



**MEETING AGENDA**  
**City Council**  
**REGULAR SESSION CITY COUNCIL**  
**August 4, 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, AUGUST 4, 2020 at 6:00 p.m.**

**City Council will hold its regularly scheduled meeting at 6:00 p.m., Tuesday, August 4, 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 Dahle)**

**Employee Recognition**

- Police Department: Lasonya Madison, Records Specialist, Lisa Locken, Code Enforcement Officer. (C. Kelm/K. Kallies)
- Public Works: Ygnacio Castillo, Brett Hartzell & Raymond Jones, Street Worker 1. (C. Kelm/S. Williams/D. Letbetter)

**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, August 3, 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.

1. **Minutes** – Consideration and/or action regarding the approval of the minutes of the regular meeting of July 28, 2020. (B. Dennis)
2. **Resolution 20-R-86** - 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 \$219,650.00 with C-3 Environmental Inc. for the Main Street Sidewalk Beautification Program and other matters in connection therewith. (C. Kelm/S. Williams/D. Letbetter)
3. **Ordinance No. 20-L-23** - Consideration and/or action approving an Ordinance by the City Council of the City of Schertz, Texas amending the Code of Ordinances, Chapter 62, Peddlers and Solicitors repealing all ordinances or parts of ordinances in conflict with this ordinance; and providing an effective date. ***Final Reading*** (C. Kelm/M. Bane)
4. **Resolution No. 20-R-87** - Consideration and/or action approving a Resolution by the City Council of the City of Schertz, Texas authorizing a First Amendment to the Management Services Agreement between the City of Schertz and the Cibolo Valley Local Government Corporation (CVLGC) for Management Services and other matters in connection therewith. (C. Kelm)

## Discussion and Action Items

5. **Ordinance No. 20-M-24** - Consideration and/or action to approve an Ordinance by the City Council of the City of Schertz, Texas amending the City of Schertz Code of Ordinances and certain other Ordinances by amending and establishing fees for certain licenses, permits, and other services provided by the City of Schertz. ***Final Reading*** (M. Browne/B. James/J. Walters)

### **Workshop**

6. **Workshop Discussion and Update (Ordinance 20-H-18)** - Discussion and update regarding the COVID-19 virus and our current Ordinance No. 20-H-18 Declaration of Local Disaster. (M. Browne/K. Long)
7. **Appointment of the Mayor Pro-Tem** - Discussion and consideration and/or action regarding the confirmation, appointment, or election of the Mayor Pro-Tem. (Mayor/Council)
8. **Water Conservation** - Workshop discussion regarding water conservation and the current demands on the Schertz water supply. (C. Kelm/S. Williams)

### **Roll Call Vote Confirmation**

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

9. Monthly update on major projects in progress/CIP. (B. James/K. Woodlee)

### **Requests and Announcements**

- Announcements by the City Manager.
- Requests by Mayor and Councilmembers for updates or information from staff.
- Requests by Mayor and Councilmembers that items or presentations be placed on a future City Council agenda.
- 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 31<sup>st</sup> DAY OF JULY 2020 AT 4:00 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:** August 4, 2020  
**Department:** City Secretary  
**Subject:** Minutes – Consideration and/or action regarding the approval of the minutes of the regular meeting of July 28, 2020. (B. Dennis)

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**BACKGROUND**

The City Council held a Regular City Council meeting on Tuesday, July 28, 2020.

**RECOMMENDATION**

Recommend Approval.

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**Attachments**

7-28-2020 Draft min

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# DRAFT

## MINUTES REGULAR MEETING July 28, 2020

A Regular Meeting was held by the Schertz City Council of the City of Schertz, Texas, on July 28, 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 Michael Dahle; Councilmember David Scagliola; Councilmember Tim Brown; Councilmember Allison Heyward

Absent: Councilmember Rosemary Scott Excused Absence; Councilmember Scott Larson - Excused absence

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**

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

Mayor Gutierrez provided the opening prayer followed by the Pledges of Allegiance to the Flags of the United States and the State of Texas.

Mayor Gutierrez gave specific requests to guests and staff in reference to wearing their masks during the City Council meeting and departing the Council meeting.

### **Presentations**

- City Manager Coin Presentation (M. Browne)

City Manager Dr. Mark Browne presented to Fire Chief Kade Long the City Managers Coin of Excellence for all his efforts as the Emergency Management

Coordinator in leading us for the last four months through the COVID-19 virus situation with no end in sight. Dr. Browne also recognized Chief Longs family members and the Fire Fighters who were also present.

Mayor Gutierrez provided Chief Long his heartfelt thanks, appreciation, and gratitude for all his had done.

## City Events and Announcements

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

Mayor Gutierrez recognized Assistant City Manager Brian James who announced the City of Schertz will be holding its General Election on November 3, 2020, for the purpose of electing Council Members in Place 3, Place 4, and for Place 5 for a three-year term. Deadline to file is Monday, August 17, 2020, by 5:00 p.m. Candidate packet and qualification information regarding the election and can be found on our City website as well as contacting the City Secretary's office.

Mayor Gutierrez stated that the Governor did move the beginning Early Voting date to October 13, 2020.

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

Dr. Browne recognized the Facilities Department Team for doing a fantastic job for us during this pandemic by developing new sanitization procedures for all our facilities, daily extra cleaning of offices, emergency team response actions for deep clean and sanitize office when a known case presented itself. Installed plexiglass partitions to prevent the COVID-19 virus spread, set up temperature tracking stations for employees and city buildings, designed and installed information and social distancing signage, set up additional hand sanitizing stations and delivered cleaning supplies daily. Dr. Browne recognized Todd Buckingham, Joe Villarreal, Chris Mayorga, Ray Gonzales, Sam Maeda, Sam Rhodes, Bruno Sepeda, Chad Lonsberry, Albert Orosco, and Thomas Brooks.

Dr. Browne also recognized Public Works Employees Raul Santoya and Steve Armstrong. He stated this past week, Raul Santoya and Steve Armstrong were involved in quite the heroic act.

They had just finished performing a locate and were in the process of entering data when they saw a young man (teenager) walking a large dog. Nearby was a jogger wearing headphones. At the site of the jogger, the dog began to pull and lunge against its harness and leash. The dog managed to get out of its harness and attacked the jogger. The jogger called for help and Raul grabbed the first aid kit from the truck and Steve called 911. The jogger's arm was badly bitten and



while Raul was administering first aid and trying to stop the bleeding, the dog returned racing toward Raul and the jogger who had their backs turned toward the direction of the dog. Steve was still on the phone with 911 as he yelled a warning to Raul that the dog was coming back. Raul immediately reacted by throwing the jogger through an open window of a house that was under construction and both managed to escape the dog. Raul and Steve stayed with the jogger until 911 arrived on scene.

Both Raul and Steve shared they believe they “were meant to be there and in the right place at the right time.”

Mayor Gutierrez also expressed his appreciation and gratitude for their assistance and great work.

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

Mayor Gutierrez stated that the Census 2020 is underway and our city's participation rate is 68.6%. On August 11, 2020, this is when the Census Bureau is going to initiate their field operations. They will start their door knocking operations for those households who have not responded. If you have not taken this action, please take the time to complete the 2020 Census on-line.

## 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, July 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.**

No one signed up to speak on the sign-in sheet or emailed the City Secretary.

## 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 items were read into record:

1. **Minutes** – Consideration and/or action regarding the approval of the minutes of the regular meeting of July 14, 2020. (B. Dennis)
2. **Resolution No. 20-R-79** - Consideration and/or action approving a Resolution authorizing Professional Service Agreements with Raba Kistner, Inc., and Terracon Consultants, Inc., for on-call geotechnical engineering services and all matters in connection therewith. (B. James/K. Woodlee/S. McClelland)
3. **Resolution No. 20-R-85** - Consideration and/or action approving a Resolution authorizing a Purchase and Sale Agreement for the purchase of real property, 536 Main Street, as well as the purchase of real property improvements and other matters in connection therewith. (M. Browne/B. James)
4. **Boards, Commissions and Committee Member Resignations/Appointments** - Consideration and/or action accepting Mrs. LaDonna Bacon's resignation as a regular member of the Planning & Zoning Commission and appointing Mr. Earl Platt from an alternate position on the Planning & Zoning Commission to a regular member. (Mayor/Council/B. Dennis)

Moved by Mayor Pro-Tem Mark Davis, seconded by Councilmember Michael Dahle to approve consent agenda items 1 through 4.

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

Passed

## **Discussion and Action Items**

The following item was read into record:

5. **Ordinance No. 20-L-23** - Consideration and/or action approving an Ordinance by the City Council of the City of Schertz, Texas amending the Code of Ordinances, Chapter 62, Peddlers and Solicitors repealing all ordinances or parts of ordinances in conflict with this ordinance; and providing an effective date.**First Reading** (C. Kelm/M. Bane)

Mayor Gutierrez recognized Assistant Police Chief Marc Bane who provided a PowerPoint presentation regarding the proposed changes. The revisions will provide clear direction for those that wish to solicit within the City of Schertz, while also providing protections for the citizens, organizations, and business

owners of this community. Chief Bane addressed questions from Council regarding clarifying definitions of those exempt from solicitation, add information on clarifying political candidates within the canvasser section and changing the time of solicitation to 8:00 a.m. to 8:00 p.m.

Moved by Councilmember Michael Dahle, seconded by Councilmember Allison Heyward to approve Ordinance No. 20-L-23 with the change of clarifying definitions of those exempt from solicitation, add information on clarifying political candidates within the canvasser section and changing the time of solicitation to 8:00 a.m. to 8:00 p.m.

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

Passed

The following item was read into record:

6. **Resolution No. 20-R-77** - Consideration and/or action approving a Resolution authorizing the City Manager to enter into an agreement with Guadalupe County for ambulance services. (C. Kelm/J. Mabbitt)

Mayor Gutierrez recognized EMS Director Jason Mabbitt who introduced this item addressing questions from Council.

Moved by Councilmember Michael Dahle, seconded by Councilmember Allison Heyward to approve Resolutoin No. 20-R-77.

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

Passed

The following item was read into record:

7. **Ordinance No. 20-M-24** - Consideration and/or action to approve an Ordinance by the City Council of the City of Schertz, Texas amending the City of Schertz Code of Ordinances and certain other Ordinances by amending and establishing fees for certain licenses, permits, and other services provided by the City of Schertz. ***First Reading*** (M. Browne/B. James/J. Walters)

Mayor Gutierrez recognized Finance Director James Walters who introduced

this item reviewing the current fees as well as updating council on new and proposed fee changes. Mr. Walters addressed questions from council. Councilmembers discussed the portable above ground pool fee as well as the deck fees. It was the consensus of council to have staff research and possibly amend those fees on the schedule.

Moved by Councilmember Allison Heyward, seconded by Councilmember David Scagliola to approve Ordinance 20-M-24 with modifications to the pool and deck fees.

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

Passed

The following item was read into record:

8. **Resolution No. 20-R-80** – Consideration and/or action approving a Resolution by the City Council of the City of Schertz, Texas, authorizing expenditures with Utility Engineering Group, PLLC, totaling no more than \$143,000.00 for professional engineering services related to the Riata Lift Station Relocation Project, and other matters in connection therewith. (B. James/K. Woodlee/S. McClelland)

Mayor Gutierrez recognized Project Manager Scott McClelland who introduced this item answering questions from Council.

Moved by Councilmember David Scagliola, seconded by Councilmember Michael Dahle to approve Resolution No. 20-R-80.

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

Passed

The following item was read into record:

9. **Resolution No. 20-R-81** – Consideration and/or action approving a Resolution by the City Council of the City of Schertz, Texas, authorizing expenditures with Kimley-Horn Associates, Inc., totaling no more than \$294,000.00 for phase one of professional engineering services related to the 16” Dedicated Transmission Main Project, and other matters in connection therewith. (B. James/K. Woodlee/S. McClelland)

Mayor Gutierrez recognized Project Manager Scott McClelland who introduced this item answering questions from Council.

Moved by Councilmember Allison Heyward, seconded by Councilmember David Scagliola to approve Resolution No. 20-R-81.

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

Passed

## **Workshop**

- 10. Workshop Discussion and Update (Ordinance 20-H-18)** - Discussion and update regarding the COVID-19 virus and our current Ordinance No. 20-H-18 Declaration of Local Disaster. (M. Browne/K. Long)

Mayor Gutierrez recognized Fire Chief Kade Long who provided a PowerPoint presentation updating Council on COVID-19 statistics.

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

Mayor Gutierrez stated that he would like to postpone this item to the next meeting since Councilmembers Scott and Larson were absent.

Moved by Mayor Ralph Gutierrez, seconded by Councilmember Allison Heyward to postpone the appointment of the Mayor Pro-Tem to the next meeting.

AYE: Mayor Pro-Tem Mark Davis, 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 through 11.

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

Mayor Gutierrez mentioned agenda items 12 and 13, which were in the City Council packets, can also be found on our website.

- 12. Cibolo Small Animal Hospital Expenditures** - Information regarding cumulative expenditures with Cibolo Small Animal Hospital for veterinarian services for the 2019/2020 fiscal year exceeding \$50,000. (C. Kelm/M. Bane)
- 13. Southwest Public Safety Expenditures** - Information regarding expenditures with Southwest Public Safety with total services for the 2019/2020 fiscal year exceeding \$80,000. (C. Kelm/M. Casas)

## **Requests and Announcements**

- Announcements by the City Manager.

None at this time.

- Requests by Mayor and Councilmembers for updates or information from staff.

None at this time.

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

No items were requested.

- 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

Mayor Gutierrez stated that last week Guadalupe County hosted a food drive which was held in the parking lot of Steel High School. The event was well attended, and he thanked Guadalupe County Commissioners Court for hosting as well as all those that came out to volunteer.

Mayor Gutierrez also stated he was able to tour the new Food Related Wholesale Grocer last week. He stated that this virus has been very devastating to a lot of companies, this company was so innovative that they took it to a different level in from providing to wholesalers to providing to our community. He passed along his appreciation and thank those who arranged the tour.

## **Adjournment**

As there was no further business, Mayor Gutierrez adjourned the meeting at 7:12 p.m.

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Ralph Gutierrez, Mayor

ATTEST:

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Brenda Dennis, City Secretary

**CITY COUNCIL MEMORANDUM**

**City Council Meeting:** August 4, 2020  
**Department:** Public Works  
**Subject:** Resolution 20-R-86 - 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 \$219,650.00 with C-3 Environmental Inc. for the Main Street Sidewalk Beautification Program and other matters in connection therewith. (C. Kelm/S. Williams/D. Letbetter)

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**BACKGROUND**

As part of the Main Street beautification and revitalization program, and to improve the pedestrian experience, City staff would like to install an ADA compliant sidewalk along Main Street where one does not exist. The sidewalk would be installed from Main Street to Randolph Boulevard. Staff obtained competitive quotes from contractors to complete the work and C-3 Environmental provided the lowest bid that includes the sidewalk, curbs and ADA ramps. The quoted amount for the project was \$199,681.50. Staff is seeking approval for a total contract value of \$219,650.00 which includes the quoted amount and 10% in contingency should unforeseen circumstances dictate the necessity for additional work.

This project will be completed under the terms and conditions of the On-Call Concrete Repair and Maintenance Agreement with C-3 Environmental and the Fee Schedule contained within said agreement.

**GOAL**

To give the authorization for C-3 Environmental to install an appropriate sidewalk along Main Street.

**COMMUNITY BENEFIT**

This will provide the pedestrians with a safe, ADA compliant, and enjoyable path to travel on Main Street, which also encourages revitalization into the area.

**SUMMARY OF RECOMMENDED ACTION**

Staff recommends council approve Resolution 20-R-86

**FISCAL IMPACT**

The City of Schertz will fund this through the Main Street Bond project.

**RECOMMENDATION**



Staff recommends council approve Resolution 20-R-86

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**Attachments**

Proposal  
resolution-Main Street Sidewalks

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**C3 Environmental Specialties LP**  
**Erosion Control & Land Clearing Contractors**

132 Nell Deane Blvd | Schertz, Texas 78154  
Phone: (210) 653-7801 Fax: (210) 650-3306

## PROPOSAL

Proposal #: 20191249

Date: 7/24/2020 Valid For: 45 Days

Job Name: CONCRETE REPAIR AND REPLACEMENT (IDIQ)

Prepared By: Dustin Pratt  
C3estimators@c3environmental.com

5-main Street	Qty	Unit	Price Each	Price Total	Tax
Removal Of Curb And Gutter	1,600.00	FT	\$11.25	\$18,000.00	\$0.00
Removal Of Miscellaneous Concrete	315.00	SQ YD	\$39.00	\$12,285.00	\$0.00
Concrete Driveway (5")	292.80	SQ YD	\$90.00	\$26,352.00	\$0.00
Concrete Curb & Gutter (7")	1,600.00	FT	\$29.50	\$47,200.00	\$0.00
Concrete Sidewalk (4")	849.00	SQ YD	\$62.00	\$52,638.00	\$0.00
Combination Retaining Wall (6")	300.00	SQ FT	\$16.00	\$4,800.00	\$0.00
Removal of Asphalt	514.00	SQ YD	\$7.25	\$3,726.50	\$0.00
Curblin Asphalt Replacement	178.00	SQ YD	\$60.00	\$10,680.00	\$0.00
ADA Ramps	10.00	EA	\$2,400.00	\$24,000.00	\$0.00
				<b>\$199,681.50</b>	<b>\$0.00</b>

**Subtotal: \$199,681.50**

**Tax: \$0.00**

**Total Amount Due: \$199,681.50**

### TERMS AND CONDITIONS

- C3 will supply all labor, equipment, and materials for the items listed above.
- Payment Terms: Net 30 Days and will not be subject to retainage.
- Location of private underground utilities shall be identified to C-3 prior to installation.
- Water meter and water shall be provided by owner for all construction activities.
- Pricing for all items are for Installation only and exclude removal (unless specifically noted)
- Excludes maintenance and repairs.
- Excludes all permits, testing, inspections, surveys, and layouts.
- Excludes traffic control and signage.
- Seeding items exclude topsoil, seedbed preparation, herbicides/pesticides, vegetative watering.
- Excludes dewatering
- Excludes installation in rock (unless specifically noted)
- Excludes all bonds & additional insurances.
- Excludes specific training, background checks and associated fees.

Signature: \_\_\_\_\_ Accepted By: \_\_\_\_\_

Title: \_\_\_\_\_ Date Accepted: \_\_\_\_\_

**RESOLUTION NO. 20-R-86**

**A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF SCHERTZ, TEXAS AUTHORIZING EXPENDITURES IN AN AMOUNT NOT TO EXCEED \$219,650.00 WITH C-3 ENVIRONMENTAL INC FOR THE MAIN STREET BEAUTIFICATION PROGRAM AND OTHER MATTERS IN CONNECTION THEREWITH**

WHEREAS, Public Works has a need to contract sidewalk/ADA ramps/curb work with C-3 Environmental as part of the Main Street bond Project; and

WHEREAS, City Staff has done due diligence in researching what area that we should connect missing/broken sidewalks to make safe travel for the pedestrians; and

WHEREAS, the City of Schertz has chosen C-3 Environmental, a local company the city is in contract with to do concrete citywide for the sidewalk work on Main Street; and

WHEREAS this additional job will not exceed \$219,650.00; and

WHEREAS, the City Council has determined that it is in the best interest of the City to authorize the City Manager to authorize the contract with C- 3 Environmental, due to the city already being in contract with this company.

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

Section 1. The City Council hereby authorizes expenditures to C-3 Environmental in a not to exceed amount of **TWO HUNDRED NINETEEN THOUSAND SIX HUNDRED AND FIFTY DOLLARS (219,650.00)**.

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 4th day of August 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:** August 4, 2020  
**Department:** Police Department  
**Subject:** Ordinance No. 20-L-23 - Consideration and/or action approving an Ordinance by the City Council of the City of Schertz, Texas amending the Code of Ordinances, Chapter 62, Peddlers and Solicitors repealing all ordinances or parts of ordinances in conflict with this ordinance; and providing an effective date. *Final Reading* (C. Kelm/M. Bane)

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### BACKGROUND

The current “Peddlers and Solicitors” Ordinance is in need of amending as our ordinance is dated and does not follow current law. Due to the dated nature of this ordinance (2003), a vast majority of the ordinance must be revised. With this revision, we will provide clear direction for those that wish to solicit within the City of Schertz, while also providing protections for the citizens, organizations and business owners of this community. Revisions to Chapter 62, “Peddlers and Solicitors” Code of Ordinances is revised as set out in Exhibit A attached hereto.

At the City council meeting of July 28th, the council suggested a couple of changes: Definitions of those exempt in 62-4, add additional information on clarifying political candidates within the canvasser section and changed the solicitation time from 8:00 a.m. to 8:00 p.m. The Ordinance has been updated.

### GOAL

To provide clearly defined guidelines to the those that wish to solicit within the city of Schertz, while also providing protections to the members of our community by revising and adopting an updated “Peddlers and Solicitors” Ordinance.

### COMMUNITY BENEFIT

To provide clearly defined guidelines to the those that wish to solicit within the city of Schertz, while also providing protections to the members of our community by revising and adopting an updated “Peddlers and Solicitors” Ordinance.

### SUMMARY OF RECOMMENDED ACTION

To review the ordinance and work toward adopting a revised “Peddlers and Solicitors” Ordinance.

At the City council meeting of July 28th, the council suggested a couple of changes: Definitions of those exempt in 62-4, add additional information on clarifying political candidates within the canvasser section and changed the solicitation time from 8:00 a.m. to 8:00 p.m. The Ordinance has been updated.

### FISCAL IMPACT

No fiscal impact.

### RECOMMENDATION

To adopt the revised “Peddlers and Solicitors” Ordinance on final reading with changes: Definitions of those exempt in 62-4, add additional information on clarifying political candidates within the canvasser section and changed the solicitation time from 8:00 a.m. to 8:00 p.m. The Ordinance has been updated.

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### **Attachments**

Solicitation Ordinance

Ch 62 Redline Changes

Exhibit A

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## **ORDINANCE NO. 20-L-23**

### **AN ORDINANCE BY THE CITY COUNCIL OF THE CITY OF SCHERTZ, TEXAS AMENDING CHAPTER 62 PEDDLERS AND SOLICITORS REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT WITH THIS ORDINANCE; AND PROVIDING AN EFFECTIVE DATE**

WHEREAS, the City staff of the City of Schertz (the “City”) has recommended that the City Council approve the amended Chapter 62 “Peddlers and Solicitors” as our ordinance is dated and does not follow current law.

WHEREAS, the City staff has provided and updated Chapter 62, attached hereto as Exhibit A.

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

Section 1. Chapter 62, “Peddlers and Solicitors” of the City’s Code of Ordinances is hereby revised and amended as set out in Exhibit A attached hereto.

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 or the Amended and Restated Unified Development Code authorized herein 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 28<sup>th</sup> day of July, 2020.

PASSED, APPROVED and ADOPTED ON SECOND READING, the \_\_\_\_ day of \_\_\_\_\_, 2020.

\_\_\_\_\_  
Ralph Gutierrez, Mayor City of Schertz, Texas

ATTEST:

\_\_\_\_\_  
Brenda Dennis, City Secretary, City of Schertz, Texas

(Seal of City)



## Chapter 62 - PEDDLERS AND SOLICITORS

### ARTICLE I. - IN GENERAL

#### Sec. 62-1. - Definitions.

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

**Aggressive manner:**

Other than actions that would violate existing state law, actions or behaviors described as “Aggressive Manner” include, but are not be limited to:

- (1) Touching, tapping or hitting any part of a motor vehicle occupied by a person being solicited, unless such touching is with the express permission of the occupant.
- (2) Blocking the safe or free passage of the person being solicited or requiring the person, or the driver of a vehicle to take evasive action to avoid physical contact with the person making the solicitation.
- (3) Approaching or following the person being solicited in a manner that is:
  - a. Hostile or forceful and likely to cause a reasonable person to fear imminent bodily harm to a person or their property.
  - b. Reasonably likely to intimidate the person being solicited into responding affirmatively to the solicitation.
- (4) Continuing to solicit a person after the person has made a negative response

~~Canvasser means any person compiling information and/or conducting a poll from house-to-house, business-to-business, or in a public place.~~

**Canvasser:** Any person who attempts to make personal contact with a resident at his/her residence without prior specific invitation or appointment from the resident, or in the public right-of-way for the primary purpose of:

- 1) Attempting to enlist support for or against a particular religion, philosophy, ideology, even if incidental to such purpose the canvasser accepts the donation for money for or against such cause; or
- 2) Distributing a handbill or flyer advertising a non-commercial event or service.
- 3) Attempting to enlist support for or against a particular political party, issue, or candidate.

