communities surrounding the Joint Base. Over the past 10 years, the local communities surrounding JBSA-Randolph have increased by 60 percent from a base population of nearly 82,000 (from the communities surrounding the base and facilities excluding the City of San Antonio) to over 131,000 by the year 2010. While the regional area is expected to grow at a slow, steady rate for the next 20 years, the areas surrounding the base are growing rapidly. Such growth has the potential to cause development and infrastructure to be located in areas that are adjacent to or proximate to JBSA-Randolph. While adjacent development exists in various locations along the installation perimeter, without proper oversight and guidance, this continued pattern of development could unintentionally jeopardize the USAF's ability to train its airmen, especially in newer aircraft systems.

1.4 JLUS Goal and Objectives

The goal of the JBSA-Randolph JLUS is to protect the viability of current and future military training operations, while simultaneously guiding community growth, sustaining the environmental and economic health of the region, and protecting public health, safety, and welfare. To achieve this goal, three primary JLUS objectives were identified:

- Understanding. Convene community and military representatives to identify, confirm, and understand compatibility issues in an open forum, taking into consideration both community and JBSA-Randolph perspectives and needs. This includes public awareness, education, and input organized into a cohesive outreach program.
- Collaboration. Encourage cooperative land use and resource planning among JBSA-Randolph and the surrounding communities so that future community growth and development are compatible with the training and operational missions at JBSA-Randolph seeking ways to reduce operational impacts on adjacent land proximate and within the study area.
- Actions. Provide a set of mutually supported tools, activities, and procedures from which local jurisdictions, agencies, and JBSA-Randolph can select, prepare, and approve / adopt and use to implement the recommendations developed during the JLUS process. The actions include both operational measures to mitigate installation impacts on surrounding communities and local government and agency approaches to reduce community impacts on military operations.

1.5 JLUS Partners

As highlighted in the objectives stated previously, the JBSA-Randolph JLUS process was designed to create a locally relevant study that builds consensus and obtains support from the various stakeholders involved. To

achieve the stated JLUS goal and objectives, the planning process included a public outreach program that utilized a variety of opportunities for interested parties to contribute to the development of the study.

Stakeholders include individuals, groups, organizations, and government entities interested in, affected by, or affecting the outcome of the JLUS project. An early step in any planning process is the identification of stakeholders. Informing or involving them early in the project is essential in the identification of their most important issues to address and resolve through the development of integrated strategies and measures. Stakeholders identified for the JBSA-Randolph JLUS included, but were not limited to, the following:

- JBSA-Randolph and JBSA personnel;
- Local jurisdictions (cities, counties and metropolitan planning organizations);
- Other partner agencies and organizations, such as local, regional, and state planning, regulatory, and land management agencies; landholding and regulatory federal agencies; landowner and realty associations; and other special interest groups (including local educational institutions and school districts);
- The general public, including residents and landowners.

These groups of stakeholders played a critical role in the development of the JBSA-Randolph JLUS and Background Report. Their input provided comprehensive, technical guidance relevant to their jurisdiction's policies, regulations, culture, and values. The JBSA-Randolph stakeholder groups helped shape the various strategies identified in this document.

1.6 Local Communities

This JLUS could not have been possible without the effort provided by the 11 communities participating in this study illustrated on Figure 1:

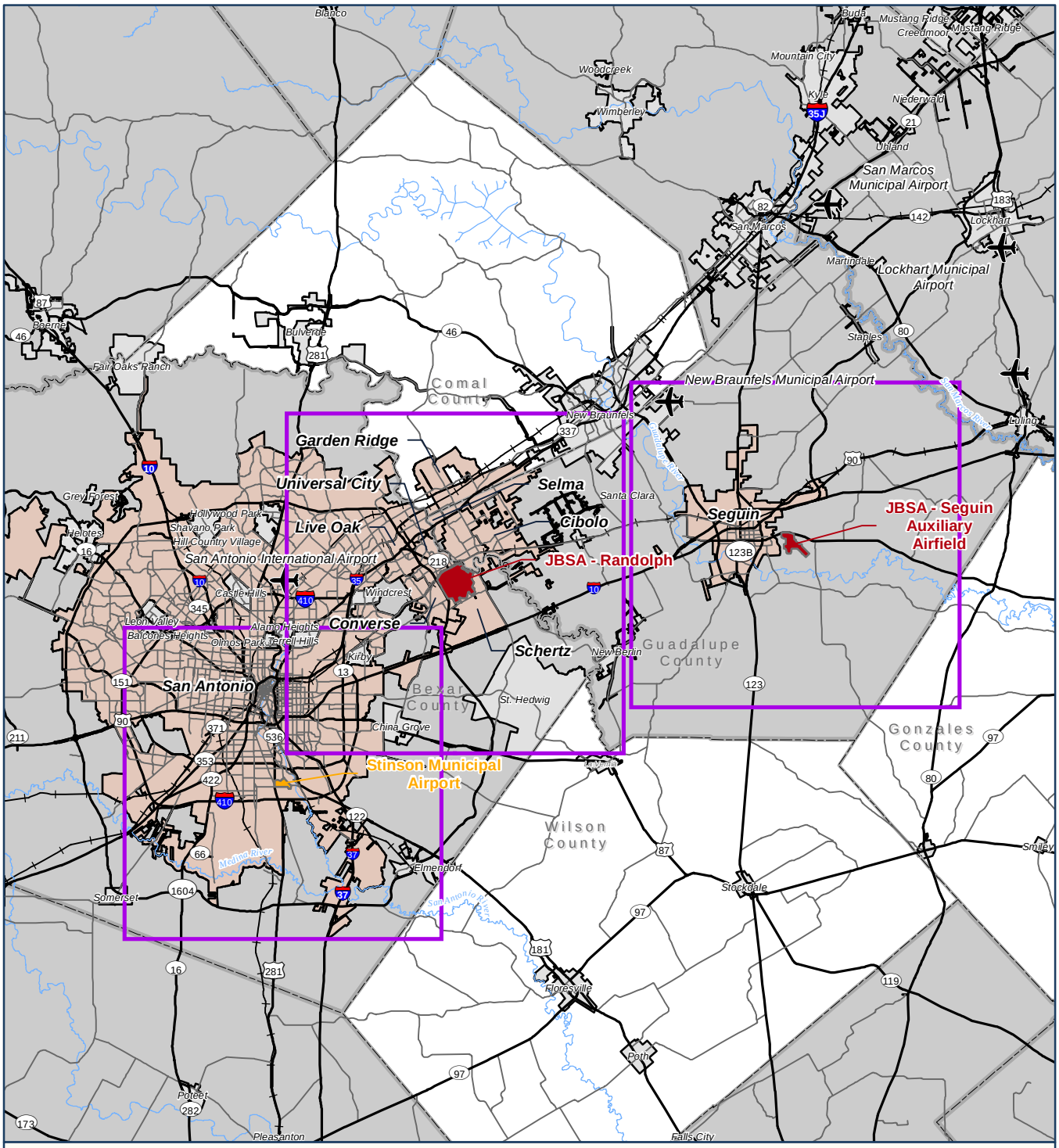
- Bexar County
- City of Converse
- City of Garden Ridge
- City of Live Oak
- City of San Antonio
- City of Schertz
- City of Selma
- City of Universal City
- Guadalupe County
- City of Cibolo
- City of Seguin

In addition to the partners listed above, the JBSA-Randolph JLUS partnered with other agencies and organizations that provide a state, regional and / or community perspective. These partners brought to the study a vast, expert knowledge base in varying disciplines, including regional transportation practices, natural resources, and local "on-the-ground" perspective relevant to the unique land features and land ownership patterns. A complete listing of affiliated stakeholder groups that played a vital role in the development of the JBSA-Randolph JLUS includes:

- Federal Aviation Administration (FAA)
- Greater San Antonio Builders Association
- Real Estate Council of San Antonio
- San Antonio Board of Realtors
- Texas House of Representatives, District 118
- Texas House of Representatives, District 119
- Texas House of Representatives, District 120
- Texas Military Preparedness Commission
- U.S. House of Representatives, District 35
- Texas Department of Transportation

1.7 Public Participation

The general public was instrumental in the development of the JLUS and strategies by providing their perspective and feedback, both in public workshops and through the use of the interactive project website (www.jbsa-randolphjlus.com). During the development of the JLUS, three public workshops and one public hearing were held to solicit public input on the direction and content of the JLUS.



Legend

- JLUS Study Area
- JBSA - Randolph and JBSA - Seguin
- Stinson Municipal Airport
- County
- JLUS City Partners
- Regional Cities
- JLUS County Partners
- County
- River
- Railroad
- Interstate / Highway
- Road
- Public Airport

0 5 10 Miles

Source: TNRIS, 2013.

Matrix DESIGN GROUP

Figure 1
JLUS Study Area

JLUS Committees

Two committees, comprising city, county, military, and other partner agencies and organizations, guided the development of the JBSA-Randolph JLUS:

Executive Committee (EC). This committee was responsible for leading the direction of the JLUS; its members are listed in the Acknowledgements section of this report.

JLUS Advisory Committee (AC). The AC identified and addressed technical issues, provided feedback on report development, and assisted in the development and evaluation of implementation strategies. The AC members are listed in the Acknowledgements section of this report.

1.8 JLUS Study Area

The JBSA-Randolph JLUS Study Area was designed to encompass all lands and operational areas of JBSA-Randolph locations and use areas that may impact current or future military operations or be impacted by these operations.

JBSA-Randolph is located in northeastern Bexar County, Texas, situated outside the San Antonio city limits, and is surrounded by several small municipalities: the City of Universal City to the north; the City of Schertz to the northeast, east and south; and the City of Converse to the west. The areas north and west of the installation are urbanized, while the area south and east of the installation are predominantly agricultural and open space with pockets of residential subdivisions.

JBSA-Seguin is a sub-installation of JBSA-Randolph and is located one mile east-southeast of the City of Seguin along U.S. Route 90 (US-90). The City of Seguin is characterized as a rural and agriculture-friendly municipality located 30 miles east of JBSA-Randolph along the Interstate-10 and US-90 corridor.

Stinson Municipal Airport is owned and operated by the City of San Antonio. It is situated in San Antonio City Council District 3, just south of downtown and is open to public use. It is approximately 33 miles south-southwest of JBSA-Randolph proper and is contracted by the Department of Defense (DOD) to enable flying training exercises.

The area around Stinson Municipal Airport is characterized by portions of residential development and open and park space. Figure 1 illustrates the overall JBSA-Randolph JLUS study area.

Please see the next page.

The Joint Land Use Study (JLUS) study area includes three distinct and separate locations all within south-central Texas. Joint Base San Antonio-Randolph (JBSA-Randolph) is northeast of the City of San Antonio and is located between Interstates 10 and 35 in Bexar County. JBSA-Seguin Auxiliary Airfield (JBSA-Seguin) is located about 30 miles east of JBSA-Randolph, just south of Interstate-10 (I-10) in Guadalupe County. Stinson Municipal Airport, which is owned and operated by the City of San Antonio, is located in the southeast sector of San Antonio in City Council District 3, just west of I-37.

The present setting and character of the three areas within the overall study area are both, urban and rural. The area surrounding JBSA-Randolph includes both developed and undeveloped lands. The northern and western areas adjacent to the installation are primarily developed including residential, commercial, and industrial uses. The east and south areas of JBSA-Randolph are characterized by more rural land including agricultural, open / undeveloped, and low-density or rural residential uses.

The San Antonio metropolitan area is host to a diverse local economy and is a regional center for retail, business, and manufacturing. Several significant economic drivers exist throughout the JLUS Study Area, including the Caterpillar engine assembly plant in Seguin; the Hanson Quarry in Garden Ridge; and the San Antonio Military Medical Center in San Antonio. The diverse economy within the San Antonio metropolitan area comprises several industries including healthcare, retail, accommodation, administration, finance and insurance, construction, and manufacturing. These industries reflect the major economic development sectors found throughout the region. The suburban communities have diverse economies, but also rely on JBSA-Randolph for local economic support.

2.1 JLUS Community Growth Trends

Recent population growth has brought significant development to the study area. Every jurisdiction, with the exception of the cities of San Antonio and Seguin, experienced growth rates higher than those of the State of Texas and Bexar County, with the City of Selma growing by over 600 percent in the last decade. Additionally, the cities of Converse, Cibolo, Garden Ridge, and Schertz all experienced substantial growth due to the outward expansion from the central core of San Antonio and general expansion within these cities. Table 1 shows the population change from 2000 to 2010 and notes the percent change in the 10 years.

Despite this being a large, urbanized area, the majority of land in Bexar County is developed characterized by one major city, the City of San Antonio, numerous other cities, towns and military bases. This urbanized area encompasses 656 square miles within Bexar County, while the unincorporated area covers 600 square miles. JBSA R and Stinson Municipal Airport are located entirely within the county while JBSA-S is located in neighboring Guadalupe County.

Currently, the area within Guadalupe County continues to experience growth and, in recent years, a diversified economy and population boom. Manufacturing supported over 6,000 jobs in Guadalupe County in 2009, generating $1.62 billion. Caterpillar built a $170 million manufacturing plant in the City of Seguin, which supports 1,400 jobs in the area. The county's population has experienced a dramatic increase in recent years and had a 2010 population of 131,533. This population is largely clustered in or around Schertz, Cibolo, Seguin, and, to a small extent, the peripheries of New Braunfels and San Marcos.



The balance of Guadalupe County remains unchanged from earlier times and is primarily rural and agricultural.

Table 1. Population Change 2000-2010 JBSA-Randolph JLUS Study Area

Jurisdiction	2000	2010	Percent Change
State of Texas	20,851,820	25,145,561	21%
Bexar County	1,392,931	1,714,773	23%
City of Converse	11,508	18,198	58%
City of Garden Ridge	1,882	3,259	73%
City of Live Oak	9,156	13,131	43%
City of San Antonio	1,144,646	1,327,407	16%
City of Schertz	18,694	31,465	68%
City of Selma	788	5,540	603%
City of Universal City	14,849	18,530	25%
Guadalupe County	89,023	131,533	48%
City of Cibolo	3,035	15,349	406%
City of Seguin	22,011	25,175	14%

Source: Census.gov, 2000, 2010.

Future Population Projections

The Texas State Data Center (TSDC) prepared three projection scenarios for forty year population growth estimates for the State of Texas and all counties within its jurisdiction. The estimates included Bexar and Guadalupe counties, which are included in the study area. The TSDC included a background of the methodology used to prepare the three projection scenarios and provided recommendations regarding the use of each scenario's data set. The three data sets focused on a "Zero Migration Scenario", a "One-Half 2000-2010 Migration (0.5) Scenario", or a "2000-2010 Migration (1.0) Scenario". Matrix employed the recommendation for use of the "One-Half 2000-2010 Migration (0.5) Scenario" by the TSDC in so far as the TSDC noted that the "0.5 scenario continues to be the most appropriate scenario for most counties for use in long-term planning." These 0.5 migration projections are identified in Table 2.

These projections demonstrate a continued rate of growth in the State of Texas, Bexar County, and Guadalupe County. Although this information is not specific to the JLUS study area, it is helpful as it substantiates other growth projections and helpful in understanding regional growth trends.

Source: Texas State Data Center, Projections of the Population of Texas and Counties in Texas by Age, Sex and Race/Ethnicity for 2010-2050, Nov 2012JLUS Community Economic Trends

Table 2. Population Projections 2010-2050 JBSA-Randolph JLUS Area

Jurisdiction	2010	2020	2030	2040	% Change
State of Texas	25,145,561	28,921,650	32,927,245	37,022,513	47%
Bexar County	1,714,773	1,974,041	2,231,550	2,468,254	44%
Guadalupe County	131,533	160,265	192,682	225,850	72%

Source: Texas State Data Center, Projections of the Population of Texas and Counties in Texas by Age, Sex and Race/Ethnicity for 2010-2050, November 2012

2.2 Current Development in Adjacent Communities

A few of the communities within the JBSA-Randolph JLUS Study Area are located directly adjacent to JBSA-Randolph. These communities include the cities of Converse, Schertz, and Universal City. Development pressures extending from these adjacent jurisdictions can impact JBSA-Randolph operations and vice versa the military operations can impact the communities' ability to develop. The cities of Cibolo, Garden Ridge, Live Oak, San Antonio, and Selma, comprise the other communities included in the study area, which are proximate or adjacent to Converse, Schertz and Universal City and can absorb development from the adjacent communities or create additional impacts for the installation. Otherwise, the City of Seguin is located proximate to JBSA-Seguin and the City of San Antonio is located proximate to the Stinson Municipal Airport (Stinson).

City of Converse

The City of Converse while mostly developed, hired a firm to develop a plan for the city's 1604 Corridor to expand upon its amenities offered to its residents and visitors. The development is proposed for the city's eastern / southeastern boundary along the alignment of Loop 1604. This area encompasses both incorporated land and proposed future extraterritorial jurisdiction (ETJ). This corridor development is outlined in the 1604 Commercial Corridor Study and provides a variety of uses and amenities to the city's residents and visitors including but not limited to a healthcare / medical zone, several retail zones, and open space and recreational opportunities. The proposed development would be considered the gateway for the community and provide another foundation for the city's economic base.

Source: 1604 Commercial Corridor Study, Aug 2013

City of Schertz

According to the City of Schertz's Comprehensive Land Plan, the city witnessed a large amount of residential and industrial growth from 2000 to 2010 and expects continued growth in both sectors. The plan noted that the residential and industrial growth is occurring more in northern areas of Schertz when compared to the southern areas, since the southern areas face development challenges. Future constraints for continued residential and industrial growth include available land, flood plain, and the recommended land use guidelines to develop property located within the JBSA-R airfield safety zones and noise contours. Schertz has some concerns about sprawl and looks to the implementation of Smart Growth techniques, i.e., traditional neighborhood development, transit-oriented development, conservation subdivision techniques / cluster zoning, and planned unit, to grow efficiently.

Source: City of Schertz Comprehensive Land Plan, undated

City of Universal City

The main retail corridor through the City of Universal City is State Highway (SH) 218, Pat Booker Road, which provides the greatest development opportunity within the city. In the 2008 Universal City Comprehensive Plan, the city identified redevelopment and infill as the major means to obtain housing growth. The city zoned the areas along Pat Booker Road for retail and commercial services and has increased the density of its neighborhoods to medium-density zoning in many of the areas along the highway. Furthermore, the city's zoning ordinance includes three overlay districts: redevelopment, aviation district, and campus, in addition to the Randolph compatible use zone overlay, which will provide more flexible requirements to assist in developing these areas.

Sources: Universal City Comprehensive Plan 2008-2013; Universal City Zoning Ordinance

City of Cibolo

The City of Cibolo includes a large amount of ETJ area south of the incorporated city area. This ETJ extends south past I-10, abutting the City of San Antonio's ETJ, and east along I-10, abutting the City of Seguin's ETJ. The recent rapid population growth is likely to spur development and increase the rate of annexation. The ETJ area along I-10 is expected to provide an important development thoroughfare and contribute to the overall growth within the area.

The city has currently zoned much of the annexed area between SH 539 and I-10 as rural residential, while the areas closer to I-10, along Bolton Road and Main Street Extension, are zoned for commercial, commercial / industrial, single-family residential and mixed use land uses.

These areas of concentration support the city's goals of expanding business development, industrial parks, and retail development to diversify the city's economy.

Sources: City of Cibolo – Update to the Master Plan, 2005; City of Cibolo Economic Development website homepage, accessed Oct 2013; City of Cibolo Future Land Use and Thoroughfare Map, 2013; City of Cibolo Overall Annex Map, July 9, 2013; Seguin City Limits / ETJ map, undated

City of Garden Ridge

The City of Garden Ridge is bound to the north and west by the City of San Antonio's ETJ, to the east by New Braunfels' and Schertz's ETJ, and to the south by Schertz's incorporated area. Current development is limited by the location of the active quarry, in the middle of the city. The city expects that the quarry will conclude operations in approximately 25 years. At that time, Garden Ridge expects to convert the property to 1,490 residential lots. Until such time the quarry operations cease, land cannot be developed. The zoning within the city is currently split into an even mix of single-family residential / residence-agriculture and industrial land uses.

Sources: City of Garden Ridge, Ordinance 13-102008 (zoning), Dec 3, 2008; City of Garden Ridge, Existing Zoning map, undated; City of Garden Ridge, 2009 Water Master Plan & Impact Fee Analysis

City of Live Oak

The City of Live Oak is bound to the north and west by the City of San Antonio's incorporated area, to the south by the San Antonio ETJ and the City of Converse, and to the east by the cities of Universal City and Selma. The city supports goals for infill development and increased density development. The city seeks to incorporate varied density mixed uses with retail elements in neighborhood-type residential developments. This mixed use redevelopment is one of the city's future land use recommendations; others include encouraging unique mixed-use non-residential development and protecting prime retail property for the highest use development. The city also seeks to capitalize on its location at the intersection of I-35 and Loop 1604 by furthering development of the business district in the area through redevelopment and infill.

Sources: Future Land Use Plan, City of Live Oak Comprehensive Plan 2022, undated; City of Live Oak, Texas, Zoning Map, Jul 2008

City of San Antonio

To further the city's long-term viability and growth, the City of San Antonio has identified supporting military installations as one of their Comprehensive Master Plan major goals, and supporting military missions and operations as one of their Annexation Policy statements. The City's ETJ and incorporated areas are located north, west, and south of JBSA-Randolph, but both are physically separated from JBSA-Randolph by the cities of Selma, Live Oak, Converse, and Schertz. The city's incorporated areas have been largely zoned for single-family residential uses with adjoining / nearby park and open space uses. Given the significant single-family residential development occurring in the cities between San Antonio and JBSA-Randolph, similar growth is likely to occur in the area controlled by the City of San Antonio.

Sources: City of San Antonio Comprehensive Master Plan Framework, 2011; City of San Antonio Future Land Use Plan, I-10 East Perimeter Plan Update, 2008

City of Selma

The City of Selma is bound to the north by the City of San Antonio's ETJ, to the east by the City of Schertz, to the south by the City of Universal City, and to the west by the City of Live Oak. In 2005, approximately one-quarter to one-third of Selma was undeveloped, vacant land. Since then, several single-family residential developments have been constructed as well as multi-family residential; office; hotel, i.e., a Holiday Inn Express; and both large, i.e., a Costco, and small retail development.

Source: City of Selma, 2005-2020 Comprehensive Development Plan Volume I, Jun 2007

To appropriately develop and assess compatibility issues for the JBSA-Randolph JLUS, it is critical to understand the military operations and activities associated with JBSA-Randolph missions and how those operations interface with nearby communities. This chapter provides a brief overview of the mission operational footprint for JBSA-Randolph, JBSA-Seguin, and Stinson.

JBSA-Randolph is located in Bexar County, Texas about 15 miles northeast of downtown San Antonio. The installation is near major transportation corridors including Interstate 35 (I-35), I-10, and Loop 1604 and rail operated by Union Pacific. Neighboring, developed communities include the City of Converse to the west, the City of Universal City to the north, and the City of Schertz, which wraps around JBSA-Randolph extending from the installation's northeast corner to the installation's southwest corner. In addition, there are other communities that are proximate to the aforementioned cities including Cibolo, Garden Ridge, Live Oak, and Selma.

3.1 JBSA-Randolph

The installation covers 2,894 acres and supports numerous activities and buildings that support the mission. These include facilities and uses associated with airfield operations; industrial / maintenance; administration; community commercial, i.e., Army and Air Force Exchange Service (AAFES), and community service, i.e., chapel; medical; housing; outdoor recreation; and open space / water.

Source: General Plan Randolph AFB, TX (undated)

Military Strategic Importance

JBSA-Randolph is a critical asset to the DOD and provides flying training to student and instructor pilots. Test and evaluation of aviation-related training systems is also conducted as part of the overall mission. JBSA-Randolph not only trains pilots and instructor pilots, the base is also home to major headquarters within the United States Air Force (USAF) including Air Education and Training Command, a major command in the USAF responsible for all education and training of today's airmen, Headquarters (HQ) Air Force Personnel Center, and HQ Air Force Recruiting Service.

In addition to being a critical flying training wing in the USAF and a home to several AF HQs, JBSA-Randolph provides over $1.3 billion in economic impact to both local and regional economies. This impact is comprised of three components: annual payroll, annual expenditures, and value of jobs created. Moreover, JBSA comprised of JBSA-Randolph, JBSA-Lackland, and JBSA-Fort Sam Houston / Camp Bullis, in Bexar County provides over $27.7 billion in economic impact to the region. These figures not only demonstrate the economic importance of JBSA to the region, but demonstrate that JBSA-Randolph is a significant component of the local economy.



Military Operations

The 12th Flying Training Wing (FTW), the host unit at JBSA-Randolph, conducts training for instructor pilots, combat systems officers and introduction to fighter fundamentals student pilot training. Pilot training is performed in the T-6A Texan II, T-38 Talon, and T-1A Jayhawk aircraft. Flight operations in support of the 12th FTW mission are conducted 260 days annually. These operations are conducted during the day and generally limited to the hours between 7:00 a.m. and 6:00 p.m. Night operations, i.e., from 10:00 p.m. to 6:00 a.m., are rare exceptions and require coordination with and approval from the 12th FTW Operations Group in accordance with the JBSA-R Noise Management Plan.



T-38C Talon aircraft. Photo courtesy of JBSA-Randolph.

Aside from flight operations conducted by aircraft based at JBSA-Randolph, other military aircraft occasionally utilize the airfield at the installation. These operations are considered transient operations and have steadily decreased over the years with 1,124 operations in calendar year (CY) 2010 and 314 operations as of July 2013 for CY13. Transient operations are accepted up to 312 days per year – in contrast to the 260 days provided to the 12th FTW for training. In addition to flying training mission, the 12th FTW provides repair or replacement of external parts on aircraft engines from aircraft at JBSA-R and other AF installations.

Future Operations

To enable the US Air Force to train in a new two-seat jet trainer, the USAF T-X program will begin in 2017 and is expected to be fully operational by 2023. The T-X aircraft will replace the T-38 Talon as the T-38 Talon fleet is over 43 years old. The new T-X aircraft is a faster two-seat jet that will enable sustained high-G operations, aerial refueling, night vision imaging systems operations, air-to-air intercepts, and data-link operations. This aircraft will be more advanced regarding the information systems capability of the aircraft as opposed to the T-38 aircraft. With this advanced technology, the T-X aircraft is more likely to have a larger noise footprint than its counterpart the T-38. This could have increased impacts on the communities in the vicinity of the JBSA-Randolph airfield.

