



**MEETING AGENDA  
City Council  
REGULAR SESSION CITY COUNCIL  
September 6, 2022**

**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, SEPTEMBER 6, 2022 at 6:00 p.m.**

**City Council will hold its regularly scheduled meeting at 6:00 p.m., Tuesday, September 6, 2022, 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 Whittaker)**

**Presentations**

- Proclamation recognizing National Payroll Week (Mayor/Denise Kelly-Alamo)
- Proclamation recognizing National Preparedness Month (Mayor/Summer Hall)

**Employee Recognition**

**Introduction of New Employees**

- Inspections: Delfina Melendez, Permit Technician
- Library: Stephanie Barbosa, Librarian
- Parks & Recreation: Lexis Michael, Administrative Assistant
- Public Works Drainage: William Lewis, Drainage Worker I
- Public Works Water: Desiree Johnson, Administrative Manager, and Adam Rodriguez, Service Worker I
- Public Works Facilities: Dylan Sandberg, Electrician Apprentice

## City Events and Announcements

- Announcements of upcoming City Events (B. James/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. **Resolution No. 22-R-91** – Consideration and/or action approving a Resolution by the City Council of the City of Schertz, Texas, authorizing a Task Order Agreement with Kimley-Horn Associates, Inc. for the Main Street Improvement Project. (B. James/J. Nowak)
2. **Resolution No. 22-R-92** - Consideration and/or action authorizing an application for the Community Coalition Partnership COVID-19 Grant from the San Antonio Council on Alcohol and Drug Awareness, and receive funds if awarded, in an amount up to \$100,000 to purchase shade structures for Cypress Point Park. (B. James/L. Shrum)
3. **Resolution No. 22-R-93** – Consideration and/or action approving a Resolution by the City Council of the City of Schertz, Texas, authorizing execution of a wastewater easement from San Antonio One Limited Partnership and San Antonio Three Limited Partnership relating to an existing wastewater main. (B. James/K. Woodlee/J. Shortess)
4. **Resolution No. 22-R-97** - Consideration and/or action approving a Resolution by the City Council of the City of Schertz, Texas approving requests for Schertz Main Street Local Flavor Economic Development Grant for 817 Main Street. (M. Browne/B. James)

5. **Resolution No. 22-R-101** - Consideration and/or action approving a Resolution by the City Council of the City of Schertz, Texas authorizing a license agreement with PV Schertz LLC. (M. Browne/B. James)
6. **Resolution No. 22-R-94** - Consideration and/or action approving a Resolution by the City Council of the City of Schertz, Texas approving the Management Services Agreement between the Schertz/Seguin Local Government Corporation (SSLGC), the City of Schertz, and the City of Seguin and other matters in connection therewith. (SSLGC Resolution #SSLGC R22-12) (B. James/S. Williams/Alan Cockerell).

### Discussion and Action Items

7. **Ordinance No. 22-D-38** - Consideration and/or action approving an ordinance by the City Council of the City of Schertz, Texas, providing that the Code of Ordinances of the City of Schertz, Texas be amended by revising Article II, Section 86-39, Restrictions on Turning. **First Reading** (B. James/K. Woodlee)
8. **Resolution No. 22-R-103** - Consideration and/or action approving a Resolution by the City Council of the City of Schertz, Texas establishing the name of the currently unnamed future extension of Cibolo Valley Drive on the north side of IH 35 as Cibolo Valley Drive. (B. James/K. Woodlee)

### Public Hearings

9. **Ordinance No. 22-T-30**— Conduct a Public Hearing and Consideration and/or action approving an Ordinance adopting a budget for the fiscal year beginning October 1, 2022, and ending September 30, 2023, in accordance with the Charter of the City of Schertz, Texas; providing for the filing of the Budget; providing that this Ordinance shall be cumulative of all Ordinances; providing a Severability Clause; and providing an Effective Date. **First Reading** (B. James/J. Walters)
10. **Ordinance No. 22-T-31** – Conduct a Public Hearing and consideration and/or action approving an Ordinance approving the appraisal roll; setting the tax rate; levying and assessing general and special ad valorem taxes for the use and support of the municipal government of the city of Schertz, Texas. **First Reading** (B. James/J. Walters)

### Workshop

11. **Schertz Young Leaders Program** - Workshop Discussion on the new Schertz Young Leaders Program. (B. James/L. Shrum/C. Paddock)

### Roll Call Vote Confirmation

### Closed Session

12. The City Council will meet in Closed Session in accordance with Section 551.074 of the Texas Government Code, Personnel Matters, to discuss the direction to fill the City Manager vacancy.
13. The City Council will meet in closed session in accordance with Section 551.072, Texas Government Code, to deliberate the purchase, exchange, lease, or value of Real Property for future roadways, roadway extensions, and roadway expansions.
14. The City Council will meet in closed session in accordance with Section 551.074 of the Texas Government Code, personnel, to deliberate and evaluate the performance and duties of City Secretary: Brenda Dennis

### **Reconvene into Regular Session**

15. Take any action based on discussions held in Closed Session under Agenda Item 12.
16. Take any action based on discussions held in Closed Session under Agenda Item 13.
17. Take any action based on discussions held in Closed Session under Agenda Item 14.

### **Roll Call Vote Confirmation**

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

18. **Trunk or Treat at the Station** - Information item regarding the changes to the Trunk or Treat event, now re-named Trunk or Treat at the Station. (B. James/L. Shrum)

### **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 2<sup>nd</sup> DAY OF SEPTEMBER 2022 AT 4:15 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 \_\_\_\_\_, 2022. 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 Board of Adjustments Investment Advisory Committee Main Street Committee	<b>Councilmember Scagliola – Place 5</b> Animal Advisory Commission - Alternate 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 Parks, Recreation and Community Services Schertz Housing Authority Board Transportation Safety Advisory Commission TIRZ II Board	<b>Councilmember – Place 2 (VACANT)</b>
<b>Councilmember Whittaker – Place 3</b> Audit Committee Historical Preservation Committee Interview Committee for Boards and Commissions Library Board TIRZ II Board	<b>Councilmember Dahle – Place 4</b> Cibolo Valley Local Government Corporation Interview Committee for Boards and Commissions Planning & Zoning Commission TIRZ II Board
<b>Councilmember Heyward – Place 6</b> Animal Advisory Commission Audit Committee Building & Standards Commission Economic Development Corporation Alternate Investment Advisory Committee	<b>Councilmember Brown – Place 7</b> Economic Development Corporation Main Street Committee Schertz-Seguin Local Government Corporation - Alternate



## CITY COUNCIL MEMORANDUM

**City Council Meeting:** September 6, 2022  
**Department:** Engineering  
**Subject:** Resolution No. 22-R-91 – Consideration and/or action approving a Resolution by the City Council of the City of Schertz, Texas, authorizing a Task Order Agreement with Kimley-Horn Associates, Inc. for the Main Street Improvement Project. (B. James/J. Nowak)

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### BACKGROUND

The City of Schertz previously identified a goal of improving the aesthetics of Main Street and providing a new driving surface on the street. In order to pursue those goals, on September 7, 2021, Council approved Resolution 21-R-98, approving a Task Order with Kimley-Horn Associates in the not to exceed amount of \$700,000 for design services for the Main Street Improvements project.

Since approval of the resolution, Kimley-Horn has been designing the project. Meetings have been held with the Main Street and Historical Preservation Committees to refine and identify desired improvements. As the design progressed, the scope of the project also increased. For example, it was identified that the water and sanitary sewer lines need to be replaced due to their aging condition and increased vulnerability to breaks and leaks and ongoing maintenance needs. These utility replacements also trigger a change from an originally planned mill and overlay of the roadway surface to a full reconstruction of the street.

A detailed presentation was provided to Council to showcase the proposed improvements; explain the increases in project scope; and request guidance on how to proceed with the project. Should the Scope be scaled back, or should the project be done in phases? Council provided direction to proceed with the full project, including the increase in scope, and provided feedback on some of the improvement elements.

Based on that Council direction, staff worked with Kimley-Horn to create an updated scope and fee proposal to complete the Main Street Improvements project. As work began on modifying the existing Task Order Agreement for the project, it became clear that trying to modify the existing scope quickly became fairly confusing and difficult to follow some of the scope elements. As a result, Staff and Kimley-Horn decided it would be more straight-forward to “close out” the existing Task Order Agreement in favor of a new Task Order Agreement containing the remaining items in the existing agreement and all the expanded scope items.

The proposed new Task Order Agreement includes the following additional scope elements: photometric analysis at the 70% plan stage to verify proper lighting levels, verify bulb features, and coordinate with Randolph concerning uplighting; additional surveying to “freshen up” the existing survey due to the age of the survey and additional utility construction completed after the original survey; additional time for coordinating with the various utilities that need to be relocated; utility easement acquisition; water and sanitary sewer replacement design; additional design needed for reconstruction of Main Street; and a minor effort to incorporate the Lindbergh Reconstruction into the plans. The proposed scope and fee is intended to be very comprehensive and conservative. If certain

efforts require less actual work, then those fees will be reduced. Any “leftover” funding once the design has been completed can be applied to construction efforts.

#### **GOAL**

To obtain authorization from City Council to execute a new Professional Services Agreement with Kimley-Horn Associates, Inc. to provide professional engineering and architecture-related services for \$2,173,905.00 for the Main Street Improvement Project.

#### **COMMUNITY BENEFIT**

The project will identify and fully design roadway, landscaping, lighting, and other aesthetic improvements to the Main Street Corridor, providing a community identity, improving pedestrian access, replace the aging water and sanitary sewer lines, relocate existing utilities, reconstruct the street to complement current development efforts and improve civic functions held in the area.

#### **SUMMARY OF RECOMMENDED ACTION**

Approval of Resolution 22-R-91 authorizing a Professional Services Contract with Kimley-Horn Associates, Inc. for a not to exceed amount of \$2,173,905.00 for the Main Street Improvement Project.

#### **FISCAL IMPACT**

Funding for the proposed professional services contract and future construction is available from remaining funds from the previous professional services contract; Main Street Bond Funds from 2012 and 2022; remaining 2009 Street Bond Funds; and EDC funds.

Existing Task Order	Approved Amount	Spent Amount	Available
Main Street	\$700,000	\$316,680	\$383,320
Lindbergh	\$141,245	\$104,269	\$36,976
		Total Available	\$420,296
		Additional Funding	\$1,753,609
		Task Order Total:	\$2,173,905

#### **RECOMMENDATION**

Staff recommends approval of Resolution 22-R-91, authorizing a Professional Services Contract with Kimley-Horn Associates, Inc. for \$2,173,905.00 for the Main Street Improvement Project.

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#### **Attachments**

Exhibit A - Task Order  
Resolution 22-R-91

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## TASK ORDER FORM

This is Task Order  
No. 08, consisting of  
26 pages.

### **Task Order**

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***[NOTE TO USER: Modify as to scope, compensation, schedule, and other key items.]***

In accordance with Paragraph 1.01 of the Agreement Between Owner and Engineer for Professional Services – Task Order Edition, dated [ October 17, 2019 ] ("Agreement"), Owner and Engineer agree as follows:

#### **1. Background Data**

- a. Effective Date of Task Order:
- b. Owner: The City of Schertz
- c. Engineer: Kimley-Horn and Associates, Inc.
- d. Specific Project (title): Main Street Revitalization Final Design
- e. Specific Project (description): The City of Schertz plans to revitalize Main Street between Curtiss Avenue and Schertz Pkwy. Planned improvements include: full street reconstruction from West of Lindbergh to Schertz Pkwy, with new curbs and driveways, sidewalks along the northern ROW and curb bump outs at key intersections; pedestal street lighting between Curtiss and Schertz Pkwy with string lighting at the 1<sup>st</sup> Street, Randolph Ave., and Williams St. intersections; column style monument structures near Curtiss Ave., 1<sup>st</sup> St., Randolph Ave., and Schertz Pkwy; landscape and irrigation improvements along project corridor; district identity markers; metal screening at key locations along ROW; street furniture and City owned water/wastewater relocation from West of Lindbergh to Schertz Pkwy.  
  
Similar improvements, excluding water/wastewater relocations, will also be incorporated along Lindbergh from Main Street (TxDOT FM 1518) to Exchange Avenue.  
  
This task order will build upon the preliminary engineering and conceptual layouts developed for Task Order 07, in which final construction drawings will be developed followed by bid and construction phase services.

#### **2. Services of Engineer**

- A. The specific services to be provided or furnished by Engineer under this Task Order are:
  - ☐ as follows: [ Reference Engineer Scope and Fee Proposal dated August 16, 2022 ]
- B. Resident Project Representative (RPR) Services: Does Not Apply
- C. Designing to a Construction Cost Limit: Does Not Apply
- D. Other Services: None

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#### **Task Order Form**

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and American Society of Civil Engineers. All rights reserved.

- E. All of the services included within Engineer Scope and Fee Proposal dated August 16, 2022 comprise Basic Services for purposes of Engineer's compensation under this Task Order.

## 2. Additional Services

A. Additional Services that may be authorized or necessary under this Task Order are:

- ☐ as follows: [ Reference Engineer scope and fee proposal dated August 17, 2022 for supplemental and additional service tasks. Additionally, items specifically excluded from the basic scope of services are listed under the exclusions section of the referenced scope and fee proposal and were not included in the base compensation. In the event items excluded from scope and fee are required to finalize scope associated with this work authorization, or assumptions are modified throughout the project, the need for additional services will be required. Engineer will notify the Owner and submit an additional service proposal for additional tasks and will proceed once an amended work authorization is fully executed. If supplemental service tasks identified in the referenced scope and fee proposal are required for this project, Engineer will submit a letter to the Owner requesting authorization for the use of supplemental funds prior to commencing work. Engineer will proceed with supplemental service tasks upon receipt of formal authorization from the Owner.]

## 3. Owner's Responsibilities

Owner shall have those responsibilities set forth in Article 2 of the Agreement and in Exhibit B, subject to the following: *[Reference Engineer Scope and Fee Proposal for items to be provided by owner]*

## 4. Task Order Schedule

In addition to any schedule provisions provided in Exhibit A or elsewhere, the parties shall meet the following schedule:

The proposed schedule for this task order is tentative and is based on a total duration of thirty (30) months, inclusive of design, bid and construction. This schedule is contingent on the following items:

- Final selection of landscape and graphic design features within two months of NTP
- Franchise Utilities active participation in utility relocation phase
- Property owner right of entry approval
- Easement acquisition
- Milestone submittal reviews

Any delays with these items may impact design milestones, requiring an adjustment to the project schedule. For the purposes of this task order, a Notice to Proceed date of September 14, 2022 has been assumed.

*Council Approval – September 6, 2022*

*Notice to Proceed – September 14, 2022*

*70% Design Phase – September 14, 2022 to January 26, 2023*

*70% Owner Review – January 27, 2023 to February 10, 2023*

*95% Design Phase – February 13, 2023 to May 18, 2023*

*95% Owner Review – May 19, 2023 to June 2, 2023*

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### Task Order Form

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*Final Design Phase – June 5, 2023 to August 10, 2023*

*Easement Acquisition Completion – June 5, 2023 to September 15, 2023*

*Bid Phase and Council Approval – September 15, 2023 to November 3, 2023*

*Construction Phase – November 6, 2023 to April 11, 2025*

<b>Party</b>	<b>Action</b>	<b>Schedule</b>
Engineer	<del>Furnish [ N/A ] review copies of the Report and other Study and Report Phase deliverables to Owner.</del>	<del>Within [ N/A ] days of the Effective Date of the Task Order.</del>
Owner	<del>Submit comments regarding Report and other Study and Report Phase deliverables to Engineer.</del>	<del>Within [ N/A ] days of the receipt of Report and other Study and Report Phase deliverables from Engineer.</del>
Engineer	<del>Furnish [ N/A ] copies of the revised Report and other Study and Report Phase deliverables to Owner.</del>	<del>Within [ N/A ] days of the receipt of Owner's comments regarding the Report and other Study and Report Phase deliverables.</del>
Engineer	<del>Furnish [ N/A ] review copies of the Preliminary Design Phase documents,</del>	<del>Within [ N/A ] days of Owner's authorization to proceed with Preliminary Design Phase</del>
Owner	<del>Submit comments regarding Preliminary Design Phase documents, opinion of probable Construction Cost, and other Preliminary Design Phase deliverables to Engineer.</del>	<del>Within [ N/A ] days of the receipt of Preliminary Design Phase documents, opinion of probable Construction Cost, and other Preliminary Design Phase deliverables from Engineer.</del>
Engineer	<b>Furnish [ pdf ] copies of the 70% Drawings and list of specifications, opinion of probable Construction Cost, and any other 70% Design Phase deliverables, to Owner.</b>	<b>Within [ 135 ] days of Owner's authorization to proceed with 70% Design Phaseservices.</b>
Owner	<b>Submit comments and instructions regarding the 70% Drawings and list of specifications, opinion of probable construction cost, and any other Final Design Phase deliverables, to Engineer.</b>	<b>Within [ 15 ] days of receipt of 70% Design Phase deliverables.</b>
Engineer	<b>Furnish [ pdf ] copies of the 95% Drawings and Specifications, assembled drafts of other Construction Contract Documents, the draft bidding-related documents (or requests for proposals or other construction procurement documents), OPCC, and any other Final Design Phase deliverables, to Owner.</b>	<b>Within [ 95 ] days of Owner's authorization to proceed with 95% Design Phaseservices.</b>
Owner	<b>Submit comments and instructions regarding the 95% Drawings and Specifications, assembled drafts of other Construction Contract Documents, the draft bidding-related documents (or requests for proposals or other construction procurement documents), opinion of probable Construction Cost, and any other Final Design</b>	<b>Within [ 15 ] days of receipt of 95% Design Phase deliverables.</b>

	<b>Phase deliverables, to Engineer.</b>	
<b>Engineer</b>	<b>Furnish [ pdf ] copies of the final Drawings and Specifications, assembled drafts of other Construction Contract Documents, the draft bidding-related documents (or requests for proposals or other construction procurement documents), opinion of probable Construction Cost, and any other Final Design Phase deliverables, to Owner.</b>	<b>Within [ 67 ] days of Owner's authorization to proceed with Final Design Phases services.</b>

## 5. Payments to Engineer

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

Task	Description of Service	Amount	Basis of Compensation
	<b>BASIC SERVICES</b>		
1	Project Management	\$ 134,170.00	[ Lump Sum ]
2	Design Support Services	\$ 200,300.00	[ Lump Sum ]
3	Land Acquisition	\$ 329,730.00	[ Lump Sum ]
4	Council and Public Meetings	\$ 34,100.00	[ Lump Sum ]
5	70% Design	\$ 517,205.00	[ Lump Sum ]
6	95% Design	\$ 258,360.00	[ Lump Sum ]
7	Final Design	\$ 96,950.00	[ Lump Sum ]
8	Procurement	\$ 26,635.00	[ Lump Sum ]
9	Construction Phase	\$ 144,090.00	[ Lump Sum ]
10	Record Drawings and Project Closeout	\$ 14,685.00	[ Lump Sum ]
11	Reimbursable Project Expenses	\$ 10,000.00	[ Lump Sum ]
	<b>Total Compensation (BASIC SERVICES)</b>	<b>\$ 1,766,225.00</b>	<b>[ Lump Sum ]</b>
	<b>SUPPLEMENTAL SERVICES</b>		
S-1	Topographic Survey	\$ 49,750.00	[ Lump Sum ]
S-2	Geotechnical Engineering	\$ 10,000.00	[ Lump Sum ]
S-3	Environmental	\$ 72,930.00	[ Lump Sum ]
S-4	Land Acquisition	\$ 50,000.00	[ Lump Sum ]
S-5	Subsurface Utility Engineering (SUE)	\$ 125,000.00	[ Lump Sum ]
S-6	Miscellaneous Design	\$ 100,000.00	[ Lump Sum ]
	<b>Total Compensation (SUPPLEMENTAL SERVICES)</b>	<b>\$ 407,680.00</b>	<b>[ Lump Sum ]</b>
	<b>Total Compensation (BASIC + SUPPLEMENTAL SERVICES)</b>	<b>\$ 2,173,905.00</b>	<b>[ Lump Sum ]</b>

\*Based on a [ 12 ] -month continuous design and [ 18 ] -month continuous construction period.