**Charitable Organization:** An incorporated or non-incorporated tax exempt body which is created and operated for charitable purposes, employs all its resources to those charitable activities that are under its direct control, does not distribute any part of the income generated for the benefit of any trustee, trustor, member, or other private individual, and does not contribute to or associates with political organizations.

**Handbill / Flyer:** A printed advertisement or announcement that is intended for wide distribution.

~~*Interstate commerce* means soliciting, selling or taking orders for, or offering to take orders for any goods, wares, merchandise, magazines, or other things of value, which at the time the order is taken are in another state or will be produced in another state and shipped into the city in fulfillment of such order.~~

~~*Itinerant merchant* means any person, firm or corporation as well as agents, or employees thereof, who or which engage in the temporary or transient business of selling, exhibiting, or offering for sale in the city any goods, merchandise, services, photographs, magazines, or other things of value, or exhibits same for the purpose of taking orders thereof, and who or which, for the purpose of carrying on such temporary or transient business, either rents, leases, or occupies without renting or leasing, any room or space in any building or structure or in any space, enclosed or unenclosed, upon any private premises within the city.~~

~~*Peddler* means any person who engages in a temporary business within the city limits by carrying goods or merchandise and who sells or offers for sale for immediate delivery such goods or merchandise from house-to-house, business-to-business or upon public property; a merchant shall be considered temporarily in business and a peddler unless it is the intention of such merchant to remain continuously in business at each location where the merchant is engaged in business in the city as a merchant for a period of 60 days or more.~~

**Panhandle:** To solicit by spoken, written or by other means of communication an immediate donation or transfer of money or another thing of value from another person, regardless of the panhandler's purpose or intended use of the money or other thing of value, and regardless of whether consideration is offered.

**Peddle and any form of the word means** all activities ordinarily performed by a peddler.

**Peddler:** Any person who goes upon the premises of any private residence in the city, not having been invited by the occupant thereof, or upon the public right-of-way or in a public area, carrying or transporting goods, wares, merchandise or personal property of any nature and offering the same for sale. Peddler does include a person who distributes handbills or flyers for a commercial purpose, advertising an event, activity, good, or service that is offered to a resident for purchase at different location or time.

**Public area:** An area to which the public has access and includes, but is not limited to, a sidewalk, street, highway, park, parking lot, alleyway, pedestrian way, or the common area of a school, hospital, apartment house, office building, transportation facility or shop.

**Roadway:** The roadway includes the roadbed, shoulder, median, curbs, traffic island, sidewalks, and utility easements located adjacent to or near the roadway.

**Solicitation, soliciting, solicited, or any form of the word solicit** means any activities ordinarily performed by a solicitor.

**Solicitor:** means any person who goes upon the premises of any private residence in the city, not having been invited by the occupant thereof, or upon the public right-of-way or in a public area for the purpose of taking or attempting to take orders for the sale of goods, merchandise, wares, or other personal property of any nature for future delivery, or for services to be performed in the future. This definition includes any person who, without invitation, goes upon private property, or in the public right-of-way to (i) request contribution of funds or anything of value, or (ii) sell goods or

services for educational, political, charitable, religious, or other non-commercial purposes. This definition does not include any person who serves as nothing more than an advertisement for a legal enterprise, does not accept or solicit anything of value, and does not enter into the roadbed, median, curbs or traffic island of a roadway.

~~Solicitor means any person who solicits or attempts to solicit, from house-to-house, business-to-business or upon public property, orders for services, commercial goods, wares, merchandise, subscriptions, or publications to be delivered at a future date or time. A "canvasser" is a solicitor.~~

~~Temporary business means any business transacted or conducted in the city, in, upon, or through or from any private premises for which no definite arrangement for legal right of occupancy therefor has been made in advance of such use and occupancy.~~

~~Transient business means any business described above under "itinerant merchant" conducted or operated by any person, or his agent or employees, who resides away from the city or who has a fixed place of business headquarters outside the city, or who moves stocks of goods, wares, merchandise or other things of value into the city, or samples thereof into the city with the purpose or intention of removing them or the unsold portion thereof away from the city before the expiration of six months.~~

(Ord. No. 03-L-16, § 13-1, 6-3-2003)

#### Sec. 62-2. - Purpose.

This chapter shall be deemed an exercise of the police power of the state and of the city for the public safety, comfort, welfare, convenience and protection of the city and citizens of the city, and all of the provisions hereof shall be construed for the accomplishment of that purpose.

(Ord. No. 03-L-16, § 13-2, 6-3-2003)

#### Sec. 62-3. - General prohibitions.

~~(a) It shall be unlawful for any person to engage in peddling or soliciting within the city between the hours of 6:00 p.m. and 10:00 a.m. or at any time on Sunday.~~

~~(b) It shall be unlawful for any solicitor to solicit, take orders for, or offer to take orders for any goods, wares, merchandise, magazines or other things of value without first making application for and obtaining a peddlers' and solicitors' permit from the city manager.~~

1) (c) It shall be unlawful for any itinerant merchant, to sell, offer for sale, or exhibit for the purpose of selling or the taking of orders for the sale thereof, any goods, wares, merchandise, service, photographs, magazines or any other thing of value without first making application for and obtaining a peddlers' and solicitors' permit from the city manager. It shall be unlawful for any peddler or solicitor to solicit to sell, offer to sale, take orders for, or offer to take orders for any goods, wares, merchandise, magazines or other things of value without first making application for and obtaining a peddlers' and solicitors' permit from the Schertz Police Department.

2) No peddler, solicitor, canvasser or panhandler shall allow rubbish or litter to accumulate in or around the area in which they are conducting business.

3) No peddler, solicitor, canvasser or panhandler shall conduct any business in such a way that would restrict or interfere with the ingress or egress of private property, public areas, or create or become a public nuisance that would increase traffic congestion or delay or constitute a hazard to traffic, life or property, or an

obstruction to Police, Fire, EMS or any other emergency services and their related vehicles and equipment.

4) No peddler, solicitor, canvasser or panhandler shall utilize flashing or strobe lights, whistles, air horns, megaphones, amplifiers, loud noise devices or any other devices that may be used to attract attention to the merchant, yet would have a demonstrable negative impact on the health, safety, and welfare of the community.

5) No person shall panhandle in an aggressive manner.

(Ord. No. 03-L-16, § 13-3, 6-3-2003)

Sec. 62-4. - Exclusions from applicability of this chapter.

The provisions of this chapter shall not apply to the following:

- (1) Commercial agents dealing with local business establishments in the usual course of their business;
- (2) Insurance salesman, real estate agents, and others licensed by the state;
- (3) Vendors of farm produce or agricultural products when the vendor himself produces such produce or products;
- (4) Persons engaged in religious or political speech, which does not include the sale of any item or the solicitation of contributions;
- (5) Persons engaged in the distribution of handbills or flyers for services, commercial goods, wares, merchandise, subscriptions, or publications to be delivered at some future date, who do not engage in face-to-face contact with prospective customers or clients.

~~(6) City employees authorized to solicit pursuant to Ordinance No. 11-M-24.~~

(Ord. No. 03-L-16, § 13-4, 6-3-2003; [Ord. No. 11-M-24, § 2, 8-16-2011](#).)

~~Secs. 62-5—62-26.—Reserved.~~

### **Sec 62-5. Distribution of Handbills and Commercial Flyers.**

In addition to the other regulations contained herein, a solicitor, peddler or canvasser leaving handbills or commercial flyers about the community shall observe the following regulations:

- 1) No handbill or flyer shall be left at, or attached to any sign, utility pole, transit shelter or other structure within the public right-of-way. The police and code enforcement officers are authorized to remove any handbill or flyer found within the right-of-way.
- 2) No handbill or flyer shall be left at, or attached to any privately owned property in a manner that causes damage or inconvenience to the owner of such privately owned property.

### **Sec. 62-6. - Underage solicitors.**

No person under the age of 18 may solicit or peddle in the city unless a permit is obtained by a sponsoring adult that is 18 years of age or older, who shall also be responsible for the conduct of any the underage person while peddling or soliciting.

## ARTICLE II. ~~PERMITS~~

### Sec. 62-27. ~~Application for permit.~~

Each person applying for a peddler's and solicitor's permit under this chapter shall make application on a form to be supplied by the city, which shall include the following information:

- ~~(1) Name of the applicant with a permanent address and local address, if any;~~
- ~~(2) The age and sex of the applicant;~~
- ~~(3) The name and address of the person, firm or corporation the applicant represents;~~
- ~~(4) The nature of the goods, merchandise, or other things of value which are to be offered for sale, or for which orders are to be solicited;~~
- ~~(5) The names of all cities in the State of Texas where the applicant has worked in the previous 90 days;~~
- ~~(6) The license number of the vehicle, if any, which the applicant intends to use in the course of work while in the city;~~
- ~~(7) Whether the applicant, upon sale or order, shall demand, receive or accept payment or deposit of money in advance of final delivery;~~
- ~~(8) Whether the applicant has ever been convicted of a felony or misdemeanor involving moral turpitude; and~~
- ~~(9) The period of time during which the applicant wishes to solicit or sell in the city.~~

~~(Ord. No. 03-L-16, § 13-5, 6-3-2003)~~

### Sec. 62-28. ~~Investigation.~~

- ~~(a) Each applicant shall submit the information required, together with an investigation fee as determined from time to time by ordinance, which will be used to help defray the expense of investigating the applicant to verify the statements on the application and shall not be refundable.~~

~~Exception: Charitable organizations and their representatives shall be required to go through an investigation, but shall not be required to pay fees provided in this section.~~

- ~~(b) It shall be the duty of the chief of police or his designee to investigate each applicant and to make a report thereof to the city manager before issuance of a peddler's and solicitor's permit.~~

~~(Ord. No. 03-L-16, § 13-6, 6-3-2003)~~

### Sec. 62-29. ~~Performance bond.~~

~~If the application shows that the applicant intends to demand, receive, or accept payment or deposit of money in advance of final delivery, the applicant shall deliver, with the application described in section 62-27, a bond in the sum of \$1,000.00 executed by such applicant as principal and by a surety company licensed to do business in the state, or a cash bond in the same amount. Where two or more applicants represent the same person, firm or corporation, only one bond shall be required.~~

~~(Ord. No. 03-L-16, § 13-7, 6-3-2003)~~

~~Sec. 62-30. Issuance or denial.~~

- ~~(a) It shall be the duty of the city manager to issue or refuse to issue a peddler's and solicitor's permit applied for under this chapter no later than two weeks from the time a complete application is filed (including the bond, if required). A peddler's and solicitor's permit shall be in the form as established by the city.~~
- ~~(b) A peddler's and solicitor's permit issued hereunder shall be valid for 90 days, after which the holder thereof must reapply pursuant to section 62-27 if the holder desires to continue to solicit in the city.~~

~~(Ord. No. 03-L-16, § 13-8, 6-3-2003)~~

~~Sec. 62-31. Fees.~~

- ~~(a) If the city manager approves an application, the applicant shall pay a fee as determined from time to time by ordinance upon issuance of the peddler's and solicitor's permit. No permit shall be issued for more than 90 days or before all fees as required by this chapter have been paid.~~
- ~~(b) Charitable organizations and their representatives shall obtain permits as provided in this chapter but shall not be required to pay the permit fee provided in this section.~~

~~(Ord. No. 03-L-16, § 13-9, 6-3-2003; Ord. No. 12-M-17, § 1, 8-7-2012)~~

~~**Note**— See current fee schedule on file in the office of the city clerk.~~

~~Sec. 62-32. Appeal of denial.~~

~~If the city manager denies a peddler's and solicitor's permit to any applicant, the applicant may appeal such denial by written request or reconsider filing with the city manager within seven days of such denial, providing such additional information as the applicant believes is pertinent to the city manager's reconsideration of such denial. The city manager shall deny the appeal or issue the permit within seven days of receiving a request to reconsider.~~

~~(Ord. No. 03-L-16, § 13-10, 6-3-2003)~~

~~Sec. 62-33. Underage solicitors.~~

~~No person under the age of 16 may solicit in the city unless accompanied by a person who is 18 years of age or older.~~

~~(Ord. No. 03-L-16, § 13-11, 6-3-2003)~~

~~Sec. 62-34. No solicitation notices.~~

~~Any person may request a "No Solicitation Notice" in the form established and issued by the city. When such a "No Solicitation Notice" has been affixed in a conspicuous place within five feet of the front door of any residence or business, it shall be unlawful for any person to solicit at such residence or business, notwithstanding that such person may have a peddler's and solicitor's permit issued under this chapter.~~

~~(Ord. No. 03-L-16, § 13-12, 6-3-2003)~~

~~Secs. 62-35—62-56.—Reserved.~~

### ~~ARTICLE III.—VIOLATIONS~~

~~Sec. 62-57.—Penalty.~~

~~Any person who shall violate any of the provisions of this chapter shall be deemed guilty of a class-C misdemeanor and upon conviction thereof shall be punished by a fine not to exceed more than \$200.00. Each day any violation of the chapter shall continue shall constitute a separate offense.~~

~~(Ord. No. 03-L-16, § 13-13, 6-3-2003)~~

## **ARTICLE II – DOOR TO DOOR SOLICITING**

### **Sec. 62-20. Hours of canvassing, solicitation and peddling at private residences**

It shall be unlawful for persons, licensed or unlicensed, to canvass, solicit or peddle at private residences between the hours of 8:00 p.m. and 8:00 a.m., unless otherwise posted by the private property owner or by someone with apparent authority to act for the owner. This provision does not apply where the canvasser, solicitor or peddler is on the property by prior invitation of the owner of the property or a person residing on the premises.

### **Sec. 62-21. Entry upon premises or property unlawful**

- 1) It shall be unlawful for any person to solicit, peddle or canvass upon any private property in the city where the owner, occupant, or person legally in charge of the premises has posted within five feet of the front door to the premises or main structure, or within five feet of the main entry point of the property or within five feet of the entry to the principal building on the premises, a sign bearing the words “No Solicitation” or other similar sign bearing the words “No Peddlers”, “No Canvassing”, “No Solicitors” or words of similar importance.
- 2) It shall be unlawful for any person to solicit, peddle or canvass at any entrance to a residence or private property other than through the use of the front door or primary entrance to the residence or private property.
- 3) It shall be unlawful for any person to solicit, peddle or canvass in a gated community or subdivision owned in common and maintained by a restrictive covenant property or homeowners association when a sign bearing the words “No Solicitation” or other words of similar importance is clearly posted at each entrance of the property and is visible from the public right of way.
- 4) It shall be unlawful for any person to continue to solicit, peddle or canvass upon any private property in the city where the owner, occupant, or person legally in charge of the premises has advised the solicitor, peddler or canvasser to leave the property.

## **ARTICLE III – SOLICITING IN ROADWAYS**

### **Sec. 62-30. Solicitation in public roadways.**

Pursuant to Section 552.007 “Solicitation by Pedestrians” of the Texas Transportation Code, a person may not stand in a roadway to solicit a ride, contribution, employment, or business from an occupant of a vehicle, except that a person may stand in a roadway to solicit a charitable contribution if authorized to do so by the local authority having jurisdiction over the roadway.

Pursuant to Section 552.0071 “Local Authorization for Solicitation by Pedestrian” of the Texas Transportation Code, a local authority shall grant authorization for a person to stand in a roadway to solicit a charitable contribution as provided by Section 552.007

- (a) If the persons to be engaged in the solicitation are employees or agents of the local authority and the other requirements of this section are met.
- (b) A person seeking authorization under this section shall file a written application with the local authority not later than the 11th day before the date the solicitation is to begin. The application must include:
  - (1) The date or dates and times when the solicitation is to occur;
  - (2) Each location at which solicitation is to occur; and
  - (3) The number of solicitors to be involved in solicitation at each location.

## **ARTICLE IV – PERMITS**

### **Sec. 62-40. - Application for permit.**

Any person subject to the provisions of this Ordinance shall file a written application with the City of Schertz Police Department. Permits are issued for individuals and not companies or organizations as a whole. Permits are not transferable. The application form is furnished by the City and shall include the following information:

- 1) Each applicant’s name, current address, driver’s license number, or State issued identification number, telephone number, birth date and physical description.
- 2) A photocopy of a government issued identification card of the applicant that includes a photograph.
- 3) If the applicant is peddling or soliciting for a commercial organization, the applicant must provide the organizations name, address, telephone number and name of the organizations owner or Chief Operating Officer.



- 4) If the applicant is peddling or soliciting for a commercial organization, the applicant must provide the name, title, address, driver's license number, or State issued identification number, date of birth, telephone number and e-mail address of their immediate supervisor.
- 5) A full and complete list of goods to be sold and/or services to be rendered and a copy of the sales contract / agreement and cancellation clause that complies with Texas Business & Commerce Code, Chapter 601.
- 6) Description (year, make, model, color) and the issuing state and license plate number for any and all vehicles to be used in soliciting and peddling.
- 7) Whether the applicant has ever been convicted of a felony or misdemeanor involving moral turpitude, fraud, theft or assault of any kind;
- 8) The period of time during which the applicant wishes to solicit or sell in the city.

#### **Sec. 62-41. - Investigation.**

- 1) Each applicant shall submit the information required, together with an investigation fee as determined from time to time by ordinance, which will be used to help defray the expense of investigating the applicant to verify the statements on the application and shall not be refundable.
- 2) It shall be the duty of the Chief of Police or their designee to investigate each applicant.

(Ord. No. 03-L-16, § 13-6, 6-3-2003)

#### **Sec. 62-42. - Issuance or denial.**

- (a) It shall be the duty of the Chief of Police or their designee to issue or refuse to issue a peddler's and solicitor's permit applied for under this chapter no later than two weeks from the time a complete application is filed. A peddler's and solicitor's permit shall be in the form as established by the city.
- (b) An application for permit may be denied due to a person's conviction of a felony or misdemeanor if the crime directly relates to the conduct of a peddlers or solicitors business or results from an assault against another person. In determining whether a criminal conviction directly relates to the occupation, the police department shall consider:
  - 1) The nature and seriousness of the crime;
  - 2) The relationship of the crime to the purposes for requiring a license to engage in the occupation;
  - 3) The extent to which a license might offer an opportunity to engage in further criminal activity of the same type as that in which the person previously had been involved; and

- 4) The relationship of the crime to the ability, capacity, or fitness required to perform the duties and discharge the responsibilities of the licensed occupation.

c. An application for permit may be denied if:

- 1) An investigation reveals that the applicant falsified or omitted information on the application.
- 2) The applicant is a registered sex offender.
- 3) The applicant has had a permit revoked for any reason within the past three (3) years.
- 4) The applicant has failed to provide all required documentation with the application.

d. A peddler's and solicitor's permit issued hereunder shall be valid for 90 days, after which the holder thereof must reapply pursuant to section 62-50 if the holder desires to continue to peddle or solicit in the city.

(Ord. No. 03-L-16, § 13-8, 6-3-2003)

#### **Sec. 62-43. - Fees.**

- 1) If the-Chief of Police or their designee approves an application, the applicant shall pay a fee as determined from time to time by ordinance upon issuance of the peddler's and solicitor's permit. No permit shall be issued for more than 90 days or before all fees as required by this chapter have been paid.

(Ord. No. 03-L-16, § 13-9, 6-3-2003; Ord. No. 12-M-17, § 1, 8-7-2012)

**Note—** See current fee schedule on file in the office of the city clerk.

#### **Sec. 62-44. - Appeal of denial.**

If the-Chief of Police or their designee denies a peddler's and solicitor's permit to any applicant, the applicant may appeal such denial by written request or reconsider filing with the city manager within seven days of such denial, providing such additional information as the applicant believes is pertinent to the city manager reconsideration of such denial. The city manager shall deny the appeal or issue the permit within seven days of receiving a request to reconsider.

#### **Sec. 62-45 Exhibition of permit required**

A solicitor or peddler must possess their city issued permit at all times when soliciting within the City of Schertz. If requested in the course of soliciting in the city, the person soliciting must produce the permit for inspection.

## **ARTICLE V – VIOLATIONS**

**Sec. 62-57. - Penalty.**

Any person who shall violate any of the provisions of this chapter shall be deemed guilty of a class C misdemeanor and upon conviction thereof shall be punished by a fine not to exceed more than \$200.00. Each day any violation of the chapter shall continue shall constitute a separate offense.

(Ord. No. 03-L-16, § 13-13, 6-3-2003)

## Chapter 62 - PEDDLERS AND SOLICITORS

### ARTICLE I. - IN GENERAL

#### Sec. 62-1. - Definitions.

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

**Aggressive manner:**

Other than actions that would violate existing state law, actions or behaviors described as "Aggressive Manner" include, but are not be limited to:

- (1) Touching, tapping or hitting any part of a motor vehicle occupied by a person being solicited, unless such touching is with the express permission of the occupant.
- (2) Blocking the safe or free passage of the person being solicited or requiring the person, or the driver of a vehicle to take evasive action to avoid physical contact with the person making the solicitation.
- (3) Approaching or following the person being solicited in a manner that is:
  - a. Hostile or forceful and likely to cause a reasonable person to fear imminent bodily harm to a person or their property.
  - b. Reasonably likely to intimidate the person being solicited into responding affirmatively to the solicitation.
- (4) Continuing to solicit a person after the person has made a negative response

**Canvasser:** Any person who attempts to make personal contact with a resident at his/her residence without prior specific invitation or appointment from the resident, or in the public right-of-way for the primary purpose of:

- 1) Attempting to enlist support for or against a particular religion, philosophy, ideology, political party, issue, or candidate, even if incidental to such purpose the canvasser accepts the donation for money for or against such cause; or
- 2) Distributing a handbill or flyer advertising a non-commercial event or service.

**Charitable Organization:** An incorporated or non-incorporated tax exempt body which is created and operated for charitable purposes, employs all its resources to those charitable activities that are under its direct control, does not distribute any part of the income generated for the benefit of any trustee, trustor, member, or other private individual, and does not contribute to or associates with political organizations.

**Handbill / Flyer:** A printed advertisement or announcement that is intended for wide distribution.

**Panhandle**: To solicit by spoken, written or by other means of communication an immediate donation or transfer of money or another thing of value from another person, regardless of the panhandler's purpose or intended use of the money or other thing of value, and regardless of whether consideration is offered.

**Peddle and any form of the word means** all activities ordinarily performed by a peddler.

**Peddler**: Any person who goes upon the premises of any private residence in the city, not having been invited by the occupant thereof, or upon the public right-of-way or in a public area, carrying or transporting goods, wares, merchandise or personal property of any nature and offering the same for sale. Peddler does include a person who distributes handbills or flyers for a commercial purpose, advertising an event, activity, good, or service that is offered to a resident for purchase at different location or time.

**Public area**: An area to which the public has access and includes, but is not limited to, a sidewalk, street, highway, park, parking lot, alleyway, pedestrian way, or the common area of a school, hospital, apartment house, office building, transportation facility or shop.

**Roadway**: The roadway includes the roadbed, shoulder, median, curbs, traffic island, sidewalks, and utility easements located adjacent to or near the roadway.

**Solicitation, soliciting, solicited, or any form of the word solicit** means any activities ordinarily performed by a solicitor.

**Solicitor**: means any person who goes upon the premises of any private residence in the city, not having been invited by the occupant thereof, or upon the public right-of-way or in a public area for the purpose of taking or attempting to take orders for the sale of goods, merchandise, wares, or other personal property of any nature for future delivery, or for services to be performed in the future. This definition includes any person who, without invitation, goes upon private property, or in the public right-of-way to (i) request contribution of funds or anything of value, or (ii) sell goods or services for educational, political, charitable, religious, or other non-commercial purposes. This definition does not include any person who serves as nothing more than an advertisement for a legal enterprise, does not accept or solicit anything of value, and does not enter into the roadbed, median, curbs or traffic island of a roadway.

-(Ord. No. 03-L-16, § 13-1, 6-3-2003)

Sec. 62-2. - Purpose.

This chapter shall be deemed an exercise of the police power of the state and of the city for the public safety, comfort, welfare, convenience and protection of the city and citizens of the city, and all of the provisions hereof shall be construed for the accomplishment of that purpose.

(Ord. No. 03-L-16, § 13-2, 6-3-2003)

Sec. 62-3. - General prohibitions.

- 1) It shall be unlawful for any peddler or solicitor to solicit to sell, offer to sale, take orders for, or offer to take orders for any goods, wares, merchandise, magazines or

other things of value without first making application for and obtaining a peddlers' and solicitors' permit from the Schertz Police Department.

