



**MEETING AGENDA**  
**City Council**  
**REGULAR SESSION CITY COUNCIL**  
**April 28, 2020**

**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, APRIL 28, 2020 at 6:00 p.m.**

*City Council will hold its regularly scheduled meeting at 6:00 p.m., Tuesday, April 28, 2020 at the City Council Chambers. In lieu of attending the meeting in person, residents will have the opportunity to watch the meeting via live stream on the City's YouTube Channel.*

**Call to Order**

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

**City Events and Announcements**

- Announcements of upcoming City Events (B. James/C. Kelm/S. Gonzalez)
- Announcements and recognitions by the City Manager (M. Browne)
- Announcements and recognitions by the Mayor (R. Gutierrez)

**Hearing of Residents**

*Residents who choose to watch the meeting via live stream, but who would like to participate in Residents to be Heard, should email their comments to City Secretary, Brenda Dennis, at [bdennis@schertz.com](mailto:bdennis@schertz.com) by 5:00 p.m. on Monday, April 27, 2020, **SO THAT THE CITY SECRETARY MAY READ THE PUBLIC COMMENTS INTO THE RECORD UNDER THE HEARING OF RESIDENTS.** In the body of the email please include your name, your address, phone number, agenda item # if applicable or subject of discussion, and your comments.*

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

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

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

### **Consent Agenda Items**

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

The following was read into record:

- 1. Minutes** – Consideration and/or action regarding the approval of the minutes of the meeting of April 14, 2020. (B. Dennis)
- 2. Resolution No. 20-R-32** - Consideration and/or action approving a Resolution by the City Council of the City of Schertz, Texas authorizing EMS debt revenue adjustments, Utility Billing debt revenue adjustments and Schertz Magazine debt revenue adjustments for certain inactive outstanding receivables and other matters in connection therewith. (B. James/J. Walters)
- 3. Resolution No. 20-R-38** - Consideration and/or action approving a Resolution by the City Council of the City of Schertz, Texas authorizing an Interlocal Agreement between the City of Schertz and Education Service Center Region 20 for the participation in the ESC 20 Fiber Consortium and other matters in connection therewith. (B. James/M. Uhlhorn)
- 4. Resolution No. 20-R-41** - Consideration and/or action approving a Resolution by the City Council of the City of Schertz, Texas authorizing expenditures in an amount not to exceed \$100,000 with Gall's LLC. (C. Kelm/J. Gohlke)
- 5. Resolution No. 20-R-43** – Consideration and/or action approving a Resolution by the City Council of the City of Schertz, Texas authorizing the submission of a Grant Application in an amount up to \$78,398.00 to the Office of the Governor, Homeland Security Division for the 2020 State Homeland Security Grant Urban Area Security Initiative (UASI) Program; and authorizing the acceptance of the funds, upon award. (C. Kelm/K. Long)

6. **Resolution No. 20-R-44** - Consideration and/or action approving a Resolution by the City Council of the City of Schertz, Texas authorizing expenditures with Farrwest Environmental Supply totaling no more than \$90,000.00 for supplies and equipment during the 2019-2020 Fiscal Year and other matters in connection therewith. (C. Kelm/K. Long)
7. **Resolution No. 20-R-45** - Consideration and/or action approving a Resolution by the City Council of The City Of Schertz, Texas authorizing expenditures in an amount not to exceed \$525,000.00 with Siddons Martin Emergency Group and other matters in connection therewith. (C. Kelm/K. Long)
8. **Resolution No. 20-R-46** - Consideration and/or action approving a Resolution by the City Council of the City of Schertz Texas, authorizing an Interlocal Agreement for funding assistance with the Schertz Housing Authority. (M. Browne/B. James)

#### **Public Hearings**

9. **Ordinance No. 20-S-12** - Conduct a public hearing, consider and take action on a request for a Specific Use Permit to allow a Convenience Store with Gas Pumps on approximately 2 acres of land, more specifically described as the southeast corner of FM 3009 and Ripps-Kreusler Road, City of Schertz, Guadalupe County, Texas. **First Reading** (B. James/L. Wood/N. Kopyay)

#### **Discussion and Action Items**

10. **Ordinance No. 20-T-14** - Consideration and/or action approving an Ordinance by the City Council of the City of Schertz, Texas authorizing an Adjustment to the Fiscal Year 2019-2020 Reserves for \$250,025.00; repealing all Ordinances or Parts of Ordinances in conflict with this Ordinance; and providing an effective date. **First Reading** (C. Kelm/S. Williams/D. Letbetter)
11. **Ordinance No. 20-H-15** - Consideration and/or action approving an Ordinance by the City Council of the City of Schertz amending Ordinance No. 20-H-13; extending a Declaration of Local Disaster and Public Health Emergency; amending the rules and regulations for the duration of the disaster; restricting certain activities; establishing penalties for violations; providing and effective date and declaring an emergency. **First and Final Reading** (Mayor/Council)

#### **Roll Call Vote Confirmation**

#### **Workshop**

12. Discussion and Presentation regarding procurement procedures and policies. (C. Kelm/J. Gohlke)

#### **Roll Call Vote Confirmation**

#### **Closed Session**

- 13.** City Council will recess into Closed Session as authorized by the Texas Open Meetings Act, the City Council will adjourn into closed under Section 551.071, of the Texas Government Code Consultation with legal counsel regarding pending litigation:

1. Cause No. D-1-GN-18-006040; Cibolo, et al v. TCEQ
2. *Green Valley Special Utility District vs. City of Schertz et al*; Case No.: 17-CV-00819-SS (U.S. District Court, Western District of Texas, Austin Division); Fifth Circuit of Appeals Case No. :18-51092

### **Reconvene into Regular Session**

- 13A.** Take any action based on discussions held in closed session under Agenda Item 13.

### **Roll Call Vote Confirmation**

Information available in City Council Packets - **NO DISCUSSION TO OCCUR**

- 14.** Update on drainage project

### **Requests and Announcements**

- Announcements by the City Manager.
- Requests by Mayor and Councilmembers that items be placed on a future City Council agenda.
- Announcements by Mayor and Councilmembers
  - City and community events attended and to be attended
  - City Council Committee and Liaison Assignments (see assignments below)
  - Continuing education events attended and to be attended
  - Recognition of actions by City employees
  - Recognition of actions by community volunteers

### **Adjournment**

### **CERTIFICATION**

I, BRENDA DENNIS, 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 24th DAY OF APRIL 2020 AT 2:35 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.

**BRENDA DENNIS**

**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 \_\_\_\_\_, 2020. 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

<b>Mayor Gutierrez</b> Audit Committee Investment Advisory Committee Main Street Committee	<b>Councilmember Scagliola – Place 5</b> Cibolo Valley Local Government Corporation - Alternate Hal Baldwin Scholarship Committee Interview Committee for Boards and Commissions - Alternate Schertz-Seguin Local Government Corporation
<b>Councilmember Davis– Place 1</b> Audit Committee Interview Committee for Boards and Commissions Main Street Committee - Chair Schertz Housing Authority Board TIRZ II Board	<b>Councilmember Scott – Place 2</b> Interview Committee for Boards and Commissions
<b>Councilmember Larson – Place 3</b> Main Street Committee – Vice Chair	<b>Councilmember Dahle – Place 4</b> Cibolo Valley Local Government Corporation Interview Committee for Boards and Commissions TIRZ II Board
<b>Councilmember Heyward – Place 6</b> Audit Committee Investment Advisory Committee Schertz Animal Services Advisory Commission	<b>Councilmember Brown – Place 7</b> Main Street Committee Schertz-Seguin Local Government Corporation - Alternate

**CITY COUNCIL MEMORANDUM**

**City Council Meeting:** April 28, 2020  
**Department:** City Secretary  
**Subject:** Minutes – Consideration and/or action regarding the approval of the minutes of the meeting of April 14, 2020. (B. Dennis)

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**BACKGROUND**

The City Council held a Regular City Council meeting on April 14, 2020.

**RECOMMENDATION**

Recommend Approval.

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**Attachments**

4-14 draft min

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# DRAFT

## MINUTES REGULAR MEETING April 14, 2020

A Regular Meeting was held by the Schertz City Council of the City of Schertz, Texas, on April 14, 2020, 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 Mark Davis; Councilmember Rosemary Scott; Councilmember Scott Larson; Councilmember Michael Dahle; Councilmember David Scagliola; Councilmember Tim Brown; Councilmember Allison Heyward

City      City Manager Dr. Mark Browne; Assistant City Manager Brian James;  
Staff:    Assistant City Manager Charles Kelm; City Attorney Daniel Santee; City Secretary Brenda Dennis; Assistant to the City Manager Sarah Gonzalez

### **Call to Order – City Council Regular Session**

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

### **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 Scott)**

Councilmember Rosemary Scott provided the opening prayer followed by the Pledges of Allegiance to the Flags of the United States and State of Texas.

### **City Events and Announcements**

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

No announcements were provided.

- Announcements and recognitions by the City Manager (M. Browne)

Mayor Gutierrez recognized City Manager Dr. Mark Browne who mentioned

that it was officially National Public Safety Telecommunications week and normally we present a proclamation but given the situation we are not going to do this tonight. He did want to recognize our find Dispatch Operators and all the Telecommunicators in our dispatch office for the great work they do.

- Announcements and recognitions by the Mayor (R. Gutierrez)

Mayor Gutierrez reminded students who were participating in the Hal Baldwin Scholarship to sign the sheet in the back if in attendance but also stated that if students are applying, they do not have to attend the meeting in person but can watch it on-line and still get credit. He stated that students should contact Sarah Gonzalez at 210-619-1015 for any questions, or they can email her at [sgonzalez@schertz.com](mailto:sgonzalez@schertz.com).

## Hearing of Residents

***Residents who choose to watch the meeting via live stream, but who would like to participate in Residents to be Heard, should email their comments to City Secretary, Brenda Dennis, at [bdennis@schertz.com](mailto:bdennis@schertz.com) by 5:00 p.m. on Monday, April 13, 2020, SO THAT THE CITY SECRETARY MAY READ THE PUBLIC COMMENTS INTO THE RECORD UNDER THE HEARING OF RESIDENTS. In the body of the email please include your name, your address, phone number, agenda item # if applicable or subject of discussion, and your comments.***

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

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

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

Mayor Gutierrez indicated no one signed up to speak on the speakers form. Mayor Gutierrez recognized City Secretary Brenda Dennis and asked if anyone had emailed her who wished to address Council. Ms. Dennis stated no one else had signed up.

## 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.

The following were read into record:

1. **Minutes** – Consideration and/or action regarding the approval of the minutes of the meeting of April 7, 2020. (B. Dennis)
2. **Ordinance No. 20-H-06** - Consideration and/or action approving an Ordinance of the City of Schertz, Texas, amending chapter 14-Animal Control, of the code of Ordinances; providing for mandatory micro chipping regulations for dogs and cats; therefore removing the requirement for an annual city license for dogs and cats; providing a conflict clause; providing for severability; providing for publication; and providing an effective date. ***Final Reading*** (C. Kelm/M. Bane/S. Solitto)
3. **Ordinance No. 20-D-10** - Consideration and/or action approving an Ordinance providing that the Code of Ordinances of the City of Schertz, Texas be amended by revising Chapter 86, Section 86-115, Maximum limits generally on specific streets, adding the maximum speed limits of FM 1103 to a construction speed limit and thus temporarily changing the maximum speed limit. ***Final Reading*** (C. Kelm/S. Williams/D. Letbetter)
4. **Ordinance No. 20-T-11** - Consideration and/or action approving an Ordinance by the City Council of the City of Schertz, Texas authorizing an adjustment to the Fiscal Year 2019-2020 Budget to transfer funds for the purchase of software, parts, and labor for 14 existing Flashing School Zone Lights and the purchase of three additional lights, repealing all ordinances in conflict with this ordinance; and providing an effective date. ***Final Reading*** (C. Kelm/S. Williams/D. Letbetter)

Mayor Gutierrez recognized Councilmember Rosemary Scott who requested agenda #2 be removed from consent for separate action.

Moved by Mayor Pro-Tem Mark Davis, seconded by Councilmember Rosemary Scott to approve consent agenda items, 1, 3 and 4.

AYE: Mayor Pro-Tem Mark Davis, Councilmember Rosemary Scott,  
Councilmember Scott Larson, Councilmember Michael Dahle,  
Councilmember David Scagliola, Councilmember Tim Brown,  
Councilmember Allison Heyward

Passed

## **Discussion and Action Item**

The following captions were read into record:

**2. Ordinance No. 20-R-39** - Consideration and/or action approving an Ordinance of the City of Schertz, Texas, amending chapter 14-Animal Control, of the code of Ordinances; providing for mandatory micro chipping regulations for dogs and cats; therefore removing the requirement for an annual city license for dogs and cats; providing a conflict clause; providing for severability; providing for publication; and providing an effective date. ***Final Reading*** (C. Kelm/M. Bane/S. Solitto)

Mayor Gutierrez recognized Assistant Police Chief Marc Bane who introduced this item stating he is available to address any questions.

Mayor Gutierrez recognized Councilmember Rosemary Scott who again expressed her concern of the micro chipping causing cancer in animals. She provided some information she had obtained while doing research and feels she should be an advocate for the animals. She did read the clause where you could get your animal tattooed from the vet, so there seems to be an out if someone is concerned about micro chipping their animal. Assistant Police Chief Bane addressed her concerns and stated that their goal is voluntary compliance.

Councilmembers Heyward and Dahle expressed their thoughts regarding micro chipping the animals. Chief Bane also addressed further questions from council.

Moved by Councilmember Scott Larson, seconded by Councilmember Allison Heyward to approve Ordinance 20-H-06 on final reading.

AYE: Mayor Pro-Tem Mark Davis, Councilmember Scott Larson,  
Councilmember Michael Dahle, Councilmember David Scagliola,  
Councilmember Tim Brown, Councilmember Allison Heyward

NAY: Councilmember Rosemary Scott

Passed

5. **Resolution 20-R-39-** Consideration and/or action approving a Resolution by the City Council of the City of Schertz, Texas Authorizing Expenditures in Excess of \$50,000 with Silsbee Ford in Fiscal Year 2019-20 and Other Matters In Connection Therewith. (C. Kelm/C Hernandez /J. Gohlke)

Mayor Gutierrez recognized Purchasing Manager Julie Gohlke who provided a brief PowerPoint introducing this item. Ms. Gohlke addressed questions from Council.

Questions was raised that the caption on the agenda states \$50,000, but the backup material in the resolution states \$500,000. Ms. Gohlke stated that the caption in the resolution was correct. "Mayor Gutierrez had read the appropriate caption with the \$500,000."

Moved by Councilmember Michael Dahle, seconded by Mayor Pro-Tem Mark Davis to approve Resolution No. 20-R-39.

AYE: Mayor Pro-Tem Mark Davis, Councilmember Rosemary Scott, Councilmember Scott Larson, Councilmember Michael Dahle, Councilmember David Scagliola, Councilmember Tim Brown, Councilmember Allison Heyward

Passed

6. **Resolution No. 20-R-37** - Consideration and/or action approving a resolution authorizing additional expenditures not to exceed \$857,739 with Fuquay, Inc. for the 2018 SPAM Resurfacing project. (B. James/J. Nowak)

Mayor Gutierrez recognized City Engineer John Nowak who provided a PowerPoint presentation regarding the current roads, conditions and the year specific roads will be repaired. Mr. Nowak addressed questions from Council on decisions of moving the North Cliff road to 2021.

Moved by Councilmember Michael Dahle, seconded by Mayor Pro-Tem Mark Davis to approve Resolution No. 20-R-37.

AYE: Mayor Pro-Tem Mark Davis, Councilmember Rosemary Scott, Councilmember Scott Larson, Councilmember Michael Dahle, Councilmember David Scagliola, Councilmember Tim Brown, Councilmember Allison Heyward

Passed

## **Roll Call Vote Confirmation**

Mayor Gutierrez recognized City Secretary Brenda Dennis who provided the roll call vote confirmation for agenda items 1-6.

## **Workshop**

- 7. Emergency Operations Update regarding current COVID-19 cases -**  
Workshop discussion and update regarding current COVID-19 cases. (M. Browne/K. Long)

Mayor Gutierrez recognized Fire Chief Kade Long who provided a timeline of events and updated information regarding current cases. He provided information on what is next. From the Emergency Management and City Management side is to start discussing moving from the response that we are doing now to the recovery and what that looks like.

Chief Kade stated he does not have all the answers tonight, it's just to say, this is what's next for emergency management and having discussions with the leadership. Goal would be to develop some type sustained approach to reopening. What's next, what is it going to look like - that requires a lot of discussion. The Governor has put out information that later this week he is going to address a lot of these questions, and he can come back and update the Council.

Councilmember Scott provided her commentary and questions on the reopening phase, expressed concerns that when employees come back to work, will there be enough face masks - Chief Kade answered depending on if the N95 masks are required, then the supply of those, we do not have enough, but if looking at type citizens are making today he would not think it was an issue. Dr. Mark Browne stated that the Governor is likely going to issue instructions, and he believes they will be fairly specific.

Mayor Gutierrez also stated that we are under the County and the County will also be issuing guidance. It is very difficult to speculate exactly how we are going to handle it until the Governor has taken some action as well as the County Judge. As soon as they do, our team is ready to start the process.

Councilmember Scott, wishing to appeal for reason and rationality as we move forward. Safety and reason, first and foremost. She stated she would send the information that she has gathered out to the other members of Council.

Councilmember Dahle asked about how our teams were set up and did we have enough PPE's supplies. Chief Kade addressed Councilmember Dahle stating



they are receiving donations and Fire, EMS and PD they are setting pretty good and have about a month supply on hand.

Councilmember Dahle stated that he would like to see what options might be available through EDC to assist the small businesses. He would like to explore this conversation and it is one that is worth having.

## **Requests and Announcements**

- Announcements by the City Manager.

No further announcements were provided.

- Requests by Mayor and Councilmembers that items be placed on a future City Council agenda.

Councilmember Larson mentioned as brought up by Councilmember Dahle, he too would like to see more discussion on how EDC could help local businesses.

- Announcements by Mayor and Councilmembers
  - City and community events attended and to be attended
  - City Council Committee and Liaison Assignments (see assignments below)
  - Continuing education events attended and to be attended
  - Recognition of actions by City employees
  - Recognition of actions by community volunteers

Council did not attend any events.

## **Adjournment**

Mayor Gutierrez adjourned the meeting at 7:14 p.m.

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Ralph Gutierrez, Mayor

ATTEST:

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Brenda Dennis, City Secretary

**CITY COUNCIL MEMORANDUM**

**City Council Meeting:** April 28, 2020  
**Department:** Finance  
**Subject:** Resolution No. 20-R-32 - Consideration and/or action approving a Resolution by the City Council of the City of Schertz, Texas authorizing EMS debt revenue adjustments, Utility Billing debt revenue adjustments and Schertz Magazine debt revenue adjustments for certain inactive outstanding receivables and other matters in connection therewith. (B. James/J. Walters)

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**BACKGROUND**

In the EMS, Utility Billing, and Magazine functions, services are provided to customers up front and billing is settled later. Since services are provided before receiving payment, inevitably the City has customers that do not pay for the services provided.

When this occurs, staff reaches out to the customer to try to collect the outstanding payment including follow-up notices and phone calls to try to reach out to the customer to remind them of the outstanding balance and encourage payment. However, the longer the customer account goes without a payment the less likely that any payment will be received.

Once a customer account reaches 180 days without payment, Staff brings those accounts to the City Council to be “written off”. This process is an accounting procedure following the Generally Accepted Accounting Principles (GAAP), which lays the framework of accounting practices in the U.S. This designation means it is unlikely those outstanding balances will ever be collected. This leads to an accounting adjustment on the City’s Financial Statements to accurately show how much is still outstanding and is reasonable to expect collection.

If a customer’s account has been written off, this does not erase or forgive that debt. The city can and does collect some portion of the amount owed by those customers. This can be through the debt collection agency used by EMS or if the customer returns to the City and requests new services through the Magazine or Utility Billing.

The resolution authorizes the debt for these areas that is more than 180 days outstanding as of March 01, 2020 to be written off. These write-offs come before council quarterly and last came before council on January 14, 2020.

**Previous Write off Amount:**

February 2017:	\$621,138.97
June 2017:	\$544,944.16
September 2017:	\$510,516.01
January 2018:	\$510,637.79
March 2018:	\$433,427.15
June 2018:	\$439,627.14
September 2018:	\$521,281.82
December 2018:	\$727,307.39
March 2019:	\$564,227.77

June 2019:	\$580,155.10
September 2019:	\$586,664.65
December 2019:	\$591,829.90

## **GOAL**

To approve write-offs of bad debt in accordance with the standards laid out by GAAP.

## **COMMUNITY BENEFIT**

This will show the City's Financial Statements according to national standards and City policy.

## **SUMMARY OF RECOMMENDED ACTION**

Approve Resolution 20-R-32 to write off receivables that are older than 180 days.

## **FISCAL IMPACT**

This accounting adjustment will not affect the City's Budget or financial standing. The amount written off is estimated during the budget process and is accounted for in the revenue estimations and the bad debt expense accounts. The action taken tonight will reduce the amount shown as owed to the City by \$616,900.00 and set it equal to the amount seen as still reasonably collectible. The breakdown is as follows:

EMS - \$572,128.87

Utility Billing - \$44,771.13

Magazine - \$0.00

## **RECOMMENDATION**

Staff recommends Council approve Resolution No 20-R-32.

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### **Attachments**

Resolution 20-R-32

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## RESOLUTION NO. 20-R-32

### **A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF SCHERTZ, TEXAS AUTHORIZING EMS DEBT REVENUE ADJUSTMENTS, UTILITY BILLING DEBT REVENUE ADJUSTMENTS AND SCHERTZ MAGAZINE DEBT REVENUE ADJUSTMENTS FOR CERTAIN INACTIVE OUTSTANDING RECEIVABLES AND OTHER MATTERS IN CONNECTION THEREWITH.**

WHEREAS, the City staff of the City of Schertz (the “City”) has recommended that the City maintains quarterly debt revenue adjustments for inactive outstanding accounts; and

WHEREAS, the City Council has determined that it is in the best interest of the City that all inactive outstanding accounts after 180 days nonpayment will be sent to City Council for consideration for write offs.

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

Section 1. The City Council hereby authorizes the write off in the amount and distribution of accounts below:

<i>Function</i>	<i>Amount</i>
EMS	\$572,128.87
Utility Billing	\$44,771.13
Magazine	\$0.00
Total	\$616,900.00

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

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 28th day of April 2020.

CITY OF SCHERTZ, TEXAS

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Mayor Ralph Gutierrez, Mayor

ATTEST:

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City Secretary, Brenda Dennis

(CITY SEAL)

## CITY COUNCIL MEMORANDUM

**City Council Meeting:** April 28, 2020  
**Department:** Library  
**Subject:** Resolution No. 20-R-38 - Consideration and/or action approving a Resolution by the City Council of the City of Schertz, Texas authorizing an Interlocal Agreement between the City of Schertz and Education Service Center Region 20 for the participation in the ESC 20 Fiber Consortium and other matters in connection therewith. (B. James/M. Uhlhorn)

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### BACKGROUND

Educational Service Center Region 20 is one of 20 regional service centers established by the Texas State Legislature to provide services to schools within defined geographic regions. ESC-20, located in San Antonio, serves 127 independent school districts, charters, and private schools across 20 counties in the San Antonio region. It has an established history of providing technology services, including transport and Internet access to local school districts and charters utilizing the consortium model. In 2017, ESC-20 established the Fiber20 Consortium to create fiber rings to deliver high speed Internet service to more than 70 districts within its borders. The fiber rings use over 750 miles of existing “dark” fiber as well as approximately 557 miles of new fiber.

Early in 2019, the Texas State Library and Archives Commission (TSLAC) asked if it could partner with ESC-20 and its Fiber20 Consortium. TSLAC paid for all the infrastructure construction and improvements required to add the public libraries located within ESC-20 to the consortium. TSLAC has also agreed to manage all associated e-rate grant reporting on behalf of the public libraries. Participating public libraries are only required to pay the monthly fee for high speed Internet service. The monthly rate is guaranteed by the consortium for 10 years in total. The agreement is for an initial one-year term with 9 additional one-year renewals. The fiber has already been installed along Schertz Parkway and Elbel Road in order to connect to SCUCISD buildings. The estimated time for connecting the Library to the network is May 2020, with a service turn-on date in mid-to-late July 2020.

### GOAL

The Library's Internet service is heavily used by the public. The WiFi network alone averages about 30,000 connections per month. With Spectrum's 50 Mbps x 50 Mbps service, Internet service regularly slows down throughout the day, especially at peak service times. This slow-down provides a less than desirable user experience for customers trying to conduct personal business, work on projects, or complete educational assignments. The goal of joining the consortium is to provide a better user experience through higher download/upload speeds, while at the same time, reducing the costs of providing Internet service to the public at the Library.

### COMMUNITY BENEFIT

The main benefit of participating in the consortium is the improvement of an important service to our community while reducing the long-term cost of providing the service, but there are several other benefits to participating in the Fiber20 Consortium:

- It provides stability in pricing over a long period of time.
- The speed of the connection is substantially better than our current download/upload speeds.
- High-speed fiber networks are expensive to build. Participation in the Fiber20 consortium gives the City access to a fiber network without the construction and installation costs we would incur were we to do this on our own.

- Maintenance of the fiber network is outsourced and incurs no cost to the City.
- Grant reporting functions will be provided by TSLAC, eliminating our own labor costs associated with e-rate reporting.
- The ILA provides an opportunity to collaborate with other local governments and organizations, leverage everyone's buying power, and take advantage of Federal grant money.

## SUMMARY OF RECOMMENDED ACTION

Staff recommends authorizing the Interlocal Agreement.

## FISCAL IMPACT

Our current month-to-month Internet service through Spectrum only provides a 50 Mbps connection at \$514.95 per month. The Fiber20 project will deliver a high speed Internet connection to the Schertz Public Library, providing speeds from 1 Gbps up to 10 Gbps, depending on our equipment capabilities, for **\$170.00 per month, a savings of \$344.95 per month.** The rate is locked in for the duration of the ILA, providing substantial savings to the City over the life of the ILA. There are no other costs to the City. Construction, operation and maintenance of the fiber network is the responsibility of the Fiber20 consortium.

The Library's current internal equipment and firewall will handle a 1 Gbps service connection, so there are no associated equipment costs. The Library has a technology plan and equipment replacement schedule in place. Over the life of the ILA, equipment will gradually be upgraded to take advantage of the full speed of the connection, but these upgrades will be planned for and are a part of the Library's normal equipment replacement schedule. IT has been included in discussions about the fiber network since the beginning of the project.

## RECOMMENDATION

The City recommends Council approval of Resolution 20-R-38, authorizing the City to enter into an interlocal agreement with ESC Region 20 and the Fiber20 Consortium for the provision of high speed Internet service to the Schertz Public Library.

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### Attachments

Letter of Agency  
Region 20 ILA  
Resolution

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ESC Region 20 Fiber Consortium  
1314 Hines Avenue  
San Antonio, TX 78208-1899

Re: Letter of Agency for Funding Year 2019 – 2029

This is to confirm our participation in the ESC Region 20 Fiber Consortium, Billed Entity Number 17015391, E-rate Consortium for the procurement of Internet Access Service, Wide Area Network Fiber Services, Category 1 Network Equipment, and Category 1 Internal Connections.

Schertz Public Library authorizes ESC Region 20 Fiber consortium to submit FCC Form 471, FCC Form 470 and other forms to the Schools and Libraries Division of the Universal Service Administrative Company on Schertz Public Library behalf when filing for consortium funding. Schertz Public Library does not authorize ESC region 20 fiber consortium to submit FCC Form 471, FCC Form 470 and other forms to the Schools and Libraries Division of the Universal Service administrative Company on Schertz Public Library sole behalf for other e-rate services. Schertz Public Library will continue to file all other FCC Federal e-rate forms utilized solely by Schertz Public Library for any services outside the ESC region fiber consortium.

I understand that, in submitting these forms on our behalf, you are making certifications for Schertz Public Library. By signing this Letter of Agency, I make the following certifications:

a) ONLY FOR SCHOOL-RELATED LOA: I certify that schools in our district are all schools under the statutory definitions of elementary and secondary schools found in the No Child Left Behind Act of 2001, 20 U.S.C. §§ 7801(18) and (38), that do not operate as for-profit businesses and do not have endowments exceeding \$50 million.

b) I certify that our library has/have secured access, separately or through this program, to all of the resources, including computers, training, software, internal connections, maintenance, and electrical capacity, necessary to use the services purchased effectively. I recognize that some of the aforementioned resources are not eligible for support. I certify that to the extent that the billed entity is passing through the non-discounted charges for the services requested under this Letter of Agency, that the entities I represent have secured access to all of the resources to pay the non-discounted charges for eligible services from funds to which access has been secured in the current funding year.

c) I certify that the services the school, library, or district purchases at discounts provided by 47 U.S.C. § 254 will be used solely for educational purposes and will not be sold, resold, or transferred in consideration for money or any other thing of value, except as permitted by the rules of the Federal Communications Commission (Commission or FCC) at 47 C.F.R. § 54.500(et seq.).

d) I certify that our library has complied with all program rules and I acknowledge that failure to do so may result in denial of discount funding and/or cancellation of funding commitments. I acknowledge that failure to comply with program rules could result in civil or criminal prosecution by the appropriate law enforcement authorities.



e) I acknowledge that the discount level used for shared services is conditional, for future years, upon ensuring that the most disadvantaged schools and libraries that are treated as sharing in the service, receive an appropriate share of benefits from those services.

f) I certify that I will retain required documents for a period of at least ten years after the last day of service delivered. I certify that I will retain all documents necessary to demonstrate compliance with the statute and Commission rules regarding the application for, receipt of, and delivery of services receiving schools and libraries discounts, and that if audited, I will make such records available to the Administrator. I acknowledge that I may be audited pursuant to participation in the Schools and Libraries (E-rate) Program.

g) I certify that I am authorized to procure and/or order telecommunications and other supported services for the eligible entity(ies) covered by this Letter of Agency. I certify that I am authorized to make this request on behalf of the eligible entity(ies) covered by this Letter of Agency, that I have examined this Letter, that all of the information on this Letter is true and correct to the best of my knowledge, that the entities that will be receiving discounted services under this Letter pursuant to this application have complied with the terms, conditions and purposes of the program, that no kickbacks were paid to anyone and that false statements on this form can be punished by fine or forfeiture under the Communications Act, 47 U.S.C. §§ 502, 503(b), or fine or imprisonment under Title 18 of the United States Code, 18 U.S.C. § 1001 and civil violations of the False Claims Act.

h) I acknowledge that FCC rules provide that persons who have been convicted of criminal violations or held civilly liable for certain acts arising from their participation in the Schools and Libraries support mechanism are subject to suspension and debarment from the program. I will institute reasonable measures to be informed, and will notify USAC should I be informed or become aware that I or any of the entities, or any person associated in any way with my entity and/or the entities, is convicted of a criminal violation or held civilly liable for acts arising from their participation in the Schools and Libraries support mechanism.

i) I certify that, to the best of my knowledge, the non-discount portion of the costs for eligible services will not be paid by the service provider. I acknowledge that the provision, by the provider of a supported service, of free services or products unrelated to the supported service or product constitutes a rebate of some or all of the cost of the supported services.

j) I certify that I am authorized to sign this Letter of Agency and, to the best of my knowledge, information, and belief, all information provided to ESC Region 20 Fiber Consortium for E-rate submission is true.

Name of Entity: Schertz Public Library Signature: Natalie Shultz  
Date: 3/19/2019 Name: Natalie Shultz



EDUCATION SERVICE CENTER, REGION 20  
INTERLOCAL PARTICIPATION AGREEMENT  
In the  
ESC 20 FIBER CONSORTIUM WITH ADDITIONAL SITE BUILDS

This Interlocal Participation Agreement is made and entered into by and between the EDUCATION SERVICE CENTER, REGION 20 (“Center”) as Administrative Agent and Lead Member of the ESC 20 Fiber Consortium (“Consortium”) and the undersigned Local Education Agency (“LEA”).

## **I. RECITALS**

**WHEREAS**, the Center is established under the authority of Chapter 8, Texas Education Code, for the purpose of: (1) assisting school districts in improving student performance; (2) enabling school districts to operate more efficiently and economically; and (3) implementing initiatives assigned by the legislature or the Commissioner of Education;

**WHEREAS**, Chapter 791, Texas Government Code, the Interlocal Cooperation Act, is for the purpose of increasing the efficiency and effectiveness of local governments by authorizing them to contract, to the greatest possible extent, with one another and with agencies of the state;

**WHEREAS**, Section 791.011(e) of the Interlocal Cooperation Act provides that interlocal contractual payments must be in amounts that fairly compensate the performing party for services or functions performed under an interlocal contract;

**WHEREAS**, expenditures of federal grant and award funds made on or after December 26, 2014 must comply with the requirements of Education Department General Administrative Regulations (“EDGAR”) set out in 2 C.F.R. Part 200;

**WHEREAS**, 2 C.F.R §200.318(e) provides: “To foster greater economy and efficiency, and in accordance with efforts to promote cost-effective use of shared services across the Federal government, the non-Federal entity is encouraged to enter into state and local inter-governmental agreements or inter-entity agreements where appropriated for procurement or use of common or shared goods and services”; and

**WHEREAS**, the purpose of this Agreement is to facilitate compliance with federal EDGAR requirements in addition to state procurement requirements;

**NOW, THEREFORE**, in consideration of the mutual covenants, promises and obligations contained herein the Center and undersigned LEA agree as follows:

## **II. TERMS AND CONDITIONS**

**1. Adoption of Interlocal Cooperation Agreement.** The Contracting LEA by the execution or acceptance of this Agreement hereby formally confirms and approves its Letter of Agency dated March 19, 2020 which is incorporated herein by reference. The Letter of Agency established the authority of the ESC 20 FIBER Consortium (by and through its Lead Member, ESC Region 20) as an administrative agency and representative of its collective participants for purposes of application for E-Rate funding in connection with construction and implementation of large-scale broadband dark fiber network among the LEAs within Region 20 which will provide internet and LEA connectivity to promote educational excellence in instruction, services and resources through a collaborative partnership of LEAs, (“Regional Fiber Network Project”).

**2. Term.**

**2.1 Initial Term.** This Interlocal Participation Agreement shall be effective on the date of execution by an authorized signatory for both Parties. The Initial Agreement Term will be for one year beginning on the Effective Date, and thereafter, shall automatically renew for successive one-year terms, unless the Agreement is sooner terminated in accordance with the provisions herein.

**2.2 Continuing Term.** If this Interlocal Agreement is not terminated during the Initial Term and successive renewals, it shall continue to automatically renew annually on July 1 of each successive year for up to nine (9) additional one year terms, unless sooner terminated in accordance with the termination provisions of this Agreement. This Interlocal Agreement shall automatically terminate upon termination of the Service Agreement.

**3. Termination.**

**3.1 Prior to Expiration of Initial Term and Successive Initial Term Renewals.**

**3.1.1 Non-appropriation.** The LEA shall have the continuing right to terminate this agreement without notice at the end of any budget period in which funds for this agreement are not available or appropriated. Provided, however, that neither Party will be entitled to a refund of amounts previously contributed in the event of withdrawal for lack of funding.

**3.2 Termination Following Expiration of Initial Term.**

**3.2.1** This Agreement may be terminated at any time by either Party for convenience, or because of the other’s failure to fulfill the contract obligations. Notice and an opportunity to cure shall be given in accordance with the provisions contained in this Agreement. Upon receipt of such notice, services shall be immediately discontinued (unless the notice directs otherwise) and all materials as may have been accumulated in performing this contract, whether completed or in progress, delivered to the Center.

3.2.2 If the termination is for convenience and the other Party's obligations have been properly performed prior to the effective date of termination, the Center will be paid for services actually provided prior to notification of termination by the LEA.

3.2.3 If, after notice of termination for failure to fulfill contract obligations after the Initial Term, it is determined that the terminated Party had not so failed, the termination shall be deemed to have been affected for convenience. In such event, payment shall be made by the terminating party as provided in Paragraph 3.2 of this Section.

3.2.4 The rights and remedies provided in this clause are in addition to any other rights and remedies provided by law or under this Agreement.

**3.3 Defaults With Opportunity for Cure.** Should either Party fail, as determined by the other's representative, to satisfactorily comply with or perform the obligations set out herein; or comply with any covenant herein required, such failure shall be considered an Event of Default. In such event, the non-defaulting Party shall deliver written notice of said default, in accordance with the notice provisions contained in this Agreement, specifying the specific Events of Default and the action necessary to cure such default. The defaulting Party shall have thirty (30) calendar days after receipt of the written notice to cure such default. If the defaulting Party fails to cure the default within such cure period, or take steps reasonably calculated to cure such default, the non-defaulting Party shall have the right, without further notice, to terminate this Agreement in whole or in part as it deems appropriate.

**3.4 Termination For Cause.** Upon the occurrence of one (1) or more of the following events, and following written notice to the Center given in accordance with the notice provisions contained in this Agreement, Contracting LEA may immediately terminate this Contract, in whole or in part, "for cause":

3.4.1 Center makes, directly or indirectly through its employees or representatives, any material misrepresentation or provides any materially misleading information to LEA in connection with this Agreement or its performance hereunder; or

3.4.2 Center violates or materially fails to perform any covenant, provision, obligation, term or condition of a material nature contained in this Agreement, except those events of default for which an opportunity to cure is provided herein; or

3.4.3 Center fails to cure, or initiate steps reasonably calculated to cure, a default as required by this Agreement, within the time period required for cure; or

3.4.4 Center violates any rule, regulation or law to which Center is bound or shall be bound under the terms of this Agreement; or

3.4.5 Center attempts the sale, transfer, pledge, conveyance or assignment of this Agreement contrary to the terms of this Agreement.

3.4.6 Center ceases to do business as a going concern; makes an assignment for the benefit of creditors; admits in writing its inability to pay debts as they become due; files a petition in bankruptcy or has an involuntary bankruptcy petition filed against it (except in connection with a reorganization under which the business of such party is continued and performance of all its obligations under this Contract shall continue) and such petition is not dismissed within forty-five (45) days of filing; or if a receiver, trustee or liquidator is

appointed for it, or its joint venture entity, or any substantial part of Center's assets or properties.

**3.5 Termination By Law.** If any state or federal law or regulation is enacted or promulgated which prohibits the performance of any of the duties herein, or, if any law is interpreted to prohibit such performance, this Agreement shall automatically terminate as of the effective date of such prohibition.

**3.6 Orderly Transfer Following Termination.** Regardless of how this Agreement is terminated, Center shall effect an orderly transfer to Contracting LEA or to such person(s) or firm(s) as the Contracting LEA may designate, at a reasonable cost to Contracting LEA. Upon the effective date of expiration or termination of this Agreement, Center shall cease all operations of work being performed by Center, or any of its subcontractors, pursuant to this Agreement. All completed or partially completed documents, papers, records, charts, reports, and any other materials or information produced, or provided to Center, in connection with the services rendered by Center under this Agreement, regardless of storage medium, shall be transferred to Contracting LEA. Such record transfer shall be completed within thirty (30) calendar days of the termination date and shall be completed at the expense of the terminating Party.

#### **4. Center's Obligations**

4.1 Coordination and filing of application for upfront, non-recurring costs of deploying new fiber or upgraded network facilities to eligible LEAs, Category One support, including construction of network facilities, design and engineering and project management costs ("Special Construction E-Rate Funding") for large-scale broadband dark fiber network ("ESC 20 Fiber Consortium") on behalf of Contracting LEAs within Region 20 designed to provide internet and connectivity for Contracting LEAs, including but not limited to:

4.1.1 100 Gigabit backbone network between hub sites;

4.1.2 10 Gigabit network among the connected edge sites;

4.1.3 Center will allow bandwidth flexibility such that a Contracting LEA can exceed their subscribed services within a reasonable limit without penalty;

4.1.4 Center will provide Contracting LEA an opportunity to participate in shared network services (e.g., internet access, disaster recovery, shared application environment, etc.)

4.1.5 Center will provide Contracting LEA with direct connectivity to multiple educational resource data centers.

4.1.6 Center will provide adequate staff necessary for efficient operation of the network.

4.1.7 Provide and guarantee service level objectives as specified in Paragraph 5.4 of this Section.

4.1.8 Implement and provide 24x7x365 support and management via the leased lit service provider of the network to include:

A. Proactively monitor and maintain broadband connections

B. Proactively monitor internet access service from ISP

C. Guarantee the LEA purchased bandwidth to the Internet by monitoring usage.

D. Provide alerts concerning network maintenance and/or unplanned outages.

E. Notification will be given according to the contracted Service Level Agreement terms

F. Affected LEAs will be notified via email of any emergency network impairments within a reasonable time after the problem is determined.

4.1.9 Troubleshoot Service Interruptions via the leased lit service provider to the point of demarcation:

A. For the primary connection, the point of demarcation is inclusive of the leased lit service provider router

4.1.10 Proactively monitor and report the use of services to ensure usage is within the terms of the agreement.

4.1.11 Provide technical assistance to LEAs for connectivity, upon request.

**4.2 Administrative Handling.** Center, by and through ESC 20 FIBER CONSORTIUM, during the Term of this Agreement, will comply with all applicable laws, and the FCC, USAC, and TEA rules, as well as, state and local procurement requirements, throughout each annual E-rate application cycle and will adopt and maintain internal controls and policies to ensure such compliance, including but not limited to the following:

**4.2.1 Goods and Services.** The Center, by and through the ESC 20 FIBER Consortium, provides goods and services to LEAs in accordance with Chapter 8, Texas Education Code. Prices or fees for goods and services may be on a unit-price, per-participant basis, or district average daily attendance basis based upon the total cost to provide the service to all participating LEAs. This agreement is limited to the goods and services as provided herein. Additional goods and services may only be added to this agreement in writing.

**4.2.2 Procurement.** Handle procurement of goods and services on behalf of LEA in strict and consistent compliance with the FCC, USAC, TEA and state and local procurement rules.

A. Enter proposals for tabulation and evaluation, including assuring bidding process occurs with each procurement and that no bidder is given preferential treatment over others at any point in the process accurately evaluating and scoring responsive proposals and maintaining adequate documentation of such procurement for purposes of compliance with e-rate auditor requests for procurement process documentation.

B. Establish an Evaluation Committee to test, evaluate and award proposals, for any required procurement, to include at least six representatives of Region 20 School Districts, the E-Rate Consultant, and Region 20 Purchasing and Technology Representatives.

C. Develop system for gathering evaluation information from members on vendor performance, and product quality and use of products and services.

D. Perform annual critical review of the existing e-rate procedures with particular focus on staff involved, transparency, fairness and checks and balances in the procurement process, evaluation methods, tools and procedures and document retention strategies.

**4.2.3 Confirmation of Certifications.** Maintain a procedure for confirming LEA certifications including LEA's ability to fund the local share of E-rate services and projects, availability of necessary resources to make effective use of the products and services for

which it requests E-rate discounts, certifications regarding LEA compliance with the Children's Internet Protection Act (CIPA) and adoption of Internet Safety Procedure, if required, and other certifications required by E-Rate which may not be within the personal knowledge of the Consortium Lead Member or E-Rate Consultant as applicant.

**4.2.4 Pre-Funding Commitment Communications.** Timely and accurately respond to any special requests for information from SLD during the application review process and any selective review processes.

**4.2.5 Post Funding Commitment Communications.** Upon issuance of Funding Commitment Decision Letter, file Form 486 or other notification to SLD regarding service or construction start date. Monitor the timeframe for filing all Forms 486 and ensure deadlines are met.

**4.2.6 Service Substitutions Service Start Date Changes and SPIN Changes.** Accurately and timely handle all service substitutions, Service Start Date changes and Service Provider Identification Number ("SPIN") Changes (corrective and operational), if any, related to the procurement goods and services procured on behalf of the LEAs in strict compliance with FCC rules.

**4.2.7 Disbursement Process.** Timely and accurately handle the Disbursement Process and associated accounting for all funding including receiving and reviewing discounted bills from service providers or seeking reimbursement from USAC or such other processes required as appropriate to access all funds awarded in the Funding Commitment Decision Letters received.

**4.2.8 Billing Accuracy Monitoring.** Confirm accurate billing by the service provider of both the LEA and USAC as required, including preparation of accurate cost sheets and all FCC Forms 472 (BEAR Forms) and complete and timely return any Service Certifications, where applicable, and ensure that only eligible services approved on the correct Form 471 and delivered consistent with the (FCDL) Funding Commitment Letter and contract agreements are billed. Confirmation shall include follow-up with service providers and/or USAC in the event of discovered discrepancy,

**4.2.9 Document Retention.** Comply with current FCC document retention requirements (currently ten years from the last date to receive service or equipment delivery date, whichever is later), including documentation related to pre-commitment, contracting, post-commitment, invoicing, all backup data that supports the certifications made on any E-rate application and documentation regarding equipment funded through E-Rate.

**4.2.10 Audit Compliance.**

A. In the event of an Audit by USAC, (including one conducted by a private contractor) the Center will provide notice to the LEA of the initiation of a USAC Audit not later than three (3) days after receipt of the first notice from USAC or its Contactor; shall collect and provide all documentation requested by auditors at the first notice of an audit and provide any information and documentation by the deadlines established; and accommodate the auditors' needs for information -- consulting with the individual LEA when required. The LEA shall be entitled, but not required to participate in the Audit.

B. In the event of an Audit finding, Consortium, by and through Center, will implement all corrective actions required by USAC, to verify that it has implemented measures to comply

with the E-Rate Program Rules and will assert any and all defenses legally warranted and appropriate appeal points to USAC and/or the FCC on behalf of the Consortium and at the joint expense of the LEAs. Individual LEAs will have the right, but will not be required, to participate in the appellate process.

#### 4.2.11 E-Rate Consultant.

A. Contract with competent and experienced E-Rate Consultant to provide services to the Consortium and its Contracting LEAs, and to assist Region 20 in meeting the compliance requirements of this Agreement, and applicable the FCC, USAC, and TEA rules, as well as, state and local procurement requirements, throughout each annual E-rate application cycle.