3.2 JBSA-Randolph Military Mission Profile

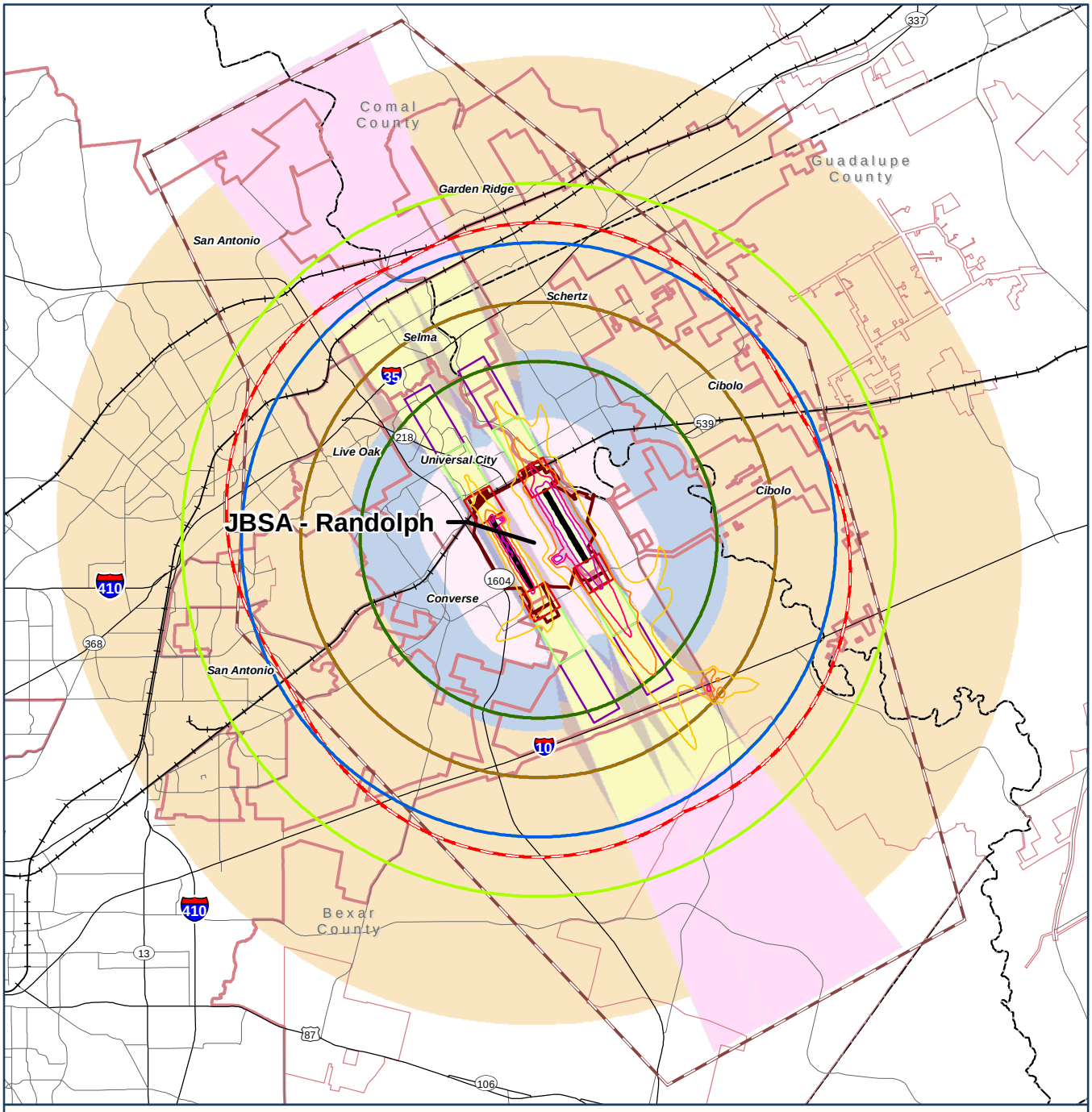
The JBSA-Randolph mission profile is composed of various footprints that are associated with the mission. These components are either tangible meaning that they are either physically seen and / or heard or intangible meaning that they exist within space without being seen or heard. One example of a tangible footprint is noise associated with aircraft activity; one example of an intangible component is the flight path that an aircraft follows. These tangible and intangible footprints comprise the mission profile. Oftentimes, the profile is not contained within the confines of the military installation; noise, for example, does not stop at the fence line. The mission profile can potentially affect areas adjacent to or near the installation. Conversely, some development activities occurring in communities such as residential or commercial development within or adjacent to a military installation (depending on location) have a potential to adversely impact aircraft operations.

The JBSA-Randolph mission footprints are both localized and regional in nature. Localized footprints are shown in Figure 2 and include:

- Accident Potential Zones
- Noise Contours
- Bird and Wildlife Air Strike Hazard (BASH)
- Vertical Obstructions
- Imaginary Surfaces

Regional footprints are illustrated in Figure 3 and include:

- Military Training Routes (MTRs)
- Military Operating Areas (MOAs)
- Restricted Airspace



Legend

Airfield Imaginary Surface
- Primary Surface
- Approach/Departure Clearance Surface (glide angle) = 50 ft to 1 ft up to 500 ft
- Approach/Departure Clearance Surface (horizontal) = 500 ft
- Inner Horizontal Surface = 150 ft
- Conical Surface = 20 ft to 1 ft
- Outer Horizontal Surface = 500 ft
- Transitional Surface = 7ft to 1 ft

- 5-mile BASH Relevancy Area
- Special Use Airspace (Alert Area A-635)

Noise Contour (dB)
- 65
- 70
- 75
- 80

FAA Part 77
- Up to 200' @ 3NM
- Up to 300' @ 4NM
- Up to 400' @ 5NM
- Up to 500' @ 6NM

Accident Potential Zones
- Clear Zone
- APZ I
- APZ II

- Regional Cities

JLUS Partners
- City / Community
- Bexar and Guadalupe County Boundaries

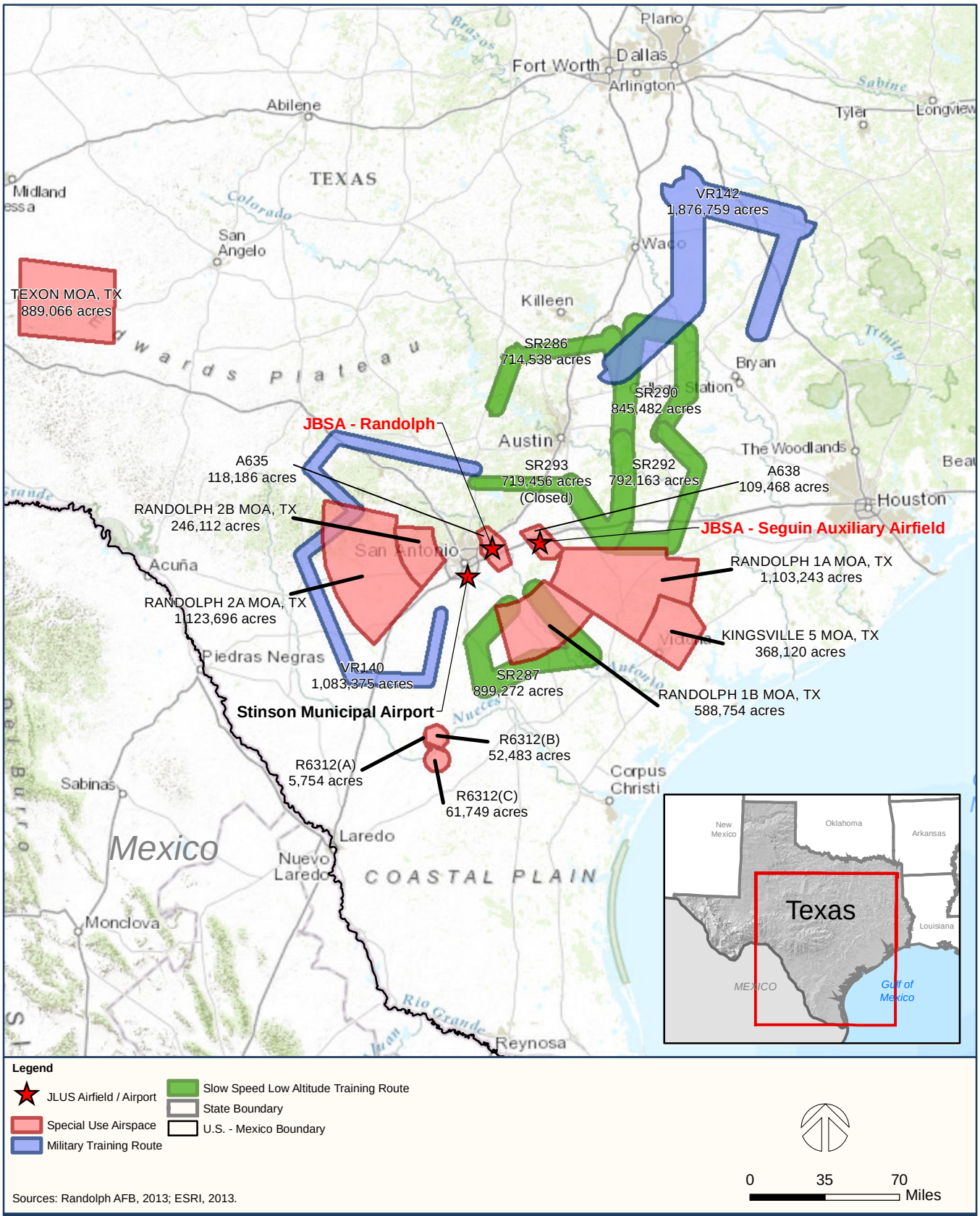
- JBSA - Randolph
- Runway Centerline
- Interstate / Highway
- Road
- Railroad
- River

0 1 2 Miles

Sources: JBSA - Randolph, 2013; FAA, 2013.

Matrix DESIGN GROUP

Figure 2
Military Footprint Composite
JBSA - Randolph



Matrix DESIGN GROUP

Figure 3
Special Use Airspace
JBSA - Randolph

Maintaining and sustaining these local and regional footprints plays a significant role in the long-term viability of JBSA-Randolph and continued mission readiness of the USAF.

JBSA-R Local Operational Footprint

The JBSA-Randolph airfield operational footprint is comprised of the mission components associated with airfield operations including accident potential zones, noise contours, the BASH area, and imaginary surfaces. These components involve varying levels of land use planning from jurisdictions and the military to enable compatibility with the military mission. Such planning recommendations include restricting development in the clear zone (CZ) of the airfield and lowering building heights to prevent unnecessary vertical obstructions and promote navigable airspace.

Accident Potential Zones

Accident potential zones (APZs) encompass three main areas from the end of the runway(s): the CZ, APZ I, and APZ II. These zones start at the ends of the runways and extend outward and are delineated based upon historical data of aircraft accidents. DoD recommends land uses for these areas to encourage and promote compatibility with military operations and to protect the public welfare. As shown in Figure 2, the CZ extends outward from the ends of the runways by 3,000 feet and is 3,000 feet wide and has the potential to create compatibility issues within the cities that are encompassed within the CZs. The APZ I measures 3,000 feet wide by 5,000 in length and APZ II measures 3,000 feet wide and 7,000 feet in length, they extend outward from the CZ respectively.

It should be noted that the northern JBSA-Randolph CZs encompass land within Universal City and the City of Schertz, and the southern CZs encompass land within the cities of Converse and Schertz. The northern APZ I areas are within the cities of Universal City and Schertz and the southern APZ I encompasses land in the cities of Converse, Schertz, and San Antonio. The northern and southern APZ II areas extend into the cities of Universal City, Selma, and Schertz, respectively.

Aircraft Noise Contours

The noise contour information was prepared for Randolph AFB in the 2008 AICUZ Study. The AICUZ was updated in part, due to the change in noise exposure since the 2000 AICUZ. The noise exposure is modeled based off of the type of aircraft flown, including the T-6 and T-38 for annual average busy-day aircraft operations. The loudest JBSA-R noise contours generated by military aircraft operations occur within the installation boundaries, but portions of the 65 dB and 70 dB noise contours extend off base into the surrounding communities of Converse, Universal City and Schertz and in small portions of land not contained in the Study Area.

Imaginary Surfaces

The DOD under Unified Facilities Criteria (UFC) 03-260-01 has identified certain imaginary surfaces around runways at military installations to determine how structures and facilities are evaluated for creating vertical obstructions around an active airfield. The imaginary surfaces build upon each other and are designed to eliminate obstructions either natural or man-made, to air navigation and operations. Each type of imaginary surface has different dimensions, planes or slopes in which a structure intruding upon it may be considered a vertical obstruction. Figure 2 illustrates the JBSA-Randolph imaginary surfaces and provides the allowable heights and slopes in these imaginary surfaces.

Bird Air Strike Hazard Relevancy Area

Birds and wildlife pose a threat to military training and flight operations. Due to changes in regional migratory patterns and the availability of dense foliage for roosting on the installation, JBSA Randolph has become an ideal habitat for a flock of migratory White Winged Dove. At an estimated flock size of 12,000-15,000 birds, and growing, the White Winged Doves present a particularly acute risk to high-speed jet operations on Randolph's east runway. These birds accounted for only 12.5 percent of damaging bird-strikes in FY 12, but this rate steadily increased to 55.6 percent of damaging bird-strikes in FY 14. Aggressive efforts are underway to contain the expanding BASH threat. Risk mitigation techniques, such as adjusting flight operations, successfully reduced overall bird strikes from 75 in FY13 to 70 in FY 14.

Previous short-term methods are planned for expanded use in FY 15 but are considered unsustainable due to long term effects on lost training and reduced pilot production. Habitat reduction by eliminating retaining ponds and flora favorable to these species greatly reduces the risk associated with bird activities. While small in number, large bird species that inhabit installation water sources are especially damaging in an aircraft strike incident. These large birds, such as Cranes and Egrets, are most effectively controlled by eliminating nonessential water sources both on the installation and in the communities surrounding the installation. Figure 2 illustrates the FAA statistical BASH relevancy area around JBSA-Randolph.



BASH impact to aircraft. Photo courtesy of JBSA-Randolph.

Vertical Obstructions

Separately from and in addition to the established imaginary surfaces, the FAA also establishes further guidance to reduce the potential for accidents surrounding an airfield. This guidance is codified in the Code of Federal Regulations at Title 14, Part 77.17 and utilized by the FAA during obstruction evaluations. The guidance and process for obstruction evaluation is more fully detailed in Section 4: Existing Tools as it is not a military-specific element and is not a direct result of JBSA-Randolph operations. It is included here, within the military profile, nonetheless, because it is associated with airfield operations. Figure 2 illustrates Part 77 relevancy areas.

JBSA-R Regional Operational Airspace

With respect to military operations, regulatory special use airspace (SUA) includes prohibited areas and restricted areas. Non-regulatory special use airspace includes military operating areas (MOAs), military training routes (MTRs), warning areas, alert areas, national security areas, and controlled firing areas. Specific to JBSA-Randolph, regulatory and non-regulatory special use airspace includes MOAs, MTRs, and slow-speed low altitude training routes, as well as alert areas and restricted airspace as illustrated in Figure 3.

Military Operating Areas

The Randolph 1A MOA is located east/southeast of San Antonio. The Randolph 1B and Kingsville 5 MOAs are both located southeast of San Antonio. The Randolph 2A and 2B MOAs are both located west of San Antonio. The TEXON MOA is located northwest of San Antonio and is the greatest distance away from San Antonio out of all of the MOA. While these areas are not located within this JLUS study area, it is discussed here and shown in Figure 3 to provide a comprehensive picture of the overall airspace footprint for the JBSA-Randolph mission.

Source: San Antonio Sectional (May 2, 2013) FAA; Joint Order 7400.2J: Procedures for Handling Airspace Matters – Military Operations Areas (Aug 22, 2013) FAA; Installation Complex Encroachment Management Action Plan figure (March 2012) JBSA; in person interview with S Taylor (Jul 2013); GIS data provided by JBSA-R

Military Training Routes

There are two types of MTRs associated with the JBSA-R operations: instrument flight rule or IFR and visual flight rule or VFR. The primary difference between IFR and VFR MTR is the ability to fly with or without the use of instruments in various weather conditions.

There are also Slow Speed Altitude Training Routes associated with JBSA-Randolph and an alert area. Slow speed, low altitude training routes (SR) are generally not considered a MTR, but are treated much the same as a MTR. The SUA and Slow Speed Low Altitude Training Routes are illustrated in Figure 3. This figure also illustrates the regional airspaces for which numerous installations in the region use to perform their training missions.

Source: Area Planning AP/1B Chart, Military Training Routes-Central U.S. (May 2, 2013) National Geospatial-Intelligence Agency [NGA]; Area Planning, Military Training Routes – North and South America (Nov 15, 2012) NGA; Installation Complex Encroachment Management Action Plan figure (March 2012) JBSA; in person interview with S Taylor (Jul 2013); GIS data provided by JBSA-R

JBSA-R Alert Area A-635

The large amount of flight activity involving student pilots associated with the JBSA-Randolph mission required the airspace surrounding the airfield to be designated Alert Area A-635. It should be noted that Alert Area A-635 does not extend into or include any of the Class D airspace that is directly associated with the JBSA-Randolph airfield; it does, though, envelop and surround the entire Class D airspace. Alert Area A-635 covers an area comprising 118,186 acres and is illustrated on Figure 3.

Alert Area A-638

Like the designation of Alert Area A-635 due to the large amount of flight activity involving student pilots associated with the JBSA-Randolph mission, the airspace over the JBSA-Seguin airfield is also designated as Alert Area A-638 for the same reasons. A-638 covers an area comprising 109,468 acres. This SUA is shown in Figure 3.

Alert Area A-638 does not preclude entry by aircraft unassociated with the military flight operations; although, it does require all flight operations in the area to be conducted under VFR. Other attributes associated with Alert Area A-638 includes an operational area that extends vertically to and including 3,000 ft. mean sea level (MSL) and horizontally across a large area encompassing the airfield. The time of use associated with A-638 begins at sunrise and ends at sunset from Monday to Friday.

Source: San Antonio Sectional (May 2, 2013) FAA; Installation Complex Encroachment Management Action Plan figure (March 2012) JBSA; in person interview with S Taylor (Jul 2013); GIS data provided by JBSA-R

Aerial Refueling Area AR614

There is one aerial refueling area west of JBSA-Randolph designated as AR614. Aerial refueling must be conducted within the designated airspace under instrument flight rules and on flight tracks with specific entry and exit points. In AR-614, the refueling altitude is designated at flight level (FL) 250 (25,000 ft.), FL 270 (27,000 ft.) or as designated by Air Traffic Control. The time of operation for AR614 is unlimited.

Source: http://ivaous.org/main/pilot/military/Airrefueltracks.pdf

3.3 JBSA-Seguin Auxiliary Airfield

JBSA-Seguin is centrally located in Guadalupe County, three miles east-southeast of the City of Seguin and almost 27 miles east of JBSA-Randolph. It has one runway and covers 961 acres. It is an unattended airport and restricted to use by the military; prior authorization is required prior to landing at the airfield. The infrastructure and environs at JBSA-Seguin are the responsibility of JBSA-Randolph.

Military Operations

JBSA-Seguin supports the flight instruction training mission at JBSA-Randolph, providing an area free from urban encroachment ideal for touch-and-go operations, practice approaches, and emergency landing procedures practice. Runway renovations were recently completed at JBSA-Seguin and the airfield is operational to support the flight instruction training mission.

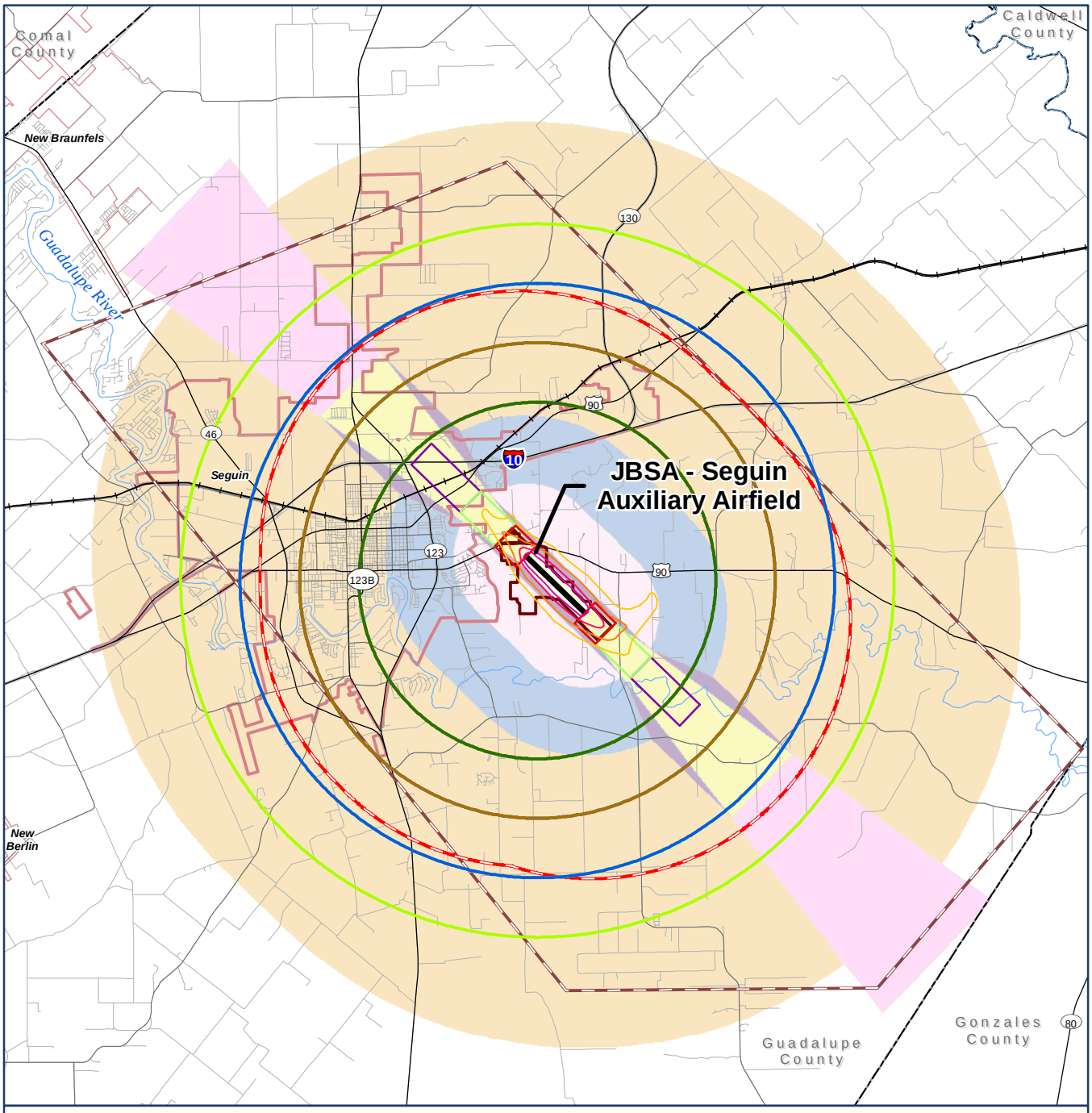
JBSA-Seguin Military Mission Footprints

The JBSA-Seguin mission footprint is illustrated on Figure 4 and is comprised of the mission components associated with airfield operations including accident potential zones, noise contours, the BASH area, and imaginary surfaces.

Accident Potential Zones

The APZ zones, i.e., CZ and APZs, for JBSA-Seguin were mapped in the 2000 AICUZ Study for Seguin Auxiliary Airfield, Texas. Knowing that the length of the runway has not changed since that time, the safety zone dimensions have not changed. As mentioned before, the AF standard measurements for CZs extend outward 3,000 feet from the end of the runway and 3,000 feet wide. The CZ is the standard size and encompasses areas in unincorporated Guadalupe County. The APZ I and II measurements are the standard size affecting both the city and county. Figure 4 illustrates these APZs.

Source: AICUZ Study for Seguin Auxiliary Airfield, TX, Dec 2000.



Legend

Airfield Imaginary Surface
- Primary Surface
- Approach/Departure Clearance Surface (glide angle) = 50 ft to 1 ft up to 500 ft
- Approach/Departure Clearance Surface (horizontal) = 500 ft
- Inner Horizontal Surface = 150 ft
- Conical Surface = 20 ft to 1 ft
- Outer Horizontal Surface = 500 ft
- Transitional Surface = 7 ft to 1 ft

- 5-mile BASH Relevancy Area
- Special Use Airspace (Alert Area A-638)

Noise Contour (dB)
- 65
- 70
- 75
- 80

FAA Part 77
- Up to 200' @ 3NM
- Up to 300' @ 4NM
- Up to 400' @ 5NM
- Up to 500' @ 6NM

Accident Potential Zones
- Clear Zone
- APZ I
- APZ II

- Regional Cities

JLUS Partners
- Seguin
- Guadalupe County

- JBSA - Seguin Auxiliary Airfield
- Runway Centerline
- Interstate / Highway
- Road
- Railroad
- River

0 1 2 Miles

Sources: JBSA - Randolph, 2013; FAA, 2013; AICUZ Study for Seguin Auxiliary Airfield, 2000.

Matrix DESIGN GROUP

Figure 4
Military Footprint Composite
JBSA - Seguin Auxiliary Airfield

Aircraft Noise Contours

As shown in Figure 4, the JBSA-Seguin noise contours do not interface with the City of Seguin directly. However, it should be noted that a majority of the noise contours directly affect land uses within Guadalupe County. Additionally, the 65 dB contour is proximate to a portion of the eastern city limit of Seguin, and there is a small portion of the 75 dB noise contour that is located off-installation.

Imaginary Surfaces

Figure 4 also displays the dimensions of the imaginary surfaces layers that build upon each other and surround the JBSA-Seguin airfield. The dimensions, planes, and slopes of these surfaces are the same as those associated with the JBSA-Randolph airfield, as both JBSA-Randolph and JBSA-Seguin airfields include Class B runways.

Source: AICUZ Study for Seguin Auxiliary Airfield, TX (Dec 2000); Unified Facilities Criteria: Airfield and Heliport Planning and Design (Nov 17, 2008) DOD

Bird Air Strike Hazard Relevancy Area

Figure 4 illustrates the JBSA-Seguin BASH relevancy area, the BASH Plan notes one issue related to this area– circling and soaring raptors and increased vulture activity. JBSA-Randolph believes these activities are associated with hunting field dressing deer during the season, beginning the end of September to the beginning of November for archery only and beginning November to the beginning of January for the general season.

Vertical Obstructions

As previously indicated within the information regarding JBSA-Randolph, the FAA established guidance to reduce the potential for accidents surrounding an airfield. More information about the FAA guidance is included in Section 4: Existing Tools and in the JBSA-Randolph description. Figure 4 displays JBSA-Seguin Part 77 relevancy areas.

Source: 14 CFR § 77.17

3.4 Stinson Municipal Airport

Stinson Municipal Airport (Stinson) is owned and operated by the City of San Antonio. The inclusion of Stinson within the JBSA-Randolph JLUS is based on the JBSA-Randolph military flight operations that occur at Stinson. Accordingly, information in this section regarding Stinson will be limited to the operations involving JBSA-Randolph to the extent possible.

Current Operations

While the majority of Stinson's current operations are general aviation, the relevant component to this JLUS is the JBSA-Randolph military operation involvement. The total of all military activities totaled 7,146 for a 12-month period ending March 26, 2011. This total represents 4.5 percent of the total aviation operations conducted at Stinson for the same period. Historical data captured from 2002 to 2011 shows transient military operations outnumbered local military operations for all years between and including 2002 to 2008. Beginning in 2009, the number of transient military operations decreased from previous years, but appears to have stabilized around 3,000 to 3,500 annual operations based on available data.

