



**MEETING AGENDA**  
**City Council**  
**REGULAR SESSION CITY COUNCIL**  
**August 24, 2021**

**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 24, 2021 at 6:00 p.m.**

**City Council will hold its regularly scheduled meeting at 6:00 p.m., Tuesday, August 24, 2021, 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 Heyward)**

**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**

*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 City Council minutes of the August 10, 2021 meeting. (B. Dennis)
- 2. Boards, Commissions and Committees Appointments/Reappointments/Resignations** - Consideration and/or action approving the appointment of Mr. Jimmy Odom as a regular member of the Planning & Zoning Commission filling the vacancy of Mr. Ken Greenwald, the appointment of Ms. Judy Goldick from Alternate #2 to Alternate #1 position, and the appoint of Mr. Richard Braud to the City Council and Planning and Zoning Comprehensive Land Plan Sub-Committee. (Mayor/Council)
- 3. Ordinance No. 21-S-31** - Consideration and a recommendation on a request for a Specific Use Permit to allow a convenience store with gas pumps on approximately 8.5 acres of land, more specifically described as the northwest corner of the intersection between IH-35 and Schwab Road, City of Schertz, Comal County, Texas. (B. James/L. Wood/M. Harrison)  
***Final Reading***
- 4. Resolution No. 21-R-80** - Consideration and/or action approving a Resolution by the City Council of the City of Schertz, Texas authorizing the acceptance of approximately one acre of property from Schertz 1518, Ltd. per the Development Agreement for the Reinvestment Zone Number Two. (M. Browne/ B. James)
- 5. Resolution No. 21-R-83** - Consideration and/or action approving a Resolution by the City Council of the City of Schertz, Texas regarding the Schertz Parks & Recreation Master Plan 5-Year Update needed for grant applications to the TPWD Local Park Grants Program. (B. James/L. Shrum)
- 6. Resolution 21-R-84** - Consideration and/or action approving a Resolution by the City Council of the City of Schertz, Texas authorizing expenditures in excess of \$50,000 with 4B Asphalt Paving in Fiscal Year 2020-21 regarding an emergency road repair on Wiederstein Road at FM 3009, and other Matters In Connection Therewith. (C. Kelm/S. Williams/D. Letbetter)

7. **Resolution No. 21-R-85** - Consideration and/or action approving a Resolution by the City Council of the City of Schertz, Texas, authorizing approval of the allocation of funds for the American Rescue Plan Act of 2021, and other matters in connection therewith. (M. Browne/S. Gonzalez)
8. **Resolution No. 21-R-89** - Consideration and/or action approving a Resolution by the City Council of the City of Schertz, Texas authorizing an additional six (6) employees to the EMS Department. (C. Kelm/J. Mabbitt)
9. **Resolution No. 21-R-90** - Consideration and/or action approving a Resolution by the City Council of the City of Schertz, Texas authorizing the City Manager to renew the agreement with Arthur J Gallagher and Co to provide Health Insurance Broker Services. (M. Browne/C. Kelm/J. Kurz)
10. **Resolution No. 21-R-91**- Consideration and/or action approving a Resolution by the City Council of the City of Schertz, Texas authorizing the City Manager to sign an Interlocal Agreement for Fire Protection Services in Guadalupe County between the, City of Schertz, and the City of Seguin. (C. Kelm/K. Long/G. Rodgers)
11. **Resolution 21-R-92** - Consideration and/or action approving a Resolution by the City Council of the City of Schertz, Texas authorizing approval of an Escrow Agreement for the QT on Schwab Road related to construction of a sewer line. (M.Browne/B. James)

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

12. **Ordinance No. 21-T-34** – Consideration and/or action approving an Ordinance by the City Council of the City of Schertz, Texas, authorizing a budget adjustment relating to the Aviation Heights Waterline Improvements (Phases 5, 6, & 7) construction project. **First Reading** (B. James/ K. Woodlee/ J. Shortess)
13. **Ordinance No. 21-T-35** - Consideration and/or action authorizing an adjustment to the fiscal year 2021 budget to provide services to Randolph JBSA. **First Reading** (M. Browne/B. James/J. Walters)

#### **Public Hearings**

14. **Public Hearing on Proposed Budget for FY 2021-22** - Conduct a public hearing and presentation regarding the adoption of the FY 2021-22 Budget. (First required public hearing) (M. Browne/B. James/J. Walters)
15. **Public Hearing on the Proposed Tax Rate** - Conduct a public hearing regarding the adoption of the FY 2021-22 Tax Rate. (**First public hearing**) (M. Browne/B. James/J. Walters)

#### **Workshop**

- 16. Workshop on City Merit Program** - Discussion regarding the City Merit Program. (M. Browne/C. Kelm/J. Kurz)

### **Roll Call Vote Confirmation**

### **Closed Session**

- 17.** The City Council will meet in Closed Session as permitted by section 551.071 of the Texas Government Code to confer and receive legal advice about contemplated litigation and/or a settlement offer concerning the City of Schertz Animal Adoption Center.
- 18.** The City Council will meet in Closed Session as permitted by section 551.071 of the Texas Government Code to confer and receive legal advice about the contemplated litigation and/or a settlement offer concerning the Opioid Litigation Settlement.

### **Reconvene into Regular Session**

- 17a.** Take any action based on discussions held in closed session under Agenda Item 17.
- 18a.** Take any action based on discussions held in closed session under Agenda Item 18.

### **Roll Call Vote Confirmation**

### **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 20TH DAY OF AUGUST 2021 AT 2:15 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 \_\_\_\_\_, 2021. 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> 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 Schertz Animal Services Advisory Commission

<b>Councilmember Whittaker – Place 3</b> Audit Committee TIRZ II Board	<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> Animal Advisory Commission Audit Committee Investment Advisory Committee Main Street Committee	<b>Councilmember Brown – Place 7</b> Main Street Committee Schertz-Seguin Local Government Corporation - Alternate

**CITY COUNCIL MEMORANDUM**

**City Council Meeting:** August 24, 2021  
**Department:** City Secretary  
**Subject:** Minutes – Consideration and/or action regarding the approval of the minutes of the Regular City Council minutes of the August 10, 2021 meeting. (B. Dennis)

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**BACKGROUND**

The City Council held a Regular City Council meeting on August 10, 2021.

**RECOMMENDATION**

Recommend Approval.

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**Attachments**

08-10-2021 Draft Minutes

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# DRAFT

## MINUTES REGULAR MEETING August 10, 2021

A Regular Meeting was held by the Schertz City Council of the City of Schertz, Texas, on August 10, 2021, 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 Pro-Tem Michael Dahle; Councilmember Mark Davis; Councilmember Jill Whittaker; Councilmember Rosemary Scott; Councilmember David Scagliola; Councilmember Allison Heyward; Councilmember Tim Brown

Absent: Mayor Ralph Gutierrez

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; Deputy City Secretary Sheila Edmondson

### **Call to Order**

Mayor Pro-Tem Dahle called the meeting to order at 6:00 p.m.

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

Mayor Pro-Tem Dahle recognized Councilmember Scagliola who provided the opening prayer followed by the Pledges of Allegiance to the Flags of the United States and State of Texas.

### **Presentations**

- Proclamation regarding Landmark Property Designation - Designation of 7205 FM 482, Schertz Texas Landmark Property Designation to the Hansmann Family.

Mayor Pro-Tem recognized Schertz Historical Committee Member Howard Alperin who provided a presentation on the 25th Nomination Landmark Property, 7205 FM 482, Schertz, Texas. The property is the Hansmann Homestead. The Hansmann purchased the home in 1941, and Comal County Appraisal Office has

the home being built in 1900. Schertz Historical Committee Vice Chair Dean Weirtz read the Mayor's Proclamation and Mayor Pro-Tem Dahle presented the Landmark sign to the Hansmanns.

## **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)

Mayor Pro-Tem Dahle recognized Assistant City Manager Brian James who provided the following information:

- Thursday, August 12th

Northeast Partnership Meeting  
Olympia Hills Golf and Conference Center  
11:30 AM  
RSVP to City Secretary if you are interested in attending.

- Community Budget Meeting

Schertz Civic Center Grand Ballroom  
6:30-8:30 PM

- Saturday, August 14th

Music & Movie in the Park  
Pickrell Park under the trees  
7:00 – 10:30 PM  
Mile 262 will provide music; the film will be School of Rock

- Tuesday, August 24th

Next regular scheduled Council meeting.

- “Save the Date” -- Friday, August 27th

TML Region 7 Meeting  
Hilton Garden Inn, Live Oak  
4:30-7:30 PM

- November 2nd

Filing continues through August 16th by 5:00 PM for any qualified candidate desiring to place his or her name on the November 2, 2021 City of Schertz ballot for the purpose of electing Council Members in Place 6 and Place 7 for a three-year term, from November 2021 to November 2024. Candidate packets are available online as well as in the City Secretary's office. Qualifications for candidacy can also be found online.

## Hearing of Residents

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Mayor Pro-Tem Dahle recognized the following residents:

Michele Tereletsky, 705 Marilyn Drive - Ms. Tereletsky would like City Council/City Staff to recognize newly promoted employees in the City at Regular Council meetings.

## 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.

Mayor Pro-Tem Dahle read the following items into record:

1. **Minutes** – Consideration and/or action regarding the approval of the minutes of the meeting of August 3, 2021. (B. Dennis)
2. **Resolution No. 21-R-66** – Consideration and/or action approving a Resolution by the City Council of the City of Schertz, Texas, authorizing a contract with M&C Fonseca Construction Co., Inc. relating to the Aviation Heights Water Line Improvements (Phases 5, 6, & 7) and authorizing the budget expenditures for the project. (B. James/K. Woodlee/J. Shortess)

3. **Ordinance No. 21-F-30** - Consideration and/or action approving an Ordinance by the City Council of the City of Schertz, Texas amending Chapter 90, of the Code of Ordinances, Article V, Water and Wastewater Capital Recovery Fees; Repealing all Ordinances or Parts of Ordinance in Conflict with this Ordinance, and providing an effective date. (***Final Reading***) (C. Kelm/S. Williams)

Mayor Pro-Tem Dahle asked Council if there were any items they wished removed for separate action, as there were none, Mayor Pro-Tem Dahle asked for a motion to approve Consent Agenda Items 1 through 3.

Moved by Councilmember Allison Heyward, seconded by Councilmember Tim Brown

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

Passed

## Discussion and Action Items

4. **Ordinance No. 21-E-29** - Consideration and/or action approving an Ordinance calling a bond election to be held by the City of Schertz, Texas on November 2nd, 2021. ***First & Final*** (M. Browne/J. Walters)

Mayor Pro-Tem Dahle recognized Finance Director James Walters who presented information to approve an Ordinance calling a Bond Election to be held by the City of Schertz, Texas on November 2nd, 2021 for the amount of \$15,400,00.00 for Fire Station No. 4. located in the Industrial Park. Councilmember David Scagliola asked why the amount for Fire Station 4 is almost double of Fire Station No 3. Fire Chief Kade Long explained that Fire Station 4 has the apparatus included in this bond, whereas the bond for Fire Station No. 3 did not.

Moved by Councilmember Allison Heyward, seconded by Councilmember Jill Whittaker

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

Passed

5. **Resolution No. 21-R-82** - Consideration and/or action approving a Resolution by the City Council of the City of Schertz, Texas, authorizing a preliminary maximum tax rate for Fiscal Year 2021-22 and setting the Public Hearing dates, and other matters in connection therewith. (M. Browne/B. James/J. Walters)

Mayor Pro-Tem Dahle recognized Finance Director James Walters who presented information on authorizing a preliminary maximum tax rate for Fiscal Year 2021-22. A preliminary maximum tax rate of \$.5121 per \$100 valuation which is composed of the Maintenance & Operation Tax Rate of \$0.3517 and the Interest & Sinking Tax Rate of \$0.1604. The Public Hearings on the budget and tax rate will be held on August 24th and September 7th , 2021.

Council had questions on the 5 Year Summary- I&S Fund, 2021 Property Taxes, No New Revenue Rate vs Current Tax Rate, Disabled Veteran Homestead Exemptions and the loss of Taxable Value on properties. Mayor Pro-Tem Dahle reiterated the City has \$550,000,000 of taxable property (12%) that we do not collect taxes on because they are tax exempt.

Moved by Councilmember Jill Whittaker, seconded by Councilmember Rosemary Scott

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

Passed

## Public Hearing

Mayor Pro-Tem Dahle read the following item into record:

6. **Ordinance No. 21-S-31** - Conduct a public hearing, consideration and/or action to make a recommendation on a request for a Specific Use Permit to allow a convenience store with gas pumps on approximately 8.5 acres of land, more specifically described as the northwest corner of the intersection between IH-35 and Schwab Road, City of Schertz, Comal County, Texas. (B. James/L. Wood/M. Harrison) *First Reading*

Mayor Pro-Tem recognized City Planner Megan Harrison who presented information for a Specific Use Permit to allow a convenience store with gas pumps on approximately 8.5 acres of land, more specifically described as the northwest corner of the intersection between IH-35 and Schwab Road, City of Schertz, Comal County. This Specific Use Permit was brought before the



Planning and Zoning Commission on September 11, 2019 and was approved. City Council approved the SUP on October 22, 2019, however the building permit was not pulled within a year so the SUP expired on October 22, 2020. The proposed Specific Use Permit application and site plan are consistent with what was previously approved by the City Council in October of 2019.

Conditions of the Request Specific Use Permit: The proposed convenience store with gas pumps land use will be subject to provisions of the Unified Development Code, UDC Section 21.5.11.E. Additionally, the Specific Use Permit will be conditioned upon the following occurring:

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

The Planning and Zoning Commission conducted a Public Hearing on July 14, 2021 and offered a recommendation of approval by unanimous vote. Staff is also recommending approval of the Specific Use Permit to allow a convenience store with gas pumps at the subject property with the above mentioned outlined conditions.

Mayor Pro-Tem Dahle opened the Public Hearing, and as no one spoke; closed the Public Hearing for Council comments. Councilmember Rosemary Scott asked if this property had storage units on it or has it been vacant. The property has been vacant.

Moved by Councilmember Mark Davis, seconded by Councilmember Tim Brown

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

Passed

## **Roll Call Vote Confirmation**

Mayor Pro-Tem Dahle recognized City Secretary Brenda Dennis who provided the roll call vote confirmation for Agenda Items 1 through 6.

## **Workshop**

**7. Bond refinancing Opportunity - Workshop on possible bond refinancing opportunity. (M. Browne/B. James/J. Walters/M. McLiney/A. Friedman)**

Mayor Pro-Tem Dahle recognized Finance Director James Walters who introduced Mr. Andrew Friedman from SAMCO Capital Market, the Financial Advisor to the City of Schertz. Mr. Friedman presented information on Bond Refunding for Debt Services Savings. There will a refunding opportunity this fall that we can act on and refinance the two Series of Outstanding Bonds:

General Obligation Funds 2012- \$4,345,000, interest rate of 2.25% to 3.10% with the final maturity 2032

Cetificates of Obligations 2013-\$2,120,000, interest rate of 3.00% to 4.00% with final maturity 2033

Based on lower interest rates (currently: approx. 2% lower) that are prevailing in the market, we can go out and refinance these bonds with a fixed interest rate, and can refund the debt service with a savings of a \$519,853 dollars. City Council would like Mr. Andrew Friedman to proceed with the bid and come back October 12, 2021 with the final interest rates in hand and will know the exact savings of refinancing these two bonds. If the final interest rates and savings are not what City Council would like, they can choose not to approve to sell the bonds.

**8. Proposed FY 2021-22 Budget - Workshop and Discussion on the Proposed FY 2021-22 Budget. (M. Browne/B. James/J. Walters)**

Mayor Pro-Tem Michael Dahle recognized Finance Director James Walters provided a presentation on the Proposed FY 2021-22 Budget:

The Proposed FY 2021-22 Budget included highlights from the General Fund, W&S Fund, EMS Fund, Drainage Fund, SEDC, and Restricted Revenue Funds.

General Fund revenue will increase 5.2% over FY 2020-21 year end estimates not including the transfer in from reserves. The largest contributor to this increase will be from property taxes (6.3%) and sales taxes (3.3%)

The overall FY 2021-22 General Fund Operating Budget increased 3.2% from FY 2020-21 year end estimates. This increase includes \$157,000 for new positions and personnel programs for Police and Facilities Maintenance.

Another notable item for the FY 2021-22 Budget is the implementation of the Classification & Compensation Study's second year recommendation. The first year recommended adjustment was effective on July 4th, 2020 while the second phase will be effective on October 1st, 2021. The budget includes \$52,750 for a 0.25% ECI for all employees effective October 1st.

Included in the Budget for FY 2021-22 is setting a new minimum wage of \$15.00. Comparable positions in the surrounding cities are at or above this amount and this change costs \$87,000.

This budget also allocates \$500,000 to replace the financial software that is over 20 yrs old and can no longer can meet the demands of staff and the public.

The Facilities Maintenance and Parks Budget will also increase by \$75,000 combined for contract cleaning for public safety buildings and the park restrooms.

The annual budget is required to have a Public Hearing before adoption. Staff recommends holding that hearing on August 24, 2021 and September 7, 2021 and adopt the budget on second reading on September 14, 2021. This follows the regulations set by the state in the Local Government Code on Budget Adoption Chapter 102.

Councilmember Scott had questions about the sales tax growth drop in 2015 and noted that the items presented as expenses are excellent investments for future cost savings.

Mayor Pro-Tem Dahle thanked the entire Staff for their hard work on the proposed FY2021-22 Budget.

**9. Police Department Training Program** - Workshop discussion regarding the Police Department Training Program. (C. Kelm/M. Hansen/M. Bane/H. Murphy/A. Kraft)

Mayor Pro-Tem Dahle recognized Assistant Chief of Police Marc Bane who presented the Schertz Police Department Best Practices Recognition Program under the guidance of the Texas Police Chief's Association.

The Best Practices Recognition Program:

An Accrediation Program with 166 Texas Law Enforcement Best Practices  
The Police Department must implement and adhere to policy, procedure, training and documentation that meets Best Practices Standards.

Policy Review

We have 126 policies and all policies are in the process of being reviewed, updated or developed. Estimated completion of policy review December 2021.

## Staff Development

Some Policies have annual training requirements built in: Use of Force, De-escalation, Pursuits, Crime Victim Services, Grievance Procedures and Harrassment.

Worked with the City Attorney's Office to develop this course.

## Technology- PowerDMS

PowerDMS is a policy and training software used by the department for Policy Input and Acknowledgement, Training Modules/Annual Training, Policy Review-2 year, and reminders for the Command Staff to review.

Assistant Chief of Police Mark Bane recognized Officer Anna Kraft who explained the Police Services Survey. The survey was to better undersand the progress the Police Department and identify common issues. The Police Services Survey can be accessed on the website, [www.Schertz.com](http://www.Schertz.com) or a QR Code.

Assistant Chief of Police Mark Bane recognized Cpl. Hillory Murphy who presented the Schertz Police Application. The Schertz Police App is designed for the community members to download to their cell phones to be kept aprised of the Schertz Police Dept. responses during a critical incident. The goal is to increase effective communicaiton and transperancy between the Police Dept. and the community. The Schertz Police App has many features that include: real-time notifications, traffic issues, road closures and inclement weather.

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

10. Quarterly Financial Reports.

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

## Requests and Announcements

- Announcements by the City Manager.

Mayor Pro-Tem Michael Dahle recognized Dr. Mark Browne. Dr. Browne thanked the Staff for their hard work on the proposed Budget for FY2021-22 which included Finance Director James Walters, Asst. Finance Director Babett Martin and the entire Finance Dept. He also thanked his City Manager's Office: Assistant City Manager Brian James, Assistant City Manager Charles Kelm and Assistant to the City Manager Sarah Gonzalez for their work on the budget. Dr. Browne also recognized Assistant Police Chief Marc Bane for all the work they are doing with the Texas Police Chief's Association, Certification Program, Policy Review and

the new Schertz Police App.

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

No items requested.

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

No items 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 Pro-Tem Michael Dahle recognized the following:

- Councilmember Rosemary Scott stated she attended the City Council-City Staff Budget Retreat
- Councilmember Jill Whittaker stated she attended the last half of the City Council-City Staff Budget Retreat
- Councilmember David Scagliola stated he attended the City Council-City Staff Budget Retreat
- Councilmember Allison Heyward stated she attended the City Council-City Staff Budget Retreat, Suburban Cities Meetings, Schertz Animal Advisory Board Meeting, VFW #8315 District 5 Meeting, and a ribbon cutting ceremony for Wreaths Across America
- Councilmember Tim Brown stated he attended the City Council-City Staff Budget Retreat

## **Adjournment**

Mayor Pro-Tem Michael Dahle adjourned the meeting at 7:34pm.

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Ralph Gutierrez, Mayor

ATTEST:

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Sheila Edmondson, Deputy City Secretary

**CITY COUNCIL MEMORANDUM**

**City Council Meeting:** August 24, 2021

**Department:** City Secretary

**Subject:** Boards, Commissions and Committees Appointments/Reappointments/Resignations - Consideration and/or action approving the appointment of Mr. Jimmy Odom as a regular member of the Planning & Zoning Commission filling the vacancy of Mr. Ken Greenwald, the appointment of Ms. Judy Goldick from Alternate #2 to Alternate #1 position, and the appoint of Mr. Richard Braud to the City Council and Planning and Zoning Comprehensive Land Plan Sub-Committee. (Mayor/Council)

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**BACKGROUND**

Chair Glen Outlaw of the Planning & Zoning Commission contacted the City Secretary's office and requested that Mr. Jimmy Odom, currently Alternate #1 of the Planning and Zoning Commission be moved to the Regular Member position, filling the vacancy of Mr. Ken Greenwald. Staff recommends the appointment of Mr. Richard Braud to the City Council and Planning and Zoning Comprehensive Land Plan Sub-Committee, filling the vacancy of Mr. Ken Greenwald. Staff also recommends that Ms. Judy Goldick be moved from Alternate #2 to Alternate #1 position on the Planning and Zoning Commission.

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## CITY COUNCIL MEMORANDUM

**City Council Meeting:** August 24, 2021  
**Department:** Planning & Community Development  
**Subject:** Ordinance No. 21-S-31 - Consideration and a recommendation on a request for a Specific Use Permit to allow a convenience store with gas pumps on approximately 8.5 acres of land, more specifically described as the northwest corner of the intersection between IH-35 and Schwab Road, City of Schertz, Comal County, Texas. (B. James/L. Wood/M. Harrison) *Final Reading*

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### BACKGROUND

A Specific Use Permit for a convenience store with gas pumps was previously recommended for approval by the Planning and Zoning Commission on September 11, 2019 and was approved with conditions by City Council on October 22, 2019. This SUP expired on October 22, 2020 per the original condition that a building permit be approved within one year of the adoption of the ordinance.

A preliminary plat for the approximately 16.037 acre parent tract was approved by the Planning and Zoning Commission on June 10, 2020, and the applicant is currently in the last stages of the final plat certification process and building permit review process. Since the approved specific use permit expired on October 22, 2020, the applicant is requesting approval of a new SUP application in order to proceed forward with the desired convenience store with gas pumps. The proposed Specific Use Permit application and site plan are consistent with what was previously approved by the City Council in October of 2019.

The public hearing notice was published in the "San Antonio Express" on July 21, 2021. Five (5) public hearing notices were mailed to the surrounding property owners within two hundred (200) feet of the subject property on July 2, 2021 in preparation for the Planning and Zoning Commission meeting that took place on July 14, 2021. The Planning and Zoning Commission met on July 14, 2021 and made a recommendation of approval. At the time of this staff report, Staff has received zero (0) responses in favor or opposed.

### GOAL

To allow a convenience store with gas pumps on approximately 8.5 acres of land.

### COMMUNITY BENEFIT

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

### SUMMARY OF RECOMMENDED ACTION

The subject property is currently surrounded by the remainder of the sixteen (16) total acre undeveloped parcel of land and the Rights-Of-Way for three (3) separate public roads: Interstate Highway 35 (IH-35), Schwab Road, and Baugh Lane. The parcel of land to the west of the subject property is zoned General Business District (GB) and is undeveloped, the parcel of land to the east of the subject property and Schwab Road is zoned General Business District (GB) and is undeveloped, and the parcel of land to the north of the subject property and Baugh Lane is zoned Manufacturing Light



District (M-1) and is developed with a national food service distributor (Sysco). Given that the proposed convenience store would be surrounded by three roadways, and the adjacent properties are zoned General Business District (GB) and Manufacturing Light District (M-1), the proposed Specific Use Permit would not have an additional adverse impact on the currently adjacent development. The Comprehensive Land Use Plan, through the North Schertz Sector Plan, identifies this area as Highway Commercial. The Highway Commercial land use is intended for regional scale retail and commercial uses that can take advantage of the highway frontage, with a land use mix of mostly large format retail with restaurants and entertainments uses or mid-rise office buildings. The Highway Commercial future land use areas are specifically located along major intersections on IH-35 in order to maximize access to the region and provide accessible services to planned neighborhoods in the area. A convenience store with gas pumps fits the retail land use desired in Highway Commercial designated areas, and is also a business that can take advantage of its proximity to IH-35; a highway-oriented business is dependent upon both a large flow of traffic and convenient access, and is typically a business that caters to the traveling public. The proposed convenience store with gas pumps is compatible with the Highway Commercial land use designation, and therefore the proposed SUP is generally in conformance with the Comprehensive Land Use Plan, through the North Schertz Sector Plan.

The applicant is proposing to construct an approximately 7,300 square foot convenience store with seventeen (17) gas pumps on the approximately 8.5 acre tract of land.

*Architectural Standards:* Schertz Unified Development Code (UDC) Sec. 21.9.5 requires all non-residential buildings to comply with the architectural feature requirements; the proposed convenience store complies with the minimum required horizontal and vertical articulations.

*Parking:* The proposed parking areas meet all current regulations within UDC Article 10; the site will provide sixty-three (63) parking spaces sized 10' x 20' and twelve (12) truck parking spaces sized 14' x 55'.

*Screening requirements:* The site has satisfied the minimum screening requirements for the location. The trash receptacle will be constructed of a masonry material with metal gates that meet the minimum requirements.

*Landscaping:* The proposed site plan will meet all requirements outlined in UDC Sec. 21.9.7. The applicant is proposing to install 89 total shade trees, including 25 Live Oak, 31 Texas Ash, 7 Fragrant Ash, and 26 Texas Redbud, all of which are proposed to be 3" caliper DBH.

*Access and circulation:* Access to the site is proposed to be through five (5) new driveways: two (2) right-in/right-out driveways on the IH-35 frontage road, one (1) full movement driveway on Baugh Lane, one (1) full movement driveway on Schwab Road, and one right-in/right-out driveway on Schwab Road. A 25' fire lane is being proposed on all sides of the convenience store to allow for emergency vehicle access. The associated Site Plan and Traffic Impact Analysis Study have been reviewed and approved by both the City of Schertz Engineering Department and the Texas Department of Transportation (TxDOT).

#### **Conditions of the Request Specific Use Permit:**

The proposed convenience store with gas pumps land use will be subject to provisions of the Unified Development Code, UDC Section 21.5.11.E. Additionally, the Specific Use Permit will be conditioned upon the following occurring:

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

## **FISCAL IMPACT**

None

## **RECOMMENDATION**

A Specific Use Permit allows for discretionary City Council approval of uses with unique or widely varying operating characteristics or unusual site development features, subject to the terms and conditions set forth in this UDC. Approval of a specific use permit authorizes a property owner to submit subsequent development applications consistent with the approved Specific Use Permit.

The proposed Specific Use Permit application and site plan are consistent with what was previously approved by the City Council in October of 2019.

The Planning and Zoning Commission conducted a public hearing on July 14, 2021 and offered a recommendation of approval by unanimous vote.

Staff is also recommending approval of the Specific Use Permit to allow a convenience store with gas pumps at the subject property with the above mentioned outlined conditions.

---

### **Attachments**

Ordinance 21-S-31

Ordinance 21-S-31 Exhibit A

Aerial Map

Public Hearing Notice Map

---

ORDINANCE NO. 21-S-31

AN ORDINANCE BY THE CITY COUNCIL OF THE CITY OF SCHERTZ, TEXAS TO APPROVE A SPECIFIC USE PERMIT TO ALLOW FOR OPERATION OF A CONVENIENCE STORE WITH GAS PUMPS ON APPROXIMATELY 8.35 ACRES OF LAND, MORE SPECIFICALLY DESCRIBED AS THE NORTHWEST CORNER OF THE INTERSECTION BETWEEN INTERSTATE HIGHWAY 35 AND SCHWAB ROAD, CITY OF SCHERTZ, COMAL COUNTY, TEXAS.

WHEREAS, an application for Specific Use Permit to allow a convenience store with gas pumps, more particularly described in Exhibit A attached hereto and incorporated herein by reference, as the northwest corner of the intersection between Interstate Highway 35 and Schwab Road, (hereinafter, the "Property") has been filed with the City; and

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

WHEREAS, on July 14, 2021, the Planning and Zoning Commission conducted a public hearing and, after considering the Conditions, hereby makes a recommendation of approval of a Specific Use Permit for a convenience store with gas pumps; and

WHEREAS, on August 10, 2021, the City Council conducted a public hearing and after considering the Criteria and recommendation by the Planning and Zoning Commission, determined that the requested Specific Use Permit be approved as provided for herein.

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

Section 1. A Specific Use Permit for the northwest corner of the intersection between Interstate Highway 35 and Schwab Road, more particularly described in the attached Exhibit A, is hereby approved to allow a convenience store with gas pumps conditioned upon the following occurring:

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

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

Section 3. All ordinances and codes, or parts thereof, which are in conflict or inconsistent with any provision of this Ordinance are hereby repealed to the extent of such

conflict, and the provisions of this Ordinance shall be and remain controlling as to the matters resolved herein.

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

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

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

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

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

Approved on first reading the 10<sup>th</sup> day of August, 2021.

PASSED, APPROVED AND ADOPTED on final reading the 24<sup>th</sup> day of August, 2021.

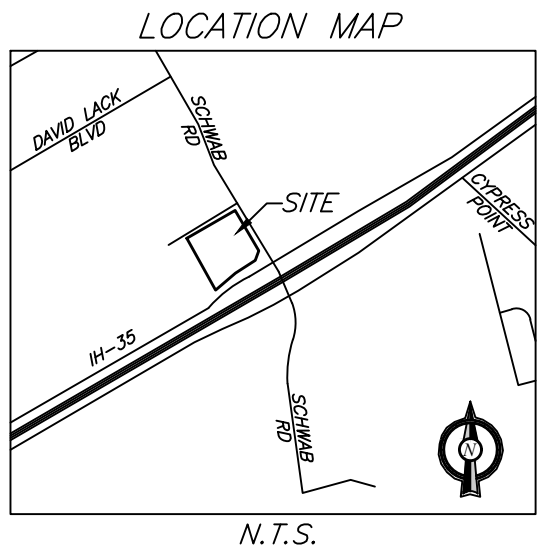
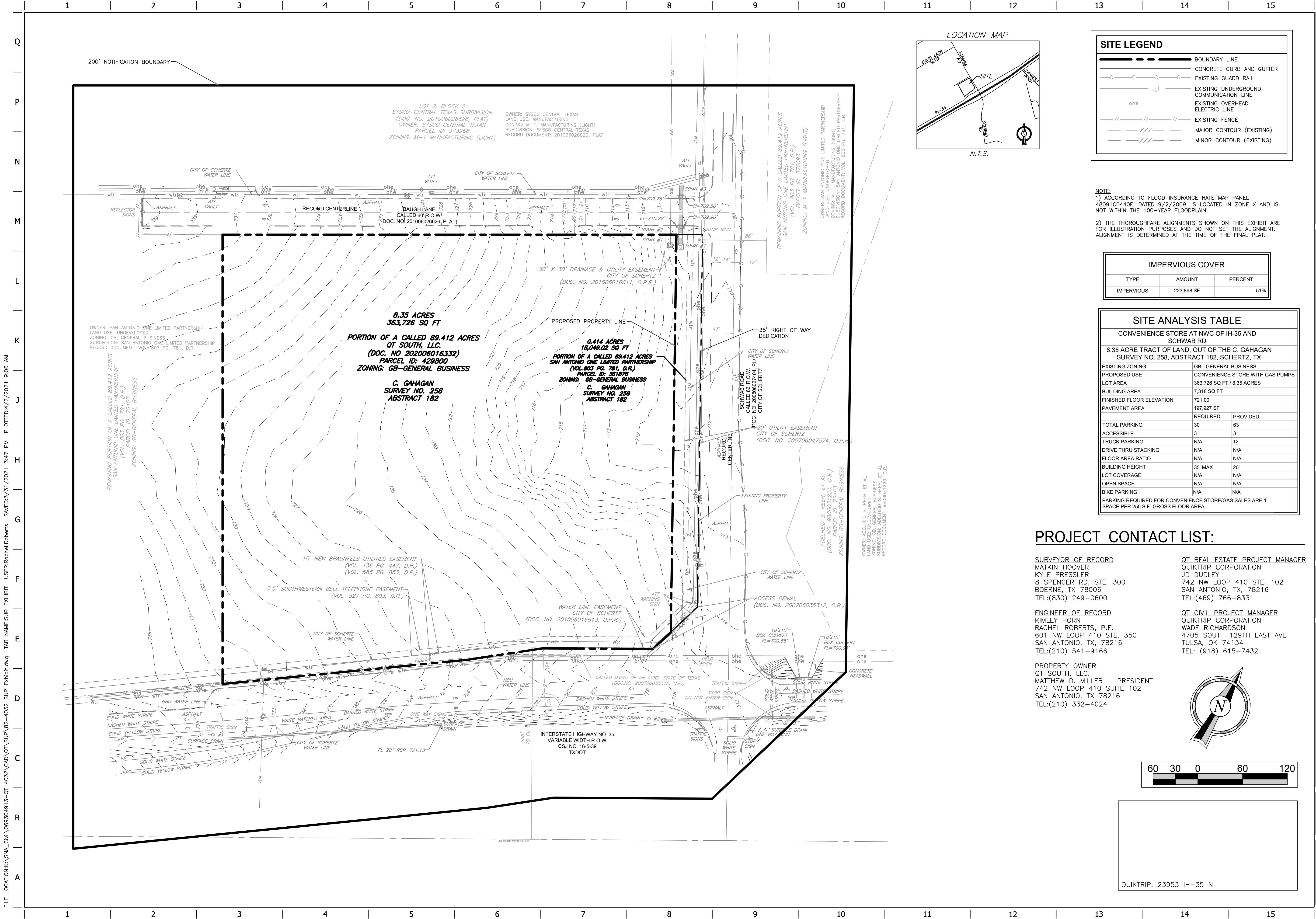
ATTEST:

\_\_\_\_\_  
Ralph Gutierrez, Mayor

\_\_\_\_\_  
Brenda Dennis, City Secretary  
(SEAL OF THE CITY)



Exhibit A



SITE LEGEND	
	BOUNDARY LINE
	CONCRETE CURB AND GUTTER
	EXISTING GUARD RAIL
	EXISTING UNDERGROUND COMMUNICATION LINE
	EXISTING OVERHEAD ELECTRIC LINE
	EXISTING FENCE
	MAJOR CONTOUR (EXISTING)
	MINOR CONTOUR (EXISTING)

NOTE:  
1) ACCORDING TO FLOOD INSURANCE RATE MAP PANEL 48091C0440F, DATED 9/2/2009, IS LOCATED IN ZONE X AND IS NOT WITHIN THE 100-YEAR FLOODPLAIN.  
2) THE THOROUGHFARE ALIGNMENTS SHOWN ON THIS EXHIBIT ARE FOR ILLUSTRATION PURPOSES AND DO NOT SET THE ALIGNMENT. ALIGNMENT IS DETERMINED AT THE TIME OF THE FINAL PLAT.

IMPERVIOUS COVER		
TYPE	AMOUNT	PERCENT
IMPERVIOUS	223,898 SF	51%

SITE ANALYSIS TABLE		
CONVENIENCE STORE AT NWC OF IH-35 AND SCHWAB RD		
8.35 ACRE TRACT OF LAND, OUT OF THE C. GAHAGAN SURVEY NO. 258, ABSTRACT 182, SCHERTZ, TX		
EXISTING ZONING	GB - GENERAL BUSINESS	
PROPOSED USE	CONVENIENCE STORE WITH GAS PUMPS	
LOT AREA	363,726 SQ FT / 8.35 ACRES	
BUILDING AREA	7,318 SQ FT	
FINISHED FLOOR ELEVATION	721.00	
PAVEMENT AREA	197,927 SF	
TOTAL PARKING	REQUIRED	PROVIDED
30	63	
ACCESSIBLE	3	3
TRUCK PARKING	N/A	12
DRIVE THRU STACKING	N/A	N/A
FLOOR AREA RATIO	N/A	N/A
BUILDING HEIGHT	35' MAX	20'
LOT COVERAGE	N/A	N/A
OPEN SPACE	N/A	N/A
BIKE PARKING	N/A	N/A
PARKING REQUIRED FOR CONVENIENCE STORE/GAS SALES ARE 1 SPACE PER 250 S.F. GROSS FLOOR AREA.		

PROJECT CONTACT LIST:

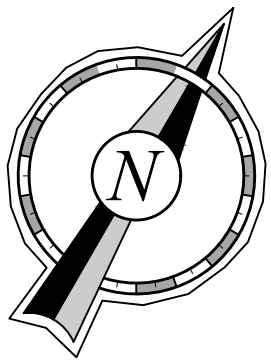
**SURVEYOR OF RECORD**  
MATKIN HOOVER  
KYLE PRESSLER  
8 SPENCER RD, STE. 300  
BOERNE, TX 78006  
TEL:(830) 249-0600

**ENGINEER OF RECORD**  
KIMLEY HORN  
RACHEL ROBERTS, P.E.  
601 NW LOOP 410 STE. 350  
SAN ANTONIO, TX, 78216  
TEL:(210) 541-9166

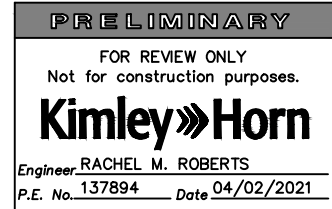
**PROPERTY OWNER**  
QT SOUTH, LLC.  
MATTHEW D. MILLER - PRESIDENT  
742 NW LOOP 410 SUITE 102  
SAN ANTONIO, TX 78216  
TEL:(210) 332-4024

**QT REAL ESTATE PROJECT MANAGER**  
QUIKTRIP CORPORATION  
JD DUDLEY  
742 NW LOOP 410 STE. 102  
SAN ANTONIO, TX, 78216  
TEL:(469) 766-8331

**QT CIVIL PROJECT MANAGER**  
QUIKTRIP CORPORATION  
WADE RICHARDSON  
4705 SOUTH 129TH EAST AVE  
TULSA, OK 74134  
TEL: (918) 615-7432



QUIKTRIP: 23953 IH-35 N



PROJECT NO.:

QuikTrip No. 4032  
23953 IH 35 N  
SCHERTZ, TX 78132



PROTOTYPE:
DIVISION:
VERSION: 001
DESIGNED BY:
DRAWN BY:
REVIEWED BY:

REV	DATE	DESCRIPTION

SHEET TITLE:  
SPECIFIC USE PERMIT  
EXHIBIT

SHEET NUMBER:  
SUP



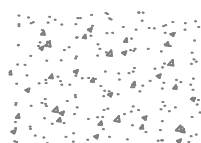




ORIGINAL ISSUE DATE:



[illegible]

LOT 2, BLOCK 2  
SYSCO-CENTRAL TEXAS SUBDIVISION  
(DOC. NO. 201006026626, PLAT)  
OWNER: SYSCO CENTRAL TEXAS



	FIRE LANE (MIN 24' WIDE)
	PROPOSED PAVEMENT
	PROPOSED SIDEWALK
	PROPOSED LANDSCAPE
	PARKING SPACE INDICATOR
	MULTIPLE PRODUCT DISPENSER WITH CANOPY COLUMNS AND BOLLARDS
	TRANSFORMER
	FUEL SYSTEM ACCESS MANWAY

PROJECT CONTACT LIST:

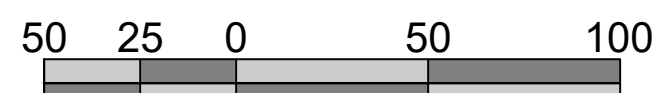
ENGINEER OF RECORD  
KIMLEY HORN  
RACHEL ROBERTS, P.E.  
601 NW LOOP 410 STE. 350  
SAN ANTONIO, TX, 78216  
TEL:(210) 762-5289

QT REAL ESTATE PROJECT MANAGER  
QUICKTRIP CORPORATION  
JD DUDLEY  
742 NW LOOP 410 STE. 102  
SAN ANTONIO, TX, 78216  
TEL:(469) 766-8331

QT CIVIL PROJECT MANAGER  
QUICKTRIP CORPORATION  
WADE RICHARDSON  
4705 SOUTH 129TH EAST AVE  
TULSA, OK 74134  
TEL: (918) 615.7942

PROPERTY OWNER  
SAN ANTONIO ONE, LP  
CHARLES FORBES  
277 N LOOP 1604 E STE. 150  
SAN ANTONIO, TX, 78232  
TELE:(313) 961-6451

PARKING REQUIRED FOR CONVENIENCE STORE/GAS SALES IS 1 SPACE PER 250 S.F. GROSS FLOOR AREA. PARKING REQUIRED FOR RESTAURANT IS 1 SPACE PER 100 S.F. GROSS FLOOR AREA.



QUIKTRIP: NWC IH-35 & SCHWAB ROAD

PROJECT NO.:069304913

**Kimley»Horn**  
© 2020 KIMLEY-HORN AND ASSOCIATES, INC.  
601 NW LOOP 410, SUITE 350,  
SAN ANTONIO, TX 78216  
PHONE : 210-541-9168 FAX : 210-541-8699  
[WWW.KIMLEY-HORN.COM](http://WWW.KIMLEY-HORN.COM)  
TBP# FIRM NO. 928

QuikTrip No. 4032  
23953 IH 35 N  
SCHERTZ, TX 78132



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ANY UNAUTHORIZED USE, REPRODUCTION,  
PUBLICATION, DISTRIBUTION, OR SALE IN  
WHOLE OR IN PART, IS STRICTLY FORBIDDEN.

PROTOTYPE: P-104 (11/06/20)
DIVISION: 82
VERSION: 001
DESIGNED BY: AEM
DRAWN BY: AEM
REVIEWED BY: RMR

[illegible]

SHEET TITLE:

## SITE PLAN

SHEET NUMBER:

SPN

ORIGINAL ISSUE DATE: 07/02/20





**UTILITY GENERAL NOTES**

**UTILITY INSTALLATION CONSIDERATIONS**

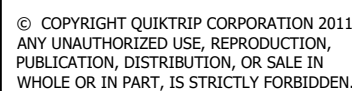
PRIOR TO THE CONSTRUCTION OF, OR CONNECTION TO ANY STORM DRAIN, SANITARY SEWER, OR ANY OTHER ELEVATION SENSITIVE UTILITY, THE CONTRACTOR SHALL EXCAVATE, VERIFY AND CALCULATE ALL POINTS OF CONNECTIONS AND ALL UTILITY CROSSINGS. THE CONTRACTOR SHALL INFORM THE ENGINEER AND THE OWNER OF ANY CONFLICT OR REQUIRED DEVIATIONS FROM THE PLAN. THE ENGINEER AND OWNER WILL BE HELD HARMLESS IN THE EVENT THE ENGINEER AND OWNER ARE NOT NOTIFIED OF A DESIGN CONFLICT.

AS POSSIBLE, ALL PROPOSED UTILITIES SHALL BE ROUTED THROUGH PERVIOUS AREAS - SPECIFICALLY AVOIDING ON-SITE PAVED AREAS DESIGNATED FOR PARKING, ACCESS, AND VEHICULAR TRAFFIC FLOW.

REFER TO THIS SHEET FOR LOCATION, AND SHEETS C530 THRU C531 FOR TRENCHING, BACKFILL, AND PLACEMENT DETAILS.

6020 KIMLEY-HORN AND ASSOCIATES, INC.  
601 NW LOOP 410, SUITE 350,  
SAN ANTONIO, TX 78216  
PHONE : 210-541-9166 FAX: 210-541-8699  
WWW.KIMLEY-HORN.COM  
TBPE FIRM NO. 928

23953 IH 35 N  
SCHERTZ, TX 78132



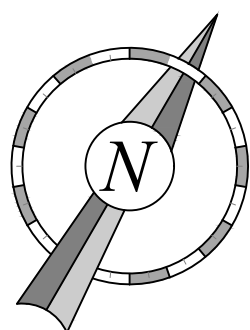
PROTOTYPE: P-104 (11/06/20)
DIVISION: 82
VERSION: 001
DESIGNED BY: AEM
DRAWN BY: AEM
REVIEWED BY: RMR

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ORIGINAL ISSUE DATE: 07/02/20

STORMWATER  
MANAGEMENT PLAN

SWMP



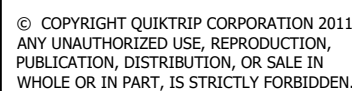




PROJECT NO.:069304913

01 NW LOOP 410, SUITE 350,  
SAN ANTONIO, TX 78216  
E: 210-541-9166 FAX: 210-541-8699  
WWW.KIMLEY-HORN.COM  
TBPE FIRM NO. 928

23953 IH 35 N  
SCHERTZ, TX 78132

[illegible]

ORIGINAL ISSUE DATE: 07/02/20

SHEET TITLE:

## UTILITY PLAN

SHEET NUMBER

UTP









# SCHERTZ

COMMUNITY • SERVICE • OPPORTUNITY

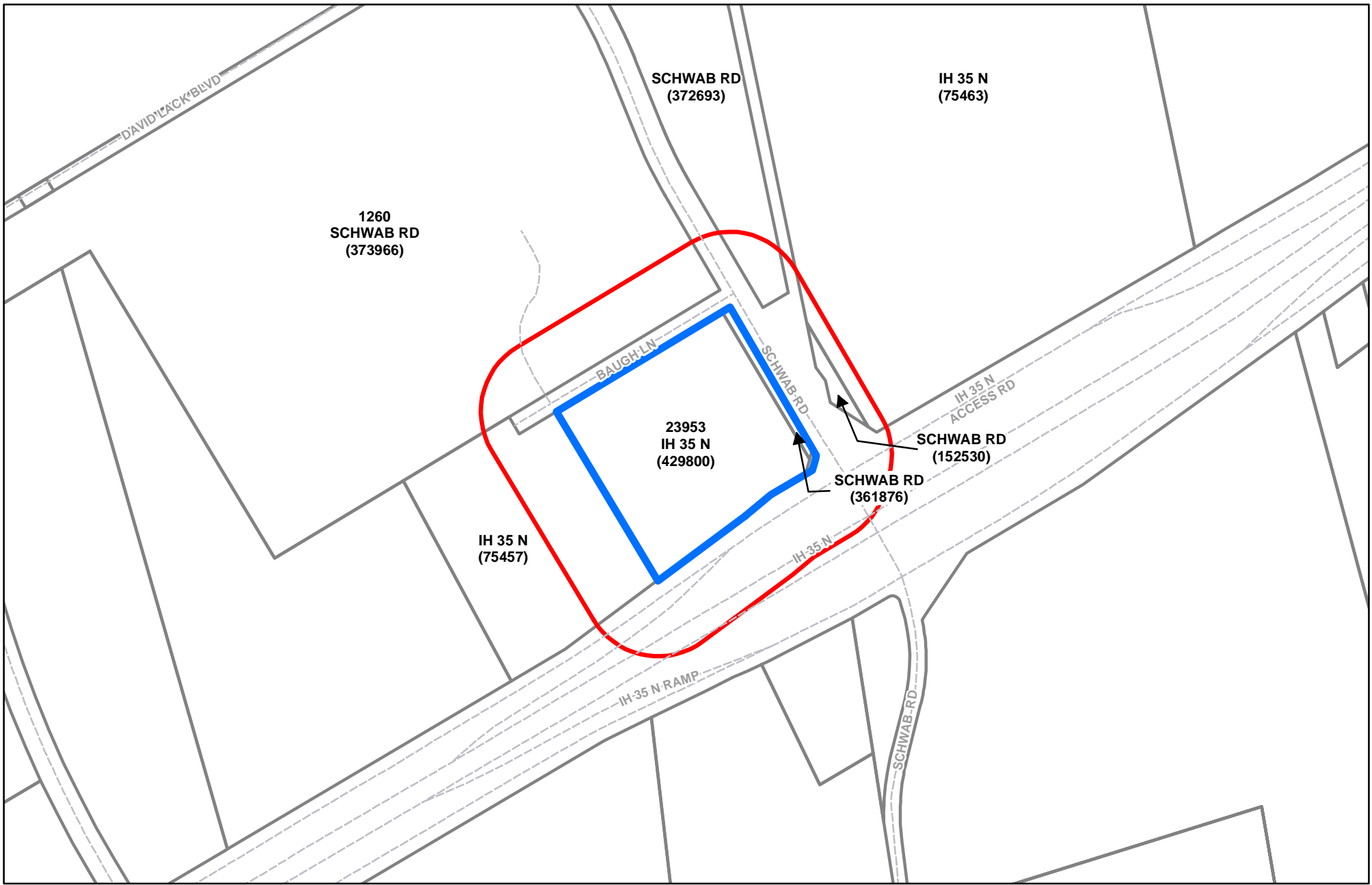
QT 4032  
23953 IH 35 N

<all other values>	60" Expansion	86" Extension	120" Proposed	1", 1 1/2"	8"	20"	Schertz Gravity	Hydrant	200' Buffer
Highways	60" Proposed	86" Proposed	Abandoned	2", 2 1/2"	10"	24"	Schertz Pressure	Manholes	Schertz Municipal Boundary
Major Roads	60" Extension	86" Extension	Future TxDOT	3"	12"	30"	Neighboring Gravity	County Boundaries	
Minor Roads	86" Expansion	120" Extension	Highway	4"	16"	36"	Private Pressure		
Other Cities				6"	18"				

0 150 300 600 900 Feet

1 Inch = 300 Feet






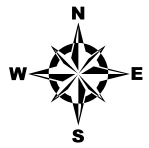
**SCHERTZ**  
COMMUNITY • SERVICE • OPPORTUNITY

Last Update: November 4, 2020  
City of Schertz, GIS Specialist: Bill Gardner, [gis@schertz.com](mailto:gis@schertz.com) (210) 619-1185  
The City of Schertz provides this Geographic Information System product "as is" without any express or implied warranty of any kind including but not limited to the implied warranties of merchantability and fitness for a particular purpose. In no event shall The City of Schertz be liable for any special, indirect or consequential damages or any damages whatsoever arising out of or in connection with the use of or performance of these materials. Information published in this product could include technical inaccuracies or typographical errors. Periodic changes may be made and information may be added to the information herein. The City of Schertz may make improvements and/or changes in the product(s) described herein at any time.

**City of Schertz**  
NWC of Schwab Rd  
and IH 35 N

 200' Notification Buffer

 Parcel Boundaries



**CITY COUNCIL MEMORANDUM**

**City Council Meeting:** August 24, 2021  
**Department:** Executive Team  
**Subject:** Resolution No. 21-R-80 - Consideration and/or action approving a Resolution by the City Council of the City of Schertz, Texas authorizing the acceptance of approximately one acre of property from Schertz 1518, Ltd. per the Development Agreement for the Reinvestment Zone Number Two. (M. Browne/ B. James)

---

**BACKGROUND**

Per the Seconded Amended and Restated Development Agreement for Reinvestment Zone Number, the developer, Schertz 1518, Ltd. is obligated to dedicated one acre of land next to Fire Station #3 to the City for use as an indoor shooting range. The developer and staff have agreed on a tract directly adjacent to Fire Station #3. The property will be replatted into the same lot as the fire station. There is no timetable for construction of the indoor shooting range.

**GOAL**

Provide additional land to the City for beeded facilitites and satisfy the requirements of the TIRZ #2 Development Agreement.

**COMMUNITY BENEFIT**

Provides additional land needed for future City facilities.

**SUMMARY OF RECOMMENDED ACTION**

Approval of Resolution 21-R-80 authorizing the City Manager to accept the one acre property per the TIRZ #2 Development Agreement.

**FISCAL IMPACT**

None

**RECOMMENDATION**

Approval of Resolution 21-R-80.

---

**Attachments**

Res 21 R 80  
Exhibit A

---

## **RESOLUTION NO. 21-R-80**

**A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF SCHERTZ, TEXAS AUTHORIZING THE ACCEPTANCE OF APPROXIMATELY ONE ACRE OF LAND LOCATED ADJACENT TO FIRE STATION #3 FROM SCHERTZ 1518, LTD. IN ACCORDANCE WITH THE DEVELOPMENT AGREEMENT FOR TIRZ #2 AND RELATED MATTERS IN COONECTION THEREWITH.**

WHEREAS, the Second Amended and Restated Development Agreement for Reinvestment Zone Number Two requires the developer to dedicate approximately one acre of land next to Fire Station #3 for an indoor shooting range; and

WHEREAS, the developer has provided a description of the property proposed to be dedicated to the City; and

WHEREAS, City Staff has reviewed the proposed dedication and finds it suitable for a future indoor shooting range.

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 accept the dedication of the property ash shown on Exhibit "A".

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

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

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

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

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

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

PASSED AND ADOPTED, this 24<sup>th</sup> day of August 2021.

CITY OF SCHERTZ, TEXAS

---

Mayor, Ralph Gutierrez

ATTEST:

---

City Secretary, Brenda Dennis

(CITY SEAL)

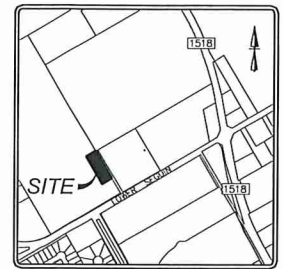
Exhibit "A"

# NOTES

1. BEARINGS ARE BASED ON THE STATE PLANE COORDINATE SYSTEM ESTABLISHED FOR THE TEXAS SOUTH CENTRAL ZONE 4204, NORTH AMERICAN DATUM (NAD) OF 1983.
2. THE TRACT SHOWN HEREON IS SUBJECT TO ALL CITY OF SCHERTZ AND BEXAR COUNTY ORDINANCES AND RESTRICTIONS.
3. METES AND BOUNDS WERE PREPARED FOR THIS EXHIBIT.
4. SET IRON PINS ARE 1/2" DIAMETER REBAR WITH A YELLOW CAP STAMPED "KFW EASEMENT".
5. ADJOINERS SHOWN HEREON ARE PER CURRENT BEXAR COUNTY APPRAISAL DISTRICT RECORDS AND OFFICIAL PUBLIC RECORDS OF BEXAR COUNTY, TEXAS.



SCALE: 1" = 100'



LOCATION MAP  
NOT-TO-SCALE

**1.002 ACRE TRACT**  
(43,629 SQ. FT.)  
135.5' WIDTH EASEMENT

35.182 AC.  
OWNER: SCHERTZ 1518, LTD.  
A TEXAS LIMITED PARTNERSHIP  
(VOL. 11492, PG. 69 O.P.R.)

34.007 ACRE TRACT  
C.B. 5058  
OWNER: SCHERTZ 1518, LTD.  
(VOL. 11492, PG. 57 O.P.R.)

LOT 1  
BLOCK 1  
C.B. 5058  
FIRE STATION #3  
(VOL. 20001, PG. 787 D.P.R.)  
5.02 ACRES  
OWNER: CITY OF SCHERTZ  
(VOL. 18907, PG. 1634 O.P.R.)

REMAINING PORTION OF 13.669  
ACRES  
OWNER: SCHERTZ 1518, LTD.  
(VOL. 15542, PG. 551 O.P.R.)

## SYMBOL LEGEND

- FIR FOUND 1/2" IRON ROD OR AS NOTED
- SIR-E SET 1/2" IRON ROD WITH A YELLOW CAP STAMPED "KFW EASEMENT"
- SIR SET 1/2" IRON ROD WITH A BLUE CAP STAMPED "KFW SURVEYING"
- ⊠ TXDOT TEXAS DEPARTMENT OF TRANSPORTATION MON MONUMENT TYPE I OR TYPE II AS NOTED
- O.P.R. OFFICIAL PUBLIC RECORDS OF REAL PROPERTY OF BEXAR COUNTY, TEXAS
- P.O.B. POINT OF BEGINNING
- P.O.C. POINT OF COMMENCEMENT
- (R1) RECORD INFORMATION VOL. 20001, PG. 787 D.P.R.

ANY COMPLAINTS REGARDING THE SERVICES YOU HAVE RECEIVED CAN BE DIRECTED TO:  
THE TEXAS BOARD OF PROFESSIONAL LAND SURVEYING  
12100 PARK 35 CIRCLE BLDG. A, SUITE 156 MC-230 AUSTIN, TX 78753  
PHONE: 512-239-5263; FAX: 512-239-5253

N60°08'36"E  
24.70'

ANCHOR EASEMENT  
(VOL. 10405 PG. 83 O.P.R.)

N60°08'36"E  
29.09'

TXDOT  
MON II

SIR SIR P.O.C.  
LOWER SEGUIN RD.  
(RIGHT-OF-WAY VARIES)



*[Handwritten Signature]*  
TERESA A. SEIDEL  
REGISTERED PROFESSIONAL LAND SURVEYOR NO. 5672  
EMAIL: TSEIDEL@KFWENGINEERS.COM  
PROJECT NO.: 12-028



**EXHIBIT OF**  
A 1.002 ACRE TRACT OF LAND, OUT OF THE JERONIMO LEAL SURVEY NO. 79, ABSTRACT NO. 424, COUNTY BLOCK 5058, AND BEING OUT OF A 35.182 ACRE TRACT OF LAND CONVEYED TO SCHERTZ 1518, LTD. A TEXAS LIMITED PARTNERSHIP OF RECORD IN VOLUME 11492, PAGE 69, A REMAINING PORTION OUT OF A 13.669 ACRE TRACT AS CONVEYED TO SCHERTZ 1518, LTD. OF RECORD IN VOLUME 15542, PAGE 551 OF THE OFFICIAL PUBLIC RECORDS OF REAL PROPERTY OF BEXAR COUNTY, TEXAS

REVISIONS:	ISSUE DATE:
TRACT ACRES	08/16/2021
JOB NO. 12-028	DESIGNER:
DATE: 07/30/2021	CHECKED: TAS
DRAWN: PR	



SHEET: 1 OF 1





**FIELD NOTES  
FOR  
A 1.002 ACRE TRACT**

A **1.002 acre** tract of land, out of the Jeronimo Leal Survey No. 79, Abstract No. 424, County Block 5058, and being out of a 35.182 acre tract of land conveyed to Schertz 1518, LTD. a Texas Limited Partnership of record in Volume 11492, Page 69, a remaining portion out of a 13.669 acre tract as conveyed to Schertz 1518, LTD. of record in Volume 15542, Page 551 of the Official Public Records of Real Property of Bexar County, Texas and being more particularly described by metes and bounds as follows:

**Commencing** at a set  $\frac{1}{2}$ " iron rod with Blue Plastic Cap Stamped "KFW Surveying", for the southeast corner of the 13.669 acre tract and the southwest corner of Lot 1, Block 1, C.B. 5058 of the Fire Station #3, plat of record in Volume 20001, Page 787 of the Deed and Plat Records of Bexar County, Texas as conveyed to the City of Schertz in Volume 18907, Page 1634 of the Official Public Records of Bexar County, Texas;

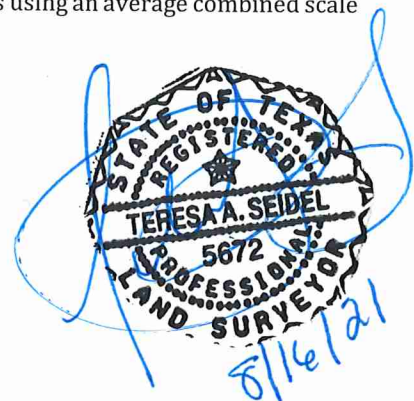
**THENCE:** N 30° 49' 29" W along and with the common line of the Lot 1, Block 1 and the 13.669 acre tract, a distance of 174.31 feet to a set  $\frac{1}{2}$ " iron rod with a Yellow Plastic Cap Stamped "KFW EASEMENT", for the **POINT OF BEGINNING** and the southeast corner of the tract described herein;

**THENCE:** over and across the remaining portion of the 13.669 acre tract and the 35.182 acre tract the following three **(3)** courses:

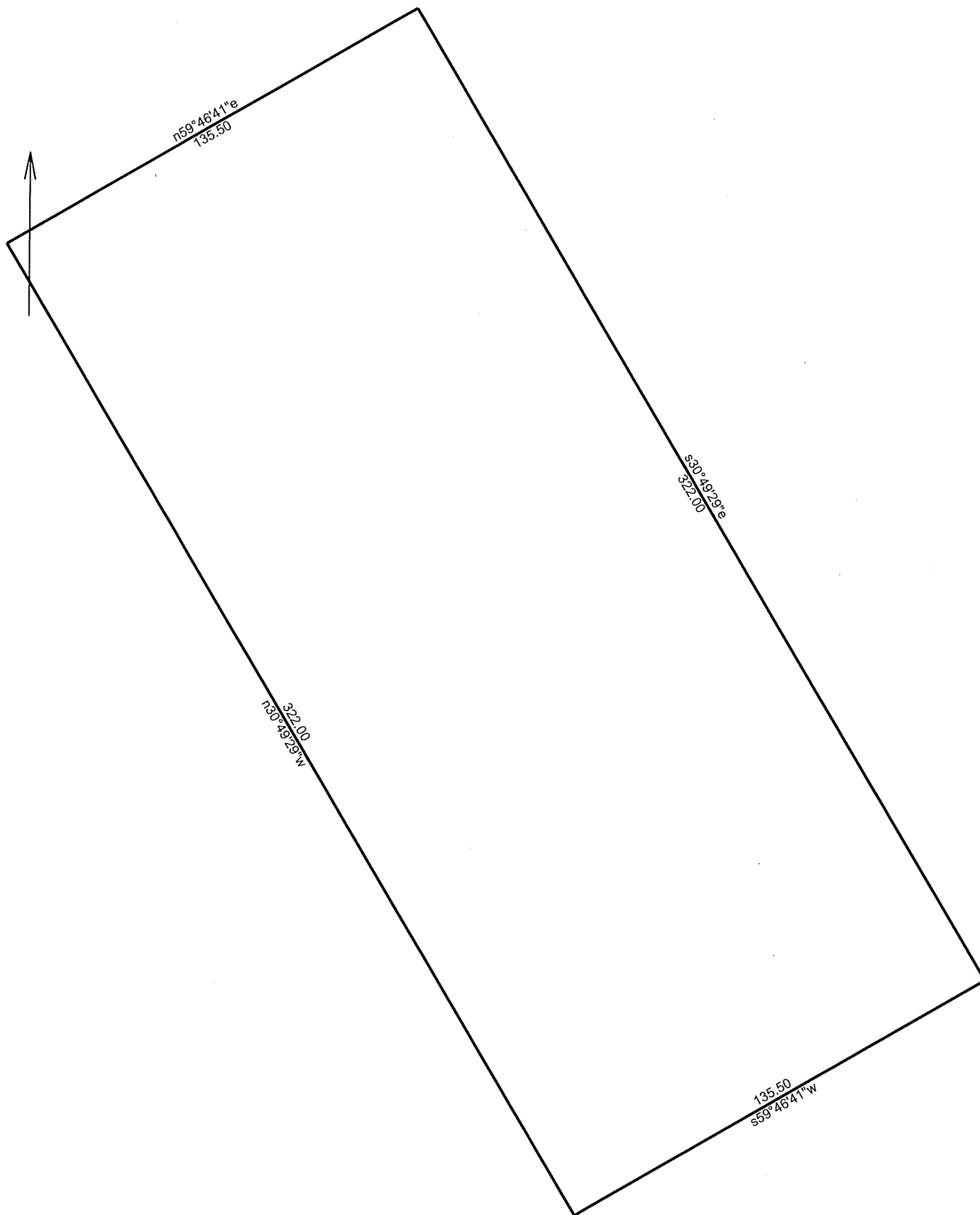
1. **S 59°46'41" W**, a distance of **135.50 feet** to a set  $\frac{1}{2}$ " iron rod with a Yellow Plastic Cap Stamped "KFW EASEMENT", for a southwest corner of the easement described herein,
2. **N 30°49'29" W**, a distance of **322.00 feet** to a set  $\frac{1}{2}$ " iron rod with a Yellow Plastic Cap Stamped "KFW EASEMENT", for a northwest corner of the easement described herein, and
3. **N 59°46'41" E**, at a distance of 108.54 feet passing a found  $\frac{1}{2}$ " iron rod in the northeast line of the 35.182 acre tract, for the southwest corner of a 34.007 acre tract of land conveyed to Schertz 1518, LTD. A Texas Limited Partnership of record in Volume 11492, Page 57, of the Official Public Records of Real Property of Bexar County, Texas, the northwest corner of the 13.669 acre tract and continuing along and with the common line of the 34.007 acre tract and the 13.669 acre tract for a total distance of **135.50 feet** to a set  $\frac{1}{2}$ " iron rod with Blue Plastic Cap Stamped "KFW Surveying", for the northwest corner of Lot 1, Block 1 and the northeast corner of the easement described herein, from which a set  $\frac{1}{2}$ " iron rod with Blue Plastic Cap Stamped "KFW Surveying" for the northeast corner of Lot 1 Block 1, bears N 59°46'41" E, a distance of 439.37 feet;

**THENCE:** S 30°49'29" E, along and with the southwest line of Lot1 Block 1, a distance of **322.00 feet** to the **POINT OF BEGINNING** and containing **1.002 acres**, or 43,629 square feet more or less, in the City of Schertz, Bexar County, Texas and being described in accordance with an exhibit prepared by KFW Surveying. Bearings are based on NAD83 Texas State Plane South Central Zone. Distances recited herein are surface distances using an average combined scale factor of 0.9998300289.

Job No.:	12-028
Prepared by:	KFW Surveying
Date:	July 30, 2021
Revised:	August 16, 2021
File:	S:\Draw 2012\12-028 Sedona Trails\DOCS\FN 0.7714 AC 081621.docx







8/3/2021

Scale: 1 inch= 39 feet

File: 1.002 AC.ndp

Tract 1: 1.0016 Acres (43629 Sq. Feet), Closure: n00.0000e 0.00 ft. (1/999999), Perimeter=915 ft.

01 s59.4641w 135.50

02 n30.4929w 322.00

03 n59.4641e 135.50

04 s30.4929e 322.00

## CITY COUNCIL MEMORANDUM

**City Council Meeting:** August 24, 2021  
**Department:** Parks, Recreation & Community Service  
**Subject:** Resolution No. 21-R-83 - Consideration and/or action approving a Resolution by the City Council of the City of Schertz, Texas regarding the Schertz Parks & Recreation Master Plan 5-Year Update needed for grant applications to the TPWD Local Park Grants Program. (B. James/L. Shrum)

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### BACKGROUND

The City of Schertz is applying for a grant for the Hilltop/Homestead Park project (application authorized via Resolution No. 20-R-120) and as part of that process the city submits its Parks & Recreation Master Plan for review. Since the city's plan is more than 5 years old, TPWD requires a 5-Year update be submitted which includes a brief summary of plan accomplishments to date, as well as applicable updates of demographics, goals and objectives, standards, and maps to enable TPWD to recognize and credit program progress. The plan update was approved by the Parks & Recreation Advisory Board at their meeting on July 26, 2021. The plan update needs to be approved by council because it has updated priority lists based on the fact that the department has made progress on plan goals (completion of Schertz Aquatics Center, Schertz Soccer Complex, Schertz Ballpark Expansion, Schertz Skate Park Phase I, Schertz Dog Park, etc.)

This revision of priority lists does not add anything new to the list that was not already there, it merely shifts items that were further down the list, up, since others at the top of the list have been accomplished. A full-scale planning process for the Parks & Recreation Master Plan, including new survey and public input meetings, will be part of the upcoming Comprehensive Land Use Plan Update to kick off later this fiscal year but will not be completed until well into 2022. The grant application deadline is October 1, 2021 so this update is needed at this time to move forward and make the deadline of this current cycle.

### GOAL

Approve the 5 Year Update to the Parks & Recreation Master Plan so city staff can submit it for review by TPWD as part of the grant application process for the upcoming Hilltop/Homestead Park project.

### COMMUNITY BENEFIT

Approving this 5-Year Update formalizes the progress we have made as a department and a city, on our plan goals. It allows city staff to submit this update to be reviewed by TPWD so that the city is eligible for recreation grants. Grant funding is needed for park projects to be able to move forward which benefits the entire community once they are completed.

### SUMMARY OF RECOMMENDED ACTION

Approve Resolution No. 21-R-83.

### FISCAL IMPACT

There is no fiscal impact associated with this 5 Year Update to the Parks & Recreation Master Plan. The document was prepared by city staff and all projects listed in the plan are funded at a later and distinct date and time.

**RECOMMENDATION**

Approve Resolution No. 21-R-83.

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**Attachments**

Resolution 21-R-83

Master Plan 5 Year Update

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## **RESOLUTION NO. 21-R-83**

### **A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF SCHERTZ, TEXAS AUTHORIZING THE SCHERTZ PARKS & RECREATION MASTER PLAN 5 YEAR UPDATE NEEDED FOR GRANT APPLICATIONS TO THE TPWD LOCAL PARK GRANTS PROGRAM.**

WHEREAS, the Texas Parks and Wildlife Department (TPWD) Local Park Grants Program publishes Park, Recreation, and Open Space Master Plan Guidelines outlining the need for a 5-year update if the plan is more than five years old; and

WHEREAS, the Schertz Parks & Recreation Master Plan was adopted in 2014 and the City has made progress toward plan goals and added to its park inventory; and

WHEREAS, the Schertz Parks & Recreation Advisory Board reviewed and approved the Schertz Parks & Recreation Master Plan 5 Year Update at its meeting on July 26, 2021; and

WHEREAS, City Council approval of the Schertz Parks & Recreation Master Plan 5 Year Update is needed for future grant applications to the TPWD Local Park Grants Program.

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

Section 1. The City Council hereby authorizes the Schertz Parks & Recreation Master Plan 5 Year Update, set forth as Exhibit A, needed for grant applications to the TPWD Local Park Grants Program.

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 24<sup>th</sup> day of August, 2021.

CITY OF SCHERTZ, TEXAS

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Ralph Gutierrez, Mayor

ATTEST:

---

Brenda Dennis, City Secretary

(CITY SEAL)

**EXHIBIT A**

**SCHERTZ PARKS & RECREATION MASTER PLAN 5 YEAR UPDATE**

# Schertz Parks & Recreation Master Plan

## 5-Year Update July 2021

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The following document is an update to the City of Schertz Parks and Recreation Master Plan 2014: Live and Play! It provides a brief summary of plan accomplishments to date, as well as applicable updates of demographics, goals and objectives, and maps. Revisions were made to priority listings based on completed projects and additional public input. This document only references updates, or changes made to the original plan; all other elements of the original plan are still relevant today. A further, more in-depth update culminating in a new Master Plan will be completed as part of the City's Comprehensive Land Plan Update that will take place in 2022. This 5-Year Update was adopted by the Parks & Recreation Advisory Board at their meeting on July 26, 2021 and by Schertz City Council at their meeting on August XX, 2021.

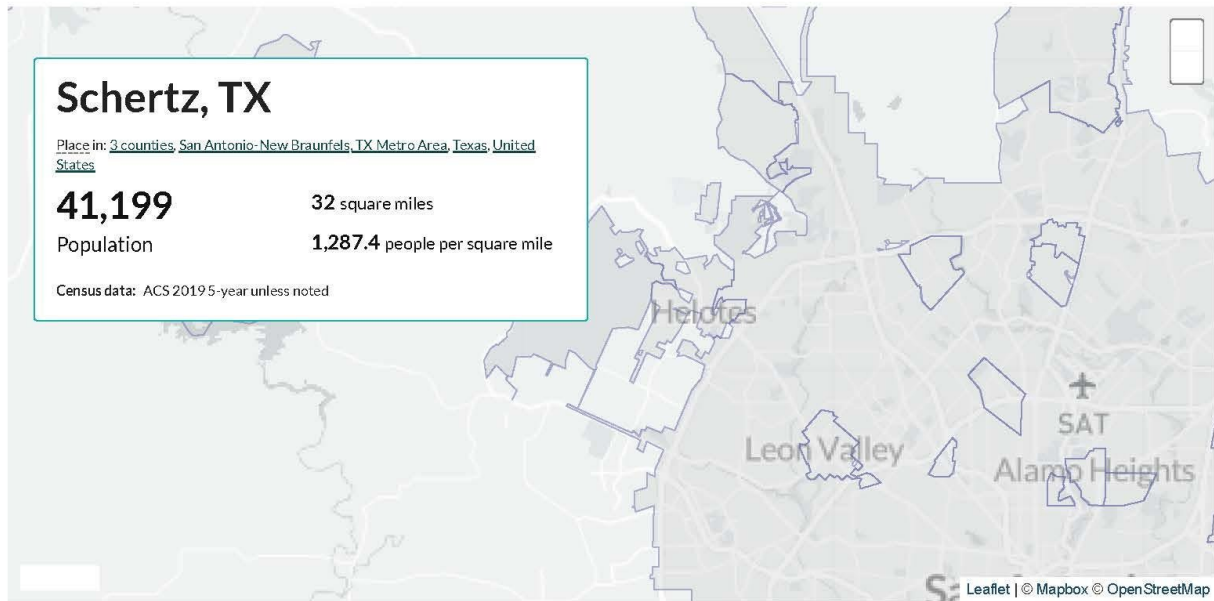
### Chapter 1 Forward and Chapter 2 Executive Summary

No changes to Mission, Vision, and Goals and Objectives at this time.

Resolution from City Council added here XX.

### Chapter 3 History and Demographics

In 2010 the population of the City of Schertz was 31,560 and the estimated population in 2011 when the Master Plan was being developed was 32,478. The most recent 2020 population estimate from the Census Bureau is 42,440 though official figures still have not been released due to COVID delays. A snapshot from [www.censusreporter.org](http://www.censusreporter.org) is included below.



Find data for this place

Search by table or column name...

Hover for margins of error and contextual data.

## Demographics

† Margin of error is at least 10 percent of the total value. Take care with this statistic.

## Age

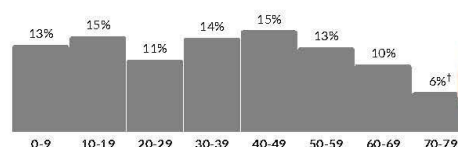
**38**

## Median age

about 10 percent higher than the figure in the San Antonio-New Braunfels, TX Metro Area: 34.7

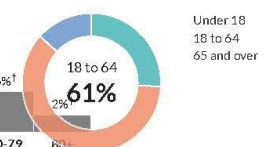
about 10 percent higher than the figure in Texas: 34.6

Population by age range



Show data / Embed

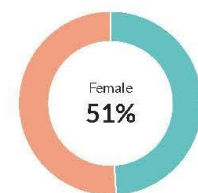
Population by age category



Show data / Embed

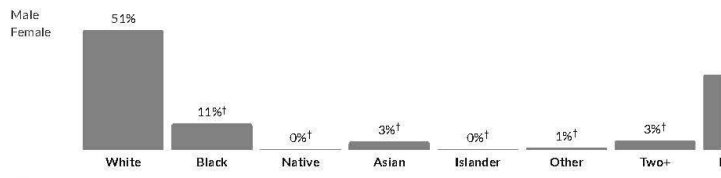
† Margin of error is at least 10 percent of the total value. Take care with this statistic.

## Sex



Show data / Embed

## Race &amp; Ethnicity



\* Hispanic includes respondents of any race. Other categories are non-Hispanic.

Show data / Embed

## Economics

## Income



## Chapter 4 Current Inventory

### City Owned Developed Parks

New city parks added: Schertz Dog Park, Schertz Skate Park (Phase I), Veteran's Memorial Plaza, Cypress Point Park, Rhine Valley Park, Heritage Oaks Park, and Mary Whitfield Burks Park.

### HOA Parks

New HOA parks have been added since the 2014 Master Plan was created but at this time, we have not assessed those. They will be assessed in the future Parks Master Plan update with the Comprehensive Land Use Plan.

### Private Golf Course

The privately-owned golf course has ceased operations as of this update. If the land is redeveloped into residential lots in the future, it would trigger parkland dedication requirements for this parcel and the goal would be to retain some of the connectivity that the cart paths provide to the community for walking and biking.

### Deferred Maintenance

A list of deferred maintenance items by location is provided in Table 4.34 on Page 4.46 of the Master Plan.

Ashley Park – all items listed have been completed.

Crescent Bend Nature Park – 2/3 of the main road has been resurfaced

Pickrell Park – water fountains have been replaced with new accessible tri-bowl fountains. Picnic tables are being replaced at a rate of 10 per year (20 new at this point.)

Thulemeyer Park – repairs at Thulemeyer are pending a larger review of park. Survey has been completed and design of new asphalt parking lot (to replace dirt lot) is in process.

### The Park System Today

The following maps show the park system as it stands today with the addition of the new parks and the future parks coming in the next 5 years. Those parks are in the Homestead neighborhood, the Parklands neighborhood, the Hallie's Cove neighborhood, and the Graytown Valley neighborhood.



## ATHLETIC FIELDS

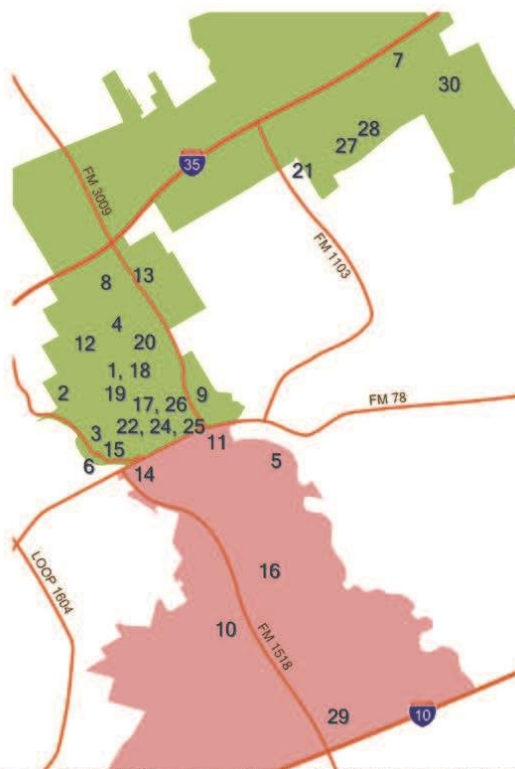
1. Johnie McDow Sports Complex	955 Community Circle
2. Schertz Soccer Complex	75 Maske Road
3. Thulemeyer Park	901 Oak Street

## PARKS

4. Ashley Park	534 Ashley Park
5. Crescent Bend Nature Park	12805 Schaefer Road
6. Cut-Off Park	700 Block of FM 1518
7. Cypress Point Park	5526 Cypress Point
8. Forest Ridge Park	17529 Wiederstein Road
9. Gutierrez Xeriscape Park	1231 Borgfeld Road
10. Heritage Oaks Park	11700 Longleaf Parkway
11. Lone Oak Park	100 Block of Roundtree Dr.
12. Mary Whitfield Burks Park	3175 Schertz Parkway
13. Oak Forest Park	4200 Block of FM 3009
14. Palm Park	200 Block of FM 78
15. Pickrell Park	701 Oak Street
16. Rhine Valley Park	9958 Mulhouse Drive
17. Schertz Community Playscape	629 Westchester Drive
18. Schertz Dog Park	940 Community Circle
19. Schertz Skate Park	820 Community Circle
20. The Park at Woodland Oaks	905 Woodland Oaks Drive
21. Wendy Swan Memorial Park	4601 Cherry Tree Drive
22. Veteran's Memorial Plaza	512 Schertz Parkway
23. North Center	3501 Morning Drive
27 - 30	Future Parks

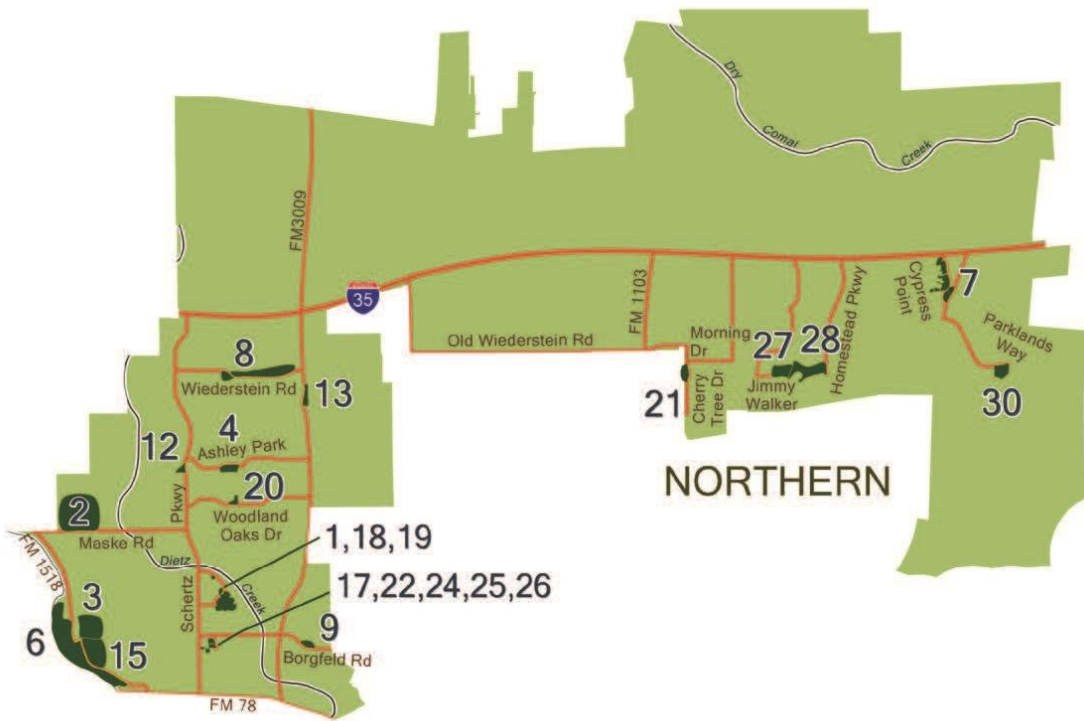
## RECREATION FACILITIES

24. Schertz Area Senior Center	608 Schertz Parkway
25. Schertz Aquatic Center	560 Schertz Parkway
26. Schertz Recreation Center	621 Westchester Drive

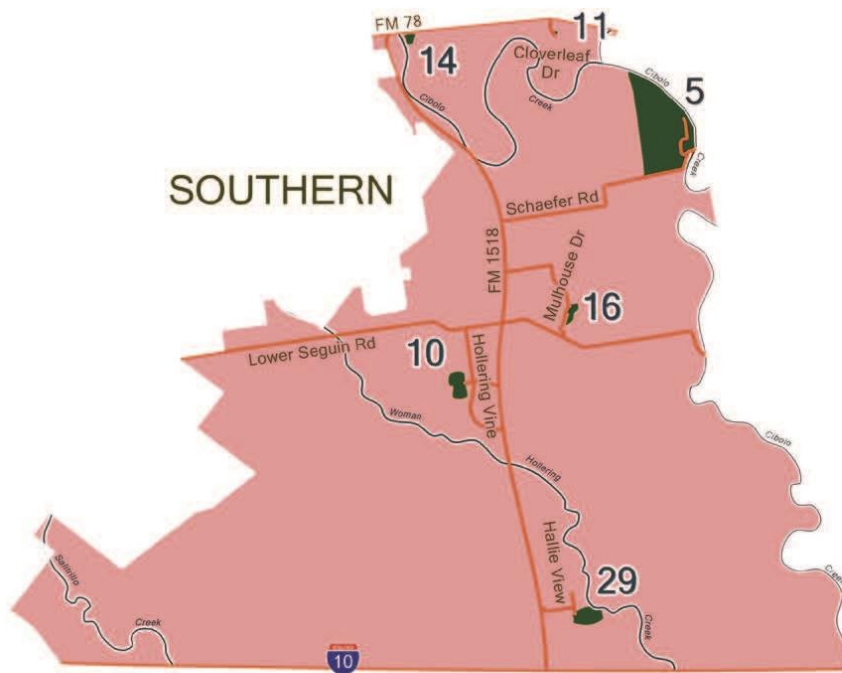


## WALKING TRAILS

Park	Distance
Ashley Park Trail	0.25 miles
Cibola Creek Primitive Trails	6 miles
Crescent Bend Nature Park Trails	4 miles
Cypress Point Park Trail	0.58 miles
Forest Ridge Park Trail	0.5 miles
FM 3009 Sidewalks	5.5 miles
Gutierrez Xeriscape Park Trail	0.19 miles
Heritage Oaks Park Trail	0.5 miles
Misty Woods Trail	0.21 miles
Oak Forest Park Trail	0.57 miles
Pickrell Park Trail	0.30 miles
Rhine Valley Park Trail	0.31 miles
Schertz Exercise Trail	0.5 miles
Schertz Parkway Trails	6 miles
Wendy Swan Memorial Park Trail	0.17 miles



## NORTHERN



## SOUTHERN

# PARKS MAP & TRAIL LIST

(210) 619-1850 ★ schertz.com

17

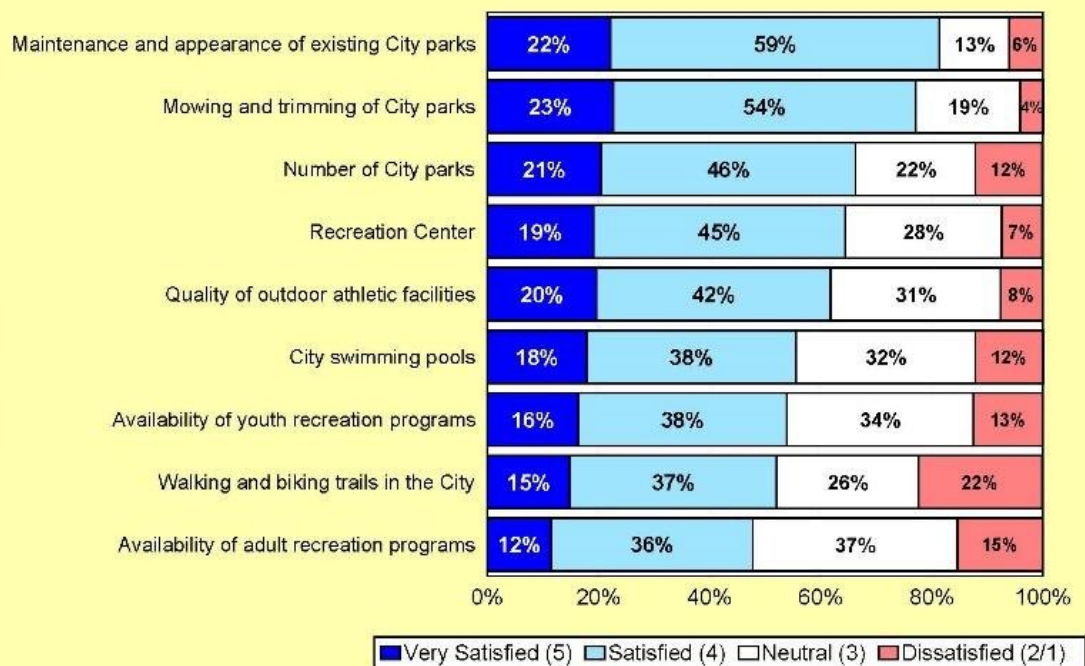
## Chapter 5 Citizen Survey and Public Input

Since the Master Plan in 2014 the city has completed two Citizen Satisfaction Surveys in 2016 and 2019 and both included specific questions regarding parks and recreation. Residents were asked about their satisfaction with Parks and Recreation Services. Overall they were satisfied with the maintenance and appearance of city parks, but 22% of respondents were dissatisfied with the walking and biking trails in the city which was the highest percentage of dissatisfaction that was measured.