B. Require E-Rate Consultant by contract to:

(i) Provide and maintain in effect during the performance of the Agreement professional errors and omissions insurance coverage of at least One Million Dollars (\$1,000,000.00).

(ii) Indemnify, defend, and hold Contracting LEAs, their respective Boards of Trustees, officers, agents, and employees harmless from any injury (and any resulting or related claim, action, loss, liability, or reasonable expense, including attorney's fees and other fees and court and other costs) arising directly or indirectly, in whole or in part from negligent actions or inactions of the E-Rate Consultant, its agents, employees, and suppliers, or arising, in whole or in part, out of a defective product, negligent operations or services of provider, its agents, employees, and suppliers, under this agreement.

(iii) E-Rate Consultant shall be a "Certified E-Rate Management Professional" as per the E-Rate Management Professionals Association Certification Process.

**4.3 Service Level Objectives.** All Service Level Objectives provided by the Service Provider, shall pass through to each ESC 20 Fiber Consortium LEA as listed in this Section. LEA understands that Service Level Objectives are best estimates, and actual service provision may vary.

#### 4.3.1 Service Availability Objectives for Ethernet and IP Services

Service Element	Description	Measurement Timeframe
Service Availability 99.99%	Time that Service is available (i.e. unaffected by a Service Outage)	One (1) Month



#### 4.3.2 Additional Service Element Objectives for IP and Ethernet Services

Service Element	Measurement	Measurement Timeframe
Packet Loss	<p>Not to exceed the following values, as applicable to the affected QoS Classes, for a sustained period of two (2) or more hours:</p> <p>IP Transit or Basic QoS: 0.50% Enhanced QoS: 0.40% Preferred QoS: 0.30%</p>	Per Incident
Latency	<p>Not to exceed the following values for a one way, sustained period of two (2) or more hours:</p> <p>North America Metro (&lt;300 fiber miles): 15 ms State of Texas, WAN Only (&lt;750 fiber miles): 20 ms North America Intercity (&gt;300 fiber miles): 45 ms Europe: 15 ms</p>	Per Incident
Packet Jitter	Not to exceed 5 milliseconds when averaged over a 20 minute period.	Per Incident
Packet Loss	Across the link from the customer to Zayo: 0.0001%	Minutes not met by the SLA divided by total minutes per month multiplied by the billing cycle charge.
Subscribed Bandwidth SLA	Contracted bandwidth guaranteed through the Vendors network to its Peering Sites to other Tier 1 Providers.	Per Incident
Network Management/ Monitoring SLA	Zayo Tranzact - Network Management available and working 365 days and 24 hours per day.	Minutes not met by the SLA divided by total minutes per month multiplied by the billing cycle charge.

Billing SLA	Provide ESC 20 Consortium an accurate and easy-to-understand invoice within one month of the billing cycle.	One Month of the Billing Cycle
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#### 4.3.3 Response Time and Mean Time to Repair

Service/Repair Response Time
>30 Minutes remote response (email/phone)
>2 hrs. on-site response

Mean Time to Repair
>4 Hours for network equipment failure
>8 Hours for cable degradation/failure, not including fiber cuts

### 5. Contracting LEA Obligations.

5.1 In order to maintain its eligibility to make purchases under this Agreement, the LEA agrees to timely pay any and all membership fees required, if any, of it as a member in accordance with the terms of this Agreement.

5.2 In addition to membership fees, the Contracting LEA will make timely payments for any goods, materials and services received in accordance with the provisions set out in Paragraph 5.3 of this Section and Exhibit A attached.

5.3 ESC 20 Fiber Network pricing is based on a flat rate.

A. Contracting LEA further understands:

- (i) Prices are already E-rate discounted as shown in the table below.
- (ii) There is no additional “transport” cost.
- (iii) Pricing shown includes all transmitted and received traffic.

- (iv) Pricing for each additional circuit is the same as the first circuit, or as specified in Exhibit A
- (v) Payments are due within 30 days of receipt of invoice.
- (vi) Payments can be made on an annual or quarterly basis.
- (vii) Each LEA's service shall consist of a minimum of 10 Gbps fiber ethernet connectivity to the Region 20 Network Operations Center
- (viii) Each LEA's service shall include up to 10 Gbps Internet Access service via the 10 Gbps fiber ethernet connectivity as noted in the previous bullet point.

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### **III. GENERAL PROVISIONS**

**1.1 Amendment by Notice.** The Board of the ESC 20 FIBER Consortium may amend this Agreement, provided that prior written notice is sent to the Contracting LEA at least 60 days prior to the effective date of any change described in such amendment and provided that the Contracting LEA does not terminate its participation in the ESC 20 FIBER Consortium before the expiration of said 60 days.

#### **1.2 Assignment Of Rights Or Duties**

1.2.1 Except as otherwise required herein, Center may not sell, assign, pledge, transfer or convey any interest in this Agreement nor delegate the performance of any duties hereunder, by transfer, by subcontracting or any other means, without the prior written consent of LEA.

1.2.2. Any attempt to assign, transfer, pledge, convey or otherwise dispose of any part of, or all of its right, title, interest or duties to or under this Agreement, without said written approval, shall be void, and shall confer no rights upon any third person. Should Center assign, transfer, convey or otherwise dispose of any part of, or all of its right, title or interest or duties to or under this Agreement, LEA may, at its option, terminate this Agreement as provided herein, and all rights, titles and interest of Consortium shall thereupon cease and terminate, notwithstanding any other remedy available to LEA under this Agreement.

1.2.3 Center agrees to notify LEA's representative of any changes in ownership interest greater than thirty percent (30%), or control of its business entity not less than sixty (60) days in advance of the effective date of such change. Notwithstanding any other remedies that are available to LEA under this Agreement, any such change of ownership interest or control of its business entity may be grounds for termination of this Agreement.

1.2.4 Authorization to Participate and Compliance with Local Policies. The Contracting LEA represents and warrants that its governing body has duly authorized its participation in the ESC 20 FIBER Consortium and that the Contracting LEA will comply with all state and local laws and policies, as well as E-Rate Requirements pertaining to purchasing of goods and services through its membership in the ESC 20 FIBER Consortium.

**1.3 Cooperation and Access.** The Contracting LEA agrees that it will cooperate in compliance with any reasonable requests for information and/or records made by the ESC 20 FIBER Consortium by and through Center.

**1.4 Coordinator.** The Contracting LEA agrees to appoint a program coordinator who shall have express authority to represent and bind the Contracting LEA, and the Center will not be required to contact any other individual regarding program matters. Any notice to or any agreements with the coordinator shall be binding upon the Contracting LEA. The Contracting LEA reserves the right to change the coordinator as needed by giving written notice to the Center.

**1.5 Conflicts Of Interest.** Each party shall comply with the state laws pertaining to conflict of interest. Conflict of interest Questionnaires must be maintained by the Consortium, as required by statute.

**1.6 Current Revenue.** The Contracting LEA hereby warrants that all payments, fees, and disbursements required of it hereunder shall be made from current revenues budgeted and available to the LEA, or required by any other agreements, contracts and documents executed, adopted, or approved pursuant to this Agreement, which shall include any exhibit, attachment, addendum or associated document, shall be paid from current revenues available to the paying Party.

**1.7. Jurisdiction/Venue.** This Agreement shall be governed by and construed in accordance with the laws of the State of Texas and, to the extent permitted by law; venue for all disputes arising under this Agreement shall lie in the home county of the LEA.

**1.8 Legal Authority.** The LEA represents and warrants to the ESC 20 FIBER Consortium by and through Center the following:

1.8.1 It meets the definition of “Local Government” or “State Agency” under the Interlocal Cooperation Act (“Act”), Chapter 791 of the Texas Government Code.

1.8.2 The functions and services to be performed under the Agreement will be limited to “Administrative Functions” as defined in the Act, which includes purchasing.

1.8.3 It possesses the legal authority to enter into this Agreement and can allow this Agreement to automatically renew provided that its governing body appropriates funding annually for the renewal.

1.8.4 All state, local or third-party requirements to approve, record or authorize the Agreement have been met.

**1.9 Merger/Entirety.** This Agreement, together with the Consortium’s Bylaws and Organizational Agreement, represents the complete understanding of the ESC 20 FIBER Consortium by and through Center and Contracting LEA. To the extent there exists any conflict between the terms of this Agreement and that of prior agreements, the terms of this Agreement shall control and take precedence over all prior participation agreements.

**1.10. Notice.** Unless otherwise expressly provided elsewhere in the Agreement, any election, notice or communication required or permitted to be given under the Agreement shall be given in writing, at the addresses shown in the signature blocks of the Agreement, and will be deemed to have been duly given if and when delivered, personally (with receipt acknowledged), or on receipt after mailing the same by certified mail, return receipt requested with proper postage prepaid, or three (3) days after mailing the same by first class U.S. mail, postage prepaid (in accordance with the “Mailbox Rule”), or when sent by a national commercial courier service such as Federal Express) for expedited delivery to be confirmed in writing by such courier.

**13.5 No Waiver of Immunity.** No Party hereto waives or relinquishes any immunity or defense on behalf of itself, its trustees, officers, employees, and agents as a result of the execution of this Agreement and the performance of the covenants contained herein. Nothing herein shall be a consent to suit.

**1.11 No Third Party Beneficiary.** This Agreement inures to the benefit of and obligates only the Parties executing it. No term or provision of this Agreement shall benefit or obligate any person or entity not a party to it. The Parties hereto 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.

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

1.13 **Signatures/Counterparts.** The failure of a party to provide an original, manually executed signature to the other party will not affect the validity, enforceability or binding effect of this Agreement because either party may rely upon a facsimile signature as if it were an original. Furthermore, this Agreement may be executed in several separate counterparts, each of which shall be an original and all of which shall constitute one and the same instrument.

1.14 **Waiver:** No waiver, change, modification or discharge by either party hereto of any provision of this Agreement shall be deemed to have been made, nor shall such change, modification or discharge be effective, unless expressed in writing and signed by both parties. A waiver by either Party of a breach of any of the terms, conditions, covenants or guarantees of this Agreement shall not be construed or held to be a waiver of any succeeding or preceding breach of the same or any other term, condition, covenant or guarantee herein contained. Further, any failure of either Party to insist, in any one or more cases, upon the strict performance of any of the covenants of this Agreement, or to exercise any option herein contained, shall not be construed as a waiver or relinquishment for the future of such obligation. No act or omission by a Party shall in any manner impair or prejudice any right, power, privilege, or remedy available to that Party hereunder or by law or in equity, such rights, powers, privileges, or remedies to be always specifically preserved hereby.

1.15 **Force Majeure.** If by reason of Force Majeure (i.e. acts of God, strikes, lockouts, or other industrial disturbances, etc.), either Party hereto shall be rendered unable, wholly or in part, to carry out its obligations under this Agreement then such Party shall give notice and full particulars of the Force Majeure event, in writing, to the other Party, within a reasonable time after occurrence of the event or cause relied upon, and the obligation of the Party giving such notice, so far as it is affected by such Force Majeure, shall be suspended during the continuance of the inability then claimed, and such Party shall endeavor to remove or overcome such inability with all reasonable dispatch.

1.16 **Right To Audit:** The LEA, or its authorized representative (including Texas Education Agency and the Comptroller General), shall be given reasonable rights to perform audits by the LEA's own personnel and/or an outside firm of Providers/auditors, in order to investigate the LEA's claims administration and services, and/or evaluate the performance of the Consortium. The Consortium agrees to provide full cooperation during this process. Performance of these functions shall be conducted with proper notification per customary industry standards. Consortium agrees to maintain all required records for five (5) years after the LEA makes final payment and all other pending matters are closed, or such longer period as may be required by applicable law.

1.17 **Attorney's Fees.** In the event that either Party to this Agreement brings an action to enforce or interpret any provision of this Agreement, the prevailing party, will be entitled to recover reasonable attorney's fees, costs, and necessary disbursements, in an amount determined by the trier of fact in such dispute.

1.18 **Warranty.** By the execution and delivery of this Agreement, the undersigned individuals warrant that they have been duly authorized by all requisite administrative action required to enter into and perform the terms of this Agreement.

1.19 No party hereto waives or relinquishes any immunity or defense on behalf of itself, its trustees, officers, employees, and agents as a result of the execution of this Interlocal Agreement and the performance of the covenants contained herein.

1.20 In case any one or more of the provisions contained in this Interlocal Agreement shall for any reason be held by a court of competent jurisdiction to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other provision of the Agreement, and this Agreement shall be construed as if the invalid, illegal, or unenforceable provision had never been included in the Agreement.

1.21 This Agreement may be executed in multiple originals. The parties agree that it is not necessary for each or every party to execute the same physical document. The Agreement binds the Center and each individual LEA upon execution of the Agreement by an authorized representative of the Center and that LEA.

IN WITNESS WHEREOF, the parties, acting through their duly authorized representatives, accept this Agreement

EDUCATION SERVICE CENTER, REGION 20	LEA: City of Schertz, Schertz Public Library
By: _____ Dr. Jeff Goldhorn, Executive Director	By: _____ Name: Ralph Gutierrez, Mayor
Date: _____	Date: _____
Address: 1314 Hines Avenue San Antonio, Texas 78208	Address: 1400 Schertz Pkwy Schertz, Texas 78154

[Exhibit A Follows on Next Page]

**Exhibit A**

**SUBSCRIPTION DETAILS AND SIGNATURES FOR SPECIAL CONSTRUCTION AND LOCAL WAN CIRCUITS**

Subscribed Services and Service Termination Address

Service Building Name SCHERTZ PUBLIC LIBRARY

Service Address(es)

SCHERTZ PUBLIC LIBRARY	798 SCHERTZ PKWY	SCHERTZ	TX	78154
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Service Start Date TBD

Number of Internet Access Circuits 1 Circuit

Monthly Recurring Charges \$170

*By signing below, I acknowledge that I have read the Service Agreement, I accept this Agreement, and that I am authorized to sign on behalf of the LEA.*

Authorized LEA Representative

\_\_\_\_\_  
Signature

Printed Name: Marc Browne

\_\_\_\_\_  
Date

City Manager

Authorized LEA Representative Title

ESC Region 20 Executive Director

\_\_\_\_\_  
Signature

Dr. Jeff Goldhorn

\_\_\_\_\_  
Date



**RESOLUTION NO. 20-R-38**

**A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF SCHERTZ,  
TEXAS AUTHORIZING AN INTERLOCAL AGREEMENT BETWEEN  
THE CITY OF SCHERTZ AND EDUCATION SERVICE CENTER REGION  
20 FOR THE PARTICIPATION IN THE ESC 20 FIBER CONSORTIUM,  
AND OTHER MATTERS IN CONNECTION THEREWITH**

**WHEREAS**, the City of Schertz (“City”) and Education Service Center, Region 20 (“Center”) are interested in partnering in the ESC 20 Fiber Consortium with Additional Site Builds; and

**WHEREAS**, the Center is established under the authority of Chapter 8, Texas Education Code, for the purpose of: (1) assisting school districts in improving student performance; 2) enabling school districts to operate more efficiently and economically; and (3) implementing initiatives assigned by the legislature or the Commissioner of Education; and

**WHEREAS**, Chapter 791, Texas Government Code, the Interlocal Cooperation Act, is for the purpose of increasing the efficiency and effectiveness of local governments by authorizing them to contract, to the greatest possible extent, with one another and with agencies of the state; and

**WHEREAS**, Section 791.011(e) of the Interlocal Cooperation Act provides that interlocal contractual payments must be in amounts that fairly compensate the performing party for services or functions performed under an interlocal contract; and

**WHEREAS**, expenditures of federal grant and award funds made on or after December 26, 2014 must comply with the requirements of Education Department General Administrative Regulations (“EDGAR”) set out in 2 C.F.R. Part 200; and

**WHEREAS**, 2 C.F.R §200.318(e) provides: “To foster greater economy and efficiency, and in accordance with efforts to promote cost-effective use of shared services across the Federal government, the non-Federal entity is encouraged to enter into state and local inter-governmental agreements or inter-entity agreements where appropriated for procurement or use of common or shared goods and services”; and

**WHEREAS**, the purpose of this Agreement is to facilitate compliance with federal EDGAR requirements in addition to state procurement requirements;

**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 Interlocal Agreement 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 28th day of April 2020.

CITY OF SCHERTZ, TEXAS

---

Ralph Gutierrez, Mayor

ATTEST:

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Brenda Dennis, City Secretary

(CITY SEAL)

**EXHIBIT A**  
**PUBLIC LIBRARY INTERLOCAL AGREEMENT**

**See attached**

**CITY COUNCIL MEMORANDUM**

**City Council Meeting:** April 28, 2020  
**Department:** Purchasing & Asset Management  
**Subject:** Resolution No. 20-R-41 - Consideration and/or action approving a Resolution by the City Council of the City of Schertz, Texas authorizing expenditures in an amount not to exceed \$100,000 with Gall's LLC. (C. Kelm/J. Gohlke)

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**BACKGROUND**

Gall's LLC has been a provider of Uniforms for all three Public Safety Departments (Police, Fire, and EMS) since 2003. All three departments have the need to purchase uniforms throughout the fiscal year. In order to maintain timely delivery of replacement uniforms for current staff and new uniforms for incoming staff, Staff is requesting council authorize purchases in an amount not to exceed \$100,000.00 for FY19-20

Purchases made from Gall's are done through an Interlocal Purchasing Agreement with the City of Frisco, approved by Council on 10/20/2015, Resolution 15-R-91.

**GOAL**

To increase the authorized spending authority for Gall's LLC to allow for the continued purchase of uniforms for our Public Safety staff.

**COMMUNITY BENEFIT**

Uniforms purchased for Public Safety Staff are easily recognizable by the community increasing community comfort when approached by an individual identifying themselves as a City Public Servant.

**SUMMARY OF RECOMMENDED ACTION**

Staff recommends approval of resolution 20-R-41

**FISCAL IMPACT**

All funding for the purchases made with this authorization were included in the FY 19-20 budget.

**RECOMMENDATION**

Staff recommends approval of resolution 20-R-41

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**Attachments**

Resolution 20-R-41  
Uniform COOP ILA

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## RESOLUTION NO. 20-R-41

### **A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF SCHERTZ, TEXAS AUTHORIZING EXPENDITURES IN AN AMOUNT NOT TO EXCEED \$100,000.00 WITH GALL'S LLC**

WHEREAS, Police, Fire and EMS has a need to purchase uniforms for Public Safety staff; and

WHEREAS, the City of Schertz has chosen Gall's LLC, a vendor participating in the Interlocal Purchasing Agreement between the City of Schertz and City of Frisco, for the uniforms and other related items; and

WHEREAS, purchases under the cooperative programs meet the requirements under Subchapter C, Chapter 791.025 of the Texas Government Code, which states that a local government that purchases goods and services under this section satisfies the requirement of the local government to seek competitive bids for the purchase of the goods and services.

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

Section 1. The City Council hereby authorizes expenditures to Gall's LLC in a not to exceed amount of **ONE HUNDRED THOUSAND AND ZERO DOLLARS (\$100,000.00)**.

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

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

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

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

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

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

PASSED AND ADOPTED, this 14th day of April, 2020.

CITY OF SCHERTZ, TEXAS

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Ralph Gutierrez, Mayor

ATTEST:

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Brenda Dennis, City Secretary

(CITY SEAL)

**RESOLUTION NO. 15-R-91**

**A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF SCHERTZ, TEXAS AUTHORIZING AN INTERLOCAL AGREEMENT WITH THE CITY OF FRISCO REGARDING UNIFORM PURCHASES AND OTHER ASSOCIATED ITEMS, AND OTHER MATTERS IN CONNECTION THEREWITH**

WHEREAS, the City staff of the City of Schertz (the "City") has recommended that the City enter into an Interlocal Agreement for the purchase of goods and services, which is a recognized governmental function; and

WHEREAS, the City Council has determined that it is in the best interest of the City to enter into this contract with the City of Frisco pursuant to the Interlocal Agreement for Uniform and other Associated Items services 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 City of Frisco 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.

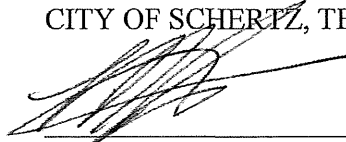
Section 5. If any provision of this Resolution or the application thereof to any person or circumstance shall be held to be invalid, the remainder of this Resolution and the application of such provision to other persons and circumstances shall nevertheless be valid, and the City Council hereby declares 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.

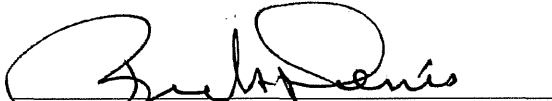
PASSED AND ADOPTED, this 20<sup>th</sup> day of October, 2015.

CITY OF SCHERTZ, TEXAS



Michael R. Carpenter, Mayor

ATTEST:

  
City Secretary, Brenda Dennis

(CITY SEAL)



## INTERLOCAL AGREEMENT

This Interlocal Agreement ("Agreement") is made and entered into this 15<sup>th</sup> day of October, 2015, by and between the CITY OF FRISCO, Texas (hereinafter called "FRISCO"), and the CITY OF SCHERTZ, Texas (hereinafter called "SCHERTZ"), each acting by and through its duly authorized officials:

WHEREAS, FRISCO and SCHERTZ are both governmental entities engaged in the purchase of goods and services, which is a recognized governmental function;

WHEREAS, FRISCO and SCHERTZ wish to enter into this Agreement pursuant to Chapter 791 of the Texas Government Code (hereinafter "Interlocal Cooperation Act") to set forth the terms and conditions upon which FRISCO and SCHERTZ may purchase various goods and services commonly utilized by each party;

WHEREAS, participation in an interlocal agreement will be highly beneficial to the taxpayers of FRISCO and SCHERTZ through the anticipated savings to be realized and is of mutual concern to the contracting parties;

WHEREAS, FRISCO and SCHERTZ have current funds available to satisfy any fees owed pursuant to this Agreement.

NOW, THEREFORE, in consideration of the foregoing and the mutual promises, covenants and obligations as set forth herein; FRISCO and SCHERTZ agree as follows:

1. FRISCO and SCHERTZ may cooperate in the purchase of various goods and services commonly utilized by the participants, where available and applicable, and may purchase goods and services from vendors under present and future contracts.
2. FRISCO and SCHERTZ shall each be individually responsible for payments directly to the vendor and for the vendor's compliance with all conditions of delivery and quality of purchased items under such contracts. FRISCO and SCHERTZ shall each make their respective payments from current revenues available to the paying party.
3. Notwithstanding anything herein to the contrary, participation in this Agreement may be terminated by any party upon thirty (30) days written notice to the other participating party(ies).
4. The undersigned officer and/or agents of the party(ies) hereto are duly authorized officials and possess the requisite authority to execute this Agreement on behalf of the parties hereto.
5. This Agreement may be executed separately by the participating entities, each of which shall be deemed an original and all of which together shall constitute one and the same instrument.

6. This Agreement shall become effective on the day and year first written above (the "Effective Date"). The primary term of this Agreement shall be for one (1) year, commencing on the Effective Date and terminating on October 13, 2016, and shall thereafter automatically renew for successive one-year terms, unless terminated according to the terms set forth in Paragraph 3.
7. To the extent allowed by law, each party agrees to release, defend, indemnify, and hold harmless the other (and its officers, agents, and employees) from and against all claims or causes of action for injuries (including death), property damages (including loss of use), and any other losses, demands, suits, judgments and costs, including reasonable attorneys' fees and expenses, in any way arising out of, related to, or resulting from its performance under this agreement, or caused by its negligent acts or omissions (or those of its respective officers, agents, employees, or any other third parties for whom it is legally responsible) in connection with performing this agreement.
8. The laws of the State of Texas shall govern the interpretation, validity, performance and enforcement of this Agreement.
9. The provisions of this Agreement are severable. If any paragraph, section, subdivision, sentence, clause, or phrase of this Agreement is for any reason held by a court of competent jurisdiction to be contrary to law or contrary to any rule or regulation having the force and effect of the law, the remaining portions of the Agreement shall be enforced as if the invalid provision had never been included.
10. This Agreement embodies the entire agreement between the parties and may only be modified in writing executed by both parties.
11. This Agreement shall be binding upon the parties hereto, their successors, heirs, personal representatives and assigns. Neither party will assign or transfer an interest in this Agreement without the written consent of the other party.
12. It is expressly understood and agreed that, in the execution of this Agreement, neither party waives, nor shall be deemed hereby to have waived any immunity or defense that would otherwise be available to it against claims arising in the exercise of governmental powers and functions. By entering into this Agreement, the parties do not create any obligations, express or implied other than those set forth herein, and this Agreement shall not create any rights in parties not signatories hereto.
13. The declarations, determinations and findings declared, made and found in the preamble to this Agreement are hereby adopted, restated and made part of the operative provisions hereof.

EXECUTED hereto on the day and year first above written.

**CITY OF FRISCO**

  
George Purefoy  
City Manager

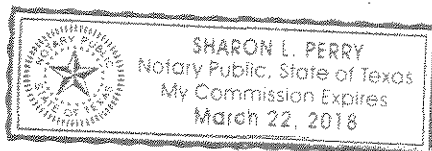
**CITY OF SCHERTZ**

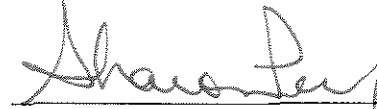
  
John C. Kessel  
City Manager

**STATE OF TEXAS** §

**COUNTY OF COLLIN** §

This instrument was acknowledged before me on the 27<sup>th</sup> day of October, 2015, by George Purefoy, City Manager of the CITY OF FRISCO, TEXAS, a home-rule municipal corporation, on behalf of such corporation.

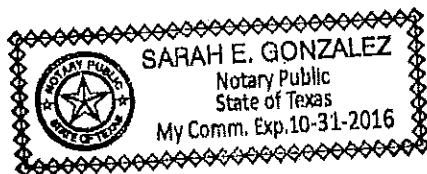


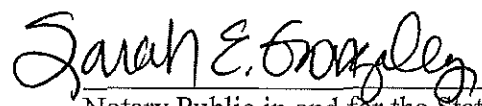
  
Notary Public in and for the State  
of Texas

**STATE OF TEXAS** §

**COUNTY OF GUADALUPE** §

This instrument was acknowledged before me on the 22<sup>nd</sup> day of October, 2015, by John Kessel, City Manager of the CITY OF SCHERTZ, TEXAS, a home-rule municipal corporation, on behalf of such corporation.



  
Notary Public in and for the State  
of Texas

**CITY COUNCIL MEMORANDUM**

**City Council Meeting:** April 28, 2020  
**Department:** Fire Department  
**Subject:** Resolution No. 20-R-43 – Consideration and/or action approving a Resolution by the City Council of the City of Schertz, Texas authorizing the submission of a Grant Application in an amount up to \$78,398.00 to the Office of the Governor, Homeland Security Division for the 2020 State Homeland Security Grant Urban Area Security Initiative (UASI) Program; and authorizing the acceptance of the funds, upon award. (C. Kelm/K. Long)

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**BACKGROUND**

Schertz Fire Department is a founding member of the FEMA Type III, GuadaComa Emergency Response Group that includes New Braunfels, Seguin, Cibolo, Live Oak, Universal City, Selma and the Guadalupe, Comal and Bexar county area. The team currently covers 395 square miles of 3 counties (Bexar, Comal and Guadalupe Counties). The estimated population in this area is approximately 235,000. This group's sole purpose is to work jointly to mitigate hazardous material incidents to limit the public and commercial impact of these situations.

In addition, Schertz Fire Department participates in numerous mutual aid agreements including regional and statewide responses.

Schertz Fire Department is attempting to secure grant funds to purchase multi-use equipment that will increase the capacity of the GuadaComa Emergency Response Group and can be used daily on calls for service within the Schertz city limits.

In hazardous material situations it is imperative to be able to properly identify the hazardous product that is being dealt with in a rapid manner. Technology now allows a device to be carried to a scene that will identify thousands of different chemicals and compounds. The UASI Grant, is a second Homeland Security grant program that is available in our area that we would like to apply for.

**GOAL**

The Fire Department seeks Council approval to accept the 2020 State Homeland Security Program (UASI) Grant funds, if awarded, to purchase Hazmat Equipment.

**COMMUNITY BENEFIT**

This is a grant item that supports Fire Response Activities.

**SUMMARY OF RECOMMENDED ACTION**

Recommend approval.

**FISCAL IMPACT**

None. Equipment is expected to cost \$78,398.00, of which all \$78,398.00 will be state funds and no matching City funds are required.

## **RECOMMENDATION**

Recommend approval.

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### **Attachments**

20-R-43

Exhibit A

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**RESOLUTION NO. 20-R-43**

**A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF SCHERTZ, TEXAS AUTHORIZING THE SUBMISSION OF A GRANT APPLICATION IN AN AMOUNT UP TO \$78,398.00 TO THE OFFICE OF THE GOVERNOR, HOMELAND SECURITY DIVISION, FOR THE 2020 STATE HOMELAND SECURITY GRANT URBAN AREA SECURITY INITIATIVE (UASI) PROGRAM; AND AUTHORIZING THE ACCEPTANCE OF THE FUNDS, UPON AWARD.**

WHEREAS, the Office of the Governor, Homeland Security Division (HSD) is a program that is designed to enhance the State's ability to prevent, respond to; and recover from acts of terrorism; and

WHEREAS, the City Staff of the City of Schertz (the "City") has recommended that the City Council authorize the filing of a grant application with Homeland Security Grant Program relating to Hazmat Equipment for Schertz Fire Rescue; and

WHEREAS, no matching contribution is required; and

WHEREAS, The City of Schertz agrees that in the event of loss or misuse of the Office of the Governor funds, The City of Schertz assures that the funds will be returned to the Office of the Governor in full.

WHEREAS, the City Council has determined that it is in the best interest of the City to apply for a grant from the Office of the Governor, Homeland Security Division (HSD).

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

Section 1. The City Manager and his designee are hereby authorized to submit a grant application in an amount not to exceed \$78,398.00 to the Office of the Governor, Homeland Security Division to fund the following State Homeland Security Grant (UASI) Projects:

Grant # 4127801 - Fire Services Regional Response Capabilities

Section 2. The City Council hereby authorizes the City Manager and/or the Fire Chief as the grantee's authorized official. The authorized official is given the power to apply for, accept, reject, alter or terminate the grant on behalf of the applicant agency.

Section 3. The recitals contained in the preamble hereof are hereby found to be true, and such recitals are hereby made a part of this Resolution for all purposes and are adopted as a part of the judgment 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 28<sup>th</sup> day of April, 2020.

CITY OF SCHERTZ, TEXAS

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Ralph Gutierrez, Mayor

ATTEST:

---

Brenda Dennis, City Secretary

(CITY SEAL)

### EXHIBIT A

Item	Quantity	Price	Total
MX908 HANDHELD IMS CHEMICAL IDENTIFICATION SYSTEM.	1	\$78,398.00	\$78,398.00
Total			\$78,398.00



**CITY COUNCIL MEMORANDUM**

**City Council Meeting:** April 28, 2020  
**Department:** Fire Department  
**Subject:** Resolution No. 20-R-44 - Consideration and/or action approving a Resolution by the City Council of the City of Schertz, Texas authorizing expenditures with Farrwest Environmental Supply totaling no more than \$90,000.00 for supplies and equipment during the 2019-2020 Fiscal Year and other matters in connection therewith. (C. Kelm/K. Long)

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**BACKGROUND**

The City's practice is to seek authorization from Council when expenditures with a vendor will exceed \$50,000 in one fiscal year. The Fire Department purchases additional routine firefighting equipment, such as wildland firefighting boots, structure firefighting boots, lights, gas monitoring equipment, and other general use items.

To date, the City has spent approximately \$40,000 with Farrwest Environmental for supplies and equipment.

For the remainder of the Fiscal Year, the Fire Department as well as the EMS Department anticipates at least \$30,000 in additional supplies and equipment but is requesting a not to exceed amount that includes an additional \$20,000 to be able to purchase supplies quickly if the need arises.

**GOAL**

To obtain authorization from City Council for expenditures with Farrwest Environmental for supplies and equipment in an amount not to exceed \$90,000 for the remainder of the Fiscal Year.

**COMMUNITY BENEFIT**

The items purchased from Farrwest Environmental are in support of EMS Response, Fire suppression activities as well as technical rescue supplies and equipment. Farrwest Environmental currently provides the most economical costs for response and suppression equipment.

**SUMMARY OF RECOMMENDED ACTION**

Staff recommends that Council authorizes Resolution 20-R-44 for expenditures with Farrwest Environmental for the remainder of the 2019-2020 Fiscal Year in an amount not to exceed \$90,000.00.

**FISCAL IMPACT**

Funds (the not to exceed amount of \$90,000) for supplies and equipment are budgeted and available.

**RECOMMENDATION**

Staff recommends that Council authorizes Resolution 20-R-44 for expenditures with Farrwest Environmental for the remainder of the 2019-2020 Fiscal Year in an amount not to exceed \$90,000.00.

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**Attachments**

Farrwest

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**RESOLUTION NO. 20-R-44**

**A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF SCHERTZ, TEXAS AUTHORIZING EXPENDITURES WITH FARRWEST ENVIRONMENTAL SUPPLY TOTALING NO MORE THAN \$90,000.00 FOR SUPPLIES AND EQUIPMENT DURING THE 2019-2020 FISCAL YEAR AND OTHER MATTERS IN CONNECTION THEREWITH**

WHEREAS, the City of Schertz (the "City") requires the purchase of Fire Fighting Supplies and Equipment; and

WHEREAS, City staff has determined that Farrwest, a cooperative vendor, provides the best-value to the City for essential firefighting equipment and supplies; and

WHEREAS, purchases under these programs meet the requirements under the Texas Local Government Purchasing Code rule for cooperative purchases as adopted by the City's purchasing policy;

WHEREAS, City practices limits vendor expenditures to \$50,000.00 without City Council approval; and

WHEREAS, the City has already purchased items with Farrwest Environmental this Fiscal Year totaling approximately \$40,000; and

WHEREAS, the City Council authorizes City Staff to request additional Supplies and Equipment by Farrwest Environmental to be invoiced in an amount not to exceed \$90,000.00 for the remainder of Fiscal Year 2019-2020.

WHEREAS, these items are included in the 2019-2020 Fiscal Year Budget and no additional funding is requested; therefore,

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

Section 1. The City Council hereby authorizes expenditures with Farrwest Environmental not to exceed \$90,000.00 for Fiscal Year 2019-2020.

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 28<sup>th</sup> day of April, 2020

CITY OF SCHERTZ, TEXAS

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Ralph Gutierrez, Mayor

ATTEST:

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Brenda Dennis, City Secretary

(CITY SEAL)

**CITY COUNCIL MEMORANDUM**

**City Council Meeting:** April 28, 2020  
**Department:** Fire Department  
**Subject:** Resolution No. 20-R-45 - Consideration and/or action approving a Resolution by the City Council of The City Of Schertz, Texas authorizing expenditures in an amount not to exceed \$525,000.00 with Siddons Martin Emergency Group and other matters in connection therewith. (C. Kelm/K. Long)

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**BACKGROUND**

To date, the City has spent approximately \$300,000 with Siddons-Martin for normal routine equipment, maintenance, repairs, and vehicle purchase for Fire and EMS vehicles and apparatus.

Within the 2018 / 2019 fiscal budget year, Schertz Fire Department was approved to purchase one (1) Platform Apparatus, in the amount of \$1,200,000 approved in Resolution 19-R-103. This Platform is in the construction process and expected to arrive in August 2020. Resolution 19-R-103 was approved by Council on August 27, 2019 which anticipated a trade in amount on the retiring Platform. Because this apparatus was struck on an incident, the City will have to pay Siddons-Martin up to \$85,000, which is the amount of the trade-in value and the value of some of the replacement equipment cost we were unable to move from the old apparatus to the new apparatus. This amount will be recovered by the insurance claim from the incident, but it will count against our authorized spending limit.

In addition to the trade in value, we will need to provide a rental payment to Siddons-Martin for the rental firetruck the City is using because of the incident, in the loss of use of our previous apparatus. Although the insurance claim is reimbursing the expense, the rental payment could be up to \$60,000 and applied to our spending limitation with Siddons Martin.

On December 3, 2019, Council approved Resolution 19-R-156 with a not to exceed amount of \$315,000.00 for EMS to purchase (1) ambulance and associated equipment with Siddons Martin. For the remainder of the Fiscal Year, Fleet, EMS and the Fire Department anticipates up to \$65,000 in additional equipment, maintenance, and repairs needed for our Public Safety vehicles.

In summation, staff is proposing a not to exceed amount with Siddons-Martin in the amount of \$525,000 (\$315,000 + \$85,000 + \$60,000 + 65,000).

**GOAL**

To obtain authorization from City Council for expenditures with Siddons-Martin for equipment, maintenance, repairs, and vehicle purchase in an amount not to exceed \$525,000 for the remainder of the Fiscal Year.

**COMMUNITY BENEFIT**

The items purchased from Siddons-Martin are in support of Fire Suppression and EMS Response.

**SUMMARY OF RECOMMENDED ACTION**

Staff recommends approval of Resolution 20-R-45.

### **FISCAL IMPACT**

Funds (the not to exceed amount of \$525,000 for equipment, maintenance, and repairs) are budgeted in the FY19/20 Council Approved Budget and are available. At least \$145,000 will come from insurance settlement funds on the totaled Platform. Funds for the maintenance and repairs of the vehicles is within the FY 2019/2020 budget and previously approved by Council.

### **RECOMMENDATION**

Staff recommends approval of Resolution 20-R-45.

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### **Attachments**

20 R 45

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**RESOLUTION NO. 20-R-45**

**A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF SCHERTZ,  
TEXAS AUTHORIZING EXPENDITURES IN AN AMOUNT NOT TO  
EXCEED \$525,000.00 WITH SIDDONS MARTIN EMERGENCY GROUP**

WHEREAS, multiple departments within the City make purchases from Siddons Martin Emergency Group; and

WHEREAS, Siddons Martin Emergency Group has been identified as a sole provider for parts and service for Pierce Mfg. equipment ; and

WHEREAS, City has purchased approximately \$300,000.00 in Fiscal Year 19-20 for routine maintenance, repairs, and vehicle/equipment purchases for Emergency Services; and

WHEREAS, City anticipates having additional expenditures in the amount of \$210,000.00 for Fiscal Year 19-20.

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

Section 1. The City Council hereby authorizes expenditures to Siddons Martin Emergency Group in a not to exceed amount of **FIVE HUNDRED TWENTY-FIVE THOUSAND AND ZERO DOLLARS (\$525,000.00)**.

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

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

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

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

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

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

PASSED AND ADOPTED, this 28th day of April, 2020.

CITY OF SCHERTZ, TEXAS

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Ralph Gutierrez, Mayor

ATTEST:

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Brenda Dennis, City Secretary

(CITY SEAL)



**CITY COUNCIL MEMORANDUM**

**City Council Meeting:** April 28, 2020  
**Department:** Executive Team  
**Subject:** Resolution No. 20-R-46 - Consideration and/or action approving a Resolution by the City Council of the City of Schertz Texas, authorizing an Interlocal Agreement for funding assistance with the Schertz Housing Authority. (M. Browne/B. James)

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**BACKGROUND**

The Schertz Housing Authority administers housing assistance programs for families and individuals in need in the community. For a number of years the City has provided financial assistance in the amount of \$5,000 annually to the Schertz Housing Authority in light of rising housing costs and the growing population. The Schertz Housing Authority provides a critical public service in providing housing assistance, including operating a number of housing complexes and administering housing voucher programs in the area. Without the Schertz Housing Authority providing this service, many residents in need would not have local access to housing assistance.

The City also provides \$5,000 in annual financial assistance to the Guadalupe County Regional Medical Center in Seguin for the prescription assistance program and to CASA to assist children in foster care.

The agreement will allow for payment of budgeted funding beginning in the current fiscal year (FY 19-20).

**GOAL**

Assist Schertz residents in need of quality affordable housing by providing financial support to the Schertz Housing Authority.

**COMMUNITY BENEFIT**

Healthier citizens as a result of quality housing.

**SUMMARY OF RECOMMENDED ACTION**

Approval of Resolution 20-R-46 authorizing an ILA with the Schertz Housing Authority to provide \$5,000 annually to aid them in providing quality affordable housing to the residents of Schertz. This funding will assist them in continuing to operate and provide services. The term of the ILA is for one year (FY 19-20) but allows for its renewal for four (4) additional one year terms. Funding is provided as part of the City's annual budget.

**FISCAL IMPACT**

\$5,000 annually that is appropriated through the City's annual budget.

**RECOMMENDATION**

Approval of Resolution 20-R-46.



**RESOLUTION NO. 20-R-46**

**A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF SCHERTZ, TEXAS AUTHORIZING AN INTERLOCAL AGREEMENT FOR FUNDING ASSISTANCE WITH THE SCHERTZ HOUSING AUTHORITY, AND OTHER MATTERS IN CONNECTION THEREWITH**

WHEREAS, the Schertz Housing authority provides housing assistance programs for families in need in the community; and

WHEREAS, local access is often critical to families in need of housing assistance; and

WHEREAS, in light of increasing housing costs and a growing population, there is a significant public purpose in offering affordable housing assistance in a community; and

WHEREAS, a lack of affordable housing programs can lead to significant negative problems in a community, impacting areas such neighborhood quality and creating instability in a community; and

WHEREAS, a housing instability can impact economic security, education, health and access to services and job; and

WHEREAS, the City staff of the City of Schertz (the “City”) has recommended that the City enter into an interlocal agreement with the Schertz Housing Authority relating to housing assistance programs; and

WHEREAS, the City Council has determined that it is in the best interest of the City to contract with the Schertz Housing Authority; and

WHEREAS, in an effort to provide assistance in a timely manner, the City Manager and City Attorney are hereby authorized to develop and execute an interlocal agreement to provide for funding and reporting.

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 Housing Authority an interlocal agreement that provides for use of the funds by the Schertz Housing Authority and updates to City Council on housing programs provided by the Schertz Housing Authority.

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 28<sup>th</sup> day of April 2020.

CITY OF SCHERTZ, TEXAS

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Ralph Gutierrez, Mayor

ATTEST:

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Brenda Dennis, City Secretary

(CITY SEAL)

## **INTERLOCAL AGREEMENT**

This Interlocal Agreement, effective as of October 1, 2019 (this "Agreement"), is between the City of Schertz, Texas, (the "City") a political subdivision of the State of Texas, and the Schertz Housing Authority (the "Schertz Housing Authority") a public corporation of the State of Texas, created pursuant to the Texas Local Government Code, Chapter 392, as amended.

WHEREAS, the Schertz Housing Authority provides housing assistance programs for families in need in the community; and

WHEREAS, local access is often critical to families in need of housing assistance; and

WHEREAS, in light of increasing housing costs and a growing population, there is a significant public purpose in offering affordable housing assistance in a community; and

WHEREAS, a lack of affordable housing programs can lead to significant negative problems in a community, impacting areas such as neighborhood quality and creating instability in a community; and

WHEREAS, housing instability can impact economic security, education, health and access to services and jobs; and

WHEREAS, the City staff of the City of Schertz (the "City") has recommended that the City enter into an interlocal agreement with the Schertz Housing Authority relating to housing assistance programs; and

WHEREAS, the City Council has determined that it is in the best interest of the City to contract with the Schertz Housing Authority; and

WHEREAS, the City Council has determined that the provision of an assistance program for housing is a public purpose; and

WHEREAS, the City and the Schertz Housing Authority are authorized to execute this Agreement pursuant to Texas Government Code Chapter 791.001, as amended;

**NOW, THEREFORE, THE CITY AND THE SCHERTZ HOUSING AUTHORITY, ACTING BY AND THROUGH THEIR DULY AUTHORIZED OFFICERS, HEREBY COVENANT AND AGREE AS FOLLOWS:**

Section 1. Purpose. (a) The Schertz Housing Authority agrees during the term of this Agreement to work to provide decent, safe and sanitary housing for the elderly, disabled and very low-income families in the community.

The Schertz Housing Authority shall observe and comply with all applicable federal, state, county, and City laws, rules, ordinances, and regulations that in any manner affect the provision of the services described in this Agreement.

The Schertz Housing Authority agrees to provide a written report to the City Council of the City on or about July 1 of each year that documents that the payments by the City described in Section 3 have benefitted community.

The Schertz Housing Authority further agrees to provide the City (at the City's request from time to time) with the complete budget for the Schertz Housing Authority.

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, 2020 with the option to renew for four (4) additional terms of one (1) year each unless terminated as provided for in this Agreement.

Section 3. Consideration. In consideration of the Schertz Housing Authority's provision of housing assistance pursuant to this Agreement, the City agrees to pay the Schertz Housing Authority \$5,000 on or about November 1 of each fiscal year of the agreement.

Section 4. Authorization. This Agreement has been duly authorized by the governing bodies of the City and the Schertz Housing Authority and shall be funded out of available revenue.

Section 5. 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 6. Amendments. This Agreement represents the complete understanding of the City and the Schertz Housing Authority with respect to the matters described herein. This Agreement may not be amended or altered without the written consent of both parties.

Section 7. Governing Law. This Agreement shall be governed by the laws of the State of Texas.

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



IN WITNESS WHEREOF, the undersigned has entered into this Agreement, effective as of the date first above written.

Date of Execution

CITY OF SCHERTZ, TEXAS

\_\_\_\_\_, 2020

By \_\_\_\_\_  
City Manager

Attest:

\_\_\_\_\_  
Brenda Dennis, City Secretary

Date of Execution

SCHERTZ HOUSING AUTHORITY

\_\_\_\_\_, 2020

By \_\_\_\_\_  
Board Chairperson

Attest:

\_\_\_\_\_  
Mynette Benedict, Schertz Housing Authority Secretary

(Schertz Housing Seal)





# SCHERTZ HOUSING AUTHORITY

204 SCHERTZ PARKWAY

SCHERTZ, TEXAS 78154

PHONE: (210) 658-1001 • FAX: (210) 658-3401 • TTY: (800) 735-2989

April 15, 2020

Brian C. James  
Assistant City Manager  
1400 Schertz Parkway  
Schertz, TX 78154  
Email-bjames@schertz.com

RE: Schertz Housing Authority ILA Annual 2018-2019 Report

Dear Mr. James,

On behalf of the Schertz Housing Authority Board of Commissioners, we are submitting this Annual Report to share with the Council Members as requested. Thank you for helping us to fulfill our Mission in providing decent, safe and sanitary housing for the elderly, disabled and very low-income family. The Schertz City 2018 and 2019 \$5,000 Grants were utilized as follows:

- 1) \$222.42-2017 ILA Balance remainder was carried forward for future use.
- 2) \$5,000 -2018 ILA-Recvd.12/2018
- 3) \$5,000 -2019 ILA- Recvd.12/2018
- 4) \$10,000-ILA Funds transferred 12/31/2019 to offset extraordinary expenses through Public Housing Operations Account to assist in the daily operational costs to maintain safe, decent sanitary housing for our Residents. HUD only funded \$99,777 in Operating Subsidy in 2019. The ILA funding helped off-set a budget deficit for 2019.