- 2) No peddler, solicitor, canvasser or panhandler shall allow rubbish or litter to accumulate in or around the area in which they are conducting business.
- 3) No peddler, solicitor, canvasser or panhandler shall conduct any business in such a way that would restrict or interfere with the ingress or egress of private property, public areas, or create or become a public nuisance that would increase traffic congestion or delay or constitute a hazard to traffic, life or property, or an obstruction to Police, Fire, EMS or any other emergency services and their related vehicles and equipment.
- 4) No peddler, solicitor, canvasser or panhandler shall utilize flashing or strobe lights, whistles, air horns, megaphones, amplifiers, loud noise devices or any other devices that may be used to attract attention to the merchant, yet would have a demonstrable negative impact on the health, safety, and welfare of the community.
- 5) No person shall panhandle in an aggressive manner.

(Ord. No. 03-L-16, § 13-3, 6-3-2003)

Sec. 62-4. - Exclusions from applicability of this chapter.

The provisions of this chapter shall not apply to the following:

- (1) Commercial agents dealing with local business establishments in the usual course of their business;
- (5) Persons engaged in the distribution of handbills or flyers for services, commercial goods, wares, merchandise, subscriptions, or publications to be delivered at some future date, who do not engage in face-to-face contact with prospective customers or clients.

(

(Ord. No. 03-L-16, § 13-4, 6-3-2003; [Ord. No. 11-M-24, § 2, 8-16-2011](#).)

## **Sec 62-5. Distribution of Handbills and Commercial Flyers.**

In addition to the other regulations contained herein, a solicitor, peddler or canvasser leaving handbills or commercial flyers about the community shall observe the following regulations:

- 1) No handbill or flyer shall be left at, or attached to any sign, utility pole, transit shelter or other structure within the public right-of-way. The police and code enforcement officers are authorized to remove any handbill or flyer found within the right-of-way.
- 2) No handbill or flyer shall be left at, or attached to any privately owned property in a manner that causes damage or inconvenience to the owner of such privately owned property.

### **Sec. 62-6. - Underage solicitors.**

No person under the age of 18 may solicit or peddle in the city unless a permit is obtained by a sponsoring adult that is 18 years of age or older, who shall also be responsible for the conduct of any the underage person while peddling or soliciting.

## **ARTICLE II DOOR TO DOOR SOLICITING**

### **Sec. 62-20. Hours of canvassing, solicitation and peddling at private residences**

It shall be unlawful for persons, licensed or unlicensed, to canvass, solicit or peddle at private residences between the hours of 9:00 p.m. and 8:00 a.m., unless otherwise posted by the private property owner or by someone with apparent authority to act for the owner. This provision does not apply where the canvasser, solicitor or peddler is on the property by prior invitation of the owner of the property or a person residing on the premises.

### **Sec. 62-21. Entry upon premises or property unlawful**

- 1) It shall be unlawful for any person to solicit, peddle or canvass upon any private property in the city where the owner, occupant, or person legally in charge of the premises has posted within five feet of the front door to the premises or main structure, or within five feet of the main entry point of the property or within five feet of the entry to the principal building on the premises, a sign bearing the words "No Solicitation" or other similar sign bearing the words "No Peddlers", "No Canvassing", "No Solicitors" or words of similar importance.
- 2) It shall be unlawful for any person to solicit, peddle or canvass at any entrance to a residence or private property other than through the use of the front door or primary entrance to the residence or private property.
- 3) It shall be unlawful for any person to solicit, peddle or canvass in a gated community or subdivision owned in common and maintained by a restrictive covenant property or homeowners association when a sign bearing the words "No Solicitation" or other words of similar importance is clearly posted at each entrance of the property and is visible from the public right of way.
- 4) It shall be unlawful for any person to continue to solicit, peddle or canvass upon any private property in the city where the owner, occupant, or person legally in charge of the premises has advised the solicitor, peddler or canvasser to leave the property.

## **ARTICLE III SOLICITING IN ROADWAYS**

## **Sec. 62-30. Solicitation in public roadways.**

Pursuant to Section 552.007 "Solicitation by Pedestrians" of the Texas Transportation Code, a person may not stand in a roadway to solicit a ride, contribution, employment, or business from an occupant of a vehicle, except that a person may stand in a roadway to solicit a charitable contribution if authorized to do so by the local authority having jurisdiction over the roadway.

Pursuant to Section 552.0071 "Local Authorization for Solicitation by Pedestrian" of the Texas Transportation Code, a local authority shall grant authorization for a person to stand in a roadway to solicit a charitable contribution as provided by Section 552.007

- (a) If the persons to be engaged in the solicitation are employees or agents of the local authority and the other requirements of this section are met.
- (b) A person seeking authorization under this section shall file a written application with the local authority not later than the 11th day before the date the solicitation is to begin. The application must include:
  - (1) The date or dates and times when the solicitation is to occur;
  - (2) Each location at which solicitation is to occur; and
  - (3) The number of solicitors to be involved in solicitation at each location.

## **ARTICLE IV PERMITS**

### **Sec. 62-40. - Application for permit.**

Any person subject to the provisions of this Ordinance shall file a written application with the City of Schertz Police Department. Permits are issued for individuals and not companies or organizations as a whole. Permits are not transferable. The application form is furnished by the City and shall include the following information:

- 1) Each applicant's name, current address, driver's license number, or State issued identification number, telephone number, birth date and physical description.
- 2) A photocopy of a government issued identification card of the applicant that includes a photograph.
- 3) If the applicant is peddling or soliciting for a commercial organization, the applicant must provide the organizations name, address, telephone number and name of the organizations owner or Chief Operating Officer.
- 4) If the applicant is peddling or soliciting for a commercial organization, the applicant must provide the name, title, address, driver's license number, or State issued identification



number, date of birth, telephone number and e-mail address of their immediate supervisor.

- 5) A full and complete list of goods to be sold and/or services to be rendered and a copy of the sales contract / agreement and cancellation clause that complies with Texas Business & Commerce Code, Chapter 601.
- 6) Description (year, make, model, color) and the issuing state and license plate number for any and all vehicles to be used in soliciting and peddling.
- 7) Whether the applicant has ever been convicted of a felony or misdemeanor involving moral turpitude, fraud, theft or assault of any kind;
- 8) The period of time during which the applicant wishes to solicit or sell in the city.

#### **Sec. 62-41. - Investigation.**

- 1) Each applicant shall submit the information required, together with an investigation fee as determined from time to time by ordinance, which will be used to help defray the expense of investigating the applicant to verify the statements on the application and shall not be refundable.
- 2) It shall be the duty of the Chief of Police or their designee to investigate each applicant.

(Ord. No. 03-L-16, § 13-6, 6-3-2003)

#### **Sec. 62-42. - Issuance or denial.**

- (a) It shall be the duty of the Chief of Police or their designee to issue or refuse to issue a peddler's and solicitor's permit applied for under this chapter no later than two weeks from the time a complete application is filed. A peddler's and solicitor's permit shall be in the form as established by the city.
- (b) An application for permit may be denied due to a person's conviction of a felony or misdemeanor if the crime directly relates to the conduct of a peddlers or solicitors business or results from an assault against another person. In determining whether a criminal conviction directly relates to the occupation, the police department shall consider:
  - 1) The nature and seriousness of the crime;
  - 2) The relationship of the crime to the purposes for requiring a license to engage in the occupation;
  - 3) The extent to which a license might offer an opportunity to engage in further criminal activity of the same type as that in which the person previously had been involved; and
  - 4) The relationship of the crime to the ability, capacity, or fitness required to perform the duties and discharge the responsibilities of the licensed occupation.

- c. An application for permit may be denied if:
- 1) An investigation reveals that the applicant falsified or omitted information on the application.
  - 2) The applicant is a registered sex offender.
  - 3) The applicant has had a permit revoked for any reason within the past three (3) years.
  - 4) The applicant has failed to provide all required documentation with the application.
- d. A peddler's and solicitor's permit issued hereunder shall be valid for 90 days, after which the holder thereof must reapply pursuant to [section 62-50](#) if the holder desires to continue to peddle or solicit in the city.

(Ord. No. 03-L-16, § 13-8, 6-3-2003)

#### **Sec. 62-43. - Fees.**

- 1) If the [Chief of Police or their designee](#) approves an application, the applicant shall pay a fee as determined from time to time by ordinance upon issuance of the peddler's and solicitor's permit. No permit shall be issued for more than 90 days or before all fees as required by this chapter have been paid.

(Ord. No. 03-L-16, § 13-9, 6-3-2003; [Ord. No. 12-M-17, § 1, 8-7-2012](#))

**Note** See current fee schedule on file in the office of the city clerk.

#### **Sec. 62-44. - Appeal of denial.**

If the [Chief of Police or their designee](#) denies a peddler's and solicitor's permit to any applicant, the applicant may appeal such denial by written request or reconsider filing with the city manager within seven days of such denial, providing such additional information as the applicant believes is pertinent to the city manager reconsideration of such denial. The city manager shall deny the appeal or issue the permit within seven days of receiving a request to reconsider.

#### **Sec. 62-45 Exhibition of permit required**

A solicitor or peddler must possess their city issued permit at all times when soliciting within the City of Schertz. If requested in the course of soliciting in the city, the person soliciting must produce the permit for inspection.

## **ARTICLE V VIOLATIONS**

#### **Sec. 62-57. - Penalty.**

Any person who shall violate any of the provisions of this chapter shall be deemed guilty of a class C misdemeanor and upon conviction thereof shall be punished by a fine not to exceed more than \$200.00. Each day any violation of the chapter shall continue shall constitute a separate offense.

(Ord. No. 03-L-16, § 13-13, 6-3-2003)

**CITY COUNCIL MEMORANDUM**

**City Council Meeting:** August 4, 2020  
**Department:** Executive Team  
**Subject:** Resolution No. 20-R-87 - Consideration and/or action approving a Resolution by the City Council of the City of Schertz, Texas authorizing a First Amendment to the Management Services Agreement between the City of Schertz and the Cibolo Valley Local Government Corporation (CVLGC) for Management Services and other matters in connection therewith. (C. Kelm)

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**BACKGROUND**

On July 23, 2020, the Cibolo Valley Local Government Corporation (CVLGC) approved the First Amendment to the Management Services Agreement. In an effort to support the CVLGC, the City of Schertz and CVLGC have developed a Management Services Agreement that will allow for City of Schertz to provide Purchasing, IT, and other business related support to CVLGC that would be reimbursed on an actual expense basis by tracking hours/salary.

Services provided under this Management Service Agreement are subject to oversight by the CVLGC Board, CVLGC Executive Director, and City Management.

Term of the agreement is May 28, 2020 through September 30, 2021 with the option to renew upon mutual agreement.

**GOAL**

To increase efficiency for the CVLGC, ensure compliance with State and Local Law and ultimately ensure CVLGC costs are kept as low as possible.

**COMMUNITY BENEFIT**

By ensuring CVLGC maintains compliance with state/local law Schertz is helping to control costs which would impact tax rates and fees passed along to Schertz Residents

**SUMMARY OF RECOMMENDED ACTION**

Staff recommends Council approve Resolution 20-R-87.

**FISCAL IMPACT**

This would be a reimbursement agreement with no direct cost.

**RECOMMENDATION**

Staff recommends Council approve Resolution No. 20-R-87.

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**Attachments**

First Amendment  
CVLCG 2020-03

CVLGC 2020-08

Resolution

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**FIRST AMENDMENT TO AGREEMENT FOR MANAGEMENT SERVICES  
BETWEEN THE CITY OF SCHERTZ AND  
THE CIBOLO VALLEY LOCAL GOVERNMENT CORPORATION**

**THE STATE OF TEXAS**

**KNOWN ALL BY THESE PRESENTS:**

**COUNTY OF GUADALUPE**

**THIS First Amendment to Agreement for Management Services** ("First Amendment") executed the \_\_\_\_ day of \_\_\_\_\_, **2020**, by and between the City of Schertz, a municipal corporation, acting by and through its City Manager, situated in Guadalupe County, Texas (hereinafter referred to as "Schertz"), and the Cibolo Valley Local Government Corporation (hereinafter referred to as "CVLGC") acting by and through its Board President is as follows:

**AMENDMENT:**

Schertz and CVLGC entered into an Agreement for Management Services on or about May 28, 2020 ("Agreement"). Schertz and CVLGC agree that Schertz shall provide information technology services to CVLGC and, thus, agree to execute this First Amendment. Schertz and CVLGC agree to amend the Agreement as follows:

1. In addition to other services Schertz shall provide to CVLGC pursuant to the Agreement, Schertz shall also provide support services to CVLGC related to information technology and cyber security. Schertz shall be compensated for said services as provided in the Agreement.
2. Schertz and CVLGC agree that all provisions of the Agreement, not specifically amended, deleted, or replaced herein, shall remain in full force and effect.
3. The changes made by this First Amendment shall be effective for the entirety of the term of the Agreement.
4. The Agreement and this First Amendment shall be considered one agreement for all purposes.
5. If any provision of the Agreement conflicts with the changes made by this First Amendment, the provisions of the First Amendment shall control.
6. This First Amendment shall become effective on the latest date executed by either party hereto.

**IN WITNESS WHEREOF**, the parties have executed this First Amendment in the year and on the day indicated.

**CIBOLO VALLEY LOCAL  
GOVERNMENT CORPORATION**

**CITY OF SCHERTZ, TEXAS**

\_\_\_\_\_  
Justin Murray, President

\_\_\_\_\_  
Mark Browne, City Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**A RESOLUTION ADOPTING AN UPDATED CIBOLO VALLEY LOCAL GOVERNMENT  
CORPORATION PURCHASING POLICY**

**WHEREAS**, the Cibolo Valley Local Government Corporation participates in the acquisition of goods and services necessary for a government entity to provide the public with certain services; and

**WHEREAS**, the Cibolo Valley Local Government Corporation has authorized the City of Schertz Purchasing Department to act as the centralized office for the acquisition of goods and services; and

**WHEREAS**, the Cibolo Valley Local Government Corporation staff recommends adopting the updated Cibolo Valley Local Government Corporation Purchasing Policy.

**NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE CIBOLO VALLEY LOCAL GOVERNMENT CORPORATION:**

Passed and approved this the 28<sup>th</sup> day of May, 2020.

  
Justin Murray, President

Attest:

\_\_\_\_\_  
Lcsley Pedde, Secretary

OR

  
Amber Beard, Assistant Secretary

**A RESOLUTION AUTHORIZING A FIRST AMENMENT TO THE MANAGEMENT SERVICES AGREEMENT BETWEEN THE CIBOLO VALLEY LOCAL GOVERNMENT CORPORATION AND THE CITY OF SCHERTZ**

**WHEREAS**, the Cibolo Valley Local Government Corporation ("CVLGC") approved the execution of a Management Services Agreement with the City of Schertz at its May 28, 2020, board meeting and was subsequently executed by all parties;

**WHEREAS**, the provision of information technology and cyber security services by Schertz to CVLGC is necessary and prudent; and

**WHEREAS**, the First Amendment to the Agreement for Management Services between the City of Schertz and the CVLGC, attached hereto and incorporated herein for all purposes, provides for the provision of such services to CVLGC.

**NOW, THEREFORE, BE IT RESOLVED** by CVLGC as follows:

1. The CVLGC hereby approves the First Amendment to Management Services Agreement between CVLGC and the City of Schertz. The Board President is authorized to execute an agreement that effectuates this intent.

Passed and approved this the 23<sup>rd</sup> DAY of July, 2020.

\_\_\_\_\_  
Justin Murray, President

**Attest:**

\_\_\_\_\_  
Lesley Pedde, Secretary

**OR**

  
\_\_\_\_\_  
Amber Beard, Assistant Secretary



**RESOLUTION NO. 20-R-87**

**A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF SCHERTZ, TEXAS AUTHORIZING A FIRST AMENDMENT TO THE MANAGEMENT SERVICES AGREEMENT BETWEEN THE CITY OF SCHERTZ AND THE CIBOLO VALLEY LOCAL GOVERNMENT CORPORATION (“CVLGC”) FOR MANAGEMENT SERVICES AND OTHER MATTERS IN CONNECTION THEREWITH**

**WHEREAS**, the City of Schertz (the “City”) entered into a Management Services Agreement (“MSA”) with CVLGC for Management Services June 9, 2020; and

**WHEREAS**, the Management Services Agreement would include Purchasing activities, Information Technology activities, and grant access to City Contracts; and

**WHEREAS**, the First Amendment to the Management Services Agreement between the city of Schertz and the CVLGC, provides for the provision of such services to CVLGC: and

**WHEREAS**, Chapter 791 of the Texas Government Code, as amended, titled Interlocal Cooperation Contracts, authorizes contracts between political subdivisions for the performance of governmental functions and services; and

**WHEREAS**, the City Council has determined that it is in the best interest of the City to enter into the First Amendment to the Management Services Agreement with CVLGC for Management 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 First Amendment to the Management Services Agreement with CVLGC.

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 4th day of August 2020.

CITY OF SCHERTZ, TEXAS

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Ralph Gutierrez, Mayor

ATTEST:

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Brenda Dennis, City Secretary

(CITY SEAL)

**EXHIBIT A**

**AMENDMENT TO THE MANAGEMENT SERVICES AGREEMENT**

CITY COUNCIL MEMORANDUM

**City Council Meeting:** August 4, 2020

**Department:** Finance

**Subject:** Ordinance No. 20-M-24 - Consideration and/or action to approve an Ordinance by the City Council of the City of Schertz, Texas amending the City of Schertz Code of Ordinances and certain other Ordinances by amending and establishing fees for certain licenses, permits, and other services provided by the City of Schertz. *Final Reading (M. Browne/B. James/J. Walters)*

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**BACKGROUND**

City Departments collect a wide variety of fees for permits, services, fines and other charges that are all part of everyday operations of municipal government. Since September 2008, the fees have been incorporated into a single fee schedule. Ordinance 08-M-43 established the consolidated fee schedule and allows for the modification of existing fees to be done by resolution while new fees are established or added to the Fee Schedule by ordinance.

The Fee Schedule ordinance provides a single document with all City fees that directly affect the users. The changes to the fees ensure the continued operation of public utilities, provides for essential services to the community and to adequately maintain the investment in existing infrastructure. All changes to the fee schedule will have a 45-day period before the new fees take effect. This allows staff to update and advise citizens on the upcoming changes. The recommended effective date of these fee changes will be October 1, 2020.

The Event Facilities will add a cleaning/sanitization fee of \$150. This proposed cleaning fee is considered a deterrent fee (not a penalty fee) but could be an optional fee if a renter chooses. To be clear, regardless of the fee being charged, the facilities are cleaned and sanitized at the end of each event either by Civic Center staff or by the cleaning contract. The intent of this fee is to prevent the City from absorbing additional costs generated by increased cleaning standards that came as a result from COVID-19.

The City now has an increased responsibility for ensuring the rooms, common areas, surfaces, and inventory are thoroughly sanitized after each use. In researching how other venues around us are addressing this additional workload we found that the majority are requiring a certain degree of cleaning to be done by the renter before the end of their event. This is a change staff supports as it will help divide the cleaning workload between renters and staff. This will allow event staff the proper time to sanitize all areas and inventory to include, tables, chairs, dancefloor, bar, up-lights, A/V equipment, rental room, kitchen and appliances, common areas, frequently touched surfaces, and restrooms. However, in the instance a renter chooses not to adhere to the cleaning standards set in the contract - wipe down all kitchen appliances used, broom clean the rental room and kitchen area, and ensure all trash (inside and outside) is in a trash receptacle - after their event then this fee would apply and would be deducted from their deposit. This fee could also be charged before an event if a renter elected to pay this cleaning fee up front to avoid any cleaning after their event or deductions from their deposit. In this instance we would schedule the cleaning crew to perform sanitization support while our staff addresses the rest of the cleaning. The \$150 fee is something that was quoted from the contracted cleaning company and based on what other venues charge staff feels this fee is appropriate.

The Community Centers will also adjust the dates their weekend rental rates are in effect by moving Sunday to the lower fee level. Sunday is not as popular with renters and staff hopes to generate additional bookings with a lower rate. The Community Centers will also set a daily maximum rate for renters to help keep rental fees reasonable for those who wish to rent for longer than 6 hours in a day. Renters can use the facility up to 12 hours per day but their fee will be capped at \$350 for the North Center and \$450 for the Central Center. Currently, these facilities

could be a higher fee than the Bluebonnet Hall when in use for 8 consecutive hours and that was not the intent. The hourly fees will still be in place as they are still a great option for those looking for an even more affordable rental and those who only wish to be in the room for a few hours.

The City Events are also proposing changes in fees. The Kick Cancer event will now offer a cheaper entry fee for non-timed participants.

Kickball will increase its registration fee by \$40 per team to cover the cost of paying referees next season. Staff found it difficult to get referees for games since they were unpaid volunteers.

Jubilee is increasing its business parade entry to match local comparable fees; non-profits can still enter at no costs. Staff is not planning to have business vendor spots in the park during the event since they were not a good vendor type for the event. Staff is also planning a T-shirt decorating contest with an entry fee of \$7.

A new Cornhole League is being proposed for next year at \$40 registration for individual.

The Dodgeball League did not generate enough interest in the community and will be removed from the schedule next year.

Holidazzle is adding the \$10 fee for Breakfast with Santa to the fee schedule. There is no change to this fee, it will now be included on the fee schedule.

Animal Services is removing fees related to pet licensing to match the new Microchipping Ordinance.

Mobile Vendor permits have been reduced from \$150 to \$100 and if they have a permit issued by another government agency, they are proposed to only pay a registration fee of \$25 instead of an entirely new permit.

Permits added some clarifying language to their review fees and the permits required for solar installation.

Currently, the City charges \$500 for in ground pools and \$200 for above ground pools. Per the adopted building code, "prefabricated swimming pools that are less than 24 inches in depth" are exempt from needing a permit - and thus would not pay a fee. This generally applies to plastic kiddie pools. Staff is recommending lowering the fee for above ground pools (when required) to \$25. This ensures residents are made aware of safety related building code requirements - audible alarms on doors or gates to the pool, ensuring safe electrical connections for pumps, etc. Staff will note in the fee schedule that a permit is not required for prefabricated pools less than 24" in dept and will develop a one page customer handout.

Based on City Council feedback on decks, staff is recommending lowering the permit fee for flatwork/decks from \$225 to \$100 and not requiring a plan check fee with these. This fee covers the review and inspections for decks and by requiring a permit, residents can be assured that decks they pay for are constructed to Code. As an example, this change will drop what a resident pays for permitting and plan check from about \$325 to \$100.

The Drainage permit fees are also proposed to increase and have different amounts for residential and commercial. This change will set our fees equal to Cibola as well as cover the cost of issuing these permits. This fee will increase from \$20 to \$50 for residential and \$150 for commercial.

## **GOAL**

To update the Adopted Fee Schedule for FY 2020-21.

## **COMMUNITY BENEFIT**

Provide a single place for information on City fees.

## **SUMMARY OF RECOMMENDED ACTION**

Staff recommends council approve the proposed changes to the fees schedule.

## **FISCAL IMPACT**

The fee changes will all affect the General Fund but have a low overall fiscal impact due to the narrow scope of their estimated use but are intended as cost recovery of providing the described services.

**RECOMMENDATION**

Adopt Ordinance 20-M-24 on final reading and updated fees for FY 2020-21

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**Attachments**

Ordinance 20-M-24

Fee Schedule

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## **ORDINANCE NO. 20-M-24**

**AN ORDINANCE BY THE CITY COUNCIL OF THE CITY OF SCHERTZ, TEXAS AMENDING THE CITY OF SCHERTZ CODE OF ORDINANCES AND CERTAIN OTHER ORDINANCES BY AMENDING AND ESTABLISHING FEES FOR CERTAIN LICENSES, PERMITS, AND OTHER SERVICES PROVIDED BY THE CITY OF SCHERTZ.**

**WHEREAS**, the City of Schertz (the “City”) has established by ordinances and resolutions for fees for licenses, permits, and services provided by the City; and

**WHEREAS**, the City Council has authorized a review and a consolidation of certain fees for licenses, permits, and services provided by the City; and

**WHEREAS**, the Schedule of Fees attached as Exhibit A reflects revisions to certain fees, a restatement of certain fees not revised, and a consolidation of all such fees; and

**WHEREAS**, due to the need for periodic modification of said fees and for the purposes of efficiency, the City Council desires to adopt future fee changes by resolution rather than by ordinance.