2019 Schertz Community Survey: Findings Report

### Q5. Satisfaction with Parks and Recreation Services

by percentage of respondents who rated the item as a 1 to 5 on a 5-point scale (excluding don't knows)



Source: ETC Institute (2019)

ETC Institute (2019)

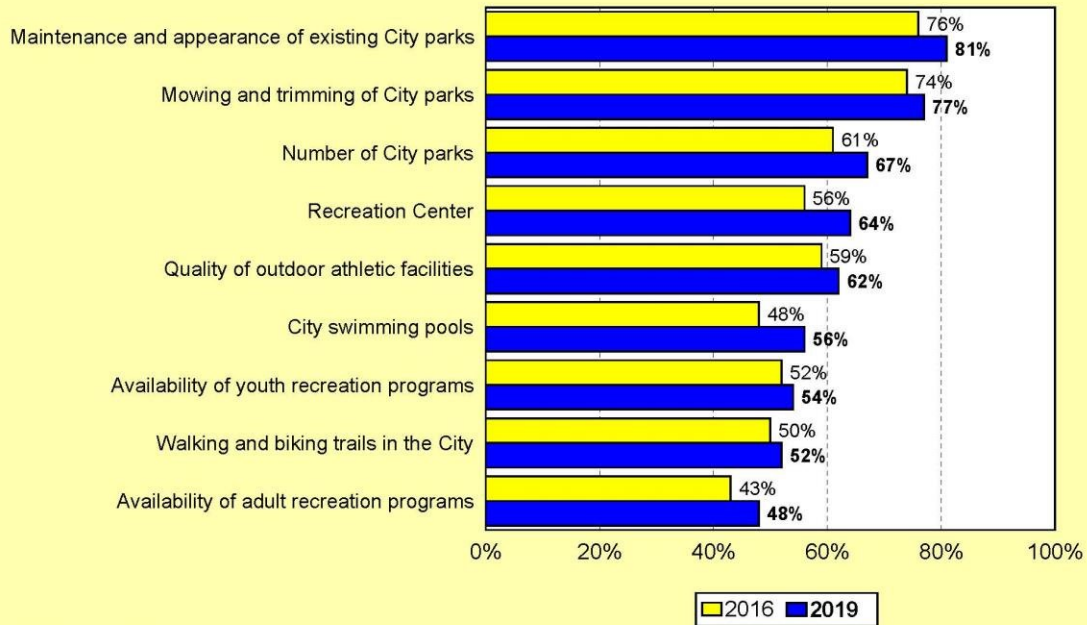
Page 9

Results on satisfaction were also compared from the 2016 survey to the 2019 survey and improvements were made in all categories, however satisfaction with hiking and biking trails in the city remained at 52% and satisfaction with availability of adult recreation programs remained at 48%, which was much lower than other categories.



## **TRENDS: Satisfaction with Parks and Recreation** **2016 vs. 2019**

by percentage of respondents who rated the item as a 4 or 5 on a 5-point scale (excluding don't knows)



Source: ETC Institute (2019)

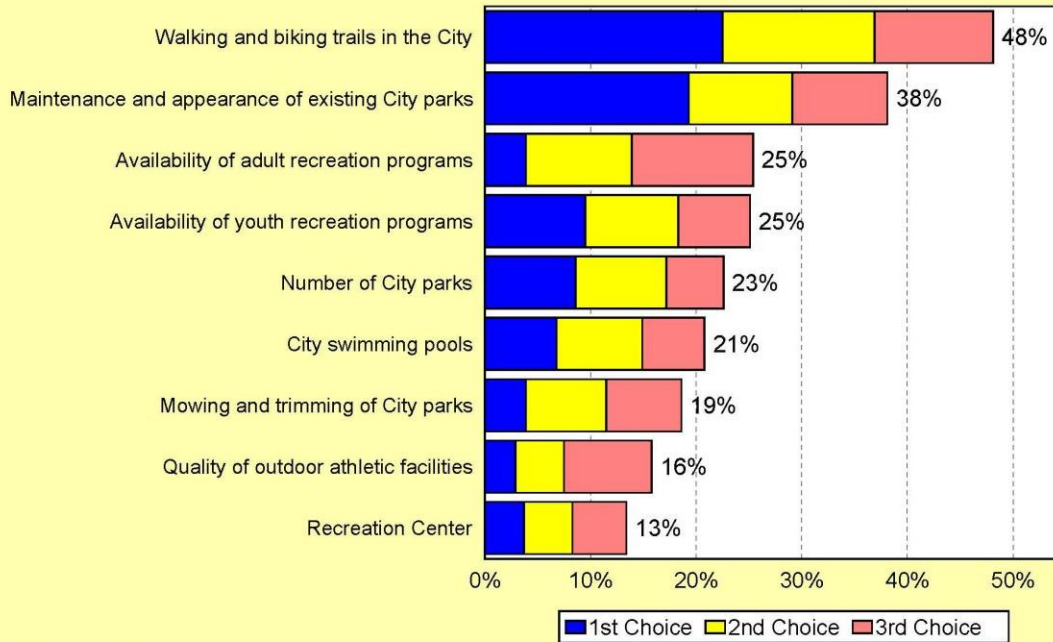
ETC Institute (2019)

Page 10

Residents were also asked which parks and recreation services should receive the most emphasis over the next two years and 48% of respondents chose walking and biking trails, while 38% chose maintenance and appearance of existing city parks, and 25% chose availability of adult recreation opportunities.

## Q6. Parks and Recreation Services That Should Receive the Most Emphasis Over the Next Two Years

by percentage of respondents who selected the item as one of their top three choices



Source: ETC Institute (2019)

ETC Institute (2019)

Page 11

City staff has also completed numerous presentations at regular City Council meetings and special budget retreats regarding parks and recreation topics. Staff has also held public meetings with residents on special topics: Hilltop/Homestead Park meeting with Fairhaven HOA – 9/21/20, Hilltop/Homestead Park meeting with The Links at Scenic Hills HOA – 10/8/20, Hilltop/Homestead Park meeting with STORM – 10/30/20, Hilltop/Homestead Park – 5/10/21, and Wendy Swan Memorial Park Pool to Splash Pad Conversion - 7/19/21.

### Original 2014 Survey

There are several results from the 2014 Master Plan survey that are driving our direction in the department still today.

Question 9 Which of the following best describe how you perceive the need for greenways, which would include trails for walking, biking, and running, that would interconnect many areas, parks, and school facilities within the City of Schertz.

94% of survey respondents placed an important need for established greenways, including bicycle, walking, and running trails designed to interconnect various areas and facilities within the city. These results support staff efforts today in 2021 on the development of the trail network in Schertz and the construction of the Great Northern Trail, in addition to the planning efforts of the Cibolo Creek Trail, the Woman Hollering Creek Trail, the Dietz Creek Trails, and the Dry Comal Creek Trail.

Question 17 In which recreation programs or activities would you or members of your household be most interested in participating?

	Activity	Percentage of respondents Interested
1	Hiking	89.90%
2	Biking	87.50%
3	Health/Wellness Programs	86.00%
4	Fitness Classes	83.40%
5	Fishing	74.70%
6	Water Exercise	73.10%
7	Nature Study	69.80%
8	Swim Lessons	64.20%
9	Dance Classes	60.50%
10	Tennis	55.60%
11	Soccer	53.90%
12	Basketball	52.30%
13	Football	52.30%
14	Volleyball	49.30%
15	Sand Volleyball	48.80%
17	Baseball-T/ball	46.00%
18	Racquetball	44.90%
19	Softball	42.20%
20	Competition swim team	41.00%
21	Gymnastics	40.00%
22	Youth Wrestling	20.10%
23	In-Line hockey	17.20%

The top two results of Hiking and Biking, further support the efforts of city staff to develop the trail network in the city and expand hiking and biking opportunities. Our partnership with the YMCA provides many health and wellness programs and fitness classes available to residents so that arrangement is justified by those items being number 3 and 4 on this activities list. Number 5 on the list is Fishing and Number 7 on the list is Nature Study and those are 2 activities that we provide at Crescent Bend Nature Park and plan to offer at the future Hilltop/Homestead Park (in addition to hiking and biking.)

Question 18 Do you feel that there is a definite need, somewhat, or not a need for any of the following ATHLETIC facilities that would be added to existing parks or in future parks in the City of Schertz?

	Facility	Ranking
1	Running Tracks	1.79
2	Basketball Courts	2.18
3	Tennis Courts	2.20
4	Volleyball Courts	2.24
5	Practice Athletic Fields	2.30
6	Soccer Fields	2.37

7	Football Fields	2.47
8	Baseball Fields	2.55
9	Softball Fields	2.57

Since the release of the 2014 Master Plan, the city has acquired Rhine Valley Park and a basketball court, and two practice soccer fields were developed in that park as progress towards meeting these goals of additional athletic facilities in the city.

Question 19 Do you feel there is a definite need, somewhat, or not a need for any of the following RECREATION facilities that would be added to existing parks or in the future parks in the City of Schertz?

	Recreation Program	Ranking	2021 Notes
1	Hike/Bike Trails	1.42	
2	Natural/Open Spaces	1.49	
3	Fitness Trail with Exercise Stations	1.68	Constructed in 2018
4	Indoor Swimming Pool	1.75	Constructed in 2016
5	Picnic Pavilions	1.81	
6	Fishing Areas	1.87	
7	Playgrounds	1.88	
8	Water Park/Children Water Playground	1.93	
9	Outdoor Swimming Pool	1.97	
10	Botanic/Flower Garden Areas	2.02	
11	Senior Centers	2.03	
12	Skateboard Park	2.22	
13	Amphitheater	2.24	
14	Disc Golf	2.43	
15	Horseshoe Pits	2.46	

This question has served as the city's "Top Priorities" list for new amenities to add to the system in addition to a priority on deferred maintenance and additional adult recreational opportunities. Since the plan was created, the city has constructed the Schertz Aquatics Center in 2016, and the outdoor exercise stations in Mary Whitfield Burks Park off of the Schertz Parkway Trail System in 2018, filling the need for the #3 and #4 priorities in the City of Schertz. All other priorities have now shifted up the list so the Top 5 amenities desired in parks are now listed below. Recent results from the Citizen Satisfaction Survey support the same priorities with Hike/Bike Trails still being number one in those studies as well.

1. Hike/Bike Trails
2. Natural/Open Spaces
3. Picnic Pavilions
4. Fishing Areas
5. Playgrounds



## Chapter 6 Desired State

### Summary of Park Needs

Park Type	Level of Need
Neighborhood Parks	Low need for additional neighborhood parks
Community Parks	High need for additional community park space in north and south sectors
Regional Parks	Low need for additional regional park space
Linear Parks	High need to develop specific locations of linear parks along drainage areas to improve connectivity
Pocket Parks	Low need to develop additional pocket parks at this time
Special Purpose Parks	Low need to develop additional special purpose parks at this time

The Park Land Needs Summary found on Page 6.17 in the 2014 Parks Master Plan is still relevant today. There is a high need for community parks and linear parks which justifies the current focus on developing Hilltop/Homestead Park in the North, Woman Hollering Creek Park (Hallie's Cove) and Graytown Valley Park in the South, and the development of the Great Northern Trail and city-wide trail network.

### Facilities Target Level of Service

**Athletic fields** and practice fields are not addressed in this update as they have not been a focus of any survey or public meetings in the last 5 years. In 2014 we had a low or medium need for competition fields and a high need for practice space. We have added in a few practice fields for soccer with the addition of Rhine Valley Park and the renovation of Ashley Park. Practice fields for baseball/softball will be added into future parks planned in The Parklands neighborhood and the Graytown Valley neighborhood. The need for Athletic Field Facilities will be reassessed in the new Parks Master Plan that is being planned as part of the city's overall Comprehensive Land Use Plan.

**Rental Pavilions** were addressed on Page 6.35 in the 2014 Master Plan and the current level of need was determined to be low in 2014 and all pavilions were located in the central sector of Schertz, but the future level of need was determined to be medium, and we needed to explore additional rental pavilion opportunities in other portions of the city. This remains true today as our pavilion rental numbers have increased and pavilions are booked months in advance. Additional picnic pavilions available for rental are planned for Ashley Park, Crescent Bend Nature Park, and Hilltop/Homestead Park to address this need.

**Playscapes** level of need was determined to be low for playscapes in general, but the future level of need for playscapes in specific areas to reduce gaps in service and achieve the desired ½ mile service radius goal was determined as high in 2014. This remains true today based on the service gaps that still exist and the growth that the community has seen in the last 7 years. Playscapes have been added in Rhine Valley Park and Heritage Oaks Park in southern Schertz, and Cypress Point Park in northern

Schertz, with additional playscapes planned for the park in The Parklands neighborhood, Hilltop/Homestead Park, Woman Hollering Creek Park (Hallie's Cove), and Graytown Valley.

**Swimming Pools** were addressed on Page 6.42 of the 2014 Master Plan and all pools in the city were used for planning purposes (municipal, HOA, and apartment pools) except the proposed Indoor Aquatics Center which was not yet designed. The current level of need was determined as low, and the future level of need was determined as a medium need for revitalizing existing outdoor pools to improve utilization and possibly support growth in the southern sector. With the construction of the Schertz Aquatics Center in 2016 the city has added more square yards of pools adding to the surplus of square yards that already existed in 2014 based on national standards per population.

**Splash Pads** were also addressed in the 2014 Master Plan and the recommended level of service was 1 splash pad per every 25,000 residents. The population in 2014 was 31,560 so the city was at a 79% level of recommended service, but the future need based on growth determined that a target of 2 splash pads would be recommended by 2020 with a projected population of 44,505 and there would still technically be a deficit of 1 splash pad based on population.

**Trails** were addressed on Page 6.47 and the current level of need in 2014 was determined as High. It was determined the city has a substantial amount of trails and areas that could support trail development, however connectivity remains an issue. Trail development along linear greenbelts, creeks, and utility easements should be one of the major priorities for connectivity of existing pathways and to provide connectivity and better access to existing facilities. This remains true today based upon the results of our two Citizen Satisfaction Surveys showing residents still list hike/bike trails as the number one item they'd like to see more of and based on the many comments and discussions we've had at Parks & Recreation Advisory Board meetings and other public input meetings. City staff has focused on the development of the Great Northern Trail and the construction of the first phase of that trail from Schertz Parkway to Wiederstein Road connecting to Forest Ridge Park. A second segment of the trail has been designed and the city is acquiring easements for that portion of the trail to be constructed.

#### On-Going Planning and Development Efforts in Schertz

All current park and recreation projects listed in the 2014 Master Plan have been completed: the renovation of Schertz Ballpark (now Johnnie McDow Sports Complex), the renovation of the Schertz Soccer Complex, the construction of a city dog park, the construction of a city skate park (Phase I only), and the construction of a natatorium (now Schertz Aquatics Center.)

## Chapter 7 Goals & Objectives

Goal 1: Provide a diverse blend of parks, recreation, and open space areas to accommodate the current and future needs of Schertz residents.

- Objective A: Provide, maintain, and enhance existing parks and recreation facilities.
- Objective B: Acquire and provide adequate parks, recreation, and open space opportunities for all persons.
- Objective C: Use AICUZ areas for a series of parks and recreational uses, or as a major regional recreational area.
- Objective D: Make provisions for the use of other areas for recreational uses or parkland.
- Objective E: Provide a geographic distribution of parks and recreation facilities that will provide equal opportunity and access for all residents.
- Objective F: Establish cooperative agreements with other governmental jurisdictions and educational bodies.
- Objective G: Encourage private sector participation in the provision of parks and recreation opportunities.

Goal 2: Encourage the conservation of natural resources through acquisition of parks and recreation areas, preservation of open space, and environmentally sensitive planning.

- Objective A: Encourage the conservation of environmentally sensitive areas, such as floodplains, wetlands, wildlife habitats, and areas with difficult topography or severe soil limitations, through development incentives, regulations, and policies adopted by the City.
- Objective B: Encourage the preservation of open space to enhance the livability, aesthetic quality, and natural beauty of Schertz.
- Objective C: Utilize natural waterways to provide water-oriented recreation opportunities within the community.
- Objective D: Develop a network of pedestrian and bicycle ways throughout Schertz and neighbors, including an interconnected system of multi-purpose paths, trails, and lanes.

Goal 3: Encourage and promote a variety of recreational opportunities including cultural activities, community activities, and special events, to enhance recreation and education opportunities for residents and tourists.

- Objective A: Maintain, secure, and manage existing and future parks and open space in a manner that encourages appropriate use.
- Objective B: Provide recreation opportunities that meet the passive, active, social, and cultural needs of all residents and tourists.
- Objective C: Expand and enhance youth and teen recreation programs and facilities to meet the current and future needs of the community.
- Objective D: Implement a parks and recreation improvement program, including redevelopment of existing areas, and maintenance, improvement, and renovation of all public areas and facilities.

Priority Capital Improvement Actions were also identified in the 2014 Master Plan and those are:

1. Build & Connect trails to support connectivity throughout the city.
2. Construct soccer practice locations.
3. Construct baseball practice locations.
4. Construct new and renovate existing outdoor basketball courts.
5. Construct outdoor volleyball courts.
6. Obtain additional dedicated open space.
7. Build Phase II and Phase III of the Schertz Skate Park.
8. Construct an additional Splash Pad.
9. Construct a Disc Golf Course in the city.
10. Improve fishing access at Cibolo Creek & Crescent Bend Nature Park.

Since 2014 the city has made progress on these capital improvement actions, so the list is slightly updated, and unmet needs have moved up the list. The city has only initiated construction on one segment of The Great Northern Trail and is working on acquiring easements for a second section. Work to create connectivity is still on-going and with hike/bike trails consistently being #1 in citizen surveys, this remains as the #1 capital improvement action.

Dedicated soccer practice locations have been added to Rhine Valley Park, Thulemeyer Park, and Ashley Park, and pop-up practices have been allowed at Forest Ridge Park and Pickrell Park. Additional soccer practice locations will be constructed at the new park in The Parklands neighborhood in 2022. Additionally, the YMCA is playing less games at the Schertz Soccer Complex with the construction of the new athletic complex in neighboring Cibolo, thus there is additional practice space available there. With all of these changes, practice soccer fields have been moved down the priority list for now.

Baseball practice locations are planned at the new park in The Parklands neighborhood (2022) and at the new park in the Graytown Valley neighborhood (2023.) The existing asphalt basketball court at Ashley Park was demolished and a new concrete court with acrylic coating was constructed. In addition, the basketball courts at Pickrell Park Large Pavilion were renovated with new acrylic coating, striping, new hoops, and limestone block seating. A new basketball court was added at Rhine Valley Park, and there are basketball courts planned at Heritage Oaks Park and the new park in The Parklands neighborhood. The basketball court at Wendy Swan Memorial Park is also on the list to be renovated in FY 21-22. Because of the additional updates to baseball and basketball facilities already completed or underway, these items have been removed from the priority list for now.

The updated 2021 Priority Capital Improvement Actions list is as follows:

1. Build & Connect trails to support connectivity throughout the city.
2. Construct outdoor volleyball courts.
3. Obtain additional dedicated open space.
4. Build Phase II and Phase III of the Schertz Skate Park.
5. Construct an additional Splash Pad.
6. Construct a Disc Golf Course in the city.
7. Improve fishing access at Cibolo Creek & Crescent Bend Nature Park.
8. Construct soccer practice locations.
9. Construct baseball practice locations.
10. Construct new and renovate existing outdoor basketball courts.

**CITY COUNCIL MEMORANDUM**

**City Council Meeting:** August 24, 2021  
**Department:** Public Works  
**Subject:** Resolution 21-R-84 - Consideration and/or action approving a Resolution by the City Council of the City of Schertz, Texas authorizing expenditures in excess of \$50,000 with 4B Asphalt Paving in Fiscal Year 2020-21 regarding an emergency road repair on Wiederstein Road at FM 3009, and other Matters In Connection Therewith. (C. Kelm/S. Williams/D. Letbetter)

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**BACKGROUND**

On August 8th, 2021 a major 16" transmission waterline main break occurred on Wiederstein Road @ FM 3009. The main break caused extensive damage to the roadway requiring the City to close the road to thru traffic until repairs have been completed. In accordance with the City's emergency purchase requirements, three vendors were contracted for a quote. Two bids were received and the third company chose to "no-bid" due to workload issues. Of the bids received, Four B Paving was the lowest overall bid. The vendor can begin work as early as August 30th and have the work completed within approximately one week.

**GOAL**

Enter a service agreement with Four B Paving for the emergency repair of Wiederstein Road

**COMMUNITY BENEFIT**

Currently Wiederstein Road is closed at FM 3009. This road closure, while necessary, is an inconvenience to residents in that area as well as the Citizens of the City in general.

**SUMMARY OF RECOMMENDED ACTION**

Staff recommends Council approve Resolution 21-R-84

**FISCAL IMPACT**

The fiscal impact will be a not to exceed of \$55,110.00, which includes a 10% contingency, and will come from the FY2020-2021 budget.

**RECOMMENDATION**

Staff recommends Council approve Resolution 21-R-84

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**Attachments**

Bid Tabulation

4B Quote

Texas Materials Quote

C-3 No Bid

Agreement

Resolution 21-R-84

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**Department:** Public Works

**Awarded Vendor:** 4 B Asphalt

**Delivery of Item (measure in days):** 60 day

4 B Asphalt  
830-228-5849

**Texas Materials**  
**210-559-752**

**C-3**  
**Environmental**

[illegible]

This tabulation sheet is to be used by employees to receive quotes from vendors if amount is (TOTAL) less than \$50,000.00. If amount exceeds \$50,000.00 then City employees must Contact Purchasing & Asset Management to prepare a Formal Bid.



# PROPOSAL

City of Schertz  
10 Commercial Place, Bldg 2  
Schertz, TX 78154

8/6/2021

Attn: John Nowak  
210-380-5574  
[jnowak@schertz.com](mailto:jnowak@schertz.com)

We propose to furnish all materials, labor, and equipment to complete the following project:

**RE: Weiderstein Rd**

**Option #1: Asphalt and Base**

1. Excavate to 12 inches
2. Haul off debris
3. Install 9 inches of A-2 Base (3 lifts) and compact each lift
4. Apply prime and tack oil
5. Lay 3 inches of Type D asphalt (2 lifts)

**4,500 Sqft**

**\$46,800.00 Plus Tax**

**Option #2: Asphalt and Black Base**

1. Excavate to 12 inches
2. Haul off debris
3. Install 9 inches of Black Base (3 lifts) and compact each lift
4. Apply tack oil
5. Lay 3 inches of Type D asphalt and compact

**4,500 Sqft**

**\$50,100.00 Plus Tax**

We will not be responsible for damages to underground utilities unless clearly marked by owner or authorized agent. All materials to be as specified. All work to be completed in a substantial workmanlike manner according to standard practices. Any deviation or alteration from above specification involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate.

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Brandy Baker, President, 4-B Paving, Inc.

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Authorized Agent

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Date

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Date

Four B Paving, Inc.  
P.O. Box 1065, Spring Branch, TX 78070  
Ph: 830-228-5849 Fax: 830-228-5869  
[fourbpav@gvtc.com](mailto:fourbpav@gvtc.com)





A CRH COMPANY

## Texas Materials

5723 University Heights Blvd, Ste #115

San Antonio, TX 78249

### Contact

E-Mail: mike.crim@texasmaterials.com

Telephone No: 210-559-7952

Project: Wiederstein & 3009 repairLocation: Wiederstein & FM 3009Project #:Plant: 2252County:Bid Date: 08/02/2021

No tax

1 Mobilization

ITEM	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	AMOUNT
	2" TY-C PG 64-22 W/ RAP	500.00	SY	31.75	15,875.00
	10" TY-B PG 64-22 W/ RAP	500.00	SY	53.65	26,825.00
	Mill & Haul off	500.00	SY	21.00	10,500.00
<b>GRAND TOTAL</b>					<b>53,200.00</b>

### NOTES:

Terms are net 10th of the month. This quote is limited to acceptance within 30 days from the date of this quotation after which time quotation is subject to review and or revision. All courses preceding those to be paved by Wheeler shall meet or exceed the governing specifications and also meet or exceed the ride specifications. If longitudinal joint location is critical or desired, they shall be laid out by the general contractor prior to the placement of any courses. No retainage shall be withheld from any payments due Wheeler. This quote will become part of the subcontract agreement and shall supersede any other conflicting language in the subcontract agreement.

Prices on accepted quote are firm until 07/31/2022

### Inclusions:

1. Testing for HMAC QCQA items only.
2. Unless the words "Lump Sum" appear next to a price for an item, all prices are per unit, and payments will be based upon the actual number of units performed.
3. If a payment and performance bond is required add 1.5% to the overall bid price.
4. One mobilization is included. \$2,500 per each additional Mobilization.
5. Wheeler to retain all production, ride and placement bonus/penalty on HMAC item(s) according to specification where applicable. The bonus/penalty calculations shall be based on Wheeler's unit prices or the unit bid prices whichever is greater.
6. General contractor to provide onsite staging area convenient to Wheeler's work for equipment, material storage, and equipment cleaning within the project limits.
7. Additional terms of this quote are based upon: acceptable contract/subcontract language, and credit approval.
8. Prime is included in quote.

## Road Repair

Luis Olmos <lolmos@c3environmental.com>

Tue 8/10/2021 3:06 PM

To: Doug Letbetter <DLetbetter@schertz.com>

Doug,

Due to the nature of the emergency with our current work load we won't be able to perform or mobilize to the job in a timely matter, we apologize for the inconvenience.

Thank you

**Luis Olmos**

**(210)232-6630**



**C-3 Environmental Specialties**  
**Erosion Control & Land Clearing Contractors**  
132 Nell Deane Blvd. " Schertz, TX 78154  
(210) 653-7801 ph. (210) 650-3306 fax  
[www.c3environmental.com](http://www.c3environmental.com)

**CITY OF SCHERTZ**

# CONSTRUCTION AGREEMENT

**THE STATE OF TEXAS      §**

**S**

**GUADALUPE COUNTY §**

ss

This Construction Agreement (“Agreement”) is made and entered by and between the City of Schertz, Texas, (the “City”) a Texas municipality, and Four B Paving, Inc (“Contractor”).

## Section 1. Duration

This Agreement shall become effective upon the date of the final signature affixed hereto and shall remain in effect until satisfactory completion of the Scope of Work unless terminated as provided for in this Agreement.

## Section 2. Scope of Work

- (A) Contractor shall perform the Work as more particularly described in the Scope of Work attached hereto as Exhibit “A”. The work as described in the Scope of Work constitutes the “Project”.
- (B) The Quality of Work provided under this Agreement shall be of the level of quality performed by Contractors regularly rendering this type of service.
- (C) The Contractor shall perform its Work for the Project in compliance with all statutory, regulatory and contractual requirements now or hereafter in effect as may be applicable to the rights and obligations set forth in the Agreement.
- (D) The Contractor may rely upon the accuracy of reports and surveys provided to it by the City except when defects should have been apparent to a reasonably competent Contractor or when it has actual notice of any defects in the reports and surveys.

## Section 3. Compensation

- (A) The Contractor shall be paid in full upon completion of the project or in the manner set forth in Exhibit “A” and as provided herein.
- (B) *Billing Period.* Subject to Chapter 2251, Texas Government Code (the “Prompt Payment Act”), payment is due within thirty (30) days of the City’s receipt of the Contractor’s invoice. Interest on overdue payments shall be calculated in accordance with the Prompt Payment Act.
- (C) *Reimbursable Expenses.* Any and all reimbursable expenses related to the Project shall be included in the scope of Work (Exhibit A) and accounted for in the total contract amount.

#### **Section 4. Contract Completion**

- (A) *Project Duration.* The prompt completion of the Work under the Scope of Work relates is critical to the City. Unnecessary delays in providing Work under a Scope of Work shall be grounds for dismissal of the Contractor and termination of this Agreement without any or further liability to the City other than a prorated payment for necessary, timely, and conforming work done by Contractor prior to the time of termination. The Project shall be completed for inspection and acceptance by the City within fourteen (14) days of receiving notice to proceed.
- (B) *Liquidated Damages.* Contractor and Owner recognize that time is of the essence as stated in Paragraph A above and that Owner will suffer financial and other losses if the Work is not completed and Milestones not achieved within the times specified in Paragraph A above, plus any extensions thereof allowed in accordance with the Contract. The Contractor acknowledges and recognizes that the Owner is entitled to full and beneficial occupancy and use of the completed work following expiration of the Contract Time. The Contractor further acknowledges and agrees that, if the Contractor fails to substantially, or cause the Substantial Completion of any portion of the Work within the Contract time, the Owner will sustain actual damages as a result of such failure. The exact amount of such damages will be difficult to ascertain. Therefore, the Owner and Contractor agree that, if the Contractor shall neglect, fail, or refuse to achieve substantial completion of the Work by the Substantial Completion date, subject to proper extension granted by the Owner, then the Contractor agrees to pay the Owner the sum of **Six hundred dollars (\$600.00)** per day for each day in which such Work is not completed, not as penalty, but as liquidated damages, for the damages ("Liquidated Damages") that would be suffered by Owner as a result of delay for each and every calendar day that the Contractor shall have failed to have completed the Work as required herein. The Liquidated Damages shall be in lieu of any and all other damages which may be incurred by Owner as a result of the failure of Contractor to complete within the Project Duration.

#### **Section 5. Insurance**

Before commencing work under this Agreement, Contractor shall obtain and maintain the liability insurance provided for in the attached Exhibit B throughout the term of the Project plus an additional two years.

In addition to the insurance provided for in Exhibit B, Contractor shall maintain the following limits and types of insurance:

**Workers Compensation Insurance:** Contractor shall carry and maintain during the term of this Agreement, workers compensation and employers liability insurance meeting the requirements of the State of Texas on all the Contractor's employees carrying out the work involved in this contract.

**General Liability Insurance:** Contractor shall carry and maintain during the term of this Agreement, general liability insurance on a per occurrence basis with limits of liability not less

than \$1,000,000 for each occurrence and for fire damage. For Bodily Injury and Property Damage, coverage shall be no less than \$1,000,000. As a minimum, coverage for Premises, Operations, Products and Completed Operations shall be \$2,000,000. This coverage shall protect the public or any person from injury or property damages sustained by reason of the Contractor or its employees carrying out the work involved in this Agreement. The general aggregate shall be no less than \$2,000,000.

**Automobile Liability Insurance:** Contractor shall carry and maintain during the term of this Agreement, automobile liability insurance with either a combined limit of at least \$1,000,000 per occurrence for bodily injury and property damage or split limits of at least \$1,000,000 for bodily injury per person per occurrence and \$1,000,000 for property damage per occurrence. Coverage shall include all owned, hired, and non-owned motor vehicles used in the performance of this contract by the Contractor or its employees.

**Subcontractor:** In the case of any work sublet, the Contractor shall require subcontractor and independent contractors working under the direction of either the Contractor or a subcontractor to carry and maintain the same workers compensation and liability insurance required of the Contractor.

**Qualifying Insurance:** The insurance required by this Agreement shall be written by non-assessable insurance company licensed to do business in the State of Texas and currently rated "B+" or better by the A.M. Best Companies. All policies shall be written on a "per occurrence basis" and not a "claims made" form.

Evidence of such insurance shall be attached as Exhibit "C".

Failure of Certificate Holder to demand a certificate or other evidence of full compliance with these insurance requirements or failure of Certificate Holder to identify a deficiency from evidence that is provided will not be construed as a waiver of Insured's obligation to maintain such insurance.

## **Section 6. Miscellaneous Provisions**

- (A) *Subletting.* The Contractor shall not sublet or transfer any portion of the work under this Agreement or any Scope of Work issued pursuant to this Agreement unless specifically approved in writing by the City, which approval shall not be unreasonably withheld. Subcontractors shall comply with all provisions of this Agreement and the applicable Scope of Work. The approval or acquiescence of the City in the subletting of any work shall not relieve the Contractor of any responsibility for work done by such subcontractor.
- (B) *Compliance with Laws.* The Contractor shall comply with all federal, state and local laws, statutes, ordinances, rules and regulations, and the orders and decrees of any courts, administrative, or regulatory bodies in any matter affecting the performance of this Agreement, including, without limitation, worker's compensation laws, minimum and maximum salary and wage statutes and regulations, and licensing laws and regulations. When required, the Contractor shall furnish the City with satisfactory proof of compliance.
- (C) *Independent Contractor.* Contractor acknowledges that Contractor is an independent contractor of the City and is not an employee, agent, official or representative of the City. Contractor shall not represent, either expressly or through implication, that Contractor is an employee, agent, official or representative of the City. Income taxes, self-employment taxes, social security taxes and the like are the sole responsibility of the Contractor.

- (D) *Non-Collusion.* Contractor represents and warrants that Contractor has not given, made, promised or paid, nor offered to give, make, promise or pay any gift, bonus, commission, money or other consideration to any person as an inducement to or in order to obtain the work to be provided to the City under this Agreement. Contractor further agrees that Contractor shall not accept any gift, bonus, commission, money, or other consideration from any person (other than from the City pursuant to this Agreement) for any of the Work performed by Contractor under or related to this Agreement. If any such gift, bonus, commission, money, or other consideration is received by or offered to Contractor, Contractor shall immediately report that fact to the City and, at the sole option of the City, the City may elect to accept the consideration for itself or to take the value of such consideration as a credit against the compensation otherwise owing to Contractor under or pursuant to this Agreement.
- (E) *Force Majeure.* If the performance of any covenant or obligation to be performed hereunder by any party is delayed as a result of circumstances which are beyond the reasonable control of such party (which circumstances may include, without limitation, pending litigation, acts of God, war, acts of civil disobedience, fire or other casualty, shortage of materials, adverse weather conditions [such as, by way of illustration and not of limitation, severe rain storms or below freezing temperatures, or tornados] labor action, strikes or similar acts, moratoriums or regulations or actions by governmental authorities), the time for such performance shall be extended by the amount of time of such delay, but no longer than the amount of time reasonably occasioned by the delay. The party claiming delay of performance as a result of any of the foregoing force majeure events shall deliver written notice of the commencement of any such delay resulting from such force majeure event not later than seven (7) days after the claiming party becomes aware of the same, and if the claiming party fails to so notify the other party of the occurrence of a force majeure event causing such delay and the other party shall not otherwise be aware of such force majeure event, the claiming party shall not be entitled to avail itself of the provisions for the extension of performance contained in this subsection.
- (F) In the case of any conflicts between the terms of this Agreement and wording contained within the Scope of Work, this Agreement shall govern. The Scope of Work is intended to detail the technical scope of Work, fee schedule, and contract time only and shall not dictate Agreement terms.  
*Other Agreements Between Parties:* In the case of any conflicts between the terms of this Agreement and wording contained within any other attachment, amendment, and agreement executed between the parties in conjunction with this Agreement, this Agreement shall govern.
- (G) *Non-Boycott of Israel.* Pursuant to Section 2270.002 of the Texas Government Code, Contractor certifies that either (i) it meets an exemption criterion under Section 2270.002; or (ii) it does not boycott Israel and will not boycott Israel during the term of the contract

resulting from this solicitation. Contractor shall state any facts that make it exempt from the boycott certification as an attachment to this agreement.

Relevant definitions from the bill:

"Company" means a for-profit sole proprietorship, organization, association, corporation, partnership, joint venture, limited partnership, limited liability partnership, or limited liability company, including a wholly owned subsidiary, majority-owned subsidiary, parent company, or affiliate of those entities or business associations that exists to make a profit.

"Boycott Israel" means refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations specifically with Israel, or with a person or entity doing business in Israel or in an Israeli-controlled territory, but does not include an action made for ordinary business purposes.

- (H) *Access to Premises.* Authorized representatives of the Contractor will be allowed access to the facilities on City premises at reasonable times to perform the obligations of the Contractor regarding such facilities. Contractor shall adhere to all City rules, regulations, and guidelines while on City property. It is expressly understood that the City may limit or restrict the right of access herein granted in any manner considered necessary (e.g., national security, public safety).

## **Section 7. Termination**

- (A) This Agreement may be terminated:

- (1) By the mutual agreement and consent of both Contractor and City;
  - (2) By either party, upon the failure of the other party to fulfill its obligations as set forth in either this Agreement or a Scope of Work issued under this Agreement;
  - (3) By the City, immediately upon notice in writing to the Contractor, as consequence of the failure of Contractor to perform the Work contemplated by this Agreement in a timely or satisfactory manner;
  - (4) By the City, at will and without cause upon not less than five (5) days written notice to the Contractor.
- (B) If the City terminates this Agreement pursuant to subsection 7(A)(2) or (3), above, the Contractor shall not be entitled to any fees or reimbursable expenses other than the fees and reimbursable expenses then due and payable as of the time of termination and only then for those Work that have been timely and adequately performed by the Contractor considering the actual costs incurred by the Contractor in performing work to date of termination, the value of the work that is nonetheless usable to the City, the cost to the City of employing another Contractor to complete the work required and the time required to do so, and other factors that affect the value to the City of the work performed at time of termination. In the event of termination not the fault of the Contractor, the Contractor shall be compensated for

all basic, special, and additional Work actually performed prior to termination, together with any reimbursable expenses then due.

**Section 8. Indemnification**

CONTRACTOR AGREES TO INDEMNIFY AND HOLD THE CITY OF SCHERTZ, TEXAS AND ALL OF ITS PRESENT, FUTURE AND FORMER AGENTS, EMPLOYEES, OFFICIALS AND REPRESENTATIVES HARMLESS IN THEIR OFFICIAL, INDIVIDUAL AND REPRESENTATIVE CAPACITIES FROM ANY AND ALL CLAIMS, DEMANDS, CAUSES OF ACTION, JUDGMENTS, LIENS AND EXPENSES (INCLUDING ATTORNEY'S FEES, WHETHER CONTRACTUAL OR STATUTORY), COSTS AND DAMAGES (WHETHER COMMON LAW OR STATUTORY), COSTS AND DAMAGES (WHETHER COMMON LAW OR STATUTORY, AND WHETHER ACTUAL, PUNITIVE, CONSEQUENTIAL OR INCIDENTAL), OF ANY CONCEIVABLE CHARACTER, FOR INJURIES TO PERSONS (INCLUDING DEATH) OR TO PROPERTY (BOTH REAL AND PERSONAL) CREATED BY, ARISING FROM OR IN ANY MANNER RELATING TO THE WORK OR GOODS PERFORMED OR PROVIDED BY CONTRACTOR – EXPRESSLY INCLUDING THOSE ARISING THROUGH STRICT LIABILITY OR UNDER THE CONSTITUTIONS OF THE UNITED STATES.

**Section 9. Notices**

Any notice required or desired to be given from one party to the other party to this Agreement shall be in writing and shall be given and shall be deemed to have been served and received (whether actually received or not) if (i) delivered in person to the address set forth below; (ii) deposited in an official depository under the regular care and custody of the United States Postal Service located within the confines of the United States of America and sent by certified mail, return receipt requested, and addressed to such party at the address hereinafter specified; or (iii) delivered to such party by courier receipted delivery. Either party may designate another address within the confines of the continental United States of America for notice, but until written notice of such change is actually received by the other party, the last address of such party designated for notice shall remain such party's address for notice.

**Section 10. No Assignment**

Neither party shall have the right to assign that party's interest in this Agreement without the prior written consent of the other party.

**Section 11. Severability**

If any term or provision of this Agreement is held to be illegal, invalid or unenforceable, the legality, validity or enforceability of the remaining terms or provisions of this Agreement shall not be affected thereby, and in lieu of each such illegal, invalid or unenforceable term or provision, there shall be added automatically to this Agreement a legal, valid or enforceable term or provision as similar as possible to the term or provision declared illegal, invalid or unenforceable.

**Section 12. Waiver**

Either City or the Contractor shall have the right to waive any requirement contained in this Agreement that is intended for the waiving party's benefit, but, except as otherwise provided herein, such waiver shall be effective only if in writing executed by the party for whose benefit such requirement is intended. No waiver of any breach or violation of any term of this Agreement shall be deemed or construed to constitute a waiver of any other breach or violation, whether concurrent or subsequent, and whether of the same or of a different type of breach or violation.



**Section 13. Governing Law; Venue**

This Agreement and all of the transactions contemplated herein shall be governed by and construed in accordance with the laws of the State of Texas. The provisions and obligations of this Agreement are performable in Guadalupe County, Texas such that exclusive venue for any action arising out of this Agreement shall be in Guadalupe County, Texas.

**Section 14. Paragraph Headings; Construction**

The paragraph headings contained in this Agreement are for convenience only and shall in no way enlarge or limit the scope or meaning of the various and several paragraphs hereof. Both parties have participated in the negotiation and preparation of this Agreement and this Agreement shall not be construed either more or less strongly against or for either party.

**Section 15. Binding Effect**

Except as limited herein, the terms and provisions of this Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective heirs, devisees, personal and legal representatives, successors and assigns.

**Section 16. Gender**

Within this Agreement, words of any gender shall be held and construed to include any other gender, and words in the singular number shall be held and construed to include the plural, unless the context otherwise requires.

**Section 17. Counterparts**

This Agreement may be executed in multiple counterparts, each of which shall be deemed an original, and all of which shall constitute but one and the same instrument.

**Section 18. Exhibits**

All exhibits to this Agreement are incorporated herein by reference for all purposes wherever reference is made to the same.

**Section 19. Entire Agreement**

It is understood and agreed that this Agreement contains the entire agreement between the parties and supersedes any and all prior agreements, arrangements or understandings between the parties relating to the subject matter. No oral understandings, statements, promises or inducements contrary to the terms of this Agreement exist. This Agreement cannot be changed or terminated orally.

**Section 20. Relationship of Parties**

Nothing contained in this Agreement shall be deemed or construed by the parties hereto or by any third party to create the relationship of principal and agent or of partnership or of joint venture or of any association whatsoever between the parties, it being expressly understood and agreed that no provision contained in this Agreement nor any act or acts of the parties hereto shall be deemed to create any relationship between the parties other than the relationship of independent parties contracting with each other solely for the purpose of effecting the provisions of this Agreement.

**Section 21. Right To Audit**

City shall have the right to examine and audit the books and records of Contractor with regards to the work described in Exhibit A, or any subsequent changes, at any reasonable time. Such books

and records will be maintained in accordance with generally accepted principles of accounting and will be adequate to enable determination of: (1) the substantiation and accuracy of any payments required to be made under this Agreement; and (2) compliance with the provisions of this Agreement.

## **Section 22. Dispute Resolution**

In accordance with the provisions of Subchapter I, Chapter 271, TEX. LOCAL GOV'T CODE, the parties agree that, prior to instituting any lawsuit or other proceeding arising from a dispute under this agreement, the parties will first attempt to resolve the dispute by taking the following steps: (1) A written notice substantially describing the nature of the dispute shall be delivered by the dissatisfied party to the other party, which notice shall request a written response to be delivered to the dissatisfied party not less than 5 days after receipt of the notice of dispute. (2) If the response does not reasonably resolve the dispute, in the opinion of the dissatisfied party, the dissatisfied party shall give notice to that effect to the other party whereupon each party shall appoint a person having authority over the activities of the respective parties who shall promptly meet, in person, in an effort to resolve the dispute. (3) If those persons cannot or do not resolve the dispute, then the parties shall each appoint a person from the highest tier of managerial responsibility within each respective party, who shall then promptly meet, in person, in an effort to resolve the dispute.

## **Section 23. Disclosure of Business Relationships/Affiliations; Conflict of Interest Questionnaire**

Contractor represents that it is in compliance with the applicable filing and disclosure requirements of Chapter 176 of the Texas Local Government Code.

## **Certificate of Interested Parties**

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

Please visit the State of Texas Ethics Commission website, [https://www.ethics.state.tx.us/whatsnew/elf\\_info\\_form1295.htm](https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm) and <https://www.ethics.state.tx.us/tec/1295-Info.htm> for more information.

IF YOU HAVE ANY QUESTIONS ABOUT COMPLIANCE, PLEASE CONSULT YOUR OWN LEGAL COUNSEL. COMPLIANCE IS THE INDIVIDUAL RESPONSIBILITY OF EACH PERSON OR AGENT OF A PERSON WHO IS SUBJECT TO THE FILING REQUIREMENT. AN OFFENSE UNDER CHAPTER 176 IS A CLASS C MISDEMEANOR.

## **Section 24. Prevailing Wage Rates**

In accordance with Texas Government Code Chapter 2258, all transactions regarding this contract shall be done in compliance with the Davis-Bacon Act (40 U.S.C. 3141- 3144, and 3146-3148) and the requirements of 29C.F.R. pt. 5 as may be applicable. The contractor shall

comply with 40 U.S.C. 3141-3144, and 3146-3148 and the requirements of 29 C.F.R. pt. 5 as applicable.

- (A) Contractors are required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor.
- (B) Contractors are required to pay wages not less than once a week.
- (C) Contractors shall provide documentation confirming compliance upon request by City.

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

**EXECUTED** on this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

**CITY:**

**CONTRACTOR:**

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

Name: John C. Kessel

Title: City Manager

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

Name: \_\_\_\_\_

Title: \_\_\_\_\_

**ADDRESS FOR NOTICE:**

**CITY:**

**CONTRACTOR:**

City of Schertz  
Dr. Mark Browne, City Manager  
1400 Schertz Parkway  
Schertz, Texas 78154

Brandy Baker  
Four B Paving Inc  
PO Box 1065 Spring Branch, Tx 78070  
830-228-5849; fourbpav@gvvc.com

# **Exhibit “A”**

## **SCOPE OF WORK**

### **Project**

Weiderstein Road Repair

### **Location**

Weiderstein Road and FM3009

### **Scope of Work**

1. Excavate to twelve (12) inches
2. Haul off debris
3. Install nine (9) inches of black base (three (3) lifts) and compact each lift
4. Apply Tack Oil
5. Lay three (3) inches of Type D asphalt and compact

Total of 4,500 square feet

### **Price**

Total Fee: \$50,100.00

# Exhibit “B”

## REQUIREMENTS FOR ALL INSURANCE DOCUMENTS

The Contractor shall comply with each and every condition contained herein. The Contractor shall provide and maintain the minimum insurance coverage set forth below during the term of its agreement with the City. Any Subcontractor(s) hired by the Contractor shall maintain insurance coverage equal to that required of the Contractor. It is the responsibility of the Contractor to assure compliance with this provision. The City of Schertz accepts no responsibility arising from the conduct, or lack of conduct, of the Subcontractor.

### INSTRUCTIONS FOR COMPLETION OF INSURANCE DOCUMENT

With reference to the foregoing insurance requirements, Contractor shall specifically endorse applicable insurance policies as follows:

1. The City of Schertz shall be named as an additional insured with respect to General Liability and Automobile Liability on a separate endorsement.
2. A waiver of subrogation in favor of The City of Schertz shall be contained in the Workers Compensation and all liability policies and must be provided on a separate endorsement.
3. All insurance policies shall be endorsed to the effect that The City of Schertz will receive at least thirty (30) days written notice prior to cancellation or non-renewal of the insurance.
4. All insurance policies, which name The City of Schertz as an additional insured, must be endorsed to read as primary and non-contributory coverage regardless of the application of other insurance.
5. **Chapter 1811 of the Texas Insurance Code, Senate Bill 425 82(R) of 2011, states that the above endorsements cannot be on the certificate of insurance. Separate endorsements must be provided for each of the above.**
6. All insurance policies shall be endorsed to require the insurer to immediately notify The City of Schertz of any material change in the insurance coverage.
7. All liability policies shall contain no cross liability exclusions or insured versus insured restrictions.
8. Required limits may be satisfied by any combination of primary and umbrella liability insurances.
9. Contractor may maintain reasonable and customary deductibles, subject to approval by The City of Schertz.
10. Insurance must be purchased from insurers having a minimum AmBest rating of B+.
11. All insurance must be written on forms filed with and approved by the Texas Department of Insurance. (ACORD 25 2010/05). Coverage must be written on an occurrence form.
12. Contractual Liability must be maintained covering the Contractors obligations contained in the contract. Certificates of Insurance shall be prepared and executed by the insurance company or its authorized agent and shall contain provisions representing and warranting all endorsements and insurance coverages according to requirements and instructions contained herein.
13. Upon request, Contractor shall furnish The City of Schertz with certified copies of all insurance policies.
14. A valid certificate of insurance verifying each of the coverages required above shall be issued directly to the City of Schertz within ten (10) business days after contract award and prior to starting any work by the successful Contractor's insurance agent of record or insurance company. Also, prior to the start of any work and at the same time that the Certificate of Insurance is issued and sent to the City of Schertz, all required endorsements identified in sections A, B, C and D, above shall be sent to the City of Schertz. The certificate of insurance and endorsements shall be sent to:

City of Schertz  
Purchasing Department  
1400 Schertz Parkway  
Schertz, TX 78154

emailed to: [purchasing@schertz.com](mailto:purchasing@schertz.com)  
Faxed to: 210-619-1169



# CERTIFICATE OF LIABILITY INSURANCE

A

DATE (MM/DD/YYYY)  
01/01/1000

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER ABC Insurance Agency 655 Main Street Tampa, FL 33333-0000	CONTACT NAME: PHONE (Add No. Ext): FAX Address: INSURER(S) AFFORDING COVERAGE INSURER A: Insurance Carrier INSURER B: Insurance Carrier INSURER C: Insurance Carrier INSURER D: Insurance Carrier INSURER E: Insurance Carrier INSURER F: Insurance Carrier	TAX No. Rel. NAIC # 00000 00000 00000 00000 00000 00000
INSURED  XYZ Company 123 Apple Street Tampa, FL 22222-0000	D E	

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:  
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

TYPE OF INSURANCE	ADDITIONAL INSURED	POLICY NUMBER	POLICY EFF. DATE (MM/DD/YYYY)	POLICY EXP. DATE (MM/DD/YYYY)	LIMITS
GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR	Y Y	X123456	01/01/1000	01/01/1000	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 6,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMMOD AGG \$ 1,000,000
GEN'L AGGREGATE LIMIT APPLIES PER: POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC					
AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO ALL OWNED AUTOS SCHEDULED AUTOS NON-OWN AUTOS HIRED AUTOS	Y Y	123456789	01/01/1000	01/01/1000	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
UMBRELLA LIAB EXCESS LIAB DED RETENTION \$	Y Y				EACH OCCURRENCE \$ AGGREGATE \$
WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICEMEMBER EXCLUDED? (Mandatory in TX) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N/A Y	01234	01/01/1000	01/01/1000	<input checked="" type="checkbox"/> NO STATUTORY LIMITS E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
Builder's Risk Professional Services	Y Y	123450	01/01/1000	01/01/1000	100% Insurable Value, replacement cost basis \$1,000,000 each claim / \$1,000,000 aggregate

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

Effective January 1, 2012 must be compliant with Chapter 1811, Tex. Ins. Code (SB 426 enacted by Texas Legislature 82(R) session in 2011).

CERTIFICATE HOLDER  City of Schertz 1400 Schertz Parkway Schertz, Tx 78154 Attn: Purchasing Dept.	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE AUTHORIZED SIGNATURE REQUIRED HERE
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ACORD 26 (2010/05)

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(Instructions for completing and submitting a certificate to the City of Schertz)



Complete the certificate of insurance with the information listed below:

- A) Certificate of Insurance date
- B) Producer (Insurance Agency) Information – complete name, address, telephone information, & email address.
- C) Insured's (Insurance Policy Holder) Information – complete name & address information
- D) Insurer (name/names of insurance company) \*\*(Remember the city requires all insurance companies to be Authorized to do business in the State of Texas be rated by A.M. Best with a rating of B+ (or better) Class VI (or higher) or otherwise be acceptable to the City if not rated by A.M. Best)
- E) NAIC # (National Association of Insurance Commissioners, a # that is assigned by the State to all insurance companies)
- F) Insurer letter represents which insurance company provides which type of coverage from D
- G) General Liability Insurance Policy – must have an (x) in box. Also, "Occurrence" type policy – must have an (x) in the box (occurrence policy preferred but claims made policy can be accepted with special approval)
- H) This section shall be filled in with "Y" for yes under Additional Insured for all coverages, except for Contractor Liability and Workers' Compensation. There shall also be a "Y" for yes under all coverages for subrogation waived.
- I) Automobile Liability Insurance – must be checked for Any Auto, All Owned Autos, Hired Autos
- J) Umbrella Coverage – must be checked in this section and by occurrence whenever it is required by written contract and in accordance with the contract value.
- K) Worker's Compensation and Employers Liability Insurance – information must be completed in this section of the certificate of insurance form (if applicable).
- L) Builder's Risk Policy – for construction projects as designated by the City of Schertz.  
Professional Liability Coverage – for professional services if required by the City of Schertz.
- M) Insurance Policy #'s
- N) Insurance policy effective dates (always check for current dates)
- O) Insurance Policy limits (See Insurance Requirements Checklist)
- P) This section is to list projects, dates of projects, or location of project. Endorsements to the insurance policy(ies) must be provided separately and not in this section. The following endorsements are required by the City of Schertz.
  - (1) Adding the City of Schertz as an additional insured. The "additional insured" endorsement is not required for professional liability and workers compensation insurance; and
  - (2) Waiver of Subrogation
  - (3) Primary and Non-Contributory
  - (4) Cancellation Notice
- Q) City of Schertz's name and address information must be listed in this section
- R) Notice of cancellation, non-renewal, or material change to the insurance policy(ies) must be provided to the City of Schertz in accordance with a cancellation notice endorsement to the policy and/or per the policy provisions based on the endorsement adding the city as an additional insured. (Sec. 1811.155, Tex. Ins. Code)
- S) The certificate must be signed by the Authorized Agent in this section of the certificate form.



## **Exhibit “C”**

### **EVIDENCE OF INSURANCE**

**RESOLUTION NO. 21-R-84**

**A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF SCHERTZ,  
TEXAS AUTHORIZING EXPENDITURES IN AN AMOUNT NOT TO  
EXCEED \$55,110.00 WITH 4 B ASPHALT PAVING**

WHEREAS, Public Works has gone out to bid for the emergency road repair on Wiederstein Rd. at FM 3009; and

WHEREAS, City Staff has done due diligence in researching the best vendors that best fits the needs of the department, to obtain the best pricing and to provide the best quality of road repair; and

WHEREAS, the City of Schertz has chosen 4 B Asphalt Paving, for this repair; and

WHEREAS the Wiederstein Rd. project will have a cost not to exceed \$55,110.00; and

WHEREAS, the City Council has determined that it is in the best interest of the City to authorize the City Manager to contract with 4 B Asphalt Paving, pursuant to the vendor quote process award information attached hereto as Exhibit A (the "Supporting Documentation").

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

Section 1. The City Council hereby authorizes expenditures to 4 B Asphalt Paving in a not to exceed amount of **FIFTY-FIVE THOUSAND ONE HUNDRED AND TEN DOLLARS**.

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 24th day of August 2021.

CITY OF SCHERTZ, TEXAS

---

Ralph Gutierrez, Mayor

ATTEST:

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Brenda Dennis, City Secretary

(CITY SEAL)

## CITY COUNCIL MEMORANDUM

**City Council Meeting:** August 24, 2021  
**Department:** Executive Team  
**Subject:** Resolution No. 21-R-85 - Consideration and/or action approving a Resolution by the City Council of the City of Schertz, Texas, authorizing approval of the allocation of funds for the American Rescue Plan Act of 2021, and other matters in connection therewith. (M. Browne/S. Gonzalez)

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### BACKGROUND

The 117th United States Congress passed a \$1.9 trillion economic stimulus bill called The American Rescue Plan Act of 2021 ("ARPA") which was signed into law by President Biden on March 11, 2021. ARPA will deliver \$350 billion for eligible state, local, territorial, and Tribal governments and the City of Schertz will receive a total of \$10,417,416.86 from ARPA. This amount will be delivered in two equal disbursements or tranches and will equate to \$5,208,708.43 per tranche.

There are five categories outlined in ARPA where funds can be spent and per discussion held at the City Council Budget Retreat on August 6, 2021, staff recommends allocating the funds as such.

### First Tranche Disbursement (funds spread across all 5 categories)

- Category 1: Support public health expenditures - \$303,000
  - Proposed amount will cover overtime for Police and EMS salaries from March 2, 2021
  - Use funds for acceleration of the City's Classification and Compensation Study
- Category 2: Address negative economic impacts caused by the public health emergency - \$1,000,000
  - Use funds to create a grant program for businesses/non-profits
- Category 3: Replace lost public sector revenue - \$925,000
  - Reimbursement for lost revenues City-wide (except utilities)
  - Use funds to put toward the City's Street Preservation and Maintenance program for FY 21/22, to go toward an ambulance purchase, and to help fund increases in City's minimum wage for all employees
- Category 4: Provide premium pay for essential workers - \$500,000
  - One-time lump sum of \$1,000\* for every City employee (\*amount will vary depending on the employee as it will be calculated on a pro-rata basis, based on the dates of the Emergency Declaration)
- Category 5: Invest in water, sewer, and broadband infrastructure - \$2,480,000
  - Use funds for identified water, sewer and broadband infrastructure projects
    - Master Communication Plan
    - Generators for Edwards Wells and NACO Tower/I35 Morning Drive and Corbett Water Towers
    - Crest Oak Sewer Line
    - FM 1518 Utility Relocates

### Second Tranche Disbursement (funds targeted to a single category)

- Category 5: Invest in water, sewer, and broadband infrastructure - \$5,208,708.43
  - Projects have not been identified, but will assign all funds to this category

### GOAL

The goal of utilizing ARPA funds is to speed up the recovery from the economic and health effects of the Covid-19 pandemic.

### COMMUNITY BENEFIT

The community will benefit as the City will have the funding to work on necessary capital projects.

**SUMMARY OF RECOMMENDED ACTION**

Approve Resolution 21-R-85.

**FISCAL IMPACT**

Anticipating no fiscal impact as the City will receive ARPA money from the Federal government.

**RECOMMENDATION**

Approve Resolution 21-R-85.

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**Attachments**

Resolution 21-R-85

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## **RESOLUTION NO. 21-R-85**

### **A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF SCHERTZ, TEXAS AUTHORIZING APPROVAL OF THE ALLOCATION OF FUNDS FOR THE AMERICAN RESCUE PLAN ACT OF 2021, AND OTHER MATTERS IN CONNECTION THEREWITH**

WHEREAS, the 117<sup>th</sup> United States Congress passed a \$1.9 trillion economic stimulus bill called The American Rescue Plan Act of 2021 (“ARPA”) which was signed into law by President Biden on March 11, 2021; and

WHEREAS, ARPA will deliver \$350 billion for eligible state, local, territorial, and Tribal governments; and

WHEREAS, the intent of ARPA is to speed up the recovery from the economic and health effects of the Covid-19 pandemic; and

WHEREAS, the City of Schertz will receive a total of \$10,417,416.86 from ARPA, which will be delivered in two equal disbursements or tranches and will equate to \$5,208,708.43 per tranche; and

WHEREAS, funds must be obligated by December 31, 2024 and the end of period of performance is December 31, 2026; and

WHEREAS, there are five categories outlined in ARPA where funds can be spent; and

WHEREAS, the City staff of the City of Schertz (the “City”) has recommended that the City allocate ARPA funds in each category; and

WHEREAS, the City Council has determined that it is in the best interest of the City to approve the allocation of ARPA funds.

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

Section 1. The City Council hereby approves the following recommendations to allocate ARPA funding:

#### First Tranche Disbursement (funds spread across all 5 categories)

- Category 1: Support public health expenditures - \$303,000
- Category 2: Address negative economic impacts caused by the public health emergency - \$1,000,000
- Category 3: Replace lost public sector revenue - \$925,000

- Category 4: Provide premium pay for essential workers - \$500,000
- Category 5: Invest in water, sewer, and broadband infrastructure - \$2,480,000

Second Tranche Disbursement (funds targeted to a single category)

- Category 5: Invest in water, sewer, and broadband infrastructure - \$5,208,708.43

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 24<sup>th</sup> day of August, 2021.

CITY OF SCHERTZ, TEXAS

---

Ralph Gutierrez, Mayor

ATTEST:

---

Brenda Dennis, City Secretary

(CITY SEAL)



**CITY COUNCIL MEMORANDUM**

**City Council Meeting:** August 24, 2021  
**Department:** Emergency Medical Services  
**Subject:** Resolution No. 21-R-89 - Consideration and/or action approving a Resolution by the City Council of the City of Schertz, Texas authorizing an additional six (6) employees to the EMS Department. (C. Kelm/J. Mabbitt)

---

**BACKGROUND**

On July 27, 2021 Council approved a Task Order with AACOG to provide Emergency Medical Services on JBSA-Randolph. The requirements for the Task Order are to provide a 24 hour ambulance on JBSA-Randolph. The task order begins on September 27, 2021. Adding a 24 hour ambulance requires the addition of six (6) personnel. If approved, these employees will start on September 11, 2021.

**GOAL**

To provide Emergency Medical Services to JBSA-Randolph.

**COMMUNITY BENEFIT**

Providing quality ambulance services to JBSA-Randolph - additionally, adding a 24-hour ambulance will be a benefit to all the cities and areas we serve to reduce overall response times.

**SUMMARY OF RECOMMENDED ACTION**

Approval of Resolution No. 21-R-89 authorizing an additional six (6) employees to the EMS Department

**FISCAL IMPACT**

Adding six (6) personnel is estimated to cost \$450,171 which includes regular, OT, LTD, Longevity, FICA, TMRS, Health and Workers Compensation.

These expenses were factored into the cost of providing services to JBSA-Randolph and will be reimbursed from the approved Task Order.

**RECOMMENDATION**

Staff recommends approval of Resolution No. 21-R-89

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**Attachments**

Resolution 21-R-89

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**RESOLUTION NO. 21-R-89**

**A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF SCHERTZ, TEXAS AUTHORIZING AN ADDITION OF SIX (6) EMPLOYEES TO THE EMS DEPARTMENT, AND OTHER MATTERS IN CONNECTION THEREWITH**

WHEREAS, the City of Schertz (the “City”) entered into an Interlocal Agreement with AACOG to provide Emergency Medical Services on JBSA-Randolph; and

WHEREAS, the City needs to hire an additional six (6) EMS employees to provide Emergency Medical Services on JBSA-Randolph; and

WHEREAS, the City staff of the City of Schertz (the “City”) has recommended that the City hire six (6) new EMS employees; and

WHEREAS, the City Council has determined that it is in the best interest of the City to provide Emergency Medical Services on JBSA-Randolph.

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

Section 1. The City Council hereby authorizes the hiring of six (6) new EMS employees.

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 24th day of August, 2021.

CITY OF SCHERTZ, TEXAS

---

Ralph Gutierrez, Mayor

ATTEST:

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Brenda Dennis, City Secretary

(CITY SEAL)

**CITY COUNCIL MEMORANDUM**

**City Council Meeting:** August 24, 2021  
**Department:** Human Resources  
**Subject:** Resolution No. 21-R-90 - Consideration and/or action approving a Resolution by the City Council of the City of Schertz, Texas authorizing the City Manager to renew the agreement with Arthur J Gallagher and Co to provide Health Insurance Broker Services. (M. Browne/C. Kelm/J. Kurz)

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**BACKGROUND**

In 2018, The City released a Request for Proposals (RFP) for these health insurance broker services, and six proposals were received. Proposals were reviewed and scored based on criteria including qualifications and experience, company operational information, cost, reputation, capability, resources, and project design and strategy.

After evaluation and review of all proposals, staff recommended contracting with Arthur J Gallagher (AJG), the highest ranked firm, for broker services.

By partnering with Gallagher, the City has been able to:

1. participate in the Texas Pharmacy Collaborative to help combat the rising cost of prescription drugs,
2. communicate directly with compliance attorneys, analysts, actuaries, and clinicians to allow staff to provide the best and most cost-effective benefit plan to City employees,
3. run monthly reports that allows staff to be proactive versus reactive, and
4. utilize a global firm that can leverage their extensive experience and size when engaging with carriers for our annual renewal.

Gallagher has been a very capable and responsive partner, and their broad band of resources makes them an invaluable asset to the City. For this reason, the City desires to continue this partnership. The initial term of the currently executed agreement expires September 30, 2021 and provides for two additional one (1) year extensions with mutual agreement by the City and Gallagher.

**GOAL**

Continue partnership with Gallagher for insurance broker services.

**COMMUNITY BENEFIT**

City employees and retirees will continue to receive high-quality service and assistance in selecting and utilizing their health insurance. Contracting with Arthur J Gallagher and Co has facilitated the design of innovative health plans and alignment of benefits with changes in the City's workforce, healthcare industry changes and increasing employee benefit costs.

**SUMMARY OF RECOMMENDED ACTION**

Staff recommends Council approval of Resolution 21-R-90 authorizing the City Manager to renew the agreement with Arthur J Gallagher for broker services.

### **FISCAL IMPACT**

The annual cost to contract with Gallagher is \$75,000. They have agreed to maintain this rate for the next two years.

Funds have been budgeted and approved for broker services.

### **RECOMMENDATION**

Staff recommends Council approval of Resolution 21-R-90 authorizing the City Manager to renew the agreement with Arthur J Gallagher for broker services.

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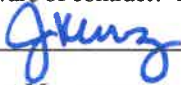
### **Attachments**

AJG Renewal  
21-R-90

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**CITY OF SCHERTZ**  
**CONTRACT APPROVAL FORM**

**A. To be completed by Department**

1. Contract with: Gallagher Benefit Services Contract amount: \$ 75,000
2. Contract for: Insurance Broker Services for 2021
3. Fund/Account to be charged: 101-866-531170 Dept. Human Resources
4. Contract category and amount in the budget: ☒ yes ☐ no – budget adjustment required  
Budget Amendment Ord/Res Number: \_\_\_\_\_ Date: \_\_\_\_\_
5. Contract required to be bid: ☐ yes ☒ no (If unsure, contact Purchasing.)  
Bidding completed: ☐ yes ☒ NA (bidding not required)  
Bidding exemption: (if bidding is not required state reason): \_\_\_\_\_
6. Contract termination date: \_\_\_\_\_ ☐ NA
7. Terms of contract reviewed and approved by Department Head: ☒ yes
8. Is Asst. City Manager aware of contract? ☒ yes
9. If going to Council, is City Manager aware of contract? ☐ yes ☒ NA
10. Department Head's signature:  Date: 12/11/2020

**B. To be completed by Purchasing and Asset Management**

1. FINANCE
  - a. Contract amount in the budget: ☐ yes ☐ no – budget adjustment required
  - b. Fund/Account to be charged: \_\_\_\_\_
  - c. Finance Director's signature: \_\_\_\_\_ Date: \_\_\_\_\_
2. LEGAL
  - a. Contract reviewed and approved by City Attorney ☐ not requested ☐ yes (attach email approval)
  - b. Date Reviewed and Approved by City Attorney \_\_\_\_\_
3. PURCHASING
  - a. Vendor aggregate POs <\$50K for budget period ☐ yes ☐ no
  - b. Contract reviewed for insurance, warranty, term, severability and indemnity requirements: ☐ yes
  - c. Contract properly bid in accordance with City Purchasing Policy ☐ yes ☐ NA
  - d. Vendor signature obtained ☐ yes ☐ no (other party requires signature by City first)
  - e. Purchasing and Asset Management Signature: \_\_\_\_\_ Date: \_\_\_\_\_
4. COUNCIL APPROVAL REQUIRED? ☐ yes ☐ no ☐ NA (Required over \$50,000)
  - a. Date of City Council approval: \_\_\_\_\_ Res/Ord #: \_\_\_\_\_ ☐ Attached
  - b. If not approved by City Council, state reason: \_\_\_\_\_

**C. To be completed by Asst City Manager:**

1. Final contract reviewed and recommend City Manager signature: ☐ yes ☐ no
2. Asst. City Manager's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**D. To be completed by Assistant to the City Manager**

1. Assistant reviews and obtains CM signature Assistant Signature: \_\_\_\_\_
2. Signed contract is given to Purchasing & Asset Management.

**E. To be completed by Purchasing and Asset Management**

1. Date fully-executed contract received by Purchasing: \_\_\_\_\_
2. Date filed to Laserfiche: \_\_\_\_\_ Filed as: \_\_\_\_\_



Insurance | Risk Management | Consulting

## CLIENT COVERAGE ACKNOWLEDGMENT AND COMPENSATION DISCLOSURE STATEMENT FOR CITY OF SCHERTZ

This form documents that Gallagher Benefit Services, Inc. (Gallagher) will apply its professional judgment to access those insurance companies it believes are best suited to insure the Client's risks. The final decision to choose any insurance company has been made by the Client in its sole and absolute discretion. The Client understands and agrees that Gallagher does not take risk, and that Gallagher does not guarantee the financial solvency or security of any insurance company. The Client is responsible for immediate payment of premiums for all insurance placed by Gallagher on Client's behalf. If any premium amounts are not paid in full when due, the applicable insurance company for the Client's risks may cancel any applicable policies in accordance with the terms of such policies.

The following is the disclosure of fees and/or commissions to be paid to Gallagher as a result of its Broker of Record relationship to Client's Group Health and Welfare Plan and any relationships, or agreements Gallagher has with any insurance companies selected by Client as noted above. Gallagher, as Broker of Record, will receive the following initial and renewal sale commissions expressed as percentage of gross premium payments, or fees as agreed upon by Client:

Line of Coverage / Services	Company	Commission <sup>1</sup>	Supplemental Compensation <sup>2</sup>	Third Party Compensation	Direct Fees <sup>3</sup>	Effective Date
Consulting Services	Gallagher	n/a	n/a	n/a	\$75,000 per year	09/24/2021
Medical	Blue Cross Blue Shield of Texas	0%	\$0.00 to \$15.00 PEY	n/a	n/a	01/01/2021
Dental	Unum	0%	0% to 1.25% of premium	n/a	n/a	01/01/2021
Vision	Unum	0%	0% to 1.25% of premium	n/a	n/a	01/01/2021
FSA/HSA	Discovery Benefits	0%	0%	n/a	n/a	01/01/2021
Worksite	Allstate	Heaped	0% to 5% of premium	n/a	n/a	01/01/2021
Disability	Unum	0%	0% to 1.25% of premium	n/a	n/a	01/01/2021

It should also be noted that:

<sup>1</sup> Commissions include all commissions/fees paid to Gallagher that are attributable to a contract or policy between a plan and an insurance company, or insurance service. This includes indirect fees that are paid to Gallagher paid by a third party, and includes, among other things, the payment of "finders' fees" or other fees to Gallagher for a transaction or service involving the plan.

<sup>2</sup> Gallagher companies may receive supplemental compensation referred to in a variety of terms and definitions, such as contingent commissions, additional commissions and supplemental commission.

<sup>3</sup> Direct Fees include compensation to Gallagher paid for directly by the plan sponsor/Client.



Insurance | Risk Management | Consulting

- **Gallagher** is not an affiliate of the insurer whose contract is recommended. This means the insurer whose contract is recommended does not directly or indirectly have the power to exercise a controlling influence over the management or policies of **Gallagher**. **Gallagher's** ability to recommend other insurance contracts is not limited by an agreement with the insurance company.
- **Gallagher** is effecting the transaction for the Plan(s) in the ordinary course of **Gallagher** business. The transaction set forth is at least as favorable to the Plan(s) as an arm's length transaction with an unrelated party.
- **Gallagher** is not a trustee of the Plan(s) and is neither the Plan Administrator of the Plan(s), a named fiduciary of the Plan(s), nor an employer which has employees in the Plan(s). **Gallagher** shall not exercise discretionary authority or control with respect to plan management, the disposition of plan assets or plan administration.
- **Gallagher's** liability to Client, or any party claiming by or through Client, on account of or relating to the provision of services to Client during the period of the relationship between Gallagher and Client shall not exceed \$1 million in the aggregate. Without limiting the foregoing, Gallagher shall only be liable for actual damages incurred by Client, and shall not be liable for any indirect, consequential or punitive damages.

**For Employers and Plan Sponsors Subject to ERISA:** This Disclosure Statement is being given to the Client (1) to make sure Client knows about Gallagher's and Gallagher affiliates' income before purchasing the insurance product and (2) for plans subject to ERISA, to comply with the disclosure, acknowledgment and approval requirement of Prohibited Transaction Class Exemption No. 84-24<sup>4</sup>, which protects both Client and Gallagher<sup>5</sup>. Disclosure must be made to an independent plan fiduciary for the ERISA Plan(s), and Client acknowledges and confirms that this is a reasonable transaction in the best interest of participants in its ERISA Plan(s).

For more information on Gallagher's compensation arrangements, please visit [www.ajg.com/compensation](http://www.ajg.com/compensation). In the event a Client wishes to register a formal complaint regarding compensation Gallagher receives, please send an email to [Compensation\\_Complaints@ajg.com](mailto:Compensation_Complaints@ajg.com).

Thank you for your business and continued confidence in the services Gallagher provides to you and your employees. We sincerely appreciate the opportunity to serve City of Schertz. Please let us know if you have any questions regarding this information or would like more detail.

Accepted by: **CITY OF SCHERTZ**

**GALLAGHER BENEFIT SERVICES, INC.**

By:

By:

*Betty Gwinn*

Name

*Mark Browne*

Name

Betty Gwinn

Title

*City Manager*

Title

Area President

<sup>4</sup> Which allows an exemption from a prohibited transaction under Section 408(a) of the **Employee Retirement Income Security Act of 1974 (ERISA)**.

<sup>5</sup> In making these disclosures, no position is taken, nor is one to be inferred, regarding the use of assets of a plan subject to ERISA to purchase such insurance.





# Gallagher

Insurance | Risk Management | Consulting

Date:

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Date:

December 11, 2020

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## **RESOLUTION NO. 21-R-90**

### **A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF SCHERTZ, TEXAS AUTHORIZING THE CITY MANAGER TO RENEW THE AGREEMENT WITH ARTHUR J GALLAGHER AND CO TO PROVIDE HEALTH INSURANCE BROKER SERVICES AND OTHER MATTERS IN CONNECTION THEREWITH**

WHEREAS, the City has a continuing need to contract with a professional consultant to advise the City on medical plans, dental plans, and additional insurance plans and to represent the City in finding, evaluating and negotiating with insurance provider; and

WHEREAS, the City entered into an agreement with Arthur J Gallagher and Co. in 2018 for health insurance broker services and the contact may be extended for an additional two one (1) year terms with the mutual agreement of the City and Gallagher; and

WHEREAS, the City Council has determined that it is in the best interest of the City to continue the partnership with Arthur J Gallagher Pro, Inc.

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 renew the agreement with Arthur J Gallagher and Co. with an annual not to exceed of \$75,000 unless otherwise negotiated and approved by City Council.

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

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

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

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

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

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

PASSED AND ADOPTED, this 24<sup>th</sup> day of August, 2021

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 24, 2021  
**Department:** Fire Department  
**Subject:** Resolution No. 21-R-91- Consideration and/or action approving a Resolution by the City Council of the City of Schertz, Texas authorizing the City Manager to sign an Interlocal Agreement for Fire Protection Services in Guadalupe County between the, City of Schertz, and the City of Seguin. (C. Kelm/K. Long/G. Rodgers)

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**BACKGROUND**

The Schertz Fire Department is charged with the responsibility of regional fire suppression, protection and prevention. The Fire Department responds to fire and emergency calls in portions of unincorporated Guadalupe County, and responds in support of other county departments when needed. This has been an annual agreement between Seguin, Cibolo, and the City of Schertz. One change to note, this year the agreement becomes a 1-year agreement instead of a three-year agreement. In addition, Cibolo and Schertz will have separate contracts with the City of Seguin instead of all being on one ILA.

**GOAL**

Approval of Resolution 21-R-91 to authorize the City Manager to sign the Interlocal Agreement for Fire Protection Services in Guadalupe County between the City of Schertz, and the City of Seguin.

**COMMUNITY BENEFIT**

Providing Fire Protection Services to these areas outside the City typically does not adversely impact our responses within the City. We would respond in that area for structure fires with or without the agreement due to our area-wide mutual aid agreement. By maintaining this agreement for Guadalupe County, we are able to receive some financial assistance along with providing services in an area that would otherwise be without fire service.

**SUMMARY OF RECOMMENDED ACTION**

Staff recommends Council approval of Resolution 21-R-91 to authorize the City Manager to sign the Interlocal Agreement for Fire Protection Services in Guadalupe County between the City of Schertz, and the City of Seguin.

**FISCAL IMPACT**

The City will receive revenue from the City of Seguin in the amount of \$37,000 per year under this agreement. This is a 10% increase from the last ILA.

**RECOMMENDATION**

Staff recommends Council approval of Resolution 21-R-91 to authorize the City Manager to sign the Interlocal Agreement for Fire Protection Services in Guadalupe County between the City of Schertz, and the City of Seguin.

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**Attachments**

21-R-91

Exhibit A

Exhibit B

Exhibit C

Exhibit D

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## **RESOLUTION NO. 21-R-91**

### **A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF SCHERTZ, TEXAS AUTHORIZING THE CITY MANAGER TO SIGN AN INTERLOCAL AGREEMENT FOR FIRE PROTECTION SERVICES IN GUADALUPE COUNTY BETWEEN THE CITY OF SCHERTZ, AND THE CITY OF SEGUIN, AND OTHER MATTERS IN CONNECTION THEREWITH**

WHEREAS, the City of Schertz Fire Rescue Department provides fire service to the citizens of Schertz and is a participant in multiple mutual aid agreements among other jurisdictions to provide and receive fire and rescue services; and

WHEREAS, the County of Guadalupe has need of fire services in unincorporated Guadalupe County and historically contracts with the nearest fire departments to provide that service; and

WHEREAS, it is of benefit to both parties and to the residents in those areas, to enter into this Agreement to efficiently provide that service to the areas designated in the Agreement ; now therefore,

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

Section 1. The City Council hereby authorizes the City Manager to execute the Interlocal Agreement to provide fire service to areas within Guadalupe County as set forth in Exhibit A,B,C, and D.

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 24<sup>th</sup> day of August 2021.