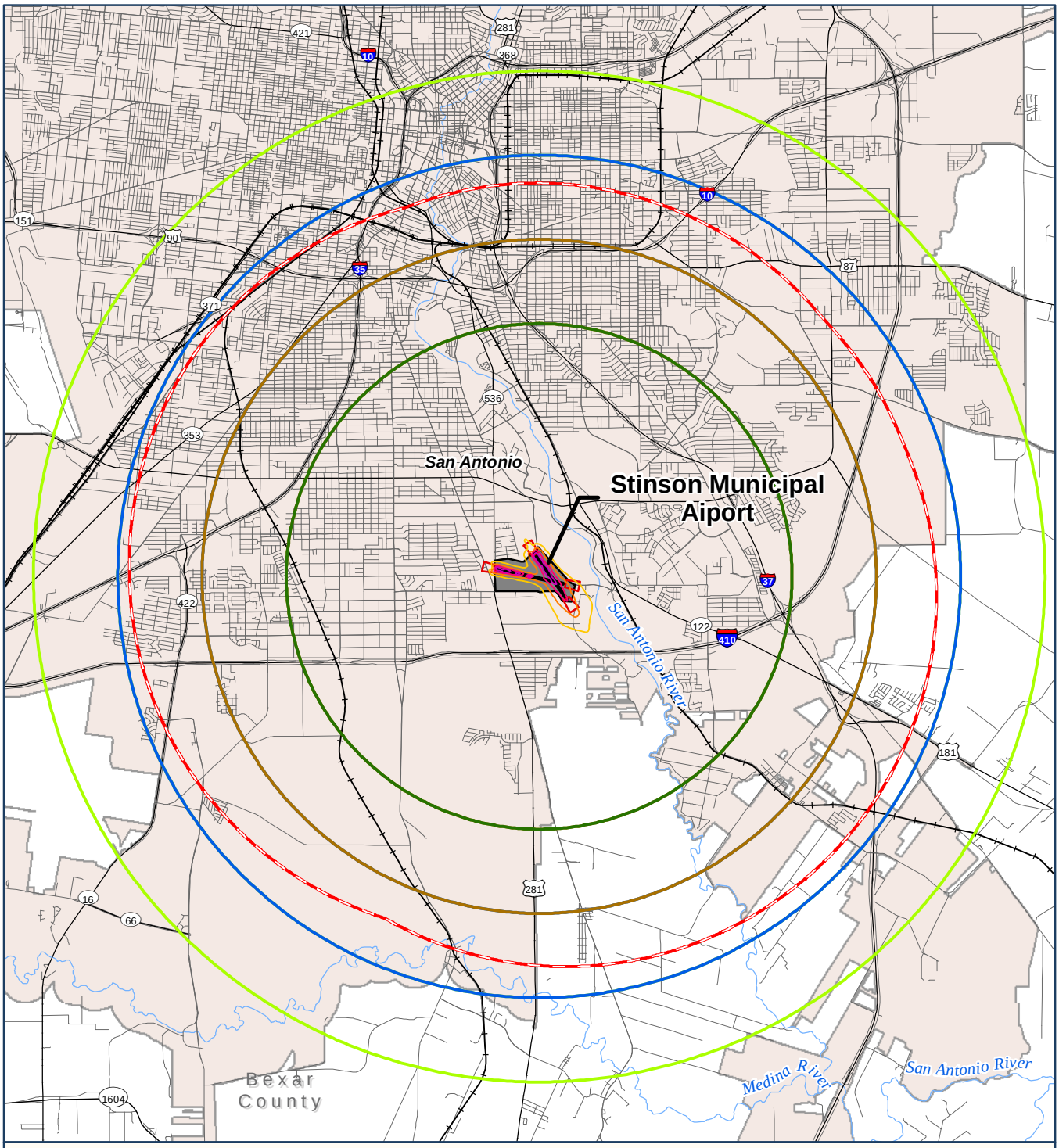
Source: Stinson Municipal Airport Master Plan Update (May 2013) Kimley-Horn and Assoc.; Airport Master Record (Jun 27, 2013) FAA; Advisory Circular 150/5300-13A (Sept 28, 2012) FAA; San Antonio Sectional (May 2, 2013) FAA; FAA Airport Master Record, 2013.

Stinson Mission Footprint

The overall footprint relating to the operations at Stinson is likely to be reflective of the general aviation operations unlike the footprint for JBSA-Randolph and JBSA-Seguin, where data for those two locations only included military operations. In addition, the footprint relative to military operations, as illustrated in Figure 5, is likely to be exaggerated since the military operations only comprise a small percentage of the overall aviation operations.

Safety Zones

Several different safety and protection zones comprise the Stinson Municipal Airport Safety Zones. They are Object Free Areas, Runway Protection Zones, Runway Safety Areas and Obstacle Free Zones.



Legend

- 5-mile BASH Relevancy Area
- Runway Protection Zones

Noise Contours (DNL)

- 60 dB
- 65 dB
- 70 dB
- 75 dB

FAA Part 77

- Up to 200' @ 3NM
- Up to 300' @ 4NM
- Up to 400' @ 5NM
- Up to 500' @ 6NM

JLUS Partner

- San Antonio
- Bexar County

- Stinson Municipal Airport
- Runway
- Interstate / Highway
- Road
- Railroad
- River

0 1 2 Miles

Sources: FAA, 2013; Ricondo & Associates, 2013.

Matrix DESIGN GROUP

Figure 5
Military Footprint Composite
Stinson Municipal Airport

Object Free Areas and Runway Protection Zones

CZs and APZs are associated with military airfields. Civilian airfields, in contrast, utilize object free areas (OFAs) and runway protection zones (RPZs). The OFA is located in the same general area and serves the same purpose as the military's CZs in that it is an area located at the end of a runway and is intended to be "free of objects" as noted in the FAA Advisory Circular regarding airport design. Additionally, the RPZs act similarly to the APZs in that they are designed to minimize harm to persons and property in the event of an aviation-related incident during takeoff or landing. RPZs, though, differ from APZs in size, shape, and property ownership requirements. RPZs vary in size and are enlarged or minimized according to the type of aircraft a runway supports.

Figure 5 displays RPZs at Stinson. All of the runways at Stinson include RPZs, but do not include OFAs. This is because the active part of the runway, the point at which an aircraft will physically gain or lose contact with the runway during landing or takeoff, starts several hundred feet from the end of the paved area associated with the runway. The active start of the runway – the runway threshold - is displaced from the end of the paved area. These runway areas are not used for takeoff or landing and act as the OFA since the area is kept free of objects by virtue of the paved areas associated with the runway location.

Source: Advisory Circular 150/5300-13A (Sep 28, 2012) FAA; Memorandum: Interim Guidance on Land Uses within a Runway Protection Zone (Sep 27, 2012) FAA; Stinson Municipal Airport Master Plan Update (May 2013) Kimley-Horn and Assoc.

Runway Safety Area

The runway safety area (RSA) includes all areas directly adjacent to the runway and is sized to arrest 90 percent of all runway overruns. According to the FAA, "The RSA enhances the safety of aircraft which undershoot, overrun, or veer off the runway, and it provides greater accessibility for fire-fighting equipment during such incidents." The size of the RSA is standardized based on the aircraft approach category and the aircraft design group.

Source: Advisory Circular 150/5300-13A (Sep 28, 2012) FAA; Stinson Municipal Airport Master Plan Update (May 2013) Kimley-Horn and Assoc.; FAA AC, 2012.

Obstacle Free Zone

The primary purpose of the obstacle free zone (OFZ) is to ensure the safe maneuver of aircraft in the areas near and adjacent to an airfield / runway. The OFZ dimensions for civilian runways are fully dependent on "approach minimums for the runway end and the aircraft on approach". Accordingly, the size of the OFZ is standardized based on the aircraft approach category and the aircraft design group.

Source: Advisory Circular 150/5300-13A (Sep 28, 2012) FAA; Stinson Municipal Airport Master Plan Update (May 2013) Kimley-Horn and Assoc.; FAA AC, 2012.

Aircraft Noise Contours

Similar to the noise modeling and resulting noise contours prepared for JBSA-Randolph, noise contours were produced for activities at Stinson and are shown in Figure 5. While the DNL 75 dB and 70 dB noise contours are confined to the Stinson Municipal Airport property, the DNL 65 dB contour extends off the southern end of Stinson approximately 500 feet into San Antonio. The DNL 60 dB noise contour associated with the south end of the airport property extends into areas where residential and industrial uses are located. According to the *Airport Improvements* document, four residential dwelling units having approximately 11 persons would be affected by noise equal to or greater than DNL 60 dB.

Source: Airport Improvements for Stinson Municipal Airport Environmental Assessment (Jun 2007) Ricondo & Assoc

Imaginary Surfaces

The imaginary surfaces that help to define acceptable height limits for civilian airports are established by the FAA and implemented based on the aircraft approach category and the aircraft design group. The City of San Antonio's Unified Development Code Airport Hazard Overlay District stipulates the surfaces and size of surfaces developed for and utilized by Stinson. These surfaces are shown in Figure 5.

Source: 14 CFR § 77.17; City of San Antonio Unified Development Code Section 35-331: "AHOD" Airport Hazard Overlay District, Jan 2006

Bird Air Strike Hazard Subzone

FAA recommendations for BASH management state that land use management around an active airfield out to five statute miles from the center of the runway is key to mitigating the incidence of BASH. The FAA indicated this area was the area where BASH incidents were most likely to occur because aircraft are flying at lower altitudes and speeds. This makes the probability for BASH incidents to occur higher as BASH incidents typically occur at altitudes up to 3,500 feet AGL. The BASH relevancy area for Stinson is shown on Figure 5.

Vertical Obstructions

As previously mentioned in the JBSA-Randolph and JBSA-Seguin operational footprints, the FAA established guidance to reduce the potential for accidents surrounding an airfield based on heights of structures and ground elevation. More information about the FAA guidance is included in Section 4: Existing Tools and in the JBSA-R description. Figure 5 illustrates the FAA Part 77 footprint for Stinson.

There are numerous existing tools that can be used to encourage, promote, and manage compatibility between military installations and their neighboring communities. These tools exist at the federal, installation, state, regional, and local level and are used for compatibility purposes to guide every day land use and operational decisions in communities and on military installations.

This chapter lists some of the key tools that are currently, or are recommended to be more efficiently utilized or enhanced to address the compatibility issues identified by the JBSA-Randolph (JBSA-Randolph) Joint Land Use Study (JLUS) process. The tools listed in this section are not exhaustive, but are meant to provide a brief overview of the primary tools currently utilized in the JLUS Study Area.

4.1 Federal Programs and Policies

The federal programs and policies are provided for by the various branches of the federal government. These tools authorize other federal, state, and local agencies to implement regulatory measures and policies to protect the multiple resources that are involved in land use and military compatibility planning. The intent of these regulatory measures and policies include the protection and preservation of the quality of life and public welfare and the myriad of natural resources including land, water, and airspace.

These tools assist land use decision makers and planners of all levels to make informed decisions, which can enable compatible land use development between joint land uses—military and community land uses.

Federal programs and policies were evaluated in the JBSA-Randolph JLUS to assist in determining where areas of improvement could enable enhanced land use planning at the local level. Some key federal programs that were evaluated in the JBSA-Randolph JLUS process include but are not limited to the Air Installation Compatible Use Zone (AICUZ) Program and the Federal Aviation Act, specifically FAA Regulation Title 14 Part 77. For a complete description of these programs and tools, see the Background Report, Chapter 4, Existing Compatibility Tools.

4.2 JBSA-Randolph Tools

The JBSA-Randolph installation tools provide guidance for land uses and development activities on the installation. These tools govern land use decisions that occur inside the fence line.

These tools provide guidance and establish standard operating procedures during certain events such as a bird air strike hazard (BASH) condition and / or the parameters for conducting missions within the military operating area (MOA). There are various installation tools that are instrumental in assisting and guiding land use decisions as they interface with the military mission. Some key JBSA-Randolph tools that were evaluated in the JLUS process include but are not limited to the BASH Plan and the JBSA-Randolph 2030 General Plan. However it should be noted, the 12 Flying Training Wing (FTW) does not consider the AICUZ land use recommendations as compatible with its training operations. The 12 FTW conducts approximately 200,000 flight movements annually in fighter-trainer type aircraft and the density of urban development recommended by the AICUZ substantially increases mission risk and the likelihood that people and property will be significantly impacted by an aircraft mishap.

4.3 State of Texas Tools

The state tools provide further assistance and protection of land uses in the State of Texas. The tools authorize or mandate local counties and cities to provide for the protection of the State's valuable industries including the DOD and agriculture. In addition, the State's tools require communities and developers to protect and preserve the State's natural resources including land and water by establishing further regulatory measures to ensure the natural environment is preserved and protected from over-consumptive practices.

Some essential State tools that were analyzed in this JLUS include but are not limited to the Joint Airport Zoning Board (JAZB) authorized by Chapter 241 of the Texas Local Government Code, the Texas Military Preparedness Commission and the Airport Compatibility Guidelines authored by the Texas Department of Transportation, Aviation Division.

4.4 Texas Local Jurisdiction Planning Tools

The planning tools used by the study area jurisdictions were analyzed and categorized as permanent, semi-permanent, or conditional. In Texas, only cities may enforce traditional land use and development regulatory authority. Very few counties in Texas have limited authority to regulate land uses, i.e. Bexar County is authorized to regulate lighting in the unincorporated portions of the county. Counties are not required to adopt Comprehensive Plans; however, cities are required by state law to have a comprehensive plan and update it every five years.

Texas Local Government Code provides cities and counties with authority to regulate the subdivision of land within incorporated and extraterritorial jurisdiction (ETJ) areas, including managing roads, streets, drainage, and rights-of-way. In general, land cannot be divided in Texas without local government approval. Dividing land for sale or lease is regulated by local ordinances based on the Texas Local Government Code (Chapter 212 for cities and Chapter 232 for counties).

In the case of cities, the comprehensive plan, zoning, subdivision, and other ordinances govern the design of the subdivision, the size of its lots, and the types of improvements (street construction, sewer lines, drainage facilities, etc.). Counties may only regulate subdivisions as they apply to roads, property setbacks and groundwater.

There are 29 incorporated municipalities and numerous smaller, unincorporated communities within Bexar and Guadalupe Counties. While the missions conducted at JBSA-Randolph have the potential to intermittently affect different parts of the counties at one time or another, this JLUS focuses on areas of Bexar County and its incorporated cities of Converse, Garden Ridge, Live Oak, San Antonio, Schertz, Selma, and Universal City, and Guadalupe County and its incorporated cities of Cibolo and Seguin. These areas are most affected by JBSA-Randolph operations and conversely, are the areas that have the most potential to pose compatibility issues for JBSA-Randolph.

Some essential local jurisdiction planning tools that were analyzed in this JLUS include but are not limited to the following:

- Comprehensive Plans, Unified Development Code and Zoning Ordinances and Orders, and Subdivision Regulations
- Building Codes
- Annexation Regulations
- City of San Antonio Airport Hazard Overlay District/ Military Airport Overlay Zone
- City of San Antonio Military Sound Attenuation Overlay Districts, Section 35-339.05
- City of Schertz Airport Installation Compatible Use Zone District
- City of Universal City Perpetual Clear Zone Easement and Formal Coordination Letters

The local jurisdiction planning tools provide further assistance and protection of land uses in the communities proximate to JBSA-Randolph facilities.

5.1 Identification of Compatibility Issues

Compatibility, in relation to military readiness, is defined as the balance or compromise between community and military needs and interests. The goal of compatibility planning is to promote an environment where both entities communicate, coordinate, and implement mutually supportive actions that allow them to achieve their respective goals and objectives.

Numerous factors influence whether community and military plans, programs, and activities are compatible or in conflict. For the JBSA-Randolph JLUS, 24 compatibility factors were evaluated to confirm the presence of, and establish priorities for, the key Study Area issues. Two of these factors, noise and vibration, were grouped together due to similar issues and strategies.

5.2 JBSA-Randolph Compatibility Issues by Factor

Alternative Energy Development is the likelihood of development of alternative energy developments within the JBSA-Randolph JLUS Study Area. Alternative energy includes wind and solar energy facilities. Any current or proposed wind or solar facilities in the study area located in areas where low-altitude aviation operations can occur can create a vertical obstruction and / or visual impairment for pilots. The uncoordinated placement of these facilities can lead to incompatibilities with the JBSA-Randolph mission. The following Alternative Energy Development issue was identified:

- Local ordinances do not regulate alternative energy equipment or facility siting which may pose a vertical obstruction and/or safety issue for flight operations.

Anti-Terrorism / Force Protection is the protection and security of the nation's defense assets. Issues are created when national defenses can be breached or compromised, such as development close to the fence line where the public can view operational activities. It is important for the DOD and JBSA-Randolph to address these issues to ensure military readiness. The following Anti-Terrorism / Force Protection issue was identified:

- JBSA-Randolph East Gate does not meet all AT / FP requirements, which may affect security and local community traffic congestion due to the traffic throughput constraints at the gate.

Communication / Coordination is the communication and collaboration between multiple agencies engaged in a common goal. For the JBSA-Randolph JLUS, interagency coordination represents several challenges for both JBSA-Randolph and surrounding communities. The lack of a coordinated approach when planning activities including proposed development and infrastructure extensions can result in incompatibilities for sustaining the JBSA-Randolph mission and growth of the surrounding communities. The lack of information sharing such as important geographic information system data used for planning and mapping can potentially result in incompatible development near the installation and ranges. The following Interagency Communication / Coordination issues were identified:

- Local jurisdictions and the public are not clear who they should contact at JBSA-Randolph regarding specific questions, complaints or coordination.

- There is a need for JBSA-Randolph to enhance their coordination and notification with the local jurisdictions / public when there is an increase in military training activities that are outside their typical training schedule.
- There is a need for better coordination between JBSA-Randolph and local jurisdictions regarding proposed development applications to achieve compatible development in support of the military mission and the positive economic impact the military brings to the community.
- There is no defined JBSA-Randolph response time for reviewing proposed development actions within the Universal City Perpetual Clear Zone Easement Area.
- There is a lack of notification or accurate notification to potential buyers looking to purchase property / homes within the Accident Potential or Clear Zones.
- There is a lack of notification to potential home buyers that a military installation is located within the area which may generate noise, vibration or other impacts associated with military missions.
- Multiple agencies advocate for the preservation of military mission and local economic development and have similar overarching goals, but lack integrated coordination reducing the potential for maximization of resource use and shared benefits.
- A comprehensive set of Geographic Information Systems (GIS) data depicting military mission profiles and footprints is not available to local jurisdictions and agencies.
- Continued coordination of the shared airspace between JBSA-Randolph and San Antonio International Airport is important to ensure the safety of the pilots and the public located beneath the airspace.
- Despite notification from Houston Air Route Traffic Control Center, general aviation aircraft enter Military Operating Areas where military aircraft are conducting nontraditional flight maneuvers.
- The Metropolitan Planning Organization Board does not include JBSA-Randolph representation.
- There is a lack of temporary construction and crane operation permits within the jurisdictions for the approach and departure corridor.

Dust, Smoke, and Steam is a by-product generated by both military and civilian activities. Dust and smoke is not only a visibility nuisance, but can also be an air quality issue for Bexar County. Dust from agriculture activities located near the airfields can be incompatible with low-level flight operations and create visual impediments for pilot navigation. The following Dust, Smoke, and Steam issue was identified:

- The refinery near Stinson Municipal Airport emits particulate into the air that can create a visibility hazard for pilots.

Housing Availability is the availability of eligible and qualified housing units to military personnel and their families. While military personnel from visiting units reside on-base, mission increases will need to be coordinated with communities so that they can plan and prepare for additional housing to accommodate any growth in personnel. The following Local Housing Availability issue was identified:

- As growth continues to occur within the area surrounding JBSA-Randolph, the availability of adequate housing to support the needs of military personnel may be limited.

Infrastructure Extensions represent compatibility issues for JBSA-Randolph based on their proposed or planned location. Transportation routes and electrical and water infrastructure impact land uses differently based on location, magnitude of the improvements, and the resulting outcome. Infrastructure extensions tend to catalyze development in the surrounding communities. This development can create incompatibilities with JBSA-Randolph military operations. The following Infrastructure Extensions issues were identified:

- Desire for additional sewer treatment capacity within the City of Schertz – south and east of JBSA-Randolph as well as other future plans for infrastructure improvements in surrounding communities could encourage incompatible growth.
- JBSA-Randolph currently does not have a redundant water supply system and may be at risk if their existing system fails.

Land / Air Space Competition is defined as multiple uses of both land and air spaces. The JBSA-Randolph JLUS evaluated land and air space shared between military and civilian activities relative to commercial / civilian—general aviation operations in the region. The JBSA-Randolph JLUS also assessed several land areas used for recreational purposes. The following Competition for Land and Air Spaces issues were identified:

- The airspace that JBSA-Randolph uses is already congested and concerns exist that the competition for airspace will increase due to community airport growth, expanded JBSA-Randolph operations, and potential San Antonio International Airport runway improvements.
- New Braunfels Regional Airport and Stinson Municipal Airport civilian flight training operations occur in the same airspace used by JBSA-Randolph military trainers for runway approach.
- Proximity of other airfields to JBSA-Randolph and JBSA-S auxiliary runway approaches create airspace conflicts.



Land Use is the impetus for the JBSA-Randolph JLUS. The JLUS assesses various components of land use to determine compatibility between unique military missions and the economic vision of the surrounding jurisdictions. This assessment considers accomplishing mutual goals and benefits to facilitate the military's continued training mission for readiness while allowing for economic development in adjacent communities. Certain land uses are sensitive to noise, vibration, and other impacts generated by military training exercises. In contrast, certain land uses employed by communities can limit military training activities by encouraging annexation practices in areas critical to the military mission. The following Land Use issues were identified:

- Several local jurisdictions that have areas which are located within the airfield safety zones or noise contours do not reference or implement the AICUZ recommendations.
- The language about AICUZ recommendations in a few of the local jurisdictions zoning ordinances are not clear and may create an interpretation challenge.
- Concern about the application of the 2011 AICUZ DOD Instructions Floor to Area Ratio (FAR) recommendation. The Floor to Area ratio recommendation was not part of the AICUZ but it is part of the instructions.

Legislative Initiatives are issues that require legislative action or amendments to ensure compatibility factors are addressed within local jurisdictions that affect or are affected by proximity to JBSA-Randolph. The following Legislative Initiatives issue was identified:

- Current real estate seller disclosure forms do not contain notice informing potential buyers that military training operations occur within the area.
- Bexar and Guadalupe Counties have limited zoning and subdivision authority, which restricts the enforcement of compatible development.

Light and Glare can be generated by both military and civilian uses. Light and glare can be generated from certain construction materials during the daytime when sunlight reflects off the structure. This can create visual impairments for pilots flying at low altitudes. Certain types of alternative energy development can create glare for pilots in training, posing a safety hazard to the pilot and the aircraft. The following Light and Glare issues were identified:

- Commercial and retail development, particularly outdoor retail and commercial activities that require additional lighting, may impact flight operations at JBSA-Randolph.
- Rooftop- or ground-mounted solar panels without anti-reflective coating can create glare.
- Directed light from unregulated and unconventional sources, i.e., laser scope for paint

ball shooting accuracy, can be hazardous to pilots and cause temporary blinding.

- A lack of consistency in controlling light sources, glare, and general ambient light may result in an unsuitable night training environment for flying training operations.

Noise and Vibration are the result of both military training exercises and construction and development activities. These factors can be incompatible with sensitive land uses. Noise that is loud and extending into night hours can disrupt the lives of the public. Vibration can disrupt daily living activities and in extreme cases cause structural damage. The JLUS strives to balance community quality of life with mission operations and readiness.

The following Noise and Vibration issues were identified:

- The military flight operations that occur at JBSA-Randolph, JBSA-S, and Stinson Municipal Airport produce noise that is heard outside the boundaries of the installations.
- Local jurisdiction's building codes do not require sound attenuation per the Federal Aviation Administration / Department Of Defense guidance.
- JBSA-Randolph and San Antonio International Airport flight patterns may be redirected due to weather or congestion which may lead to noise complaints sent to JBSA-Randolph that were actually caused by aircraft from the commercial airport.
- General concern that JBSA-Randolph cannot forecast future mission requirements, i.e., larger aircraft, which may generate a larger noise footprint and increase noise complaints from the community since many people are not aware that a change in a flying mission may impact the amount of aircraft noise they may hear.
- JBSA-Randolph may expand maintenance depot activities and night operations that could include engine run-up exercises on test cells which may generate an increase in noise complaints.
- Concern that noise complaints may increase at JBSA-S Auxiliary Airfield after the runway improvements are completed and flight operations resume.
- Vibration complaints are an issue in the cities of Schertz and Universal City.

Roadway Capacity can create incompatibilities between military operations and civilian activities due to limited roadway capacity. Roadway Capacity was evaluated for coordination of improved public roadways to meet the needs of both military and civilian uses. The following Roadway Capacity issue was identified:

- Mass transit is limited around JBSA-Randolph due to the suburban nature of the area.
- Road network near JBSA-Randolph is congested with frequent wait times / delays during peak use hours; this affects JBSA-Randolph and local communities.
- Potential retail development along FM-3009 (Roy Richard Drive) and Interstate 35 in the city of Schertz may result in increased local traffic.
- Current Union Pacific rail operations supporting the natural gas extraction industry temporarily halt thru-traffic on State Highway 218 (Pat Booker Road) causing periodic vehicle stacking near JBSA-Randolph.
- Thirty to forty commercial deliveries / trucks queue along Old Seguin Road to enter JBSA-Randolph through the South Gate and impact local roadway congestion.
- Existing interstate infrastructure is at capacity, which results in regional traffic congestion and impacts daily workforce commuters to and from JBSA-Randolph.

Safety issues are generated by both military and civilian land uses. Safety concerns relevant to military operations include development (i.e. even the stacking of hay bales and other such commodities) near or adjacent to the runway in areas where development is strongly discouraged such as the Clear Zone. Safety issues are also evaluated based on the land uses located near active runways, such as water features, that can attract birds and wildlife to this critical aviation area where low-speed low-altitude aircraft perform operations. The following Safety issues were identified:

- There are existing land uses and proposed developments within the airfield safety zones around JBSA-Randolph that are incompatible.
- A portion of existing development within the JBSA-Seguin airfield safety zones is incompatible due to the type of land use and / or density.
- A portion of existing development near Stinson Municipal Airport is nonconforming due to buildings or structures located in runway protection zones.
- There are no policies or regulations that deal with land uses that may pose Bird/Wildlife Aircraft Strike Hazard risks near JBSA-Randolph and JBSA-Seguin.
- Any development that occurs within the CZ and is not part of the CZ easement will be incompatible per DOD AICUZ instructions.
- San Antonio International Airport's aging radar equipment services all local airfields, but requires routine repairs and lacks a backup and redundancy system.



Vertical Obstructions are structures that impede navigable airspace for both military and civilian aircraft operations. Structures that pose a threat to the airspace for military and civilian aviation include tall wind turbines and wireless communication towers. It is important to ensure the communities adjacent to JBSA-Randolph plan accordingly to safeguard against unintended safety concerns relative to structures that obstruct navigable airspace. The following Vertical Obstructions issues were identified:

- Current ordinances do not adequately regulate building heights in conjunction with FAA Imaginary Surfaces height recommendations.
- Though local zoning ordinances do not consider adjustments for site elevations that are higher than the existing airfield elevation at JBSA-Randolph for wireless communication tower permits, telecom contractors coordinate directly with the FAA regarding height restrictions and lighting and a statement from JBSA-Randolph must be provided that the proposed communication use will not interfere with flight operations prior to approaching local municipalities to install or upgrade cell towers.
- Allowing each new vertical structure / equipment application to construct an individual tower results in crowded airspace.
- Above ground utility poles are located in JBSA-Randolph runway approach and departure flight corridors and may be a vertical obstruction to flight operations and pose a safety risk.