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

### **SECTION 1.**

All persons, firms, or corporations applying for licenses or permits or receiving other City services described on Exhibit A that require the payment of a fee incident to such application or service shall pay the fees as prescribed in the Fee Schedule attached hereto as Exhibit A and made a part of hereof. It shall be a violation of this Ordinance to conduct any activity or commence any use or receive any service for which payment of a fee described herein is required until such fee has been paid (if required to be paid in advance) or to fail to pay such fee when properly billed.

### **SECTION 2.**

This Ordinance shall be cumulative of all provisions of ordinances and of the Code of Ordinances of the City of Schertz, Texas as to the fees set forth on Exhibit A effect on the effective date of this Ordinance, except where the provisions of this Ordinance are in direct conflict with the provisions of such ordinances and such Code, in which event the conflicting provisions of such ordinances and such Code are hereby repealed.

### **SECTION 3.**

The City Council may, from time to time, by ordinance add to the fees set forth on Exhibit A, and the fees now or hereafter set forth on Exhibit A may be modified from time to time by resolution of the City Council.

### **SECTION 4.**

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

### **SECTION 5.**

Subject to the last sentence of this Section, any person, firm, or corporation who violates, disobeys, omits, neglects, or refuses to comply with or who resists the enforcement of any of provisions of this Ordinance shall be fined not more than Five Hundred Dollars (\$500.00) for each offense. Each day that a violation is permitted to exist shall constitute a separate offense. If any other ordinance, including the Code of Ordinances, establishes a different penalty for the failure to pay any fee on Exhibit A, the provisions of such other ordinance or the Code of Ordinances shall control with respect to such penalty.

### **SECTION 6.**

All rights and remedies of the City are expressly saved as to any and all violations of the provisions of the Code of Ordinances in effect on the effective date of this Ordinance and modified by this Ordinance or any other ordinances in effect on the effective date of this Ordinance and modified by this Ordinance and requiring the payment of fees for licenses, permits, and other services provided by the City which have accrued on the effective date of this Ordinance; and any and all accrued violations and all pending litigation, both civil and criminal, whether pending in court or not, under such ordinances, shall not be affected by this Ordinance but may be prosecuted until final disposition by the courts.

### **SECTION 7.**

This Ordinance shall be in full force and effect from and after its final passage and any publication required by law.

Passed and approved on the first reading this 28<sup>th</sup> day of July 2020.

PASSED AND APPROVED ON FINAL READING this 4<sup>th</sup> day of August 2020.



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Mayor, City of Schertz

ATTEST:

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City Secretary, City of Schertz, Texas

## City of Schertz



## Schedule of Fees

Effective October 1, 2020

**City of Schertz  
Schedule of Fees**

<b>Summary of Changes</b>	<b>2019-20</b>	<b>2020-21</b>
<b><u>EVENT FACILITIES</u></b>		
<b>Cleaning Fee</b>	\$ -	\$ 150.00
<b>Community Center North- 3501 Morning Dr- (2,006 sq ft)</b>		
Sunday - Thursday per hour, 2 hour minimum	\$ 25.00	\$ 25.00
Friday - Saturday per hour, 4 hour minimum	\$ 50.00	\$ 50.00
Daily Maximum (up to 12 hours)	\$ -	\$ 350.00
<b>Community Center Central (2,940 sq ft)</b>		
Sunday - Thursday per hour, 2 hour minimum	\$ 50.00	\$ 50.00
Friday - Saturday per hour, 4 hour minimum	\$ 75.00	\$ 75.00
Daily Maximum (up to 12 hours)	\$ -	\$ 450.00
<b><u>CITY EVENTS</u></b>		
<b>Kick Cancer 1k/5k</b>		
5K Timed Run/Walk	\$ 35.00	\$ 35.00
5K Non-Timed Run/Walk	\$ -	\$ 25.00
<b>Kickball</b>		
Per Team	\$ 260.00	\$ 300.00
<b>Jubilee</b>		
Food Vendor	\$ 300.00	\$ 300.00
Craft Vendor	\$ 50.00	\$ 50.00
Business Vendor	\$ 200.00	\$ -
Business Parade Entry	\$ 35.00	\$ 50.00
T-Shirt Decorating Contest	\$ -	\$ 7.00
<b>Cornhole League</b>		
Individual	\$ -	\$ 40.00
Late Fee Per Individual	\$ -	\$ 10.00
<b>Dodgeball</b>		
Per Team	\$ 260.00	\$ -
Individual	\$ 20.00	\$ -
Late Fee Per Team	\$ 20.00	\$ -
Late Fee Per Individual	\$ 5.00	\$ -
<b>Holidazzle</b>		
Breakfast with Santa	\$ 10.00	\$ 10.00
<b><u>ANIMAL SERVICES</u></b>		
<b>Pet License</b>		
Standard fee, license per year per spayed or neutered animal	\$ 5.00	\$ -
Standard fee, license per year per un-spayed or un-neutered animal	\$ 10.00	\$ -
Replacement tags (if lost)	\$ 2.00	\$ -
<b><u>HEALTH AND SANITATION DIVISION</u></b>		
Mobile Vendors	\$ 150.00	\$ 100.00
Mobile Vendors, registration (existing permit from another government agency)	N/A	\$ 25.00

**City of Schertz  
Schedule of Fees**

Summary of Changes	2019-20	2020-21
<b><u>PERMITS</u></b>		
A residential plan review fee of 50% of the building permit fee is assessed to all permits for the review of construction documents and plans associated with a permit.		
	50%	50%
Updated language to provide clarity for customer		
<b>Commercial Building Permit Fees</b>		
<b>Building Permit Fees</b>		
Plan review fees for projects with a cost of \$5,000 or greater, are assessed review fees based on a percentage (%) of Permit Fee	50%	50%
Updated language to provide clarity for customer		
<b>Electrical Permit Fees</b>		
New Construction per building/unit	\$ 100.00	\$ 100.00
Solar	\$ 100.00	\$ 100.00
New solar installation is considered an electrical installation by code and has been assessed as an electrical. We have had customer request that it be listed separate in the fee schedule. Updated to help provide clarity for customer.		
Swimming Pools - Above Ground (when permit is required)	\$ 200.00	\$ 25.00
No permit required for prefabricated pools less than 24"		
Flatwork/Deck	\$ 225.00	\$ 100.00
No plan check fee applies to residential flatwork/deck permits		
<b><u>DRAINAGE</u></b>		
Floodplain Permit, residential	\$ 20.00	\$ 50.00
Floodplain Permit, commercial	\$ 20.00	\$ 150.00

**City of Schertz  
Schedule of Fees**

<b>City Secretary</b>	<b>2018-19</b>	<b>2019-20</b>	<b>2020-21</b>
Candidate Filing Fee	\$ 25.00	\$ 25.00	\$ 25.00
<b>Licenses</b>			
Package Store	\$ 250.00	\$ 250.00	\$ 250.00
Package Store Tasing	\$ 12.50	\$ 12.50	\$ 12.50
Wine & Beer Retailers	\$ 87.50	\$ 87.50	\$ 87.50
Wine & Beer Retailers - Off premises	\$ 30.00	\$ 30.00	\$ 30.00
Late Hours	\$ 125.00	\$ 125.00	\$ 125.00
Beer on Premises	\$ 75.00	\$ 75.00	\$ 75.00
Wine Only - Package Store	\$ 37.50	\$ 37.50	\$ 37.50
Mix Beverage Permit	\$ 375.00	\$ 375.00	\$ 375.00
Mix Beverage Late Hours	\$ 75.00	\$ 75.00	\$ 75.00
Caterer's Permit	\$ 250.00	\$ 250.00	\$ 250.00
Retail Dealer On-Premises - Late Hours	\$ 125.00	\$ 125.00	\$ 125.00
Local Cartage	\$ 15.00	\$ 10.00	\$ 10.00

**City of Schertz  
Schedule of Fees**

<b>All Departments</b>	<b>2018-19</b>	<b>2019-20</b>	<b>2020-21</b>
<b>Records Requests</b>			
Standard paper copy, per page (front and back is 2 pages)	\$ 0.10	\$ 0.10	\$ 0.10
Nonstandard-size copy:			
Oversize paper copy (11" X 17")	\$ 0.50	\$ 0.50	\$ 0.50
Specialty paper (Mylar, blueprint, blue line, map, photographic)	Actual	Actual	Actual
Certified Copy- Each Certification	\$ 5.00	\$ 5.00	\$ 5.00
Diskette	\$ 1.00	\$ 1.00	\$ 1.00
Magnetic tape - actual cost	Actual	Actual	Actual
Data cartridge -actual cost	Actual	Actual	Actual
Tape cartridge - actual cost	Actual	Actual	Actual
Rewritable CD (CD-RW)	\$ 1.00	\$ 1.00	\$ 1.00
Non-rewritable CD (CD-R)	\$ 1.00	\$ 1.00	\$ 1.00
Digital video disc (DVD)	\$ 3.00	\$ 3.00	\$ 3.00
JAZ drive - actual cost	Actual	Actual	Actual
Other electronic media - actual cost	Actual	Actual	Actual
Miscellaneous supplies - actual cost	Actual	Actual	Actual
Postage and shipping charge actual cost	Actual	Actual	Actual
Photographs - actual cost	Actual	Actual	Actual
Maps - actual cost	Actual	Actual	Actual
Labor charge:			
For locating, compiling, and reproducing, per hour (if documents are NOT located in the immediate area and over 50 pages)	\$ 15.00	\$ 15.00	\$ 15.00
Overhead charge - % of labor charge	20%	20%	20%
Remote document retrieval charge	Actual	Actual	Actual
<b>No Sales Tax</b> shall be applied to copies of public information.			
<b>Notary Fees</b>			
Acknowledgement, Certified Copies, Jurat's, Oaths and Affirmation	\$ 6.00	\$ 6.00	\$ 6.00
Protests- Per Document	\$ 5.00	\$ 5.00	\$ 5.00
<b>Convenience Fees</b>			
Credit Card Payment Over Phone	\$ 1.00	\$ 1.00	\$ 1.00
Return Check Fee	\$ 25.00	\$ 25.00	\$ 25.00

**City of Schertz  
Schedule of Fees**

<b>Library</b>	<b>2018-19</b>	<b>2019-20</b>	<b>2020-21</b>
Non-Resident user fee- Library Card	\$ 15.00	\$ 15.00	\$ 15.00
Meeting Room Fee- Non-Schertz residents, 4 hours	\$ 50.00	\$ 50.00	\$ 50.00
Meeting Room Fee- After hour fee, per hour	\$ 25.00	\$ 25.00	\$ 25.00
Meeting Room Cleaning Fee (Spot Cleaning)	\$ 50.00	\$ 50.00	\$ 50.00
Meeting Room Cleaning Fee (Whole Room)	Actual	Actual	Actual
Additional Fee for After Hours Cleaning, per hour	\$ 25.00	\$ 25.00	\$ 25.00
<b>Inter-Library Loans Materials (ILL Materials)</b>			
Lost or damaged ILL items - Cost of item as billed by the lending library (may include additional fines or fees assessed by the lending library)	Actual	Actual	Actual
Inter-Library Loan items per day (3 day grace period)	\$ 1.00	\$ 1.00	\$ 1.00
Max overdue amount per ILL item	\$ 5.00	\$ 5.00	\$ 5.00
Return Postage Fee--for ILL items never picked up by customer after arrival	\$ 3.00	\$ 3.00	\$ 3.00
<b>Overdue Fines (3 day grace period)</b>			
All Items per day (except ILL items)	\$ 0.25	\$ 0.25	\$ 0.25
Max amount that can be charged	\$ 1.00	\$ 1.00	\$ 1.00
Replacement Library Card	\$ 1.00	\$ 1.00	\$ 1.00
Copier, per standard page (2-sided copies are the same as 2 pages; oversized copies are the same as 2 pages)			
Black and White	\$ 0.15	\$ 0.15	\$ 0.15
Color	\$ 0.50	\$ 0.50	\$ 0.50
Printing, per standard page (2-sided copies are the same as 2 pages; oversized copies are the same as 2 pages)			
Black and White	\$ 0.15	\$ 0.15	\$ 0.15
Color	\$ 0.50	\$ 0.50	\$ 0.50
Outgoing Fax, 1st page	\$ 1.00	\$ 1.00	\$ 1.00
Per each succeeding page	\$ 0.25	\$ 0.25	\$ 0.25
<b>Lost &amp; Damaged Materials - Cost of item</b>			
plus a processing fee	\$ 5.00	\$ 5.00	\$ 5.00
Damaged DVD Case or Video Case	\$ 1.00	\$ 1.00	\$ 1.00
Damaged or Missing Barcode	\$ 1.00	\$ 1.00	\$ 1.00
Damaged or Missing RFID Tag	\$ 1.00	\$ 1.00	\$ 1.00
Damaged or Missing DVD/Video Cover	\$ 3.00	\$ 3.00	\$ 3.00
(if replaceable) plus processing fee			
Toddler Tote Bag	\$ 2.50	\$ 2.50	\$ 2.50
Juvenile Audiobook Bag	\$ 5.00	\$ 5.00	\$ 5.00
Materials Recovery Fee (per account sent to collections)	\$ 10.00	\$ 10.00	\$ 10.00

Note: If an item is lost and paid for, any overdue fines assessed against the item are waived. If part of an item is lost, the item as a whole is considered lost and the full cost of the item is charged to the patron. Again, any overdue fines assessed against the item are waived if the item is paid for. Refunds for items that were paid for and subsequently found and returned to the library are available for up to 60 days after payment and require the original receipt. Processing fees are non-refundable. No refunds will be given after 60 days.

**City of Schertz  
Schedule of Fees**

<b>Schertz Magazine</b>	<b>2018-19</b>	<b>2019-20</b>	<b>2020-21</b>
<b>Display Ads:</b>			
Eighth Page for 6 mo., per month	\$ 300.00	\$ 300.00	\$ 300.00
Eighth Page for 12 mo., per month	\$ 275.00	\$ 275.00	\$ 275.00
Quarter Page for 6 mo., per month	\$ 550.00	\$ 550.00	\$ 550.00
Quarter Page for 12 mo., per month	\$ 400.00	\$ 400.00	\$ 400.00
Half Page for 6 mo., per month	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
Half Page for 12 mo., per month	\$ 700.00	\$ 700.00	\$ 700.00
Full Page for 6 mo., per month	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00
Full Page for 12 mo., per month	\$ 1,200.00	\$ 1,200.00	\$ 1,200.00
Special placement fee	N/A	\$ 100.00	\$ 100.00
Artwork ownership fee	N/A	\$ 95.00	\$ 95.00
<b>Premium Placement:</b>			
Back Cover for 6 mo., per month	\$ 2,500.00	\$ 1,800.00	\$ 1,800.00
Back Cover for 12 mo., per month	\$ 2,200.00	\$ 1,500.00	\$ 1,500.00

Churches, governmental entities, 501 (c) 3 and civic groups who provide a service to the residents of Schertz will receive a 25% discount on the above facility rental rates.



**City of Schertz  
Schedule of Fees**

<b>Event Facilities</b>	<b>2018-19</b>	<b>2019-20</b>	<b>2020-21</b>
<b>Vendor/Ancillary Fees</b>			
Kitchen Fee, Ball Room	\$ 200.00	\$ 200.00	\$ 200.00
Kitchen Fee, Bluebonnet Room	\$ 75.00	\$ 75.00	\$ 75.00
Early Open Fee (prior to normal scheduled hours), per staff member per hour	\$ 25.00	\$ 25.00	\$ 25.00
Late Fee	\$ 75.00	\$ 200.00	\$ 200.00
Ice, one bin (80lbs)	\$ 15.00	\$ 15.00	\$ 15.00
Ice, unlimited	\$ 25.00	\$ 25.00	\$ 25.00
Beverage Service (for 50 people)	\$ 50.00	\$ 50.00	\$ 50.00
Beverage Linen per table	N/A	\$ 5.00	\$ 5.00
Cancellation Fee	\$ 50.00	\$ 50.00	\$ 50.00
Portable Bar (includes 5 cocktail tables)	\$ 200.00	\$ 200.00	\$ 200.00
Cocktail Tables (up to 5)	N/A	\$ 50.00	\$ 50.00
Uplighting, per light	\$ 15.00	\$ 15.00	\$ 15.00
Uplighting package, 10 lights	\$ 100.00	\$ 100.00	\$ 100.00
Pipe for Back Drop	N/A	\$ 25.00	\$ 25.00
Drape per linear ft.	N/A	\$ 2.00	\$ 2.00
<b>Cleaning Fee</b>			<b>\$ 150.00</b>

**Discount/Special Rates**

Frequent Renters 25% discount (Must rent at least 12 times calendar year)  
Multiple Day Renters 25% discount (Must rent two or more consecutive days)  
Day before setup - 50% of regular room rate  
Non-Profits 25% discount - rent only  
All comp'd requests will require approval from City Manager

H.O.A. Meeting Fee	\$ 75.00	\$ 75.00	\$ 75.00
Funeral Reception Only in Bluebonnet Hall/Community Centers 3 hr maximum	\$ 75.00	\$ 75.00	\$ 75.00
Quality of Life Events ( Community Centers Only )	\$ 15.00	\$ 15.00	\$ 15.00

**Facility Security**

Security Coordination Fee	\$ 15.00	\$ 15.00	\$ 15.00
Regular- per officer, per hour (4 hour minimum)	\$ 30.00	\$ 40.00	\$ 40.00
Holiday- per officer, per hour (4 hour minimum)	\$ 50.00	\$ 50.00	\$ 50.00

**Civic Center - Grand Ballroom- (7,198 sq. ft)**

**Regular Rentals**

Sunday, Full day	\$ 800.00	\$ 800.00	\$ 800.00
Sunday, Half day	\$ 450.00	\$ 450.00	\$ 450.00
Monday - Thursday, Full day	\$ 600.00	\$ 600.00	\$ 600.00
Monday - Thursday, Half day	\$ 375.00	\$ 375.00	\$ 375.00
Friday, Full Day (half day not available)	\$ 800.00	\$ 800.00	\$ 800.00
Saturday, Full day (half day not available)	\$ 1,800.00	\$ 1,800.00	\$ 1,800.00
Small Stage	\$ 200.00	\$ 200.00	\$ 200.00
Large Stage	\$ 400.00	\$ -	\$ -
Dance Floor	\$ 200.00	\$ 200.00	\$ 200.00
Damage/Cancellation Deposit	\$ 500.00	\$ 500.00	\$ 500.00
Audio/Visual Services (upgraded)	\$ 175.00	\$ 175.00	\$ 175.00
Additional time, per hour	\$ 50.00	\$ 50.00	\$ 50.00
Audio/Visual Panel Access	\$ 75.00	\$ 100.00	\$ 100.00

**Banquet Package - includes hall rental, easel, tables/chairs, dance floor, AV panel access, ice, Gathering Room, portable bar, cocktail tables, uplighting package, kitchen:**

Sunday, Full day	\$ 1,600.00	\$ 1,625.00	\$ 1,625.00
Sunday, Half day	\$ 1,050.00	\$ 1,075.00	\$ 1,075.00
Monday - Thursday, Full day	\$ 1,400.00	\$ 1,425.00	\$ 1,425.00
Monday - Thursday, Half day	\$ 975.00	\$ 1,000.00	\$ 1,000.00
Friday, Full Day (half day not available)	\$ 1,600.00	\$ 1,625.00	\$ 1,625.00
Saturday, Full day (half day not available)	\$ 2,600.00	\$ 2,625.00	\$ 2,625.00

**Civic Center Cut-Off Hall (Larger portion of Ballroom - (4,172 sq ft)**

**Regular Rentals**

**City of Schertz  
Schedule of Fees**

<b>Event Facilities</b>	<b>2018-19</b>	<b>2019-20</b>	<b>2020-21</b>
Sunday, Full day	\$ 600.00	\$ 600.00	\$ 600.00
Sunday, Half day	\$ 325.00	\$ 325.00	\$ 325.00
Monday - Thursday, Full day	\$ 425.00	\$ 425.00	\$ 425.00
Monday - Thursday, Half day	\$ 250.00	\$ 250.00	\$ 250.00
Friday, Full Day (half day not available)	\$ 600.00	\$ 600.00	\$ 600.00
Saturday, Full day (half day not available)	\$ 1,400.00	\$ 1,400.00	\$ 1,400.00
Small Stage - move to only one stage	\$ 200.00	\$ 200.00	\$ 200.00
Large Stage	\$ 400.00	\$ -	\$ -
Dance Floor	\$ 200.00	\$ 200.00	\$ 200.00
Audiovisual Services (upgraded)	\$ 175.00	\$ 175.00	\$ 175.00
Additional time, per hour	\$ 50.00	\$ 50.00	\$ 50.00
Audio/Visual Panel Access	\$ 75.00	\$ 100.00	\$ 100.00
Damage/Cancellation Deposit	\$ 500.00	\$ 500.00	\$ 500.00

**Banquet Package - includes hall rental, easel, tables/chairs, dance floor, AV panel access, ice, Gathering Room, portable bar, cocktail tables, uplighting package, kitchen:**

Sunday, Full day	\$ 1,400.00	\$ 1,425.00	\$ 1,425.00
Sunday, Half day	\$ 925.00	\$ 950.00	\$ 950.00
Monday - Thursday, Full day	\$ 1,225.00	\$ 1,250.00	\$ 1,250.00
Monday - Thursday, Half day	\$ 850.00	\$ 875.00	\$ 875.00
Friday, Full day (half day not available)	\$ 1,400.00	\$ 1,425.00	\$ 1,425.00
Saturday, Full day (half day not available)	\$ 2,200.00	\$ 2,225.00	\$ 2,225.00

**Civic Center Conference Hall (Smaller portion of Ballroom - (3,026 sq ft)**

**Regular Rentals**

Friday/Sunday, Full day	\$ 400.00	\$ 400.00	\$ 400.00
Friday/Sunday, Half day	\$ 250.00	\$ 250.00	\$ 250.00
Monday - Thursday, Full day	\$ 250.00	\$ 250.00	\$ 250.00
Monday - Thursday, Half day	\$ 175.00	\$ 175.00	\$ 175.00
Audiovisual Access	\$ 50.00	\$ 75.00	\$ 75.00
Damage/Cancellation Deposit	\$ 200.00	\$ 200.00	\$ 200.00

**Civic Center - Bluebonnet Hall- (2,500 sq ft)**

**Regular Rentals**

Friday/Sunday, Full day	\$ 400.00	\$ 400.00	\$ 400.00
Friday/Sunday, Half day	\$ 200.00	\$ 200.00	\$ 200.00
Monday - Thursday, Full day	\$ 250.00	\$ 250.00	\$ 250.00
Monday - Thursday, Half day	\$ 125.00	\$ 125.00	\$ 125.00
Saturday, Full day (half day not available)	\$ 700.00	\$ 700.00	\$ 700.00
Kitchen	\$ 75.00	\$ 75.00	\$ 75.00
Audiovisual Access	\$ 50.00	\$ 75.00	\$ 75.00
Damage/Cancellation Deposit	\$ 200.00	\$ 200.00	\$ 200.00

**Banquet Package - includes hall rental, tables/chairs, AV panel access, ice, portable bar (weekends only), kitchen:**

Friday/Sunday, Full day	\$ 725.00	\$ 675.00	\$ 675.00
Friday/Sunday, Half day	\$ 525.00	\$ 550.00	\$ 550.00
Monday - Thursday, Full day	\$ 375.00	\$ 525.00	\$ 525.00
Monday - Thursday, Half day	\$ 250.00	\$ 275.00	\$ 275.00
Saturday, Full day (half day not available)	\$ 1,025.00	\$ 975.00	\$ 975.00

**Community Center North- 3501 Morning Dr- (2,006 sq ft)**

**Sunday - Thursday per hour, 2 hour minimum**

N/A \$ 25.00 \$ 25.00

**Friday - Saturday per hour, 4 hour minimum**

N/A \$ 50.00 \$ 50.00

**Daily Maximum (up to 12 hours)**

\$ - \$ 350.00

Sunday, Full day	\$ 200.00	\$ -	\$ -
Sunday, Half day	\$ 125.00	\$ -	\$ -
Monday - Thursday, Full day	\$ 150.00	\$ -	\$ -
Monday - Thursday, Half day	\$ 100.00	\$ -	\$ -
Friday - Saturday, Full day (half day not available)	\$ 300.00	\$ -	\$ -
Damage/Cancellation Deposit	\$ 200.00	\$ 200.00	\$ 200.00

**Community Center Central (2,940 sq ft)**

**City of Schertz  
Schedule of Fees**

<b>Event Facilities</b>	<b>2018-19</b>	<b>2019-20</b>	<b>2020-21</b>
Sunday - Thursday per hour, 2 hour minimum	N/A	\$ 50.00	\$ 50.00
Friday - Saturday per hour, 4 hour minimum	N/A	\$ 75.00	\$ 75.00
Daily Maximum (up to 12 hours)			\$ 450.00
Sunday, Full day	\$ 250.00	\$ -	\$ -
Sunday, Half day	\$ 150.00	\$ -	\$ -
Monday - Thursday, Full day	\$ 150.00	\$ -	\$ -
Monday - Thursday, Half day	\$ 100.00	\$ -	\$ -
Friday - Saturday, Full day (half day not available)	\$ 400.00	\$ -	\$ -
Projector/Screen/Microphone	\$ 50.00	\$ 50.00	\$ 50.00
Damage/Cancellation Deposit	\$ 200.00	\$ 200.00	\$ 200.00

Churches, governmental entities, 501 (c) 3 and civic groups who provide a service to the residents of Schertz will receive a 25% discount on the above facility rental rates.