CITY OF SCHERTZ, TEXAS

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Ralph Gutierrez, Mayor

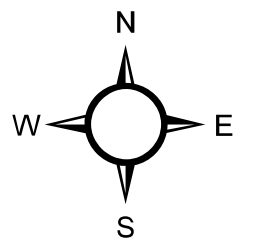
ATTEST:

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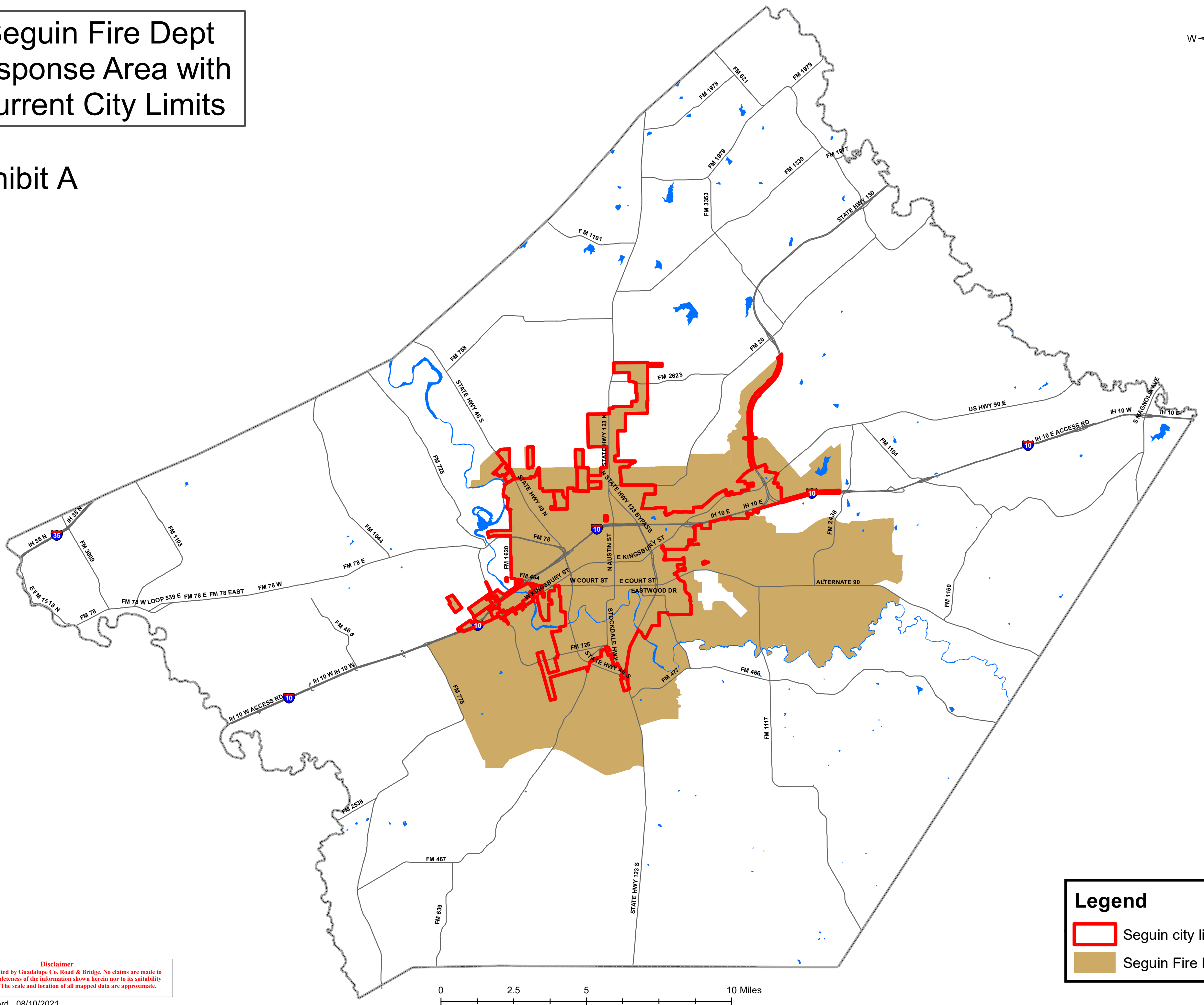
Brenda Dennis, City Secretary

(CITY SEAL



# Seguin Fire Dept Response Area with Current City Limits



# Exhibit A



### Legend

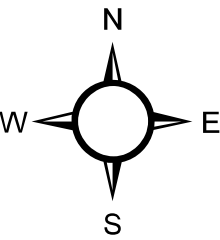
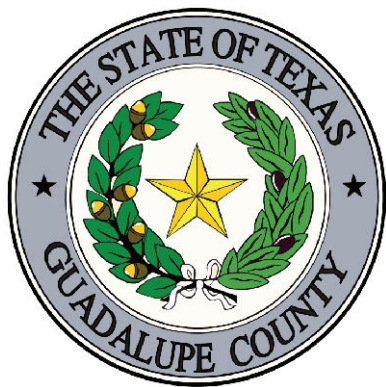
-  Seguin city limits
-  Seguin Fire Dept.

**Disclaimer**

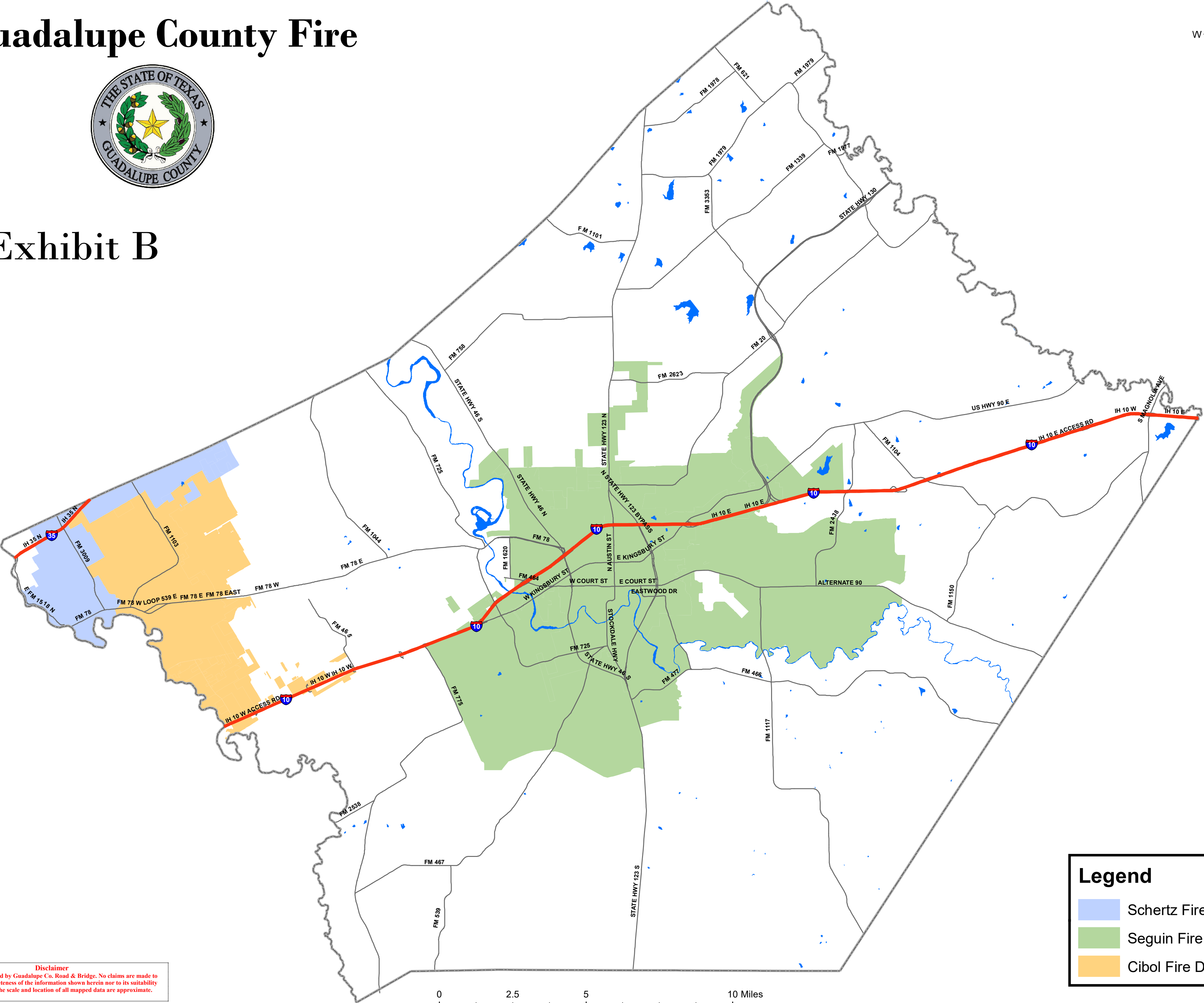
This map was generated by Guadalupe Co. Road & Bridge. No claims are made to the accuracy or completeness of the information shown herein nor to its suitability for a particular use. The scale and location of all mapped data are approximate.



# Guadalupe County Fire



## Exhibit B



**Legend**

Schertz Fire Dept.

Seguin Fire Dept.

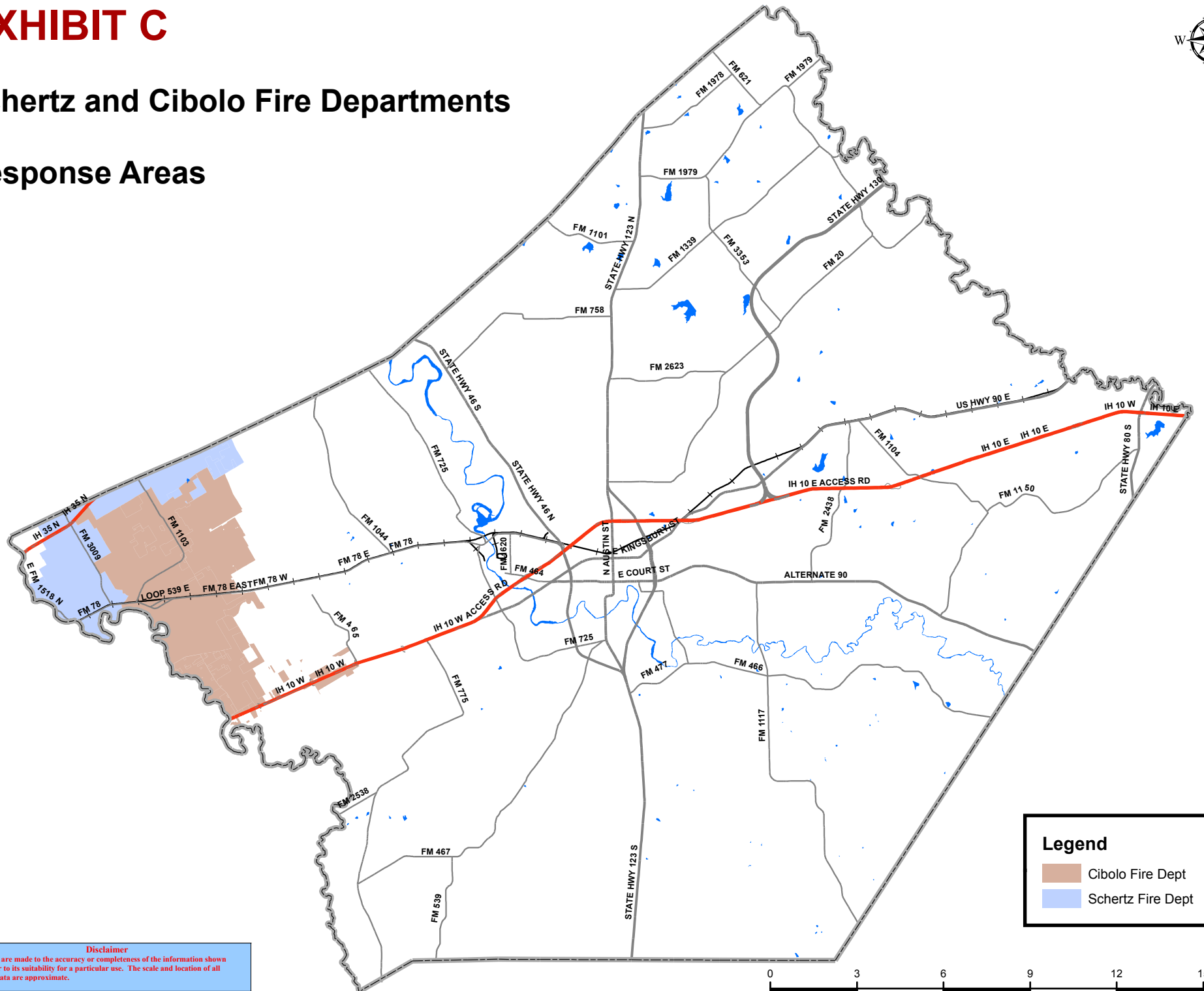
Cibol Fire Dept.

**Disclaimer**  
This map was generated by Guadalupe Co. Road & Bridge. No claims are made to the accuracy or completeness of the information shown herein nor to its suitability for a particular use. The scale and location of all mapped data are approximate.

# EXHIBIT C

## Schertz and Cibolo Fire Departments

### Response Areas



**STATE OF TEXAS**

**COUNTY OF GUADALUPE**

**INTERLOCAL AGREEMENT FOR FIRE PROTECTION SERVICES IN  
GUADALUPE COUNTY BETWEEN THE CITY OF SCHERTZ AND THE CITY  
OF SEGUIN**

This agreement is entered into by and between the City of Seguin ("Seguin"), a municipal corporation situated in Guadalupe County, Texas and the City of Schertz ("Schertz"), a municipal corporation situated in Guadalupe County, Texas (collectively the "Cities").

Authority is granted pursuant to the Interlocal Cooperation Act, Chapter 791 of the Texas Government Code.

**WHEREAS**, Guadalupe County desires to provide fire protection services to citizens of the County residing outside the city limits of the City of Seguin, in an area more particularly described in Exhibit "A" attached hereto and incorporate herein, hereinafter called the "designated area"; and

**WHEREAS**, Guadalupe County desires to provide fire protection services to citizens of the County residing outside the city limits of the City of Schertz, in an area more particularly described in Exhibit "B" attached hereto and incorporate herein, hereinafter called the "designated area"; and

**WHEREAS**, Guadalupe County desires to provide backup fire protection services to the Volunteer Fire Departments serving the unincorporated areas described in the above Exhibit "C"; and

**WHEREAS**, the Cities currently provide fire protection services to their respective residents with fulltime professional personnel on a twenty-four hour, seven days a week basis and are willing to provide such services to certain areas of the County, according to the terms and conditions stated in an Interlocal Agreement between Guadalupe County and the City of Seguin;

**NOW, THEREFORE**, in consideration of the mutual covenants and agreement stated herein, the Cities agree as follows:

**I.**

The purpose of this agreement is to allow Seguin to provide fire protection services to the designated areas as described in Exhibit "A;" and, to allow Schertz to provide fire protection services to the designated areas described in Exhibit "B". Additionally, the cities will provide mutual aid fire protection services as needed to the other unincorporated areas of Guadalupe County.

**II.**

The term of this agreement shall be for three years, beginning October 1, 2021 and ending September 30, 2022.

III.

Seguin and Schertz agree to provide fire protection services to the designated areas including extrication and other rescue services to support the EMS contract. Said services shall be provided from existing fire station locations within each of the respective Cities. It is understood and agreed that the fire fighting equipment and personnel of Seguin or Schertz shall give priority to calls within their respective city at all times. In the event of such emergency, the Seguin Fire/EMS Department and the Schertz Fire Department will call upon its mutual aid agreements to provide next available units.

IV.

Seguin agrees to pay the sum of \$37,000.00 per year, paid in twelve monthly installments of \$3,083.33 to the City of Schertz for services rendered under this agreement following receipt of payment from Guadalupe County.

V.

The Cities agree that all equipment and personnel of Seguin and Schertz used in the provision of services hereunder shall be and remain the sole management and budgetary authority of the City Manager for each city.

VI.

No amendment, modification, or alteration shall be binding unless the same be in writing, dated subsequent to the date hereof and duly executed by the Cities.

VII.

Notice to the City of Seguin shall be delivered to the City Manager, City of Seguin, 205 N. River Street, Seguin, Texas 78156. Notice to the City of Schertz shall be delivered to :City Manager, City of Schertz, 1400 Schertz Parkway, Schertz, Texas 781154. This agreement shall be binding upon and inure to the benefits of the Cities and their respective legal representatives, successors, and assigns where permitted by this agreement.

VIII.

In case any one or more of the provisions contained in this agreement shall for any reason be held to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality or unenforceability shall not affect any other provision thereof and this

agreement shall be construed as if such invalid, illegal, or unenforceable provision had never been contained herein.

IX.

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

X.

To the fullest extent permitted by law, each City shall and does hereby agree to indemnify, protect, defend, and hold harmless the other City, its officers, agents and employees, for, from and against all claims, demands, liabilities, damages, costs, suits, losses, liens, expenses, causes of action, judgments, and fees (including court costs, attorney's fees, and costs of investigation), of any nature, kind, or description by, through, or of any person or entity whomsoever arising out of, or alleged to have arisen out of, (in whole or in part) the work to be performed, or in any way whatsoever in connection therewith. Pursuant to Texas Government Code 791.006, the governmental unit that would have been responsible for furnishing the services in the absence of a contract is responsible for any civil liability that arises from the furnishing of those services. Nothing in this agreement adds to or changes the liability limits and immunities for a governmental unit provided by the Texas Tort Claims Act, Chapter 101, Civil Practices and Remedies Code, or other law. This agreement is not a joint enterprise for the purpose of assigning or determining liability.

XI.

Any of the Cities shall have the right to terminate this agreement with a ninety (90) day written notice.

This Agreement is executed this \_\_\_\_ day of \_\_\_\_\_, 2021.

CITY OF SEGUIN

CITY OF SCHERTZ

By: \_\_\_\_\_  
Steve Parker  
City Manager  
City of Seguin

By: \_\_\_\_\_  
Mark Browne  
City Manager  
City of Schertz

Attest: \_\_\_\_\_  
Naomi Manski  
City Secretary

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

## CITY COUNCIL MEMORANDUM

**City Council Meeting:** August 24, 2021  
**Department:** Executive Team  
**Subject:** Resolution 21-R-92 - Consideration and/or action approving a Resolution by the City Council of the City of Schertz, Texas authorizing approval of an Escrow Agreement for the QT on Schwab Road related to construction of a sewer line. (M.Browne/B. James)

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### BACKGROUND

The Developer of the QT gas station and convenience store proposed to be located at the frontage road of IH 35 and Schwab road is requesting an escrow agreement to provide funding for the construction of a proposed future sewer line along Schwab Road. The Sewer Master Plan shows a sewer line ultimately extending from Baugh Lane on the north side of the QT property, along Schwab Road, to the frontage road of IH 35. Ultimately this sewer line is proposed to be extended under IH 35. Currently, sewer flows from the Amazon and Sysco facilities, as well as the proposed QT flow to the north where they are ultimately treated by NBU per an agreement the City has with NBU. The extension along the QT property and under IH 35 are anticipated to be needed as part of the City's ultimate sewer system, but that may change as part of the ongoing master sewer plan study.

Given that the line in question, if built by QT would not provide any benefit until the City extends the line under IH 35 and given the lack of funding for that extension, the City is comfortable entering into an escrow agreement with the developer of the QT site. The agreement requires the developer to provide funding for construction of the line for the City to use to construct the line (at such time when the line is going to be extended under IH 35). If the City does not construct the line within 10 years, the funding is returned to the developer.

### GOAL

Provide for the orderly development of infrastructure.

### COMMUNITY BENEFIT

This agreement provides funding from the developer for the sewer line if it is built within 10 years. There is not benefit to having the developer construct a sewer line that is not going to be used and that the city has to maintain. Also, as no design has been done, so its not entirely clear where the sewer line will need to end to be able to be extended under IH 35.

### SUMMARY OF RECOMMENDED ACTION

Approval of Resolution 21 R 92 authorizing an escrow agreement associated with the anticipated sewer line along Schwab Road.

### FISCAL IMPACT

The developer is providing \$152,000 for the construction of the sewer line. This cost estimate has been reviewed by the City Engineer. If not used within 10 years, the funds will be returned to the developer.

### RECOMMENDATION



Approval of Resolution 21 R 92.

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**Attachments**

Res 21 R 92

Plat QT 4032

Sewer Cost

Escrow Agreement

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## **RESOLUTION NO. 21-R-92**

### **A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF SCHERTZ, TEXAS AUTHORIZING AN ESCROW AGREEMENT REGARDING SEWER FACILITIES WITH THE QUIK TRIP CORPORATION, AND OTHER MATTERS IN CONNECTION THEREWITH**

WHEREAS, in order to file the plat for the QT 4032 Addition, the property owner is required to construct certain public improvements as required by the City of Schertz Unified Development Code; and

WHEREAS, one of those improvement is to extend a sewer line along the frontage of Schwab Road, and

WHEREAS, that sewer line will not provide service for other properties until such time as the City extends it under IH 35; and

WHEREAS, there is not currently funding or a timeline for the future extension under IH 35; and

WHEREAS, the City staff of the City of Schertz (the "City") has recommended that the City enter into an Escrow Agreement regarding Sewer Facilities associated with the Quik Trip Development on Lot 1, Block 2 of the QT 4032 Addition; and

WHEREAS, the City Council has determined that it is in the best interest of the City to enter into an Escrow agreement generally in the form as attached per Exhibit "A".

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

Section 1. The City Council hereby authorizes the City Manager to execute an escrow agreement with the owner of Lot 1, Block 2 of the QT 4032 Addition, generally as per the attached Exhibit "A".

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

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

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

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

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

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

PASSED AND ADOPTED, this 24th day of August, 2021.

CITY OF SCHERTZ, TEXAS

---

Mayor, Ralph Gutierrez

ATTEST:

---

City Secretary, Brenda Dennis

(CITY SEAL)

**EXHIBIT A**

**AGREEMENT REGARDING CYPRESS POINT SEWER FACILITIES**

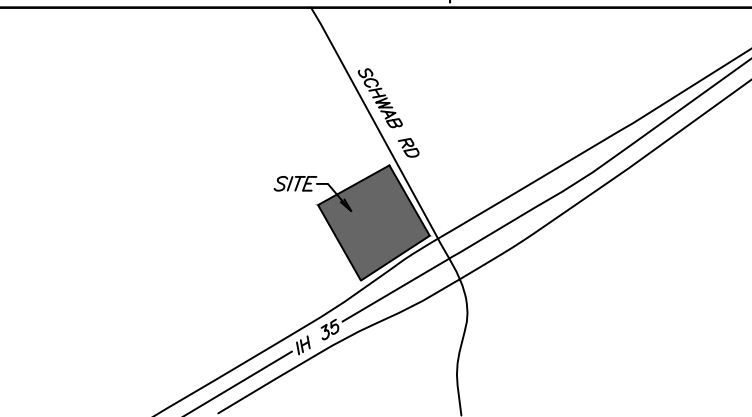
**EXHIBIT B**

**AGREEMENT FOR THE CONSTRUCTION OF WATER TRANSMISSION  
MAIN IMPROVEMENTS**

## VICINITY MAP



NOT TO SCALE



## LEGEND

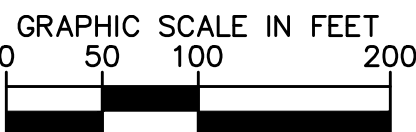
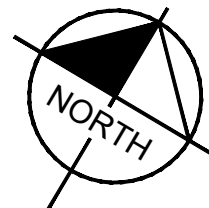
- IRF 1/2" IRON ROD FOUND
- IRS 1/2" IRON ROD W/ A RED PLASTIC CAP
- STAMPED "MATKIN-HOOVER ENG. & SURVEY" SET
- R/W MONUMENT FOUND
- ROW RIGHT-OF-WAY
- NCB NEW CITY BLOCK
- TX.D.O.T. TEXAS DEPARTMENT OF TRANSPORTATION
- VOL. VOLUME
- PG. PAGE
- D.R. DEED RECORDS
- P.R. PLAT RECORDS
- OPR OFFICIAL PUBLIC RECORDS OF COMAL COUNTY, TEXAS
- DPR DEED AND PLAT RECORDS OF COMAL COUNTY, TEXAS
- 765 EXISTING CONTOUR

**SURVEYOR:**  
MATKIN HOOVER ENGINEERING &  
SURVEYING  
8 SPENCER ROAD, SUITE 300  
BOERNE, TEXAS 78006  
PH: (830) 249-0600  
CONTACT: KYLE PRESSLER, R.P.L.S.  
FIRM NO. F-10024000



Certified By:

*Jerad Mohelt*  
Jerad Mohelt  
Public Works Department  
08/03/2021 4:44:18 PM



## OWNER'S ACKNOWLEDGEMENT

STATE OF \_\_\_\_\_  
COUNTY OF \_\_\_\_\_

I, THE UNDERSIGNED, OWNER OF THE LAND SHOWN ON THIS PLAT, AND DESIGNATED HEREIN AS THE QT 4032 PLAT, TO THE CITY OF SCHERTZ, TEXAS AND WHOSE NAME IS SUBSCRIBED HERETO, HEREBY DEDICATE FOR THE USE OF THE PUBLIC FOREVER ALL STREETS, ALLEYS, PARKS, WATER COURSES, DRAINS, EASEMENTS AND PUBLIC PLACES THEREON SHOWN FOR THE PURPOSE AND CONSIDERATION THEREIN EXPRESSED.

OWNER/DEVELOPER: SAN ANTONIO ONE LTD. PARTNERSHIP  
CHARLES A. FORBES, OWNER  
2111 WOODWARD AVE STE 910  
DETROIT, MI 48201-3421

STATE OF \_\_\_\_\_  
COUNTY OF \_\_\_\_\_

BEFORE ME, THE UNDERSIGNED AUTHORITY, ON THIS DAY PERSONALLY APPEARED CHARLES A. FORBES KNOWN TO ME TO BE PERSON WHOSE NAME IS SUBSCRIBED TO THE FOREGOING INSTRUMENT, AND ACKNOWLEDGED TO ME THAT HE EXECUTED THE SAME FOR PURPOSES AND CONSIDERATION THEREIN STATED.

GIVEN UNDER MY HAND AND SEAL OF OFFICE THIS \_\_\_\_ DAY OF \_\_\_\_\_  
20 \_\_\_\_

NOTARY PUBLIC

## OWNER'S ACKNOWLEDGEMENT

STATE OF TEXAS  
COUNTY OF BEXAR

I, THE UNDERSIGNED, OWNER OF THE LAND SHOWN ON THIS PLAT, AND DESIGNATED HEREIN AS THE QT 4032 PLAT, TO THE CITY OF SCHERTZ, TEXAS AND WHOSE NAME IS SUBSCRIBED HERETO, HEREBY DEDICATE FOR THE USE OF THE PUBLIC FOREVER ALL STREETS, ALLEYS, PARKS, WATER COURSES, DRAINS, EASEMENTS AND PUBLIC PLACES THEREON SHOWN FOR THE PURPOSE AND CONSIDERATION THEREIN EXPRESSED.

OWNER/DEVELOPER: MATTHEW D. MILLER, PRESIDENT  
QT SOUTH, LLC.  
742 NW LOOP 410 STE 102  
SAN ANTONIO, TX 78216

STATE OF TEXAS  
COUNTY OF BEXAR

BEFORE ME, THE UNDERSIGNED AUTHORITY, ON THIS DAY PERSONALLY APPEARED MATTHEW D. MILLER KNOWN TO ME TO BE PERSON WHOSE NAME IS SUBSCRIBED TO THE FOREGOING INSTRUMENT, AND ACKNOWLEDGED TO ME THAT HE EXECUTED THE SAME FOR PURPOSES AND CONSIDERATION THEREIN STATED.

GIVEN UNDER MY HAND AND SEAL OF OFFICE THIS \_\_\_\_ DAY OF \_\_\_\_\_  
20 \_\_\_\_

NOTARY PUBLIC

## CERTIFICATE OF PLATTING ENGINEER

STATE OF TEXAS  
COUNTY OF BEXAR

I, THE UNDERSIGNED, AS A REGISTERED PROFESSIONAL ENGINEER IN THE STATE OF TEXAS HEREBY CERTIFY THAT PROPER ENGINEERING CONSIDERATION HAS BEEN GIVEN TO THIS PLAT.

PRELIMINARY, THIS DOCUMENT SHALL NOT BE RECORDED FOR ANY PURPOSE,  
"FOR REVIEW PURPOSES ONLY"

AARON K. PARENICA, P.E.  
LICENSED PROFESSIONAL ENGINEER  
TEXAS REGISTRATION NO. 99323

DATE



Approved By:

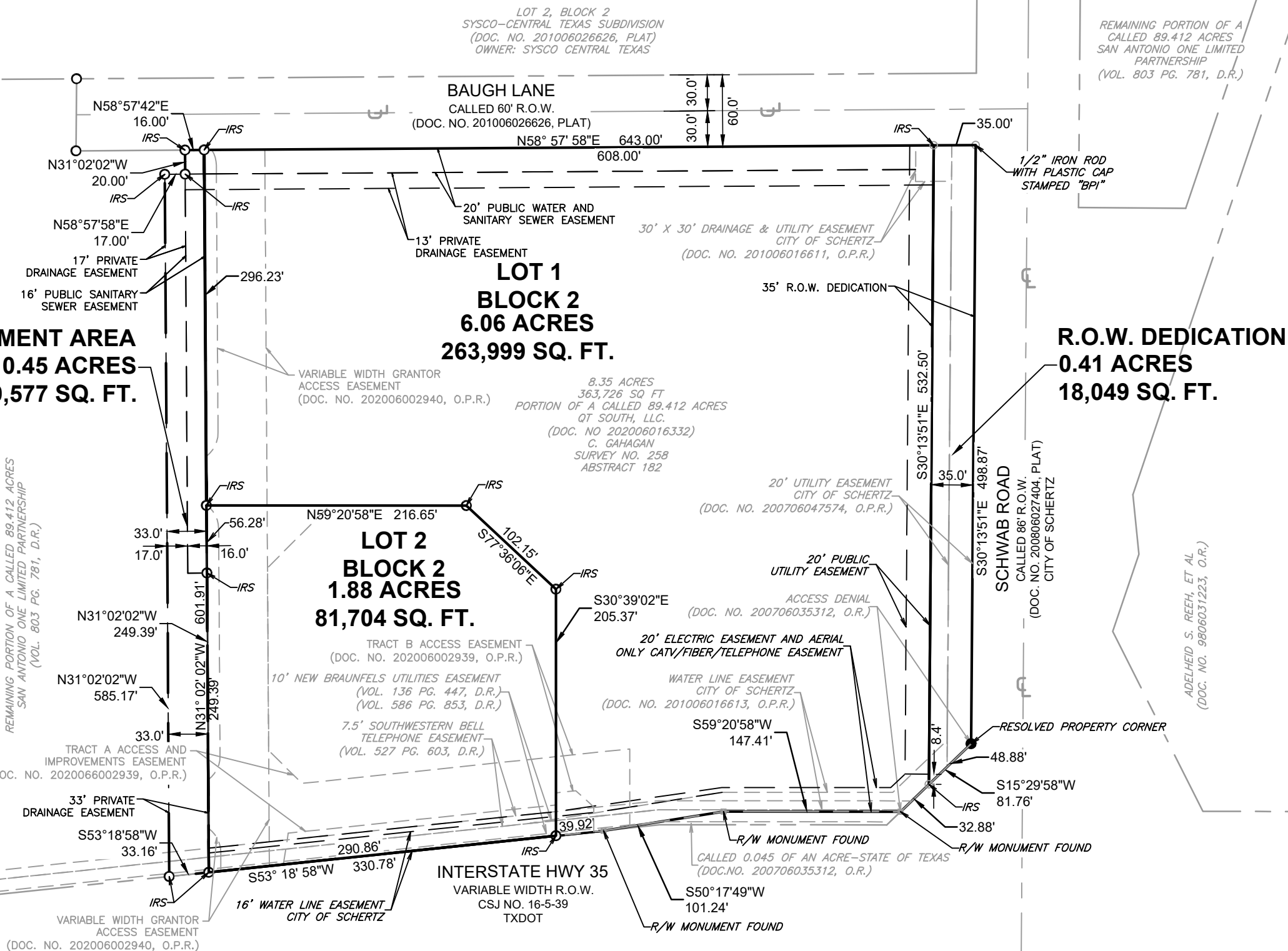
*Megan Harrison*  
Megan Harrison, Planner  
Planning & Community Development  
08/12/2021 1:40:57 PM

# Kimley»Horn

601 NW LOOP 410, SUITE 350 FIRM # 10193973 TEL. NO. (210) 541-9166  
SAN ANTONIO, TEXAS 78216 WWW.KIMLEY-HORN.COM

DRAWN BY	CHECKED BY	DATE PREPARED	PROJECT NO.
AEM	AKP	5/4/2021	069304913

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## APPROVAL OF CITY PLANNING AND ZONING COMMISSION

THIS OF THE QT 4032 FINAL PLAT HAS BEEN SUBMITTED TO AND CONSIDERED BY THE CITY PLANNING AND ZONING COMMISSION OF THE CITY OF SCHERTZ, TEXAS AND IS HEREBY APPROVED BY SUCH COMMISSION.

DATED THIS \_\_\_\_ DAY OF \_\_\_\_\_ 20 \_\_\_\_

BY: CHAIRPERSON \_\_\_\_\_

BY: SECRETARY \_\_\_\_\_

## UTILITY PROVIDER CERTIFICATIONS

THIS PROPOSED SUBDIVISION PLAT HAS BEEN REVIEWED AND APPROVED BY THE CIBOLO CREEK MUNICIPAL AUTHORITY (CCMA) FOR WASTEWATER TREATMENT PLANT CAPACITY. ALL FEES DUE FOR IMPACT TO THE SYSTEM AT THE TIME OF CONNECTION WILL BE CALCULATED AT SUBMITTAL OF BUILDING PERMIT APPLICATION AT THE THEN CURRENT FEE SCHEDULE.

AGENT FOR CIBOLO CREEK MUNICIPAL AUTHORITY \_\_\_\_\_

## NBU CERTIFICATION

THIS PLAT OF QT 4032 HAS BEEN SUBMITTED AND APPROVED BY NEW BRAUNFELS UTILITIES FOR RECORDING.

BY: \_\_\_\_\_  
NEW BRAUNFELS UTILITIES

## NBU NOTES:

- MAINTENANCE OF DEDICATED UTILITY EASEMENTS IS THE RESPONSIBILITY OF THE PROPERTY OWNER. ANY USE OF AN EASEMENT, OR ANY PORTION OF IT, INCLUDING LANDSCAPING OR DRAINAGE FEATURES, IS SUBJECT TO AND SHALL NOT CONFLICT WITH THE TERMS AND CONDITIONS IN THE EASEMENT, MUST NOT ENDANGER OR INTERFERE WITH THE RIGHTS GRANTED BY THE EASEMENT TO NEW BRAUNFELS UTILITIES, ITS SUCCESSORS AND ASSIGNS, AND SHALL BE SUBJECT TO APPLICABLE PERMIT REQUIREMENTS OF THE CITY OF NEW BRAUNFELS OR ANY OTHER GOVERNING BODY. THE PROPERTY OWNER MUST OBTAIN, IN ADVANCE, WRITTEN AGREEMENT WITH THE UTILITIES TO UTILIZE THE EASEMENT, OR ANY PART OF IT.
- UTILITIES WILL POSSESS A 5' WIDE SERVICE EASEMENT TO THE DWELLING ALONG THE SERVICE LINE TO THE SERVICE ENTRANCE. THIS EASEMENT WILL VARY DEPENDING UPON LOCATION OF DWELLING AND SERVICE.
- UTILITIES SHALL HAVE ACCESS TO THE METER LOCATIONS FROM THE FRONT YARD AND METER LOCATIONS SHALL NOT BE LOCATED WITHIN A FENCED AREA.
- EACH LOT MUST HAVE ITS OWN WATER AND SEWER SERVICE AT THE OWNER/DEVELOPER'S EXPENSE.
- DO NOT COMBINE ANY NEW UTILITY EASEMENTS (UE) WITH DRAINAGE EASEMENTS (DE) OR MAKE CHANGES IN GRADE WITHIN THE UTILITY EASEMENTS (UE) WITHOUT WRITTEN APPROVAL FROM NEW BRAUNFELS UTILITIES.

## GENERAL NOTES:

- NOTICE: SELLING A PORTION OF THIS ADDITION BY METES AND BOUNDS IS A VIOLATION OF CITY ORDINANCES AND STATE LAW AND IS SUBJECT TO FINES AND WITHHOLDING OF UTILITIES AND PERMITS.
- ACCORDING TO THE FEDERAL EMERGENCY MANAGEMENT AGENCY FLOOD INSURANCE RATE MAP, COMMUNITY PANEL NUMBER 48091C0440F, FOR COMAL COUNTY, TEXAS, AND INCORPORATED AREAS, DATED SEPTEMBER 2, 2009, PORTIONS OF THE TRACT SHOWN HEREON LIE WITHIN ZONE "X" (AREAS DETERMINED TO BE OUTSIDE THE 0.2% ANNUAL CHANCE FLOODPLAIN).
- ALL PRIVATE OPEN SPACE, COMMON AREAS, GREENBELTS, DRAINAGE, EASEMENT, ETC. ARE THE RESPONSIBILITY OF THE DEVELOPER OR ITS SUCCESSORS AND/OR ASSIGNS.
- NUMBER OF BUILDABLE LOTS: 2

## TXDOT NOTES:

- FOR RESIDENTIAL DEVELOPMENT DIRECTLY ADJACENT TO STATE RIGHT-OF-WAY THE DEVELOPER SHALL BE RESPONSIBLE FOR ADEQUATE SETBACK AND/OR SOUND ABATEMENT MEASURES FOR FUTURE NOISE MITIGATION.
- OWNER/DEVELOPER IS RESPONSIBLE FOR PREVENTING ANY ADVERSE IMPACT TO THE EXISTING DRAINAGE SYSTEM WITHIN THE HIGHWAY RIGHT-OF-WAY.
- MAXIMUM ACCESS POINTS TO STATE HIGHWAY FROM THIS PROPERTY WILL BE REGULATED AS DIRECTED BY TXDOT'S "ACCESS MANAGEMENT MANUAL". LOT 1, BLOCK 2 OF THE PROPERTY IS ELIGIBLE FOR MAXIMUM COMBINED TOTAL OF 1 (ONE) SHARED ACCESS POINT TO IH 35 TO BE SHARED WITH LOT 2 BLOCK 2, BASED ON AN OVERALL PLATTED FRONTAGE OF APPROXIMATELY 286 FEET. LOT 2 BLOCK 2 IS ELIGIBLE FOR MAXIMUM COMBINED TOTAL OF 1 (ONE) SHARED ACCESS POINT TO IH 35, BASED ON AN OVERALL PLATTED FRONTAGE OF APPROXIMATELY 294 FEET. ANY ADDITIONAL FUTURE ACCESS WILL BE REGULATED AS DIRECTED BY TXDOT'S "ACCESS MANAGEMENT MANUAL". THE EXISTING SOUTHBOUND ENTRANCE RAMP IS TO BE REMOVED IN THE NEAR FUTURE BY TXDOT. WHERE TOPOGRAPHY OR OTHER EXISTING CONDITIONS MAKE IT INAPPROPRIATE OR NOT FEASIBLE TO CONFORM TO THE CONNECTION SPACING INTERVALS, THE LOCATION OF REASONABLE ACCESS WILL BE DETERMINED WITH CONSIDERATION GIVEN TO THE TOPOGRAPHY, ESTABLISHED PROPERTY OWNERSHIPS, UNIQUE PHYSICAL LIMITATIONS, AND/OR PHYSICAL DESIGN CONSTRAINTS. THE SELECTED LOCATION SHOULD SERVE AS MANY PROPERTIES AND INTERESTS AS POSSIBLE TO REDUCE THE NEED FOR ADDITIONAL DIRECT ACCESS TO THE HIGHWAY. IN SELECTING LOCATIONS FOR FULL MOVEMENT INTERSECTIONS, PREFERENCE WILL BE GIVEN TO PUBLIC ROADWAYS THAT ARE ON LOCAL THOROUGHFARE PLANS.
- IF SIDEWALKS ARE REQUIRED BY APPROPRIATE CITY ORDINANCE, A SIDEWALK PERMIT MUST BE APPROVED BY TXDOT, PRIOR TO CONSTRUCTION WITHIN STATE RIGHT-OF-WAY. LOCATIONS OF SIDEWALKS WITH STATE RIGHT-OF-WAY SHALL BE AS DIRECTED BY TXDOT.
- ANY TRAFFIC CONTROL MEASURES (LEFT-TURN LANE, RIGHT TURN LANE, SIGNAL, ETC.) FOR ANY ACCESS FRONTING A STATE MAINTAINED ROADWAY SHALL BE THE RESPONSIBILITY OF THE DEVELOPER/OWNER.

## BEARING REFERENCE NOTE:

BEARINGS ARE BASED ON THE STATE PLANE COORDINATE SYSTEM ESTABLISHED FOR THE TEXAS SOUTH CENTRAL ZONE 4204, NORTH AMERICAN DATUM (NAD) OF 1983. DISTANCES SHOWN HEREON ARE GRID UNITS.

## FLOODPLAIN NOTE:

ANY DEVELOPMENT SHALL BE IN ACCORDANCE WITH FLOODPLAIN ORDINANCE IN EFFECT AT THE TIME OF CONSTRUCTION APPLICATION.

## ZONING NOTE:

THE SUBJECT PROPERTY IS CURRENTLY ZONED GENERAL BUSINESS (GB)

FINAL PLAT

OF

**QT 4032****LOTS 1-2, BLOCK 2**

AN 8.80 ACRE TRACT OF LAND SITUATED IN THE CITY OF SCHERTZ, OUT OF THE C. GAHAGAN SURVEY NO. 258, ABSTRACT 182, COMAL COUNTY, TEXAS, INCLUSIVE OF A 0.41 ACRE RIGHT-OF-WAY DEDICATION AND A 0.45 ACRE OFFSITE EASEMENT AREA, AND BEING A PORTION OF A CALLED 89.412 ACRE TRACT OF LAND AS CONVEYED TO SAN ANTONIO ONE LIMITED PARTNERSHIP OF RECORD IN VOLUME 803 PAGE 781 OF THE DEED RECORDS OF COMAL COUNTY, TEXAS, AND ALL OF A CALLED 8.35 ACRE TRACT OF LAND AS DESCRIBED AND CONVEYED IN DOCUMENT NO. 202006016332 OF THE OFFICIAL PUBLIC RECORDS OF COMAL COUNTY, TEXAS.

SHEET 1 OF 1



QT 4032 Sanitary Sewer Costs

Item	unit price	Qty	Units	Cost
Mobilization	\$18,000.00	1	LS	\$18,000.00
Ground Preparation	\$0.00	1	LS	\$0.00
8" PVC Sewer Line	\$135.00	556	LF	\$75,060.00
Manholes	\$10,000.00	2	EA	\$20,000.00
Trench Restoration	\$62.34	556	LF	\$34,661.04
Traffic Control	\$4,500.00	1	LS	\$4,500.00
		Total:		\$152,221.04

## **ESCROW AGREEMENT**

THIS Escrow Agreement (this “**Agreement**”) made and entered into as of this \_\_\_\_ day of August, 2021 by and among QT South LLC (the “Developer”), City of Schertz, Texas (the “City”), and Chicago Title San Antonio as Escrow Agent, a \_\_\_\_\_ organized and existing under the laws of the State of Texas (“the **Escrow Agent**”).

### **RECITALS**

**WHEREAS**, Developer and City have entered into an agreement whereby the City shall construct certain Public Improvements within the next ten (10) years, to wit: an 8” sewer line for approximately 556 feet along the west boundary of Lot 1, Block 2 of the QT 4032 Addition, adjacent to Schwab Road and 2 manholes (Exhibit A).

**WHEREAS**, Developer, rather than construct said improvements at this time, have agreed that it is more beneficial to them to pay the estimated costs of the improvement, as shown on Exhibit B, into an escrow account for the City to draw upon at such time the City determines it is in the City’s interest to construct the improvements.

**WHEREAS**, Escrow Agent hereby agrees to hold the Escrow Funds, pursuant to the terms of this Agreement, for a period not to exceed ten (10) years from the date of deposit. Should the City not draw upon the Escrowed Funds prior to the expiration of the ten (10) year terms, the Escrowed Funds shall be returned to Developer or Developer’s assigns.

### **AGREEMENT**

**NOW, THEREFORE**, the Developer, the City and Escrow Agent agree to the terms of this Agreement as follows:

1. Commencement of Duties. Simultaneously with the execution and delivery of this Agreement, shall transfer to the Escrow Agent the aggregate sum of One Hundred Fifty Two Thousand Dollars (\$152,000) (the “Escrowed Funds”). Upon receipt of the Escrowed Funds and after the parties’ submission of all documentation required by the Escrow Agent to comply with the Bank Secrecy Act, the duties, and obligations of each of the parties to this Agreement will commence.
2. Operation of the Escrow.

With respect to any requested disbursement, the Developer and the City (i) certify they have reviewed any wire instructions set forth in such written disbursement direction to confirm such wire instructions are accurate, (ii) agree to indemnify and hold harmless the Escrow Agent from and against any and all claim, demand, loss, liability, or expense sustained, including but not limited to attorney fees, and expenses resulting directly or indirectly as a result of making the disbursement requested, and (iii) agree they will not seek recourse from the Escrow Agent as a result of losses incurred by it for making the disbursement in accordance with the disbursement direction.

3. Escrowed Funds. Upon receipt of the Escrowed Funds, the Escrow Agent shall hold the Escrowed Funds in escrow pursuant to the terms of this Agreement. Until such time as the Escrowed Funds shall be distributed by the Escrow Agent as provided herein, unless the Escrow Agent is otherwise directed in writing in a joint written investment direction signed by the Developer and the City, the Escrowed Funds shall be invested and reinvested by the Escrow Agent in the \_\_\_\_\_ fund. The parties hereto acknowledge that the Escrow Agent does not have a duty, nor will it undertake any duty to provide investment advice.

(a) The Escrow Agent shall be entitled to sell or redeem any such investment as necessary to make any distributions required under this Agreement and shall not be liable or responsible for any loss resulting from any such sale or redemption.

(b) Income, if any, resulting from the investment of the Escrowed Funds shall be retained by the Escrow Agent and shall be considered, for all purposes of this Agreement, to be part of the Escrowed Funds.

4. Duties of the Escrow Agent. The Escrow Agent shall have no duties or responsibilities other than those expressly set forth in this Agreement, and no implied duties or obligations shall be read into this Agreement against the Escrow Agent. The Escrow Agent has no fiduciary or discretionary duties of any kind. The Escrow Agent is not a party to, or bound by, the Purchase Agreement or any other agreement among the other parties hereto, and the Escrow Agent's duties shall be determined solely by reference to this Agreement. The Escrow Agent shall have no duty to enforce any obligation of any person, other than as provided herein. The Escrow Agent shall be under no liability to anyone by reason of any failure on the part of any party hereto or any maker, endorser or other signatory of any document or any other person to perform such person's obligations under any such document.

5. Liability of the Escrow Agent; Indemnification. The Escrow Agent acts hereunder as a depository only. The Escrow Agent is not responsible or liable in any manner for the sufficiency, correctness, genuineness, or validity of this Escrow Agreement or with respect to the form of execution of the same. The Escrow Agent shall not be liable for any action taken or omitted by it, or any action suffered by it to be taken or omitted, in good faith, and in the exercise of its own best judgment, and may rely conclusively and shall be protected in acting upon any order, notice, demand, certificate, opinion or advice of counsel (including counsel chosen by the Escrow Agent), statement, instrument, report or other paper or document (not only as to its due execution and the validity and effectiveness of its provisions, but also as to the truth and acceptability of any information therein contained) which is believed by the Escrow Agent to be genuine and to be signed or presented by the proper person(s). The Escrow Agent shall not be held liable for any error in judgment made in good faith by an officer or employee of the Escrow Agent unless it shall be proved that the Escrow Agent was grossly negligent in ascertaining the pertinent facts or acted intentionally in bad faith. The Escrow Agent shall not be bound by any notice of demand, or any waiver, modification, termination or rescission of this Agreement or any of the terms hereof, unless evidenced by a writing delivered to the Escrow Agent signed by the proper party or parties and, if the duties or rights of the Escrow Agent are affected, unless it shall give its prior written consent thereto. In no event shall the Escrow Agent be liable for incidental, indirect, special, consequential or punitive damages or penalties (including, but not limited to lost profits), even if the Escrow

Agent has been advised of the likelihood of such damages or penalty and regardless of the form of action. The Escrow Agent shall not be responsible for delays or failures in performance resulting from acts beyond its control, including without limitation acts of God, strikes, lockouts, riots, acts of war or terror, epidemics, governmental regulations, fire, communication line failures, computer viruses, power failures, earthquakes, or other disasters. The Escrow Agent shall not be obligated to take any legal action or commence any proceeding in connection with the Escrowed Funds, any account in which Escrowed Funds are deposited, this Agreement or any other agreement, or to appear in, prosecute or defend any such legal action or proceeding.

The Escrow Agent may consult legal counsel in the event of any dispute or question as to the construction of any provisions hereof or its duties hereunder, and it shall incur no liability and shall be fully protected in acting in accordance with the opinion or instructions of such counsel.

The Escrow Agent shall not be responsible, may conclusively rely upon and shall be protected, indemnified and held harmless by Developer and City, acting jointly and severally, for the sufficiency or accuracy of the form of, or the execution, validity, value or genuineness of any document or property received, held or delivered by it hereunder, or of the signature or endorsement thereon, or for any description therein; nor shall the Escrow Agent be responsible or liable in any respect on account of the identity, authority or rights of the persons executing or delivering or purporting to execute or deliver any document, property or this Agreement.

In the event that the Escrow Agent shall become involved in any arbitration or litigation relating to the Escrowed Funds, the Escrow Agent is authorized to comply with any decision reached through such arbitration or litigation.

Developer and City, jointly and severally, hereby agree, to the extent permitted by law, to indemnify the Escrow Agent and each direction, officer, employee, attorney, agent and affiliate of the Escrow Agent for, and to hold it harmless against any loss, liability or expense incurred in connection herewith without gross negligence or willful misconduct on the part of the Escrow Agent, including without limitation legal or other fees arising out of or in connection with its entering into this Agreement and carrying out its duties hereunder, including without limitation the costs and expenses of defending itself against any claim of liability in the premises or any action for interpleader. The Escrow Agent shall be under no obligation to institute or defend any action, suit, or legal proceeding in connection herewith, unless first indemnified and held harmless to its satisfaction in accordance with the foregoing, except that the Escrow Agent shall not be indemnified against any loss, liability or expense arising out of its own gross negligence or willful misconduct as finally determined by a court of competent jurisdiction, subject to no further appeal. Such indemnity shall survive the termination or discharge of this Agreement or resignation of the Escrow Agent.

6. The Escrow Agent's Fee. Escrow Agent shall be entitled to fees and expenses for its regular services as Escrow Agent as set forth in Exhibit (C). Additionally, Escrow Agent is entitled to fees for extraordinary services and reimbursement of any out of pocket and extraordinary costs and expenses, including, but not limited to, attorneys' fees. Escrow Agent shall have a first lien upon all Escrowed Funds for the purposes of paying its fees and expenses. All of the Escrow Agent's compensation, costs and expenses shall be paid by Developer. Any fees and expenses shall

be payable from and may be deducted by Escrow Agent from interest and/or principal of any monies held in Escrowed Funds by Escrow Agent.

7. Security Interests. No party to this Escrow Agreement shall grant a security interest in any monies or other property deposited with the Escrow Agent under this Escrow Agreement, or otherwise create a lien, encumbrance or other claim against such monies or borrow against the same.

8. Dispute. In the event of any disagreement between the undersigned or the person or persons named in the instructions contained in this Agreement, or any other person, resulting in adverse claims and demands being made in connection with or for any papers, money or property involved herein, or affected hereby, the Escrow Agent shall be entitled to refuse to comply with any demand or claim, as long as such disagreement shall continue, and in so refusing to make any delivery or other disposition of any money, papers or property involved or affected hereby, the Escrow Agent shall not be or become liable to the undersigned or to any person named in such instructions for its refusal to comply with such conflicting or adverse demands, and the Escrow Agent shall be entitled to refuse and refrain to act until: (a) The rights of the adverse claimants shall have been fully and finally adjudicated in a Court assuming and having jurisdiction of the parties and money, papers and property involved herein or affected hereby, or (b) All differences shall have been adjusted by agreement and the Escrow Agent shall have been notified thereof in writing, signed by all the interested parties.

9. Resignation of Escrow Agent. Escrow Agent may resign or be removed, at any time, for any reason, by written notice of its resignation or removal to the proper parties at their respective addresses as set forth herein, at least thirty (30) days before the date specified for such resignation or removal to take effect; upon the effective date of such resignation or removal:

(a) All cash and other payments and all other property then held by the Escrow Agent hereunder shall be delivered by it to such successor Escrow Agent as may be designated in writing by the Developer and the City, whereupon the Escrow Agent's obligations hereunder shall cease and terminate.

(b) If no such successor Escrow Agent has been designated by such date, all obligations of the Escrow Agent hereunder shall, nevertheless, cease and terminate, and the Escrow Agent's sole responsibility thereafter shall be to keep all property then held by it and to deliver the same to a person designated in writing by the Developer and the City or in accordance with the directions of a final order or judgment of a court of competent jurisdiction.

(c) Further, if no such successor Escrow Agent has been designated by such date, the resigning or removed Escrow Agent may petition any court of competent jurisdiction for the appointment of a successor agent. In such instance, the resigning or removed Escrow Agent may pay into court all monies and property deposited with Escrow Agent under this Agreement.

10. Notices. All notices, demands and requests required or permitted to be given under the provisions hereof must be in writing and shall be deemed to have been sufficiently given, upon receipt, if (i) personally delivered, (ii) sent by telecopy and confirmed by phone or (iii) mailed by registered or certified mail, with return receipt requested, delivered as follows:

If to City: CITY OF SCHERTZ  
1400 Schertz Parkway  
Schertz, Texas 78154  
Attention: Suzanne Williams

With copy to: Denton Navarro Rocha Bernal & Zech, P.C.  
2517 N. Main Avenue  
San Antonio, TX 78212

If to Developer: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Attention: \_\_\_\_\_

With a copy to: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If to the Escrow Agent Chicago Title San Antonio  
270 N. Loop 1604 East, Suite 100  
San Antonio, Texas 78232  
Attention: Doug Becker

11. Governing Law. This Agreement shall be construed and enforced in accordance with the laws of the State of Texas without regard to the principles of conflicts of law.

12. Binding Effect; Benefit. This Agreement shall be binding upon and inure to the benefit of the permitted successors and assigns of the parties hereto.

13. Modification. This Agreement may be amended, modified, or terminated at any time by a writing executed by the Developer, the City, and the Escrow Agent; provided the party making such assignment provides written notice to the other parties hereto.

14. Counterparts. This Agreement may be executed in one or more counterparts, each of which will be deemed an original, but all of which together will constitute one and the same instrument. Copies, telecopies, facsimiles, electronic files, and other reproductions of original executed documents shall be deemed to be authentic and valid counterparts of such original documents for all purposes, including the filing of any claim, action, or suit in the appropriate court of law. The parties hereto agree that the transactions described herein may be conducted and related documents may be stored by electronic means.



15. Headings. The section headings contained in this Agreement are inserted for convenience only, and shall not affect in any way, the meaning or interpretation of this Agreement.

16. Severability. This Agreement constitutes the entire agreement among the parties and supersedes all prior and contemporaneous agreements and undertakings of the parties in connection herewith. No failure or delay of the Escrow Agent in exercising any right, power or remedy may be, or may be deemed to be, a waiver thereof; nor may any single or partial exercise of any right, power or remedy preclude any other or further exercise of any right, power, or remedy. In the event that any one or more of the provisions contained in this Agreement, shall, for any reason, be held to be invalid, illegal, or unenforceable in any respect, then to the maximum extent permitted by law, such invalidity, illegality or unenforceability shall not affect any other provision of this Agreement.

17. Earnings Allocation; Tax Matters; Regulatory Compliance. The parties hereto agree that, for tax reporting purposes, all interest or other income, if any, attributable to the Escrowed Funds or any other amount held in escrow by the Escrow Agent pursuant to this Agreement shall be allocable to the Developer. The Developer and the City agrees to provide the Escrow Agent completed Forms W-9 (or Forms W-8, in the case of non-U.S. persons) and other forms and documents that the Escrow Agent may reasonably request (collectively, "Tax Reporting Documentation") at the time of execution of this Agreement. Additionally, the parties hereto agree that they will provide any information reasonably requested by the Escrow Agent to comply with the USA Patriot Act of 2001, as amended from time to time, and the Bank Secrecy Act of 1970, as amended from time to time (together the "Acts"), which information will be used to verify the identities of the parties to ensure compliance with the terms of such Acts. The parties hereto understand that if such Tax Reporting Documentation is not so certified to the Escrow Agent, the Escrow Agent may be required by the Internal Revenue Code, as it may be amended from time to time, to withhold a portion of any interest or other income earned on the investment of monies or other property held by the Escrow Agent pursuant to this Escrow Agreement.

**[SIGNATURE PAGES FOLLOW]**

**Developer:**

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

Name: \_\_\_\_\_

Title: \_\_\_\_\_

**City:**

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

Name: \_\_\_\_\_

Title: \_\_\_\_\_

**Escrow Agent:**

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

Name: \_\_\_\_\_

Title: \_\_\_\_\_

CITY COUNCIL MEMORANDUM

**City Council Meeting:** August 24, 2021  
**Department:** Engineering  
**Subject:** Ordinance No. 21-T-34 – Consideration and/or action approving an Ordinance by the City Council of the City of Schertz, Texas, authorizing a budget adjustment relating to the Aviation Heights Waterline Improvements (Phases 5, 6, & 7) construction project. *First Reading* (B. James/ K. Woodlee/ J. Shortess)

---

**BACKGROUND**

Previously, the City authorized survey and civil engineering design for Phases 5, 6, & 7 of the Aviation Heights Water Line Improvements project due to the limited fire protection provided by smaller diameter water mains in the Aviation Heights service area. The City of Schertz has been working to upgrade and replace these smaller diameter water mains which are currently located in alleyways and are difficult to maintain. Construction will include abandonment of 3” and 6” diameter water mains within alleys and replacing with 8” water mains within street rights-of-way.

Bids for Aviation Heights Water Line Improvements (Phases 5, 6, & 7) were opened on July 7, 2021. Five bids were received and evaluated based on qualifications of bidder and experience on similar and public projects, available resources to complete the project, corporate history and stability, references, and cost. After evaluation, Council approved Resolution 21-R-66 and authorized award of the bid for the Aviation Heights Water Line Improvements (Phases 5, 6, & 7) to M&C Fonseca Construction Co., Inc. for \$1,623,167.50 and a not to exceed amount of \$1,785,484.25.

The proposed budget amendment uses \$1,785,484.25 of Water Reserves to fund the construction of the Aviation Heights Waterline Improvements (Phases 5, 6, & 7) project. In order for funding to be made available for construction, Council must approve a budget amendment ordinance.

**GOAL**

To amend the fiscal year 2020-2021 budget to provide funding for the construction of the Aviation Heights Waterline Improvements (Phases 5, 6, & 7) project.

**COMMUNITY BENEFIT**

The relocation of the Aviation Heights water mains will improve the service and reliability to the residents in the Aviation Heights service area.

**SUMMARY OF RECOMMENDED ACTION**

Approval of Ordinance 21-T-34 authorizing the budget adjustment to provide construction funding for the Aviation Heights Waterline Improvements (Phases 5, 6, & 7) project.

**FISCAL IMPACT**

This ordinance will allocate \$1,785,484.25 from the Water Reserves to construction funds related to the Aviation Heights Waterline Improvements (Phases 5, 6, & 7) project.

**RECOMMENDATION**

Staff recommends approval of Ordinance 21-T-34 on first reading, providing construction funding for the Aviation Heights Waterline Improvements (Phases 5, 6, & 7) project.

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**Attachments**

21-T-34

---

## **ORDINANCE NO. 21-T-34**

**AN ORDINANCE BY THE CITY COUNCIL OF THE CITY OF SCHERTZ, TEXAS AUTHORIZING AN ADJUSTMENT TO THE FISCAL YEAR 2021 BUDGET TO PROVIDE FUNDING FOR CONSTRUCTION OF THE AVIATION HEIGHTS WATERLINE IMPROVEMENTS (PHASES 5, 6, & 7) PROJECT, REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT WITH THIS ORDINANCE; AND PROVIDING AN EFFECTIVE DATE**

WHEREAS, pursuant to Ordinance 20-T-31, the City Council of Schertz, Texas, (the “City”) adopted the budget for the City for the fiscal year 2020-2021 (the “Budget”), which provides funding for the City’s operations throughout the 2020-2021 fiscal year; and

WHEREAS, the City needs to authorize a budget amount of \$1,785,484.25 for the purpose of construction and other associated expenses related to Aviation Heights Waterline Improvements (Phases 5, 6, & 7) Project; and

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

WHEREAS, the City Council of the City has determined that it is in the best interest of the City to adjust the Budget and approve the budget transfer for the Aviation Heights Waterline Improvements (Phases 5, 6, & 7) Project, as more fully set forth in this Ordinance.

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

Section 1. The City shall transfer a budget of \$1,785,484.25 from the Water Reserves to the Aviation Heights Waterline Improvements (Phases 5, 6, & 7) Project.

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

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

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

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

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

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

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

PASSED ON FIRST READING, the 24<sup>th</sup> day of August, 2021.

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

CITY OF SCHERTZ, TEXAS

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Secretary

(CITY SEAL)



**CITY COUNCIL MEMORANDUM**

**City Council Meeting:** August 24, 2021  
**Department:** Emergency Medical Services  
**Subject:** Ordinance No. 21-T-35 - Consideration and/or action authorizing an adjustment to the fiscal year 2021 budget to provide services to Randolph JBSA. *First Reading* (M. Browne/B. James/J. Walters)

---

**BACKGROUND**

On July 27, 2021 Council approved a Task Order with AACOG to provide Emergency Medical Services on JBSA-Randolph. The requirements for the Task Order are to provide a 24 hour ambulance on JBSA-Randolph. The task order begins on September 27, 2021. Due to the need to train new staff to provide these services, a budget adjustment will be needed to cover the expense.

**GOAL**

To provide Emergency Medical Services to JBSA-Randolph.

**COMMUNITY BENEFIT**

Providing quality ambulance services to JBSA-Randolph - additionally, adding a 24-hour ambulance will be a benefit to all the cities and areas we serve to reduce overall response times.

**SUMMARY OF RECOMMENDED ACTION**

Approval of Ordinance No. 21-T-35 authorizing an adjustment to the fiscal year 2021 budget.

**FISCAL IMPACT**

Personnel costs to include regular, overtime, FICA, TMRS, Health Insurance, Workers Compensation and Uniforms will not exceed \$30,000.00. We will be invoicing AACOG for these services on September 27, 2021.

**RECOMMENDATION**

Staff recommends approval of Ordinance No. 21-T-35.

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**Attachments**

Ordinance 21-T-35

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## **ORDINANCE NO. 21-T-35**

**AN ORDINANCE BY THE CITY COUNCIL OF THE CITY OF SCHERTZ, TEXAS AUTHORIZING AN ADJUSTMENT TO THE FISCAL YEAR 2021 BUDGET TO PROVIDE SERVICES TO RANDOLPH JBSA, REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT WITH THIS ORDINANCE; AND PROVIDING AN EFFECTIVE DATE**

WHEREAS, pursuant to Ordinance 20-T-31, the City of Schertz (the “**City**”) adopted the budget for the City for the fiscal year 2020-2021 (the “**Budget**”), which provides funding for the City’s operations throughout the 2020-2021 fiscal year; and

WHEREAS, the City needs to authorize budget amounts not to exceed \$30,000.00 from the EMS Department Personnel Services account to include the cost for six new employees; and

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

WHEREAS, the City Council of the City has determined that it is in the best interest of the City to adjust the Budget and approve the expense to hire six new employees, as more fully set forth in this Ordinance.

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

Section 1. The City shall allocate no more than \$30,000.00 for personnel expenses related to the cost of hiring six new employees.

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

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

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

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

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

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

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

PASSED, APPROVED AND ADOPTED ON FIRST AND FINAL READING, the 24<sup>TH</sup> day of August, 2021.

CITY OF SCHERTZ, TEXAS

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Mayor

ATTEST:

---

City Secretary

(CITY SEAL)

## CITY COUNCIL MEMORANDUM

**City Council Meeting:** August 24, 2021

**Department:** City Secretary

**Subject:** Public Hearing on Proposed Budget for FY 2021-22 - Conduct a public hearing and presentation regarding the adoption of the FY 2021-22 Budget. (First required public hearing) (M. Browne/B. James/J. Walters)

**BACKGROUND**

In accordance with Section 102.006 of the Texas Local Government Code the City Council must hold a public hearing on the proposed budget for FY 2021-22. The first public hearing will be at the August 24, 2021, regular session. A second public hearing will be conducted at the September 7, 2021 regular session. A copy of the proposed FY 2021-22 Budget can be found online at [www.schertz.com](http://www.schertz.com) and is attached as well.

General Fund	\$39,311,042
Tax I&S Fund	6,676,915
Water & Sewer Fund	25,140,751
Capital Recovery - Water	51,000
Capital Recovery - Sewer	55,500
Drainage Fund	1,265,831
EMS Fund	11,101,603
SEDC	4,300,707
Special Events Fund	24,000
PEG Fund	100,000
Hotel Occupancy Tax Fund	291,409
Park Fund	125,000
Tree Mitigation	70,000
Roadway Impact Fee Area 1	5,000
Roadway Impact Fee Area 2	29,000
Roadway Impact Fee Area 3	5,000
Roadway Impact Fee Area 4	5,000
Library Fund	23,400
Historical Committee	11,750
Total:	\$88,592,908





# **CITY OF SCHERTZ**



## **FY 2021-22 PROPOSED BUDGET**

# City of Schertz

## Fiscal Year 2021-22

### Budget Cover Page

This budget will raise more total property taxes than last year's budget by \$698,403 or 3% increase, and of that amount, \$761,574 is tax revenue to be raised from new property added to the tax roll this year.

The members of the governing body voted on the proposal to consider the budget as follows:

**FOR:** N/A

**AGAINST:** N/A

**PRESENT** and not voting: N/A

**ABSENT:** N/A

#### Property Tax Rate Comparison

	<b>2021-22</b>	<b>2020-21</b>
Property Tax Rate:	\$0.5121/100	\$0.5121/100
No-new-revenue	\$0.5146/100	\$0.5079/100
No-new-revenue Maintenance & Operations Tax Rate:	\$0.3515/100	\$0.3475/100
Voter-approval Rate:	\$0.5242/\$100	\$0.5247/\$100
Debt Rate:	\$0.1604/100	\$0.1650/100

Total debt obligation for the City of Schertz secured by property taxes: \$ 66,084,539

# **CITY OF SCHERTZ, TEXAS PROPOSED ANNUAL BUDGET**

**FISCAL YEAR 2021-22  
OCTOBER 1, 2021 – SEPTEMBER 30, 2022**

CITY COUNCIL

RALPH GUTIERREZ  
Mayor

MARK DAVIS  
Council Member, Place 1

ROSEMARY SCOTT  
Council Member, Place 2

JILL WHITTAKER  
Council Member, Place 3

MICHAEL DAHLE  
Council Member, Place 4

DAVID SCAGLIOLA  
Council Member, Place 5

ALLISON HEYWARD  
Council Member, Place 6

TIM BROWN  
Council Member, Place 7

PREPARED BY

MARK BROWNE, CITY MANAGER  
BRIAN C. JAMES, ASSISTANT CITY MANAGER  
CHARLSE KELM, ASSISTANT CITY MANAGER  
SARAH GONZALEZ, ASSISTANT TO THE CITY MANAGER

JAMES P. WALTERS, FINANCE DIRECTOR  
BABETT MARTIN, ASSISTANT FINANCE DIRECTOR  
MAYA LEDOUX, FINANCIAL ANALYST

# **City of Schertz**

## **Our Vision**

Community. Service. Opportunity.

## **Our Mission**

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

## **City Policy Values**

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

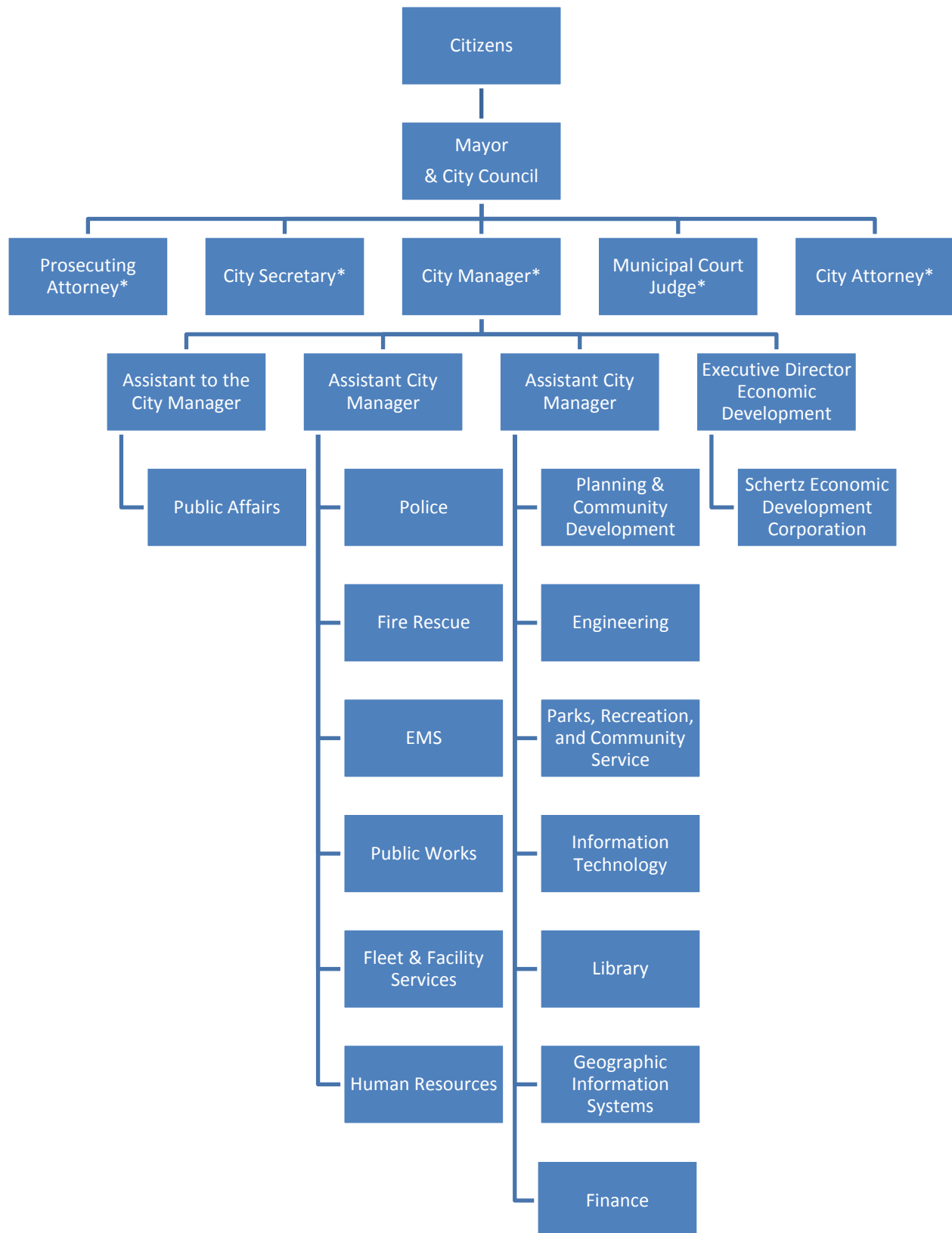
## **City Operational Values**

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

## **City Core Value**

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

# CITY OF SCHERTZ ORGANIZATIONAL CHART FY 2021-22



\*Appointed by City Council

# CITY OF SCHERTZ 2021-22 BUDGET

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# *Executive Summary*

## **General Fund**

**Revenue:** General Fund revenue will increase 5.2% over FY 2020-21 year end estimates not including the transfer in from reserves. The largest contributor to this increase will be from property and sales taxes. The property taxes for FY 2021-22 are estimated to increase 6.3% and sales taxes are estimated to increase 3.3%.

The sales tax growth trend follows the area development growth and the potential for new businesses.

Miscellaneous Income is expected to increase 24.2% in FY 2021-22 from the year end estimates due to an anticipated higher yield on investments. The investment income closely follows the Federal Funds Rate which is near zero and may increase the budget year.

**Expenses:** The overall FY 2021-22 General Fund Operating Budget increased 3.2% from FY 2020-21 year end estimates. This increase includes \$157,000 for new positions and personnel programs for Police and Facility Services. The new personnel assignments will be based on an independent firm's staffing recommendations after review of the practices and service levels of the City and input from staff and council.

Another notable item for the FY 2021-22 Budget is the implementation of the Classification & Compensation Study's second year recommendation. This study by a 3<sup>rd</sup> party reviews market wages and makes recommendations for compensation adjustments for City staff. The first year recommended adjustment was effective on July 4<sup>th</sup>, 2020 while the second phase will be effective on October 1<sup>st</sup>, 2021. The study also recommended annual Employment Cost Index (ECI) adjustments. The budget includes \$52,750 for a 0.25% ECI for all employees effective October 1<sup>st</sup>.

Included in the Budget for FY 2021-22 is setting a new minimum wage of \$15. Comparable positions in the surrounding cities are at or above this amount and this change costs \$87,000.

This budget also allocates \$500,000 to replace the financial software. Schertz has used the current software platform for the past 20 years and it no longer can meet the demands of staff and the public.

The Animal Adoption Center air conditioning system needs to be replaced. Staff has estimated that the City will be responsible for \$350,000 of the total estimated \$700,000 project cost.

The Facilities Maintenance and Parks Budget will also increase by \$75,000 combined for contract cleaning for public safety buildings and the park restrooms. This would allow staff to focus on preventative maintenance and new initiatives rather than cleaning.

**City Council**

The Proposed FY 2021-22 Budget increases 15.59% from the FY 2021-22 year end estimates. The costs of the November 2021 election have been received from the counties and show an increase in cost under City Support Services. There is an increase in staff support for awards, and additional council members attending trainings.

**City Manager**

The FY 2021-22 Budget increases 8.02% from the year end estimates due to increases in personnel for the class and compensation study recommendations, additional training as conferences begin to transition back to in person, and vehicle replacement.

**Municipal Court**

The FY 2021-22 Budget increased 10.82% from year end estimates due to personnel increases with the class and compensation study recommendations. Judge and Prosecutor services also contribute to the increase with the expectation the court will be fully operational after COVID-19 in FY 2021-22 as well as additional furniture purchases.

**311 Customer Service**

The FY 2021-22 Budget increases 2.0% from the year end estimates due to personnel increases with the classification and compensation study recommendation.

**Planning & Zoning**

The FY 2021-22 Budget decreases by 53.9% from the FY 2020-21 year end estimate with the eliminations of \$400,000 for the Comprehensive Land Use Plan, Parks Master Plan, and Unified Development Code update. This decrease is offset by increases in personnel for the Class and Compensation study recommendations.

**Legal Services**

The FY 2021-22 Budget increases 7.7% from the FY 2020-21 year end estimate with the anticipated rate increase for legal services in FY 2021-22.

**City Secretary**

The FY 2021-22 Budget increases 7.0% from the FY 2020-21 year end estimate due to personnel increases for the Class and Compensation study recommendations, as well as additional UDC updates, additional training, and Computer equipment.

**Non-Departmental**

The FY 2021-22 Budget increases 14.2% from the FY 2020-21 year end estimate. Increased commercial insurance costs are offset by less tax abatement payments.

**Public Affairs**

The FY 2021-22 Budget increases 2.6% from the FY 2020-21 year end estimate with the opening event for the new splash pad, added funds for printing and binding, and additional training. Personnel also increases with the classification and compensation study recommendation.

**Engineering**

The FY 2021-22 Engineering Budget increases 3.6% from the year end estimate due to relatively minor adjustments to each budget category related to the Department's new location (away from previously shared space and supplies), increased fuel costs (higher price per gallon and miles travelled due to more active construction projects), and the fully-

staffed department's capacity to manage additional tasks needing professional services assistance. Increased personnel expenses include pay adjustments related to implementation of the classification and compensation study.

### **Police**

The FY 2021-22 Budget decreases 2.4% from the FY 2020-21 year end estimates with the transfer of the code enforcement functions to the new Neighborhood Services division of Planning & Community Development. This decrease is partially offset by personnel increases include recommendations from the Class and Compensations study as well as increasing the minimum wage to \$15 for applicable positions. The FY 2021-22 Budget will also include additional vehicle fuel and training in anticipation of more officer positions being filled.

### **Fire Rescue**

The FY 2021-22 Budget will decrease 0.3% from the FY 2020-21 year end estimate.

### **Inspections**

The FY 2021-22 Budget increases 3.5% from the FY 2020-21 year end estimate with the implementation of the classification and compensation recommendation and an additional Building Inspector position. This increase is offset by a decrease in capital outlay with the elimination of a vehicle that was purchased during FY 2020-21.

### **Neighborhood Services**

The FY 2021-22 Budget will be set at \$373,935. This division was included in the Police Department and will now be a separate division reporting to Planning & Community Development.

### **Streets**

The FY 2021-22 Budget will increase 27.0% from the FY 2020-21 year end estimate for the Class and Compensation study recommendation and raising applicable positions minimum wage to \$15/hour. In addition to personnel expenses, FY 2021-22 budget includes funds for street light replacements and a new street sweeper.

### **Parks**

The FY 2021-22 Budget will decrease 6.2% from the FY 2020-21 year end estimate with the classification and compensation study recommendation which is partially offset with less maintenance with the completion of the Senior Center Parking lot renovation.

### **Pools**

The FY 2021-22 Budget will decrease 2.8% from the FY 2020-21 year end with no change in operations.

### **Event Facilities**

The FY 2021-22 Budget will increase 25.1% from the FY 2020-21 year end estimate due implementations from the Class and Compensation study and raising applicable positions minimum wage to \$15/hour. In additional to personnel increases, the Maintenance services category will increase for FY 2021-22 for the cleaning contract. Cleaning services weren't used during COVID while events were cancelled or postponed.

## **Library**

The Library FY 2021-22 Budget increases 7.1% due to implementation of the Class and Compensation study as well as raising applicable positions minimum wage to \$15/hour. In addition to personnel increases, the FY 2021-21 budget increases are related to higher water utility costs for landscaping, increased training and additional funds for library materials.

## **Information Technology**

The Information Technology FY 2021-22 Budget increases 6.0% from the FY 2020-21 year end estimates. Primary costs changes include increases in annual software support costs, plus the addition of annual costs for new services such as ADP, the new text archiving service, services added to allow work-from-home options for staff, etc. Due to COVID-19, equipment purchases and regular desktop replacements in Operating Equipment did not happen and will be increased in FY 2020-21. In addition, all cell phone expenses are now consolidated into the IT budget and removed from various departments except for charges related to enterprise funds in order to improve transparency. Cost reductions implemented for FY 2020-21 include decreases in training, hardware purchases, consulting and maintenance expenses.

## **Human Resources**

The FY 2021-22 Budget will increase 11.0% from the FY 2020-21 year end estimate. The increase is due to the implementation of the Class and Compensation study and FY 2020-21 had additional savings related to COVID-19 as training and staff events did not happen.

## **Finance**

The FY 2021-22 Budget will increase 1.9% from the FY 2020-21 year end estimate due to additional compensation awarded from the classification and compensation study. The FY 2020-21 budget had savings related to COVID-19 as most trainings were held virtually.

## **Purchasing & Asset Management**

The FY 2021-22 Budget will increase 1.3% from the FY 2020-21 year end estimate due to transferring the State inspection costs from Fleet to Purchasing, additional advertising costs, and training and travel. This increase is offset by the less operating equipment cost.

## **Fleet Services**

The FY 2021-22 Budget will increase 20.6% from the FY 2020-21 year end estimate due to personnel implementations from the Class and Compensation study. In addition to personnel increases, the FY 21-22 budget increase is related to additional motor vehicle equipment and maintenance supplies, ManagerPlus software fees, a GPS tagging project, and vehicle replacements for the fleet motor pool.

## **Facility Services**

The FY 2021-22 Budget decreases 0.7% from the FY 2020-21 year end estimates. Landscaping supplies previously budgeted in the Parks department have been transferred to the FY 2021-22 Facilities budget, as well as increased utility costs. The budget adds a new Plumber position and additional funding for the facilities cleaning contract that is offset by the completion of the Public Safety restroom project that was completed during FY 2020-21.

**City Assistance**

The FY 2021-22 Budget will increase 7.6% from the FY 2020-21 year end estimate due to an increase in the contract with the YMCA for management of the Senior Center as well as an increase in the donation expense for the senior center which is offset by donation revenue.

**Court Restricted Funds**

The FY 2021-22 Budget will decrease \$313 from the FY 2020-21 to match the increase in court technology fee projections.

**Interest & Sinking Fund**

**Revenues:** Revenues for FY 2021-22 increase 5.0% from the FY 2020-21 estimate with higher property values.

**Expenses:** The FY 2021-22 Budget will decrease 7.6% from the FY 2020-21 year end estimate following the debt service schedule.

**Water & Sewer Fund**

**Revenue:** Revenues for FY 2021-22 are expected to increase 4.2% from the FY 2020-21 year end estimate

**Expenses:** The FY 2020-21 Budget decreases 4.8% from the FY 2019-20 year end estimates due to fewer projects being funded which offset increases in the Business office and W&S Administration.

**Utility Billing**

The FY 2021-22 Budget increases 15.2% from the FY 2020-21 year end estimate. This increase comes from the classification and compensation study recommendation and raising applicable positions minimum wage to \$15/hour. In addition, the budget of \$180,000 for purchasing new water meters has been transferred from the W&S administration budget.

**Administration**

The FY 2021-22 Budget will increase 3.6% from the FY 2020-21 year end estimate. This increase comes from the classification and compensation study recommendation, raising applicable positions minimum wage to \$15/hour and adding a SCADA Technician to upgrade and maintain the system that monitors the water and sewer infrastructure.

**Capital Recovery Fund – Water**

Projects for FY 2020-21 include conducting the Water/Wastewater Capital Recovery Study to identify future capital needs. Ongoing projects include the 1 million gallon elevated tank at Corbett which was funded in FY 2018-19

**Capital Recovery Fund - Sewer**

Projects for FY 2020-21 include conducting the Water/Wastewater Capital Recovery Study to identify future capital needs. Ongoing projects include the construction of the main trunk line in southern Schertz that will connect to the new sewer treatment facility being added to the area.

**Drainage Fund**

**Revenue:** The FY 2021-22 revenue from drainage fees is expected to increase 6.5%. An increase in drainage fees from new development is offset by lower interest and investment revenue.

**Expenses:** The FY 2021-22 Budget will decrease 14.9% from the FY 2020-21 year end estimate with the debt service being paid off FY 2020-21 and less purchases of large equipment.

**EMS Fund**

**Revenue:** Revenues for FY 2021-22 are expected to increase 15.9% from FY 2020-21 year end estimates for additional transports and an increase on the inter-jurisdictional contracts.

**Expenses:** The FY 2021-22 Budget will increase 15.9% from the FY 2020-21 year end estimate. This increase comes from the EMS department converting one ambulance from a 24 hour shift to a 12 hours shift increasing personnel costs. In addition, Schertz EMS was awarded a new contract with JBSA Randolph, which will add an additional ambulance and new personnel. These additions are offset by additional revenue brought in by the contract.

**Schertz Economic Development Corporation (SEDC)**

**Revenues:** The SEDC receives one-half of one percent of all sales and use tax generated within the City of Schertz. The revenue for FY 2021-22 is projected to increase by 3.2% from the FY 2020-21 year-end estimate. The increase is reflective of an increase in sales tax revenue.

**Expenses:** The SEDC funds are restricted to those expenses authorized by the Texas Local Government Code sections 501 and 505. The expenses for FY 2021-22 are projected to increase by 28.9% to fill the allowable advertising expense budget as allowed by the state statutes.

**Special Events Fund**

**Revenue:** The revenue for FY 2021-22 is expected to decrease 24.5% from FY 2020-21 year end estimates in anticipation of a lower turnout at events.

**Expenses:** The Special Events Fund FY 2021-22 Budget decrease 8.3% from the FY 2020-21 year end estimates with no change in operations.

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

**Revenue:** Revenues for FY 2021-22 are not expected to change from the FY 2020-21 year end estimates

**Expenses:** The PEG Fund FY 2021-22 Budget increased from \$3,259 to \$100,000 from the FY 2020-21 year end estimates with the continued implementation of the communication master plan.



**Hotel Motel Tax Fund**

**Revenue:** Revenue for FY 2021-22 is expected to increase 53.3% from the FY 2020-21 year end estimates. Recent events during FY 2020-21 causing decreased capacity are expected to improve during FY 2021-22 with the opening of the new Candlewood Suites hotel.

**Expenses:** The Hotel Motel Tax Fund FY 2021-22 Budget decrease 29.1% from FY 2020-21 year end estimates due to the Civic Center remodel and chair upgrades completed during FY 2020-21.

**Park Fund**

**Revenue:** The revenue for FY 2021-22 is expected to decrease 12.1% from the FY 2020-21 year end estimates from new development.

**Expenses:** The FY 2021-22 Budget is not expected to change from FY 2020-21 year end estimate.

**Tree Mitigation**

**Revenue:** The revenue for FY 2021-22 is expected to decrease by 70.4% from 2020-21 year end estimate with an expected reduction in new development.