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

- B. The terms of payment are set forth in Article 4 of the Agreement and in the applicable governing provisions of Exhibit C.

6. **Consultants retained as of the Effective Date of the Task Order:** Kimley-Horn and Associates, Inc.
7. **Other Modifications to Agreement and Exhibits:** Scope associated with this task order is identified in the scope and fee proposal dated August 16, 2022. No other modifications to Agreement and Exhibits are proposed at this time.
8. **Attachments:** Engineer scope and fee proposal dated August 16, 2022
9. **Other Documents Incorporated by Reference:** None
10. **Terms and Conditions**

Execution of this Task Order by Owner and Engineer shall make it subject to the terms and conditions of the Agreement (as modified above), which Agreement is incorporated by this reference. Engineer is authorized to begin performance upon its receipt of a copy of this Task Order signed by Owner.

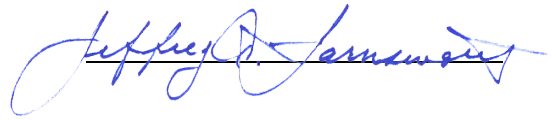
The Effective Date of this Task Order is [ ].

OWNER:

ENGINEER:

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

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



Print Name: Dr. Mark Browne

Print Name: Jeffrey A. Farnsworth, PE

Title: City Manager

Title: Asst. Secretary

Engineer License or Firm's

Certificate No. (if required): 80190

State of: Texas

DESIGNATED REPRESENTATIVE FOR TASK ORDER:

DESIGNATED REPRESENTATIVE FOR TASK ORDER:

Name: Kathryn Woodlee, PE

Name: Stephen J. Aniol, PE

Title: City Engineer

Title: Sr. Project Manager

Address: 11 Commercial Place, Schertz, TX 78153

Address: 10101 Reunion Place, Ste. 400  
San Antonio, TX 78216

E-Mail

Address: kwoodlee@schertz.com

E-Mail

Address: stephen.aniol@kimley-horn.com

Phone: (210) 619-1823

Phone: (210) 321-3404

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Task Order Form

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August 16, 2022

John Nowak, PE  
Project Manager  
City of Schertz – Engineering  
11 Commercial Place  
Schertz, Texas 78154

RE: ***Main Street Revitalization (FM 1518 at Curtiss Avenue to Schertz Pkwy) –  
Scope and Fee Proposal - Task Order 08***

Dear Mr. Nowak:

Kimley-Horn and Associates (Kimley-Horn) is currently under contract with the City of Schertz for the revitalization of Main Street, between the intersections of FM 1518 and Curtiss Avenue to Schertz Parkway. Kimley-Horn received a signed task order agreement (TO-07) from the City of Schertz (City) on September 20, 2021 that included full preliminary and final design, bid and construction phase services as specified in the scope and fee proposal dated August 2, 2021 and approved as TO-07. Kimley-Horn has completed majority of the preliminary engineering phase and presented the proposed improvements to Staff and City Council. The improvements to Main Street that have been requested by Council is consistent with that of a Capital Improvement type project, and the effort required to complete professional engineering services for the revised scope is significantly higher than what was originally proposed. Through discussions with and at the direction of City staff, Kimley-Horn is submitting a revised scope and fee proposal to provide final design, bid and construction phase services in accordance with the latest conceptual drawings and project scope of work listed below. Due to the significant change in scope for this project, Kimley-Horn recommends the remaining funds in TO-07 that have not been utilized be returned to the City's overall project budget, and the scope of work issued below be issued under a new task order (08).

## PROJECT UNDERSTANDING

In accordance with the results of the Preliminary Engineering Phase and direction provided by City Council, it is our understanding that the following items represent the new project construction scope for Main Street Revitalization:

- Street lighting/illumination, landscape improvements and irrigation along both sides of the Right-of-Way (ROW) between Curtiss Avenue and Schertz Pkwy, and Lindbergh between Main St. and Exchange Ave.
  - String style lighting at the intersections of 1<sup>st</sup> St., Randolph Ave. and Williams St.
- Column style monument structures near the intersections of Curtiss Ave., 1<sup>st</sup> St., Randolph Ave., and Schertz Pkwy

- Full depth reconstruction of Main Street from west of Lindbergh Avenue to Schertz Pkwy
  - Note that the western limits of the roadway reconstruction (around Station 112+00 in the latest schematic) to 1<sup>st</sup> Street is along FM 1518 and is considered TxDOT ROW
- Full pedestrian improvements (sidewalks) with curb and driveway reconstruction along the northern ROW between Lindbergh and Schertz Pkwy, and along the southern ROW between 1<sup>st</sup> Street and Randolph Avenue
  - It is anticipated that the sidewalk improvements previously installed along the southern ROW by the City/TxDOT will remain in place
- Relocation of City owned water and sewer from west of Lindbergh to Schertz Pkwy, with associated tie-ins to intersecting streets
- Aerial utilities along the southern ROW will be relocated into a City purchased utility easement along the northern ROW, for the limits of the project. This will require land acquisition services be included with the new scope of work
- Updated signage and pavement markings to match the new typical section
- Limited drainage improvements to include:
  - Drain flumes on the northern ROW at Randolph Ave. and Williams St. intersections to accommodate “bulb outs”
  - Slight modification to the existing drainage inlet at Main Street and Schertz Pkwy to accommodate the proposed monument structure
- Revisions to Lindbergh Ave. Reconstruction plans completed as part of a previous task order, including modifications to the profile, pedestrian improvements, and medians. Kimley-Horn will incorporate previously complete design and drawings into the Main Street construction drawings

An explanation of the basic scope of services for the revised project scope is detailed in the subsequent sections.

## BASIC SERVICES

The tasks below outline the proposed basic scope of services to be completed by Kimley-Horn and sub-consultants based on our general understanding of the revised project scope. The scope presented in this fee proposal coincides with the project work plan included as Attachment 1.

### 1. Project Management

The overall project schedule assumed for the current project scope estimates a total of 12-months for design and 18-months for construction. The following sub tasks will be completed as part of the Project Management Task:

- 1.1. Prepare monthly summary reports/invoicing (30 months)
- 1.2. Develop project management plan
- 1.3. Sub-consultant contract coordination and management
- 1.4. Design schedule development and updates per design milestone
- 1.5. Design kickoff meeting with City and internal Kimley-Horn design team
- 1.6. General project coordination with City

### 1.7. Design team coordination meetings

## 2. Design Support Services

Based on the revised project scope Kimley-Horn has identified the need for additional survey, geotechnical services, a corridor style Phase 1 Environmental Site Assessment (ESA), and traffic counts for a warrant study for the intersection of Main Street and Schertz Pkwy. The following support scope will be completed to aid in Kimley-Horn's design:

- 2.1. Boundary, Topographic Design and Existing Utilities Survey – Majority of the additional survey needed for the updated project scope is to be utilized to support relocation of aerial facilities to underground as noted above, and was specifically requested by GVEC. Limited additional survey is needed along Main Street to support design for the project and this is also included in the additional survey areas
  - 2.1.1. Existing utility refresh, to include securing new block maps, field locating 811 markings and processing data
  - 2.1.2. Topographic Survey (for additional areas)
  - 2.1.3. Identify and Locate Private Utility Connections within private property along both sides of corridor – to be utilized by franchise utilities to transfer services to underground facilities
  - 2.1.4. ROW Mapping – Boundary Surveys for up to 49 parcels. This effort is required to establish confirmed ROW along Main Street and portions of Exchange Ave., and will be utilized to support development of plat and field notes for the proposed utility easement
  - 2.1.5. Locate geotechnical soil borings
  - 2.1.6. Prepare Plat and Field Notes for up to 32 parcels along Main Street
  - 2.1.7. Survey reviews to be completed by the design team for the full survey scope presented in this sub task.
- 2.2. Pavement Design and Geotechnical Engineering – Obtain an additional 8 borings within both City and TxDOT ROW, up to a total depth of 120 vertical feet. Kimley-Horn will prepare a soil boring layout and coordinate final boring locations with the Geotech sub-consultant. Required lab testing and pavement design will be completed in accordance with both City and TxDOT design requirements and a report submitted to the City for review. This includes both flexible and rigid pavement sections along the project limits. Pavement designs will incorporate traffic counts obtained in Task 2.4. Kimley-Horn estimates that one (1) review will be completed by both the City and TxDOT to obtain approval for the proposed pavement design.
- 2.3. Environmental Phase 1 ESA with Cultural Review – Kimley-Horn's subconsultant will complete a database search to review available information to potentially locate the presence of Recognized Environmental Conditions (RECs) along the project corridor. A Historical Use and Regulatory Records Review will also be completed to determine the need for potential permitting with the Texas Historic Commission. Results of this Ph. 1 ESA will be presented in a corridor style report and will be in accordance with ASTM E 1527-13 requirements. Completion of a Limited Site Investigation (LSI or Phase 2 ESA) and obtaining a permit with the Texas Historic Commission is not included in the basic scope of services as that information is unknown at this point. Supplemental Services have been included for additional environmental tasks that may be required.

## 2.4. Traffic Counts

- 2.4.1. Kimley-Horn will coordinate with a sub-consultant to perform Traffic Counts at multiple locations along Main Street. These counts will be utilized to support the Average Daily Traffic (ADT) for the proposed pavement design and the warrant study to be conducted at the intersection of Main Street and Schertz Pkwy

## 3. Land Acquisition Support

This task will cover both pre-acquisition and acquisition services associated with the proposed utility relocations and miscellaneous easements along the project corridor. It is assumed that an easement will be needed along the entire northern ROW to house the aerial utilities that will be converted to underground. Based on available records, there are approximately 28 separate parcels along the northern ROW. Kimley-Horn estimates that a total of 24 easements will be needed for the proposed improvements, 15 of them to be obtained by Kimley-Horn's sub-consultant and 9 to be obtained by the City. Additionally, it is anticipated that approximately 4 easements will be needed along the southern ROW for miscellaneous improvements. Kimley-Horn will pursue two easements and the City will also pursue two easements for the southern ROW. The following sub-tasks represent the detailed work anticipated for Land Acquisition Support:

- 3.1. Kimley-Horn Right of Entry (ROE) support and coordination
- 3.2. Pre-Acquisition Services (Sub-Consultant)
  - 3.2.1. Pursue signed Right of Entry for up to 39 Parcels. Estimated 10 weeks to obtain fully executed ROEs, but this timeline could deviate pending response from the property owners. Task includes both general administration and meetings and coordination effort for Kimley-Horn's subconsultant
- 3.3. Acquisition Services (Sub-Consultant) (17 Parcels)
  - 3.3.1. As part of this sub-task, Kimley-Horn's sub-consultant will obtain and cure title as needed, prepare documents for easement purchase, assist the City with acquiring the permanent easement, and assist with closing for up to 17 parcels. It is assumed that the City will coordinate with the remaining 11 property owners to secure an easement donation. Acquisition services have been excluded for these 11 parcels
- 3.4. Appraisal Services
  - 3.4.1. Kimley-Horn's sub-consultant will obtain the services of an appraiser to provide an independent appraisal for each of the 17 parcels noted in 3.3.
- 3.5. Kimley-Horn Land Acquisition Support for 17 parcels noted in 3.3 – This task will cover general coordination efforts for Kimley-Horn staff during the land acquisition process. Fee associated with this task is assumed and additional services may be required pending the length of time required to obtain easements for all parcels noted.

## 4. Council and Public Meetings

Through coordination with the City Kimley-Horn is assuming a total of four council and public meetings will be needed to support City staff with this project. The following tasks will be completed for each:

- 4.1. Council and Public Meetings (Assume 2 each)
  - 4.1.1. Coordinate with City to discuss content for presentation
  - 4.1.2. Develop presentation and exhibits
  - 4.1.3. Present at council and public meetings
  - 4.1.4. Prepare meeting notes and send to City staff

## 5. 70% Design

With the revised scope and the significant impacts to utility relocations, Kimley-Horn recommends adding in a 70% design phase to allow for necessary coordination efforts to properly address proposed conflicts and relocations. The following scope will be included as part of the 70% design phase:

- 5.1. Prepare General Sheets and Tasks, to include cover, sheet index, general notes, project layouts, horizontal alignment data, and complete quantity takeoffs and summary sheets
- 5.2. Utility Coordination – Significant utility coordination efforts will be required to properly coordinate relocation of utilities within the ROW
  - 5.2.1. Coordinate with GVEC for aerial relocations. GVEC is the primary pole owner
  - 5.2.2. Coordinate with all franchise utilities within ROW impacted by proposed improvements
  - 5.2.3. Update Utility Layout Sheets with revised survey data
  - 5.2.4. Identify conflicts with proposed improvements and prepare utility conflict matrix
  - 5.2.5. Prepare draft utility coordination report
  - 5.2.6. Attend kickoff meeting and subsequent utility coordination meetings with impacted utilities (Est. 3 total meetings). Draft and submit meeting notes
  - 5.2.7. Submit draft utility coordination report and conflict matrix

It is anticipated that all private utility connections for gas, electric, telephone and cable will be handled by the corresponding franchise utility owner. Locations of proposed utility pedestals for underground services will be provided by franchise utility owners to Kimley-Horn to be incorporated into Kimley-Horn base files and proposed design.
- 5.3. Roadway and Drainage – Kimley-Horn will complete roadway design tasks and prepare 70% level construction drawings in accordance with tasks listed in the project work plan. It is assumed that the horizontal roadway geometrics including alignments, pedestrian improvements and the typical section will not require significant revisions to what was submitted in the final conceptual layouts. Kimley-Horn will design vertical profiles, street cross sections, and intersection layouts for the impacted roadways, design sidewalk drain flumes at Randolph and Williams intersections, and design the relocation of a single storm drain inlet at the southwest corner of Main Street and Schertz Pkwy
- 5.4. Traffic
  - 5.4.1. Traffic Study/Warrant Analysis at Main Street and Schertz Pkwy – Through coordination with City Staff it was requested that Kimley-Horn complete an analysis of the existing traffic patterns at Main Street and Schertz Pkwy to determine if improvements are warranted to reduce congestion for outbound Main Street traffic. Kimley-Horn will utilize traffic counts obtained in Task 2 and conduct a warrant analysis to determine if signalization or modification to the Main Street typical section is required at this intersection.

- 5.4.2. Prepare detailed traffic control plan to include construction phasing typical sections, phasing project layouts, sequence of work, construction phasing plan sheets and detour and barricade plans. Kimley-Horn assumes that a total of three (3) phases with dual steps will be required to construct improvements and maintain effective traffic flow.
- 5.4.3. Prepare pavement markings and signage plans
- 5.5. Water and Wastewater Relocation – Complete relocation of water and wastewater lines from west of Lindbergh to Schertz Pkwy, including necessary tie-ins to intersecting streets. This may include the upsize of the existing mains at sizes to be determined by the City, up to 12” in diameter. Kimley-Horn will design and produce construction drawings in accordance with tasks listed in the project work plan, including developing a list of project specific and special details, governing specifications, special specifications and special provisions, complete a quantity takeoff with quantity summary sheets and provide support for the development of an opinion of probable construction cost.
- 5.6. Landscape Architecture
  - 5.6.1. Programming and Schematic Design, Finalize Design Vocabulary Intent
    - 5.6.1.1. After the submission of the final conceptual drawings, City staff provided direction to modify the planned approach for monument structures along the corridor. The previously anticipated gateway structures that spanned the width of the roadway will be replaced by single column monument at locations noted in the project understanding. The previous concept and design vocabulary was developed specifically for a spanned archway. With the decision to transition to single column monuments Kimley-Horn and its sub-consultant will need to re-evaluate the design vocabulary specific to the new monuments, which will also be used for district markers, metal screens, street furniture and signage
  - 5.6.2. Easement and Utility Impact Area Assessment – Kimley-Horn will assess the proposed area to be utilized for a utility easement and provide recommendations for landscape and irrigation improvements.
  - 5.6.3. ROW and Individual Parcel Coordination and Recommendations – Similar to task 5.6.1, Kimley-Horn will evaluate existing ROW conditions and make recommendations on replacement of existing or installation of new landscape features along the full ROW within the project limits. Items recommended with this task will be incorporated into the landscape construction and irrigation drawings.
  - 5.6.4. Signage and Wayfinding coordination – Design intent and graphic details will be developed by Kimley-Horn’s sub-consultant per task 5.6.1. Kimley-Horn will coordinate signage and wayfinding improvements along the Main Street corridor, and areas along Schertz Pkwy, Hwy 78 and FM 1518 that are adjacent to Main Street. It is expected that additional signage and wayfinding improvements beyond these limits will be completed by the City at a later date
  - 5.6.5. Prepare construction drawings and specifications for landscape and irrigation components in accordance with the latest conceptual drawings. It is still unclear the limits of total irrigation improvements. Kimley-Horn has estimated time for irrigation design and development of construction drawings. Should the effort required to complete final



irrigation limits exceed the planned effort, Kimley-Horn will coordinate with City staff to authorize supplemental design services.