**City of Schertz  
Schedule of Fees**

<b>Event Fee</b>	<b>2019-20</b>	<b>2020-21</b>
<b>Daddy Daughter Dance</b>		
Per Couple	\$ 30.00	\$ 30.00
Additional Individual Ticket	\$ 12.00	\$ 12.00
<b>Kick Cancer 1k/5k</b>		
1K Kids Run	\$ 10.00	\$ 10.00
5K Timed Run/Walk	\$ 35.00	\$ 35.00
5K Non-Timed Run/Walk	\$ -	\$ 25.00
<b>Movin on Main</b>		
Vendor Fee	\$ 100.00	\$ 100.00
Non-Profit Vendor Fee	\$ 50.00	\$ 50.00
<b>Jubilee</b>		
Food Vendor	\$ 300.00	\$ 300.00
Carnival	\$ 6,000.00	\$ 6,000.00
Craft Vendor	\$ 50.00	\$ 50.00
Business Vendor	\$ 200.00	\$ -
Busines Parade Entry	\$ 35.00	\$ 50.00
T-Shirt Decorating Contest		\$ 7.00
<b>Kickball</b>		
Per Team	\$ 260.00	\$ 300.00
Individual	\$ 20.00	\$ 20.00
Late Fee Per Team	\$ 20.00	\$ 75.00
Late Fee Per Individual	\$ 5.00	\$ 5.00
<b>Cornhole League</b>		
Individual	\$ -	\$ 40.00
Late Fee Per Individual	\$ -	\$ 10.00
<b>Dodgeball</b>		
Per Team	\$ 260.00	\$ -
Individual	\$ 20.00	\$ -
Late Fee Per Team	\$ 20.00	\$ -
Late Fee Per Individual	\$ 5.00	\$ -
<b>Holidazzle</b>		
Food Vendor	\$ 50.00	\$ 50.00
Craft Vendor	\$ 50.00	\$ 50.00
Parade Entry	\$ 15.00	\$ 15.00
Breakfast with Santa	\$ 10.00	\$ 10.00

**City of Schertz  
Schedule of Fees**

<b>Parks and Recreation</b>	<b>2018-19</b>	<b>2019-20</b>	<b>2020-21</b>
<b><u>Pavilion Rental Rates - Small Pavilion</u></b>			
<b>Schertz Residents</b>			
Rental Fee (6am-2pm) or (3pm-11pm)	\$ 55.00	\$ 55.00	\$ 55.00
Rental Fee all day	\$ 85.00	\$ 85.00	\$ 85.00
Monday-Thrusday 50% discount on rates			
<b>Non-Schertz Residents</b>			
Rental Fee (6am-2pm) or (3pm-11pm)	\$ 90.00	\$ 90.00	\$ 90.00
Rental Fee all day	\$ 135.00	\$ 135.00	\$ 135.00
Monday-Thrusday 50% discount on rates			
<b><u>Pavilion Rental Rates - Large Pavilion</u></b>			
<b>Schertz Residents</b>			
WITHOUT KITCHEN			
Rental Fee	\$ 100.00	\$ 100.00	\$ 100.00
Monday-Thrusday 50% discount on rates			
WITH KITCHEN/RESTROOMS			
Rental Fee	\$ 200.00	\$ 200.00	\$ 200.00
Monday-Thrusday 50% discount on rates			
Damage Deposit	\$ 200.00	\$ 200.00	\$ 200.00
<b>Non-Schertz Residents</b>			
WITHOUT KITCHEN			
Rental Fee	\$ 150.00	\$ 150.00	\$ 150.00
Monday-Thrusday 50% discount on rates			
WITH KITCHEN/RESTROOMS			
Rental Fee	\$ 300.00	\$ 300.00	\$ 300.00
Monday-Thrusday 50% discount on rates			
Damage Deposit	\$ 200.00	\$ 200.00	\$ 200.00

**City of Schertz  
Schedule of Fees**

<b>Parks and Recreation</b>	<b>2018-19</b>	<b>2019-20</b>	<b>2020-21</b>
<b>Pools</b>			
Daily Rates			
Per swimmer per entry	\$ 2.00	\$ 2.00	\$ 2.00
Daily pass	\$ 3.00	\$ 3.00	\$ 3.00
Admission is free for children under the age of 2 years.			
Season Rates-Maximum per season pass is six (6) members			
Schertz Residents			
Individual rate	\$ 40.00	\$ 40.00	\$ 40.00
2 member rate	\$ 50.00	\$ 50.00	\$ 50.00
3 member rate	\$ 60.00	\$ 60.00	\$ 60.00
4 member rate	\$ 70.00	\$ 70.00	\$ 70.00
5 member rate	\$ 80.00	\$ 80.00	\$ 80.00
6 member rate	\$ 90.00	\$ 90.00	\$ 90.00
Non-Schertz Residents			
Individual rate	\$ 70.00	\$ 70.00	\$ 70.00
2 member rate	\$ 80.00	\$ 80.00	\$ 80.00
3 member rate	\$ 90.00	\$ 90.00	\$ 90.00
4 member rate	\$ 100.00	\$ 100.00	\$ 100.00
5 member rate	\$ 110.00	\$ 110.00	\$ 110.00
6 member rate	\$ 120.00	\$ 120.00	\$ 120.00
<b>Regular Preschool/Child Care Center</b>			
Teacher/Child Care Attendant and 5 students per pass.			
In City	\$ 80.00	\$ 80.00	\$ 80.00
Out of City	\$ 120.00	\$ 120.00	\$ 120.00

**City of Schertz  
Schedule of Fees**

<b>Parks and Recreation</b>	<b>2018-19</b>	<b>2019-20</b>	<b>2020-21</b>
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**\*\*THESE RATES NOW SET BY CONTRACTOR\*\***

**Swimming lessons rate**

Schertz Residents - per child

\*\*                      \*\*                      \*\*

Non- Residents - per child

\*\*                      \*\*                      \*\*

**Pool Reservations**

**Schertz Residents**

1 to 50 People

\*\*                      \*\*                      \*\*

51 to 100 People

\*\*                      \*\*                      \*\*

101 to 150 People

\*\*                      \*\*                      \*\*

151 to 200 People

\*\*                      \*\*                      \*\*

201 to 250 People

\*\*                      \*\*                      \*\*

251 to 293 People

\*\*                      \*\*                      \*\*

**Non-Residents**

1 to 50 People

\*\*                      \*\*                      \*\*

51 to 100 People

\*\*                      \*\*                      \*\*

101 to 150 People

\*\*                      \*\*                      \*\*

151 to 200 People

\*\*                      \*\*                      \*\*

201 to 250 People

\*\*                      \*\*                      \*\*

251 to 293 People

\*\*                      \*\*                      \*\*

**Northcliffe Pool**

**Schertz Residents**

1 to 50 People (2 hours maximum)

\*\*                      \*\*                      \*\*

50 to 100 People (2 hours maximum)

\*\*                      \*\*                      \*\*

**Non-Residents**

1 to 50 People (2 hours maximum)

\*\*                      \*\*                      \*\*

50 to 100 People (2 hours maximum)

\*\*                      \*\*                      \*\*

**\*\*THESE RATES NOW SET BY CONTRACTOR\*\***

**City of Schertz  
Schedule of Fees**

<b>Animal Services</b>	<b>2018-19</b>	<b>2019-20</b>	<b>2020-21</b>
<b>Pet License</b>			
Standard fee, license per year per spayed or neutered animal	\$ 5.00	\$ 5.00	\$ -
Standard fee, license per year per un-spayed or un-neutered animal	\$ 10.00	\$ 10.00	\$ -
Replacement tags (if lost)	\$ 2.00	\$ 2.00	\$ -
<b>Animal Adoption</b>			
Dog	\$ 60.00	\$ 60.00	\$ 60.00
Cat	\$ 35.00	\$ 35.00	\$ 35.00
Adoption pricing may be discounted for adoption events or during special promotions			
<b>Permits - A permit shall be issue after payment of application fee:</b>			
Kennel authorized to house 10 or less dogs or cats	\$ 75.00	\$ 75.00	\$ 75.00
Kennel authorized to house more than 10 but less than 50	\$ 150.00	\$ 150.00	\$ 150.00
Kennel authorized to house 50 or more	\$ 200.00	\$ 200.00	\$ 200.00
Pet Shop	\$ 100.00	\$ 100.00	\$ 100.00
Grooming Shop	\$ 30.00	\$ 30.00	\$ 30.00
Commercial Riding Stable 10 or less	\$ 75.00	\$ 75.00	\$ 75.00
Commercial Riding Stable 11-50	\$ 150.00	\$ 150.00	\$ 150.00
Commercial Riding Stable 51 or more	\$ 200.00	\$ 200.00	\$ 200.00
Annual Crescent Bend Riding Permit, per horse	\$ 100.00	\$ 100.00	\$ 100.00
Auction	\$ 100.00	\$ 100.00	\$ 100.00
Zoological Park	\$ 200.00	\$ 200.00	\$ 200.00
Animal Exhibition/Circus/Petting Zoo	\$ 100.00	\$ 100.00	\$ 100.00
Guard Dog Training Center	\$ 200.00	\$ 200.00	\$ 200.00
Obedience Training Center	\$ 50.00	\$ 50.00	\$ 50.00
Commercial Establishment Using a Guard Dog	\$ 75.00	\$ 75.00	\$ 75.00
Commercial Annual Sellers Permit	\$ 150.00	\$ 150.00	\$ 150.00
Dangerous Dog Permit	\$ 200.00	\$ 200.00	\$ 200.00
Temporary Permit* - not to exceed 7 days	\$ 15.00	\$ 15.00	\$ 15.00
*Good for Crescent Bend Riding (per horse), Animal Exhibition/Circus/Petting Zoo, and Auction Permits			
Temporary Animal Sales Permit (Pet Expos), not to exceed 3 days	\$ 30.00	\$ 30.00	\$ 30.00
<b>Impoundment Fee: An impoundment fee must be paid for each captured animal</b>			
<b>Dog/Cat Impoundment</b>			
<b>Within a 1 year period</b>			
1st Offense			
Neutered	\$ 30.00	\$ 30.00	\$ 30.00
Un-neutered	\$ 45.00	\$ 45.00	\$ 45.00
2nd Offense			
Neutered	\$ 50.00	\$ 50.00	\$ 50.00
Un-neutered	\$ 70.00	\$ 70.00	\$ 70.00
3rd Offense			
Neutered	\$ 100.00	\$ 100.00	\$ 100.00
Un-neutered	\$ 120.00	\$ 120.00	\$ 120.00
4th Offense			
Neutered	\$ 150.00	\$ 150.00	\$ 150.00
Un-neutered	\$ 170.00	\$ 170.00	\$ 170.00
Each Additional Offense			
Base- Neutered	\$ 150.00	\$ 150.00	\$ 150.00
Base- Un-neutered	\$ 170.00	\$ 170.00	\$ 170.00
Per Additional Offense	\$ 50.00	\$ 50.00	\$ 50.00
Fowl or other small animal	\$ 30.00	\$ 30.00	\$ 30.00
Livestock	\$ 75.00	\$ 75.00	\$ 75.00
Zoological/Circus animal	\$ 200.00	\$ 200.00	\$ 200.00



**City of Schertz  
Schedule of Fees**

<b>Animal Services</b>	<b>2018-19</b>	<b>2019-20</b>	<b>2020-21</b>
<b>Boarding Fee: A boarding fee must be paid for each animal</b>			
Dog/Cat, per day	\$ 15.00	\$ 15.00	\$ 15.00
Fowl or other small animal, per day	\$ 10.00	\$ 10.00	\$ 10.00
Reptile, per day	\$ 30.00	\$ 30.00	\$ 30.00
Livestock, per day	\$ 50.00	\$ 50.00	\$ 50.00
Zoological/Circus animal, per day	\$ 200.00	\$ 200.00	\$ 200.00
<b>Surrender Fee: Charge per animal with proof of Schertz residency</b>			
Fowl/Reptile/Small Animal	\$ 10.00	\$ 10.00	\$ 10.00
Dog/Cat neutered/spayed /current rabies cert./heartworm negative	\$ 35.00	\$ 35.00	\$ 35.00
Dog/Cat all other surrenders	\$ 65.00	\$ 65.00	\$ 65.00
Small Livestock	\$ 50.00	\$ 50.00	\$ 50.00
Large Livestock	\$ 100.00	\$ 100.00	\$ 100.00
Zoological or Circus	\$ 200.00	\$ 200.00	\$ 200.00
Litter Fee (3 or more animals under 2 months old)	\$ 75.00	\$ 75.00	\$ 75.00
<b>Quarantine Fee:</b>			
Dog/Cat	\$ 50.00	\$ 50.00	\$ 50.00
Plus Daily Charge per animal for boarding	\$ 15.00	\$ 15.00	\$ 15.00
Micro Chipping	\$ 15.00	\$ 15.00	\$ 15.00
<b>Trap Rental Fee:</b>			
Trap Deposit, refundable when trap is returned	\$ 75.00	\$ 75.00	\$ 75.00
Trap Rental Fee, per day	\$ 5.00	\$ 5.00	\$ 5.00

**City of Schertz  
Schedule of Fees**

<b>Marshal Service</b>	<b>2018-19</b>	<b>2019-20</b>	<b>2020-21</b>
<b>Health and Sanitation Division</b>			
Food Establishment Fees:			
Non-Profit Organizations (regardless of number of employees)	\$ 100.00	\$ 100.00	\$ 100.00
1-3 Employees	\$ 150.00	\$ 150.00	\$ 150.00
4-6 Employees	\$ 285.00	\$ 285.00	\$ 285.00
7-10 Employees	\$ 540.00	\$ 540.00	\$ 540.00
11-20 Employees	\$ 575.00	\$ 575.00	\$ 575.00
21+ Employees	\$ 725.00	\$ 725.00	\$ 725.00
Temporary Food and/or Beverage Establishment	\$ 50.00	\$ 50.00	\$ 50.00
Mobile Vendors	\$ 150.00	\$ 150.00	\$ 100.00
Mobile Vendors, registration (existing permit from another government agency)	N/A	N/A	\$ 25.00
Public and HOA Swimming Pool License	\$ 110.00	\$ 110.00	\$ 110.00
Foster Care	\$ 50.00	\$ 50.00	\$ 50.00
Re-inspection fees	\$ 75.00	\$ 75.00	\$ 75.00
<b>* City Code Violation Court Fee</b>	\$ 10.00	\$ 10.00	\$ 10.00
Nuisance Abatement Administrative Fee	\$ 100.00	\$ 100.00	\$ 100.00
<p>*Any citation issued by individuals defined in Section 22-40 (Authority to issue notice of violations), shall be able to collect a dismissal fee from an individual who abates such violation upon their court appearance. Judge Stephen Takas suggested that we charge a dismissal fee to remedy some of the expenses incurred from the issuance of such citation.</p>			
<b>Sanitation Inspection Fees - Outside of City</b>			
Hourly Charge, one hour minimum	\$ 50.00	\$ 50.00	\$ 50.00
Mileage over 15 miles, per mile	\$ 5.00	\$ 5.00	\$ 5.00
Administrative Fee	15%	15%	15%

**City of Schertz  
Schedule of Fees**

<b>Police Department</b>	<b>2018-19</b>	<b>2019-20</b>	<b>2020-21</b>
<b>Alarm Permit Fees</b>			
Residential - Annually	\$ 10.00	\$ 10.00	\$ 10.00
Tier 1 Commercial	\$ 25.00	\$ 25.00	\$ 25.00
Tier 2 Commercial site alarm system required under local, state or national code	\$ 50.00	\$ 50.00	\$ 50.00
<b>Alarm Service Fees: Other than Burglar Alarms</b>			
4TH False Alarm within 12 Mo. Period	\$ 100.00	\$ 100.00	\$ 100.00
5TH False Alarm within 12 Mo. Period	\$ 150.00	\$ 150.00	\$ 150.00
6TH False Alarm within 12 Mo. Period	\$ 200.00	\$ 200.00	\$ 200.00
7TH False Alarm within 12 Mo. Period	\$ 250.00	\$ 250.00	\$ 250.00
8TH False Alarm within 12 Mo. Period	\$ 500.00	\$ 500.00	\$ 500.00
Others After 8TH within 12 Mo. Period	\$ 500.00	\$ 500.00	\$ 500.00
<b>Burglar Alarm Service Fees:</b>			
4TH False Alarm within 12 Mo. Period	\$ 50.00	\$ 50.00	\$ 50.00
5TH False Alarm within 12 Mo. Period	\$ 50.00	\$ 50.00	\$ 50.00
6TH False Alarm within 12 Mo. Period	\$ 75.00	\$ 75.00	\$ 75.00
7TH False Alarm within 12 Mo. Period	\$ 75.00	\$ 75.00	\$ 75.00
8TH False Alarm within 12 Mo. Period	\$ 100.00	\$ 100.00	\$ 100.00
Others After 8TH within 12 Mo. Period	\$ 100.00	\$ 100.00	\$ 100.00
<b>Miscellaneous Fees</b>			
Accident Reports, each	\$ 6.00	\$ 6.00	\$ 6.00
Fingerprints, per set	\$ 10.00	\$ 10.00	\$ 10.00
Solicitor/Peddler Permit	\$ 50.00	\$ 50.00	\$ 50.00
Background Check Fee	\$ 10.00	\$ 10.00	\$ 10.00
BODY CAM VIDEO (\$1.00 per minute +\$10.00)	\$ 10.00	\$ 10.00	\$ 10.00

**City of Schertz  
Schedule of Fees**

<b>Fire Department and Haz-Mat Fees</b>	<b>2018-19</b>	<b>2019-20</b>	<b>2020-21</b>
<b>Permit Fee Schedule</b>			
Certificate of Occupancy - Inspections	\$ 50.00	\$ 50.00	\$ 50.00
License Inspections	\$ 50.00	\$ 50.00	\$ 50.00
Base Fire Suppression System Installation	\$ 100.00	\$ 100.00	\$ 100.00
Additional installation charge, per sprinkler head	\$ 1.00	\$ 1.00	\$ 1.00
Base Fire Alarms Installation	\$ 100.00	\$ 100.00	\$ 100.00
Additional installation charge, per initiating or notification device	\$ 1.00	\$ 1.00	\$ 1.00
Re-Inspection	\$ 45.00	\$ 45.00	\$ 45.00
Smoke Control System Plan (for each review)	\$ 75.00	\$ 75.00	\$ 75.00
Flammable or combustible liquid tanks, each review	\$ 150.00	\$ 150.00	\$ 150.00
Flammable or combustible gas tanks, each review	\$ 150.00	\$ 150.00	\$ 150.00
After hours fee, per hour per inspector (beyond the hours of 8:00 a.m. to 5:00 p.m.)	\$ 60.00	\$ 75.00	\$ 75.00
Plan Review Fees, construction per hour	\$ 50.00	\$ 50.00	\$ 50.00
Plan Review Rush, Outsource - Sent out by Fire Marshal	Cost	Cost	Cost
SFR After Hours Plan Review Rush (per hour, 2 hour minimum)	\$ 65.00	\$ 65.00	\$ 65.00
Fireworks display permit	\$ 250.00	\$ 250.00	\$ 250.00
<b>Operational Permits</b>			
Open or Control Burn - Commercial	\$ 150.00	\$ 150.00	\$ 150.00
Open or Control Burn - Non-commercial	\$ 25.00	\$ 25.00	\$ 25.00
Tents	\$ 50.00	\$ 50.00	\$ 50.00
Cutting and Welding	\$ 50.00	\$ 50.00	\$ 50.00
Explosives	\$ 50.00	\$ 50.00	\$ 50.00
Flammable Storage	\$ 50.00	\$ 50.00	\$ 50.00
Carnivals and Fairs	\$ 50.00	\$ 50.00	\$ 50.00
Food Booth (per booth, per event)	\$ 25.00	\$ 25.00	\$ 25.00
Mobile Food Establishments (annual)	\$ 25.00	\$ 25.00	\$ 25.00
Battery Systems	\$ 50.00	\$ 50.00	\$ 50.00
Combustible Dust Product Options	\$ 50.00	\$ 50.00	\$ 50.00
Cryogenic Fluids	\$ 50.00	\$ 50.00	\$ 50.00
Haz-mat	\$ 50.00	\$ 50.00	\$ 50.00
Lumberyards	\$ 50.00	\$ 50.00	\$ 50.00
Spraying and Dipping	\$ 50.00	\$ 50.00	\$ 50.00
Storage of Tires	\$ 50.00	\$ 50.00	\$ 50.00
<b>Operation Charges</b>			
<i>Hazardous materials operations service fees.</i>			
The current replacement cost shall be charged for the use of consumable haz-mat supplies and firefighting agents	ACTUAL	ACTUAL	ACTUAL
If any protective equipment or firefighting equipment is damaged or contaminated, the current replacement cost shall be charged.	ACTUAL	ACTUAL	ACTUAL
Personnel cost will be calculated at the rate for the responding crew members.	ACTUAL	ACTUAL	ACTUAL
Fire Watch Fee, cost based on weighted salary of dispatched employee	ACTUAL	ACTUAL	ACTUAL

**City of Schertz  
Schedule of Fees**

<b>EMS</b>	<b>2018-19</b>	<b>2019-20</b>	<b>2020-21</b>
<b>Response Services</b>			
Aid Call	\$ 200.00	\$ 200.00	\$ 200.00
Air Medical Assist Call	\$ 700.00	\$ 700.00	\$ 700.00
BLS Non- Emergency	\$1,090.00	\$1,090.00	\$1,090.00
BLS Emergency	\$1,210.00	\$1,210.00	\$1,210.00
ALS Non Emergency	\$1,230.00	\$1,230.00	\$1,230.00
ALS Emergency No Specialty Care	\$1,440.00	\$1,440.00	\$1,440.00
ALS Emergency W \ Specialty Care	\$1,600.00	\$1,600.00	\$1,600.00
Mileage, per mile	\$ 20.00	\$ 20.00	\$ 20.00
<b>Other Services</b>			
Ambulance Standby, per hour	\$ 125.00	\$ 125.00	\$ 125.00
Gator Standby, per hour	\$ 95.00	\$ 95.00	\$ 95.00
AED Supplies	Actual	Actual	Actual
CPR Class and Supplies	Actual	Actual	Actual
System Continuing Education	Actual	Actual	Actual
Vaccinations	Actual	Actual	Actual
EMT Class	\$1,100.00	\$1,100.00	\$1,100.00
Passport to Care - Single (insured)	\$ 50.00	\$ 50.00	\$ 50.00
Passport to Care - Family (insured)	\$ 60.00	\$ 60.00	\$ 60.00
Passport to Care - Single (Not insured)	\$ 65.00	\$ 65.00	\$ 65.00
Passport to Care - Family (Not insured)	\$ 75.00	\$ 75.00	\$ 75.00

**City of Schertz  
Schedule of Fees**

<b>Planning and Zoning</b>	<b>2018-19</b>	<b>2019-20</b>	<b>2020-21</b>
<b>Plat recording service:</b>			
Fees assessed are due prior to recording:			
Plat recording fee is equal to the fee charged by the County Clerks Office			
<b>Annexation Petition by Property Owner - Plus all related fees</b>	\$ 750.00	\$ 750.00	\$ 750.00
<b>Zone Change</b>			
Zone change for 0 to 2 acres	\$ 650.00	\$ 650.00	\$ 650.00
Zone change for 2+ to 5 acres	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
Zone change for 5+ to 20 acres	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00
Zone change for 20+ to 50 acres	\$ 3,500.00	\$ 3,500.00	\$ 3,500.00
Zone change for 50+ to 100 acres	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00
Zone change for 100+ acres	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00
<b>Specific Use Permit (SUP) - plus other applicable items (i.e. Site Plan)</b>			
Specific Use Permit (SUP) for 0 to 2 acres	\$ 650.00	\$ 650.00	\$ 650.00
Specific Use Permit (SUP) for 2+ to 5 acres	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
Specific Use Permit (SUP) for 5+ to 20 acres	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00
Specific Use Permit (SUP) for 20+ to 50 acres	\$ 3,500.00	\$ 3,500.00	\$ 3,500.00
Specific Use Permit (SUP) for 50+ to 100 acres	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00
Specific Use Permit (SUP) for 100+ acres	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00
Building addition of a current/legal SUP	\$ 500.00	\$ 500.00	\$ 500.00
<b>Master Development Plan</b>			
All phased developments and PDD's	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00
Master Development Plan Amendment (minor revision)	\$ 500.00	\$ 500.00	\$ 500.00
<b>Preliminary Plat</b>			
0 to 50 acres	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00
greater than 50 acres	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00
<b>Final Record Plat or Re-plat</b>			
0 to 50 acres	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00
greater than 50 acres	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00
Revised Final Plat (minor)	\$ 500.00	\$ 500.00	\$ 500.00
<b>Amended Plat</b>	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00
<b>Minor Plat</b>	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00
<b>Vacate Plat</b>	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00
Plat Time Extension - plus all related fees	\$ 250.00	\$ 250.00	\$ 250.00
Street and Subdivision Name Changes	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00

**City of Schertz  
Schedule of Fees**

<b>Planning and Zoning</b>	<b>2018-19</b>	<b>2019-20</b>	<b>2020-21</b>
<b>Site Plan</b>	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00
Amended Site Plan (minor)	\$ 500.00	\$ 500.00	\$ 500.00
<b>Park Fees - Residential</b>			
Land Dedication: one (1) acre per 100 dwelling unit			
Fee in Lieu of Land Dedication: per dwelling unit	\$ 350.00	\$ 350.00	\$ 350.00
Park Development Fee: Per Dwelling unit	\$ 650.00	\$ 650.00	\$ 650.00
<b>Park Fees - Multi-Family</b>			
Land Dedication: one (1) acre per 100 dwelling unit			
Fee in Lieu of Land Dedication; per dwelling unit:	\$ 350.00	\$ 350.00	\$ 350.00
Park Development Fee: Per Dwelling unit	\$ 650.00	\$ 650.00	\$ 650.00
<b>Miscellaneous</b>			
Tree Mitigation, inch of DBH - Plus all related fees	\$ 100.00	\$ 100.00	\$ 100.00
Legal Review (i.e. Improvement Agreements)	Actual	Actual	Actual
Zoning Verification Letter - Single tract of land per Tract	\$ 150.00	\$ 150.00	\$ 150.00
Certificate of Determination - Single Tract of Land per Tract	\$ 150.00	\$ 150.00	\$ 150.00
Postponement of any Public Hearing by the Applicant	\$ 350.00	\$ 350.00	\$ 350.00
<b>Appeals and requests for amendments</b>			
Considered by City Council, the Planning & Zoning Commission, the Building and Standards Commission, or the Board of Adjustment as allowed by the Unified Development Code:	\$ 750.00	\$ 500.00	\$ 500.00
<b>Variance and/or Waivers</b>			
Unified Development Code, ea.	\$ 500.00	\$ 500.00	\$ 500.00
Building Code, ea.	\$ 500.00	\$ 500.00	\$ 500.00
Driveway width waiver requests will not be assessed with the waiver fee			
<b>Copies, Plans, and Maps:</b>			
Unified Development Code	\$ 50.00	\$ 50.00	\$ 50.00
Public Works Specification Manual	\$ 50.00	\$ 50.00	\$ 50.00
Staff Review - Application completeness review, internal SDR (staff) review & meeting with applicant to review application package. Fee included in all applications.			