**Expenses:** The FY 2021-22 Budget will increase by 16.7% from the FY 2020-21 year end estimate for additional tree trimming and planting shade trees throughout the city.

**Roadway Impact Fee Area 1**

The FY 2021-22 Budget will be set at \$5,000 for any professional services or studies that need to be completed.

**Roadway Impact Fee Area 2**

The FY 2021-22 Budget will be set at \$29,000. \$5,000 will be for any professional services or studies that need to be completed and \$24,000 is the expected payment for the development of Ripps-Kruesler Road.

**Roadway Impact Fee Area 3**

The FY 2021-22 Budget will be set at \$5,000 for any professional services or studies that need to be completed.

**Roadway Impact Fee Area 4**

The FY 2021-22 Budget will be set at \$5,000 for any professional services or studies that need to be completed.

**Library Fund**

**Revenues:** Revenue for FY 2021-22 is expected to increase from the FY 2020-21 with more book sales.

**Expenses:** The Library Fund's FY 2021-22 Budget increase 10.4% from the FY 2020-21 year end estimates with the purchase of replacement shelving for the bookstore.

**Historical Committee**

**Revenues:** Revenue for FY 2021-22 will remain at the same funding allocation as FY 2020-21.

**Expenses:** The Historical Committee's FY 2020-21 Budget will remain the as the FY 2019-20 Budget.

101-GENERAL FUND

FINANCIAL SUMMARY

	2018-2019 ACTUAL	2019-2020 ACTUAL	(----- 2020-2021 -----) CURRENT BUDGET	(----- 2020-2021 -----) Y-T-D ACTUAL	(----- 2020-2021 -----) PROJECTED YEAR END	(----- 2021-2022 -----) CITY ADMIN. RECOMMENDED	(----- 2021-2022 -----) ADOPTED BUDGET
<u>REVENUE SUMMARY</u>							
Taxes	22,193,926	23,918,317	25,198,550	23,556,987	26,229,622	27,560,000	
Franchises	2,270,107	2,223,227	2,334,000	1,613,888	2,293,000	2,327,000	
Permits	1,539,511	1,701,296	1,767,250	1,235,906	1,735,995	1,718,150	
Licenses	65,787	49,540	56,860	35,278	48,920	49,320	
Fees	2,459,972	2,091,014	2,338,234	1,537,908	1,975,485	2,232,459	
Fines & Forfeitures	14,583	7,053	11,000	5,732	6,000	9,000	
Inter-Jurisdictional	926,570	996,174	1,066,925	709,409	969,836	990,598	
Fund Transfers	2,697,683	2,703,943	6,291,818	2,296,528	2,979,732	3,718,465	
Miscellaneous	<u>1,252,501</u>	<u>804,912</u>	<u>632,100</u>	<u>499,440</u>	<u>568,389</u>	<u>706,050</u>	
TOTAL REVENUES	33,420,639	34,495,476	39,696,737	31,491,075	36,806,979	39,311,042	
<u>EXPENDITURE SUMMARY</u>							
<u>NON PROGRAM</u>							
<u>GENERAL GOVERNMENT</u>							
CITY COUNCIL	92,341	110,886	134,988	85,830	111,817	129,252	
CITY MANAGER	1,086,888	1,168,026	1,279,134	934,901	1,222,300	1,320,379	
MUNICIPAL COURT	347,078	324,437	368,465	260,546	344,445	381,727	
CUSTOMER RELATIONS-311	117,254	110,238	113,869	89,152	114,606	117,235	
PLANNING & ZONING	227,535	182,850	704,403	185,580	705,234	324,958	
LEGAL SERVICES	135,598	107,722	150,000	63,482	130,000	140,000	
CITY SECRETARY	207,930	206,457	208,840	154,289	201,342	216,259	
NONDEPARTMENTAL	2,171,669	2,669,901	2,536,315	1,853,302	2,148,645	2,452,899	
PUBLIC AFFAIRS	609,184	557,109	629,026	463,800	620,783	637,143	
SCHERTZ TALES MAGAZINE	( 350)	0	0	0	0	0	
ENGINEERING	703,456	659,370	913,126	672,077	904,783	937,261	
GIS	<u>177,700</u>	<u>187,174</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	
TOTAL GENERAL GOVERNMENT	5,876,284	6,284,169	7,038,166	4,762,959	6,503,955	6,657,113	
<u>PUBLIC SAFETY</u>							
POLICE	8,077,388	7,604,159	10,198,955	7,735,791	10,510,651	10,256,240	
FIRE RESCUE	5,287,798	5,056,610	6,213,853	4,977,119	6,624,933	6,606,098	
INSPECTIONS	962,856	903,194	1,024,222	738,044	1,032,178	1,067,871	
NEIGHBORHOOD SERVICES	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>373,935</u>	
TOTAL PUBLIC SAFETY	14,328,041	13,563,963	17,437,030	13,450,954	18,167,762	18,304,144	
<u>PUBLIC ENVIRONMENT</u>							
STREETS	<u>1,301,880</u>	<u>1,521,424</u>	<u>1,649,740</u>	<u>995,256</u>	<u>1,501,002</u>	<u>1,905,984</u>	
TOTAL PUBLIC ENVIRONMENT	1,301,880	1,521,424	1,649,740	995,256	1,501,002	1,905,984	

101-GENERAL FUND

PROPOSED BUDGET WORKSHEET

AS OF: JUNE 30TH, 2021

FINANCIAL SUMMARY

			2020-2021			2021-2022	
	2018-2019	2019-2020	CURRENT	Y-T-D	PROJECTED	CITY ADMIN.	ADOPTED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	RECOMMENDED	BUDGET
<u>PARKS &amp; RECREATION</u>							
PARKS	1,483,637	1,312,158	1,719,216	1,198,412	1,761,499	1,653,013	
SWIM POOL	567,606	471,528	569,878	365,292	586,035	569,878	
EVENT FACILITIES	<u>323,241</u>	<u>320,479</u>	<u>393,047</u>	<u>208,956</u>	<u>307,451</u>	<u>384,730</u>	
TOTAL PARKS & RECREATION	2,374,484	2,104,164	2,682,141	1,772,660	2,654,985	2,607,621	
<u>CULTURAL</u>							
LIBRARY	<u>999,857</u>	<u>1,034,433</u>	<u>1,064,255</u>	<u>799,405</u>	<u>1,061,950</u>	<u>1,137,049</u>	
TOTAL CULTURAL	999,857	1,034,433	1,064,255	799,405	1,061,950	1,137,049	
<u>HEALTH</u>							
ANIMAL SERVICES	<u>499,493</u>	<u>648,502</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	
TOTAL HEALTH	499,493	648,502	0	0	0	0	
<u>INTERNAL SERVICE</u>							
INFORMATION TECHNOLOGY	2,218,800	1,821,503	2,638,646	1,760,706	2,543,014	2,695,594	
HUMAN RESOURCES	658,495	668,639	761,719	484,636	661,764	734,381	
FINANCE	595,797	634,265	653,967	533,601	679,983	692,594	
PURCHASING & ASSET MGT	227,974	235,506	244,519	188,902	252,775	255,971	
FLEET SERVICE	801,809	913,882	1,073,597	784,975	1,072,351	1,292,799	
BUILDING MAINTENANCE	<u>1,491,452</u>	<u>1,432,009</u>	<u>1,855,808</u>	<u>1,179,110</u>	<u>1,828,908</u>	<u>1,815,674</u>	
TOTAL INTERNAL SERVICE	5,994,326	5,705,803	7,228,256	4,931,931	7,038,796	7,487,013	
<u>MISC &amp; PROJECTS</u>							
PROJECTS	0	4,000,000	2,231,300	2,231,300	2,314,007	850,000	
CITY'S ASSISTANCE	303,127	287,962	330,000	220,389	318,416	342,666	
COURT-RESTRICTED FUNDS	<u>2,607</u>	<u>0</u>	<u>22,992</u>	<u>6,070</u>	<u>19,765</u>	<u>19,452</u>	
TOTAL MISC & PROJECTS	<u>305,733</u>	<u>4,287,962</u>	<u>2,584,292</u>	<u>2,457,759</u>	<u>2,652,188</u>	<u>1,212,118</u>	
TOTAL EXPENDITURES	31,680,098	35,150,421	39,683,880	29,170,923	39,580,637	39,311,042	
REVENUE OVER/ (UNDER) EXPENDITURES	<u>1,740,541</u>	<u>( 654,945)</u>	<u>12,857</u>	<u>2,320,152</u>	<u>( 2,773,658)</u>	<u>0</u>	

101-GENERAL FUND

PROPOSED BUDGET WORKSHEET

AS OF: JUNE 30TH, 2021

REVENUES	(----- 2020-2021 -----) (----- 2021-2022 -----)						
	2018-2019 ACTUAL	2019-2020 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<hr/>							
<u>Taxes</u>							
000-411100 Advalorem Tax-Current	13,471,714	14,102,255	14,554,500	14,555,503	14,480,000	15,420,000	
000-411110 Disable Veterans Assist Pymnt	201,117	0	500,000	1,064,592	1,064,592	1,100,000	
000-411200 Advalorem Tax-Delinquent	55,579	46,115	50,000	51,435	55,000	50,000	
000-411300 Advalorem Tax-P&I	70,356	86,945	50,000	67,389	60,000	70,000	
000-411500 Sales Tax Revenue-Gen Fund	8,334,642	9,612,864	9,964,000	7,769,916	10,500,000	10,850,000	
000-411600 Bingo Tax	24	28	50	0	30	0	
000-411700 Mixed Beverage Tax	<u>60,494</u>	<u>70,111</u>	<u>80,000</u>	<u>48,152</u>	<u>70,000</u>	<u>70,000</u>	
TOTAL Taxes	22,193,926	23,918,317	25,198,550	23,556,987	26,229,622	27,560,000	
<hr/>							
<u>Franchises</u>							
000-421200 Center Point/Entex Energy	92,448	90,533	95,000	79,690	92,000	94,000	
000-421220 City Public Service	943,529	946,815	1,020,000	738,354	960,000	980,000	
000-421240 Guadalupe Valley Elec Co-op	445,505	441,211	455,000	313,833	455,000	460,000	
000-421250 New Braunfels Utilities	66,591	65,991	78,000	53,074	66,000	70,000	
000-421300 Time Warner-State Franchise	310,384	317,421	250,000	203,145	325,000	325,000	
000-421460 AT&T Franchise Fee	129,614	92,736	150,000	56,154	100,000	100,000	
000-421480 Other Telecom Franchise - ROW	125,415	107,819	130,000	45,158	130,000	130,000	
000-421500 Solid Waste Franchise Fee	<u>156,621</u>	<u>160,702</u>	<u>156,000</u>	<u>124,480</u>	<u>165,000</u>	<u>168,000</u>	
TOTAL Franchises	2,270,107	2,223,227	2,334,000	1,613,888	2,293,000	2,327,000	
<hr/>							
<u>Permits</u>							
000-431100 Home Occupation Permit	525	560	500	595	595	525	
000-431205 Bldg Permit-Residential	528,025	588,824	550,000	403,980	600,000	601,400	
000-431210 Bldg Permit-Commercial	154,369	181,831	350,000	138,009	250,000	250,000	
000-431215 Bldg Permit-General	362,898	377,725	350,000	284,541	380,000	350,000	
000-431300 Mobile Home Permit	750	300	400	400	300	375	
000-431400 Signs Permit	9,231	4,875	5,600	4,610	4,200	5,000	
000-431500 Food Establishmnt Permit	62,460	69,780	63,000	61,180	70,000	70,000	
000-431700 Plumbing Permit	125,205	130,330	138,950	97,312	130,000	130,000	
000-431750 Electrical Permit	70,860	69,460	70,900	60,220	80,000	75,000	
000-431800 Mechanical Permit	65,740	68,640	68,300	42,740	68,300	68,000	
000-431900 Solicitor/Peddler Permit	6,500	2,256	2,300	1,970	2,300	2,000	
000-431950 Animal/Pet Permit	15	45	500	0	0	250	
000-432000 Cert of Occupancy Prmt	9,250	7,150	6,300	7,900	6,300	7,600	
000-432100 Security Alarm Permit	48,506	43,736	43,000	27,586	30,000	43,000	
000-432300 Grading/Clearing Permit	15,118	9,795	12,500	9,407	9,000	10,000	
000-432400 Development Permit	52,297	110,297	75,000	74,316	75,000	75,000	
000-435000 Fire Permit	<u>27,763</u>	<u>35,693</u>	<u>30,000</u>	<u>21,141</u>	<u>30,000</u>	<u>30,000</u>	
TOTAL Permits	1,539,511	1,701,296	1,767,250	1,235,906	1,735,995	1,718,150	
<hr/>							
<u>Licenses</u>							
000-441000 Alcohol Beverage License	7,543	7,783	8,100	5,698	7,800	8,200	
000-441300 Mobile Home License	80	120	160	80	120	120	
000-442000 Contractors License	55,600	40,680	45,600	29,500	41,000	41,000	
000-444000 Pet License	<u>2,564</u>	<u>957</u>	<u>3,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	
TOTAL Licenses	65,787	49,540	56,860	35,278	48,920	49,320	
<hr/>							
<u>Fees</u>							

101-GENERAL FUND

REVENUES

		(----- 2020-2021 -----) (----- 2021-2022 -----)						
		2018-2019 ACTUAL	2019-2020 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
000-451000	Municipal Court Fines	689,543	625,820	664,160	366,745	405,052	625,000	
000-451100	Arrest Fee	26,448	21,404	25,680	11,378	14,461	21,300	
000-451110	Expunction Fee	30	100	160	0	200	100	
000-451200	Warrant Fees	72,813	67,368	73,560	39,580	36,400	67,400	
000-451210	Court-Claims & Judgements (	215)	0	0	0	0	0	
000-451220	Officer Jury Fee	0	91	400	0	200	200	
000-451310	Restitution Fee-Local	0	126	0	103	103	100	
000-451320	Civil Justice Fee-Court	0	0	500	0	0	0	
000-451340	Judicial Fee-City	3,516	1,531	3,432	416	300	1,524	
000-451400	Traffic Fine Costs TTL	12,521	9,930	12,168	4,892	6,851	9,924	
000-451510	Juvenile Case Mgmt Fee	29,338	12,774	28,668	3,474	3,313	12,768	
000-451520	Truancy Fees	5,448	13,592	5,352	9,994	13,999	13,584	
000-451530	Local Municipal Jury Fund	0	227	400	191	250	225	
000-451600	Technology Fund Fee	23,423	19,459	22,992	10,514	12,795	19,452	
000-451700	Security Fee	17,567	18,904	17,244	11,517	14,327	18,900	
000-451800	Time Payment Fee-City	4,968	4,148	4,968	1,707	1,537	4,140	
000-451850	State Fines 10% Service Fee	35,756	32,615	38,752	21,272	31,274	32,612	
000-451900	DPS Payment-Local	5,501	5,059	5,592	3,033	3,894	5,052	
000-452000	Child Safety Fee	9,743	5,890	10,356	4,218	5,729	5,880	
000-452100	Platting Fees	52,500	31,250	59,000	33,500	54,000	54,000	
000-452200	Site Plan Fee	31,500	10,500	36,000	14,000	23,000	23,000	
000-452300	Plan Check Fee	527,531	552,174	625,000	366,836	600,000	600,000	
000-452320	Tree Mitigation Admin Fee	5,280	10,707	15,000	38,738	45,000	15,000	
000-452400	BOA/Variance Fees	3,250	1,000	5,000	1,500	2,500	2,500	
000-452600	Specific Use/Zone Chng Fee	18,800	22,090	18,000	26,300	26,450	26,450	
000-452710	Zoning Ltr & Dev Rights	4,500	3,300	1,950	2,100	2,550	2,550	
000-453100	Reinspection Fees	226,667	202,351	190,000	130,050	190,000	190,000	
000-453110	Swim Pool Inspection Fee	1,430	2,970	2,500	2,860	2,500	2,500	
000-453200	Lot Abatement	2,508	8,552	5,000	1,825	5,000	5,000	
000-453211	Admin Fee-Inspections	11,100	11,200	18,600	2,600	5,000	10,000	
000-453310	Misc Inspection Fees	400	300	0	0	0	0	
000-453710	Foster Care	403	600	500	300	600	500	
000-454200	Pool Gate Admission Fee	24,312	12,339	24,000	9,712	24,000	22,000	
000-454300	Seasonal Pool Pass Fee	4,234	1,380	5,000	6,480	5,000	4,000	
000-456120	Senior Center Meal Fee	401	19,371	20,000	20,876	20,000	20,000	
000-456500	HAZ MAT Fees	1,041	0	5,000	0	0	5,000	
000-456600	Fire Re-inspection Fee	493	650	1,000	300	600	750	
000-458000	Sale of General Fixed Assets	0	0	20,000	0	20,000	0	
000-458100	Sale of Merchandise	2,111	360	0	90	200	0	
000-458110	Sale of Mdse - GovDeals	113,073	53,563	80,000	152,699	140,000	100,000	
000-458350	Gain on Sale of Fixed Assets	0	0	0	3,800	3,800	0	
000-458400	Civic Center Rental Fees	211,568	5,275	130,900	9,130	80,000	140,000	
000-458401	Capital Recovery Fee-Civic C	17,940	11,500	0	6,575	1,000	0	
000-458402	Civic Center Ancillary Fees	0	200	0	10	0	0	
000-458450	North Center Rental Fees	27,797	15,875	14,000	20,163	20,000	18,000	
000-458460	Senior Center Rental	8,101	3,500	7,000	0	0	7,000	
000-458500	Community Center Rental Fees	45,211	16,778	23,800	21,624	30,000	25,000	
000-458501	Community Center Service Fees	250	550	0	350	0	0	
000-458510	Grand Ballroom Rental Fees	27,219	115,336	0	44,270	0	0	
000-458520	Cut-Off Hall Rental Fees	5,644	10,568	0	4,566	0	0	



## PROPOSED BUDGET WORKSHEET

AS OF: JUNE 30TH, 2021

101-GENERAL FUND

## REVENUES

(----- 2020-2021 -----) (----- 2021-2022 -----)							
	2018-2019 ACTUAL	2019-2020 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
000-458530 Conference Hall Rental Fees	269	1,963	0	506	0	0	
000-458540 Bluebonnet Hall Rental Fees	20,250	25,726	0	17,355	0	0	
000-458550 Pavilion Rental Fees	20,672	4,590	20,000	15,838	15,000	20,000	
000-458560 Chamber of Comm Rent	7,800	7,800	7,500	5,850	7,800	7,800	
000-458570 Non-Resident SYSA League	19,170	8,590	10,000	5,990	10,000	10,000	
000-458580 HOA Meeting Rental Fees	450	1,125	0	750	0	0	
000-458581 Funeral Reception Rental Fees	225	600	0	675	0	0	
000-458582 Quality of Life Rental Fees	1,860	5,430	0	5,775	0	0	
000-458590 Cancellation Fees-Event Renta	250	6,445	0	1,250	0	0	
000-458650 NonResident User Fee-BVYA	10,710	6	10,000	12,600	10,000	10,000	
000-458660 BVYA Utility Reimbursement	13,490	0	15,000	14,738	15,000	15,000	
000-458670 SYSA Utility Reimbursement	4,883	4,494	7,500	0	7,500	7,500	
000-458675 Lions Futbol Utility Reimbrsm	17,064	16,098	10,000	15,548	20,000	15,000	
000-458685 Recreation Programs	0	0	1,000	0	0	1,000	
000-458685.Rec Prgrm-Kickball Leagues	0	84	2,600	3,650	3,650	2,600	
000-458700 Vehicle Impoundment	7,820	14,060	10,000	8,220	11,000	11,000	
000-459200 NSF Check Fee	100	125	100	0	0	100	
000-459300 Notary Fee	42	48	100	54	50	48	
000-459400 Maps,Copies,UDC & Misc Fees	30	5	0	0	0	0	
000-459600 Animal Adoption Fee	12,423	14,075	12,000	7,400	8,000	9,000	
000-459700 Pet Impoundment Fee	6,099	11,227	5,000	6,436	8,000	7,000	
000-459800 Police Reports Fee	4,702	5,248	5,800	4,986	7,600	5,000	
TOTAL Fees	2,459,972	2,091,014	2,338,234	1,537,908	1,975,485	2,232,459	
<u>Fines &amp; Forfeitures</u>							
000-463000 Library Fines	14,583	7,053	11,000	5,732	6,000	9,000	
TOTAL Fines & Forfeitures	14,583	7,053	11,000	5,732	6,000	9,000	
<u>Inter-Jurisdictional</u>							
000-473100 Bexar Co - Fire	5,269	21,078	21,077	21,078	21,078	21,077	
000-473200 City of Seguin-Fire Contract	30,108	30,108	30,107	25,090	30,107	30,107	
000-473300 Guadalupe Co-Library	217,152	217,152	203,191	152,393	203,191	217,000	
000-473400 Randolph AFB-Animal Control	0	0	500	0	0	0	
000-474200 Library Services-Cibolo	35,000	40,030	40,000	40,000	40,000	40,000	
000-474210 Library Services-Selma	23,475	26,505	26,000	25,020	25,020	26,000	
000-474400 Dispatch Service-Cibolo	160,000	160,000	166,000	83,000	160,000	160,000	
000-474600 School Crossing Guard-Bexar C	41,418	39,171	36,000	29,896	36,000	36,000	
000-474610 School Cross Guard-Guadalupe	39,748	43,821	41,000	34,290	42,000	41,000	
000-474620 School Crossing Guards - Coma	0	0	0	1,813	0	1,900	
000-474700 School Officer Funding	349,400	355,810	453,050	271,830	362,440	367,514	
000-474750 Crime Victim Liaison Agreemen	25,000	62,500	50,000	25,000	50,000	50,000	
TOTAL Inter-Jurisdictional	926,570	996,174	1,066,925	709,409	969,836	990,598	
<u>Fund Transfers</u>							
000-480000 Indirect Costs-EMS	141,587	179,100	182,600	137,012	182,600	212,740	
000-480100 Indirect Costs-Hotel/Motel	67,582	74,428	72,464	54,348	72,464	74,443	
000-481000 Transfer In - Reserves	0	0	3,303,086	0	0	598,549	
000-482300 Transfer In-Resrv Child Safet	0	0	0	0	0	25,000	
000-485000 Interfund Charges-Drainage-5%	295,157	243,112	285,506	214,130	285,506	308,010	
000-486000 Interfund Chrges-Admin W&S	1,365,998	1,385,000	1,450,827	1,088,120	1,450,827	1,478,230	

## PROPOSED BUDGET WORKSHEET

AS OF: JUNE 30TH, 2021

101-GENERAL FUND

## REVENUES

	2018-2019 ACTUAL	2019-2020 ACTUAL	(----- 2020-2021 -----) CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	(----- 2021-2022 -----) CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
000-486202 Transfer In-Water&Sewer Fund	0	0	4,000	0	0	4,000	
000-486203 Transfer In-EMS	0	0	4,000	0	0	4,000	
000-486204 Transfer In-Drainage	0	0	1,000	0	0	1,000	
000-487000 Interfund Charges-Fleet	370,729	360,667	398,618	298,250	398,618	505,509	
000-488000 Interfund Charges-4B	456,630	461,636	503,717	504,669	503,717	506,984	
000-489000 Transfer In	0	0	86,000	0	86,000	0	
TOTAL Fund Transfers	2,697,683	2,703,943	6,291,818	2,296,528	2,979,732	3,718,465	
<b>Miscellaneous</b>							
000-491000 Interest Earned	68,504	26,057	15,000	5,362	7,500	15,000	
000-491200 Investment Income	407,593	251,154	120,000	43,995	40,000	120,000	
000-491800 Gain/Loss	( 9,867)	0	0	0	0	0	
000-491900 Unrealized Gain/Loss-CapOne	22,386	22,942	0	( 24,951)	0	0	
000-493000 Donations-Others	50	100	0	500	500	0	
000-493120 Donations-Public Library	9,692	2,166	10,000	1,691	2,000	10,000	
000-493400 Donations-Animal Control	4,769	3,978	5,000	2,335	5,000	5,000	
000-493401 Donations-A/C Microchip	382	1,080	0	940	0	0	
000-493460 Donations- Parks	11,718	500	10,000	0	0	10,000	
000-493465 Donations-Senior Center	11,494	6,068	10,000	465	750	10,000	
000-493502 Donations-PD	930	200	0	450	500	500	
000-493503 Donation-Fire Rescue	1,740	2,200	0	800	800	1,000	
000-493618 Donation - Veteran's Memorial	390	1,350	0	1,425	1,250	1,250	
000-493700 July 4th Activities	0	249	26,000	14,876	26,000	26,000	
000-493701 Proceeds-Holidazzle	0	12,320	12,500	3,290	3,290	12,500	
000-493704 Moving on Main	0	100	4,000	9,950	10,000	4,000	
000-493706 Music, Movies in the Park	0	8,000	0	0	0	0	
000-494481 LawEnforcemtOfficersStnd&Educ	4,341	5,082	5,000	4,489	5,000	5,000	
000-494482 Grants-Police, Fire, Gen Fund	8,000	0	2,500	541	1,500	12,500	
000-495100 Mobile Stage Rental Fees	2,050	1,550	2,100	0	2,000	0	
000-497000 Misc Income-Gen Fund	93,439	60,081	40,000	167,198	50,000	50,000	
000-497005 Schertz Magazine Advertising	143,420	133,575	120,000	117,962	140,000	140,000	
000-497100 Misc Income-Police	14,743	7,545	9,000	8,582	14,000	9,000	
000-497200 Misc Income-Library	4,930	2,236	4,500	1,661	1,800	3,000	
000-497210 Misc Income-Library Copier	21,843	9,674	18,000	5,191	6,000	15,000	
000-497300 Misc Income-Animal Control	325	224	0	684	400	800	
000-497400 Misc Income-Streets Dept	35,980	22,532	30,000	13,627	30,000	50,000	
000-497460 Misc Income-Parks	140	11,037	0	360	750	0	
000-497500 Misc Income-TML Ins. Claims	19,623	36,015	25,000	6,946	25,000	25,000	
000-497550 Misc Income-TML WC Reimbursmn	3,407	11,129	10,000	25,796	25,000	10,000	
000-497600 Misc Income-Vending Mach	2,824	1,382	2,500	291	750	2,500	
000-497610 Misc Income-Muni Court	154	0	0	0	0	0	
000-498000 Reimbursmnt-Gen Fund	0	47,542	20,000	0	20,000	20,000	
000-498105 Reimbursmt Police OT-DEA	17,830	30,802	18,000	36,075	40,000	35,000	
000-498110 Reimbursmnt Fire-Emg Acti-OT	336,655	72,533	100,000	40,312	100,000	100,000	
000-498150 Reimbursement - Library	13,018	13,509	13,000	8,599	8,599	13,000	
TOTAL Miscellaneous	1,252,501	804,912	632,100	499,440	568,389	706,050	
TOTAL REVENUES	33,420,639	34,495,476	39,696,737	31,491,075	36,806,979	39,311,042	

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

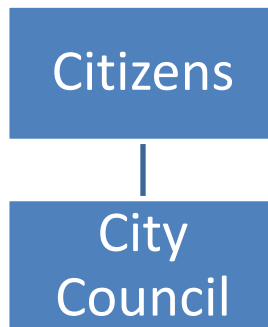
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**DEPARTMENT DESCRIPTION**

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

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

**ORGANIZATIONAL CHART**



**PERFORMANCE INDICATORS**

Workload/Output	2019-20 Actual	2020-21 Estimate	2021-22 Budget
Number of ordinances passed	36	41	41
Number of resolutions passed	126	140	140
Requests for Information	20	20	20

Number of Council Meetings	43	43	43
Requests for Agenda Items	11	15	16
Council on the Go Meetings	1	2	*2
Council HOA Presidents Meeting	1	0	*1

Efficiency	2019-20 Actual	2020-21 Estimate	2021-22 Budget
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Meeting Attendance rate	96	96	96
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Budget	2019-20 Actual	2020-21 Estimate	2021-22 Budget
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Personnel	\$39,072	\$39,554	\$38,102
Supplies	410	650	750
City Support Services	42,476	47,750	55,500
Operations Support	212	250	300
Staff Support	24,765	19,113	28,600
Professional Services	3,950	4,500	6,000
Operating Equipment	0	0	0
<i>Total</i>	<i>\$110,886</i>	<i>\$111,817</i>	<i>\$129,252</i>

## PROGRAM JUSTIFICATION AND ANALYSIS

The Proposed FY 2021-22 Budget increases 15.59% from the FY 2021-22 year end estimates. The costs of the November 2021 election have been received from the counties and show an increase in cost under City Support Services. There is an increase in staff support for awards, and additional council members attending trainings.

101-GENERAL FUND

GENERAL GOVERNMENT  
EXPENDITURES

	2020-2021						2021-2022
	2018-2019	2019-2020	CURRENT	Y-T-D	PROJECTED	CITY ADMIN.	ADOPTED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	RECOMMENDED	BUDGET
CITY COUNCIL							
=====							
<u>Personnel Services</u>							
150-511110 Regular	24,457	26,714	25,023	19,230	26,800	25,423	
150-511240 Allowances	9,293	9,659	9,936	7,633	10,000	9,971	
150-511310 FICA-Employer	<u>2,676</u>	<u>2,699</u>	<u>2,674</u>	<u>2,055</u>	<u>2,754</u>	<u>2,708</u>	
TOTAL Personnel Services	36,426	39,072	37,633	28,918	39,554	38,102	
<u>Supplies</u>							
150-521000 Operating Supplies	158	312	500	0	400	500	
150-521100 Office Supplies	<u>486</u>	<u>98</u>	<u>250</u>	<u>162</u>	<u>250</u>	<u>250</u>	
TOTAL Supplies	645	410	750	162	650	750	
<u>City Support Services</u>							
150-532350 Software Maintenance	0	4,500	4,500	0	0	4,500	
150-532600 City Elections	17,110	30,680	40,205	36,587	39,500	42,000	
150-532800 Special Events	<u>7,567</u>	<u>7,297</u>	<u>15,000</u>	<u>5,474</u>	<u>8,250</u>	<u>9,000</u>	
TOTAL City Support Services	24,677	42,476	59,705	42,061	47,750	55,500	
<u>Utility Services</u>							
<u>Operations Support</u>							
150-534200 Printing & Binding	<u>178</u>	<u>212</u>	<u>300</u>	<u>86</u>	<u>250</u>	<u>300</u>	
TOTAL Operations Support	178	212	300	86	250	300	
<u>Staff Support</u>							
150-535100 Uniforms	374	268	400	308	350	400	
150-535200 Awards	0	75	2,000	0	0	2,000	
150-535300 Memberships	11,777	12,028	13,000	12,413	12,413	13,000	
150-535400 Publications	0	57	200	0	100	200	
150-535500 Training/Travel	<u>10,463</u>	<u>12,338</u>	<u>13,000</u>	<u>1,883</u>	<u>6,250</u>	<u>13,000</u>	
TOTAL Staff Support	22,615	24,765	28,600	14,604	19,113	28,600	
<u>Professional Services</u>							
150-541300 Other Cons'l/Prof Services	<u>7,800</u>	<u>3,950</u>	<u>6,000</u>	<u>0</u>	<u>4,500</u>	<u>6,000</u>	
TOTAL Professional Services	7,800	3,950	6,000	0	4,500	6,000	
<u>Rental/Leasing</u>							
<u>Operating Equipment</u>							
150-571300 Computer & Periphe. < \$5,000	<u>0</u>	<u>0</u>	<u>2,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	
TOTAL Operating Equipment	0	0	2,000	0	0	0	
TOTAL CITY COUNCIL	92,341	110,886	134,988	85,830	111,817	129,252	

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

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**DEPARTMENT DESCRIPTION**

The City Manager and his department advise the Council on policy and operational planning issues. This department assures that policies adopted by the Council are carried out efficiently, fairly, and effectively. It oversees and manages the daily affairs of the City, assesses the long-term capital and service delivery needs of the City, and prepares and administers the annual operating and capital budget. The City Manager serves as a focal point for the management of City staff.

**GOALS AND OBJECTIVES**

- Develop strategic plans and systems to meet the many diverse needs of the community.
- Respond effectively and timely to City Council requests.
- Develop effective programs to enhance business development and growth.
- Develop management systems for efficient and effective use of resources
- Recruit, retain and develop talented staff.
- Evaluate, integrate, and utilize prudent technology to efficiently deliver municipal services to the community.

**ORGANIZATIONAL CHART**





CITY MANAGER	2019-20	2020-21	2021-22
City Manager	1	1	1
Assistant City Manager	2	2	2
Assistant to the City Manager	1	1	1
Executive Assistant	1	1	1
<b>TOTAL POSITIONS</b>	<b>5</b>	<b>5</b>	<b>5</b>

ECONOMIC DEVELOPMENT	2018-19	2019-20	2020-21
Executive Director	1	1	1
Business Retention Manager	1	1	1
Economic Development Analyst	1	1	1
Executive Assistant	1	1	1
<b>TOTAL POSITIONS</b>	<b>4</b>	<b>4</b>	<b>4</b>

Budget	2019-20 Actual	2020-21 Estimate	2021-22 Budget
Personnel	\$1,154,036	\$1,202,362	\$1,247,554
Supplies	1,481	2,000	2,000
City Support Services	3,809	2,000	2,000
Utility Services	0	0	0
Operations Support	0	50	50
Staff Support	8700	14,688	24,775
Operating Equipment	0	0	0
Capital Outlay	0	0	44,000
<i>Total</i>	<i>\$1,168,026</i>	<i>\$1,222,300</i>	<i>\$1,320,379</i>

## PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2021-22 Budget increases 8.02% from the year end estimates due to increases in personnel for the class and compensation study recommendations, additional training as conferences begin to transition back to in person, and vehicle replacement.

101-GENERAL FUND

PROPOSED BUDGET WORKSHEET  
AS OF: JUNE 30TH, 2021

GENERAL GOVERNMENT EXPENDITURES		(------ 2020-2021 -----) (------ 2021-2022 -----)					
	2018-2019 ACTUAL	2019-2020 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
CITY MANAGER							
=====							
<u>Personnel Services</u>							
151-511110 Regular	793,330	859,271	908,859	681,718	882,000	908,399	
151-511120 Overtime	0	1,063	240	333	600	240	
151-511180 LTD	2,301	555	2,824	0	0	0	
151-511210 Longevity	8,115	6,332	7,267	5,765	5,765	7,461	
151-511220 Clothing Allowance	96	0	0	0	0	0	
151-511230 Certification Allowance	886	0	2,243	1,245	700	1,170	
151-511240 Allowances	7,200	7,200	6,912	5,539	7,200	6,912	
151-511310 FICA - Employer	59,465	59,328	70,251	47,664	65,000	70,145	
151-511350 TMRs-Employer	131,159	139,795	150,965	112,953	145,000	151,348	
151-511410 Health-Employer	57,761	79,541	95,580	69,560	95,000	100,435	
151-511500 Workers' Compensation	<u>1,048</u>	<u>951</u>	<u>1,168</u>	<u>1,286</u>	<u>1,097</u>	<u>1,444</u>	
TOTAL Personnel Services	1,061,361	1,154,036	1,246,309	926,063	1,202,362	1,247,554	
<u>Supplies</u>							
151-521100 Office Supplies	<u>1,892</u>	<u>1,481</u>	<u>2,000</u>	<u>746</u>	<u>2,000</u>	<u>2,000</u>	
TOTAL Supplies	1,892	1,481	2,000	746	2,000	2,000	
<u>City Support Services</u>							
151-532800 Special Events	<u>4,338</u>	<u>3,809</u>	<u>4,800</u>	<u>0</u>	<u>2,000</u>	<u>2,000</u>	
TOTAL City Support Services	4,338	3,809	4,800	0	2,000	2,000	
<u>Utility Services</u>							
151-533500 Vehicle Fuel	<u>414</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	
TOTAL Utility Services	414	0	0	0	0	0	
<u>Operations Support</u>							
151-534200 Printing & Binding	<u>0</u>	<u>0</u>	<u>50</u>	<u>0</u>	<u>50</u>	<u>50</u>	
TOTAL Operations Support	0	0	50	0	50	50	
<u>Staff Support</u>							
151-535100 Uniforms	748	887	775	35	775	775	
151-535200 Employee Recognition	917	1,383	5,000	377	1,800	5,000	
151-535300 Memberships	4,131	2,336	4,000	3,182	4,113	4,000	
151-535400 Publications	383	399	500	295	500	500	
151-535500 Training/Travel	8,795	3,053	11,500	2,488	5,000	11,500	
151-535510 Meeting Expenses	2,538	571	3,000	515	2,500	3,000	
151-535600 Professional Certification	<u>0</u>	<u>71</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	
TOTAL Staff Support	17,512	8,700	24,775	6,892	14,688	24,775	

101-GENERAL FUND

GENERAL GOVERNMENT  
EXPENDITURES

	(----- 2020-2021 -----) (----- 2021-2022 -----)						
	2018-2019 ACTUAL	2019-2020 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
Professional Services							
Rental/Leasing							
Operating Equipment							
151-571000 Furniture & Fixtures	1,370	0	1,200	1,200	1,200	0	
TOTAL Operating Equipment	1,370	0	1,200	1,200	1,200	0	
Capital Outlay							
151-581200 Vehicles & Access. Over \$5,00	0	0	0	0	0	44,000	
TOTAL Capital Outlay	0	0	0	0	0	44,000	
TOTAL CITY MANAGER	1,086,888	1,168,026	1,279,134	934,901	1,222,300	1,320,379	

## DEPARTMENT: 152 MUNICIPAL COURT

### FUND: 101 GENERAL FUND

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#### DEPARTMENTAL DESCRIPTION

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

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

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

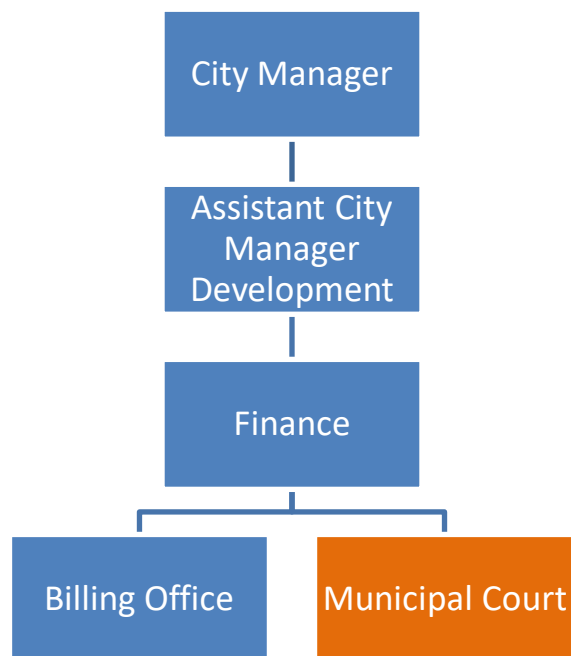
The prosecutor's duties include preparing and presenting the State's case at all municipal court trials, preparing and drafting complaints, arranging for the appearance of State's witnesses and requesting dismissal of cases under the appropriate circumstances.

#### GOALS AND OBJECTIVES

- Promote respect for the administration of justice through improvements in the Court's customer service and the physical attributes of the Municipal Court building.
- Implement the use of new technology and other innovative practices to maintain efficient and security.

- Promote traffic safety by focusing attention on fair and impartial punishment for those individuals charged in this court.
- Seek input from personnel to maintain a positive work environment.
- Renovate front counter to include and efficient work station for clerks and defendants.

## ORGANIZATIONAL CHART



MUNICIPAL COURT	2019-20	2020-21	2021-22
Court Administrator	1	1	1
Senior Deputy Court Clerk	1	1	1
Deputy Court Clerk	2	2	2
TOTAL POSITIONS	4	4	4

## PERFORMANCE INDICATORS

Workload/Output	2019-20 Actual	2020-21 Estimate	2021-22 Budget
Traffic Citations Filed	4,669	2,664	3,483
State Law Citations Filed	1,198	544	892
Municipal Ordinances Filed	276	208	142

Efficiency	2019-20 Actual	2020-21 Estimate	2021-22 Budget
Cases Disposed	6,203	4,347	5,121
Charges Processed per Clerk	2,067	1,766	1,707

Effectiveness	2019-20 Actual	2020-21 Estimate	2021-22 Budget
Cases Disposed per Clerk	33%	33%	33%

Budget	2019-20 Actual	2020-21 Estimate	2021-22 Budget
Personnel Services	\$270,220	\$279,754	\$299,117
Supplies	1,559	1,075	1,500
City Support Services	741	750	500
Operations Support	38	1,754	2,000
Staff Support	4,164	5,970	6,910
Court Support	372	1080	3,000
Professional Services	45,694	51,912	61,700
Maintenance Services	1,650	2,150	3,000
Operating Equipment	0	0	4,000
<i>Total</i>	<i>\$324,437</i>	<i>\$344,445</i>	<i>\$381,727</i>

## PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2021-22 Budget increased 11.1% from year end estimates due to personnel increases based on the classification and compensation study results. Judge and Prosecutor services also contribute to the increase with the expectation the court will be fully operational after COVID-19 in FY 2020-21.

101-GENERAL FUND

PROPOSED BUDGET WORKSHEET  
AS OF: JUNE 30TH, 2021

GENERAL GOVERNMENT EXPENDITURES	(------ 2020-2021 -----) (------ 2021-2022 -----)						
	2018-2019 ACTUAL	2019-2020 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
MUNICIPAL COURT =====							
<u>Personnel Services</u>							
152-511110 Regular	191,719	179,388	182,591	146,511	184,000	192,522	
152-511120 Overtime	0	169	192	124	160	192	
152-511180 LTD	571	139	568	0	0	0	
152-511210 Longevity	7,247	7,402	8,545	7,978	7,978	8,739	
152-511230 Certification Allowance	1,073	485	2,313	602	670	1,152	
152-511310 FICA - Employer	14,927	13,039	14,773	11,215	14,000	15,458	
152-511350 TMRS-Employer	32,439	29,978	31,539	25,221	30,000	33,134	
152-511410 Health-Employer	32,584	39,532	42,859	33,427	42,859	47,602	
152-511500 Workers' Compensation	226	87	245	270	87	318	
TOTAL Personnel Services	280,788	270,220	283,625	225,348	279,754	299,117	
<u>Supplies</u>							
152-521100 Office Supplies	1,987	1,559	1,500	924	1,075	1,500	
TOTAL Supplies	1,987	1,559	1,500	924	1,075	1,500	
<u>City Support Services</u>							
152-532800 Special Events	326	741	500	124	750	500	
TOTAL City Support Services	326	741	500	124	750	500	
<u>Utility Services</u>							
<u>Operations Support</u>							
152-534200 Printing & Binding	1,967	38	2,000	277	1,754	2,000	
TOTAL Operations Support	1,967	38	2,000	277	1,754	2,000	
<u>Staff Support</u>							
152-535100 Uniforms	548	579	600	0	600	600	
152-535300 Memberships	750	545	810	220	590	810	
152-535400 Publications	390	0	500	0	500	500	
152-535500 Training/Travel	3,304	1,955	3,500	579	3,000	3,500	
152-535500.Training/Travel - Juv Case Mg	659	109	0	0	0	0	
152-535510 Meeting Expenses	1,338	977	1,500	277	1,280	1,500	
TOTAL Staff Support	6,988	4,164	6,910	1,076	5,970	6,910	
<u>Court Support</u>							
152-536500 Court/Jury Cost	450	372	1,080	0	1,080	3,000	
TOTAL Court Support	450	372	1,080	0	1,080	3,000	



101-GENERAL FUND

PROPOSED BUDGET WORKSHEET

AS OF: JUNE 30TH, 2021

GENERAL GOVERNMENT EXPENDITURES	(------ 2020-2021 -----) (------ 2021-2022 -----)						
	2018-2019 ACTUAL	2019-2020 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<hr/>							
<u>Professional Services</u>							
152-541310 Judges Services	34,073	30,475	42,900	20,250	31,200	37,000	
152-541320 Prosecutor Services	18,700	15,219	26,250	11,198	20,212	24,000	
152-541330 Interpreter Services	<u>0</u>	<u>0</u>	<u>700</u>	<u>0</u>	<u>500</u>	<u>700</u>	
TOTAL Professional Services	52,773	45,694	69,850	31,448	51,912	61,700	
<hr/>							
<u>Maintenance Services</u>							
152-551800 Other Maintenance Agreements	<u>1,800</u>	<u>1,650</u>	<u>3,000</u>	<u>1,350</u>	<u>2,150</u>	<u>3,000</u>	
TOTAL Maintenance Services	1,800	1,650	3,000	1,350	2,150	3,000	
<hr/>							
<u>Rental/Leasing</u>							
<hr/>							
<u>Operating Equipment</u>							
152-571000 Furniture & Fixtures	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>4,000</u>	
TOTAL Operating Equipment	0	0	0	0	0	4,000	
<hr/>							
<u>Capital Outlay</u>							
<hr/>							
TOTAL MUNICIPAL COURT	347,078	324,437	368,465	260,546	344,445	381,727	

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

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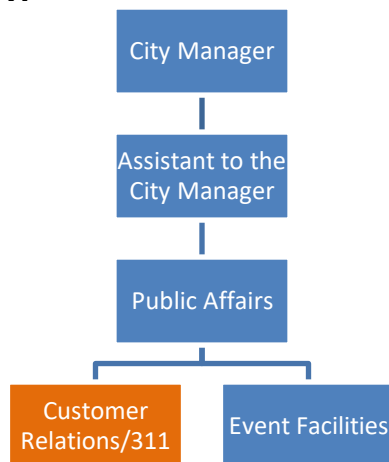
**DEPARTMENT DESCRIPTION**

Under the umbrella of Public Affairs, 311 Customer Care connects callers with specially trained customer service representatives ready to assist with City service requests -- potholes, stray animals, street lights out, trash collection, special events and all other City requests. This division is under the supervision of the Communications Manager.

**GOALS AND OBJECTIVES**

- To provide excellent customer service to all callers
- To provide consistent and accurate information to all callers
- To reduce or eliminate abandoned calls
- To reduce or eliminate misrouted calls
- To improve call tracking capabilities to better analyze callers need for service

**ORGANIZATIONAL CHART**



CUSTOMER RELATIONS/311	2019-20	2020-21	2021-22
Customer Relations/311 Rep	2	2	2
Customer Relations/311 Rep (PT)	1	1	1
TOTAL POSITIONS	3	3	3

## PERFORMANCE INDICATORS

Workload/Output	2019-20 Actual	2020-21 Estimate	2021-22 Budget
-----------------	-------------------	---------------------	-------------------

Work Orders (initiated for other depts.)	604	600	600
Calls Received	53,351	55,000	54,000
Calls Not Answered	2,333	2,466	2,400
Average Calls Per Day Received	221	200	220

Budget	2019-20 Actual	2020-21 Estimate	2021-22 Budget
--------	-------------------	---------------------	-------------------

Personnel	\$109,338	\$113,979	\$116,705
Supplies	99	100	100
Staff Support	800	527	430
Operating Equipment	0	0	0
<i>Total</i>	<i>\$110,238</i>	<i>\$114,606</i>	<i>\$117,235</i>

## PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2021-22 Budget increases 2.0% from the year end estimates due to personnel increases with the classification and compensation study recommendation.

101-GENERAL FUND

PROPOSED BUDGET WORKSHEET

AS OF: JUNE 30TH, 2021

GENERAL GOVERNMENT EXPENDITURES	(------ 2020-2021 -----) (------ 2021-2022 -----)						
	2018-2019 ACTUAL	2019-2020 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	
CUSTOMER RELATIONS-311							
=====							
<u>Personnel Services</u>							
153-511110 Regular	84,268	80,642	81,131	64,400	84,000	84,512	
153-511120 Overtime	237	127	224	241	224	239	
153-511180 LTD	205	47	197	0	0	0	
153-511210 Longevity	5,061	1,774	2,038	2,038	2,038	2,302	
153-511310 FICA - Employer	7,010	6,043	6,373	5,027	6,117	6,652	
153-511350 TMRS-Employer	14,526	13,200	13,594	10,841	13,500	14,246	
153-511410 Health-Employer	5,274	7,406	9,576	6,176	8,000	8,617	
153-511500 Workers' Compensation	<u>113</u>	<u>99</u>	<u>106</u>	<u>117</u>	<u>100</u>	<u>137</u>	
TOTAL Personnel Services	116,692	109,338	113,239	88,839	113,979	116,705	
<u>Supplies</u>							
153-521100 Office Supplies	<u>97</u>	<u>99</u>	<u>175</u>	<u>149</u>	<u>100</u>	<u>100</u>	
TOTAL Supplies	97	99	175	149	100	100	
<u>Staff Support</u>							
153-535100 Uniforms	195	196	180	67	180	180	
153-535300 Memberships	0	0	100	97	97	0	
153-535500 Training/Travel	<u>0</u>	<u>604</u>	<u>175</u>	<u>0</u>	<u>250</u>	<u>250</u>	
TOTAL Staff Support	195	800	455	164	527	430	
<u>Operating Equipment</u>							
153-571000 Furniture & Fixtures	<u>270</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	
TOTAL Operating Equipment	270	0	0	0	0	0	
TOTAL CUSTOMER RELATIONS-311	117,254	110,238	113,869	89,152	114,606	117,235	

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

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**DEPARTMENT DESCRIPTION**

The Planning & Zoning Division ensures planned and purposeful development within the City limits and the Extraterritorial Jurisdiction through an efficient, consistent, unbiased, and effective development review process to promote quality development. The Division provides direction to help citizens, businesses, and developers implement successful projects that will benefit the community. Division responsibilities include the review and processing of development projects, such as commercial site plans, plats, zone changes, specific use permits, and annexations; the research and development of long range plans and goals to guide the future of our City; and the creation of development codes to tailor our regulations around citizen needs and city goals. The Division frequently collaborates with other departments within the City, including Engineering, Fire, and Inspections, as well as other governmental agencies, in order to shape a suburban environment that prioritizes safety. The Division also provides guidance and staff recommendations to the City Council, Planning and Zoning Commission, Board of Adjustment, and the Capital Improvements Advisory Committee to help them best serve the residents of Schertz.

**GOALS AND OBJECTIVES**

- Implement new permitting/planning/Code Enforcement software to provide increased customer service, transparency, and efficiency on all development projects.
- Continue to assist property owners, developers, and engineers through our development process through timely and thorough project review.
- Review and update the Comprehensive Land Plan for the City, which will shape the future of Schertz to meet the desires and goals of the residents.
- Continue to reevaluate and modify regulations within the Schertz Unified Development Code to accommodate the evolving needs of our residents and make the development process more efficient and effective.
- Implement the Joint Land Use Study Strategies to promote compatibility of land uses and development with the long-range goals of Randolph AFB.

- Continue to update the website to provide improved customer service by updating forms, flowcharts, providing information on current residential and commercial developments, and providing information on public hearing on the city's webpage.
- Promote staff development including continued education and cross training to provide outstanding customer service.
- Continue to digitize previous years case files into the digital records retention system to improve access and availability.
- Continue to provide regular updates to the website feature and "What's Developing in Schertz" to ensure residents are provided information on current development projects within the City.
- Implement a yearly program to raise awareness for National Community Planning Month to include school presentations, community outreach via social media, and an article in the Schertz Magazine.

## **ACCOMPLISHMENTS**

- Received the 2020 Certificate of Achievement for Planning Excellence by the American Planning Association – Texas Chapter which recognizes a commitment to professional planning by City Administration, Elected and Appointed Officials and exemplary professional standards demonstrated by the Planning Department for the seventh year in a row.
- Worked through the annexation process to send first letters, service plans, and delayed annexation agreements to the properties set to expire in 2020 and 2021. Was able to extend 48 annexation agreements set to expire in 2020. Communicated and received signed annexation extension agreements for an additional 58 properties to be executed in 2021 with a potential of an additional 24 properties to be completed within 2021.
- Successfully hired a Senior Planner to manage the Comprehensive Land Plan update.
- Maintained the partnership with Joint Base San Antonio (JBSA). Participated in the JBSA Technical Working Group for their Regional Compatible Use Plan update, to be completed in 2021.
- Transitioned to a fully digital submittal process and no longer requiring the submittal of any paper plans.

- Completed a UDC amendment in relation to Article 5 Section 21.5.8 Permitted Use Table, to allow restaurants or cafeterias, and Taverns by right in Main Street Mixed Use zoning district.
- Attended various continuing education classes including, National American Planning Association virtual conference, Certified Floodplain Manager training, Guadalupe County CHARM Resiliency Workshop, ICC Leadership Series, TML Open Meetings Act and Public Information Act training, Defensive Driving Basics training and Cybersecurity Training.
- Successfully provided the same level of customer service to all applicants while adapting to Covid-19 restrictions, to include all staff meetings, and pre-development meetings being completed via Microsoft Teams, utilizing Microsoft SharePoint, and Planner to ensure timelines were being met and to house all documentation for ease of access by all staff members.
- Implemented new *ESRI* Story Map feature into our “What’s Developing in Schertz” website to make the site more user friendly and aesthetically pleasing.
- Completed weekly updates to the website feature, “What’s Developing in Schertz”, to provide information on new residential subdivisions and new commercial sites currently under construction to improve public relations and transparency, while providing useful, accessible information to the public.



## ORGANIZATIONAL CHART



PLANNING AND ZONING	2019-20	2020-21	2021-22
Senior Planner	1	2	2
Planner I	2	2	2
<b>TOTAL POSITIONS</b>	<b>3</b>	<b>4</b>	<b>4</b>

## PERFORMANCE INDICATORS

Workload/Output	2019-20 Actual	2020-21 Estimate	2021-22 Budget
Plats	36	32	32
Site Plans and Master Plan	32	18	18
Variances/Waivers	13	5	5
Zone Changes and Specific Use Permits	12	15	15
UDC/ Comp. Plan Revisions	1	5	5
Annexation	0	4	4
All Plats	\$52,500	\$54,000	\$54,000
Site Plan, Master Plan	\$31,500	\$23,000	\$23,000
Variance	\$3,250	\$2,500	\$2,500
Zone Change, Specific Use Permit	\$18,800	\$26,450	\$26,450
Other (Zoning Letters and Additional Admin fees)	\$4,500	\$2,550	\$2,550
<b>Total Revenue</b>			

Budget	2019-20 Actual	2020-21 Estimate	2021-22 Budget
Personnel	\$179,471	\$262,555	\$288,574
Supplies	755	2,173	2,020
Operations Support	81	248	0
Staff Support	1,914	32,469	33,939
Professional Services	36	400,100	100
Operating Equipment	593	7,689	325
<i>Total</i>	<i>\$182,850</i>	<i>\$705,234</i>	<i>\$324,958</i>

## PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2021-22 Budget decreases by 53.9% from the FY 2020-21 year end estimate with the eliminations of \$400,000 for the Comprehensive Land Use Plan, Parks Master Plan, and Unified Development Code update. This decrease is offset by increases in personnel for the Class and Compensation study recommendations.

101-GENERAL FUND

PROPOSED BUDGET WORKSHEET

AS OF: JUNE 30TH, 2021

GENERAL GOVERNMENT EXPENDITURES	(------ 2020-2021 -----) (------ 2021-2022 -----)						
	2018-2019 ACTUAL	2019-2020 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
PLANNING & ZONING							
=====							
<u>Personnel Services</u>							
154-511110 Regular	148,186	127,131	170,379	119,273	176,455	192,128	
154-511120 Overtime	3,582	1,365	4,833	2,779	5,000	4,897	
154-511180 LTD	354	92	547	0	547	0	
154-511210 Longevity	992	1,296	1,330	1,055	1,330	1,016	
154-511230 Certification Allowance	900	104	1,728	0	0	0	
154-511310 FICA - Employer	12,142	9,494	14,098	9,110	14,098	15,147	
154-511350 TMRS-Employer	24,896	20,895	30,072	20,039	30,072	32,437	
154-511410 Health-Employer	10,808	18,932	34,825	24,526	34,824	42,645	
154-511500 Workers' Compensation	183	162	229	252	229	304	
TOTAL Personnel Services	202,044	179,471	258,041	177,034	262,555	288,574	
<u>Supplies</u>							
154-521000 Operating Supplies	244	225	1,066	30	704	620	
154-521100 Office Supplies	450	530	900	308	1,200	1,200	
154-521600 Equip Maint Supplies	0	0	269	0	269	200	
TOTAL Supplies	694	755	2,235	338	2,173	2,020	
<u>City Support Services</u>							
<u>Utility Services</u>							
<u>Operations Support</u>							
154-534200 Printing & Binding	7	81	186	109	248	0	
TOTAL Operations Support	7	81	186	109	248	0	
<u>Staff Support</u>							
154-535100 Uniforms	548	150	750	306	750	850	
154-535300 Memberships	1,134	1,013	1,931	1,078	1,931	2,073	
154-535400 Publications	0	254	500	0	500	500	
154-535500 Training/Travel Staff	15,891	( 297)	21,398	325	21,398	22,626	
154-535500.Training/Travel Commission	5,836	794	7,390	0	7,390	7,390	
154-535510 Meeting Expenses	129	0	500	0	500	500	
TOTAL Staff Support	23,537	1,914	32,469	1,709	32,469	33,939	
<u>Professional Services</u>							
154-541400 Consulting	0	0	400,000	0	400,000	0	
154-541500 State/County Admin Fees	27	36	100	15	100	100	
TOTAL Professional Services	27	36	400,100	15	400,100	100	

101-GENERAL FUND

GENERAL GOVERNMENT  
EXPENDITURES

	2018-2019 ACTUAL	2019-2020 ACTUAL	(----- 2020-2021 -----) CURRENT BUDGET	(----- 2020-2021 -----) Y-T-D ACTUAL	(----- 2020-2021 -----) PROJECTED YEAR END	(----- 2021-2022 -----) CITY ADMIN. RECOMMENDED	(----- 2021-2022 -----) ADOPTED BUDGET
<u>Rental/Leasing</u>							
<u>Operating Equipment</u>							
154-571000 Furniture & Fixtures	1,225	593	7,689	6,375	7,689	325	
154-571300 Computer & Periphe. LESS \$500	<u>0</u>	<u>0</u>	<u>3,683</u>	<u>0</u>	<u>0</u>	<u>0</u>	
TOTAL Operating Equipment	1,225	593	11,372	6,375	7,689	325	
<u>Capital Outlay</u>							
TOTAL PLANNING & ZONING	227,535	182,850	704,403	185,580	705,234	324,958	

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

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**DEPARTMENT DESCRIPTION**

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

**GOALS AND OBJECTIVES**

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

## ORGANIZATIONAL CHART



Budget	2019-20 Actual	2020-21 Estimate	2021-22 Budget
Operations Support	\$4,342	\$10,000	\$10,000
Professional Services	\$103,379	\$120,000	\$130,000
<i>Total</i>	<i>\$107,722</i>	<i>\$130,000</i>	<i>\$140,000</i>

## PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2021-22 Budget increases 7.7% from the FY 2020-21 year end estimate with the anticipated billable hours for legal services in FY 2021-22.

101-GENERAL FUND

PROPOSED BUDGET WORKSHEET

AS OF: JUNE 30TH, 2021

GENERAL GOVERNMENT EXPENDITURES	(----- 2020-2021 -----) (----- 2021-2022 -----)						
	2018-2019 ACTUAL	2019-2020 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
LEGAL SERVICES							
=====							
<u>Operations Support</u>							
155-534100 Advertising/Legal Notices	9,071	4,342	10,000	3,518	10,000	10,000	
TOTAL Operations Support	9,071	4,342	10,000	3,518	10,000	10,000	
<u>Professional Services</u>							
155-541200 Legal Svcs	126,526	103,379	140,000	59,965	120,000	130,000	
TOTAL Professional Services	126,526	103,379	140,000	59,965	120,000	130,000	
TOTAL LEGAL SERVICES	135,598	107,722	150,000	63,482	130,000	140,000	



## DEPARTMENT: 164 CITY SECRETARY

### FUND: 101 GENERAL FUND

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#### DEPARTMENT DESCRIPTION

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

The City Secretary's Department supports, facilitates and strengthens the City of Schertz governmental process by recording all laws, resolutions, and ordinances approved by the City Council, preparing City Council agendas and giving notice of such meetings, countersigning or notarizing, as applicable, all contracts, commissions, and licenses, providing public information according to state guidelines, delivering continuity to the City of Schertz government by recording its legislative actions, both contemporary and archival, and serving as historian for the City, safeguarding and enriching the municipal election and records management processes, and assisting the City Council in fulfilling their goals.

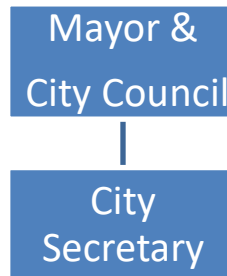
#### GOALS AND OBJECTIVES

The goals and objectives of the City Secretary's Department are to provide the following services for the City of Schertz:

- Public Information requests.
- Agendas and minutes for public meetings.
- Ordinances and resolutions.
- Election administration.
- Publication of legal notices.
- Alcohol permits for businesses.
- Process Liens (filed and released)
- Provides for the identification, maintenance, retention, security, electronic storage, disposition, and preservation of City records.
- Administer oaths.
- Attest contracts, assessment of certificates, and other legal instruments when executed by officers of the City of Schertz.

- Public Education (Student Mayor/Council Program, Volunteer Fair)
- Proclamations from the Mayor's Office.
- Perform such other duties as may be required of the City Secretary by the City Charter, the City Council, City Management, and state law.

## ORGANIZATIONAL CHART



CITY SECRETARY	2019-20	2020-21	2021-22
City Secretary	1	1	1
Deputy City Secretary	1	1	1
<b>TOTAL POSITIONS</b>	<b>2</b>	<b>2</b>	<b>2</b>

## PERFORMANCE INDICATORS

Workload	2019-20 Actual	2020-21 Estimated	2021-22 Budget
Ordinances Passed and Processed	36	41	41
Resolutions Passed and Processed	126	140	140
Council Meetings Attended	43	43	43
Open Records	451	450	450

Efficiency	2019-20 Actual	2020-21 Estimated	2021-22 Budget
Ordinances & Resolutions Executed within 72 hours of Council Meeting	99%	100%	100%
Documents completed, signed, scanned within 48 hours of council approval	96%	100%	100%
Council meeting minutes transcribed within 48 hours following Council meeting	98%	99%	100%
Agendas available to citizens within legally required timeframe - Posted on website	100%	100%	100%
Alcohol permits processed within the month of expiration	70%	90%	90%

Education Initiatives	2019-20 Actual	2020-21 Estimated	2021-22 Budget
Volunteer Fair	0	0	1
Student Mayor/Councilmember for the Day Program	1	1	2

Budget	2019-20 Actual	2020-21 Estimated	2021-22 Budget
Personnel	\$193,102	\$190,842	\$197,509
Supplies	910	1,150	1,150
City Support Services	7,213	6,000	10,000
Operations Support	0	150	150
Staff Support	5,232	2,800	6,450
Operating Equipment	0	400	1,000
<i>Total</i>	<i>\$206,457</i>	<i>\$201,342</i>	<i>\$216,259</i>

## PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2021-22 Budget increases 7.0% from the FY 2020-21 year end estimate due to personnel increases for the Class and Compensation study recommendations, as well as additional UDC updates, additional training, and Computer equipment.

101-GENERAL FUND

GENERAL GOVERNMENT  
EXPENDITURES

	(------ 2020-2021 -----) (------ 2021-2022 -----)						
	2018-2019 ACTUAL	2019-2020 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<u>CITY SECRETARY</u>							
=====							
<u>Personnel Services</u>							
164-511110 Regular	146,025	139,068	135,523	106,699	137,525	143,010	
164-511180 LTD	401	95	420	0	95	0	
164-511210 Longevity	2,776	1,804	2,068	2,125	1,804	2,072	
164-511310 FICA - Employer	11,444	10,069	10,519	8,125	10,280	11,092	
164-511350 TMRS-Employer	24,122	22,526	22,438	17,691	21,323	23,754	
164-511410 Health-Employer	13,823	19,391	21,012	12,682	19,667	17,353	
164-511500 Workers' Compensation	<u>173</u>	<u>148</u>	<u>175</u>	<u>193</u>	<u>148</u>	<u>228</u>	
TOTAL Personnel Services	198,764	193,102	192,155	147,515	190,842	197,509	
<u>Supplies</u>							
164-521100 Office Supplies	<u>1,154</u>	<u>910</u>	<u>1,150</u>	<u>1,023</u>	<u>1,150</u>	<u>1,150</u>	
TOTAL Supplies	1,154	910	1,150	1,023	1,150	1,150	
<u>City Support Services</u>							
164-532700 Records Management	<u>3,846</u>	<u>7,213</u>	<u>10,000</u>	<u>3,891</u>	<u>6,000</u>	<u>10,000</u>	
TOTAL City Support Services	3,846	7,213	10,000	3,891	6,000	10,000	
<u>Utility Services</u>							
<u>Operations Support</u>							
164-534200 Printing & Binding	<u>28</u>	<u>0</u>	<u>150</u>	<u>43</u>	<u>150</u>	<u>150</u>	
TOTAL Operations Support	28	0	150	43	150	150	
<u>Staff Support</u>							
164-535100 Uniforms	0	0	0	0	0	100	
164-535300 Memberships	903	370	750	497	400	750	
164-535400 Publications	238	901	600	476	400	600	
164-535500 Training/Travel	<u>2,996</u>	<u>3,962</u>	<u>3,000</u>	<u>843</u>	<u>2,000</u>	<u>5,000</u>	
TOTAL Staff Support	4,137	5,232	4,350	1,817	2,800	6,450	
<u>Professional Services</u>							
<u>Maintenance Services</u>							
<u>Operating Equipment</u>							
164-571000 Furniture & Fixtures	<u>0</u>	<u>0</u>	<u>1,035</u>	<u>0</u>	<u>400</u>	<u>1,000</u>	
TOTAL Operating Equipment	0	0	1,035	0	400	1,000	

101-GENERAL FUND

GENERAL GOVERNMENT  
EXPENDITURES

			(----- 2020-2021 -----)	(----- 2021-2022 -----)			
	2018-2019	2019-2020	CURRENT	Y-T-D	PROJECTED	CITY ADMIN.	ADOPTED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	RECOMMENDED	BUDGET
<hr/>							
<u>Capital Outlay</u>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
<hr/>							
TOTAL CITY SECRETARY	207,930	206,457	208,840	154,289	201,342	216,259	

**DEPARTMENT: 167 NON-DEPARTMENTAL**  
**FUND: 101 GENERAL FUND**

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**DEPARTMENT DESCRIPTION**

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

Budget	2019-20 Actual	2020-21 Estimated	2021-22 Budget
City Support Services	\$487,024	\$520,838	\$880,500
Utility Services	0	7,123	0
Operations Support	194,378	140,000	140,000
City Assistance	1,914,550	1,378,784	1,315,645
Professional Services	73,575	83,700	88,775
Fund Charges/Transfers	374	10,750	27,979
Land Purchase	0	7,450	0
<i>Total</i>	<i>\$2,669,901</i>	<i>\$2,148,645</i>	<i>\$2,452,899</i>

**PROGRAM JUSTIFICATION AND ANALYSIS**

The FY 2021-22 Budget increases 14.2% from the FY 2020-21 year end estimate. Increased commercial insurance costs are offset by less tax abatement payments.

101-GENERAL FUND

GENERAL GOVERNMENT  
EXPENDITURES

	2018-2019 ACTUAL	2019-2020 ACTUAL	(----- 2020-2021 -----) CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	(----- 2021-2022 -----) CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
NONDEPARTMENTAL =====							
<u>Supplies</u>							
<u>City Support Services</u>							
167-532200 County Appraisal District	226,275	240,279	242,000	180,211	242,000	245,000	
167-532210 Tax Assessor/Collector-Service	0	0	6,000	0	0	0	
167-532500 City Insurance-Commercial	210,680	243,251	233,700	258,108	265,000	265,000	
167-532900 Contingencies	1,116	3,494	75,230	14,585	13,838	180,000	
167-532901 Contingencies-Personnel	0	0	190,500	0	0	190,500	
TOTAL City Support Services	438,072	487,024	747,430	452,904	520,838	880,500	
<u>Utility Services</u>							
167-533200 Electric Utility Services	0	0	7,123	7,123	7,123	0	
TOTAL Utility Services	0	0	7,123	7,123	7,123	0	
<u>Operations Support</u>							
167-534000 Postage	4,014	8,096	11,000	7,690	8,000	8,000	
167-534300 Equipment Maint - Copiers	131,036	106,910	110,000	77,032	110,000	110,000	
167-534500 Memberships - Organizations	7,500	8,900	0	0	0	0	
167-534810 Electronic Filing Services	143	386	22,000	20,519	22,000	22,000	
167-534999 Misc. Expense	15,281	70,086	0	0	0	0	
TOTAL Operations Support	157,974	194,378	143,000	105,242	140,000	140,000	
<u>Staff Support</u>							
167-535500 Training/Travel	73	0	200	0	0	0	
TOTAL Staff Support	73	0	200	0	0	0	
<u>City Assistance</u>							
167-537100 Medical Services-EMS Contract	581,537	602,583	667,048	500,287	667,048	695,645	
167-537200 Main Street Local Program	20,000	88,588	50,000	78,210	90,000	50,000	
167-537450 Tax Reimbursements/Abatements	861,735	1,223,379	840,000	621,736	621,736	570,000	
TOTAL City Assistance	1,463,272	1,914,550	1,557,048	1,200,233	1,378,784	1,315,645	
<u>Professional Services</u>							
167-541500 State/County Admin Fees	0	0	35	126	150	125	
167-541600 Misc Bank Charges	729	746	700	706	750	750	
167-541650 Investment Management Fee	0	0	0	0	0	0	
167-541800 Credit Card Service Fee	44,353	69,943	50,000	77,342	80,000	85,000	
167-541810 Credit Cards Fees - AMEX	2,840	2,886	2,800	3,692	2,800	2,900	
TOTAL Professional Services	47,922	73,575	53,535	81,867	83,700	88,775	



101-GENERAL FUND

PROPOSED BUDGET WORKSHEET

AS OF: JUNE 30TH, 2021

GENERAL GOVERNMENT EXPENDITURES	(------ 2020-2021 -----) (------ 2021-2022 -----)						
	2018-2019 ACTUAL	2019-2020 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<hr/>							
<u>Fund Charges/Transfers</u>							
167-548000 Transfer Out	1,592	0	17,229	( 1,517)	0	0	
167-548106 Transfer Out- Special Events	59,893	205	0	0	0	0	
167-548204 Transfer Out - Drainage	0	0	0	0	0	17,229	
167-548615 Transfer Out - Hist. Committe	<u>2,871</u>	<u>169</u>	<u>10,750</u>	<u>0</u>	<u>10,750</u>	<u>10,750</u>	
TOTAL Fund Charges/Transfers	64,356	374	27,979	( 1,517)	10,750	27,979	
<hr/>							
<u>Maintenance Services</u>							
<hr/>							
<u>Operating Equipment</u>							
<hr/>							
<u>Capital Outlay</u>							
167-581010 Land Purchase	<u>0</u>	<u>0</u>	<u>0</u>	<u>7,450</u>	<u>7,450</u>	<u>0</u>	
TOTAL Capital Outlay	0	0	0	7,450	7,450	0	
<hr/>							
TOTAL NONDEPARTMENTAL	2,171,669	2,669,901	2,536,315	1,853,302	2,148,645	2,452,899	

## DEPARTMENT: 170 PUBLIC AFFAIRS

### FUND: 101 GENERAL FUND

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#### DEPARTMENT DESCRIPTION

The Public Affairs Department serves an internal audience of 386 employees, elected and appointed officials, as well as an estimated city population of 41,000.

Public Affairs is responsible for establishing and maintaining internal and external communications that enhance the understanding, perception, and image of the City of Schertz. Public Affairs promotes, organizes and supports informational, educational, and special event activities that benefit the community and/or City employees through advertising, production of city videos, radio spots, print ads, press releases, email blasts, website and electronic sign ad creation and posting, and award submissions.

Public Affairs creates photographic/video/audio recording of City events and activities, designs City marketing materials, documents, hiring packets, graphics, logos, plaques, trophies, proclamations, etc.

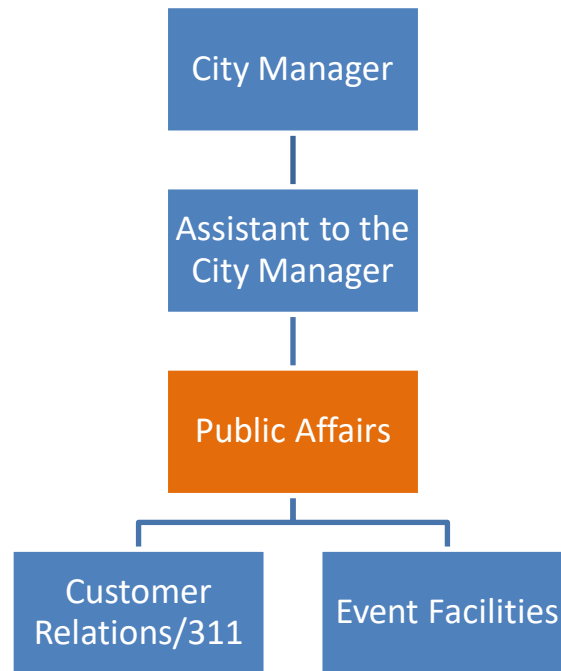
Public Affairs publishes *Schertz Magazine*, one of the leading publications in the Tri County area with a circulation of 15,500 copies; including 14,000+ direct mailed and 500+ subscriptions. Over 1,000 magazines are distributed to businesses with hundreds of copies made available at local and regional banks, hospitals and clinics, schools, pharmacies, and restaurants.

Operations of the Event Facilities and 311 Customer Care are maintained under the umbrella of Public Affairs.

#### GOALS AND OBJECTIVES

- To be the primary source of City information for all current and potential residents and businesses.
- To disseminate accurate and timely information to residents and the media during emergency and non-emergency situations.
- To provide excellent customer service to all callers while providing accurate information.

## ORGANIZATIONAL CHART



PUBLIC AFFAIRS	2019-20	2020-21	2021-22
Public Affairs Director	1	1	1
Communications Manager	1	1	1
Marketing and Communications Specialist	1	1	1
Administrative Assistant	1	1	1
<b>TOTAL POSITIONS</b>	<b>4</b>	<b>4</b>	<b>4</b>

## PERFORMANCE INDICATORS

Workload/Output Measures	2019-20 Actual	2020-21 Estimate	2021-22 Budget
Press Releases/News Flash	137	135	136
Marketing Materials Produced	414	400	450
Completed website work orders	28	40	50
Number of customers served (advertisers)	42	50	50
Number of Magazines Printed	187,399	186,000	192,000

Efficiency	2019-20 Actual	2020-21 Estimate	2021-22 Budget
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Percentage of Magazine Contracted	50%	50%	50%
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Average cost per Advertising Run outside  
of the magazine

200

200

200

Effectiveness	2019-20 Actual	2020-21 Estimate	2021-22 Budget
---------------	-------------------	---------------------	-------------------

Schertz Magazine Ad revenue	143,720	120,000	140,000
City Sponsored/Non-revenue	28,250	22,000	22,000
Percentage open rate for e-newsletter	20%	28.8%	27%
Percentage click rate for e-newsletter	8.7%	10.8%	10%

Budget	2019-20 Actual	2020-21 Estimate	2021-22 Budget
--------	-------------------	---------------------	-------------------

Personnel	\$297,026	\$313,996	\$320,138
Supplies	564	1,700	1,100
City Support Services	990	0	1,000
Operations Support	27,366	34,135	48,235
Staff Support	2,782	5,452	11,170
Professional Services	228,379	265,500	255,500
<i>Total</i>	<i>\$557,109</i>	<i>\$620,783</i>	<i>\$637,143</i>

## PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2021-22 Budget increases 2.6% from the FY 2020-21 year end estimate with the opening event for the new splash pad, added funds for printing and binding, and additional training. Personnel also increases with the classification and compensation study recommendation.

101-GENERAL FUND

PROPOSED BUDGET WORKSHEET

AS OF: JUNE 30TH, 2021

GENERAL GOVERNMENT EXPENDITURES		(----- 2020-2021 -----) (----- 2021-2022 -----)					
	2018-2019 ACTUAL	2019-2020 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
PUBLIC AFFAIRS							
=====							
<u>Personnel Services</u>							
170-511110 Regular	207,661	212,791	212,564	169,823	220,000	223,050	
170-511120 Overtime	687	247	981	152	200	1,010	
170-511180 LTD	530	149	661	0	0	0	
170-511210 Longevity	3,828	3,808	4,636	4,336	4,336	5,290	
170-511230 Certification Allowance	300	650	488	0	200	1,248	
170-511310 FICA - Employer	16,703	15,738	16,714	12,980	17,000	17,625	
170-511350 TMRS-Employer	34,432	34,775	35,649	28,339	36,000	37,743	
170-511410 Health-Employer	22,432	28,640	30,613	23,900	36,000	33,811	
170-511500 Workers' Compensation	259	228	277	305	260	361	
TOTAL Personnel Services	286,833	297,026	302,583	239,835	313,996	320,138	
<u>Supplies</u>							
170-521000 Operating Supplies	95	146	1,050	934	1,000	400	
170-521100 Office Supplies	638	418	700	676	700	700	
TOTAL Supplies	733	564	1,750	1,611	1,700	1,100	
<u>City Support Services</u>							
170-532800 Other Events	1,975	990	0	0	0	1,000	
TOTAL City Support Services	1,975	990	0	0	0	1,000	
<u>Operations Support</u>							
170-534000 Postage	1,111	6,784	18,050	9,415	9,000	18,800	
170-534100 Advertising	7,904	6,549	9,250	7,008	8,700	8,900	
170-534200 Printing & Binding	12,392	13,633	20,450	10,841	16,000	20,000	
170-534500 Memberships - Organizations	255	255	255	170	255	255	
170-534550 Business Meetings/Networking	234	144	248	180	180	280	
TOTAL Operations Support	21,895	27,366	48,253	27,615	34,135	48,235	
<u>Staff Support</u>							
170-535100 Uniforms	117	76	220	197	220	240	
170-535400 Publications	130	88	200	0	0	200	
170-535500 Training/Travel	7,570	2,278	8,780	1,808	5,000	10,480	
170-535510 Meeting Expenses	0	341	240	232	232	250	
TOTAL Staff Support	7,818	2,782	9,440	2,237	5,452	11,170	
<u>Professional Services</u>							
170-541300 Other/Consl/Prof Services	40,799	14,620	36,500	11,938	36,500	36,500	
170-541305 Prof Services-Writers/Photogr	6,823	6,360	10,000	7,854	10,000	10,000	
170-541350 Magazine-Printing Services	92,292	90,962	94,000	70,202	94,000	94,000	
170-541355 Design Services	87,550	63,304	65,000	51,840	65,000	65,000	
170-541360 Magazine-Postage	57,886	52,383	60,000	50,669	60,000	50,000	
170-541365 Delivery Services	1,500	750	1,500	0	0	0	
TOTAL Professional Services	286,850	228,379	267,000	192,503	265,500	255,500	

101-GENERAL FUND

PROPOSED BUDGET WORKSHEET

AS OF: JUNE 30TH, 2021

GENERAL GOVERNMENT EXPENDITURES	(----- 2020-2021 -----) (----- 2021-2022 -----)						
	2018-2019 ACTUAL	2019-2020 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<hr/>							
<u>Operating Equipment</u>							
170-571000 Furniture & Fixtures	<u>3,080</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u></u>
TOTAL Operating Equipment	3,080	0	0	0	0	0	
<hr/>							
TOTAL PUBLIC AFFAIRS	609,184	557,109	629,026	463,800	620,783	637,143	

## DEPARTMENT: 173 ENGINEERING

### FUND: 101 GENERAL FUND

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#### DEPARTMENT DESCRIPTION

The Engineering Department serves as technical advisor to the City Manager, City Council, Executive Staff, and other City departments. Engineering collaborates with Public Works, Planning and Community Development, Economic Development, Parks and Recreation, and other departments, citizens, developers, and other governmental agencies in order to effectively plan and implement infrastructure improvement and development for the organized growth of the City. Engineering works with Public Works and Finance to develop and implement the City's Capital Improvement Programs for water, wastewater, streets, and drainage. That responsibility includes the development and maintenance of infrastructure master plans; the prioritization of projects; the identification and procurement of project funding; and the management of the design and construction of necessary infrastructure.

The Engineering Department reviews applications for public and private land development for conformance with adopted engineering standards, policies, codes, and infrastructure master plans. Engineering Inspectors ensure that the construction of public infrastructure – both privately and publicly constructed – follows appropriate standards and specifications. Ensuring compliance promotes a safe community in which the essential services of the provision of water, wastewater, transportation, and drainage are available and arranged for fiscal sustainability.

The Engineering Department maintains standard construction details, technical specifications, and design guidelines.

The Transportation Safety Advisory Commission (TSAC) is staffed by the Engineering Department. The TSAC is a Commission that hears citizen input, considers transportation issues, and makes recommendations to City Council regarding traffic and transportation related matters throughout the City.



## ORGANIZATIONAL CHART



ENGINEERING	2019-20	2020-21	2021-22
City Engineer	1	1	1
Engineer	3	3	3
Senior Graduate Engineer	1	1	1
Graduate Engineer	1	1	1
Engineering Inspector	2	2	2
<b>TOTAL POSITIONS</b>	<b>8</b>	<b>8</b>	<b>8</b>

## ACCOMPLISHMENTS AND GOALS

### FY 2019-2020 Accomplishments

- Along with other Departments, successfully managed the following Capital Improvement Projects (in various stages of completion):
  - Corbett Elevated Storage Tank and Associated Distribution Mains
  - Corbett Ground Storage Tank
  - Aviation Heights Water Main Replacements Phases 5-7
  - Ware Seguin to Lower Seguin and Greytown to Pfeil Loop Lines
  - Woman Hollering Creek Wastewater Trunk Main and Lift Station
  - Riata Lift Station Relocation
  - Crest Oak Sewer Line Upsize
  - FM 1518 Utility Relocations
  - 2018 Street Preservation and Maintenance Projects (including remedial efforts)
  - Trail and Bike Lane Project (technical support and contract administration for Parks)
  - Elbel Drainage and Resurfacing and Westchester Signalization
  - 2020 Street Preservation Resurfacing and Rehabilitation Projects
  - TriCounty Parkway Reconstruction
  - Fire Station 2 Drainage Improvement
  - Silt Removal Projects

- Update of Water and Wastewater Master Plans and updated Impact Fee Ordinance
- 16" Dedicated Transmission Main Route Study
- Collaborated with City of Cibolo and developer on the design and construction administration and inspection of the extension of the Ripps-Kreusler
- Collaborated with City of Cibolo and developer on the design and construction administration and inspection of the expansion of the portion of Cibolo Valley Drive within the City of Schertz
- Maintained strategic partnership with Texas Department of Transportation

### **FY 2020-2021 Goals**

- Continue improvement and update of standard construction details, technical specifications, and design guidelines
- Continue support of development and implementation of comprehensive Capital Improvement Program including water, wastewater, drainage, and roadway projects
- Complete Water and Wastewater Master Plans and implement updated Impact Fee ordinance
- Provide efficient, clear review of construction plans and other development submittals
- Continue promotion of efficacy of TSAC activities and actions
- Continue successful partnership with TxDOT

### **PERFORMANCE INDICATORS**

Workload/Output Measures	2019-20 Actual	2020-21 Estimate	2021-22 Budget
Capital Improvement Projects (number active)	9	16	11
Grading and Clearing Permits Issued	29	25	25
Grading and Clearing Permits Active (Average Monthly Concurrent Maximum)	47	48	45
Grading and Clearing Permits Active (Concurrent Maximum)	55	60	50
Grading and Clearing Permits Issued – acreage	278	200	250
Number of Non-Construction Plan Reviews (includes master plans, plats, site plans, etc.)	83	98	100
Residential Subdivision Construction – number of projects (completed projects)	1	3	3.8

Residential Subdivision Construction – dollar value of public improvements (completed projects)	\$1.1 Million	\$3.0 Million	\$3.8 Million
Commercial Subdivision Construction – number of projects (completed projects)	4	5	3
Commercial Subdivision Construction – dollar value of public improvements (completed projects)	\$2.3 Million	\$4.6 Million	\$2.0 Million

Budget	2019-20 Actual	2020-21 Estimate	2021-22 Budget
Personnel	\$628,907	\$809,312	\$870,151
Supplies	1,173	2,350	2,750
City Support Services	432	500	0
Utility Services	6,302	4,500	5,500
Operations Support	31	93	150
Staff Support	4,981	12,128	17,310
Professional Services	15,791	75,000	40,000
Operating Equipment	1,755	900	1,400
Capital Outlay	0	0	0
<i>Total</i>	<i>\$659,370</i>	<i>\$904,783</i>	<i>\$937,261</i>

## PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2021-22 Engineering Budget increases 3.6% from the year end estimate due to relatively minor adjustments to each budget category related to the Department's new location (away from previously shared space and supplies), increased fuel costs (higher price per gallon and miles travelled due to more active construction projects), and the fully-staffed department's capacity to manage additional tasks needing professional services assistance. Increased personnel expenses include pay adjustments related to implementation of the classification and compensation study.