#### 5.7. Illumination

5.7.1. Photometric Analysis – Update analysis and exhibits per revised pedestrian improvements, street lighting and monument structures. As part of this analysis Kimley-Horn will review bulb alternatives and coordinate with City on final feature selection. Uplight design will comply with necessary design codes that may be implemented from the adjacent military base.

5.7.2. Lighting Design – Design street lighting, receptacles and monument lighting layouts along project corridor. Plan sheets will be produced to include tasks listed in the project work plan.

5.8. Structural Design – Based on the revised scope of work, the structural design no longer includes spanned archways, rather, it will include the proposed column footings and special drill shafts needed for street lighting. Design will be based on soil conditions listed in the geotechnical report and the final structures approved by City.

#### 5.9. Miscellaneous

5.9.1. Prepare survey control layout sheets and easement strip map

5.9.2. Prepare tree preservation and mitigation table and plan sheets

5.9.3. Prepare SW3P narrative and plan sheets

5.10. Details and Specifications – 70% phase will consist of compiling design standards and developing a list of all governing specifications, special specifications and special provisions

#### 5.11. TxDOT Meetings and Coordination

5.11.1. Prepare for and attend separate coordination meetings with multiple TxDOT groups to obtain consensus for the proposed pavement design, roadway improvements and traffic control plan, drainage reviews, water and wastewater improvements, and illumination and landscape improvements

#### 5.12. Permitting

5.12.1. TDLR – Kimley-Horn will engage a Registered Accessibility Specialist (RAS) to register the project and complete a preliminary plan review of the 70% construction drawings

5.12.2. TxDOT Utility Installation Request (UIR) – Kimley-Horn will coordinate and meet with TxDOT throughout this design phase and initiate the UIR process. It is assumed that the UIR will be approved by TxDOT prior to the project bid

#### 5.13. Internal QA/QC

#### 5.14. 70% Plans Submittal and Responses

5.14.1. Prepare complete submittal of all disciplines and submit plans, list of details and specifications, and updated OPCC. Improvements associated with Lindbergh Street reconstruction will be incorporated into the Main Street plan set

5.14.2. Attend one (1) Design Review Meeting with City to discuss 70% submittal documents and City review comments

5.14.3. Prepare comments to responses utilizing bluebeam or adobe software and submit to City for approval of the 70% design phase. Adjustments to design and plans from City review comments will be completed during the next design phase.

## 6. 95% Design

Kimley-Horn will further progress the construction drawings, specifications and OPCC to a 95% design level. The following tasks for the 95% design phase will supplement tasks noted in Task 5 (70% Design):

### 6.1. General

6.1.8. Prepare construction schedule to develop project duration

### 6.5. Water/Wastewater

#### 6.5.1. Water

6.5.1.1. Assist City with valve shutdown test

#### 6.5.2. Sewer

6.5.2.1. Prepare abandonment sheets

### 6.10. Details and Specifications

6.10.3. Prepare special provisions

6.10.4. Prepare special specifications

6.10.5. Prepare special conditions

6.10.6. Prepare draft contract documents and specifications package

## 7. Final Design

Kimley-Horn will review City comments provided for the 95% design drawings and attend a design review meeting to coordinate any final modifications to the plans. Construction drawings, specifications, contract documents and the OPCC will be finalized. Kimley-Horn will complete a final quality control review of the plans, specifications and OPCC. This task assumes that the general project scope remains intact and only minor revisions to the improvements will be required. Permanent easement staking for up to thirty (30) easements will be completed in conjunction with the final design phase.

Kimley-Horn will submit signed and sealed plans and specifications with the final OPCC for this task. Additionally, Kimley-Horn will pursue an approved UIR permit from TxDOT during this phase, and final signed and sealed plans will be submitted to TDLR within 20-days of seal date.

## 8. Procurement

Kimley-Horn will complete the following tasks during the procurement phase:

8.1. Assist City with project advertising

8.2. Prepare meeting agenda and attend pre-bid meeting

8.3. Prepare pre-bid meeting notes

8.4. Document and respond to Contractor questions

8.5. Prepare and issue up to two (2) Addenda

8.6. Attend bid opening

8.7. Contractor qualification and bid evaluation

8.8. Prepare bid tabulation

8.9. Assist City with bid negotiations

8.10. Prepare construction contract award recommendation letter

#### 8.11. Prepare conformed plan set

### 9. Construction Phase Services

#### 9.1. Pre-Construction Meeting

#### 9.2. Progress meetings and site visits (est. 18-month construction schedule)

##### 9.2.1. Monthly Construction Progress Meetings and site visits

##### 9.2.2. Monthly standalone site visit (to occur two weeks after monthly progress meetings)

##### 9.2.3. Prepare meeting notes for monthly progress meetings and submit within three (3) business days

##### 9.2.4. Prepare construction observation report for each site visit

#### 9.3. General Construction coordination

Kimley-Horn will make site visits in accordance with proposed basic scope of work in order to observe the progress of the work. Such observations will not be exhaustive or extend to every aspect of Contractor's work. Observations will be limited to spot checking, selective measurement, and similar methods of general observation. Based on information obtained during site visits, Kimley-Horn will evaluate whether Contractor's work is generally proceeding in accordance with the Contract Documents, and Kimley-Horn will keep the City informed of the general progress of the work.

Additionally, Kimley-Horn will not supervise, direct, or have control over Contractor's work, nor shall Kimley-Horn have authority to stop the Work or have responsibility for the means, methods, techniques, equipment choice and usage, schedules, or procedures of construction selected by Contractor, for safety programs incident to Contractor's work, or for any failure of Contractor to comply with any laws. Kimley-Horn does not guarantee the performance of any Contractor and has no responsibility for Contractor's failure to perform its work in accordance with the Contract Documents.

#### 9.4. Pay Estimate Reviews (monthly and final payment)

##### 9.4.1. Kimley-Horn will review and approve or take other appropriate action in reviewing Contractor application for payment, including recommendations to reject request for payment if quantities are not accurate and in line with the Contract Documents or progress of work

#### 9.5. Shop Drawings/Submittals Reviews

##### 9.5.1. Kimley-Horn will review and approve or take other appropriate action in respect to Shop Drawings and Material Submittals and other data the Contractor is required to submit, but only for conformance with the information given in the Contract Documents. Such review and approvals or other action will not extend to means, methods, techniques, equipment choice and usage, sequences, schedules, or procedures of construction or to related safety precautions and programs

#### 9.6. Request for Information (RFIs)

##### 9.6.1. Kimley-Horn will respond to reasonable and appropriate Contractor requests for information and issue necessary clarifications and interpretations of the Contract

Documents to the City as appropriate to the orderly completion of Contractor's work. Any variations from the Contract Documents will require authorization and approval from the City

9.7. Request for Proposals (RFPs) and Change Orders (COs)

9.7.1. Kimley-Horn will review up to two (2) change orders or request for proposals requested by the City

9.8. Substantial and Final Completion Walk-Throughs

9.8.1. Kimley-Horn will conduct a substantial and final completion walkthrough with the City to determine if the completed Work of Contractor is in general conformance with the Contract Documents. Kimley-Horn will develop a list of deficient items at the conclusion of the substantial completion walk and submit to the City and Contractor. Upon notification by the Contractor and City that deficient items have been addressed to the City's satisfaction, Kimley-Horn will recommend final payment to the Contractor and submit a Notice of Acceptability of Work

9.9. TDLR Inspection – Kimley-Horn's sub-consultant will complete a post construction inspection in conjunction with the substantial completion walk to review final improvements and prepare and submit a violations/no-violations letter. Violations will be required to be addressed by the Contractor before the project can be officially closed out with TDLR. Kimley-Horn will help the City coordinate violations with the Contractor and complete a post TLDR walk with City staff to confirm violations are properly addressed.

10. Record Drawings and Project Closeout

10.1. Prepare Record Drawings from Contractor As-Built

10.1.1. The Contractor is responsible for providing a redlined set of construction drawings to Kimley-Horn identifying all changes made to the approved design during construction. Kimley-Horn will prepare and submit a draft set of record drawings to the City for review and comment. Kimley-Horn will review City comments, update record drawings as required and submitted final record drawings for project closeout.

10.2. Deliverables

10.2.1. One (1) CD containing final record drawings in .pdf format

10.2.2. One (1) CD with final unsealed drawings in CADD (.dwg) or Microstation (.DGN) format

11. Reimbursable Project Expenses

11.1. Mileage for site visits and meetings and miscellaneous project expenses. Mileage will be reimbursed based on the current standard business mileage rate of \$0.625 per mile (estimated at 40 mi/RT). This sub-task also includes miscellaneous project expenses that may be encountered throughout the project.

11.2. Large scale plotting for any document or plot in excess of 11" x 17"

**SUPPLEMENTAL SERVICES**

Kimley-Horn has coordinated with each sub-consultant and identified potential areas that may require supplemental design services to support this project. The extent of many of these services are still unknown at this point, but in an effort to capture potential costs an approximate fee is included in the work plan. The tasks below provide a brief outline of the proposed supplemental services and will only be completed upon written authorization from the Client. Kimley-Horn will coordinate development of a fee proposal with necessary sub-consultants for each supplemental service request and submit to the City for review.

**1. Topographic Survey**

- 1.1. Plat and Field Notes for utility easements for up to an additional twelve (12) parcels
- 1.2. Permanent Easement Staking for up to an additional twelve (12) parcels, to occur simultaneously
- 1.3. General surveying services that may be warranted as the design progresses

**2. Geotechnical Engineering**

- 2.1. Miscellaneous geotechnical engineering services that may be required after initial meetings are conducted with TxDOT

**3. Environmental Services**

- 3.1. Limited Site Investigation (LSI) – Includes up to 14 soil borings in the event the Phase I ESA recommends completion of an LSI. Actual number of soil borings will be confirmed at the conclusion of the Phase 1 ESA, and a revised scope and fee proposal will be submitted based on the confirmed scope of work.
- 3.2. Effluent Discharge Sampling (for up to 3 events)

**4. Land Acquisition Services**

- 4.1. Supplemental Land Acquisition Services that are unspecified at this time. In the event the City requires additional land acquisition support to pursue easements outside the scope noted in the base services, Kimley-Horn will coordinate with the sub-consultant and submit an additional services proposal for the additional effort. Condemnation support is specifically excluded from this proposal but can be completed by Kimley-horn and its sub-consultant if necessary.

**5. Subsurface Utility Engineering**

- 5.1. Kimley-Horn will develop a SUE plan identifying the proposed limits of QL-A and B needed when the utility impacts are better understood. It is assumed that SUE services will occur towards the end of the 70% design phase and design adjustments to the street lighting, utilities and drainage inlet will be made once the SUE deliverable is received during the 95% design phase.
- 5.2. Effort included in this supplemental service task is approximate only. Kimley-Horn will coordinate with its SUE sub-consultant to obtain a formal scope and fee when the overall SUE needs are better understood, and submit to the City for review and authorization

**6. Miscellaneous Design**

- 6.1. This task includes supplement funds for miscellaneous design services that may be warranted as the project progresses. In the event an additional service is identified or additional funds are

needed to cover another supplement service task, Kimley-Horn will prepare a scope and fee proposal for the specific request and submit to the City for review and authorization.

## ASSUMPTIONS

The following tasks document assumptions made by Kimley-Horn for development of this scope and fee proposal:

1. Project limits along Main Street range from Curtiss Avenue to Schertz Pkwy
2. Twelve (12) month design schedule anticipated
3. Kimley-Horn will transition into the 70% design phase once the new task order is authorized. Task 5.6.1 will be completed at the beginning of the 70% design phase to secure the design vocabulary/intent so landscape improvements and design can proceed
4. Lindbergh street reconstruction improvements will be incorporated into the Main Street design documents.
5. Separate pavement designs will be required for flexible and rigid pavements for both City and TxDOT roadways. It is assumed that TxDOT will allow the proposed pavement section within their ROW to match existing, or provide the updated pavement section based on their internal analysis.
6. Four single column monument structures are planned for project corridor. City will select preferred option of monument structures prior to continuation of design documents for landscape features
7. Detailed hydrology and hydraulic modeling will not be required. Drainage improvements will be limited to the flumes noted at the intersections of Randolph Ave. and Williams St., and the relocation of a single storm drain inlet at Main Street and Schertz Pkwy
8. Landscape/hardscape features will remain at grade (not below ground)
9. Three traffic control phases and detour routes will be sufficient
10. Festoon lighting will be designed for two (2) intersections
11. Lighting will be incorporated into the monument structures
12. Up to three (3) up lights for landscaping and signage features
13. Up to six (6) electric outlets will be provided, located at monument and/or landscaped areas
14. Street and pedestrian lighting will be provided by a single pole and fixture
15. Up to two (2) custom design foundation designs for light poles
16. Land acquisition services will be as noted in Task 3
17. All permit fees will be paid by the City
18. Partial TxDOT ROW will be impacted and a UIR will be developed and submitted. No temporary construction driveways will be required on TxDOT roadways
19. Improvements will remain outside of Union Pacific Railroad (UPRR) ROW
20. One round of combined City (and TxDOT if applicable) comments will be addressed at each design milestone
21. City will utilize Request for Competitive Sealed Proposals (RFCSP) Bid Format
22. All improvements will be bid out as a single project
23. Eighteen (18) month construction schedule anticipated
24. No variances required for TDLR inspection

## EXCLUSIONS

The following services are excluded from the basic scope of this project, but can be completed by Kimley-Horn upon execution of an additional service should the City request it:

1. Design of archway structures
2. Gas relocation design
3. Drainage design services
  - a. Kimley-Horn will evaluate options to maintain street flow drainage at intersections where bulb outs are installed
  - b. An underground storm drain system is not located along the complete Main Street corridor, other than a cross drainage pipe at the Pfeil street intersection that outfalls to TxDOT SH 78 and a single pipe between Pfeil Street and Schertz Pkwy. Designing improvements that require connections to underground drainage would require the installation of a complete underground network. Additionally, this area is within the 100-year floodplain and has a substantial contributing watershed, therefore 2-dimensional modeling would be required to adequately size any proposed storm drain improvements
4. Traffic or pedestrian signal design
5. Condemnation support for land acquisition services
6. Design for special or decorative retaining wall. If retaining walls are required, it is assumed a standard concrete retaining wall less than 3-foot in height will be sufficient
7. Design of fountains, pools, or other special features
8. Railroad coordination and permitting
9. Additional round of comments to what is specified under Assumptions
10. Milestones in addition to what is proposed for this project
11. Any other services not listed in the basic services

## SCHEDULE

Kimley-Horn estimates a total design schedule of twelve (12) months for this project. Delays in obtaining information from utility providers and the selected placemaking theme from the City could impact the proposed schedule and submission of final deliverables. Additionally, delays in obtaining approved right of entry and fully executed easements could delay both completion of design documents and construction start. Kimley-Horn will develop a detailed design schedule to include all scope of services upon execution of this task order assignment.

## FEE AND BILLING

Kimley-Horn will perform the above outlined basic scope of services, including reimbursable project expenses and sub-consultant services, for a lump sum fee of **\$1,766,225**. Supplemental sub-consultant services were identified based on our understanding of the project, and an amount of \$407,680 has been included in this scope and fee proposal to support the proposed design. The total fee for basic and supplemental services reflective of the scope of services presented within this proposal is a lump sum amount not to exceed amount of **\$2,173,905**. Should additional services be required, Kimley-Horn will coordinate with necessary sub-consultants to obtain a proposal for submittal to the City and will begin work upon formal authorization to proceed. The task and fee summary below provides a breakdown of



the basic and supplemental services, and can be further referenced in the project work plan included as Attachment 1.

Task	Description of Service	Amount	Basis of Compensation
	<b>BASIC SERVICES</b>		
1	Project Management	\$ 134,170.00	[ Lump Sum ]
2	Design Support Services	\$ 200,300.00	[ Lump Sum ]
3	Land Acquisition	\$ 329,730.00	[ Lump Sum ]
4	Council and Public Meetings	\$ 34,100.00	[ Lump Sum ]
5	70% Design	\$ 517,205.00	[ Lump Sum ]
6	95% Design	\$ 258,360.00	[ Lump Sum ]
7	Final Design	\$ 96,950.00	[ Lump Sum ]
8	Procurement	\$ 26,635.00	[ Lump Sum ]
9	Construction Phase	\$ 144,090.00	[ Lump Sum ]
10	Record Drawings and Project Closeout	\$ 14,685.00	[ Lump Sum ]
11	Reimbursable Project Expenses	\$ 10,000.00	[ Lump Sum ]
	<b>Total Compensation (BASIC SERVICES)</b>	<b>\$ 1,766,225.00</b>	<b>[ Lump Sum ]</b>
	<b>SUPPLEMENTAL SERVICES</b>		
S-1	Topographic Survey	\$ 49,750.00	[ Lump Sum ]
S-2	Geotechnical Engineering	\$ 10,000.00	[ Lump Sum ]
S-3	Environmental	\$ 72,930.00	[ Lump Sum ]
S-4	Land Acquisition	\$ 50,000.00	[ Lump Sum ]
S-5	Subsurface Utility Engineering (SUE)	\$ 125,000.00	[ Lump Sum ]
S-6	Miscellaneous Design	\$ 100,000.00	[ Lump Sum ]
	<b>Total Compensation (SUPPLEMENTAL SERVICES)</b>	<b>\$ 407,680.00</b>	<b>[ Lump Sum ]</b>
	<b>Total Compensation (BASIC + SUPPLEMENTAL SERVICES)</b>	<b>\$ 2,173,905.00</b>	<b>[ Lump Sum ]</b>

Kimley-Horn will submit monthly progress invoices to Client in accordance with terms and conditions of executed professional services contract.