Water Quality and Quantity is the factor that assesses the quantity and quality of water resources in the JBSA-Randolph JLUS Study Area. This factor evaluates the amount of water that is utilized by the installation relative to the available supply of water and then compares that with the demand and supply that is utilized by the surrounding communities to provide for the necessary public services. In addition to evaluating the water supply, this factor also reviews the overall quality of public water use in the JLUS Study Area. Water quality can be affected by military operations, public recreation use and stormwater drainage. The following Water Quality and Quantity issues have been identified:

- Edwards Aquifer provides the majority of local water supply and future supplies could be constrained by various demands. Current and future regional water quantity and availability are major concerns.
- The City of Converse may face additional storm water runoff from the JBSA-Randolph runway if additional paving is installed.

Please see the next page.

6.1 Implementation Plan

This section identifies and organizes the recommended actions (strategies) developed through a collaborative effort between representatives of local jurisdictions, JBSA-Randolph (JBSA-Randolph), state and federal agencies, local organizations, the general public and other stakeholders that own or manage land or resources in the region. Because the JBSA-Randolph JLUS is the result of a collaborative planning process, the recommendations in this section represent a true consensus plan; a realistic and coordinated approach to compatibility planning developed with the support of stakeholders involved throughout the process.

JLUS strategies incorporate a variety of actions that can be implemented to promote compatible land use and resource planning. Upon implementation, existing and potential compatibility issues arising from the civilian / military interface can be removed or significantly mitigated. As such, the recommended strategies function as the heart of the JLUS document and are the culmination of the planning process.

The recommended strategies for JBSA-Randolph JLUS have been tailored to consider the unique flight operations and associated risk factors including Bird / Wildlife Aircraft Strike Hazards (BASH) specific to JBSA-R and to assist the installation and surrounding counties and cities with informed development decisions that protect the aviation mission and growth capability of communities while protecting the public health, safety, and welfare.

The JBSA-Randolph mission is unique within the Air Force due to its high volume of pilot training aircraft operations, making the installation control towers the busiest in the Air Force. Due to weather factors and pre-existing high-density development north of JBSA-Randolph, approximately 70-80% of these operations are conducted to the south. The 12th Flying Training Wing conducts over 26,000 sorties annually, including more than 212,000 local takeoffs and landing traffic pattern operations in 2014. In particular, the 12th Flying Training Wing conducted over 115,000 takeoffs and landings on the west runway in 2014 alone with the high-performance T-6 Texan trainer as the primary aircraft accounting for these operations. Due to the requirement to deconflict operations from the east parallel runway, departing aircraft must fly a course heading of 160 degrees to the west of the APZs. However, on every takeoff, there is a 30 second window in which a pilot's only safe option is to eject in the case of an engine failure. In this circumstance, the probability that the aircraft will land in the APZs is high. The T-38 Talon is a dual-engine fighter-trainer aircraft that operates from the east runway. There is a significantly more acute risk of an accident occurring with this aircraft during traffic pattern operations due the higher speeds and weight of the T-38 compared to the T-6.

The 2008 Air Installation Compatible Use Zone (AICUZ) study indicates that 80 percent of all aircraft mishaps that occur within 10 nautical miles involve fighter-trainer type aircraft. A safety risk assessment conducted by the 12th Flying Training Wing concluded that the development recommendations made by the 2000 and 2008 Air Installation Compatible Use Zone Study (AICUZ) are not sufficiently restrictive to protect the community from the risks involved in high-volume trainer operations and that high-volume trainer operations flown by the 12th Flying Training Wing's 145 T-38, T-6, and T-1 aircraft are not compatible with urban environments.



Bird / Wildlife Aircraft Strike Hazards present a significant threat to aircraft safety. In particular, there is a significant year-round bird strike risk caused by thousands of migratory and resident white-winged doves that transit JBSA-Randolph's east runway on a daily basis. These birds have become a major problem for JBSA-Randolph and significant resources have been invested to modify the habitat on Base. Unique to Randolph, aircraft operating at this location frequently strike these birds on takeoff which results in a much greater hazard to development in the southern APZs. The bird strike risk is heightened because T-38 engines are highly susceptible to engine loss due to bird ingestion.

Due to risk profile associated with the aircraft operations and BASH at JBSA-Randolph, the 12th Flying Training Wing has recommended restrictions on development:

- Urban development within southern APZ I of either the west or east runway is not compatible.
- Residential development of 1 house per 10 acres in a non-linear arrangement within southern APZ II of the west runway is compatible.
- Residential development of 1 house per 20 acres within southern APZ II of the west runway is compatible. Other uses in accordance with AICUZ criteria may be compatible.
- Residential development within the 65 decibel noise contour is not compatible. Residential construction in these zones presents the possibility of future training restrictions due to the sustained impact of noise on residents.

These collective factors and recommended development restrictions are critical considerations that have influenced the unique nature of the recommended strategies as they apply to the JBSA-R JLUS.

It is important to note that the JLUS is not an adopted plan, but rather a recommended set of strategies which should be implemented by the JLUS participants to address current and potential future compatibility issues.

The key to the implementation of the strategies is the establishment of the JLUS Implementation Task Force to oversee the JLUS execution. Through this Task Force, local jurisdictions, JBSA-Randolph, and other interested parties can continue their initial work together to establish procedures, recommend or refine specific actions for member agencies, and make adjustments to strategies over time to ensure the JLUS continues to resolve key compatibility issues through realistic strategies and implementation.

Implementation Plan Guidelines

The key to a successful plan is balancing the different needs of all involved stakeholders. Several guidelines formed the basis upon which the strategies were developed:

- In concert with the Texas state laws, the Implementation Plan was developed with the understanding that the recommended strategies must not result in a taking of property value. In some cases, the recommended strategies can only be implemented with new enabling legislation.
- In order to minimize regulation, where appropriate, strategies were recommended only for specific geographic areas to resolve the compatibility issue.
- Similar to other planning processes that include numerous stakeholders, the challenge is to create a solution or strategy that meets the needs of all parties. In lieu of eliminating strategies that do not have 100 percent buy-in from all stakeholders, it was determined that the solution / strategy may result in the creation of multiple strategies that address the same issue but tailored to individual circumstances.

Military Influence Areas

In compatibility planning, the term "Military Influence Area" (MIA) is used to formally designate a geographic area where military operations may impact local communities, and conversely, where local activities may affect the military's ability to conduct its mission. An MIA is designated to accomplish the following:

1. Promote an orderly transition between community and military land uses so that land uses remain compatible.

2. Protect public health, safety, and welfare.

3. Maintain operational capabilities of military installations and areas.

4. Promote an awareness of the size and scope of military training areas to protect areas separate from the actual military installation (i.e., critical air space) used for training purposes.

5. Establish compatibility requirements within the designated area, such as requirements for sound attenuation and avigation easements.

An MIA delineates a geographic area where strategies are recommended to support compatibility planning and JLUS goals and objectives. The MIAs are where the majority of the recommended strategies apply.

The proposed JBSA-Randolph, JBSA-Seguin, and Stinson Municipal Airport (Stinson) Military Influence Area Overlay Districts (MIAOD) are areas that incorporate all MIAs and Subzones. To better reflect the area of interest and focus implementation, several MIAs are further divided into subzones.

The MIAOD and its subzones including the Controlled Compatible Land Use Area for JBSA-Seguin (CCLUA) are used to define the geographic areas where policies and regulations will be developed and applied to implement the JLUS strategies. This technique ensures the strategies are applied to the appropriate areas, and that locations deemed not subject to a specific compatibility issue are not adversely impacted by regulations inappropriate for their location or circumstance.

JBSA-Randolph

JBSA-Randolph Military Influence Area Overlay District

The JBSA-Randolph MIAOD is a proposed geographic area where strategies associated with each JBSA-Randolph MIA subzone apply. Figure 6.1 illustrates the overall MIAOD with all of the subzones. Figure 6.2 illustrates the MIAOD and areas comprising the BASH and Vertical Obstruction Subzones. Figure 6.3 illustrates the Safety and Noise Subzones encompassed within the MIAOD geographic area.

JBSA-Randolph Military Influence Area Subzones

The four MIA subzones identified for JBSA-Randolph are shown on Figures 6.1, 6.2 and 6.3 and described on the following pages:

- Bird Air Strike Hazard (BASH) MIA Subzone
- Vertical Obstruction MIA Subzone
- Safety MIA Subzone
- Noise MIA Subzone

BASH Military Influence Area Subzone

The BASH MIA subzone is characterized by areas that could be affected by bird and wildlife strikes due to low-level flight operations. These operations can impact community activities and conversely, community activities could adversely affect operations in this area if not coordinated with JBSA-R. The BASH MIA subzone is illustrated in Figure 6.2.

The BASH subzone represents a 5-mile statistical relevancy area from the center of the runway recommended by the Federal Aviation Administration (FAA). Land uses in this area may be subject to additional regulations to prevent attractants of birds and wildlife that could increase the risk of safety to pilots and aircraft flying at lower speeds and altitudes.

Vertical Obstruction Military Influence Area Subzone

The Vertical Obstruction MIA subzone includes both the imaginary surfaces and FAA Part 77 guidance for determining vertical obstructions illustrated on Figure 6.2. This combined guidance serves to protect important flight areas for aircraft that operate out of JBSA-Randolph. Within this MIA subzone, strategies address various height restrictions to avoid vertical obstructions.

500-Foot Vertical Clearance

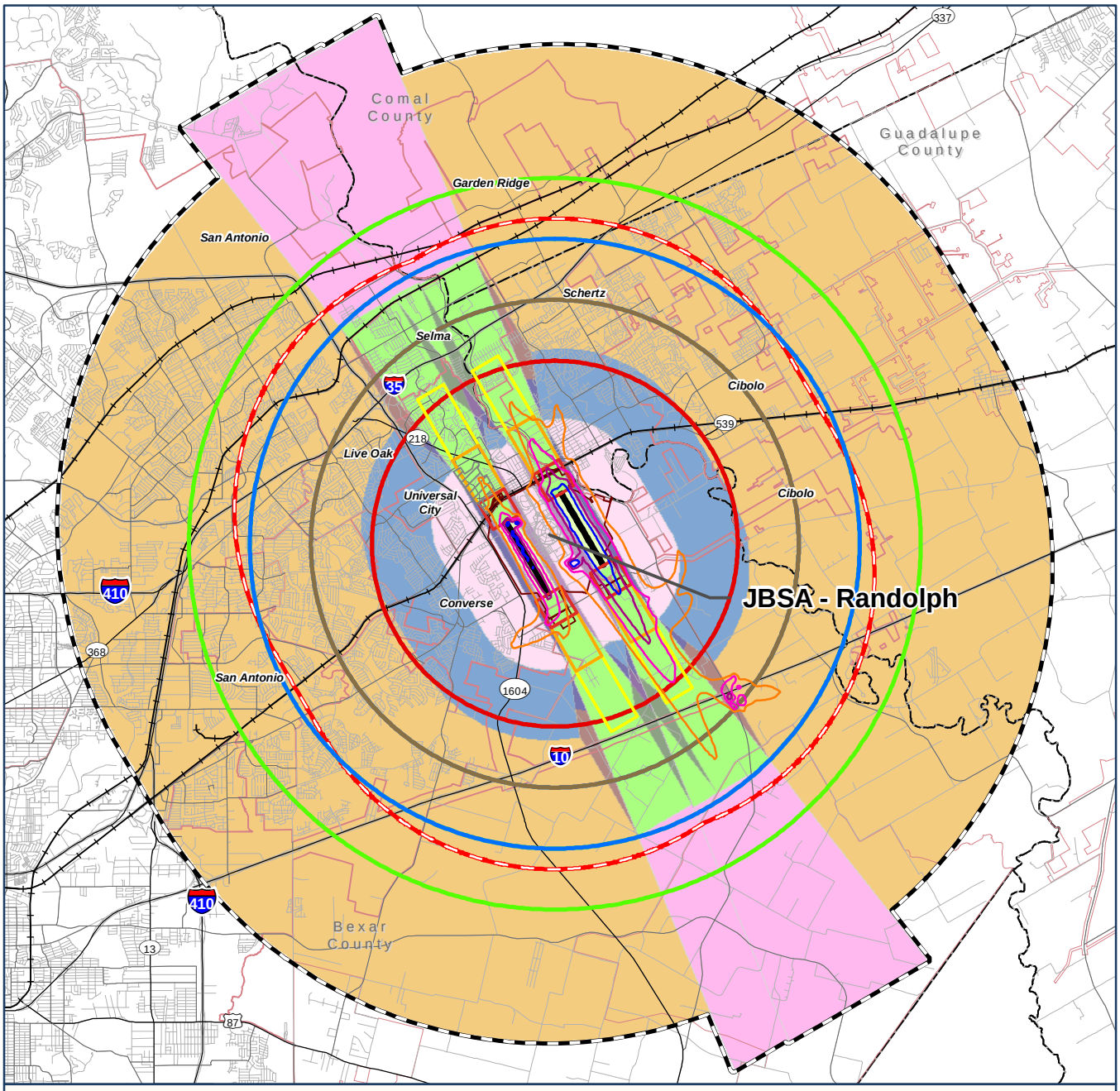
The 500-foot clearance zone is characterized by the vertical limits of the most expansive imaginary surface—the approach and departure clearance surface, illustrated on Figure 6.2. In this surface, for every 50 horizontal feet extending from the end of runway, development can extend one vertical foot up to 500 feet. Land uses should be coordinated with JBSA-Randolph to ensure safety to the public and pilots is of highest priority.

Safety Military Influence Area Subzone

The Safety MIA Subzone addresses areas that could be affected by low-speed and low-altitude aircraft associated with military training operations. As described in Chapter 3 of the Background Report, the safety zones include the Clear Zone and Accident Potential Zones I and II. These areas are characterized by a high risk for aircraft collisions due to location and types of aviation operations that occur. The size and location of these areas are illustrated in Figure 6.3. New development located within this MIA subzone may be subject to lower densities and potentially other regulations to control attractants for birds and other wildlife.

Noise Military Influence Area Subzone

The Noise MIA subzone includes all land located off installation within the 65 dB noise contour for JBSA-R. Other noise contours represent subzones for which residential development and other noise sensitive land uses within this MIA subzone may be subject to sound attenuation measures to reduce noise impacts. Figure 6.3 illustrates the Noise MIA subzone.



Legend

MIAOD Boundary

5-mile BASH Relevancy Area Subzone

Safety Subzone

- Clear Zone
- APZ I
- APZ II

Vertical Obstruction Subzone

FAA Part 77

- Up to 200' @ 3NM
- Up to 300' @ 4NM
- Up to 400' @ 5NM
- Up to 500' @ 6NM

Airfield Imaginary Surface

- Primary Surface Subzone
- Approach/Departure Clearance Surface Subzone (glide angle) = 50 ft to 1 ft up to 500 ft

Airfield Imaginary Surface

- Approach/Departure Clearance Surface Subzone (horizontal) = 500 ft
- Inner Horizontal Surface Subzone = 150 ft
- Conical Surface Subzone = 20 ft to 1 ft
- Outer Horizontal Surface Subzone = 500 ft
- Transitional Surface Subzone = 7ft to 1 ft

Noise Subzone

- 65 dB
- 70 dB
- 75 dB
- 80 dB
- Regional Cities

JLUS Partners

- City / Community
- Bexar and Guadalupe County Boundaries

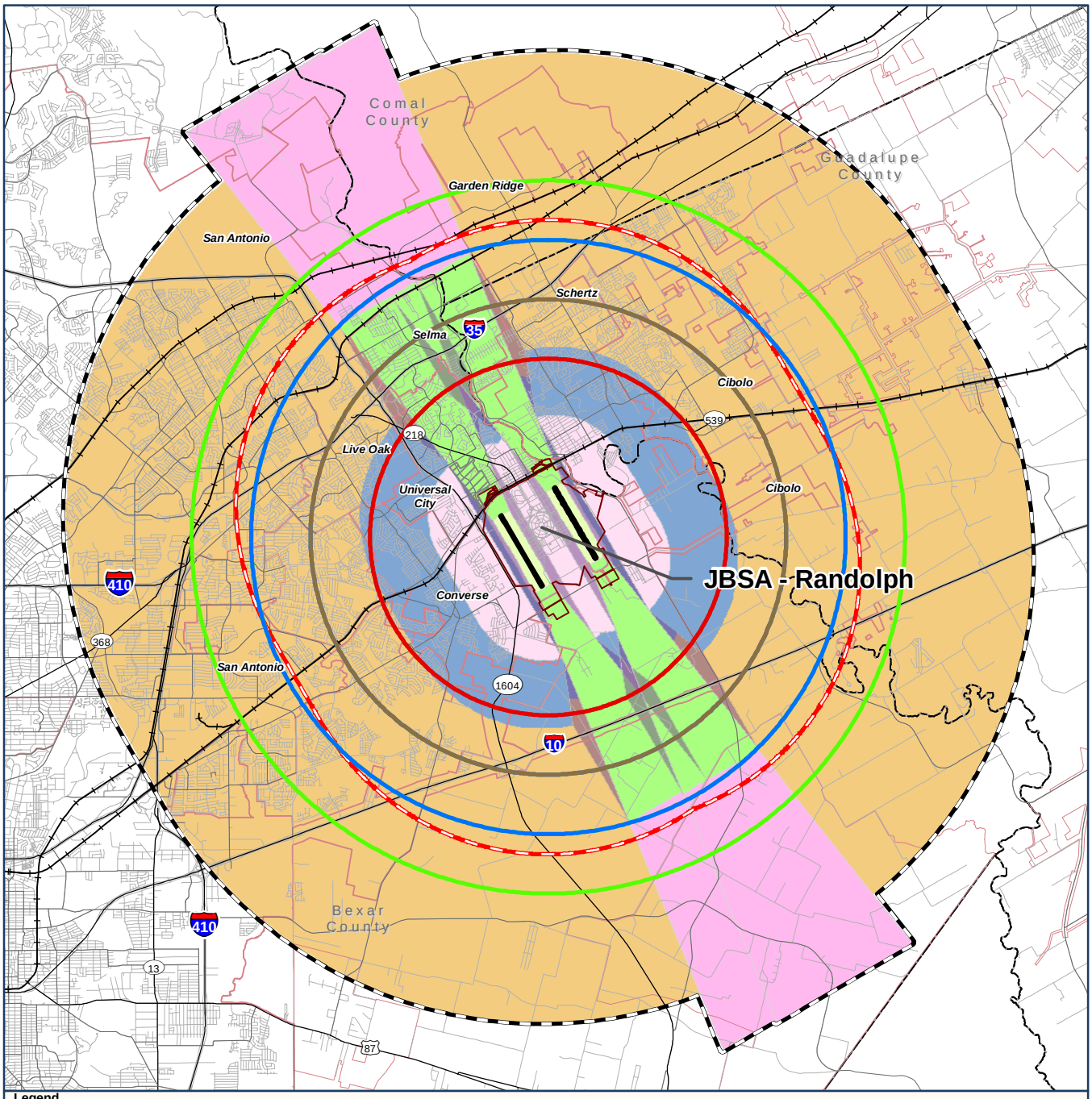
- JBSA - Randolph
- Perpetual CZ Easement
- Runway Centerline
- Interstate / Highway
- Road
- Railroad
- River

0 1 2 Miles

Sources: FAA, 2013; JBSA-Randolph, 2013.

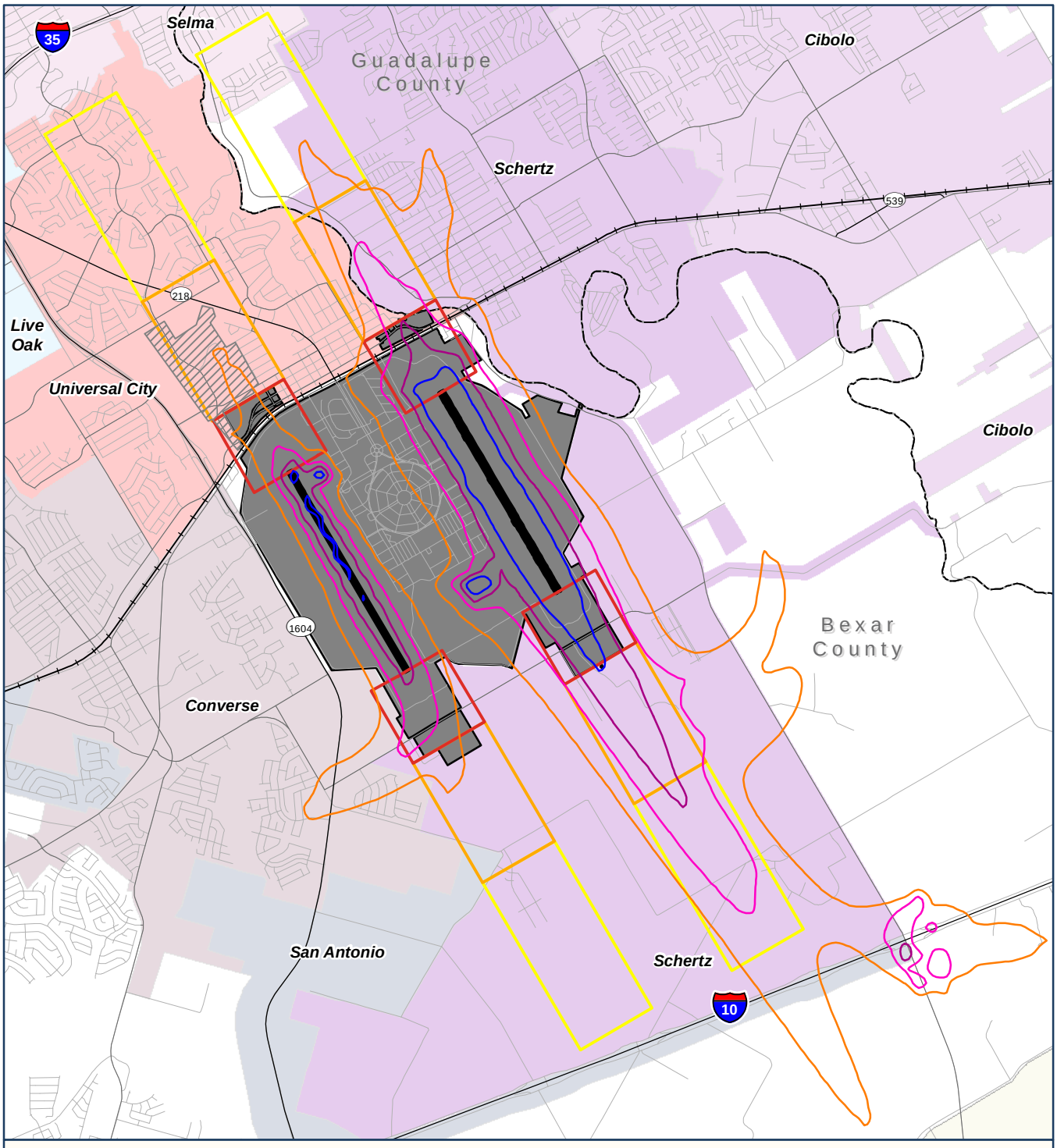
Matrix DESIGN GROUP

Figure 6.1
Military Influence Area Overlay District (MIAOD) and Subzones Composite
JBSA-Randolph



Matrix DESIGN GROUP

Figure 6.2
Military Influence Area Overlay District (MIAOD) with Subzones
BASH and Vertical Obstruction
JBSA-Randolph



Matrix DESIGN GROUP

Figure 6.3
Military Influence Area Overlay District (MIAOD) with Subzones
Safety and Noise
JBSA-Randolph

JBSA-Seguin Auxiliary Airfield

JBSA-Seguin Military Influence Area Overlay District

The JBSA-Seguin MIAOD is a proposed geographic area where strategies associated with each JBSA-Seguin MIA subzone apply. Figure 7.1 illustrates the overall MIAOD with all of the subzones. Figure 7.2 illustrates the MIAOD and areas comprising the BASH and Vertical Obstruction Subzones. Figure 7.3 illustrates the CCLUA, Safety. And Noise Subzones encompassed within the MIAOD geographic area for JBSA-Seguin airfield.

The four MIA subzones and Controlled Compatible Land Use Area (CCLUA) for JBSA-Seguin are identified below, and shown and described on the following pages:

- BASH MIA Subzone
- Vertical Obstruction MIA Subzone
- Controlled Compatible Land Use Area Subzone
- Safety MIA Subzone
- Noise MIA Subzone

BASH Military Influence Area Subzone

The BASH MIA subzone is characterized by areas that could be affected by bird and wildlife strikes due to low-level flight operations. The BASH MIA subzone illustrated in Figure 7.2 represents a 5-mile statistical relevancy area from the center of the runway around the JBSA-Seguin airfield prescribed by the FAA. Certain land uses in this area may be subject to additional regulations to prevent attractants of birds and wildlife that could increase the risk of safety to pilots and aircraft flying at lower speeds and altitudes.

Vertical Obstruction Military Influence Area Subzone

The Vertical Obstruction MIA subzone includes both the imaginary surfaces and FAA Part 77 guidance for determining vertical obstructions illustrated on Figure 7.2. This combined guidance serves to protect important flight areas for aircraft that operate out of JBSA-S. Within this MIA subzone, strategies address various height restrictions to avoid vertical obstructions.

500-Foot Vertical Clearance

The 500-foot clearance zone is characterized by the vertical limits of the most expansive imaginary surface—the approach and departure clearance surface, illustrated on Figure 7.2. In this surface, for every 50 horizontal feet extending from the end of runway, development can extend one vertical foot up to 500 feet.