101-GENERAL FUND

PROPOSED BUDGET WORKSHEET

AS OF: JUNE 30TH, 2021

GENERAL GOVERNMENT EXPENDITURES	(------ 2020-2021 -----) (------ 2021-2022 -----)						
	2018-2019 ACTUAL	2019-2020 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
ENGINEERING							
=====							
<u>Personnel Services</u>							
173-511110 Regular	459,705	441,514	560,037	448,844	565,000	601,510	
173-511120 Overtime	0	210	0	349	500	500	
173-511180 LTD	1,346	318	1,736	0	0	0	
173-511210 Longevity	5,287	6,246	8,047	6,218	6,218	8,532	
173-511230 Certification Allowance	3,000	2,377	2,592	1,373	2,000	3,288	
173-511310 FICA - Employer	35,116	31,334	43,632	33,344	44,000	46,930	
173-511350 TMRs-Employer	75,835	72,013	93,068	76,806	94,000	100,501	
173-511410 Health-Employer	50,775	72,666	96,363	72,146	95,000	105,310	
173-511500 Workers' Compensation	2,427	2,228	2,762	3,041	2,594	3,580	
TOTAL Personnel Services	633,491	628,907	808,237	642,122	809,312	870,151	
<u>Supplies</u>							
173-521000 Operating Supplies	490	260	1,000	42	1,000	500	
173-521100 Office Supplies	603	877	1,000	248	1,000	2,000	
173-521300 Motor Vehicle Supplies	74	37	350	78	350	250	
TOTAL Supplies	1,167	1,173	2,350	368	2,350	2,750	
<u>City Support Services</u>							
173-532400 Computer Fees & Licenses	0	432	500	0	500	0	
TOTAL City Support Services	0	432	500	0	500	0	
<u>Utility Services</u>							
173-533330 Telephone/Internet	3,632	2,044	850	0	0	0	
173-533500 Vehicle Fuel	3,429	4,259	3,500	3,986	4,500	5,500	
TOTAL Utility Services	7,061	6,302	4,350	3,986	4,500	5,500	
<u>Operations Support</u>							
173-534000 Postage	0	0	0	0	0	50	
173-534200 Printing & Binding	0	31	100	93	93	100	
TOTAL Operations Support	0	31	100	93	93	150	
<u>Staff Support</u>							
173-535100 Uniforms	2,173	1,153	3,338	150	3,338	4,630	
173-535300 Memberships	434	1,207	2,420	515	2,000	2,550	
173-535400 Publications	596	310	500	109	500	500	
173-535500 Training/Travel	8,588	1,538	11,156	982	5,000	8,500	
173-535510 Meeting Expenses	241	541	620	294	620	480	
173-535600 Professional Certification	730	231	670	151	670	650	
TOTAL Staff Support	12,762	4,981	18,704	2,201	12,128	17,310	

101-GENERAL FUND

PROPOSED BUDGET WORKSHEET

AS OF: JUNE 30TH, 2021

GENERAL GOVERNMENT EXPENDITURES	(------ 2020-2021 -----) (------ 2021-2022 -----)						
	2018-2019 ACTUAL	2019-2020 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<hr/>							
<u>Professional Services</u>							
173-541100 Engineering Services	8,661	8,000	40,000	19,075	40,000	0	
173-541300 Other Professional Services	<u>11,170</u>	<u>7,791</u>	<u>35,000</u>	<u>5,073</u>	<u>35,000</u>	<u>40,000</u>	
TOTAL Professional Services	19,831	15,791	75,000	24,148	75,000	40,000	
<hr/>							
<u>Maintenance Services</u>							
<hr/>							
<u>Rental/Leasing</u>							
<hr/>							
<u>Operating Equipment</u>							
173-571000 Furniture & Fixtures	538	285	900	387	900	900	
173-571300 Computer & Periphe. < \$5000	<u>0</u>	<u>1,470</u>	<u>2,985</u>	<u>( 1,228)</u>	<u>0</u>	<u>500</u>	
TOTAL Operating Equipment	538	1,755	3,885	( 841)	900	1,400	
<hr/>							
<u>Capital Outlay</u>							
173-581200 Vehicles & Access. Over \$5,00	<u>28,607</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	
TOTAL Capital Outlay	28,607	0	0	0	0	0	
<hr/>							
TOTAL ENGINEERING	703,456	659,370	913,126	672,077	904,783	937,261	

## DEPARTMENT: 256 POLICE

### FUND: 101 GENERAL FUND

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#### DEPARTMENT DESCRIPTION

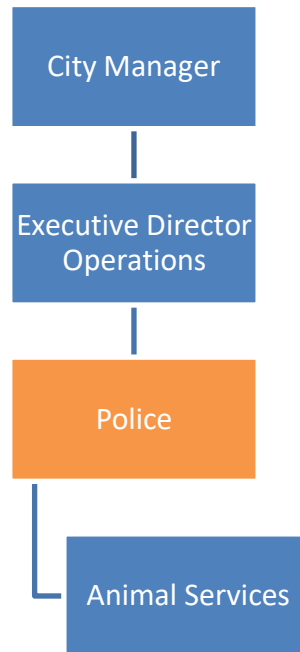
The Schertz Police Department provides service to approximately 32 square miles, with the City in three different counties. The police department receives thousands of calls for services annually through the communications division and dispatches for Police, Fire, Emergency Medical Service, and Animal Services. Additionally, the police department provides dispatch services for the City of Cibolo Police, Fire and Animal Services departments, and Schertz Emergency Medical Service dispatch for Cibolo, Marion, Seguin, and Santa Clara and other county areas. The Patrol Division provides a visible presence in the community, with the goal of crime prevention, crime reduction, traffic safety, and the promotion of overall public safety. The Investigations Division investigates incidents that occurred within the City, processes crime scenes, and follows up through prosecution with the County and District Attorneys of all three counties. The Records Unit receives and prepares cases for submission to County and District Attorneys. The School Resource Program provides a visible presence on the campuses within the City; makes educational presentations to the students and staff, along with investigating crimes on campus. The Animal Services Division is responsible for the enforcement of State laws and City ordinances regarding the care and treatment of animals, rabies control, and overall public health through disease and population control. The Community Outreach Officer interacts with Homeowner Associations, provides education and crime prevention programs to the community, and oversees the Citizens Police Academy and the Citizens on Patrol. Our Crime Victim Liaison protects the rights and assists in the needs of the crime victims in Schertz, Live Oak, and Cibolo.

#### GOALS AND OBJECTIVES

- Promoting a safe community through public education, community involvement, criminal investigations, enforcement action and other essential services.
- Enhance our citizens' quality of life by promoting a feeling of safety for all citizens and visitors to the city, including neighborhoods, commercial areas, parks and public facilities.

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

## ORGANIZATIONAL CHART



<b>POLICE</b>	<b>2019-20</b>	<b>2020-21</b>	<b>2021-22</b>
Chief of Police	1	1	1
Assistant Chief of Police	1	1	1
Captain	0	1	1
Lieutenants	4	4	4
Sergeants	7	7	7
Corporals	15	14	13
Officers	35	36	37
Code Enforcement Officers	2	2	0
Sanitarian	1	1	0
Administrative Assistant	2	2	2
Records Manager	1	1	1
Records Clerk	2	2	2
Civilian Evidence Technician	1	1	2
Crime Victim Liaison	1	1	1
Animal Services Manager	1	1	1
Animal Services Officer	4	4	4
Animal Services Kennel Tech	1	3	3
PT Animal Services Kennel Tech	2	2	2
Communications Manager	1	1	1
Communications Shift Supervisor	4	4	4
Communications Officer	12	12	12
P/T Communications Officer (Irregular)	3	3	3
Crossing Guards (Part Time)	16	16	16
<b>TOTAL POSITIONS</b>	<b>117</b>	<b>120</b>	<b>118</b>

<b>LAW ENFORCEMENT COMMISSIONS</b>	<b>2019-20</b>	<b>2020-21</b>	<b>2021-22</b>
Fire Dept. Law Enforcement Commission	1	1	1
<b>TOTAL COMMISSIONS</b>	<b>1</b>	<b>1</b>	<b>1</b>



## PERFORMANCE INDICATORS

Workload/Output	2019-20 Actual	2020-21 Estimate	2021-22 Budget
Dispatch-911 Calls	26,713	27,400	28,100
Patrol-Citations/Warnings Issued	9,115	6,732	7,500
Inv-Criminal Cases Filed w/ Prosecutor	914	955	980
Inv-Cases Investigated per Investigator	279	275	295
Inv-Total Cases Cleared	254	282	300
Records-Total Active Alarm Permits	3,084	3,100	3,300
Records-Open Records Requests	2,543	1,800	2,500
Federal Seizures	\$195,344	\$30,000	\$55,000
Crime Victim Liaison-Assigned Cases	236	520	560

Workload/Output Marshals Division	2019-20 Actual	2020-21 Estimate	2021-22 Budget
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### **Marshals**

Warrants Issued	1,468	1,243	1,350
Warrants Cleared	1,789	1,458	1,575

Animal Services			
Animals Taken In	1,157	1,175	1,200
Adoptions	369	465	450
Return to Owner	233	375	400
Transferred Out	227	230	230
Wildlife Release	132	95	100
Euthanized	82	50	55

Budget	2019-20 Actual	2020-21 Estimate	2021-22 Budget
Personnel	\$6,309,734	\$9,055,951	\$8,773,439
Supplies	67,512	109,541	109,998
City Support Services	26,401	32,422	26,500
Utility Services	83,909	186,155	196,200
Operations Support	5,543	15,752	13,816
Staff Support	94,590	176,392	184,031
City Assistance	9,954	55,055	60,300
Professional Services	68,118	78,999	85,266
Maintenance Services	63,176	78,362	77,305
Rental/Leasing	44,544	0	16,800
Operating Equipment	297,109	202,380	186,748
Capital Outlay	533,569	519,642	525,837
<i>Total</i>	<i>\$7,604,159</i>	<i>\$10,510,651</i>	<i>\$10,256,240</i>

## PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2021-22 Budget decreases 2.4% from the FY 2020-21 year end estimates with the transfer of the code enforcement functions to the new Neighborhood Services division of Planning & Community Development. This decrease is partially offset by personnel increases include recommendations from the Class and Compensations study as well as increasing the minimum wage to \$15 for applicable positions. The FY 2021-22 Budget will also include additional vehicle fuel and training in anticipation of more officer positions being filled.

101-GENERAL FUND

PUBLIC SAFETY		(----- 2020-2021 -----) (----- 2021-2022 -----)						
EXPENDITURES		2018-2019	2019-2020	CURRENT	Y-T-D	PROJECTED	CITY ADMIN.	ADOPTED
		ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	RECOMMENDED	BUDGET
<hr/>								
POLICE								
=====								
<u>Personnel Services</u>								
56-511110 Regular	4,765,561	3,850,341	5,733,579	4,447,546	5,850,000	5,778,534		
56-511120 Overtime	247,200	271,725	203,597	369,378	500,000	228,528		
56-511180 LTD	13,859	3,497	17,540	0	0	0		
56-511210 Longevity	102,756	110,398	100,958	102,853	115,000	113,984		
56-511220 Clothing Allowance	66,384	64,078	73,253	55,288	73,250	71,743		
56-511230 Certification Allowance	39,556	45,407	58,560	35,020	44,500	56,222		
56-511310 FICA - Employer	400,619	385,589	460,285	367,699	486,000	466,647		
56-511350 TMRS-Employer	819,967	843,649	992,314	801,401	1,000,000	1,007,555		
56-511410 Health-Employer	499,951	696,388	921,512	708,826	939,808	986,831		
56-511500 Workers' Compensation	<u>42,826</u>	<u>38,662</u>	<u>50,471</u>	<u>55,564</u>	<u>47,393</u>	<u>63,395</u>		
TOTAL Personnel Services	6,998,680	6,309,734	8,612,069	6,943,575	9,055,951	8,773,439		
 <u>Supplies</u>								
56-521000 Operating Supplies	33,558	40,977	60,641	23,262	60,513	52,143		
56-521100 Office Supplies	6,004	6,102	8,500	4,135	6,776	7,500		
56-521150 Child Safety Supplies	0	2,835	4,325	1,377	4,000	5,245		
56-521200 Medical/Chem Supplies	0	308	28,300	12,165	28,132	28,510		
56-521300 Motor Veh. Supplies	<u>17,024</u>	<u>17,290</u>	<u>9,110</u>	<u>9,058</u>	<u>10,120</u>	<u>16,600</u>		
TOTAL Supplies	56,586	67,512	110,876	49,997	109,541	109,998		
 <u>City Support Services</u>								
56-532500 City Insurance-Commercial	<u>26,264</u>	<u>26,401</u>	<u>26,000</u>	<u>32,422</u>	<u>32,422</u>	<u>26,500</u>		
TOTAL City Support Services	26,264	26,401	26,000	32,422	32,422	26,500		
 <u>Utility Services</u>								
56-533200 Electric Utility Service	0	571	29,400	13,525	24,508	29,400		
56-533310 Telephone/Cell Phone	81	5,936	0	0	7,500	0		
56-533330 Telephone/Internet	189	0	0	0	0	0		
56-533410 Water Utility Service	0	0	21,600	3,912	12,447	15,000		
56-533500 Vehicle Fuel	<u>97,644</u>	<u>77,402</u>	<u>148,270</u>	<u>77,001</u>	<u>141,700</u>	<u>151,800</u>		
TOTAL Utility Services	97,914	83,909	199,270	94,438	186,155	196,200		
 <u>Operations Support</u>								
56-534100 Advertising	0	1,654	450	400	5,000	6,150		
56-534200 Printing & Binding	7,836	3,889	11,285	3,029	10,752	7,666		
56-534800 Temp Staff Services	<u>0</u>	<u>0</u>	<u>2,700</u>	<u>0</u>	<u>0</u>	<u>0</u>		
TOTAL Operations Support	7,836	5,543	14,435	3,429	15,752	13,816		

## PROPOSED BUDGET WORKSHEET

AS OF: JUNE 30TH, 2021

101-GENERAL FUND

## PUBLIC SAFETY

## EXPENDITURES

	2018-2019 ACTUAL	2019-2020 ACTUAL	(----- 2020-2021 -----) CURRENT BUDGET	(----- 2021-2022 -----) Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<u>Staff Support</u>							
256-535100 Uniforms	43,954	35,923	73,333	23,108	47,900	59,839	
256-535200 Awards	1,316	3,046	250	14	2,750	3,250	
256-535210 Employee Recognition-Morale	4,268	4,625	5,500	3,760	5,206	5,900	
256-535300 Memberships	1,526	2,876	3,620	2,457	3,441	3,525	
256-535400 Publications (	402)	74	490	264	459	490	
256-535500 Training/Travel	81,678	46,736	112,655	69,538	113,230	107,477	
256-535510 Meeting Expenses	<u>3,220</u>	<u>1,311</u>	<u>6,750</u>	<u>2,302</u>	<u>3,407</u>	<u>3,550</u>	
TOTAL Staff Support	135,559	94,590	202,598	101,443	176,392	184,031	
<u>City Assistance</u>							
256-537100 Medical Services	9,783	1,278	65,800	15,489	45,932	49,800	
256-537800 Community Outreach	<u>6,960</u>	<u>8,676</u>	<u>10,300</u>	<u>5,140</u>	<u>9,123</u>	<u>10,500</u>	
TOTAL City Assistance	16,742	9,954	76,100	20,629	55,055	60,300	
<u>Professional Services</u>							
256-541300 Prof Services/Consulting	80,629	68,118	70,803	42,932	69,003	74,186	
256-541310 Contract Service - Crematory	0	0	800	306	706	800	
256-541700 Microchip Service	<u>0</u>	<u>0</u>	<u>10,280</u>	<u>3,325</u>	<u>9,290</u>	<u>10,280</u>	
TOTAL Professional Services	80,629	68,118	81,883	46,563	78,999	85,266	
<u>Fund Charges/Transfers</u>							
<u>Maintenance Services</u>							
256-551400 Minor & Other Equip Maint	1,505	2,542	4,300	1,291	2,909	4,500	
256-551700 Abatement/Lot Cleaning	8,050	8,943	20,000	2,503	12,753	5,000	
256-551800 Other Maintenance Agreements	795	5,280	825	0	800	825	
256-551810 Maintenance Agr. - Radios	<u>51,680</u>	<u>46,410</u>	<u>65,580</u>	<u>27,950</u>	<u>61,900</u>	<u>66,980</u>	
TOTAL Maintenance Services	62,030	63,176	90,705	31,744	78,362	77,305	
<u>Debt Service</u>							
<u>Rental/Leasing</u>							
256-561200 Lease/Purchase Payments	<u>0</u>	<u>44,544</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>16,800</u>	
TOTAL Rental/Leasing	0	44,544	0	0	0	16,800	
<u>Operating Equipment</u>							
256-571000 Furniture & Fixtures	5,248	6,014	9,620	5,728	9,339	10,645	
256-571200 Vehicles & Access. LESS \$5,00	307,437	176,783	160,255	72,409	144,086	135,660	
256-571300 Computer & Periphe. < \$5000	0	67,147	29,970	10,650	24,237	15,260	
256-571600 Donation-Expense	27,655	125	0	552	552	0	
256-571800 Equipment under \$5,000	55,210	47,040	36,355	21,935	24,165	25,183	
256-571800.Operating Equipment CVE	<u>0</u>	<u>0</u>	<u>2,500</u>	<u>0</u>	<u>0</u>	<u>0</u>	
TOTAL Operating Equipment	395,551	297,109	238,700	111,274	202,380	186,748	

101-GENERAL FUND

PROPOSED BUDGET WORKSHEET

AS OF: JUNE 30TH, 2021

PUBLIC SAFETY		(----- 2020-2021 -----) (----- 2021-2022 -----)					
EXPENDITURES	2018-2019	2019-2020	CURRENT	Y-T-D	PROJECTED	CITY ADMIN.	ADOPTED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	RECOMMENDED	BUDGET
<hr/>							
<u>Capital Outlay</u>							
256-581200 Vehicles & Access. Over \$5,00	199,597	324,804	333,485	201,095	317,310	357,592	<hr/>
256-581300 Computer & Periphe. > \$5,000	0	0	18,680	18,677	18,677	45,500	<hr/>
256-581800 Equipment Over \$5,000	<u>0</u>	<u>208,765</u>	<u>194,155</u>	<u>80,505</u>	<u>183,655</u>	<u>122,745</u>	<u><hr/></u>
TOTAL Capital Outlay	199,597	533,569	546,320	300,277	519,642	525,837	
<hr/>							
TOTAL POLICE	8,077,388	7,604,159	10,198,955	7,735,791	10,510,651	10,256,240	

101-GENERAL FUND

PROPOSED BUDGET WORKSHEET  
AS OF: JUNE 30TH, 2021

HEALTH		----- 2020-2021 -----						----- 2021-2022 -----	
EXPENDITURES		2018-2019	2019-2020	CURRENT	Y-T-D	PROJECTED	CITY ADMIN.	ADOPTED	
		ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	RECOMMENDED	BUDGET	
<hr/>									
ANIMAL SERVICES									
=====									
<hr/>									
<u>Personnel Services</u>									
762-511110 Regular	196,431	229,198	0	0	0	0	0		
762-511120 Overtime	29,697	13,836	0	0	0	0	0		
762-511180 LTD	551	148	0	0	0	0	0		
762-511210 Longevity	1,435	870	0	0	0	0	0		
762-511230 Certification Allowance	1,525	1,300	0	0	0	0	0		
762-511310 FICA - Employer	17,646	17,426	0	0	0	0	0		
762-511350 TMRS-Employer	37,347	39,180	0	0	0	0	0		
762-511410 Health-Employer	34,033	53,039	0	0	0	0	0		
762-511500 Workers' Compensation	<u>2,505</u>	<u>2,523</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>		
TOTAL Personnel Services	321,170	357,519	0	0	0	0	0		
<hr/>									
<u>Supplies</u>									
762-521000 Operating Supplies	19,252	16,109	0	0	0	0	0		
762-521100 Office Supplies	79	621	0	0	0	0	0		
762-521200 Medical/Chem Supplies	22,528	26,650	0	0	0	0	0		
762-521300 Motor Veh. Supplies	<u>102</u>	<u>28</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>		
TOTAL Supplies	41,961	43,407	0	0	0	0	0		
<hr/>									
<u>City Support Services</u>									
762-532800 Promotional Events	<u>928</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>		
TOTAL City Support Services	928	0	0	0	0	0	0		
<hr/>									
<u>Utility Services</u>									
762-533200 Electric Utility Service	22,548	24,561	0	0	0	0	0		
762-533410 Water Utility Service	28,422	12,311	0	0	0	0	0		
762-533500 Vehicle Fuel	<u>6,660</u>	<u>4,069</u>	<u>0</u>	<u>( 160)</u>	<u>0</u>	<u>0</u>	<u>0</u>		
TOTAL Utility Services	57,630	40,941	0	( 160)	0	0	0		
<hr/>									
<u>Operations Support</u>									
762-534200 Printing & Binding	<u>230</u>	<u>93</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>		
TOTAL Operations Support	230	93	0	0	0	0	0		
<hr/>									
<u>Staff Support</u>									
762-535100 Uniforms	5,652	5,744	0	0	0	0	0		
762-535210 Employee Recognition-Morale	0	277	0	0	0	0	0		
762-535500 Training/Travel	3,891	810	0	0	0	0	0		
762-535510 Meeting Expenses	<u>29</u>	<u>37</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>		
TOTAL Staff Support	9,573	6,869	0	0	0	0	0		

101-GENERAL FUND

HEALTH		EXPENDITURES					
		(------ 2020-2021 -----) (------ 2021-2022 -----)					
	2018-2019	2019-2020	CURRENT	Y-T-D	PROJECTED	CITY ADMIN.	ADOPTED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	RECOMMENDED	BUDGET
<hr/>							
<u>City Assistance</u>							
762-537100 Medical Services	33,813	54,684	0	0	0	0	
TOTAL City Assistance	33,813	54,684	0	0	0	0	
<hr/>							
<u>Professional Services</u>							
762-541300 Other Cons'l/Prof Services	1,920	0	0	0	0	0	
762-541310 Contrct Svc-BlueBonnet-Cremat	1,197	477	0	0	0	0	
762-541700 Microchip Service	4,951	3,325	0	0	0	0	
762-541702 Spay & Neuter	20,000	0	0	0	0	0	
TOTAL Professional Services	28,068	3,802	0	0	0	0	
<hr/>							
<u>Fund Charges/Transfers</u>							
<hr/>							
<u>Maintenance Services</u>							
762-551100 Building Maintenance	85	0	0	0	0	0	
762-551400 Minor & Other Equip Maint	155	233	0	0	0	0	
762-551800 Other Maintenance Agreements	0	160	0	0	0	0	
762-551810 Maintenance Agr. - Radios	1,920	1,760	0	160	0	0	
TOTAL Maintenance Services	2,160	2,153	0	160	0	0	
<hr/>							
<u>Rental/Leasing</u>							
<hr/>							
<u>Operating Equipment</u>							
762-571000 Furniture & Fixtures	0	437	0	0	0	0	
762-571200 Vehicles & Access. Less \$5,00	0	3,192	0	0	0	0	
762-571500 Equipment	3,450	2,241	0	0	0	0	
762-571700 Improvements under \$5,000	510	0	0	0	0	0	
TOTAL Operating Equipment	3,960	5,871	0	0	0	0	
<hr/>							
<u>Capital Outlay</u>							
762-581200 Vehicles & Access. Over \$5,00	0	58,887	0	0	0	0	
762-581600 Donation Expense-Capital	0	20,103	0	0	0	0	
762-581800 Equipment Over \$5,000	0	54,174	0	0	0	0	
TOTAL Capital Outlay	0	133,164	0	0	0	0	
<hr/>							
TOTAL ANIMAL SERVICES	499,493	648,502	0	0	0	0	

## DEPARTMENT: 257 FIRE RESCUE

### FUND: 101 GENERAL FUND

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#### DEPARTMENTAL DESCRIPTION

The Schertz Fire Rescue Department is a paid career department that responds to all fire and emergency service calls in the City of Schertz, the contracted areas of Guadalupe and Bexar Counties, and through mutual aid, the surrounding cities. All department members are certified as structural firefighters and emergency medical technicians through the Texas Commission on Fire Protection and the Texas Department of State Health Services, respectively. Schertz firefighters are highly trained with many holding advanced firefighter, medical, and multi-discipline specialized certifications. Schertz Fire Rescue has an active public education/fire prevention program that conducts code review and enforcement within the city. Fire and arson investigation services are maintained within the department.

#### GOALS AND OBJECTIVES

- Deliver comprehensive safety services of the highest quality.
  - Respond to 90% of City within 5 minutes from time of dispatch.
  - Pre-fire plan all commercial occupancies in the city once per year, and extra hazard occupancies twice per year.
- Support and maintain a safe, healthy, well trained, and high performing work force.
  - Improve training opportunities and encourage involvement in specialized operations.
  - Build upon area-wide technical rescue, hazardous materials, and wildland strike teams.
- Provide high quality medical first responder service as part of an integrated emergency medical service.
  - Encourage advanced medical training and certifications.
  - Support emergency medical operations through interdepartmental cooperation.
- Become the community resource for life safety knowledge and information regarding Schertz Fire Rescue.
  - Semi-Annual inspects all schools and nursing homes.
  - Encourage public speaking for all firefighters.
  - Maintain safe construction and occupancy within the city through code enforcement.
- Attract and maintain a qualified and diverse workforce.



- Encourage diverse applicants through career fairs and public education.
- Continue to apply for staffing grants through Department of Homeland Security.

## ORGANIZATIONAL CHART



FIRE RESCUE	2019-20	2020-21	2021-22
Fire Chief	1	1	1
Assistant Chief	1	1	1
Emergency Management Coordinator	1	1	1
Fire Marshal	1	1	1
Deputy Fire Marshal	1	1	1
Battalion Chief	4	4	4
Lieutenant	9	9	9
Fire Apparatus Operator	9	9	9
Firefighter	18	18	18
Administrative Assistant	1	1	1
<b>TOTAL POSITIONS</b>	<b>46</b>	<b>46</b>	<b>46</b>

## PERFORMANCE INDICATORS

Input	2019-20 Actual	2020-21 Estimate	2021-22 Budget
Number of Commercial Occupancies	955	1018	1035
Total staffing	45	45	46
Suppression staffing	39	39	39
Prevention staffing	2	2	2
Support staffing (command/training/admin)	4	4	5
Number of fire stations	3	3	3
Number of full-time engine companies	3	3	3

Workload/Output	2019-20 actual	2020-21 Estimate	2021-22 Budget
Number of incidents	3,753	4,000	4,150
Unit Responses (# calls for all units responding to all emergencies)	5,257	5,730	5,900
Buildings preplan contacts			
Community Contact (citizen contact)	6,538	12,000	14,000
Fire Inspections Conducted	463	450	550
Plan Reviews Completed	205	260	260
Training Hours Provided	7,949	10,504	11,500

Efficiency	2019-20 Actual	2020-21 Estimate	2021-22 Budget
Average Drive Time (Minutes)	5.51	5.45	5.40
% Drive Time < 4 Minutes	31%	32%	31%
% of Buildings Preplanned	100%	100%	100%
% Prevention Contacts	29%	29%	29%
Inspections per Inspector	262/237	272/206	260/200
Training Hours/Employee	205	318	320

Budget	2019-20 Actual	2020-21 Estimate	2021-22 Budget
Personnel	\$4,332,478	\$5,708,663	\$5,528,718
Supplies	17,662	22,655	22,555
City Support Services	0	1,500	0
Utility Services	76,715	86,000	80,000
Operations Support	770	2,000	3,000
Staff Support	174,502	197,800	199,225
City Assistance	23,618	23,000	23,000
Professional Services	61,221	70,000	63,600
Maintenance Services	40,123	63,400	81,500
Other Costs	16,321	6,895	10,000
Rental/Leasing	8,990	10,600	27,000
Operating Equipment	187,806	144,800	120,000
Capital Outlay	116,405	287,620	447,500
<i>Total</i>	<i>\$5,056,610</i>	<i>\$6,624,933</i>	<i>\$6,606,098</i>

## PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2021-22 Budget will decrease 0.3% from the FY 2020-21 year end estimate.

## PROPOSED BUDGET WORKSHEET

AS OF: JUNE 30TH, 2021

101-GENERAL FUND

## PUBLIC SAFETY

## EXPENDITURES

	2018-2019	2019-2020	2020-2021				2021-2022	
	ACTUAL	ACTUAL	CURRENT	Y-T-D	PROJECTED	CITY ADMIN.	ADOPTED	
			BUDGET	ACTUAL	YEAR END	RECOMMENDED	BUDGET	
<hr/>								
FIRE RESCUE								
=====								
<hr/>								
<u>Personnel Services</u>								
257-511110 Regular	2,940,564	2,660,168	3,264,807	2,896,719	3,700,000	3,595,049		
257-511120 Overtime	380,812	245,103	425,000	298,700	425,000	268,674		
257-511180 LTD	8,758	2,149	9,583	0	0	0		
257-511210 Longevity	63,571	65,678	71,860	69,579	71,860	74,460		
257-511220 Clothing Allowance	13,524	13,800	13,478	10,320	14,000	13,478		
257-511230 Certification Allowance	43,670	38,035	47,597	15,070	32,000	47,597		
257-511310 FICA - Employer	263,091	255,633	290,749	242,643	314,000	304,702		
257-511350 TMRS-Employer	563,873	583,915	620,129	529,966	625,000	652,521		
257-511410 Health-Employer	309,147	446,229	489,772	374,226	500,000	535,738		
257-511500 Workers' Compensation	<u>24,492</u>	<u>21,768</u>	<u>28,544</u>	<u>31,424</u>	<u>26,803</u>	<u>36,499</u>		
TOTAL Personnel Services	4,611,501	4,332,478	5,261,519	4,468,648	5,708,663	5,528,718		
<hr/>								
<u>Supplies</u>								
257-521000 Operating Supplies	5,064	4,342	7,500	2,373	6,500	6,000		
257-521100 Office Supplies	2,574	3,179	3,200	1,135	3,000	3,400		
257-521200 Medical/Chem Supplies	9,324	9,046	11,065	1,579	10,955	10,955		
257-521300 Motor Veh. Supplies	136	469	1,000	201	1,000	1,000		
257-521600 Equip Maint Supplies	<u>1,433</u>	<u>627</u>	<u>1,200</u>	<u>123</u>	<u>1,200</u>	<u>1,200</u>		
TOTAL Supplies	18,529	17,662	23,965	5,411	22,655	22,555		
<hr/>								
<u>City Support Services</u>								
257-532350 Software Maintenance	<u>0</u>	<u>0</u>	<u>0</u>	<u>891</u>	<u>1,500</u>	<u>0</u>		
TOTAL City Support Services	0	0	0	891	1,500	0		
<hr/>								
<u>Utility Services</u>								
257-533100 Gas Utility Service	5,409	5,513	7,000	4,564	7,000	7,000		
257-533200 Electric Utility Service	9,685	20,846	25,000	13,682	20,000	25,000		
257-533320 Telephone/Air Cards	0	0	3,000	1,111	3,000	0		
257-533330 Telephone/Internet	142	0	0	0	0	0		
257-533410 Water Utility Service	1,347	20,173	3,600	6,412	18,000	10,000		
257-533500 Vehicle Fuel	<u>38,638</u>	<u>30,183</u>	<u>38,000</u>	<u>27,506</u>	<u>38,000</u>	<u>38,000</u>		
TOTAL Utility Services	55,221	76,715	76,600	53,276	86,000	80,000		
<hr/>								
<u>Operations Support</u>								
257-534100 Advertising	0	0	150	0	0	0		
257-534200 Printing & Binding	<u>392</u>	<u>770</u>	<u>2,000</u>	<u>158</u>	<u>2,000</u>	<u>3,000</u>		
TOTAL Operations Support	392	770	2,150	158	2,000	3,000		

## PROPOSED BUDGET WORKSHEET

AS OF: JUNE 30TH, 2021

101-GENERAL FUND

## PUBLIC SAFETY

EXPENDITURES	(------ 2020-2021 -----) (------ 2021-2022 -----)						
	2018-2019 ACTUAL	2019-2020 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<u>Staff Support</u>							
257-535100 Uniforms	87,750	84,987	99,100	39,079	99,100	102,225	
257-535210 Employee Recognition-Morale	4,452	4,561	4,700	2,352	4,700	4,700	
257-535300 Memberships	3,058	3,307	3,500	2,305	3,500	3,800	
257-535400 Publications	1,854	1,472	2,300	613	3,000	2,500	
257-535500 Training/Travel	65,122	69,897	73,000	24,483	73,000	75,000	
257-535510 Meeting Expenses	2,907	2,783	4,500	2,135	4,500	3,000	
257-535600 Professional Certification	<u>6,894</u>	<u>7,493</u>	<u>10,000</u>	<u>5,218</u>	<u>10,000</u>	<u>8,000</u>	
TOTAL Staff Support	172,038	174,502	197,100	76,185	197,800	199,225	
<u>City Assistance</u>							
257-537800 Community Outreach	<u>20,868</u>	<u>23,618</u>	<u>23,000</u>	<u>8,067</u>	<u>23,000</u>	<u>23,000</u>	
TOTAL City Assistance	20,868	23,618	23,000	8,067	23,000	23,000	
<u>Professional Services</u>							
257-541300 Other Professional Services	<u>33,465</u>	<u>61,221</u>	<u>85,502</u>	<u>65,936</u>	<u>70,000</u>	<u>63,600</u>	
TOTAL Professional Services	33,465	61,221	85,502	65,936	70,000	63,600	
<u>Fund Charges/Transfers</u>							
<u>Maintenance Services</u>							
257-551400 Minor & Other Equip Maint	284	882	2,500	( 457)	2,000	1,500	
257-551800 Other maintenance agreement	20,964	19,393	43,500	20,482	31,400	40,000	
257-551810 Maintenance Agr. - Radios	13,100	13,440	15,000	6,720	15,000	15,000	
257-551900 Construction	<u>36,213</u>	<u>6,408</u>	<u>29,562</u>	<u>14,562</u>	<u>15,000</u>	<u>25,000</u>	
TOTAL Maintenance Services	70,560	40,123	90,562	41,307	63,400	81,500	
<u>Other Costs</u>							
257-554200 Deployment-Reimb-TIFMAS	<u>1,594</u>	<u>16,321</u>	<u>0</u>	<u>6,895</u>	<u>6,895</u>	<u>10,000</u>	
TOTAL Other Costs	1,594	16,321	0	6,895	6,895	10,000	
<u>Debt Service</u>							
<u>Rental/Leasing</u>							
257-561200 Lease/Purchase Payments	<u>25,581</u>	<u>8,990</u>	<u>13,500</u>	<u>0</u>	<u>10,600</u>	<u>27,000</u>	
TOTAL Rental/Leasing	25,581	8,990	13,500	0	10,600	27,000	
<u>Operating Equipment</u>							
257-571000 Furniture & Fixtures	14,417	15,050	22,000	7,063	20,000	12,000	
257-571200 Vehicles & Access. LESS \$5,00	7,995	55,242	10,000	2,996	10,000	11,000	
257-571300 Computer & Periphe. < \$5000	13,907	18,923	18,000	5,178	18,000	8,000	
257-571310 Computer Software	6,417	7,167	15,000	1,543	10,000	8,000	
257-571400 Communication Equip LESS \$500	11,964	43,315	18,000	1,358	18,000	10,000	
257-571600 Police/Fire/Medical Equipment	40,568	39,021	51,955	32,798	52,000	55,000	
257-571800 Equipment under \$5,000	<u>4,926</u>	<u>9,089</u>	<u>14,000</u>	<u>13,144</u>	<u>16,800</u>	<u>16,000</u>	
TOTAL Operating Equipment	100,193	187,806	148,955	64,080	144,800	120,000	

101-GENERAL FUND

PROPOSED BUDGET WORKSHEET

AS OF: JUNE 30TH, 2021

PUBLIC SAFETY		(----- 2020-2021 -----) (----- 2021-2022 -----)					
EXPENDITURES	2018-2019 ACTUAL	2019-2020 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<hr/>							
<u>Capital Outlay</u>							
57-581200 Vehicles & Access. Over \$5,00	177,855	79,649	134,000	43,499	134,000	379,000	<hr/>
57-581400 Communication Equip Over \$500	0	0	135,000	119,989	130,000	50,000	<hr/>
57-581600 Donation-Expense	0	21,798	0	457	1,300	1,000	<hr/>
57-581800 Equipment Over \$5,000	<u>0</u>	<u>14,957</u>	<u>22,000</u>	<u>22,320</u>	<u>22,320</u>	<u>17,500</u>	<hr/> <hr/>
TOTAL Capital Outlay	177,855	116,405	291,000	186,265	287,620	447,500	
<hr/>							
TOTAL FIRE RESCUE	5,287,798	5,056,610	6,213,853	4,977,119	6,624,933	6,606,098	

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

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**DEPARTMENT DESCRIPTION**

The Building Inspections Division assists customers seeking permits and inspections for various residential and commercial construction projects. The Division is responsible for maintaining health, safety, and welfare through professional review of building plans, permits and performing inspections to ensure consistency of the City's adopted building codes and ordinances. Staff works closely with citizens, contractors, builders, developers, and other City Departments to assist in creating an attractive and safe community.

**GOALS AND OBJECTIVES**

- Implement new permitting/planning/Code Enforcement software to provide increased customer service, transparency, and efficiency on all development projects.
- Continue to improve department processes and procedures to expedite the plan review and permitting process.
- Strive to provide superior customer service through courteous and professional relationships with the community.
- Continue to train counter staff to interpret building code regulations with the goal to successfully guide customers through the permit and inspection process.
- Continue to promote the use of automated technology and website improvements to streamline the permitting process, inspection process and online payment process.
- Continue to provide a high level of professional services to the varied stakeholders served, including builders, developers, landowners, neighborhood groups, business owners, appointed officials and Council members, and citizens of the community.

- Promote continuous staff development and cross training to improve efficiency and customer service by increasing the technical knowledge of staff.
- Continue to expand efforts for community education of Building Safety through the City of Schertz Building Safety Month activities.

## **ACCOMPLISHMENTS**

- Focus on training opportunities for staff. Staff attended various continuing education classes virtually related to building code regulations, the Master Exam Prep Class for Plumbing, Coaching and Teambuilding Skills for Managers and Supervisors, ADA Accessibility Training, various webinars for inspector training, and training to maintain active Plumbing Licenses and Master Electrical Licenses.
- Improved upon the website with the addition of graphic brochures for permitting, carports, sheds as well as created Citizen Information brochures that help provide more detail related to permitting and inspection for a home construction project.
- Continued the yearly program to raise awareness for Building Safety Month which included safety tips on the City social media site and an article in the Schertz Magazine.
- Successfully shifted to digital plan review, online permit application submittal, online payments to improve the customer experience.
- Department process changes and the use of the Office 365 components has helped staff to manage permit projects more efficiently and reduced plan review timeframes.
- Continuously reviewed and improved the online inspection request system based on customer input to improve communication between customers and staff.
- Staff conducted virtual meetings through Microsoft Teams to continue daily business with contractors and developers.
- Created a Building Permit Fee Calculator for the website that allows developers, contractors, and residents the ability to calculate their permit fees.
- Introduced a Residential Video Inspection Program which allowed residents, contractors, and the city inspectors the ability to conduct virtual



inspections on certain building projects while keeping safety a priority for all during the pandemic.

- Residential Master Building Plan was introduced to allow production builders who builds the same model of homes a number of times the ability to seek approval for a master home plan and reduce the plan review time.
- Successfully adopted and implemented new Building Codes in order to ensure the health and safety of Schertz residents.

## ORGANIZATIONAL CHART



INSPECTIONS	2019-20	2020-21	2021-22
Dir. of Planning & Comm. Dev.	1	1	1
Administrative Assistant	1	1	1
Chief Building Official	1	1	1
Plans Examiner	1	1	1
Building Inspector	5	5	5
Permit Technician	2	2	2
Development Specialists*	1	1	1
<b>TOTAL POSITIONS</b>	<b>12</b>	<b>12</b>	<b>12</b>

\*Split with Utility Billing

## PERFORMANCE INDICATORS

Workload/Output	2019-20 Actual	2020-21 Estimate	2021-22 Budget
New Residential Construction	357	366	366
New Commercial Construction	16	18	18
Reroof Permits	315	344	344
Accessory/Temporary Building Permits	34	44	44
Deck/Patio Permits	73	118	118
Sign Permits	74	96	96
Other Permits	1,581	1,784	1,784
Mechanical Permits	898	900	900
Electric Permits	721	790	790
Plumbing Permits	1,104	1,255	1,255
Total Permit/License/Fee Revenue	\$2,203,622	\$2,354,035	\$2,354,035

Effectiveness	2019-20 Actual	2020-21 Estimate	2021-22 Budget
Standard Inspections (i.e. framing) and Re-Inspections	13,161	14,000	14,000

Budget	2019-20 Actual	2020-21 Estimate	2021-22 Budget
Personnel	\$837,530	\$878,660	\$941,425
Supplies	\$1,516	\$5,076	\$5,100
Utility Services	\$4,285	\$8,400	\$8,400
Operations Support	\$155	\$750	\$850
Staff Support	\$16,155	\$41,261	\$41,446
Professional Services	\$42,475	\$70,000	\$70,000
Operating Equipment	\$1,079	\$650	\$650
Capital Outlay	0	\$27,381	0
<i>Total</i>	<i>\$903,194</i>	<i>\$1,032,178</i>	<i>\$1,067,871</i>

## PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2021-22 Budget increases 3.5% from the FY 2020-21 year end estimate with the implementation of the classification and compensation recommendation and an additional Building Inspector position. This increase is offset by a decrease

in capital outlay with the elimination of a vehicle that was purchased during FY 2020-21.

101-GENERAL FUND

PROPOSED BUDGET WORKSHEET

AS OF: JUNE 30TH, 2021

PUBLIC SAFETY							
EXPENDITURES							
	2018-2019	2019-2020	(----- 2020-2021 -----)	(----- 2021-2022 -----)			
	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
INSPECTIONS							
=====							
<u>Personnel Services</u>							
258-511110 Regular	568,258	584,720	608,575	461,015	600,000	628,205	
258-511120 Overtime	14,090	7,943	15,212	4,792	12,000	15,614	
258-511180 LTD	1,611	438	1,889	0	0	0	
258-511210 Longevity	8,672	13,073	12,809	11,506	11,506	11,025	
258-511230 Certification Allowance	182	300	873	882	1,200	288	
258-511310 FICA - Employer	44,918	43,092	48,727	35,288	46,400	50,084	
258-511350 TMRS-Employer	95,749	96,045	103,933	76,324	100,000	107,255	
258-511410 Health-Employer	67,260	90,583	104,162	82,737	106,000	126,833	
258-511500 Workers' Compensation	<u>1,342</u>	<u>1,335</u>	<u>1,655</u>	<u>1,822</u>	<u>1,554</u>	<u>2,121</u>	
TOTAL Personnel Services	802,083	837,530	897,835	674,365	878,660	941,425	
<u>Supplies</u>							
258-521000 Operating Supplies	1,287	532	1,600	335	1,600	1,300	
258-521100 Office Supplies	1,378	808	2,400	348	2,400	2,400	
258-521300 Motor Vehicle Supplies	159	175	576	252	576	900	
258-521600 Equip Maint Supplies	<u>73</u>	<u>0</u>	<u>500</u>	<u>0</u>	<u>500</u>	<u>500</u>	
TOTAL Supplies	2,897	1,516	5,076	934	5,076	5,100	
<u>City Support Services</u>							
<u>Utility Services</u>							
258-533500 Vehicle Fuel	<u>6,047</u>	<u>4,285</u>	<u>8,400</u>	<u>3,581</u>	<u>8,400</u>	<u>8,400</u>	
TOTAL Utility Services	6,047	4,285	8,400	3,581	8,400	8,400	
<u>Operations Support</u>							
258-534200 Printing & Binding	<u>1,206</u>	<u>155</u>	<u>1,000</u>	<u>62</u>	<u>750</u>	<u>850</u>	
TOTAL Operations Support	1,206	155	1,000	62	750	850	
<u>Staff Support</u>							
258-535100 Uniforms	5,306	4,195	8,690	1,193	8,690	8,900	
258-535300 Memberships	318	408	745	70	745	705	
258-535400 Publications	1,345	93	2,298	1,153	2,298	2,400	
258-535500 Training/Travel Staff	16,133	9,444	23,341	3,830	23,341	23,341	
258-535510 Meeting Expenses	830	430	2,100	751	2,100	1,900	
258-535600 Professional Certification	<u>2,042</u>	<u>1,586</u>	<u>4,087</u>	<u>1,412</u>	<u>4,087</u>	<u>4,200</u>	
TOTAL Staff Support	25,975	16,155	41,261	8,409	41,261	41,446	
<u>City Assistance</u>							

101-GENERAL FUND

PROPOSED BUDGET WORKSHEET

AS OF: JUNE 30TH, 2021

PUBLIC SAFETY							
EXPENDITURES			(----- 2020-2021 -----)	(----- 2021-2022 -----)			
	2018-2019	2019-2020	CURRENT	Y-T-D	PROJECTED	CITY ADMIN.	ADOPTED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	RECOMMENDED	BUDGET
<hr/>							
<u>Professional Services</u>							
258-541300 Other Cons1/Prof Services	69,720	42,475	70,000	22,713	70,000	70,000	
TOTAL Professional Services	69,720	42,475	70,000	22,713	70,000	70,000	
<hr/>							
<u>Maintenance Services</u>							
<hr/>							
<u>Rental/Leasing</u>							
<hr/>							
<u>Operating Equipment</u>							
258-571000 Furniture & Fixtures	903	1,079	650	598	650	650	
258-571200 Vehicles&Access. LESS \$5,000	1,938	0	0	0	0	0	
TOTAL Operating Equipment	2,841	1,079	650	598	650	650	
<hr/>							
<u>Capital Outlay</u>							
258-581200 Vehicles & Access. Over \$5,00	52,087	0	0	27,381	27,381	0	
TOTAL Capital Outlay	52,087	0	0	27,381	27,381	0	
<hr/>							
TOTAL INSPECTIONS	962,856	903,194	1,024,222	738,044	1,032,178	1,067,871	

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

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**DEPARTMENT DESCRIPTION**

The Neighborhood Services Division focuses on providing protection and enforcement services to the public in order to minimize environmental and consumer health hazards. This is achieved through the promotion of public health and safety best practices to ensure compliance with state and local health codes.

The department seeks to protect the City of Schertz through the investigating and abatement of the following: Trash, Rubbish, Debris, Junked Vehicles, Tall Weeds/Grass, Mosquito Harbors, Unmaintained Pools, and Substandard Structures.

In addition, the department ensures food safety for all food establishments, ensures the safety of all public and semi-public aquatic facilities, and responds to citizen complaints concerning a variety of public health/quality-of-life concerns.

**GOALS AND OBJECTIVES**

- Protect the community from environmental and health hazards.
- To provide quality education and enforcement of city codes and ordinances so that Schertz is a great livable community.
- Work hand-in-hand with community stakeholders to increase and maintain a high quality of life.
- Provide interdepartmental assistance and direction when enforcing city regulation.

## ORGANIZATIONAL CHART



Neighborhood Services	2019-20	2020-21	2021-22
Manager	0	0	1
Code Enforcement Officers	0	0	2
Sanitarian	0	0	1
<b>TOTAL POSITIONS</b>	<b>0</b>	<b>0</b>	<b>4</b>



## PERFORMANCE INDICATORS

Budget	2019-20 Actual	2020-21 Estimate	2021-22 Budget
Personnel	NA	NA	\$308,779
Supplies	NA	NA	4,519
Utility Services	NA	NA	15,000
Operations Support	NA	NA	3,419
Staff Support	NA	NA	23,393
Professional Services	NA	NA	2,500
Maintenance Services	NA	NA	16,000
Operating Equipment	NA	NA	325
<i>Total</i>	<i>NA</i>	<i>NA</i>	<i>\$373,935</i>

## PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2021-22 Budget will be set at \$373,935. This division was included in the Police Department and will now be a separate division reporting to Planning & Community Development.

101-GENERAL FUND

PUBLIC SAFETY		2020-2021						2021-2022	
EXPENDITURES		-----						-----	
	2018-2019	2019-2020	CURRENT	Y-T-D	PROJECTED	CITY ADMIN.	ADOPTED		
	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	RECOMMENDED	BUDGET		
NEIGHBORHOOD SERVICES									
=====									
<u>Personnel Services</u>									
259-511110 Regular	0	0	0	0	0	222,600			
259-511120 Overtime	0	0	0	0	0	4,591			
259-511180 LTD	0	0	0	0	0	690			
259-511210 Longevity	0	0	0	0	0	2,721			
259-511220 Clothing Allowance	0	0	0	0	0	3,506			
259-511230 Certification Allowance	0	0	0	0	0	1,090			
259-511310 FICA - Employer	0	0	0	0	0	17,810			
259-511350 TMRS-Employer	0	0	0	0	0	38,418			
259-511410 Health-Employer	0	0	0	0	0	15,946			
259-511500 Worker' Compensation	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>1,407</u>			
TOTAL Personnel Services	0	0	0	0	0	308,779			
<u>Supplies</u>									
259-521000 Operating Supplies	0	0	0	0	0	1,044			
259-521100 Office Supplies	0	0	0	0	0	1,000			
259-521300 Motor Vehicle Supplies	0	0	0	0	0	1,725			
259-521600 Equip Maint Supplies	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>750</u>			
TOTAL Supplies	0	0	0	0	0	4,519			
<u>Utility Services</u>									
259-533500 Vehicle Fuel	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>15,000</u>			
TOTAL Utility Services	0	0	0	0	0	15,000			
<u>Operations Support</u>									
259-534200 Printing & Binding	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>3,419</u>			
TOTAL Operations Support	0	0	0	0	0	3,419			
<u>Staff Support</u>									
259-535100 Uniforms	0	0	0	0	0	6,100			
259-535300 Memberships	0	0	0	0	0	450			
259-535400 Publications	0	0	0	0	0	1,190			
259-535500 Training/Travel	0	0	0	0	0	13,550			
259-535510 Meeting Expenses	0	0	0	0	0	200			
259-535600 Professional Certification	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>1,903</u>			
TOTAL Staff Support	0	0	0	0	0	23,393			
<u>City Assistance</u>									

101-GENERAL FUND

PROPOSED BUDGET WORKSHEET

AS OF: JUNE 30TH, 2021

PUBLIC SAFETY EXPENDITURES	(------ 2020-2021 -----) (------ 2021-2022 -----)						
	2018-2019 ACTUAL	2019-2020 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<u>Professional Services</u>							
259-541300 Other Cons1/Prof Services	0	0	0	0	0	2,500	
TOTAL Professional Services	0	0	0	0	0	2,500	
<u>Maintenance Services</u>							
259-551700 Abatement/Lot Cleaning	0	0	0	0	0	15,000	
259-551810 Maintenance Agr. - Radios	0	0	0	0	0	1,000	
TOTAL Maintenance Services	0	0	0	0	0	16,000	
<u>Operating Equipment</u>							
259-571000 Furniture & Fixtures < \$5,000	0	0	0	0	0	325	
TOTAL Operating Equipment	0	0	0	0	0	325	
<u>Capital Outlay</u>							
TOTAL NEIGHBORHOOD SERVICES	0	0	0	0	0	373,935	
TOTAL PUBLIC SAFETY	14,328,041	13,563,963	17,437,030	13,450,954	18,167,762	18,304,144	

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

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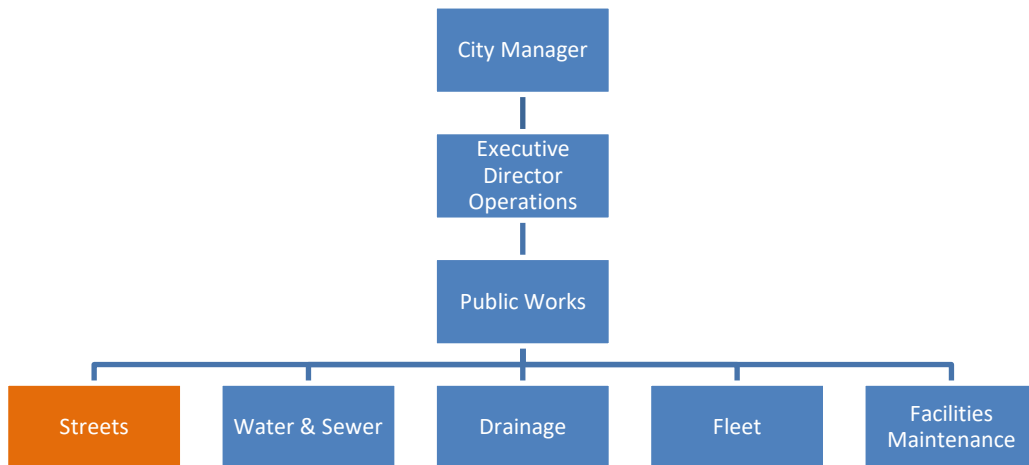
**DEPARTMENT DESCRIPTION**

The Street Department provides high quality service in design, construction, and renovation of streets and continues to perform services in a customer service first manner to meet the needs of the citizens. Provides safe and efficient movement of the people and goods through a well-designed, operated, and maintained transportation network. Evaluates affordability and efficiency options for providing street maintenance services. Chipping service is provided as requested by the residents. The Street Division assists other departments as needed.

**GOALS AND OBJECTIVES**

- Apply preventative maintenance strategies to extend the life of City streets and reduce unscheduled maintenance.
- Plan, design, construct, operate, and maintain traffic functions, traffic control devices, street resurfacing and rehabilitation, street lights, street signs, street sweeping, and crosswalk signals.
- Emphasize safety to our employees to reduce preventable accidents.
- Provide traffic counts and speed information on specific streets as requested.
- Design and prepare street maintenance plans, pothole patching, and sidewalk construction.

## ORGANIZATIONAL CHART



STREETS	2019-20	2020-21	2021-22
Public Works Manager Streets/Drainage	1	1	1
Street Supervisor	1	1	1
Foreman	1	1	1
Street Worker II	6	6	6
Street Worker I	8	8	8
<b>TOTAL POSITIONS</b>	<b>17</b>	<b>17</b>	<b>17</b>

## PERFORMANCE INDICATORS

Workload/Output	2019-20 Actual	2020-21 Estimate	2021-22 Budget
Street Sweeping hours	1252	1284	1512
Number of signs produced	975	992	1000
Quantity of asphalt purchased (tons)	248	350	400
Special projects (Hours)	131	900	800
Street centerline miles	163	165	167

Efficiency	2019-20 Actual	2020-21 Estimate	2021-22 Budget
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Annual cost to operate street sweepers (operators and fuel)	118,450	122,003	125,663
Cost per ton of asphalt	45	45	45
Approved daily budget expenditures for operation	4,561	4,447	4323

Effectiveness	2019-20 Actual	2020-21 Estimate	2021-22 Budget
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Hours spent on roadway maintenance	2340	2380	2600
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Budget	2019-20 Actual	2020-21 Estimate	2021-22 Budget
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Personnel	\$751,943	\$763,966	\$988,614
Supplies	100,976	126,650	167,950
City Support	2478	0	6,000
Utility Services	179,334	172,600	180,600
Staff Support	16,083	17,254	22,120
Professional Services	9,765	18,000	20,000
Maintenance Services	151,779	334,992	285,500
Rental/Leasing	1,900	5,000	5,000
Operating Equipment	56,635	30,517	71,000
Capital Outlay	250,531	32,023	159,200
<i>Total</i>	<i>\$1,521,424</i>	<i>\$1,501,002</i>	<i>\$1,905,984</i>

## PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2021-22 Budget will increase 27.0% from the FY 2020-21 year end estimate for the Class and Compensation study recommendation and raising applicable positions minimum wage to \$15/hour. In addition to personnel expenses, FY 2021-22 budget includes funds for street light replacements and a new street sweeper.

101-GENERAL FUND

PUBLIC ENVIRONMENT  
EXPENDITURES

	(------ 2020-2021 -----) (------ 2021-2022 -----)						
	2018-2019 ACTUAL	2019-2020 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<hr/>							
STREETS							
=====							
<hr/>							
<u>Personnel Services</u>							
359-511110 Regular	491,977	491,757	602,025	387,746	495,927	626,037	
359-511120 Overtime	6,032	8,099	6,240	11,251	10,400	6,240	
359-511180 LTD	1,478	389	1,868	0	389	0	
359-511210 Longevity	16,927	16,786	19,162	12,552	12,472	16,446	
359-511230 Certification Allowance	2,112	1,685	3,368	1,292	2,000	4,656	
359-511310 FICA - Employer	40,391	37,636	47,813	30,628	40,070	49,557	
359-511350 TMRS-Employer	83,788	82,680	102,545	68,458	83,702	106,717	
359-511410 Health-Employer	66,618	97,233	131,464	91,973	100,817	154,142	
359-511500 Workers' Compensation	<u>16,024</u>	<u>15,678</u>	<u>19,370</u>	<u>21,325</u>	<u>18,189</u>	<u>24,819</u>	
TOTAL Personnel Services	725,346	751,943	933,855	625,226	763,966	988,614	
<hr/>							
<u>Supplies</u>							
359-521000 Operating Supplies	2,515	2,323	3,750	2,722	3,750	3,750	
359-521050 Operating Supplies-Sign	16,691	37,663	38,500	21,524	40,000	50,000	
359-521052 Operating Supplies-Dept Sign	0	0	0	0	0	10,000	
359-521055 Operating Supplies-StreetMain	71,658	58,311	80,000	40,795	80,000	100,000	
359-521100 Office Supplies	350	398	400	179	400	400	
359-521200 Medical/Chem Supplies	465	625	2,000	970	1,900	2,000	
359-521300 Motor Veh. Supplies	<u>1,232</u>	<u>1,657</u>	<u>1,800</u>	<u>1,087</u>	<u>600</u>	<u>1,800</u>	
TOTAL Supplies	92,910	100,976	126,450	67,277	126,650	167,950	
<hr/>							
<u>City Support Services</u>							
359-532800 EMPLOYEE APPRECIATION EVENTS	<u>0</u>	<u>2,478</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>6,000</u>	
TOTAL City Support Services	0	2,478	0	0	0	6,000	
<hr/>							
<u>Utility Services</u>							
359-533200 Electric Utility Service	140,869	148,268	140,000	100,621	140,000	140,000	
359-533210 Utilities - Poles	4,440	0	0	0	0	0	
359-533410 Water Utility Service	473	562	0	144	600	600	
359-533500 Vehicle Fuel	<u>38,631</u>	<u>30,504</u>	<u>36,000</u>	<u>24,833</u>	<u>32,000</u>	<u>40,000</u>	
TOTAL Utility Services	184,414	179,334	176,000	125,598	172,600	180,600	
<hr/>							
<u>Operations Support</u>							
<hr/>							
<u>Staff Support</u>							
359-535100 Uniforms	13,338	14,355	13,500	8,997	9,634	14,500	
359-535300 Memberships	149	0	0	0	0	0	
359-535500 Training/Travel	3,023	1,187	5,000	3,721	5,000	6,420	
359-535510 Meeting Expenses	726	541	1,200	342	1,200	1,200	
359-535600 Professional Certification	<u>161</u>	<u>0</u>	<u>1,420</u>	<u>0</u>	<u>1,420</u>	<u>0</u>	
TOTAL Staff Support	17,397	16,083	21,120	13,060	17,254	22,120	

## PROPOSED BUDGET WORKSHEET

AS OF: JUNE 30TH, 2021

101-GENERAL FUND

## PUBLIC ENVIRONMENT

## EXPENDITURES

	2018-2019 ACTUAL	2019-2020 ACTUAL	(----- 2020-2021 -----) CURRENT BUDGET	(----- 2020-2021 -----) Y-T-D ACTUAL	(----- 2020-2021 -----) PROJECTED YEAR END	(----- 2021-2022 -----) CITY ADMIN. RECOMMENDED	(----- 2021-2022 -----) ADOPTED BUDGET
<u>City Assistance</u>							
<u>Professional Services</u>							
359-541310 Contractual Services	6,345	9,765	18,000	12,070	18,000	20,000	
TOTAL Professional Services	6,345	9,765	18,000	12,070	18,000	20,000	
<u>Maintenance Services</u>							
359-551400 Minor & Other Equip Maint	320	0	500	316	500	500	
359-551600 Outsourced Street Maintenance	40,241	151,779	325,992	92,524	334,492	200,000	
359-551650 Sidewalk Maintenance	0	0	0	0	0	85,000	
TOTAL Maintenance Services	40,561	151,779	326,492	92,840	334,992	285,500	
<u>Debt Service</u>							
<u>Rental/Leasing</u>							
359-561100 Rental-Equipment	5,043	1,900	6,000	3,857	5,000	5,000	
TOTAL Rental/Leasing	5,043	1,900	6,000	3,857	5,000	5,000	
<u>Operating Equipment</u>							
359-571000 Furniture & Fixtures	0	240	300	0	0	2,000	
359-571200 Vehicles & Access under \$5,00	0	0	5,000	1,060	3,500	0	
359-571750 Street Crossing Minor Imprvmn	0	55,194	0	22,517	22,517	65,000	
359-571800 Equipment under \$5,000	41,318	1,201	4,500	0	4,500	4,000	
TOTAL Operating Equipment	41,318	56,635	9,800	23,576	30,517	71,000	
<u>Capital Outlay</u>							
359-581200 Vehicles & Access. Over \$5,00	156,398	250,025	32,023	31,753	32,023	0	
359-581750 Street Crossing Improvements	0	506	0	0	0	0	
359-581800 Equipment Over \$5,000	32,147	0	0	0	0	159,200	
TOTAL Capital Outlay	188,545	250,531	32,023	31,753	32,023	159,200	
TOTAL STREETS	1,301,880	1,521,424	1,649,740	995,256	1,501,002	1,905,984	
TOTAL PUBLIC ENVIRONMENT	1,301,880	1,521,424	1,649,740	995,256	1,501,002	1,905,984	



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

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**DEPARTMENT DESCRIPTION**

The Parks, Recreation, and Community Services department oversees the maintenance and management of approximately 400 acres of park land, to include the maintenance of municipal facilities, creek ways, swimming pools, park irrigation systems, trails, restrooms, pavilions, open space, playground equipment, benches, picnic tables, lighting, mowing contracts oversight, campus formal bed maintenance contracts, and oversight of athletic field maintenance by sports associations (Buffalo Valley Youth Association and Schertz Youth Soccer Alliance). It conducts community-wide tree planting and beautification programs. Acquires, designs, constructs, and renovates existing and additional park land and facilities. It provides citizen input and communication venues utilizing the Parks and Recreation Advisory Board, community surveys, and community meetings. It plans and implements over 50 special events, recreation programs, and parades. The Director of Parks, Recreation, and Community Services oversees the budgets for Parks, Swimming Pools, Tree Mitigation, Parkland Dedication, and the Special Events Fund. In addition, the Director oversees and manages the contracts with the YMCA of Greater San Antonio for the staffing and programming of the Recreation Center, the Schertz Area Senior Center, the Schertz Aquatics Center, and the outdoor pools at Pickrell Park and Wendy Swan Memorial Park.

**GOALS AND OBJECTIVES**

- Continue to develop a system of parks, open space, recreational facilities, and leisure services that will meet the needs of an expanding community.
- Implement the on-going Parks and Open Space Master Plan recommendations and priorities to keep pace with the needs of an expanding community.
- Continue the development of trails and greenbelts to improve connectivity among parks, neighborhoods, churches, schools, public facilities, and municipal buildings.
- Provide recreational and leisure opportunities to City of Schertz residents of all ages through the provision of high quality parks and recreational facilities, swimming pools, and senior center.

- Continue to expand our internal, recreation services program through our Music & Movies in the Park series, restructuring of our established special events, and introduction of more adult-oriented sports opportunities.
- Continue to expand our nature park educational opportunities through more organized, structured site tours and programming accomplished through partnerships with the Friends of Crescent Bend Nature Park, members of the local birding community, and the local school district (SCUCISD).

## ORGANIZATIONAL CHART



PARKS, RECREATION & COMMUNITY SERVICES	2019-20	2020-21	2021-22
Director of Parks, Recreation & Community Services	1	1	1
Administrative Assistant	1	1	1
Parks Manager	1	1	1
Park Maintenance Crew Supervisor	1	1	1
Park Maintenance Technician I	5	5	5
Park Worker I, Part Time	1	1	1
Seasonal Park Workers	1	1	1
Events Manager	1	1	1
Events Specialist	1	1	1
<b>TOTAL POSITIONS</b>	<b>13</b>	<b>13</b>	<b>13</b>

## PERFORMANCE INDICATORS

Workload/Outputs	2019-20 Actual	2020-21 Estimate	2021-22 Budget
Total Acres of Park Land Managed	401.11	401.11	425.31
Total Acres of City Campuses Managed	48.68	52.37	36.03
Total Acres of Land Managed Per FTE	89.96	75.78	75.58
Total Miles of Trails Managed		25	25.6
Special Events, Programs & Parades	50	50	50

Efficiency	2019-20 Actual	2020-21 Estimate	2021-22 Budget
Acres of Contractual Mowing	119.40	123.09	123.09
Acres of Athletic Association Maintenance	70.02	70.02	70.02
Hours of Volunteer Service	800	500	500
Hours of Athletic Association Service	1,200	1,200	1,200

Effectiveness	2019-20 actual	2020-21 Estimate	2021-22 Budget
Cost Benefit for Athletic Association Field Maintenance	\$550,000	\$550,000	\$550,000
Cost Benefit for Volunteer Hours	\$12,000	\$7,500	\$7,500
Special Events Attendance	30,000	15,000	25,000
Youth Sports Registrations (BVYA & SYSA)	3,800	1,900	3,800

Budget	2019-20 Actual	2020-21 Estimate	2021-22 Budget
Personnel	\$591,086	\$714,711	\$750,047
Supplies	81,491	103,382	84,350
City Support Services	60,684	145,567	136,000
Utility Services	221,616	246,000	246,000
Operations Support	1,677	1,500	2,000
Staff Support	18,406	13,670	19,670
Professional Services	132,392	129,271	147,946
Maintenance Services	40,676	87,500	14,000
Rental/Leasing	10,210	8,000	10,000

Operating Equipment	61,108	65,000	65,000
Capital Outlay	92,813	246,898	178,000
<i>Total</i>	<i>\$1,312,158</i>	<i>\$1,761,499</i>	<i>\$1,653,013</i>

## **PROGRAM JUSTIFICATION AND ANALYSIS**

The FY 2021-22 Budget will decrease 6.2% from the FY 2020-21 year end estimate with the classification and compensation study recommendation which is partially offset with less maintenance with the completion of the Senior Center Parking lot renovation.

101-GENERAL FUND

PROPOSED BUDGET WORKSHEET

AS OF: JUNE 30TH, 2021

PARKS & RECREATION		(----- 2020-2021 -----) (----- 2021-2022 -----)						
EXPENDITURES		2018-2019	2019-2020	CURRENT	Y-T-D	PROJECTED	CITY ADMIN.	ADOPTED
		ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	RECOMMENDED	BUDGET
<hr/>								
PARKS								
=====								
<u>Personnel Services</u>								
460-511110 Regular	384,802	402,157	470,136	324,659	470,136	491,863		
460-511120 Overtime	17,549	13,716	16,448	14,064	16,448	17,957		
460-511180 LTD	1,106	237	1,447	0	1,447	0		
460-511210 Longevity	9,832	3,157	3,608	3,208	3,608	4,156		
460-511230 Certification Allowance	3,485	1,319	9,447	2,968	9,447	9,069		
460-511310 FICA - Employer	31,366	30,038	38,211	25,327	38,211	40,000		
460-511350 TMRS-Employer	66,696	65,428	80,525	55,912	80,525	83,320		
460-511410 Health-Employer	49,453	71,605	90,565	66,553	90,565	97,946		
460-511500 Workers' Compensation	<u>4,045</u>	<u>3,428</u>	<u>4,324</u>	<u>4,760</u>	<u>4,324</u>	<u>5,736</u>		
TOTAL Personnel Services	568,334	591,086	714,711	497,451	714,711	750,047		
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<u>Supplies</u>								
460-521000 Operating Supplies	29,117	33,624	34,250	22,407	34,250	34,250		
460-521100 Office Supplies	1,330	1,617	1,600	1,983	1,500	1,500		
460-521200 Medical/Chem Supplies	1,348	2,819	2,600	1,964	2,600	2,600		
460-521300 Motor Vehicle Supplies	29	190	533	532	532	500		
460-521310 Landscaping Supplies-Parks	15,071	19,806	30,500	33,149	25,500	25,500		
460-521315 Landscaping Supplies-Campus	17,107	19,636	30,500	31,163	30,500	15,500		
460-521400 Plumbing Supplies	4,277	3,544	9,000	9,762	8,000	4,000		
460-521610 Building Maintenance Supplies	<u>575</u>	<u>256</u>	<u>367</u>	<u>211</u>	<u>500</u>	<u>500</u>		
TOTAL Supplies	68,853	81,491	109,350	101,171	103,382	84,350		
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<u>City Support Services</u>								
460-532601 Holidazzle	0	25,559	26,000	54,351	54,351	26,000		
460-532604 4th of July Jubilee	0	12,316	26,000	7,891	26,000	26,000		
460-532619 Schertz Sweetheart	0	2,862	10,000	1,191	10,000	10,000		
460-532620 Sweetheart Scholarships	0	4,000	4,000	0	4,000	8,500		
460-532626 Other Events	0	12,309	21,671	18,441	31,316	43,500		
460-532629 MOVING ON MAIN	0	375	13,645	13,964	12,900	12,000		
460-532800 Music, Movies in the Park	<u>20,808</u>	<u>3,263</u>	<u>10,000</u>	<u>4,312</u>	<u>7,000</u>	<u>10,000</u>		
TOTAL City Support Services	20,808	60,684	111,316	100,150	145,567	136,000		
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<u>Utility Services</u>								
460-533200 Electric Utility Service	67,279	61,651	76,000	47,053	76,000	76,000		
460-533410 Water Utility Service	147,692	151,922	160,000	130,003	160,000	160,000		
460-533500 Vehicle Fuel	<u>10,812</u>	<u>8,043</u>	<u>10,000</u>	<u>7,444</u>	<u>10,000</u>	<u>10,000</u>		
TOTAL Utility Services	225,783	221,616	246,000	184,500	246,000	246,000		

## PROPOSED BUDGET WORKSHEET

AS OF: JUNE 30TH, 2021

101-GENERAL FUND

## PARKS &amp; RECREATION

## EXPENDITURES

			(----- 2020-2021 -----)		(----- 2021-2022 -----)		
	2018-2019 ACTUAL	2019-2020 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<u>Operations Support</u>							
460-534100 Advertising	1,847	1,571	1,000	0	1,000	1,000	
460-534800 Temporary Empl. Services	<u>0</u>	<u>106</u>	<u>1,000</u>	<u>123</u>	<u>500</u>	<u>1,000</u>	
TOTAL Operations Support	1,847	1,677	2,000	123	1,500	2,000	
<u>Staff Support</u>							
460-535100 Uniforms	7,244	7,511	7,195	7,153	7,195	7,195	
460-535300 Memberships	2,015	1,657	1,625	1,205	1,625	1,625	
460-535500 Training/Travel	6,897	8,666	4,000	1,572	4,000	10,000	
460-535510 Meeting Expenses	<u>1,182</u>	<u>571</u>	<u>850</u>	<u>930</u>	<u>850</u>	<u>850</u>	
TOTAL Staff Support	17,338	18,406	13,670	10,859	13,670	19,670	
<u>City Assistance</u>							
<u>Professional Services</u>							
460-541300 Other Cons/Prof Services	8,571	11,819	26,000	16,023	15,000	6,000	
460-541310 Contract Services	<u>143,326</u>	<u>120,573</u>	<u>114,271</u>	<u>65,007</u>	<u>114,271</u>	<u>141,946</u>	
TOTAL Professional Services	151,897	132,392	140,271	81,030	129,271	147,946	
<u>Maintenance Services</u>							
460-551100 Building Maintenance	479	2,486	13,900	1,011	2,500	2,500	
460-551400 Minor & Other Equip Maint	4,336	3,388	5,000	1,403	5,000	5,000	
460-551600 Street Maintenance Materials	0	0	51,183	51,183	70,000	0	
460-551618 Veteran's Memorial Maint.	761	29,964	3,000	3,390	5,000	1,500	
460-551710 Landscaping	<u>6,113</u>	<u>4,838</u>	<u>0</u>	<u>0</u>	<u>5,000</u>	<u>5,000</u>	
TOTAL Maintenance Services	11,688	40,676	73,083	56,987	87,500	14,000	
<u>Rental/Leasing</u>							
460-561100 Rental-Equipment	<u>13,630</u>	<u>10,210</u>	<u>10,000</u>	<u>5,760</u>	<u>8,000</u>	<u>10,000</u>	
TOTAL Rental/Leasing	13,630	10,210	10,000	5,760	8,000	10,000	
<u>Operating Equipment</u>							
460-571000 Furniture & Fixtures	783	2,002	0	0	0	0	
460-571700 Improvements under \$5,000	71,718	45,741	30,000	21,365	50,000	50,000	
460-571800 Equipment under \$5,000	<u>20,539</u>	<u>13,364</u>	<u>7,787</u>	<u>7,787</u>	<u>15,000</u>	<u>15,000</u>	
TOTAL Operating Equipment	93,040	61,108	37,787	29,152	65,000	65,000	
<u>Capital Outlay</u>							
460-581200 Vehicles & Access. Over \$5,00	133,974	0	0	0	0	32,000	
460-581700 Improvements Over \$5,000	153,733	56,298	244,025	114,226	201,898	140,000	
460-581800 Equipment Over \$5,000	<u>22,712</u>	<u>36,514</u>	<u>17,003</u>	<u>17,003</u>	<u>45,000</u>	<u>6,000</u>	
TOTAL Capital Outlay	310,419	92,813	261,028	131,228	246,898	178,000	
<hr/>							
TOTAL PARKS	1,483,637	1,312,158	1,719,216	1,198,412	1,761,499	1,653,013	

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

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**DEPARTMENT DESCRIPTION**

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

**GOALS AND OBJECTIVES**

- Maintain and develop aquatic programs designed to educate our citizens and to meet the needs of our expanding community.
- Maintain a high quality of pool maintenance while providing excellent aquatic recreation and leisure service programs.
- Incorporate management oversight of the Schertz Aquatics Center in order to expand the availability of recreational and health/well-being programming and provide year-round access to same.

## ORGANIZATIONAL CHART



## PERFORMANCE INDICATORS

Workload/Outputs	2019-20 Actual	2020-21 Estimate	2021-22 Budget
Revenue per year Outdoor Pools	\$13,190	\$25,000	\$25,000
Days open per year Outdoor Pools	61	71	72
Daily Admissions Wendy Swan Pool	0	0	0
Total Attendance Wendy Swan Pool	0	0	0
Daily Admissions Pickrell Pool	\$11,800	\$20,000	\$20,000
Total Attendance Pickrell Pool	6,500	10,500	10,500
Season Pool Pass Sales	\$1,390	\$5,000	\$5,000
Total Attendance Schertz Aquatics Ctr	78,000		

Efficiency	2019-20 Actual	2020-21 Estimate	2021-22 Budget
Cost per resident for Pool Operations	\$14.41	\$14.25	\$14.25

\*Cost per resident with the new Schertz Aquatics Center



Budget	2019-20 Actual	2020-21 Estimate	2021-22 Budget
Supplies	\$17,464	\$25,500	\$25,500
Utility Services	20,082	26,000	16,500
Professional Services	0	0	0
Maintenance Services	433,983	534,535	527,878
Operating Equipment	0	0	0
<i>Total</i>	<i>\$471,528</i>	<i>\$586,035</i>	<i>\$569,878</i>

## PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2021-22 Budget will decrease 2.8% from the FY 2020-21 year end with no change in operations.

101-GENERAL FUND

PROPOSED BUDGET WORKSHEET

AS OF: JUNE 30TH, 2021

EXPENDITURES	2020-2021						
	2018-2019	2019-2020	CURRENT	Y-T-D	PROJECTED	CITY ADMIN.	ADOPTED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	RECOMMENDED	BUDGET
SWIM POOL							
=====							
Personnel Services							
Supplies							
463-521000 Operating Supplies	2,271	3,809	4,500	1,544	4,500	4,500	
463-521200 Chem/Med/Lab Supplies	13,033	13,655	18,000	10,566	18,000	18,000	
463-521600 Equip Maint Supplies	40	0	3,000	852	3,000	3,000	
TOTAL Supplies	15,344	17,464	25,500	12,962	25,500	25,500	
City Support Services							
Utility Services							
463-533200 Electric Utility Service	17,482	16,809	10,000	8,613	16,000	10,000	
463-533410 Water Utility Service	9,773	3,272	6,500	4,559	10,000	6,500	
TOTAL Utility Services	27,256	20,082	16,500	13,171	26,000	16,500	
Operations Support							
Staff Support							
Professional Services							
463-541300 Other Consl/Prof Services	2,993	0	0	0	0	0	
TOTAL Professional Services	2,993	0	0	0	0	0	
Maintenance Services							
463-551100 Building Maintenance	0	95	0	0	0	0	
463-551400 Minor & Other Equip Maint	12,385	17,484	10,000	8,927	16,657	10,000	
463-551700 Contract Maintenance	507,504	416,404	517,878	330,232	517,878	517,878	
TOTAL Maintenance Services	519,889	433,983	527,878	339,159	534,535	527,878	
Rental/Leasing							
Operating Equipment							
463-571000 Furniture & Fixtures	2,125	0	0	0	0	0	
TOTAL Operating Equipment	2,125	0	0	0	0	0	
Capital Outlay							
TOTAL SWIM POOL	567,606	471,528	569,878	365,292	586,035	569,878	

**DEPARTMENT: PUBLIC AFFAIRS  
DIVISION: 464 EVENT FACILITIES  
FUND: 101 GENERAL FUND**

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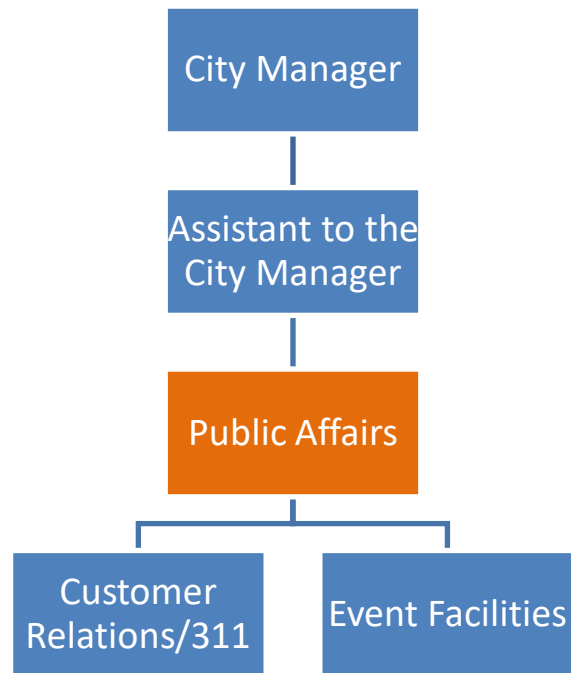
**DEPARTMENT DESCRIPTION**

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

**GOALS AND OBJECTIVES**

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

## ORGANIZATIONAL CHART



EVENT FACILITIES	2019-20	2020-21	2021-22
Civic Center Manager	1	1	1
Civic and Community Centers Coordinator	1	1	1
Event Attendant	3	2	2
P/T Event Attendant	1	2	2
<b>TOTAL POSITIONS</b>	<b>6</b>	<b>6</b>	<b>6</b>

## PERFORMANCE INDICATORS

Workload/Output	2018-20 Actual	2020-21 Estimate	2021-22 Budget
Number of events booked	1,019	700	850
Number of events cancelled	30	182	100
Number of facility tours	256	400	400
Number of web inquiries answered	152	225	250

Efficiency	2019-20 Actual	2020-21 Estimate	2021-22 Budget
Revenue	302,516	185,000	200,000

Comp'd Value	41,577	30,000	35,000
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Effectiveness	2019-20 Actual	2020-21 Estimate	2021-22 Budget
Tradeshows/conventions	13	12	13
Customer satisfaction Rating	95%	100%	100%

Budget	2019-20 Actual	2020-21 Estimate	2021-22 Budget
Personnel Services	263,684	214,704	284,507
Supplies	3,812	4,650	6,150
Utility Services	35,767	48,400	48,600
Operations Support	1,507	22,279	17,108
Staff Support	3,508	2,554	4,865
Professional Services	0	350	0
Maintenance Services	6,312	5,500	13,000
Operating Equipment	5,889	9,014	10,500
<i>Total</i>	<i>\$320,479</i>	<i>\$307,451</i>	<i>\$384,730</i>

## PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2021-22 Budget will increase 25.1% from the FY 2020-21 year end estimate due implementations from the Class and Compensation study and raising applicable positions minimum wage to \$15/hour. In addition to personnel increases, the Maintenance services category will increase for FY 2021-22 for the cleaning contract. Cleaning services weren't used during COVID while events were cancelled or postponed.