Schertz Housing Authority (SHA) is a local government formed under the Texas Local Government Code Chapter 392 which outlines the rights, responsibilities and powers of the housing authorities. Housing Authorities are a public non-profit entity established by state law to undertake programs of low-income housing for low-income families of the community. Thus, SHA has very limited funding and is mostly reliant on the HUD grants funding received as approved by Congress every year.

Schertz HA administers both Public Housing (76 Duplex Units) and SECTION 8 Housing Choice Voucher (153 Vouchers in 7 Cities) programs. Both programs are operated and subsidized under an Annual Contributions Contract with HUD-Department of Housing & Urban Development. Thus, both programs are highly monitored, and numerous mandates are required to meet SHA obligations to fulfill local, state and federal laws. However, due to the ever-fluctuating funding levels, annual contributions from HUD are not always adequate to meet the administrative and maintenance mandates and requirements. In addition, at times HUD has retroactively off-set funding without due process or notice, leaving the SHA in a financial shortfall to run the programs effectively while still trying to meet housing needs.

On behalf of the Schertz Housing Authority Board of Commissioners, we thank you and express our appreciation for your interest and support of our Mission. If there is any other information or clarification needed, please do not hesitate to call me on my cell phone #-210/269-9943. Thank you for your continued support.

Sincerely,  
Mynette Benedict, P.H.M.  
Executive Director



210/269-9943 Cell#; 210/566-4633 Direct Line Back #

CC: Schertz City File, Board Commissioners

OUR MISSION IS TO PROVIDE DECENT, SAFE AND SANITARY HOUSING  
FOR THE ELDERLY, DISABLED AND VERY LOW INCOME FAMILY.



**CITY COUNCIL MEMORANDUM**

**City Council Meeting:** April 28, 2020  
**Department:** Planning & Community Development  
**Subject:** Ordinance No. 20-S-12 - Conduct a public hearing, consider and take action on a request for a Specific Use Permit to allow a Convenience Store with Gas Pumps on approximately 2 acres of land, more specifically described as the southeast corner of FM 3009 and Ripps-Kreusler Road, City of Schertz, Guadalupe County, Texas. *First Reading* (B. James/L. Wood/N. Koplyay)

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**BACKGROUND**

A Specific Use Permit for a convenience store with gas pumps was previously recommended for approval by the Planning and Zoning Commission on March 13, 2019 and was approved with conditions by City Council on April 23, 2019. The condition was that a building is approved within one year of the adoption of the ordinance on April 23, 2019. The Ordinance 19-S-14 that was approved by City Council is scheduled to expire on April 23, 2020. The applicant had a preliminary plat for the approximately 150 acre parent tract approved by the Planning and Zoning Commission on November 13, 2019, and the applicant is currently in the final stages of the final plat certification process and building permit review process. In order to continue the project the applicant would need an approved final plat, an executed subdivision improvement agreement, and an approved building permit before April 23, 2020. This timeline was judged to be infeasible, and to ensure the quality of the project the applicant is pursuing a new Specific Use Permit Application for a convenience store with gas pumps. The proposed Specific Use Permit application and site plan are consistent with what was previously approved by the City Council in April 2019. There are no proposed modifications to the land use, the building size, or layout with this proposed new SUP.

This Specific Use Permit application was heard by the Planning and Zoning Commission on March 25, 2020 and was recommended for approval to City Council by unanimous vote.

**GOAL**

The goal of the application is to allow a Specific Use Permit for a convenience store with gas pumps on approximately 2 acres of land, more specifically described as the southeast corner of FM 3009 and Ripps-Kreusler Road.

**COMMUNITY BENEFIT**

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

**SUMMARY OF RECOMMENDED ACTION**

The subject property is currently surrounded by a 150 acre undeveloped parcel of land, the F.M. 3009 Right-Of-Way, and the Ripps-Kreusler Right-Of-Way. All adjacent properties are zoned General Business District (GB), and the properties on the opposite side of the two adjacent right-of-ways (currently occupied by Randolph Brooks Federal Credit Union and First United Bank) are also zoned General Business District (GB). Given that the proposed convenience store would be surrounded by three public roads and the adjacent properties are zoned General Business District (GB), the proposed

Specific Use Permit to allow a convenience store with gas pumps would not have an additional adverse impact on the adjacent development.

The Comprehensive Land Use Plan, through the Future Land Use Plan, identifies this area as both Commercial Campus and Single-Family Residential. The proposed convenience store with gas pumps is compatible with the retail commercial uses that the Future Land Use Plan designates as appropriate for land areas identified as Commercial Campus. Therefore, the proposed convenience store with gas pumps is in general conformance with the Comprehensive Plan.

A site plan was approved with the Specific Use Permit on April 9, 2019. The applicant is proposing to construct a 4,955 square foot convenience store with eight (8) gas pumps on the approximately 2 acre tract of land.

- **Architectural Standards:** The proposed convenience store complies with all architectural feature requirements (i.e. horizontal and vertical articulations) defined in Schertz Unified Development Code (UDC) Sec. 21.9.5 Exterior Construction and Design Standards.
- **Parking:** The proposed parking areas meet all current regulations within UDC Article 10 Parking Standards. The site will provide forty-three (43) parking spaces sized 10' x 20', of which three (3) will be designated as handicapped parking only.
- **Screening requirements:** The site has satisfied the minimum screening requirements for the location. The trash receptacle will be constructed of a masonry material with metal gates that meet the minimum requirements.
- **Lighting and glare standards:** The applicant will be responsible for complying with UDC Sec. 21.9.11 Lighting and Glare Standards through the building permit process.
- **Landscaping:** The proposed site plan meets all requirements outlined in UDC Sec. 21.9.7 Landscaping. The proposed site plan meets all requirements outlined in UDC Sec. 21.9.7 Landscaping. The proposed total landscaped area on the site is 24%, and the applicant is proposing to plant 39 total trees (22 Live Oak, 9 Texas Ash, and 9 Texas Redbud), which meet the requirements outlined in UDC Sec. 21.9.7.E Landscape Installation Required. The landscape plan shows that the applicant is also proposing to save both of the two existing Heritage Class trees onsite through relocation, which meets the requirement to preserve at least 25% of all mitigatable Protected and Heritage Class trees in UDC Sec. 21.9.9.C.3 Minimum Preservation. The applicant is proposing to plant fifteen (15) trees along FM 3009, which complies with the requirement of 1 tree planted per twenty linear feet (20') of street frontage along principal and secondary arterials, outlined in UDC Sec. 21.14.3 Additional Design Requirements. The applicant will comply with UDC Sec. 21.9.7.H.2 Perimeter Landscaping by planting at least 1 tree per fifty linear feet (50') along their two other street frontages to screen the proposed parking lots and vehicular use areas from the two right-of-ways. The applicant will also fully comply with UDC Sec. 21.9.7.H Parking Area Landscaping by planting one tree every twelve (12) parking spaces and at the terminus of all rows of parking.
- **Access and circulation:** The site will be provided access through three new driveways: a two-way entrance and exit on F.M. 3009, a two-way entrance and exit on the proposed extension of Baptist Health Drive, and a one-way entrance only on Ripps-Kreusler Road. A 25' fire lane is being proposed on all sides of the convenience store to allow for emergency vehicle access. The associated Site Plan and submitted Traffic Impact Analysis has been reviewed and approved by both the City of Schertz Engineering Department and the Texas Department of Transportation (TxDOT).

## FISCAL IMPACT

None

## **RECOMMENDATION**

This Specific Use Permit application was heard by the Planning and Zoning Commission on March 25, 2020 and was recommended for approval to City Council by unanimous vote.

A new Specific Use Permit for a convenience store with gas pumps will allow the applicant to ensure the quality of the plans submitted for the final plat, public improvements, and building permit instead of rushing to meet the expiration date. The idea behind the Specific Use Permit expiration condition is to make sure the applicant is moving the project forward in timely manner following City Council's approval, and progress has been made to develop the property since the approval of the previous Specific Use Permit one year ago. Therefore, Staff believes the applicant remains committed to the project and is recommending approval of the Specific Use Permit to allow a convenience store with gas pumps, once again conditioned upon the following:

- a. A building permit is approved within one year of the adoption of the SUP ordinance; and
- b. The use begins operation within two years of the issuance of the necessary building permit(s).

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### **Attachments**

Ordinance 20-S-12

Ordinance 20-S-12 Exhibit A

Aerial Map

Public Hearing Notice Map

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## **ORDINANCE NO. 20-S-12**

**AN ORDINANCE BY THE CITY COUNCIL OF THE CITY OF SCHERTZ, TEXAS TO APPROVE A SPECIFIC USE PERMIT TO ALLOW FOR OPERATION OF A CONVENIENCE STORE WITH GAS PUMPS AT THE SOUTHEAST CORNER OF FM 3009 AND RIPPS-KREUSLER, CITY OF SCHERTZ, GUADALUPE COUNTY, TEXAS.**

**WHEREAS**, an application for Specific Use Permit to allow a convenience store with gas pumps, more particularly described in Exhibit A attached hereto and incorporated herein by reference, as the Southeast Corner of FM 3009 and Ripps-Kreusler, (hereinafter, the “Property”) has been filed with the City; and

**WHEREAS**, the City’s Unified Development Code Section 21.5.11.E. provides for certain conditions to be considered by the Planning and Zoning Commission in making recommendations to City Council and by City Council in considering final action on a requested specific use permit (the “Conditions”); and

**WHEREAS**, on March 25, 2020, the Planning and Zoning Commission conducted a public hearing and, after considering the Conditions, hereby makes a recommendation of approval of a Specific Use Permit for a convenience store with gas pumps; and

**WHEREAS**, on April 28, 2020, the City Council conducted a public hearing and after considering the Criteria and recommendation by the Planning and Zoning Commission, determined that the requested Specific Use Permit be approved as provided for herein.

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

Section 1. A Specific Use Permit for the Southeast Corner of FM 3009 and Ripps-Kreusler, more particularly described in the attached Exhibit A, is hereby approved to allow a convenience store with gas pumps conditioned upon the following occurring:

- a) A building permit is approved within one year of the adoption of this ordinance; and
- b) The use begins operation within two years of the issuance of the necessary building permit(s).

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

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

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

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

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

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

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

Approved on first reading the 28<sup>th</sup> day of April, 2020.

PASSED, APPROVED AND ADOPTED on final reading the 5<sup>th</sup> day of May, 2020.

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Ralph Gutierrez, Mayor

ATTEST:

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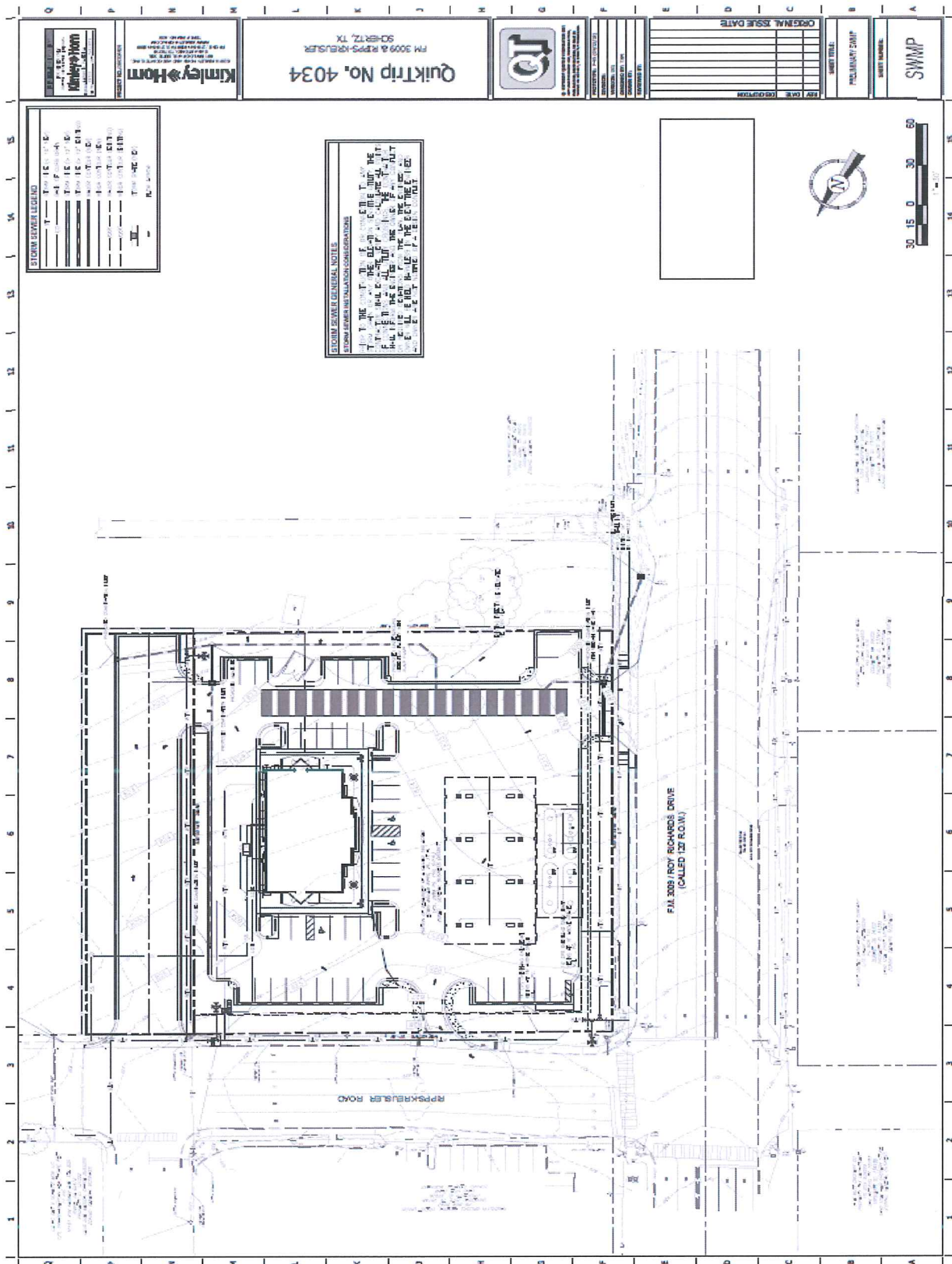
Brenda Dennis, City Secretary  
(SEAL OF THE CITY)

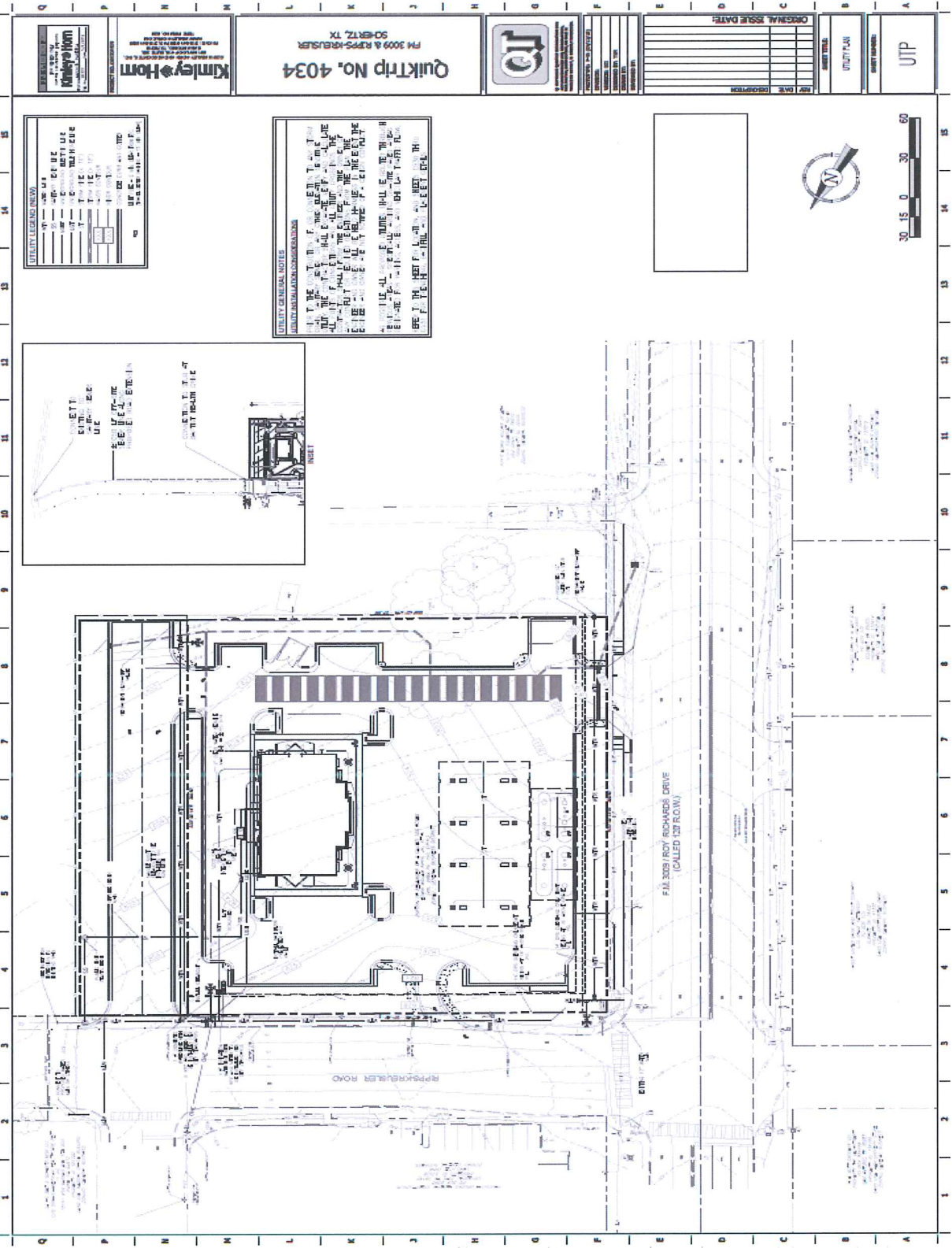


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UTILITY LEGEND (NEW)

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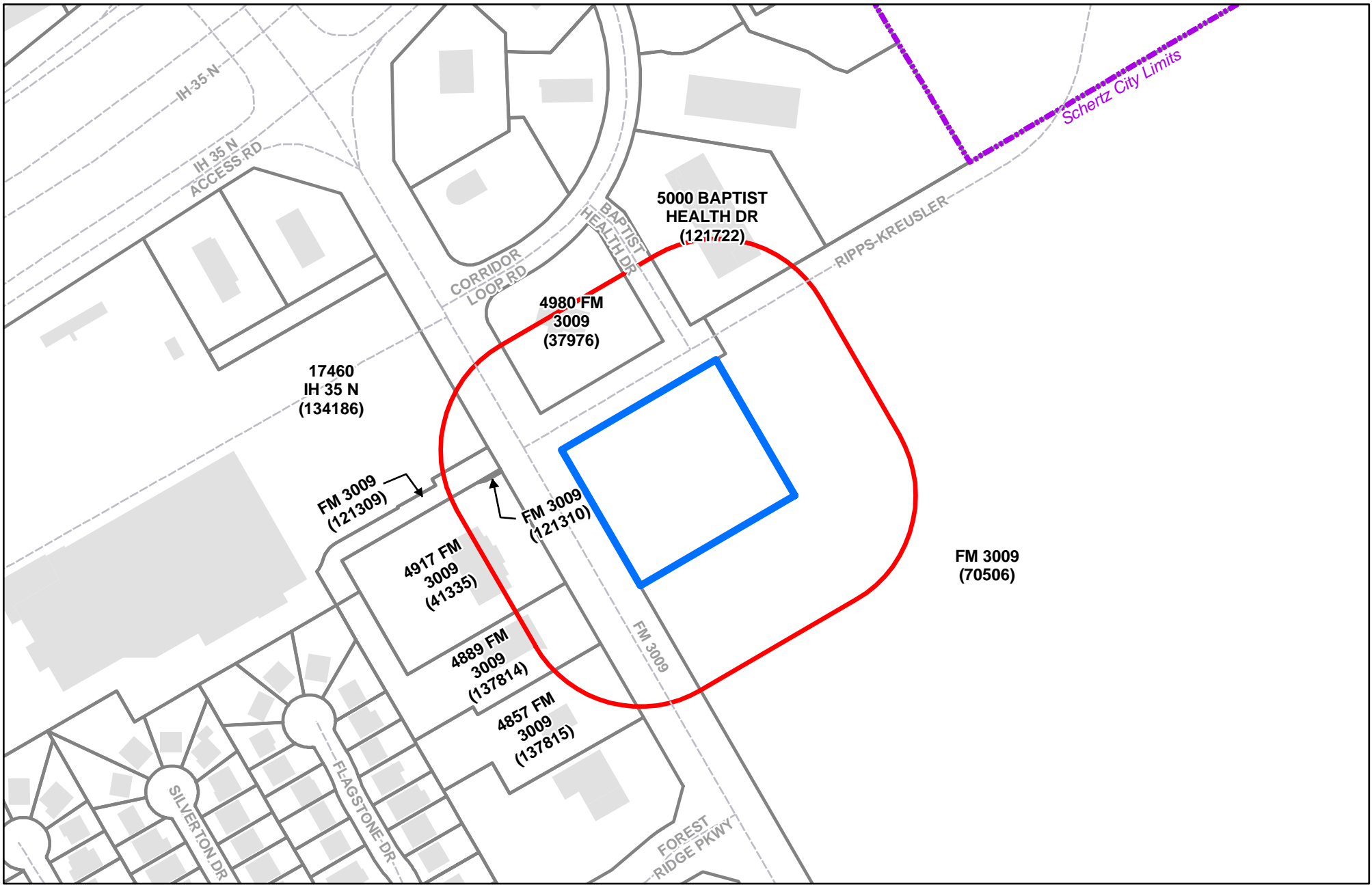










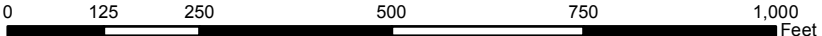


# City of Schertz

## FM 3009 & Ripps-Kreusler

 200' Notification Buffer

 Parcel Boundaries



**CITY COUNCIL MEMORANDUM**

**City Council Meeting:** April 28, 2020  
**Department:** Public Works  
**Subject:** Ordinance No. 20-T-14 - Consideration and/or action approving an Ordinance by the City Council of the City of Schertz, Texas authorizing an Adjustment to the Fiscal Year 2019-2020 Reserves for \$250,025.00; repealing all Ordinances or Parts of Ordinances in conflict with this Ordinance; and providing an effective date. *First Reading* (C. Kelm/S. Williams/D. Letbetter)

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**BACKGROUND**

The FY 2020-2021 vehicle replacement plan identifies the need to replace the 2007 street sweeper for \$230,000. Currently, the sweeper is not working and is too costly to repair and has become inoperable, due to normal use, wear and tear. As a solution, Staff proposes to replace the 2007 street sweeper during FY 2019-2020 with money from the Reserves. Also, Staff applied and has been tentatively approved to receive a grant from Texas Commission on Environmental Quality (TCEQ) in the amount of \$112,462.00 after the new street sweeper is purchased and proof that the old street sweeper is no longer drive-able is provided to TCEQ. The \$230,000 identified in the FY 2020-2021 vehicle replacement program to purchase the new sweeper will go back into Reserves in FY 2020-2021.

**GOAL**

To acquire a new street sweeper this year and maintain the city sweeping schedule to meet residents' expectations and stormwater management requirements.

**COMMUNITY BENEFIT**

This would allow the city to operate two street sweepers that are necessary to maintain the city's sweeping program. With less downtime due to breakdowns and more effective equipment, Staff can accomplish the minimum street sweeping required to keep the curb lines clean.

**SUMMARY OF RECOMMENDED ACTION**

City staff recommends that the City Council approve ordinance 20-T-14 the budget amendment to purchase a new street sweeper in the FY2019-2020 budget year.

**FISCAL IMPACT**

The fiscal impact for the 2019-2020 budget year will be not to exceed \$250,025.00.

**RECOMMENDATION**

City staff recommends that the City Council of the City approve the Budget Amendment of \$250,025.00 for the purchase of a new street sweeper during FY 2019-2020.

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**Attachments**

BA Sweeper 1

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## **ORDINANCE NO. 20-T-14**

### **AN ORDINANCE BY THE CITY COUNCIL OF THE CITY OF SCHERTZ, TEXAS AUTHORIZING AN ADJUSTMENT TO THE FISCAL YEAR 2019-2020 BUDGET, REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT WITH THIS ORDINANCE; AND PROVIDING AN EFFECTIVE DATE**

WHEREAS, pursuant to Ordinance 19-T-23, the City of Schertz (the “**City**”) adopted the budget for the City for the fiscal year 2019-2020 (the “**Budget**”), which provides funding for the City’s operations throughout the 2019-2020 fiscal year; and

WHEREAS, the City needs to transfer authorized budget amounts of \$250,025.00 from the Vehicle Replacement Fund to the Equipment Over \$5,000.00 budget for the purchase of new 2020 Tymco Street Sweeper; and

WHEREAS, City staff recommends that the City Council of the City adjust the Budget and approve the ordinance; and

WHEREAS, the City Council of the City has determined that it is in the best interest of the City to adjust the Budget and approve the budget transfer for the purchase of a new 2020 Tymco Sweeper.

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

Section 1. The City shall transfer \$250,025.00 from the Vehicle Replacement Fund to Equipment over \$5000.00 line item.

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

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

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

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

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

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

PASSED ON FIRST READING, the 28th day of April, 2020.

PASSED, APPROVED and ADOPTED ON SECOND READING, the 5 day of May, 2020.

CITY OF SCHERTZ, TEXAS

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Ralph Gutierrez, Mayor

ATTEST:

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Brenda Dennis City Secretary  
(CITY SEAL)

**CITY COUNCIL MEMORANDUM**

**City Council Meeting:** April 28, 2020  
**Department:** City Secretary  
**Subject:** Ordinance No. 20-H-15 - Consideration and/or action approving an Ordinance by the City Council of the City of Schertz amending Ordinance No. 20-H-13; extending a Declaration of Local Disaster and Public Health Emergency; amending the rules and regulations for the duration of the disaster; restricting certain activities; establishing penalties for violations; providing and effective date and declaring an emergency. *First and Final Reading (Mayor/Council)*

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**BACKGROUND**

On Tuesday, April 7, 2020, Mayor and City Council passed an Ordinance extending a Declaration of Local Disaster and Public Health Emergency to be effective at 11:59 p.m. until May 5, 2020. Also, at this meeting it was discussed by Council to have this item placed on future agendas for discussion and possible actions.

Council approved Ordinance No. 20-H-13 that extended the Declaration of Local Disaster and Public Emergency until May 5, 2020, and was signed pursuant to §418.108(a) of the Texas Government Code.

Mayor and Council will be briefed by staff regarding Governor Abbott's plans to re-open the economy.

**GOAL**

To continue the decrease in the spread of the virus throughout our Community and slow transmission as much as possible. To provide guidance to the citizens and businesses of the rules regarding very comprehensive, careful, and strategical plans and procedures to open up the economy.

**COMMUNITY BENEFIT**

To keep all citizens safe and reduce the transmission of the virus and to provided updated rules and regulations for possible openings based upon the Governor's plan.

**SUMMARY OF RECOMMENDED ACTION**

Take any action necessary as a result of possible changes to the existing ordinance.

**FISCAL IMPACT**

Unknown at this time.

**RECOMMENDATION**

Take any action necessary as a result of possible changes to the existing ordinance.



## **Ordinance No. 20-H-13**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SCHERTZ AMENDING ORDINANCE 20-H-09; EXTENDING A DECLARATION OF LOCAL DISASTER; AMENDING THE RULES AND REGULATIONS FOR THE DURATION OF THE DISASTER; RESTRICTING CERTAIN ACTIVITIES; ESTABLISHING PENALTIES FOR VIOLATIONS. PROVIDING AN EFFECTIVE DATE AND DECLARING AN EMERGENCY. FIRST AND FINAL READING**

**WHEREAS**, in December 2019 a novel coronavirus, now designated COVID-19, was detected in Wuhan City, Hubei Province, China. Symptoms of COVID-19 include fever, cough, and shortness of breath. Outcomes have ranged from mild to severe illness, and in some cases death; and

**WHEREAS**, on January 20, 2020, the World Health Organization (WHO) Director General declared the outbreak of COVID-19 as a Public Health Emergency of International Concern (PHEIC), advising countries to prepare for the containment, detection, isolation and case management, contact tracing and prevention of onward spread of the disease; and

**WHEREAS**, to date, there have been 3,997 confirmed positive cases in Texas; and

**WHEREAS**, on Wednesday April 1, 2020, the World Health Organization (WHO) declared the crisis that is now a pandemic after infecting nearly 926,095 people around the world and killed 46,413. 211,698 cases have been confirmed in the United States according to WHO.

**WHEREAS**, the virus is characterized by mild symptoms including a runny nose, sore throat, cough and fever, similar to the influenza where in severe cases it can lead to pneumonia or breathing difficulties according to WHO; and

**WHEREAS**, those with these symptoms who have traveled to or been in contact with an individual who has traveled to a country that has coronavirus in the last two weeks are urged to see their physician; and

**WHEREAS**, on March 13, 2020, President Trump declared a state of emergency due to COVID- 19; and

**WHEREAS**, President Trump is likely to invoke the Stafford Act, which will allow state and local governments to access federal disaster relief funds; and

**WHEREAS**, Governor of Texas, issued a disaster proclamation on March 13, 2020, certifying that COVID-19 poses an imminent threat of disaster for counties in the state of Texas; and

**WHEREAS**, the Texas Department of State Health Services has now determined that, as of March 19, 2020, COVID- 19 represents a public health disaster within the meaning of Chapter 81 of the Texas Health and Safety Code; and

**WHEREAS**, on March 31, 2020 Governor Abbott issued GA-14 superseding local authority invoked under Chapter 418 of the Government Code, and Chapter 81 and 122 of the Health and Safety Code where local order conflict with GA-14 or any previous order of the Governor related to the pandemic;

**WHEREAS**, pursuant to the Texas Disaster Act of 1975, the Mayor is designated as the Emergency Management Director of the City of Schertz, and may exercise the powers granted by the governor on an appropriate local scale;and

**WHEREAS**, Ralph Gutierrez, the Mayor of the City of Schertz previously determined and declared that extraordinary and immediate measures must be taken to respond quickly, prevent and alleviate the suffering of people exposed to and those infected with the virus, as well as those that could potentially be impacted by COVID-19;

**WHEREAS**, a declaration of local disaster and public health emergency includes the ability to reduce the possibility of exposure to disease, control the risk, promote health, compel persons to undergo additional health measures that prevent or control the spread of disease, including isolation, surveillance, quarantine, or placement of persons under public health observation, including the provision of temporary housing or emergency shelters for persons misplaced or evacuated and request assistance from the governor of state resources; and

**WHEREAS**, the Mayor has made a Declaration of Public Health Emergency, and further declared all rules and regulations that may inhibit or prevent prompt response to this threat suspended for the duration of the incident; and

**WHEREAS**, the Mayor, under the Texas Disaster Act of 1975, has authorized the use of all available resources of state government and political subdivisions to assist in the City's response to this situation; and

**WHEREAS**, the Mayor has determined that extraordinary and immediate measures must be taken to respond quickly, prevent and alleviate the suffering of people exposed to and those infected with the virus, as well as those that could potentially be infected or impacted by COVID-19;

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


- Section 1. The recitals contained in the preamble hereof are hereby found to be true, and such recitals are hereby made a part of this Ordinance for all purposes and are adopted as a part of the judgment and findings of the City Council.
- Section 2. That the local state of disaster and public health emergency declared by Mayor Ralph Gutierrez for the City of Schertz, Texas, pursuant to §418.108(a) of the Texas Government Code and renewed and extended to April 14, 2020 at 11:59 p.m. by City Council Ordinance 20-H-09 pursuant to §418.108(b) of the Government Code, including all rules and regulation attached hereto as Exhibit A, is hereby further extended until May 5, 2020.
- Section 3. Pursuant to §418.108(c) of the Government Code, this declaration of a local state of disaster and public health emergency shall be given prompt and general publicity and shall be filed promptly with the City Secretary.

- Section 4. Pursuant to §418.108(d) of the Government Code, this declaration of a local state of disaster and public health emergency activates the City of Schertz, Texas, emergency management plan.
- Section 5. Pursuant to §418.020(c) of the Government Code, this declaration authorizes the City to commandeer or use any private property, temporarily acquire, by lease or other means, sites required for temporary housing units or emergency shelters for evacuees, subject to compensation requirements.
- Section 6. Pursuant to §122.006 of the Health and Safety Code, this declaration authorizes the City to take any actions necessary to promote health and suppress disease, including quarantine, examining and regulating hospitals, regulating ingress and egress from the City, and fining those who do not comply with the City's rules.
- Section 7. All ordinances or parts thereof, which are in conflict or inconsistent with any provision of this Ordinance are hereby repealed to the extent of such conflict, and the provisions of this Ordinance shall be and remain controlling as to the matters herein except those portions deemed to conflict with GA-14.
- Section 8. This Ordinance shall be construed and enforced in accordance with the laws of the State of Texas and the United States of America.
- Section 9. If any provision of this Ordinance or the application thereof to any person or circumstance shall be held to be invalid, the remainder of this Ordinance and the application of such provision to other persons and circumstances shall nevertheless be valid, and the City Council hereby declares that this Ordinance would have been enacted without such invalid provision.
- Section 10. It is officially found, determined, and declared that the meeting at which this Ordinance is adopted was open to the public and public notice of the time, place, and subject matter of the public business to be considered at such meeting, including this Ordinance, was given, all as required by Chapter 551, Texas Government Code, as amended.
- Section 11. Should Governor Abbott lift the statewide disaster orders now in place prior to the date of expiration stated herein, this ordinance shall no longer be subject to enforcement by the City and shall be repealed by the City Council at the first legally posted meeting thereafter.
- Section 12. This Ordinance shall be in force and effect from its first and final passage, and any publication required by law.


**BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF SCHERTZ TEXAS THIS ORDINANCE WAS PASSED, ON FIRST AND FINAL READING, THE 7th DAY OF APRIL 2020.**



CITY OF SCHERTZ, TEXAS

By:   
Ralph Gutierrez, Mayor

ATTEST:

  
Brenda Dennis, City Secretary



## EXHIBIT A

**THE FOREGOING RULES GOVERNING PRIVATE AND PUBLIC GATHERINGS EXTENDED BY CITY COUNCIL ORDINANCE 20-H-09 IS HEREBY SUPERSEDED BY THE FOLLOWING UPDATED RESTRICTIONS TO RESPOND TO EVOLVING CIRCUMSTANCES THAT ARE DETRIMENTAL TO THE PUBLIC HEALTH. THE FOLLOWING RESTRICTIONS SHALL TAKE EFFECT AT 11:59 P.M. ON April 8, 2020 AND WILL CONTINUE THROUGH 11:59 P.M. ON MAY 5, 2020.**

**SECTION 1.** All individuals currently living within Schertz, Texas ("the City") are ordered to remain and stay at their place of Residence. To the extent individuals are using shared or outdoor spaces as allowed hereunder, they must at all times as reasonably possible maintain social distancing of at least six feet from any other person when they are outside their Residence. All persons may leave their Residences only for Essential Activities or for performing or accessing Essential Governmental Functions, Healthcare Operations, Essential Businesses, and Essential Critical Infrastructure, all as defined in Section 4. Individuals experiencing homelessness are exempt from this Section but are strongly urged to obtain shelter and to utilize Social Distancing Requirements.

**SECTION 2.** All businesses operating in the County, except Essential Businesses as defined below in Section 4, are required to cease all activities at facilities located within the City except Minimum Basic Operations, as defined in Section 4. For clarity, businesses may also continue operations consisting exclusively of employees or contractors performing activities at their own Residences (i.e., working from home) without regard to homeowner's association restrictions providing otherwise. To the greatest extent feasible, Essential Businesses shall comply with Social Distancing Requirements as defined in Section 4 below, including six-foot social distancing for both employees and the general public.

**SECTION 3.** All public and private gatherings of any number of people occurring outside a Residence are prohibited, except for the limited purposes as expressly permitted herein and defined in Section 4. Nothing in this Stay Home Stay Safe Order prohibits the gathering of members of the same household or family unit at their place of Residence, provided they maintain social distancing wherever reasonably possible.

### **SECTION 4. Definitions and Exemptions:**

- A. Residence:** For purposes of this Stay Home Stay Safe Order, the term "Residence" means the physical place where a person, group or family resides, including single family houses, apartment units, townhomes, condos, multi-family homes, such as duplexes, triplexes, and quadplexes, manufactured homes and recreational vehicles (RVs), and hotels, motels, shared rentals, and other related facilities. Where applicable, the term "Residence" shall include the entire area within a property's boundary lines, including porches, yards and balconies
- B. Covered Businesses and Covered Entities:** For the purposes of this Stay Home Stay Safe Order, covered businesses include any for-profit, non-profit, or educational entities, regardless of the nature of the service, the function they perform, or its corporate or entity structure.

## EXHIBIT A

**C. Essential Activities:** For purposes of this Stay Home Stay Safe Order, individuals may leave their Residence only to perform any of the following "Essential Activities":

1. To engage in activities or perform tasks essential to their health and safety, or to the health and safety of their family or household members (including, but not limited to, pets), such as, by way of example only and without limitation, obtaining medical supplies or medication, and visiting a health care professional.
2. To obtain necessary services or supplies for themselves and their family or household members, or to deliver those services or supplies to others and to food banks and food bank depositories, such as, by way of example only and without limitation, canned food, dry goods, fresh fruits and vegetables, pet supply, fresh meats, fish, and poultry, and any other household consumer products, and products necessary to maintain the safety, sanitation, and essential operation of Residences, and obtaining supplies they need to work from home.
3. To engage in outdoor activity, provided the individuals comply with Social Distancing Requirements as defined in this Section, such as, by way of example and without limitation, walking, hiking, or running or cycling.
4. To perform work providing essential products and services at an Essential Business or to otherwise carry out activities specifically permitted in this Stay Home Stay Safe Order, including Minimum Basic Operations.
5. To care for a family member or pet in another household.
6. To exchange children between parents, guardians, or managing conservators pursuant to a child custody order or agreement between the parties.

**D. Healthcare Operations:** For purposes of this Stay Home Stay Safe Order, individuals may leave their Residence to work for or obtain services at any "Healthcare Operations" including hospitals, clinics, dentists, pharmacies, pharmaceutical and biotechnology companies, other healthcare facilities, healthcare suppliers, home healthcare services providers, mental health providers, substance abuse service providers, blood banks, medical research, laboratory services, or any related and/or ancillary healthcare services. Home-based and residential-based care for seniors, adults, or children are also considered Healthcare Operations. Healthcare Operations also includes veterinary care and all healthcare and welfare services provided to animals. This exemption shall be construed broadly to avoid any impacts to the delivery of healthcare, broadly defined. Healthcare Operations does not include fitness and exercise facilities, athletic gyms, exercise gyms and similar facilities. Healthcare operations do not include elective medical, surgical, and dental procedures. Hospitals, ambulatory surgery centers, dental offices, and other medical facilities are directed to identify procedures that are deemed "elective" by assessing which procedures can be postponed or cancelled based on patient risk considering the emergency need for redirection of resources to the current public health and safety concerns. Nursing Home Residents: The Department of Health & Human Services, Centers for Medicare & Medicaid Services (CMS) is responsible for ensuring the health and safety of nursing home residents by enforcing the standards required to help each resident attain or maintain their highest level of well-being. Facilities should restrict visitation of all visitors and adhere to the CMS, Ref: QSO-20-14-NH, Center for

## EXHIBIT A

Clinical Standards and Quality/Quality, Safety & Oversight Group Memorandum (most recent publication dated March 13, 2020).

- E. Essential Critical Infrastructure:** For purposes of this Stay Home Stay Safe Order, individuals may leave their Residence to provide any services or perform any work necessary to the operations and maintenance of "Essential Critical Infrastructure," including, but not limited to, work necessary to the operations and maintenance of the 16 critical infrastructure sectors as identified by Presidential Policy Directive 21 (PPD-21). The U.S. Department of Homeland Security, Critical Infrastructure Sectors, National Cybersecurity and Infrastructure Agency (CISA) at <https://www.cisa.gov/critical-infrastructure-sectors> Which includes: public works construction, residential and commercial construction, airport operations, water, sewer, gas, electrical, oil refining, roads and highways, public transportation, solid waste collection and removal, internet, and telecommunications systems (including the provision of essential global, national, and local infrastructure for computing services, business infrastructure, communications, and web-based services), financial institutions, defense and national security-related operations, and essential manufacturing operations, provided that they carry out those services or that work in compliance with the Social Distancing Requirements as defined in this Section, including the six foot social distancing, to the extent possible. Essential Businesses providing Essential Critical Infrastructure should implement screening precautions to protect employees and all activity shall be performed in compliance with Social Distancing Requirements.
- F. Essential Governmental Functions:** For purposes of this Stay Home Stay Safe Order, all services provided by governmental entities needed to ensure the continuing operation of the governmental entities to provide for the health, safety, and welfare of the public are categorically exempt from this Stay Home Stay Safe Order. Further, nothing in this Stay Home Stay Safe Order shall prohibit any individual from performing or accessing "Essential Governmental Functions," as determined by the governmental entity performing those functions. All Essential Governmental Functions shall be performed in compliance with Social Distancing Requirements as defined in this Section, including the six-foot social distancing, to the extent possible. This order does not apply to the Federal or State Government.
- G. Essential Businesses. For purposes of this Stay Home Stay Safe Order, "Essential Businesses" means:**
1. Healthcare Operations, Essential Critical Infrastructure, and Essential Government Functions;
  2. Grocery stores, farmers' markets, farm and produce stands, supermarkets, food banks, convenience stores, and other establishments engaged in the retail sale of canned food, dry goods, fresh fruits and vegetables, pet supply, fresh meats, fish, and poultry, and any other household consumer products (such as cleaning and personal care products). This includes stores that sell groceries and also sell other non-grocery products, and products necessary to maintaining the safety, sanitation, and essential operation of Residences;

## EXHIBIT A

3. Food cultivation, including farming, livestock, fishing, nurseries, and garden centers;
4. Residential, transportation and commercial/industrial construction;
5. Businesses that provide food, shelter, and social services, and other necessities of life for economically disadvantaged or otherwise needy individuals;
6. Newspapers, television, radio, and other media services;
7. Gas stations and fuel suppliers;
8. Auto-supply, auto-repair, auto parts, auto-maintenance, vehicle manufacturing, vehicle sales and related facilities;
9. Banks and related financial institutions;
10. Hardware stores;
11. Trash and recycling collection, processing and disposal;
12. Cleaning, maintenance and security for facilities;
13. Warehouse distribution and fulfillment;
14. Storage for Essential Businesses;
15. Funeral homes, crematoriums, cemeteries, burial, and related services, provided that Social Distancing Requirements are maintained to the greatest extent possible;
16. Plumbers, electricians, exterminators, and other service providers who provide services that are necessary to maintaining the safety, sanitation, and essential operation of Residences, Essential Activities, and Essential Businesses, in addition to emergency repairs for facilities of non-essential businesses;
17. Certain real estate functions limited to real estate property management, including scheduling necessary repairs that effect the safety and well-being of residents, executing and managing leases (commercial and residential), renewal and adjustments of leases (commercial and residential); real estate recordings and transfers, including the execution and documentation of real estate transfers; and real property related services such as permitting, inspections, construction, procurement, representation and title searches;
18. Businesses and providers providing mailing and shipping services, including post office boxes;
19. Educational institutions-including public and private pre-K establishments, K-12 schools, colleges, and universities-for purposes of facilitating distance learning or performing essential functions, provided that social distancing of six-feet per person is maintained to the greatest extent possible;
20. Laundromats, drycleaners, and laundry service providers;
21. Restaurants and other facilities that prepare and serve food, but only for delivery, drive-thru or carry-out. Schools and other entities that typically provide free food services to students or members of the public may continue to do so under this Stay Home Stay Safe Order on the condition that the food is provided to students or members of the public on a pick-up or carry-out basis only;
22. Businesses that supply products needed for people to work from home or office;
23. Businesses that provide Information Technology (IT) services that are necessary to maintain internet and telecommunications systems, including the provision of essential global, national and local infrastructure for computing services, business infrastructure, communications and web- based services;
24. Businesses that provide residential and/or commercial moving services and

## EXHIBIT A

necessary moving supplies;

25. Businesses that supply other Essential Businesses with the support or supplies necessary to operate;
26. Businesses that ship or deliver groceries, food, goods or services directly to Residences;
27. Any business or manufacturer who restructures so that a substantial part of their business is for the purpose of manufacturing, producing or distributing products, intended to be directly utilized for the COVID-19 response;
28. Airlines, taxis, and other private transportation providers providing transportation services necessary for Essential Activities and other purposes expressly authorized in this Stay Home Stay Safe Order;
29. Professional services, such as legal or accounting services, when necessary to assist in compliance with legally mandated activities;
30. Childcare, daycare and child watch facilities and providers providing services that enable employees exempted in this Stay Home Stay Safe Order to work as permitted. To the extent possible, childcare, daycare and child watch facilities and providers must operate under the following mandatory conditions:
  - a. Childcare, daycare and child watch be carried out in stable groups of 10 or fewer ("stable" means that the same 10 or fewer children are in the same group each day).
  - b. Children should not change from one group to another.
  - c. If more than one group of children are cared for at one facility, each group should be in a separate room. Groups should not mix with each other.
  - d. Childcare providers should remain solely with one group of children.