We appreciate the opportunity to be of service to the City and look forward to successfully completing this project. Please don't hesitate to contact me at [stephen.aniol@kimley-horn.com](mailto:stephen.aniol@kimley-horn.com) or (210) 321-3404 should you have any questions on the proposed scope and fee.

Sincerely,

**KIMLEY-HORN AND ASSOCIATES, INC.**

**TBPE# 928**



By: Stephen J. Aniol, P.E.  
Senior Project Manager

Attachments

1 – Project Work Plan

[illegible]



		Project Name: Design Firm: Date Proposal Submitted: CoS Project Manager: Kimley-Horn Project Manager: Proposal		Main Street Revitalization Final Design On-Call Engineering Services, Task Order - 08 Kimley-Horn and Associates, Inc. 8/16/2022 John Nowak, PE Stephen Aniol, PE																																															
		Landscape Architectural Staff Non Contract Rates																																																	
		QA/QC Manager		Sr. Project Manager		Project Manager		Senior Civil Engineer		Civil Engineer		Staff Engineer III		Staff Engineer II		Staff Engineer I		Senior Design Technician		Project Manager / RPLS		Registered Surveyor		Surveyor-In-Training		Administrative/Clerical		Senior Landscape Architect		Landscape Architect		Staff Landscape Architect				Consultant Fee Total		Sub-Consultant Fee Total SHERWOOD		Sub-Consultant Fee Total TERRACON		Sub-Consultant Fee Total FD2S		Sub-Consultant Fee Total 7ARROWS		Sub-Consultant Fee Total AC GROUP		Sub-Consultant Fee Total TDLR		Fee Total	
		Contract Approved Rates (Engineering and Survey)		\$ 225.00		\$ 195.00		\$ 175.00		\$ 180.00		\$ 145.00		\$ 125.00		\$ 115.00		\$ 105.00		\$ 115.00		\$ 175.00		\$ 145.00		\$ 110.00		\$ 75.00		\$ 210.00		\$ 150.00		\$ 120.00																	
		Task to be performed/Phase Description (including Sub-consultant work)																																		Total Hours															
		6.1.3 Sheet Index								1						4																		5		\$ 565.00		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -			
		6.1.4 General Notes		2						4		4																				10		\$ 1,430.00		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -					
		6.1.5 Update Project Layout Sheets								1		8																				9		\$ 1,065.00		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -					
		6.1.6 Horizontal Alignment Data Sheet										4																				4		\$ 460.00		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -					
		6.1.7 Quantity Summary and Table		2						4		10				10																26		\$ 3,270.00		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -					
		6.1.8 Prepare Construction Schedule for Project Duration		12		40																										52		\$ 9,540.00		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -					
		6.2 Utility Coordination		6								6																				0		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -					
		6.2.1 GVEC Coordination		6								6																				12		\$ 1,920.00		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -					
		6.2.2 Franchise Utility Service Provider Coordination & Documentation		4								4		2																		10		\$ 1,510.00		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -					
		6.2.3 Utility Layout Sheets		2						4		8		16																		30		\$ 3,810.00		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -					
		6.2.4 Adjust Conflicts and Update Preliminary Utility Conflict Matrix (UCM)		2						4		10																				16		\$ 2,220.00		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -					
		6.2.5 Update Utility Coordination Report		2						4		16																				22		\$ 2,970.00		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -					
		6.2.6 Meetings																														0		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -					
		Utility Coordination & Draft Conflict/Relocation (Est. 2 meetings)		6						6		10																				22		\$ 3,290.00		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -					
		Meeting Notes		2								4																																							

		Project Name: Design Firm: Date Proposal Submitted: CoS Project Manager: Kimley-Horn Project Manager: Proposal														Main Street Revitalization Final Design On-Call Engineering Services, Task Order - 08 Kimley-Horn and Associates, Inc. 9/16/2022 John Nowak, PE Stephen Aniol, PE																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																											
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		Position/Personnel Title														QA/QC Manager	Sr. Project Manager	Project Manager	Senior Civil Engineer	Civil Engineer	Staff Engineer III	Staff Engineer II	Staff Engineer I	Senior Design Technician	Project Manager / RPLS	Registered Surveyor	Surveyor-In- Training	Administrativ e/Clerical	Senior Landscape Architect	Landscape Architect	Staff Landscape Architect		Consultant Fee Total	Sub-Consultant Fee Total SHERWOOD	Sub-Consultant Fee Total TERRACON	Sub-Consultant Fee Total FD2S	Sub-Consultant Fee Total 7ARROWS	Sub-Consultant Fee Total AC GROUP	Sub-Consultant Fee Total TDLR	Fee Total																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																			
		Contract Approved Rates (Engineering and Survey)														\$ 225.00	\$ 195.00	\$ 175.00	\$ 180.00	\$ 145.00	\$ 125.00	\$ 115.00	\$ 105.00	\$ 115.00	\$ 175.00	\$ 145.00	\$ 110.00	\$ 75.00	\$ 210.00	\$ 150.00	\$ 120.00																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																												
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		6.11.5	Illumination and Landscape Improvements															2				4	4																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																				

	Project Name:
	Design Firm:
	Date Proposal Submitted:
	CoS Project Manager:
	Kimley-Horn Project Manager:
	Proposal

Main Street Revitalization Final Design  
On-Call Engineering Services, Task Order - 08  
Kimley-Horn and Associates, Inc.  
8/16/2022  
John Nowak, PE  
Stephen Aniol, PE

															Landscape Architectural Staff Non Contract Rates														
			Position/Personnel Title	QA/QC Manager	Sr. Project Manager	Project Manager	Senior Civil Engineer	Civil Engineer	Staff Engineer III	Staff Engineer II	Staff Engineer I	Senior Design Technician	Project Manager / RPLS	Registered Surveyor	Surveyor-In- Training	Administrativ e/Clerical	Senior Landscape Architect	Landscape Architect	Staff Landscape Architect		Consultant Fee Total	Sub-Consultant Fee Total SHERWOOD	Sub-Consultant Fee Total TERRACON	Sub-Consultant Fee Total FD2S	Sub-Consultant Fee Total 7ARROWS	Sub-Consultant Fee Total AC GROUP	Sub-Consultant Fee Total TDLR	Fee Total	
Contract Approved Rates (Engineering and Survey)				\$ 225.00	\$ 195.00	\$ 175.00	\$ 180.00	\$ 145.00	\$ 125.00	\$ 115.00	\$ 105.00	\$ 115.00	\$ 175.00	\$ 145.00	\$ 110.00	\$ 75.00	\$ 210.00	\$ 150.00	\$ 120.00										
Task to be performed/Phase Description (including Sub-consultant work)																					Total Hours								
11		Reimbursable Project Expenses		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$ 10,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,000.00
11.1		Mileage and Miscellaneous Project Expenses																0	\$ 5,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
11.2		Plotting																0	\$ 5,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Total Hours (Basic Services):				93	1139	151	74	1795	842	2383	447	612	108	211	551	97	204	409	344	9620									
Total Fee (Basic Services):																					\$ 1,334,110.00	\$ 38,350.00	\$ 39,815.00	\$ 43,750.00	\$ 300,200.00	\$ 5,000.00	\$ 5,000.00	\$ 1,766,225.00	
SUPPLEMENTAL SERVICES																													
S-1		Topographic Survey		0	12	0	0	24	0	20	0	0	30	68	132	0	0	0	0	286	\$ 37,750.00	\$ 12,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 49,750.00	
1.1		Plat and Field Notes (Est. 12)			4			12		12			12	36	100			176	\$ 22,220.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
1.2		Permanent Easement Staking (Est. 12)			4			4		8			8	12				28	\$ 4,500.00	\$ 4,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
1.3		General Surveying Services			4			8		8			10	20	32			82	\$ 11,030.00	\$ 8,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
S-2		Geotechnical Engineering		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$ 10,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,000.00		
2.1		Supplemental Geotechnical Engineering Services																0	\$ 10,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
S-3		Environmental		0	12	0	0	16	0	12	0	0	0	0	0	2	0	0	0	42	\$ 6,190.00	\$ -	\$ 66,740.00	\$ -	\$ -	\$ -	\$ -	\$ 72,930.00	
3.1		Limited Site Investigation (Up to 14 Soil Borings)			10			12		12								36	\$ 5,220.00	\$ -	\$ 63,740.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
3.2		Effluent Discharge Sampling (Up to 3 Events)			2			4										6	\$ 970.00	\$ -	\$ 3,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
S-4		Land Acquisition		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$ 50,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,000.00		
4.1		Supplemental Land Acquisition Services																0	\$ 50,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
S-5		Subsurface Utility Engineering (SUE)		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$ 125,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 125,000.00		
5.1		Subsurface Utility Engineering (SUE) Services																0	\$ 125,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
S-6		Miscellaneous Design		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$ 100,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100,000.00		
6.1		Supplemental Engineering Design Services																0	\$ 100,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
Total Hours (Supplemental Services):				0	24	0	0	40	0	32	0	0	30	68	132	2	0	0	0	328									
Total Fee (Supplemental Services):																					\$ 328,940.00	\$ 12,000.00	\$ 66,740.00	\$ -	\$ -	\$ -	\$ -	\$ 407,680.00	
TOTAL FEE (Basic + Supplemental Services):																					\$ 1,663,050.00	\$ 50,350.00	\$ 106,555.00	\$ 43,750.00	\$ 300,200.00	\$ 5,000.00	\$ 5,000.00	\$ 2,173,905.00	

## **RESOLUTION NO. 22-R-91**

### **A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF SCHERTZ, TEXAS AUTHORIZING A TASK ORDER AGREEMENT WITH KIMLEY-HORN ASSOCIATES, INC., FOR PROFESSIONAL ENGINEERING AND ARCHITECTURAL-RELATED SERVICES ON THE MAIN STREET IMPROVEMENT PROJECT, AND OTHER MATTERS IN CONNECTION THEREWITH**

WHEREAS, the City Council of the City of Schertz, TX has previously identified a goal of improving pedestrian access and aesthetics in the Main Street Corridor; and

WHEREAS, the City Staff of the City of Schertz (the “City”) has determined that the City requires professional services related to Engineering and Architectural elements for the Main Street corridor; and

WHEREAS, Kimley-Horn Associates, Inc. is able to provide the Engineering and Architectural services; and

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

WHEREAS, the City Council has determined that it is in the best interest of the City to contract with Kimley-Horn Associates, Inc. pursuant to the Task Order Agreement attached hereto as Exhibit A (the “Agreement”) for \$2,173,905.00.

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

Section 1. The City Council hereby authorizes the City Manager to execute and deliver the Agreement with Kimley-Horn Associates, Inc. in substantially the form set forth on Exhibit A and to execute further amendments as necessary not to exceed a total expenditure amount of \$2,173,905.00.

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

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

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

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

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

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

PASSED AND ADOPTED, this 6<sup>th</sup> day September, 2022.

CITY OF SCHERTZ, TEXAS

---

Ralph Gutierrez, Mayor

ATTEST:

---

Brenda Dennis, City Secretary

(CITY SEAL)



**EXHIBIT A**  
**PROFESSIONAL SERVICES AGREEMENT**

**CITY COUNCIL MEMORANDUM**

**City Council Meeting:** September 6, 2022  
**Department:** Parks, Recreation & Community Service  
**Subject:** Resolution No. 22-R-92 - Consideration and/or action authorizing an application for the Community Coalition Partnership COVID-19 Grant from the San Antonio Council on Alcohol and Drug Awareness, and receive funds if awarded, in an amount up to \$100,000 to purchase shade structures for Cypress Point Park. (B. James/L. Shrum)

---

**BACKGROUND**

The San Antonio Council on Alcohol & Drug Awareness approached city staff about the Community Coalition Partnership COVID-19 grant and the opportunity to potentially fund some quality of life projects in Schertz. The goal of the program is to fund amenities that enhance quality of life and provide respite for people as we recover from the COVID-19 pandemic. The coalition has been funding many projects such as playgrounds and shade structures in other cities and counties in the greater San Antonio area such as Boerne and Floresville. City staff has proposed a shade structure at Cypress Point Park to enhance the experience at that park. Residents in northern Schertz will be able to enjoy the playscape more often with shade structures in place, giving them a place to come together as a community as we recover from the COVID-19 pandemic.

**GOAL**

Apply for funding from SACADA to install shade structures at Cypress Point Park. The proposal includes one large shade over the slide and climbing structures, and the removal of the existing swings and replacement with a new bay of swings with integrated shade.

**COMMUNITY BENEFIT**

The residents of northern Schertz will have much needed shade over the playscape features and will be able to enjoy the park at hotter times of the year more often.

**SUMMARY OF RECOMMENDED ACTION**

Approve Resolution R-22-92 authorizing an application for the Community Coalition Partnership for COVID-19 Grant from the San Antonio Council on Alcohol and Drug Awareness, and receive funds if awarded, in an amount up to \$100,000 to purchase shade structures for Cypress Point Park.

**FISCAL IMPACT**

There is no match requirement for the grant and no cost to the city beyond staff time to manage the construction process. SACADA is partnering with local cities and counties to spend their awarded grant funds as part of the Community Coalition Partnership COVID-19 Grant.

**RECOMMENDATION**

Approve Resolution 22-R-92.

Cypress Point Shade structure Quote

Cypress Point Shade Structure Plan

Resolution 22-R-92 Cypress Point shade

---



# Kraftsman

COMMERCIAL PLAYGROUNDS &  
WATER PARKS  
19535 Haude Road  
Spring, TX 77388  
Phone: (281) 353-9599 Fax: (281) 353-2265

QUOTE #Q74663

Date: 08/29/2022

Project: 28180

Created By: Ed Puentes

Quote Name: Cypress Point Park - 5526 Cypress Pt

Page 1 of 5

## BILL TO

Schertz, City of ☎ 210-619-1850  
Lauren M. Shrum  
City of Schertz Shade Structures  
1400 Schertz Parkway  
Schertz, TX 78154

Terms:  
Net 30 days

## SHIP TO

Schertz, City of ☎ 210-619-1850  
Lauren M. Shrum ☎ 210-619-1853  
City of Schertz Shade Structures  
5732 Cypress Point  
Schertz, TX 78108

QTY	Code	Description	Size	Weight	Color	Unit Price	Ext. Price
1	DISCBB	Proposal includes Discount on BuyBoard Purchase, BuyBoard Contract #592-19					\$0.00
		<b><u>SHADE</u></b>					
1	KSHADEHIP	Custom Rectangular Hip Shade Canopy, 38' x 34' x 14.5' eave height with glide elbows, four 16' columns mounted on base plates 6"-18" below grade, by Superior Shade				\$22,657.20	\$22,657.20
4	PIERS36X132	Concrete piers for pavilion & canopy columns, with anchor bolts set if required, with steel rebar reinforcement, By: Kraftsman	36"x132"			\$4,070.00	\$16,280.00
1	ENG622	Engineer Sealed Drawings of Shade Canopy and Foundations by Superior Shade				\$1,200.00	\$1,200.00
		<b><u>SWING with Shade</u></b>					
1	RSW3516G	2 Bay Single Post Swing with Shade, 6 5/8" Posts, 8' Height, IPEMA Certified and ASTM F1487-17 Compliant, by Superior Playgrounds				\$9,836.00	\$9,836.00
3	PIERS36X072	Concrete piers for swing with shade. By: Kraftsman	36"x72"			\$2,560.00	\$7,680.00
1	90015108XX	Belt swing seats S-02, 8' galvanized chain set. Includes one pair of seats and hardware for one bay, by Superior Playgrounds	8' beam		red, yellow, green, blue, black or tan	\$206.00	\$206.00
1	90015130XX	Full Bucket Seats with galvanized chain and hardware, (1) pair, for (1) bay, by Superior Playgrounds	8' beam		red, yellow, green, blue or black	\$422.00	\$422.00
2	APS-SWINGMAT	Swing Wear Mat, 3'x5'x2", by Action Play Systems	3'x5'x2"			\$193.33	\$386.66
1	SRPSURCHG	Material Surcharge on Playground equipment by Superior Recreational Products				\$1,935.84	\$1,935.84
		<b><u>REMOVAL of EXISTING SWING</u></b> <b><u>(to be hauled off and reset at new location by City)</u></b>					
1	REMOVE	Removal of existing equipment By Kraftsman. City of Schertz staff to haul off and reinstall at another location.				\$1,750.00	\$1,750.00

Item Subtotal: \$62,353.70  
Shipping & Handling: \$6,700.25  
Discount: **-\$4,810.53**  
Equipment Subtotal: \$64,243.42  
Tax: \$0.00  
Install: \$17,721.85

**Total: \$81,965.27**

Initials \_\_\_\_\_



# Kraftsman

COMMERCIAL PLAYGROUNDS &  
WATER PARKS  
19535 Haude Road  
Spring, TX 77388  
Phone: (281) 353-9599 Fax: (281) 353-2265

QUOTE #Q74663

Date: 08/29/2022

Project: 28180

Created By: Ed Puente

Quote Name: Cypress Point Park - 5526 Cypress Pt

Page 2 of 5

## Special Terms and Conditions

### Items not included:

These items are not included:

- Finish landscaping, sodding or seeding of disturbed areas. All disturbed areas to be leveled and raked out.
- Concrete lead walks or adjoining observation concrete deck areas.
- Storm Water Pollution Controls for project site.
- Temporary security fence during construction.
- Patching of existing concrete decorative coatings, staining, coloring, or surfacing if any existing concrete deck is removed during excavation for piers.

### Buy Board:

Proposal is submitted with applicable discounts per Buy Board program to reflect established discounts.

### Sales Tax Exempt:

Sales tax is not included in prices quoted. Customer is to supply Sales Tax Exemption or Sales Tax Resale certificate at time of acceptance of proposal, or sales tax will be added to final contract and invoicing for the project.

### Insurance Terms:

Kraftsman will supply a certificate of insurance verifying the limits of coverage. See terms page for details and charges for naming additional insured parties or adding special coverage's if required.

### Credit Card terms:

If paying by American Express, there is a 6% processing fee charge. If paying by Visa or Master Card, there is a 4% processing fee charge.

### Monthly Progress Billings

All work completed and materials stored as of the last day of the month shall be billed on or before the 25th of said month. Payments to be received by the 15th of the following month.