Controlled Compatible Land Use Area Subzone

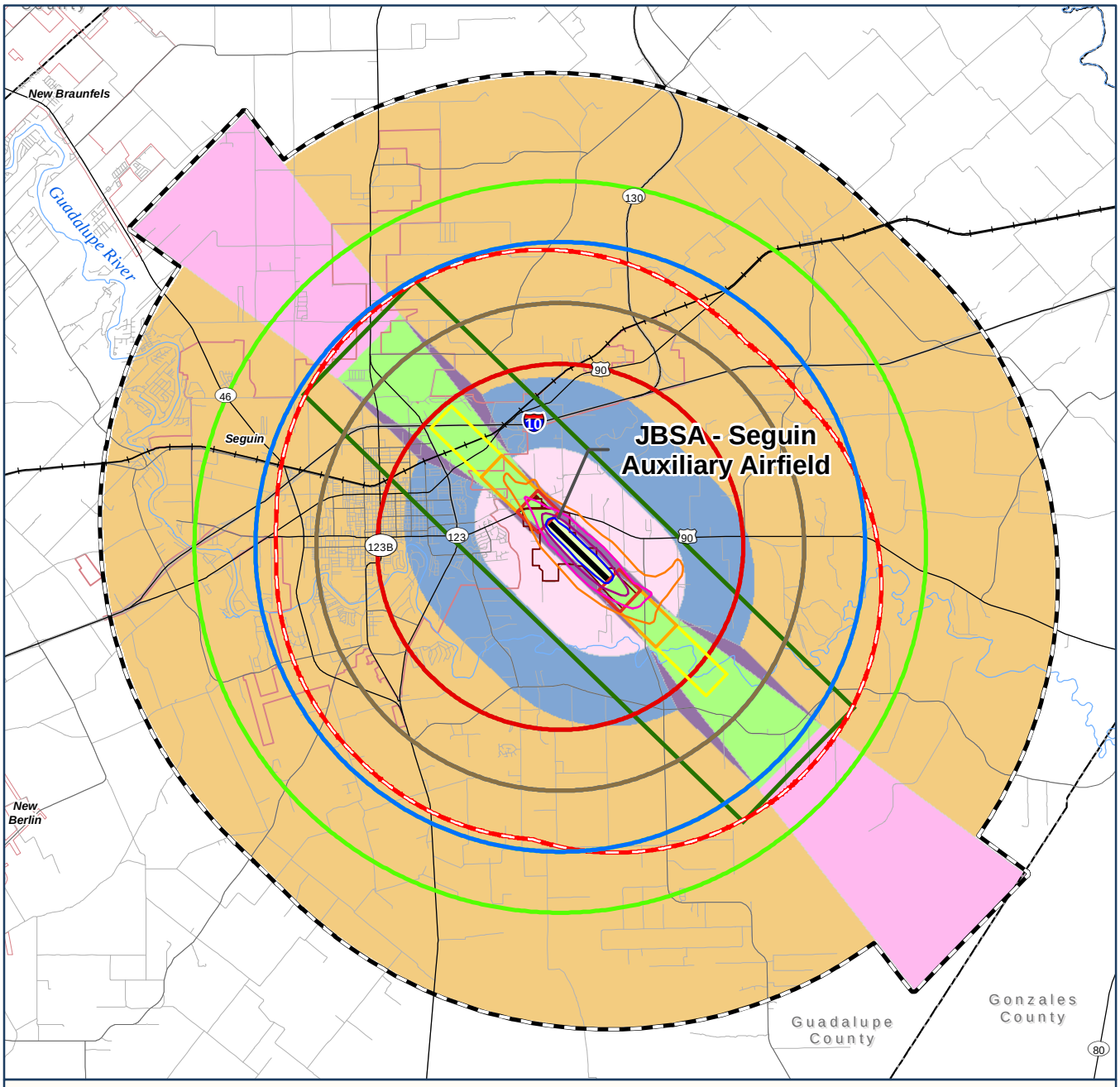
The CCLUA boundary around JBSA-Seguin is the MIA subzone that would allow for airfield zoning coordination and would give land use authority to an established Joint Airport Zoning Board (JAZB), pursuant to Texas Local Government Code, Section 241.014. This MIA subzone defines an area for the JAZB to regulate and adopt airport zoning regulations for lower densities and height restrictions, including areas within the Safety and Noise Subzones, and within the unincorporated portion of Guadalupe County since the county does not have land use authority. The CCLUA boundaries for JBSA-Seguin are shown on Figure 7.3.

Noise Military Influence Area Subzone

The Noise MIA subzone includes all land located off installation within the 65 dB noise contour for JBSA-Seguin. Other noise contours represent subzones for which noise sensitive land uses within this MIA subzone may be subject to sound attenuation measures to reduce noise impacts. Figure 7.3 illustrates the Noise MIA subzone.

Safety Military Influence Area Subzone

The Safety MIA subzone addresses areas that could be affected by low-speed and low-altitude aircraft associated with military training operations. As described in Chapter 3 of the Background Report, the safety zones include the Clear Zone and Accident Potential Zones I and II. These areas are characterized by a high risk for aircraft collisions due to location and types of aviation operations that occur. The size and location of these areas are indicated in Figure 7.3. Although development proximate to JBSA-Seguin is minimal, any new development located within this MIA subzone may be subject to lower densities and potentially other regulations.



Legend

- MIAOD Boundary
- 5-mile BASH Relevancy Area Subzone
- Controlled Compatible Land Use Area Subzone

Safety Subzone

- Clear Zone
- APZ I
- APZ II

Vertical Obstruction Subzone

FAA Part 77

- Up to 200' @ 3NM
- Up to 300' @ 4NM
- Up to 400' @ 5NM
- Up to 500' @ 6NM

Airfield Imaginary Surface

- Primary Surface Subzone
- Approach/Departure Clearance Surface Subzone (glide angle) = 50 ft to 1 ft up to 500 ft

Airfield Imaginary Surface

- Approach/Departure Clearance Surface Subzone (horizontal) = 500 ft
- Inner Horizontal Surface Subzone = 150 ft
- Conical Surface Subzone = 20 ft to 1 ft
- Outer Horizontal Surface Subzone = 500 ft
- Transitional Surface Subzone = 7ft to 1 ft

Noise Subzone

- 65 dB
- 70 dB
- 75 dB
- 80 dB
- Regional Cities

JLUS Partners

- Seguin
- Guadalupe County Boundary

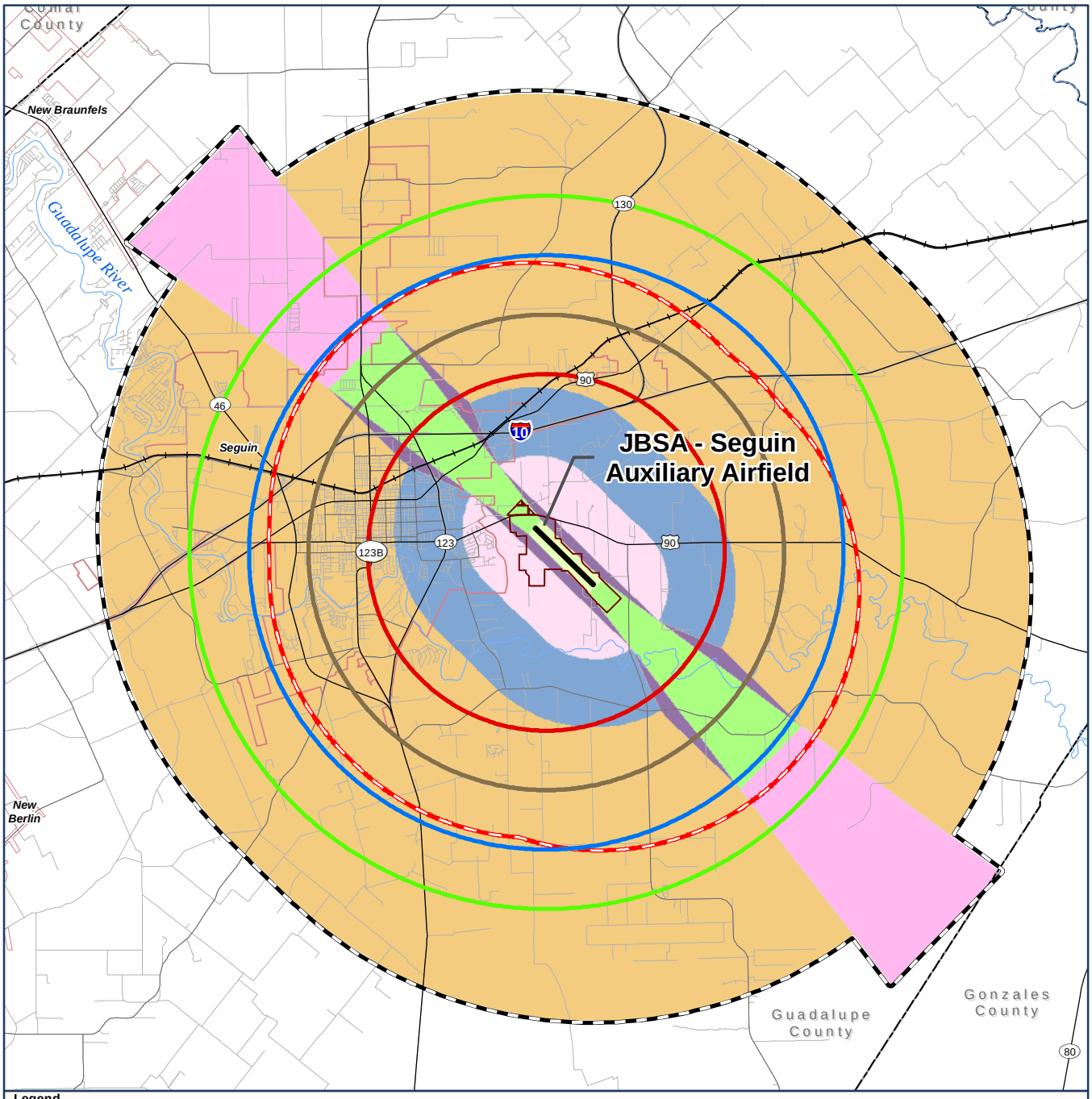
- JBSA - Seguin Auxiliary Airfield
- Runway Centerline
- Interstate / Highway
- Road
- Railroad
- River

0 1 2 Miles

Sources: FAA, 2013; JBSA-Randolph, 2013.

Matrix DESIGN GROUP

Figure 7.1
Military Influence Area Overlay District (MIAOD) and Subzones Composite
JBSA-Seguin Auxiliary Airfield



Matrix DESIGN GROUP

Figure 7.2
Military Influence Area Overlay District (MIAOD) with Subzones
BASH and Vertical Obstruction
JBSA-Seguin Auxiliary Airfield

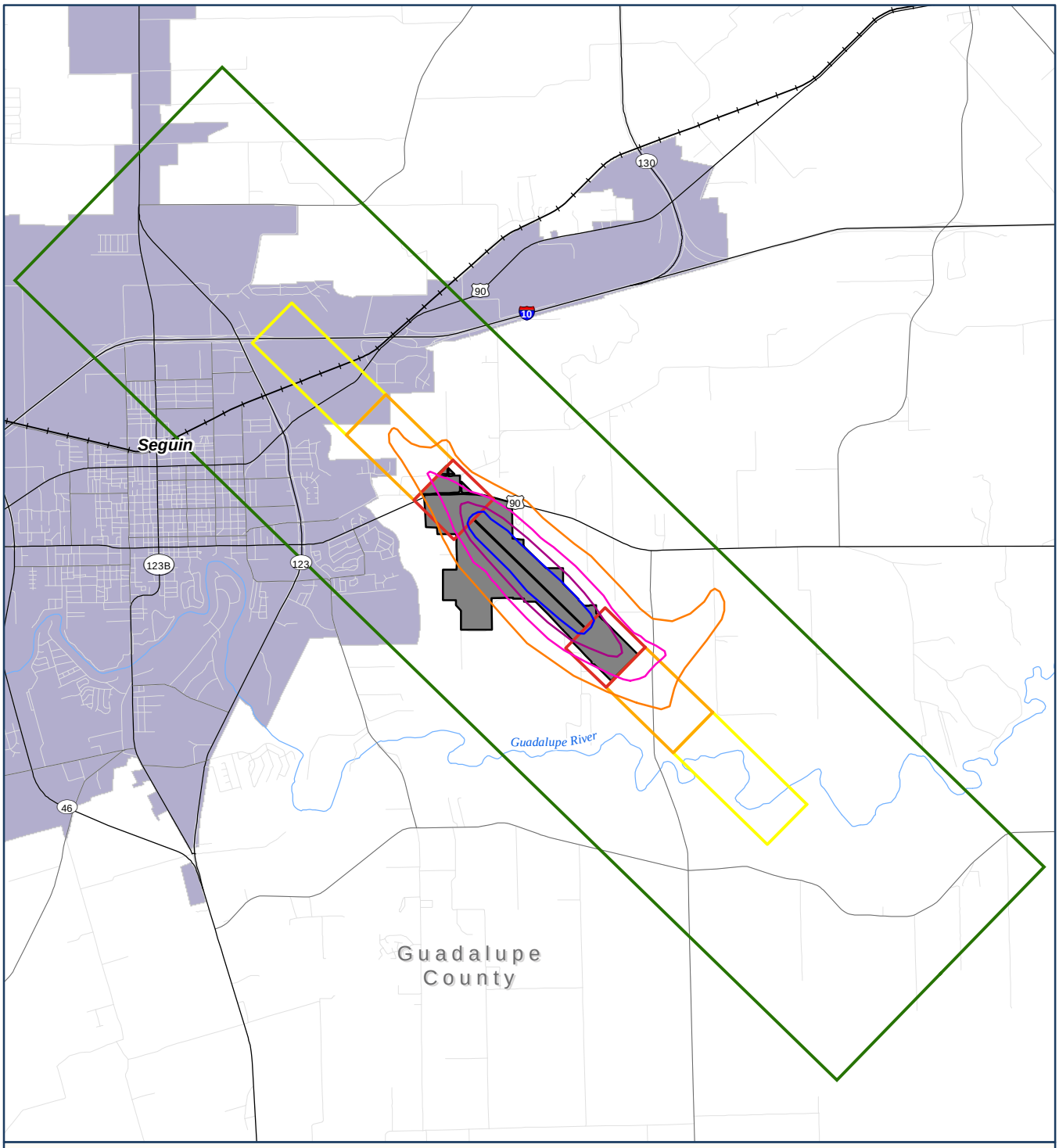


Figure 7.3
Military Influence Area Overlay District (MIAOD) with Subzones
Controlled Compatible Land Use Area, Safety, and Noise
JBSA-Seguin Auxiliary Airfield

Stinson Municipal Airport

Stinson Municipal Airport Military Influence Area Overlay District

The Stinson MIAOD is a proposed geographic area where strategies associated with each Stinson MIA subzone apply. Figure 8.1 illustrates the overall MIAOD, which is designed to reflect the area comprising all the MIA subzones for Stinson Municipal Airport. Figure 8.2 provides an inset of the Safety and Noise Subzones surrounding the airport.

Stinson Municipal Airport Military Influence Area Subzones

The four MIA subzones for Stinson are shown in Figure 8.1 and described on the following pages:

- BASH MIA Subzone
- Vertical Obstruction MIA Subzone
- Safety MIA Subzone
- Noise MIA Subzone

BASH Military Influence Area Subzone

The BASH MIA subzone is characterized by areas that could be affected by bird and wildlife strikes due to low-level flight operations. The BASH MIA subzone illustrated on Figure 8.1 represents a 5-mile statistical relevancy area from the center of the runway around Stinson. Certain land uses in this area may be subject to additional regulations to prevent attractants of birds and wildlife that could increase the risk of safety to pilots and aircraft flying at lower speeds and altitudes.

Vertical Obstruction Military Influence Area Subzone

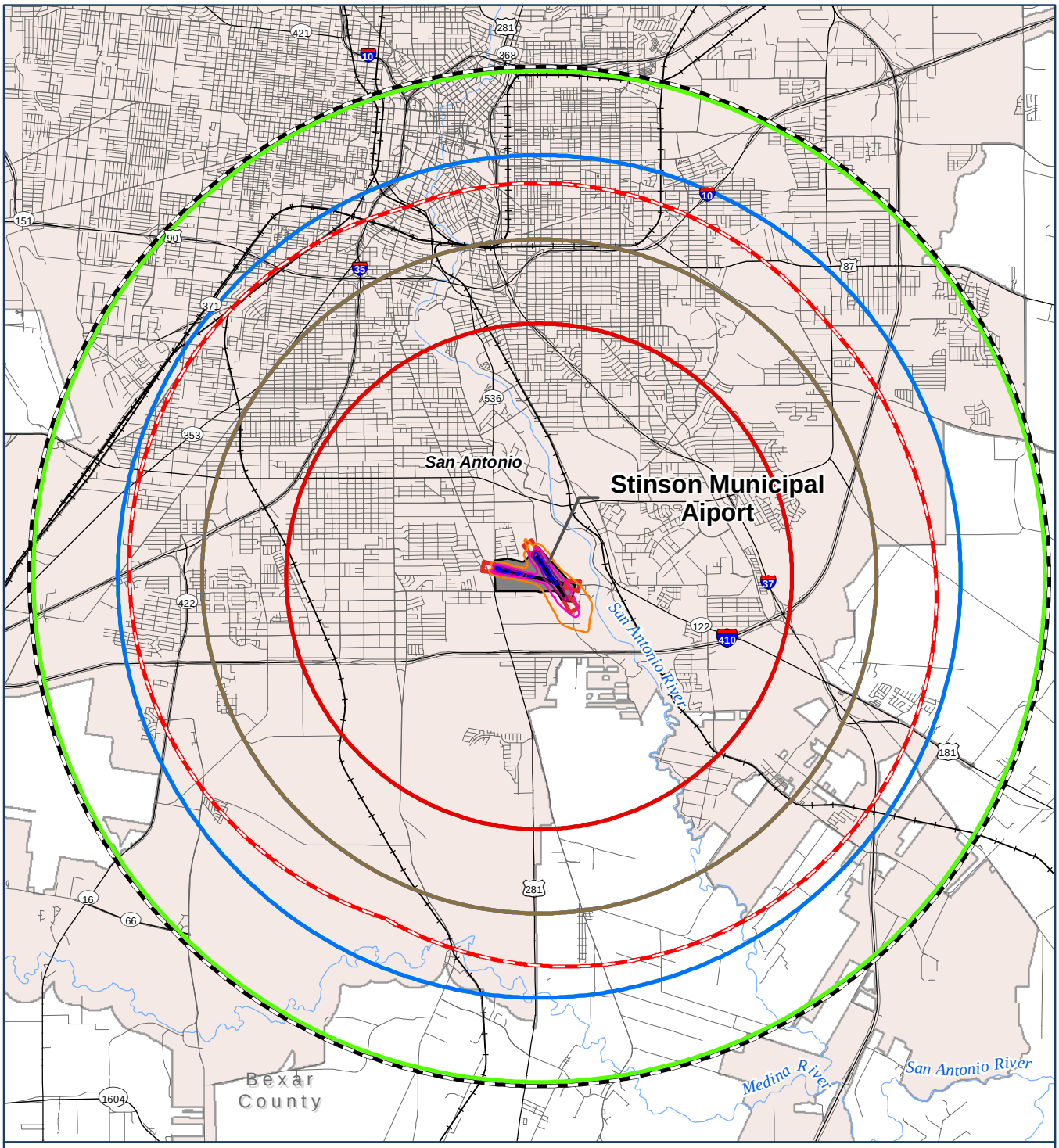
The FAA Part 77 Vertical Obstruction MIA subzone serves to protect important flight areas for aviation operations associated with Stinson. Within this MIA subzone, strategies address height restrictions to avoid vertical obstructions. The Vertical Obstruction MIA subzone for Stinson is depicted on Figure 8.1.

Safety Military Influence Area Subzone

The Safety MIA subzone addresses areas that could be affected by low-speed and low-altitude aircraft associated with military training operations. Safety zones for civilian airports include Object Free Areas, Runway Protection Zones, Runway Safety Areas and Obstacle Free Zones. These areas are characterized by a high risk for aircraft collisions due to location and types of aviation operations that occur. The size and location of the Stinson Runway Protection Zones are illustrated in Figures 8.1 and 8.2.

Noise Military Influence Area Subzone

The Noise MIA subzone includes all land located off installation within the 60 dB noise contour for Stinson. Other noise contours represent subzones for which residential development and other noise sensitive land uses within this MIA subzone may be subject to sound attenuation measures to reduce noise impacts. Figures 8.1 and 8.2 illustrate the 60 dB Noise MIA subzone.



Legend

- MIAOD Boundary
- 5-mile BASH Relevancy Area Subzone
- Safety Subzone

Noise Subzone

- 60 dB
- 65 dB
- 70 dB
- 75 dB

Vertical Obstruction Subzone (FAA Part 77)

- Up to 200' @ 3NM
- Up to 300' @ 4NM
- Up to 400' @ 5NM
- Up to 500' @ 6NM

JLUS Partner

- San Antonio
- Bexar County Boundary

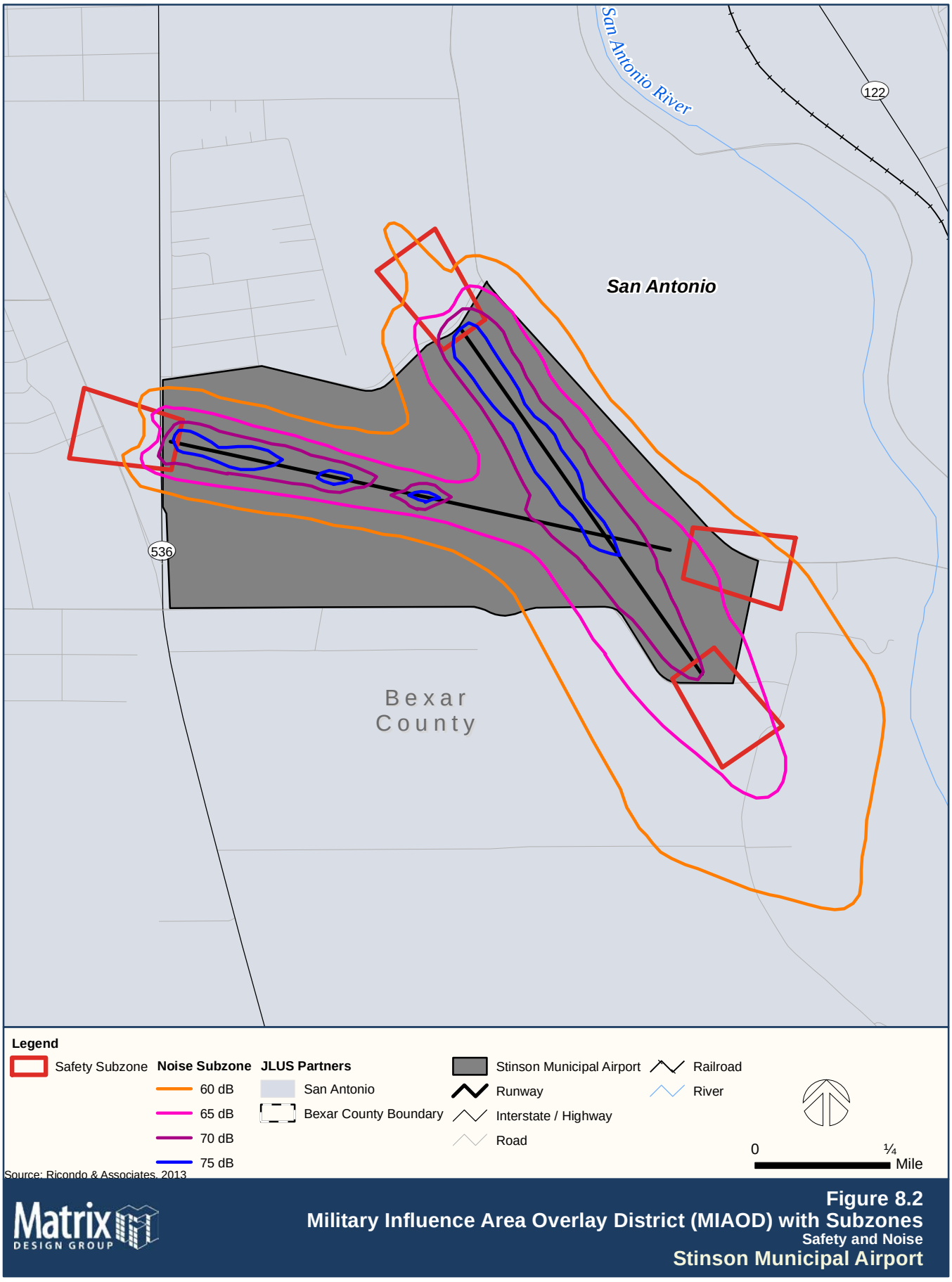
- Stinson Municipal Airport
- Runway
- Interstate / Highway
- Road
- Railroad
- River

0 1 2 Miles

Sources: FAA, 2013; Ricondo & Associates, 2013.

Matrix DESIGN GROUP

Figure 8.1
Military Influence Area Overlay District (MIAOD) and Subzones Composite
Stinson Municipal Airport



Matrix DESIGN GROUP

Figure 8.2
Military Influence Area Overlay District (MIAOD) with Subzones
Safety and Noise
Stinson Municipal Airport

6.2 How to Read the Implementation Plan

The strategies developed were designed to address the issues identified during preparation of the JLUS. The purpose of each strategy is to:

1. Avoid future actions, operations, or approvals that would cause a compatibility issue,
2. Eliminate an existing compatibility issue,
3. Reduce the adversity of an existing issue, or
4. Provide for on-going communications and collaboration.

To make the strategies easier to use, they are presented in a table format that provides the strategy and information on when and how that strategy will be implemented. Figure 9 highlights the format and content of the strategy table, and the following paragraphs provide an overview of how to read the information presented within each strategy.

Issue #. The issue # is an alpha-numeric number that provides a unique reference for each specific issue and strategy.

Type of Strategy. This column identifies the type of strategy being recommended. The column contains one of the following acronyms to represent the tool type:

Acq	Acquisition
CIP	Capital Improvement Program
Comm	Communication and Coordination
Disc	Real Estate Disclosures
Hab	Habitat Conservation Tools
Leg	Legislative Tools
MIA	Military Influence Area
MOA	Memorandum of Agreement
MOU	Memorandum of Understanding
Plans	General / Comprehensive / Master / Hazard / Airport Plans
Zon	Zoning Ordinance / Subdivision Regulations

Geographic Area. This column indicates the applicable Military Influence Area (MIA), if the strategy relates to an area outside JBSA-R. Additional details on MIAs are provided under the previous "Influence Areas" section.

Strategy. In bold type is a title that describes the strategy. This is followed by the complete strategy statement that describes the action needed.

Timeframe. This column indicates the projected timeframe of each strategy. The timeframes are described below:

2015	Strategy to be initiated by 2015 *(within 1-2 years of JLUS completion)*
2017	Strategy to be initiated by 2017 *(3 to 5 years from JLUS completion)*
On-Going	An on-going implementation action

Responsible Party. At the right end of the strategy table are a series of columns, one for each jurisdiction, military entity, agency, and organization with responsibility for implementing the JLUS strategies. If an entity has responsibility relative to implementing a strategy, a mark is shown under their name. This mark is one of two symbols that represent their role. A solid square (■) designates that the entity identified is responsible for implementing the strategy. A hollow square (□) designates that the entity plays a key supporting role, but is not directly responsible for implementation. The responsible parties are identified by their assigned acronym in the heading at the top of each page.

JBSA	Joint Base San Antonio
CPS/SAWS	City Public Service Energy/ San Antonio Water System
FAA	Federal Aviation Administration
RECSA	Real Estate Council of San Antonio
SABOR	San Antonio Board of Realtors
TXDOT	Texas Department of Transportation

Issue or Strategy #	Type of Strategy	Geographic Area	Strategy	Timeframe	City of Converse	City of San Antonio	City of Schertz	City of Seguin	City of Selma	City of Universal City	Bexar County	Guadalupe County	JBSA / JBSA-Randolph	CPS / SAWS	FAA	RECSA / SABOR	TXDOT
ALTERNATIVE ENERGY DEVELOPMENT																	
AE-1	Zon	Vertical Obs MIA	**Amend Unified Development Codes and Zoning Ordinances to Establish Height Limits for Alternative Energy Development Structures.** Unified Development Codes and zoning ordinances need to require height restrictions for energy development structures within the vertical obstruction MIA. Ordinances should also be amended to require review and coordination by Air Force prior to issuing a permit for all commercial alternative energy developments in the study area.	2015	■	■	■	■	■	■							

Issue / Strategy Number: Alpha-numeric identifier used for reference.

Type of Strategy: An abbreviated description of the type of strategy used.