**H. Minimum Basic Operations:** For purposes of this Stay Home Stay Safe Order, "Minimum Basic Operations" include the following, provided that employees comply with Social Distancing Requirements as defined this Section, to the extent possible, while carrying out such operations:

1. The minimum necessary activities to maintain the value of the business's inventory, ensure security, process payroll and employee benefits, or for related functions.
2. The minimum necessary activities to facilitate employees of the business being able to continue to work remotely from their Residences.

**I. Essential Travel: For purposes of this Stay Home Stay Safe Order, Essential Travel"**

1. includes travel for any of the following purposes:
2. Any travel related to the provision of or access to Essential Activities, Healthcare Operations, Essential Governmental Functions, Essential Businesses, or Minimum Basic Operations.
3. Travel to care for elderly, minors, dependents, persons with disabilities, or other vulnerable persons.
4. Travel to or from educational institutions for purposes of receiving materials for distance learning, for receiving meals, and any other related services.
5. Travel to return to a place of Residence from outside the jurisdiction.

## EXHIBIT A

6. Travel required by law enforcement or court order.
7. Travel required for non-residents to return to their place of Residence outside the County. Individuals are strongly encouraged to verify that their transportation out of the County remains available and functional prior to commencing such travel.
8. Individuals engaged in any Essential Travel must comply with all Social Distancing Requirements as defined in this Section.

**J. Social Distancing Requirements:** For purposes of this Stay Home Stay Safe Order, "Social Distancing Requirements" includes maintaining at least six-foot social distancing from other individuals, washing hands with soap and water for at least twenty seconds as frequently as possible or using hand sanitizer, covering coughs or sneezes (into the sleeve or elbow, not hands), regularly cleaning high-touch surfaces, and not shaking hands. In addition, we encourage limited exposure to your family members by recommending one family member complete necessary essential shopping.

**SECTION 5:** Governor Greg Abbott by the issuance of Executive Order GA 14, has deemed religious and worship services as "Essential Services". If religious services cannot be conducted from home or through remote services, they should be conducted consistent with the Guidelines from the President and the CDC by practicing good hygiene, environmental cleanliness, and sanitation, and by implementing social distancing to prevent the spread of COVID-19

**SECTION 6:** All public park equipment and fixtures including all playscapes are closed for public use for the duration of this order. Parks are open to the public during regular hours, but their use is limited exercise activity and Social Distancing Requirements must be followed at all times.

**SECTION 7:** Grocery stores, supermarkets, warehouse stores, hospitals, and medical facilities are experiencing high levels of demand for a large number of products, requiring more deliveries from manufacturers and distribution centers to serve their customers. A number of Texas cities and local associations have implemented restrictions on delivery hours to stores to mitigate truck noise and traffic. Due to the need to deliver products as quickly and efficiently as possible during this critical timeframe, this Stay Home Stay Safe Order hereby suspends all delivery hour restrictions for transport to or from any entity involved in the selling or distribution of food products, medicine, or medical supplies in Schertz, TX for the next 60 days.

**SECTION 8:** Nursing homes, retirement, and long-term care facilities are instructed by this order to prohibit non-essential visitors from accessing their facilities unless to provide critical assistance or for end-of-life visitation.

**SECTION 9.** The intent of this Stay Home Stay Safe Order is to ensure that the maximum number of people self-isolate in their places of Residence to the maximum extent feasible, while enabling essential services to continue, to reduce the risk to the health and safety of the people to the maximum extent possible. When people need to leave their places of Residence, whether to obtain or perform authorized services, or to otherwise facilitate authorized activities necessary for continuity of social and commercial life, they should at all times comply with Social Distancing Requirements as defined in Section 4. All provisions of this Stay Home Stay Safe Order should be interpreted to effectuate this intent. Failure to comply with any of the provisions of this Stay Home Stay Safe Order constitutes an imminent threat to public health.

## EXHIBIT A

**SECTION 10.** This Stay Home Stay Safe Order is issued based on evidence of an increasing risk to the health and safety of the residents within the County, throughout the United States of America and the State of Texas, and scientific evidence and best practices regarding the most effective approaches to address the concerns for the health and safety of the public. The notable risk to the health and safety of the public has resulted in a public health emergency throughout the County.

**SECTION 11.** This Stay Home Stay Safe Order also is issued based on known risks to the health and safety to the people of Schertz, Texas. This Stay Home Stay Safe Order is necessary to protect the health and safety of the people and to limit the factors creating the risks.

**SECTION 12. Prohibited activities:** All public and private gatherings of any number of people occurring outside a single household or living unit are prohibited, except for the limited purposes permitted by this Emergency Order. Pursuant to current guidance from the CDC, any gathering of more than ten people is prohibited unless exempted by this Emergency Order. Nothing in this Emergency Order prohibits the gathering of members of a household or residence.

All places of public amusement, whether indoors or outdoors, including but not limited to, locations with amusement rides, carnivals, amusement parks, water parks, aquariums, zoos, museums, arcades, fairs, children's play centers, playgrounds, funplexes, theme parks, bowling alleys, movie theaters, including drive-in or drive thru, concert and music halls, and country clubs or social clubs shall be closed to the public.

All home solicitation shall cease, and any existing home solicitation permits are hereby terminated.

**SECTION 13.** Pursuant to Section 418.108(h) of the Texas Government Code, this Stay Home Stay Safe Order shall control the movement of persons and the occupancy of premises in Schertz, Texas, and includes the incorporated and unincorporated areas of Schertz, Texas; and to the extent of a conflict between this Stay Home Stay Safe Order and the orders of the Governor or a county judge of Bexar, Comal or Guadalupe County, those order would prevail to the extent of any conflict, except where the City has chosen to be more strict regarding non-essential activity.

**SECTION 14.** Any person, firm, corporation or agent who shall violate a provision of this ordinance, or fail to comply therewith, or with any other requirements thereof, shall be guilty of a Class C misdemeanor. Such person shall be considered guilty of a separate offense for each and every day or portion thereof during which any violation of any of the provisions of this article is committed or continued, and upon conviction of any such violation, such person shall be punished by a fine not to exceed \$2,000.00.

**SECTION 15.** Any peace officer or other person with lawful authority is further authorized to enforce the provisions of this Ordinance or the orders of the Governor in accordance with the authority granted under the Texas Disaster Act of 1975, as applicable, which allows a fine not to exceed \$1000.00 and confinement not to exceed 180 days pursuant to Government Code 418.173.

**SECTION 16.** This Stay Home Stay Safe Order will be posted on City of Schertz website at:



## EXHIBIT A

<https://www.schertz.com> and filed with the City Secretary. In addition, the owner, manager, or operator of any facility that is likely to be impacted by this Stay Home Stay Safe Order is strongly encouraged to post a copy of this Stay Home Stay Safe Order onsite and to provide a copy to any member of the public asking for a copy.

**SECTION 17.** The Mayor, Local Health Authority and Director of Health may update restrictions set out in this Exhibit as necessary to respond to the evolving circumstances of this outbreak during the duration of the Mayor's Declaration of Public Health Emergency and any extension by the Schertz City Council.

**SECTION 18.** This Emergency Order amends and supersedes the Emergency Order extended by Ordinance 20-H-09.

**CITY COUNCIL MEMORANDUM**

**City Council Meeting:** April 28, 2020  
**Department:** Purchasing & Asset Management  
**Subject:** Discussion and Presentation regarding procurement procedures and policies. (C. Kelm/J. Gohlke)

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**BACKGROUND**

Purchasing brought a workshop to Council in January of 2019 to highlight some of the findings from the Department Review done leading up to that to include a high-level view of the key components of the Purchasing Policy and related procurement processes. Since that time, many changes have been implemented to improve processes, procedures, and compliance with regard to Procurement.

We've put together a short presentation to include an overview of where we were, how the changes that were made have led to where we are now, and additional changes will be needed going forward.

Some of the changes we've made since last year's workshop include an updated Purchasing Policy (March 2019), Purchasing Training for all staff involved in the Purchasing Process, quarterly contract/budget meetings with management, and auditing of purchase orders to ensure compliance. All of these changes have led to increased compliance and oversight.

---

**Attachments**

Purchasing Presentation  
Purchasing Policy  
Purchasing Training SlideDeck  
Vendor Volume Report  
NTE Tracking Spreadsheet  
How to view vendor spend  
PO Spend Report w/add  
Quarterly Contract Sample  
Quarterly Budget Sample

---



# Purchasing Workshop

Purchasing and Asset Management Department

Julie Gohlke, Purchasing Manager

# Agenda

- Where we were
- Where we are now
- Challenges
- Looking Forward

# Where We Were

- Outdated purchasing policy
  - Previously updated in 2011
- Ambiguity pertaining to process
  - What purchases require council approval?
  - Requisition vs Purchase Order
- Authorized Not to Exceed Value exceeded
- Expired Contracts
- Inaccurate Information from “System of Record”
- Lack of “formal” Purchasing Training

# Where We Are Now

## ■ Updated Purchasing Policy Rolled Out 2019

- ◆ Revised format for ease of use
- ◆ Clear and Concise language for ease of understanding
- ◆ New “Procurement Authority” Section
- ◆ Clarified requirements related to Council Approval

## ■ Purchasing Training

### ● Purchasing 101 Course Implemented

- ◆ Rules and Regulations
- ◆ Policy and Practice
- ◆ Requisition vs Purchase Order
- ◆ Reoccurring

# Where We Are Now

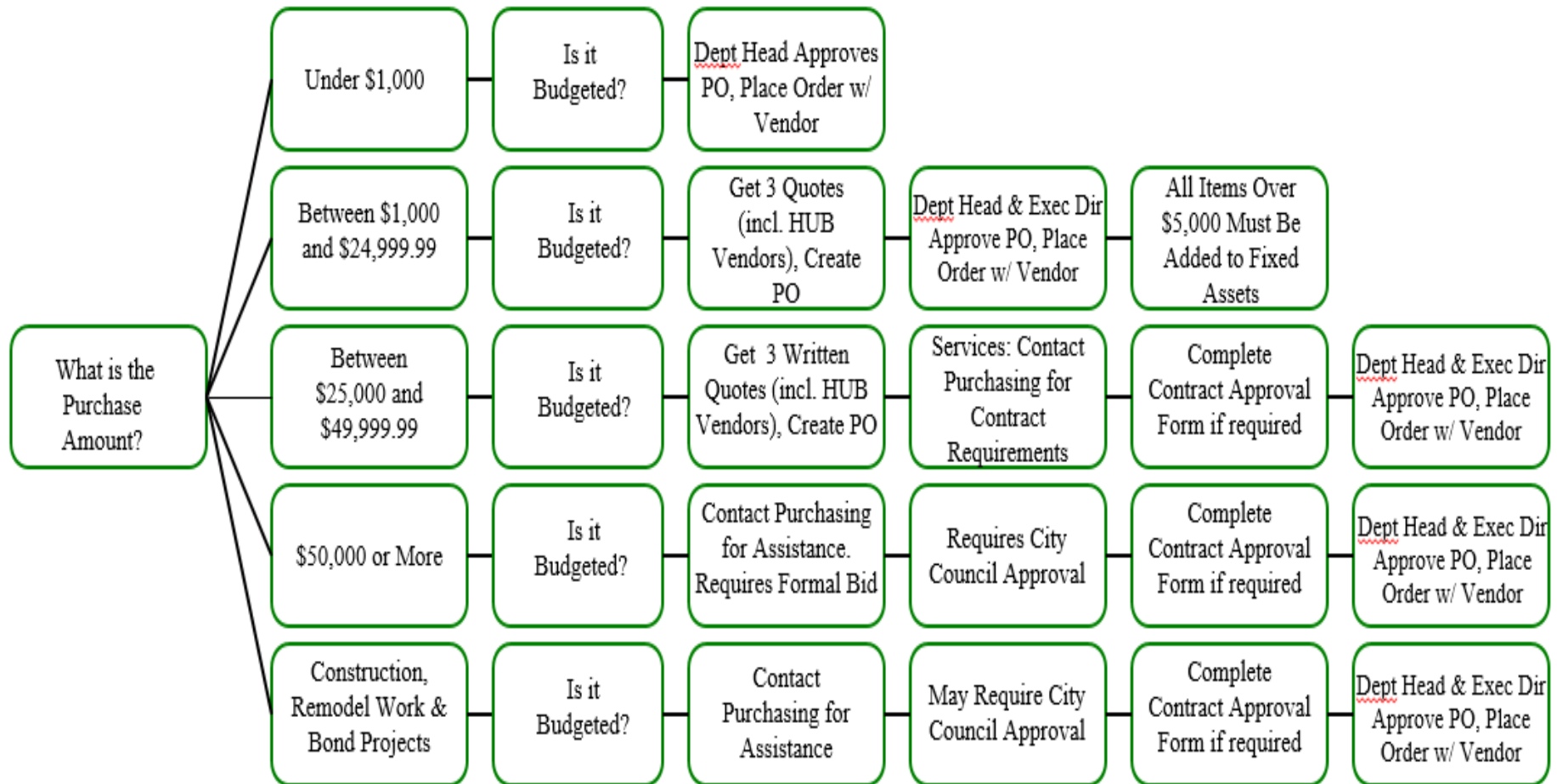
- Wholistic program focused on continual improvement
- Increased frequency of Vendor Volume Report
  - (Weekly vs Monthly)
- Quarterly Contracts Meetings
  - ◆ Contract expiration dates
  - ◆ Current spend in relation to NTE Authorization
- Recording of Approved NTE in Incode
- Consolidated database of NTE approvals by FY
- Authorized Spending Limits
  - City Policy: Any cumulative vendor purchases exceeding \$50k require council approval

# Where We Are Now

- Implementation of PO Audit
  - Monthly Audit of Five (5) Purchase Orders
    - ◆ Value between \$1,000 - \$50,000
    - ◆ Confirming compliance with Policy
  - Began March 2020



# Decision Tree



# Purchasing Volume FY 18-19

- PO's Processed

- 7,879

- Contracts Reviewed/Processed

- 106

- Bids/Request for Proposal Processed

- 114

- ◆ 31 over \$50k

All accomplished with a staff of 2

# Challenges Faced

- Exceeding authorized NTE Levels
  - Multiple departments placing orders
  - Requisitions not being finalized in Incode
    - ◆ Dept using Requisition to place order instead of PO
  - Capturing aggregate costs
    - ◆ Postage for water bills/meters for developers/builders
  - Questions related to what requires CC approval
    - ◆ Assumed exceptions (Utilities, Legal Services, Taxes)
  - Cost per Service contracts
    - ◆ ADP

# Challenges Faced

## ■ Incode Limitations

- Inability to generate reports
  - ◆ Volume Report only reflects payments made
  - ◆ PO Spend report includes cancelled/voided amounts
  - ◆ Reports are not always accurate
- Inability to place Vendor Cap
  - ◆ Cannot restrict purchases after certain spend level
- Replacement Cost & Labor

# Example

## ■ CDW

- 23 Purchase Orders for FY19-20 from 5 departments
  - ◆ 2 PO's same day (February 5, 2020)
    - ◆ \$61,163.12 for Police Department
    - ◆ \$43,057.14 for IT
- Volume Spend Report
  - ◆ Volume Spend Report dated 3/25 showed spend of \$34,168.30
  - ◆ Volume Spend Report dated 4/1 showed spend of \$101,484.49
- Total PO's Issued (NTE of \$95k)
  - ◆ \$101,924.11

# Looking Forward...

- How to avoid exceeding authorized NTE Levels
  - Finalize Transition from Volume Report to PO Report
    - ◆ Reflects all \$\$ encumbered by created purchase order
  - Department Head Specific Training
- Increase Consistency in Practice
  - Continued Purchasing Training
  - Continued Monthly PO Audits
    - ◆ Summary Results to Department Head / ACM
  - Spot Check of Pending Requisitions
- Policy Review
  - Cumulative Spend over \$50k with a single vendor



# CITY OF SCHERTZ

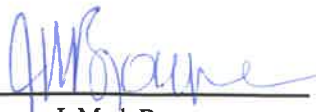


## PURCHASING POLICY

SCHERTZ | COMMUNITY  
SERVICE  
OPPORTUNITY

1400 SCHERTZ PARKWAY, SCHERTZ, TEXAS 78154

Approved March 20, 2020

  
\_\_\_\_\_  
J. Mark Browne  
City Manager



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## **1. INTRODUCTION**

The purpose of this policy is to establish and describe the basic procurement philosophy and processes under which the City of Schertz (“the City”) operates. This established procurement framework provides for the planned and consistent approach of cost-effectively obtaining the necessary goods and services required to operate City departments in order to maintain service at appropriate levels. Additionally, the policy outlines the consistent and ethical processes and procedures that will demonstrate the City’s commitment to procuring goods and services in a fair, transparent, effective and legally compliant manner. The processes used to procure goods and services should always provide the best value (price and quality) for the City, while providing an open and fair process for vendors.

This policy will apply to all procurements funded by the City of Schertz, bond funds, and other funds unless specifically exempted by applicable law or by City policy. The exceptions are limited to items listed in Section 7, as well as certain professional services, real property, and leases that, because of their nature, are not conducive to normal purchasing routine. These procurements shall be made under the direction of the City Manager or designee.

This policy is effective immediately upon issuance, and supersedes all previous purchasing policy instructions or directives.

## **2. ROLE OF THE PURCHASING DEPARTMENT**

The Purchasing Department is charged with the overall responsibility for issuing solicitations and negotiating with sources on matters relating to price, delivery, vendor selection and execution of contracts in accordance with the City Policy, State of Texas Statutes, and applicable Federal government requirements. The Purchasing Department will provide the initial contact point for directors, managers, staff, suppliers, consultants, and the public interested in information on the City’s activities. It will oversee and supervise the issuance, receipt, and opening of all offers and proposals that are submitted relative to the purchase of equipment, materials, supplies, and surplus disposal. The Purchasing Department shall maintain purchase history information files, as well as documentation of all transactions. The Purchasing Department will participate in negotiations, where appropriate, with user departments, project managers, consultants or contractors relative to specifications and contractual responsibilities. This will facilitate the thorough understanding and preparation of specifications or contract terms and conditions. The Purchasing Department will participate with user departments in establishing clear, concise, nonrestrictive specifications and instructions to be utilized in procurement. City consultants and/or project managers, when conducting the “request for quote” or bid processes, shall coordinate with the Purchasing Department for all approvals to bid, advertisements and bid opening dates, as well as resulting purchase orders or contracts. The Purchasing Department shall promote and maintain good vendor, inter-departmental and community relationships.

### 3. PROCUREMENT STANDARDS

#### a. Ethics:

The City shall maintain the best possible relationship with all vendors. The goodwill of sources and the reputation of the City will be promoted by:

- i. Keeping competition fair and open.
- ii. Maintaining consistent procurement policies and principles.
- iii. Observing strict truthfulness in all transactions and correspondence.
- iv. Respecting the confidence of sales personnel and their companies as to confidential or proprietary information, as well as being scrupulous about maintaining the highest level of business ethics when dealing with sources and City departments.

#### b. Conflicts of Interest:

- i. Affiliates (e.g., business concerns, organizations or individuals) and employees of the City are prohibited from submitting offers for or participating in any contract for City purchases from which they would financially benefit, directly or indirectly. No affiliate or employee of the City shall seek to influence in any manner the award of a contract or purchase of a product or service from any vendor. Affiliates and employees must immediately disclose to the City of any silent partnership, proprietorship, employment, relationship or other involvement in a prospective contract or procurement.
- ii. Acceptance of gifts by employees from sources or potential sources at any time is strictly prohibited, except for that which would be defined as *de minimus* by the Internal Revenue Service (IRS). Employees must not accept any gifts that create an obligation to any source and shall not conclude any transaction from which they benefit, directly or indirectly. City employees are not to participate in any type of extravagant entertainment with a supplier, customer, consultant, or contractor. These restrictions do not include entertainment such as business meals, company sponsored dinners, etc., which are customary and proper under the circumstances, as long as they are consistent with good business ethics and do not place the recipient under an obligation of any kind.

Employees may not solicit or accept gratuities such as any type of compensation, contribution, emolument, offer of employment, loan, reward, rebate, gift, money, lodging, service, or “other thing of value,” except as specifically outlined in this section.

- iii. Employees who do not comply with this policy may be subject to disciplinary action in accordance with the City’s Discipline policy.

**c. Purchasing Department Personnel:**

When potential conflict with an existing procurement regulation is suspected, or legal assistance is advisable, it is the responsibility of the Purchasing Department to notify the Department, Project Manager, Assistant City Manager, and/or City Manager.

**d. City Employees:**

All City employees are required to file a City of Schertz Conflict of Interest Form with the Purchasing Department if any family member is conducting, will conduct, or plans to conduct business with the City of Schertz. The form will be filled out annually (once a year) and filed with the Purchasing Department no later than October 1 of each year in which the family member begins discussions, correspondence, negotiations, submits an application or responds to a bid or proposal.

**e. Contractors:**

A person or business, and their agents, who contract with the City or who seek to contract with the City are required by Texas Local Government Code, Chapter 176, to file a conflicts disclosure questionnaire (Form CIQ) created by the Texas Ethics Commission which is available online at [www.ethics.state.tx.us](http://www.ethics.state.tx.us). The form must be filed with the City no later than seven (7) days after the date the person or business begins contract discussions or negotiations with the City, or submits an application, response to a request for proposals or bids, correspondence, or other writing related to a potential agreement with the city. Such person and businesses, and their agents, must also file an updated questionnaire not later than September 1 of each year in which the person or business begins contract discussions or negotiations with the City, or submits an application, response to a request for proposals or bids, correspondence, or other writing related to a potential agreement with the City and within seven (7) days after the date of an event that would make a filed questionnaire incomplete or inaccurate. An updated, complete questionnaire is not required if the person or business filed a questionnaire or updated questionnaire after June 1 but before September 1.

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

**f. Elected and Appointed Officials:**

Elected and appointed officials are required to file with the Purchasing Department the state-mandated Conflicts Disclosure Statement as enumerated below:

- i. Officers of the City and its boards and commissions (including the Economic Development Corporation) must file a "conflicts disclosure statement" (Form CIS) with the Purchasing Department within seven days of becoming aware of:
  - 1. The officer or a family member of the officer has an employment or business relationship that results in taxable income with a person who

has executed a contract with the City or with whom the City is considering doing business; or

2. The officer or a family member of the officer has accepted one or more gifts (other than food, lodging, transportation, or entertainment) with an aggregate value of \$250 in the preceding 12 months from a person who has executed a contract with the City or who is being considered for business with the City.
3. A family member is defined as a person related to another person within the first degree by consanguinity (blood) or affinity (marriage) which includes a spouse, father, mother, son, daughter, father-in-law, mother-in-law, etc.
4. The conflicts disclosure statement (Form CIS) has been created by the Texas Ethics Commission and is available online at [www.ethics.state.tx.us](http://www.ethics.state.tx.us). Failure to disclose information is a Class C misdemeanor punishable by a fine not to exceed \$500.

#### **4. PROCUREMENT AUTHORITY**

The City Manager or one of the City Manager's Designees has authority to approve procurements in the amount of \$49,999.99 or less provided these expenditures are part of the City's budget and do not require a budget transfer.

Contracts for the purchase of goods and services involving an expenditure in excess of \$50,000 require the approval of the City Council, whether or not the purchase has been obtained through a competitive bidding or RFP procedure. Council will approve all contract awards or reject all bids, if a contract will not be awarded following a formal solicitation.

All purchases greater than \$50,000.00 (either singly or cumulatively) with one vendor in a fiscal year must be approved by City Council.

#### **5. PURCHASING THRESHOLDS**

##### **a. Purchases Less Than \$1,000**

Department head or designee may exercise discretion regarding the procurement of goods or services less than \$1,000. Competitive quotations, formal bidding or a bid tabulation sheet are not required, but competition is recommended. The Department Head or designee must initiate and approve the purchase order prior to actual purchase, unless the purchase is being made in accordance with the approved Credit Card Policy or when making the purchase from a vendor with an approved City Account as referenced in Addendum A of the Credit Card Policy.

##### **b. Purchases Greater Than \$1,000 But Less Than \$25,000**

User departments are responsible for obtaining a minimum of three informal telephone, email, fax or online quotes for goods or services when the total estimated

cost is within the \$1,000 to \$24,999.99 range with exceptions as authorized by this policy. The quotes must be documented on a bid tabulation sheet and filed with purchase order documentation.

Procurement of services in an amount less than \$25,000 will generally be accomplished with a Purchase Order (PO).

For all purchases greater than \$1,000 but less than \$25,000, staff must obtain quotes from at least two (2) Historically Underutilized Businesses (HUB) located in Guadalupe County on a rotating basis. If a HUB cannot be identified, the City is exempt from this requirement.

For professional or personal services involving an anticipated fee of \$1,000 to \$49,999.99, the Purchasing Department will prepare a professional services contract.

**c. Purchases Greater Than \$24,999.99 But Less Than \$50,000**

User departments are responsible for obtaining a minimum of three informal written quotes for goods or services when the total estimated cost is within the \$25,000 to \$49,999.99 range with exceptions as authorized by this policy. The quotes must be documented on a bid tabulation sheet and filed with purchase order documentation.

Procurement of services in an amount greater than \$25,000 will require a written contract prepared by the Purchasing Department.

For all purchases greater than \$24,999.99 but less than \$50,000, staff must obtain quotes from at least two (2) Historically Underutilized Businesses (HUB) located in Guadalupe County on a rotating basis. If a HUB cannot be identified, the City is exempt from this requirement.

For professional or personal services involving an anticipated fee of \$1,000 to \$49,999.99, the Purchasing Department will prepare a professional services contract.

**d. Purchases Greater Than \$50,000**

The Texas Local Government Code requires either competitive bidding or competitive Requests for Proposals ("RFP") for City purchases exceeding \$50,000.00 with few exceptions. City employees are prohibited from making "separate, sequential, or component purchases to avoid the competitive bidding requirements". **A violation of these prohibitions is a Class B misdemeanor (\$1,000 fine and/or 180 days in jail), and conviction resulting in immediate removal from office or employment and ineligibility for other public office or employment for four (4) years after the date of conviction.**

Departments shall consult with the Purchasing Department on the proper procurement process to obtain goods and services greater than \$50,000.

Detailed specifications and statements of work (SOW) will be developed by the Department, in consultation with the Purchasing Department. The Purchasing Department will coordinate all formal solicitations, in accordance with State of Texas and local statutes. Component orders or contracts, each less than \$50,000, but which in the aggregate exceed that amount, and which reasonably should be included in the one order or contract shall not be used to avoid the prohibition of Statutes.

All purchases greater than \$50,000.00 (either singly or cumulatively) with one vendor in a fiscal year must be approved by City Council.

What this means: If one or multiple departments are purchasing from the same vendor and the sum of all purchases will exceed \$50,000 in one fiscal year, Council approval is required. Plan ahead and anticipate expenditures as best as possible. When departments know that they will be making numerous purchases over the course of the fiscal year with one vendor, they should prepare a Council agenda item to get authorization for a Not-To-Exceed (NTE) amount with that vendor. Contact Purchasing for assistance with this process.

**HIGH TECHNOLOGY PURCHASES:** "High technology item" means a service, equipment, or good of a highly technical nature, including:

- a. data processing equipment and software and firmware used in conjunction with data processing equipment;
- b. telecommunications, radio, and microwave systems;
- c. electronic distributed control systems, including building energy management systems; and
- d. technical services related to those items.

High technology purchases will be accomplished using a RFP process where the anticipated expense is in excess of \$50,000.00. The Texas Local Government Code requires that the relative importance of price and other evaluation factors be specified in the RFP. All RFP's will be prepared in cooperation with the User Department, Information Technology and the Purchasing Department.

**PROFESSIONAL SERVICES:** "Professional Services" are those services which involve mental or intellectual skills, usually accompanied by formal certification or licensing by a state agency, such as accounting, architecture, land surveying, engineering, medicine, real estate appraisal services. Section 2254 of the Government Code prohibits the purchase of professional services using competitive bidding requirements. User departments will select professional service consultants on the basis of demonstrated competence and qualifications, and will negotiate fees on the basis of what is fair and reasonable for the type of services, rather than on a "low bid" basis. Except for architect, engineer and surveyor services as discussed below, both price and qualifications can be considered in selecting consultants.

For the professional services listed above involving an anticipated expenditure of more than \$50,000, user departments are encouraged to use a formal solicitation process in coordination with the Purchasing Department but it is not mandatory.



**ARCHITECTS/ENGINEERS/SURVEYORS:** Procurement of architectural, engineering or surveying services is two-step process. The first step involves the initial selection of the most highly qualified provider of the services based on demonstrated competence and qualifications (and not considering price); and the second step involves negotiation of a fee with the selected provider at a fair and reasonable price. If a contract cannot be successfully negotiated with the most highly qualified provider of services, then the contract negotiations will be formally ended and negotiations with the second most qualified provider may be undertaken, and so forth. It is important to keep in mind that price may not be considered in the initial selection of an engineer, architect or surveyor.

**CONTRACT AMENDMENTS:** All contract amendments will be approved by the City Council if the contract was originally approved by the City Council, or if amendment amount will take the total contract value above \$50,000.

**ALTERNATIVE PROJECT DELIVERY METHODS FOR CONSTRUCTION PROJECTS:** The alternatives to the basic competitive bidding model of construction procurement are best-value competitive bidding, competitive sealed proposals, design-build, construction management-agent, construction management at-risk, and job order contracting.

Alternative project delivery methods, as defined in the Local Government Code, Chapter 271, Subchapter H, may be used as applicable.

## **6. EXEMPT PURCHASING FUNCTIONS**

State law provides few exemptions from competitive bidding requirements. The City encourages the use of making certain exempt purchases using an RFP procedure even though such a procedure may not be required under state law.

### **a. Emergency Purchases:**

Emergency purchases are those procurements necessary due to public calamity, to act at once to relieve the hardship of the citizens or to preserve the property of the City, to preserve or protect the public health or safety of the citizens, or when it is due to unforeseen damage to public property, machinery, or equipment.

- i. When emergency procurement of materials or services is required, the Department Head will consult with the Purchasing Department and obtain approval from the Assistant City Manager prior to any procurement action.
- ii. If an Assistant City Manager is not available, the Department Head will obtain only those materials or services absolutely critical to restore or re-establish essential City services. The Department Head must advise the Purchasing Department and the Assistant City Manager of these actions as soon as possible.



- iii. With approval by the City Manager or one of the City Manager's Designees, specific procurements (\$50,000 or more) may be outside the sealed bid process in the event of an emergency. The Purchasing Department must be notified of the emergency situation as soon as possible.
- iv. Staff will seek and obtain approval of the City Council for emergency procurements in excess of \$50,000 as soon as possible.
- v. In the event of a declared local state of disaster or public health emergency, as authorized by City of Schertz Charter and Ordinance No. 00-M-36, please refer to the disaster purchasing policies included in the City's Emergency Management Plan, Annex M – Resource Management.

**b. Sole Source Purchases:**

State laws allow for a limited exemption from competitive bidding for the purchase of goods where the functional requirements of the City can be satisfied by only one source.

This applies to purchases where competition is precluded such as:

- i. The existence of patents, copyrights, secret processes or natural monopolies;
- ii. The purchase of films, manuscripts or books; purchases of gas, water, and other utility services; and
- iii. The purchase of captive replacement parts or components for equipment.

A product is eligible for sole source purchase only when there is a significant functional difference between the product and other similar products on the market, and when the item is available only from one vendor. The following are not sufficient justifications for a sole source purchase:

- i. A product is made by only one manufacturer, if products from other manufacturers are available that perform a similar function.
- ii. A particular name brand of product is preferred over other brands.
- iii. Only one local vendor offers a product, if other vendors who offer the product can meet the City's needs.

All requests for sole source purchase must be coordinated through the Purchasing Department prior to any procurement action.

**c. Cooperative Purchasing:**

The City may enter into cooperative buying agreements with other local government agencies in accordance with the State of Texas Interlocal Cooperation

Act of 1971. Use of co-ops should be coordinated through the Purchasing Department. When co-ops are used, bids are not required. However, employees are expected to use due diligence to ensure best value for the City. cursory checks should be completed to ensure that cooperative pricing is competitive and in line with market value. An approved purchase order is required before any purchase can be finalized.

## **7. EQUIPMENT AND VEHICLE PURCHASES**

- a. All rolling capital equipment and vehicle specifications will be reviewed by the Fleet Department prior to bidding and/or purchase approval.
- b. Vehicle purchase, receipt and outfitting must be processed through Fleet and the Purchasing Department to ensure proper operation, registration, vehicle markings, and insurance requirements are met. This applies to all vehicles regardless of which Department or funding source made the purchase.
- c. Fleet will not release the vehicle until all requirements are met.

## **8. PETTY CASH PURCHASES:**

- a. Petty cash may be used for emergency acquisition of supplies and/or services when the vendor will not accept a purchase order or procurement card. It is also used for attendance at luncheons, meetings, etc., where “cash only” is the normal method of payment.
- b. No item purchased with petty cash funds may exceed \$100.
- c. All petty cash purchases must be supported with a receipt and written justification for the purchase.
- d. Individuals authorized to maintain petty cash accounts can get their accounts replenished by submitting a Purchase Order and attaching all relevant receipts as back-up to the Finance Department.

## **9. SPECIAL PROCEDURES FOR PUBLIC SAFETY SPECIFIC ITEMS:**

- a. Any items that require special licensing to order, including but not limited to such items as medical supplies, medicines, firearms and ammunition, chemicals, etc., will be ordered by an authorized individual in the department.
- b. The person who holds a valid license to make such purchases must still coordinate with the Purchasing Department to ensure the best source of procurement.
- c. After the Purchasing Department has determined the best source of procurement, the license holder will prepare the appropriate purchase order, in accordance with this policy.

## **10. INSURANCE REQUIREMENTS:**

The City may require certain insurance coverage to be provided by contractors, vendors and consultants. In general, if a service is being provided on City property, proof of insurance is required. Specific insurance requirements are incorporated into bid documents and specifications for each bid, proposal, or “request for purchase.” Insurance requirements are reviewed periodically to determine the appropriateness of coverage and values.

## **11. FIXED ASSETS**

The City is responsible for keeping records of all of its fixed assets. All new assets which have an original cost of \$5,000 or more and an estimated life span of greater than one (1) year are fixed assets and will be added to the fixed assets records. All duties and responsibilities related to fixed assets inventory records are supervised by the Purchasing Department. Cooperation from department directors and division managers throughout the City is necessary if the system is to work; however, this effort is centrally organized, monitored, and reported by the Purchasing Department staff.

## **12. SURPLUS**

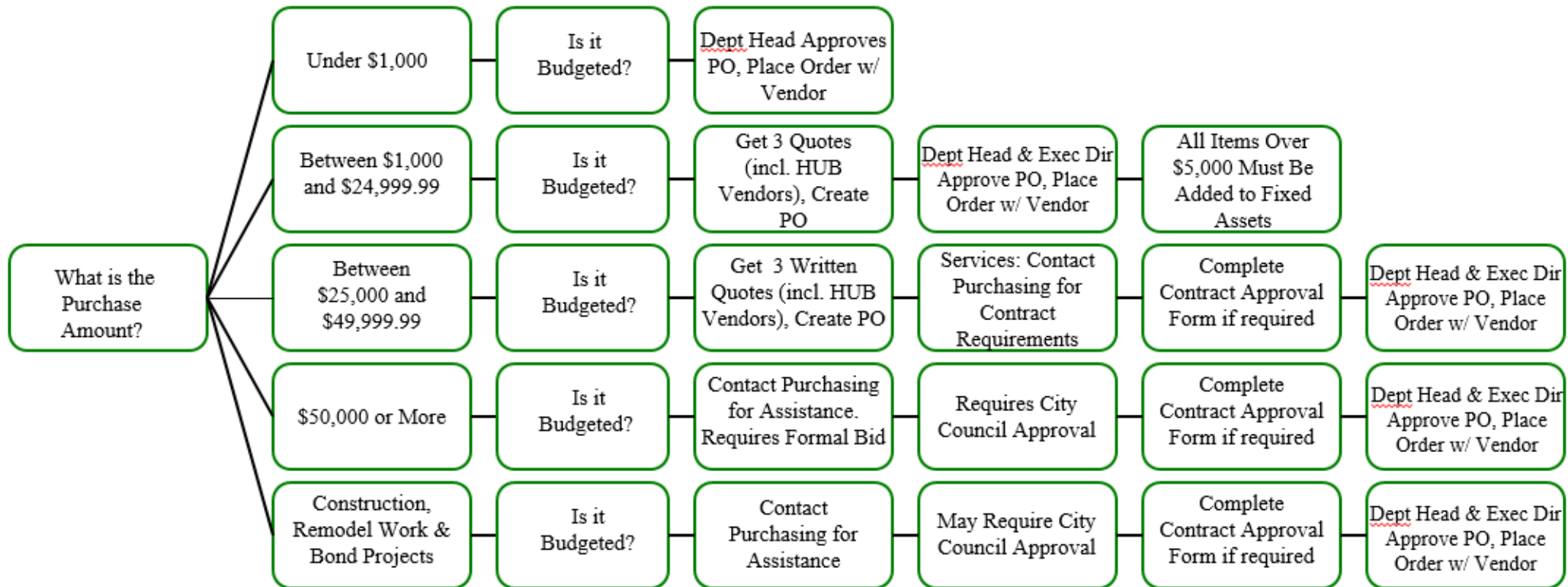
Individual Departments must contact the Purchasing Department for assistance with asset disposal. Surplus items will only be accepted with the proper forms and with advance notice and approval by the Purchasing Department. The Purchasing Department will determine if an item is surplus or salvage property.

## **13. CONSIDERATION OF LOCATION OF BIDDER’S PRINCIPAL PLACE OF BUSINESS**

For purchases of \$50,000 and over, where competitive sealed bids are used, a bid received from a bidder whose principal place of business is located within the City limits may be approved if the bid is within 3% of the lowest bid price received from a bidder outside the City limits, provided that said bid meets all qualifications and specifications and provides the best value to the City.

ATTACHMENT A

## Purchasing Decision Tree



## ATTACHMENT B

# Sourcing Strategy

Identifying a need properly is important; however, determining how best to meet that need is of equal importance. Needs can be met by a multitude of sources.

These basic classifications are:

- Insourcing: process of completing a business function in-house.
- Outsourcing: process of contracting out a business function to an external entity.
- Multi-sourcing: a strategy that distributes a function such as IT or Finance, as a portfolio of activities, some of which are performed internally and some of which are external.

In order to determine if a service should be insourced, outsourced, or multi-sourced, the following criteria should be considered:

- Efficiency of cost vs value;
- Effectiveness in meeting the need;
- Expertise needed to solve the problem;
- Workload timing of insourced staff availability;
- Workload volume of insourced staff to continue to provide service;
- Scalability of the solution to adjust to demand; and
- Mandated compliance requirements.

### **A Case for Insourcing:**

There are several sources of solutions for needs that are not currently met by the City. Some may be derived internally. For a short-term need such as a storm damage cleanup of fallen trees, this can be accomplished by one of two means, temporary reassignment of staff or increase in the hours worked. Both have costs to the City; however, the short-term nature of the need does not require an extended cost commitment on departments if personnel and equipment resources are available. Long-term needs, however, may require a different approach.

### **A Case for Outsourcing:**

For example, instead of storm damage cleanup of trees, City properties may have suffered a blight such as oak wilt. The mitigation would require extended specialized and technical capability to handle such a situation. In this case, the time committed to such a project might stretch in-house resources beyond the ability to effectively combat the issue. The City may hire additional staff to confront the issue however, after the issue is resolved, additional staff would require a long-term commitment of financial and administrative resources. This need could effectively be outsourced to a firm with the specialized technical skills and equipment to quickly and professionally mitigate the issue. After the project is complete, the expenditure commitment is ended.

Contact the Purchasing Department for assistance with sourcing.

**ATTACHMENT C**

## Standard Insurance Requirements

Worker's Compensation*	Statutory
Employer's Liability	\$1,000,000/\$1,000,000/\$1,000,000
Commercial General (Public) Liability insurance to include coverage for the following: a. Premises Operations b. Independent Contractors** c. Products/Completed Operations d. Personal Injury e. Contractual Liability	For Bodily Injury and Property Damage of \$1,000,000 per occurrence.  \$2,000,000 General Aggregate, or its equivalent in Umbrella or Excess Liability Coverage
Business Automobile Liability a. Owned/Leased Vehicles b. Non-owned Vehicles c. Hired Vehicles	Combined Single Limit for Bodily Injury and property Damage of \$1,000,000 per occurrence
Professional Liability (Claims Made Form)	\$1,000,000 per claim to pay on behalf of the insured all sums, which the insured shall become legally obligated to pay as damages to the extent caused by any negligent act, error, or omission in the performance of professional services.
*Alternate Plans must be approved by CITY'S Risk Manager	
**If applicable	

All insurance policies are to contain or be endorsed to contain the following required provisions:

- The City of Schertz shall be named as an additional insured with respect to General Liability and Automobile Liability (not applicable to workers' compensation and professional liability policies);
- A waiver of subrogation in favor of The City of Schertz shall be contained in the Workers Compensation and all liability policies;
- All insurance policies, which name The City of Schertz as an additional insured, must be endorsed to read as primary and non-contributory coverage regardless of the application of other insurance.
- All insurance policies shall be endorsed to the effect that The City of Schertz will receive at least thirty (30) days written notice prior to cancellation or non-renewal of the insurance.

**Chapter 1811 of the Texas Insurance Code, Senate Bill 425 82(R) of 2011, states that the above endorsements cannot be on the certificate of insurance. Separate endorsements must be provided for each of the above.**

# Purchasing Rules and Regulations

Julie Gohlke

Purchasing and Asset Manager

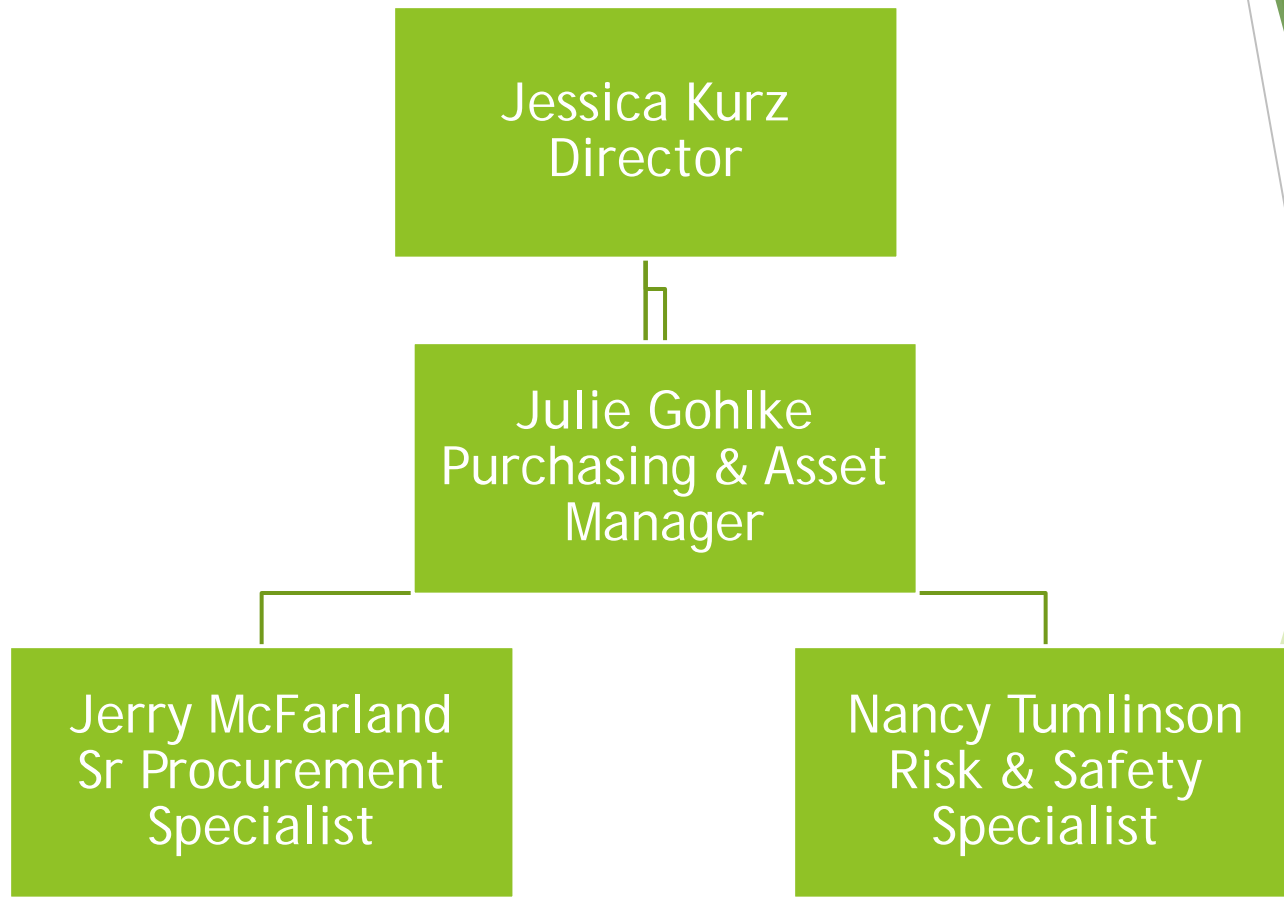
Purchasing and Asset Management Department

# Agenda

- ▶ Introduction
- ▶ Purpose and Mission
- ▶ Governing Law
- ▶ Ethics
- ▶ Procurement Process
- ▶ Contracts
- ▶ Questions and Answers
- ▶ Contact Information



# Purchasing and Asset Management Department



# Who are we?

- ▶ A little about me.....
- ▶ Now, a little about you...
  - ▶ Department
  - ▶ Length of Time with City
  - ▶ Something unique about you

# Purchasing's Mission Statement

## Mission Statement:

To provide goods and services to City staff members, vendors, and taxpayers in a timely manner, of high quality, and cost effective while complying with all city ordinances, state laws, and federal regulations.

Translation:

Best BANG for the BUCK without **JAILTIME**.