### Shipping Charges

Unless noted otherwise on quote, all shipping and handling charges on quote are firm for duration of 90 days.

### No Bonding Included:

No performance, or payment bonds, and/or maintenance bonds are included. These are available upon request at additional cost for the bonds and processing.

### Delivery and Unloading:

If Installation is purchased: Kraftsman is responsible for ensuring that adequate staff and equipment resources are available for timely off-loading, safe handling, and secure storage of equipment upon receipt from motor freight carrier of installed product shipments. Unloading of materials from the truck will potentially require material handling equipment, i.e. forklift, pallet jack(s), to properly remove equipment from the delivery truck. In Most Cases when Kraftsman is installing a project the product will be received at Kraftsman's Warehouse and stored until needed on the project. Then transported to the site at the time of installation.

Initials \_\_\_\_\_



# Kraftsman

COMMERCIAL PLAYGROUNDS &  
WATER PARKS  
19535 Haude Road  
Spring, TX 77388  
Phone: (281) 353-9599 Fax: (281) 353-2265

**QUOTE #Q74663**

Date: 08/29/2022

Project: 28180

Created By: Ed Puente

Quote Name: Cypress Point Park - 5526 Cypress Pt

Page 3 of 5

## Locating for Underground Utilities:

- Kraftsman will call and arrange for utility locating with the public utilities stake out providers. All Public Utilities, including Phone, Electrical, Gas, Cable, and Fiber Optics are to be staked prior to installation. Kraftsman will arrange with Public Utility Stake Out providers for a date that this is to be completed prior to Kraftsman arriving on site.
- Customer is to locate, mark, and provide information for all privately owned utilities that are not marked by the Public Utility providers, for all utility service lines below grade that are privately owned. These will include any and all of the following: electrical, water lines, gas lines, irrigation lines, sewer and storm lines, cable service lines, fiber optic or other IT lines, which are privately owned by the property owner.
- Kraftsman is not responsible for any underground utilities which are not marked or located by the owner or public utilities stake out providers. Damages to underground utilities for electrical, water, irrigation, and other listed above will not be repaired by Kraftsman and will be the owner's expense and responsibility.

## Installation:

Installation quoted includes: Haul off of soil and concrete spoils from project site; or distribution and leveling of any excess soils from excavation, if there is an area approved by customer for filling low areas on the facility. Assembly of all frame work, installation of fabric and cable system, and all equipment necessary for installation.

## Pier Sizes Quoted:

Pier sizes and prices quoted are subject to final engineering review and may change upon soils reports and engineering being completed. Any additional charges will be presented for approval prior to starting construction.

## Care, Maintenance, and Warranties of Canopies:

Fabric Shade Canopies are designed to withstand normal wind loads and weather conditions, and will provide years of sun, heat, hail & UV protection with minimal maintenance. Warranties shall be void if damage to or failure to the shade structure is caused by contact with chemical, misuse, vandalism, fireworks or acts of God, including but not limited to, ice, snow or wind in excess of the applicable building code parameters. All fabric tops are warranted for sustained winds up to 76 mph and for gusts of up to 3 seconds duration up to 90 mph with no snow or ice accumulation. Damage caused by flying debris is not covered. Fabric is not warranted where it is installed on a structure that is not engineered or built by the manufacturer.

## Acts of Nature:

Fabric Shade Canopy warranties do not cover natural disasters, such as earthquakes, shifts in terrain or tornados. If the structure is installed in an area exposed to hurricanes, removal of the shade fabric is required when a hurricane warning is issued. Structures are warranted for winds up to 145 mph, only if the shade canopy fabric has been removed as per requirements by the manufacturer. Care must be taken during removal of canopies so as not to damage the fabric or connection points and hardware. Contact Kraftsman or the manufacturer of the canopy if there are questions in regards to proper removal and reinstallation processes and procedures.

## Project Completion:

Allow 2 to 4 weeks for preparation of plans, drawings, and submittals after acceptance of proposal provided that the following has been completed and approved by the customer:

- Project product submittals reviewed, approved and returned.
- Completed Color selection sheet (signed and dated)
- Physical project address
- All contact names and phone numbers
- Exemption certificate
- Deposit per contract

## Building Permits:

- Building permits are not included or provided.
- Engineer stamped plans are not included.

Initials \_\_\_\_\_



# Kraftsman

COMMERCIAL PLAYGROUNDS &  
WATER PARKS  
19535 Haude Road  
Spring, TX 77388  
Phone: (281) 353-9599 Fax: (281) 353-2265

**QUOTE #Q74663**

Date: 08/29/2022

Project: 28180

Created By: Ed Puente

Quote Name: Cypress Point Park - 5526 Cypress Pt

Page 4 of 5

## Lead Times:

Lead Times are after approval of all Initial submittals/colors, and being once the order is placed with the manufacturer.

Superior Playground - lead time for items to ship is 14 weeks for steel playgrounds, 15 weeks for recycled plastic playgrounds, and 20 weeks for rope climbers

## Force Majeure:

Each Party shall be excused from liability for the failure or delay in performance of any obligation under this Agreement (other than failure to make payment when due) by reason of any event beyond such Party's reasonable control including but not limited to Acts of God, fire, flood, explosion, earthquake, pandemic flu, or other natural forces, governmental orders or directives, war, civil unrest, acts of terrorism, accident, destruction or other casualty, any lack or failure of transportation facilities, any lack or failure of supply of raw materials, or any other event similar to those enumerated above. Such excuse from liability shall be effective only to the extent and duration of the event(s) causing the failure or delay in performance and provided that the Party has not caused such event(s) to occur. Notice of a Party's failure or delay in performance due to force majeure must be given to the other Party within (20) days after its occurrence has become identified by the Party. All delivery dates under this Agreement that have been affected by force majeure shall be tolled for the duration of such force majeure. In no event shall any Party be required to prevent or settle any labor disturbance or dispute, or to act outside of compliance with governmental orders or directives. □

## Canopy Lead Times:

Lead Times are after approval of all Initial submittals/colors, and being once the order is placed with the manufacturer.

Shade Canopies with engineer sealed drawings - the lead time for the shade canopy to ship is 8-10 weeks.

## General

Swings to be REMOVED by Kraftsman and set aside for City of Schertz staff to haul off and replace at another location.

Initials \_\_\_\_\_



# Kraftsman

COMMERCIAL PLAYGROUNDS &  
WATER PARKS  
19535 Haude Road  
Spring, TX 77388  
Phone: (281) 353-9599 Fax: (281) 353-2265

QUOTE #Q74663

Date: 08/29/2022

Project: 28180

Created By: Ed Puentes

Quote Name: Cypress Point Park - 5526 Cypress Pt

Page 5 of 5

## General Terms and Conditions

**Bill To:**

Schertz, City of

**Ship To:**

Schertz, City of

**Terms:**

Net 30 days

**CONDITIONS OF SALE**

1. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the contract.
2. No returns of merchandise will be accepted unless previously authorized in writing by Kraftsman. All returns are subject to restocking fee of 25% plus freight charges incurred for return to original shipment origination.
3. Title for all equipment is reserved by Kraftsman Commercial Playgrounds and Water Parks until payment in full is received. The right to enter the property and repossess said equipment is hereby granted to Kraftsman Commercial Playgrounds and Water Parks if payment is not rendered in accordance with the terms above. All payments made prior to repossession under this contract shall be forfeited to Kraftsman Commercial Playgrounds and Water Parks as cost incurred to recover the equipment. Repossession of product does not waive any damages or costs due as awarded by the court.
4. All collections or litigation concerning this contract shall be governed by the laws of the State of Texas, with venue in Harris County.
5. Kraftsman warrants the merchandise on this proposal to be up to the manufacturers published standards as to material and workmanship. See catalogs or attached drawings for specific layouts, warranties, and specifications.
6. Kraftsman reserves the right to review contract for final acceptance by management and to make corrections of clerical errors.
7. A service charge of 1.5% per month will be assessed on all past due amounts.
8. Payments to Kraftsman by credit card will incur a processing fee of 4% for Visa and MasterCard, and 6% for American Express
9. Installation services include all labor, equipment required to complete the job, and insurance coverage's as required by law. Extra installation charges will incur for abnormal sub surfaces, ie. rock, landfill, etc. Price quoted includes Kraftsman's standard insurance coverages of \$2 million in General Liability & Completed operations, \$1 million in Automobile Liability, \$1 million per occurrence/\$2 aggregate in Workman's Compensation. Any charges by Kraftsman's insurance carrier or agents for adding General Contractor or Owner as additional insured, waivers of subrogation, or changes to standard coverage shall be added to contract charges. No performance bond or labor and material payment bonds shall be provided by Kraftsman, unless listed as individual line item in proposal.
10. Kraftsman Commercial Playgrounds and Water Parks is not liable for damages to underground utilities, and irrigations systems during installation. It is the customers responsibility to locate all underground utilities.
11. Building permits required by local or state authorities & municipalities are not included and are the responsibility of the owner of the property, unless specifically included as a line item in the proposal. If you want Kraftsman to handle required permitting please contact our office and we will provide a quote if not included as a line item within this proposal.
12. This proposal may be withdrawn by Kraftsman if not accepted within thirty (30) days.

Respectfully Submitted \_\_\_\_\_

Date August 29, 2022

Ed Puentes

**Acceptance of Proposal:**

The prices, specification and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above. If contract is placed with an attorney for suit or collection through probate, bankruptcy or other legal proceedings, customer agrees to pay all expenses and reasonable attorney fees incurred. Any verbal instructions, agreements, or promises are not valid unless written as part of this contract.

Authorized Signature \_\_\_\_\_

PO#: \_\_\_\_\_

Printed Name & Title \_\_\_\_\_

Date of Acceptance \_\_\_\_\_

Authorized Signature \_\_\_\_\_

Printed Name & Title \_\_\_\_\_

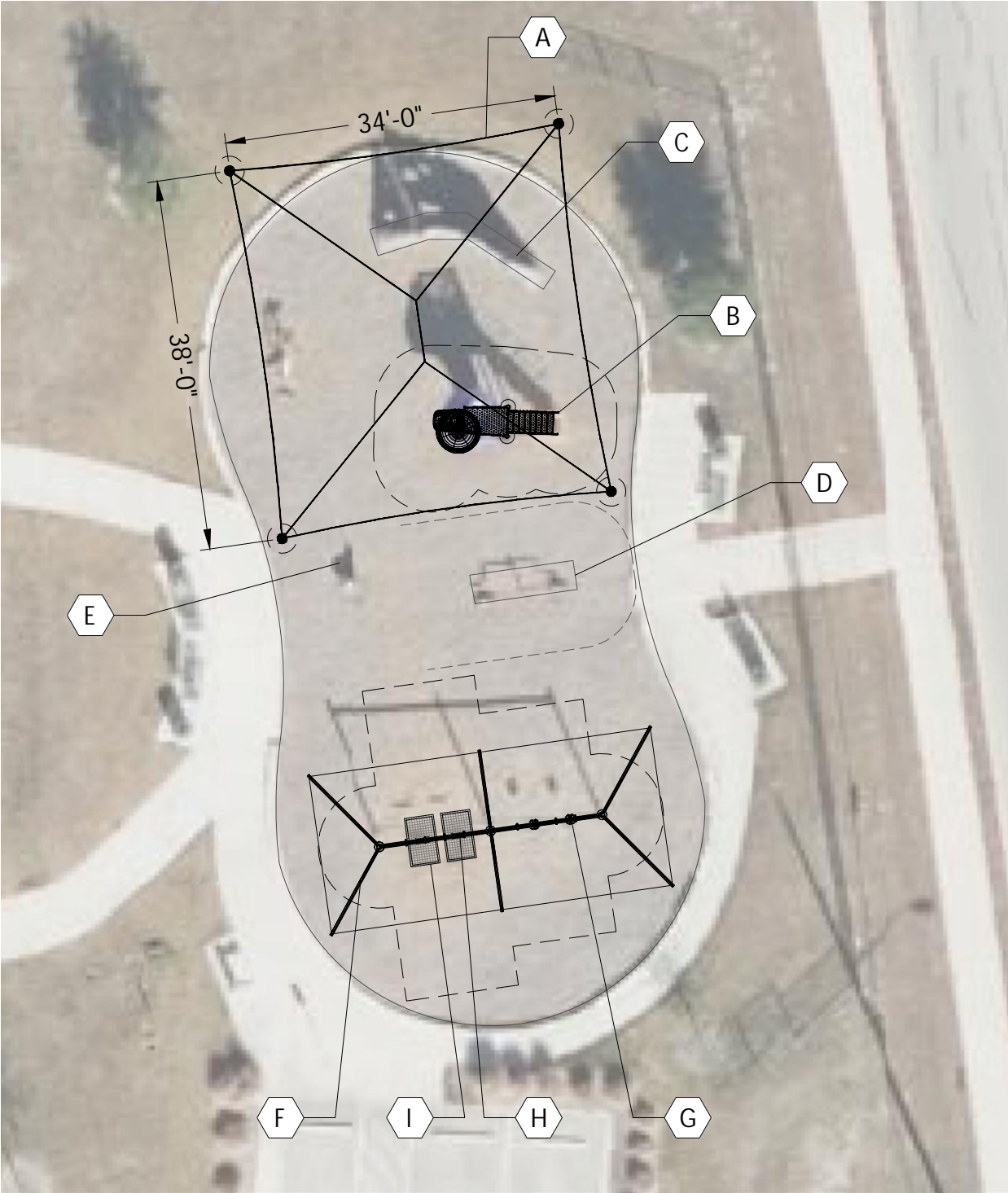
**WE STRONGLY RECOMMEND A RESILIENT FALL SURFACE BE INSTALLED UNDER ALL PLAY & FITNESS EQUIPMENT**

**Thank You! We Appreciate Your Business!**



CYPRESS POINT PARK

LEGEND		
○	DESCRIPTION	QTY
A	Proposed 34x38x14.5' Standard Hip Shade. Total post height: 15.5'	1
B	Proposed Open Spiral Slide - 8' Deck Height AFR0243. Existing slide to be removed	1
C	Existing 8' climber	1
D	Existing see saw	1
E	Toy no longer on site	1
F	Two Bay Shaded Swing RSW3516G	1
G	Full Bucket Seat Package 90015130	1
H	Belt Seat Package 90015108	1
I	3' x 5' Mat	2 TYP



Pictures may not depict actual proposed equipment



Pictures may not depict actual proposed equipment

PRELIMINARY DESIGN - NOT FOR CONSTRUCTION

City of Schertz Shade Structures  
Schertz, TX

Project 28180  
Option 1

Sheet  
K.2

Designer  
MZB

Date  
08.26.2022

Drawing Name  
KPS-28180

View  
Playground Plan

Sales Rep.  
Ed Puente

## **RESOLUTION NO. 22-R-92**

**A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF SCHERTZ, TEXAS AUTHORIZING AN APPLICATION FOR THE COMMUNITY COALITION PARTNERSHIP COVID-19 GRANT FROM THE SAN ANTONIO COUNCIL ON ALCOHOL AND DRUG AWARENESS, AND RECEIVE FUNDS IF AWARDED, IN AN AMOUNT UP TO \$100,000 TO PURCHASE SHADE STRUCTURES FOR CYPRESS POINT PARK, AND OTHER MATTERS IN CONNECTION THEREWITH.**

WHEREAS, the City of Schertz owns Cypress Point Park and city staff has determined it has a need for shade over the playscape structure; and

WHEREAS, the San Antonio Council on Alcohol and Drug Awareness approached city staff about the Community Coalition Partnership COVID-19 Grant and potential for funding quality of life projects in Schertz; and

WHEREAS, the goal of the program is to fund amenities that enhance quality of life and provide respite for people as we recover from the COVID-19 pandemic; and

WHEREAS, the shade structures proposed for Cypress Point Park will enhance the visitor experience and provide a place for residents in northern Schertz to come together as a community as we recover from the COVID-19 pandemic.

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

Section 1. The City Council hereby authorizes an application for the Community Coalition Partnership for COVID-19 Grant from the San Antonio Council on Alcohol and Drug Awareness, and receive funds if awarded, in an amount up to \$100,000 to purchase shade structures for Cypress Point Park. (in 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 6<sup>th</sup> day of September, 2022.

CITY OF SCHERTZ, TEXAS

---

Ralph Gutierrez, Mayor

ATTEST:

---

Brenda Dennis, City Secretary

(CITY SEAL)



**CITY COUNCIL MEMORANDUM**

**City Council Meeting:** September 6, 2022  
**Department:** Engineering  
**Subject:** Resolution No. 22-R-93 – Consideration and/or action approving a Resolution by the City Council of the City of Schertz, Texas, authorizing execution of a wastewater easement from San Antonio One Limited Partnership and San Antonio Three Limited Partnership relating to an existing wastewater main. (B. James/K. Woodlee/J. Shortess)

---

**BACKGROUND**

Currently, the City operates and maintains wastewater mains throughout the City's limits. A wastewater main was constructed which connects the Wiederstein Ranch Subdivision (EVO) to the Crest Oak Wastewater Main. The existing main was constructed and accepted by the City of Schertz and it was determined through title research that a wastewater easement agreement was not recorded previously. Staff recommends execution of the 0.657 acre wastewater easement in order to operate and maintain the existing wastewater main at the intersection of Cibolo Valley Drive and Old Wiederstein Road.

**GOAL**

To obtain authorization from Council to execute a wastewater easement agreement from San Antonio One Limited Partnership and San Antonio Three Limited Partnership for the relating to an existing sewer main on the property.

**COMMUNITY BENEFIT**

The proposed wastewater easement will allow maintenance of the existing public facilities.

**SUMMARY OF RECOMMENDED ACTION**

Authorize execution of the wastewater easement agreement from San Antonio One Limited Partnership and San Antonio Three Limited Partnership.

**FISCAL IMPACT**

There are no costs associated with Resolution 22-R-93.

**RECOMMENDATION**

Staff recommends Council approve Resolution 22-R-93 and authorize execution of the wastewater easement agreement from San Antonio One Limited Partnership and San Antonio Three Limited Partnership.