101-GENERAL FUND

PROPOSED BUDGET WORKSHEET

AS OF: JUNE 30TH, 2021

PARKS & RECREATION		(----- 2020-2021 -----) (----- 2021-2022 -----)						
EXPENDITURES		2018-2019	2019-2020	CURRENT	Y-T-D	PROJECTED	CITY ADMIN.	ADOPTED
		ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	RECOMMENDED	BUDGET
EVENT FACILITIES								
=====								
<u>Personnel Services</u>								
64-511110 Regular	174,298	191,255	173,508	113,197	160,000	200,992		
64-511120 Overtime	3,271	1,041	3,352	718	1,000	3,375		
64-511180 LTD	450	115	494	0	0	0		
64-511210 Longevity	2,805	3,629	4,185	3,467	3,467	3,996		
64-511310 FICA - Employer	14,052	14,501	15,752	8,932	12,000	15,929		
64-511350 TMRS-Employer	29,225	31,422	33,599	17,635	22,000	34,113		
64-511410 Health-Employer	15,085	21,505	30,822	13,766	16,000	25,787		
64-511500 Workers' Compensation	<u>253</u>	<u>216</u>	<u>252</u>	<u>277</u>	<u>237</u>	<u>315</u>		
TOTAL Personnel Services	239,440	263,684	261,964	157,992	214,704	284,507		
<u>Supplies</u>								
64-521000 Operating Supplies	2,477	3,163	4,250	2,764	3,500	5,000		
64-521050 Ancillary Products	235	240	450	86	450	450		
64-521100 Office Supplies	<u>534</u>	<u>409</u>	<u>700</u>	<u>467</u>	<u>700</u>	<u>700</u>		
TOTAL Supplies	3,246	3,812	5,400	3,317	4,650	6,150		
<u>Utility Services</u>								
64-533100 Gas Utility Service	709	594	850	393	850	850		
64-533200 Electric Utility Service	34,033	27,951	40,000	17,521	40,000	40,000		
64-533410 Water Utility Service	6,081	7,222	6,800	4,343	6,800	7,000		
64-533500 Vehicle Fuel	<u>0</u>	<u>0</u>	<u>750</u>	<u>359</u>	<u>750</u>	<u>750</u>		
TOTAL Utility Services	40,823	35,767	48,400	22,616	48,400	48,600		
<u>Operations Support</u>								
64-534100 Advertising	1,908	1,220	4,600	989	4,600	5,000		
64-534200 Printing & Binding	968	0	1,635	1,527	1,500	2,000		
64-534550 Business Meetings/Networking	431	72	108	0	179	108		
64-534800 Temporary Empl. Services	<u>7,061</u>	<u>215</u>	<u>30,000</u>	<u>16,716</u>	<u>16,000</u>	<u>10,000</u>		
TOTAL Operations Support	10,368	1,507	36,343	19,231	22,279	17,108		
<u>Staff Support</u>								
64-535100 Uniforms	744	1,132	1,500	343	700	1,500		
64-535300 Memberships	201	202	275	243	275	215		
64-535500 Training/Travel	2,112	2,006	2,450	303	1,400	2,950		
64-535510 Meeting Expenses	<u>0</u>	<u>169</u>	<u>200</u>	<u>179</u>	<u>179</u>	<u>200</u>		
TOTAL Staff Support	3,057	3,508	4,425	1,068	2,554	4,865		
<u>Professional Services</u>								
64-541300 Professional Services	<u>0</u>	<u>0</u>	<u>700</u>	<u>170</u>	<u>350</u>	<u>0</u>		
TOTAL Professional Services	0	0	700	170	350	0		

101-GENERAL FUND

PROPOSED BUDGET WORKSHEET

AS OF: JUNE 30TH, 2021

PARKS & RECREATION		----- 2020-2021 -----) (----- 2021-2022 -----)					
EXPENDITURES		2018-2019	2019-2020	CURRENT	Y-T-D	PROJECTED	CITY ADMIN.
		ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	RECOMMENDED
							ADOPTED
							BUDGET
<hr/>							
<u>Maintenance Services</u>							
464-551800 Other Maintenance Agreements	0	6,312	12,700	1,620	5,500	13,000	
TOTAL Maintenance Services	0	6,312	12,700	1,620	5,500	13,000	
<hr/>							
<u>Rental/Leasing</u>							
<hr/>							
<u>Operating Equipment</u>							
464-571000 Furniture and Fixtures < \$500	6,906	1,565	1,015	1,014	1,014	500	
464-571401 Audio/Visual Equipment	0	0	300	264	0	0	
464-571500 Operating Equipment <\$5,000	19,401	4,324	11,800	1,665	8,000	10,000	
464-571550 Capital Recovery Equipment	0	0	10,000	0	0	0	
TOTAL Operating Equipment	26,307	5,889	23,115	2,943	9,014	10,500	
<hr/>							
<u>Capital Outlay</u>							
<hr/>							
TOTAL EVENT FACILITIES	323,241	320,479	393,047	208,956	307,451	384,730	

## DEPARTMENT: 665 LIBRARY

### FUND: 101 GENERAL FUND

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#### DEPARTMENT DESCRIPTION

The Schertz Public Library:

- Supports life-long learning, literacy and recreation by developing and maintaining a wide variety of library materials in print, audiovisual and digital formats for users of all ages;
- Encourages the love of reading and learning by providing story time, special event programs, and various other literacy-based programs for infants, children and teens;
- Enriches the lives of adults by providing instructional and recreational programming in high-interest areas such as Internet usage, computer software, e-readers and other personal digital devices, health and fitness, financial planning, crafts, and book clubs;
- Provides public access to technology including computers, the Internet, wi-fi and printers, as well as to online employment, business and educational resources;
- Provides answers and information to telephone, email, online chat, and in-person queries;
- Provides meeting and study space to individuals and community groups;
- Provides community outreach for underserved local residents through special programs, and
- Actively cooperates and interacts with other libraries in the region to share ideas and stay current in library practices. The library participates in CTLS, Inc. (Connecting Texas Libraries Statewide), a non-profit corporation that sponsors continuing education programs for library staff and encourages library usage and support by Texas residents. The library's primary service area includes the City of Schertz, the City of Selma, the City of Cibola and Guadalupe County.

#### 2021-22 GOALS

- Continue improving the collection and acceptable items-to-customer ratio by adding titles in a variety of formats. Focus will continue to be on collections with high turnover rates, e.g., bestsellers, DVDs, graphic novels, beginning readers, etc., with an additional focus on providing materials on the topics of diversity, equity and inclusion.



- Continue weeding projects according to schedule in order to enhance and update collections.
- Continue systematic review and update of policies and procedures with an eye toward providing excellent customer-focused service, inclusion, and efficiency in service delivery.
- Implement in-house laptop circulation program (program delayed due to COVID).
- Establish a marketing plan for Texas Talking Books, as it is an under-utilized resource.
- Add adult crafting programs (if teachers can be located in various specialties) and utilize CreativeBug.
- Build partnerships with community members to add to existing adult programming schedule either in-person or virtual.

## **2020-21 HIGHLIGHTS AND ACCOMPLISHMENTS**

Received Texas Municipal Library Directors 2020 Achievement in Excellence Award for demonstrating consistent excellence and outstanding contributions to public library services within our community. Schertz Public Library was one of only 56 public libraries in Texas to receive this award.

Received \$24,702 CARES grant for technology and services helpful to the library's COVID operational response.

### **Operations and Collections**

- Modified services and procedures as part of COVID response in order to re-open the library building to the public.
- Continued offering curb-side pick-up of materials; more than 4,900 items delivered in first seven months of FY21 (service is still ongoing).
- Added approximately 7,000 new and replacement items to library's physical collections and withdrew more than 6,200 dated, worn, lost and damaged items from library's physical collections.
- Implemented three new online services, Creativebug, NicheAcademy, and AtoZ Databases with CARES funds.
- Installed screen-sharing equipment and mobile check-out equipment to facilitate customer-staff interactions while social distancing.

### **Programming**

All regular programming continued to be provided as virtual events throughout FY21.

- Annual fall Local Author event was re-branded as "Booktober" with videos of local authors posted throughout October on social media.

- Updated Winter Reading Club and Extreme Book Nerd Challenge to simplify programs and increase participation during COVID operations.
- More than 135 recorded or live-streamed programs were offered in first 3 quarters of FY2021, including weekly storytimes, Dungeons & Dragons, book clubs, craft sessions, and poetry programming.
- More than 3,100 craft and STEM Take-and-Make kits were created and delivered to customers via curbside or in-house pick-up in first 3 quarters of FY21 (service is still ongoing).
- Created a virtual programming page for Library website with detailed information about our virtual programs as well as highlighting many other available online programs and activities for adults.

#### Outreach and Partnerships

- Continued to partner with the Texas State Library to provide service as a Texas Talking Books Program Demo Library.
- Continued to place a rotating children's book collection in the memory care unit of the Legacy at Forest Ridge Retirement Community.
- Continued to partner with SCUCISD for various programs and activities including, digital card registration and card drop-off for Corbett JH students and working with the district's Bilingual /ESL/LOTE Coordinator to provide a video library tour, three Zoom Q&A sessions, two drive-through events, and a story time for students and parents.
- Youth Services Librarian served on city's wage compression committee and Texas Library Association's Maverick Committee.
- Partnered with Amy's All-star Dance Studio to offer a month-long Creative Movement Zoom class for toddlers.
- Worked with Bexar County Bibliotech Library to circulate 100 hotspots to Schertz community.
- Partnered with National Alliance on Mental Illness- Guadalupe Chapter for community programs, workshops, and advertisement of virtual support groups.
- Continued partnerships with other City departments to provide programming to community, including Schertz Sweethearts Zoom Princess Storytime, Parks & Rec's Candy Cruise, vaccine clinic staffing and instructional videos, and summer reading program for Senior Center.

## ORGANIZATION CHART



LIBRARY	2019-20	2020-21	2021-22
Library Director	1	1	1
Librarian	3	3	3
Library Assistant	2	2	2
Library Clerk II	3	3	3
Library Clerk I (20 hours)	7	7	7
Library Clerk I (10 hours)	2	2	2
Programming Specialist (20 hours)	1	1	1
Library Page (10 hours)	2	2	2
Temp Part-time Library Clerk (Unfunded)	1	1	1
<b>TOTAL POSITIONS</b>	<b>22</b>	<b>22</b>	<b>22</b>

## PERFORMANCE INDICATORS

	2019-20	2020-21	2021-22
Input	Actual	Estimate	Budget
Service population (determined by TSLAC)	108,117	110,592	117,000
Total Staffing FTE	14.0	14.0	14.0
Circulation Staffing FTE	8.5	9.0	9.0
Total Operating Budget	1,034,433	1,061,950	1,114,071
Total Materials Collection	139,477	147,000	153,000
Registered Borrowers	31,296	30,000	31,000
Materials Budget	138,929	125,000	130,000
	2019-20	2020-21	2021-22
Workload/Output	Actual	Estimate	Budget

Circulation per Capita	2.36	2.12	2.08
Library Visits per Capita	0.95	0.68	0.83
Program Attendance per Capita	0.06	0.02	0.07
Collection Turnover Rate	1.83	1.60	1.63

Total Circulation	254,643	235,000	250,000
Total Library Visits	102,297	75,000	100,000
Total Program Attendance	6,524	2,700	8,000

	2019-20	2020-21	2021-22
Efficiency	Actual	Estimate	Budget

Cost per Person Served	9.57	9.60	9.28
Cost per Circulation	4.06	4.52	4.46
Circulation per Circulation FTE	29,958	26,111	27,778

	2019-20	2020-21	2021-22
Effectiveness	Actual	Estimate	Budget

Percentage of Service Population With Library Cards	28.95%	27.13%	25.83%
Materials Expenditures per Capita	\$1.28	\$1.13	\$1.08
Materials Expenditures as a Percentage of Operating Budget (striving for 15%)	13.43%	11.77%	11.67%
Items per Capita (striving to meet 1.53 items per capita standard)	1.29	1.33	1.28

	2019-20	2020-21	2021-22
Budget	Actual	Estimate	Budget

Personnel Services	\$810,141	\$844,205	\$879,824
Supplies	10,568	15,000	15,000
Utility Services	58,308	67,000	70,000
Operations Support	4,744	3,100	5,900
Staff Support	6,517	3,989	7,025
Professional Services	1,984	1,656	3,300
Operating Equipment	142,171	127,000	156,000
<i>Total</i>	<i>\$1,034,433</i>	<i>\$1,061,950</i>	<i>\$1,137,049</i>

## PROGRAM JUSTIFICATION AND ANALYSIS

The Library FY 2021-22 Budget increases 7.1% due to implementation of the Class and Compensation study as well as raising applicable positions minimum wage to \$15/hour. In addition to personnel increases, the FY 2021-21 budget increases are related to higher water utility costs for landscaping, increased training and additional funds for library materials.

101-GENERAL FUND

PROPOSED BUDGET WORKSHEET

AS OF: JUNE 30TH, 2021

CULTURAL EXPENDITURES	----- 2020-2021 ----- (----- 2021-2022 -----)						
	2018-2019 ACTUAL	2019-2020 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
LIBRARY							
=====							
<u>Personnel Services</u>							
665-511110 Regular	569,319	572,642	575,656	454,461	590,000	604,595	
665-511120 Overtime	892	245	1,056	260	500	1,056	
665-511180 LTD	1,224	317	1,339	0	0	0	
665-511210 Longevity	11,410	12,863	16,636	14,401	14,401	17,944	
665-511230 Certification Allowance	1,200	1,200	2,039	1,006	1,500	1,152	
665-511310 FICA - Employer	43,977	41,449	45,496	34,333	45,496	47,738	
665-511350 TMRs-Employer	89,096	89,735	92,480	72,990	92,480	96,320	
665-511410 Health-Employer	68,448	91,090	99,142	77,007	99,142	110,068	
665-511500 Workers' Compensation	668	601	731	805	686	951	
TOTAL Personnel Services	786,234	810,141	834,575	655,263	844,205	879,824	
<u>Supplies</u>							
665-521000 Operating Supplies	9,760	8,417	10,855	7,246	12,000	12,000	
665-521100 Office Supplies	2,706	2,152	3,000	1,852	3,000	3,000	
TOTAL Supplies	12,466	10,568	13,855	9,098	15,000	15,000	
<u>City Support Services</u>							
<u>Utility Services</u>							
665-533100 Gas Utility Service	2,352	2,274	2,500	2,759	4,000	4,000	
665-533200 Electric Utility Service	44,745	35,667	45,000	15,182	45,000	45,000	
665-533410 Water Utility Service	10,450	20,367	18,000	7,467	18,000	21,000	
TOTAL Utility Services	57,547	58,308	65,500	25,408	67,000	70,000	
<u>Operations Support</u>							
665-534000 Postage	2,852	2,430	3,000	1,062	2,500	3,000	
665-534200 Printing & Binding	0	2,314	600	252	600	2,900	
TOTAL Operations Support	2,852	4,744	3,600	1,314	3,100	5,900	
<u>Staff Support</u>							
665-535100 Uniforms	395	7	400	429	429	400	
665-535200 Awards	138	154	300	0	0	300	
665-535300 Memberships	1,247	1,252	1,580	1,415	1,560	1,325	
665-535500 Training/Travel	2,600	4,993	5,700	1,133	1,700	4,700	
665-535510 Meeting Expenses	132	111	300	103	300	300	
TOTAL Staff Support	4,512	6,517	8,280	3,079	3,989	7,025	
<u>Professional Services</u>							
665-541300 Other Cons'l/Prof Services	0	0	0	0	0	1,000	
665-541365 Courier/Delivery Services	2,364	1,984	2,300	1,656	1,656	2,300	
TOTAL Professional Services	2,364	1,984	2,300	1,656	1,656	3,300	

101-GENERAL FUND

PROPOSED BUDGET WORKSHEET

AS OF: JUNE 30TH, 2021

CULTURAL EXPENDITURES	(------ 2020-2021 -----) (------ 2021-2022 -----)						
	2018-2019 ACTUAL	2019-2020 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
Maintenance Services							
Operating Equipment							
665-571000 Furniture & Fixtures < \$5,000	0	1,161	1,145	0	0	16,000	
665-571400 Library Materials	124,315	138,929	125,000	103,588	125,000	130,000	
665-571600 Donation-Expense	9,567	2,081	10,000	0	2,000	10,000	
TOTAL Operating Equipment	133,882	142,171	136,145	103,588	127,000	156,000	
Capital Outlay							
TOTAL LIBRARY	999,857	1,034,433	1,064,255	799,405	1,061,950	1,137,049	
TOTAL CULTURAL	999,857	1,034,433	1,064,255	799,405	1,061,950	1,137,049	

## DEPARTMENT: 853 INFORMATION TECHNOLOGIES (IT)

FUND: 101 GENERAL FUND

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### DEPARTMENT DESCRIPTION

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

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

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

The City of Schertz uses a Geographic Information System (GIS) to create maps, analyze information, and visually examine the geographic features of our region. Many function of City government have a geographic dimension and the successful execution of GIS Services can substantially increase efficiency, collaboration and empowerment in the decision-making process.

### ORGANIZATIONAL CHART



INFORMATION TECHNOLOGY	2019-20	2020-21	2021-22
Director	1	1	1
Administrative Assistant	1	1	1
Senior Systems Administrator	1	1	1
Senior Computer Support Engineer	1	1	1
Customer Services Technician II	1	1	1
Customer Services Technician I	1	1	1
Help Desk Technician	1	1	1
Public Safety Administrator	1	1	1
GIS Coordinator	1	1	1
GIS Specialist	1	1	1
TOTAL POSITIONS	10	10	10

Workload	2019-20 Actual	2020-21 Estimate	2021-22 Budget
Average Monthly Work Orders Completed	3840	2450	3200
Average Monthly Hours to Complete Work Orders	1.10	1.30	1.25
COVID 19 Related Activities Workhours	-	430	300
Total Projects	45	25	30
Average Monthly Project Hours	323	455	425
Total Emails Received	185,761	1,184,129	1,200,000
Total Sent Good Email	146,794	356,039	450,000
Total Teams Meetings	-	1,650	1,750
Total Teams Interoffice Chats	-	13,500	15,000

Efficiency	2019-20 Actual	2020-21 Estimate	2021-22 Budget
% Work Orders Completed 0-1 Day	73%	46%	55%
% Work Orders Completed 2-3 Days	12%	8%	15%
% Work Orders Completed 4-6 Days	7%	11%	10%
% Work Orders Completed 7-10 Days	4%	7%	10%
% Work Orders Completed >11 Days	5%	28%	10%
Average Number of Days to Work Orders	2.91	12.65	4.0
% Time on GIS Specific Projects	54.8%	52.3%	55.6%
% Time on GIS Customer Assistance	9.0%	7.8%	17.7%
% Time on Training/Conferences	3.9%	0.2%	7.4%
% Time on Non-Department Projects	17.3%	19.6%	7.2%
% Time on Administrative Overhead	15.0%	20.1%	12.1%



Budget	2019-20 Actual	2020-21 Estimate	2021-22 Budget
Personnel	\$645,709	\$805,445	\$904,713
Supplies	3,236	5,375	6,300
City Support Services	584,589	974,571	1,026,097
Utility Services	262,605	283,048	367,465
Staff Support	24,279	25,900	69,700
Professional Services	101,448	88,475	38,075
Maintenance Services	7,413	10,000	10,000
Rental/Leasing	0	3,651	3,650
Operating Equipment	169,426	319,660	269,594
Capital Outlay	22,797	26,889	0
<i>Total</i>	<i>\$1,821,503</i>	<i>\$2,543,014</i>	<i>\$2,695,594</i>

## PROGRAM JUSTIFICATION AND ANALYSIS

The Information Technology FY 2021-22 Budget increases 6.0% from the FY 2020-21 year end estimates. Primary costs changes include increases in annual software support costs, plus the addition of annual costs for new services such as ADP, the new text archiving service, services added to allow work-from-home options for staff, etc. Due to COVID-19, equipment purchases and regular desktop replacements in Operating Equipment did not happen and will be increased in FY 2020-21. In addition, all cell phone expenses are now consolidated into the IT budget and removed from various departments except for charges related to enterprise funds in order to improve transparency. Cost reductions implemented for FY 2020-21 include decreases in training, hardware purchases, consulting and maintenance expenses.

## PROPOSED BUDGET WORKSHEET

AS OF: JUNE 30TH, 2021

101-GENERAL FUND

## INTERNAL SERVICE

## EXPENDITURES

	2018-2019 ACTUAL	2019-2020 ACTUAL	(----- 2020-2021 -----) CURRENT BUDGET	(----- 2021-2022 -----) Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<u>INFORMATION TECHNOLOGY</u>							
=====							
<u>Personnel Services</u>							
853-511110 Regular	446,491	434,772	589,305	433,842	549,790	615,318	
853-511120 Overtime	45,966	48,223	29,606	33,685	49,500	30,727	
853-511180 LTD	1,194	320	1,831	0	1,350	0	
853-511210 Longevity	4,373	5,080	9,067	9,389	9,067	9,835	
853-511230 Certificate Allowance	0	0	1,073	0	0	0	
853-511310 FICA - Employer	37,600	35,091	47,401	35,278	44,400	49,418	
853-511350 TMRS-Employer	79,775	77,894	102,582	77,547	80,000	107,385	
853-511410 Health-Employer	48,953	43,841	74,944	56,441	70,400	90,740	
853-511500 Workers' Compensation	<u>538</u>	<u>488</u>	<u>999</u>	<u>1,100</u>	<u>938</u>	<u>1,290</u>	
TOTAL Personnel Services	664,890	645,709	856,808	647,281	805,445	904,713	
<u>Supplies</u>							
853-521100 Office Supplies	1,784	1,978	2,200	2,082	2,200	2,000	
853-521300 Motor Vehicle Supplies	71	36	800	365	800	800	
853-521600 Equip Maint Supplies	<u>3,485</u>	<u>1,223</u>	<u>3,800</u>	<u>1,374</u>	<u>2,375</u>	<u>3,500</u>	
TOTAL Supplies	5,340	3,236	6,800	3,820	5,375	6,300	
<u>City Support Services</u>							
853-532300 Computer Consulting	920	9,600	10,000	2,280	10,000	10,000	
853-532355 Software Maint-City Wide	291,591	376,748	481,876	367,578	481,876	510,574	
853-532360 Software Maint-Dept Specific	406,420	158,438	419,295	168,265	444,295	475,548	
853-532400 Computer Fees & Licenses	<u>10,108</u>	<u>39,803</u>	<u>38,495</u>	<u>30,564</u>	<u>38,400</u>	<u>29,975</u>	
TOTAL City Support Services	709,039	584,589	949,666	568,686	974,571	1,026,097	
<u>Utility Services</u>							
853-533300 Telephone/Land Line	44,810	39,167	62,770	29,504	54,040	66,995	
853-533310 Telephone/Cell Phones	60,089	87,243	93,225	52,694	68,200	113,900	
853-533320 Telephone/Air Cards	46,880	51,836	87,240	50,914	71,462	87,100	
853-533330 Telephone/Internet	79,755	83,957	93,390	76,231	88,496	98,470	
853-533500 Vehicle Fuel	<u>828</u>	<u>402</u>	<u>1,500</u>	<u>362</u>	<u>850</u>	<u>1,000</u>	
TOTAL Utility Services	232,362	262,605	338,125	209,705	283,048	367,465	
<u>Operations Support</u>							
<u>Staff Support</u>							
853-535100 Uniforms	1,512	931	1,200	80	1,200	1,500	
853-535300 Memberships	1,314	577	1,250	165	700	1,250	
853-535500 Training/Travel	<u>36,250</u>	<u>22,771</u>	<u>21,178</u>	<u>6,199</u>	<u>24,000</u>	<u>66,950</u>	
TOTAL Staff Support	39,076	24,279	23,628	6,444	25,900	69,700	

## PROPOSED BUDGET WORKSHEET

AS OF: JUNE 30TH, 2021

101-GENERAL FUND

## INTERNAL SERVICE

EXPENDITURES	(------ 2020-2021 -----) (------ 2021-2022 -----)						
	2018-2019 ACTUAL	2019-2020 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<u>Professional Services</u>							
853-541300 Other Cons/Prof Services	206,997	101,448	101,949	43,880	88,475	25,000	
853-541800 IT Services-Web Design/Maint	<u>9,402</u>	<u>0</u>	<u>650</u>	<u>0</u>	<u>0</u>	<u>13,075</u>	
TOTAL Professional Services	216,399	101,448	102,599	43,880	88,475	38,075	
<u>Fund Charges/Transfers</u>							
<u>Maintenance Services</u>							
853-551300 Computer Maintenance	<u>13,946</u>	<u>7,413</u>	<u>10,000</u>	<u>9,523</u>	<u>10,000</u>	<u>10,000</u>	
TOTAL Maintenance Services	13,946	7,413	10,000	9,523	10,000	10,000	
<u>Rental/Leasing</u>							
853-561200 Lease/Purchase Payments	<u>0</u>	<u>0</u>	<u>3,651</u>	<u>2,129</u>	<u>3,651</u>	<u>3,650</u>	
TOTAL Rental/Leasing	0	0	3,651	2,129	3,651	3,650	
<u>Operating Equipment</u>							
853-571000 Furniture & Fixtures	797	697	500	0	500	1,200	
853-571200 Vehicles & Access Under \$5000	126	0	0	0	0	0	
853-571300 Computer & Periphe. < \$5000	206,184	142,460	297,369	240,212	297,300	220,784	
853-571401 Communication Equip LESS \$500	90,407	25,374	22,500	2,136	21,860	47,610	
853-571800 Equipment under \$5,000	<u>3,132</u>	<u>895</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	
TOTAL Operating Equipment	300,645	169,426	320,369	242,349	319,660	269,594	
<u>Capital Outlay</u>							
853-581200 Vehicles & Access. > \$5000	25,430	0	27,000	26,889	26,889	0	
853-581300 Computer & Periphe. > \$5000	5,367	22,797	0	0	0	0	
853-581800 Equipment Over \$5,000	<u>6,306</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	
TOTAL Capital Outlay	37,103	22,797	27,000	26,889	26,889	0	
TOTAL INFORMATION TECHNOLOGY	2,218,800	1,821,503	2,638,646	1,760,706	2,543,014	2,695,594	

101-GENERAL FUND

PROPOSED BUDGET WORKSHEET

AS OF: JUNE 30TH, 2021

GENERAL GOVERNMENT EXPENDITURES	(------ 2020-2021 -----) (------ 2021-2022 -----)						
	2018-2019 ACTUAL	2019-2020 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
GIS							
===							
<u>Personnel Services</u>							
174-511110 Regular	123,024	126,971	0	0	0	0	
174-511120 Overtime	0	293	0	0	0	0	
174-511180 LTD	364	92	0	0	0	0	
174-511210 Longevity	3,108	3,396	0	0	0	0	
174-511310 FICA - Employer	9,902	9,607	0	0	0	0	
174-511350 TMRS-Employer	20,440	20,895	0	0	0	0	
174-511410 Health-Employer	14,475	14,435	0	0	0	0	
174-511500 Workers' Compensation	347	311	0	0	0	0	
TOTAL Personnel Services	171,659	176,000	0	0	0	0	
<u>Supplies</u>							
174-521000 Operating Supplies	0	474	0	0	0	0	
174-521100 Office Supplies	0	60	0	0	0	0	
TOTAL Supplies	0	534	0	0	0	0	
<u>City Support Services</u>							
174-532400 Computer Fees & Licenses	0	2,625	0	0	0	0	
TOTAL City Support Services	0	2,625	0	0	0	0	
<u>Staff Support</u>							
174-535500 Training/Travel	3,957	4,764	0	0	0	0	
TOTAL Staff Support	3,957	4,764	0	0	0	0	
<u>Professional Services</u>							
<u>Rental/Leasing</u>							
174-561200 Lease/Purchase Payments	2,084	3,250	0	0	0	0	
TOTAL Rental/Leasing	2,084	3,250	0	0	0	0	
<u>Operating Equipment</u>							
TOTAL GIS	177,700	187,174	0	0	0	0	
TOTAL GENERAL GOVERNMENT	5,876,284	6,284,169	7,038,166	4,762,959	6,503,955	6,657,113	

# DEPARTMENT: 866 HUMAN RESOURCES

## FUND: 101 GENERAL FUND

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### DEPARTMENT DESCRIPTION

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

### GOALS AND OBJECTIVES

- Deliver HR services, programs, and communications that add value for our prospective employees and current employees.
- Compete for top talent with effective recruitment strategies and an efficient recruitment processes.
- Improve employee retention by leading efforts for adoption of strategies which promote a diverse workforce and create a great work climate.
- Support the talent development of our employees through professional and career development.
- Administer HR policy and programs effectively and efficiently, while maintaining internal customer satisfaction and meeting budget constraints.
- Ensure our compensation and performance management processes are designed and executed to align and maximize our people's performance with the goals of the organization.

## ORGANIZATIONAL CHART



	2019-20	2020-21	2021-22
HUMAN RESOURCES			
Director	1	1	1
HR Manger	1	1	1
Senior Generalist	1	1	1
Generalist	1	1	1
Administrative Assistant	1	1	1
TOTAL POSITIONS	5	5	5

## PERFORMANCE INDICATORS

Workload/Output Measures	2019-20 Actual	2020-21 Estimate	2021-22 Budget
Total No. of Employees (Avg.)	456	460	460
# Full Time Employees (Avg.)	375	375	380
Job Announcements Posted	83	90	90
# Applications received	3,930	4,000	4,000
# Full Time Positions Filled	50	50	50
# Part Time Positions Filled	8	8	10
# Total Turnover	68	55	70
# Full Time Turnover	46	40	45
# Part Time Turnover	22	15	10
# Retirements	8	10	10
# FMLA Claims	53	43	50
# General Training Courses	14	15	15
# of tuition reimbursements	18	20	20

Budget	2019-20 Actual	2020-21 Estimate	2021-22 Budget
Personnel	\$426,981	\$449,165	\$464,431
Supplies	2,433	2,000	2,700
Human Services	125,292	158,100	205,100
Operations Support	2,117	5,836	5,500
Staff Support	20,082	36,150	41,150
City Assistance	13,121	10,000	10,000
Professional Services	78,265	0	5,000
Operating Equipment	349	513	500
<i>Total</i>	<i>\$668,639</i>	<i>\$661,764</i>	<i>\$734,381</i>

## PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2021-22 Budget will increase 11.0% from the FY 2020-21 year end estimate. The increase is due to the implementation of the Class and Compensation study and FY 2020-21 had additional savings related to COVID-19 as training and staff events did not happen.

101-GENERAL FUND

PROPOSED BUDGET WORKSHEET

AS OF: JUNE 30TH, 2021

INTERNAL SERVICE EXPENDITURES	2020-2021						2021-2022	
	2018-2019 ACTUAL	2019-2020 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET	
HUMAN RESOURCES								
=====								
<u>Personnel Services</u>								
866-511110 Regular	302,120	301,811	302,654	240,936	312,000	313,989		
866-511120 Overtime	0	684	259	5	259	272		
866-511180 LTD	885	204	943	0	0	0		
866-511210 Longevity	4,794	3,772	4,476	4,476	4,476	5,372		
866-511230 Certificate Allowance	0	0	1,755	1,130	1,620	2,246		
866-511310 FICA - Employer	23,927	21,865	23,635	18,308	23,635	24,607		
866-511350 TMRS-Employer	50,443	48,963	50,408	40,091	50,408	52,697		
866-511410 Health-Employer	24,568	39,567	52,436	31,583	41,400	44,742		
866-511500 Workers' Compensation	534	325	391	430	367	506		
866-511600 Unemployment Compensation	4,951	9,789	15,000	2,378	15,000	20,000		
TOTAL Personnel Services	412,221	426,981	451,957	339,336	449,165	464,431		
<u>Supplies</u>								
866-521000 Operating Supplies	0	1,728	2,000	383	1,500	2,000		
866-521100 Office Supplies	606	705	700	365	500	700		
TOTAL Supplies	606	2,433	2,700	748	2,000	2,700		
<u>Human Services</u>								
866-531100 Pre-employment Check	5,018	3,004	4,000	1,663	3,000	2,500		
866-531150 Interview Expenses	0	124	1,500	0	0	1,500		
866-531160 COBRA FSA/HSA Adm Services	3,390	5,628	6,000	4,089	6,000	6,000		
866-531170 Broker Services	75,000	68,750	75,000	50,000	75,000	75,000		
866-531200 Medical Co-pay	1,061	645	3,000	1,271	3,000	3,000		
866-531300 Employee Assistance	23,772	12,757	9,600	6,241	9,600	9,600		
866-531400 Tuition Reimbursement	15,000	18,214	17,000	19,462	17,000	18,000		
866-531500 Employee Wellness Program	6,634	14,956	98,962	11,080	25,000	50,000		
866-531600 Training Classes	11,840	1,214	19,500	12,787	19,500	39,500		
TOTAL Human Services	141,714	125,292	234,562	106,593	158,100	205,100		
<u>City Support Services</u>								
<u>Utility Services</u>								
<u>Operations Support</u>								
866-534000 Postage	59	0	0	0	0	0		
866-534100 Advertising	2,576	775	2,836	1,349	2,836	2,500		
866-534200 Printing & Binding	1,393	1,342	3,000	1,280	3,000	3,000		
TOTAL Operations Support	4,027	2,117	5,836	2,629	5,836	5,500		



101-GENERAL FUND

PROPOSED BUDGET WORKSHEET

AS OF: JUNE 30TH, 2021

INTERNAL SERVICE		(------ 2020-2021 -----) (------ 2021-2022 -----)					
EXPENDITURES	2018-2019 ACTUAL	2019-2020 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<hr/>							
<u>Staff Support</u>							
866-535100 Uniforms	424	440	500	241	500	500	
866-535210 Employee Recognition-Morale	21,432	15,614	28,150	21,909	28,150	28,150	
866-535300 Memberships	2,175	1,718	2,500	1,803	2,500	2,500	
866-535400 Publications	0	947	0	0	0	2,000	
866-535500 Training/Travel	<u>4,532</u>	<u>1,363</u>	<u>5,000</u>	<u>1,267</u>	<u>5,000</u>	<u>8,000</u>	
TOTAL Staff Support	28,562	20,082	36,150	25,220	36,150	41,150	
<hr/>							
<u>City Assistance</u>							
866-537100 Medical Services	<u>13,860</u>	<u>13,121</u>	<u>15,000</u>	<u>9,597</u>	<u>10,000</u>	<u>10,000</u>	
TOTAL City Assistance	13,860	13,121	15,000	9,597	10,000	10,000	
<hr/>							
<u>Professional Services</u>							
866-541300 Other Cons'l/Prof Services	<u>56,433</u>	<u>78,265</u>	<u>15,000</u>	<u>0</u>	<u>0</u>	<u>5,000</u>	
TOTAL Professional Services	56,433	78,265	15,000	0	0	5,000	
<hr/>							
<u>Maintenance Services</u>							
<hr/>							
<u>Operating Equipment</u>							
866-571000 Furniture & Fixtures	210	349	514	513	513	500	
866-571300 Computer & Periphe. < \$5000	<u>861</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	
TOTAL Operating Equipment	1,071	349	514	513	513	500	
<hr/>							
TOTAL HUMAN RESOURCES	658,495	668,639	761,719	484,636	661,764	734,381	

## DEPARTMENT: 868 FINANCE

### FUND: 101 GENERAL FUND

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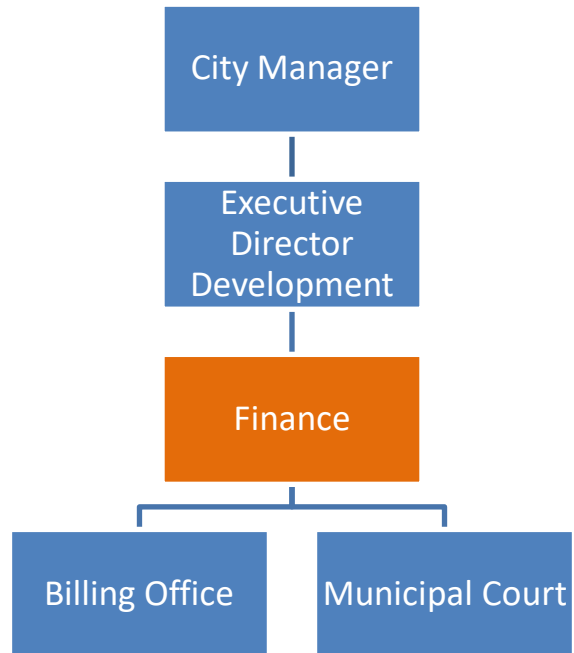
#### DEPARTMENT DESCRIPTION

Prepare monthly financial reports for the City Manager, City Council and City departments. Process all accounts payable and receivable in a timely manner, prepare 1099s, and prepare monthly bank reconciliations and investments report. Maintain and process payroll for all city employees. Finance handles unclaimed property and their subsequent disbursements to the individuals or the State. Maintain and safeguard the City's investment portfolio. Manage debt service and fixed assets. Complete the annual budget and facilitate annual audit and Comprehensive Annual Financial Report. The Finance Director also oversees the Utility Billing and Municipal Court Divisions.

#### GOALS AND OBJECTIVES

- Hire, train, and retain competent and caring employees.
- Maintain financial systems to provide timely and accurate financial information and reports to the City Manager, City Council, other City departments, citizens, and other agencies.
- Receive the Government Finance Officers Association Distinguished Budget Award for the first time.
- Receive the Government Finance Officers Association Certification of Excellence in Financial Reporting for the 35th consecutive year.
- Improve the 5 year budgeting and forecasting plan.
- Update long term debt service plan.

## ORGANIZATIONAL CHART



ACCOUNTING	2019-20	2020-21	2021-22
Finance Director	1	1	1
Assistant Director	1	1	1
Staff Accountant	1	1	1
Financial Analyst	1	1	1
Accountant I	1	1	1
Senior AP Specialist	1	1	1
Administrative Assistant	1	1	1
<b>TOTAL POSITIONS</b>	<b>7</b>	<b>7</b>	<b>7</b>

## PERFORMANCE INDICATORS

Workload/Output	2019-20 Actual	2020-21 Estimate	2021-22 Budget
Accounts payable checks	5,931	6,000	6,100
Number of Purchase Orders Processed	7,380	7,450	7,600

Effectiveness	2019-20 Actual	2020-21 Estimate	2021-22 Budget
Certificate of Achievement for Excellence in Financial Reporting, Accumulative	35	36	37
Quarterly Financials completed within 30 days	0	3	4

Budget	2019-20 Actual	2020-21 Estimate	2021-22 Budget
Personnel	\$587,965	\$630,538	\$644,204
Supplies	2,599	2,700	2,700
Staff Support	5,890	4,710	6,740
Professional Services	35,977	40,049	38,700
Operating Equipment	1,835	1,986	250
<i>Total</i>	<i>\$634,265</i>	<i>\$679,983</i>	<i>\$692,594</i>

## PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2021-22 Budget will increase 1.9% from the FY 2020-21 year end estimate due to additional compensation awarded from the classification and compensation study. The FY 2020-21 budget had savings related to COVID-19 as most trainings were held virtually.

101-GENERAL FUND

PROPOSED BUDGET WORKSHEET

AS OF: JUNE 30TH, 2021

INTERNAL SERVICE		EXPENDITURES					
		(------ 2020-2021 -----) (------ 2021-2022 -----)					
		2018-2019	2019-2020	CURRENT	Y-T-D	PROJECTED	CITY ADMIN.
		ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	RECOMMENDED
							ADOPTED
							BUDGET
FINANCE							
=====							
<u>Personnel Services</u>							
868-511110 Regular	396,687	413,035	416,716	336,527	432,306	435,765	
868-511120 Overtime	2,707	2,182	924	2,105	2,500	924	
868-511180 LTD	1,161	295	1,297	0	0	0	
868-511210 Longevity	11,310	9,457	10,770	10,770	10,770	11,994	
868-511230 Certification Allowance	535	500	2,039	1,161	711	2,659	
868-511310 FICA - Employer	31,488	30,301	32,896	25,752	35,645	34,491	
868-511350 TMRS-Employer	66,658	67,965	70,162	56,989	76,648	73,863	
868-511410 Health-Employer	43,086	63,788	70,409	56,726	71,446	83,799	
868-511500 Workers' Compensation	568	442	545	600	512	709	
TOTAL Personnel Services	554,199	587,965	605,758	490,630	630,538	644,204	
<u>Supplies</u>							
868-521000 Operating Supplies	1,873	1,985	2,700	1,774	2,000	2,000	
868-521100 Office Supplies	2,192	614	1,000	490	700	700	
TOTAL Supplies	4,065	2,599	3,700	2,264	2,700	2,700	
<u>City Support Services</u>							
<u>Utility Services</u>							
<u>Operations Support</u>							
<u>Staff Support</u>							
868-535100 Uniforms	252	0	320	0	320	350	
868-535300 Memberships	695	1,385	1,435	545	1,390	1,390	
868-535500 Training/Travel	2,729	4,505	6,267	1,604	3,000	5,000	
TOTAL Staff Support	3,676	5,890	8,022	2,149	4,710	6,740	
<u>Professional Services</u>							
868-541300 Other Cons/Prof Services	7,285	13,887	15,000	16,349	16,349	15,000	
868-541400 Auditor/Accounting Service	20,752	18,500	16,000	19,500	20,000	20,000	
868-541650 Investment Management Fee	3,462	3,590	3,500	2,123	3,700	3,700	
TOTAL Professional Services	31,499	35,977	34,500	37,972	40,049	38,700	
<u>Maintenance Services</u>							
<u>Rental/Leasing</u>							

101-GENERAL FUND

PROPOSED BUDGET WORKSHEET

AS OF: JUNE 30TH, 2021

INTERNAL SERVICE		(----- 2020-2021 -----) (----- 2021-2022 -----)					
EXPENDITURES	2018-2019	2019-2020	CURRENT	Y-T-D	PROJECTED	CITY ADMIN.	ADOPTED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	RECOMMENDED	BUDGET
<hr/>							
<u>Operating Equipment</u>							
868-571000 Furniture & Fixtures	1,502	742	250	250	250	250	
868-571200 Office Equipment	855	1,093	337	336	336	0	
868-571300 Computer & Periphe. < \$5000	<u>0</u>	<u>0</u>	<u>1,400</u>	<u>0</u>	<u>1,400</u>	<u>0</u>	
TOTAL Operating Equipment	2,358	1,835	1,987	586	1,986	250	
<hr/>							
TOTAL FINANCE	595,797	634,265	653,967	533,601	679,983	692,594	

**DEPARTMENT: HUMAN RESOURCES**  
**DIVISION: 872 PURCHASING & ASSET MANAGEMENT**  
**FUND: 101 GENERAL FUND**

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**DEPARTMENT DESCRIPTION**

The Purchasing and Asset Management Department is responsible for managing the Purchasing, Inventory, Property Disposal, Contracts, Grants, Risk Management, and Safety functions for the City.

Manages all bids, quotes, contracts and agreements, City purchases, warehouse inventory, City property disposal, auctions, grants, and fleet vehicle registration and titles.

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

**GOALS AND OBJECTIVES**

- Maintain the highest levels of ethical practices for all department functions.
- All City departments receive their orders in a timely manner to effectively perform their job functions in an efficient manner.
- Procure quality goods and services for all City departments, from appropriate sources, using the most efficient and economical means at the best possible price and make them available at the right place and time.
- Use supply contracts and co-ops in order to improve delivery time of particular items and to take advantage of quantity discounts.
- Maintain a professional relationship with all City departments and vendors insuring open communication.
- Maintain the City Purchasing Manual, combining State and Local Purchasing Legislation.
- Program and oversee Purchasing training for employees to ensure compliance with City Policy, State and Local Purchasing Legislation
- Manage, review, and track City contracts and agreements. Notify departments when contracts are expiring.

- Manage procedures for Capital and Fixed asset inventory and accountability and conduct physical surveys of City property.
- Manage disposal and auction activities for surplus, excess, and damaged City property.
- Manage insurance and Workers Compensation claims and accident/incident reports with immediate response. Gather all information for all incidents involving City property regardless of repair costs. Retain claims, reports and litigation according to the Texas State Records Retention Schedules.
- Program and oversee safety training for employees to minimize accidents and incidents and mitigate risk. Develop and Maintain the City Safety Policy.

#### ORGANIZATIONAL CHART



PURCHASING & ASSET MGMT.	2019-20	2020-21	2021-22
Purchasing Manager	1	1	1
Purchasing Specialist	1	1	1
Risk & Safety Specialist	1	1	1
<b>TOTAL POSITIONS</b>	<b>3</b>	<b>3</b>	<b>3</b>



## PERFORMANCE INDICATORS

Workload/Output	2019-20 Actual	2020-21 Estimate	2021-22 Budget
Bids and Proposals Drafted	25	20	24
Bids and Proposals Responses	89	75	85
Contracts Reviewed	147	100	120
Meetings with Vendors	32	25	50
Research Requests	61	75	100
Workers Comp Claims Processed	46	60	35
Accident and Incident Investigated	64	70	75
Training Classes Held	10	10	30
Vehicles Processed (Titles, Gas Cards, Plates)	234	240	250
Fixed Asset Modifications	198	200	50
GovDeals Items Processed	123	80	50
GovDeals Total Sales	\$75,011.55	\$75,000.00	\$25,000.0

Budget	2019-20 Actual	2020-21 Estimate	2021-22 Budget
Personnel	\$223,413	\$236,840	\$235,436
Supplies	1,988	700	3,600
Operating Support	4,883	6,050	7,550
Staff Support	2,527	5,585	6,785
City Assistance	1,264	2,000	2,000
Operating Equipment	1,431	1,600	600
<i>Total</i>	<i>\$235,506</i>	<i>\$252,775</i>	<i>\$255,971</i>

## PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2021-22 Budget will increase 1.3% from the FY 2020-21 year end estimate due to transferring the State inspection costs from Fleet to Purchasing, additional advertising costs, and training and travel. This increase is offset by the less operating equipment cost.

101-GENERAL FUND

PROPOSED BUDGET WORKSHEET

AS OF: JUNE 30TH, 2021

INTERNAL SERVICE		----- 2020-2021 -----						----- 2021-2022 -----	
EXPENDITURES		2018-2019	2019-2020	CURRENT	Y-T-D	PROJECTED	CITY ADMIN.	ADOPTED	
		ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	RECOMMENDED	BUDGET	
PURCHASING & ASSET MGT									
=====									
<u>Personnel Services</u>									
872-511110 Regular	159,444	164,182	162,751	130,800	172,000	169,204			
872-511120 Overtime	0	5	0	172	200	0			
872-511180 LTD	468	117	508	0	508	0			
872-511210 Longevity	3,194	3,602	4,010	4,010	4,010	4,418			
872-511230 Certification Allowance	0	1,000	878	890	1,810	2,400			
872-511310 FICA - Employer	12,813	12,446	12,812	10,359	13,500	13,354			
872-511350 TMRS-Employer	26,354	26,992	27,325	22,088	27,325	28,599			
872-511410 Health-Employer	11,253	14,892	17,288	12,270	17,288	17,186			
872-511500 Workers' Compensation	195	176	212	233	199	275			
TOTAL Personnel Services	213,721	223,413	225,784	180,821	236,840	235,436			
<u>Supplies</u>									
872-521000 Operating Supplies	1,036	300	350	46	350	350			
872-521005 Supplies-Inspections	0	0	0	0	0	2,900			
872-521100 Office Supplies	625	1,688	350	128	350	350			
TOTAL Supplies	1,661	1,988	700	174	700	3,600			
<u>City Support Services</u>									
872-532350 Software Maintenance	0	0	379	0	0	0			
TOTAL City Support Services	0	0	379	0	0	0			
<u>Utility Services</u>									
<u>Operations Support</u>									
872-534000 Postage	0	43	50	0	0	0			
872-534100 Advertising	5,819	3,404	6,000	2,273	4,500	6,000			
872-534200 Printing & Binding	0	0	50	0	0	0			
872-534740 Business Memberships	0	1,436	1,550	1,384	1,550	1,550			
TOTAL Operations Support	5,819	4,883	7,650	3,657	6,050	7,550			
<u>Staff Support</u>									
872-535100 Uniforms	237	215	250	82	250	250			
872-535300 Memberships	1,335	1,280	1,235	851	1,235	1,235			
872-535500 Training/Travel	2,815	810	5,000	1,840	4,000	5,000			
872-535510 Meeting Expenses	223	222	300	0	100	300			
TOTAL Staff Support	4,609	2,527	6,785	2,774	5,585	6,785			
<u>City Assistance</u>									
872-537100 Medical Services	1,994	1,264	1,621	998	2,000	2,000			
TOTAL City Assistance	1,994	1,264	1,621	998	2,000	2,000			

101-GENERAL FUND

INTERNAL SERVICE  
EXPENDITURES

	(------ 2020-2021 -----) (------ 2021-2022 -----)						
	2018-2019 ACTUAL	2019-2020 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
Professional Services							
Rental/Leasing							
Operating Equipment							
872-571000 Furniture & Fixtures	170	218	600	478	600	600	
872-571300 Computer & Periphe. < \$5,000	0	1,213	0	0	0	0	
872-571500 Operating Equipment	0	0	1,000	0	1,000	0	
TOTAL Operating Equipment	170	1,431	1,600	478	1,600	600	
Capital Outlay							
TOTAL PURCHASING & ASSET MGT	227,974	235,506	244,519	188,902	252,775	255,971	

DEPARTMENT: PUBLIC WORKS  
DIVISION: 877 FLEET SERVICES  
FUND: 101 GENERAL FUND

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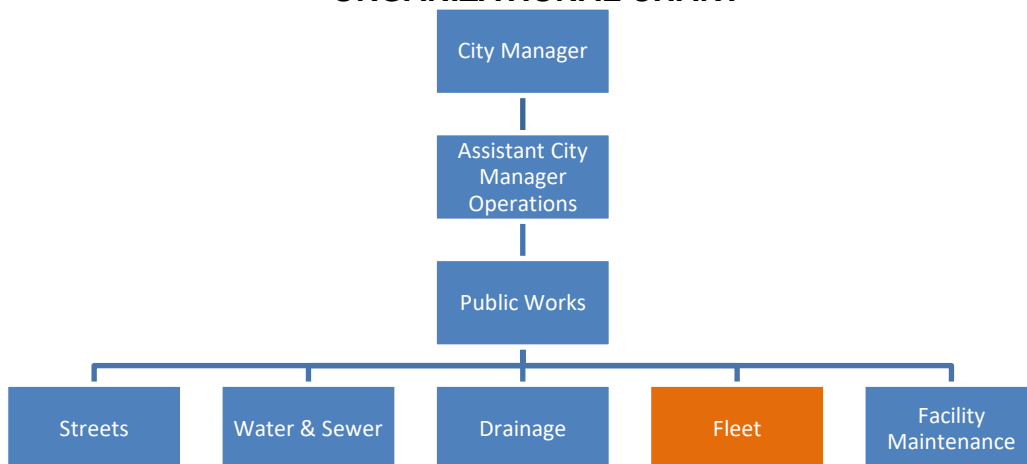
### DEPARTMENT DESCRIPTION

Fleet Services provides maintenance, repair, upgrade and outfitting services for all City owned vehicles and equipment totaling approximately 350 units. The list of services include: P.M. services, fluid and filter changes, state inspections, tire services, troubleshooting, diagnosis, and repair of mechanical and electrical systems. Fleet Services also maintains motor pool services, vehicle and equipment replacement schedules, spec'ing and standardization throughout the fleet.

### GOALS AND OBJECTIVES

- Maintain and repair vehicles and equipment to increase their lifespan.
- Optimize fleet availability by improving turn-around times.
- Develop and implement fleet utilization guidelines and procedures.
- Maintain and improve vehicle and equipment safety

### ORGANIZATIONAL CHART



FLEET MAINTENANCE	2019-20	2020-21	2021-22
Assistant Director of Public Works	1	1	1
Administrative Assistant	1	1	1
Fleet Manager	1	1	1
Fleet Crew Supervisor	1	1	1
Mechanic I	4	4	4
<b>TOTAL POSITIONS</b>	<b>8</b>	<b>8</b>	<b>8</b>

## PERFORMANCE INDICATORS

Workload/Output	2019-20 Actual	2020-21 Estimate	2021-22 Budget
-----------------	-------------------	---------------------	-------------------

### Work Orders:

-Police Department vehicles and equipment	682	550	570
-EMS vehicles and equipment	461	425	440
-Streets vehicles and equipment	202	195	180
-Administration vehicles	15	3	5
-Animal Control vehicles	36	35	34
-Facilities Services vehicles	88	85	80
-Fire vehicles and equipment	256	245	250
-Fleet Service vehicles	82	70	70
-I.T	19	12	10
-Inspection vehicles			
-Marshal Service vehicles	0	2	2
-Parks vehicles and equipment	121	115	110
-Water & Sewer vehicles and equipment	232	245	220
-Utility Billing vehicles	40	45	40
-Drainage vehicles and equipment	171	150	150
-Economic Development vehicles	3	8	6
Engineering vehicles	25	16	15
-Purchasing vehicles	1	1	1
-Operations (non-asset specific)	19	11	12
-Motor Pool vehicles	150	63	60

Work Orders(in-house)

Work Orders(outside vendors)

*Total Work Orders Issued*

Efficiency	2019-20 Actual	2020-21 Estimate	2021-22 Budget
Hours Worked			
Public Safety	2060.3	2325	2300
Public Works	1705.85	2750	2500
Administration Vehicles	28.00	10	5
Facilities Services Vehicles	178.90	240	200
Fleet Service Vehicles	121.1	120	120
I.T	38.90	20	15
Inspections vehicles			
Parks vehicles and equipment	278.95	335	325
Economic Development vehicles	13.10	25	22.5
Engineering vehicles	59.20	40	40
Purchasing vehicles	2.00	0	0
Motor Pool vehicles	125.95	35	140
Fleet Operations	229.90	220	220
<i>Total Hours Worked</i>	4842.15	6120	5887.50

Effectiveness	2019-20 Actual	2020-21 Estimate	2021-22 Budget
% of all vehicles and equipment issues resolved without recall	95	96	97

Budget	2019-20 Actual	2020-21 Estimate	2021-22 Budget
Personnel	\$369,660	\$525,982	\$549,099
Supplies	196,962	209,700	216,700
City Support Services	5,517	12,500	15,000
Utility Services	5,731	11,000	11,500
Staff Support	10,775	26,700	32,500
Maintenance Services	169,182	210,000	233,000
Operating Equipment	4,413	17,519	14,000
Capital Outlay	151,643	58,950	221,000
<i>Total</i>	\$913,882	\$1,072,351	\$1,292,799

## **PROGRAM JUSTIFICATION AND ANALYSIS**

The FY 2021-22 Budget will increase 20.6% from the FY 2020-21 year end estimate due to personnel implementations from the Class and Compensation study. In addition to personnel increases, the FY 21-22 budget increase is related to additional motor vehicle equipment and maintenance supplies, ManagerPlus software fees, a GPS tagging project, and vehicle replacements for the fleet motor pool.

101-GENERAL FUND

PROPOSED BUDGET WORKSHEET

AS OF: JUNE 30TH, 2021

INTERNAL SERVICE		(------ 2020-2021 -----) (------ 2021-2022 -----)					
EXPENDITURES	2018-2019 ACTUAL	2019-2020 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
FLEET SERVICE							
=====							
<u>Personnel Services</u>							
877-511110 Regular	184,293	251,309	348,592	282,462	368,000	365,195	
877-511120 Overtime	11,550	12,302	12,858	8,619	12,500	13,592	
877-511180 LTD	537	147	1,085	0	0	0	
877-511210 Longevity	1,598	2,180	3,578	2,380	2,380	3,579	
877-511230 Certificate Allowance	0	0	1,365	690	800	1,123	
877-511310 FICA - Employer	15,542	19,313	28,018	21,853	28,000	29,326	
877-511350 TMRs-Employer	31,989	42,336	59,757	45,370	47,500	62,802	
877-511410 Health-Employer	23,478	38,871	55,540	48,150	63,000	68,228	
877-511500 Workers' Compensation	2,791	3,201	4,049	4,458	3,802	5,254	
TOTAL Personnel Services	271,778	369,660	514,842	413,983	525,982	549,099	
<u>Supplies</u>							
877-521000 Operating Supplies	3,892	7,553	7,066	2,260	12,000	12,000	
877-521005 Supplies - Inspection Sticker	2,490	2,537	2,900	1,672	2,900	0	
877-521100 Office Supplies	799	578	800	395	800	700	
877-521200 Oil Lube Suppl, Chem Supplies	14,190	13,915	18,500	13,455	15,000	18,500	
877-521300 Motor Veh. Supplies	116,043	172,141	181,500	131,227	177,500	183,000	
877-521600 Equip Maint Supplies	190	239	1,500	939	1,500	2,500	
TOTAL Supplies	137,606	196,962	212,266	149,948	209,700	216,700	
<u>City Support Services</u>							
877-532400 Computer Fees & Licenses	15,887	5,517	12,000	2,497	12,500	15,000	
TOTAL City Support Services	15,887	5,517	12,000	2,497	12,500	15,000	
<u>Utility Services</u>							
877-533500 Vehicle Fuel	8,744	5,731	11,385	6,266	11,000	11,500	
TOTAL Utility Services	8,744	5,731	11,385	6,266	11,000	11,500	
<u>Operations Support</u>							
<u>Staff Support</u>							
877-535100 Uniforms	7,204	8,139	3,500	3,445	5,000	8,000	
877-535200 Awards	51	150	500	0	500	500	
877-535500 Training/Travel	9,247	2,223	17,000	7,584	20,000	24,000	
877-535510 Meeting Expenses	251	263	1,200	682	1,200	0	
TOTAL Staff Support	16,752	10,775	22,200	11,711	26,700	32,500	
<u>City Assistance</u>							



101-GENERAL FUND

PROPOSED BUDGET WORKSHEET

AS OF: JUNE 30TH, 2021

INTERNAL SERVICE		EXPENDITURES					
		----- 2020-2021 -----					
		----- 2021-2022 -----					
		2018-2019	2019-2020	CURRENT	Y-T-D	PROJECTED	CITY ADMIN.
		ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	RECOMMENDED
							ADOPTED
							BUDGET
<hr/>							
<u>Professional Services</u>							
<hr/>							
<u>Maintenance Services</u>							
877-551000 Outside Fleet Repair	220,182	133,448	177,002	131,750	165,000	170,000	
877-551050 Outside Collision Repair	13,404	31,871	35,000	12,464	30,000	35,000	
877-551100 Building Maintenance	707	0	0	0	0	0	
877-551400 Minor & Other Equip Maint	1,319	0	0	0	0	0	
877-551800 Other Maintenance Agreements	<u>5,679</u>	<u>3,862</u>	<u>18,000</u>	<u>11,694</u>	<u>15,000</u>	<u>28,000</u>	
TOTAL Maintenance Services	241,291	169,182	230,002	155,908	210,000	233,000	
<hr/>							
<u>Rental/Leasing</u>							
<hr/>							
<u>Operating Equipment</u>							
877-571200 Vehicles & Access. < \$5,000	0	0	7,519	7,519	7,519	4,000	
877-571500 Operating Equipment	<u>14,812</u>	<u>4,413</u>	<u>14,334</u>	<u>5,837</u>	<u>10,000</u>	<u>10,000</u>	
TOTAL Operating Equipment	14,812	4,413	21,853	13,356	17,519	14,000	
<hr/>							
<u>Capital Outlay</u>							
877-581200 Vehicles & Access. Over \$5,00	28,697	151,643	26,413	24,957	52,600	138,000	
877-581500 Equipment Over \$5,000	<u>66,243</u>	<u>0</u>	<u>22,636</u>	<u>6,350</u>	<u>6,350</u>	<u>83,000</u>	
TOTAL Capital Outlay	94,940	151,643	49,049	31,307	58,950	221,000	
<hr/>							
TOTAL FLEET SERVICE		801,809	913,882	1,073,597	784,975	1,072,351	1,292,799

**DEPARTMENT: PUBLIC WORKS**  
**DIVISION: 878 Facility Services**  
**FUND: 101 GENERAL FUND**

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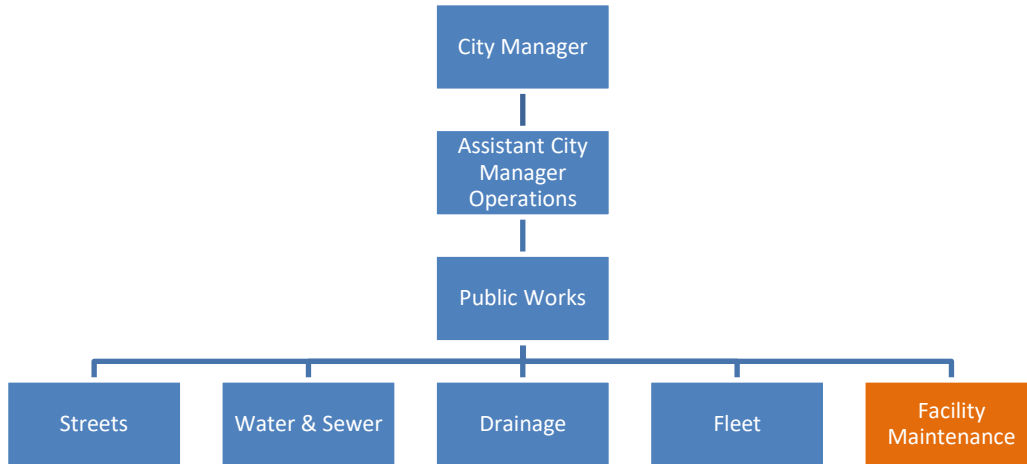
**DEPARTMENT DESCRIPTION**

Facility Services supports, maintains, and provides custodial services for 27 facilities totaling 301.656 square feet. The City buildings include City Hall, Administration Building, Police, Fire, EMS, Community Center Central, Community Center North, City Council Chambers, Civic Center, Public Library, Visitor Center (Kramer House), YMCA, Senior Center, Purchasing building, Public Works facility, Animal Control, Aquatic Center, Fire/EMS station on I.H.35, Marion EMS station, Records, Fire Station #3, various offices, meeting/training rooms, and storage areas. In addition, Facility Services provides function set up for events such as City Council, Planning and Zoning, various Boards and Commissions, Department meetings, Municipal Court, training seminars, elections, ground breaking ceremonies and other special events.

**GOALS AND OBJECTIVES**

- Provide quality customer services in an effective and efficient manner.
- Promote and implement energy efficiency programs to reduce utility consumption.
- Provide high-quality preventative maintenance to extend the life of facilities.
- Provide safe and clean facilities.

## ORGANIZATION CHART



FACILITY SERVICES	2019-20	2020-21	2021-22
Facility Services Manager	1	1	1
Facility Services Supervisor	1	1	1
Facilities Technician	5	4	4
Grounds Maint. Technician	0	1	1
HVAC Technician	1	1	1
Electrician	1	1	1
Facilities Crew Leader	1	1	1
Plumber	0	0	1
<b>TOTAL POSITIONS</b>	<b>10</b>	<b>10</b>	<b>11</b>

## PERFORMANCE INDICATORS

Workload/Output	<u>2019-20</u> <u>Actual</u>	2020-21 Estimate	2021-22 Budget
Square footage maintained	267.578	286.636	301.656
City Buildings Maintained	24	26	27
Completed work orders	864	1010	1160
Internal Pest Control Services	120	130	140

Workload/Output	2019-20 Actual	2020-21 Estimate	2021-22 Budget
Electrical Repairs	76	216	310
Plumbing Repairs	43	50	80
HVAC Repairs	121	780	800
Carpentry	87	127	145
Misc. / other	537	567	582

Budget	2019-20 Actual	2020-21 Estimate	2021-22 Budget
Personnel	\$728,601	\$781,386	\$820,274
Supplies	57,316	115,500	159,500
City Support Services	100	200	5,000
Utility Services	182,140	186,022	186,000
Staff Support	6,588	8,800	18,400
Professional Services	91,510	92,000	160,000
Maintenance Services	331,736	608,000	428,000
Rental Equipment	767	500	500
Operating Equipment	6,558	1,500	6,000
Capital Outlay	26,694	35,000	32,000
<i>Total</i>	<i>\$1,432,009</i>	<i>\$1,828,908</i>	<i>\$1,815,674</i>

## PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2021-22 Budget decreases 0.7% from the FY 2020-21 year end estimates. A new plumber position, landscaping supplies previously budgeted in the Parks department, as well as increased utility costs, and additional budget for the facilities cleaning contract are offset by the completion of the Public Safety restroom project that was completed during FY 2020-21.

101-GENERAL FUND

PROPOSED BUDGET WORKSHEET

AS OF: JUNE 30TH, 2021

INTERNAL SERVICE		(----- 2020-2021 -----) (----- 2021-2022 -----)						
EXPENDITURES		2018-2019	2019-2020	CURRENT	Y-T-D	PROJECTED	CITY ADMIN.	ADOPTED
		ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	RECOMMENDED	BUDGET
BUILDING MAINTENANCE								
=====								
<u>Personnel Services</u>								
78-511110 Regular	433,234	470,860	460,029	389,824	506,600	500,787		
78-511120 Overtime	19,583	21,467	22,769	10,827	22,000	26,300		
78-511180 LTD	1,291	329	1,416	0	0	0		
78-511210 Lonegevity	12,458	11,992	14,096	14,169	14,169	15,444		
78-511230 Certification Allowance	1,200	900	1,276	485	500	1,315		
78-511310 FICA-Employer	34,854	34,885	36,887	28,980	38,108	40,212		
78-511350 TMRS-Employer	75,595	81,438	81,019	67,108	79,603	89,096		
78-511410 Health-Employer	69,599	101,872	111,512	87,908	114,000	138,555		
78-511500 Workman's Compensation	<u>5,859</u>	<u>4,857</u>	<u>6,822</u>	<u>7,510</u>	<u>6,406</u>	<u>8,565</u>		
TOTAL Personnel Services	653,672	728,601	735,826	606,812	781,386	820,274		
<u>Supplies</u>								
78-521000 Operating Supplies	87,488	52,228	128,000	36,412	100,000	128,000		
78-521100 Office Supplies	1,777	455	2,000	190	1,500	1,500		
78-521200 Medical/Chem Supplies	10,878	4,633	13,000	2,078	13,000	13,000		
78-521300 Motor Vehicle Supplies	764	0	1,400	0	500	500		
78-521315 Landscaping Supplies-Campus	0	0	0	0	0	15,000		
78-521600 Equip Maint Supplies	<u>1,525</u>	<u>0</u>	<u>1,500</u>	<u>0</u>	<u>500</u>	<u>1,500</u>		
TOTAL Supplies	102,432	57,316	145,900	38,679	115,500	159,500		
<u>City Support Services</u>								
78-532400 Computer Fees & Licenses	<u>0</u>	<u>100</u>	<u>5,000</u>	<u>355</u>	<u>200</u>	<u>5,000</u>		
TOTAL City Support Services	0	100	5,000	355	200	5,000		
<u>Utility Services</u>								
78-533100 Gas Utility Service	5,634	4,022	5,000	4,148	5,000	5,000		
78-533200 Electric Utility Service	122,101	111,192	118,000	68,195	118,000	118,000		
78-533310 Telephone/Cell Phones	0	22	0	0	22	0		
78-533410 Water Utility Service	41,513	60,302	40,000	35,326	55,000	55,000		
78-533500 Vehicle Fuel	<u>7,714</u>	<u>6,602</u>	<u>8,000</u>	<u>5,080</u>	<u>8,000</u>	<u>8,000</u>		
TOTAL Utility Services	176,962	182,140	171,000	112,748	186,022	186,000		
<u>Operations Support</u>								
<u>Staff Support</u>								
78-535100 Uniforms	3,567	4,027	5,000	1,562	5,000	5,000		
78-535200 Awards	255	81	300	0	500	6,400		
78-535300 Memberships	195	373	500	156	500	0		
78-535500 Training/Travel	833	1,860	5,500	386	2,000	5,500		
78-535510 Meeting Expense	<u>755</u>	<u>247</u>	<u>1,500</u>	<u>772</u>	<u>800</u>	<u>1,500</u>		
TOTAL Staff Support	5,605	6,588	12,800	2,875	8,800	18,400		

101-GENERAL FUND

PROPOSED BUDGET WORKSHEET

AS OF: JUNE 30TH, 2021

INTERNAL SERVICE						
EXPENDITURES						
	2018-2019	2019-2020	(----- 2020-2021 -----)	(----- 2021-2022 -----)		
	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED ADOPTED BUDGET
<u>Professional Services</u>						
878-541300 Prof Services/Consultng	0	( 581)	0	0	0	0
878-541310 Contractual Services	82,988	92,091	85,746	71,079	92,000	160,000
TOTAL Professional Services	82,988	91,510	85,746	71,079	92,000	160,000
<u>Maintenance Services</u>						
878-551100 Building Maint Misc	401,087	161,636	619,000	163,771	585,000	395,000
878-551100.Building Maint Misc - CH	0	0	0	5,754	0	0
878-551100.Building Maint Misc - ADM	0	0	0	45	0	0
878-551100.Building Maint Misc - CIVIC C	0	42	0	1,785	0	0
878-551100.Building Maint Misc - PD	0	853	0	0	0	0
878-551100.Building Maint Misc - EMS1	0	158	0	0	0	0
878-551100.Building Maint Misc - FD1	0	264	0	0	0	0
878-551100.Building Maint Misc -F&F/PARK	0	280	0	547	0	0
878-551100.Building Maint Misc - 11CP	0	0	0	250	0	0
878-551100.Building Maint Misc - SENIOR	0	658	0	420	0	0
878-551100.Buildings Maint Misc -BORGFEL	0	0	0	870	0	0
878-551100.Building Maint Misc - LIB	0	2,140	0	693	0	0
878-551100.Building Maint Misc - AAC	0	196	0	0	0	0
878-551100.Building Maint Misc - BUNKER	0	600	0	0	0	0
878-551110.Sitework - CIVIC C	0	0	0	121	0	0
878-551110.Sitework - FD2	0	1,195	0	1,742	0	0
878-551110.Sitework - LIB	0	4,608	0	0	0	0
878-551110.Sitework - YMCA	0	2,500	0	0	0	0
878-551120.Roofing - CH	0	4,029	0	0	0	0
878-551120.Roofing - ADM	0	0	0	275	0	0
878-551120.Roofing - FD1	0	0	0	625	0	0
878-551120.Roofing - CHAMBER CM	0	0	0	225	0	0
878-551120.Roofing - YMCA	0	0	0	1,100	0	0
878-551120.Roofing - SOCCER C	0	0	0	3,025	0	0
878-551130.Plumbing - Misc.	0	62	0	2,304	0	0
878-551130.Plumbing - CH	0	0	0	893	0	0
878-551130.Plumbing - ADM	0	1,638	0	2,043	0	0
878-551130.Plumbing - COMM CTR	0	215	0	650	0	0
878-551130.Plumbing - CIVIC C	0	0	0	1,748	0	0
878-551130.Plumbing - PD	0	1,510	0	1,832	0	0
878-551130.Plumbing - EMS1	0	290	0	1,570	0	0
878-551130.Plumbing - FD1	0	0	0	986	0	0
878-551130.Plumbing - F&F/PARKS	0	0	0	173	0	0
878-551130.Plumbing - 11CP	0	132	0	2,260	0	0
878-551130.Plumbing - PW	0	0	0	2,801	0	0
878-551130.Plumbing - SENIOR C	0	217	0	0	0	0
878-551130.Plumbing - FD2	0	921	0	1,711	0	0
878-551130.Plumbing - EMS4	0	6	0	0	0	0
878-551130.Plumbing - LIB	0	9,830	0	1,113	0	0
878-551130.Plumbing - YMCA	0	1,683	0	0	0	0
878-551130.Plumbing - NORTH C	0	0	0	113	0	0
878-551130.Plumbing - AAC	0	700	0	1,050	0	0
878-551130.Plumbing - AQUATIC C	0	0	0	11,676	0	0

101-GENERAL FUND

PROPOSED BUDGET WORKSHEET

AS OF: JUNE 30TH, 2021

INTERNAL SERVICE EXPENDITURES	(------ 2020-2021 -----) (------ 2021-2022 -----)						
	2018-2019 ACTUAL	2019-2020 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
878-551130.Plumbing - FD3	0	0	0	247	0	0	
878-551140 Electric - Misc.	0	9,846	0	1,425	0	0	
878-551140.Electric - CH	0	491	0	8,414	0	0	
878-551140.Electric - ADM	0	193	0	46	0	0	
878-551140.Electric - COMM CTR	0	0	0	49	0	0	
878-551140.Electric - C CHAMBERS	0	0	0	34	0	0	
878-551140.Electric - CIVIC C	0	1,318	0	1,027	0	0	
878-551140.Electric - PD	0	538	0	1,205	0	0	
878-551140.Electric - EMS1	0	210	0	1,546	0	0	
878-551140.Electric - FD1	0	446	0	1,537	0	0	
878-551140.Electric - EMS/PURCH	0	711	0	0	0	0	
878-551140.Electric - F&F/PARKS	0	168	0	0	0	0	
878-551140.Electric - 11CP	0	1,966	0	219	0	0	
878-551140.Electric - PW	0	25	0	560	0	0	
878-551140.Electric - CHAMBER CM	0	0	0	9	0	0	
878-551140.Electric - FD2	0	347	0	465	0	0	
878-551140.Electric - EMS4	0	72	0	0	0	0	
878-551140.Electric - LIB	0	9,292	0	1,489	0	0	
878-551140.Electric - YMCA	0	424	0	0	0	0	
878-551140.Electric - AAC	0	28	0	500	0	0	
878-551140.Electric - AQUATIC C	0	0	0	382	0	0	
878-551140.Electric - FD3	0	181	0	0	0	0	
878-551150 HVAC - Misc.	0	2,744	0	9,721	0	0	
878-551150.HVAC - CH	0	0	0	456	0	0	
878-551150.HVAC - C CHAMBERS	0	0	0	935	0	0	
878-551150.HVAC - CIVIC C	0	5,822	0	40	0	0	
878-551150.HVAC - PD	0	644	0	196	0	0	
878-551150.HVAC - EMS1	0	523	0	22,307	0	0	
878-551150.HVAC - FD1	0	0	0	440	0	0	
878-551150.HVAC - 11CP	0	464	0	162	0	0	
878-551150.HVAC - PW	0	0	0	1,468	0	0	
878-551150.HVAC - FD2	0	0	0	901	0	0	
878-551150.HVAC - EMS4	0	395	0	0	0	0	
878-551150.HVAC - LIB	0	1,074	0	1,161	0	0	
878-551150.HVAC - YMCA	0	331	0	1,708	0	0	
878-551150.HVAC - AAC	0	3,077	0	1,029	0	0	
878-551150.HVAC - AQUATIC C	0	15,406	0	2,020	0	0	
878-551150.HVAC - FD3	0	199	0	0	0	0	
878-551160 Windows, Doors - Misc.	0	0	0	55	0	0	
878-551160.Windows, Doors - ADM	0	404	0	420	0	0	
878-551160.Windows, Doors - COMM CTR	0	0	0	26	0	0	
878-551160.Windows, Doors - CIVIC C	0	429	0	1,247	0	0	
878-551160.Windows, Doors - PD	0	1,176	0	2,410	0	0	
878-551160.Windows, Doors - EMS1	0	1,523	0	2,900	0	0	
878-551160.Windows, Doors - FD1	0	602	0	139	0	0	
878-551160.Windows, Doors - EMS/PURCH	0	235	0	0	0	0	
878-551160.Windows, Doors - 11CP	0	2,223	0	76	0	0	
878-551160.Windows, Doors - PW	0	280	0	0	0	0	
878-551160.Windows, Doors - BORGFELD	0	0	0	228	0	0	
878-551160.Windows, Doors -FD2	0	277	0	3,778	0	0	

## PROPOSED BUDGET WORKSHEET

AS OF: JUNE 30TH, 2021

101-GENERAL FUND

## INTERNAL SERVICE

## EXPENDITURES

	2020-2021						2021-2022
	2018-2019	2019-2020	CURRENT	Y-T-D	PROJECTED	CITY ADMIN.	ADOPTED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	RECOMMENDED	BUDGET
878-551160.Windows, Doors - LIB	0	1,509	0	320	0	0	
878-551160.Windows, Doors - YMCA	0	0	0	2,499	0	0	
878-551160.Windows, Doors - NORTH C	0	0	0	11	0	0	
878-551160.Windows, Doors - AAC	0	186	0	842	0	0	
878-551160.Windows, Doors - 27CP	0	0	0	21	0	0	
878-551160.Windows, Doors - FD3	0	0	0	140	0	0	
878-551170.Finishes - Misc.	0	0	0	( 2)	0	0	
878-551170.Finishes - CH	0	5,466	0	400	0	0	
878-551170.Finishes - ADM	0	1,055	0	5,277	0	0	
878-551170.Finishes - COMM CTR	0	0	0	2,106	0	0	
878-551170.Finishes - CIVIC C	0	1,140	0	640	0	0	
878-551170.Finishes - PD	0	22,125	0	60	0	0	
878-551170.Finishes - EMS1	0	17,926	0	19	0	0	
878-551170.Finishes - EMS/PURCH	0	0	0	2,470	0	0	
878-551170.Finishes - F&F/PARKS	0	379	0	0	0	0	
878-551170.Finishes - 11CP	0	1,432	0	660	0	0	
878-551170.Finishes - PW	0	259	0	924	0	0	
878-551170.Finishes - PD2	0	182	0	805	0	0	
878-551170.Finishes - AAC	0	45	0	168	0	0	
878-551400 Minor & Other Equip Maint	6,259	3,692	0	0	5,000	0	
878-551800 Other Maintenance Agreements	19,939	15,897	33,536	11,868	18,000	33,000	
TOTAL Maintenance Services	427,285	331,736	652,536	316,372	608,000	428,000	
<u>Rental/Leasing</u>							
878-561100 Rental-Equipment	400	767	500	0	500	500	
TOTAL Rental/Leasing	400	767	500	0	500	500	
<u>Operating Equipment</u>							
878-571200 Vehicles & Access. Less \$5,00	0	5,758	0	0	0	0	
878-571600 Police/Fire/Medical Equipment	3,988	150	16,500	0	1,500	5,000	
878-571800 Equipment Less \$5,000	1,682	650	0	2,925	0	1,000	
TOTAL Operating Equipment	5,670	6,558	16,500	2,925	1,500	6,000	
<u>Capital Outlay</u>							
878-581200 Vehicles & Access. Over \$5,00	26,012	26,694	30,000	27,266	35,000	32,000	
878-581800 Equipment Over \$5,000	10,426	0	0	0	0	0	
TOTAL Capital Outlay	36,438	26,694	30,000	27,266	35,000	32,000	
<hr/>							
TOTAL BUILDING MAINTENANCE	1,491,452	1,432,009	1,855,808	1,179,110	1,828,908	1,815,674	
<hr/>							
TOTAL INTERNAL SERVICE	5,994,326	5,705,803	7,228,256	4,931,931	7,038,796	7,487,013	



101-GENERAL FUND

PROPOSED BUDGET WORKSHEET

AS OF: JUNE 30TH, 2021

MISC & PROJECTS							
EXPENDITURES			(----- 2020-2021 -----)	(----- 2021-2022 -----)			
	2018-2019	2019-2020	CURRENT	Y-T-D	PROJECTED	CITY ADMIN.	ADOPTED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	RECOMMENDED	BUDGET
PROJECTS							
=====							
Professional Services							
Fund Charges/Transfers							
900-548401 Transfer Out - Bond Fund	0	0	1,650,000	1,650,000	1,732,707	0	
900-548404 Transfer Out - Capital Projec	0	4,000,000	581,300	581,300	581,300	850,000	
TOTAL Fund Charges/Transfers	0	4,000,000	2,231,300	2,231,300	2,314,007	850,000	
Maintenance Services							
Rental/Leasing							
TOTAL PROJECTS	0	4,000,000	2,231,300	2,231,300	2,314,007	850,000	

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

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**DEPARTMENTAL DESCRIPTION**

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

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

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

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

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

Budget	2019-20 Actual	2020-21 Estimate	2021-22 Budget
City Assistance	\$283,640	\$317,666	\$332,666
Operating Equipment	4,322	750	10,000
<i>Total</i>	<i>\$287,962</i>	<i>\$318,416</i>	<i>\$342,666</i>

**PROGRAM JUSTIFICATION & ANALYSIS**

The FY 2021-22 Budget will increase 7.6% from the FY 2020-21 year end estimate due to an increase in the contact with the YMCA for management of the Senior

Center as well as an increase in the donation expense for the senior center which is offset by donation revenue.

101-GENERAL FUND

PROPOSED BUDGET WORKSHEET

AS OF: JUNE 30TH, 2021

MISC & PROJECTS		(------ 2020-2021 -----) (------ 2021-2022 -----)					
EXPENDITURES	2018-2019 ACTUAL	2019-2020 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
CITY'S ASSISTANCE							
=====							
Utility Services							
City Assistance							
901-537300 Patient Assistance	5,000	5,000	5,000	5,000	5,000	5,000	
901-537400 Transportation Assistance	42,666	42,666	45,000	42,666	42,666	42,666	
901-537500 Children's Advocacy Assistanc	5,000	5,000	5,000	0	5,000	5,000	
901-537600 Schertz Housing Authority	5,000	5,000	5,000	0	5,000	5,000	
901-537700 Senior Citizens Program	234,145	225,974	260,000	172,723	260,000	275,000	
TOTAL City Assistance	291,811	283,640	320,000	220,389	317,666	332,666	
Operating Equipment							
901-571600 Donation-Expense Sr. Center	11,316	4,322	10,000	0	750	10,000	
TOTAL Operating Equipment	11,316	4,322	10,000	0	750	10,000	
TOTAL CITY'S ASSISTANCE	303,127	287,962	330,000	220,389	318,416	342,666	

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

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**DEPARTMENT DESCRIPTION**

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

	2019-20	2020-21	2021-21
Budget	Actual	Estimate	Budget
Operating Equipment	\$0	\$19,765	\$19,452
<i>Total</i>	<i>\$0</i>	<i>\$19,765</i>	<i>\$19,452</i>

**PROGRAM JUSTIFICATION & ANALYSIS**

The FY 2021-22 Budget will decrease \$313 from the FY 2020-21 to match the increase in court technology fee projections.

101-GENERAL FUND

MISC & PROJECTS  
EXPENDITURES

	2018-2019 ACTUAL	2019-2020 ACTUAL	(----- 2020-2021 -----) CURRENT BUDGET	(----- 2020-2021 -----) Y-T-D ACTUAL	(----- 2020-2021 -----) PROJECTED YEAR END	(----- 2021-2022 -----) CITY ADMIN. RECOMMENDED	(----- 2021-2022 -----) ADOPTED BUDGET
COURT-RESTRICTED FUNDS							
=====							
<u>Fund Charges/Transfers</u>							
<u>Operating Equipment</u>							
910-571600 Court Technology Expenditure	<u>2,607</u>	<u>0</u>	<u>22,992</u>	<u>6,070</u>	<u>19,765</u>	<u>19,452</u>	
TOTAL Operating Equipment	2,607	0	22,992	6,070	19,765	19,452	
TOTAL COURT-RESTRICTED FUNDS	2,607	0	22,992	6,070	19,765	19,452	

101-GENERAL FUND

MISC & PROJECTS  
EXPENDITURES

	2018-2019 ACTUAL	2019-2020 ACTUAL	(----- 2020-2021 -----) CURRENT BUDGET	(----- 2020-2021 -----) Y-T-D ACTUAL	(----- 2020-2021 -----) PROJECTED YEAR END	(----- 2021-2022 -----) CITY ADMIN. RECOMMENDED	(----- 2021-2022 -----) ADOPTED BUDGET
LIBRARY CAMPAIGN PROJECT =====							
<u>Supplies</u>							
<u>Professional Services</u>							
TOTAL MISC & PROJECTS	305,733	4,287,962	2,584,292	2,457,759	2,652,188	1,212,118	
TOTAL EXPENDITURES	31,680,098 =====	35,150,421 =====	39,683,880 =====	29,170,923 =====	39,580,637 =====	39,314,984 =====	=====

# FUND: 505 INTEREST & SINKING FUND

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## DESCRIPTION

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

Budget	2019-20 Actual	2020-21 Estimate	2021-22 Budget
<i>Revenue</i>			
Taxes	\$6,714,516	\$6,980,000	\$7,329,862
Miscellaneous	94,896	101,850	105,000
<i>Total</i>	<i>\$6,809,411</i>	<i>\$7,081,850</i>	<i>\$7,434,862</i>
<i>Expenses</i>			
Professional Service	\$4,200	\$179,800	50,000
Debt Service	7,021,520	7,044,861	6,626,915
<i>Total</i>	<i>\$7,025,720</i>	<i>\$7,224,661</i>	<i>\$6,676,915</i>

## PROGRAM JUSTIFICATION AND ANALYSIS

**Revenues:** Revenues for FY 2021-22 increase 5.0% from the FY 2020-21 estimate with higher property values.

**Expenses:** The FY 2021-22 Budget will decrease 7.6% from the FY 2020-21 year end estimate following the debt service schedule.