**City of Schertz  
Schedule of Fees**

<b>Engineering</b>	<b>2018-19</b>	<b>2019-20</b>	<b>2020-21</b>
<b>Grading and Clearing Permit - Acreage</b>			
For non-agricultural purposes			
Below 5 acres	\$ 100.00	\$ 100.00	\$ 100.00
5 to 20 acres	\$ 250.00	\$ 250.00	\$ 250.00
Per acre over 20, plus base charge for 20 acres	\$ 3.00	\$ 3.00	\$ 3.00
Over 100 acres	\$ 490.00	\$ 490.00	\$ 490.00
<b>Development Permit</b>			
% of total valuation of public infrastructure improvements	1%	1%	1%
Reinspection Fee	\$ 50.00	\$ 50.00	\$ 50.00

*Grading and Clearing Permit Fees are waived for applicants representing Home Owner's Associations proposing maintenance activities in drainage easements.*



**City of Schertz  
Schedule of Fees**

<b>Inspections</b>	<b>2018-19</b>	<b>2019-20</b>	<b>2020-21</b>
<b>Residential Building Permit Fees</b>			
Minimum permit fee	\$ 50.00	\$ 50.00	\$ 50.00
New Single Family Residential (one & two family dwellings) per square foot	\$ 0.50	\$ 0.50	\$ 0.50
New Accessory structures per square foot	\$ 0.50	\$ 0.50	\$ 0.50
Flatwork/Deck	\$ 225.00	\$ 225.00	\$ 100.00
Patio/Patio Cover	\$ 225.00	\$ 225.00	\$ 225.00
Roof Replacement	\$ 200.00	\$ 200.00	\$ 200.00
Window Replacement	\$ 150.00	\$ 150.00	\$ 150.00
Foundation Repair	\$ 225.00	\$ 225.00	\$ 225.00
No plan check fee applies to residential flatwork/deck permits			
A building permit is required for swimming pools greater than 24 inches (24") in depth.			
Swimming Pools - In ground	\$ 500.00	\$ 500.00	\$ 500.00
Swimming Pools - Above Ground (where a permit is required)		\$ 200.00	\$ 25.00
No permit required for prefabricated pools less than 24"			
Update to reduce fees for above ground pools and clarify when a permit is required			
A residential plan review fee of 50% of the building permit fee is assessed to all permits for the review of construction documents and plans associated with a permit.			
	50%	50%	50%
Updated language to provide clarity for customer			
See trade permit fees associated with residential permits below.			
<b>Commercial Building Permit Fees</b>			
<b>Building Permit Fees</b>			
New Construction - Commercial (see Cost table below)	Cost	Cost	Cost
Plan review fees for projects with a cost of \$5,000 or greater, are assessed review fees based on a percentage (%) of Permit Fee			
	50%	50%	50%
Updated language to provide clarity for customer			
<b>Permit Fees:</b>			
<b>Cost of Construction (Cost)</b>			
\$0.00 to \$1,000.00	\$ 50.00	\$ 50.00	\$ 50.00
\$1,001.00 to \$15,000.00, for each additional \$1,000 and fraction thereof	\$ 8.00	\$ 8.00	\$ 8.00
\$15,001.00 to \$50,000.00, for each additional \$1,000 and fraction thereof	\$ 7.00	\$ 7.00	\$ 7.00
\$50,001 and up, for each additional \$1,000 and fraction thereof	\$ 6.00	\$ 6.00	\$ 6.00
<b>Following Use The Cost of Construction (Cost) Table above:</b>			
Non - residential Flatwork/Deck	Cost	Cost	Cost
Non - residential Accessory Buildings	Cost	Cost	Cost
Non - residential Patio/Patio Cover	Cost	Cost	Cost
Non - residential Roof Replacement	Cost	Cost	Cost
Non - residential Window Replacement	Cost	Cost	Cost
Non - residential Swimming Pools in Ground	Cost	Cost	Cost
Non - residential Foundation Repair	Cost	Cost	Cost
Sign	Cost	Cost	Cost

**City of Schertz  
Schedule of Fees**

<b>Inspections</b>	<b>2018-19</b>	<b>2019-20</b>	<b>2020-21</b>
<b>All other permit fees (Residential &amp; Commercial):</b>			
Fence (New and Replacement)	\$ 50.00	\$ 50.00	\$ 50.00
Siding/Fascia	\$ 75.00	\$ 75.00	\$ 75.00
Temporary Building or Structure	\$ 50.00	\$ 50.00	\$ 50.00
Moving Permit Fee	\$ 100.00	\$ 100.00	\$ 100.00
Demolition Permit Fee	\$ 60.00	\$ 60.00	\$ 60.00
Mobile Home Permit Fee (plus sub-trades as necessary)	\$ 25.00	\$ 25.00	\$ 25.00
Certificate of Occupancy	\$ 50.00	\$ 50.00	\$ 50.00
Pre Certificate of Occupancy Inspection	\$ 200.00	\$ 200.00	\$ 200.00
Failure to Obtain Certificate of Occupancy	\$ 200.00	\$ 200.00	\$ 200.00
Compliance Inspection, each trade	\$ 50.00	\$ 50.00	\$ 50.00
Temporary Sign	\$ 30.00	\$ 30.00	\$ 30.00
Development Sign	\$ 100.00	\$ 100.00	\$ 100.00
Banner	\$ 25.00	\$ 25.00	\$ 25.00
Street Span Banner	\$ 25.00	\$ 25.00	\$ 25.00
Home Occupation Permit (annually)	\$ 35.00	\$ 35.00	\$ 35.00
<b>All plan review fees that follow are subject to a 15% administrative fee</b>			
Drainage Plan Review, per hour (2 hour minimum)	\$ 100.00	\$ 100.00	\$ 100.00
Preliminary Plan Review, per hour (2 hour minimum)	\$ 100.00	\$ 100.00	\$ 100.00
Irrigation Plan Review, per hour (2 hour minimum)	\$ 100.00	\$ 100.00	\$ 100.00
Additional Plan Review (ie Revised), per hour (1 hour minimum)	\$ 100.00	\$ 100.00	\$ 100.00
Commercial/Civil Express Plan Review, per hour (2 hour minimum)*	TBD	TBD	TBD
Commercial/Civil Outsource Plan Review*	Actual	Actual	Actual
*Deposit Required			
Construction beginning without permit, pay additional:	\$ 200.00	\$ 200.00	\$ 200.00
Failure to Request Inspection, per trade	\$ 100.00	\$ 100.00	\$ 100.00
Failure to Obtain Contractors License/Provide Insurance	\$ 100.00	\$ 100.00	\$ 100.00
<b>Electrical Permit Fees</b>			
Electrical Repair/Replacement	\$ 60.00	\$ 60.00	\$ 60.00
New Construction per building/unit	\$ 100.00	\$ 100.00	\$ 100.00
Solar	\$100.00	\$100.00	\$100.00
New solar installation is considered an electrical installation by code and has been assessed as an electrical. We have had customer request that it be listed separate in the fee schedule. Updated to help provide clarity for customer.			
<b>Mechanical Permit Fees</b>			
Mechanical Repair/Replacement	\$ 60.00	\$ 60.00	\$ 60.00
New Construction per building/unit	\$ 100.00	\$ 100.00	\$ 100.00
<b>Plumbing Permit Fees</b>			
Plumbing Repair/Replacement	\$ 60.00	\$ 60.00	\$ 60.00
New Construction per building/unit	\$ 100.00	\$ 100.00	\$ 100.00
<b>Irrigation Permit Fees</b>			
Permit Fee	\$ 60.00	\$ 60.00	\$ 60.00
plus per sprinkler head	\$ 1.00	\$ 1.00	\$ 1.00
plus per backflow or RPZ	\$ 3.00	\$ 3.00	\$ 3.00
subsequent to the installation of the piping or equipment served, each			

**City of Schertz  
Schedule of Fees**

<b>Inspections</b>	<b>2018-19</b>	<b>2019-20</b>	<b>2020-21</b>
<b>Re-Inspection Fees</b>			
Each re-inspection, per trade	\$ 75.00	\$ 75.00	\$ 75.00
Re-inspections after first, per trade	\$ 100.00	\$ 100.00	\$ 100.00
<b>NOTE: If re-inspection has been called for and the second inspection revealed the original turn down items have not been corrected in part or whole, in addition to the above fees, a seventy-two (72) hour notice of inspection shall be required before another re-inspection will be conducted</b>			
<b>No permit fees will be charged for sites located on Main St. (All departments)</b> <b>No permit fees will be charged to the Schertz Housing Authority (All departments)</b>			
<b>Licenses/Registrations:</b>			
General Contractor (Initial)	\$ 150.00	\$ 100.00	\$ 100.00
General Contractor (Initial and Renewal)	\$ 100.00	\$ 100.00	\$ 100.00
Master Electrician (Initial) State of Texas Issued	N/C	N/C	N/C
Journeyman Electrician (Annually) State of Texas Issued	N/C	N/C	N/C
Apprentice/Wireman Electrician (Annually) State of Texas Issued	N/C	N/C	N/C
Mechanical Contractor (Annually) State of Texas Issued	N/C	N/C	N/C
Plumbing Contractor (Annually)* State of Texas Issued	N/C	N/C	N/C
Irrigation (Annually) State of Texas Issued	N/C	N/C	N/C
Backflow Tester - State of Texas Issued	N/C	N/C	N/C
Sign Contractor (Initial)	\$ 50.00	\$ 50.00	\$ 50.00
Sign Contractor (Renewal)	\$ 40.00	\$ 40.00	\$ 40.00
Electrical Sign Contractor (Initial) State of Texas Issued	N/C	N/C	N/C
Electric Sign Journeyman Electrician (Annually) State of Texas Issued	N/C	N/C	N/C
Electric Sign Apprentice/Wireman Electrician (Annually) State of Texas Issued	N/C	N/C	N/C
Utility Contractor (Annually)	\$ 50.00	\$ 50.00	\$ 50.00
Mobile Home Park (Annually)	\$ 40.00	\$ 40.00	\$ 40.00

\*N/C - No Charge for license per state law

**For any item not specifically included in the preceding schedule, the Development Services Department shall establish a fee consistent with the level of work and necessary inspections established by the schedule and the applicant shall be advised accordingly.**

**City of Schertz  
Schedule of Fees**

<b>Drainage Fees</b>	<b>2018-19</b>	<b>2019-20</b>	<b>2020-21</b>
Charge Per Residence	\$ 5.20	\$ 5.20	\$ 5.20
Commercial, per LUE	\$ 5.20	\$ 5.20	\$ 5.20
Floodplain Permit, Residential	\$ 20.00	\$ 20.00	\$ 50.00
Floodplain Permit, Commercial	\$ 20.00	\$ 20.00	\$ 150.00

**City of Schertz  
Schedule of Fees**

<b>Public Works - Streets</b>	<b>2018-19</b>	<b>2019-20</b>	<b>2020-21</b>
Chipping charges, per half hour	\$ 40.00	\$ 40.00	\$ 40.00
<b>Garbage Collection Fees</b>	<b>2018-19</b>	<b>2019-20</b>	<b>2020-21</b>
<b>Residential:</b>			
Zone I: Once a week pick up			
One 96 gallon cart provided by franchisee, per month	\$ 12.41	\$ 12.41	\$ 12.41
Residents request 2 carts total:	\$ 18.59	\$ 18.59	\$ 18.59
Resident requests 3 carts total:	\$ 24.80	\$ 24.80	\$ 24.80
Resident requests 4 carts total:	\$ 30.99	\$ 30.99	\$ 30.99
Recycling Fee, per month/container	\$ 2.05	\$ 2.05	\$ 2.05
Zone 2: Single Family, twice per week pick up, per month, no cart provided	\$ 12.41	\$ 12.41	\$ 12.41
Recycling Fee, per month/container	\$ 2.05	\$ 2.05	\$ 2.05
Front Porch Pick Up	\$ 18.11	\$ 18.11	\$ 18.11
Recycling Fee, per month/container	\$ 2.05	\$ 2.05	\$ 2.05
<b>Special Pickup:</b>			
Move Ins, Special Tree Trimmings, oversize materials, & similar circumstances; minimum	\$ 17.29	\$ 17.29	\$ 17.29
<b>Class II: Mobile Home Parks</b>	\$ 9.90	\$ 9.90	\$ 9.90
Mobile Home Parks (2 or more mobile homes) (based on number in park on the 15th day of the month), per unit/monthly			
<b>Class III: Apartments</b>	\$ 9.90	\$ 9.90	\$ 9.90
per unit/monthly			
<b>Class IV: Motels</b>	\$ 4.37	\$ 4.37	\$ 4.37
per unit/monthly			
<b>2. Commercial</b>			
<b>Class V:</b>	\$ 15.70	\$ 15.70	\$ 15.70
Offices, barber shops and Professional services, per month			
<b>Class VI:</b>	\$ 27.08	\$ 27.08	\$ 27.08
Light retail, wholesale, commercial or industrial, 2000 to 4000 square feet and excluding large grocery stores, etc., per month			
<b>Class VII:</b>	\$ 39.34	\$ 39.34	\$ 39.34
Medium retail, wholesale commercial or industrial (2000 to 4000 square feet and exclude large grocery store, etc.), per month			
2 Cart, 1 pickup per week	\$ 40.61	\$ 40.61	\$ 40.61

**City of Schertz  
Schedule of Fees**

<b>Garbage Collection Fees</b>	<b>2018-19</b>	<b>2019-20</b>	<b>2020-21</b>
<b>Class VIII:</b>			
Heavy Volume retail wholesale, commercial, or industrial (placement determined by a time and cost study of refuse generation and collection. The categories in this class usually require hand loading from rooms or pens and would not apply when commercial containers are used.)			
<b>A.</b> Two weekly pickups of 1.5 cubic yard containers, excluding large grocery, furniture or department stores, per month	\$ 69.89	\$ 69.89	\$ 69.89
<b>B.</b> Two weekly pickups of 3 cu. Yard containers, excluding large grocery, furniture or department stores, etc., per month	\$ 139.77	\$ 139.77	\$ 139.77
<b>C.</b> Three weekly pickups of 3 cu. Yard containers, excluding large grocery, furniture or department stores, etc., per month	\$ 218.41	\$ 218.41	\$ 218.41
<b>D.</b> Four weekly pickups of 4 cu. Yard containers, including large grocery, furniture or department stores, etc., per month	\$ 262.05	\$ 262.05	\$ 262.05
<b>E.</b> Five weekly pickups of 4 cu. Yard containers, including large grocery, furniture or department stores, etc., per month	\$ 349.42	\$ 349.42	\$ 349.42
<b>F.</b> Six weekly pickups of 4 cu. Yard containers, including large grocery, furniture or department stores, etc., per month	\$ 436.84	\$ 436.84	\$ 436.84
<b>G.</b> Customer requiring more than four (4) cu. Yds each pickup would be charged per cu. Yds. Collected., per yard	\$ 4.84	\$ 4.84	\$ 4.84

**City of Schertz  
Schedule of Fees**

Garbage Collection Fees		2018-19		2019-20		2020-21	
3. Commercial Containers.							
CONTRACTOR will provide commercial containers to those customers who desire to use them in lieu of garbage cans. The use of such CONTRACTOR provided containers is required by this contract. Rates for containers and pickup will be based on the following table:							
Container Size:		Frequency of Pickup					
<u>2017-18 through 2020-21</u>		1	2	3	4	5	6
2 cu. Yard	\$ 59.45	\$ 101.23	\$ 122.28	\$ 139.79	\$ 157.26	\$ 174.72	
3 cu. Yard	\$ 71.65	\$ 129.26	\$ 178.23	\$ 204.38	\$ 230.63	\$ 256.82	
4 cu. Yard	\$ 89.06	\$ 153.79	\$ 209.65	\$ 253.32	\$ 297.04	\$ 340.71	
6 cu. Yard	\$ 125.84	\$ 209.65	\$ 288.30	\$ 366.95	\$ 445.49	\$ 524.14	
8 cu. Yard	\$ 148.53	\$ 270.81	\$ 375.60	\$ 480.46	\$ 586.04	\$ 690.14	
10 cu. Yard	\$ 171.19	\$ 314.45	\$ 445.49	\$ 559.12	\$ 672.64	\$ 786.19	
Commercial Recycle Hauling Permit					\$2,500.00	\$2,500.00	\$2,500.00

**City of Schertz  
Schedule of Fees**

<b>Garbage Collection Fees</b>	<b>2018-19</b>	<b>2019-20</b>	<b>2020-21</b>
<b>4. Roll-Off Rates Per Pull Open Top Containers - Dry Material</b>			
20 cu. Yard	\$ 323.20	\$ 323.20	\$ 323.20
30 cu. Yard	\$ 384.34	\$ 384.34	\$ 384.34
40 cu. Yard	\$ 445.49	\$ 445.49	\$ 445.49
Roll-off Rental (no pulls within billing cycle) per container per month	\$ 133.65	\$ 133.65	\$ 133.65
<b>Collection and Disposal of Municipal Wastes</b>			
5. Wet Material Rates on Compactor containers or open top containers with wet material must be negotiated with customers at the time they are needed. This type of waste must be hauled to a Type I landfill which generally has a higher disposal rate attached to it.			
Roll-off Container Delivery Charge per container	\$ 38.95	\$ 38.95	\$ 38.95
Roll-off Relocation or Trip Charge per container	\$ 38.95	\$ 38.95	\$ 38.95
2 cu. Yard compactor, per month (2 services per week)	\$ 230.27	\$ 230.27	\$ 230.27
Extra pick ups (2 yard compactor), each	\$ 87.31	\$ 87.31	\$ 87.31
4 cu. Yard compactor, per month (2 services per week)	\$ 474.39	\$ 474.39	\$ 474.39
30 cu yard Compactor, per pull	\$ 585.30	\$ 585.30	\$ 585.30
40 cu yard Compactor, per pull	\$ 695.37	\$ 695.37	\$ 695.37
30 cu yard Open-top (Recycle), per pull	\$ 218.27	\$ 218.27	\$ 218.27
<b>Front-Load container extra pick-up charges</b>			
2 cu yard	\$ 29.70	\$ 29.70	\$ 29.70
3 cu yard	\$ 37.12	\$ 37.12	\$ 37.12
4 cu yard	\$ 44.56	\$ 44.56	\$ 44.56
6 cu yard	\$ 51.98	\$ 51.98	\$ 51.98
8 cu yard	\$ 59.41	\$ 59.41	\$ 59.41
10 cu yard	\$ 66.82	\$ 66.82	\$ 66.82
<b>OVER WEIGHT CHARGE</b>	\$ 29.79	\$ 29.79	\$ 29.79

To address non standard requests, the solid waste contractor can negotiate a fee with the customer requesting the service. The City will collect 15% of the negotiated fee per the franchise agreement.