# How We Help?

- ▶ Overall responsibility for COS Purchasing
- ▶ Ensure Compliance with laws
- ▶ Certified staff familiar with varied options for procurement
- ▶ Ability to purchase using GPO's (Group Purchasing Organizations)
- ▶ Assistance for departments in resolution of vendor conflicts
- ▶ Consolidation of purchases to achieve greater savings

# Procurement Gone Wrong

- ▶ Crystal City, Texas officials sentenced to federal prison in bribery, kickback scheme
  - ▶ All but One Council Member Indicted
  - ▶ Mayor sentenced to 8 years in federal prison and \$24k in restitution
  - ▶ City Attorney /City Manager sentenced to 35 years in federal prison and \$1.04 million in restitution

# Risks Outweigh Reward

- ▶ “Former UTSA Project Manager Sentenced to Prison for Bribery”
  - ▶ 38 Month Federal Prison Sentence
  - ▶ \$71k in Restitution
    - ▶ According to the indictment, from approximately August 2011 through September 2012, contractors “the defendants” allegedly conducted a scheme to bribe a the project manager in order to secure UTSA construction contracts. The indictment further alleges that the defendants colluded in the submission of fraudulent, inflated bids to UTSA under the names of sham companies, GNZ Enterprise LLC and Vista Contracting, and fixed at least 40 UTSA contracts. Authorities estimate the submitted bids totaled more than \$200,000.
    - ▶ The Project Manager received cash, as well as improvements to his residence for his role in ensuring these contract awards.

# Governing Law

What governs how the city makes purchases?

- ▶ City of Schertz Charter
  - ▶ Purchase Procedure 7.08
- ▶ Code of Ordinances
  - ▶ Chapter 2
    - ▶ Sections 7-9
- ▶ State Law
  - ▶ Local Government Code
    - ▶ Chapters 252
    - ▶ Chapter 271 - 272
    - ▶ Chapter 2253-2254
- ▶ Federal Law
  - ▶ Determined based on Funding Source

# Ethics in Purchasing

- ▶ DO keep competition fair and open
- ▶ DO observe strict truthfulness in all transactions and correspondence
- ▶ DO report any potential conflicts of interest
- ▶ DON'T participate in transactions where you can financially benefit
- ▶ DON'T accept gifts or gratuities

Perception is everything!



# Procurement Process

I need to buy something.....now what?

- ▶ Determine Need
- ▶ Choose method of procurement
- ▶ Obtain necessary approvals
- ▶ Finalize Contract (if necessary)
- ▶ Issue Purchase Order
- ▶ Place Order / Provide Notice to Proceed
- ▶ Receive and place into use / Have service completed
- ▶ Submit Invoice to finance

# Determine Need

- ▶ Department recognizes need to purchase a good and/or service.
- ▶ Develop specification(s) based on need
  - ▶ Think: Who, What, When, Where & How
- ▶ Obtain a budgetary quote

# Choose Method of Procurement

- ▶ Things to consider:
  - ▶ Commodity Classification
    - ▶ Materials & Non-Professional Services
    - ▶ Professional Services
    - ▶ Public Works Construction
    - ▶ Insurance and High Technology Procurement
  - ▶ Cost of Good or Service/Procurement Threshold
  - ▶ Usage Frequency (How often do you buy similar)
  - ▶ Availability

If unsure, give us a call, we are happy to help!!

# Procurement Thresholds

## Aggregate Contract Value

\$0.00 - \$1,000.00

Department Head Purchasing Threshold

Competitive quotations, formal bidding, bid tabulation sheets are not required

\$1,000.01 - \$24,999.99

Assistant City Manager Purchasing Threshold

Minimum of three (3) informal telephone, email, fax, or online quotes required

Bid Tabulation Sheet Required

\$25,000.00 - \$49,999.99

Minimum of three (3) formal quotes required

Bid Tabulation Sheet Required

\*\*Services require a written contract be prepared by Purchasing

\$50,000.00 +

Purchasing Office Threshold

Requires City Council Approval

\*Aggregate contract value means the total value of the contract over all possible years.

# Procurement Methods

- ▶ What are the different procurement methods?
  - ▶ Small Dollar (Prime Source) Purchase
  - ▶ Informal Bid
  - ▶ Group Purchasing Cooperative Contract
  - ▶ Formal Bid
  - ▶ Request for Proposal
  - ▶ Sole Source / Emergency Purchase

# Small Dollar (Prime Source)

- ▶ Purchases Under \$1,000
- ▶ Approval from Department Head
- ▶ Multiple Quotes Encouraged not required
- ▶ HUB Usage Encouraged

# Informal Bid

- ▶ **Purchases between \$1,000 - \$24,999.99**
- ▶ Requires Three (3) Quotes
  - ▶ Two (2) HUB must be notified
- ▶ Evaluation based solely on price and delivery
- ▶ Bid Tabulation showing Price and Delivery Schedule
- ▶ Purchase Request entered by Department
- ▶ Approval from Assistant City Manager
- ▶ Department responsible for placing order with vendor and processing procurement packet

# Informal Bid

- ▶ **Purchases between \$24,999.99 - \$49,999.99**
- ▶ Requires Three Written (3) Quotes
  - ▶ Two (2) HUB must be notified
- ▶ Evaluation based solely on price and delivery
- ▶ Bid Tabulation showing Price and Delivery Schedule
- ▶ Purchase Request entered by Department
- ▶ Purchase Order issued for Goods
- ▶ **Service Agreement required for Services**
- ▶ Department responsible for placing order with vendor and processing procurement packet



# Group Purchasing Cooperative

- ▶ Competitively Procured Contracts by Outside Organizations
- ▶ Multiple Quotes Encouraged
- ▶ Department Issues Purchase Order
  - ▶ Include GPO Reference
    - ▶ This purchase order is being issued in accordance with BuyBoard Contract 123-12
    - ▶ This purchase order is being issued in accordance with TIPS Contract 12345
- ▶ Purchasing Thresholds still Apply for Approvals

# GPO's Continued

The following are samples of GPO's to use:

- ▶ Buyboard
- ▶ TASB - Region 20
- ▶ US Communities
- ▶ TxMAS
- ▶ DIR -Department of Information Resources
- ▶ HGAC
- ▶ TIPS

Links to these GPO's are available on the Purchasing Website

# Formal Bid (Lowest Qualified Bid)

- ▶ \$50,000.00 +
- ▶ Conducted by Purchasing Office
- ▶ Typically used for purchase of goods with exact specifications
- ▶ Publicly Posted and Advertised
- ▶ Evaluation based solely on price
- ▶ Negotiations of price and specifications not allowed
- ▶ CC Approval Required

# Request for Proposal (RFP)

- ▶ Conducted by the Purchasing Office
- ▶ Typically used for purchase of services with varied approach
- ▶ Evaluation based on Best Value (LGC 252.043.b)
- ▶ Publicly Posted and Advertised
- ▶ Negotiation Allowed
- ▶ CC Approval Required for Contracts exceeding \$50k aggregate spend

# Sole Source

Items that are available from only one source because of patents, copyrights, secret processes, or natural monopolies where said items are not available from multiple distributors. (LGC 252.022)

- ▶ Sole Source Purchases require Submission of the Sole Source Justification Form (Available from Purchasing)
- ▶ All Sole Source Purchases must be approved by Purchasing prior to order being placed.

# Emergency Purchases

## Code of Ordinances Section 2-9

- ▶ City would suffer severe Financial and/or Operational Damage
- ▶ Requires written justification approved by City Manager
  - ▶ Reason for Emergency
  - ▶ Financial or operational damage possible
  - ▶ Why standard purchasing policy cannot be followed
  - ▶ Justification for vendor selection
  - ▶ Itemized account of all expenditures

# Procurement Packet Contents

All orders over \$1,000 and under \$50,000 require a completed procurement packet. The contents of the packet must include:

- ▶ Copy of Completed Purchase Order
- ▶ Copy of Fully Executed Agreement (if applicable)
- ▶ Bid Tabulation Sheet showing all responses
- ▶ Copy of each quote and/or no-bid response
- ▶ Copy of Specifications / Scope of Services
- ▶ Copy of vendor notices (if applicable)

Note: Do not provide vendor approval to begin a project or place an order without having a fully approved purchase order or fully executed agreement.

Just creating the requisition packet is NOT enough!

# Contracts

## What is a contract?

A contract is an agreement with specific terms between two or more persons or entities in which there is a promise to do something in return for a valuable benefit known as consideration

## Who can sign a contract?

Only an individual with written delegation of authority may execute and deliver contracts on behalf of the City of Schertz. This delegation currently lies with the City Manager.

In laymen's terms - if you aren't the City Manager, don't sign the contract



# Forms of Contracts

- ▶ Service Agreement
- ▶ Construction Agreement
- ▶ Interlocal Agreement (ILA)
- ▶ Franchise Agreements
- ▶ Purchase Order

# Wait...you mean a purchase order is a contract?

- ▶ Yes!! A Purchase Order is a legally binding agreement between the City and a Contractor (vendor)
  - ▶ A purchase order must contain an accurate and definitive description of goods and/or services being purchased
    - ▶ If multiple items are being purchased, the PO should include multiple distribution lines for payment purposes.
  - ▶ A purchase order must define the quantity being purchased
  - ▶ A purchase order must define the purchase price for each item being purchased
  - ▶ A purchase order should define the delivery expectations

# City Council Approval

When is City Council Approval Required before proceeding?

- ▶ All Interlocal Agreements (ILA)
- ▶ All purchases exceeding \$49,999.99
- ▶ When the aggregate spend for any vendor will exceed \$49,999.99
- ▶ When a formal procurement was completed and no award will be made

\*\*\*Council approval must be obtained prior to entering into an agreement or issuing a purchase order\*\*\*

\*\*This is NOT a comprehensive list. If in doubt....ASK!!\*\*

# Purchasing Policy

- ▶ Revised March 2018
- ▶ Applies to all expenditures of City Funds
- ▶ Purchasing Policy Acknowledgement Form



City of Schertz Purchasing and Asset Management

1400 Schertz Parkway, Building #2

Schertz, Texas 78154

<http://www.schertz.com/446/Purchasing-Asset-Risk-Management>

Email: [Purchasing@Schertz.com](mailto:Purchasing@Schertz.com)

Phone: 210-619-1160

Purchasing Manager:

Julie Gohlke, CTPM

[Jgohlke@Schertz.com](mailto:Jgohlke@Schertz.com)

210-619-1163

VENDOR	NAME	CLASS	VOLUME
01-1097	SCHERTZ-SEGUIN LOCAL GOVERNMENT		4,745,359.15
01-9913	CIBOLO CREEK MUNICIPAL AUTHORITY		3,842,876.78
01-10669	BOKF, NA		3,550,053.76
01-0474	TMRS		2,367,753.72
01-11230	UMB BANK	C-CRP	2,214,153.12
01-10784	BFI WASTE OF TEXAS LP	PRTSH	2,096,333.74
01-8790	CITY OF SCHERTZ	VNDR	1,874,051.91
01-11242	LANDMARK STRUCTURES I, L.P.	PRTSH	1,482,359.09
01-0031	CIBOLO CREEK MUNICIPAL AUTHORITY		1,341,848.53
01-0001	INTERNAL REVENUE SERVICE		1,027,827.87
01-10368	THOS S. BYRNE LTD	PRTSH	1,012,940.35
01-10372	TITAN LOOK OUT, LLC	LLC	746,991.90
01-9473	BBVA COMPASS BANK		715,409.25
01-10555	FIRST NATIONAL BANK TEXAS	CORP	621,644.50
01-10408	D&S CONCRETE CONTRACTORS	LLP	576,829.55
01-0923	TML INTERGOVERNMENTAL RISK POOL		508,325.23
01-11428	D GUERRA CONSTRUCTION LLC	INDP	455,258.06
01-0158	SCHERTZ EMS		452,637.78
01-0352	JPMORGAN CHASE BANK		374,116.75
01-9995	CATERPILLAR INC.		316,960.81
01-9082	CITIBANK		302,002.15
01-9663	HYDROPRO SOLUTIONS	CORP	261,951.29
01-9912	CIBOLO CREEK MUNICIPAL AUTHORITY	VNDR	244,987.00
01-6859	YMCA OF GREATER SAN ANTONIO		235,903.07
01-0075	GUADALUPE VALLEY ELECTRIC		229,417.42
01-1	TEMP		228,069.15
01-3628	UNUM LIFE INSURANCE COMPANY OF	C-CRP	226,278.75
01-2574	CITY OF SEGUIN		210,375.24
01-0059	VALERO MARKETING & SUPPLY CO. Q		159,586.73
01-0323	CITY OF SCHERTZ	VNDR	153,418.78
01-0345	EDWARDS AQUIFER AUTHORITY		148,518.38
01-5617	DENTON, NAVARRO,	1099	138,509.05
01-6136	WATCH GUARD VIDEO		129,305.00
01-10369	LLOYD GOSSELINK ROCHELLE & TOW	C-CRP	121,123.21
01-5753	ICMA	PY	120,299.88
01-11003	STRYKER SALES CORPORATION	C-CRP	114,924.25
01-0033	CITY PUBLIC SERVICE		107,090.82
01-5507	TYLER TECHNOLOGIES		104,958.03
01-2598	CDW GOVERNMENT INC		101,484.49
01-9837	MOTOROLA SOLUTIONS INC.	VNDR	101,252.34
01-9465	CVLGC		100,000.00
01-0073	GUADALUPE APPRAISAL		92,239.26
01-5174	SCUC ISD		91,350.00
01-10697	AUC GROUP, L.P.	PRTSH	78,800.00
01-0173	SOUTHWEST PUBLIC SAFETY		75,611.92
01-0278	COLONIAL LIFE & ACCIDENT		65,293.60
01-4513	HENRY SCHEIN INC.		62,959.02
01-9453	JACKSON A&E ASSOCIATES INC.	1099	60,261.13
01-9865	THE OVID BELL PRESS, INC.	VNDR	60,209.78
01-11140	MAPLECREST FORD, INC.	CORP	58,886.93
01-11574	AUTOMATIC DATA PROCESSING	CORP	51,209.81
01-11363	DATAPROSE, LLC	LLC	50,714.83

VENDOR	NAME	CLASS	VOLUME
01-10807	UBEO	LLC.	50,217.54
01-4541	SCHERTZ CHAMBER OF COMMERCE	501C3	48,547.90
01-0381	BOUND TREE MEDICAL LLC		47,014.28
01-11449	PATTILLO, BROWN AND HILL L.L.P	PRTSH	46,000.00
01-7109	C-3 ENVIORNMENTAL SPECIALTIES		45,951.51
01-1527	CASCO INDUSTRIES INC.		45,753.00
01-0063	FORD ENGINEERING, INC.		45,634.99
01-0487	VERIZON WIRELESS		44,932.50
01-2343	GILLMAN HONDA	CORP	44,544.00
01-10185	REYNIC ENTERPRISES, LLC	LLC	44,371.00
01-2573	HAYS COUNTY EMS		44,255.40
01-11141	GALLAGHER BENEFIT SERVICES, IN	CORP	43,750.00
01-11452	BEECHER EMISSION SOLUTION TECH	LLC.	43,695.30
01-10915	BRETT SYSTEMS INC. DBA	SCORP	43,246.55
01-0330	ALAMO AREA COUNCIL		42,666.00
01-0706	TIME WARNER CABLE		38,678.55
01-10420	COBB, FENDLEY & ASSOCIATES INC	CORP	38,648.52
01-10253	CIBOLO SMALL ANIMAL HOSPITAL I	CORP	38,613.72
01-9780	SIDDONS- MARTIN EMERGENCY	VNDR	38,103.83
01-11213	MAIN STREET LEGACY, LLC	INDP	37,500.00
01-1983	TEXAS COMMISSION ON		36,705.45
01-11325	SHAILA ABDULLAH DBA	INDP	36,628.00
01-10220	AUGUST INDUSTRIES, INC	CORP	36,470.00
01-10453	SILSBEE FORD INC	SCORP	35,954.00
01-10964	SELRICO SERVICES INC.	SCORP	35,947.30
01-8226	GEAR CLEANING SOLUTIONS LLC	LLC.	35,147.72
01-0674	NEW BRAUNFELS UTILITIES		33,113.17
01-0072	GRAINGER INC.		32,293.28
01-11418	MATRIX CONSULTING GROUP, LTD	C-CRP	32,105.00
01-11164	INGRAM LIBRARY SERVICES	C-CRP	32,055.24
01-9141	US DIGITAL DESIGNS		32,004.49
01-11437	SCIENTEL SOLUTION LLC	LLP	31,991.65
01-0338	GALL'S, LLC		31,204.87
01-11362	AMERICAN SPOT COOLING INC.	C-CRP	30,939.84
01-11404	LOVELL CONSTRUCTION CO .INC	CORP	30,555.00
01-0634	DONOVAN BUTTER, D.O.	1099	30,333.31
01-1026	BRAUNTEX MATERIALS, INC.	CORP	30,232.49
01-11514	LARSON SYSTEMS INC DBA	C-CRP	29,844.00
01-7237	ROBERTS CONCRETE	INDP	29,122.00
01-9938	SA PARAMOUNT CO. INC.	CORP	29,093.50
01-0584	O'REILLY AUTO PARTS		28,655.84
01-10608	BIBLIOTHECA LLC	LLC,	28,223.86
01-4940	AXA EQUITABLE		27,775.45
01-10116	MASTER METER, INC	VNDR	27,718.76
01-10135	LEO A DALY CO. dba	CORP	26,581.53
01-7409	TXCSDU	PY	25,820.75
01-9308	SOUTHERN TIRE MART LLC		25,590.20
01-9328	AUS		25,433.24
01-6982	LOWE'S		25,335.20
01-10461	UNITED STATES POSTAL SERVICES		25,000.00
01-10974	CORE & MAIN LP	PRTSH	24,758.13
01-1256	MALDONADO NURSERY & LANDSCAPIN		24,570.00



VENDOR	NAME	CLASS	VOLUME
01-7578	TERRENO SERVICES, INC.		24,280.85
01-10808	AXON ENTERPRISE, INC.	C-CRP	24,100.00
01-7478	MIKE PIETSCH, P.E. CONSULTING	SCORP	24,000.00
01-5850	STRYKER SALES CORPORATION	C-CRP	23,336.77
01-1634	COMAL APPRAISAL DIST		23,123.00
01-11427	LONE STAR FURNISHINGS LLC	LLC	22,285.97
01-9518	ALAMO CITY ARBOR CARE		21,200.00
01-4747	STRAC		21,011.50
01-11423	MANAGEMENT ADVISORY	C-CRP	20,940.00
01-5365	KENT POWERSPORTS, L.P.		20,666.19
01-11316	CIVICPLUS LLC	LLP	20,317.59
01-10363	JACKSON CREEK MANUFACTURING, I	CORP	20,102.79
01-11569	TALBERT QUALITY	INDP	19,980.00
01-11501	LOADOMETER CORPORATION	SCORP	19,980.00
01-11447	ADCOMP SYSTEMS INC.	C-CRP	19,804.50
01-4133	CITY OF LULING EMS		19,802.76
01-10083	THE CHAPMAN FIRM, PLLC	INDP	19,478.60
01-11502	STRYKER CORPORATION	C-CRP	19,440.00
01-9784	CUSTOM SYSTEM DESIGN	SCORP	18,745.00
01-7936	CITY OF LIVE OAK		18,710.00
01-2400	SHI GOVERNMENT SOLUTIONS,		18,578.00
01-11487	TELEFLEX LLC	LLC	17,859.50
01-11236	DISCOVERY BENEFITS, INC.	CORP	17,746.47
01-2194	DARRELL DULLNIG	1099	17,725.00
01-11529	CAL-FOR PROPERTIES, LIMITED	LLC,	17,531.19
01-9985	THE WASH TUB	VNDR	17,290.00
01-0767	HILLYARD	CORP	16,734.17
01-11448	FINCH MECHANICAL CONTRACTORS	SCORP	16,515.00
01-4661	MVBA LAW FIRM		16,354.44
01-0711	OFFICE DEPOT, INC.	CORP	16,316.01
01-0392	GUADLAUPE COUNTY		16,204.96
01-10617	KIMLEY-HORN AND ASSOCIATES INC	C-CRP	15,960.00
01-9702	VALMARK CHEVROLET	VNDR	15,912.23
01-8289	BEAR OIL		15,611.46
01-11493	FRANCISCO & BELIA CAMARENA	INDP	15,190.21
01-11482	SAMUEL BIRCH &	INDP	15,000.00
01-0812	MPH INDUSTRIES, INC.		14,294.00
01-11598	AMERICAN HERITAGE LIFE INS. C	C-CRP	14,202.20
01-11028	CITICARDS	C-CRP	14,163.03
01-9408	CITY OF SAN ANTONIO		13,920.98
01-9576	MARMON MOK LLP	PRTSH	12,958.64
01-4208	KINLOCH EQUIPMENT & SUPPLY, IN	CORP	12,738.06
01-9111	AT&T		12,673.33
01-8367	JONES & BARTLETT	VNDR	12,490.13
01-1957	KELLER MATERIAL INC	CORP	12,417.41
01-10158	PLASTIX PLUS LLC	LLP	12,416.60
01-9643	LINEBARGER GOGGAN		12,395.62
01-11454	KNEUPPER BRYSON PROPERTIES	PRTSH	12,100.00
01-11356	ACROSS THE STREET PRODUCTIONS	SCORP	11,507.00
01-11221	PATTERSON VETERINARY SUPPLY, I	C-CRP	11,018.40
01-9360	ABES PAINT & BODY		10,897.79
01-0681	SAN ANTONIO EXPRESS-NEWS		10,803.40

VENDOR	NAME	CLASS	VOLUME
01-10200	VERIZON WIRELESS		10,317.79
01-11588	UBEO LLC		10,184.15
01-9634	FARR WEST ENVIRONMENTAL SUPPLY		10,142.77
01-9878	ADVANCED RESCUE SYSTEMS	VNDR	10,045.00
01-8934	NEOFUNDS BY NEOPOST		10,022.08
01-10932	FLOYD AKERS	INDP	9,941.00
01-11455	ROBLES 1 LLC	LLC,	9,935.00
01-11636	ENVIORNMENTAL LIGHTING SERVICE	LLC.	9,765.30
01-11583	GREENSTONE ELECTRICAL	LLC.	9,703.12
01-2518	GUAD-BLANCO RIVER AUTHORITY		9,632.67
01-10421	ECONET.COM INC DBA SENTINEL	CORP	9,576.00
01-9652	DAVIS SUCCESS SOLUTIONS	1099	9,546.54
01-10755	SAM'S CLUB		9,414.28
01-9809	DESIGN PD dba	1099	8,997.00
01-3217	LOWER COLORADO RIVER AUTH	CORP	8,950.00
01-7455	COLLIER MATERIALS, INC		8,795.78
01-11145	STORM WIND LLC	LLC.	8,700.00
01-10929	FORTILINE INC.	C-CRP	8,577.71
01-8735	SAN ANTONIO RIVER AUTHORITY		8,467.54
01-0563	CENTER POINT ENERGY		8,415.21
01-10638	BEARCOM OPERATING LLC	LLC	8,275.12
01-10011	FITNESS IN MOTION	VNDR	8,195.93
01-8455	ASCO		8,119.37
01-4398	POLLUTION CONTROL SERVICES		7,904.00
01-9945	US BANK EQUIPMENT FINANCE		7,866.18
01-11519	TAYLOR HEALTHCARE PRODUCTS INC	SCORP	7,824.90
01-11147	CHANGE HEATHCARE LLC	LLC.	7,709.21
01-10400	BRAINFUSE INC.	CORP	7,660.00
01-9689	ALAMO FORENSIC SERVICES LLC		7,500.00
01-10245	BB INSPECTION SERVICES LLC	CORP	7,500.00
01-11589	INTELLEGENT TRAFFIC EQUIPMENT	W8	7,290.00
01-11523	AGCM INC.	SCORP	7,280.00
01-0485	ZOLL MEDICAL CORPORATION	CORP	7,279.92
01-11601	HELEN S LUENSMANN	INDP	7,200.00
01-2408	TML		7,184.05
01-10340	THE WATERMARK GROUP, INC.	CORP	6,987.10
01-8381	CINTAS CORPORATION	C-CRP	6,983.41
01-7670	OLYMPIA HILLS GOLF &		6,975.00
01-11013	ACE CO	INDP	6,924.42
01-11628	BC BEST CONCEPT	SCORP	6,900.00
01-9696	XYLEM WATER SOLUTIONS	VNDR	6,659.00
01-6358	THE DAVEY TREE EXPERT CO.		6,590.00
01-0026	BLUEBONNET MOTORS		6,537.50
01-4856	BELL HYDRO GAS INC.		6,434.70
01-0536	VALLANCE		6,261.50
01-0231	SHERWIN WILLIAMS		6,234.51
01-9972	CITY ELECTRIC SUPPLY	VNDR	6,198.15
01-11545	OZIAS INC. DBA	SCORP	6,120.00
01-8854	OVER DRIVE INC.	CORP	6,000.00
01-10732	AVANT STRATEGIC PARTNERS L.P	PRTSH	6,000.00
01-4122	DEER OAKS MENTAL HEALTH ASSOCI		5,914.48
01-11466	SEYMOUR'S GARAGE INC	INDP	5,850.00

VENDOR	NAME	CLASS	VOLUME
01-11463	DIXIE WATKINS III & ASSOCIATES	INDP	5,760.00
01-11572	TEXAS TRUCK TOPS	INDP	5,758.00
01-8048	TEDC		5,750.00
01-1210	A TO Z RENTALS		5,709.51
01-2805	GUADALUPE COUNTY		5,668.20
01-10444	CHAPMAN REFRIGERATION, INC.	CORP	5,608.00
01-11016	FIRETROL PROTECTION SYSTEMS, I	C-CRP	5,605.00
01-10423	POWER DMS, INC	CORP	5,566.02
01-5668	TSM DIGITAL PRINTING		5,544.00
01-8014	AQUATIC RENOVATIONS & SERVICES		5,520.65
01-11184	NEW BRAUNFELS WELDER SUPPLY	SCORP	5,518.50
01-10418	LEXIPOL, LLC	LLC.	5,511.00
01-10672	LIBERTY LAWN & LANDSCAPING INC	C-CRP	5,471.80
01-4361	TEXAS HIGHWAY PRODUCTS	VNDR	5,414.00
01-10412	TMT SOLUTIONS	EMP	5,406.30
01-8848	FLASHER EQUIPMENT CO.		5,364.75
01-9595	SOLARWINDS	CORP	5,293.00
01-11211	YORK RISK SERVICES GROUP INC.	C-CRP	5,213.25
01-3052	PRECISION PUMP SYSTEM, IN		5,200.00
01-8926	WORLD BOOK SCHOOL & LIBRARY		5,141.00
01-7311	BRACKEN PLUMBING		5,132.55
01-4085	DELL SERVICE SALES		5,076.84
01-6724	MENTALIX	C-CRP	5,040.00
01-10224	GABRIEL ROEDER SMITH & COMPANY	CORP	5,026.50
01-9023	CLEARCOM TELECOM		5,016.60
01-3654	GUADALUPE COUNTY		5,000.00
01-1979	GUADALUPE REGIONAL MEDICAL CEN		5,000.00
01-11485	MICHAEL A HUNTER	INDP	5,000.00
01-0559	LEHIGH HANSON		4,974.54
01-8086	NORTH AMERICAN RESCUE, INC.	INDP	4,878.93
01-11391	AJS TIRE SHOP INC.	C-CRP	4,813.50
01-6405	UNITED RENTALS		4,707.94
01-2560	ASHI TRAINING CENTER		4,700.53
01-9887	BEXAR COUNTY ELECTIONS DEPT		4,664.81
01-10337	FROST BANK		4,648.19
01-11520	LOU-JON CONSTRUCTION CO INC	SCORP	4,631.00
01-0548	FERGUSON WATERWORKS		4,603.11
01-10952	AMM SCHERTZ, INC. DBA	SCORP	4,556.34
01-7319	1ST SOURCE DIGITAL	SCORP	4,549.00
01-10494	TEXAS AIR SYSTEMS, LLC	LLC	4,512.00
01-11344	DESTINY SOFTWARE INC	SCORP	4,500.00
01-6402	BEXAR APPRAISAL DISTRICT		4,494.00
01-10514	KELLER ADVERTISING & MEDIA SER	C-CRP	4,395.00
01-10216	VIP STAFFING DBA	CORP	4,388.80
01-11591	DHS SECURITY	LLC.	4,299.68
01-11152	HEAVENLY GOURMET LLC	LLC	4,188.80
01-4386	TEXAS LOCK AND DOOR CLOSER INC		4,113.80
01-1574	NORTHEAST PARTNERSHIP		4,105.70
01-11438	GREGORY RODGERS		4,072.58
01-6043	SAFESITE INC.		4,007.00
01-10961	DOGGETT FREIGHTLINER	LLC.	4,001.11
01-9860	CONTINENTAL BATTERIES	CORP	3,932.55

VENDOR	NAME	CLASS	VOLUME
01-1368	AMERICAN WATER WORKS ASSO		3,919.00
01-3201	HEALTH CARE SERVICE CORPORATIO	C-CRP	3,828.23
01-3674	CARL BERGHOFER	1099	3,763.76
01-10668	SHRED-IT US HOLDCO, INC.	CORP	3,757.60
01-10634	MT LIBRARY SERVICES INC	C-CRP	3,749.90
01-10187	SAFEWAY SUPPLY, INC	CORP	3,722.85
01-11093	AMANZI PARTY RENTALS, LLC	LLP	3,716.71
01-11647	YIPES STRIPES	C-CRP	3,685.00
01-7268	T.F. HARPER		3,632.75
01-0618	ALAMO IRON WORKS	CORP	3,577.67
01-8203	ALADTEC INC.		3,558.57
01-0665	TASEWELL E LEASMAN	1099	3,550.00
01-8594	BSN SPORTS COLLEGIATE PACIFIC		3,521.85
01-7911	CENTERLINE SUPPLY	C-CRP	3,516.11
01-9523	ALAMO HD, LLC	SCORP	3,450.00
01-10651	EXACOM INC	SCORP	3,436.16
01-9371	THE SUPPLY CACHE, INC.		3,403.85
01-1789	GT DISTRIBUTORS INC.		3,403.28
01-4802	DSHS- TEXAS DEPT OF STATE HEAL		3,395.14
01-11527	TRANE U.S. INC.	C-CRP	3,357.16
01-4473	COCA-COLA, REFRESHMENTS		3,355.21
01-7017	PET HEALTH SERVICES		3,325.00
01-2084	TEXAS CORRUGATORS-SOUTH T	VNDR	3,306.58
01-0980	TEXAS COMMISSION ON		3,300.00
01-0003	ALAMO AREA COUNCIL OF		3,298.99
01-11033	ANYPROMO INC	C-CRP	3,293.01
01-11547	AARON ESCOBEDO		3,257.34
01-0467	GUNN GP LLC		3,249.16
01-4867	CENTRAL PROGRAMS INC dba GUMDR		3,188.76
01-2558	MUSTANG EQUIPMENT COMPANY		3,186.42
01-11626	QUADIENT LEASING USA INC	C-CRP	3,121.68
01-4597	HILL COUNTRY ELECTRIC SUPPLY		3,056.70
01-11173	MIRELES PARTY ICE, INC	C-CRP	3,010.00
01-11515	JOHNSON SUPPLY & EQUIPMENT	C-CRP	2,987.75
01-10728	COLTON ARMSTRONG		2,975.56
01-11548	JIMMY CORRALES		2,971.13
01-10331	MYRON J BOERGER		2,956.31
01-2498	RAILROAD MANAGEMENT CO. LLC	1099	2,952.44
01-0079	GERARD ELECTRIC COMPANY		2,934.36
01-9861	JEKA INC/DBA	VNDR	2,927.98
01-0498	MUNICIPAL CODE CORP.		2,926.45
01-10681	IN MIND OUT EMOTIONAL	INDP	2,880.00
01-11439	SUSAN B BECK	INDP	2,862.45
01-10123	TRIZETTO PROVIDER SOLUTIONS		2,855.42
01-3999	LEADS ONLINE		2,848.00
01-11500	BRIMAR INDUSTRES	SCORP	2,834.62
01-8308	DANIEL ROMAN	1099	2,829.92
01-10696	PA CAPT SCOTT PLLC	INDP	2,785.00
01-10611	AUSTIN ARMATURE WORKS, LP	PRTSH	2,780.58
01-10059	COX SUBSCRIPTION, INC	CORP	2,768.06
01-11107	MALONE/WHEELER, INC	SCORP	2,760.00
01-11462	SCOTT MOREHOUSE		2,731.59

VENDOR	NAME	CLASS	VOLUME
01-11134	THYCOTIC SOFTWARE LLC	LLP	2,719.00
01-0660	RICOH		2,660.00
01-11576	EBSCO INDUSTRIES INC	C-CRP	2,658.00
01-9615	FITCH & ASSOCIATES LLC	VNDR	2,645.00
01-11456	TEXAS EXCAVATION SAFETY SYSTEM	CORP	2,641.95
01-11471	1SMARTLIFE,LLC	LLC.	2,622.00
01-9993	COMAL COUNTY ELECTIONS		2,618.01
01-10566	LODDE TYPEWRITER CO.	C-CRP	2,551.38
01-9470	BRANDON J HILL	1099	2,541.00
01-8853	NEWSBANK	C-CRP	2,540.00
01-0724	ACT PIPE & SUPPLY, INC.	CORP	2,521.96
01-11579	SALES FORCE	C-CRP	2,520.00
01-11457	SOUTH TEXAS BLOOD & TISSUE CEN	C-CRP	2,508.00
01-9846	DANIEL TREVINO	1099	2,491.35
01-10720	BEASLEY TIRE SERVICE-HOUSTON	SCORP	2,490.10
01-11611	LAW OFFICE OF	INDP	2,488.75
01-11553	JOHNNY CUMPIAN		2,467.74
01-6079	MICHAEL MCGUIRE		2,467.03
01-9900	JASON ELLIS		2,457.03
01-10674	CI TECHNOLOGIES INC	SCORP	2,450.00
01-0202	TEXAS WORKFORCE COMMISSION		2,445.42
01-9844	BILL FREEMAN	1099	2,429.10
01-3708	ASPHALT PATCH ENT. INC.		2,417.37
01-5472	JASON MABBITT	1099	2,411.50
01-11432	MARIO HERNANDEZ		2,390.66
01-10148	SCHERTZ PARKWAY PHYSICAL THERA	LLC,	2,325.00
01-11595	WORKERS ASSISTANCE PROGRAM	C-CRP	2,310.54
01-8013	DEPARTMENT OF STATE OF HEALTH		2,310.00
01-11458	AIR RELIEF TECHNOLOGIES	CORP	2,309.48
01-10686	JASON HANLEY	EMP	2,303.88
01-9664	MITCHELL REPAIR INFORMATION CO	VNDR	2,297.20
01-9747	NOVITAS SOLUTIONS		2,290.50
01-11552	ALDO LARA		2,263.10
01-9867	JOHN ORTIZ		2,248.91
01-11381	MIRANDA MARTIN		2,245.37
01-9469	MICHAEL DAVIS	1099	2,240.00
01-11504	BENTWOOD ENTERPRISES INC	SCORP	2,231.28
01-6685	HILL'S PET NUTRITION SALES, IN		2,214.46
01-11557	JEFFREY KRIVACKA		2,191.08
01-0667	MIDTEX OIL, INC.		2,179.25
01-9790	CENGAGE LEARNING		2,170.09
01-0122	U.S. POSTAL SERVICE		2,168.40
01-11549	ADAM SAMANIEGO		2,161.61
01-10519	MANAGER PLUS SOLUTION, LLC	LLP	2,158.08
01-11000	UNITED HEALTHCARE SERVICES, IN	C-CRP	2,111.35
01-9976	JENNIFER JONES		2,108.50
01-8457	TEXAS UNDERGROUND		2,108.08
01-11468	GILLESPIE CUSTOM CABINET'S LLC	SCORP	2,100.00
01-0127	PATHMARK TRAFFIC PRODUCTS		2,084.85
01-4524	KNOX		2,079.00
01-11560	ADRIAN ZUNIGA		2,075.92
01-11383	G NEWMAN PARSLEY LEGACY INC	SCORP	2,075.00

VENDOR	NAME	CLASS	VOLUME
01-11565	VANTAGE PUMP AND COMPRESSOR	PRTSH	2,053.00
01-11551	JOAQUIN MONTES		2,050.15
01-10535	SHAWN O LEARY	INDP	2,038.84
01-10248	RUDY CANTU DBA	1099	2,025.00
01-0745	HUMANA HEALTH CARE PLANS		2,020.96
01-10826	CARDIO PARTNERS, INC.	C-CRP	2,019.50
01-3620	MANNY CASAS		2,000.00
01-11436	GUARDIAN ALLIANCE	C-CRP	2,000.00
01-10965	HECTOR GONZALEZ	INDP	2,000.00
01-10032	NEXT GENERATION	1099	2,000.00
01-0459	TEXDOOR, INC.		1,994.80
01-3877	AMIGOS LIBRARY SERVICES		1,984.10
01-5482	RENEE DAVIS DBA	INDP	1,980.00
01-10716	ESD, LIMITED DBA	C-CRP	1,975.00
01-6737	FLY AWAY LOGOS	1099	1,972.00
01-0465	METRO FIRE APPARATUS	C-CRP	1,970.00
01-11617	SECURITY 20/20 INC	SCORP	1,968.00
01-2554	AMERICAN AMBULANCE ASSOC	CORP	1,950.00
01-0098	INDUSTRIAL DISPOSAL SUPPLY		1,931.48
01-11550	CHRISTOPHER REYNOSA		1,922.26
01-8173	CLOSNER EQUIPMENT CO.		1,900.00
01-11475	DANIELLE APGAR		1,896.75
01-11558	MEGAN FENNESY		1,893.09
01-10468	GREAT SOUTH TEXAS CORPORATION	SCORP	1,887.90
01-11546	DANE ANDERSON		1,873.39
01-6568	EWING IRRIGATION SUPPLIES		1,869.32
01-10595	GALLS		1,864.56
01-9550	GERALD A HOFFMAN	INDP	1,850.00
01-11556	THOMAS MARQUEZ		1,829.54
01-6529	GOV DEALS, INC		1,822.20
01-11460	CROWN AWARDS	SCORP	1,814.36
01-11416	TRISTAR METALS, INC	SCORP	1,797.50
01-6077	ARIAS & ASSOCIATES		1,797.45
01-10580	COLLECTIVE DATA	SCORP	1,797.00
01-10398	KADE LONG		1,796.70
01-11561	DANIELLE FASCHINGBAUER		1,788.92
01-11474	DOVICO SOFTWARE INC	W8	1,782.00
01-11630	LOG ME IN USA INC	C-CRP	1,764.00
01-0635	V.H. BLACKINTON		1,742.74
01-9642	HEWLETT PACKARD FINANCE SERVIC	VNDR	1,729.52
01-11116	DONALD SARTEN		1,728.29
01-0609	STEWART STEVENSON SERVICE		1,725.62
01-5647	AEROBIC SERVICES OF SOUTH TEXA		1,725.00
01-9230	SCHERTZ EMBROIDERY, LLC	VNDR	1,690.44
01-10637	STACEY N LOVETT	INDP	1,687.50
01-9905	ASTEX	VNDR	1,680.00
01-2425	HEAT SAFETY		1,674.50
01-1261	HYDRAULIC SUPPLY & SERVICE CO	C-CRP	1,655.42
01-3348	USAA		1,640.00
01-0441	FLUID METER SERVICE, CORP		1,600.00
01-6348	NATIONAL CONSTRUCTION RENTALS		1,588.08
01-11582	DELIBERATE DYNAMICS INC	SCORP	1,585.00

VENDOR	NAME	CLASS	VOLUME
01-9831	PLASTIC CARDS INC dbaRAINBOW P	1099	1,580.00
01-0217	OMNIBASE SERVICES, INC.		1,573.40
01-10430	US PATRIOT LLC	LLP	1,571.70
01-3452	MAGNUM TRAILERS	CORP	1,562.75
01-11559	MICHAEL BARLOW		1,531.75
01-0152	SIRCHIE FINGERPRINT LAB.		1,529.14
01-11530	SMOKE QUE BREW VENUE 78205, LL	PRTSH	1,500.00
01-10410	OPERATION COMFORT	VNDR	1,500.00
01-11479	SPUR & LAUNDRY & CLEANERS INC		1,482.55
01-3610	TEXAS STATE LIBRARY AND		1,478.00
01-10975	H.I.S. CENTRE	EXPT	1,400.00
01-10904	RITZ SAFETY LLC	LLC.	1,366.55
01-3574	WILLIAMS SUPPLY COMPANY		1,360.55
01-9028	SUPPLIZE		1,354.47
01-2512	TAGITM		1,335.00
01-0804	DEPARTMENT OF INFORMATION		1,320.10
01-11347	GROOVE KNIGHT PRODUCTIONS, LLC	LLC.	1,300.00
01-11051	HCL MECHANICAL SERVICES, LLC	LLC	1,296.00
01-6286	CMI INC.		1,295.00
01-10923	HCOP, LLC DBA HILL COUNTRY	LLC.	1,287.94
01-10683	TAYLOR CORPORATION DBA	SCORP	1,279.84
01-0035	COOPER EQUIPMENT COMPANY		1,275.00
01-10655	GTS TECHNOLOGY SOLUTIONS INC	SCORP	1,271.27
01-11394	PROFESSIONAL AMBULANCE SALES	INDP	1,238.08
01-5317	FFF ENTERPRISES		1,237.20
01-6035	AT&T MOBILITY		1,235.30
01-9525	TAVF	VNDR	1,225.00
01-11058	DEARREADER.COM LLC	LLC,	1,200.00
01-5068	ADVANTAGE COMMUNICATIONS	SCORP	1,197.50
01-3204	GEHA		1,187.56
01-11566	GLOBAL INDUSTRIAL EQUIPMENT	SCORP	1,186.95
01-4106	DIETZ TRACTOR		1,186.61
01-10657	TIFFANY DANHOF		1,186.00
01-6736	RDO EQUIPMENT CO.		1,181.99
01-8341	FIRST CHECK		1,172.00
01-11567	TATOR PLUMBING LLC	INDP	1,165.00
01-10472	EDGAR NAJERA dba	INDP	1,141.50
01-1500	DLT SOLUTIONS LLC	LLP	1,125.75
01-0705	VOSS LIGHTING		1,115.25
01-0675	OLD DOMINION BRUSH	C-CRP	1,107.74
01-10996	THE CENTER FOR AMERICAN	C-CRP	1,100.00
01-10009	SOUTHERN COMPUTER WAREHOUSE	VNDR	1,093.00
01-11117	MOSES FLORES		1,083.79
01-11234	JOSE MARTINEZ		1,083.26
01-7228	MALDONADO LANDSCAPE & IRRIGATI		1,081.65
01-10092	ALBERT URESTI, MPS,PCC		1,049.57
01-0025	BOUND TO STAY BOUND		1,033.62
01-2360	BETA TECHNOLOGY		1,029.00
01-1397	TEXAS TROPHIES		1,022.85
01-2947	HPSO		1,015.00
01-9471	BLUE BONNET PALACE INC.		1,000.00
01-0282	H. P. PRINTING		998.00

VENDOR	NAME	CLASS	VOLUME
01-11532	C3 PATHWAYS, INCORPRATED	SCORP	995.00
01-10380	LIBRARY IDEAS, LLC	LLC	995.00
01-4224	CARLISLE AUTO AIR		981.92
01-9684	JASON R BURCH	1099	977.15
01-8979	WINFIELD SOLUTIONS, LLC		975.60
01-0054	DIXIE FLAG MANUFACTURING		974.68
01-4445	JOHN L PERRY JR.	1099	968.00
01-11045	M&S ENGINEERING, LLC	LLC	967.50
01-9709	ERIC W SLAZENIK	1099	960.00
01-4446	HARRY HEWLETT		959.91
01-11472	RSM US LLP	PRTSH	950.00
01-11600	COLLABORATIVE SUMMER		936.55
01-1399	DIXIE OIL COMPANY	CORP	935.27
01-10198	COMMUNITY COFFEE	LLC	930.00
01-11179	CONTINENTAL AMERICAN INSURANCE	C-CRP	920.20
01-8970	MOVIE LICENSING USA		916.00
01-5427	GFOA		915.00
01-6009	ACCESSIBILITY UNLIMITED		900.00
01-6570	KIM ROBERT ZIARKOWSKI	1099	880.00
01-1144	HOME DEPOT		875.60
01-7534	MYLES CLAUSER		875.35
01-0470	ALAMO TEES		872.50
01-11467	ANGEL CARPENTER		868.50
01-0313	TERRYBERRY COMPANY		858.54
01-11590	RIT SAFETY SOLUTIONS LLS	LLC.	856.66
01-11518	DEVON SALOKA		855.11
01-11542	PHIL FLANAGAN	INDP	850.00
01-3937	BIG MOE AUTOMOTIVE REBUILDERS	SCORP	849.00
01-7636	CLYDE C MC COLLOUGH III	1099	825.00
01-11615	TURNAGE & ASSOCIATES LLC	LLC.	825.00
01-5501	SAN MARCOS TRAINING CENTER		823.00
01-8972	GLOBAL INDUSTRIAL CO.	VNDR	814.95
01-3990	ERGOMETRICS	CORP	800.00
01-10949	TEXAS EMS ALLIANCE, INC.	C-CRP	800.00
01-10546	MONICA KUEHN		799.67
01-11072	PRI MANAGEMENT GROUP	SCORP	790.00
01-11083	TYLER BOWKER	1099	782.50
01-0698	TEDC		779.00
01-5752	SAMA		775.00
01-2460	THE PRODUCTIVITY CENTER		775.00
01-9176	THOMASTURFGRASS		772.50
01-0213	TEXAS POLICE CHIEFS ASSOC		772.50
01-10462	ISO GROUP. INC	C-CRP	771.00
01-7167	3M		768.00
01-11450	ANDERSON YARD SOLUTIONS, INC.	C-CRP	766.00
01-1475	STATE CHEMICAL MANUFACTUR		760.21
01-9450	PARK PLACE RECREATION DESIGNS		757.00
01-11599	ROSEDREW, INC	SCORP	756.00
01-5798	WEBQA		750.00
01-2572	CITY OF NEW BRAUNFELS		750.00
01-11043	CHARLES STAIR		749.50
01-10770	A.J. ARRIAGA		749.50