Military Influence Area: Where each strategy applies. For example, if only MIA is indicated, then that strategy only applies to areas within the MIA.

Strategy: Description of the strategy.

Timeframe: The expected initiation date for strategy implementation.

Responsible Party: The primary and partner responsible agencies. For example, the ■ denotes the primary agency who will take the lead in implementation. The □ denotes partner agency who will assist the primary agency in implementation.

Figure 9. JBSA-R Strategy Key

JBSA-Randolph JLUS Strategies

Strategy No.	Type of Strategy	Geographic Area	Strategy	Timeframe	City of Converse	City of Garden Ridge	City of San Antonio	City of Schertz	City of Seguin	City of Selma	City of Universal City	Bexar County	Guadalupe County	JBSA	CPS/SAWS	FAA	RECSA/SABOR	TXDOT
ALTERNATIVE ENERGY DEVELOPMENT																		
AE-1	Zon	JBSA-R JBSA-S Stinson Vertical Obs MIAOD Subzone	**Amend Unified Development Codes and Zoning Ordinances to Establish Height Limits, and Siting for Alternative Energy Development Structures.** In an effort to be proactive, amend unified development codes and zoning ordinances to regulate the height and siting of residential and commercial wind energy turbines to prevent interference with the safety of aviation within both the Vertical Obstruction MIAOD Subzones	2015	■		■	■	■	■	■		■					
AE-2	Comm	JBSA-R JBSA-S Stinson Vertical Obs MIAOD Subzone	**Educate Utility Companies and Encourage Them to Adopt Non-Reflective Solar Panel Criteria.** Educate utility companies on the importance of non-reflective solar panels and encourage them to adopt criteria for use within the Vertical Obstruction Military Overlay District.	2015	☐		☐	☐	☐	☐	☐		☐		■			

Strategy No.	Type of Strategy	Geographic Area	Strategy	Timeframe	City of Converse	City of Garden Ridge	City of San Antonio	City of Schertz	City of Seguin	City of Selma	City of Universal City	Bexar County	Guadalupe County	JBSA	CPS/SAWS	FAA	RECSA/SABOR	TXDOT
AE-2 (cont'd)			*Other Partners:* *CPS Energy, GVEC*															
AE-3	Plans/ Zon/ MOA	JBSA-R JBSA-S Stinson Vertical Obs MIAOD Subzone	**Coordinate with DoD Siting Clearinghouse.** Update comprehensive plans to include policies and amend Unified Development Codes (UDCs) and zoning ordinances to require all proposed alternative energy development projects be submitted to the DOD Siting Clearinghouse to review each project for mission compatibility. Include coordination with DOD Siting Clearinghouse as part of the MOA between JBSA and stakeholders. *Note: The DOD Siting Clearinghouse requirements and standards published in Title 32, Code of Federal Regulations, Part 211 shall advise and guide the process to facilitate the early submission of renewable energy project proposals to the Clearinghouse for military mission compatible review.*	2015/ On-going	☐		☐	☐	☐	☐	☐	☐	☐	■	☐	☐		☐

Strategy No.	Type of Strategy	Geographic Area	Strategy	Timeframe	City of Converse	City of Garden Ridge	City of San Antonio	City of Schertz	City of Seguin	City of Selma	City of Universal City	Bexar County	Guadalupe County	JBSA	CPS/SAWS	FAA	RECSA/SABOR	TXDOT
AT-1	Comm	JBSA-R JBSA-S MIAOD	**JBSA to Provide the Cities with the AT/FP Guidance for Development Along the Fence Line.** JBSA should provide the adjacent cities to JBSA-R and JBSA-S with the AT/FP criteria (setbacks, heights and types of structures, etc.) for development standards along and proximate the fence line. This would enable quick assessment of proposed development at or near the fence line.	2015	☐			☐	☐					■				
AT-2	CIPs	JBSA-R MIAOD	**AT/FP Improvements to JBSA-R East Gate** Program and construct project for East Gate improvements to achieve AT/FP compliance and to provide queuing inside the installation boundary.	2017										■				

Strategy No.	Type of Strategy	Geographic Area	Strategy	Timeframe	City of Converse	City of Garden Ridge	City of San Antonio	City of Schertz	City of Seguin	City of Selma	City of Universal City	Bexar County	Guadalupe County	JBSA	CPS/SAWS	FAA	RECSA/SABOR	TXDOT
AT-3	Plans/ CIPs	JBSA-R MIAOD	**FM 78 JBSA Randolph East Gate Intersection Improvements** JBSA should coordinate with TXDOT and plan, budget and construct dedicated turn lane from western FM 78 into East Gate and restriping of center turn lane from eastern FM 78 into East Gate entrance. *Other Partners: Alamo Area Metropolitan Planning Organization (MPO)*	2015	☐		☐	☐	☐	☐	☐	☐	☐	☐				■
INTER-AGENCY COMMUNICATION / COORDINATION																		
COM-1	MOA	JBSA-R JBSA-S Stinson MIAOD	**JBSA Representative to Attend City Council, Planning Commission, County Commissioners Court and other Agency Board Meetings to Provide Comments on Mission Compatibility Concerns for Proposed Developments** In an effort to continue a collaborative partnership, include in the MOA between stakeholders and JBSA that JBSA	2015	☐		☐	☐	☐	☐	☐	☐	☐	■	☐			☐

Strategy No.	Type of Strategy	Geographic Area	Strategy	Timeframe	City of Converse	City of Garden Ridge	City of San Antonio	City of Schertz	City of Seguin	City of Selma	City of Universal City	Bexar County	Guadalupe County	JBSA	CPS/SAWS	FAA	RECSA/SABOR	TXDOT
COM-1 (cont'd)			agrees to provide a representative to attend and comment on mission compatibility issues on proposed developments at City Council, Planning Commission, County Commissioner Court and other agency board meetings. *Note: The JBSA representative will provide technical information on items being considered, but shall not directly vote to approve, conditionally approve, or deny a project or development application.* *Other Partners:* *Alamo Area MPO, Bexar Regional Watershed Management (BRWM), San Antonio River Authority (SARA)*																
COM-2	MOA	JBSA-R JBSA-S Stinson MIAOD	**Stakeholders to Provide JBSA an Opportunity to Review and Comment on Proposed Developments within the MIAOD** In an effort to continue a collaborative partnership, include	2015	■		■	■	■	■	■	■	■	■	■			■

Strategy No.	Type of Strategy	Geographic Area	Strategy	Timeframe	City of Converse	City of Garden Ridge	City of San Antonio	City of Schertz	City of Seguin	City of Selma	City of Universal City	Bexar County	Guadalupe County	JBSA	CPS/SAWS	FAA	RECSA/SABOR	TXDOT
COM-2 (cont'd)			in the MOA between stakeholders and JBSA that the stakeholders agree to inform JBSA of any proposed developments within the MIAOD, and JBSA will provide comments regarding mission compatibility concerns, within an agreed upon and reasonable timeframe. This will include: ▪ Provide technical input and assistance to local jurisdictions to support discussion of projects and potential compatibility issues ▪ Definition of project types that require review ▪ Identification of the Points of Contact for all coordination ▪ Identify opportunities for appropriate JBSA personnel to participate in pre-application meetings for significant																	

Strategy No.	Type of Strategy	Geographic Area	Strategy	Timeframe	City of Converse	City of Garden Ridge	City of San Antonio	City of Schertz	City of Seguin	City of Selma	City of Universal City	Bexar County	Guadalupe County	JBSA	CPS/SAWS	FAA	RECSA/SABOR	TXDOT
COM-2 (cont'd)			projects ▪ Establish a formal procedure for requesting and receiving comments ▪ JBSA review of development applications for property adjacent to JBSA-Randolph and JBSA-Seguin fenceline for compliance with AT/FP requirements ▪ Establish a standard, maximum timeline for responses, keeping in mind mandated review time periods as specified by State law and local procedures ▪ Provide notice to the JBSA on all public hearings regarding projects identified for coordination While consultation is expected to occur primarily on projects in the defined MIAOD, the Air Force should establish contacts																	

Strategy No.	Type of Strategy	Geographic Area	Strategy	Timeframe	City of Converse	City of Garden Ridge	City of San Antonio	City of Schertz	City of Seguin	City of Selma	City of Universal City	Bexar County	Guadalupe County	JBSA	CPS/SAWS	FAA	RECSA/SABOR	TXDOT
COM-2 (cont'd)			and procedures for receiving notices and review opportunities on significant regional projects. *Other Partners:* *Alamo Area MPO, BRWM, SARA*															
COM-3	Plan MOA	Study Area	**JBSA to Develop a Stakeholders' Communications Protocol Plan and a Community Communications Portal** JBSA should develop both an internal and external stakeholders' communications protocol plan to manage external communications with the public, civic and business leaders, and other groups. ▪ Develop a Stakeholder Communications Protocol Plan that identifies who stakeholders at all technical and leadership levels should call for questions and coordination. ▪ Plan should include frequently called numbers and	2015	☐		☐	☐	☐	☐	☐	☐	☐	■	☐	☐	☐	☐

Strategy No.	Type of Strategy	Geographic Area	Strategy	Timeframe	City of Converse	City of Garden Ridge	City of San Antonio	City of Schertz	City of Seguin	City of Selma	City of Universal City	Bexar County	Guadalupe County	JBSA	CPS/SAWS	FAA	RECSA/SABOR	TXDOT
COM-3 (cont'd)			points-of-contact ▪ Develop a JBSA Community Communications Portal that includes a JBSA portal phone number and email that acts as a clearinghouse for all incoming community questions ▪ Incorporate the Stakeholders' Communication Plan into the MOA between JBSA and stakeholders ▪ Add "Who-to-Call" Lists to the websites for topic matters that would be useful to the public Other Partners: Alamo Area MPO, BRWM, SARA															
COM-4	Comm	Study Area	**JBSA to Enhance Notifications to the Public for Training that Occurs Outside the Routine Schedule and Other Current Event News Relevant to Communities** JBSA should enhance notification techniques and measures about	2015	☐		☐	☐	☐	☐	☐	☐	☐	■		☐		☐

Strategy No.	Type of Strategy	Geographic Area	Strategy	Timeframe	City of Converse	City of Garden Ridge	City of San Antonio	City of Schertz	City of Seguin	City of Selma	City of Universal City	Bexar County	Guadalupe County	JBSA	CPS/SAWS	FAA	RECSA/SABOR	TXDOT
COM-4 (cont'd)			training events that occur outside or in addition to the normal training schedule and other current events that are relevant to the citizens. Include a point of contact in all notifications. Notification techniques should include but not be limited to: ▪ JBSA Facebook / Twitter ▪ Public Service Announcements ▪ JBSA newspaper and other local newspapers ▪ Jurisdictions Public Affairs Office ▪ Links from jurisdiction websites to the JBSA website ▪ Group Email Blast to jurisdiction's elected and appointed officials and public safety officers																
COM-5	Comm	Study Area	**Enhance Visibility of the 12th FTW Community Engagement Office.** The 12th FTW should enhance the visibility of the	2015										■				

Strategy No.	Type of Strategy	Geographic Area	Strategy	Timeframe	City of Converse	City of Garden Ridge	City of San Antonio	City of Schertz	City of Seguin	City of Selma	City of Universal City	Bexar County	Guadalupe County	JBSA	CPS/SAWS	FAA	RECSA/SABOR	TXDOT
COM-5 (cont'd)			Community Engagement Office to include but not limited to: ■ Post the contact information and building location on the main JBSA-Randolph website ■ Outreach to adjacent and proximate communities with the contact information for the office ■ Provide regular updates to community officials and staff ■ Respond in a timely manner in the events of complaints, etc.															
COM-6	Zon	JBSA-R Safety MIAOD Subzone	**Amend the Perpetual Clear Zone Easement To Define a JBSA Response Time For Proposed Development Application Reviews** JBSA-R and the City of Universal City should amend the Easement to incorporate a reasonable response time from the Air Force to enable efficient use of resources and maintain consistency with mandated	2017							■			■				

Strategy No.	Type of Strategy	Geographic Area	Strategy	Timeframe	City of Converse	City of Garden Ridge	City of San Antonio	City of Schertz	City of Seguin	City of Selma	City of Universal City	Bexar County	Guadalupe County	JBSA	CPS/SAWS	FAA	RECSA/SABOR	TXDOT
COM-6 (cont'd)			timeframes for the development review process.															
COM-7	Comm	JBSA-R JBSA-S Stinson MIAODs	**Response Time from JBSA** The cities, counties and JBSA should work together to delineate a reasonable amount of time for JBSA to respond to development applications and other such planning matters. {See Strategy COM-2]	2015	■		■	■	■	■	■	■	■	■				
COM-8	Comm	Study Area	**Establish a JBSA-R JLUS Implementation Task Force** Formalize through a resolution that the JLUS-R Executive and Advisory Committees will transition to a JLUS Implementation Task Force and Sub Committee respectfully, and be responsible for monitoring the implementation of the recommended JLUS strategies and act as a forum for continued communication and sharing of information and current events associated with military	2015	☐		☐	☐	☐	☐	☐	■	☐	☐	☐	☐	☐	☐

Strategy No.	Type of Strategy	Geographic Area	Strategy	Timeframe	City of Converse	City of Garden Ridge	City of San Antonio	City of Schertz	City of Seguin	City of Selma	City of Universal City	Bexar County	Guadalupe County	JBSA	CPS/SAWS	FAA	RECSA/SABOR	TXDOT
COM-8 (cont'd)			compatibility. *Note: This may be achieved through existing collaborative efforts, such as the JBSA Community Partnership.*															
COM-9	Comm	Study Area	**Plan and Facilitate a Visioning Session for Multiple Military Advocacy Organizations.** Bexar County should plan and facilitate a visioning session among all the organizations in the JBSA metrocom area that have similar missions and common goals to determine where efficiencies can be realized, resources can be optimized and advocate with a one-voice approach while preventing competing missions. *Other Partners: Alamo Area Council of Governments (AACOG), Tri-County Chamber of Commerce, San Antonio Chamber of Commerce, Northeast Partnership (NEP), Schertz Chamber of Commerce, JBSA Community Partnership*	2015	☐		☐	☐	☐	☐	☐	■	☐	☐				

Strategy No.	Type of Strategy	Geographic Area	Strategy	Timeframe	City of Converse	City of Garden Ridge	City of San Antonio	City of Schertz	City of Seguin	City of Selma	City of Universal City	Bexar County	Guadalupe County	JBSA	CPS/SAWS	FAA	RECSA/SABOR	TXDOT
COM-10	MOA	Region Wide	**Develop Memorandum of Agreement (MOA) for Multiple Military Advocacy Agencies** The County should work with JBSA to determine needs for advocacy of military-related matters. Then County should develop a MOA with the cities and other advocacy agencies AACOG and NEP delineating points-of-contacts and protocols for communication methods of contact, identification of appropriate agency for certain matters, and an action plan for managing and aligning multiple advocacy agencies in the Bexar and Guadalupe Counties. *Other Partners:* *AACOG, Tri-County Chamber of Commerce, San Antonio Chamber of Commerce, NEP, Schertz Chamber of Commerce, JBSA Community Partnership*	2015	☐		☐	☐	☐	☐	☐	■	☐	☐				

Strategy No.	Type of Strategy	Geographic Area	Strategy	Timeframe	City of Converse	City of Garden Ridge	City of San Antonio	City of Schertz	City of Seguin	City of Selma	City of Universal City	Bexar County	Guadalupe County	JBSA	CPS/SAWS	FAA	RECSA/SABOR	TXDOT
COM-11	Comm	Study Area / County-wide	**Create and Maintain a Regional Portal GIS Information Clearinghouse for Collecting and Distributing Updated GIS Layers / Maps Related to Military Operations** Currently, the City of San Antonio has a grant with the OEA to determine and identify an agency that could serve as the Regional Clearinghouse that can provide a portal to all JLUS stakeholders that would house as well as make available GIS layers and maps related to military operations. JBSA would be responsible for providing a comprehensive set of GIS layers for all military to the clearinghouse. The clearinghouse would be responsible for distributing all updated military operation GIS layers and maps to the partnering jurisdictions and stakeholder agencies to enable enhanced long-range compatibility	2015	☐		■	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐

Strategy No.	Type of Strategy	Geographic Area	Strategy	Timeframe	City of Converse	City of Garden Ridge	City of San Antonio	City of Schertz	City of Seguin	City of Selma	City of Universal City	Bexar County	Guadalupe County	JBSA	CPS/SAWS	FAA	RECSA/SABOR	TXDOT
COM-11 (cont'd)			planning. A protocol for accessing and updating the information should be developed to ensure accuracy and appropriate security measures are established. *Other Partners:* *AACOG, Alamo Area MPO, BRWM, SARA*															
COM-12	Comm	Study Area	**Randolph Tower (RND) Airspace Manager and 12 FTW Safety Office should continue working with General Aviation groups and the FAA in reducing VFR pop-up traffic transiting Military Operating Areas (MOAS)** RND Airspace Manager, Airspace squadron Points-of-Contact (POCs) and squadron Duty Officers (DOs) should continue to visit Houston Center and San Antonio Tower/Terminal Radar Approach Control (TRACON) to brief air traffic controllers on an annual basis the importance of issuing Traffic Advisories and Alerts to all users of RND	2015										■		☐		

Strategy No.	Type of Strategy	Geographic Area	Strategy	Timeframe	City of Converse	City of Garden Ridge	City of San Antonio	City of Schertz	City of Seguin	City of Selma	City of Universal City	Bexar County	Guadalupe County	JBSA	CPS/SAWS	FAA	RECSA/SABOR	TXDOT
COM-12 (cont'd)			MOAs. ■ 12 FTW Safety Office and Airspace Manager should continue safety briefings at venues attended by General Aviation pilots and inform them of the hazards associated with flying into active MOAs. ■ 12 FTW Safety Office should vigorously reach out to airports in the surrounding area by conducting on site visits and posting diagrams depicting RND flying routes and MOAs along with Mid-Air-Collision-Avoidance brochures. MOA scheduling utilizing the latest software program sanctioned by the Air Force will be utilized and specified in Letters of Agreement with RND and FAA agencies as required so that																

Strategy No.	Type of Strategy	Geographic Area	Strategy	Timeframe	City of Converse	City of Garden Ridge	City of San Antonio	City of Schertz	City of Seguin	City of Selma	City of Universal City	Bexar County	Guadalupe County	JBSA	CPS/SAWS	FAA	RECSA/SABOR	TXDOT
COM-12 (cont'd)			Notices to Airmen are automatically issued advising all General Aviation flyers when the MOAs are active. *Other Partners:* *San Antonio International Airport (SAT) and RND*															
COM-13	Zon	JBSA-R JBSA-S Stinson Vertical Obs MIAOD Subzone	**Amend UDCs or Building Codes to Not Permit Temporary Cranes within the Transitional Area of the Airfield** The cities should amend their UDCs to incorporate regulations for not permitting temporary cranes within the transitional area of the imaginary surface in order to prevent vertical obstruction into critical navigable airspace. The cities should require coordination with the FAA to determine obstruction evaluations so mitigation measures and coordination with JBSA can be applied.	2015	■			■			■			☐		☐		

Strategy No.	Type of Strategy	Geographic Area	Strategy	Timeframe	City of Converse	City of Garden Ridge	City of San Antonio	City of Schertz	City of Seguin	City of Selma	City of Universal City	Bexar County	Guadalupe County	JBSA	CPS/SAWS	FAA	RECSA/SABOR	TXDOT
COM-14	Comm	Study Area	**Consider Public-Public or Public-Private (P4) Partnerships for Cost Savings** Identify opportunities for jurisdictions and JBSA to partner on and use Section 331 of the Federal Regulations to achieve cost savings.	2015	■		■	■	■	■	■	■	■	■	■			■
COM-15	Zon	MIAOD / CCLUAs	**Update or Develop Crane / Temporary Construction Permit Forms** Some jurisdictions surrounding JBSA-R regulate temporary construction cranes through the use of permits; however the permits need to be updated to reflect current information and other cities need to develop these permits to regulate such activity. ▪ The City of San Antonio should update their website with the updated Crane / Temporary Construction Form and remove old copies on internal sites and the website. ▪ The cities of	2015	■			■		■	■			☐		☐		

Strategy No.	Type of Strategy	Geographic Area	Strategy	Timeframe	City of Converse	City of Garden Ridge	City of San Antonio	City of Schertz	City of Seguin	City of Selma	City of Universal City	Bexar County	Guadalupe County	JBSA	CPS/SAWS	FAA	RECSA/SABOR	TXDOT
COM-15 (cont'd)			Schertz, Selma, Live Oak, and Universal City should develop temporary crane / construction permits to enable appropriate coordination with the FAA and JBSA-R and determine obstruction evaluations so mitigation measures can be applied prior to construction.															
COM-16	Comm	JBSA-R	**JBSA Representative to Accompany City Officials to talk to Landowners** A uniformed JBSA Representative should accompany City of Converse Officials to talk to Landowners about the issue with the clear zones and the 1604 Corridor Study.	2015 On-going	■									☐				

Strategy No.	Type of Strategy	Geographic Area	Strategy	Timeframe	City of Converse	City of Garden Ridge	City of San Antonio	City of Schertz	City of Seguin	City of Selma	City of Universal City	Bexar County	Guadalupe County	JBSA	CPS/SAWS	FAA	RECSA/SABOR	TXDOT
COM-17	Comm	JBSA-R Study Area	**Coordinate Partnering Efforts** The Air Force / JBSA will use the JLUS Report and associated information / data as part of the communities' input into the ICEMAP development process to eliminate the potential for conflicting data and recommendations. If there are conflicts between the ICEMAP and JLUS recommendations, JBSA-Randolph shall resolve them with the communities.	2015										■				
COM-18	Comm	JBSA-R JBSA-S and Stinson Study Area	**Incorporate Recommendations of the JBSA-Randolph JLUS into the Joint Base San Antonio Regional Joint Land Use Implementation Strategy** The City of San Antonio should ensure that the findings and recommendations of the JBSA-Randolph JLUS are incorporated into and coordinated with the Joint Base San Antonio Regional Implementation Strategy.	2015			■											

Strategy No.	Type of Strategy	Geographic Area	Strategy	Timeframe	City of Converse	City of Garden Ridge	City of San Antonio	City of Schertz	City of Seguin	City of Selma	City of Universal City	Bexar County	Guadalupe County	JBSA	CPS/SAWS	FAA	RECSA/SABOR	TXDOT
DUST, SMOKE, STEAM																		
DSS-1	Comm	JBSA-R JBSA-S and Stinson Study Area	**Coordinate with JBSA Regarding Proposed Developments that Generate Dust, Smoke or Steam Within the Approach and Departure Corridor** Coordinate with JBSA about any existing facilities undergoing renovations and proposed developments that generate dust, smoke, or steam that are located within the approach and departure corridor in order to prevent plumes that may impair the vision of the pilots. *Other Partners: TCEQ, Texas Railroad Commission (TRRC)*	On-going	■		■	■	■	■	■			☐				

Strategy No.	Type of Strategy	Geographic Area	Strategy	Timeframe	City of Converse	City of Garden Ridge	City of San Antonio	City of Schertz	City of Seguin	City of Selma	City of Universal City	Bexar County	Guadalupe County	JBSA	CPS/SAWS	FAA	RECSA/SABOR	TXDOT
DSS-2	Comm	Stinson Study Area	**Notify RND when Visibility Near Stinson Municipal Airport is Less Than Desirable for Aviation Operations** The City of San Antonio / SAT should continue to monitor visibility near the Stinson Municipal Airport and notify JBSA-R when conditions are not safe for aviation activity in the area.	On-going			■							☐				

Strategy No.	Type of Strategy	Geographic Area	Strategy	Timeframe	City of Converse	City of Garden Ridge	City of San Antonio	City of Schertz	City of Seguin	City of Selma	City of Universal City	Bexar County	Guadalupe County	JBSA	CPS/SAWS	FAA	RECSA/SABOR	TXDOT
HOUSING AVAILABILITY																		
HA-1	Comm	Study Area	**Coordinate JBSA Housing Needs** Develop partnership with local realtors, realtor associations, and local planning departments to share information regarding military housing needs on a regular basis via the JBSA Housing Market Analysis (HMA) report	On-going	☐		☐	☐	☐	☐	☐	☐	☐	■			☐	

Strategy No.	Type of Strategy	Geographic Area	Strategy	Timeframe	City of Converse	City of Garden Ridge	City of San Antonio	City of Schertz	City of Seguin	City of Selma	City of Universal City	Bexar County	Guadalupe County	JBSA	CPS/SAWS	FAA	RECSA/SABOR	TXDOT
HA-2	Plans	Study Area	**Incorporating Military Housing Needs in Jurisdictional Comprehensive Plans** When a jurisdiction updates its comprehensive plan, the plan should include a discussion of military housing needs and programs to address housing needs, both permanent (family and unaccompanied service members) and transient housing. As part of this effort, JBSA will provide jurisdictions with current information on housing demands, amount of housing provided by the installation, generalized income, by rank, of personnel living off-base, and current distribution data on off-base personnel by zip code via the JBSA Housing Market Analysis (HMA) report.	On-going	☐		☐	☐	☐	☐	☐	☐	☐	■				

Strategy No.	Type of Strategy	Geographic Area	Strategy	Timeframe	City of Converse	City of Garden Ridge	City of San Antonio	City of Schertz	City of Seguin	City of Selma	City of Universal City	Bexar County	Guadalupe County	JBSA	CPS/SAWS	FAA	RECSA/SABOR	TXDOT
INFRASTRUCTURE EXTENSIONS																		
IE-1	Plans	JBSA-R JBSA-S and Stinson MIAOD	**Coordinate Infrastructure Capacity Planning with JBSA** Stakeholders should coordinate with JBSA on a region-wide basis in the development of infrastructure master plans, capital improvement plans (CIP), utility service agreements (USAs), and other similar long-range plans to avoid overlap and duplication of services. Development of systems that can serve both community (including Converse) and JBSA-R's needs should be evaluated when appropriate. *Other Partners: Alamo Area MPO, BRWM, SARA, Regional Mobility Authority (RMA)*	On-going	■		■	■	■	■	■	■	■	☐	■			■
IE-2	Comm	JBSA-R JBSA-S and Stinson MIAOD	**Coordination on Infrastructure Planning** Notify and coordinate infrastructure expansion plans with JBSA. When communities or	2015	■		■	■	■	■	■	■	■	☐	■			■

Strategy No.	Type of Strategy	Geographic Area	Strategy	Timeframe	City of Converse	City of Garden Ridge	City of San Antonio	City of Schertz	City of Seguin	City of Selma	City of Universal City	Bexar County	Guadalupe County	JBSA	CPS/SAWS	FAA	RECSA/SABOR	TXDOT
IE-2 (cont'd)			other service providers move forward with any plans of extending infrastructure in the vicinity of JBSA-R, such as a sewer extension, JBSA-R should be notified. The provider should be prepared to discuss alternatives that would help reduce potential future incompatible development along the infrastructure line (incompatible growth-inducement). The coordination should be done early in the planning process to optimize compatibility and reduce costs associated with plan changes. JBSA should prepare and provide feedback within a reasonable timeframe so as not to delay development. *Other Partners: Alamo Area MPO, RMA, SARA*															