---

**Attachments**

22-R-93  
Wastewater Easement Exhibit  
0.657 acre Wastewater Easement

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## **RESOLUTION NO. 22-R-93**

### **A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF SCHERTZ, TEXAS AUTHORIZING A WASTEWATER EASEMENT AGREEMENT FROM SAN ANTONIO ONE LIMITED PARTNERSHIP AND SAN ANTONIO THREE LIMITED PARTNERSHIP RELATING TO THE EXISTING WASTEWATER MAIN AND AUTHORIZING THE BUDGET EXPENDITURES FOR THE PROJECT**

WHEREAS, The City staff of the City of Schertz (the “City”) has recommended that the City execute a wastewater easement agreement relating to an existing wastewater main and approve the project expenditures; and

WHEREAS, City staff has received metes and bound descriptions for the wastewater easement; and

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

Section 1. The City Council hereby authorizes the City Manager to execute and deliver the wastewater easement agreement and an amount of \$10.00.

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

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

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

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

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

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

PASSED AND ADOPTED, this 6<sup>th</sup> day of September, 2022.

CITY OF SCHERTZ, TEXAS

---

Ralph Gutierrez, Mayor

ATTEST:

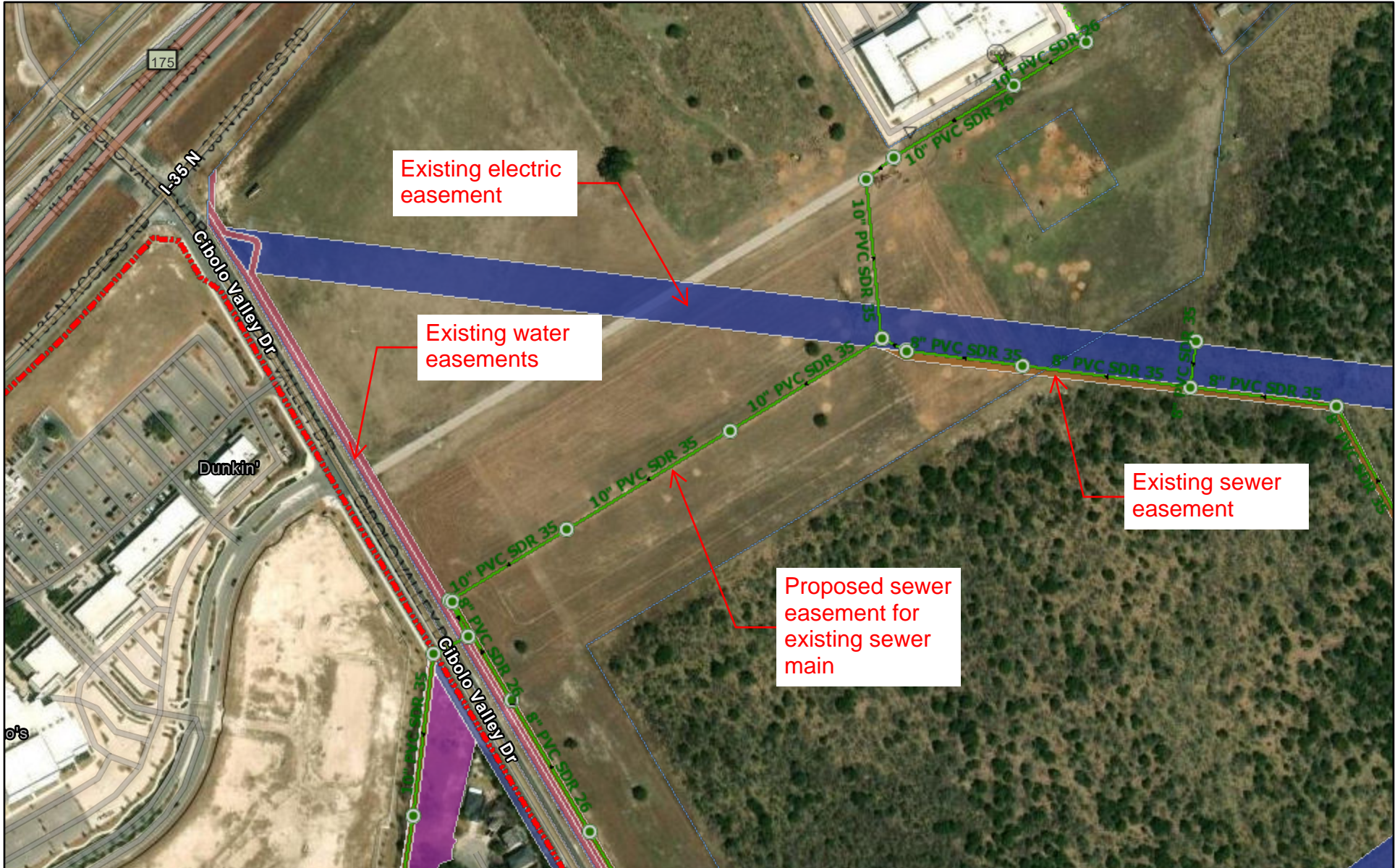
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Brenda Dennis, City Secretary

(CITY SEAL)

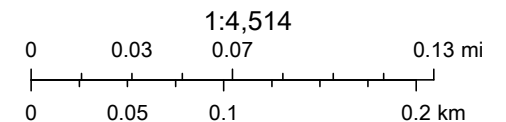


# 0.657 Acre Sewer Easement



8/29/2022, 9:23:06 AM

Sewer Main	Neighboring Gravity	Private Pressure	Sewer Laterals	Abandoned
Schertz Gravity	Neighboring Pressure	Abandoned Gravity	<all other values>	Sewer Structures
Schertz Pressure	Private Gravity	Abandoned Pressure	Active	Undetermined



Esri Community Maps Contributors, City of Cibolo, Texas, City of New Braunfels, BCAD, Comal County, Texas Parks & Wildlife, © OpenStreetMap,

Schertz Public Works

NOTICE OF CONFIDENTIALITY RIGHTS: IF YOU ARE A NATURAL PERSON, YOU MAY REMOVE OR STRIKE ANY OR ALL OF THE FOLLOWING INFORMATION FROM THIS INSTRUMENT BEFORE IT IS FILED FOR RECORD IN THE PUBLIC RECORDS: YOUR SOCIAL SECURITY NUMBER OR YOUR DRIVER'S LICENSE NUMBER.

**WASTEWATER EASEMENT AGREEMENT**

THE STATE OF TEXAS           §  
  §  
COUNTY OF GUADALUPE       §

**GRANT OF EASEMENT:**

**SAN ANTONIO ONE LIMITED PARTNERSHIP and SAN ANTONIO THREE LIMITED PARTNERSHIP**, with the mailing address of 2111 Woodward Ave #910, Detroit, Michigan 48021 (collectively, "Grantor"), for the sum of Ten and No/100 Dollars (\$10.00) and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged and confessed, does hereby grant, sell and convey unto **THE CITY OF SCHERTZ, TEXAS**, a Texas home-rule city, with offices located at 1400 Schertz Parkway, Schertz, Texas 78154 ("Grantee"), an easement and right-of-way ("Easement") upon and across the property of Grantor which is more particularly described on **Exhibit "A"**, attached hereto and incorporated herein by reference ("Easement Property"),

TO HAVE AND TO HOLD the same perpetually to Grantee and its successors and assigns, together with the rights, and privileges and on the terms and conditions set forth below; and Grantor, subject to the Exceptions, to Warranty, does hereby covenant and agree to **WARRANT AND FOREVER DEFEND** title to the Easement herein granted, unto Grantee, its successors and assigns, against every person whomsoever lawfully claiming or to claim the same or any part thereof.

**Terms and Conditions:** The following terms and conditions apply to the Easement granted by this agreement:

1. *Definitions.* For the purposes of this grant of Easement certain terms shall have the meanings that follow:
  - (a) "Holder" shall mean Grantee and Grantee's heirs, successors and assigns who at any time own any interest in the conveyance is subject to the terms of this agreement.
  - (b) "Grantor" shall mean Grantor and Grantor's heirs, successors and assigns who at any time own any interest in the conveyance is subject to the terms of this agreement.
  - (c) "Public Facilities" shall mean sanitary sewer facilities.

2. *Character of Easement.* The Easement granted herein is "in gross," in that there is no "Benefitted Property." Nevertheless, the Easement rights herein granted shall pass to Grantee's successors and assigns, subject to all of the Terms hereof. The Easement rights of use granted herein are nonexclusive and irrevocable. The Easement is for the benefit of Holder.
3. *Purpose of Easement.* The Easement shall be used for the Public Facilities purposes, including placement, construction, installation, replacement, repair, maintenance, relocation, removal, and operation of Public Facilities and related appurtenances, or making connections thereto. The Easement shall also be used for the purpose of providing access for the operation, repair, maintenance, replacement and expansion of the Public Facilities and related appurtenances.
4. *Term.* Easement shall be in perpetuity unless relinquished or abandoned by ordinance or resolution by Grantee.
5. *Reservation of Rights.* Holder's right to use the Easement Property is nonexclusive, and Grantor and Grantor's heirs, successors, and assigns retain the right to use all or part of the Easement Property in conjunction with Holder as long as such use by Grantor and Grantor's heirs, successors, and assigns does not (i) interfere with the use of the Easement Property by Holder for the Easement Purpose, nor (ii) may Grantor construct any building, structure or obstruction on the Easement Property. The right to convey to others the right to use all or part of the Easement Property in conjunction with Holder, as long as such further conveyance is subject to the terms of this agreement. Written approval of Holder must be obtained prior to any use or improvement of Easement Property, provided, however, Grantor shall have the right to install and maintain concrete, asphalt or gravel driveways, roads, parking lots, as well as landscaping and irrigation, on, across and within the Easement Property, as approved by plat, site plan, or building permit. Maintenance of landscaping and irrigation shall be the sole responsibility of the Grantor.
6. *Improvement and Maintenance of Easement Property.* Subject to the provisions of Section 8., immediately below, improvement and maintenance of the Easement Property and the Facilities will be at the sole expense of Holder. Holder has the right to eliminate any encroachments into the Easement Property. Holder has the right to construct, install, maintain, replace, and remove the Facilities under or across any portion of the Easement Property. All matters concerning the Facilities and their configuration, construction, installation, maintenance, replacement, and removal are at Holder's sole discretion, subject to performance of Holder's obligations under this agreement. Holder has the right to remove or relocate any fences or other encroachments within the Easement Property or along or near its boundary lines if reasonably necessary to construct, install, maintain, replace, or remove the Facilities. Holder will also replace to their original condition any landscaping, driveways or parking areas that were in existence prior to the granting of the Easement Property and are damaged in connection with the work.



7. *Maintenance of Surface Easement Property/Permitted Improvements.* Notwithstanding any contrary provision, Grantor shall retain the obligation to maintain the surface of the Easement Property, including the obligation to regularly mow or cut back vegetation and to keep the surface of the Easement Property free of litter, debris, or trash. Any permitted improvement made by Grantor must comply with applicable ordinances, development codes and engineering guidelines of the City of Schertz, and must not conflict with use of the easement for its intended purpose as described herein.
8. *Equitable Rights of Enforcement.* This Easement may be enforced by restraining orders and injunctions (temporary or permanent) prohibiting interference and commanding compliance. Restraining orders and injunctions will be obtainable on proof of the existence of interference or threatened interference, without the necessity of proof of inadequacy of legal remedies or irreparable harm, and will be obtainable only by the parties to or those benefited by this agreement; provided, however, that the act of obtaining an injunction or restraining order will not be deemed to be an election of remedies or a waiver of any other rights or remedies available at law or in equity.
9. *Attorney's Fees.* If either party retains an attorney to enforce this agreement, the party prevailing in litigation is entitled to recover reasonable attorney's fees and court and other costs.
10. *Binding Effect.* This agreement binds and inures to the benefit of the parties and their respective heirs, successors, and permitted assigns.
11. *Choice of Law.* This agreement will be construed under the laws of the state of Texas, without regard to choice-of-law rules of any jurisdiction. Venue is in the county or counties in which the Easement Property is located.
12. *Counterparts.* This agreement may be executed in any number of counterparts with the same effect as if all signatory parties had signed the same document. All counterparts will be construed together and will constitute one and the same instrument.
13. *Waiver of Default.* It is not a waiver of or consent to default if the non-defaulting party fails to declare immediately default or delays in taking any action. Pursuit of any remedies set forth in this agreement does not preclude pursuit of other remedies in this agreement or provided by law.
14. *Further Assurances.* Each signatory party agrees to execute and deliver any additional documents and instruments and to perform any additional acts necessary or appropriate to perform the terms, provisions, and conditions of this agreement and all transactions contemplated by this agreement.
15. *Integration.* This agreement contains the complete agreement of the parties and cannot be varied except by written agreement of the parties. The parties agree that

there are no oral agreements, representations, or warranties that are not expressly set forth in this agreement.

16. *Exceptions to Warranty.* This grant is subject to any and all encumbrances and easements of record, to the extent the same are valid and enforceable.
17. *Legal Construction.* Any provision in this agreement is for any reason unenforceable, to the extent the unenforceability does not destroy the basis of the bargain among the parties, the unenforceability will not affect any other provision hereof, and this agreement will be construed as if the unenforceable provision had never been a part of the agreement. Whenever context requires, the singular will include the plural and neuter include the masculine or feminine gender, and vice versa. Article and section headings in this agreement are for reference only and are not intended to restrict or define the text of any section. This agreement will not be construed more or less favorably between the parties by reason of authorship or origin of language.
18. *Notices.* Any notice required or permitted under this agreement must be in writing. Any notice required by this agreement will be deemed to be delivered (whether actually received or not) when deposited with the United States Postal Service, postage prepaid, certified mail, return receipt requested, and addressed to the intended recipient at the address shown in this agreement. Notice may also be given by regular mail, personal delivery, courier delivery, facsimile transmission, or other commercially reasonable means and will be effective when actually received. Any address for notice may be changed by written notice delivered as provided herein.
19. *Recitals/Exhibits.* Any recitals in this agreement are represented by the parties to be accurate, and constitute a part of the substantive agreement. All exhibits referenced herein are attached hereto and incorporated by reference herein for all purposes.
20. *Entire Agreement.* This instrument contains the entire agreement between the parties relating to the rights herein granted and the obligations herein assumed. Any oral representation or modification concerning this instrument shall be of no force and effect except for any subsequent modification in writing, signed by the party to be charged.

[Signatures appear on next pages]

IN WITNESS WHEREOF, this instrument is executed this 18<sup>th</sup> day of August, 2022.

**GRANTOR:**

SAN ANTONIO ONE LIMITED PARTNERSHIP

By: Charles A. Forbes  
Name: Charles A. Forbes  
Title: General Partner

SAN ANTONIO THREE LIMITED PARTNERSHIP

By: Charles A. Forbes  
Name: Charles A. Forbes  
Title: General Partner

THE STATE OF MI §  
§  
COUNTY OF Wayne §

This instrument was acknowledged before me this 18 day of August, 2022, by Charles Forbes, General Partner of SAN ANTONIO ONE LIMITED PARTNERSHIP, on behalf of said partnership.

Laurie Bemis  
Notary Public Signature

(seal)

LAURIE BEMIS  
NOTARY PUBLIC - STATE OF MICHIGAN  
COUNTY OF WAYNE  
My Commission Expires December 12, 2025  
Acting in the County of: Wayne

THE STATE OF MI §  
§  
COUNTY OF Wayne §

This instrument was acknowledged before me this 18 day of August, 2022, by Charles Forbes, General Partner of SAN ANTONIO THREE LIMITED PARTNERSHIP, on behalf of said partnership.

Laurie Bemis  
Notary Public Signature

(seal)

LAURIE BEMIS  
NOTARY PUBLIC - STATE OF MICHIGAN  
COUNTY OF WAYNE  
My Commission Expires December 12, 2025  
Acting in the County of: Wayne

**GRANTEE:**

**AGREED AND ACCEPTED:**

**CITY OF SCHERTZ, TEXAS,  
a Texas home-rule municipality**

By: \_\_\_\_\_  
Dr. Mark Browne, City Manager

THE STATE OF TEXAS       §  
  §  
COUNTY OF GUADALUPE   §

This instrument was acknowledged before me on \_\_\_\_\_, 20\_\_, by Dr. Mark Browne, City Manager of the City of Schertz, Texas, a Texas home-rule municipality, on behalf of said municipality.

\_\_\_\_\_  
Notary Public Signature

(seal)

**EXHIBIT "A"**

**EASEMENT PROPERTY**

(See attached)



**A METES AND BOUNDS  
DESCRIPTION OF  
A 0.657 ACRE TRACT OF LAND**

**BEING** a 0.657 acre (28,612 square feet) tract of land situated in the J.F. Walker Survey, Abstract No. 244, City of Schertz, Guadalupe County, Texas; and being portion of the remainder of a called 220.198 acre tract described in instrument to SAN ANTONIO ONE LIMITED PARTNERSHIP and SAN ANTONIO THREE LIMITED PARTNERSHIP in Volume 979, Page 475 of the Official Public Records of Guadalupe County; and being more particularly described as follows:

**COMMENCING** at Mag nail set in concrete at the intersection of the northwesterly right-of-way line of Old Wiederstein Road (variable width public right-of-way), and the northeasterly right-of-way line of Cibolo Valley (variable width public right-of-way) and marking the south corner of said 220.198 acre tract;

**THENCE**, North 31°13'29" West, 1660.93 feet along the northeasterly right-of-way line of said Cibolo Valley to a point for the west corner of a 16-foot sanitary sewer easement recorded in Volume 1800, Page 800 of the Official Public Records of Guadalupe County, from which a 1/2" iron rod found bears North 31°13'29" West, 982.97 feet;

**THENCE**, North 60°59'07" East, 16.01 feet departing said northeasterly right-of-way line of Cibolo Valley, and along the northwest line of said 16-foot sanitary sewer easement to the **POINT OF BEGINNING**, and a southwest corner of the herein described tract;

**THENCE**, departing said northwest line of the 16-foot sanitary sewer easement and over and across said 220.198 acre tract, the following ten (10) courses and distances:

1. North 31°13'29" West, 92.25 feet to a point for corner;
2. North 58°47'33" East, 1,208.56 feet to a point for the north corner of a 20-foot sanitary sewer easement recorded in Volume 2024, Page 618 of the Official Public Records of Guadalupe County;
3. South 29°37'29" West, 20.07 feet along a northwest line of said 20-foot sanitary sewer easement to the west corner of said 20-foot sanitary sewer easement;
4. South 65°08'05" East, 12.32 feet along a southwest line of said 20-foot sanitary sewer easement to a point for corner;
5. South 58°47'33" West, 1,165.65 feet departing said southwest line of the 20-foot sanitary sewer easement to a point for corner;
6. South 31°14'25" East, 261.78 feet to a point in a northwest line of a 10-foot sanitary sewer easement recorded in Volume 3169, Page 155 of the Official Public Records of Guadalupe County;
7. South 58°46'31" West, 12.33 feet along said northwest line of the 10-foot sanitary sewer easement to a point for corner;
8. North 31°13'29" West, 189.07 feet along a northeast line of said 10-foot sanitary sewer easement to a point for corner;
9. South 58°46'31" West, 7.95 feet along a northwest line of said 10-foot sanitary sewer easement to a point for the north corner of aforesaid 16-foot sanitary sewer;
10. South 60°59'07" West, 12.06 feet along said northwest line of the 16-foot sanitary sewer to the **POINT OF BEGINNING**, and containing 0.657 acres of land in Guadalupe County, Texas. The basis of bearing for this description is the Texas State Plane Coordinate System, South Central Zone (FIPS 4204) (NAD'83), as determined by the Global Positioning System (GPS). All distances shown hereon are on the Surface. To convert Surface distances to Grid apply the Surface to Grid Scale Factor of 0.9998700168978033. The unit of linear measurement is U.S. Survey Feet. This description was generated on 7/28/2022 at 7:46 AM, based on geometry in the drawing file K:\SNA\_Survey\064362018-CIBOLO VALLEY SCHERTZ\DWG\Exhibits\064362018 - CIBOLO VALLEY SCHERTZ\_ESMT\_SANITARY SEWER 0.657.dwg, in the office of Kimley-Horn and Associates in San Antonio, Texas.