**City of Schertz  
Schedule of Fees**

<b>Business Office</b>	<b>2018-19</b>	<b>2019-20</b>	<b>2020-21</b>
<b>Water Deposit</b>			
In City	\$ 125.00	\$ 125.00	\$ 125.00
Out of City	\$ 150.00	\$ 150.00	\$ 150.00
Commercial	\$ 100.00	\$ 100.00	\$ 100.00
or 2.5 times estimated monthly billing	2.5x	2.5x	2.5x
 Disconnect Fee	 \$ 20.00	 \$ 20.00	 \$ 20.00
 Extension Fee	 \$ 5.00	 \$ 5.00	 \$ 5.00
2 free extensions			
 Transfer Fee	 \$ 10.00	 \$ 10.00	 \$ 10.00
 <b>Garbage Deposit</b>			
Residential	\$ 25.00	\$ 25.00	\$ 25.00
Commercial	\$ 100.00	\$ 100.00	\$ 100.00
or 2 1/2 times estimated monthly billing	2.5x	2.5x	2.5x
 <b>Meter Flow Test</b>			
After Hours Disconnect/Reconnect	\$ 50.00	\$ 50.00	\$ 50.00
City Field Test	\$ 10.00	\$ 10.00	\$ 10.00
City Meter Bench Flow Test	\$ 25.00	\$ 25.00	\$ 25.00
 Schertz Seguin Water Customers	 \$ 4.00	 \$ 4.00	 \$ 4.00
Non-Schertz Seguin Customer	\$ 15.00	\$ 15.00	\$ 15.00
  Extended Absence Charge	  \$ 10.00	  \$ 10.00	  \$ 10.00
 Re-Installation Fee, per hour	 \$ 50.00	 \$ 50.00	 \$ 50.00
 <b>Fire Hydrant Fee</b>			
Deposit	\$ 200.00	\$ 200.00	\$ 200.00
Service Fee	\$ 50.00	\$ 50.00	\$ 50.00

**City of Schertz  
Schedule of Fees**

<b>Public Works</b>	<b>2018-19</b>	<b>2019-20</b>	<b>2020-21</b>
Permit Fees - If tie into manhole or street cut	\$ 25.00	\$ 25.00	\$ 25.00
 <b>Fire Line</b> Type Nos. 1 and 2 - (non-metered), in City			
4-inch service line connection or smaller	\$ 175.00	\$ 175.00	\$ 175.00
6 inch	\$ 235.00	\$ 235.00	\$ 235.00
8 inch	\$ 290.00	\$ 290.00	\$ 290.00
10 inch	\$ 340.00	\$ 340.00	\$ 340.00
12 inch	\$ 405.00	\$ 405.00	\$ 405.00
 <b>Fire Line - Outside City</b>			
4-inch service line connection or smaller	\$ 225.00	\$ 225.00	\$ 225.00
6 inch	\$ 305.00	\$ 305.00	\$ 305.00
8 inch	\$ 375.00	\$ 375.00	\$ 375.00
10 inch	\$ 440.00	\$ 440.00	\$ 440.00
12 inch	\$ 525.00	\$ 525.00	\$ 525.00
 <b>Meter Installation Fees - Inside the City</b>			
<b>Meter Size</b>			
5/8" X 3/4"	\$ 330.00	\$ 330.00	\$ 330.00
3/4" X 3/4"	\$ 345.00	\$ 345.00	\$ 345.00
1" X 1"	\$ 450.00	\$ 450.00	\$ 450.00
1.5" X 1/5"	\$ 880.00	\$ 880.00	\$ 880.00
2" X 2"	\$ 1,940.00	\$ 1,940.00	\$ 1,940.00
*2" turbine	Cost + Labor	Cost + Labor	Cost + Labor
*3" Comp	Cost + Labor	Cost + Labor	Cost + Labor
*3" turbine	Cost + Labor	Cost + Labor	Cost + Labor
*4" Comp	Cost + Labor	Cost + Labor	Cost + Labor
*4" turbine	Cost + Labor	Cost + Labor	Cost + Labor

**City of Schertz  
Schedule of Fees**

<b>Public Works</b>	<b>2018-19</b>	<b>2019-20</b>	<b>2020-21</b>
<b>Meter Installation Fees - Outside the City</b>			
<b>Meter Size</b>			
5/8" X 3/4"	\$ 340.00	\$ 340.00	\$ 340.00
3/4" X 3/4"	\$ 355.00	\$ 355.00	\$ 355.00
1" X 1"	\$ 460.00	\$ 460.00	\$ 460.00
1.5" X 1/5"	\$ 890.00	\$ 890.00	\$ 890.00
2" X 2"	\$ 1,950.00	\$ 1,950.00	\$ 1,950.00
*2" turbine	Cost + Labor	Cost + Labor	Cost + Labor
*3" Comp	Cost + Labor	Cost + Labor	Cost + Labor
*3" turbine	Cost + Labor	Cost + Labor	Cost + Labor
*4" Comp	Cost + Labor	Cost + Labor	Cost + Labor
*4" turbine	Cost + Labor	Cost + Labor	Cost + Labor
<b>Fire Hydrant Meter for Construction</b>			
Deposit (refundable)	\$ 200.00	\$ 200.00	\$ 200.00
Service Charge	\$ 50.00	\$ 50.00	\$ 50.00
<b>Wholesale Water Distribution Rate</b>			
Base Rate, per month			
3 Inch Compound Meter	\$ 315.28	\$ 315.28	\$ 315.28
3 Inch Turbine Meter	\$ 472.92	\$ 472.92	\$ 472.92
4 Inch Compound Meter	\$ 492.63	\$ 492.63	\$ 492.63
4 Inch Turbine Meter	\$ 827.62	\$ 827.62	\$ 827.62
6 Inch Compound Meter	\$ 985.26	\$ 985.26	\$ 985.26
6 Inch Turbine Meter	\$ 1,812.88	\$ 1,812.88	\$ 1,812.88
8 Inch Compound Meter	\$ 1,576.80	\$ 1,576.80	\$ 1,576.80
8 Inch Turbine Meter	\$ 3,153.60	\$ 3,153.60	\$ 3,153.60
10 Inch Compound Meter	\$ 2,266.65	\$ 2,266.65	\$ 2,266.65
10 Inch Turbine Meter	\$ 4,927.50	\$ 4,927.50	\$ 4,927.50
12 Inch Turbine Meter	\$ 6,504.30	\$ 6,504.30	\$ 6,504.30
Available by agreement to distributors with a self-maintained water distribution service, Military Bases, and for temporary use until reuse water is made available in a particular area.			
<b>Network Nodes</b>			
Application	\$ 500.00	\$ 500.00	\$ 500.00
Additional for each node over 5 on the application (up to 30)	\$ 250.00	\$ 100.00	\$ 100.00
Annual Public Right of Way	\$ 250.00	\$ 250.00	\$ 250.00
Node Support Pole Application Fee	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
Collaction Fee for Network Nodes on City Service Poles, per pole	\$20.00 per mc	\$20.00 per mc	\$20.00 per month
<b>Transport Facilities</b>			
Application	\$ 500.00	\$ 500.00	\$ 500.00
Additional for each node over 5 on the application (up to 30)	\$ 250.00	\$ 100.00	\$ 100.00
Rental Fee for Transport Facilities, per device per month	\$ 28.00	\$ 28.00	\$ 28.00
Annual Public Right of Way Fee	\$ 250.00	\$ 250.00	\$ 250.00

Permit Fees will be due at the time of the permit submission.  
Permit will not be accepted if the permit fee is not attached.  
Other fees will be assessed at the time of permit approval

**City of Schertz  
Schedule of Fees**

<b>Capital Recovery Impact Fees</b>			<b>2018-19</b>	<b>2019-20</b>	<b>2020-21</b>
<b>Meter Size</b>	<b>Meter Type</b>	<b>LUEs Water</b>			
5/8"	SIMPLE	1.0	\$ 2,934	\$ 2,934	\$ 2,934
3/4"	SIMPLE	1.5	\$ 4,401	\$ 4,401	\$ 4,401
1"	SIMPLE	2.5	\$ 7,335	\$ 7,335	\$ 7,335
1.5"	SIMPLE	5.0	\$ 14,670	\$ 14,670	\$ 14,670
2"	SIMPLE	8.0	\$ 23,472	\$ 23,472	\$ 23,472
2"	COMPOUND	8.0	\$ 23,472	\$ 23,472	\$ 23,472
2"	TURBINE	10.0	\$ 29,340	\$ 29,340	\$ 29,340
3"	COMPOUND	16.0	\$ 46,944	\$ 46,944	\$ 46,944
3"	TURBINE	24.0	\$ 70,416	\$ 70,416	\$ 70,416
4"	COMPOUND	25.0	\$ 73,350	\$ 73,350	\$ 73,350
4"	TURBINE	42.0	\$ 123,228	\$ 123,228	\$ 123,228
6"	COMPOUND	50.0	\$ 146,700	\$ 146,700	\$ 146,700
6"	TURBINE	92.0	\$ 269,928	\$ 269,928	\$ 269,928
8"	COMPOUND	80.0	\$ 234,720	\$ 234,720	\$ 234,720
9"	TURBINE	160.0	\$ 469,440	\$ 469,440	\$ 469,440
10"	COMPOUND	115.0	\$ 337,410	\$ 337,410	\$ 337,410
10"	TURBINE	250.0	\$ 733,500	\$ 733,500	\$ 733,500
12"	TURBINE	330.0	\$ 968,220	\$ 968,220	\$ 968,220

**SEWER COLLECTION IMPACT FEE**

\*Collection Impact Fee Per Living Unit Equivalent (LUE) \$ 1,668 \$ 1,668 \$ 1,668

\*Sewer based on LUE: LUE = 245 gallons per day  
These are only City of Schertz impact fees.

**Other Utility Impact Fees**

Treatment Impact Fee Per LUE: \$ 1,800.00 \$ 1,800.00 \$ 1,800.00  
Schertz Seguin Local Government Corporation (SSLGC)

<b>Meter Size</b>	<b>Meter Type</b>				
5/8"	SIMPLE	1.0	\$ 1,607	\$ 1,607	\$ 1,607
3/4"	SIMPLE	1.5	\$ 2,411	\$ 2,411	\$ 2,411
1"	SIMPLE	2.5	\$ 4,018	\$ 4,018	\$ 4,018
1.5"	SIMPLE	5.0	\$ 8,036	\$ 8,036	\$ 8,036
2"	SIMPLE	8.0	\$ 12,858	\$ 12,858	\$ 12,858
2"	COMPOUND	8.0	\$ 12,858	\$ 12,858	\$ 12,858
2"	TURBINE	10.0	\$ 16,072	\$ 16,072	\$ 16,072
3"	COMPOUND	16.0	\$ 25,716	\$ 25,716	\$ 25,716
3"	TURBINE	24.0	\$ 38,574	\$ 38,574	\$ 38,574
4"	COMPOUND	25.0	\$ 40,181	\$ 40,181	\$ 40,181
4"	TURBINE	42.0	\$ 67,504	\$ 67,504	\$ 67,504
6"	COMPOUND	50.0	\$ 80,362	\$ 80,362	\$ 80,362
6"	TURBINE	92.0	\$ 147,866	\$ 147,866	\$ 147,866
8"	COMPOUND	80.0	\$ 128,579	\$ 128,579	\$ 128,579
9"	TURBINE	160.0	\$ 257,158	\$ 257,158	\$ 257,158
10"	COMPOUND	115.0	\$ 184,833	\$ 184,833	\$ 184,833
10"	TURBINE	250.0	\$ 401,810	\$ 401,810	\$ 401,810
12"	TURBINE	330.0	\$ 530,389	\$ 530,389	\$ 530,389

**ROADWAY IMPACT FEE**

Residential Home \$ 2,022.00 \$ 2,022.00 \$ 2,022.00  
Nonresidential, per service unit\* \$ 100.00 \$ 100.00 \$ 100.00

\*The number of service units are based on the use of the property. A fee calculator is available on the City Website under the Engineering page

**City of Schertz  
Schedule of Fees**

<b>Sewer Rates</b>	<b>2018-19</b>	<b>2019-20</b>	<b>2020-21</b>
<b><u>Residential Rates (Single Family)</u></b>			
<b>Base Rate-per month</b>	\$ 12.54	\$ 13.54	\$ 13.54
<b>Per 1,000 gal Charge, Per Month</b>			
City line Maintenance fee plus Franchise fee	\$ 0.49	\$ 0.53	\$ 0.53
User Charge based on 100% of avg consumption mo.	\$ 3.83	\$ 3.93	\$ 3.93
User avg. based on Nov, Dec, and Jan, min. 500 gals.			
Per 1,000 gal charge Total- 12,000 gallons or less	\$ 4.32	\$ 4.46	\$ 4.46
greater than 12,000 gallons	\$ 9.37	\$ 10.12	\$ 10.12
<b><u>Business and Multi-family Dwelling Units:</u></b>			
<b>Base Rate per month</b>	\$ 15.77	\$ 17.03	\$ 17.03
The base rate shall be assessed in terms of connection equivalents which shall be as follows: the customer's previous 12 month water consumption as determined at the annual re-rating in February divided by 365, with the results of such division then divided by 245 gallons. The figure arrived at by the second division shall be the customer's "connection equivalent". Each business shall be assessed a base rate.			
<b>Per 1,000 gal Charge, Per Month</b>			
Line Maintenance-Commercial/Industrial users plus Franchise fee	\$ 0.59	\$ 0.64	\$ 0.64
User Charge-based on 100% of water consumed	\$ 3.83	\$ 3.93	\$ 3.93
Per 1,000 gal charge Total- 12,000 gallons or less	\$ 4.42	\$ 4.57	\$ 4.57
greater than 12,000 gallons	\$ 9.46	\$ 10.22	\$ 10.22
<b><u>Public Schools</u></b>			
<b>Base Rate per month</b>	\$ 15.77	\$ 17.03	\$ 17.03
Base Rate-each public school shall be assessed a base rate per connection equivalent determined as in Business and Multi-family dwelling units above. (per month)			
<b>Per 1,000 gal Charge, Per Month</b>			
Line Maintenance-Commercial/Industrial users	\$ 0.59	\$ 0.64	\$ 0.64
User Charge-based on 100% of all water consumed	\$ 3.83	\$ 3.93	\$ 3.93
Per 1,000 gal charge Total- 12,000 gallons or less	\$ 4.42	\$ 4.57	\$ 4.57
greater than 12,000 gallons	\$ 9.46	\$ 10.22	\$ 10.22
<b><u>For Information Purposes Only:</u></b>			
Cibolo Creek Municipal Authority (CCMA), Per 1,000 gallons includes 5% franchise fee	\$ 3.83	\$ 3.93	\$ 3.93

**City of Schertz  
Schedule of Fees**

<b>Public Works - Water Rates</b>	<b>2020-21</b>
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GALLONS SOLD BY METER SIZE (RESIDENTIAL AND SMALL COMMERCIAL)

METER	BLOCK GALLONS	INSIDE CITY		OUTSIDE CITY	
		BLOCK RATE	RATE 1000	BLOCK RATE	RATE 1000
5/8 IN CODE 1	0	\$ 24.61	\$ 3.04	\$ 29.81	\$ 6.08
	6,000	\$ 42.85	\$ 3.09	\$ 66.29	\$ 6.15
	9,000	\$ 52.12	\$ 3.34	\$ 84.74	\$ 6.71
	12,000	\$ 62.14	\$ 3.61	\$ 104.87	\$ 7.21
	15,000	\$ 72.97	\$ 3.82	\$ 126.50	\$ 7.64
	18,000	\$ 84.43	\$ 4.81	\$ 149.42	\$ 9.61
	30,000	\$ 142.15	\$ 5.46	\$ 264.74	\$ 10.94
	45,000	\$ 224.05	\$ 5.81	\$ 428.84	\$ 11.64
	60,000	\$ 311.20	\$ 6.03	\$ 603.44	\$ 12.04
	75,000+	\$ 401.65	\$ 6.15	\$ 784.04	\$ 12.31
3/4 IN CODE 2	0	\$ 36.89	\$ 3.04	\$ 44.69	\$ 6.08
	6,000	\$ 55.13	\$ 3.09	\$ 81.17	\$ 6.15
	9,000	\$ 64.40	\$ 3.34	\$ 99.62	\$ 6.71
	12,000	\$ 74.42	\$ 3.61	\$ 119.75	\$ 7.21
	15,000	\$ 85.25	\$ 3.82	\$ 141.38	\$ 7.64
	18,000	\$ 96.71	\$ 4.81	\$ 164.30	\$ 9.61
	30,000	\$ 154.43	\$ 5.46	\$ 279.62	\$ 10.94
	45,000	\$ 236.33	\$ 5.81	\$ 443.72	\$ 11.64
	60,000	\$ 323.48	\$ 6.03	\$ 618.32	\$ 12.04
	75,000+	\$ 413.93	\$ 6.15	\$ 798.92	\$ 12.31
1.0 IN CODE 3	0	\$ 61.49	\$ 3.04	\$ 74.48	\$ 6.08
	6,000	\$ 79.73	\$ 3.09	\$ 110.96	\$ 6.15
	9,000	\$ 89.00	\$ 3.34	\$ 129.41	\$ 6.71
	12,000	\$ 99.02	\$ 3.61	\$ 149.54	\$ 7.21
	15,000	\$ 109.85	\$ 3.82	\$ 171.17	\$ 7.64
	18,000	\$ 121.31	\$ 4.81	\$ 194.09	\$ 9.61
	30,000	\$ 179.03	\$ 5.46	\$ 309.41	\$ 10.94
	45,000	\$ 260.93	\$ 5.81	\$ 473.51	\$ 11.64
	60,000	\$ 348.08	\$ 6.03	\$ 648.11	\$ 12.04
	75,000+	\$ 438.53	\$ 6.15	\$ 828.71	\$ 12.31

**City of Schertz  
Schedule of Fees**

Public Works - Water Rates	2020-21
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GALLONS SOLD BY METER SIZE (RESIDENTIAL AND SMALL COMMERCIAL)

METER	BLOCK GALLONS	INSIDE CITY		OUTSIDE CITY	
		BLOCK RATE	RATE 1000	BLOCK RATE	RATE 1000
1 1/2 IN CODE 4	0	\$ 122.99	\$ 3.04	\$ 148.96	\$ 6.08
	15,000	\$ 168.59	\$ 3.09	\$ 240.16	\$ 6.15
	30,000	\$ 214.94	\$ 3.34	\$ 332.41	\$ 6.71
	45,000	\$ 265.04	\$ 3.61	\$ 433.06	\$ 7.21
	60,000	\$ 319.19	\$ 3.82	\$ 541.21	\$ 7.64
	75,000	\$ 376.49	\$ 4.81	\$ 655.81	\$ 9.61
	100,000	\$ 496.74	\$ 5.46	\$ 896.06	\$ 10.94
	125,000	\$ 633.24	\$ 5.81	\$ 1,169.56	\$ 11.64
	150,000	\$ 778.49	\$ 6.03	\$ 1,460.56	\$ 12.04
	175,000+	\$ 929.24	\$ 6.15	\$ 1,761.56	\$ 12.31
2 IN SIMPLE COMPOUND CODE 5	0	\$ 196.78	\$ 3.04	\$ 238.33	\$ 6.08
	24,000	\$ 269.74	\$ 3.09	\$ 384.25	\$ 6.15
	48,000	\$ 343.90	\$ 3.34	\$ 531.85	\$ 6.71
	72,000	\$ 424.06	\$ 3.61	\$ 692.89	\$ 7.21
	96,000	\$ 510.70	\$ 3.82	\$ 865.93	\$ 7.64
	120,000	\$ 602.38	\$ 4.81	\$ 1,049.29	\$ 9.61
	160,000	\$ 794.78	\$ 5.46	\$ 1,433.69	\$ 10.94
	200,000	\$ 1,013.18	\$ 5.81	\$ 1,871.29	\$ 11.64
	240,000	\$ 1,245.58	\$ 6.03	\$ 2,336.89	\$ 12.04
	280,000+	\$ 1,486.78	\$ 6.15	\$ 2,818.49	\$ 12.31
2IN TURBINE CODE 6	0	\$ 245.96	\$ 3.04	\$ 297.92	\$ 6.08
	30,000	\$ 337.16	\$ 3.09	\$ 480.32	\$ 6.15
	60,000	\$ 429.86	\$ 3.34	\$ 664.82	\$ 6.71
	90,000	\$ 530.06	\$ 3.61	\$ 866.12	\$ 7.21
	120,000	\$ 638.36	\$ 3.82	\$ 1,082.42	\$ 7.64
	150,000	\$ 752.96	\$ 4.81	\$ 1,311.62	\$ 9.61
	200,000	\$ 993.46	\$ 5.46	\$ 1,792.12	\$ 10.94
	250,000	\$ 1,266.46	\$ 5.81	\$ 2,339.12	\$ 11.64
	300,000	\$ 1,556.96	\$ 6.03	\$ 2,921.12	\$ 12.04
	350,000+	\$ 1,858.46	\$ 6.15	\$ 3,523.12	\$ 12.31

**City of Schertz  
Schedule of Fees**

<b>Public Works - Water Rates</b>	<b>2020-21</b>
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GALLONS SOLD BY METER SIZE (RESIDENTIAL AND SMALL COMMERCIAL)

METER	BLOCK GALLONS	INSIDE CITY		OUTSIDE CITY	
		BLOCK RATE	RATE 1000	BLOCK RATE	RATE 1000
3 IN COMPOUND CODE 7	0	\$ 393.55	\$ 3.04	\$ 476.66	\$ 6.08
	48,000	\$ 539.47	\$ 3.09	\$ 768.50	\$ 6.15
	96,000	\$ 687.79	\$ 3.34	\$ 1,063.70	\$ 6.71
	144,000	\$ 848.11	\$ 3.61	\$ 1,385.78	\$ 7.21
	192,000	\$ 1,021.39	\$ 3.82	\$ 1,731.86	\$ 7.64
	240,000	\$ 1,204.75	\$ 4.81	\$ 2,098.58	\$ 9.61
	320,000	\$ 1,589.55	\$ 5.46	\$ 2,867.38	\$ 10.94
	400,000	\$ 2,026.35	\$ 5.81	\$ 3,742.58	\$ 11.64
	480,000	\$ 2,491.15	\$ 6.03	\$ 4,673.78	\$ 12.04
	560,000+	\$ 2,973.55	\$ 6.15	\$ 5,636.98	\$ 12.31
3 IN TURBINE CODE 8	0	\$ 590.33	\$ 3.04	\$ 715.01	\$ 6.08
	72,000	\$ 809.21	\$ 3.09	\$ 1,152.77	\$ 6.15
	144,000	\$ 1,031.69	\$ 3.34	\$ 1,595.57	\$ 6.71
	216,000	\$ 1,272.17	\$ 3.61	\$ 2,078.69	\$ 7.21
	288,000	\$ 1,532.09	\$ 3.82	\$ 2,597.81	\$ 7.64
	408,000	\$ 1,990.49	\$ 4.81	\$ 3,514.61	\$ 9.61
	528,000	\$ 2,567.69	\$ 5.46	\$ 4,667.81	\$ 10.94
	648,000	\$ 3,222.89	\$ 5.81	\$ 5,980.61	\$ 11.64
	768,000	\$ 3,920.09	\$ 6.03	\$ 7,377.41	\$ 12.04
	888,000+	\$ 4,643.69	\$ 6.15	\$ 8,822.21	\$ 12.31
4 IN COMPOUND CODE 9	0	\$ 614.93	\$ 3.04	\$ 744.79	\$ 6.08
	75,000	\$ 842.93	\$ 3.09	\$ 1,200.79	\$ 6.15
	150,000	\$ 1,074.68	\$ 3.34	\$ 1,662.04	\$ 6.71
	225,000	\$ 1,325.18	\$ 3.61	\$ 2,165.29	\$ 7.21
	300,000	\$ 1,595.93	\$ 3.82	\$ 2,706.04	\$ 7.64
	425,000	\$ 2,073.43	\$ 4.81	\$ 3,661.04	\$ 9.61
	550,000	\$ 2,674.68	\$ 5.46	\$ 4,862.29	\$ 10.94
	675,000	\$ 3,357.18	\$ 5.81	\$ 6,229.79	\$ 11.64
	800,000	\$ 4,083.43	\$ 6.03	\$ 7,684.79	\$ 12.04
	925,000+	\$ 4,837.18	\$ 6.15	\$ 9,189.79	\$ 12.31



**City of Schertz  
Schedule of Fees**

<b>Public Works - Water Rates</b>	<b>2020-21</b>
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GALLONS SOLD BY METER SIZE (RESIDENTIAL AND SMALL COMMERCIAL)

METER	BLOCK GALLONS	INSIDE CITY		OUTSIDE CITY	
		BLOCK RATE	RATE 1000	BLOCK RATE	RATE 1000
4 IN TURBINE CODE 10	0	\$ 1,033.08	\$ 3.04	\$ 1,251.24	\$ 6.08
	126,000	\$ 1,416.12	\$ 3.09	\$ 2,017.32	\$ 6.15
	252,000	\$ 1,805.46	\$ 3.34	\$ 2,792.22	\$ 6.71
	378,000	\$ 2,226.30	\$ 3.61	\$ 3,637.68	\$ 7.21
	504,000	\$ 2,681.16	\$ 3.82	\$ 4,546.14	\$ 7.64
	630,000	\$ 3,162.48	\$ 4.81	\$ 5,508.78	\$ 9.61
	840,000	\$ 4,172.58	\$ 5.46	\$ 7,526.88	\$ 10.94
	1,050,000	\$ 5,319.18	\$ 5.81	\$ 9,824.28	\$ 11.64
	1,260,000	\$ 6,539.28	\$ 6.03	\$ 12,268.68	\$ 12.04
	1,470,000+	\$ 7,805.58	\$ 6.15	\$ 14,797.08	\$ 12.31
6 IN COMPOUND CODE 11	0	\$ 1,229.86	\$ 3.04	\$ 1,489.60	\$ 6.08
	150,000	\$ 1,685.86	\$ 3.09	\$ 2,401.60	\$ 6.15
	300,000	\$ 2,149.36	\$ 3.34	\$ 3,324.10	\$ 6.71
	450,000	\$ 2,650.36	\$ 3.61	\$ 4,330.60	\$ 7.21
	600,000	\$ 3,191.86	\$ 3.82	\$ 5,412.10	\$ 7.64
	750,000	\$ 3,764.86	\$ 4.81	\$ 6,558.10	\$ 9.61
	1,000,000	\$ 4,967.36	\$ 5.46	\$ 8,960.60	\$ 10.94
	1,250,000	\$ 6,332.36	\$ 5.81	\$ 11,695.60	\$ 11.64
	1,500,000	\$ 7,784.86	\$ 6.03	\$ 14,605.60	\$ 12.04
	1,750,000+	\$ 9,292.36	\$ 6.15	\$ 17,615.60	\$ 12.31
6 IN TURBINE CODE 12	0	\$ 2,262.93	\$ 3.04	\$ 2,740.85	\$ 6.08
	276,000	\$ 3,101.97	\$ 3.09	\$ 4,418.93	\$ 6.15
	552,000	\$ 3,954.81	\$ 3.34	\$ 6,116.33	\$ 6.71
	828,000	\$ 4,876.65	\$ 3.61	\$ 7,968.29	\$ 7.21
	1,104,000	\$ 5,873.01	\$ 3.82	\$ 9,958.25	\$ 7.64
	1,380,000	\$ 6,927.33	\$ 4.81	\$ 12,066.89	\$ 9.61
	1,840,000	\$ 9,139.93	\$ 5.46	\$ 16,487.49	\$ 10.94
	2,300,000	\$ 11,651.53	\$ 5.81	\$ 21,519.89	\$ 11.64
	2,760,000	\$ 14,324.13	\$ 6.03	\$ 26,874.29	\$ 12.04
	3,220,000+	\$ 17,097.93	\$ 6.15	\$ 32,412.69	\$ 12.31