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LAND / AIR SPACE COMPETITION																		
LS-1	CIP	Study Area	**Next Generation Air Transportation System Improvements** SAT and RND should work with the FAA to identify and budget for specific NextGen improvements that have a regional benefit including System Wide Information Management (SWIM) program and Automatic Dependent Surveillance – Broadcast (ADS-B) technology.	2017			☐							☐		■		
LS-2	Comm	Study Area	**Advertise / Educate Mid-Air Collision Avoidance (MACA) Program** Develop education brochures on how to avoid mid-air collisions within airspace where military operations occur. Provide the MACA Handbook and the mid-air collision brochure on the JBSA website and other online locations where general aviation pilots have access.	2015 On-going										■		☐		

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LS-3	Comm	Study Area / Region-Wide	**Region-Wide Airspace Utilization Study** FAA should work with SAT, RND, and TXDOT representatives (as appropriate) to facilitate discussions regarding the feasibility of conducting a region-wide airspace utilization study. This discussion would include representatives of JBSA, TXDOT, regional airport operators, and other relevant stakeholders to determine feasibility and funding mechanisms for such a study.	2015			☐							☐		■		☐

Strategy No.	Type of Strategy	Geographic Area	Strategy	Timeframe	City of Converse	City of Garden Ridge	City of San Antonio	City of Schertz	City of Seguin	City of Selma	City of Universal City	Bexar County	Guadalupe County	JBSA	CPS/SAWS	FAA	RECSA/SABOR	TXDOT
LEGISLATIVE INITIATIVES																		
LEG-1	Leg	Study Area	**Facilitate Legislative Initiative to Amend Property Sellers Disclosure** Work with San Antonio Board of Realtors (SABOR), Real Estate Council of San Antonio (RECSA), Texas Association of Realtors (TAR) and other real estate advocates to facilitate a legislative initiative to include notification of military impacts on property in seller disclosures (TAR Forms 1406 and 1506). *Other Partners: SABOR, RECSA, TAR, other reals estate advocates*	2017								■					☐	

Strategy No.	Type of Strategy	Geographic Area	Strategy	Timeframe	City of Converse	City of Garden Ridge	City of San Antonio	City of Schertz	City of Seguin	City of Selma	City of Universal City	Bexar County	Guadalupe County	JBSA	CPS/SAWS	FAA	RECSA/SABOR	TXDOT
LEG-2	Leg	Study Area	**Amend Property Code Section 5.008 of Sellers Disclosure of Military Impacts** The State Legislature with the support of TAR and Non-TAR members to amend the property code to incorporate language that discloses information related to military impacts, as it pertains to the property in the transaction. *Primary Partner: State Legislature*	2015													■	
LEG-3	Plans	JBSA-R JBSA-S and Stinson Vertical Obs MIAOD Subzone	**State to Adopt Part 77 as State Law to ensure Federal Aviation Regulation (FAR) Part 77 Compliance** State should adopt Part 77 and any amendments to the law to ensure Part 77 compliance for local jurisdictions. For all new, redeveloped or rehabilitated transmission, communications, energy generation structures (including electrical transmission towers/lines, cellular and radio transmission towers, wind generation	2015	☐		☐	☐	☐	☐	☐	☐	☐		☐	☐		

Strategy No.	Type of Strategy	Geographic Area	Strategy	Timeframe	City of Converse	City of Garden Ridge	City of San Antonio	City of Schertz	City of Seguin	City of Selma	City of Universal City	Bexar County	Guadalupe County	JBSA	CPS/SAWS	FAA	RECSA/SABOR	TXDOT
LEG-3 (cont'd)			towers, and other similar uses.) or any type of structures that have a proposed height of 99' or higher, ensure compliance with FAR Part 77 height limit requirements to minimize vertical obstructions and congested airspace. In addition, ensure the developments and structures are compatible with, and do not pose a safety hazard to, air operations in the region. *Primary Partner: State Legislature*															

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LEG-4	Acq	Study Area	**State to Establish Grant Matching Program to assist Jurisdictions to Acquire Land in the CZs** The State should establish or modify current grant mechanisms that provide a match to local jurisdictions around military installations to acquire the land within the CZs of the airfield. This will protect the JBSA-R mission as well as other military missions. *Primary Partner: State Legislature*	2015	☐		☐	☐	☐	☐	☐	☐	☐					

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LIGHT AND GLARE																		
LG-1	Plans	Study Area	**Conduct Lighting Study / Screening** Bexar County should work with JBSA and the surrounding communities to conduct a lighting study / screening to determine areas where light pollution may adversely impact the base's mission. This will determine for the communities what types of lighting regulations would be necessary to stop further light pollution in this area and region-wide.	2015	☐		☐	☐	☐	☐	☐	■	☐	☐	☐			
LG-2	Zon	Study Area	**Amend UDCs and Zoning Ordinances to Incorporate Dark Sky Lighting Controls** The cities should amend their UDCs and zoning ordinances delineating the downward directional lighting for land uses, regulations for light pollution trespass including lumens and not permitting light to be emitted above the 90 degree horizontal plane, and timers for lights.	2017	■		■	■	■	■	■	■	■	☐				

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LG-2 (cont'd)			Limit Correlated Color Temperature (CCT) values for LED street lights to 4100k. This shall include requirements for downward directional, shielded, or fully-cutoff lighting in new construction and street lights, and controls for unregulated and unconventional sources of light, i.e. laser scopes for paintball shooting accuracy and other similar uses. *Other Partners:* *Cities of Live Oak*															
LG-3	Comm	JBSA-R JBSA-S Stinson Vertical Obs MIAOD Subzone	**Educate Utility Companies and Encourage Them to Adopt Anti-Glare Construction Materials in Solar and Renewable Energy Facilities** Educate utility companies on the importance of anti-glare construction materials, such as the use of an anti-reflective coating on photovoltaic solar panels and prohibiting the use of reflective (mirrored) materials, for solar panels and	2015	☐			☐		☐	☐			☐	■			

Strategy No.	Type of Strategy	Geographic Area	Strategy	Timeframe	City of Converse	City of Garden Ridge	City of San Antonio	City of Schertz	City of Seguin	City of Selma	City of Universal City	Bexar County	Guadalupe County	JBSA	CPS/SAWS	FAA	RECSA/SABOR	TXDOT
LG-3 (cont'd)			other renewable energy facilities for roof-top on ground-mounted applications. Encourage utility providers to adopt criteria for use within the Vertical Obstruction Military Overlay District. *Other Partners: CPS Energy, GVEC*															

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LAND USE																		
LU-1	Plans/ Zon	JBSA-R JBSA-S and Stinson MIAOD	**Military Influence Area Overlay Zoning District (MIAOD)** Amend the UDCs and update comprehensive plans to include the Military Influence Area Overlay District (MIAOD). The MIAOD will assist in achieving military compatibility. Description of the MIAOD and its subzones can be found in the JLUS Implementation section narrative. The MIAOD consists of 4 subzones: ▪ Safety MIAOD Subzone – This area is comprised of the CZs, APZs and the Runway Protection Zones (RPZ) ▪ Noise MIAOD Subzone – This subzone is comprised of the area encompassed within the footprint of the noise contours identified in the most recent JBSA-R AICUZ and the Stinson noise contours	2015			■	■	■	■	■			☐					

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LU-1 (cont'd)			▪ Vertical Obstruction MIAOD Subzone – This Subzone is comprised of the area that encompasses the various airfield imaginary surfaces zones and the FAA Part 77 vertical obstruction evaluation criteria (rings). ▪ BASH MIAOD Subzone –This area is comprised of a five nautical mile radius around these areas in consideration of the potential future new aircraft scheduled for operational capability in 2017 – 2023. ▪ Jurisdictions should consider adopting the heights and slopes of imaginary surfaces of the Vertical Obstruction MIAOD into their plans and UDCs															

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LU-1 (cont'd)			and collaborate on a case-by-case basis with JBSA to ensure development does not pose a vertical obstruction. ▪ Jurisdictions should work with JBSA concerning land uses that may attract birds i.e. detention ponds, landfills, golf courses, certain agriculture uses, etc.															
LU-2	Plans	Study Area	**Update City Comprehensive Plans** The cities should update their comprehensive plans to support military compatibility policies based on the assessment provided in Chapter 5 of the JLUS Background Report. The compatibility policies should be based on guidance from the JLUS and be incorporated in the following topic areas: Land use, transportation, parks and recreation, water quality, infrastructure,	2015			■	■	■	■	■			☐				

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LU-2 (cont'd)			economic development, etc.															
LU-3	Zon	JBSA-R Safety MIAOD	**Amend Comprehensive Plans to Limit Density on Land in West Side of JBSA-R Southern Accident Potential Zone II.** Amend Comprehensive Plan policy and the future land use map to limit development in APZ II of the JBSA-Randolph western runway to 1 dwelling unit per 10 acres.	2015	■			■		■	■							
LU-4	Zon	JBSA-R Safety MIAOD	**Amend Comprehensive Plan to Limit Density on East Side of JBSA-R Southern Accident Potential Zone II.** Amend Comprehensive Plan policy and the future land use map to limit development in APZ II of the eastern JBSA-Randolph runway to 1 dwelling unit per 20 acres.	2015				■										

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LU-5	Zon	JBSA-R Safety MIAOD	**Amend Comprehensive Plans to Limit Density on Land Between West and East Runway South Safety Zones** Amend Comprehensive Plan policy and the future land use map to limit development between the west and east runway south safety zones of JBSA-Randolph to 1 dwelling unit per 10 acres.	2015				■			■							
LU-6	Zon	JBSA-S CCLUA	**Establish a Joint Airport Zoning Board (JAZB)** Establish a JAZB for JBSA-S's Controlled Compatible Land Use Area (CCLUA) using the authority of the State Local Government Code 241. The JAZB is required to develop a charter, a zoning ordinance (that would include the MIAOD and its associated subzones), and a zoning map for the CCLUA. The zoning categories within each of the MIAOD subzones should be based on the AF AICUZ instructions	2015					■				■					☐

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LU-6 (cont'd)			guidance, FAA guidance and the TXDOT guidance for compatible land use around airports.															
LU-7	Zon	JBSA-R Safety MIAOD Subzone	**Evaluate the Feasibility of Creating a JAZB for JBSA-Randolph for the West and East Runway Safety Zones** The cities of Schertz, Selma, and Universal City along with Bexar and Guadalupe counties should evaluate the feasibility of creating a JAZB for the JBSA-Randolph West and East Runway Safety Zones to provide adequate protections and land use regulations for the ETJs and land located in this area.	2015				■		■	■	■	■					

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LU-8	MOU	JBSA-R JBSA-S and Stinson Safety and Noise MIAOD Sub-zones	**Develop a Memorandum of Understanding (MOU) with School Districts** JBSA should develop a MOU with the surrounding school districts to coordinate on all future school master plans to prevent schools from being planned in noise sensitive and safety areas of the Noise and Safety Subzones.	2015/ On-going			☐	☐	☐	☐	☐		☐	■				
LU-9	Plans	JBSA-R JBSA-S and Stinson MIAOD	**Acquire Conservation Easements to Secure Buffer in JBSA-R Airfield Safety Zones** Participate in the Readiness and Environmental Protection Initiative (REPI) program and other buffering and conservation programs to purchase restrictive use easements or fee title to lands that present threat of encroachment and impact on military operations. The Air Force should identify potential REPI and other conservation partners, land that meet the REPI criteria, and identify willing sellers. *Other Partners:*	2017				☐		☐	☐			■				

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LU-9 (cont'd)			*Nature Conservancy Agencies*															
LU-10	Acq	JBSA-R Safety MIAOD Subzone	**Acquire Land in JBSA-R's Northern and Southern CZs** JBSA-R to determine an ideal funding mechanism to purchase the vacant land located in the northern and southern JBSA-R CZs to provide protection for the JBSA-R mission.	2017										■				
LU-11	Plans	JBSA-R MIAOD	**Transfer of Development Rights (TDR) Program** The cities should assess and consider developing a TDR program to protect the JBSA-R mission and redirect potentially incompatible development to a more ideal location away from mission-critical operational areas.	2017			■		■	■	■			☐				

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LU-12	Zon	JBSA-R JBSA-S Stinson Safety and Noise MIAOD Subzone	**Include Statement (Note) in Plats** In order to prevent litigation regarding a situation where a property owner stated they were not informed that their property was located within an airfield safety zone (CZ, APZ I and II, or RPZs) and / or a Noise Subzone, jurisdictions should include on all future plats that are located in these subzones language stating that they are located in a military operating area that can be subject to noise, vibrations, odors and other such impacts.	2015			■	■	■	■	■		■					
LU-13	Plans	N/A	**Amend 1604 Corridor Study** Consider amending the 1604 Corridor Study in conjunction with JBSA-Randolph advocating for the funding of Rocket Lane Gate construction.	2015	■									■				

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LU-14	Plans/ Zon/ Comm	JBSA-R JBSA-S Stinson	**Consider a Development Coordination Area** Until legislation is enacted that mandates development coordination with JBSA-Randolph, consider using the Military Overlay District as a Development Coordination Area where development will be coordinated with JBSA officials on a case-by-case basis. The criteria that will trigger coordination include the following: ▪ Structure Height ▪ Density ▪ Light and Glare (Daytime glare from buildings) ▪ Noise ▪ Uses that produce dust and smoke	On-going	■													

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LU-15 IN PROCESS	Acq	JBSA-R	**Consider Subdividing the Three Parcels of Land to Account for the 500 Feet in the Clear Zone** City of Converse and an uniformed Air Force personnel should consider advocating to the landowners to subdivide the land that would account for the 500 feet in the CZ. Then the City or the AF could reasonably acquire the 500 feet of land to protect general public.	2017	■									☐				
LU-16	Acq/ Plans	JBSA-R	**Consider Pursuing Funding Opportunity with the State to either Acquire the CZ land or to Fund Portions of the Rocket Lane Gate.** City of Converse should consider utilizing the funding opportunities available to them through the Governor's Office, Texas Military Preparedness Commission to either acquire the land in the CZ and place under perpetual easement or assist in funding the improvements at the proposed Rocket	2015	■									☐				

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LU-16 (cont'd)			Lane Gate.															
LU-17	Acq	JBSA-R	**Cities should Support JBSA-R in Efforts to Acquire Land with the CZs.** The Cities support JBSA-Randolph in efforts to acquire land within the CZs by identifying and pursuing potential funding opportunities including bonds, state funds, sales tax revenue, grants, etc.	2015	■			■			■			☐				
LU-18	Plans	JBSA-R MIAOD	**Develop Land Use Plans for ETJs in the JBSA-Randolph MIAOD** Although cities do not have land use or zoning authority in their ETJ, they should consider developing land use plans for these areas that achieve a future vision compatible with the existing and future military mission of JBSA-Randolph and promotes viable community development if annexed.	2015/ On-going	■			■		■	■							

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LU-19	Plans	JBSA-R MIAOD	**Consider and Potentially Develop Plan for Annexation or Limited Purpose Annexation** The cities should consider and potentially develop plans for annexation or limited purpose annexation of ETJ parcels where infrastructure improvements and regulations are consistent with the JLUS findings and recommendations to ensure development in these areas is compatible with the existing and future JBSA-Randolph mission.	2015/ On-going	■			■		■	■							
LU-20	Plans / Zon	JBSA-R Safety MIAOD	**Amend Zoning to Stipulate how Planned Developments in the APZ I and II Should be Utilized** The Cities of Selma and Schertz should amend the UDC and Zoning Code to expressly note that Planned Development Zoning Districts in the APZ I and II safety zones should be used only to achieve greater compliance with the JLUS goals.	2015				■		■								

Strategy No.	Type of Strategy	Geographic Area	Strategy	Timeframe	City of Converse	City of Garden Ridge	City of San Antonio	City of Schertz	City of Seguin	City of Selma	City of Universal City	Bexar County	Guadalupe County	JBSA	CPS/SAWS	FAA	RECSA/SABOR	TXDOT
LU-20 (cont'd)			They should not be used to allow cluster developments that concentrate development, including houses, within these areas.															
LU-21	Plans / Zon	JBSA-R Safety MIAOD	**Amend Zoning to Prohibit Clustering in JBSA-Randolph APZ I and APZ II Areas** The cities should amend their UDC or Zoning Codes to prohibit the clustering of residential development within JBSA-Randolph APZ I and APZ II areas.	2015	■		■	■		■	■							

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NOISE AND VIBRATION																		
NV-1	Zon	JBSA-R JBSA-S AND Stinson Noise MIAOD Subzone	**Adopt Statewide Building Code Requirements Incorporating Sound Attenuation Measures** Jurisdictions should adopt building code requirements for new construction within the Noise MIA Subzone that requires attenuation measures to meet the guidelines of the AICUZ recommended by this JLUS. *Other Potential Partners:* *Cities of Cibolo, Garden Ridge, and Live Oak*	2017	■			■	■	■	■							

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NV-2	Com	Study Area	**Educational Materials on Sound Attenuation Methods** Use or modify DOD or FAA Sound Attenuation educational materials as a supplemental educational document, describing building techniques which can be used to achieve the required 45 dB LDN interior noise maximum threshold. Local jurisdictions should make use of already available technical support materials from the Federal Aviation Administration and / or Department of Defense.	2015/ On-going	■		■	■	■	■	■			■				
NV-3	Zon	JBSA-R JBSA-S Stinson Noise MIAOD Subzone	**Amend UDCs, Building Codes, and Zoning Ordinances to Incorporate Recommended Land Use Guidelines and Sound Attenuation Measures for Properties Within the 65 dB noise contour and greater.** If the adopted building codes of the jurisdictions do not require residential uses and other noise	2015	■		■	■	■	■	■							

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NV-3 (cont'd)			sensitive land uses to have an interior noise level of 45 dB, then the jurisdictions should amend their UDCs, building codes, and zoning ordinances to require the recommended 45 dB for interior noise levels for properties within the 65 dB noise contour and greater. This amendment should apply to all new construction and renovations where more than 50 percent of the structure is renovated.															
NV-4 COMPLETED	Comm	JBSA-R JBSA-S Stinson Noise MIAOD Subzone	**Signage in the Rights-of-Way to Notify Citizens that the Community is Shared with JBSA-Randolph** The cities should design, develop, and place signage in community-wide rights-of-way to notify citizens that the community is shared with JBSA-Randolph and subject to potential impacts of overflight and noise.	2015	■		■	■	■	■	■					☐		

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NV-5	Plans	JBSA-R JBSA-S and Stinson Noise MIAOD Subzone	**Develop a Voluntary Sound Attenuation Retrofit Program for Noise Sensitive Uses** Develop a sound attenuation program for willing property / home owners supporting the Statewide Energy Code. Where possible incorporate incentives.	2017	■		■	■	■	■	■					☐		
NV-6	Zon	JBSA-R JBSA-S and Stinson Noise MIAOD Subzone	**Assess the Viability of the Dedication of Avigation / Noise Easements for Discretionary Development Approvals** Assess the viability of the dedication of avigation / noise easements for new development projects requiring discretionary development approvals. Avigation easements confer the right to aircraft overflight and to generate impacts associated with normal aircraft operation such as noise, vibration, odor, air currents, illumination, and fuel consumption.	2015	■		■	■	■	■	■							

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NV-7	Zon	JBSA-R JBSA-S and Stinson Noise MIAOD Subzone	**Require the Dedication of Avigation / Noise Easements and a Note on the Plat for Discretionary Development Approvals** Require avigation / noise easements and a Note on the Plat of the avigation easement for new development projects requiring discretionary development approvals. Ensure that easement language is standardized across all jurisdictions.	2015	■		■	■	■	■	■							

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ROADWAY CAPACITY																		
RC-1	Comm	Study Area	**Transportation Improvements / Expansions** Monitor capital improvement projects to ensure roadway capacity is sufficient to meet local and regional mobility needs without causing growth inducement and increased roadway congestion near JBSA-R. *Other Partners: Alamo Area MPO, RMA*	On-going	■		■	■	■	■	■	■	■	☐	■			■

Strategy No.	Type of Strategy	Geographic Area	Strategy	Timeframe	City of Converse	City of Garden Ridge	City of San Antonio	City of Schertz	City of Seguin	City of Selma	City of Universal City	Bexar County	Guadalupe County	JBSA	CPS/SAWS	FAA	RECSA/SABOR	TXDOT
RC-2	Zon / Plans	JBSA-R Study Area	**Mass Transit Options** The cities surrounding JBSA-R should work with VIA Metropolitan Transit Authority and consider voting in and assessing the sales tax to their residents that would fund mass transit options for their residents. Provide educational materials to residents about the mass transit options that are available to them both on-base and off-base, including van pools. *Other Partners: VIA Metropolitan Transit Authority*	2015				■	■	■	■							
RC-3	Plans	JBSA-R Study Area	**Prepare a Traffic Modeling Study for the Areas Immediately Surrounding JBSA-Randolph** TXDOT should coordinate with JBSA-R and the surrounding communities to prepare and develop a comprehensive traffic modeling study for the areas immediately around JBSA-R to assess roadway capacity levels for egress and ingress of the base.	2017	☐		☐	☐	☐	☐	☐	☐	☐	☐				■

Strategy No.	Type of Strategy	Geographic Area	Strategy	Timeframe	City of Converse	City of Garden Ridge	City of San Antonio	City of Schertz	City of Seguin	City of Selma	City of Universal City	Bexar County	Guadalupe County	JBSA	CPS/SAWS	FAA	RECSA/SABOR	TXDOT
RC-3 (cont'd)			*Other Partners:* *Alamo Area MPO, RMA*															
RC-4	Plans	JBSA-R Study Area	**Coordinate and Budget for Intelligent Transportation Systems** TXDOT should work with the communities around JBSA-R and the Union Pacific Railroad (UPRR) to install intelligent transportation systems such as infrastructure-to-vehicle wireless systems to enable enhanced planning and manage roadway capacity issues. This should include electronic marquee boards identifying when UPRR trains are scheduled to cross at the Pat Booker Roadway and FM-78. *Other Partners:* *Alamo Area MPO, RMA, UPRR*	2017	☐		☐	☐		☐	☐	☐		☐				■

Strategy No.	Type of Strategy	Geographic Area	Strategy	Timeframe	City of Converse	City of Garden Ridge	City of San Antonio	City of Schertz	City of Seguin	City of Selma	City of Universal City	Bexar County	Guadalupe County	JBSA	CPS/SAWS	FAA	RECSA/SABOR	TXDOT
RC-5	CIPs	JBSA-R	**Program and Budget for Installation Gate Projects that Improve Off-Base Roadway Capacity** JBSA-R should program and budget for installation gate projects that will improve off-base roadway capacity, enhance base access for commercial deliveries and improve vehicular mobility outside the base. These improvements include the South Gate ACP reconfiguration. Coordinate with the Alamo Area MPO and other stakeholders including TXDOT, if the roadways are state roadways. *Other Partners: Alamo Area MPO*	2017	☐		☐	☐		☐	☐	☐		■				☐

Strategy No.	Type of Strategy	Geographic Area	Strategy	Timeframe	City of Converse	City of Garden Ridge	City of San Antonio	City of Schertz	City of Seguin	City of Selma	City of Universal City	Bexar County	Guadalupe County	JBSA	CPS/SAWS	FAA	RECSA/SABOR	TXDOT
RC-6	Plans	JBSA-R	**Consider Additional Increases in Compressed Work Week Schedules for Eligible Employees** JBSA-R should work with command units and tenants to determine if it is feasible to allow additional staffing that would be eligible to work compressed or flexible work weeks to decrease vehicular miles on roadways during peak morning and evening hours.	2015										■				

Strategy No.	Type of Strategy	Geographic Area	Strategy	Timeframe	City of Converse	City of Garden Ridge	City of San Antonio	City of Schertz	City of Seguin	City of Selma	City of Universal City	Bexar County	Guadalupe County	JBSA	CPS/SAWS	FAA	RECSA/SABOR	TXDOT
SAFETY																		
SA-1 	Plans	JBSA-R Safety MIAOD Subzone	**CZ and APZ Land Use Evaluation Study** The JLUS Implementation Task Force should work with the cities of Schertz and Universal City to prepare a comprehensive land use evaluation of the land within the safety zones (CZ & APZs) of the JBSA-R airfield to identify property owners, vacant land, entitled land, and other recorded instruments on the land within the safety zones. ▪ This information will be used to determine lands that have willing sellers that can be acquired to secure lands within the CZs and APZs that are not developed. ▪ The study should also identify funding mechanisms for acquisition such as the Texas Revolving Military Loan Program, DEAAG Program, and	2015	☐			☐		☐	☐	■		☐				

Strategy No.	Type of Strategy	Geographic Area	Strategy	Timeframe	City of Converse	City of Garden Ridge	City of San Antonio	City of Schertz	City of Seguin	City of Selma	City of Universal City	Bexar County	Guadalupe County	JBSA	CPS/SAWS	FAA	RECSA/SABOR	TXDOT
SA-1 (cont'd)			municipal bonds, sales tax revenue, grants, etc. *Primary Partner:* *JLUS Implementation Task Force*															
SA-2	Plan	JBSA-R Safety MIAOD Subzone	**Partial Update of the 2008 JBSA-R AICUZ** Update the 2008 AICUZ to revise the clear zone boundary and consider incorporation of the Navy instruction for curved CZs and APZs that accurately reflect the primary flight tracks. ■ The measurements of the standard CZ should be 3,000 feet X 3,000 feet, not 2,000 feet X 3,000 feet. ■ Consider incorporating the curved patterns of the CZs and APZs as the Navy Instruction for AICUZs recommends. ■ It should be noted that a partial update of the AICUZ is scheduled for FY 16 including a new noise study.	2015										■				

Strategy No.	Type of Strategy	Geographic Area	Strategy	Timeframe	City of Converse	City of Garden Ridge	City of San Antonio	City of Schertz	City of Seguin	City of Selma	City of Universal City	Bexar County	Guadalupe County	JBSA	CPS/SAWS	FAA	RECSA/SABOR	TXDOT
SA-3	Plans/ Zon	JBSA-R Safety MIAOD	**Identify and Adopt Reductions to Floor Area Ratio (FAR) for Land Uses within APZ I and APZ II** JBSA-Randolph and Bexar and Guadalupe counties and the cities of Converse, San Antonio, Schertz, Selma, and Universal City should collaborate to identify FAR reductions for land uses within the JBSA-Randolph APZ I and APZ II areas. Consider FAR recommendations from DOD guidance in Instruction 4165.57 as the model FAR reductions. Adopt FAR reductions in AICUZ update, city planning documents, and Controlled Compatible Land Use Area regulations for Bexar and Guadalupe counties. For existing undeveloped platted lots FAR modifications may be considered when coupled with additional use and	2015	■		■	■		■	■	■	■	■				

Strategy No.	Type of Strategy	Geographic Area	Strategy	Timeframe	City of Converse	City of Garden Ridge	City of San Antonio	City of Schertz	City of Seguin	City of Selma	City of Universal City	Bexar County	Guadalupe County	JBSA	CPS/SAWS	FAA	RECSA/SABOR	TXDOT
SA-3 (cont'd)			development restrictions.															
SA-4	Plans	JBSA-R Safety MIAOD	**Incorporate the FAR Recommendations for Land Use within Safety Zones in AICUZ Update** Include the FAR recommendations from current DOD guidance in Instruction 4165.57 for land uses within the safety zones in the update of the 2008 JBSA-Randolph AICUZ.	2015										■				
SA-5	Plans	JBSA-R Safety MIAOD	**Provide Study Area Jurisdictions the Floor Area Ratio (FAR) Recommendations for Land Use within Safety Zones** JBSA-Randolph to provide the Study Area jurisdictions the FAR recommendations for land uses within the safety zones from the DOD Instruction 4165.57.	2015										■				