CERTIFICATION: THIS IS A LEGAL DESCRIPTION BASED ON A FIELD SURVEY BY KIMLEY-HORN PERSONNEL. NO IMPROVEMENTS ARE SHOWN. ALL EXISTING EASEMENTS ARE NOT SHOWN. THIS IS NOT A LAND TITLE SURVEY. SEE THE SEPARATE LAND TITLE SURVEY UNDER JOB NUMBER 064362018 FOR ADDITIONAL INFORMATION.

**JOHN G. MOSIER**  
REGISTERED PROFESSIONAL  
LAND SURVEYOR NO. 6330  
601 NW LOOP 410, SUITE 350  
SAN ANTONIO, TEXAS 78216  
PH. 210-541-9166  
greg.mosier@kimley-horn.com



**EXHIBIT OF A 0.657 ACRE  
SANITARY SEWER EASEMENT**  
J. F. WALKER SURVEY, ABSTRACT NO. 244  
CITY OF SCHERTZ, GUADALUPE COUNTY, TEXAS

**Kimley»Horn**

601 NW Loop 410, Suite 350  
San Antonio, Texas 78216

FIRM # 10193973

Tel. No. (210) 541-9166  
www.kimley-horn.com

Scale	Drawn by	Checked by	Date	Project No.	Sheet No.
N/A	MGB	JGM	7/28/2022	064362018	1 OF 3

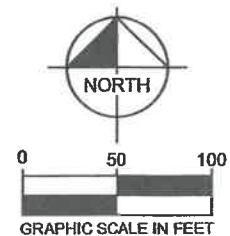
REMAINDER OF CALLED 200.198 ACRES  
SAN ANTONIO ONE, LIMITED PARTNERSHIP  
SAN ANTONIO THREE LIMITED PARTNERSHIP  
VOL.979, PG.475 OPRGC

100' WIDE ELECTRIC  
EASEMENT  
VOL.431 PG.262-263  
OPRGC S29°37'29"W

20.07'  
S65°08'05"E  
12.32'

20' WIDE SEWER EASEMENT  
VOL.2024, PG.618  
OPRGC

**0.657 ACRES**  
**28,612 SQ. FT.**



**LEGEND:**

P.O.C. = POINT OF COMMENCING  
P.O.B. = POINT OF BEGINNING  
MNS = MAG NAIL SET  
1/2" IRF = IRON ROD FOUND  
OPRGC = OFFICIAL PUBLIC  
RECORDS GUADALUPE COUNTY

**NOTES:**

SEE SHEET 3 FOR DETAIL

CERTIFICATION: THIS IS A LEGAL  
DESCRIPTION BASED ON A FIELD SURVEY BY  
KIMLEY-HORN PERSONNEL. NO  
IMPROVEMENTS ARE SHOWN. ALL EXISTING  
EASEMENTS ARE NOT SHOWN. THIS IS NOT A  
LAND TITLE SURVEY. SEE THE SEPARATE  
LAND TITLE SURVEY UNDER JOB NUMBER  
064362018 FOR ADDITIONAL INFORMATION.

GEODETIC NOTE: THE BEARINGS SHOWN  
HEREON ARE BASED ON THE TEXAS STATE  
PLANE COORDINATE SYSTEM, SOUTH  
ZONE (FIPS 4204) (NAD'83), AS DETERMINED  
BY THE GLOBAL POSITIONING SYSTEM  
(GPS). ALL DISTANCES SHOWN HEREON  
ARE ON THE SURFACE. THE COMBINED  
GRID TO SURFACE SCALE FACTOR FOR  
THE PROJECT IS 0.9998700168978033. THE  
UNIT OF LINEAR MEASUREMENT IS U.S.  
SURVEY FEET.

JOHN G. MOSIER  
REGISTERED PROFESSIONAL  
LAND SURVEYOR NO. 6330  
601 NW LOOP 410, SUITE 350  
SAN ANTONIO, TEXAS 78216  
PH. 210-541-9166  
greg.mosier@kimley-horn.com



*John G. Mosier*  
7-28-22

P.O.C.  
OLD WIEDERSTEIN ROAD  
(A VARIABLE WIDTH RIGHT-OF-WAY)

**EXHIBIT OF A 0.657 ACRE  
SANITARY SEWER EASEMENT**

J. F. WALKER SURVEY, ABSTRACT NO. 244  
CITY OF SCHERTZ, GUADALUPE COUNTY, TEXAS

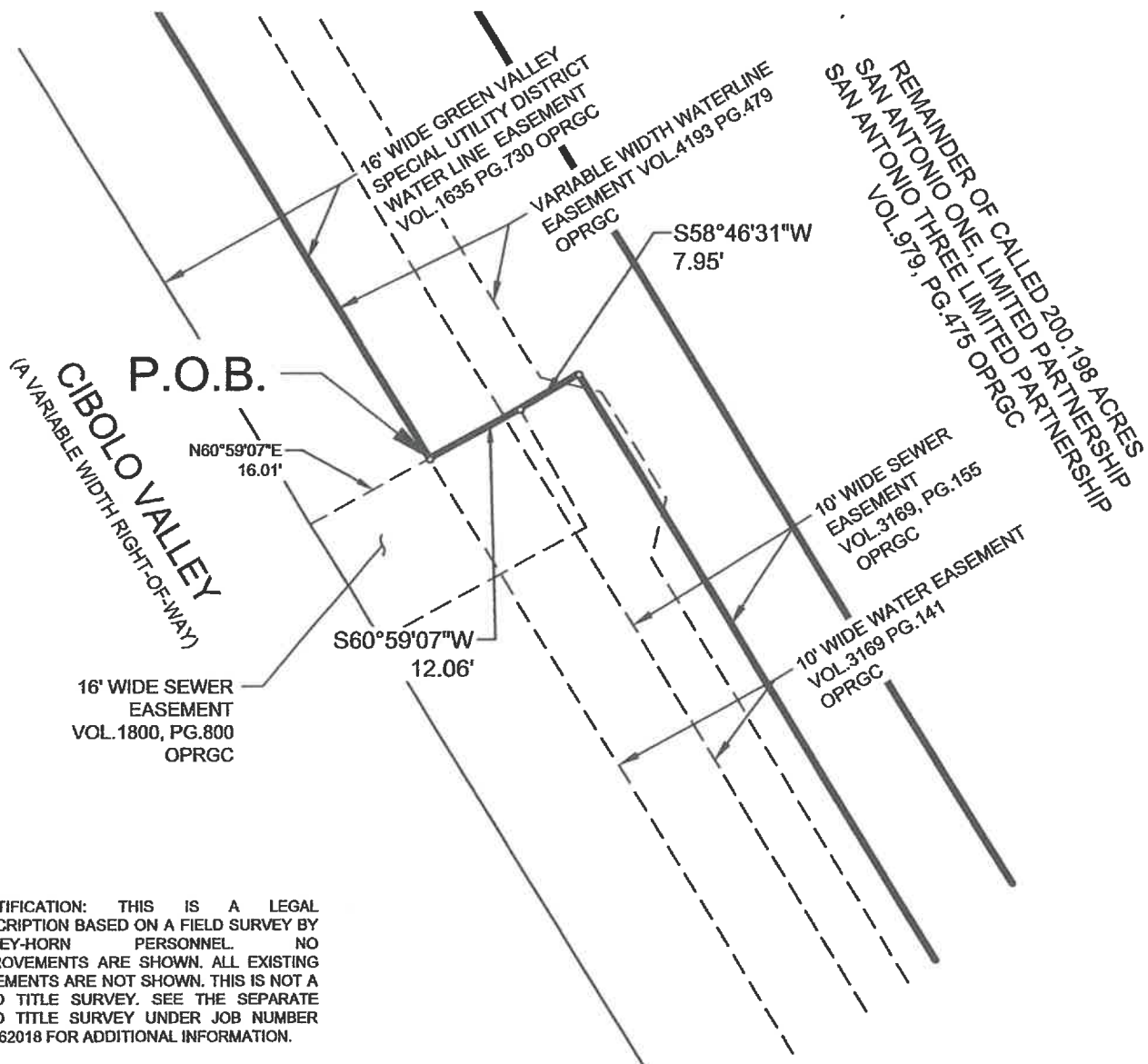
**Kimley»Horn**

601 NW Loop 410, Suite 350  
San Antonio, Texas 78216

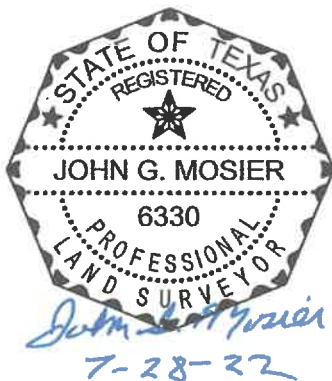
FIRM # 10193973

Tel. No. (210) 541-9166  
www.kimley-horn.com

Scale	Drawn by	Checked by	Date	Project No.	Sheet No.
1" = 100'	MBG	JGM	7/28/2022	064362018	2 OF 3



CERTIFICATION: THIS IS A LEGAL DESCRIPTION BASED ON A FIELD SURVEY BY KIMLEY-HORN PERSONNEL. NO IMPROVEMENTS ARE SHOWN. ALL EXISTING EASEMENTS ARE NOT SHOWN. THIS IS NOT A LAND TITLE SURVEY. SEE THE SEPARATE LAND TITLE SURVEY UNDER JOB NUMBER 064362018 FOR ADDITIONAL INFORMATION.



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**EXHIBIT OF A 0.657 ACRE  
SANITARY SEWER EASEMENT**  
J. F. WALKER SURVEY, ABSTRACT NO. 244  
CITY OF SCHERTZ, GUADALUPE COUNTY, TEXAS

**Kimley»Horn**

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FIRM # 10193973

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Scale	Drawn by	Checked by	Date	Project No.	Sheet No.
N/A	MBG	JGM	7/28/2022	064362018	3 OF 3

## CITY COUNCIL MEMORANDUM

**City Council Meeting:** September 6, 2022  
**Department:** Executive Team  
**Subject:** Resolution No. 22-R-97 - Consideration and/or action approving a Resolution by the City Council of the City of Schertz, Texas approving requests for Schertz Main Street Local Flavor Economic Development Grant for 817 Main Street. (M. Browne/B. James)

---

**BACKGROUND**

The owner of the building at 817 Main (formerly the Contreras Flower Shop) is applying for another Main Street Local Flavor Grant for up to \$2,500 (work costing \$5,000) for mechanical, electrical and asbestos testing. A grant for up to \$4,750 generally for electrical, plumbing and mechanical related work was approved on August 23. Additional items needing repair were found, thus the new grant. The current estimate of this work is \$4,482.70, but staff has increased the grant request to account for additional items. These fall under the systems grant category. The asbestos testing was done under the emergency category that allows subsequent grant approval.

**GOAL**

Promote and enhance commercial activity along Main Street to promote the economic, cultural and general welfare of the public. The area around Main Street in Schertz once served as the commercial and social hub of the community. The City seeks to improve the image of the area around Main Street through the inducement of public money to promote local economic development and stimulate business and commercial activities in the City.

**COMMUNITY BENEFIT**

Encourage the attraction of small businesses that will create local charm and help develop a sense of place in and around Main Street. Promote commercial development. Stabilize and improve property values. Foster civic pride. Strengthen the economy of the City by protecting and enhancing the attractiveness of the Main Street area to residents and visitors, as well as provide support of local businesses.

**SUMMARY OF RECOMMENDED ACTION**

Staff recommends approval of Resolution 22-R-97 approving Schertz Main Street Local Flavor Economic Development Grant for up to \$2,500.00 for 817 Main Street.

**FISCAL IMPACT**

Up to \$2,500.

**RECOMMENDATION**

Approve Resolution No 22-R-97

---

**Attachments**

Res 22 R 97  
817 main funding agreement 2

---

**RESOLUTION NO. 22-R-97**

**A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF SCHERTZ, TEXAS APPROVING REQUESTS FOR A SCHERTZ MAIN STREET LOCAL FLAVOR ECONOMIC DEVELOPMENT GRANT FOR 817 MAIN STREET IN THE CITY OF SCHERTZ, TEXAS, AND RELATED MATTERS IN CONNECTION THEREWITH**

**WHEREAS,** The City of Schertz desires to protect, enhance, and preserve the historic resources and landmarks which represent distinctive elements of Schertz' historic, architectural, economic, cultural, and social heritage by providing property owners and incentive for protecting their property; and

**WHEREAS,** the City of Schertz desires to encourage the attraction of small businesses that will create local charm and help develop a sense of place in and around Main Street;

**WHEREAS,** the City of Schertz desires to stabilize and improve property values; and

**WHEREAS,** Foster civic pride in the beauty and accomplishments of the past, and to promote the use of the historic structures for the culture, education, and general welfare of residents; and

**WHEREAS,** Strengthen the economy of the city by protecting and enhancing the attractiveness of the Main Street area to residents and visitors, as well as provide support and stimulus to businesses.

**WHEREAS,** the City Council approved the Schertz Main Street Local Flavor Economic Development Grant;

**WHEREAS,** staff is in support of this program and recommended approval of the grant request for 817 Main Street for up to \$2,500.00;

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

Section 1. The City Council hereby approves the Schertz Main Street Local Flavor Economic Development Grant request for 409 Main 817 Main Street subject to the approved criteria of the program and execution of a funding agreement generally as outlined in Exhibit "A".

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



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

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

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

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

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

PASSED AND ADOPTED, this 6<sup>th</sup> day of September, 2022.

CITY OF SCHERTZ, TEXAS

---

Ralph Gutierrez, Mayor

ATTEST:

---

Brenda Dennis, City Secretary

(CITY SEAL)

## **Exhibit A**

STATE OF TEXAS           §  
                                     §  
COUNTY OF BEXAR       §

SCHERTZ MAIN STREET LOCAL FLAVOR ECONOMIC DEVELOPMENT PROGRAM  
FUNDING AGREEMENT BETWEEN THE CITY OF SCHERTZ, TEXAS AND Jason  
Contreras FOR EXPENDITURE OF LOCAL FLAVOR GRANT FUNDS

This Local Flavor Development Program Funding Agreement (AGREEMENT) is made and entered into by and between the City of Schertz, Texas (CITY) and Jason Contreras, (ENTITY).

WHEREAS, the ENTITY has developed a proposal to Make improvements and repairs, including testing, electrical and mechanical work to 817 Main (the "Project"); and

WHEREAS, Section 380.001 of the Texas Local Government Code, as amended, allows the governing body of a municipality to establish and provide for the administration of one or more programs to promote state and local economic development and to stimulate business and commercial activity in the municipality; and

WHEREAS, the Schertz Main Street Local Flavor Economic Development Program is intended to encourage and expansion and attract small businesses that create local charm and help develop a sense of place in and around Main Street, promote commercial development, stabilize and improve property values, foster civic pride, and protect and enhance the attractiveness of the Main Street area to residents and visitors; and

WHEREAS, funding for the Schertz Main Street Local Flavor Economic Development Program will be provided annually through the City's General Fund; and

WHEREAS, the Schertz Main Street Local Flavor Economic Development Program will enhance other city efforts to improve, beautify, and promote economic development in the Main Street area.

WHEREAS, the area around Main Street in Schertz once served as commercial and social hub of the community; and

WHEREAS, the City seeks to improve the image of the area around Main Street through restoration and rehabilitation of structures in the Main Street area to serve as a commercial, social, cultural and tourism hub of the City; and

WHEREAS, the City Council of the City of Schertz desires to provide funds to Jason Contreras (ENTITY).

NOW, THEREFORE, it is mutually agreed by and between the CITY and ENTITY as follows:



## GENERAL PROVISIONS

Section 1. Purpose. The purpose of this Agreement is to provide funding to the ENTITY for the project identified in the attached Exhibit "A" (the "Project"), the intent of which is to promote state and local economic development and to stimulate business and commercial activity in the municipality to encourage and expansion and attract small businesses that create local charm and help develop a sense of place in and around Main Street, promote commercial development, stabilize and improve property values, foster civic pride, and protect and enhance the attractiveness of the Main Street area to residents and visitors.

Section 2. Obligation of the ENTITY. The ENTITY shall use all of the awarded funds provided by the CITY in accordance with Chapter 351 of the Texas Tax Code, the ENTITY'S funding application, and the attached Exhibit "A".

Section 3. Reporting Requirements of the ENTITY. The ENTITY shall deliver a detailed accounting of the expenditures for the Project within thirty (30) days after completion of the Project (the "Post Event Report"). The Post Event Report shall include copies of receipts and other documents establishing the expenditures for the project. The CITY shall not make reimbursements for expenditures where no receipt or invoice is provided. Partial or incomplete reports will not be accepted.