505-TAX I &S

PROPOSED BUDGET WORKSHEET

AS OF: JUNE 30TH, 2021

FINANCIAL SUMMARY

	2018-2019	2019-2020	(----- 2020-2021 -----)	(----- 2021-2022 -----)			
	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<u>REVENUE SUMMARY</u>							
Taxes	6,414,868	6,714,516	6,980,821	6,975,407	6,980,000	7,329,862	
Fund Transfers	0	0	0	7,915	0	0	
Miscellaneous	<u>170,594</u>	<u>94,896</u>	<u>115,000</u>	<u>76,405</u>	<u>101,850</u>	<u>105,000</u>	
TOTAL REVENUES	6,585,462	6,809,411	7,095,821	7,059,727	7,081,850	7,434,862	
<u>EXPENDITURE SUMMARY</u>							
<u>GENERAL GOVERNMENT</u>							
NON DEPARTMENTAL	<u>6,727,858</u>	<u>7,025,720</u>	<u>7,094,861</u>	<u>5,801,116</u>	<u>7,224,661</u>	<u>6,676,915</u>	
TOTAL GENERAL GOVERNMENT	<u>6,727,858</u>	<u>7,025,720</u>	<u>7,094,861</u>	<u>5,801,116</u>	<u>7,224,661</u>	<u>6,676,915</u>	
TOTAL EXPENDITURES	6,727,858	7,025,720	7,094,861	5,801,116	7,224,661	6,676,915	
REVENUE OVER/ (UNDER) EXPENDITURES	( 142,396)	( 216,308)	960	1,258,611	( 142,811)	757,947	
	=====	=====	=====	=====	=====	=====	=====

505-TAX I &S

PROPOSED BUDGET WORKSHEET

AS OF: JUNE 30TH, 2021

REVENUES

	2020-2021						2021-2022
	2018-2019	2019-2020	CURRENT	Y-T-D	PROJECTED	CITY ADMIN.	ADOPTED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	RECOMMENDED	BUDGET
<u>Taxes</u>							
000-411900 Property Tax Revenue	6,414,868	6,714,516	6,980,821	6,975,407	6,980,000	7,329,862	
TOTAL Taxes	6,414,868	6,714,516	6,980,821	6,975,407	6,980,000	7,329,862	
<u>Fund Transfers</u>							
000-486100 Transfer In	0	0	0	6,585	0	0	
000-486401 Transfer In -Bond Project Fun	0	0	0	1,330	0	0	
TOTAL Fund Transfers	0	0	0	7,915	0	0	
<u>Miscellaneous</u>							
000-491000 Interest Earned	6,774	1,694	0	266	350	1,000	
000-491200 Investment Income	44,102	18,202	15,000	1,139	1,500	4,000	
000-495020 Contribution From YMCA	100,000	75,000	100,000	75,000	100,000	100,000	
000-497000 Misc Income	277	0	0	0	0	0	
000-498000 Proceeds From Refunding Debt	19,442	0	0	0	0	0	
TOTAL Miscellaneous	170,594	94,896	115,000	76,405	101,850	105,000	
TOTAL REVENUES	6,585,462	6,809,411	7,095,821	7,059,727	7,081,850	7,434,862	
	=====	=====	=====	=====	=====	=====	=====

505-TAX I &S

GENERAL GOVERNMENT  
EXPENDITURES

	2018-2019	2019-2020	2020-2021				2021-2022	
	ACTUAL	ACTUAL	CURRENT	Y-T-D	PROJECTED	CITY ADMIN.	ADOPTED	
			BUDGET	ACTUAL	YEAR END	RECOMMENDED	BUDGET	
NON DEPARTMENTAL								
=====								
<u>Professional Services</u>								
101-541500 Paying Agent	4,350	4,200	5,000	1,800	5,000	5,000		
101-541502 Cost of Bond Issuance	44,530	0	45,000	174,800	174,800	45,000		
TOTAL Professional Services	48,880	4,200	50,000	176,600	179,800	50,000		
<u>Debt Service</u>								
101-555612 Bond-GO Refunding 2010-Princi	300,000	0	0	0	0	0		
101-555612.Bond-GO Refundin 2010-Interes	4,500	0	0	0	0	0		
101-555628 Bond-CO 2007-Principal	0	0	325,000	0	0	0		
101-555628.Bond-CO 2007-Interest	0	0	98,800	0	0	0		
101-555629 Bond-GO 2007 Principal	300,000	315,000	0	325,000	325,000	340,000		
101-555629.Bond-GO 2007 Interest	124,305	111,468	0	52,707	98,800	85,267		
101-555631 Bond-GO SR2009 Principal	93,575	0	0	0	0	0		
101-555631.Bond-GO SR2009 Interest	120,100	0	0	0	0	0		
101-555633 Bond-GO SR2011 Principal	250,000	260,000	270,000	270,000	270,000	0		
101-555633.Bond-GO SR2011 Interest	318,463	308,888	296,938	6,750	296,938	0		
101-555634 Bond-GO 2011A Refund-Principa	485,000	475,000	485,000	485,000	485,000	0		
101-555634.Bond-GO 2011A Refund-Interest	74,515	63,428	52,367	5,462	52,367	0		
101-555635 Bond-GO 2012 - Principal	345,000	355,000	365,000	365,000	365,000	375,000		
101-555635.Bond-GO 2012 - Interest	157,945	149,170	138,370	71,923	138,370	128,677		
101-555638 Bond-GO 2014 Refund-Principal	100,000	100,000	100,000	100,000	100,000	750,000		
101-555638.Bond-GO 2014 Refund-Interest	286,775	283,775	280,775	141,138	280,775	268,025		
101-555639 Tax Note - SR2015 - Principal	35,000	35,000	40,000	0	40,000	0		
101-555639.Tax Note - SR2015 - Interest	1,923	1,308	700	350	700	0		
101-555640 Bond-Ref 2015 Bond-Principal	660,000	675,000	690,000	690,000	690,000	0		
101-555640.Bond-GO Ref 2015-Interest	81,225	66,188	47,400	28,875	47,400	37,050		
101-555641 Tax Note - SR2015A-Principal	150,000	150,000	150,000	0	150,000	155,000		
101-555641.Tax Note - SR2015A - Interest	9,267	7,007	4,697	2,349	4,697	2,387		
101-555642 Bond-GO SR2016-Principal	215,000	225,000	235,000	235,000	235,000	245,000		
101-555642.Bond-GO SR2016-Interest	159,206	150,406	141,207	72,953	141,207	131,607		
101-555643 Bond-TaxableB CO SR2016-Princ	55,000	60,000	60,000	60,000	60,000	60,000		
101-555643.Bond-Taxable CO SR2016-Intere	45,588	43,863	42,063	21,481	42,063	40,263		
101-555644 Bond-NonTaxA CO SR2016-Princi	175,000	180,000	190,000	190,000	190,000	195,000		
101-555644.Bond-NonTax CO SR2016-Interes	62,669	55,569	48,169	25,984	48,169	40,469		
101-555645 Bond-CO SR2017-Principal	280,000	290,000	405,000	295,000	405,000	420,000		
101-555645.Bond-CO SR2017 - Interest	139,025	130,475	126,800	63,063	126,800	114,425		
101-555646 Bond-GO SR2017 - Principal	150,000	155,000	160,000	160,000	160,000	165,000		
101-555646.Bond-GO SR2017 - Interest	114,225	109,650	104,925	53,663	104,925	100,050		
101-555647 Bond-GO 2018 Refund- Principa	550,000	560,000	570,000	570,000	570,000	585,000		
101-555647.Bond-GO 2018 Refund - Interes	122,112	110,346	98,368	52,205	98,368	86,125		
101-555648 Bond-CO SR2018 - Principal	210,000	220,000	235,000	235,000	235,000	245,000		
101-555648.Bond-CO 2018 - Interest	214,951	187,263	175,888	90,881	175,888	163,888		
101-555649 Bond-GO 2018 Ref - Principal	95,000	580,000	530,000	530,000	530,000	185,000		
101-555649.Bond-GO 2018 Ref - Interest	193,609	227,444	199,694	106,472	199,694	181,819		
101-555650 Bond-CO 2019-Principal	0	250,000	255,000	255,000	255,000	265,000		
101-555650.Bond-CO 2019-Interest	0	130,275	122,700	63,263	122,700	114,900		
101-555651 Bond-GO 2020-Principal	0	0	0	0	0	935,000		

505-TAX I &S

GENERAL GOVERNMENT  
EXPENDITURES

	2018-2019	2019-2020	(----- 2020-2021 -----)	(----- 2021-2022 -----)			
	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
101-555651.Bond-GO 2020-Interest	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>211,963</u>	
TOTAL Debt Service	6,678,977	7,021,520	7,044,861	5,624,516	7,044,861	6,626,915	
Other Financing Sources							
TOTAL NON DEPARTMENTAL	6,727,858	7,025,720	7,094,861	5,801,116	7,224,661	6,676,915	
TOTAL GENERAL GOVERNMENT	6,727,858	7,025,720	7,094,861	5,801,116	7,224,661	6,676,915	
TOTAL EXPENDITURES	<u>6,727,858</u>	<u>7,025,720</u>	<u>7,094,861</u>	<u>5,801,116</u>	<u>7,224,661</u>	<u>6,676,915</u>	<u>=====</u>

# FUND: 202 WATER & SEWER

## DESCRIPTION

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

Budget	2019-20 Actual	2020-21 Estimate	2021-22 Budget
<i>Revenues</i>			
Franchises	\$272,118	\$238,750	\$304,487
Permits	3,000	0	0
Fees	26,403,587	26,544,250	27,485,000
Fund Transfers	146,400	171,404	150,000
Miscellaneous	3,578,921	288,000	443,236
<i>Total</i>	<i>\$30,404,026</i>	<i>\$27,242,404</i>	<i>\$28,382,723</i>
<i>Expenses</i>			
Non Departmental	\$2,900,000	\$619,746	\$0
Business Office	974,558	1,080,912	1,244,983
W&S Administration	25,336,076	23,069,789	23,895,768
Projects	0	1,638,000	0
<i>Total</i>	<i>\$29,210,634</i>	<i>\$26,408,447</i>	<i>\$25,140,751</i>

## PROGRAM JUSTIFICATION AND ANALYSIS

**Revenue:** Revenues for FY 2021-22 are expected to increase 4.2% from the FY 2020-21 year end estimate

**Expenses:** The FY 2020-21 Budget decreases 4.8% from the FY 2019-20 year end estimates due to fewer projects being funded which offset increases in the Business office and W&S Administration.

202-WATER & SEWER

PROPOSED BUDGET WORKSHEET

AS OF: JUNE 30TH, 2021

FINANCIAL SUMMARY

	2020-2021						2021-2022
	2018-2019	2019-2020	CURRENT	Y-T-D	PROJECTED	CITY ADMIN.	ADOPTED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	RECOMMENDED	BUDGET
REVENUE SUMMARY							
Franchises	224,928	272,118	238,750	294,413	238,750	304,487	
Permits	0	3,000	0	0	0	0	
Fees	24,074,917	26,403,587	24,803,500	18,539,201	26,544,250	27,485,000	
Fund Transfers	348,302	146,400	884,337	134,804	171,404	150,000	
Miscellaneous	2,476,326	3,578,921	315,718	268,675	288,000	443,236	
TOTAL REVENUES	27,124,473	30,404,026	26,242,305	19,237,093	27,242,404	28,382,723	
EXPENDITURE SUMMARY							
GENERAL GOVERNMENT							
NON DEPARTMENTAL	3,862,790	2,900,000	600,000	619,746	619,746	0	
BUSINESS OFFICE	828,453	974,558	904,861	815,115	1,080,912	1,244,983	
TOTAL GENERAL GOVERNMENT	4,691,243	3,874,558	1,504,861	1,434,861	1,700,658	1,244,983	
PUBLIC WORKS							
W & S ADMINISTRATION	23,542,137	25,336,076	23,976,392	18,422,451	23,069,789	23,895,768	
TOTAL PUBLIC WORKS	23,542,137	25,336,076	23,976,392	18,422,451	23,069,789	23,895,768	
MISC & PROJECTS							
PROJECTS	0	0	0	770,599	1,638,000	0	
TOTAL MISC & PROJECTS	0	0	0	770,599	1,638,000	0	
TOTAL EXPENDITURES	28,233,380	29,210,634	25,481,253	20,627,911	26,408,447	25,140,751	
REVENUE OVER/ (UNDER) EXPENDITURES	( 1,108,907)	1,193,392	761,052	( 1,390,819)	833,957	3,241,972	
	=====	=====	=====	=====	=====	=====	=====

## 202-WATER &amp; SEWER

PROPOSED BUDGET WORKSHEET  
AS OF: JUNE 30TH, 2021

## REVENUES

	2018-2019 ACTUAL	2019-2020 ACTUAL	(----- 2020-2021 -----) CURRENT BUDGET	(----- 2021-2022 -----) Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<u>Franchises</u>							
000-421490 Cell Tower Leasing	224,928	272,118	238,750	294,413	238,750	304,487	
TOTAL Franchises	224,928	272,118	238,750	294,413	238,750	304,487	
<u>Permits</u>							
000-436010 Network Nodes	0	3,000	0	0	0	0	
TOTAL Permits	0	3,000	0	0	0	0	
<u>Fees</u>							
000-455200 Garbage Collection Fee	5,130,049	5,220,775	5,280,000	3,740,935	5,280,000	5,300,000	
000-455500 Water & Sewer Transfer Fee	10	0	0	0	0	0	
000-455600 Fire Line Fees	33,160	0	33,000	0	0	0	
000-455700 Recycle Fee Revenue	328,531	335,561	336,000	242,362	342,000	345,000	
000-455800 W&S Line Constructn Reimbur	23,182	30,995	20,000	21,458	30,000	25,000	
000-457100 Sale of Water	11,089,576	12,343,795	11,100,000	8,193,963	12,500,000	12,600,000	
000-457110 Edwards Water Lease	34,244	55,616	40,000	0	40,000	40,000	
000-457120 Water Transfer Charge-Selma	50,571	17,169	30,000	13,882	30,000	30,000	
000-457200 Sale of Meters	95,390	110,222	120,000	79,365	120,000	120,000	
000-457400 Sewer Charges	7,281,618	8,154,074	7,592,000	6,245,237	8,200,000	8,770,000	
000-457500 Water Penalties	5,659	132,355	250,000	400	250	250,000	
000-458110 Sale of Merchandise - GovDeal	0	0	0	0	0	2,500	
000-459200 NSF Check Fee-Water&Sewer	2,925	3,025	2,500	1,600	2,000	2,500	
TOTAL Fees	24,074,917	26,403,587	24,803,500	18,539,201	26,544,250	27,485,000	
<u>Fund Transfers</u>							
000-486000 Transfer In - Reserves	0	0	737,937	0	0	0	
000-486100 Transfer In	207,302	0	0	0	0	0	
000-486204 Interfnd Chrg-Drainage Billin	141,000	146,400	146,400	109,800	146,400	150,000	
000-486406 Transfer In - Pblc Imprvmnt	0	0	0	25,004	25,004	0	
TOTAL Fund Transfers	348,302	146,400	884,337	134,804	171,404	150,000	
<u>Miscellaneous</u>							
000-490000 Misc Charges	10,434	6,012	10,500	4,725	3,000	10,500	
000-491000 Interest Earned	69,496	22,693	40,000	6,322	10,000	20,000	
000-491200 Investment Income	227,580	143,787	120,000	29,894	60,000	90,000	
000-495013 Capital Contribution-W&S	1,975,524	292,408	0	0	0	0	
000-496000 Water Construction Reserve Ac	0	1	0	0	0	0	
000-497000 Misc Income-W&S	55,590	2,963,406	20,000	61,923	25,000	25,000	
000-498110 Salary Reimb-SSLGC	137,703	150,614	125,218	165,811	190,000	297,736	
TOTAL Miscellaneous	2,476,326	3,578,921	315,718	268,675	288,000	443,236	
TOTAL REVENUES	27,124,473	30,404,026	26,242,305	19,237,093	27,242,404	28,382,723	
	=====	=====	=====	=====	=====	=====	=====

202-WATER & SEWER

GENERAL GOVERNMENT  
EXPENDITURES

	(------ 2020-2021 -----) (------ 2021-2022 -----)						
	2018-2019 ACTUAL	2019-2020 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
NON DEPARTMENTAL							
=====							
Professional Services							
Fund Charges/Transfers							
101-548406 Transfer To Public Improvemen	3,800,000	2,900,000	600,000	19,746	19,746	0	
101-548406.Transfer Out-Water/Sewer Prjc	<u>0</u>	<u>0</u>	<u>0</u>	<u>600,000</u>	<u>600,000</u>	<u>0</u>	
TOTAL Fund Charges/Transfers	3,800,000	2,900,000	600,000	619,746	619,746	0	
Maintenance Services							
Other Financing Sources							
101-556000 Issuance Costs	<u>62,790</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	
TOTAL Other Financing Sources	62,790	0	0	0	0	0	
Capital Outlay							
TOTAL NON DEPARTMENTAL	3,862,790	2,900,000	600,000	619,746	619,746	0	



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

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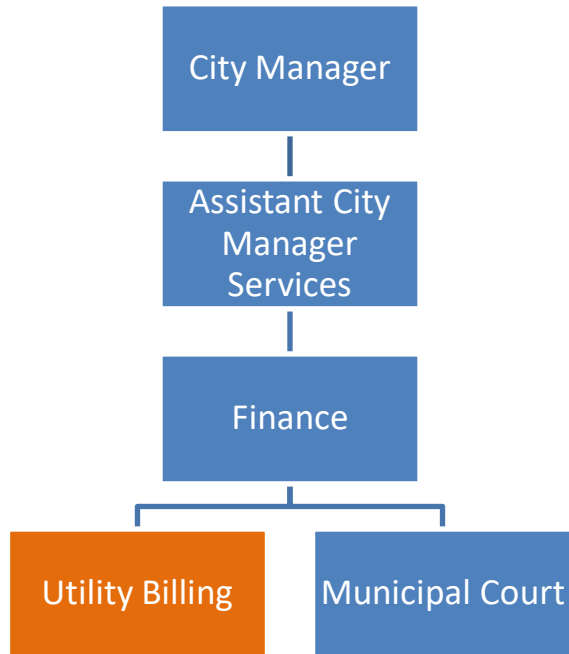
**DEPARTMENT DESCRIPTION**

Read meters for calculating usage. Prepare all utility bills for mailing. Collect utility payments and post to customer's account. Set up new customer accounts. Conduct sewer averaging annually. Collect payments for other departments. Collect debt for various departments. Solve complaints in timely and fair manner. Collect payments for other utilities and service providers. Take care of meter box maintenance.

**GOALS AND OBJECTIVES**

- Continue to provide friendly and efficient services to our customers.
- To encourage and educate our customers to use delivery of e-mail statements.
- To encourage and educate our customers to pay their utility bill by using the City's automatic draft payments services, online web payments, and e-services through their financial institution.
- To read water meters in a safe, reliable, and efficient manner
- Provide accurate and expedited utility billing statements

## ORGANIZATIONAL CHART



UTILITY BILLING	2019-20	2020-21	2021-22
Utility Billing Manager	1	1	1
Utility Billing Asst. Manager	1	1	1
Utility Billing Clerk II	2	2	0
Utility Billing Clerk	2	2	4
Meter Tech	2	2	3
Meter Tech II	1	1	0
<b>TOTAL POSITIONS</b>	<b>9</b>	<b>9</b>	<b>9</b>

Budget	2019-20 Actual	2020-21 Estimate	2021-22 Budget
Personnel Services	\$517,323	\$497,842	\$545,043
Supplies	3,038	153,200	183,600
City Support Services	68,048	60,000	70,000
Utility Services	9,095	9,500	9,400
Operations Support	98,370	107,000	102,500
Staff Support	4,318	5,100	6,400
Professional Services	269,315	242,800	259,000
Maintenance Services	4,620	5,040	5,040
Operating Equipment	430	430	0
Capital Outlay	0	0	64,000
<i>Total</i>	<i>\$974,558</i>	<i>\$1,080,912</i>	<i>\$1,244,983</i>

## PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2021-22 Budget increases 15.2% from the FY 2020-21 year end estimate. This increase comes from the classification and compensation study recommendation and raising applicable positions minimum wage to \$15/hour. In addition, the budget of \$180,000 for purchasing new water meters has been transferred from the W&S administration budget.

202-WATER & SEWER

PROPOSED BUDGET WORKSHEET

AS OF: JUNE 30TH, 2021

GENERAL GOVERNMENT EXPENDITURES	(------ 2020-2021 -----) (------ 2021-2022 -----)						
	2018-2019 ACTUAL	2019-2020 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
BUSINESS OFFICE							
=====							
<u>Personnel Services</u>							
176-511110 Regular	298,731	307,855	325,655	248,413	325,655	345,091	
176-511120 Overtime	4,945	5,687	6,845	4,586	6,000	7,359	
176-511180 LTD	816	221	1,013	0	0	0	
176-511210 Longevity	4,646	5,546	6,164	6,226	5,946	7,384	
176-511230 Certification Allowance	0	0	975	690	975	1,170	
176-511310 FICA - Employer	23,430	23,446	25,983	18,891	25,983	27,527	
176-511350 TMRS-Employer	49,628	69,264	55,416	42,255	55,416	58,950	
176-511410 Health-Employer	50,494	103,885	76,284	61,099	76,284	95,321	
176-511500 Workers' Compensation	1,654	1,420	1,686	1,856	1,583	2,241	
TOTAL Personnel Services	434,343	517,323	500,021	384,015	497,842	545,043	
<u>Supplies</u>							
176-521000 Operating Supplies	873	1,537	3,000	83	1,700	1,500	
176-521100 Office Supplies	1,435	1,501	2,100	1,377	1,500	2,100	
176-521405 Water Meters-New	0	0	0	132,650	150,000	180,000	
TOTAL Supplies	2,308	3,038	5,100	134,111	153,200	183,600	
<u>Human Services</u>							
<u>City Support Services</u>							
176-532355 Software Maintenance	0	0	0	0	0	65,000	
176-532400 Computer Fees & Licenses	0	67,064	0	33,151	60,000	0	
176-532900 Contingencies	250	984	5,000	0	0	5,000	
TOTAL City Support Services	250	68,048	5,000	33,151	60,000	70,000	
<u>Utility Services</u>							
176-533310 Telephone/Cell Phone	1,914	2,414	3,200	1,190	2,000	2,400	
176-533500 Vehicle Fuel	4,849	6,682	6,000	5,606	7,500	7,000	
TOTAL Utility Services	6,763	9,095	9,200	6,796	9,500	9,400	
<u>Operations Support</u>							
176-534000 Postage	80,006	77,290	90,000	49,964	75,000	74,500	
176-534200 Printing & Binding	41,915	20,664	21,000	13,901	20,000	18,000	
176-534300 Equipment Maintenance - Copie	4,614	416	9,500	5,921	12,000	10,000	
TOTAL Operations Support	126,535	98,370	120,500	69,787	107,000	102,500	
<u>Staff Support</u>							
176-535100 Uniforms	1,950	2,423	2,300	1,653	2,500	2,300	
176-535200 Awards	193	0	200	108	200	200	
176-535300 Memberships	30	37	100	0	100	100	
176-535500 Training/Travel	2,516	1,636	3,500	29	2,000	3,500	
176-535510 Meeting Expenses	133	222	300	195	300	300	
TOTAL Staff Support	4,822	4,318	6,400	1,986	5,100	6,400	

202-WATER & SEWER

PROPOSED BUDGET WORKSHEET

AS OF: JUNE 30TH, 2021

GENERAL GOVERNMENT EXPENDITURES	(------ 2020-2021 -----) (------ 2021-2022 -----)						
	2018-2019 ACTUAL	2019-2020 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<u>Professional Services</u>							
176-541800 Credit Card Fees	243,699	266,429	250,000	177,797	240,000	256,000	
176-541810 Credit Cards Fees - AMEX	<u>2,833</u>	<u>2,886</u>	<u>3,000</u>	<u>3,692</u>	<u>2,800</u>	<u>3,000</u>	
TOTAL Professional Services	246,532	269,315	253,000	181,490	242,800	259,000	
<u>Fund Charges/Transfers</u>							
<u>Maintenance Services</u>							
176-551800 Other Maintenance Agreements	<u>6,540</u>	<u>4,620</u>	<u>5,040</u>	<u>3,780</u>	<u>5,040</u>	<u>5,040</u>	
TOTAL Maintenance Services	6,540	4,620	5,040	3,780	5,040	5,040	
<u>Rental/Leasing</u>							
<u>Operating Equipment</u>							
176-571000 Furniture & Fixtures	<u>360</u>	<u>430</u>	<u>600</u>	<u>0</u>	<u>430</u>	<u>0</u>	
TOTAL Operating Equipment	360	430	600	0	430	0	
<u>Capital Outlay</u>							
176-581200 Vehicles & Access. Over \$5,00	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>64,000</u>	
TOTAL Capital Outlay	0	0	0	0	0	64,000	
<hr/>							
TOTAL BUSINESS OFFICE	828,453	974,558	904,861	815,115	1,080,912	1,244,983	
<hr/>							
TOTAL GENERAL GOVERNMENT	4,691,243	3,874,558	1,504,861	1,434,861	1,700,658	1,244,983	

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

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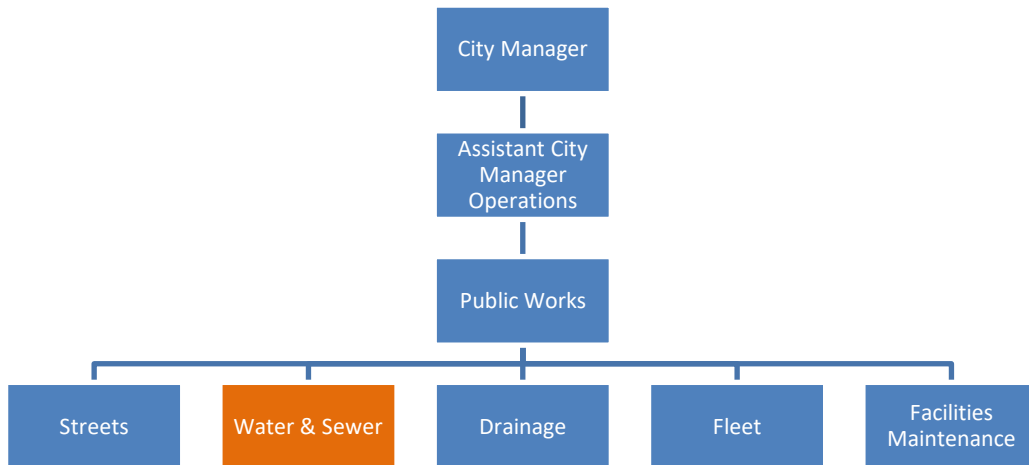
**DEPARTMENT DESCRIPTION**

The Water and Wastewater division of Public Works provides reliable water and wastewater services to all Schertz residents through maintenance, repair, strategic planning, inspection of new infrastructure, and the expansion of water and wastewater services. As part of this division's service to the community, the employees offer excellent customer service, participate in community events, provide a weekly chipping service, meet with developers and utility providers, review plat and subdivision plans, as well as review water and wastewater construction plans. In addition, the Water and Wastewater division oversees the drought and water conservation plans/ordinance, provides letters of availability and Certificates of Convenience and Necessity, assists other departments, and conduct department training, education, and planning.

**GOALS AND OBJECTIVES**

- Provide an efficient and reliable water and wastewater system that meets all of the State rules and regulations.
- Ensure an adequate future water supply.
- Engage personnel in making decisions to strengthen ability to respond promptly to daily events.
- Emphasize safety to our employees to reduce preventable accidents.
- Promote water conservation, delivery of quality services, and providing accurate and timely responses to customer requests.

**ORGANIZATION CHART**



WATER & SEWER ADMINISTRATION	2019-20	2020-21	2021-22
Director	1	1	1
Water & Sewer Manager	1	1	1
Senior Administrative Assistant	1	1	1
Customer Relations Representative	1	1	1
SCADA Technician	0	0	1
Schertz-Seguin Local Government Corp Gen Mgr	1	1	1
Schertz-Seguin Local Government Corp Assistant Gen Mgr	0	1	1
Water & Sewer Superintendent	1	1	1
Water & Sewer Supervisor	1	1	1
Service Worker Crew Leader	1	1	1
Service Worker II	5	5	5
Service Worker I	10	10	10
<b>TOTAL POSITIONS</b>	<b>23</b>	<b>24</b>	<b>24</b>

## PERFORMANCE INDICATORS

Workload/Output	2019-20 Actual	2020-21 Estimate	2021-22 Budget
Water Accounts	16434	16734	17000
Miles of Water Main	227	230	232
Miles of Sewer Main	115	118	122

Efficiency	2019-20 Actual	2020-21 Estimate	2020-22 Budget
Gallons Pumped (Edwards), acre feet	125	135	138
Gallons Received (SSLGC), acre feet	5224	6000	6000
Gallons Distributed, acre feet	4937	5300	5500

Effectiveness	2019-20 Actual	2020-21 Estimate	2021-22 Budget
New Meter Installed	311	350	350
New Service Taps	0	10	10
Water Service Calls	1085	1250	1250
Water Main Break, Service Repair Calls	1079	1200	1200
Sewer Backup and Repair Calls	784	825	850



Budget	2019-20 Actual	2020-21 Estimate	2021-22 Budget
Personnel Services	\$1,715,878	\$1,494,633	\$1,834,679
Supplies	162,369	62,200	62,000
City Support Services	61,040	62,860	178,500
Utility Services	3,780,627	3,555,050	3,573,200
Operations Support	10,462	11,250	12,050
Staff Support	38,967	38,000	43,000
City Assistance	227	500	250
Professional Services	441,771	349,000	476,970
Fund Charges/Transfers	8,822,137	6,355,534	6,825,826
Maintenance Services	9,460,743	8,835,140	9,247,240
Other Costs	36,605	40,000	38,500
Debt Service	636,763	2,100,622	1,518,553
Rental/Leasing	136,252	4,000	4,000
Operating Equipment	8,719	12,000	9,000
Capital Outlay	23,516	149,000	72,000
<i>Total</i>	<i>\$25,336,076</i>	<i>\$23,069,789</i>	<i>\$23,895,768</i>
Projects	\$0	\$1,638,000	\$0

## PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2021-22 Budget will increase 3.6% from the FY 2020-21 year end estimate. This increase comes from the classification and compensation study recommendation, raising applicable positions minimum wage to \$15/hour and adding a SCADA Technician to upgrade and maintain the system that monitors the water and sewer infrastructure.

202-WATER & SEWER

PROPOSED BUDGET WORKSHEET

AS OF: JUNE 30TH, 2021

PUBLIC WORKS EXPENDITURES	(------ 2020-2021 -----) (------ 2021-2022 -----)						
	2018-2019 ACTUAL	2019-2020 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
W & S ADMINISTRATION							
=====							
<u>Personnel Services</u>							
575-511110 Regular	882,187	1,060,790	988,831	947,318	949,873	1,174,352	
575-511120 Overtime	40,045	55,522	21,213	41,686	53,000	59,527	
575-511180 LTD	2,618	719	3,169	0	719	0	
575-511210 Longevity	20,146	22,381	24,270	28,926	22,381	13,589	
575-511230 Certification Allowance	15,798	13,856	16,029	8,229	13,201	13,880	
575-511240 Vehicle/phone Allowance	0	727	900	692	900	900	
575-511310 FICA - Employer	70,862	81,682	80,105	74,612	76,758	96,276	
575-511350 TMRS-Employer	153,905	247,839	170,854	165,149	160,789	206,175	
575-511410 Health-Employer	155,416	223,819	238,201	183,889	208,469	256,693	
575-511500 Workers' Compensation	<u>9,503</u>	<u>8,543</u>	<u>9,987</u>	<u>10,995</u>	<u>8,543</u>	<u>13,287</u>	
TOTAL Personnel Services	1,350,479	1,715,878	1,553,559	1,461,497	1,494,633	1,834,679	
<u>Supplies</u>							
575-521000 Operating Supplies	11,240	8,638	9,000	4,817	9,000	9,000	
575-521100 Office Supplies	1,478	1,398	1,500	337	1,500	1,500	
575-521200 Medical/Chem Supplies	955	1,158	1,500	1,280	1,200	1,500	
575-521400 Plumbing Supplies	78,927	13,032	50,000	36,768	50,000	50,000	
575-521405 Water Meters-New	220,754	138,143	125,000	0	0	0	
575-521600 Equip Maint Supplies	<u>208</u>	<u>0</u>	<u>500</u>	<u>0</u>	<u>500</u>	<u>0</u>	
TOTAL Supplies	313,562	162,369	187,500	43,202	62,200	62,000	
<u>Human Services</u>							
<u>City Support Services</u>							
575-532500 City Insurance-Commercial	51,068	58,697	57,000	65,833	56,697	67,000	
575-532800 Employee Appreciation Events	1,894	2,343	2,500	1,477	2,500	2,500	
575-532900 Contingencies	<u>0</u>	<u>0</u>	<u>107,035</u>	<u>( 76)</u>	<u>3,663</u>	<u>109,000</u>	
TOTAL City Support Services	52,962	61,040	166,535	67,234	62,860	178,500	
<u>Utility Services</u>							
575-533100 Gas Utility Service	1,377	1,503	1,500	1,860	2,000	2,000	
575-533200 Electric Utility Service	302,733	274,727	374,650	277,447	305,000	320,000	
575-533310 Telephone/Cell Phones	2,543	1,979	3,500	429	3,000	3,500	
575-533320 Telephone/Air Cards	170	124	800	0	350	200	
575-533400 Water Purchase	3,129,241	3,460,169	3,200,000	2,368,093	3,200,000	3,200,000	
575-533410 Water Utility Service	1,538	1,730	10,000	1,243	2,200	2,500	
575-533500 Vehicle Fuel	<u>42,472</u>	<u>40,396</u>	<u>40,000</u>	<u>32,365</u>	<u>42,500</u>	<u>45,000</u>	
TOTAL Utility Services	3,480,075	3,780,627	3,630,450	2,681,436	3,555,050	3,573,200	

## PROPOSED BUDGET WORKSHEET

AS OF: JUNE 30TH, 2021

202-WATER &amp; SEWER

## PUBLIC WORKS

## EXPENDITURES

			2020-2021		2021-2022		
	2018-2019	2019-2020	CURRENT	Y-T-D	PROJECTED	CITY ADMIN.	ADOPTED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	RECOMMENDED	BUDGET
<u>Operations Support</u>							
575-534000 Postage	272	188	300	236	250	300	
575-534100 Advertising	2,950	3,350	5,000	1,728	5,000	5,000	
575-534200 Printing & Binding	284	86	500	0	500	250	
575-534300 Equipment Maintenance - Copie	<u>5,687</u>	<u>6,838</u>	<u>5,500</u>	<u>4,721</u>	<u>5,500</u>	<u>6,500</u>	
TOTAL Operations Support	9,193	10,462	11,300	6,685	11,250	12,050	
<u>Staff Support</u>							
575-535100 Uniforms	17,645	19,761	16,500	12,472	15,000	20,000	
575-535300 Memberships	5,946	5,701	6,000	1,138	6,000	0	
575-535500 Training/Travel	11,013	12,270	15,000	7,445	15,000	21,000	
575-535510 Meeting Expenses	<u>1,158</u>	<u>1,235</u>	<u>2,000</u>	<u>1,398</u>	<u>2,000</u>	<u>2,000</u>	
TOTAL Staff Support	35,762	38,967	39,500	22,453	38,000	43,000	
<u>City Assistance</u>							
575-537100 Medical Services	<u>205</u>	<u>227</u>	<u>500</u>	<u>80</u>	<u>500</u>	<u>250</u>	
TOTAL City Assistance	205	227	500	80	500	250	
<u>Professional Services</u>							
575-541200 Legal Svcs	178,159	304,299	200,000	167,415	220,000	200,000	
575-541300 Other Consl/Prof Services	82,647	31,319	147,365	73,512	29,000	145,000	
575-541305 Cell Tower Management Fees	80,634	80,753	71,650	91,374	80,000	106,570	
575-541400 Auditor/Accounting Service	30,644	24,000	24,000	19,000	19,000	24,000	
575-541500 Paying Agent	<u>1,000</u>	<u>1,400</u>	<u>1,000</u>	<u>600</u>	<u>1,000</u>	<u>1,400</u>	
TOTAL Professional Services	373,084	441,771	444,015	351,901	349,000	476,970	
<u>Fund Charges/Transfers</u>							
575-548040 Contribution To CVLGC	480,000	100,000	300,000	99,999	100,000	300,000	
575-548050 Contribution to SSLG	3,807,218	3,892,799	3,875,323	3,661,522	4,006,734	4,000,000	
575-548060 Contribution to CCMA	577,775	717,400	723,850	227,225	726,800	800,000	
575-548101 Transfer Out - General Fund	0	0	4,000	0	4,000	4,000	
575-548600 Inter-fund Charges-Admin	1,365,998	1,385,000	1,450,827	1,088,120	1,385,000	1,478,230	
575-548610 Interfund Charge-Fleet	140,288	132,937	116,624	87,468	133,000	163,596	
575-548700 Bad Debt Expense	0	293,911	0	0	0	80,000	
575-548800 Depreciation Expense	2,162,879	2,288,708	0	0	0	0	
575-548900 Amortization Expense	<u>11,381</u>	<u>11,381</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	
TOTAL Fund Charges/Transfers	8,545,539	8,822,137	6,470,624	5,164,334	6,355,534	6,825,826	
<u>Maintenance Services</u>							
575-551100 Building Maintenance	6	1,639	5,000	35	5,000	5,000	
575-551300 Computer Maintenance	6,377	9,656	17,500	2,675	12,000	17,500	
575-551400 Minor & Other Equip Maint	167	1,124	2,500	323	2,500	5,100	
575-551500 Water Maintenance	152,846	119,625	98,000	14,801	155,000	155,000	
575-551510 Waste Contractor Expense	4,848,197	5,018,537	4,721,600	3,637,361	4,500,000	4,800,000	
575-551520 Sewer Treatment-CCMA/MUD	3,797,306	3,843,403	4,100,000	3,161,004	4,000,000	4,100,000	
575-551530 Sewer Maintenance	32,067	428,425	141,000	31,041	80,000	84,000	
575-551540 I&I Maintenance	6,033	16,735	60,000	21,121	60,000	60,000	
575-551600 Street Maintenance Materials	13,736	21,059	20,000	7,444	20,000	20,000	
575-551720 Low Flow Rebate Program	50	300	250	0	400	400	

202-WATER & SEWER

PROPOSED BUDGET WORKSHEET

AS OF: JUNE 30TH, 2021

PUBLIC WORKS EXPENDITURES	(------ 2020-2021 -----) (------ 2021-2022 -----)						
	2018-2019 ACTUAL	2019-2020 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
575-551800 Other Maintenance Agreements	240	240	240	120	240	240	
TOTAL Maintenance Services	8,857,026	9,460,743	9,166,090	6,875,925	8,835,140	9,247,240	
<u>Other Costs</u>							
575-554100 State Water Fees-TCEQ	38,436	36,605	40,000	40,000	40,000	38,500	
TOTAL Other Costs	38,436	36,605	40,000	40,000	40,000	38,500	
<u>Debt Service</u>							
575-555900 Debt Service	0	0	1,560,000	1,290,000	1,500,000	1,025,000	
575-555900.Interest Expense	480,954	636,763	546,932	285,649	600,622	493,553	
TOTAL Debt Service	480,954	636,763	2,106,932	1,575,649	2,100,622	1,518,553	
<u>Rental/Leasing</u>							
575-561000 Rental-Building & Land	2,866	2,952	3,500	3,041	3,500	3,000	
575-561100 Rental-Equipment	0	0	1,000	0	500	1,000	
575-561200 Lease/Purchase Payments	( 33,173)	133,300	0	76,527	0	0	
TOTAL Rental/Leasing	( 30,307)	136,252	4,500	79,568	4,000	4,000	
<u>Operating Equipment</u>							
575-571000 Furniture & Fixtures	3,321	2,355	5,000	3,859	5,000	4,000	
575-571200 Vehicles & Access. LESS \$5,00	3,621	0	0	0	0	0	
575-571500 Minor Equipment	0	6,364	3,000	0	7,000	5,000	
575-571800 Equipment Under \$5,000	28,224	0	0	0	0	0	
TOTAL Operating Equipment	35,167	8,719	8,000	3,859	12,000	9,000	
<u>Capital Outlay</u>							
575-581200 Vehicles & Access. Over \$5,00	0	0	48,887	48,627	60,000	58,000	
575-581800 Equipment Over \$5,000	0	23,516	98,000	0	89,000	14,000	
TOTAL Capital Outlay	0	23,516	146,887	48,627	149,000	72,000	
<u>Water Line Relocation</u>							
<u>Aviation Heights</u>							
TOTAL W & S ADMINISTRATION	23,542,137	25,336,076	23,976,392	18,422,451	23,069,789	23,895,768	
TOTAL PUBLIC WORKS	23,542,137	25,336,076	23,976,392	18,422,451	23,069,789	23,895,768	

# FUND: 411 CAPITAL RECOVERY FUND

## WATER

(Water & Sewer)

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### DESCRIPTION

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

### GOALS AND OBJECTIVES

- Ensure the Texas Commission of Environmental Quality (TCEQ) rules and regulations are met for future growth.
- Continue to improve and provide an efficient and reliable water and wastewater system that meets all of the State rules and regulations and future growth in the community.
- Provide citizens with quality projects completed on-time and on-budget.
- Design a 3 million gallon ground storage and booster station
- State law mandates that the Water/Wastewater Capital Recovery plan be updated at least every five years. The last study was 2011.

## PERFORMANCE INDICATORS

Budget	2019-20 Actual	2020-21 Estimate	2021-22 Budget
<i>Revenue</i>			
Fees	\$1,244,813	\$1,100,000	\$1,100,000
Miscellaneous	83,451	169,000	16,000
<i>Total</i>	<i>\$1,328,264</i>	<i>\$1,269,000</i>	<i>\$1,116,000</i>
<i>Expenses</i>			
Non Departmental	\$58,301	\$103,500	\$51,000
Projects	0	512,000	0
<i>Total</i>	<i>\$58,301</i>	<i>\$615,500</i>	<i>\$51,000</i>

## PROGRAM JUSTIFICATION AND ANALYSIS

Projects for FY 2020-21 include conducting the Water/Wastewater Capital Recovery Study to identify future capital needs. Design has begun on the Corbett Ground Storage Tank.

411-CAPITAL RECOVERY - WATER

PROPOSED BUDGET WORKSHEET  
AS OF: JUNE 30TH, 2021

FINANCIAL SUMMARY

		(------ 2020-2021 -----) (------ 2021-2022 -----)					
	2018-2019 ACTUAL	2019-2020 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<u>REVENUE SUMMARY</u>							
Fees	1,061,672	1,244,813	1,100,000	915,408	1,100,000	1,100,000	
Miscellaneous	<u>161,999</u>	<u>83,451</u>	<u>72,000</u>	<u>8,548</u>	<u>169,000</u>	<u>16,000</u>	
TOTAL REVENUES	1,223,672	1,328,264	1,172,000	923,956	1,269,000	1,116,000	
<u>EXPENDITURE SUMMARY</u>							
<u>GENERAL GOVERNMENT</u>							
NON DEPARTMENTAL	<u>1,375,984</u>	<u>58,301</u>	<u>206,000</u>	<u>46,922</u>	<u>103,500</u>	<u>51,000</u>	
TOTAL GENERAL GOVERNMENT	1,375,984	58,301	206,000	46,922	103,500	51,000	
<u>MISC &amp; PROJECTS</u>							
PROJECTS	<u>0</u>	<u>0</u>	<u>512,000</u>	<u>512,000</u>	<u>512,000</u>	<u>0</u>	
TOTAL MISC & PROJECTS	<u>0</u>	<u>0</u>	<u>512,000</u>	<u>512,000</u>	<u>512,000</u>	<u>0</u>	
TOTAL EXPENDITURES	1,375,984	58,301	718,000	558,922	615,500	51,000	
REVENUE OVER/ (UNDER) EXPENDITURES	( 152,312)	1,269,963	454,000	365,034	653,500	1,065,000	
	=====	=====	=====	=====	=====	=====	=====

411-CAPITAL RECOVERY - WATER

PROPOSED BUDGET WORKSHEET  
AS OF: JUNE 30TH, 2021

REVENUES	(------ 2020-2021 -----) (------ 2021-2022 -----)						
	2018-2019 ACTUAL	2019-2020 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<hr/>							
<u>Fees</u>							
000-455900 Cap Rcvry-Water	<u>1,061,672</u>	<u>1,244,813</u>	<u>1,100,000</u>	<u>915,408</u>	<u>1,100,000</u>	<u>1,100,000</u>	<u>          </u>
TOTAL Fees	1,061,672	1,244,813	1,100,000	915,408	1,100,000	1,100,000	<u>          </u>
<u>Fund Transfers</u>	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>
<u>Miscellaneous</u>							
000-491000 Interest Earned	3,383	2,843	2,000	214	4,000	1,000	<u>          </u>
000-491200 Investment Income	<u>158,616</u>	<u>80,608</u>	<u>70,000</u>	<u>8,334</u>	<u>165,000</u>	<u>15,000</u>	<u>          </u>
TOTAL Miscellaneous	<u>161,999</u>	<u>83,451</u>	<u>72,000</u>	<u>8,548</u>	<u>169,000</u>	<u>16,000</u>	<u>          </u>
 TOTAL REVENUES	 1,223,672 =====	 1,328,264 =====	 1,172,000 =====	 923,956 =====	 1,269,000 =====	 1,116,000 =====	 =====



411-CAPITAL RECOVERY - WATER

PROPOSED BUDGET WORKSHEET

AS OF: JUNE 30TH, 2021

GENERAL GOVERNMENT EXPENDITURES							
(----- 2020-2021 -----) (----- 2021-2022 -----)							
	2018-2019 ACTUAL	2019-2020 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
NON DEPARTMENTAL							
=====							
Supplies							
City Support Services							
Utility Services							
Operations Support							
Professional Services							
101-541200 Legal Svcs-Water	0	0	5,000	0	2,500	0	
101-541300 Professional Services-Cap Pla	0	57,301	200,000	45,922	100,000	50,000	
101-541400 Auditor/Accounting Service	984	1,000	1,000	1,000	1,000	1,000	
TOTAL Professional Services	984	58,301	206,000	46,922	103,500	51,000	
Fund Charges/Transfers							
101-548406 Transfer Out-Water/Sewer Proj	1,375,000	0	0	0	0	0	
TOTAL Fund Charges/Transfers	1,375,000	0	0	0	0	0	
Maintenance Services							
Debt Service							
Operating Equipment							
Capital Outlay							
TOTAL NON DEPARTMENTAL	1,375,984	58,301	206,000	46,922	103,500	51,000	

411-CAPITAL RECOVERY - WATER

MISC & PROJECTS  
EXPENDITURES

	(------ 2020-2021 -----) (------ 2021-2022 -----)						
	2018-2019 ACTUAL	2019-2020 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
PROJECTS							
=====							
<u>Personnel Services</u>							
<u>City Support Services</u>							
<u>Utility Services</u>							
<u>Operations Support</u>							
<u>Professional Services</u>							
<u>Fund Charges/Transfers</u>							
900-548406 Transfer Out-Public Imprvment	0	0	512,000	512,000	512,000	0	
TOTAL Fund Charges/Transfers	0	0	512,000	512,000	512,000	0	
<u>Maintenance Services</u>							
<u>Rental/Leasing</u>							
<u>Capital Outlay</u>							
TOTAL PROJECTS	0	0	512,000	512,000	512,000	0	

# FUND: 421 CAPITAL RECOVERY FUND

## SEWER

(Water & Sewer)

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### DESCRIPTION

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

### GOALS AND OBJECTIVES

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

### PERFORMANCE INDICATORS

Budget	2019-20 Actual	2020-21 Estimate	2021-22 Budget
<i>Revenue</i>			
Fees	\$641,746	\$510,800	\$600,000
Miscellaneous	91,786	123,500	60,250
<i>Total</i>	<i>\$733,531</i>	<i>\$634,300</i>	<i>\$660,250</i>
<i>Expenses</i>			
Non Departmental	\$164,536	\$258,000	\$55,500
<i>Total</i>	<i>\$164,536</i>	<i>\$258,000</i>	<i>\$55,500</i>

## PROGRAM JUSTIFICATION AND ANALYSIS

Projects for FY 2020-21 include conducting the Water/Wastewater Capital Recovery Study to identify future capital needs. Ongoing projects include the construction of the main trunk line in southern Schertz that will connect to the new sewer treatment facility being added to the area.

421-CAPITAL RECOVERY - SEWER

FINANCIAL SUMMARY

	(------ 2020-2021 -----) (------ 2021-2022 -----)						
	2018-2019 ACTUAL	2019-2020 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<u>REVENUE SUMMARY</u>							
Fees	598,137	641,746	600,000	505,107	510,800	600,000	
Miscellaneous	<u>165,710</u>	<u>91,786</u>	<u>72,000</u>	<u>7,578</u>	<u>123,500</u>	<u>60,250</u>	
TOTAL REVENUES	763,847	733,531	672,000	512,685	634,300	660,250	
<u>EXPENDITURE SUMMARY</u>							
<u>GENERAL GOVERNMENT</u>							
NON DEPARTMENTAL	<u>5,421</u>	<u>164,536</u>	<u>208,000</u>	<u>59,355</u>	<u>258,000</u>	<u>55,500</u>	
TOTAL GENERAL GOVERNMENT	5,421	164,536	208,000	59,355	258,000	55,500	
<u>MISC &amp; PROJECTS</u>							
TOTAL EXPENDITURES	5,421	164,536	208,000	59,355	258,000	55,500	
REVENUE OVER/ (UNDER) EXPENDITURES	<u>758,426</u>	<u>568,996</u>	<u>464,000</u>	<u>453,330</u>	<u>376,300</u>	<u>604,750</u>	

421-CAPITAL RECOVERY - SEWER

PROPOSED BUDGET WORKSHEET

AS OF: JUNE 30TH, 2021

REVENUES	(------ 2020-2021 -----) (------ 2021-2022 -----)						
	2018-2019 ACTUAL	2019-2020 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<hr/>							
<u>Fees</u>							
000-455910 Cap Rcvry-Waste Water	608,937	641,746	600,000	505,107	500,000	600,000	
000-455913 Cap Rcvry-North Sewer Treat (	<u>10,800)</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>10,800</u>	<u>0</u>	
TOTAL Fees	598,137	641,746	600,000	505,107	510,800	600,000	
<u>Fund Transfers</u>							
<u>Miscellaneous</u>							
000-491000 Interest Earned	3,141	1,655	2,000	156	3,500	250	
000-491200 Investment Income	139,329	99,102	70,000	32,356	120,000	60,000	
000-491800 Gain/Loss Capital One Sewer (	8,567)	0	0	0	0	0	
000-491900 Unrealize Gain/Loss-Captl One	<u>31,806</u>	<u>( 8,972)</u>	<u>0</u>	<u>( 24,935)</u>	<u>0</u>	<u>0</u>	
TOTAL Miscellaneous	<u>165,710</u>	<u>91,786</u>	<u>72,000</u>	<u>7,578</u>	<u>123,500</u>	<u>60,250</u>	
TOTAL REVENUES	763,847	733,531	672,000	512,685	634,300	660,250	
	=====	=====	=====	=====	=====	=====	=====

421-CAPITAL RECOVERY - SEWER

PROPOSED BUDGET WORKSHEET

AS OF: JUNE 30TH, 2021

GENERAL GOVERNMENT EXPENDITURES		(----- 2020-2021 -----) (----- 2021-2022 -----)					
	2018-2019 ACTUAL	2019-2020 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
NON DEPARTMENTAL							
=====							
Supplies							
Operations Support							
Professional Services							
101-541200 Legal Services-Sewer	0	0	2,500	0	2,500	0	
101-541300 Professional Services-Cap Pla	0	159,005	200,000	55,698	250,000	50,000	
101-541400 Auditor/Accounting Service	984	1,000	1,000	1,000	1,000	1,000	
101-541650 Investment Mgt Fee-Sewer	4,437	4,531	4,500	2,657	4,500	4,500	
TOTAL Professional Services	5,421	164,536	208,000	59,355	258,000	55,500	
Fund Charges/Transfers							
Maintenance Services							
TOTAL NON DEPARTMENTAL	5,421	164,536	208,000	59,355	258,000	55,500	
TOTAL GENERAL GOVERNMENT	5,421	164,536	208,000	59,355	258,000	55,500	

# FUND: 204 DRAINAGE FUND

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## DEPARTMENT DESCRIPTION

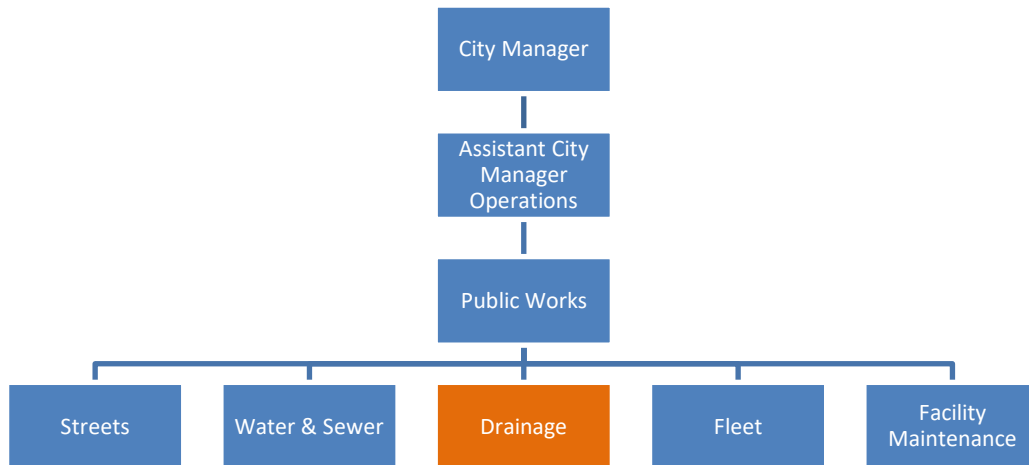
The Public Works Drainage Department is responsible for the maintenance and management of drainage channels, storm water inlets, floodways, road right-of-ways, alleys, and compliance with regulations, as well as reviewing the issuance of permits for development that might affect the infrastructure such as subdivision plans, and providing guidance to other departments as needed. The revenues come from a fee charged to “users”. A “user” is any citizen or business that owns impervious surfaces, any man made structure, such as buildings, parking lots, or driveways.

## GOALS AND OBJECTIVES

- Protect lives and property.
- Institute best management practices in the maintenance of our natural creek ways and earthen channels to ensure water quality, reduce erosion, and increase conveyance.
- Technical review and issuance of floodplain permits, floor insurance rate map revision, floodplain violation identification, coordination and prosecution support.
- Review storm water infrastructure plans
- Continue to evaluate, consider, and pursue all available resources for improving management of the local storm water infrastructure.
- Provide Storm water pollution and floodplain awareness to the community and city personnel.

## ORGANIZATIONAL CHART





DRAINAGE	2019-20	2020-21	2021-22
Drainage Superintendent	1	1	1
Drainage Worker II	2	2	2
Drainage Worker I	5	5	5
<b>TOTAL POSITIONS</b>	<b>8</b>	<b>8</b>	<b>8</b>

## PERFORMANCE INDICATORS

Workload/Output	2019-20 Actual	2020-21 Estimate	2021-22 Budget
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Acres of Alleys Mowed	5.15	5.15	5.15
Acres of Rights-of-Way (ROW) Mowed	57.46	66.46	66.46
Acres of Drainage Ditches Mowed	158.75	158.75	158.75

Efficiency	2019-20 Actual	2020-21 Estimate	2021-22 Budget
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Monthly Operating Expenditures	103,075	105,475	118,677
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Effectiveness	2019-20 Actual	2020-21 Estimate	2021-22 Budget
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ROW Maintenance & Mowing, Hours	3410	5040	5040
Drainage Mowing, Hours	820	920	1000
Drainage Structure Maintenance, Hours	1660	1800	1900

Budget	2019-20 Actual	2020-21 Estimate	2021-22 Budget
<i>Revenue</i>			
Permits	\$3,220	\$6,000	\$4,000
Fees	1,230,623	1,180,800	1,260,000
Fund Transfers	0	17,229	17,229
Miscellaneous	13,209	2,075	3,000
<i>Total</i>	<i>\$1,247,052</i>	<i>\$1,206,104</i>	<i>\$1,284,229</i>
<i>Expenses</i>			
Personnel	\$311,779	\$396,680	\$461,464
Supplies	6,202	7,450	6,000
City Support Services	6,995	35,500	35,000
Utility Services	11,847	15,500	14,700
Operations Support	0	500	1,050
Staff Support	7,370	13,375	13,700
City Assistance	150	300	500
Professional Services	3,607	52,979	58,500
Fund Charges/Transfers	607,074	531,167	574,817
Maintenance Services	90,436	83,000	83,000
Other Costs	100	100	100
Debt Services	3,827	124,200	0
Rental/Leasing	0	500	500
Operating Equipment	1,944	2,500	2,500
Capital Outlay	0	224,120	14,000
Projects	0	0	0
<i>Total</i>	<i>\$1,051,332</i>	<i>\$1,487,871</i>	<i>\$1,265,831</i>

## PROGRAM JUSTIFICATION AND ANALYSIS

**Revenue:** The FY 2021-22 revenue from drainage fees is expected to increase 6.5%. An increase in drainage fees from new development is offset by lower interest and investment revenue.

**Expenses:** The FY 2021-22 Budget will decrease 14.9% from the FY 2020-21 year end estimate with the debt service being paid off FY 2020-21 and less purchases of large equipment.

204-DRAINAGE

FINANCIAL SUMMARY

	(------ 2020-2021 -----) (------ 2021-2022 -----)						
	2018-2019 ACTUAL	2019-2020 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<u>REVENUE SUMMARY</u>							
Permits	3,860	3,220	4,000	4,320	6,000	4,000	
Fees	1,200,722	1,230,623	1,230,000	885,611	1,180,800	1,260,000	
Fund Transfers	27,000	0	230,913	0	17,229	17,229	
Miscellaneous	<u>56,610</u>	<u>13,209</u>	<u>33,000</u>	<u>723</u>	<u>2,075</u>	<u>3,000</u>	
TOTAL REVENUES	1,288,192	1,247,052	1,497,913	890,654	1,206,104	1,284,229	
<u>EXPENDITURE SUMMARY</u>							
<u>PUBLIC WORKS</u>							
DRAINAGE	<u>1,169,651</u>	<u>1,051,332</u>	<u>1,497,913</u>	<u>972,090</u>	<u>1,487,871</u>	<u>1,265,831</u>	
TOTAL PUBLIC WORKS	1,169,651	1,051,332	1,497,913	972,090	1,487,871	1,265,831	
<u>MISC &amp; PROJECTS</u>							
PROJECTS	<u>0</u>	<u>0</u>	<u>0</u>	<u>274,395</u>	<u>0</u>	<u>0</u>	
TOTAL MISC & PROJECTS	<u>0</u>	<u>0</u>	<u>0</u>	<u>274,395</u>	<u>0</u>	<u>0</u>	
TOTAL EXPENDITURES	1,169,651	1,051,332	1,497,913	1,246,485	1,487,871	1,265,831	
REVENUE OVER/ (UNDER) EXPENDITURES	<u>118,540</u>	<u>195,720</u>	<u>0</u>	<u>( 355,831)</u>	<u>( 281,767)</u>	<u>18,398</u>	

204-DRAINAGE

PROPOSED BUDGET WORKSHEET  
AS OF: JUNE 30TH, 2021

REVENUES	2020-2021						
	2018-2019 ACTUAL	2019-2020 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<hr/>							
<u>Permits</u>							
000-432400 Floodplain Permit	3,860	3,220	4,000	4,320	6,000	4,000	
TOTAL Permits	3,860	3,220	4,000	4,320	6,000	4,000	
<u>Fees</u>							
000-457500 Drainage Penalties	32	4,250	10,000	0	0	10,000	
000-457600 Drainage Fee	1,200,690	1,226,373	1,220,000	885,611	1,180,800	1,250,000	
TOTAL Fees	1,200,722	1,230,623	1,230,000	885,611	1,180,800	1,260,000	
<u>Fund Transfers</u>							
000-481000 Transfer In - Reserves	0	0	213,684	0	0	0	
000-486100 Transfer In	0	0	17,229	0	0	17,229	
000-486101 Transfer In - General Fund	0	0	0	0	17,229	0	
000-486405 Transfer-In Grant Fund	27,000	0	0	0	0	0	
TOTAL Fund Transfers	27,000	0	230,913	0	17,229	17,229	
<u>Miscellaneous</u>							
000-491000 Interest Earned	3,366	413	3,000	60	75	1,000	
000-491200 Investment Income	29,227	9,294	30,000	663	2,000	2,000	
000-497000 Misc Income-Drainage	24,017	( 229)	0	0	0	0	
000-497100 MISC INCOME-SCRAP METAL SALES	0	3,730	0	0	0	0	
TOTAL Miscellaneous	56,610	13,209	33,000	723	2,075	3,000	
TOTAL REVENUES	1,288,192	1,247,052	1,497,913	890,654	1,206,104	1,284,229	
	=====	=====	=====	=====	=====	=====	=====

204-DRAINAGE

PUBLIC WORKS		(----- 2020-2021 -----) (----- 2021-2022 -----)						
EXPENDITURES		2018-2019	2019-2020	CURRENT	Y-T-D	PROJECTED	CITY ADMIN.	ADOPTED
		ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	RECOMMENDED	BUDGET
<hr/>								
DRAINAGE								
=====								
<u>Personnel Services</u>								
579-511110 Regular	197,031	225,927	243,178	187,285	254,260	286,781		
579-511120 Overtime	4,209	3,296	5,930	4,708	6,434	6,646		
579-511180 LTD	597	144	754	0	144	0		
579-511210 Longevity	8,341	8,616	9,474	9,876	8,616	9,902		
579-511230 Certification Allowance	2,170	1,962	4,800	1,431	2,000	2,400		
579-511310 FICA - Employer	16,431	15,272	20,149	14,454	20,940	23,388		
579-511350 TMRS-Employer	34,246	7,131	42,977	29,739	44,234	50,086		
579-511410 Health-Employer	34,703	46,266	72,405	48,536	56,886	77,267		
579-511500 Workers' Compensation	<u>3,550</u>	<u>3,166</u>	<u>3,480</u>	<u>3,831</u>	<u>3,166</u>	<u>4,994</u>		
TOTAL Personnel Services	301,277	311,779	403,147	299,860	396,680	461,464		
<u>Supplies</u>								
579-521000 Operating Supplies	1,868	3,154	3,300	1,093	3,300	3,300		
579-521100 Office Supplies	200	468	500	184	500	500		
579-521200 Medical/Chem Supplies	2,448	2,579	2,000	1,509	2,000	2,000		
579-521300 Motor Vehicle Supplies	0	0	200	0	150	200		
579-521600 Equip Maint Supplies	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>1,500</u>	<u>0</u>		
TOTAL Supplies	4,517	6,202	6,000	2,786	7,450	6,000		
<u>Human Services</u>								
<hr/>								
<u>City Support Services</u>								
579-532500 City Insurance-Commercial	3,266	4,924	4,000	2,974	3,500	3,500		
579-532800 EMPLOYEE APPRECIATION EVENTS	0	1,202	1,500	1,049	2,000	1,500		
579-532900 Contingencies	<u>0</u>	<u>869</u>	<u>30,000</u>	<u>0</u>	<u>30,000</u>	<u>30,000</u>		
TOTAL City Support Services	3,266	6,995	35,500	4,023	35,500	35,000		
<u>Utility Services</u>								
579-533310 Telephone/Cell Phones	1,059	679	1,200	384	500	1,200		
579-533500 Vehicle Fuel	<u>13,963</u>	<u>11,169</u>	<u>13,500</u>	<u>13,300</u>	<u>15,000</u>	<u>13,500</u>		
TOTAL Utility Services	15,022	11,847	14,700	13,684	15,500	14,700		
<u>Operations Support</u>								
579-534000 Postage	0	0	50	0	0	50		
579-534200 Printing & Binding	<u>0</u>	<u>0</u>	<u>1,000</u>	<u>0</u>	<u>500</u>	<u>1,000</u>		
TOTAL Operations Support	0	0	1,050	0	500	1,050		
<u>Staff Support</u>								
579-535100 Uniforms	6,438	5,618	6,000	4,926	6,175	6,000		
579-535300 Memberships	129	500	500	( 14)	250	500		
579-535500 Training/Travel	2,690	1,252	5,000	327	5,000	6,000		
579-535510 Meeting Expenses	191	0	1,200	50	1,200	1,200		
579-535600 Professional Certification	<u>150</u>	<u>0</u>	<u>1,000</u>	<u>0</u>	<u>750</u>	<u>0</u>		
TOTAL Staff Support	9,597	7,370	13,700	5,289	13,375	13,700		

204-DRAINAGE

PUBLIC WORKS  
EXPENDITURES

	2018-2019 ACTUAL	2019-2020 ACTUAL	(----- 2020-2021 -----) CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	(----- 2021-2022 -----) CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<u>City Assistance</u>							
579-537100 Medical Services	63	150	500	80	300	500	
TOTAL City Assistance	63	150	500	80	300	500	
<u>Professional Services</u>							
579-541200 Legal Svcs	0	0	5,000	59	0	5,000	
579-541310 Contractual Services	0	2,107	52,229	1,200	52,229	52,000	
579-541400 Auditor/Accounting Service	1,475	1,500	1,500	1,500	750	1,500	
TOTAL Professional Services	1,475	3,607	58,729	2,759	52,979	58,500	
<u>Fund Charges/Transfers</u>							
579-548000 Transfer Out	0	0	0	20,355	0	0	
579-548101 Transfer Out - General Fund	0	0	1,000	0	0	1,000	
579-548202 Transfer Out to Water & Sewer	152,777	0	0	0	0	0	
579-548500 Interfund Charges-Admin	295,157	243,112	285,506	214,130	285,506	308,010	
579-548600 Interfund Charges-Water	141,000	146,400	146,400	109,800	146,400	150,000	
579-548610 Interfund Charge-Fleet	95,005	89,145	99,261	74,446	99,261	115,807	
579-548700 Bad Debt Expense	0	4,839	0	0	0	0	
579-548800 Depreciation Expense	107,564	123,578	0	0	0	0	
TOTAL Fund Charges/Transfers	791,503	607,074	532,167	418,730	531,167	574,817	
<u>Maintenance Services</u>							
579-551300 Computer Maintenance	0	0	0	( 623)	0	0	
579-551610 Drainage Channel Maintenance	32,767	90,436	83,000	10,751	83,000	83,000	
TOTAL Maintenance Services	32,767	90,436	83,000	10,128	83,000	83,000	
<u>Other Costs</u>							
579-554100 State Storm Water Fee-TCEQ	100	100	200	0	100	100	
TOTAL Other Costs	100	100	200	0	100	100	
<u>Debt Service</u>							
579-555900 Debt Service	0	0	120,000	0	120,000	0	
579-555900.Interest Expense	5,535	3,827	2,100	1,050	4,200	0	
TOTAL Debt Service	5,535	3,827	122,100	1,050	124,200	0	
<u>Rental/Leasing</u>							
579-561100 Rental-Equipment	55	0	500	0	500	500	
TOTAL Rental/Leasing	55	0	500	0	500	500	
<u>Operating Equipment</u>							
579-571200 Vehicles & Access Less \$5,000	4,474	0	0	0	0	0	
579-571500 Equipment Under \$5,000	0	1,944	2,500	0	2,500	2,500	
TOTAL Operating Equipment	4,474	1,944	2,500	0	2,500	2,500	

204-DRAINAGE

PUBLIC WORKS EXPENDITURES	(----- 2020-2021 -----) (----- 2021-2022 -----)						
	2018-2019 ACTUAL	2019-2020 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<hr/>							
<u>Capital Outlay</u>							
579-581200 Vehicles & Access. Over \$5,00	0	0	35,120	34,850	35,120	0	
579-581500 Machinery/Equipment	<u>0</u>	<u>0</u>	<u>189,000</u>	<u>178,853</u>	<u>189,000</u>	<u>14,000</u>	
TOTAL Capital Outlay	0	0	224,120	213,703	224,120	14,000	
<hr/>							
TOTAL DRAINAGE	1,169,651	1,051,332	1,497,913	972,090	1,487,871	1,265,831	
<hr/>							
TOTAL PUBLIC WORKS	1,169,651	1,051,332	1,497,913	972,090	1,487,871	1,265,831	

204-DRAINAGE

PROPOSED BUDGET WORKSHEET

AS OF: JUNE 30TH, 2021

MISC & PROJECTS EXPENDITURES		(----- 2020-2021 -----) (----- 2021-2022 -----)					
	2018-2019 ACTUAL	2019-2020 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
PROJECTS							
=====							
City Support Services							
Operations Support							
Professional Services							
900-541100 Engineering	0	0	0	9,226	0	0	
TOTAL Professional Services	0	0	0	9,226	0	0	
Maintenance Services							
900-551900 Construction	0	0	0	265,168	0	0	
TOTAL Maintenance Services	0	0	0	265,168	0	0	
Capital Outlay							
TOTAL PROJECTS	0	0	0	274,395	0	0	
TOTAL MISC & PROJECTS	0	0	0	274,395	0	0	
TOTAL EXPENDITURES	1,169,651	1,051,332	1,497,913	1,246,485	1,487,871	1,265,831	
	=====	=====	=====	=====	=====	=====	=====



# FUND: 203 EMERGENCY MEDICAL SERVICES (EMS)

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## DEPARTMENTAL DESCRIPTION

Schertz Emergency Medical Services responds to 911 requests for ambulance service across a 220 square mile service area that includes the municipalities of Schertz, Cibolo, Live Oak, Marion, Santa Clara, Selma, Universal City, western Guadalupe County, Comal County Emergency Services District (ESD) #6 (about 25% of Comal County including the City of Garden Ridge); and a small portion of unincorporated Bexar County. We also work with individual at-risk patients to insure they have the best access to primary healthcare and that their medical needs are being met before an emergency occurs. We educate our employees by providing over fifty hours of Continuing Education annually and over thirty hours for our first responders. We provide ambulance demonstrations and stand-by event coverage to further the knowledge of Emergency Medical Services and injury/illness prevention and preparedness.

## GOALS AND OBJECTIVES

- Provide efficient pre-hospital healthcare services to the communities that we serve.
- Integrate the care that we provide with the rest of the healthcare system to reduce demand for 911 services while elevating access to care and appropriate destination management for the citizens we serve.
- Provide appropriate and timely education and training to our employees and our first responders to ensure the best and most current standard of care is provided.
- Provide high quality pre-hospital training and community education for the communities we serve and the region as a whole.
- Provide education and assistance to the community to prevent and prepare them for medical emergencies through community education, demonstrations, immunizations, and CPR and Automatic External Defibrillator training programs.
- Be the preferred employer for pre-hospital healthcare providers in the State of Texas
- Be thoroughly prepared for man-made and natural disasters in our jurisdiction, region, and statewide.

- Meet the needs of our customers and to solidify relationships and agreements with all eight cities, three counties and one Emergency Services District for which we provide service.

## ORGANIZATIONAL CHART



EMS	2019-20	2020-21	2021-22
Director	1	1	1
Operations Manager	1	1	1
Clinical Manager	1	1	1
Community Health Coordinator	1	1	1
Training Coordinator	1	1	1
Office Manager	1	1	1
Instructor	0	1	1
Administrative Asst.	1	1	1
Billing Specialist	3	3	3
EMS Battalion Chief	3	3	3
Field Training Officer	3	3	3
Lieutenant	0	3	3
MIH Paramedic	1	1	1
Paramedic	25	28	30
EMT	3	6	6
P/T Paramedics	15	15	15
P/T EMT	5	5	5
P/T Supply Coordinator	1	1	1
<b>TOTAL POSITIONS</b>	<b>65</b>	<b>76</b>	<b>78</b>

## PERFORMANCE INDICATORS

Workload/Output	2019-20 Actual	2020-21 Estimate	2021-22 Budget
Requests for EMS Service	10,713	11,844	12,199
Transports to Hospitals	6,549	6,956	7,164
Hospital to Hospital Transports	861	900	900
Collections per Transport	517.91	490.00	500.00
Students Enrolled in EMT Certification Classes	84	100	100
Trips billed for Alamo Heights	553	575	600
Members of EMS Passport	431	425	450

Efficiency	2019-20 Actual	2020-21 Estimate	2021-22 Budget
Response Time 90% Reliability	13:59	13:00	13:00
Total Time on Task (Minutes)	57:30	57:00	57:00
Transport Percentage	61%	62%	62%
Days Sales Outstanding	44	45	45
Mutual Aid Requested	30	40	40
Students Graduated from EMT Certification Classes	65	68	70

Effectiveness	2019-20 Actual	2020-21 Estimate	2021-22 Budget
Critical Failures / 100,000 miles	9.1	7	7
Fleet Accidents / 100,000 miles	4.6	4	4
Cardiac Arrest Save %	7%	10%	10%
Correct recognition of STEMI	80%	80%	80%
EMT Class Certification Pass Rate	94%	94%	94%

Budget	2019-20	2020-21	2021-22
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	Actual	Estimate	Budget
<i>Revenue</i>			
Fees	\$5,608,246	\$6,372,025	\$6,545,490
Inter-Jurisdictional	2,847,335	3,126,780	3,985,933
Fund Transfers	0	0	395,680
Miscellaneous	339,324	193,800	174,500
<i>Total</i>	<i>\$8,794,906</i>	<i>\$9,692,605</i>	<i>\$11,101,602</i>
<i>Expenses</i>			
Personnel	\$4,106,826	\$4,612,284	\$5,576,958
Supplies	280,631	354,000	366,500
City Support Services	63,791	134,718	138,000
Utility Services	110,894	131,500	106,000
Operations Support	37,967	42,815	40,000
Staff Support	53,394	53,000	70,000
City Assistance	554,071	625,489	626,989
Professional Services	-63,872	116,000	123,500
Fund Charges/Transfers	2,954,559	2,464,463	2,663,736
Maintenance Services	19,960	13,000	13,000
Debt Service	2,877	118,120	118,120
Rental/Leasing	0	67,000	150,000
Operating Equipment	47,573	72,000	82,500
Capital Outlay	0	772,000	1,026,300
<i>Total</i>	<i>\$8,168,722</i>	<i>\$9,576,389</i>	<i>\$11,101,603</i>

## PROGRAM JUSTIFICATION AND ANALYSIS

**Revenue:** Revenues for FY 2021-22 are expected to increase 15.9% from FY 2020-21 year end estimates for additional transports and an increase on the inter-jurisdictional contracts.

**Expenses:** The FY 2021-22 Budget will increase 15.9% from the FY 2020-21 year end estimate. This increase comes from the EMS department converting one ambulance from a 24 hour shift to a 12 hours shift increasing personnel costs. In addition, Schertz EMS was awarded a new contract with JBSA Randolph, which will add an additional ambulance and new personnel. These additions are offset by additional revenue brought in by the contract.

203-EMS

PROPOSED BUDGET WORKSHEET

AS OF: JUNE 30TH, 2021

FINANCIAL SUMMARY

	2020-2021						2021-2022
	2018-2019	2019-2020	CURRENT	Y-T-D	PROJECTED	CITY ADMIN.	ADOPTED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	RECOMMENDED	BUDGET
REVENUE SUMMARY							
Fees	5,941,235	5,608,246	6,621,567	5,064,095	6,372,025	6,545,490	
Inter-Jurisdictional	3,161,147	2,847,335	3,028,357	2,894,796	3,126,780	3,985,933	
Fund Transfers	0	0	263,027	0	0	395,680	
Miscellaneous	103,432	339,324	135,500	174,438	193,800	174,500	
TOTAL REVENUES	9,205,814	8,794,906	10,048,452	8,133,329	9,692,605	11,101,602	
EXPENDITURE SUMMARY							
PUBLIC SAFETY							
SCHERTZ EMS	8,944,529	8,168,722	10,003,406	7,709,725	9,576,389	11,101,603	
TOTAL PUBLIC SAFETY	8,944,529	8,168,722	10,003,406	7,709,725	9,576,389	11,101,603	
MISC & PROJECTS							
TOTAL EXPENDITURES	8,944,529	8,168,722	10,003,406	7,709,725	9,576,389	11,101,603	
REVENUE OVER/ (UNDER) EXPENDITURES	261,285	626,184	45,046	423,604	116,216	( 0)	

203-EMS

REVENUES

	2020-2021						2021-2022
	2018-2019	2019-2020	CURRENT	Y-T-D	PROJECTED	CITY ADMIN.	ADOPTED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	RECOMMENDED	BUDGET
<hr/>							
<u>Fees</u>							
000-456100 Ambulance/Mileage Transprt Fe	5,652,205	5,365,449	6,340,467	4,817,905	6,100,000	6,206,890	
000-456110 Passport Membership Fees	23,860	25,065	28,000	25,645	26,000	28,000	
000-456120 EMT Class - Fees	97,379	90,825	99,000	102,150	99,000	137,500	
000-456122 CE Class - Fees	22,312	19,443	15,000	19,695	12,000	24,000	
000-456130 Immunization Fees	2,764	7,936	3,000	1,723	3,000	3,000	
000-456140 Billing Fees-External	23,569	23,514	26,000	14,910	22,000	26,000	
000-456150 Standby Fees	25,185	16,849	25,000	30,005	35,000	30,000	
000-456155 Community Services Support	52,320	24,366	50,000	21,976	35,000	50,000	
000-456160 MIH Services	29,192	34,699	35,000	30,060	40,000	40,000	
000-458110 Sale of Merchandise - GovDeal	12,399	0	0	0	0	0	
000-459200 NSF Check Fee	50	100	100	25	25	100	
TOTAL Fees	5,941,235	5,608,246	6,621,567	5,064,095	6,372,025	6,545,490	
<hr/>							
<u>Inter-Jurisdictional</u>							
000-473500 Seguin/Guadalupe Co Support	843,578	843,578	843,577	695,951	927,935	927,935	
000-474200 JBSA Support	0	0	0	0	0	635,706	
000-474300 Cibolo Support	410,583	439,612	473,115	473,115	473,115	529,044	
000-475100 Comal Co ESD #6	125,159	132,439	141,411	141,411	141,411	148,871	
000-475200 Live Oak Support	232,140	237,775	246,256	246,256	246,256	280,241	
000-475300 Universal City Support	300,092	305,996	321,566	321,566	321,566	335,885	
000-475400 Selma Support	148,697	161,001	171,441	171,441	171,441	180,290	
000-475500 Schertz Support	581,537	602,583	667,049	667,049	667,049	695,644	
000-475600 Santa Clara Support	10,790	11,137	11,455	11,455	11,455	11,953	
000-475800 Marion Support	16,347	16,849	18,375	18,375	18,375	21,364	
000-475910 TASPP Program	492,224	96,365	134,112	148,177	148,177	219,000	
TOTAL Inter-Jurisdictional	3,161,147	2,847,335	3,028,357	2,894,796	3,126,780	3,985,933	
<hr/>							
<u>Fund Transfers</u>							
000-486000 Transfer In-Reserves	0	0	263,027	0	0	395,680	
TOTAL Fund Transfers	0	0	263,027	0	0	395,680	
<hr/>							
<u>Miscellaneous</u>							
000-491000 Interest Earned	5,018	1,077	2,500	342	500	2,500	
000-491200 Investment Income	9,919	9,562	5,000	866	1,300	5,000	
000-493203 Donations-EMS	625	5,727	2,000	925	2,000	2,000	
000-493205 Donations-Golf Tournament	( 2,160)	( 150)	0	0	0	0	
000-497000 Misc Income	48,056	178,631	60,000	117,159	110,000	75,000	
000-497100 Recovery of Bad Debt	2,977	8,272	6,000	9,202	16,000	20,000	
000-497110 Collection Agency-Bad Debt	38,996	136,205	60,000	45,944	64,000	70,000	
TOTAL Miscellaneous	103,432	339,324	135,500	174,438	193,800	174,500	
<hr/>							
TOTAL REVENUES	9,205,814	8,794,906	10,048,452	8,133,329	9,692,605	11,101,602	
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203-EMS

PROPOSED BUDGET WORKSHEET  
AS OF: JUNE 30TH, 2021

PUBLIC SAFETY		(----- 2020-2021 -----) (----- 2021-2022 -----)					
EXPENDITURES		2018-2019	2019-2020	CURRENT	Y-T-D	PROJECTED	CITY ADMIN.
		ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	RECOMMENDED
							ADOPTED
							BUDGET
SCHERTZ EMS							
=====							
<u>Personnel Services</u>							
280-511110 Regular	2,314,458	1,985,359	2,507,574	1,996,891	2,450,000	3,034,440	
280-511120 Overtime	759,746	783,376	723,148	736,804	850,000	923,247	
280-511180 LTD	6,310	1,598	6,645	0	6,645	0	
280-511210 Longevity	43,266	46,492	46,756	48,698	46,756	41,121	
280-511220 Clothing Allowance	11,616	12,340	12,480	9,328	11,000	14,978	
280-511230 Certification Allowance	23,080	13,310	21,320	7,925	10,000	16,060	
280-511310 FICA - Employer	241,927	230,373	253,312	205,188	255,000	297,912	
280-511350 TMRS-Employer	474,190	545,961	498,163	424,985	450,000	592,108	
280-511410 Health-Employer	284,039	430,081	497,182	356,082	475,000	592,549	
280-511500 Workers' Compensation	42,315	57,936	61,642	67,862	57,883	64,543	
TOTAL Personnel Services	4,200,948	4,106,826	4,628,222	3,853,764	4,612,284	5,576,958	
<u>Supplies</u>							
280-521000 Operating Supplies	510	1,171	2,000	131	2,000	2,000	
280-521010 Operating Supplies-EMT Class	21,638	19,822	25,000	22,804	30,000	30,000	
280-521020 Operating Supplies-CE Class	4,599	2,799	9,000	3,479	7,000	11,000	
280-521025 Community Support Supplies	41,949	23,066	25,000	11,246	20,000	20,000	
280-521030 Operating Supplies- MIH	0	0	1,000	0	0	1,000	
280-521100 Office Supplies	2,880	2,096	3,500	1,917	2,500	3,500	
280-521200 Medical/Chem Supplies	300,042	217,249	275,000	193,735	275,000	280,000	
280-521250 Immunization Supplies	19,011	12,135	14,000	681	14,000	14,000	
280-521300 Motor Veh. Supplies	1,567	2,293	2,500	2,300	2,000	2,500	
280-521600 Equip Maint Supplies	905	0	2,500	48	1,500	2,500	
TOTAL Supplies	393,102	280,631	359,500	236,343	354,000	366,500	
<u>Human Services</u>							
<u>City Support Services</u>							
280-532350 Software Maintenance	37,843	38,812	70,000	45,037	70,000	72,000	
280-532500 City Insurance-Commercial	26,363	24,979	26,000	24,718	24,718	26,000	
280-532840 Golf Tournament-Dilworth	( 100)	0	0	0	0	0	
280-532900 Contingencies	0	0	40,000	0	40,000	40,000	
TOTAL City Support Services	64,105	63,791	136,000	69,754	134,718	138,000	
<u>Utility Services</u>							
280-533100 Gas Utility Service	6,535	7,105	7,000	5,013	7,000	7,000	
280-533200 Electric Utility Service	11,089	8,611	13,415	6,634	10,000	12,000	
280-533300 Telephone/Land Line	3,539	995	3,500	0	0	0	
280-533310 Telephone/Cell Phones	8,168	12,843	10,000	3,762	10,000	0	
280-533320 Telephone/Air Cards	12,428	4,134	13,000	261	13,000	0	
280-533330 Telephone/Internet	4,092	4,667	4,500	1,587	4,500	0	
280-533410 Water Utility Service	5,956	6,747	7,000	3,752	7,000	7,000	
280-533500 Vehicle Fuel	81,429	65,790	80,000	59,604	80,000	80,000	
TOTAL Utility Services	133,236	110,894	138,415	80,615	131,500	106,000	

## PROPOSED BUDGET WORKSHEET

AS OF: JUNE 30TH, 2021

203-EMS

## PUBLIC SAFETY

EXPENDITURES

(----- 2020-2021 -----) (----- 2021-2022 -----)

	2018-2019 ACTUAL	2019-2020 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
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Operations Support

280-534000 Postage	10,625	6,761	11,000	1,795	11,000	7,500	
280-534200 Printing & Binding	5,396	2,799	6,500	1,534	5,000	6,500	
280-534300 Equipment Maintenance - Copie	9,659	4,829	7,500	3,285	6,000	7,500	
280-534400 EMT Class Instructors	16,160	12,080	14,000	10,400	12,000	10,000	
280-534410 CE Class Instructors	960	960	2,500	320	1,000	1,500	
280-534420 Community Support-Instructors	2,240	2,400	4,000	3,360	4,000	3,000	
280-534500 Memberships - Organizations	3,502	3,750	4,000	3,815	3,815	4,000	
280-534800 Temporary Empl. Services	<u>15,082</u>	<u>4,389</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	
TOTAL Operations Support	63,624	37,967	49,500	24,510	42,815	40,000	

Staff Support

280-535100 Uniforms	23,574	20,023	22,000	15,689	22,000	22,000	
280-535210 Employee Recognition-Morale	4,967	3,904	6,000	3,092	2,500	6,000	
280-535300 Memberships	0	0	0	0	0	500	
280-535400 Publications	489	200	500	0	500	500	
280-535500 Training/Travel	23,269	24,890	35,000	10,835	22,000	38,000	
280-535510 Meeting Expenses	2,266	1,351	3,000	1,779	3,000	3,000	
280-535600 Professional Certification	<u>1,527</u>	<u>3,025</u>	<u>3,000</u>	<u>868</u>	<u>3,000</u>	<u>0</u>	
TOTAL Staff Support	56,092	53,394	69,500	32,262	53,000	70,000	

City Assistance

280-537100 Medical Services	3,356	1,876	9,000	1,012	5,000	4,000	
280-537110 EMS Outsourcing	548,867	548,867	548,867	456,491	618,489	618,489	
280-537800 Community Outreach	<u>4,240</u>	<u>3,328</u>	<u>4,500</u>	<u>2,223</u>	<u>2,000</u>	<u>4,500</u>	
TOTAL City Assistance	556,463	554,071	562,367	459,725	625,489	626,989	

Professional Services

280-541200 Legal Svcs	2,204	195	5,000	234	2,500	5,000	
280-541300 Other Consl/Prof Services	81,477	105,049	98,000	70,385	98,000	103,000	
280-541400 Auditor/Accounting Service	2,951	3,000	3,000	3,000	3,000	3,000	
280-541501 Bond Issuance Costs/Paying Ag	0	( 188,568)	0	0	0	0	
280-541800 Credit Card Fees	<u>10,861</u>	<u>16,452</u>	<u>12,500</u>	<u>12,746</u>	<u>12,500</u>	<u>12,500</u>	
TOTAL Professional Services	97,492	( 63,872)	118,500	86,365	116,000	123,500	

Fund Charges/Transfers

280-548101 Tranfer Out - General Fund	0	0	4,000	0	0	0	
280-548505 Contribution I&S	0	0	115,100	0	0	0	
280-548600 Interfund Charges-G/F Admin	141,587	179,100	182,682	137,012	182,682	212,740	
280-548610 Interfund Charges-Admin Fleet	134,492	138,585	181,781	136,336	181,781	226,106	
280-548650 Interest Expense	0	1,664	0	0	0	0	
280-548700 Bad Debt Expense	2,464,173	2,305,991	2,510,227	1,945,422	2,100,000	2,224,890	
280-548800 Depreciation Expense	<u>336,004</u>	<u>329,219</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	
TOTAL Fund Charges/Transfers	3,076,256	2,954,559	2,993,790	2,218,769	2,464,463	2,663,736	



## PROPOSED BUDGET WORKSHEET

AS OF: JUNE 30TH, 2021

203-EMS

## PUBLIC SAFETY

## EXPENDITURES

	2018-2019 ACTUAL	2019-2020 ACTUAL	(----- 2020-2021 -----) CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	(----- 2021-2022 -----) CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<u>Maintenance Services</u>							
280-551800 Other Maintenance Agreements	0	8,440	17,000	0	0	0	
280-551810 Maintenance Agr. - Radios	<u>11,819</u>	<u>11,520</u>	<u>13,000</u>	<u>5,760</u>	<u>13,000</u>	<u>13,000</u>	
TOTAL Maintenance Services	11,819	19,960	30,000	5,760	13,000	13,000	
<u>Other Costs</u>							
280-554100 Deployment-Reimb-STRAC	<u>0</u>	<u>51</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	
TOTAL Other Costs	0	51	0	0	0	0	
<u>Debt Service</u>							
280-555639.Tax Notes SR2015 - Interest (	3,076)	2,877	0	0	0	0	
280-555900 Debt Service	<u>116,625</u>	<u>0</u>	<u>0</u>	<u>113,375</u>	<u>118,120</u>	<u>118,120</u>	
TOTAL Debt Service	113,549	2,877	0	113,375	118,120	118,120	
<u>Rental/Leasing</u>							
280-561200 Lease/Purchase Payments	<u>100,780</u>	<u>0</u>	<u>67,000</u>	<u>65,118</u>	<u>67,000</u>	<u>150,000</u>	
TOTAL Rental/Leasing	100,780	0	67,000	65,118	67,000	150,000	
<u>Operating Equipment</u>							
280-571000 Furniture & Fixtures	3,939	3,097	4,500	451	4,500	4,500	
280-571200 Vehicles&Access. < \$5,000	200	0	3,000	1,509	3,000	5,500	
280-571300 Computer&Periphe. < \$5000	23,869	2,787	15,000	11,272	15,000	20,000	
280-571400 Communication Equip < \$5000	18,739	4,194	9,500	1,637	9,500	14,500	
280-571800 Equipment Under \$5,000	<u>30,317</u>	<u>37,495</u>	<u>37,500</u>	<u>1,600</u>	<u>40,000</u>	<u>38,000</u>	
TOTAL Operating Equipment	77,063	47,573	69,500	16,470	72,000	82,500	
<u>Capital Outlay</u>							
280-581200 Vehicles & Access. Over \$5,00	0	0	731,612	404,395	725,000	836,300	
280-581800 Equipment Over \$5,000	<u>0</u>	<u>0</u>	<u>49,500</u>	<u>42,501</u>	<u>47,000</u>	<u>190,000</u>	
TOTAL Capital Outlay	0	0	781,112	446,896	772,000	1,026,300	
TOTAL SCHERTZ EMS	8,944,529	8,168,722	10,003,406	7,709,725	9,576,389	11,101,603	
TOTAL PUBLIC SAFETY	8,944,529	8,168,722	10,003,406	7,709,725	9,576,389	11,101,603	

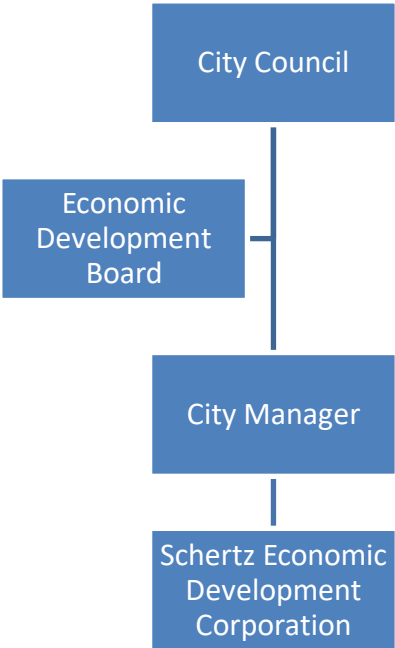
# FUND: 620 CITY OF SCHERTZ ECONOMIC DEVELOPMENT CORPORATION

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## MISSION STATEMENT

The mission of the City of Schertz Economic Development Corporation (SEDC) is to grow the Schertz economy through Projects. Specifically, we pursue Projects that focus on the creation/retention of Primary Jobs and infrastructure improvements.