**City of Schertz  
Schedule of Fees**

Public Works - Water Rates	2020-21
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GALLONS SOLD BY METER SIZE (RESIDENTIAL AND SMALL COMMERCIAL)

METER	BLOCK GALLONS	INSIDE CITY		OUTSIDE CITY	
		BLOCK RATE	RATE 1000	BLOCK RATE	RATE 1000
8 IN COMPOUND CODE 13	0	\$ 1,987.74	\$ 3.04	\$ 2,407.27	\$ 6.08
	240,000	\$ 2,717.34	\$ 3.09	\$ 3,866.47	\$ 6.15
	480,000	\$ 3,458.94	\$ 3.34	\$ 5,342.47	\$ 6.71
	720,000	\$ 4,260.54	\$ 3.61	\$ 6,952.87	\$ 7.21
	960,000	\$ 5,126.94	\$ 3.82	\$ 8,683.27	\$ 7.64
	1,200,000	\$ 6,043.74	\$ 4.81	\$ 10,516.87	\$ 9.61
	1,600,000	\$ 7,967.74	\$ 5.46	\$ 14,360.87	\$ 10.94
	2,000,000	\$ 10,151.74	\$ 5.81	\$ 18,736.87	\$ 11.64
	2,400,000	\$ 12,475.74	\$ 6.03	\$ 23,392.87	\$ 12.04
	2,800,000+	\$ 14,887.74	\$ 6.15	\$ 28,208.87	\$ 12.31
8 IN TURBINE CODE 14	0	\$ 3,975.48	\$ 3.04	\$ 4,814.54	\$ 6.08
	480,000	\$ 5,434.68	\$ 3.09	\$ 7,732.94	\$ 6.15
	960,000	\$ 6,917.88	\$ 3.34	\$ 10,684.94	\$ 6.71
	1,440,000	\$ 8,521.08	\$ 3.61	\$ 13,905.74	\$ 7.21
	1,920,000	\$ 10,253.88	\$ 3.82	\$ 17,366.54	\$ 7.64
	2,400,000	\$ 12,087.48	\$ 4.81	\$ 21,033.74	\$ 9.61
	3,200,000	\$ 15,935.48	\$ 5.46	\$ 28,721.74	\$ 10.94
	4,000,000	\$ 20,303.48	\$ 5.81	\$ 37,473.74	\$ 11.64
	4,800,000	\$ 24,951.48	\$ 6.03	\$ 46,785.74	\$ 12.04
	5,600,000+	\$ 32,187.48	\$ 6.15	\$ 61,233.74	\$ 12.31
10 IN COMPOUND CODE 15	0	\$ 2,857.37	\$ 3.04	\$ 3,460.46	\$ 6.08
	345,000	\$ 3,906.17	\$ 3.09	\$ 5,558.06	\$ 6.15
	690,000	\$ 4,972.22	\$ 3.34	\$ 7,679.81	\$ 6.71
	1,035,000	\$ 6,124.52	\$ 3.61	\$ 9,994.76	\$ 7.21
	1,380,000	\$ 7,369.97	\$ 3.82	\$ 12,482.21	\$ 7.64
	1,725,000	\$ 8,687.87	\$ 4.81	\$ 15,118.01	\$ 9.61
	2,300,000	\$ 11,453.62	\$ 5.46	\$ 20,643.76	\$ 10.94
	2,875,000	\$ 14,593.12	\$ 5.81	\$ 26,934.26	\$ 11.64
	3,450,000	\$ 17,933.87	\$ 6.03	\$ 33,627.26	\$ 12.04
	4,025,000+	\$ 21,401.12	\$ 6.15	\$ 40,550.26	\$ 12.31

**City of Schertz  
Schedule of Fees**

<b>Public Works - Water Rates</b>	<b>2020-21</b>
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GALLONS SOLD BY METER SIZE (RESIDENTIAL AND SMALL COMMERCIAL)

		<b>INSIDE CITY</b>		<b>OUTSIDE CITY</b>	
METER	BLOCK GALLONS	BLOCK RATE	RATE 1000	BLOCK RATE	RATE 1000
10 IN TURBINE CODE 16	0	\$ 6,211.67	\$ 3.04	\$ 7,182.34	\$ 6.08
	750,000	\$ 8,491.67	\$ 3.09	\$ 11,742.34	\$ 6.15
	1,500,000	\$ 10,809.17	\$ 3.34	\$ 16,354.84	\$ 6.71
	2,250,000	\$ 13,314.17	\$ 3.61	\$ 21,387.34	\$ 7.21
	3,000,000	\$ 16,021.67	\$ 3.82	\$ 26,794.84	\$ 7.64
	3,750,000	\$ 18,886.67	\$ 4.81	\$ 32,524.84	\$ 9.61
	5,000,000	\$ 24,899.17	\$ 5.46	\$ 44,537.34	\$ 10.94
	6,250,000	\$ 31,724.17	\$ 5.81	\$ 58,212.34	\$ 11.64
	7,500,000	\$ 38,986.67	\$ 6.03	\$ 72,762.34	\$ 12.04
	8,750,000+	\$ 46,524.17	\$ 6.15	\$ 87,812.34	\$ 12.31
12 IN TURBINE CODE 17	0	\$ 8,199.42	\$ 3.04	\$ 9,929.99	\$ 6.08
	990,000	\$ 11,209.02	\$ 3.09	\$ 15,949.19	\$ 6.15
	1,980,000	\$ 14,268.12	\$ 3.34	\$ 22,037.69	\$ 6.71
	2,970,000	\$ 17,574.72	\$ 3.61	\$ 28,680.59	\$ 7.21
	3,960,000	\$ 21,148.62	\$ 3.82	\$ 35,818.49	\$ 7.64
	4,950,000	\$ 24,930.42	\$ 4.81	\$ 43,382.09	\$ 9.61
	6,600,000	\$ 32,866.92	\$ 5.46	\$ 59,238.59	\$ 10.94
	8,250,000	\$ 41,875.92	\$ 5.81	\$ 77,289.59	\$ 11.64
	9,900,000	\$ 51,462.42	\$ 6.03	\$ 96,495.59	\$ 12.04
	11,550,000+	\$ 61,411.92	\$ 6.15	\$ 116,361.59	\$ 12.31
			RATE 1000		
FH METER	\$	116.88	\$ 8.98		
Cibolo Wholesale Water Rate			\$ 3.27		

**City of Schertz  
Schedule of Fees**

<b>Drought Contingency Surcharges</b>	<b>2018-19</b>	<b>2019-20</b>	<b>2020-21</b>
For the first 1,000 gallons over allocation*	\$ 2.00	\$ 2.00	\$ 2.00
For the second 1,000 gallons over allocation*	\$ 3.00	\$ 3.00	\$ 3.00
For the third 1,000 gallons over allocation*	\$ 4.00	\$ 4.00	\$ 4.00
For each additional 1,000 gallons over allocation*	\$ 5.00	\$ 5.00	\$ 5.00
 Drought Contingency Violation Fines, up to	 \$ 200.00	 \$ 200.00	 \$ 200.00

\*Refer to the Conservation Ordinance for all allocations

**CITY COUNCIL MEMORANDUM**

**City Council Meeting:** August 4, 2020  
**Department:** City Secretary  
**Subject:** Workshop Discussion and Update (Ordinance 20-H-18) - Discussion and update regarding the COVID-19 virus and our current Ordinance No. 20-H-18 Declaration of Local Disaster. (M. Browne/K. Long)

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**BACKGROUND**

Staff will provide Council with an update regarding the COVID-19 Virus. Discussion will include the recent Executive Order 29 relating to the use of face coverings.

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**Attachments**

Revised 20-H-18

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## **Ordinance No. 20-H-18**

### **AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SCHERTZ TO SUPERSEDE ORDINANCE 20-H-15; EXTENDING A DECLARATION OF LOCAL 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**, on March 13, 2020, President Trump declared a state of emergency due to COVID- 19; and

**WHEREAS**, President Trump has invoked 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**, to date, there have been 48,693 confirmed positive cases in Texas; and

**WHEREAS**, the crisis that is now a pandemic has infected 4,805,430 people around the world resulting in 318,554 deaths, with 1,537,830 cases confirmed in the United States; 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**, also on April 17, 2020, Governor Abbott issued Executive Order GA-16 to replace Executive Order GA- 14, and while Executive Order GA- 16 generally continued through April 30, 2020, the same social-distancing restrictions and other obligations for Texans according to federal guidelines, it offered a safe, strategic first step to Open Texas, including permitting retail pick-up and delivery services; and

**WHEREAS**, Texas must continue to protect lives while restoring livelihoods, both of which can be achieved with the expert advice of medical professionals and business leaders and the continued gradual reopening of Texas pursuant to GA-18- GA-23 and subsequent orders of the Governor; and

**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.

**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 originally 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 May 26, 2020 at 11:59 p.m. by City Council Ordinance 20-H-15 pursuant to §418.108(b) of the Government Code, including all rules and regulations, is hereby further amended and extended until the Disaster Declaration put in place by Governor Abbott for the State of Texas expires.
- 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. 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 any emergency orders of Governor Abbott.

- Section 6. This Ordinance shall be construed and enforced in accordance with the laws of the State of Texas and the United States of America.
- Section 7. If any provision of this 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 8. 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 9. Should Governor Abbott lift the statewide disaster declaration and 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 10. 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 11. 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 23<sup>rd</sup> DAY  
OF JUNE 2020.**

CITY OF SCHERTZ, TEXAS

By: \_\_\_\_\_

Ralph Gutierrez, Mayor

ATTEST:

Brenda Dennis, City Secretary



## CITY COUNCIL MEMORANDUM

**City Council Meeting:** August 4, 2020  
**Department:** City Secretary  
**Subject:** Appointment of the Mayor Pro-Tem - Discussion and consideration and/or action regarding the confirmation, appointment, or election of the Mayor Pro-Tem. (Mayor/Council)

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### BACKGROUND

On August 28, 2018, City Council amended their Rules of Conduct and Procedure (Ordinance 18-M-30) regarding the appointment of the Mayor Pro-Tem. Below is the amended article: Article 5 Section 5.1 Appointment Procedure for the Mayor Pro-Tem.

- a. The Council will discuss, and with a majority vote, appoint the Councilmember to serve as the Mayor Pro-Tem for the City.
- b. The appointed Mayor Pro-Tem must be a Councilmember and must meet the qualifications of Section 4.02 of the City Charter. In addition, to being appointed to the position of Mayor Pro Tem, a Councilmember must be an elected member of Council and a member in good standing.
- c. Term dates for the Mayor Pro-Tem position will begin in February and August of each year (the election dates offset by three (3) months). Terms will sequentially rotate according to Councilmember place.
- d. If the Councilmember place that is up for appointment as Mayor Pro Tem is vacant or is held by a Councilmember who is not qualified to serve as Mayor Pro-Tem, the Mayor Pro-Tem appointment will go to the next qualified Councilmember.
- e. The position will have a term of office of six (6) months.
- f. The appointed Mayor Pro-Tem may be removed by Council by a two-thirds (2/3) majority vote of the members of Council at any time during his or her term.
- g. Council reserves the right to alter this procedure at any time by resolution or rule.

### City Charter Section.

#### Section 4.02 Qualifications.

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

#### Section 4.05 Mayor and Mayor Pro-Tem.

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

The Mayor Pro-Tem shall be a Councilmember appointed by the City Council for a term and pursuant to procedures established by the City Council from time to time. The Mayor Pro-Tem shall act as

Mayor during the absence or disability of the Mayor and in this capacity shall have the rights conferred upon the Mayor. While acting as Mayor, the Mayor Pro-Tem may vote on any matter before the City Council.

## **RECOMMENDATION**

Council will discuss and consider the appointment of the next Mayor Pro-Tem regarding the above qualifications. Next in line to serve is Councilmember Rosemary Scott. If Mrs. Scott accepts she will be sworn in at the August 11, 2020, meeting and will serve until February 2, 2021.

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**CITY COUNCIL MEMORANDUM**

**City Council Meeting:** August 4, 2020  
**Department:** Public Works  
**Subject:** Water Conservation - Workshop discussion regarding water conservation and the current demands on the Schertz water supply. (C. Kelm/S. Williams)

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**BACKGROUND**

Discuss the current demands on the Schertz water supply based on the drought conditions. In addition, the discussion will involve the Drought Contingency Ordinance and the role it plays in water conservation.

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**CITY COUNCIL MEMORANDUM**

**City Council Meeting:** August 4, 2020  
**Department:** Engineering  
**Subject:** Monthly update on major projects in progress/CIP. (B. James/K. Woodlee)

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**Attachments**

August 2020 Major Project Update

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## **CITY COUNCIL MEMORANDUM**

**City Council Meeting:**

**August 4, 2020**

**Department:**

**City Manager**

**Subject:**

**Update on major projects in progress/CIP,  
City View, Utility Meter Swap Out, and  
Civic Rec Software**

### **Background**

This is the monthly update on large capital projects that are in progress or in the planning process. This update is being provided so Council will be up to date on the progress of these large projects. If Council desires more information on any project or on projects not on this list, please reach out to staff and that information will be provided.

### **Facilities Projects:**

#### **1. 27 Commercial Place Renovation:**

- Project Status: Design Phase
- Estimated Construction Start: Fall 2020
- Estimated Cost of Construction: \$1.65 million
- Project Update: F.A. Nunnelly design contract signed. Geotechnical Investigation and Design contract signed. Geotechnical onsite investigation scheduled for August 3, 2020. Weekly design meetings began week of June 29, 2020 via Zoom.

### **Water Projects:**

#### **1. Utility Customer Portal Upgrade: Project is complete.**

#### **2. FM 1103 Utility Relocation Project Phase I:**

- Project Status: Under Construction
- Construction Start: August 2019
- Construction Completion: Summer 2020
- Cost of Construction: \$964,424.12
- Project Update: The final abandonment of old sewer lines and manholes was completed in July. The project is now complete and is currently in the closeout phase. Final completion is expected sometime in August.

## 1. **FM 1103 Utility Relocation Project Phase II:**

- Project Status: Bidding
- Estimated Construction Start: August 2020
- After further review of the roadway design by TxDOT, two additional waterline relocation areas were identified. Due to contract limitations, the additional relocations were required to be publicly bid. The project was advertised on July 8, 2020 and bidding closed on July 23, 2020. Four bids were received and staff is working on evaluating those bids. Staff expects to bring the contract award to Council in early August. The additional work is expected to begin in August.

## 2. **E. Live Oak Pump Additions Project:**

- Project Status: Under Construction
- Construction Start: April 2020
- Construction Completion: Winter 2020
- Cost of Construction: \$1,560,000.00
- Project Update: Work on the electrical components of the project began in July. Fabrication of the steel piping was completed in the middle of July. Installation of the steel piping began in July. The project is expected to be completed in winter of 2020.

## **Engineering Projects:**

### 1. **2018 Street Preservation and Maintenance Reconstruction Project:**

- Project Status: Under Construction
- Construction Start: January 2020
- Construction Completion: Summer 2020
- Cost of Construction: \$1,501,199.00
- Project Update: Work continues on the west side of Schertz Parkway. The final concrete pavement was placed on July 30<sup>th</sup>. Installation of the curb will occur in early August. It is expected that the work on the west side of the road will be completed in August. After the west side is complete the contractor will be doing some surface grinding on the east side of the street to improve the ride quality of the new pavement.



**2. 2018 Street Preservation and Maintenance Rehabilitation Project:**

- Project Status: Under Construction
- Construction Start: April 2020
- Construction Completion: Summer 2020
- Cost of Construction: \$2,881,784.00
- Project Update: The Schertz Parkway mill and overlay project was completed in the middle of July. The contractor will be installing the new striping in early August. After the installation of the striping, the contractor will be completing punchlist items in order to close out the project.

**3. 2018 Street Preservation and Maintenance Resurfacing Project:**

- Project Status: Under Construction
- Construction Start: March 2020
- Construction Completion: Summer 2020
- Cost of Construction: \$791,174.34
- Project Update: No change from July update. This project is as complete as it can be at this time. The remainder of the chip seal on Live Oak Road will be completed after the curb, gutter, and sidewalk is constructed by a separate project later this year.

**4. Cibolo Valley Drive Expansion Project:**

- Project Status: Under Construction
- Construction Start: May 2020
- Construction Completion: Summer 2021
- Cost of Construction: \$4,806,762 total (\$1,300,000 City of Schertz Contribution)
- Project Update: Work continues on the west side of the street. Installation of the storm drain piping has been completed and some base material has been placed. Work on the west side of the street is expected to continue for the next few months. Coordination with TxDOT is ongoing to coordinate the work at the frontage road intersection.

**5. Cherry Tree Rehabilitation Project:**

- Project Status: Contractor Procurement
- Project Update: Contractor bids for the project were received on July 8<sup>th</sup>. In total, six bid responses were received. Staff has evaluated the responses and expects to bring the contract award recommendation to Council on August 11<sup>th</sup>.

**6. 2020 Street Preservation and Maintenance Project:**

- Project Status: Design
- Project Update: Design continues on the Elbel Road Storm Drain and Mill & Overlay Project. Field work for the 2020 SPAM Resurfacing Project is mostly complete.

**7. Corbett Elevated Water Storage Tank:**

- Project Status: Under Construction

- Construction Start: March 2019
- Construction Completion: Summer 2020
- Cost of Construction: \$4,682,000.00
- Project Update: Installation of the above ground piping and pumps was completed in July. The electrical work continued throughout July. The electrical and pump work are expected to be completed in late July with initial startup scheduled for the first week in August. The tank is expected to be filled for the first time in early August. The final site features like paving and fencing are expected to be completed in August.



#### **8. Woman Hollering Creek Wastewater Interceptor Main and Lift Station:**

- Project Status: Design
- Estimated Construction Start: Summer 2020
- Estimated Cost of Construction: \$12 million
- Project Update: CobbFendley continues to work on final revisions to the plans and bid documents. City Staff continues to work on the Final Plat and Site Plan process. The total number of easements acquired is 20 out of a total of 21. The project is expected to be advertised for bid this Summer.

#### **9. Pedestrian Routes and Bike Lanes Project:**

- Project Status: Bidding
- Estimated Construction Start: Fall 2020
- Estimated Cost of Construction: \$1.3 million
- Project Update: Approval to advertise the project for bids was given by TxDOT in the middle of July. The project was advertised on July 24, 2020 and bidding will close on August 27, 2020. Right of Way acquisition continues for the Live Oak Road portion of work. The letting date for the project has been pushed back by TxDOT and is currently set for September of 2020.

#### **10. Water and Wastewater Master Plan Update and Impact Fee Study:**

- Project Status: Study
- Project Start Date: December 2019



- Project Completion Date: Spring 2021
- Total Project Cost: \$467,280 (NTE \$500,000)
- Project Update: Consultant is working on creating and calibrating water and wastewater models with data provided by City Staff and collected in the field.

### **TxDOT Roadway Projects:**

1. **FM 1103 Improvement Project:** No change from July update. Utility relocations continue (including electric, communications, gas, water, and wastewater). Schertz Public Works is working to relocate water and wastewater lines that conflict with the planned roadway and drainage improvements (see FM 1103 Utility Relocation Project update). Delays in the relocation of other utilities has caused the rescheduling of the target let date for a construction contract from July of 2020 to January of 2021.
2. **FM 1518 Improvement Project:** No change from July update. TxDOT has moved into the Plans, Specs, and Estimates (PS&E) stage of the project. At this time, a consultant for TxDOT has prepared 30% construction plans. Utility coordination for the project is also underway. The City has been provided a conflict matrix on which all utilities (water, wastewater, electric, communications, gas, etc.) that possibly interfere with the roadway project are preliminarily identified. Engineering and Public Works staff are reviewing those potential conflicts to identify where relocations need to be made and where easements will need to be acquired. TxDOT continues acquiring property needed as right of way for the expansion project. As parcels are acquired, TxDOT contractors are physically clearing the right of way in preparation for final surveying and design. TxDOT has not yet acquired parcels needed from JBSA-Randolph. The plan is to move through that process together with property needed for improvements to Loop 1604 on the opposite side of the base. The TxDOT project is currently scheduled for letting in September of 2022; construction may begin as early as January of 2023. The \$44.8 million, fully funded project is expected to take approximately three years of construction to complete.
3. **I-35 Operational Improvements Project (FM 2252 to Schwab Road):** Completion dates for the project have slipped a few months due to COVID-19 impacts the contractor, subcontractors, and suppliers. Contractor Bridges and Roads, LLC, however, has committed to accelerating the schedule in order to recapture some of the delay. Work continues on the VIA park and ride lots. The lots should have curbs, center medians, electrical services, and asphalt by the end of August of 2020. The canopy pad structures are still estimated to be complete by October of 2020. Completion of paving of the widened areas of the frontage roads is imminent. Demolition for the southbound exit ramp to FM 1103, the southbound entrance ramp from Schwab Road, and the northbound entrance ramp from FM 1103 is scheduled for August. Traffic configuration involving ramps will change during this time. Detours will be necessary and TxDOT and its contractors will keep the City informed of detours and closures and can assist in disseminating information to the public as needed. Estimated final cost of the project is \$25.5 million. The current schedule includes 50% completion in August of 2020, substantial completion in June of 2021, and final project completion in July of 2021.
4. **I-35 NEX (I-410 South to FM 1103):** No change from July update. A full description of the project to expand I-35 from I 410 South to FM 1103 can be found by searching keywords "I-35 from I-410" at TxDOT.gov. Schematic exhibits of the proposed improvements are available on that website. Public Works and Engineering staff are participating in utility coordination meetings with TxDOT and its contractors regarding relocations that may need to take place in advance of or in

conjunction with the roadway construction. Construction is expected to begin in spring of 2021 and take 4 to 5 years to complete. The portion of the I-35 NEX project from the Cibolo Creek to its termination at FM 1103 has a cost of \$621 million.

5. **IH-10 Graytown Road to Guadalupe County Line:** No change from July update. TxDOT and its consultant have been working on finalizing bid documents for this section of IH-10. Project design was able to be adjusted so that no City of Schertz utility facilities will be impacted and no adjustments are necessary to accommodate the proposed improvements. Letting of the project is imminent. Construction is expected to begin in November of 2020 at the earliest and January of 2021 at the latest. This approximately \$157 million project has a construction timeline of 53 months.

### **Planning and Community Development Projects:**

#### **1. CityView Permitting and Development Software:**

No change from last report - City staff and CityView have agreed on a phased approach for submitting the three modules which are as follows: Code Enforcement (CE), Planning (PL) and Permitting/Inspections (PI). The CE Module was submitted to CityView on November 6, 2019 and the software was configured. City Staff was trained by CityView at three training sessions (December 2<sup>nd</sup>, 4<sup>th</sup>, and 9<sup>th</sup>, 2019) to validate (verify configuration) the Code Enforcement Module. The Planning Module was submitted on January 23, 2020 for configuration by the CityView Implementation specialists. The validation was put on a short pause during the COVID situation but as of April 27 City Staff is again actively validating the configured data for the CE module. The data collection for the Permitting/Inspections module is approximately 95% complete and awaiting review by CityView. Once all modules are configured and the software is validated (tested) by City Staff, we move to end user staff training and then go live. A project completion timeline schedule will be determined once configuration and validation of modules have been completed.

- Total Project Cost: \$523,766.00
- Project Start Date: June 2018
- Project Completion Date: TBD - 2020

### **Information Technology Projects:**

1. **Civic Rec Scheduling System:** Project is complete.