VENDOR	NAME	CLASS	VOLUME
01-11509	LONNIE HARE	INDP	738.00
01-10921	DREW VINCENT		709.50
01-9829	SOUZAMAPHONE MARKETING LLC	VNDR	700.00
01-11594	CENTRALSQUARE TECHNOLOGIES LLC	LLC.	699.00
01-9602	HILLORY HALBARDIER		690.00
01-6149	KUSSMAUL ELECTRONICS COMPANY		686.98
01-0489	NATIONWIDE RETIREMENT SOL		680.00
01-1342	VULCAN MATERIALS COMPANY		677.00
01-11430	PROFORCE MARKETING INC	SCORP	676.47
01-0228	TERMINIX INTERNATIONAL L.P	1099	671.00
01-1354	FOREMOST PROMOTIONS		667.71
01-5080	KIMBALL MIDWEST		662.49
01-0517	DAVIS & STANTON		659.00
01-9923	BLIND DOG PRODUCTIONS,	VNDR	651.81
01-1170	INTERSTATE BILLING SERVICE		642.50
01-10139	CHRISTOPHER S COUCH	1099	640.00
01-11585	CON10GENCY CONSULTING LLC	LLC	629.00
01-11165	HEART OF TEXAS CUSTOMIZED	INDP	629.00
01-10925	NEOPOST USA INC.		608.76
01-11570	ONE BEAT CPR	LLC.	605.00
01-6053	BUD'S EMBROIDERY OUTLET		602.00
01-11571	ROBERT DOBRATZ		601.92
01-11544	GOCC, INC DBA	SCORP	600.00
01-11297	JONI JOHNSON		600.00
01-9283	WELLMED MEDICAL MGMT INC.		596.03
01-10578	BROOKS ELECTRIC LLC	INDP	595.48
01-11424	A-7 AUSTIN, LTD	C-CRP	594.80
01-5888	CENTER POINT LARGE		593.22
01-2668	MONARCH TROPHY STUDIO	CORP	585.00
01-3205	CIGNA		579.00
01-10197	GREGORY CROUCH dba	INDP	564.00
01-11488	AMP YOUR GOOD, INC	C-CRP	563.00
01-0004	AMSTERDAM PRINTING & LITH		559.95
01-11110	CHELSEA GARCIA		559.00
01-5540	SUNBELT RENTALS INC.		558.80
01-11402	THE KEY DEPOT/VILLAGE LOCKSMIT	LLC.	554.40
01-1078	STRUCTURAL TECHNOLOGY, IN		550.00
01-10178	RESCUE PHONE, INC.	CORP	550.00
01-11273	SCHERTZ EMBROIDERY, LLC	LLC.	545.30
01-2533	INGRAM READYMIX INC		545.00
01-5298	4 IMPRINT INC.		539.63
01-10404	CORPORATION SERVICE COMPANY	SCORP	535.50
01-11151	MARK WELCH		531.00
01-11513	KURANDA USA INC	C-CRP	530.17
01-10646	DENISE CONNORS		526.09
01-6156	TEXAS ALTERNATOR		525.00
01-0066	EWALD KUBOTA INC.		519.18
01-0626	ALTEX ELECTRONICS, LTD	VNDR	516.96
01-0806	BLUE CROSS BLUE SHEILD		511.76
01-11194	TOYOTA CREDIT CORPORATION	C-CRP	510.29
01-8557	CHRISTOPHER C FOERSTER	1099	501.50
01-11495	AMY ANDERSON		501.50

VENDOR	NAME	CLASS	VOLUME
01-11343	DAVID R ROHRER	INDP	500.00
01-11534	RONALD C CARTER DBA WEAPON	INDP	495.00
01-0582	TEXAS MED CLINIC		494.00
01-11489	IDENTISYS INC	SCORP	487.00
01-11255	ALLISON HEYWARD		480.90
01-11441	RUBEN RODRIGUEZ	INDP	480.00
01-11419	MICHAEL P TOKARSKI	INDP	480.00
01-5134	TEXAS WATER UTILITIES ASSOCIAT		475.00
01-1183	BURCH ROOFING		475.00
01-9392	CAD SUPPLIES SPECIALTY		474.30
01-8527	MSB		464.00
01-1121	HELPING HAND HARDWARE		462.09
01-11182	NATIONAL INSTITUTE OF GOVERNMENT	C-CRP	460.00
01-9793	STANLEY BRUCE LELAND	INDP	450.00
01-10579	STANDARD CHAIR GARDNER INC	SCORP	448.00
01-5130	TEXAS ACADEMY OF ANIMAL CONTRO		425.00
01-11187	AMERICAN FAMILY LIFE ASSURANCE	C-CRP	424.07
01-11208	426 MAIN ST LLC	LLC.	418.50
01-9832	WESTPOINTE ANIMAL CARE, PLLC	VNDR	411.13
01-11163	BLUETARP FINANCIAL, INC.	C-CRP	409.96
01-0036	CONTRERAS FLOWERS & GIFTS		406.00
01-8852	LUCILLE A THOMAS	1099	400.00
01-7797	PATRICK LEWIS	1099	400.00
01-11190	BOBBI KIOLBASSA DBA	INDP	400.00
01-10765	IWS GAS AND SUPPLY OF TEXAS	PRTSH	398.89
01-0448	GRAYBAR		395.86
01-11602	PRO STAR SERVICES, INC	SCORP	392.80
01-10584	BOOT BARN	C-CRP	388.94
01-11464	PUBLIC RISK MANAGEMENT ASSOCIA	501C3	385.00
01-11577	ERROL F SHIPLER DBA SOUTH	INDP	380.00
01-10619	JOSE VILLALOBOS	1099	380.00
01-5659	LESA WOOD		377.50
01-4659	LEXIS NEXIS RISK DATA MANAGEME	CORP	376.66
01-7964	PRO PHOTO OF TEXAS		375.00
01-11101	LAURA WAHRMUND DBA	1099	375.00
01-10639	PACESETTER K9 LLC	LLC	375.00
01-1584	AETNA	C-CRP	365.14
01-0659	SAN ANTONIO AMBULANCE SALES		361.72
01-7420	RENE ZARATE		356.74
01-8016	T.A.P.E.I.T		350.00
01-0694	TDLR		350.00
01-0088	V.F.W.		350.00
01-10819	CRAFCO INC	C-CRP	346.11
01-0318	BRODART COMPANY		342.38
01-11278	WILLIAM D PAPPAS DBA	INDP	341.64
01-0456	UNITED WAY		340.00
01-11307	GAYLE WILKINSON		339.18
01-11160	BRYAN SALGE		331.50
01-11621	POWERPLAN OIB		331.23
01-11543	BREACHING TECHNOLOGIES INC	SCORP	330.23
01-11484	REAL ESTATE PORTAL USA LLC	LLC.	324.74
01-6773	VICTOR GONZALES	1099	320.00

VENDOR	NAME	CLASS	VOLUME
01-10063	SCOTT D RIFE	1099	320.00
01-2437	SAN ANTONIO BRAKE & CLUTCH		319.42
01-0216	VERMEER EQUIPMENT OF TEXA		318.84
01-11522	JULIO C MACHADO		315.02
01-4936	WILLIAM SUTTON	1099	306.00
01-9796	MICHAEL HANSEN		300.00
01-6861	LUNA'S GLASS WORKS		300.00
01-6711	PRONTOS SEPTIC SERVICES		300.00
01-11508	RICHARD EADS	INDP	300.00
01-10745	KIRA VILLARREAL	INDP	300.00
01-11537	UNITED REFRIGERATION INC.	1099	292.50
01-6468	STEPHEN GILLARD		291.00
01-11125	ERIC BROWN		291.00
01-7197	SARAH GONZALEZ		290.30
01-10268	4T PLUMBING & DRAIN	VNDR	289.00
01-2083	TEXAS INDUSTRIAL RADIATOR		288.00
01-11477	REBECCA VERA		286.50
01-4733	BARNARD & DONEGAN		282.00
01-10013	PAUL LOPEZ		280.00
01-2741	DUCHESNE INC	SCORP	278.50
01-11102	NATALIE SHULTS		274.50
01-0775	TRACE ANALYTICS, INC.		262.73
01-11629	NICOLE KROMER		257.81
01-4833	GREY HOUSE PUBLISHING DBA	VNDR	252.50
01-5159	STEPHEN PULASKI		252.00
01-10449	SAMUEL CLEMENS-CULINARY CLUB		251.00
01-9737	HITS INC.	VNDR	250.00
01-9276	TEXAS MARSHAL ASSOCIATION		250.00
01-8461	ROAD RUNNER TOWING		250.00
01-3736	ESRI		250.00
01-11506	DIANA RODRIGUIZ URIBE	INDP	250.00
01-11505	MARTHA P MENCHACA	INDP	250.00
01-11563	AMY DEFONCE		249.90
01-9760	MIKE SHOWN		248.50
01-10994	MELISSA UHLHORN		248.50
01-5287	REGAL PLASTICS SUPPLY COMP, IN		247.00
01-2520	MATTHEW BENDER & CO INC		245.10
01-10666	LAUREN SHRUM		242.50
01-11608	U.S. POSTAL SERVICE		240.00
01-5716	COMMERCIAL KITCHEN		238.00
01-4937	IIMC-INT INSTITUTE OF MUNICIPA	EXPT	235.00
01-11597	ADRIAN PEREZ		234.50
01-7472	DEBBIE KRAUSE	1099	226.50
01-5200	ICMA		225.00
01-11573	BEXAR COUNTY EMERGENCY	EXPT	225.00
01-11113	TEXAS PUBLIC PURCHASING	501C3	225.00
01-10491	JENNIFER JONES		224.03
01-0357	LESLIE'S POOL SUPPLIES IN		222.74
01-11304	EMILY DELGADO		222.00
01-7134	TCCA		220.00
01-1228	WAUKESHA-PEARCE INDUSTRIE		219.20
01-11001	LK JORDAN SAN ANTONIO, LTD	PRTSH	214.74

VENDOR	NAME	CLASS	VOLUME
01-11580	PRE-PAID LEGAL SERVICES, INC.	CORP	212.27
01-3832	CARL QUAST		210.50
01-10098	JACKIE GAINES		206.00
01-5341	FASTENAL INDUSTRIAL		204.25
01-11291	GAYLE WILKINSON		203.20
01-5654	REGIONAL WATER ALLIANCE		200.00
01-1535	TX MUNICIPAL CLERKS CERT PROGR		200.00
01-0157	TMCEC		200.00
01-1871	TCMA		197.00
01-7947	UNITED HEATHCARE INS.		196.81
01-11284	SANDRA BABETT MARTIN		196.25
01-11197	MICHAEL GUITERREZ DBA	INDP	196.08
01-11593	SUZANNE WILLIAMS		196.00
01-11521	JOHN AGULLERA	INDP	195.00
01-0549	LANGUAGE LINE SERVICES		190.01
01-11401	PAMELA AMEN		188.00
01-11038	JARED MONTNEY		187.50
01-6129	HUMANA		181.65
01-11034	JENNIFER KOLBE		181.50
01-11129	MIKE HEGARTY	INDP	173.25
01-11605	DYLAN OTT		171.50
01-4710	AMERICAN SIGNAL		167.20
01-7449	TEXAS MEDICAID & HEALTHCARE		166.10
01-0642	OCCUPATIONAL HEALTH CENTERS	1099	166.00
01-11497	JERRY PEREZ		165.50
01-11496	MARC YAMAZI		165.50
01-11490	RALPH GUTIERREZ		165.50
01-6071	GFOAT		160.00
01-10767	HEATHER LEA KELLEY	INDP	160.00
01-10134	GABRIEL MONCADA	1099	160.00
01-11123	JESSICA DIANE SULLIVAN	INDP	157.50
01-10287	WITMER PUBLIC SAFETY GROUP, IN	CORP	157.02
01-10353	GILBERT DURANT		155.50
01-3653	THOMSON WEST		154.00
01-11143	JENNIFER CALLICOAT		153.50
01-11024	NICHOLE KUHLMANN		153.50
01-11606	DONALD SCIBIENSKI		152.50
01-11431	JOHN VON HOVEN JR.	INDP	152.50
01-9688	TOM HOLLICK		152.00
01-11538	BRADY DAVIS	INDP	150.00
01-11528	SABINA PEERBHAI	INDP	150.00
01-11516	DAVID W MARTN	INDP	150.00
01-0168	SEGUIN GAZETTE/ENTER.		145.00
01-9369	THE FIRE CENTER CORP.		144.00
01-6326	TONY MC FALLS		140.00
01-5600	TCMA REGION 8		140.00
01-2082	TCOLE		140.00
01-11035	SCOTT MCCLELLAND		140.00
01-0238	SAN ANTONIO BUSINESS JOURNAL		140.00
01-5105	NEOPOST USA		139.73
01-11252	ALTEC INC	SCORP	136.00
01-5754	BLUEBONNET PET CREMATORY		135.00

VENDOR	NAME	CLASS	VOLUME
01-10377	ANTONIO VALLE	EMP	133.00
01-0351	BRYAN TIMMONS		133.00
01-10561	BROWN REYNOLDS WATFORD	C-CRP	132.00
01-4343	USA BLUE BOOK		131.90
01-11480	ROY T KING		127.00
01-6374	AT&T LONG DISTANCE		126.15
01-4257	TEXAS STATE UNIVERSITY-SAN MAR		125.00
01-10708	AMERICAN SAFETY & HEALTH INST.	CORP	124.75
01-11359	JAMES BROWNE		124.50
01-11358	CHARLES KELM		124.50
01-3245	TEXAS DEPT OF HEALTH		120.00
01-10930	GTC SERVICES LLC	INDP	120.00
01-10673	GTC SERVICES, LLC DBA	INDP	120.00
01-10955	CHARIS KEMPEN		118.11
01-0984	P.F. PETTIBONE & CO.	C-CRP	115.95
01-4240	TEXAS MUNICIPAL CLERKS PROGRAM		115.00
01-2310	TEXAS DEPT OF PUBLIC SAFETY		115.00
01-11524	LUIS J FLORES		115.00
01-10399	MOBILE MOUNTING SOLUTIONS	SCORP	114.23
01-3963	ANGELA GREEN		108.50
01-10942	HEATHER ROCHA		108.50
01-11235	KIMBERLY HARRIS		101.00
01-5493	WPS		100.05
01-7068	JAMES WALTERS		100.00
01-4291	CERTIFIED WELDING TECH. BUREAU	CORP	100.00
01-11613	SANDRA BABETT MARTIN		100.00
01-11541	CARLOS PAULK		100.00
01-11540	STANLEY MOORE		100.00
01-11478	WEST PUBLISHING CORPORATION	C-CRP	100.00
01-11459	CATHERINE ANTON BATY	INDP	100.00
01-11244	ALAMO CHAPTER-TCMA		100.00
01-0987	CUMMINS SOUTHERN PLAINS,		100.00
01-9879	BRIAN JAMES		98.00
01-10403	ASHLEY DEASY		98.00
01-10991	MELISSA ASHCRAFT		97.76
01-11607	DAWNIECIA HARDIN TRUSSELL		91.50
01-6232	SAN ANTONIO PUBLIC PURHASING A		90.00
01-0055	DPC INDUSTRIES	VNDR	90.00
01-10015	SOUTHWEST BRAKE & ALIGNMENT, I	VNDR	89.50
01-11148	NICK KOPLYAY		82.00
01-11002	DENISE MARIE CONNORS	INDP	80.00
01-10167	INTERNATIONAL ASSOCIATION FOR	CORP	80.00
01-11510	KORRIN BOND		77.82
01-10945	STEVEN BROZOVIC	EMP	77.50
01-5449	TEXAS PRIMA		75.00
01-4641	TMHRA		75.00
01-1613	TEXAS MUNICIPAL COURTS ASSOC.		75.00
01-11318	H&E EQUIPMENT SERVICES INC.	C-CRP	75.00
01-4655	FERGUSON ENTERPRISES INC.		72.91
01-11512	MELISSA GOMEZ		71.10
01-11340	ARMANDO ALCALA		71.00
01-11586	GAMBER-JOHNSON, LLC	INDP	66.00

VENDOR	NAME	CLASS	VOLUME
01-4853	NARDIS PUBLIC SAFETY		65.99
01-1749	MORTELLARO'S NURSERY, INC		62.50
01-11604	ISAAC RODRIGUEZ		61.00
01-11575	ARMANDO CASARES		61.00
01-11476	JORDAN VILLARREAL		57.00
01-1356	TEXAS STATE BOARD OF PLUMBING		55.00
01-11535	MISTY JOHNSON		54.00
01-11531	MELISSA FLECK		54.00
01-0322	UNITED PARCEL SERVICES		53.64
01-10275	TEXAS DEPT OF MOTOR VEHICLES		52.50
01-11539	OLIVIA DOMINGUEZ		50.00
01-10718	JACOB MONTOYA INSURANCE AGENCY	INDP	50.00
01-11333	STRATEGIC FLEET SOLUTIONS LLC	INDP	49.89
01-11637	ROBERTO MATA		49.00
01-11469	UDALE ARMSTRONG		48.00
01-11008	ALLEN DIAZ		48.00
01-10907	ANTHONY JIMENEZ		48.00
01-10769	DEVAN FLORES		48.00
01-10733	D&K TOUN, INC	C-CRP	48.00
01-10471	JEREMY RYEL		48.00
01-10309	ISMAEL P PARDO	EMP	48.00
01-0461	AARON R DAMMANN		48.00
01-9870	MELISSA ASHCRAFT		46.25
01-7232	KELLY KALLIES		45.80
01-10992	ESTHER MENDOZA		44.76
01-6939	RODOLFO ROSALES		41.47
01-9404	DAVID SCAGLIOLA		40.00
01-4666	MICHAEL CARPENTER		40.00
01-11461	TIMOTHY BROWN		40.00
01-11247	ROBIN SMITH		40.00
01-10691	JONATHON SCOTT LARSON		40.00
01-10689	RALPH GUTIERREZ		40.00
01-8780	PATTY HORAN		39.31
01-3717	ERIN MATLOCK		37.50
01-10997	SARAH SALAZAR		37.50
01-11517	ANGEL ALONZO		37.00
01-7382	MARY SPENCE		36.73
01-9058	THOMAS BROOKS		34.75
01-11618	CHRIS J WILSON		34.71
01-9621	BERNICE FOX		32.00
01-9914	MATHEW MC COLLUM		28.00
01-3941	MATT TRONCOSO	1099	28.00
01-3516	TEXAS DEPT. OF LICENSING		25.00
01-11645	UNIVERSITY OF HOUSTON	EXPT	25.00
01-11526	CITY OF FORT WORTH	EXPT	24.98
01-11562	JEFFREY KRIVACKA		24.00
01-11587	CITY OF DECATUR	EXPT	22.95
01-10736	DONNEY MARTIN		22.83
01-0340	BOAT		20.00
01-11322	JACKIE GAINES		14.00
01-10351	SANDRA EDWARDS		14.00
01-0446	JOHNSTONE SUPPLY		12.18

VENDOR	NAME	CLASS	VOLUME
01-11525	PIKES PEAK LIBRARY DISTRICT	501C3	11.67
01-0958	A-1 FIXIT SHOP	VNDR	9.98
01-11219	SOUTH TEXAS AUTO PARTS COMPANY	SCORP	5.38
01-10076	BRUNO SEPEDA		5.10
01-2578	MELISSA UHLHORN		5.00
01-4798	SHAWN CEEKO		3.00
TOTAL			38,588,247.97

## SELECTION CRITERIA

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VENDOR SET: 01-City of Schertz

VENDOR: All

CLASSIFICATION: All

FISCAL YEAR: 2019-2020

VOLUME RANGE: 0.01 THRU 999,999,999.99

VENDOR STATUS: All

REPORT SEQUENCE: Descending

\*\* END OF REPORT \*\*

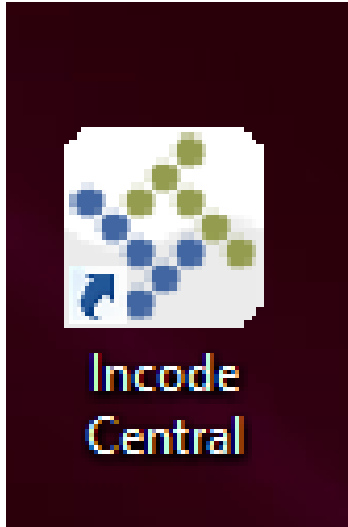


Vendor Name	Project	Department POC	Not To Exceed Amount Approved	Aggregate Total	Valid FY	Date Approved	Resolution Number
Ace Co		Lauren/Parks	\$48,000.00		FY18-19, 20, 21, 22	02/27/18	18-R-23
Arthur J Gallagher	Health Broker	Lindsey/HR	\$75,000.00		FY18, FY19, FY20	09/25/18	18-R-129
AUC Group	Pre-packaged sewer treatment plant	Jimmy/Public Works	\$511,700.00		FY18-20	10/25/16	16-R-81
Bound Tree Medical			\$150,000.00		FY18, FY19, FY20, FY21	02/06/18	18-R-03
C-3 Environmental	On-Call Concrete Repair and Replacement	Doug/Public Works	\$100,000.00		FY19-22	12/03/19	19-R-162
C-3 Environmental	On-Call Concrete Repair and Replacement	Doug/Public Works	\$75,000.00	\$175,000.00	FY19	02/11/20	20-R-14
Caldwell Country Ford dba Rockwell	PW Vehicle Purchase	Doug/Public Works	\$125,000.00		FY19-20	02/11/20	20-r-13
Casco Industries	Firefighting Equipment and Supplies		\$70,000.00		FY19-20	12/11/19	19-r-167
CDW		Myles/IT	\$95,000.00		Fy19-20	01/07/20	20-R-02
CityView			\$629,586.00		FY18-23	03/13/18	18-R-20
D Guerra Construction	1103 Utility Relocation	Scott/Engineering	\$980,099.22		FY19+	04/09/19	19-R-42
D&S Concrete Contractors	2018 SPAM Schedule 1		\$1,651,000.00		Upon Completion	11/12/19	19-R-150
Deere & Company		Suzanne/Public Works	\$100,000.00		FY19-20	07/07/20	20-R-04
Dell		Myles/IT	\$95,000.00		Fy19-20	01/07/20	20-R-02
Fuquay Inc	SPAM Resurfacing	Engineering	\$857,739.00		Project	04/14/20	20-R-37
Henry Schein			\$75,000.00		FY18, FY19, FY20, FY21	02/06/18	18-R-03
HydroPro Solutions	Replacement Meters	Jimmy/Public Works	\$125,000.00		FY20	11/12/19	19-R-147
Intech Southwest		Myles/IT	\$95,000.00		Fy19-20	01/07/20	20-R-02
Maldonado Nursery		Lauren/Parks	\$83,500.00		FY18-19, 20, 21, 22	02/27/18	18-R-23

MapleCrest Ford	Animal Services Vehicle	Bane/Police	\$68,136.93		FY20 Single Purchase	11/12/19	19-R-149
Motorola	Radios, Equipment, Technology		\$225,000.00		19-20	09/10/19	19-R-115
My House of Design			\$62,208.00		FY19-24	05/14/19	19-R-56
My House of Design	Additional Design Services	Linda/PA	\$5,000.00	\$67,208.00	FY19-24	01/28/20	20-R-11
Pattillo, Brown & Hill	Financial Audit Services		\$62,500.00		FY19-23	07/23/19	19-R-86
PCS Mobile		Myles/IT	\$95,000.00		Fy19-20	01/07/20	20-R-02
RL Rohde General Contractors	On-Call Concrete Repair and Replacement	Doug/Public Works	\$100,000.00		FY19-22	12/03/19	19-R-162
Selrico Services			\$114,000.00		18-22	06/26/18	18-R-72
SHI		Myles/IT	\$95,000.00		Fy19-20	01/07/20	20-R-02
Siddons Martin Emergency		Kade/Fire	\$315,000.00		fy19-20	12/04/19	19-r-156
Silsbee Ford	9 Police Vehicles		\$297,927.75		19-20	09/10/19	19-R-118
Silsbee Ford				\$500,000.00	19-20	04/14/20	20-R-39
Southern Computer Warehouse		Myles/IT	\$95,000.00		Fy19-20	01/07/20	20-R-02
Southwest Public Safety	Emergency vehicle equipment	Josh/PD	\$80,000.00		FY19-20	12/03/19	19-R-160
Stryker			\$161,392.00		FY 17-22	12/19/17	17-R-121
Stryker		Jason/EMS		\$185,000.00	FY19-20	02/25/20	20-R-23
Summit Integration Systems	Civic Center A/V Updates		\$235,150.00		FY19-20	09/24/19	19-R-135
The Ovid Bell Press			\$119,571.48		FY19-24	05/28/19	19-R-93
UBEO Business Services			\$145,000.00		FY 19 - 24	04/09/19	19-R-41
Vanguard Cleaning Systems	Custodial Services		\$103,791.72		19-24	09/10/19	19-R-122
WatchGuard Video			\$175,000.00		19-20	09/10/19	19-R-117

## How-To Guide for Viewing Current Vendor Spend

### Step 1: Sign into Incode



### Step 2: Menu -- Accounts Payable -- Tools -- Vendors

Vendor Management - (Read Only)

File Edit Options Help

Vendor Set: 01-City of Schertz Name: Vendor: Next Vendor # Status: Active

General Other Detail Checks Information Comments Purchase Orders

**Information**

Sort Key: Phone: Fax: Contact: E-Mail: Vendor Class: Taxpayer ID: TIN Type: ☐ SSN ☐ EIN 1099 Box: W-9 Received: Not Received Contractor Type: <None> IRS Levy: Balance Due: 0.00 Pending: 0.00

**Remittance Address**

Address 1: Address 2: City: State: Zip:

**Shipping Address**

Address 1: Address 2: City: State: Zip:

**IRS 1099 Mag Media Reporting Fields**

Payee Name1: ☐ Name ☐ Addr1 Payee Name2: ☐ Name ☐ Addr1 ☐ None

**IRS 1099**

Use Shipping Address: ☐

Exit

Key Entry: ig1281

### Step 3: Select the vendor

Vendor Management - (Read Only)

File Edit Options Help

Vendor Set: 01-City of Schertz Name: Vendor: 1183 Next Vendor #: Status: Active

General

Vendor Selection

Sort Key: BURCH ROOF Vendor Set: 01 Vendor ID: Search:

Vendor ID	Name	Address	Status
01 1183	BURCH ROOFING	110 FM 78 SCHERTZ, TX 78154	A
01 6803	BUREAU VERITAS NORTH	LOCKBOX FILE 84156 DALLAS, TX 75284-1566	A
01 3837	BURY PARTNERS INC. CON	70 NE LOOP 410 SAN ANTONIO, TX 78216	A
01 5968	BUSINESS FACILITIES	THE LOCATION ADVI TINTON FALLS, NJ 07724	A
01 2513	BUSINESS INTEGRATORS	3130 ROGERDALE RE HOUSTON, TX 77042	A
01 5913	BUSSINESS INFORMATION	4640 WEST 77TH ST EDINA, MN 55435	A
01 8700	BUXTON	ATTN DAVID GLOVEF FORT WORTH, TX 76137	A
01 4639	TASB	P.O. BOX 4346, DEPT HOUSTON, TX 77210-4346	A
01 8773	BUY ROLLS INC.		A
01 2004	BVYA		A
01 7277	BWI COMPANIES, INC.	100 N. MAIN SCHULENBURG, TX 78956	A
01 0429	BEXAR COUNTY WCID #10	8601 MIDCROWN DR WINDCREST, TX 78239	A

Vendor Status: ☐ All ☒ Active ☐ Inactive ☐ On Hold OK Cancel

Use Shipping Address ☐

Exit

Step 4: Choose the tab labeled "Other" to review purchases by Fiscal Year

Vendor Management - (Read Only)

File Edit Options Help

Vendor Set: 01-City of Schertz Name: BURCH ROOFING Vendor: 1183 Next Vendor #: Status: Active

General Other Detail Checks Information Comments Purchase Orders

Reference: Default Template: Last Activity: 12/27/2018

Payment Options: Payment Method: Regular Stub Method: One Item per Check: EFT Profile:

History:

Fiscal Year	Purchases	Discounts
2018-2019	50054.98	.00
2017-2018	1525.00	.00
2016-2017	31121.97	.00

Terms: %: 0.00 Days: Day of Month: Day: 0

Net: Days: Day of Month: Day: 30

Notes:

Clear

View ig1281

Vendor Name	Spend \$\$	Approved NTE	Resolution	Res Date	Expiration	Project (if applicable)	
CIBOLO CREEK MUNICIPAL AU	\$5,508,118.17					SEWER FEES	
SCHERTZ-SEGUIN LOCAL GOVE	\$4,745,359.15					WATER USAGE, IMPACT FEES	
BOKF, NA	\$3,550,053.76					BOND PAYMENT	
BFI WASTE OF TEXAS LP	\$2,240,701.04					GARBAGE FEES	
UMB BANK	\$2,214,153.12					BOND PAYMENT	
CITY OF SCHERTZ	\$2,006,402.33						
D&S CONCRETE CONTRACTORS	\$1,501,199.00	\$1,651,000.00	19-R-150	11/12/2019	Upon Completion	2018 SPAM Schedule 1	
TMRS	\$1,417,586.99					RETIREMENT CONTRIBUTIONS	
TITAN LOOK OUT, LLC	\$746,991.90					EDC GRANT	
BBVA COMPASS BANK	\$715,409.25					BOND PAYMENT	
FUQUAY, INC.	\$686,191.77	857739	20-R-37	4/14/2020	Upon Completion	SPAM Resurfacing Project	
FIRST NATIONAL BANK TEXAS	\$621,644.50					BOND PAYMENT	
SCHERTZ EMS	\$605,155.77						
TML INTERGOVERNMENTAL RIS	\$508,325.23					INSURANCE	
SILSBEE FORD INC	\$481,048.00	\$500,000.00	20-R-39	4/14/2020			
JPMORGAN CHASE BANK	\$374,116.75					BOND PAYMENT	
CITIBANK	\$332,754.33					CITY CREDIT CARD	
CATERPILLAR INC.	\$316,960.81					EDC PAYMENT	
SIDDONS- MARTIN EMERGENCY	\$299,870.75	\$315,000.00	19-R-118, 19-R-156	12/4/2019	9/30/2020		
YMCA OF GREATER SAN ANTON	\$275,202.65	\$586,000.00	16-R-41, 15-R-74	6/10/2016	7/31/2036	REC/SR CENTER OPERATIONS	
TROXELL COMMUNICATIONS, I	\$215,150.00						
UNUM LIFE INSURANCE COMPA	\$213,406.08	BUDGETED ANNUALLY	18-R-144	11/16/2018	12/31/2021		
CITY OF SEGUIN	\$210,375.24	\$420,750.45	01-R-39		9/30/2023	EMS ILA PAYMENTS	
GUADALUPE APPRAISAL	\$184,478.52					TAX PAYMENTS	
MOTOROLA SOLUTIONS INC.	\$158,475.74	\$225,000.00	19-R-115	9/13/2019	9/30/2020		
TYLER TECHNOLOGIES	\$154,864.85	BUDGETED ANNUALLY				SYSTEM MAINTENANCE/ANNUAL FEES	
WATCH GUARD VIDEO	\$153,635.00	\$175,000.00	19-R-117	9/13/2019	9/30/2020		
EDWARDS AQUIFER AUTHORITY	\$148,518.38						
STRYKER SALES CORPORATION	\$144,709.07	\$185,000.00	20-R-23	2/26/2020	2/25/2020		
DENTON, NAVARRO,	\$139,302.55						
HYDROPRO SOLUTIONS	\$121,804.01	\$125,000.00	19-R-147	11/13/2019	9/30/2020		
LLOYD GOSSELINK ROCHELLE	\$121,123.21		15-R-59	7/8/2015	N/A		
CALDWELL COUNTRY FORD	\$116,030.00	\$125,000.00	20-R-13	2/11/2020	2/11/2020		
SELRICO SERVICES INC.	\$114,135.00	\$114,000.00	18-R-72	6/26/2018	6/26/2018		
CDW GOVERNMENT INC	\$101,924.11	\$95,000.00	20-R-02	1/8/2020	9/30/2020	**Already notified CC	
CVLGC	\$100,000.00		CVLGC2019-107			FINANCIAL CONTRIBUTION PAYMENT	
BRETT SYSTEMS INC. DBA	\$96,504.72	\$103,791.72	19-R-122	9/24/2019	9/30/2024		
VERIZON WIRELESS	\$95,954.71	BUDGETED ANNUALLY					
HENRY SCHEIN INC.	\$72,078.98	\$75,000.00	18-R-03	3/5/2018	9/30/2021		
COLONIAL LIFE & ACCIDENT	\$65,293.60	BUDGETED ANNUALLY					
AUC GROUP, L.P.	\$62,400.00	\$511,700.00	16-R-81	10/26/2016	9/30/2020	PRE-PACKAGED SEWER PLANT	
THE OVID BELL PRESS, INC.	\$60,209.78	\$119,571.48	19-R-93	8/5/2019	9/30/2024		
MAPLECREST FORD, INC.	\$58,886.93	\$68,136.93	19-r-149	11/22/2019	9/30/2020		
BOUND TREE MEDICAL LLC	\$57,757.34	\$150,000.00	18-R-03	3/5/2018	9/30/2021		
SOUTHWEST PUBLIC SAFETY	\$56,406.27	\$80,000.00	19-R-160	12/4/2019	9/30/2020		
SHI GOVERNMENT SOLUTIONS,	\$53,996.36	\$95,000.00	20-R-02	1/8/2020	9/30/2020		
AUTOMATIC DATA PROCESSING	\$53,679.83					ADP - AGREEMENT APPROVED, BUT NTE NOT ESTABLISHED	
DONOVAN BUTTER, D.O.	\$52,000.00	\$52,000.00	18-R-123	9/17/2018	9/30/2023	*Duplicate PO's created for 2 months (\$8666)	
SCHERTZ CHAMBER OF COMMER	\$51,770.45		19-R-111	9/13/2019	9/30/2024		
ICMA	\$51,021.86					457 PLAN CONTRIBUTIONS	
DATAPROSE, LLC	\$50,714.83						
BB INSPECTION SERVICES LL	\$49,000.00	\$49,999.00					
SLEDGE ENGINEERING LLC	\$48,700.00					Bldg 27 Renovation - Owner's Rep Services	
GALL'S, LLC	\$48,511.47						
CASCO INDUSTRIES INC.	\$47,693.00	\$70,000.00	19-R-167	12/11/2019	9/30/2020		
COMAL APPRAISAL DIST	\$46,246.00						
PATILLO, BROWN AND HILL	\$46,000.00	\$62,500.00	19-R-86	7/23/2019	9/30/2023		
HAYS COUNTY EMS	\$44,255.40	\$88,510.84	01-R-39	11/20/2011	9/30/2023		
GALLAGHER BENEFIT SERVICE	\$43,750.00	\$75,000.00	18-R-129	9/26/2018	9/25/2018		
BEECHER EMISSION SOLUTION	\$43,695.30						
ALAMO AREA COUNCIL	\$42,666.00						

DARRELL DULLNIG	\$41,000.00					
FARR WEST ENVIRONMENTAL S	\$40,408.43					
TEXAS COMMISSION ON	\$40,005.45					
TIME WARNER CABLE	\$39,387.92					
CIBOLO SMALL ANIMAL HOSPI	\$38,613.72					
MAIN STREET LEGACY, LLC	\$37,500.00					
SHAILA ABDULLAH DBA	\$36,628.00					
ESRI	\$35,250.00					
O'REILLY AUTO PARTS	\$34,689.51					
SOUTHERN TIRE MART LLC	\$33,756.30					
INGRAM LIBRARY SERVICES	\$32,055.04					
MIKE PIETSCH, P.E. CONSUL	\$32,000.00					
AMERICAN SPOT COOLING INC	\$30,939.84					
BRAUNTEX MATERIALS, INC.	\$30,232.49					
LARSON SYSTEMS INC DBA	\$29,844.00					
ROBERTS CONCRETE	\$29,122.00					
LEO A DALY CO. dba	\$28,780.00					
GRAINGER INC.	\$28,443.82					
BIBLIOTHECA LLC	\$28,223.86					
LOWE'S	\$27,978.78					
MASTER METER, INC	\$27,718.76					
AXON ENTERPRISE, INC.	\$27,000.00					
AUS	\$25,945.21					
CORE & MAIN LP	\$25,362.97					
UNITED STATES POSTAL SERV	\$25,000.00					
ECONET.COM INC DBA SENTIN	\$24,840.00					
MALDONADO NURSERY & LANDS	\$24,570.00					
OZIAS INC. DBA	\$24,480.00					
TERRENO SERVICES, INC.	\$24,280.85					
LEXIS NEXIS RISK DATA MAN	\$23,416.66					
LIFE EXTENSION CLINICS IN	\$22,275.00					
ALAMO CITY ARBOR CARE	\$21,200.00					
STRAC	\$21,011.50					
LOU-JON CONSTRUCTION CO I	\$20,975.55					
T.F. HARPER	\$20,713.48					
KENT POWERSPORTS, L.P.	\$20,666.19					
CIVICPLUS LLC	\$20,317.59					
GEAR CLEANING SOLUTIONS L	\$20,205.67					
FLOYD AKERS	\$20,000.00					
LOADOMETER CORPORATION	\$19,980.00					
TALBERT QUALITY	\$19,980.00					
CITY OF LULING EMS	\$19,802.76					
THE CHAPMAN FIRM, PLLC	\$19,478.60					
STRYKER CORPORATION	\$19,440.00					
HILLYARD	\$19,102.87					
COLLIER MATERIALS, INC	\$18,892.80					
CITY OF LIVE OAK	\$18,710.00					
VALMARK CHEVROLET	\$18,424.99					
CITICARDS	\$18,242.30					
TELEFLEX LLC	\$17,859.50					
TEXAS AIR SYSTEMS, LLC	\$17,637.00					
OFFICE DEPOT, INC.	\$17,591.01					
CAL-FOR PROPERTIES, LIMIT	\$17,531.19					
THE WASH TUB	\$17,290.00					
FINCH MECHANICAL CONTRACT	\$16,515.00					
MVBA LAW FIRM	\$16,354.44					
GUADALUPE COUNTY	\$16,204.96					
KIMLEY-HORN AND ASSOCIATE	\$15,960.00					
BEAR OIL	\$15,855.83					
AT&T	\$15,830.64					
TARGET SOLUTIONS LEARNING	\$15,405.05					
FRANCISCO & BELIA CAMAREN	\$15,190.21					

SAMUEL BIRCH &	\$15,000.00					
SOLARWINDS	\$14,607.00					
MPH INDUSTRIES, INC.	\$14,294.00					
AMERICAN HERITAGE LIFE I	\$14,202.20					
CITY OF SAN ANTONIO	\$13,920.98					
KELLER MATERIAL INC	\$12,609.41					
JONES & BARTLETT	\$12,490.13					
PRECISION DELTA CORP	\$12,397.20					
LINEBARGER GOGGAN	\$12,395.62					
KNEUPPER BRYSON PROPERTIE	\$12,100.00					
PATTERSON VETERINARY SUPP	\$11,018.40					
ABES PAINT & BODY	\$10,937.19					
SAN ANTONIO EXPRESS-NEWS	\$10,806.35					
GUADALUPE COUNTY	\$10,668.20					
ACROSS THE STREET PRODUCT	\$10,660.00					
FFF ENTERPRISES	\$10,304.40					
THE DAVEY TREE EXPERT CO.	\$10,240.00					
ADVANCED RESCUE SYSTEMS	\$10,045.00					
NEOFUNDS BY NEOPOST	\$10,022.08					
RUDY CANTU DBA	\$10,000.00					
ENVIORNMENTAL LIGHTING SE	\$9,765.30					
GREENSTONE ELECTRICAL	\$9,703.12					
GUAD-BLANCO RIVER AUTHORI	\$9,632.67					
DAVIS SUCCESS SOLUTIONS	\$9,546.54					
VOSS LIGHTING	\$9,525.70					
CHAPMAN REFRIGERATION, IN	\$9,473.00					
LIBERTY LAWN & LANDSCAPIN	\$9,449.80					
US DIGITAL DESIGNS	\$9,288.64					
SAM'S CLUB	\$8,929.86					
ASCO	\$8,885.33					
SAN ANTONIO RIVER AUTHORI	\$8,820.35					
STORM WIND LLC	\$8,700.00					
SA PARAMOUNT CO. INC.	\$8,580.00					
FORTILINE INC.	\$8,577.71					
VALLANCE	\$8,403.00					
DREAMSEATS LLC	\$8,301.84					
AXA EQUITABLE	\$8,239.73					
FITNESS IN MOTION	\$8,195.93					
POLLUTION CONTROL SERVICE	\$7,904.00					
THE WATERMARK GROUP, INC.	\$7,895.10					
US BANK EQUIPMENT FINANCE	\$7,866.18					
TAYLOR HEALTHCARE PRODUCT	\$7,824.90					
LOWER COLORADO RIVER AUTH	\$7,750.00					
CHANGE HEATHCARE LLC	\$7,709.21					
BRAINFUSE INC.	\$7,660.00					
ALAMO FORENSIC SERVICES L	\$7,500.00					
CINTAS CORPORATION	\$7,459.22					
TMT SOLUTIONS	\$7,351.80					
INTELLEGENT TRAFFIC EQUIP	\$7,290.00					
AGCM INC.	\$7,280.00					
ZOLL MEDICAL CORPORATION	\$7,245.00					
HELEN S LUENSMANN	\$7,200.00					
TML	\$7,184.05					
LEADERSELECT LLC	\$7,000.00					
OLYMPIA HILLS GOLF &	\$6,975.00					
ACE CO	\$6,924.42					
BC BEST CONCEPT	\$6,900.00					
BLUEBONNET MOTORS	\$6,883.95					
XYLEM WATER SOLUTIONS	\$6,659.00					
TEDC	\$6,529.00					
BELL HYDRO GAS INC.	\$6,434.70					
A TO Z RENTALS	\$6,411.23					

SHERWIN WILLIAMS	\$6,234.76					
CITY ELECTRIC SUPPLY	\$6,013.93					
AVANT STRATEGIC PARTNERS	\$6,000.00					
OVER DRIVE INC.	\$6,000.00					
PLASTIX PLUS LLC	\$5,990.00					
OMNIBASE SERVICES, INC.	\$5,881.40					
SEYMOUR'S GARAGE INC	\$5,850.00					
DIXIE WATKINS III & ASSOC	\$5,760.00					
TEXAS TRUCK TOPS	\$5,758.00					
DEHUMIDIFIED AIR SOLUTION	\$5,615.00					
SCIENTEL SOLUTION LLC	\$5,579.65					
POWER DMS, INC	\$5,566.02					
U.S. POSTAL SERVICE	\$5,550.73					
TSM DIGITAL PRINTING	\$5,544.00					
AQUATIC RENOVATIONS & SER	\$5,520.65					
NEW BRAUNFELS WELDER SUPP	\$5,518.50					
LEXIPOL, LLC	\$5,511.00					
METRO FIRE APPARATUS	\$5,488.00					
MUSTANG EQUIPMENT COMPANY	\$5,434.47					
TEXAS HIGHWAY PRODUCTS	\$5,414.00					
CLEARCOM TELECOM	\$5,402.00					
FLASHER EQUIPMENT CO.	\$5,364.75					
PRECISION PUMP SYSTEM, IN	\$5,200.00					
WORLD BOOK SCHOOL & LIBRA	\$5,141.00					
DELL SERVICE SALES	\$5,076.84					
CITY PUBLIC SERVICE	\$5,072.00					
MENTALIX	\$5,040.00					
GABRIEL ROEDER SMITH & CO	\$5,026.50					
FORD ENGINEERING, INC.	\$5,000.00					
GUADALUPE REGIONAL MEDICA	\$5,000.00					
MICHAEL A HUNTER	\$5,000.00					
LEHIGH HANSON	\$4,974.54					
NORTH AMERICAN RESCUE, IN	\$4,950.49					
KINLOCH EQUIPMENT & SUPPL	\$4,899.06					
AJS TIRE SHOP INC.	\$4,888.16					
FROST BANK	\$4,681.25					
BEXAR COUNTY ELECTIONS DE	\$4,664.81					
GERARD ELECTRIC COMPANY	\$4,618.71					
FERGUSON WATERWORKS	\$4,603.11					
AMM SCHERTZ, INC. DBA	\$4,556.34					
1ST SOURCE DIGITAL	\$4,549.00					
BRACKEN PLUMBING	\$4,547.95					
DESTINY SOFTWARE INC	\$4,500.00					
VIP STAFFING DBA	\$4,494.48					
BEXAR APPRAISAL DISTRICT	\$4,494.00					
ASHI TRAINING CENTER	\$4,480.53					
YORK RISK SERVICES GROUP	\$4,468.50					
TEXAS CORRUGATORS-SOUTH T	\$4,462.00					
KELLER ADVERTISING & MEDI	\$4,395.00					
TEXDOOR, INC.	\$4,354.50					
DHS SECURITY	\$4,299.68					
DOGGETT FREIGHTLINER	\$4,279.56					
CONTINENTAL BATTERIES	\$4,195.13					
HEAVENLY GOURMET LLC	\$4,188.80					
NORTHEAST PARTNERSHIP	\$4,105.70					
SHRED-IT US HOLDCO, INC.	\$4,057.00					
NOVITAS SOLUTIONS	\$4,043.68					
SAFESITE INC.	\$4,007.00					
I 10 STONE SOURCE	\$4,000.00					
TEXAS LOCK AND DOOR CLOSE	\$3,978.80					
M&S ENGINEERING, LLC	\$3,967.50					
ANYPROMO INC	\$3,962.31					