Strategy No.	Type of Strategy	Geographic Area	Strategy	Timeframe	City of Converse	City of Garden Ridge	City of San Antonio	City of Schertz	City of Seguin	City of Selma	City of Universal City	Bexar County	Guadalupe County	JBSA	CPS/SAWS	FAA	RECSA/SABOR	TXDOT
SA-6	Plans / Zon	JBSA-R Safety MIAOD	**Ensure that Platting Applications are Consistent with Amended Zoning Changes for Land in Northern and Southern Safety Zones** Ensure that all platting applications for property within the JBSA-Randolph Northern and Southern Safety Zones comply with changes to zoning regulations per the JLUS recommendations.	2015	■			■		■	■							
SA-7	Zon	JBSA-R Safety MIAOD	**Amend UDC and Zoning Ordinances for West Side of JBSA-R Southern Accident Potential Zone II** Amend the UDC and Zoning Ordinances to limit development in south APZ II of the JBSA-Randolph western runway to 1 dwelling unit per 10 acres.	2015	■			■		■	■							
SA-8	Zon	JBSA-R Safety MIAOD	**Amend UDC for East Side of JBSA-R Southern Accident Potential Zone II** Amend the UDC to limit development in south APZ II of the eastern JBSA-Randolph runway to 1 dwelling unit per 20 acres.	2015				■										

Strategy No.	Type of Strategy	Geographic Area	Strategy	Timeframe	City of Converse	City of Garden Ridge	City of San Antonio	City of Schertz	City of Seguin	City of Selma	City of Universal City	Bexar County	Guadalupe County	JBSA	CPS/SAWS	FAA	RECSA/SABOR	TXDOT
SA-9	Zon	JBSA-R Safety MIAOD	**Amend UDCs and Zoning Ordinances for Land Between West and East Runway South Safety Zones** Amend the UDC and Zoning Ordinance to limit development between the west and east runway south safety zones of JBSA-Randolph to 1 dwelling unit per 10 acres.	2015				■			■							
SA-10	Zon	JBSA-R JBSA-S and Stinson Safety MIAOD Sub-zone	**Amend UDCs and Zoning Ordinances to Incorporate MIAOD Safety Subzone and the Associated AICUZ Guidelines for CZs and APZs.** Amend UDCs, County Orders, and zoning ordinances to incorporate a MIAOD Safety Subzone and the associated AICUZ compatible development guidelines for the safety of their citizens. Where more stringent guidelines are recommended in the JLUS, incorporate JLUS recommended guidelines. Examples of	2015			■	■	■	■	■		■					

Strategy No.	Type of Strategy	Geographic Area	Strategy	Timeframe	City of Converse	City of Garden Ridge	City of San Antonio	City of Schertz	City of Seguin	City of Selma	City of Universal City	Bexar County	Guadalupe County	JBSA	CPS/SAWS	FAA	RECSA/SABOR	TXDOT
SA-10 (cont'd)			regulations in this area should include conditions associated with types of uses such as restricting new development that attracts large congregations of people and uses that attract concentrations of birds creating a hazard to aircraft.															
SA-11	Zon	JBSA-R Safety MIAOD Subzone	**Identify Viable Compatible Uses for APZs South of the Runways and Amend UDC to Incorporate These Uses.** The City of Schertz, with consultation from JBSA-Randolph, should develop an official list of compatible uses within Accident Potential Zones south of the JBSA-Randolph Runways. Compatible uses may include opportunities for alternative energy and appropriate development criteria to ensure compatibility with the JBSA-Randolph mission. Adopt FAR reductions for non-residential uses in conjunction with Strategy SA-3 and	2015				■						☐				

Strategy No.	Type of Strategy	Geographic Area	Strategy	Timeframe	City of Converse	City of Garden Ridge	City of San Antonio	City of Schertz	City of Seguin	City of Selma	City of Universal City	Bexar County	Guadalupe County	JBSA	CPS/SAWS	FAA	RECSA/SABOR	TXDOT
SA-11 (cont'd)			consider flexibility for small lots that may not support viable development based on use guidance per DOD Instruction 4165.57. *Other Partners: Wind Industry*															
SA-12	Zon	JBSA-S Safety MIAOD Subzone	**Create a JAZB for JBSA-Seguin to include a MIAOD Safety Subzone** Create a JAZB for JBSA-Seguin to include a zoning MIAOD Safety Subzone within the Controlled Compatible Land Use Area and incorporate the associated AICUZ compatible development guidelines.	2015					■				■					

Strategy No.	Type of Strategy	Geographic Area	Strategy	Timeframe	City of Converse	City of Garden Ridge	City of San Antonio	City of Schertz	City of Seguin	City of Selma	City of Universal City	Bexar County	Guadalupe County	JBSA	CPS/SAWS	FAA	RECSA/SABOR	TXDOT
SA-13	Comm	JBSA-R Safety/ Noise MIAOD Subzone	**Coordinate with JBSA-Randolph in Requesting No-Fly Days and Weekends for Special Community Events** The City of Schertz should coordinate in a timely manner (a month's notice) with JBSA-Randolph to request no-flying operations during specific times of the year for special community events, e.g. July 4th, Schertz Fest.	2015/ On-going				■						☐				
SA-14	Zon	JBSA-R and JBSA-S Safety MIAOD Subzone	**Amend UDCs and Zoning Ordinance to Require CZ Language on Plats** Amend UDCs, zoning ordinance and platting regulations to require that plats include language stating the property is located within the CZ which is located at the end of a military training installation runway and is identified as an area with the highest aircraft accident potential.	2015				■	■				■					
SA-15	Plans CIP	NA	**Secondary Radar System and NextGen Air Transportation Systems** SAT and RND should work with FAA to identify projects to	2017			■							☐		☐		

Strategy No.	Type of Strategy	Geographic Area	Strategy	Timeframe	City of Converse	City of Garden Ridge	City of San Antonio	City of Schertz	City of Seguin	City of Selma	City of Universal City	Bexar County	Guadalupe County	JBSA	CPS/SAWS	FAA	RECSA/SABOR	TXDOT
SA-15 (cont'd)			include in their capital investment plans within the next five years such as a redundant radar system and NextGen air transportation systems including Automatic Dependent Surveillance – Broadcast (ADS-B) technology.															
SA-16	Comm	JBSA-R JBSA-S and Stinson BASH MIAOD Sub-zone	**Amend UDCs and Zoning Ordinances to include BASH Regulations** Amend UDCs and zoning ordinances to regulate land uses and guide building standards that will not attract birds and other wildlife in the MIAOD BASH Subzone, specifically within the airport approach and departure zone. Such controls should include not permitting certain trees and foliage that attract birds in this area.	2015			■	■	■	■	■							

Strategy No.	Type of Strategy	Geographic Area	Strategy	Timeframe	City of Converse	City of Garden Ridge	City of San Antonio	City of Schertz	City of Seguin	City of Selma	City of Universal City	Bexar County	Guadalupe County	JBSA	CPS/SAWS	FAA	RECSA/SABOR	TXDOT
SA-17 IN PROCESS	Comm	JBSA-R JBSA-S and Stinson BASH MIAOD Subzone	**Continue to Implement BASH regulations per JBSA-R BASH Plan** JBSA should continue to implement BASH regulations per the JBSA-Randolph BASH Plan including the regulation of land uses, building standards, and appropriate vegetation to deter birds and other wildlife.	2015										■				
SA-18 IN PROCESS	Hab	JBSA-R BASH MIAOD Subzone	**Control Dove Population at JBSA-R** JBSA-Randolph shall control the White Winged Dove population through habitat management inside the installation fenceline to reduce the potential for BASH.	2015/ On-going										■				
SA-19 IN PROCESS	Plans	JBSA-R BASH MIAOD Subzone	**Improve Water Drainage on Golf Course** JBSA-Randolph should improve the water drainage features on the golf course in order to discourage use by birds and other wildlife.	2015/ On-going										■				

Strategy No.	Type of Strategy	Geographic Area	Strategy	Timeframe	City of Converse	City of Garden Ridge	City of San Antonio	City of Schertz	City of Seguin	City of Selma	City of Universal City	Bexar County	Guadalupe County	JBSA	CPS/SAWS	FAA	RECSA/SABOR	TXDOT
SA-20	Plans / Comm	JBSA-R Safety MIAOD	**Coordination of Recreational Land Uses with JBSA in the Future** The City of Schertz and JBSA will coordinate in the future to restrict utilization of recreational type uses (e.g. soccer fields) when night training occurs at the Base.	2017/ On-going				☐						■				
SA-21	Plans	JBSA-R Safety MIAOD	**Modify the Veterans Park Plan in Universal City** The City should consider modifying the Veterans Park Plan to ensure that recreational facilities within the plan that encourage congregations of people, e.g. amphitheater, should be relocated outside the standard CZ.	2015/ On-going							■							
SA-22 COMPLETED	Comm	JBSA-R Safety MIAOD	**Engage in Discussions with Private Company in Northeast Clear Zone** City of Schertz, Bexar County, and with the support of JBSA-Randolph should engage in discussions with private company in NE CZ to	2015/ On-going				■				■		☐				

Strategy No.	Type of Strategy	Geographic Area	Strategy	Timeframe	City of Converse	City of Garden Ridge	City of San Antonio	City of Schertz	City of Seguin	City of Selma	City of Universal City	Bexar County	Guadalupe County	JBSA	CPS/SAWS	FAA	RECSA/SABOR	TXDOT
SA-22 (cont'd)			encourage the company to not operate or park vehicles in the area of the Critical Glide Slope Path.															
SA-23	Comm	JBSA-S Safety MIAOD	**Engage in Discussions with Private Company East of JBSA-Seguin Runway within the Transitional Surface** Guadalupe County with the support of JBSA-Randolph should engage in discussions with private company east of the runway along Weber Road in the Transitional Surface to encourage the active management of bird attractants and mitigation of activities that may affect flight operations.	2015									■	☐				

Strategy No.	Type of Strategy	Geographic Area	Strategy	Timeframe	City of Converse	City of Garden Ridge	City of San Antonio	City of Schertz	City of Seguin	City of Selma	City of Universal City	Bexar County	Guadalupe County	JBSA	CPS/SAWS	FAA	RECSA/SABOR	TXDOT
SA-24	Plans /Zon	JBSA-R Safety MIAOD	**Amend Zoning in APZs Based on Revised Safety Zones** JBSA-Randolph may change the West And East Runway south safety zones based on actual flight paths as part of AICUZ update. The cities of San Antonio and Schertz should evaluate, identify, and amend the allowable land uses within the revised south safety zones from residential to compatible non-residential uses. Work with JBSA-Randolph to determine the safety zone boundaries.	2015			■	■						☐				

Strategy No.	Type of Strategy	Geographic Area	Strategy	Timeframe	City of Converse	City of Garden Ridge	City of San Antonio	City of Schertz	City of Seguin	City of Selma	City of Universal City	Bexar County	Guadalupe County	JBSA	CPS/SAWS	FAA	RECSA/SABOR	TXDOT
VERTICAL OBSTRUCTIONS																		
VO-1	Plans/ Zon	JBSA-R JBSA-S and Stinson Vertical Obs MIAOD Subzone	**Develop a 3-Dimensional Imaginary Surfaces Model** Bexar County should work with the cities to develop a 3D model of existing height regulations compared to allowable heights based on the FAA Imaginary Surfaces of airfields. This tool will assist the jurisdictions in amending their UDCs further to enhance military compatibility as well as be used to evaluate development applications to see if the heights of proposed structures do not obstruct the navigable airspace. *Other Partner: City of Live Oak*	2017		☐	☐	☐	☐	☐	☐	■		☐		☐		

Strategy No.	Type of Strategy	Geographic Area	Strategy	Timeframe	City of Converse	City of Garden Ridge	City of San Antonio	City of Schertz	City of Seguin	City of Selma	City of Universal City	Bexar County	Guadalupe County	JBSA	CPS/SAWS	FAA	RECSA/SABOR	TXDOT
VO-2	Comm	JBSA-R JBSA-S and Stinson Vertical Obs MIAOD Subzone	**Utility Infrastructure Coordination** Electric utility companies should coordinate with the cities and JBSA on siting above ground utility poles and infrastructure to ensure utilities do not constitute a vertical obstruction to the aviation operations in the area.	2015 On-going	■			■	■		■			☐	☐			☐
VO-3	Plans CIP	JBSA-R JBSA-S and Stinson Vertical Obs MIAOD Subzone	**Site New Utility Lines Within Existing Energy Utility Corridors / Joint Utility Corridors** Work with CPS Energy and TXDOT to use existing energy corridors for joint utility corridors when planning infrastructure projects. This will ensure that additional vertical obstructions in other locations do not occur. *Other Partners: TRRC*	On-going	■	■	■	■	■	■	■	■	■	☐	☐	☐		

Strategy No.	Type of Strategy	Geographic Area	Strategy	Timeframe	City of Converse	City of Garden Ridge	City of San Antonio	City of Schertz	City of Seguin	City of Selma	City of Universal City	Bexar County	Guadalupe County	JBSA	CPS/SAWS	FAA	RECSA/SABOR	TXDOT
WATER QUALITY / QUANTITY																		
WQ-1	Plans	Study Area	**Develop and Implement a Water Resources Management Plan** Identify future demand and supply and coordinate with the regional resources and agencies to develop and implement a Regional Water Management Plan. This plan would assess all possible solutions to conserving water and securing future water resources. Such solutions would include sharing of water resources with proximate cities, JBSA obtaining additional water rights from the Carrizo-Wilcox Springs, and the use of Reuse Water for Outdoor uses, i.e. watering lawns. *Other Partners: San Antonio River Authority (SARA), Edwards Aquifer Authority (EAA), BRWM, SARA*	2017	☐		☐		☐	☐	☐	☐	☐	☐	■			
WQ-2	Zon	Study Area	**Develop Ordinance Reducing Lawn Landscaping Area** The participating JBSA-R JLUS cities should develop, if	2015	■		■		■	■	■			☐	☐			

Strategy No.	Type of Strategy	Geographic Area	Strategy	Timeframe	City of Converse	City of Garden Ridge	City of San Antonio	City of Schertz	City of Seguin	City of Selma	City of Universal City	Bexar County	Guadalupe County	JBSA	CPS/SAWS	FAA	RECSA/SABOR	TXDOT
WQ-2 (cont'd)			they do not already have, an ordinance limiting the size of landscaped lawns and requiring the remaining lawn area be xeriscaped in order to reduce water consumption and waste. Consider incorporating and encouraging application of LID practices recommended by SARA.															

Strategy No.	Type of Strategy	Geographic Area	Strategy	Timeframe	City of Converse	City of Garden Ridge	City of San Antonio	City of Schertz	City of Seguin	City of Selma	City of Universal City	Bexar County	Guadalupe County	JBSA	CPS/SAWS	FAA	RECSA/SABOR	TXDOT
WQ-3	Comm	Study Area	**Coordinate Infrastructure Projects and Apply for State Funding** The cities and counties should coordinate with JBSA when applying for priority water infrastructure project funding from the State of Texas Water Development Board in order to prevent siting water infrastructure projects in areas that may support incompatible development that may affect the military mission. *Other Partners: Texas Commission on Environmental Quality (TCEQ) , BRWM, Texas Water Development Board (TWDB), SARA*	On-going	■		■		■	■	■	■	■	□	■			

Strategy No.	Type of Strategy	Geographic Area	Strategy	Timeframe	City of Converse	City of Garden Ridge	City of San Antonio	City of Schertz	City of Seguin	City of Selma	City of Universal City	Bexar County	Guadalupe County	JBSA	CPS/SAWS	FAA	RECSA/SABOR	TXDOT
WQ-4	Plans	Study Area	**Address Military Water Concerns in Agency Plans** When SARA, jurisdictions and other agencies update plans for the management of their water resources, they should incorporate the military water needs in their plans. *Other Partners: SARA, EAA and BRWM*	2017	■		■		■	■	■	■	■	☐	■			
WQ-5	Plans	JBSA-R	**Inventory and Assess High-risk Storm water Ponding Areas On-Base** Conduct a base-wide assessment of high-risk storm water drainage system deficiencies. Prioritize those deficiencies that affect external land uses including community storm water drainage facilities.	2017										■				

Strategy No.	Type of Strategy	Geographic Area	Strategy	Timeframe	City of Converse	City of Garden Ridge	City of San Antonio	City of Schertz	City of Seguin	City of Selma	City of Universal City	Bexar County	Guadalupe County	JBSA	CPS/SAWS	FAA	RECSA/SABOR	TXDOT
WQ-6	Comm	Study Area	**Encourage and Conduct Outreach to Developers on Low Impact Storm Water Development Practices** Encourage developers and builders to incorporate Low Impact Development (LID) practices, such as reduction in impervious surfaces into site design, to reduce the volume of storm water runoff. Develop brochures describing the different LID practices. Where possible, provide incentives for the developers to use LID practices. *Other Primary Partner:* *SARA* *Note: SARA is developing a voluntary set of LID optional standards with incentives that will be considered as part of the City of San Antonio's UDC's update program. Other jurisdictions should consider adapting some of these LID practices within their UDCs.*	On-going	■		■		■	■	■	■	■					

Please see the next page.

JBSA-RANDOLPH



JOINT LAND USE STUDY

Matrix DESIGN GROUP

JBSA-RANDOLPH



JOINT LAND USE STUDY

County of Bexar Public Works
233 N Pecos-La Trinidad, Suite 420
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210-335-1243
www.bexar.org

Matrix DESIGN GROUP

Special Election 2025

Resolution 25-R-101

Workshop: Land Uses

Sheila Edmondson| City Secretary

Brian James| Deputy City Manager

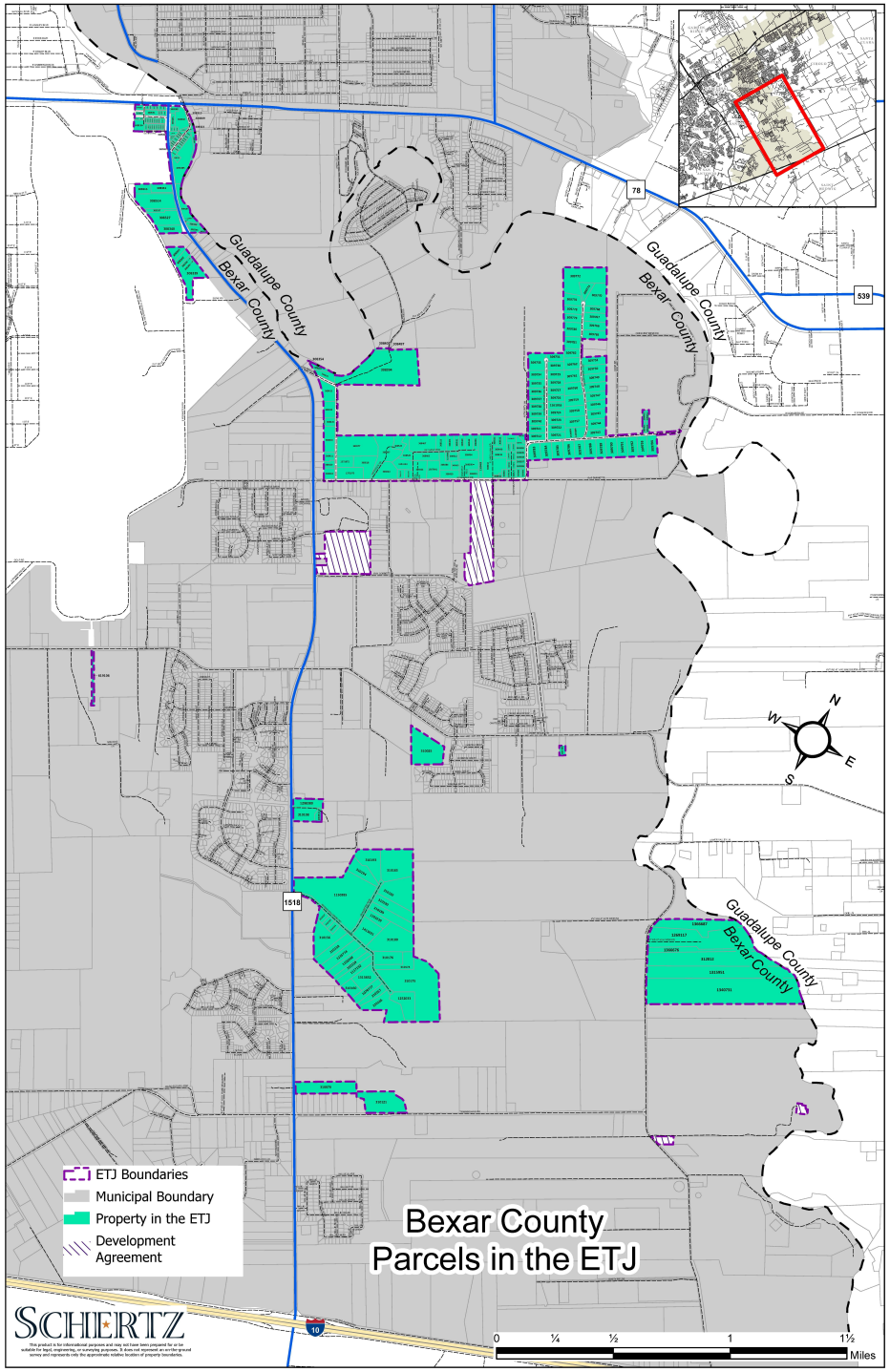
SCHERTZ
COMMUNITY ★ SERVICE ★ OPPORTUNITY

Special Election-Resolution 25-R-101

On August 5, 2025, The City Council of the City of Schertz passed Resolution 25-R-101. ordering a Special Election :

"FOR THE SUBMISSION TO THE QUALIFIED VOTERS OF A SPECIFIC AREA PURSUANT TO SECTION 43. 0117, TEXAS LOCAL GOVERNMENT CODE, THE QUESTION OF WHETHER SUCH AREA, AS SITUATED WITHIN THE CITY OF SCHERTZ EXTRATERRITORIAL JURISDICTION AND WITHIN FIVE MILES OF THE JOINT BASE SAN ANTONIO RANDOLPH BOUNDARY, SHOULD BE ANNEXED INTO THE CITY, OR WHETHER THE CITY SHALL BE PROVIDED WITH THE AUTHORITY TO ADOPT AND ENFORCE AN ORDINANCE REGULATING THE LAND USE IN THE AREA IN THE MANNER RECOMMENDED BY THE MOST RECENT JOINT LAND USE STUDY."

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Map of the properties in the city's extra territorial jurisdiction that are affected in Bexar County.

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City of Schertz Proposition A

OPTION 1: YES ANNEXATION: SHALL THE CITY OF SCHERTZ ANNEX FOR FULL PURPOSES CERTAIN AREAS IN THE CITY' S EXTRATERRITORIAL JURISDICTION WITHIN FIVE MILES OF THE BOUNDARY OF THE JOINT BASE SAN ANTONIO RANDOLPH?

- **Option 1** would authorize the City of Schertz to annex, for full-purpose annexation, certain areas in the city's extraterritorial jurisdiction within five miles of the boundary of the Joint Base San Antonio. The following services would be provided on the effective date of annexation.
- **Services include**: (A) police protection; (B) fire protection; (C) emergency medical services; (D) operation and maintenance of water and wastewater facilities in the annexed area; (E) operation and maintenance of roads and streets, including road and street lighting; (F) operation and maintenance of parks, playgrounds, and swimming pools; and (G) operation and maintenance of any other publicly owned facility, building, or service

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City of Schertz Proposition A

OPTION 2: NO ANNEXATION BUT WITH LAND USE REGULATIONS: SHALL THE CITY OF SCHERTZ BE PROVIDED WITH THE AUTHORITY TO ADOPT AND ENFORCE AN ORDINANCE REGULATING THE LAND USE IN THE CITY' S EXTRATERRITORIAL JURISDICTION WITHIN FIVE MILES OF THE BOUNDARY OF THE JOINT BASE SAN ANTONIO RANDOLPH IN THE MANNER RECOMMENDED BY THE MOST RECENT JOINT LAND USE STUDY, FOR THE PURPOSE OF PROTECTING THE MILITARY MISSIONS, AND INCLUDING THE AUTHORITY TO ADOPT AND IMPOSE RELATED FEES, FINES AND OTHER CHARGES?

- **Option 2** would authorize the City of Schertz, instead of annexation of the area, to adopt and enforce an ordinance regulating the land use (zoning) recommended by the most recent joint land use study.

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Election Results

- The option which receives the most votes will affect all the properties on the map.
- Leaving the ballot blank or voting for both Option 1 and 2 will result in authorization of Option 2.

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Notifications and Public Hearings

- A certified letter was sent out on Tuesday, August 12, 2025, to all the affected areas with a copy of Resolution 25-R-101, the explanation of the Special Election and the map of the areas that are affected in the city's extra territorial jurisdiction.

- A Notice of the November 4, 2025 Special Election will be published once in the San Antonio Newpaper on October 15, 2025.

- The City of Schertz will conduct two public hearings to be held on Tuesday, September 2, 2025, and on Tuesday, September 16, 2025 at the Schertz City Council Chambers.

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Regulating Land Uses - basis

- The most recent Joint Land Use Study (JLUS) was produced in July 2015
- It was adopted by the City of Schertz via Resolution 15-R-96
- If this option is chosen by the voters an ordinance adopting specific land use regulations supported by the JLUS is required.

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Regulating Land Uses - mechanism

- The mechanism for enforcing the land use regulations would be the requirement for property owners to obtain permits or approvals from the City prior to commencing construction and receiving a certificate of occupancy.
- Violations would be dealt with through the same process as in the rest of the city generally.

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Regulating Land Uses - scope

- Military Influence Area Subzones
  - Bird Air Strike Hazard (BASH) MIA Subzone
  - Vertical Obstruction MIA Subzone
  - Safety MIA Subzone
  - Noise MIA Subzone
- Enforcement of the applicable Strategies within the JLUS related to:
  - Generally, these are the "Zoning Ordinance/Subdivision Regulations" strategies but also may include other strategies that lead to UDC changes.

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Regulating Land Uses – Examples

- Potential regulations/restrictions include but are not limited to:
  - Prohibiting certain land uses within certain noise contours
  - Requiring sound attenuation within certain noise contours
  - Limitations on heights of structures
  - Restrictions on the use of cranes over a certain height during construction
  - Lighting restrictions
  - Limit density/floor area ratios (FAR)
  - Regulations to reduce Bird Airstrike Hazards (BASH)
  - General restrictions on type of land use

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Regulating Land Uses – Next Steps

- Staff recommends Council hold off making a final decision until hearing from impacted residents/property owners at the September public hearings.
- Based on that input Council could direct staff to develop a draft ordinance for presentation in October to provide clarity as to what will be regulated and how it will be enforced.

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Agenda No. 19.

CITY COUNCIL MEMORANDUM

City Council Meeting:	**August 19, 2025**
Department:	**City Secretary**
Subject:	**The City Council will meet in closed session under Section 551.074 of the Texas Government Code, Personnel Matters, to conduct the annual evaluation of the City Manager, Mr. Steve Williams.**

BACKGROUND

GOAL

COMMUNITY BENEFIT

SUMMARY OF RECOMMENDED ACTION

RECOMMENDATION