## ORGANIZATIONAL CHART



ECONOMIC DEVELOPMENT	2019-20	2020-21	2021-22
Executive Director	1	1	1
Business Retention Manager	1	1	1
Economic Development Analyst	1	1	1
Executive Assistant	1	1	1
<b>TOTAL POSITIONS</b>	<b>4</b>	<b>4</b>	<b>4</b>

## PERFORMANCE INDICATORS

Workload/Output	2019-20 Actual	2020-21 Estimate	2021-22 Budget
Number of inquiries	148	130	100
Number of Schertz BRE visits	48	18	20
Number of recruitment events	15	4	8
Number of new prospects	45	35	30
Number of active performance agreements	14	14	12

Budget	2019-20 Actual	2020-21 Estimate	2021-22 Budget
<i>Revenue</i>			
Taxes	\$4,819,288	\$5,301,000	\$5,408,000
Fund Transfers	0	0	0
Miscellaneous	288,241	75,500	141,000
<i>Total</i>	<i>\$5,107,529</i>	<i>\$5,376,500</i>	<i>\$5,549,000</i>
<i>Expenses</i>			
Supplies	\$448	\$400	\$500
Human Services			
City Support Services	6,153	15,719	21,200
Utility Services	2,220	1,412	2,975
Operations Support	71,140	140,292	343,110
Staff Support	7,999	20,100	20,100
City Assistance	45,317	152,500	202,500
Professional Services	17,135	61,300	61,300

Fund Charges/Transfers	461,636	504,669	506,984
Maintenance Services	0	0	0
Operating Equipment	1,113	5,000	3,000
<i>Total Economic Development</i>	<i>\$613,162</i>	<i>\$901,392</i>	<i>\$1,161,669</i>
 <i>Annual and Infrastructure Grants</i>	 <i>\$5,252,997</i>	 <i>\$4,440,000</i>	 <i>\$3,139,038</i>
 <i>Total Schertz Economic Development</i>	 <i>\$5,866,159</i>	 <i>\$5,341,392</i>	 <i>\$4,300,707</i>

## PROGRAM JUSTIFICATION AND ANALYSIS

**Revenues:** The SEDC receives one-half of one percent of all sales and use tax generated within the City of Schertz. The revenue for FY 2021-22 is projected to increase by 3.2% from the FY 2020-21 year-end estimate. The increase is reflective of an increase in sales tax revenue.

**Expenses:** The SEDC funds are restricted to those expenses authorized by the Texas Local Government Code sections 501 and 505. The expenses for FY 2021-22 are projected to increase by 28.9% to fill the allowable advertising expense budget as allowed by the state statutes.

**Project Expenses:** The SEDC has performance agreements with 4 companies that are eligible to receive funds during the FY 2021-22 year. Kellem Development, Schertz 312 LLC, Cinestarz LLC, and Ace Mart Food Supply.

620-SED CORPORATION

FINANCIAL SUMMARY

	(------ 2020-2021 -----) (------ 2021-2022 -----)						
	2018-2019 ACTUAL	2019-2020 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<u>REVENUE SUMMARY</u>							
Taxes	4,167,318	4,819,288	4,507,371	3,884,955	5,301,000	5,408,000	
Fund Transfers	0	0	3,496,428	0	0	0	
Miscellaneous	<u>648,216</u>	<u>288,241</u>	<u>141,000</u>	<u>50,682</u>	<u>75,500</u>	<u>141,000</u>	
TOTAL REVENUES	4,815,534	5,107,529	8,144,799	3,935,637	5,376,500	5,549,000	
<u>EXPENDITURE SUMMARY</u>							
<u>GENERAL GOVERNMENT</u>							
NON DEPARTMENTAL	<u>240,362</u>	<u>5,252,997</u>	<u>7,169,275</u>	<u>614,385</u>	<u>4,440,000</u>	<u>3,139,038</u>	
TOTAL GENERAL GOVERNMENT	240,362	5,252,997	7,169,275	614,385	4,440,000	3,139,038	
<u>MISC &amp; PROJECTS</u>							
ECONOMIC DEVELOPMENT	<u>614,804</u>	<u>613,162</u>	<u>975,524</u>	<u>569,477</u>	<u>901,392</u>	<u>1,161,669</u>	
TOTAL MISC & PROJECTS	<u>614,804</u>	<u>613,162</u>	<u>975,524</u>	<u>569,477</u>	<u>901,392</u>	<u>1,161,669</u>	
TOTAL EXPENDITURES	855,166	5,866,159	8,144,799	1,183,862	5,341,392	4,300,707	
REVENUE OVER/ (UNDER) EXPENDITURES	<u>3,960,369</u>	<u>( 758,629)</u>	<u>0</u>	<u>2,751,775</u>	<u>35,108</u>	<u>1,248,293</u>	

620-SED CORPORATION

REVENUES

	(------ 2020-2021 -----) (------ 2021-2022 -----)						
	2018-2019 ACTUAL	2019-2020 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<hr/>							
<u>Taxes</u>							
000-411500 Sales Tax Revenue (4B)	<u>4,167,318</u>	<u>4,819,288</u>	<u>4,507,371</u>	<u>3,884,955</u>	<u>5,301,000</u>	<u>5,408,000</u>	<u>          </u>
TOTAL Taxes	4,167,318	4,819,288	4,507,371	3,884,955	5,301,000	5,408,000	<u>          </u>
<u>Fund Transfers</u>							
000-486010 Transfer In-Reserves	<u>0</u>	<u>0</u>	<u>3,496,428</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>          </u>
TOTAL Fund Transfers	0	0	3,496,428	0	0	0	<u>          </u>
<u>Miscellaneous</u>							
000-491000 Interest Earned-Bank	7,488	2,045	1,000	288	500	1,000	<u>          </u>
000-491200 Investment Income	444,726	286,695	140,000	50,394	75,000	140,000	<u>          </u>
000-497000 Misc Income	<u>196,003</u>	( <u>499</u> )	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>          </u>
TOTAL Miscellaneous	<u>648,216</u>	<u>288,241</u>	<u>141,000</u>	<u>50,682</u>	<u>75,500</u>	<u>141,000</u>	<u>          </u>
 TOTAL REVENUES	 4,815,534	 5,107,529	 8,144,799	 3,935,637	 5,376,500	 5,549,000	 <u>          </u>

620-SED CORPORATION

PROPOSED BUDGET WORKSHEET

AS OF: JUNE 30TH, 2021

GENERAL GOVERNMENT EXPENDITURES	(------ 2020-2021 -----) (------ 2021-2022 -----)						
	2018-2019 ACTUAL	2019-2020 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
NON DEPARTMENTAL =====							
<u>Supplies</u>							
<u>Utility Services</u>							
<u>Operations Support</u>							
<u>City Assistance</u>							
101-537600 Development Incentive Fund	240,362	4,752,997	3,119,275	224,385	390,000	3,139,038	
TOTAL City Assistance	240,362	4,752,997	3,119,275	224,385	390,000	3,139,038	
<u>Professional Services</u>							
<u>Fund Charges/Transfers</u>							
101-548000 Contributions	0	500,000	4,050,000	390,000	4,050,000	0	
TOTAL Fund Charges/Transfers	0	500,000	4,050,000	390,000	4,050,000	0	
<u>Maintenance Services</u>							
<u>Debt Service</u>							
<u>Rental/Leasing</u>							
<u>Operating Equipment</u>							
<u>Capital Outlay</u>							
TOTAL NON DEPARTMENTAL	240,362	5,252,997	7,169,275	614,385	4,440,000	3,139,038	

620-SED CORPORATION

PROPOSED BUDGET WORKSHEET

AS OF: JUNE 30TH, 2021

MISC & PROJECTS		EXPENDITURES					
		(------ 2020-2021 -----) (------ 2021-2022 -----)					
		2018-2019	2019-2020	CURRENT	Y-T-D	PROJECTED	CITY ADMIN.
		ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	RECOMMENDED
							ADOPTED
							BUDGET
ECONOMIC DEVELOPMENT							
=====							
<u>Personnel Services</u>							
<u>Supplies</u>							
966-521100 Office Supplies	551	448	750	299	400	500	
966-521300 Motor Veh. Supplies	<u>10</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	
TOTAL Supplies	561	448	750	299	400	500	
<u>Human Services</u>							
<u>City Support Services</u>							
966-532500 City Insurance-Commercial	1,425	1,477	1,700	1,469	1,469	1,700	
966-532800 Promotional Events	7,045	4,676	9,950	836	4,750	9,500	
966-532900 Contingencies	<u>0</u>	<u>0</u>	<u>8,250</u>	<u>0</u>	<u>9,500</u>	<u>10,000</u>	
TOTAL City Support Services	8,469	6,153	19,900	2,305	15,719	21,200	
<u>Utility Services</u>							
966-533300 Telephone/Land Line	565	139	720	0	0	0	
966-533310 Telephone/Cell Phones	987	1,847	2,000	791	1,000	2,000	
966-533500 Vehicle Fuel	481	199	750	53	187	750	
966-533550 Vehicle Maintenance	<u>122</u>	<u>35</u>	<u>225</u>	<u>35</u>	<u>225</u>	<u>225</u>	
TOTAL Utility Services	2,155	2,220	3,695	879	1,412	2,975	
<u>Operations Support</u>							
966-534000 Postage	62	28	500	64	433	500	
966-534100 Advertising	49,237	18,230	54,500	5,850	54,500	254,500	
966-534105 Goodwill	900	821	1,750	748	1,191	1,750	
966-534190 Recruitment Events	18,588	7,935	24,000	2,041	24,000	24,000	
966-534200 Printing & Binding	322	340	1,500	992	1,500	1,500	
966-534300 Equipment Maintenance-Copier	4,358	3,333	5,500	2,346	3,333	4,000	
966-534400 Computer Licenses-Software	14,911	26,903	34,025	11,992	34,000	30,025	
966-534500 Memberships-Organization	<u>5,885</u>	<u>13,550</u>	<u>26,835</u>	<u>13,525</u>	<u>21,335</u>	<u>26,835</u>	
TOTAL Operations Support	94,263	71,140	148,610	37,558	140,292	343,110	
<u>Staff Support</u>							
966-535100 Uniforms	291	408	600	74	600	600	
966-535210 Employee Recognition-Morale	282	447	1,600	280	600	600	
966-535300 Memberships-Staff Support	920	665	2,250	0	2,250	2,250	
966-535400 Publications	247	238	800	213	800	800	
966-535500 Training/Travel	9,167	4,033	16,000	599	8,000	8,000	
966-535510 Meeting Expenses-EDC Board	<u>2,092</u>	<u>2,208</u>	<u>7,850</u>	<u>1,858</u>	<u>7,850</u>	<u>7,850</u>	
TOTAL Staff Support	12,999	7,999	29,100	3,024	20,100	20,100	



620-SED CORPORATION

PROPOSED BUDGET WORKSHEET  
AS OF: JUNE 30TH, 2021

MISC & PROJECTS		(------ 2020-2021 -----) (------ 2021-2022 -----)					
EXPENDITURES	2018-2019 ACTUAL	2019-2020 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<hr/>							
<u>City Assistance</u>							
966-537615 Small Business Grant Fund	0	45,000	200,000	0	150,000	200,000	
966-537650 Prospect Services	370	317	2,500	0	2,500	2,500	
TOTAL City Assistance	370	45,317	202,500	0	152,500	202,500	
<hr/>							
<u>Professional Services</u>							
966-541200 Legal Svcs	9,317	11,135	15,000	10,221	15,000	15,000	
966-541400 Auditor/Accounting Service	6,000	6,000	6,300	6,000	6,300	6,300	
966-541450 Consulting Services	21,355	0	40,000	2,348	40,000	40,000	
TOTAL Professional Services	36,672	17,135	61,300	18,569	61,300	61,300	
<hr/>							
<u>Fund Charges/Transfers</u>							
966-548600 Interfund Charges-Admin	456,630	461,636	504,669	504,669	504,669	506,984	
966-548610 Interfund Charge-Fleet	944	0	0	0	0	0	
TOTAL Fund Charges/Transfers	457,574	461,636	504,669	504,669	504,669	506,984	
<hr/>							
<u>Fund Replenish</u>							
<hr/>							
<u>Maintenance Services</u>							
966-551700 Grounds Maintenance	80	0	0	0	0	0	
TOTAL Maintenance Services	80	0	0	0	0	0	
<hr/>							
<u>Debt Service</u>							
<hr/>							
<u>Operating Equipment</u>							
966-571100 Furniture & Fixtures	903	288	2,000	2,145	2,000	2,000	
966-571300 Computer & Periphe < \$5000	758	825	3,000	30	3,000	1,000	
TOTAL Operating Equipment	1,661	1,113	5,000	2,175	5,000	3,000	
<hr/>							
<u>Capital Outlay</u>							
<hr/>							
TOTAL ECONOMIC DEVELOPMENT	614,804	613,162	975,524	569,477	901,392	1,161,669	

# FUND: 106 SPECIAL EVENTS

## DESCRIPTION

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

Budget	2019-20 Actual	2020-21 Estimate	2021-22 Budget
<i>Revenues</i>			
Fund Transfers	\$205	\$0	\$0
Miscellaneous	34,379	31,775	24,000
<i>Total</i>	<i>\$34,585</i>	<i>\$31,775</i>	<i>\$24,000</i>
<i>Expenses</i>			
Festival of Angels	\$0	\$0	\$0
Jubilee	0	0	0
Kick Cancer	9,813	2,795	10,000
SchertzQ/Fest	0	0	0
Sweetheart Court Program	-1,950	0	0
Hal Baldwin Scholarship	21,867	23,379	14,000
Other Events	1,961	0	0
<i>Total</i>	<i>\$31,690</i>	<i>\$26,174</i>	<i>\$24,000</i>

## PROGRAM JUSTIFICATION AND ANALYSIS

**Revenue:** The revenue for FY 2021-22 is expected to decrease 24.5% from FY 2020-21 year end estimates in anticipation of a lower turnout at events.

**Expenses:** The Special Events Fund FY 2021-22 Budget decrease 8.3% from the FY 2020-21 year end estimates with no change in operations.

106-SPECIAL EVENTS FUND

FINANCIAL SUMMARY

	(------ 2020-2021 -----) (------ 2021-2022 -----)						
	2018-2019 ACTUAL	2019-2020 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<u>REVENUE SUMMARY</u>							
Fund Transfers	59,893	205	0	0	0	0	
Miscellaneous	<u>90,970</u>	<u>34,379</u>	<u>32,100</u>	<u>43,672</u>	<u>31,775</u>	<u>24,000</u>	
TOTAL REVENUES	150,863	34,585	32,100	43,672	31,775	24,000	
<u>EXPENDITURE SUMMARY</u>							
<u>GENERAL GOVERNMENT</u>							
<u>PUBLIC WORKS</u>							
<u>CULTURAL</u>							
FESTIVAL OF ANGELS	17,557	0	0	0	0	0	
4th OF JULY JUBILEE	36,870	0	0	0	0	0	
KICK CANCER	9,366	9,813	10,000	4,284	2,795	10,000	
SCHERTZ FEST	636	0	0	0	0	0	
SWEETHEART EVENT	23,851	( 1,950)	0	0	0	0	
HAL BALDWIN SCHOLARSHIP	12,136	21,867	22,100	16,632	23,379	14,000	
OTHER EVENTS	<u>34,181</u>	<u>1,961</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	
TOTAL CULTURAL	<u>134,597</u>	<u>31,690</u>	<u>32,100</u>	<u>20,915</u>	<u>26,174</u>	<u>24,000</u>	
TOTAL EXPENDITURES	134,597	31,690	32,100	20,915	26,174	24,000	
REVENUE OVER/ (UNDER) EXPENDITURES	<u>16,266</u>	<u>2,894</u>	<u>0</u>	<u>22,756</u>	<u>5,601</u>	<u>0</u>	

106-SPECIAL EVENTS FUND

REVENUES

	(------ 2020-2021 -----) (------ 2021-2022 -----)						
	2018-2019 ACTUAL	2019-2020 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<hr/>							
<u>Fees</u>							
<hr/>							
<u>Fund Transfers</u>							
000-486101 Transfer In-General Fund	<u>59,893</u>	<u>205</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u></u>
TOTAL Fund Transfers	59,893	205	0	0	0	0	
<hr/>							
<u>Miscellaneous</u>							
000-491200 Investment Income	435	216	0	16	0	0	
000-492200 Kick Cancer	9,306	9,813	10,000	2,795	2,795	10,000	
000-493000 July 4th Activities	34,289	0	0	11,425	0	0	
000-493150 SchertzQ	( 1,250)	0	0	0	0	0	
000-493455 Proceeds-Festival of Angels	4,170	0	0	0	0	0	
000-493460 Schertz Sweetheart	488	0	0	0	0	0	
000-493470 Moving on Main	4,560	0	0	0	0	0	
000-493621 Hal Baldwin Scholarship	28,820	24,350	22,100	28,980	28,980	14,000	
000-497000 Misc Income - Special Events	<u>10,153</u>	<u>0</u>	<u>0</u>	<u>456</u>	<u>0</u>	<u>0</u>	<u></u>
TOTAL Miscellaneous	<u>90,970</u>	<u>34,379</u>	<u>32,100</u>	<u>43,672</u>	<u>31,775</u>	<u>24,000</u>	
<hr/>							
TOTAL REVENUES	150,863	34,585	32,100	43,672	31,775	24,000	
	=====	=====	=====	=====	=====	=====	=====

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

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## DESCRIPTION

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

Budget	2019-20 Actual	2020-21 Estimate	2021-22 Budget
<i>Revenues</i>	\$82,000	\$110,000	\$110,000
<i>Expenses</i>			
Projects	\$0	\$3,259	\$100,000
<i>Total</i>	\$0	\$3,259	\$100,000

## PROGRAM JUSTIFICATION AND ANALYSIS

**Revenue:** Revenues for FY 2021-22 are not expected to change from the FY 2020-21 year end estimates

**Expenses:** The PEG Fund FY 2021-22 Budget increased from \$3,259 to \$100,000 from the FY 2020-21 year end estimates with the continued implementation of the communication master plan.

110-PUBLIC, EDU, GOVMNT FEE

FINANCIAL SUMMARY

	(----- 2020-2021 -----)						(----- 2021-2022 -----)
	2018-2019 ACTUAL	2019-2020 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<u>REVENUE SUMMARY</u>							
Franchises	87,045	82,000	90,000	58,261	110,000	110,000	
Fund Transfers	<u>0</u>	<u>0</u>	<u>95,500</u>	<u>0</u>	<u>0</u>	<u>0</u>	
TOTAL REVENUES	87,045	82,000	185,500	58,261	110,000	110,000	
<u>EXPENDITURE SUMMARY</u>							
<u>GENERAL GOVERNMENT</u>							
<u>MISC &amp; PROJECTS</u>							
PROJECTS	<u>3,259</u>	<u>0</u>	<u>185,500</u>	<u>0</u>	<u>3,259</u>	<u>100,000</u>	
TOTAL MISC & PROJECTS	<u>3,259</u>	<u>0</u>	<u>185,500</u>	<u>0</u>	<u>3,259</u>	<u>100,000</u>	
TOTAL EXPENDITURES	3,259	0	185,500	0	3,259	100,000	
REVENUE OVER/ (UNDER) EXPENDITURES	<u>83,787</u>	<u>82,000</u>	<u>0</u>	<u>58,261</u>	<u>106,741</u>	<u>10,000</u>	

110-PUBLIC, EDU, GOVMNT FEE

REVENUES

	(------ 2020-2021 -----) (------ 2021-2022 -----)						
	2018-2019	2019-2020	CURRENT	Y-T-D	PROJECTED	CITY ADMIN.	ADOPTED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	RECOMMENDED	BUDGET
<hr/>							
<u>Franchises</u>							
000-421350 Time Warner-PEG Fee	61,501	63,408	60,000	30,565	60,000	60,000	
000-421465 AT&T PEG Fee	<u>25,544</u>	<u>18,592</u>	<u>30,000</u>	<u>27,696</u>	<u>50,000</u>	<u>50,000</u>	
TOTAL Franchises	87,045	82,000	90,000	58,261	110,000	110,000	
<hr/>							
<u>Fund Transfers</u>							
000-481000 Transfer In - Reserves	<u>0</u>	<u>0</u>	<u>95,500</u>	<u>0</u>	<u>0</u>	<u>0</u>	
TOTAL Fund Transfers	0	0	95,500	0	0	0	
<hr/>							
<u>Miscellaneous</u>							
<hr/>							
TOTAL REVENUES	87,045	82,000	185,500	58,261	110,000	110,000	
	=====	=====	=====	=====	=====	=====	=====

MISC & PROJECTS		(----- 2020-2021 -----) (----- 2021-2022 -----)					
EXPENDITURES	2018-2019 ACTUAL	2019-2020 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
PROJECTS							
=====							
Supplies							
Operations Support							
Professional Services							
Operating Equipment							
900-571400 Communications Equipmnt-Minor	0	0	0	0	0	100,000	
TOTAL Operating Equipment	0	0	0	0	0	100,000	
Capital Outlay							
900-581400 Communication Equipment	3,259	0	185,500	0	3,259	0	
TOTAL Capital Outlay	3,259	0	185,500	0	3,259	0	
TOTAL PROJECTS	3,259	0	185,500	0	3,259	100,000	
TOTAL MISC & PROJECTS	3,259	0	185,500	0	3,259	100,000	
TOTAL EXPENDITURES	3,259	0	185,500	0	3,259	100,000	
=====	=====	=====	=====	=====	=====	=====	=====



202-WATER & SEWER

PROPOSED BUDGET WORKSHEET

AS OF: JUNE 30TH, 2021

MISC & PROJECTS				(----- 2020-2021 -----)	(----- 2021-2022 -----)		
EXPENDITURES	2018-2019 ACTUAL	2019-2020 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
PROJECTS							
=====							
City Support Services							
Operations Support							
Professional Services							
900-541100 ENGINEERING	0	0	0	7,883	0	0	
TOTAL Professional Services	0	0	0	7,883	0	0	
Fund Charges/Transfers							
Maintenance Services							
900-551900 CONSTRUCTION	0	0	0	762,717	1,638,000	0	
TOTAL Maintenance Services	0	0	0	762,717	1,638,000	0	
Rental/Leasing							
TOTAL PROJECTS	0	0	0	770,599	1,638,000	0	

# FUND: 314 HOTEL/MOTEL OCCUPANCY TAX

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## DESCRIPTION

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

Budget	2019-20 Actual	2020-21 Estimate	2021-2 Budget
<i>Revenue</i>			
Taxes	\$268,946	\$340,000	\$520,000
Miscellaneous	26,223	2,600	5,250
<i>Total</i>	<i>\$295,169</i>	<i>\$342,600</i>	<i>\$525,250</i>
<i>Expenses</i>			
City Support Services	\$80,458	\$95,650	\$112,466
Operations Support	11,996	14,000	31,000
Professional Services	3,500	3,500	3,500
Fund Charges/Transfers	74,428	74,428	74,443
Building Maintenance	0	0	50,000
Capital Outlay	223,189	223,189	20,000
<i>Total</i>			<i>\$291,409</i>
	<i>\$393,571</i>	<i>\$410,767</i>	

## PROGRAM JUSTIFICATION AND ANALYSIS

**Revenue:** Revenue for FY 2021-22 is expected to increase 53.3% from the FY 2020-21 year end estimates. Recent events during FY 2020-21 causing decreased capacity are expected to improve during FY 2021-22 with the opening of the new Candlewood Suites hotel.

**Expenses:** The Hotel Motel Tax Fund FY 2021-22 Budget decrease 29.1% from FY 2020-21 year end estimates due to the Civic Center remodel and chair upgrades completed during FY 2020-21.

314-HOTEL TAX

PROPOSED BUDGET WORKSHEET

AS OF: JUNE 30TH, 2021

FINANCIAL SUMMARY

	2018-2019 ACTUAL	2019-2020 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<u>REVENUE SUMMARY</u>							
Taxes	514,678	268,946	520,000	253,642	340,000	520,000	
Fund Transfers	0	0	44,888	0	0	0	
Miscellaneous	<u>51,086</u>	<u>26,223</u>	<u>20,750</u>	<u>1,800</u>	<u>2,600</u>	<u>5,250</u>	
TOTAL REVENUES	565,764	295,169	585,638	255,442	342,600	525,250	
<u>EXPENDITURE SUMMARY</u>							
<u>GENERAL GOVERNMENT</u>							
NON DEPARTMENTAL	<u>197,846</u>	<u>393,571</u>	<u>294,818</u>	<u>265,265</u>	<u>410,767</u>	<u>291,409</u>	
TOTAL GENERAL GOVERNMENT	<u>197,846</u>	<u>393,571</u>	<u>294,818</u>	<u>265,265</u>	<u>410,767</u>	<u>291,409</u>	
TOTAL EXPENDITURES	197,846	393,571	294,818	265,265	410,767	291,409	
REVENUE OVER/(UNDER) EXPENDITURES	367,919	( 98,402)	290,820	( 9,824)	( 68,167)	233,841	
	=====	=====	=====	=====	=====	=====	=====

314-HOTEL TAX

PROPOSED BUDGET WORKSHEET

AS OF: JUNE 30TH, 2021

REVENUES	(------ 2020-2021 -----) (------ 2021-2022 -----)						
	2018-2019 ACTUAL	2019-2020 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<hr/>							
<u>Taxes</u>							
000-411800 Hotel Occupancy Tax	514,678	268,946	520,000	253,642	340,000	520,000	
TOTAL Taxes	514,678	268,946	520,000	253,642	340,000	520,000	
<hr/>							
<u>Fund Transfers</u>							
000-481000 Transfer In - Reserves	0	0	44,888	0	0	0	
TOTAL Fund Transfers	0	0	44,888	0	0	0	
<hr/>							
<u>Miscellaneous</u>							
000-491000 Interest Earned	2,175	502	750	59	100	250	
000-491200 Investment Income	45,840	25,722	20,000	1,741	2,500	5,000	
000-497000 Misc Income	3,071	0	0	0	0	0	
TOTAL Miscellaneous	51,086	26,223	20,750	1,800	2,600	5,250	
<hr/>							
TOTAL REVENUES	565,764	295,169	585,638	255,442	342,600	525,250	
	=====	=====	=====	=====	=====	=====	=====

314-HOTEL TAX

GENERAL GOVERNMENT  
EXPENDITURES

	(------ 2020-2021 -----) (------ 2021-2022 -----)						
	2018-2019 ACTUAL	2019-2020 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
NON DEPARTMENTAL =====							
<u>Personnel Services</u>							
<u>Supplies</u>							
<u>City Support Services</u>							
101-532800 Special Events	59,369	62,465	62,466	49,038	60,650	62,466	
101-532820 Community Programs	<u>27,764</u>	<u>17,993</u>	<u>50,000</u>	<u>0</u>	<u>35,000</u>	<u>50,000</u>	
TOTAL City Support Services	87,133	80,458	112,466	49,038	95,650	112,466	
<u>Operations Support</u>							
101-534100 Advertising	0	0	28,000	0	0	15,000	
101-534120 Advertising-Billboards	<u>14,941</u>	<u>11,996</u>	<u>14,000</u>	<u>14,096</u>	<u>14,000</u>	<u>16,000</u>	
TOTAL Operations Support	14,941	11,996	42,000	14,096	14,000	31,000	
<u>City Assistance</u>							
<u>Professional Services</u>							
101-541300 Other Professional Services	28,189	500	0	570	500	500	
101-541400 Auditor/Accounting Service	<u>0</u>	<u>3,000</u>	<u>3,000</u>	<u>3,000</u>	<u>3,000</u>	<u>3,000</u>	
TOTAL Professional Services	28,189	3,500	3,000	3,570	3,500	3,500	
<u>Fund Charges/Transfers</u>							
101-548100 Interfund Transfer Out	<u>67,582</u>	<u>74,428</u>	<u>72,464</u>	<u>54,348</u>	<u>74,428</u>	<u>74,443</u>	
TOTAL Fund Charges/Transfers	67,582	74,428	72,464	54,348	74,428	74,443	
<u>Maintenance Services</u>							
101-551100 Building Maintenance	<u>0</u>	<u>0</u>	<u>20,000</u>	<u>144,213</u>	<u>0</u>	<u>50,000</u>	
TOTAL Maintenance Services	0	0	20,000	144,213	0	50,000	
<u>Operating Equipment</u>							
101-571500 Operating Equipment	<u>0</u>	<u>0</u>	<u>44,888</u>	<u>0</u>	<u>0</u>	<u>0</u>	
TOTAL Operating Equipment	0	0	44,888	0	0	0	
<u>Capital Outlay</u>							
101-581750 Civic Center Improvements	<u>0</u>	<u>223,189</u>	<u>0</u>	<u>0</u>	<u>223,189</u>	<u>20,000</u>	
TOTAL Capital Outlay	0	223,189	0	0	223,189	20,000	
TOTAL NON DEPARTMENTAL	197,846	393,571	294,818	265,265	410,767	291,409	
TOTAL GENERAL GOVERNMENT	197,846	393,571	294,818	265,265	410,767	291,409	
TOTAL EXPENDITURES	<u>197,846</u> =====	<u>393,571</u> =====	<u>294,818</u> =====	<u>265,265</u> =====	<u>410,767</u> =====	<u>291,409</u> =====	<u>=====</u>

# FUND: 317 PARK FUND

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## DESCRIPTION

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

Budget	2019-20 Actual	2020-21 Estimate	2021-21 Budget
<i>Revenue</i>			
Fees	\$4,000	\$70,000	\$318,000
Fund Transfers	0	0	0
Miscellaneous	3,326	615	125
<i>Total</i>	<i>\$7,326</i>	<i>\$70,615</i>	<i>\$319,025</i>
<i>Expenses</i>			
Professional Services	\$5,760	\$25,000	\$25,000
Operating Equipment	0	0	0
Capital Outlay	0	100,000	100,000
<i>Total</i>	<i>\$5,760</i>	<i>\$125,000</i>	<i>\$125,000</i>

## PROGRAM JUSTIFICATION AND ANALYSIS

**Revenue:** The revenue for FY 2021-22 is expected to decrease 12.1% from the FY 2020-21 year end estimates from new development.

**Expenses:** The FY 2021-22 Budget is not expected to change from FY 2020-21 year end estimate.

317-PARK FUND

FINANCIAL SUMMARY

	(------ 2020-2021 -----) (------ 2021-2022 -----)						
	2018-2019 ACTUAL	2019-2020 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<u>REVENUE SUMMARY</u>							
Fees	11,000	4,000	70,000	0	70,000	318,000	
Fund Transfers	0	0	51,500	0	0	0	
Miscellaneous	<u>7,601</u>	<u>3,326</u>	<u>3,500</u>	<u>255</u>	<u>615</u>	<u>1,025</u>	
TOTAL REVENUES	18,601	7,326	125,000	255	70,615	319,025	
<u>EXPENDITURE SUMMARY</u>							
<u>GENERAL GOVERNMENT</u>							
<u>PUBLIC ENVIRONMENT</u>							
PARKLAND DEDICATION	<u>102,092</u>	<u>5,760</u>	<u>125,000</u>	<u>0</u>	<u>125,000</u>	<u>125,000</u>	
TOTAL PUBLIC ENVIRONMENT	<u>102,092</u>	<u>5,760</u>	<u>125,000</u>	<u>0</u>	<u>125,000</u>	<u>125,000</u>	
TOTAL EXPENDITURES	102,092	5,760	125,000	0	125,000	125,000	
REVENUE OVER/ (UNDER) EXPENDITURES	( 83,491) =====	1,566 =====	0 =====	255 =====	( 54,385) =====	194,025 =====	=====



317-PARK FUND

REVENUES

	(------ 2020-2021 -----) (------ 2021-2022 -----)						
	2018-2019 ACTUAL	2019-2020 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<hr/>							
<u>Fees</u>							
000-458800 Parkland Dedication	<u>11,000</u>	<u>4,000</u>	<u>70,000</u>	<u>0</u>	<u>70,000</u>	<u>318,000</u>	<u></u>
TOTAL Fees	11,000	4,000	70,000	0	70,000	318,000	
<u>Fund Transfers</u>							
000-481000 Transfer In- Reserves	<u>0</u>	<u>0</u>	<u>51,500</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u></u>
TOTAL Fund Transfers	0	0	51,500	0	0	0	
<u>Miscellaneous</u>							
000-491000 Interest Earned	1,093	375	500	9	15	25	
000-491200 Investment Income	6,507	2,950	3,000	246	600	1,000	
000-493700 Donations	<u>0</u>	<u>1</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u></u>
TOTAL Miscellaneous	<u>7,601</u>	<u>3,326</u>	<u>3,500</u>	<u>255</u>	<u>615</u>	<u>1,025</u>	<u></u>
TOTAL REVENUES	18,601	7,326	125,000	255	70,615	319,025	
	=====	=====	=====	=====	=====	=====	=====

# FUND: 319 TREE MITIGATION

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## DESCRIPTION

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

Budget	2019-20 Actual	2020-21 Estimate	2021-22 Budget
<i>Revenue</i>			
Fees	\$52,427	\$240,000	\$70,000
Miscellaneous	6,069	875	1,400
<i>Total</i>	<i>\$58,496</i>	<i>\$240,875</i>	<i>\$71,400</i>
<i>Expenses</i>			
Maintenance Services	\$28,675	\$60,000	\$70,000
<i>Total</i>	<i>\$28,675</i>	<i>\$60,000</i>	<i>\$70,000</i>

## PROGRAM JUSTIFICATION AND ANALYSIS

**Revenue:** The revenue for FY 2021-22 is expected to decrease by 70.4% from 2020-21 year end estimate with an expected reduction in new development.

**Expenses:** The FY 2021-22 Budget will increase by 16.7% from the FY 2020-21 year end estimate for additional tree trimming and planting shade trees throughout the city.

319-TREE MITIGATION

FINANCIAL SUMMARY

	2018-2019 ACTUAL	2019-2020 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<u>REVENUE SUMMARY</u>							
Fees	19,162	52,427	70,000	219,513	240,000	70,000	
Miscellaneous	<u>10,307</u>	<u>6,069</u>	<u>4,500</u>	<u>561</u>	<u>875</u>	<u>1,400</u>	
TOTAL REVENUES	29,469	58,496	74,500	220,074	240,875	71,400	
<u>EXPENDITURE SUMMARY</u>							
<u>PUBLIC ENVIRONMENT</u>							
TREE MITIGATION	<u>27,867</u>	<u>28,675</u>	<u>70,000</u>	<u>16,695</u>	<u>60,000</u>	<u>70,000</u>	
TOTAL PUBLIC ENVIRONMENT	<u>27,867</u>	<u>28,675</u>	<u>70,000</u>	<u>16,695</u>	<u>60,000</u>	<u>70,000</u>	
TOTAL EXPENDITURES	27,867	28,675	70,000	16,695	60,000	70,000	
REVENUE OVER/ (UNDER) EXPENDITURES	<u>1,602</u>	<u>29,821</u>	<u>4,500</u>	<u>203,379</u>	<u>180,875</u>	<u>1,400</u>	

319-TREE MITIGATION

REVENUES

	(------ 2020-2021 -----) (------ 2021-2022 -----)						
	2018-2019 ACTUAL	2019-2020 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<hr/>							
<u>Fees</u>							
000-458900 Tree Mitigation	<u>19,162</u>	<u>52,427</u>	<u>70,000</u>	<u>219,513</u>	<u>240,000</u>	<u>70,000</u>	<u></u>
TOTAL Fees	19,162	52,427	70,000	219,513	240,000	70,000	
<hr/>							
<u>Fund Transfers</u>							
<hr/>							
<u>Miscellaneous</u>							
000-491000 Interest Earned	840	446	500	19	25	200	
000-491200 Investment Income	9,467	5,123	4,000	542	850	1,200	
000-497000 Misc Income	<u>0</u>	<u>500</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u></u>
TOTAL Miscellaneous	<u>10,307</u>	<u>6,069</u>	<u>4,500</u>	<u>561</u>	<u>875</u>	<u>1,400</u>	<u></u>
<hr/>							
TOTAL REVENUES	29,469	58,496	74,500	220,074	240,875	71,400	
	=====	=====	=====	=====	=====	=====	=====

319-TREE MITIGATION

PROPOSED BUDGET WORKSHEET  
AS OF: JUNE 30TH, 2021

PUBLIC ENVIRONMENT EXPENDITURES	(------ 2020-2021 -----) (------ 2021-2022 -----)						
	2018-2019 ACTUAL	2019-2020 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
TREE MITIGATION =====							
<u>Supplies</u>							
<u>Professional Services</u>							
<u>Fund Charges/Transfers</u>							
<u>Maintenance Services</u>							
302-551110 Trees	<u>27,867</u>	<u>28,675</u>	<u>70,000</u>	<u>16,695</u>	<u>60,000</u>	<u>70,000</u>	
TOTAL Maintenance Services	27,867	28,675	70,000	16,695	60,000	70,000	
<u>Operating Equipment</u>							
<u>Capital Outlay</u>							
TOTAL TREE MITIGATION	27,867	28,675	70,000	16,695	60,000	70,000	
TOTAL PUBLIC ENVIRONMENT	27,867	28,675	70,000	16,695	60,000	70,000	
TOTAL EXPENDITURES	<u>27,867</u> =====	<u>28,675</u> =====	<u>70,000</u> =====	<u>16,695</u> =====	<u>60,000</u> =====	<u>70,000</u> =====	=====

# FUND: 431 ROADWAY IMPACT FEE AREA 1

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## DESCRIPTION

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

## PERFORMANCE INDICATORS

Budget	2019-20 Actual	2020-21 Estimate	2021-22 Budget
<i>Revenue</i>			
Fees	\$305,384	\$200,000	\$200,000
Miscellaneous	730	1,200	900
<i>Total</i>	<i>\$306,114</i>	<i>\$201,200</i>	<i>\$200,900</i>
<i>Expenses</i>			
Non Departmental	\$0	\$0	\$5,000
<i>Total</i>	<i>\$0</i>	<i>\$0</i>	<i>\$5,000</i>

## PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2021-22 Budget will be set at \$5,000 for any professional services or studies that need to be completed.

431-CAP RCVRY-RDWYS AREA 1

FINANCIAL SUMMARY

	(------ 2020-2021 -----) (------ 2021-2022 -----)						
	2018-2019 ACTUAL	2019-2020 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<u>REVENUE SUMMARY</u>							
Fees	2,022	305,384	5,000	165,123	200,000	200,000	
Miscellaneous	<u>1,124</u>	<u>730</u>	<u>0</u>	<u>478</u>	<u>1,200</u>	<u>900</u>	
TOTAL REVENUES	3,146	306,114	5,000	165,601	201,200	200,900	
<u>EXPENDITURE SUMMARY</u>							
<u>GENERAL GOVERNMENT</u>							
NON DEPARTMENTAL	<u>32,511</u>	<u>0</u>	<u>5,000</u>	<u>0</u>	<u>0</u>	<u>5,000</u>	
TOTAL GENERAL GOVERNMENT	32,511	0	5,000	0	0	5,000	
<u>MISC &amp; PROJECTS</u>							
TOTAL EXPENDITURES	32,511	0	5,000	0	0	5,000	
REVENUE OVER/ (UNDER) EXPENDITURES	( 29,364)	306,114	0	165,601	201,200	195,900	
	=====	=====	=====	=====	=====	=====	=====

431-CAP RCVRY-RDWYS AREA 1

REVENUES

		(------ 2020-2021 -----)					(----- 2021-2022 -----)
	2018-2019 ACTUAL	2019-2020 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<hr/>							
<u>Fees</u>							
000-455921 CapitalRcvry-RoadwaysSrvArea	<u>2,022</u>	<u>305,384</u>	<u>5,000</u>	<u>165,123</u>	<u>200,000</u>	<u>200,000</u>	<u>          </u>
TOTAL Fees	2,022	305,384	5,000	165,123	200,000	200,000	<u>          </u>
<u>Miscellaneous</u>							
000-491000 Interest Earned	1,124	730	0	194	600	300	<u>          </u>
000-491200 Investment Income	<u>0</u>	<u>0</u>	<u>0</u>	<u>284</u>	<u>600</u>	<u>600</u>	<u>          </u>
TOTAL Miscellaneous	<u>1,124</u>	<u>730</u>	<u>0</u>	<u>478</u>	<u>1,200</u>	<u>900</u>	<u>          </u>
TOTAL REVENUES	3,146	306,114	5,000	165,601	201,200	200,900	<u>          </u>
	=====	=====	=====	=====	=====	=====	=====



431-CAP RCVRY-RDWYS AREA 1

PROPOSED BUDGET WORKSHEET  
AS OF: JUNE 30TH, 2021

GENERAL GOVERNMENT EXPENDITURES	(------ 2020-2021 -----) (------ 2021-2022 -----)						
	2018-2019 ACTUAL	2019-2020 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
NON DEPARTMENTAL =====							
<u>Professional Services</u>							
101-541300 Professional Services	0	0	5,000	0	0	5,000	
TOTAL Professional Services	0	0	5,000	0	0	5,000	
<u>Fund Charges/Transfers</u>							
101-548404 Transfer Out - Capital Projec	32,511	0	0	0	0	0	
TOTAL Fund Charges/Transfers	32,511	0	0	0	0	0	
TOTAL NON DEPARTMENTAL	32,511	0	5,000	0	0	5,000	
TOTAL GENERAL GOVERNMENT	32,511	0	5,000	0	0	5,000	

# FUND: 432 ROADWAY IMPACT FEE AREA 2

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## DESCRIPTION

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

## PERFORMANCE INDICATORS

Budget	2019-20 Actual	2020-21 Estimate	2021-22 Budget
<i>Revenue</i>			
Fees	\$130,495	\$120,000	\$120,000
Miscellaneous	377	300	400
<i>Total</i>	<i>\$130,871</i>	<i>\$120,300</i>	<i>\$120,400</i>
<i>Expenses</i>			
Non Departmental	\$0	\$39,148	\$29,000
<i>Total</i>	<i>\$0</i>	<i>\$39,148</i>	<i>\$29,000</i>

## PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2021-22 Budget will be set at \$29,000. \$5,000 will be for any professional services or studies that need to be completed and \$24,000 is the expected payment for the development of Ripps-Kruesler Road.

432-CAP RCVRY-RDWYS AREA 2

FINANCIAL SUMMARY

	2018-2019 ACTUAL	2019-2020 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<u>REVENUE SUMMARY</u>							
Fees	63,067	130,495	5,000	99,807	120,000	120,000	
Miscellaneous	<u>178</u>	<u>377</u>	<u>0</u>	<u>203</u>	<u>300</u>	<u>400</u>	
TOTAL REVENUES	63,246	130,871	5,000	100,009	120,300	120,400	
<u>EXPENDITURE SUMMARY</u>							
<u>GENERAL GOVERNMENT</u>							
NON DEPARTMENTAL	<u>48,265</u>	<u>0</u>	<u>5,000</u>	<u>39,148</u>	<u>39,148</u>	<u>29,000</u>	
TOTAL GENERAL GOVERNMENT	48,265	0	5,000	39,148	39,148	29,000	
MISC & PROJECTS							
TOTAL EXPENDITURES	48,265	0	5,000	39,148	39,148	29,000	
REVENUE OVER/ (UNDER) EXPENDITURES	14,981	130,871	0	60,861	81,152	91,400	

432-CAP RCVRY-RDWYS AREA 2

REVENUES

	(------ 2020-2021 -----) (------ 2021-2022 -----)						
	2018-2019 ACTUAL	2019-2020 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<hr/>							
<u>Fees</u>							
000-455922 CapitalRcvry-RoadwaysSrvArea	<u>63,067</u>	<u>130,495</u>	<u>5,000</u>	<u>99,807</u>	<u>120,000</u>	<u>120,000</u>	<u>          </u>
TOTAL Fees	63,067	130,495	5,000	99,807	120,000	120,000	<u>          </u>
<u>Miscellaneous</u>							
000-491000 Interest Earned	178	377	0	89	100	200	<u>          </u>
000-491200 Investment Income	<u>0</u>	<u>0</u>	<u>0</u>	<u>114</u>	<u>200</u>	<u>200</u>	<u>          </u>
TOTAL Miscellaneous	<u>178</u>	<u>377</u>	<u>0</u>	<u>203</u>	<u>300</u>	<u>400</u>	<u>          </u>
 TOTAL REVENUES	 63,246	 130,871	 5,000	 100,009	 120,300	 120,400	 <u>          </u>
	=====	=====	=====	=====	=====	=====	=====

432-CAP RCVRY-RDWYS AREA 2

GENERAL GOVERNMENT  
EXPENDITURES

			2020-2021		2021-2022		
	2018-2019	2019-2020	CURRENT	Y-T-D	PROJECTED	CITY ADMIN.	ADOPTED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	RECOMMENDED	BUDGET
NON DEPARTMENTAL							
=====							
<u>City Assistance</u>							
101-537600 Development Incentive Fund	0	0	0	39,148	39,148	24,000	
TOTAL City Assistance	0	0	0	39,148	39,148	24,000	
<u>Professional Services</u>							
101-541300 Professional Services	0	0	5,000	0	0	5,000	
TOTAL Professional Services	0	0	5,000	0	0	5,000	
<u>Fund Charges/Transfers</u>							
101-548404 Transfer Out - Capital Projec	48,265	0	0	0	0	0	
TOTAL Fund Charges/Transfers	48,265	0	0	0	0	0	
TOTAL NON DEPARTMENTAL							
	48,265	0	5,000	39,148	39,148	29,000	
TOTAL GENERAL GOVERNMENT							
	48,265	0	5,000	39,148	39,148	29,000	

# FUND: 433 ROADWAY IMPACT FEE AREA 3

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## DESCRIPTION

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

## PERFORMANCE INDICATORS

Budget	2019-20 Actual	2020-21 Estimate	2021-22 Budget
<i>Revenue</i>			
Fees	\$411,629	\$500,000	\$400,000
Miscellaneous	837	1000	1500
<i>Total</i>	<i>\$412,466</i>	<i>\$501,000</i>	<i>\$401,500</i>
<i>Expenses</i>			
Non Departmental	\$0	\$0	\$5,000
<i>Total</i>	<i>\$0</i>	<i>\$0</i>	<i>\$5,000</i>

## PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2021-22 Budget will be set at \$5,000 for any professional services or studies that need to be completed.

433-CAP RCVRY-RDWYS AREA 3

FINANCIAL SUMMARY

	2018-2019 ACTUAL	2019-2020 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<u>REVENUE SUMMARY</u>							
Fees	69,787	411,629	5,000	468,314	500,000	400,000	
Miscellaneous	<u>142</u>	<u>837</u>	<u>0</u>	<u>775</u>	<u>1,000</u>	<u>1,500</u>	
TOTAL REVENUES	69,929	412,466	5,000	469,090	501,000	401,500	
<u>EXPENDITURE SUMMARY</u>							
<u>GENERAL GOVERNMENT</u>							
NON DEPARTMENTAL	<u>34,760</u>	<u>0</u>	<u>5,000</u>	<u>0</u>	<u>0</u>	<u>5,000</u>	
TOTAL GENERAL GOVERNMENT	34,760	0	5,000	0	0	5,000	
<u>MISC &amp; PROJECTS</u>							
TOTAL EXPENDITURES	34,760	0	5,000	0	0	5,000	
REVENUE OVER/ (UNDER) EXPENDITURES	<u>35,169</u>	<u>412,466</u>	<u>0</u>	<u>469,090</u>	<u>501,000</u>	<u>396,500</u>	

433-CAP RCVRY-RDWYS AREA 3

PROPOSED BUDGET WORKSHEET  
AS OF: JUNE 30TH, 2021

REVENUES	(------ 2020-2021 -----) (------ 2021-2022 -----)						
	2018-2019 ACTUAL	2019-2020 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<hr/>							
<u>Fees</u>							
000-455923 CapitalRcvry-RoadwaysSrvArea	<u>69,787</u>	<u>411,629</u>	<u>5,000</u>	<u>468,314</u>	<u>500,000</u>	<u>400,000</u>	<u>          </u>
TOTAL Fees	69,787	411,629	5,000	468,314	500,000	400,000	<u>          </u>
<u>Miscellaneous</u>							
000-491000 Interest Earned	142	837	0	441	500	900	<u>          </u>
000-491200 Investment Income	<u>0</u>	<u>0</u>	<u>0</u>	<u>334</u>	<u>500</u>	<u>600</u>	<u>          </u>
TOTAL Miscellaneous	<u>142</u>	<u>837</u>	<u>0</u>	<u>775</u>	<u>1,000</u>	<u>1,500</u>	<u>          </u>
TOTAL REVENUES	69,929	412,466	5,000	469,090	501,000	401,500	<u>          </u>
	=====	=====	=====	=====	=====	=====	=====



433-CAP RCVRY-RDWYS AREA 3

GENERAL GOVERNMENT  
EXPENDITURES

		(----- 2020-2021 -----)					(----- 2021-2022 -----)
	2018-2019	2019-2020	CURRENT	Y-T-D	PROJECTED	CITY ADMIN.	ADOPTED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	RECOMMENDED	BUDGET
<hr/>							
NON DEPARTMENTAL							
=====							
<u>Professional Services</u>							
101-541300 Professional Services	0	0	5,000	0	0	5,000	
TOTAL Professional Services	0	0	5,000	0	0	5,000	
<u>Fund Charges/Transfers</u>							
101-548404 Transfer Out - Capital Projec	34,760	0	0	0	0	0	
TOTAL Fund Charges/Transfers	34,760	0	0	0	0	0	
<hr/>							
TOTAL NON DEPARTMENTAL	34,760	0	5,000	0	0	5,000	
<hr/>							
TOTAL GENERAL GOVERNMENT	34,760	0	5,000	0	0	5,000	

# FUND: 434 ROADWAY IMPACT FEE AREA 4

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## DESCRIPTION

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

## PERFORMANCE INDICATORS

Budget	2019-20 Actual	2020-21 Estimate	2021-22 Budget
<i>Revenue</i>			
Fees	\$2,696	\$5,000	\$5,000
Miscellaneous	29	10	65
<i>Total</i>	<i>\$2,725</i>	<i>\$5,010</i>	<i>\$5,065</i>
<i>Expenses</i>			
Non Departmental	\$0	\$0	\$5,000
<i>Total</i>	<i>\$0</i>	<i>\$0</i>	<i>\$5,000</i>

## PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2021-22 Budget will be set at \$5,000 for any professional services or studies that need to be completed.

434-CAP RCVRY-RDWYS AREA 4

FINANCIAL SUMMARY

	(------ 2020-2021 -----) (------ 2021-2022 -----)						
	2018-2019 ACTUAL	2019-2020 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<u>REVENUE SUMMARY</u>							
Fees	4,044	2,696	5,000	3,033	5,000	5,000	
Miscellaneous	<u>5</u>	<u>29</u>	<u>0</u>	<u>7</u>	<u>10</u>	<u>65</u>	
TOTAL REVENUES	4,049	2,725	5,000	3,040	5,010	5,065	
<u>EXPENDITURE SUMMARY</u>							
<u>GENERAL GOVERNMENT</u>							
NON DEPARTMENTAL	<u>505</u>	<u>0</u>	<u>5,000</u>	<u>0</u>	<u>0</u>	<u>5,000</u>	
TOTAL GENERAL GOVERNMENT	505	0	5,000	0	0	5,000	
<u>MISC &amp; PROJECTS</u>							
TOTAL EXPENDITURES	505	0	5,000	0	0	5,000	
REVENUE OVER/ (UNDER) EXPENDITURES	<u>3,545</u>	<u>2,725</u>	<u>0</u>	<u>3,040</u>	<u>5,010</u>	<u>65</u>	

434-CAP RCVRY-RDWYS AREA 4

REVENUES

		(------ 2020-2021 -----)					(----- 2021-2022 -----)
	2018-2019	2019-2020	CURRENT	Y-T-D	PROJECTED	CITY ADMIN.	ADOPTED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	RECOMMENDED	BUDGET
<hr/>							
<u>Fees</u>							
000-455924 CapitalRcvry-RoadwaysSrvArea	<u>4,044</u>	<u>2,696</u>	<u>5,000</u>	<u>3,033</u>	<u>5,000</u>	<u>5,000</u>	<u></u>
TOTAL Fees	4,044	2,696	5,000	3,033	5,000	5,000	
<u>Miscellaneous</u>							
000-491000 Interest Earned	5	29	0	3	5	15	<u></u>
000-491200 Investment Income	<u>0</u>	<u>0</u>	<u>0</u>	<u>4</u>	<u>5</u>	<u>50</u>	<u></u>
TOTAL Miscellaneous	<u>5</u>	<u>29</u>	<u>0</u>	<u>7</u>	<u>10</u>	<u>65</u>	<u></u>
TOTAL REVENUES	4,049	2,725	5,000	3,040	5,010	5,065	
	=====	=====	=====	=====	=====	=====	=====

434-CAP RCVRY-RDWYS AREA 4

GENERAL GOVERNMENT  
EXPENDITURES

		(----- 2020-2021 -----)					(----- 2021-2022 -----)
	2018-2019	2019-2020	CURRENT	Y-T-D	PROJECTED	CITY ADMIN.	ADOPTED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	RECOMMENDED	BUDGET
<hr/>							
NON DEPARTMENTAL							
=====							
<u>Professional Services</u>							
101-541300 Professional Services	0	0	5,000	0	0	5,000	
TOTAL Professional Services	0	0	5,000	0	0	5,000	
<u>Fund Charges/Transfers</u>							
101-548404 Transfer Out - Capital Projec	505	0	0	0	0	0	
TOTAL Fund Charges/Transfers	505	0	0	0	0	0	
<hr/>							
TOTAL NON DEPARTMENTAL	505	0	5,000	0	0	5,000	
<hr/>							
TOTAL GENERAL GOVERNMENT	505	0	5,000	0	0	5,000	

317-PARK FUND							
PUBLIC ENVIRONMENT EXPENDITURES							
	2018-2019 ACTUAL	2019-2020 ACTUAL	(----- 2020-2021 -----) CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	(----- 2021-2022 -----) CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
PARKLAND DEDICATION =====							
<u>Supplies</u>							
<u>Utility Services</u>							
<u>Professional Services</u>							
301-541300 Other Cons/ prof Services	5,740	5,760	25,000	0	25,000	25,000	
TOTAL Professional Services	5,740	5,760	25,000	0	25,000	25,000	
<u>Fund Charges/Transfers</u>							
<u>Maintenance Services</u>							
<u>Operating Equipment</u>							
301-571000 Sign/Fixtures	470	0	0	0	0	0	
301-571700 Improvements Under \$5,000	9,041	0	0	0	0	0	
TOTAL Operating Equipment	9,511	0	0	0	0	0	
<u>Capital Outlay</u>							
301-581700 Improvements Over \$5,000	86,841	0	100,000	0	100,000	100,000	
TOTAL Capital Outlay	86,841	0	100,000	0	100,000	100,000	
TOTAL PARKLAND DEDICATION	102,092	5,760	125,000	0	125,000	125,000	

# FUND: 609 LIBRARY FUND

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## DESCRIPTION

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

Budget	2019-20 Actual	2020-21 Estimate	2021-22 Budget
<i>Revenue</i>			
Fees	\$9,024	\$3,200	\$16,000
Fund Transfers	0	0	7,200
Miscellaneous	854	200	200
<i>Total</i>	<i>\$10,058</i>	<i>\$3,400</i>	<i>\$23,400</i>
<i>Expenses</i>			
Supplies	\$63	\$200	\$200
City Support Services	6,393	12,000	12,000
Operating Equipment	4,000	9,000	11,200
<i>Total</i>	<i>\$10,456</i>	<i>\$21,200</i>	<i>\$23,400</i>

## PROGRAM JUSTIFICATION AND ANALYSIS

**Revenues:** Revenue for FY 2021-22 is expected to increase from the FY 2020-21 with more book sales.

**Expenses:** The Library Fund's FY 2021-22 Budget increase 10.4% from the FY 2020-21 year end estimates with the purchase of replacement shelving for the bookstore.

609-LIBRARY BOARD

PROPOSED BUDGET WORKSHEET

AS OF: JUNE 30TH, 2021

FINANCIAL SUMMARY

	(------ 2020-2021 -----) (------ 2021-2022 -----)						
	2018-2019 ACTUAL	2019-2020 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<u>REVENUE SUMMARY</u>							
Fees	21,365	9,204	20,000	4,119	3,200	16,000	
Fund Transfers	0	0	0	0	0	7,200	
Miscellaneous	<u>1,861</u>	<u>854</u>	<u>1,200</u>	<u>101</u>	<u>200</u>	<u>200</u>	
TOTAL REVENUES	23,226	10,058	21,200	4,220	3,400	23,400	
<u>EXPENDITURE SUMMARY</u>							
<u>GENERAL GOVERNMENT</u>							
NON DEPARTMENTAL	<u>19,664</u>	<u>10,456</u>	<u>21,200</u>	<u>4,541</u>	<u>21,200</u>	<u>23,400</u>	
TOTAL GENERAL GOVERNMENT	<u>19,664</u>	<u>10,456</u>	<u>21,200</u>	<u>4,541</u>	<u>21,200</u>	<u>23,400</u>	
TOTAL EXPENDITURES	19,664	10,456	21,200	4,541	21,200	23,400	
REVENUE OVER/ (UNDER) EXPENDITURES	3,562	( 399)	0	( 321)	( 17,800)	0	
	=====	=====	=====	=====	=====	=====	=====



609-LIBRARY BOARD

REVENUES

	2020-2021						2021-2022
	2018-2019	2019-2020	CURRENT	Y-T-D	PROJECTED	CITY ADMIN.	ADOPTED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	RECOMMENDED	BUDGET
<hr/>							
<u>Fees</u>							
000-458100 Sale of Merchandise	21,365	9,204	20,000	4,119	3,200	16,000	
TOTAL Fees	21,365	9,204	20,000	4,119	3,200	16,000	
<hr/>							
<u>Fund Transfers</u>							
000-481000 Transfer In - Reserves	0	0	0	0	0	7,200	
TOTAL Fund Transfers	0	0	0	0	0	7,200	
<hr/>							
<u>Miscellaneous</u>							
000-491000 Interest Earned	690	272	400	48	100	100	
000-491200 Investment Income	1,163	578	600	42	100	100	
000-493000 Donations	0	0	200	0	0	0	
000-497000 Misc. Income - Library	8	4	0	11	0	0	
TOTAL Miscellaneous	1,861	854	1,200	101	200	200	
<hr/>							
TOTAL REVENUES	23,226	10,058	21,200	4,220	3,400	23,400	
	=====	=====	=====	=====	=====	=====	=====

609-LIBRARY BOARD

GENERAL GOVERNMENT  
EXPENDITURES

	(------ 2020-2021 -----) (------ 2021-2022 -----)						
	2018-2019 ACTUAL	2019-2020 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
NON DEPARTMENTAL							
=====							
<u>Supplies</u>							
101-521000 Operating Supplies	242	63	200	144	200	200	
TOTAL Supplies	242	63	200	144	200	200	
<u>City Support Services</u>							
101-532800 Special Events	9,432	6,393	12,000	4,397	12,000	12,000	
TOTAL City Support Services	9,432	6,393	12,000	4,397	12,000	12,000	
<u>City Assistance</u>							
<u>Professional Services</u>							
<u>Fund Charges/Transfers</u>							
<u>Operating Equipment</u>							
101-571000 Furniture & Fixtures	0	0	0	0	0	1,200	
101-571400 Library Materials	9,990	4,000	9,000	0	9,000	10,000	
TOTAL Operating Equipment	9,990	4,000	9,000	0	9,000	11,200	
<u>Capital Outlay</u>							
TOTAL NON DEPARTMENTAL	19,664	10,456	21,200	4,541	21,200	23,400	
TOTAL GENERAL GOVERNMENT	19,664	10,456	21,200	4,541	21,200	23,400	
TOTAL EXPENDITURES	19,664	10,456	21,200	4,541	21,200	23,400	
=====							

# FUND: 615 HISTORICAL COMMITTEE

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## MISSION STATEMENT

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

## DESCRIPTION

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

Budget	2019-20 Actual	2020-21 Estimate	2021-22 Budget
<i>Revenue</i>			
Fees	\$43	\$1,000	\$1,000
Fund Transfers	169	5,250	10,750
<i>Total</i>	<i>\$212</i>	<i>\$6,250</i>	<i>\$11,750</i>
<i>Expenses</i>			
Supplies	\$100	\$900	\$1,500
Operations Support	0	0	500
Staff Support	69	2,250	5,150
Professional Services	0	1,600	1,600
Operating Equipment	0	1,500	3,000
<i>Total</i>	<i>\$169</i>	<i>\$6,250</i>	<i>\$11,750</i>

## PROGRAM JUSTIFICATION AND ANALYSIS

**Revenues:** Revenue for FY 2021-22 will remain at the same funding allocation as FY 2020-21.

**Expenses:** The Historical Committee's FY 2020-21 Budget will remain the as the FY 2019-20 Budget.

615-HISTORICAL COMMITTEE

FINANCIAL SUMMARY

	(----- 2020-2021 -----) (----- 2021-2022 -----)						
	2018-2019 ACTUAL	2019-2020 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<u>REVENUE SUMMARY</u>							
Fees	813	43	1,000	521	1,000	1,000	
Fund Transfers	2,871	169	10,750	0	5,250	10,750	
Miscellaneous	<u>17</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	
TOTAL REVENUES	3,701	212	11,750	521	6,250	11,750	
<u>EXPENDITURE SUMMARY</u>							
<u>CULTURAL</u>							
HISTORICAL COMMITTEE	<u>2,871</u>	<u>169</u>	<u>11,750</u>	<u>3,009</u>	<u>6,250</u>	<u>11,750</u>	
TOTAL CULTURAL	<u>2,871</u>	<u>169</u>	<u>11,750</u>	<u>3,009</u>	<u>6,250</u>	<u>11,750</u>	
TOTAL EXPENDITURES	2,871	169	11,750	3,009	6,250	11,750	
REVENUE OVER/ (UNDER) EXPENDITURES	830	43	0	( 2,488)	0	0	
	=====	=====	=====	=====	=====	=====	=====

615-HISTORICAL COMMITTEE

REVENUES

		(------ 2020-2021 -----) (------ 2021-2022 -----)					
	2018-2019	2019-2020	CURRENT	Y-T-D	PROJECTED	CITY ADMIN.	ADOPTED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	RECOMMENDED	BUDGET
<hr/>							
<u>Fees</u>							
000-458100 Sale of Merchandise	<u>813</u>	<u>43</u>	<u>1,000</u>	<u>521</u>	<u>1,000</u>	<u>1,000</u>	<u></u>
TOTAL Fees	813	43	1,000	521	1,000	1,000	
<u>Fund Transfers</u>							
000-486101 Transfer In-General Fund	0	0	10,750	0	5,250	10,750	<u></u>
000-486106 Transfer In-Special Events	<u>2,871</u>	<u>169</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u></u>
TOTAL Fund Transfers	2,871	169	10,750	0	5,250	10,750	
<u>Miscellaneous</u>							
000-497000 Misc. Income	<u>17</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u></u>
TOTAL Miscellaneous	<u>17</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u></u>
TOTAL REVENUES	3,701	212	11,750	521	6,250	11,750	
	=====	=====	=====	=====	=====	=====	=====

615-HISTORICAL COMMITTEE

PROPOSED BUDGET WORKSHEET

AS OF: JUNE 30TH, 2021

CULTURAL EXPENDITURES	(------ 2020-2021 -----) (------ 2021-2022 -----)						
	2018-2019 ACTUAL	2019-2020 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
HISTORICAL COMMITTEE =====							
<u>Supplies</u>							
609-521000 Operating Supplies	<u>1,187</u>	<u>100</u>	<u>1,500</u>	<u>247</u>	<u>900</u>	<u>1,500</u>	<u></u>
TOTAL Supplies	1,187	100	1,500	247	900	1,500	
<u>Operations Support</u>							
609-534200 Printing & Binding	<u>84</u>	<u>0</u>	<u>500</u>	<u>0</u>	<u>0</u>	<u>500</u>	<u></u>
TOTAL Operations Support	84	0	500	0	0	500	
<u>Staff Support</u>							
609-535200 Awards	131	69	1,000	0	250	1,000	
609-535300 Memberships	0	0	150	0	0	150	
609-535500 Training/Travel	<u>0</u>	<u>0</u>	<u>4,000</u>	<u>0</u>	<u>2,000</u>	<u>4,000</u>	<u></u>
TOTAL Staff Support	131	69	5,150	0	2,250	5,150	
<u>Professional Services</u>							
609-541300 Other Cons'l/Prof Services	<u>1,469</u>	<u>0</u>	<u>1,600</u>	<u>0</u>	<u>1,600</u>	<u>1,600</u>	<u></u>
TOTAL Professional Services	1,469	0	1,600	0	1,600	1,600	
<u>Operating Equipment</u>							
609-571810 Event Banners	<u>0</u>	<u>0</u>	<u>3,000</u>	<u>2,762</u>	<u>1,500</u>	<u>3,000</u>	<u></u>
TOTAL Operating Equipment	0	0	3,000	2,762	1,500	3,000	
TOTAL HISTORICAL COMMITTEE							
	2,871	169	11,750	3,009	6,250	11,750	
TOTAL CULTURAL							
	2,871	169	11,750	3,009	6,250	11,750	
TOTAL EXPENDITURES							
	<u>2,871</u>	<u>169</u>	<u>11,750</u>	<u>3,009</u>	<u>6,250</u>	<u>11,750</u>	<u></u>

## Glossary

Account	A designation assigned to an accounting entry where a running total of all entries is kept. It is a grouping of assets, liabilities, reserves, retained earnings, revenues, or expenses.
Accounting Standards	The generally accepted accounting principles (GAAP) set by the Governmental Accounting Standards Board (GASB) that guide the recording and reporting of financial information.
Accounts Payable	A short term liability (less than one year) showing the amounts currently owed for goods and services received by the City.
Accounts Receivable	A short term asset (less than one year) showing the amount currently due to the City for goods and services provided.
Accrual Accounting	An accounting method in which revenues and expenses are recorded at the time they occur, rather than when cash is traded hands. Used for financial reports
Ad Valorem Taxes	Commonly referred to as property taxes. The charges levied on all real and certain personal property according to the property's assessed value and the tax rate. Used to support the General Fund and pay general obligation debt.
Adopted Budget	The budget as approved by the City Council. It sets the legal spending limits and funding sources for the fiscal year.
Assessed Value	A value set upon real estate or other property as a basis for levying property taxes. For the City of Schertz, the Appraisal Districts of Bexar, Comal, and Guadalupe Counties are responsible for assessing property values.
Asset	Resources of the City that cover liability obligations.
Bad Debt Expense	This expense is used to recognize the City's estimated amount of uncollectable revenue.
Balanced Budget	A budget where current revenues meet or exceed current expenses resulting in a positive fund balance at the end of the fiscal year.
Bond	Are a long term debt issued by the City to pay for large capital projects such as buildings, streets, and water/sewer system improvements.
Budget Calendar	The schedule of key dates used as a guide to complete various steps of the budget preparation and adoption processes.

## Glossary

Capital Improvements	Expenditures for the construction, purchase, or renovation of City facilities or property.
Capital Outlay	Purchase of property or equipment greater than \$5,000 which will be added to the City's fixed assets.
Cash	Currency on hand with the bank.
Cash Basis	An accounting method that recognizes revenues and expenses when cash enters or leaves the bank instead of when services are provided.
Certificates of Obligation	Tax supported bonds similar to general obligation bonds and can be issued after meeting strict publication requirements and council approval.
Charter	A document that establishes the city's governmental structure and provides distribution of powers and duties. In order to be implemented or changed it must be approved with a vote by the people
City Council	The elected governing body of the City, consisting of the Mayor and five (5) council members acting as the legislative and policy-making bod of the City.
CRM	Client Resource Management - a type of software for tracking dates, events, and clients.
Debt Service	Payments on debt made up of principle and interest following a set schedule.
Delinquent Taxes	Property taxes remaining unpaid after the due date. Delinquent taxes incur penalties and interest at rates specified by law.
Department	A functional group of the City with related activities aimed at accomplishing a major City service or program.
Depreciation	In accounting, this is a noncash expense that reduces the value of a capital asset over its expected useful life.
Effective Tax Rate	The rate that would produce the same amount of property taxes from the properties on the previous year's tax rolls.
Enterprise Fund	See Proprietary Fund.
Expenditure	Any payment made by the City.



## **Glossary**

Expense	Any reduction in Fund Balance.
Fiscal Year	The time period designated by the City signifying the beginning and ending period for recording the financial transactions of the City. The City of Schertz' fiscal year begins each October 1st and ends the following September 30th.
Fixed Assets	Assets of a long-term character which are intended to be held or used, such as land, buildings, machinery, furniture, and equipment.
FTE	Full Time Equivalent (FTE) is a measure of employment of a position based on the total hours worked in a week versus the expected 40 hours of a full time employee.
Fund	A fiscal and accounting entity established to record receipt and disbursement of income from sources set aside to support specific activities or to attain certain objectives. Each fund is treated as a distinct fiscal entity where assets equal liabilities plus fund balances.
Fund Balance	The difference between fund assets and fund liabilities of governmental and trust funds.
Fund Equity	The difference between assets and liabilities of any fund.
General Fund	The major fund in most governmental entities. It contains many activities associated with municipal government, such as police and fire rescue, libraries, parks and recreation.
General Obligation Bonds	A municipal bond backed by property taxes
Goals	Department/Division objectives intended to be accomplished or begun within the coming fiscal year.
Governmental Fund	Funds, or specific groups of revenues and expenses, including the General Fund, Special Revenue Funds, Capital Project Funds, and Debt Service Funds.
Home Rule City	Cities which have over 5,000 in population and have adopted home rule charters.
I&S	Interest and Sinking - The portion of the property tax that goes to pay debt issued by the City
Interest & Sinking Fund	See Debt Service Fund.

## Glossary

Interfund Transfers	Transfer made from one City fund to another City Fund for the purpose of reimbursement of expenditures, general and administrative services, payments-in-lieu of taxes, or debt service.
Intergovernmental Revenues	Revenues from other governments in the form of grants, entitlements, shared revenues, or payments-in-lieu of taxes. Service contracts?
Liability	Debt or other legal obligations arising out of transactions in the past that must be liquidated, renewed, or refunded at some future date. The term does not include encumbrances.
LUE's	Living Unit Equivalent, the amount of water in gallons per year that an average household would produce
M&O	Acronym for "maintenance and operations". (1) The recurring costs associated with a department or activity; (2) the portion of the tax rate that is applied to the General Fund.
Mission	The basic purpose of a department/division - the reason for its existence.
Mixed Beverage Tax	A tax imposed on the gross receipts of a licensee for the sale, preparation, or serving of mixed beverages.
Modified Accrual basis	Method of governmental accounting recognizes revenues when they are measurable and available and expenditures when goods or services are received with the exception of principal and interest on long term debt.
Operating Budget	Plans of current expenditures and the proposed means of financing them. The annual operating budget is the primary means by which most of the financing activities of the City are controlled.
Operating Expenses	Proprietary Fund expenses related directly to the Fund's primary activity.
Ordinance	A formal legislative enactment by City Council.
Payment-in-lieu of Taxes	A payment made to the City in lieu of taxes. These payments are generally made by tax exempt entities for which the City provides specific services. For example, the City's Water & Sewer Fund provides this payment to the City's General Fund because of the Water & Sewer Fund's exemption from property taxation.

## Glossary

Proprietary Fund	Also referred to as Enterprise Fund. A governmental accounting fund in which services are provided, such as water and sewer service, are financed and operated similarly to those in a private business. The intent is that the costs of providing these services be recovered through user charges.
Resolution	A special or temporary order of the City Council. Requires less formality than an ordinance.
Retained Earnings	An equity account reflecting the accumulated earnings of a proprietary fund.
Revenue Bonds	Bonds whose principal and interest are payable exclusively from earnings of a proprietary fund.
Special Revenue Fund	Accounts for the proceeds of specific revenue sources that are legally restricted to expenditure for specified purposes.
Tax Base	The total net taxable value after exemptions of all real and personal property in the City.
Tax Levy	The result of multiplying the ad valorem property tax rate per one hundred dollars times the tax base.
Tax Rate	The rate applied to all taxable property to general revenue. The City's tax rate is comprised of two components; the debt service rate, and the maintenance and operations (M&O) rate.
Tax Roll	The official list showing the amount of taxes levied against each taxpayer or property. See also Tax Base.
Taxes	Compulsory charges levied by a government to finance services performed for a common benefit.
TMRS	The Texas Municipal Retirement System provides retirement plans to its member cities. Each city selects its own plan and its contributions are computed on each individual city's plan and actuarial information.
Transmittal Letter	A general discussion and overview of the proposed budget as presented in writing by the City Manager to the City Council
Unencumbered Balance	The amount of an appropriation that is not expended or encumbered. It is essentially the amount of money still available for future purchases.

## **Glossary**

User Charges	The payment of a fee for direct receipt of a public service by the party who benefits from the service.
Utility Fund	See Proprietary Fund.
Vision	The desired optimum state or ultimate goal of the City or Department.

## CITY COUNCIL MEMORANDUM

**City Council Meeting:** August 24, 2021  
**Department:** City Secretary  
**Subject:** Public Hearing on the Proposed Tax Rate - Conduct a public hearing regarding the adoption of the FY 2021-22 Tax Rate. (*First public hearing*) (M. Browne/B. James/J. Walters)

**BACKGROUND**

At the August 10, 2021, regular session the City Council, by record vote, established a proposed preliminary maximum tax rate of \$0.5121, per \$100 of value, with the M&O rate at \$0.3517 and the I&S portion of \$0.1604. To Voter-Approval Rate is \$0.5242 and the proposed rate is lower which means the tax rate does not have to be on the upcoming November ballot.

In accordance with Chapter 26.05(d) of the State's Property Tax Code, a governing body must hold a public hearing on the tax rate if the proposed tax rate exceeds the lower of the no-new-revenue tax rate or the voter-approval tax rate. In this case a hearing is not required as the proposed rate does not exceed the lower no-new-revenue rate of \$0.5146.

The first public hearing is tonight, August 24, 2021. A second public hearing will be conducted at the September 7, 2021 regular session. During the final tax rate adoption process Council can approve a lower rate at that time, however they will not be able to approve a rate higher than this without republishing the notices and potentially holding an additional public hearing. Due to timing constraints set by the State Tax Code 26.05(a), the latest council could set a new preliminary rate is September 7, 2021 without calling special meetings or declaring an emergency reading of the tax rate ordinance.

	FY 2021-22	FY 2020-21
Property Tax Rate	\$0.5121/100	\$0.5121/100
Maintenance & Operations Rate	\$0.3517/100	\$0.3470/100
No-New-Revenue Rate	\$0.5146/100	\$0.5079/100
No-New-Revenue Maintenance & Operations Rate	\$0.3515/100	\$0.3475/100
Voter-Approval Rate	\$0.5242/100	\$0.5247/100
Debt Rate	\$0.1604/100	\$0.1651/100

**CITY COUNCIL MEMORANDUM**

**City Council Meeting:** August 24, 2021  
**Department:** Human Resources  
**Subject:** Workshop on City Merit Program - Discussion regarding the City Merit Program.  
(M. Browne/C. Kelm/J. Kurz)

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**BACKGROUND**

The performance management process is used to set expectations, set goals, document performance, provide periodic feedback on performance, and to identify areas where improvement is needed. Annual performance evaluations also serve as the basis for merit increases. The City's merit program is a tool to reward high performers and those who consistently exceed performance standards. The topic of merit has been raised during several recent compensation exercises (Class & Comp, compression, etc.). Staff has conducted a review of the City's current program. The review included identification of pros & cons of the current program, compilation of benchmark data and potential alternative program options. Staff is recommending retention of the City's current program with some minor modifications, but is seeking feedback from Council on the future and direction of the merit program.

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**CITY COUNCIL MEMORANDUM**

**City Council Meeting:** August 24, 2021  
**Department:** City Secretary  
**Subject:** The City Council will meet in Closed Session as permitted by section 551.071 of the Texas Government Code to confer and receive legal advice about the contemplated litigation and/or a settlement offer concerning the Opioid Litigation Settlement.

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**BACKGROUND**

The City Council held a Regular City Council meeting on \_\_\_\_\_.

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