DEER OAKS MENTAL HEALTH A	\$3,939.54					
AMERICAN WATER WORKS ASSO	\$3,919.00					
HEALTH CARE SERVICE CORPO	\$3,828.23					
SOUTH TEXAS BLOOD & TISSU	\$3,763.00					
MT LIBRARY SERVICES INC	\$3,749.90					
AMANZI PARTY RENTALS, LLC	\$3,716.71					
SAFEWAY SUPPLY, INC	\$3,711.87					
ADVANTAGE COMMUNICATIONS	\$3,697.50					
YIPES STRIPES	\$3,685.00					
BURCH ROOFING	\$3,675.00					
CENTERLINE SUPPLY	\$3,672.51					
COCA-COLA, REFRESHMENTS	\$3,634.97					
SPLASHTOP INC.	\$3,591.00					
ALADTEC INC.	\$3,558.57					
TASEWELL E LEASMAN	\$3,550.00					
BSN SPORTS COLLEGIATE PAC	\$3,521.85					
PA CAPT SCOTT PLLC	\$3,460.00					
JOHNSON SUPPLY & EQUIPMEN	\$3,454.60					
ALAMO HD,LLC	\$3,450.00					
EXACOM INC	\$3,436.16					
QUADIENT LEASING USA INC	\$3,426.06					
THE SUPPLY CACHE, INC.	\$3,403.85					
DSHS- TEXAS DEPT OF STATE	\$3,395.14					
TRANE U.S. INC.	\$3,357.16					
ALAMO IRON WORKS	\$3,339.80					
PET HEALTH SERVICES	\$3,325.00					
GUNN GP LLC	\$3,309.13					
ALAMO AREA COUNCIL OF	\$3,298.99					
C-3 ENVIORNMENTAL SPECIAL	\$3,291.20					
HEAT SAFETY	\$3,245.31					
HILL COUNTRY ELECTRIC SUP	\$3,231.29					
GALLS	\$3,220.03					
CENTRAL PROGRAMS INC dba	\$3,188.76					
DIGITAL ALLY INC	\$3,110.00					
GT DISTRIBUTORS INC.	\$3,085.25					
MIRELES PARTY ICE, INC	\$3,010.00					
PIONEER NETWORK, INC	\$2,990.00					
HEWLETT PACKARD FINANCE S	\$2,954.39					
RAILROAD MANAGEMENT CO. L	\$2,952.44					
JEKA INC/DBA	\$2,927.98					
MUNICIPAL CODE CORP.	\$2,926.45					
IN MIND OUT EMOTIONAL	\$2,880.00					
SUSAN B BECK	\$2,862.45					
TRIZETTO PROVIDER SOLUTIO	\$2,855.42					
MICHAEL GUITERREZ DBA	\$2,810.22					
DISCOVERY BENEFITS, INC.	\$2,789.25					
AUSTIN ARMATURE WORKS, LP	\$2,780.58					
COX SUBSCRIPTION, INC	\$2,768.06					
BRIMAR INDUSTRES	\$2,738.79					
THYCOTIC SOFTWARE LLC	\$2,719.00					
1SMARTLIFE,LLC	\$2,697.00					
SALES FORCE	\$2,676.24					
EBSCO INDUSTRIES INC	\$2,658.00					
FITCH & ASSOCIATES LLC	\$2,645.00					
TEXAS EXCAVATION SAFETY S	\$2,641.95					
COMAL COUNTY ELECTIONS	\$2,618.01					
BEASLEY TIRE SERVICE-HOUS	\$2,577.10					
LODDE TYPEWRITER CO.	\$2,551.38					
NEWSBANK	\$2,540.00					
ACT PIPE & SUPPLY, INC.	\$2,521.96					
AIR RELIEF TECHNOLOGIES	\$2,508.67					
BSN	\$2,506.12					

LAW OFFICE OF	\$2,488.75					
CI TECHNOLOGIES INC	\$2,450.00					
TEXAS WORKFORCE COMMISSIO	\$2,445.42					
ASPHALT PATCH ENT. INC.	\$2,417.37					
FLY AWAY LOGOS	\$2,396.00					
WORKERS ASSISTANCE PROGRA	\$2,339.64					
SCHERTZ PARKWAY PHYSICAL	\$2,325.00					
DEPARTMENT OF STATE OF HE	\$2,310.00					
UNITED RENTALS	\$2,307.94					
MITCHELL REPAIR INFORMATI	\$2,297.20					
JASON MABBITT	\$2,240.00					
MICHAEL DAVIS	\$2,240.00					
BENTWOOD ENTERPRISES INC	\$2,231.28					
JENNIFER JONES	\$2,224.03					
HILL'S PET NUTRITION SALE	\$2,214.46					
NARDIS PUBLIC SAFETY	\$2,195.87					
MIDTEX OIL, INC.	\$2,179.25					
CENGAGE LEARNING	\$2,170.09					
SCHERTZ EMBROIDERY, LLC	\$2,160.74					
MANAGER PLUS SOLUTION, LL	\$2,158.08					
STACEY N LOVETT	\$2,112.50					
UNITED HEALTHCARE SERVICE	\$2,111.35					
BRANDON J HILL	\$2,108.94					
TEXAS UNDERGROUND	\$2,108.08					
SOUTHWELL BRONZE LLC	\$2,100.00					
PATHMARK TRAFFIC PRODUCTS	\$2,084.85					
KNOX	\$2,079.00					
G NEWMAN PARSLEY LEGACY I	\$2,075.00					
VANNER INC	\$2,025.00					
HUMANA HEALTH CARE PLANS	\$2,020.96					
GUARDIAN ALLIANCE	\$2,000.00					
HECTOR GONZALEZ	\$2,000.00					
MANNY CASAS	\$2,000.00					
NEXT GENERATION	\$2,000.00					
BETA TECHNOLOGY	\$1,998.04					
PROFESIONAL DEVELOPMENT A	\$1,995.00					
GOV DEALS, INC	\$1,988.82					
AMIGOS LIBRARY SERVICES	\$1,984.10					
RENEE DAVIS DBA	\$1,980.00					
VANTAGE PUMP AND COMPRESS	\$1,978.00					
ESD, LIMITED DBA	\$1,975.00					
SECURITY 20/20 INC	\$1,968.00					
GREGORY RODGERS	\$1,952.24					
AMERICAN AMBULANCE ASSOC	\$1,950.00					
INDUSTRIAL DISPOSAL SUPPL	\$1,931.48					
CLOSNER EQUIPMENT CO.	\$1,900.00					
TEXAS TROPHIES	\$1,897.65					
GREAT SOUTH TEXAS CORPORA	\$1,887.90					
EWING IRRIGATION SUPPLIES	\$1,869.32					
CARDIO PARTNERS, INC.	\$1,864.25					
GERALD A HOFFMAN	\$1,850.00					
COLLECTIVE DATA	\$1,797.00					
DOVICO SOFTWARE INC	\$1,782.00					
LOG ME IN USA INC	\$1,764.00					
ASTEX	\$1,750.00					
STEWART STEVENSON SERVICE	\$1,725.62					
AEROBIC SERVICES OF SOUTH	\$1,725.00					
HCL MECHANICAL SERVICES,	\$1,701.00					
STATE CHEMICAL MANUFACTUR	\$1,692.73					
KUSSMAUL ELECTRONICS COMP	\$1,692.11					
DEPARTMENT OF VA	\$1,692.00					
AT&T MOBILITY	\$1,646.80					

USAA	\$1,640.00					
MAGNUM TRAILERS	\$1,618.50					
HYDRAULIC SUPPLY & SERVIC	\$1,603.89					
FLUID METER SERVICE, CORP	\$1,600.00					
NATIONAL CONSTRUCTION REN	\$1,588.08					
DELIBERATE DYNAMICS INC	\$1,585.00					
PLASTIC CARDS INC dbaRAIN	\$1,580.00					
US PATRIOT LLC	\$1,571.70					
SIRCHIE FINGERPRINT LAB.	\$1,529.14					
V. H. BLACKINTON	\$1,521.64					
OPERATION COMFORT	\$1,500.00					
SMOKE QUE BREW VENUE 7820	\$1,500.00					
INDUSTRIAL SAFETY LLC	\$1,493.80					
SPUR & LAUNDRY & CLEANERS	\$1,482.55					
TEXAS STATE LIBRARY AND	\$1,478.00					
FIRETROL PROTECTION SYSTE	\$1,455.00					
USAA - REFUNDS	\$1,446.00					
HUMANA REFUNDS	\$1,426.86					
H.I.S. CENTRE	\$1,400.00					
WILLIAMS SUPPLY COMPANY	\$1,360.55					
SUPPLIZE	\$1,354.47					
RITZ SAFETY LLC	\$1,341.55					
TAGITM	\$1,335.00					
DEPARTMENT OF INFORMATION	\$1,320.10					
LONE STAR FURNISHINGS LLC	\$1,319.98					
NATIONAL INSTITUTE OF GOV	\$1,310.00					
GROOVE KNIGHT PRODUCTIONS	\$1,300.00					
CMI INC.	\$1,295.00					
HCOP, LLC DBA HILL COUNTR	\$1,287.94					
PROFESSIONAL AMBULANCE SA	\$1,281.60					
TAYLOR CORPORATION DBA	\$1,279.84					
COOPER EQUIPMENT COMPANY	\$1,275.00					
GTS TECHNOLOGY SOLUTIONS	\$1,271.27					
JOSE VILLALOBOS	\$1,255.00					
TAVF	\$1,225.00					
DEARREADER.COM LLC	\$1,200.00					
REDEMPTION RACE	\$1,200.00					
QUALITY IN FLOW, LTD	\$1,198.00					
DIETZ TRACTOR	\$1,194.68					
GEHA	\$1,187.56					
GLOBAL INDUSTRIAL EQUIPM	\$1,186.95					
RDO EQUIPMENT CO.	\$1,178.24					
FIRST CHECK	\$1,172.00					
TIFFANY DANHOF	\$1,170.00					
TATOR PLUMBING LLC	\$1,165.00					
EDGAR NAJERA dba	\$1,141.50					
DLT SOLUTIONS LLC	\$1,125.75					
3M	\$1,119.00					
OLD DOMINION BRUSH	\$1,107.74					
THE CENTER FOR AMERICAN	\$1,100.00					
SOUTHERN COMPUTER WAREHOU	\$1,093.00					
TEXAS SCENIC CO.	\$1,085.00					
MALDONADO LANDSCAPE & IRR	\$1,081.65					
BCBS REFUND & RECOVERY	\$1,052.20					
ALBERT URESTI, MPS,PCC	\$1,049.57					
BOUND TO STAY BOUND	\$1,033.62					
CARLISLE AUTO AIR	\$1,032.33					
H. P. PRINTING	\$1,023.00					
KADE LONG	\$1,018.20					
HPSO	\$1,015.00					
BCBS OF TEXAS	\$1,008.00					
BLUE BONNET PALACE INC.	\$1,000.00					

C3 PATHWAYS, INCORPRATED	\$995.00					
LIBRARY IDEAS, LLC	\$995.00					
SAN MARCOS TRAINING CENTE	\$983.00					
BC/BS OF TEXAS	\$979.50					
WINFIELD SOLUTIONS, LLC	\$975.60					
DIXIE FLAG MANUFACTURING	\$974.68					
ERIC W SLAZENIK	\$960.00					
RSM US LLP	\$950.00					
TEXAS WATER UTILITIES ASS	\$950.00					
COLLABORATIVE SUMMER	\$936.55					
DIXIE OIL COMPANY	\$935.27					
AMAZON.COM, KYDC LLC	\$932.36					
COMMUNITY COFFEE	\$930.00					
THOMASTURFGRASS	\$930.00					
CONTINENTAL AMERICAN INSU	\$920.20					
MOVIE LICENSING USA	\$916.00					
GFOA	\$915.00					
ACCESSIBILITY UNLIMITED	\$900.00					
KIM ROBERT ZIARKOWSKI	\$880.00					
RIT SAFETY SOLUTIONS LLS	\$879.85					
ALAMO TEES	\$872.50					
TERRYBERRY COMPANY	\$858.54					
PHIL FLANAGAN	\$850.00					
BIG MOE AUTOMOTIVE REBUIL	\$849.00					
CLYDE C MC COLLOUGH III	\$825.00					
TURNAGE & ASSOCIATES LLC	\$825.00					
GLOBAL INDUSTRIAL CO.	\$814.95					
ERGOMETRICS	\$800.00					
JOHN L PERRY JR.	\$800.00					
TEXAS EMS ALLIANCE, INC.	\$800.00					
PRI MANAGEMENT GROUP	\$790.00					
TEXAS MED CLINIC	\$785.00					
SAMA	\$775.00					
THE PRODUCTIVITY CENTER	\$775.00					
TEXAS POLICE CHIEFS ASSOC	\$772.50					
ANDERSON YARD SOLUTIONS,	\$766.00					
PARK PLACE RECREATION DES	\$757.00					
HOME DEPOT	\$756.60					
ROSEDREW, INC	\$756.00					
EWALD KUBOTA INC.	\$755.00					
CITY OF NEW BRAUNFELS	\$750.00					
WEBQA	\$750.00					
LONNIE HARE	\$738.00					
UNITED HEALTHCARE	\$710.76					
DREW VINCENT	\$709.50					
SOUZAMAPHONE MARKETING LL	\$700.00					
CENTRALSQUARE TECHNOLOGIE	\$699.00					
ISO GROUP. INC	\$696.00					
FOREMOST PROMOTIONS	\$692.71					
UBEO LLC	\$692.66					
CORPORATION SERVICE COMPA	\$690.50					
HILLORY HALBARDIER	\$690.00					
IWS GAS AND SUPPLY OF TEX	\$685.18					
VULCAN MATERIALS COMPANY	\$677.00					
TERMINIX INTERNATIONAL L.	\$671.00					
TIFF'S TREATS RBD INC	\$663.00					
KIMBALL MIDWEST	\$662.49					
HARRY HEWLETT	\$661.91					
BLIND DOG PRODUCTIONS,	\$651.81					
COLORADO STATE UNIVERSITY	\$650.00					
SUPERIOR HEALTH MMP	\$646.81					
DAVIS & STANTON	\$646.00					

INTERSTATE BILLING SERVIC	\$642.50						
CHRISTOPHER S COUCH	\$640.00						
CON10GENCY CONSULTING LLC	\$629.00						
HEART OF TEXAS CUSTOMIZED	\$629.00						
AMERICAN FAMILY LIFE ASSU	\$618.09						
NEOPOST USA INC.	\$608.76						
ONE BEAT CPR	\$605.00						
BUD'S EMBROIDERY OUTLET	\$602.00						
TYLER BOWKER	\$601.00						
GOCC, INC DBA	\$600.00						
JONI JOHNSON	\$600.00						
WELLMED MEDICAL MGMT INC.	\$596.03						
BROOKS ELECTRIC LLC	\$595.48						
CENTER POINT LARGE	\$593.22						
MONARCH TROPHY STUDIO	\$585.00						
CIGNA	\$579.00						
DANIEL ROMAN	\$570.00						
CARL BERGHOFFER	\$566.28						
GREGORY CROUCH dba	\$564.00						
AMP YOUR GOOD, INC	\$563.00						
WAYNE BROWN	\$560.86						
AMSTERDAM PRINTING & LITH	\$560.30						
SUNBELT RENTALS INC.	\$558.80						
THE KEY DEPOT/VILLAGE LOC	\$554.40						
ALICIA JACKSON	\$550.06						
RESCUE PHONE, INC.	\$550.00						
STRUCTURAL TECHNOLOGY, IN	\$550.00						
ALTEX ELECTRONICS, LTD	\$546.91						
INGRAM READYMIX INC	\$545.00						
A-7 AUSTIN, LTD	\$540.00						
4 IMPRINT INC.	\$539.63						
KURANDA USA INC	\$530.17						
TEXAS ALTERNATOR	\$525.00						
BLUE CROSS BLUE SHEILD	\$511.76						
TOYOTA CREDIT CORPORATION	\$510.29						
ANGELA WILSON	\$500.00						
DAVID R ROHRER	\$500.00						
E.M. LIMITED PARTNERSHIP	\$500.00						
RONALD C CARTER DBA WEAPO	\$495.00						
IDENTISYS INC	\$487.00						
MICHAEL P TOKARSKI	\$480.00						
RUBEN RODRIGUEZ	\$480.00						
JOSEPH C HERCZEG	\$475.00						
CAD SUPPLIES SPECIALTY	\$474.30						
TEXAS INDUSTRIAL RADIATOR	\$467.50						
MSB	\$464.00						
HELPING HAND HARDWARE	\$462.09						
MASA - REFUNDS	\$455.44						
STANLEY BRUCE LELAND	\$450.00						
STANDARD CHAIR GARDNER IN	\$448.00						
TRICARE EAST REFUNDS	\$441.33						
FASTENAL INDUSTRIAL	\$431.34						
TEXAS ACADEMY OF ANIMAL C	\$425.00						
426 MAIN ST LLC	\$421.25						
WESTPOINTE ANIMAL CARE,PL	\$411.13						
BLUETARP FINANCIAL, INC.	\$409.96						
CONTRERAS FLOWERS & GIFTS	\$406.00						
ANGEL CARPENTER	\$400.00						
BOBBI KIOLBASSA DBA	\$400.00						
LUCILLE A THOMAS	\$400.00						
PATRICK LEWIS	\$400.00						
NUB GAMES, INC	\$395.00						

PRO STAR SERVICES, INC	\$392.80					
BOOT BARN	\$388.94					
PUBLIC RISK MANAGEMENT AS	\$385.00					
GRAYBAR	\$382.90					
ERROL F SHIPLER DBA SOUTH	\$380.00					
LAURA WAHRMUND DBA	\$375.00					
PACESETTER K9 LLC	\$375.00					
PRO PHOTO OF TEXAS	\$375.00					
WILLIE L SINGLETON/	\$375.00					
AETNA	\$365.14					
ELECTROTECHNICS CORPORATI	\$364.00					
SAN ANTONIO AMBULANCE SAL	\$361.72					
HUMANA	\$359.64					
CIGNA HEALTHSPRING	\$357.20					
SUPERIOR HEALTH	\$350.00					
T.A.P.E.I.T	\$350.00					
TDLR	\$350.00					
V.F.W.	\$350.00					
CRAFCO INC	\$346.11					
BRODART COMPANY	\$342.38					
WILLIAM D PAPPAS DBA	\$341.64					
GAYLE WILKINSON	\$339.18					
POWERPLAN OIB	\$331.23					
BREACHING TECHNOLOGIES IN	\$330.23					
NATIONWIDE RETIREMENT SOL	\$330.00					
REAL ESTATE PORTAL USA LL	\$324.74					
AMY ANDERSON	\$320.00					
CHRISTOPHER C FOERSTER	\$320.00					
SCOTT D RIFE	\$320.00					
VICTOR GONZALES	\$320.00					
SAN ANTONIO BRAKE & CLUTC	\$319.42					
VERMEER EQUIPMENT OF TEXA	\$318.84					
BEARCOM OPERATING LLC	\$317.40					
INNOVATIVE INTERFACES, IN	\$315.00					
KIRA VILLARREAL	\$300.00					
LUNA'S GLASS WORKS	\$300.00					
MARK WELCH	\$300.00					
MICHAEL HANSEN	\$300.00					
PRONTOS SEPTIC SERVICES	\$300.00					
RICHARD EADS	\$300.00					
JASON R BURCH	\$299.01					
UNITED REFRIGERATION INC.	\$291.95					
4T PLUMBING & DRAIN	\$289.00					
SUPERIOR HEALTH PLAN MMP	\$286.63					
BARNARD & DONEGAN	\$282.00					
DUCHESNE INC	\$278.50					
REGAL PLASTICS SUPPLY COM	\$263.00					
TRACE ANALYTICS, INC.	\$262.73					
COMMUNITY FIRST MEDICAID	\$255.81					
AGAPE CHRISTIAN CHURCH	\$255.00					
GREY HOUSE PUBLISHING DBA	\$252.50					
SAMUEL CLEMENS-CULINARY C	\$251.00					
DIANA RODRIGUIZ URIBE	\$250.00					
HITS INC.	\$250.00					
MARTHA P MENCHACA	\$250.00					
ROAD RUNNER TOWING	\$250.00					
SARAH GONZALEZ	\$250.00					
TEXAS MARSHAL ASSOCIATION	\$250.00					
THE ESTATE OF ANITA SMITH	\$250.00					
MATTHEW BENDER & CO INC	\$245.10					
ADVANTAGE BY SUPERIOR	\$240.25					
COMMERCIAL KITCHEN	\$238.00					

IIMC-INT INSTITUTE OF MUN	\$235.00					
ADRIAN PEREZ	\$234.50					
BEXAR COUNTY EMERGENCY	\$225.00					
TEXAS PUBLIC PURCHASING	\$225.00					
LESLIE'S POOL SUPPLIES IN	\$222.74					
TCCA	\$220.00					
WAUKESHA-PEARCE INDUSTRIE	\$219.20					
LK JORDAN SAN ANTONIO, LT	\$214.74					
PRE-PAID LEGAL SERVICES,	\$212.27					
CARESTREAM MEDICAL LTD	\$208.50					
QUALITY FASTENERS	\$208.22					
JACKIE GAINES	\$206.00					
CABANA BEVERAGES INC.	\$200.00					
DANIEL LERMA	\$200.00					
KELLY LANGENBERG	\$200.00					
LISA RICE	\$200.00					
MATTHEW PACK	\$200.00					
REGIONAL WATER ALLIANCE	\$200.00					
SHELENA WELLS	\$200.00					
STEWART BUILDERS INC	\$200.00					
TERESA GUTIERREZ	\$200.00					
TMCEC	\$200.00					
TX MUNICIPAL CLERKS CERT	\$200.00					
WHITNEY WILSON	\$200.00					
TCMA	\$197.00					
UNITED HEATHCARE INS.	\$196.81					
JOHN AGULLERA	\$195.00					
LANGUAGE LINE SERVICES	\$190.01					
PAMELA AMEN	\$188.00					
WPS TRICARE FOR LIFE	\$181.03					
MIKE HEGARTY	\$173.25					
AMERICAN SIGNAL	\$167.20					
TEXAS MEDICAID & HEALTHCA	\$166.10					
OCCUPATIONAL HEALTH CENTE	\$166.00					
SANDRA BABETT MARTIN	\$165.92					
BRYAN SALGE	\$160.00					
GABRIEL MONCADA	\$160.00					
GFOAT	\$160.00					
GTC SERVICES LLC	\$160.00					
HEATHER LEA KELLEY	\$160.00					
J.D. POWER	\$160.00					
MAMA MARGIE'S	\$160.00					
MYRON J BOERGER	\$160.00					
FRINGESPORT INC.	\$159.00					
JESSICA DIANE SULLIVAN	\$157.50					
WITMER PUBLIC SAFETY GROU	\$157.02					
THOMSON WEST	\$154.00					
BRADY DAVIS	\$150.00					
DAVID W MARTN	\$150.00					
SABINA PEERBHAI	\$150.00					
TEXAS MUNICIPAL COURTS AS	\$150.00					
UNITED WAY	\$150.00					
ELINOR GREENE	\$148.68					
SEGUIN GAZETTE/ENTER.	\$145.00					
MELISSA ASHCRAFT	\$144.01					
OSCAR	\$140.69					
SAN ANTONIO BUSINESS JOUR	\$140.00					
TCMA REGION 8	\$140.00					
TCOLE	\$140.00					
NEOPOST USA	\$139.73					
ALTEC INC	\$136.00					
BLUEBONNET PET CREMATORY	\$135.00					

LUIS ELIZONDO	\$135.00						
USA BLUE BOOK	\$131.90						
AT&T LONG DISTANCE	\$126.15						
CUSTOM SYSTEM DESIGN	\$125.00						
TEXAS STATE UNIVERSITY-SA	\$125.00						
AMERICAN SAFETY & HEALTH	\$124.75						
JOSE MARTINEZ	\$121.00						
TAD PETRIE	\$120.85						
DPC INDUSTRIES	\$120.00						
GTC SERVICES, LLC DBA	\$120.00						
TEXAS DEPT OF HEALTH	\$120.00						
P.F. PETTIBONE & CO.	\$115.95						
TEXAS DEPT OF PUBLIC SAFE	\$115.00						
TEXAS MUNICIPAL CLERKS PR	\$115.00						
MOBILE MOUNTING SOLUTIONS	\$114.23						
WILLIAM MOELLER	\$111.98						
REBECCA VERA	\$110.00						
MATTHEW STAFFORD	\$109.08						
WPS	\$100.05						
ALAMO CHAPTER-TCMA	\$100.00						
CARLOS PAULK	\$100.00						
CATHERINE ANTON BATY	\$100.00						
CERTIFIED WELDING TECH. B	\$100.00						
CHELSEA GARCIA	\$100.00						
CUMMINS SOUTHERN PLAINS,	\$100.00						
JAMES WALTERS	\$100.00						
STANLEY MOORE	\$100.00						
WEST PUBLISHING CORPORATI	\$100.00						
DAVID HOWELL	\$96.73						
SAN ANTONIO PUBLIC PURHAS	\$90.00						
ELLEN RITTIGER	\$87.39						
AARP SUPPLEMENT PLAN	\$85.84						
PATRICIA FANICK	\$85.44						
ASHLEY VILLARREAL	\$85.00						
JONATHAN COMPTON	\$85.00						
MATTHEW BRIDGES	\$85.00						
HUMANA GOLD	\$82.36						
DENISE MARIE CONNORS	\$80.00						
FERGUSON ENTERPRISES INC.	\$80.00						
INTERNATIONAL ASSOCIATION	\$80.00						
SOUTHWEST BRAKE & ALIGNME	\$80.00						
TEXAS MEDICAID	\$76.47						
PHOEBE HENDRIX	\$75.58						
TEXAS PRIMA	\$75.00						
TMHRA	\$75.00						
JENNIFER KOLBE	\$69.50						
GAMBER-JOHNSON, LLC	\$66.00						
ULINE	\$62.92						
MORTELLARO'S NURSERY, INC	\$62.50						
ARMANDO CASARES	\$61.00						
ISAAC RODRIGUEZ	\$61.00						
MARIE WOINOWSKI	\$60.00						
BLUE CROSS/BLUE SHIELD	\$58.74						
MARY JONES	\$58.04						
DEVON SALOKA	\$57.00						
JORDAN VILLARREAL	\$57.00						
AYLA ALANIZ	\$55.00						
CARLENE CALKINS	\$55.00						
DIANA GONZALEZ	\$55.00						
ROBERT EADDY	\$55.00						
TEXAS STATE BOARD OF PLUM	\$55.00						
THE COUNTRY CHURCH	\$55.00						



UNITED PARCEL SERVICES	\$53.64					
TEXAS DEPT OF MOTOR VEHIC	\$52.50					
DONNEY MARTIN	\$52.00					
ALSIHA PONCE	\$50.00					
JACOB MONTOYA INSURANCE A	\$50.00					
KAITLYN GAGE	\$50.00					
OLIVIA DOMINGUEZ	\$50.00					
RYAN GABRIEL	\$50.00					
TWANNA MOORE	\$50.00					
STRATEGIC FLEET SOLUTIONS	\$49.89					
ROBERTO MATA	\$49.00					
D&K TOUN, INC	\$48.00					
KELLY KALLIES	\$45.80					
ESTHER MENDOZA	\$44.76					
RODOLFO ROSALES	\$41.47					
CLETA HOFFAUIR	\$40.00					
MOSES FLORES	\$40.00					
ROBIN SMITH	\$40.00					
PATTY HORAN	\$39.31					
ANGEL ALONZO	\$37.00					
MARY SPENCE	\$36.73					
HEALTH LINK	\$34.84					
THOMAS BROOKS	\$34.75					
JUDITH PULASKI	\$32.06					
MONICA KUEHN	\$31.67					
SANDRA BARTON	\$27.50					
TEXAS DEPT. OF LICENSING	\$25.00					
UNIVERSITY OF HOUSTON	\$25.00					
CITY OF FORT WORTH	\$24.98					
CITY OF DECATUR	\$22.95					
BOAT	\$20.00					
JAMES HYON CHANG	\$20.00					
VENITA MITCHELL	\$20.00					
LEONARD VLADIMIR	\$18.52					
ANNETTE CHRISTOPPERSON	\$17.21					
ANNETTE CHRISTOPHERSON	\$17.21					
CHARIS KEMPEN	\$16.00					
KORRIN BOND	\$16.00					
MELISSA GOMEZ	\$14.00					
SANDRA EDWARDS	\$14.00					
GABRIEL INVESTMENT GROUP	\$12.50					
Elizabeth Threlkeld	\$12.49					
JOHNSTONE SUPPLY	\$12.16					
PIKES PEAK LIBRARY DISTRI	\$11.67					
KIMBERLY HARRIS	\$10.00					
A-1 FIXIT SHOP	\$9.98					
BLUE CROSS & BLUE SHIELD	\$9.20					
ADAM D. SMITH	\$6.00					
ALBERTO GOMEZ	\$6.00					
ALTON SALES	\$6.00					
ANGELITA DELVALLE	\$6.00					
ANTHONY WHITE	\$6.00					
ANTONIA E. MILES	\$6.00					
ANTONIO LEON	\$6.00					
ARTURO MORENO III	\$6.00					
ASHLEY MATLOCK	\$6.00					
BEVERLY WOODSON DAY	\$6.00					
BRADLEY SABOTA	\$6.00					
CHARLES HAMILTON II	\$6.00					
CURTIS L. SPEARS	\$6.00					
CYNTHIA D VOLKER	\$6.00					
CYNTHIA KRUEGER	\$6.00					

DAVID KEITH GLAZEMER	\$6.00						
DOROTHY COLEMAN	\$6.00						
EMILY REICHNER	\$6.00						
GILBERT GARZA JR	\$6.00						
JACKIE H. DUNN	\$6.00						
JAIME MARTINEZ	\$6.00						
JASON EMERSON	\$6.00						
JASON HERNANDEZ	\$6.00						
JASON LINDLEY	\$6.00						
JOHN GIDDENS	\$6.00						
JOHN TIDWELL	\$6.00						
JOSSUE AVALOS	\$6.00						
KERRY EBERHARD	\$6.00						
KEVIN JAMES	\$6.00						
KIMBERLY D. AULDS	\$6.00						
LARRY K. SMALLWOOD	\$6.00						
LESTER BROWN	\$6.00						
LETOI BROWN	\$6.00						
LINDA A. KNOWLSON	\$6.00						
LINDA VASKE	\$6.00						
MARK T. WEAVER	\$6.00						
MATTHEW J. CHAPPELL III	\$6.00						
MICHELLE DENISE LUNA	\$6.00						
MICHELLE EVANS	\$6.00						
MICHELLE SHOPE	\$6.00						
PAUL TREVINO	\$6.00						
RICHARD S. BINGER	\$6.00						
ROBERT SORRELL	\$6.00						
ROY KYGAR	\$6.00						
SALVADOR GARCIA	\$6.00						
SANDRA A. THURCHAK	\$6.00						
SCOTT ERICKSON	\$6.00						
STEVE HUNTER	\$6.00						
STEVE M. KINSEY	\$6.00						
STEVEN BURG	\$6.00						
SUSAN J. BOLLINGER	\$6.00						
THOMAS COVINGTON	\$6.00						
THOMAS McANDREW	\$6.00						
TODD W. BROWN	\$6.00						
VALORIE NUGENT BROWN	\$6.00						
WILHELMINA WALKER-McNAMEE	\$6.00						
WILLIAM A. HENDERSON IV	\$6.00						
WILSON T. SIMS JR.	\$6.00						
ZACHARY BURTON	\$6.00						
SOUTH TEXAS AUTO PARTS CO	\$5.38						
BRUNO SEPEDA	\$5.10						
CONOR MCANALLY	\$5.00						
MELISSA UHLHORN	\$5.00						
SHAWN CEEKO	\$3.00						
ASCIA SALANTHIA WARREN	\$2.00						
JOHN WOOLERY	\$1.00						
CROWN AWARDS	\$0.00						
GILLESPIE CUSTOM CABINET*	\$0.00						
GILLMAN HONDA	\$0.00						
SCUC ISD	\$0.00						

Agreement Name	Vendor ID	Type	Description	Effective Date	Revenue/ Expense	Annual Amount	NTE	YTD Spend (4/8/20)	Expiration Date	Council Date	Resolution Number	NOTES
AACOG	0330	ILA	Regional Transit with ART - General Fund	8/6/2013	Expense	\$42,666.00		\$42,666.00	10/31/2020	9/24/2019	19-R-104	
AACOG	n/a	Mutual Aid	Mutual Aid Agreement	7/28/2015	N/A	N/A			N/A	N/A	N/A	
Acadian	n/a	Mutual Aid	Mutual Aid Agreement	9/15/2009	N/A	N/A			N/A	N/A	N/A	
Alamo Community College (SAC)	n/a	Affiliation Agreement	Allows EMS students to do ride outs on our ambulances	4/15/2015	N/A	N/A			4/1/2020	N/A	N/A	
Bexar County Health Authority	H	ILA	Health authority agreement	3/26/2013	N/A	N/A			N/A	1/8/2013	13-R-02	
Boundtree	0381	Service Agreement	For medical supplies	2/26/2018	Expense	~\$150,000.00	\$150,000	\$ 55,298.14	9/30/2022	2/6/2018	18-R-03	
Bulverde Spring Branch EMS	n/a	Mutual Aid	Mutual Aid Agreement	9/14/2009	N/A	N/A			N/A	N/A	N/A	
City of Alamo Heights		ILA	ILA for EMS billing	10/1/2018	Revenue	\$20,000			9/30/2022	8/29/2017	17-R-72	
City of Alamo Heights	n/a	BAA	Business Associates Agreement for billing	10/17/2012	N/A	N/A			N/A	N/A	N/A	
City of Cibolo	n/a	ILA	For EMS transport	10/1/2018	Revenue	\$410,582.70			9/30/2023	5/22/2018	18-R-59	
City of Live Oak ILA	n/a	ILA	For EMS transport	10/1/2018	Revenue	\$232,140.26			9/30/2023	5/22/2018	18-R-59	
City of Luling ILA	4133	ILA	EMS Outsourcing	10/1/2010	Expense	\$39,605.52		\$19,802.76	9/30/2023	11/20/2011	01-R-39	
City of Marion	n/a	ILA	For EMS transport	10/1/2018	Revenue	\$16,346.66			9/30/2023	5/22/2018	18-R-59	
City of Santa Clara	n/a	ILA	For EMS transport	10/1/2018	Revenue	\$10,789.68			9/30/2023	5/22/2018	18-R-59	
City of Schertz	n/a	ILA	For EMS transport	10/1/2018	Revenue	\$581,537.22			9/30/2023	5/22/2018	18-R-59	
City of Seguin	2574	ILA	EMS Outsourcing	10/1/2010	Expense	\$420,750.45		\$210,375.24	9/30/2023	11/20/2011	01-R-39	
City of Selma	n/a	ILA	For EMS transport	10/1/2018	Revenue	\$148,697.12			9/30/2023	5/22/2018	18-R-59	
City of Universal City	n/a	ILA	For EMS transport	10/1/2018	Revenue	\$300,091.66			9/30/2023	5/22/2018	18-R-59	
Comal County ESD #6	n/a	ILA	For EMS transport	1/1/2019	Revenue	\$127,103.02			12/30/2023	5/22/2018	18-R-59	
Converse FD/EMS	n/a	Mutual Aid	Mutual Aid Agreement	9/15/2009	N/A	N/A			N/A	N/A	N/A	
District 7 FD/EMS	n/a	Affiliation Agreement	Allows EMS students to do ride outs on our ambulances	6/20/2019	N/A	N/A			N/A	N/A	N/A	
Emerus	n/a	Agreement	For EMS transport	5/12/2018	Revenue	~\$400,000.00			5/12/2021	N/A	N/A	
Eye 30ASC, LLC	n/a	Agreement	For EMS transport	11/11/2017	Revenue	N/A			N/A	N/A	N/A	
Ft. Sam	n/a	Affiliation Agreement	Allows EMS students to do ride outs on our ambulances		N/A	N/A				N/A	N/A	
Gateway EDI/ Trizetto	10123	Billing	For insurance eligibility checks	7/7/2010	Expense	~\$5,000.00		\$ 2,855.42	N/A	7/6/2010	10-R-34	
Guadalupe County	n/a	ILA	For EMS transport	10/1/2010	Revenue	\$843,577.17			9/30/2023	11/20/2011	01-R-39	
Guadalupe County Child Fatality Review Team	n/a	Interagency Agreement	Committee to review child fatalities in Guadalupe County	7/17/2013	N/A	N/A			N/A	N/A	N/A	
Henry Schein	4513	Service Agreement	For medical supplies	2/13/2018	Expense	~\$75,000.00	\$75,000	\$ 70,838.12	9/30/2022	2/6/2018	18-R-03	
MVBA	n/a	BAA	Collection agency	9/1/2016	N/A	N/A			N/A	N/A	N/A	
MVBA LAW FIRM	4661	Service Agreement	Collection agency	4/4/2005	Expense	~\$25,000		\$ 11,864.94	N/A	N/A	N/A	
New Braunfels Welding	11184	Service Agreement	For our oxygen rental and refills	12/3/2018	Expense	~\$20,000.00		\$ 6,112.50	9/30/2020	N/A	N/A	
North East Methodist	n/a	Affiliation Agreement	Allows our EMS students to do clinicals at NEM	1/1/2007	N/A	N/A			N/A	N/A	N/A	
Olympia Surgical Services	n/a	MOA	For EMS transport	7/10/2018	Revenue	N/A			N/A	7/10/2018	18-R-79	
PST Services (Change Healthcare Technology)	11147	Service Agreement	For TASPP (Texas Ambulance Supplemental Payment Program)	7/1/2018	Expense	8% of reimbursement		\$ 7,709.21	7/1/2021	N/A	N/A	
R Donovan Butter	0634	Agreement	For Medical Director services	10/1/2018	Expense	\$52,000.00	\$52,000.00	\$ 30,333.31	9/1/2023	9/11/2018	18-R-123	

San Marcos Hays County EMS	2573	ILA	EMS Outsourcing	10/1/2010	Expense	\$88,510.84		\$ 44,255.40	9/30/2023	11/20/2011	01-R-39	
Schertz EMS Training Academy	n/a	Affiliation Agreement	Allows EMS students to do ride outs on our ambulances	9/1/2017	N/A	N/A			9/1/2027	N/A	N/A	
SCUCISD	n/a	ILA	For standby events, CPR cards, etc	6/21/2017	Revenue	~\$30,000.00			8/31/2020	7/11/2017	17-R-48	
South Texas Blood & Tissue	11457	Agreement	Whole Blood Services Agreement	9/9/2019	Expense	~\$5,000		\$ 2,509.00	8/30/2024	N/A	N/A	
South Texas Blood & Tissue	n/a	Agreement	Non-Disclosure Agreement	6/19/2019	N/A	N/A			N/A	N/A	N/A	
STRAC	4747	ILA	To host our billing server	2/1/2017	Expense	\$15,000.00		\$ -	2/1/2022	2/14/2017	17-R-09	
STRAC	4747	MOU	RICO - Regional Infection Control Officer program	10/14/2016	Expense	~\$6,000.00		\$ 4,657.50	11/20/2022	N/A	N/A	
STRAC	n/a	ILA	AMBUS Agreement	11/2/2011	N/A	N/A			7/9/2024	N/A	N/A	
STRAC	4747	MOA	For Billing Pro	10/1/2019	Expense	~\$16,500		\$ 5,436.00	10/1/2025	N/A	N/A	
STRAC	n/a	BAA	Host our ePCR and billing servers	1/22/2018	N/A	N/A			N/A	N/A	N/A	
STRAC	4747	Agreement	For the MIH consortium	10/23/2019	Expense	~\$3,000			N/A	N/A	N/A	
STRAC EMTF	n/a	MOA	For deployments	9/17/2013	N/A	N/A			N/A	N/A	N/A	
STRAC	n/a	MOU	Whole Blood Services Agreement	8/8/2019	N/A	N/A			8/8/2022	N/A	N/A	
Stryker	11003	Lease Purchase Agreement	Lease for Stretchers/Powerload W/ Maintenance Agreements	12/12/2017	Expense	\$34,315.07			2/1/2022	12/12/2017	17-R-115	
Stryker	11003	Lease Purchase Agreement	Lucas 3 purchase/Service agreement	12/21/2017	Expense	\$32,278.40			1/3/2023	12/19/2017	17-R-121	
Stryker	11003	Lease Purchase Agreement	LP 15 Service Agreement - 1 device - FD expense	3/13/2018	Expense	\$10,550.37			4/3/2023	3/13/2018	18-R-32	
Stryker	n/a	BAA	Business Associates Agreement for our heart monitors	2/7/2020	N/A	N/A			N/A	N/A	N/A	
Stryker - Physio Control	11502	Service Agreement	LP 15 Service Agreement - 10 devices	12/9/2018	Expense	\$14,994.00	\$ 185,000.00	\$ 164,149.07	12/8/2020	N/A	N/A	
Stryker - Physio Control	11502	Service Agreement	LP 15 Service Agreement - 2 devices - FD	12/9/2018	Expense	\$1,807.62			12/8/2020	N/A	N/A	
Stryker - Physio Control	11502	Service Agreement	LP 15 Service Agreement - 1 device MIH	4/4/2019	Expense	\$5,997.60			4/3/2023	N/A	N/A	
TEEX Agreement	n/a	Affiliation Agreement	Allows EMS students to do ride outs on our ambulances	9/12/2016	N/A	N/A			8/31/2021	N/A	N/A	
UT Health	n/a	Affiliation Agreement	Allows EMS students to do ride outs on our ambulances	4/1/2016	N/A	N/A			4/1/2026	N/A	N/A	
UT School of Medicine	n/a	Affiliation Agreement	For the EMS Fellow program	7/1/2016	N/A	N/A			7/1/2024	N/A	N/A	

203-EMS  
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 25.00

	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR Y-T-D	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
<u>REVENUE SUMMARY</u>							
Fees	6,492,049.80	520,344.06	1,528,479.62	1,589,765.52	0.00	4,902,284.28	24.49
Inter-Jurisdictional	2,991,594.35	281,192.68	1,017,400.87	853,071.75	0.00	2,138,522.60	28.52
Miscellaneous	<u>115,500.00</u>	<u>25,287.31</u>	<u>20,318.57</u>	<u>43,196.33</u>	<u>0.00</u>	<u>72,303.67</u>	<u>37.40</u>
TOTAL REVENUES	9,599,144.15	826,824.05	2,566,199.06	2,486,033.60	0.00	7,113,110.55	25.90
	=====	=====	=====	=====	=====	=====	=====
<u>EXPENDITURE SUMMARY</u>							
<u>PUBLIC SAFETY</u>							
SCHERTZ EMS	<u>9,598,811.11</u>	<u>673,865.68</u>	<u>1,637,524.12</u>	<u>2,324,322.39</u>	<u>434,244.24</u>	<u>6,840,244.48</u>	<u>28.74</u>
TOTAL PUBLIC SAFETY	9,598,811.11	673,865.68	1,637,524.12	2,324,322.39	434,244.24	6,840,244.48	28.74
<u>MISC &amp; PROJECTS</u>							
TOTAL EXPENDITURES	9,598,811.11	673,865.68	1,637,524.12	2,324,322.39	434,244.24	6,840,244.48	28.74
** REVENUE OVER/(UNDER) EXPENDITURES *	<u>333.04</u>	<u>152,958.37</u>	<u>928,674.94</u>	<u>161,711.21</u>	<u>( 434,244.24)</u>	<u>272,866.07</u>	<u>=====</u>

203-EMS  
REVENUES

% OF YEAR COMPLETED: 25.00

	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR Y-T-D	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
<u>Fees</u>							
000-456100 Ambulance/Mileage Transprt	6,210,949.80	494,280.56	1,447,603.66	1,509,083.83	0.00	4,701,865.97	24.30
000-456110 Passport Membership Fees	28,000.00	12,120.00	18,620.00	17,775.00	0.00	10,225.00	63.48
000-456120 EMT Class - Fees	99,000.00	7,425.00	17,895.00	26,675.00	0.00	72,325.00	26.94
000-456122 CE Class - Fees	27,000.00	0.00	0.00	0.00	0.00	27,000.00	0.00
000-456130 Immunization Fees	2,000.00	80.00	1,580.00	1,820.00	0.00	180.00	91.00
000-456140 Billing Fees-External	25,000.00	1,778.95	5,336.23	5,590.79	0.00	19,409.21	22.36
000-456150 Standby Fees	30,000.00	713.75	20,009.50	14,870.00	0.00	15,130.00	49.57
000-456155 Community Services Support	50,000.00	710.50	6,474.20	4,338.00	0.00	45,662.00	8.68
000-456160 MIH Services	20,000.00	3,210.30	6,362.00	9,562.90	0.00	10,437.10	47.81
000-458110 Sale of Merchandise - GovDe	0.00	0.00	4,574.03	0.00	0.00	0.00	0.00
000-459200 NSF Check Fee	100.00	25.00	25.00	50.00	0.00	50.00	50.00
TOTAL Fees	6,492,049.80	520,344.06	1,528,479.62	1,589,765.52	0.00	4,902,284.28	24.49
<u>Inter-Jurisdictional</u>							
000-473500 Seguin/Guadalupe Co Support	843,577.17	281,192.68	70,298.17	281,192.68	0.00	562,384.49	33.33
000-474300 Cibolo Support	439,612.47	0.00	102,645.68	109,903.12	0.00	329,709.35	25.00
000-475100 Comal Co ESD #6	133,064.36	0.00	29,832.03	31,775.76	0.00	101,288.60	23.88
000-475200 Live Oak Support	237,774.60	0.00	58,035.07	59,443.65	0.00	178,330.95	25.00
000-475300 Universal City Support	305,995.77	0.00	75,022.92	76,498.94	0.00	229,496.83	25.00
000-475400 Selma Support	161,001.36	0.00	37,174.28	40,250.34	0.00	120,751.02	25.00
000-475500 Schertz Support	602,582.76	0.00	145,384.31	150,645.69	0.00	451,937.07	25.00
000-475600 Santa Clara Support	11,137.23	0.00	2,697.42	2,784.31	0.00	8,352.92	25.00
000-475800 Marion Support	16,848.63	0.00	4,086.67	4,212.16	0.00	12,636.47	25.00
000-475910 TASPP Program	240,000.00	0.00	492,224.32	96,365.10	0.00	143,634.90	40.15
TOTAL Inter-Jurisdictional	2,991,594.35	281,192.68	1,017,400.87	853,071.75	0.00	2,138,522.60	28.52
<u>Fund Transfers</u>							
<u>Miscellaneous</u>							
000-491000 Interest Earned	4,000.00	94.11	2,515.41	504.39	0.00	3,495.61	12.61
000-491200 Investment Income	9,500.00	1,264.21	1,038.82	3,455.47	0.00	6,044.53	36.37
000-493203 Donations-EMS	2,000.00	50.00	100.44	5,695.53	0.00	( 3,695.53)	284.78
000-497000 Misc Income	50,000.00	17,208.23	11,589.20	14,390.74	0.00	35,609.26	28.78
000-497100 Recovery of Bad Debt	50,000.00	( 504.38)	5,074.70	1,575.14	0.00	48,424.86	3.15
000-497110 Collection Agency-Bad Debt	0.00	7,175.14	0.00	17,575.06	0.00	( 17,575.06)	0.00
TOTAL Miscellaneous	115,500.00	25,287.31	20,318.57	43,196.33	0.00	72,303.67	37.40
TOTAL REVENUES	9,599,144.15	826,824.05	2,566,199.06	2,486,033.60	0.00	7,113,110.55	25.90

C I T Y O F S C H E R T Z  
REVENUE AND EXPENSE REPORT (UNAUDITED)  
AS OF: DECEMBER 31ST, 2019

203-EMS								% OF YEAR COMPLETED: 25.00
PUBLIC SAFETY								
SCHERTZ EMS								
		CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR Y-T-D	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
<u>Personnel Services</u>								
280-511110	Regular	2,474,883.00	194,672.89	494,083.37	669,361.83	0.00	1,805,521.17	27.05
280-511120	Overtime	734,285.00	57,503.69	198,657.56	192,396.33	0.00	541,888.67	26.20
280-511180	LTD	6,494.00	0.00	1,504.59	1,597.73	0.00	4,896.27	24.60
280-511210	Longevity	44,585.00	0.00	42,848.75	43,606.66	0.00	978.34	97.81
280-511220	Clothing Allowance	12,168.00	960.00	3,048.00	3,240.00	0.00	8,928.00	26.63
280-511230	Certification Allowance	23,400.00	1,490.00	4,960.00	5,135.00	0.00	18,265.00	21.94
280-511310	FICA - Employer	246,355.00	18,632.85	63,026.92	67,020.76	0.00	179,334.24	27.20
280-511350	TMRS-Employer	484,783.00	0.00	129,951.86	97,583.96	0.00	387,199.04	20.13
280-511410	Health-Employer	311,434.00	1,114.02	55,624.29	58,360.01	28,700.82	224,373.17	27.95
280-511500	Workers' Compensation	66,345.00	0.00	42,315.20	53,103.86	0.00	13,241.14	80.04
TOTAL Personnel Services		4,404,732.00	274,373.45	1,036,020.54	1,191,406.14	28,700.82	3,184,625.04	27.70
<u>Supplies</u>								
280-521000	Operating Supplies	2,000.00	165.11	235.59	225.05	0.00	1,774.95	11.25
280-521010	Operating Supplies-EMT	26,000.00	6,128.36 (	11.84)	6,224.36	639.00	19,136.64	26.40
280-521020	Operating Supplies-CE C	16,000.00	354.75 (	37.50)	414.75	1,014.47	14,570.78	8.93
280-521025	Community Support Suppl	40,000.00	1,069.30	4,310.67	6,754.00	478.27	32,767.73	18.08
280-521030	Operating Supplies- MIH	1,000.00	0.00	0.00	0.00	0.00	1,000.00	0.00
280-521100	Office Supplies	3,500.00	409.27	929.14	793.82	46.91	2,659.27	24.02
280-521200	Medical/Chem Supplies	265,000.00	18,766.68	75,655.06	70,490.20	24,666.47	169,843.33	35.91
280-521250	Immunization Supplies	14,600.00	0.00	8,837.97	0.00	0.00	14,600.00	0.00
280-521300	Motor Veh. Supplies	4,000.00	0.00	30.34	0.00	0.00	4,000.00	0.00
280-521600	Equip Maint Supplies	4,000.00	0.00	905.25	0.00	0.00	4,000.00	0.00
TOTAL Supplies		376,100.00	26,893.47	90,854.68	84,902.18	26,845.12	264,352.70	29.71
<u>Human Services</u>								
<u>City Support Services</u>								
280-532350	Software Maintenance	62,000.00	2,824.69	9,482.25	9,158.57	0.00	52,841.43	14.77
280-532500	City Insurance-Commerci	26,000.00	0.00	22,569.24	24,978.88	0.00	1,021.12	96.07
280-532840	Golf Tournament-Dilwort	0.00	0.00 (	100.00)	0.00	0.00	0.00	0.00
280-532900	Contingencies	49,900.00	0.00	0.00	0.00	0.00	49,900.00	0.00
TOTAL City Support Services		137,900.00	2,824.69	31,951.49	34,137.45	0.00	103,762.55	24.76
<u>Utility Services</u>								
280-533100	Gas Utility Service	6,000.00	329.87	1,433.32	1,555.87	0.00	4,444.13	25.93
280-533200	Electric Utility Servic	15,000.00	621.08	1,774.51	1,177.71	0.00	13,822.29	7.85
280-533300	Telephone/Land Line	3,000.00	0.00	724.07	234.40	234.40	2,531.20	15.63
280-533310	Telephone/Cell Phones	10,000.00	964.61	1,037.00 (	46.99)	0.00	10,046.99	0.47-
280-533320	Telephone/Air Cards	13,000.00	877.47	1,821.02	0.07	0.00	12,999.93	0.00
280-533330	Telephone/Internet	4,500.00	530.71	959.97	1,088.75	0.00	3,411.25	24.19
280-533410	Water Utility Service	4,500.00	0.00	1,172.35	0.00	1,105.83	3,394.17	24.57
280-533500	Vehicle Fuel	80,000.00	6,173.78	14,675.46	14,471.65	0.00	65,528.35	18.09
TOTAL Utility Services		136,000.00	9,497.52	23,597.70	18,481.46	1,340.23	116,178.31	14.57

C I T Y O F S C H E R T Z  
REVENUE AND EXPENSE REPORT (UNAUDITED)  
AS OF: DECEMBER 31ST, 2019

203-EMS

PUBLIC SAFETY

SCHERTZ EMS

% OF YEAR COMPLETED: 25.00

	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR Y-T-D	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
<u>Operations Support</u>							
280-534000 Postage	12,500.00	1,019.71	2,395.04	2,922.19	0.00	9,577.81	23.38
280-534100 Advertising	1,000.00	0.00	0.00	0.00	0.00	1,000.00	0.00
280-534200 Printing & Binding	8,000.00	994.00	734.00	1,248.00	158.00	6,594.00	17.58
280-534300 Equipment Maintenance -	13,500.00	839.89	3,352.00	1,407.94	0.00	12,092.06	10.43
280-534400 EMT Class Instructors	16,800.00	1,680.00	3,680.00	3,680.00	0.00	13,120.00	21.90
280-534410 CE Class Instructors	3,000.00	960.00	160.00	960.00	0.00	2,040.00	32.00
280-534420 Community Support-Instr	5,000.00	80.00	480.00	80.00	0.00	4,920.00	1.60
280-534500 Memberships - Organizat	3,750.00	800.00	3,481.18	3,750.00	0.00	0.00	100.00
280-534800 Temporary Empl. Service	0.00	1,556.63	5,031.28	2,837.51	800.55	( 3,638.06)	0.00
TOTAL Operations Support	63,550.00	7,930.23	19,313.50	16,885.64	958.55	45,705.81	28.08
<u>Staff Support</u>							
280-535100 Uniforms	25,000.00	8,916.04	4,006.18	11,131.06	574.57	13,294.37	46.82
280-535210 Employee Recognition-Mo	6,000.00	0.00	0.00	0.00	143.08	5,856.92	2.38
280-535400 Publications	650.00	0.00	200.00	0.00	0.00	650.00	0.00
280-535500 Training/Travel	45,500.00	1,827.59	6,577.96	8,425.65	6,380.60	30,693.75	32.54
280-535510 Meeting Expenses	3,000.00	139.01	424.52	536.80	177.77	2,285.43	23.82
280-535600 Professional Certificat	3,500.00	162.00	414.00	2,653.00	246.00	601.00	82.83
TOTAL Staff Support	83,650.00	11,044.64	11,622.66	22,746.51	7,522.02	53,381.47	36.18
<u>City Assistance</u>							
280-537100 Medical Services	9,000.00	110.00	890.00	220.00	36.00	8,744.00	2.84
280-537110 EMS Outsourcing	548,866.81	91,477.80	45,738.90	137,216.70	0.00	411,650.11	25.00
280-537800 Community Outreach	4,500.00	0.00	46.26	0.00	( 102.66)	4,602.66	2.28
TOTAL City Assistance	562,366.81	91,587.80	46,675.16	137,436.70	( 66.66)	424,996.77	24.43
<u>Professional Services</u>							
280-541200 Legal Svcs	10,000.00	0.00	0.00	0.00	0.00	10,000.00	0.00
280-541300 Other Consl/Prof Servic	130,000.00	18,353.46	15,694.20	30,398.28	43,333.34	56,268.38	56.72
280-541400 Auditor/Accounting Serv	3,000.00	0.00	0.00	0.00	0.00	3,000.00	0.00
280-541800 Credit Card Fees	15,000.00	1,350.07	2,048.13	3,865.54	0.00	11,134.46	25.77
TOTAL Professional Services	158,000.00	19,703.53	17,742.33	34,263.82	43,333.34	80,402.84	49.11
<u>Fund Charges/Transfers</u>							
280-548101 Tranfer Out - General F	4,000.00	0.00	0.00	0.00	0.00	4,000.00	0.00
280-548600 Interfund Charges-G/F A	179,100.00	14,925.00	43,896.75	44,775.00	0.00	134,325.00	25.00
280-548610 Interfund Charges-Admin	138,585.00	11,548.75	33,622.86	34,646.25	0.00	103,938.75	25.00
280-548700 Bad Debt Expense	2,532,519.80	202,860.13	233,082.99	702,455.38	0.00	1,830,064.42	27.74
TOTAL Fund Charges/Transfers	2,854,204.80	229,333.88	310,602.60	781,876.63	0.00	2,072,328.17	27.39
<u>Maintenance Services</u>							
280-551800 Other Maintenance Agree	17,000.00	0.00	0.00	0.00	16,200.00	800.00	95.29
280-551810 Maintenance Agr. - Radi	13,000.00	0.00	960.00	0.00	0.00	13,000.00	0.00
TOTAL Maintenance Services	30,000.00	0.00	960.00	0.00	16,200.00	13,800.00	54.00



	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR Y-T-D	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
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Other Costs								
<u>Debt Service</u>								
280-555639	Tax Notes SR2015 - Prin	160,000.00	0.00	0.00	0.00	0.00	160,000.00	0.00
280-555639.1	Tax Notes SR2015 - Inte	2,887.50	0.00	0.00	0.00	0.00	2,887.50	0.00
280-555900	Debt Service	<u>118,120.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>118,120.00</u>	<u>0.00</u>
TOTAL Debt Service		281,007.50	0.00	0.00	0.00	0.00	281,007.50	0.00
<u>Rental/Leasing</u>								
280-561200	Lease/Purchase Payments	<u>67,000.00</u>	<u>0.00</u>	<u>34,186.62</u>	<u>0.00</u>	<u>0.00</u>	<u>67,000.00</u>	<u>0.00</u>
TOTAL Rental/Leasing		67,000.00	0.00	34,186.62	0.00	0.00	67,000.00	0.00
<u>Operating Equipment</u>								
280-571000	Furniture & Fixtures	5,000.00	0.00	680.22	99.99	0.00	4,900.01	2.00
280-571200	Vehicles&Access. < \$5,0	4,000.00	0.00	0.00	0.00	0.00	4,000.00	0.00
280-571300	Computer&Periphe. < \$50	19,000.00	0.00	9,869.70	67.90	1,076.64	17,855.46	6.02
280-571400	Communication Equip < \$	10,300.00	0.00	495.00	514.95	0.00	9,785.05	5.00
280-571800	Equipment Under \$5,000	<u>35,000.00</u>	<u>676.47</u>	<u>2,951.92</u>	<u>1,503.02</u>	<u>11,653.02</u>	<u>21,843.96</u>	<u>37.59</u>
TOTAL Operating Equipment		73,300.00	676.47	13,996.84	2,185.86	12,729.66	58,384.48	20.35
<u>Capital Outlay</u>								
280-581200	Vehicles & Access. Over	350,000.00	0.00	0.00	0.00	278,537.16	71,462.84	79.58
280-581800	Equipment Over \$5,000	<u>21,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>18,144.00</u>	<u>2,856.00</u>	<u>86.40</u>
TOTAL Capital Outlay		371,000.00	0.00	0.00	0.00	296,681.16	74,318.84	79.97
** TOTAL SCHERTZ EMS		9,598,811.11	673,865.68	1,637,524.12	2,324,322.39	434,244.24	6,840,244.48	28.74
** TOTAL PUBLIC SAFETY		9,598,811.11	673,865.68	1,637,524.12	2,324,322.39	434,244.24	6,840,244.48	28.74

TRIAL BALANCE  
AS OF: DECEMBER 31ST, 2019

203-EMS

		*** MONTH TO DATE ***		*** YEAR TO DATE ***	
ACCT#	ACCOUNT NAME	DEBITS	CREDITS	DEBITS	CREDITS
<b>ASSETS</b>					
000-110000	Claim on Op Cash EMS	97,233.83		149,922.73	
000-112000.280	Change Fund-EMS	0.00		150.00	
000-115000.280	Petty Cash - EMS	0.00		300.00	
000-116200.131	Invstmt LOGIC-EMS	1,173.77		761,668.24	
000-116200.235	LOGIC - SR2017 Ambulances	90.44		58,705.98	
000-119000	Accounts Receivable-Customer	190,708.62		9,452,644.45	
000-119010	Accounts Receivable-NSF	0.00		25.00	
000-119020	Accounts Receivable-Services		2,017.10	20,831.81	
000-119100	Allowance-Uncollectib A/R (Cr)		196,357.70		6,719,178.11
000-142101	Due From General Fund	0.00		16,139.20	
000-143000	Inventory	0.00		61,905.63	
000-144000	Prepaid Items	0.00		2,311.20	
000-144043	Deferred Outflows-Contrib-Reti	0.00		5,463.00	
000-151010	Deferred Outflows-Assumptions	0.00		4,255.71	
000-151013	Deferred Outflows-Assumpt-Reti	0.00		14,660.00	
000-151040	Deferred Outflows-TMRS Contrib	0.00		312,279.98	
000-151041	Deferred Outflows-TMRS SD Bnft	0.00		7,860.96	
000-151110	Deferred Outflows-TMRS Actuari	0.00		68,337.60	
000-175000	Machinery & Equipment	0.00		982,846.56	
000-176000	Vehicles	0.00		1,829,445.00	
000-177500	Accumulated Depreciation	0.00			1,866,566.75
<b>LIABILITIES AND FUND BALANCE</b>					
000-211000	AP Pending (Due to Pooled)	88,862.66			65.27
000-214000	SS & Medicare Payable	0.00			20,235.74
000-214500	Accrued TMRS Payable		16,577.05		41,910.61
000-214501	Insurance Payable		9,289.10		15,660.64
000-214501.3	FSA EMPLOYEE CONTRIBUTIONS		932.05		4,608.41
000-214510	Plan 457 Payable		100.65		100.65
000-214514	HSA Payables	162.70			108.66
000-217340	Unapplied Credits	0.00			15.94
000-221200	Accrued Salaries Payable	0.00			165,576.62
000-221220	Accrued Vacation	0.00			166,401.17
000-223000	Accrued Interest Payable	0.00			481.25
000-225010	Notes Payables - Current	0.00			165,000.00
000-229000	Bonds Payable-Current	0.00			105,000.00
000-230000	Lease Payable - Current	0.00			89,773.00
000-240000	Net OPEB Obligation	0.00			317,679.00
000-251000	Net Pension Liability	0.00			2,098,365.24
000-251010	Deferred Inflows-TRMS Invest E	0.00			216,908.63
000-251050	OPEB Liability	0.00			93,933.59
000-252000	Lease Payable - Non-current	0.00			199,781.00
000-256000	Bonds Payable	0.00			335,000.00
000-256020	Bond Premium	0.00			15,520.00
000-320000	Contributed Capital	0.00			370,637.36
000-332000	Invested in Assets net of Debt	0.00			215,277.00
000-333000	Retained Earnings	0.00			701,459.83

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
HAL BALDWIN SCHOLARSHI	SPECIAL EVENTS FUN	CITIBANK	HAL BALDWIN GOLF	962.16
			Closest-Longest x 2	115.80
			Last Place Gifts	87.71
			MARY CITIBANK GOLF TOURN	63.89
			Raffle ticket xtra color	49.29
			TOTAL:	1,278.85
UTILITY BILLING	WATER & SEWER	CITIBANK	WATER BILL POSTCARDS	81.26
			MEETING	73.02
			TRAINING	199.00
			TRAINING	199.00
			MEETING	21.64
			TOTAL:	573.92
W & S ADMINISTRATION	WATER & SEWER	CITIBANK	EB OCT GRASS, BOOTS, TRNG	438.08
			EB OCT GRASS, BOOTS, TRNG	699.91
			EB OCT GRASS, BOOTS, TRNG	170.08
			EB OCT GRASS, BOOTS, TRNG	188.99
			EB OCT GRASS, BOOTS, TRNG	70.00
			EB OCT GRASS, BOOTS, TRNG	126.00
			JJ OCT TRNG LUNCHES SHRED	32.31
			JJ OCT TRNG LUNCHES SHRED	9.49
			JJ OCT TRNG LUNCHES SHRED	30.29
			JJ OCT TRNG LUNCHES SHRED	57.85
			JJ OCT TRNG LUNCHES SHRED	16.10
			JJ OCT TRNG LUNCHES SHRED	111.00
			JJ OCT TRNG LUNCHES SHRED	180.00
			JJ OCT TRNG LUNCHES SHRED	111.00
			JJ OCT TRNG LUNCHES SHRED	111.00
			JJ OCT TRNG LUNCHES SHRED	42.66
			CVLGC COMPUTER & ACCES	1,491.92
			FAN MOTOR	43.14
			DUAL MONITOR MOUNT	68.89
			JJ MTG HTL EMP APPR SHRTS	687.62
			JJ MTG HTL EMP APPR SHRTS	179.94
			JJ MTG HTL EMP APPR BOOTS	117.43
			JJ MTG HTL EMP APPR SHRTS	437.00
			WILLIAMS SURFACEPRO	1,105.89
			TOTAL:	6,526.59
SCHERTZ EMS	EMS	CITIBANK	Phone chargers	59.94
			M3 bed frame	99.99
			SD Cards	67.90
			Phone cases	133.80
			Screen protectors	41.94
			FedEx postage	12.73
			NAAC L BALDWIN	1,155.00
			Box Lunches	65.50
			Lemonade	10.50
			Iced Tea	5.50
			150 breakfast tacos	225.40
			Fruit Tray	39.99
			6 dz asst. donuts	48.96
			Napkins 250 ct	1.94
			Decorations	44.40
			Candy	150.00

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
			DSHS	126.00
			NAEMT	60.00
			TDSHS EMT Applications	96.00
			EMS Expo Hotel Rm1	513.28
			EMS Expo Hotel Rm2	513.28
			TYLER CAR SEAT	55.00
			AHA INSTRUCTOR DVD	14.85
			SHIPPING	2.75
			EMT CLASS AirLife Pizza	105.00
			Breakfast Tacos	24.23
			DSHS	96.00
			FedEx Fees	46.39
			TA-19-12692-01	100.00
			TA-19-12149-01	130.00
			Coordinator Lics. Renewal	66.00
			DSHS Mailing	10.12
			Fentanyl postage	10.40
			Feb Flight	249.88
			April Flight	388.00
			PARKING	39.00
			Hotel x3 nights	981.00
			Hotel Tax	169.71
			TOTAL:	5,960.38
DRAINAGE	DRAINAGE	CITIBANK	DL OCT - SHIRTS, LUNCHEON	69.97
			JJ OCT TRNG LUNCHESES SHRED	360.00
			NOV HOOKS TFMA RENEWAL	100.00
			DOUG TFMA BOOTS HMDPT	100.00
			JJ MTG HTL EMP APPR SHRTS	206.29
			TOTAL:	836.26
PROJECTS	BOND PROJECTS FUND	CITIBANK	LONG CHGS 11/2019	2,406.30
			TOTAL:	2,406.30
NON-DEPARTMENTAL	LIBRARY BOARD	CITIBANK	Holidazzle supplies	84.93
			TOTAL:	84.93
ECONOMIC DEVELOPMENT	SED CORPORATION	CITIBANK	TxEDC-Boston-LYFT	20.51
			TxEDC-Boston-LYFT	23.39
			TxEDC-Boston-LYFT	5.00
			FABTECH '20-Flight	133.30
			FABTECH '20-Flight	173.90
			TxEDC Boston-Flight	185.29
			Logo embroidery-uniforms	35.00
			ED0217 Car Wash	14.99
			Board Mtg. Food Supplies	116.20
			TxEDC Boston-Flight	267.00
			TxEDC Boston-Flight	30.00
			SAMA Luncheon-Nov	45.00
			WSJ-AnnualSubscription	210.55
			Office equipment	98.90
			TRI COUNTY CHAMBER MEMBER	300.00
			JobFair-FacebookAds	75.00
			JobFair-FacebookAds	75.00
			JobFair-FacebookAds	75.00
			JobFair-FacebookAds	100.00



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Account Number	Payment Date	New Balance	Minimum Amount Due	Enter Amount Paid
•••• •••• ••35 1542	11/28/2019	\$0.00	\$0.00	

ALLISON M GORZELL  
M0003 CITY OF SCHERTZ  
1400 SCHERTZ PARKWAY

Citibank  
P.O. Box 78025  
PHOENIX, AZ 85062-8025

SCHERTZ TX 78154-1634

## CITIBANK CORPORATE CARD

Statement Date

11/03/2019

Payment Date

11/28/2019

Previous Balance	Payments and Credits	New Charges	New Balance	Credit Line
\$0.00	\$0.00	\$0.00	\$0.00	\$3,000.00

For customer service call or write 1-800-248-4553 Citibank P.O. Box 6125 Sioux Falls, SD 57117

Send payments to: Citibank P.O. Box 78025 PHOENIX, AZ 85062-8025

Account Number		Cash Advance Limit*	Available Credit Line	Available Cash Line**
•••• •••• ••35 1542		\$0.00	\$3,000.00	\$0.00
Sale Date	Post Date	Reference Number	Type of Activity	Amount
*****NOTICE MEMO ITEM(S) LISTED BELOW*****				
10/11/2019	10/14/2019	05227029285500317376333	NATIONAL ACADEMY OF AM 717-620-2694 PA	\$1,155.00
*****TOTAL AMOUNT OF MEMO ITEM(S):				\$1,155.00

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ACCOUNT SUMMARY CURRENT PERIOD		<i>Previous Balance</i>	<i>Payments</i>		<i>Credits</i>	<i>Purchases and Advances</i>	<i>Interest Charges</i>	<i>New Balance</i>
		\$ 0 . 0 0 \$ 0 . 0 0 \$ 0 . 0 0						\$ 0 . 0 0 \$ 0 . 0 0 \$ 0 . 0 0
	Purchases Advances TOTALS							
DAYS IN BILLING PERIOD: 031			<u>Purchases</u>	<u>Cash Advances</u>	Payment Due: \$ 0 . 0 0			
Balance Subject To Interest Charges >			\$ 0 . 0 0	\$ 0 . 0 0	Amount Over Credit Limit: \$ 0 . 0 0			
Periodic Rate >			.0000%	.0000%	Amount Past Due: \$ 0 . 0 0			
ANNUAL PERCENTAGE RATE >			0.00%	0.00%	MINIMUM AMOUNT DUE: \$ 0 . 0 0			

\* Cash Advance Limit is a portion of your Total Credit Line

\*\* Available Cash Line is a portion of your Available Credit Line



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Account Number	Payment Date	New Balance	Minimum Amount Due	Enter Amount Paid
•••• •••• ••98 4596	12/28/2019	\$0.00	\$0.00	

BRANDON HILL  
M0003 CITY OF SCHERTZ  
1400 SCHERTZ PARKWAY  
  
SCHERTZ TX 78154-1634

Citibank  
P.O. Box 78025  
PHOENIX, AZ 85062-8025

CITIBANK CORPORATE CARD

Previous Balance	Payments and Credits	New Charges	New Balance	Credit Line
\$0.00	\$0.00	\$0.00	\$0.00	\$3,000.00

Statement Date  
12/03/2019  
  
Payment Date  
12/28/2019

For customer service call or write 1-800-248-4553 Citibank P.O. Box 6125 Sioux Falls, SD 57117

Send payments to: Citibank P.O. Box 78025 PHOENIX, AZ 85062-8025

Account Number		Cash Advance Limit*		Available Credit Line		Available Cash Line**	
•••• •••• ••98 4596		\$0.00		\$3,000.00		\$0.00	
Sale Date	Post Date	Reference Number	Type of Activity			Amount	
*****NOTICE MEMO ITEM(S) LISTED BELOW*****							
11/05/2019	11/06/2019	35505909310010208841348	EXPEDIA 7492271687702	BELLVEUE	NV	\$1.88	
			23916750596				
11/05/2019	11/07/2019	55417349310873103127376	AMERICAN 00174729523662	BELLEVUE	WA	\$124.00	
			HILL/BRANDON	DEPARTURE: 02-15-20			
			SAT AA B DFW AA B JAX				
11/05/2019	11/07/2019	55432869310200633138608	UNITED 01674729570592	800-932-2732	TX	\$124.00	
			HILL/BRANDON	DEPARTURE: 02-21-20			
			JAX UA N IAH UA N SAT				
11/05/2019	11/07/2019	55432869310200646888272	SOUTHWES 5262138305880	800-435-9792	TX	\$388.00	
			HILL/BRANDON	DEPARTURE: 04-16-20			
			SAT WN P ATL WN P JAX WN P HOU WN P SAT				
11/06/2019	11/07/2019	02305379311000565565330	USPS PO 4881500334	SCHERTZ	TX	\$10.40	
			None				
ACCOUNT SUMMARY CURRENT PERIOD		Previous Balance	Payments	Credits	Purchases and Advances	Interest Charges	New Balance
	Purchases	\$0.00					\$0.00
	Advances	\$0.00					\$0.00
	TOTALS	\$0.00					\$0.00
DAYS IN BILLING PERIOD: 030			Purchases	Cash Advances	Payment Due: \$0.00		
Balance Subject To Interest Charges >			\$0.00	\$0.00	Amount Over Credit Limit: \$0.00		
Periodic Rate >			.0000%	.0000%	Amount Past Due: \$0.00		
ANNUAL PERCENTAGE RATE >			0.00%	0.00%	MINIMUM AMOUNT DUE: \$0.00		

\* Cash Advance Limit is a portion of your Total Credit Line  
\*\* Available Cash Line is a portion of your Available Credit Line

Account Number
•••• •••• ••98 4596

**Statement Date**  
12/03/2019

Sale Date	Post Date	Reference Number	Type of Activity	Amount
<b>NOTICE MEMO ITEM(S) LISTED BELOW</b>				
11/25/2019	11/26/2019	55432869330200182675386	SHERATON FT WORTH 826884	FORT WORTH TX Arrival: 11-24-19 \$327.00
11/25/2019	11/26/2019	55432869330200182675642	SHERATON FT WORTH 826883	FORT WORTH TX Arrival: 11-24-19 \$327.00
11/28/2019	11/29/2019	55432869333200918473962	SHERATON FT WORTH 826883	FORT WORTH TX Arrival: 11-24-19 \$56.58
11/28/2019	11/29/2019	55432869333200918473970	SHERATON FT WORTH 826884	FORT WORTH TX Arrival: 11-24-19 \$56.58
11/28/2019	11/29/2019	55432869333200918473988	SHERATON FT WORTH 826882	FORT WORTH TX Arrival: 11-27-19 \$422.55
*****TOTAL AMOUNT OF MEMO ITEM(S):				<b>\$1,837.99</b>
<p>The foreign currency conversion rate used to convert your foreign transactions to U.S. dollars includes a service fee of 1% assessed to Citibank by the applicable bankcard association.</p> <p>Citi is committed to the reduction of paper. Within the Commercial Cards business, you can switch to online statements now by registering your card on CitiManager at <a href="https://home.cards.citidirect.com/CommercialCard/Cards.html">https://home.cards.citidirect.com/CommercialCard/Cards.html</a>. Thanks to those who already access statements online, together we are saving 2,170 trees each year through this initiative alone.</p> <p>Account management made easier: Online statements &amp; CitiManager Mobile offer 24/7 access, security, and mobility. Log in at <a href="http://www.citimanager.com/login">www.citimanager.com/login</a> and click Go Paperless under the Statement tab.</p> <p>Sign-up for email or text message alerts to know when your statement is ready to view. When on the go, access your account and recent activity through your mobile device at <a href="http://www.citimanager.com/mobile">www.citimanager.com/mobile</a></p>				

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\*\* Available Cash Line is a portion of your Available Credit Line



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Account Number	Payment Date	New Balance	Minimum Amount Due	Enter Amount Paid
•••• •••• ••98 4596	11/28/2019	\$0.00	\$0.00	

BRANDON HILL  
M0003 CITY OF SCHERTZ  
1400 SCHERTZ PARKWAYCitibank  
P.O. Box 78025  
PHOENIX, AZ 85062-8025

SCHERTZ TX 78154-1634

## CITIBANK CORPORATE CARD

Statement Date

11/03/2019

Payment Date

11/28/2019

Previous Balance	Payments and Credits	New Charges	New Balance	Credit Line
\$0.00	\$0.00	\$0.00	\$0.00	\$3,000.00

For customer service call or write 1-800-248-4553 Citibank P.O. Box 6125 Sioux Falls, SD 57117

Send payments to: Citibank P.O. Box 78025 PHOENIX, AZ 85062-8025

Account Number		Cash Advance Limit*		Available Credit Line		Available Cash Line**	
•••• •••• ••98 4596		\$0.00		\$3,000.00		\$0.00	
Sale Date	Post Date	Reference Number		Type of Activity		Amount	
*****NOTICE MEMO ITEM(S) LISTED BELOW*****							
10/03/2019	10/04/2019	55432869276200599881714		AMZN MKTP US 7A9LH5VP3 20-17416		AMZN.COM/BILL WA \$269.77	
10/05/2019	10/07/2019	55432869278200966712904		AMZN MKTP US 6D4011I73 20-17416		AMZN.COM/BILL WA \$133.80	
10/18/2019	10/21/2019	05410199291741182093187		FEDEX 780329542482 780329542482		MEMPHIS TN \$12.73	
*****TOTAL AMOUNT OF MEMO ITEM(S):						\$416.30	

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ACCOUNT SUMMARY CURRENT PERIOD		Previous Balance	Payments	Credits	Purchases and Advances	Interest Charges	New Balance
	Purchases	\$0.00					\$0.00
	Advances	\$0.00					\$0.00
	TOTALS	\$0.00					\$0.00
DAYS IN BILLING PERIOD: 031			Purchases	Cash Advances	Payment Due: \$0.00		
Balance Subject To Interest Charges >			\$0.00	\$0.00	Amount Over Credit Limit: \$0.00		
Periodic Rate >			.0000%	.0000%	Amount Past Due: \$0.00		
ANNUAL PERCENTAGE RATE >			0.00%	0.00%	MINIMUM AMOUNT DUE: \$0.00		

\* Cash Advance Limit is a portion of your Total Credit Line

\*\* Available Cash Line is a portion of your Available Credit Line





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Account Number	Payment Date	New Balance	Minimum Amount Due	Enter Amount Paid
•••• •••• ••98 4588	12/28/2019	\$0.00	\$0.00	

ERICA ABELLAS  
M0003 CITY OF SCHERTZ  
1400 SCHERTZ PARKWAY

SCHERTZ TX 78154-1634

Citibank  
P.O. Box 78025  
PHOENIX, AZ 85062-8025

## CITIBANK CORPORATE CARD

Statement Date

12/03/2019

Payment Date

12/28/2019

Previous Balance	Payments and Credits	New Charges	New Balance	Credit Line
\$0.00	\$0.00	\$0.00	\$0.00	\$3,000.00

For customer service call or write 1-800-248-4553 Citibank P.O. Box 6125 Sioux Falls, SD 57117

Send payments to: Citibank P.O. Box 78025 PHOENIX, AZ 85062-8025

Account Number		Cash Advance Limit*	Available Credit Line	Available Cash Line**
••••	•••• ••98 4588	\$0.00	\$3,000.00	\$0.00
Sale Date	Post Date	Reference Number	Type of Activity	Amount
*****NOTICE MEMO ITEM(S) LISTED BELOW*****				
11/05/2019	11/06/2019	55432869310200470444366	THE UPS STORE 3403 SCHERTZ TX	\$10.12
*****TOTAL AMOUNT OF MEMO ITEM(S):				\$10.12

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ACCOUNT SUMMARY CURRENT PERIOD		Previous Balance	Payments		Credits	Purchases and Advances	Interest Charges	New Balance
		\$0.00						\$0.00
	Purchases	\$0.00						\$0.00
	Advances	\$0.00						\$0.00
	TOTALS	\$0.00						\$0.00
DAYS IN BILLING PERIOD: 030			<u>Purchases</u>	<u>Cash Advances</u>	Payment Due:			\$0.00
Balance Subject To Interest Charges >			\$0.00	\$0.00	Amount Over Credit Limit:			\$0.00
Periodic Rate >			.0000%	.0000%	Amount Past Due:			\$0.00
ANNUAL PERCENTAGE RATE >			0.00%	0.00%	MINIMUM AMOUNT DUE:			\$0.00

\* Cash Advance Limit is a portion of your Total Credit Line

\*\* Available Cash Line is a portion of your Available Credit Line



05567098003984588000000000000000038

Account Number	Payment Date	New Balance	Minimum Amount Due	Enter Amount Paid
•••• •••• ••98 4588	11/28/2019	\$0.00	\$0.00	

ERICA ABELLAS  
M0003 CITY OF SCHERTZ  
1400 SCHERTZ PARKWAY  
  
SCHERTZ TX 78154-1634

Citibank  
P.O. Box 78025  
PHOENIX, AZ 85062-8025

## CITIBANK CORPORATE CARD

Statement Date  
11/03/2019

Payment Date  
11/28/2019

Previous Balance	Payments and Credits	New Charges	New Balance	Credit Line
\$0.00	\$0.00	\$0.00	\$0.00	\$3,000.00

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Send payments to: Citibank P.O. Box 78025 PHOENIX, AZ 85062-8025

Account Number		Cash Advance Limit*	Available Credit Line	Available Cash Line**
•••• •••• ••98 4588		\$0.00	\$3,000.00	\$0.00
Sale Date	Post Date	Reference Number	Type of Activity	Amount
*****NOTICE MEMO ITEM(S) LISTED BELOW*****				
10/09/2019	10/11/2019	05140489283710021982589	CHICK-FIL-A #03195 SCHERTZ TX	\$81.50
10/15/2019	10/17/2019	85544029289980008702175	EL JALISCO MEXICAN RES SCHERTZ TX	\$225.40
10/16/2019	10/17/2019	05140489289740253690109	H-E-B #415 SCHERTZ TX	\$58.97
10/22/2019	10/22/2019	55432869295200007831613	AMZN MKTP US 235BL2ZS3 AMZN.COM/BILL WA	\$44.40
20-17764				
*****TOTAL AMOUNT OF MEMO ITEM(S):				\$410.27

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ACCOUNT SUMMARY CURRENT PERIOD		Previous Balance	Payments	Credits	Purchases and Advances	Interest Charges	New Balance
		\$0.00					\$0.00
		\$0.00					\$0.00
		\$0.00					\$0.00
DAYS IN BILLING PERIOD: 031			Purchases	Cash Advances	Payment Due: \$0.00		
Balance Subject To Interest Charges >			\$0.00	\$0.00	Amount Over Credit Limit: \$0.00		
Periodic Rate >			.0000%	.0000%	Amount Past Due: \$0.00		
ANNUAL PERCENTAGE RATE >			0.00%	0.00%	MINIMUM AMOUNT DUE: \$0.00		

\* Cash Advance Limit is a portion of your Total Credit Line

\*\* Available Cash Line is a portion of your Available Credit Line



05567098000351849000000000000000035

Account Number	Payment Date	New Balance	Minimum Amount Due	Enter Amount Paid
•••• •••• ••35 1849	12/28/2019	\$0.00	\$0.00	

JASON M MABBITT  
M0003 CITY OF SCHERTZ  
1400 SCHERTZ PARKWAY  
  
SCHERTZ TX 78154-1634

Citibank  
P.O. Box 78025  
PHOENIX, AZ 85062-8025

CITIBANK CORPORATE CARD

Previous Balance	Payments and Credits	New Charges	New Balance	Credit Line
\$0.00	\$0.00	\$0.00	\$0.00	\$3,000.00

Statement Date  
12/03/2019  
  
Payment Date  
12/28/2019

For customer service call or write 1-800-248-4553 Citibank P.O. Box 6125 Sioux Falls, SD 57117

Send payments to: Citibank P.O. Box 78025 PHOENIX, AZ 85062-8025

Account Number		Cash Advance Limit*	Available Credit Line		Available Cash Line**	
●●●● ●●●● ●●35 1849		\$0.00	\$3,000.00		\$0.00	
Sale Date	Post Date	Reference Number	Type of Activity		Amount	
*****NOTICE MEMO ITEM(S) LISTED BELOW*****						
11/25/2019	11/26/2019	55488729329400964000330	DSHS REGULATORY PROG		5124587111 TX	\$66.00
*****TOTAL AMOUNT OF MEMO ITEM(S):						\$66.00
The foreign currency conversion rate used to convert your foreign transactions to U.S. dollars includes a service fee of 1% assessed to Citibank by the applicable bankcard association.						
Citi is committed to the reduction of paper. Within the Commercial Cards business, you can switch to online statements now by registering your card on CitiManager at <a href="https://home.cards.citidirect.com/CommercialCard/Cards.html">https://home.cards.citidirect.com/CommercialCard/Cards.html</a> . Thanks to those who already access statements online, together we are saving 2,170 trees each year through this initiative alone.						
Account management made easier: Online statements & CitiManager Mobile offer 24/7 access, security, and mobility. Log in at <a href="http://www.citimanager.com/login">www.citimanager.com/login</a> and click Go Paperless under the Statement tab.						
Sign-up for email or text message alerts to know when your statement is ready to view. When on the go, access your account and recent activity through your mobile device at <a href="http://www.citimanager.com/mobile">www.citimanager.com/mobile</a>						

ACCOUNT SUMMARY CURRENT PERIOD		Previous Balance	Payments		Credits	Purchases and Advances	Interest Charges	New Balance
		\$0.00						\$0.00
Purchases Advances TOTALS		\$0.00						\$0.00
		\$0.00						\$0.00
		\$0.00						\$0.00
DAYS IN BILLING PERIOD: 030			Purchases	Cash Advances	Payment Due:			\$0.00
Balance Subject To Interest Charges >			\$0.00	\$0.00	Amount Over Credit Limit:			\$0.00
Periodic Rate >			.0000%	.0000%	Amount Past Due:			\$0.00
ANNUAL PERCENTAGE RATE >			0.00%	0.00%	MINIMUM AMOUNT DUE:			\$0.00

\* Cash Advance Limit is a portion of your Total Credit Line  
\*\* Available Cash Line is a portion of your Available Credit Line



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Account Number	Payment Date	New Balance	Minimum Amount Due	Enter Amount Paid
•••• •••• ••24 6496	12/28/2019	\$0.00	\$0.00	

MICHAEL SHOWN  
M0003 CITYOFSCHERTZ  
1400 SCHERTZ PARKWAY  
  
SCHERTZ TX 78154-1634

Citibank  
P.O. Box 78025  
PHOENIX, AZ 85062-8025

CITIBANK CORPORATE CARD

Previous Balance	Payments and Credits	New Charges	New Balance	Credit Line
\$0.00	\$0.00	\$0.00	\$0.00	\$3,000.00

Statement Date  
12/03/2019  
  
Payment Date  
12/28/2019

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Account Number			Cash Advance Limit*		Available Credit Line		Available Cash Line**	
•••• •••• ••24 6496			\$0.00		\$3,000.00		\$0.00	
Sale Date	Post Date	Reference Number	Type of Activity				Amount	
*****NOTICE MEMO ITEM(S) LISTED BELOW*****								
11/09/2019	11/11/2019	05436849314000315434401	PAPA JOHN'S #3019		SCHERTZ	TX	\$105.00	
			00030191573321425					
11/15/2019	11/18/2019	55263529320091000315164	TACO CABANA 20160		SCHERTZ	TX	\$24.23	
11/25/2019	11/26/2019	55488729329400964000272	DSHS REGULATORY PROG		5124587111	TX	\$96.00	
11/26/2019	11/27/2019	05410199330741193126474	FEDEX 940424908235		MEMPHIS	TN	\$17.31	
			940424908235					
11/26/2019	11/27/2019	05410199330741193142828	FEDEX 778294606673		MEMPHIS	TN	\$29.08	
			778294606673					
11/27/2019	11/29/2019	55429509332852269036729	NAEMT		6019247744	MS	\$130.00	
			26903672					
11/27/2019	11/29/2019	55429509332852269081626	NAEMT		6019247744	MS	\$100.00	
			26908162					
*****TOTAL AMOUNT OF MEMO ITEM(S):							\$501.62	

ACCOUNT SUMMARY		Previous Balance	Payments	Credits	Purchases and Advances	Interest Charges	New Balance
CURRENT PERIOD							
	Purchases	\$0.00					\$0.00
	Advances	\$0.00					\$0.00
	TOTALS	\$0.00					\$0.00
DAYS IN BILLING PERIOD: 030			Purchases	Cash Advances	Payment Due:		
Balance Subject To Interest Charges			\$0.00	\$0.00	Amount Over Credit Limit:		
Periodic Rate			.0000%	.0000%	Amount Past Due:		
ANNUAL PERCENTAGE RATE			0.00%	0.00%	MINIMUM AMOUNT DUE:		
					\$0.00		

\* Cash Advance Limit is a portion of your Total Credit Line  
\*\* Available Cash Line is a portion of your Available Credit Line



05567098800246496000000000000000037

Account Number	Payment Date	New Balance	Minimum Amount Due	Enter Amount Paid
•••• •••• ••24 6496	11/28/2019	\$0.00	\$0.00	

MICHAEL SHOWN  
M0003 CITYOFSCHERTZ  
1400 SCHERTZ PARKWAY  
  
SCHERTZ TX 78154-1634

Citibank  
P.O. Box 78025  
PHOENIX, AZ 85062-8025

CITIBANK CORPORATE CARD

Statement Date  
11/03/2019  
  
Payment Date  
11/28/2019

Previous Balance	Payments and Credits	New Charges	New Balance	Credit Line
\$0.00	\$0.00	\$0.00	\$0.00	\$3,000.00

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Account Number		Cash Advance Limit*		Available Credit Line		Available Cash Line**	
•••• •••• ••24 6496		\$0.00		\$3,000.00		\$0.00	
Sale Date	Post Date	Reference Number	Type of Activity			Amount	
*****NOTICE MEMO ITEM(S) LISTED BELOW*****							
10/04/2019	10/07/2019	55488729277400962000458	DSHS REGULATORY PROG	5124587111	TX	\$126.00	
10/07/2019	10/08/2019	55429509280852087050326	NAEMT	6019247744	MS	\$60.00	
			8705032				
10/10/2019	10/11/2019	55488729283400968000132	DSHS REGULATORY PROG	5124587111	TX	\$96.00	
10/18/2019	10/21/2019	55436879292162921511226	RIVERFRONT FRONT DESK	NEW ORLEANS	LA	\$513.28	
			215134	Arrival: 10-15-19			
10/18/2019	10/21/2019	55436879292162921511838	RIVERFRONT FRONT DESK	NEW ORLEANS	LA	\$513.28	
			215133	Arrival: 10-15-19			
10/29/2019	10/31/2019	55420369303630127180423	SAFE KIDS WORLDWIDE	WASHINGTON	DC	\$55.00	
			R1708222653				
10/31/2019	11/01/2019	55457029305207225406432	ELEARNING AMERICAN HEA	8882428883	TX	\$17.60	
			AC1A1FFC386F				
*****TOTAL AMOUNT OF MEMO ITEM(S):						\$1,381.16	

ACCOUNT SUMMARY CURRENT PERIOD		Previous Balance	Payments	Credits	Purchases and Advances	Interest Charges	New Balance
	Purchases	\$0.00					\$0.00
	Advances	\$0.00					\$0.00
	TOTALS	\$0.00					\$0.00
DAYS IN BILLING PERIOD: 031			Purchases	Cash Advances	Payment Due:		
Balance Subject To Interest Charges			\$0.00	\$0.00	Amount Over Credit Limit:		
Periodic Rate			.0000%	.0000%	Amount Past Due:		
ANNUAL PERCENTAGE RATE			0.00%	0.00%	MINIMUM AMOUNT DUE:		
					\$0.00		

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**CITY COUNCIL MEMORANDUM**

**City Council Meeting:** April 28, 2020  
**Department:** Public Works  
**Subject:** Update on drainage project

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**BACKGROUND**

On April 8, 2020, the City of Schertz Public Works Department located a sink-hole (illustration 1) near the intersection of FM 3009 and Tri County Parkway, caused by a collapsed 72” storm water drainage pipe that was installed in the late 80s. To repair the sink-hole, the City of Schertz requested four bids and received two. The lowest bid, \$49,143.28, was for Pierce Sitework, LLC and it includes removal of debris and spoils, as well as re-vegetation. The other bid did not include clean up or re-vegetation. Due to the safety risk of the sink-hole, the City Manager approved moving forward as an emergency repair and the repair is scheduled to begin on April 24<sup>th</sup>, and will take approximately five business days to complete, contingent upon weather and supply delivery times.

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**Attachments**

Sink-hole  
sink hole photo

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Illustration 1






# Westridge Pet Hospital & Wellness Center

6695 Tri County Pkwy.

## Legend

 Sink Hole Location

Sink Hole Location

3009

Tri County Pkwy

Google Earth

© 2020 Google

200 ft