Section 4. Authorization of Payment. Subject to the ENTITY'S satisfactory performance and compliance with the terms of this AGREEMENT, the CITY agrees to pay the ENTITY up to fifty percent (50%) of the Project. The Project is estimated to be approximately \$5,00.00 and fifty percent of which, is capped at 2,500.00 for work falling within the criteria for a systems grants. Payment(s) will be made within forty-five (45) days of acceptance of the complete Post Event Report. Partial or incomplete reports will not be accepted. Only expenditures that meet Chapter 351 of the Tax Code and this AGREEMENT shall be reimbursed.

Section 5. Appeal Process. Any ENTITY wishing to appeal the decision of the CITY must present their appeal in writing within ten (10) business days of funding denial.

Section 6. Rights. The City of Schertz has the right, at any time, to inspect the books or records of the ENTITY that may relate to performance of this AGREEMENT. The CITY, at its sole expenses, has the right to conduct an audit of the ENTITY or Project.

Section 7. Term. The AGREEMENT shall become effective as of the date entered below. The AGREEMENT shall terminate one year from its effective date or once the terms have been met, whichever occurs first.

Section 8. Indemnification. The ENTITY agrees to defend, indemnify and hold harmless the CITY, its officers, agents and employees, against any and all claims, lawsuits, judgments, cause of action, costs and expenses for personal injury (including death), property damage or other harm for which recovery of damages is sought, suffered by any person or persons, that may arise out of or be occasioned by the ENTITY'S breach of any of the terms or provisions of this AGREEMENT, or by any negligent act or

omission of the ENTITY, its officers, agents, servants, employees, contractors, or subcontractors, in the performance of this AGREEMENT; except that the indemnity provided for in this paragraph shall not apply to any liability resulting from the sole negligence of the CITY, its officers, agents, employees or separate contractors, and in the event of joint and concurrent negligence of both the ENTITY and the CITY under Texas law and without waiving any defenses of the parties under Texas law. The provisions of this paragraph are solely for the benefit of the parties hereto and not intended to create or grant any rights, contractual or otherwise, to any other person or entity. Both parties expressly agree that this AGREEMENT does not assign any responsibility for civil liability to the City of Schertz that may arise by virtue of this AGREEMENT.

Section 9. Termination. A party may terminate this AGREEMENT in whole or in part if the other party fails to comply with a term of the AGREEMENT, including the inability of the ENTITY to conform to any change required by federal, state or local laws or regulations; or for the convenience of either party. The terminating party shall provide written notification to the other party of the decision to terminate this AGREEMENT within thirty (30) days before the effective date of termination. A party may terminate the AGREEMENT for breach of any provision of this AGREEMENT, upon written notice of the breach and the breaching party shall have ten (10) days after receipt of the written notice in which to cure the breach to the satisfaction of the non-breaching party.

Section 10. Notice. All notices required or permitted under this AGREEMENT shall be in writing and shall be delivered in person or mailed as follows:

to the CITY at:

City of Schertz  
Attention: City Manager  
1400 Schertz Parkway  
Schertz, TX 78154  
(210) 619-1000

To: Jason Contreras  
Attention: Jason Contreras  
817 Main  
Schertz, Texas 78154

#### MISCELLANEOUS

Section 11. Entire Agreement. This AGREEMENT constitutes the entire agreement of the parties regarding the subject matter contained herein. The parties may not modify or amend this AGREEMENT, except by written agreement approved by the governing bodies of each party and duly executed by both parties.

Section 12. Approval. This AGREEMENT has been duly and properly approved by each party's governing body and constitutes a binding obligation on each party.

Section 13. Assignment. Except as otherwise provided in this AGREEMENT, a party may not assign this AGREEMENT or subcontract the performance of services without first obtaining the written consent of the other party.

Section 14. Non-Waiver. A party's failure or delay to exercise right or remedy does not constitute a waiver of the right or remedy. An exercise of a right or remedy under this AGREEMENT does not preclude the exercise of another right or remedy. Rights and remedies under this AGREEMENT are cumulative and are not exclusive of other rights or remedies provided by law.

Section 15. Paragraph Headings. The various paragraph headings are inserted for convenience of reference only, and shall not affect the meaning or interpretation of this AGREEMENT or any section thereof.

Section 16. Attorney fees. In any lawsuit concerning this AGREEMENT, the prevailing party shall be entitled to recover reasonable attorney's fees from the nonprevailing party, plus all out-of-pocket expense such as deposition costs, telephone, calls, travel expenses, expert witness fees, court costs, and their reasonable expenses, unless otherwise prohibited by law.

Section 17. Severability. The parties agree that in the event any provision of this AGREEMENT is declared invalid by a court of competent jurisdiction that part of the AGREEMENT is severable and the decree shall not affect the remainder of the AGREEMENT. The remainder of the AGREEMENT shall be in full force and effect.

Section 18. Venue. The parties agree that all disputes that arise of this AGREEMENT are governed by the laws of the State of Texas and venue for all purposes herewith shall be in Milam County, Texas.

Section 19. Certificate of Insurance. The ENTITY agrees to provide a certificate of insurance for liability and worker's compensation insurance or letter of self-insurance on its letterhead indicating its self-insured status before any event awarded funding under this AGREEMENT. The cost of the insurance herein mentioned to be secured and maintained by the ENTITY shall be borne solely by the ENTITY.

IN WITNESS HEREOF, the CITY and ENTITY make and execute this AGREEMENT to be effective this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

CITY OF SCHERTZ, TEXAS

ENTITY

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

\_\_\_\_\_  
Jason Contreras

ATTEST:

---

City Secretary

## EXHIBIT A

[Describe the project to be performed]



## INVOICE

BILL TO  
**Jason Contreras**  
**Contreras Flowers & Gifts**  
**817 Main St**  
**Schertz, TX 78154-2150**

INVOICE 1368  
 DATE 08/30/2022  
 TERMS Due on receipt  
 DUE DATE 08/30/2022

DATE	ACTIVITY	DESCRIPTION	AMOUNT
	Outdoor lighting	Remove 2 existing light (one located at the back of the property, and one located at the side) the lights were operated by photocells	259.52
		Cut existing metal flex conduit and install change over to convert the conduit to liquid tight conduit.	
		Provide and install weatherproof enclosures and lights sockets.	
		Provide 4 LED Wet rated lamps	
		Provide and install Photo control sensors.	
	Change order	This was part of the original work, but it was missed as the panel presented a false ground wire and a new ground wire needed to be installed in order to pass inspection. the original quote did not specify grounding the inside panel.	81.54
		* Provide and install ground wire and lug to interconnect connect the grounding system to the water heater/ cold water bond and main electrical panel.	

Thank you for your business! All checks can be mailed to:

417 Clover Lane  
 Eu Verna TX 78121  
 Digital Payment Options:  
 Zelle: 210-273-1762  
 Venmo: @UnitedElectric220  
 Cash App: Sumitedelectric220  
 Apple Pay: 210-273-1762  
 PayPal: Ask me about payment options

SUBTOTAL 341.06  
 TAX 0.00  
 TOTAL 341.06  
 BALANCE DUE **\$341.06**

ALL WORK PERFORMED IS COVERED UNDER A 90 DAY LABOR WARRANTY

License: TECL #6147

\*Regulated by The Texas Department of Licensing and Regulation, PO Box 12187, Austin, Texas, 78711 1-800-804-9212, 512-464-6599, [www.tdlr.texas.gov/complaints](http://www.tdlr.texas.gov/complaints)

Page 1 of 1

Proposal		Page No.	of	Pages
<b>UNIVERSAL AIR</b> P.O. Box 2176 Universal City, TX 78148 (210) 658-8882 TX State Lic. #TAC180217906		1342		
PROPOSAL SUBMITTER'S NAME	Jason Contreras			
STREET	817 Mon			
CITY	Schertz TX 78154			
PROJECT	FACILITY			
We hereby submit specifications and estimates for: Remove 5 Flex Ducts Install 5 New Flex Duct Runs 4550' @ 2750" Hang all Ducts @ 225" Seal Duct Connection at Plenums with Duct Sealant @ 260 Air Test if City Requires Approx 3235 500 3735 <sup>00</sup>				
Regulated By The Texas Dept. Of Licensing & Regulation www.texaslatr.com P.O. Box 12157, Austin, TX 78711 1-800-955-6000 or 512-463-0000				
We propose to furnish material and labor -- complete in accordance with above specifications, for the sum of:				
Payment to be made as follows:				
All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration to standard practices shall be approved in writing by the client. The client shall be responsible for obtaining all necessary permits and for obtaining all necessary approvals from the appropriate authorities. The client shall be responsible for obtaining all necessary approvals from the appropriate authorities. The client shall be responsible for obtaining all necessary approvals from the appropriate authorities.				
Acceptance of Proposal The above prices, specifications and conditions are satisfactory and are hereby accepted. This is authorized by the work as specified. Payment will be made as specified above. Date of Acceptance: _____ Signature: _____				

Jason Contreras

A&J ENTERPRISE

217 Fritz Way  
Cibola, TX 78108

Invoice

Date	Invoice #
8/15/2022	395

**PAID**  
08/23/2022

Bill To:

JANIS COLEMAN  
815 S. Main St  
Schertz, Texas 78154

P.O. No.	Terms	Project
AJE-22-017	Due on receipt	

Quantity	Description	Rate	Amount
1	Perform an Asbestos Survey at 817 S. Main St., Schertz, Texas, send to Lab and write Asbestos Report of findings.	200.00	200.00
0	Fees charged by the lab per bulk sample	20.00	120.00
1	Fees charged by FedEx to ship bulk asbestos samples to the lab in Houston, TX.	40.00	40.00
2	Mileage Charge (45 miles x \$0.62 per mile=\$13.50) and Travel time from home to 817 S. Main St., Schertz, TX.	13.50	33.00
1	Credit card processing fee 4%	33.00	13.04
Thank you for your business		<b>Total</b>	<b>346.04</b>

 $406.64^+$



**CITY COUNCIL MEMORANDUM**

**City Council Meeting:** September 6, 2022  
**Department:** Executive Team  
**Subject:** Resolution No. 22-R-101 - Consideration and/or action approving a Resolution by the City Council of the City of Schertz, Texas authorizing a license agreement with PV Schertz LLC. (M. Browne/B. James)

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**BACKGROUND**

PV Schertz LLC is the owner of the old Garden Ridge Pottery facility. They have a new tenant (Murdoch's Ranch & Home Supply) that is in for permitting to occupy the middle building. As part of this, they are renovating the loading area behind the building. When the property was platted a few years ago, the owner dedicated the right-of-way (ROW) for the future extension of Four Oaks Lane. The loading area is now no longer accessible without crossing the ROW. At some point in the future, when Four Oaks Lane is constructed, the loading area will have a drive approach for access. Given that the road has not been constructed and the tenant needs to access this area, staff is proposing a license agreement to allow them to pave the area in the ROW to access the loading area.

**GOAL**

Provide access to a portion of the building that is not accessible due to ROW dedication.

**COMMUNITY BENEFIT**

Allows the business operations to function more safely.

**SUMMARY OF RECOMMENDED ACTION**

Approval of Resolution 22-R-101 authorizing the license agreement for the property owner to use a portion of unimproved ROW to access the back of their building.

**FISCAL IMPACT**

The payment for use of the ROW is \$8,659.42 (this was based on a rate of \$0.77 per square foot).

**RECOMMENDATION**

Approval of Resolution 22-R-101.

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**Attachments**

Res 22 R 101 license agreement  
License Agreement

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## **RESOLUTION NO. 22-R-101**

### **A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF SCHERTZ, TEXAS AUTHORIZING A LICENSE AGREEMENT WITH PV SCHERTZ LLC IN THE CITY OF SCHERTZ, TEXAS, AND RELATED MATTERS IN CONNECTION THEREWITH**

**WHEREAS**, The City of Schertz desires to encourage the attraction of businesses, that provide services to the resident of the City of Schertz; and

**WHEREAS**, the City of Schertz desires to protect and preserve City resources; and

**WHEREAS**, the City of Schertz desires to maximize the use of its resources to benefit the community; and

**WHEREAS**, access through this existing structure was impacted by the dedication of right-of-way; and

**WHEREAS**, use of this area by the property owner until a road is constructed provides multiple benefits; and

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

Section 1. The City Council hereby authorizes a license agreement with PV Schertz LLC generally in the form as outlined in Exhibit "A".

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

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

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

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

Council hereby declares that this Resolution would have been enacted without such invalid provision.

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

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

PASSED AND ADOPTED, this 6<sup>th</sup> day of September, 2022.

CITY OF SCHERTZ, TEXAS

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Ralph Gutierrez, Mayor

ATTEST:

---

Brenda Dennis, City Secretary

(CITY SEAL)

## **Exhibit A**

## **CITY OF SCHERTZ LICENSE AGREEMENT**

The City of Schertz, a home-rule city, municipal corporation and political subdivision of the State of Texas situated in Guadalupe, Bexar, and Comal Counties, Texas ("CITY"), and PV Schertz, LLC, a Texas limited liability company ("Licensee"), enter into this License Agreement ("Agreement") on this the \_\_\_\_\_ day of \_\_\_\_\_, 2022, upon the terms and conditions set forth below.

### **I. PURPOSE OF LICENSE AGREEMENT**

The CITY grants to Licensee, its successors and assigns, license and permission to occupy by encroachment and to use the areas described in this paragraph for the following purposes only:

To install, maintain, repair and replace a commercial driveway as depicted in Exhibit "A", within the City's right of way generally located at 17975 IH-35 N as depicted in Exhibit "B".

The above descriptions, hereinafter referred to as the "licensed property", are further described in Exhibits "A" and "B" attached to this Agreement and incorporated by references for all purposes.

The CITY makes this grant solely to the extent of its right, title and interest in the licensed property, without any express or implied warranties.

Licensee agrees that all activities permitted by this Agreement shall be done in compliance with all applicable City, County, State and/or Federal police, traffic, building, health and safety ordinances, laws and regulations now existing or later adopted.

The License granted hereby is for the benefit of Licensee's property described on Exhibit "C" attached hereto and incorporated by herein by reference ("Licensee's Property").

### **II. ANNUAL FEE**

The CITY, its governing body, and its respective successors and assigns agrees to waive an annual fee for the license and permission herein granted to Licensee in lieu of a one-time, upfront flat fee identified in Section VI.D of this Agreement.

### **III. CITY'S RIGHTS TO LICENSED PROPERTY**

This Agreement is expressly subject and subordinate to the present and future right of the CITY, its successors, assigns, lessees, grantees, and licensees, to construct, install, establish, maintain, use, operate, alter and/or renew any public utilities facilities, roadways or streets on, beneath or above the surface of the licensed property described in Paragraph I.

Said uses of the licensed property by the CITY are permitted, provided that they do not substantially interfere with or destroy Licensee's use of the licensed property or Licensee's Property, or any property or improvements placed thereon or therein by Licensee. In case of an officially declared emergency, however, damage to or destruction of the licensed property shall be at no charge, cost, claim, or liability to the CITY, its agents, contractors, officers, or employees.

Nothing in this Agreement shall be construed to limit, in any way, the power of the CITY to widen, alter, or improve the licensed property subject to this Agreement pursuant to official action by the governing body of the CITY, or its successors. The City does, however, agree to cooperate with Licensee to effect the relocation of Licensee's installations and improvements in the event of such widening, altering or improvement of such street areas and, further, to cooperate with Licensee wherever possible, to effect such widening, altering or improving of such street areas so

that Licensee's operations and improvements on Licensee's Property will not be materially affected thereby.

Notwithstanding any provision in this Agreement to the contrary, the CITY retains the right to enter upon the licensed property, at any time and without notice, assuming no obligation to Licensee, to remove any of the licensed improvements or alterations thereof whenever such removal is deemed necessary for: (a) exercising the CITY'S rights or duties with respect to the licensed property; (b) protecting persons or property; or (c) the public health or safety with respect to the licensed property.

#### **IV. INSURANCE**

Licensee shall, at its sole expense, provide additional extended public liability insurance coverage, written by a company reasonably acceptable to the CITY and licensed to do business in Texas, in the amounts of \$250,000 for property damage and \$500,000 for personal injury and death, which coverage may be provided in the form of a rider and/or endorsement to a previously existing insurance policy. Such insurance coverage shall specifically name the CITY as co-insured. This insurance coverage shall cover all perils arising from the activities of Licensee, its officers, employees, agents, or contractors, relative to this Agreement. Licensee shall be responsible for any deductibles stated in the policy. A true copy of each instrument effecting such additional coverage shall be delivered to the CITY'S Director of Transportation and Public Services within thirty (30) days prior to the effective date of this Agreement, which shall be the date this Agreement is executed by the CITY.

Licensee shall not cause any insurance to be canceled nor permit any insurance to lapse. All insurance certificates shall include a clause to the effect that the policy shall not be canceled, reduced, restricted or otherwise limited until forty-five (45) days after the CITY has received written notice as evidenced by a return receipt of registered or certified mail.

#### **V. INDEMNIFICATION**

**Licensee shall indemnify, defend, and hold harmless the CITY and its officers, agents and employees against all claims, suits, demands, judgments, expenses, including attorney's fees, or other liability for personal injury, death, or damage to any person or property which arises from or is in any manner caused by the Licensee's construction, maintenance or use of the licensed property. This indemnification provision, however, shall not apply to any claims, suits, damages, costs, losses, or expenses (i) for which the CITY shall have been compensated by insurance provided under Paragraph IV., above, or (ii) arising solely from the negligence of the CITY.**

#### **VI. CONDITIONS**

- A. Licensee's Responsibilities. Licensee will be responsible for any damage to or relocation of existing facilities within the licensed property. Further, Licensee shall reimburse the CITY for all costs of replacing or repairing any property of the CITY or of others which was damaged or destroyed as a result of activities under this Agreement by, or on behalf of, Licensee.
- B. Maintenance. Licensee shall maintain the licensed property by keeping the area free of debris and litter. Removal of dead or dying plants shall also be handled by Licensee at its expense, as required by the CITY; such removal shall be completed within thirty (30) days following receipt of a written request by the CITY to do so.

- C. Removal or Modification. Licensee agrees that during the term of this Agreement removal or modification of any landscaping within the licensed property now existing or to be later replaced shall be at Licensee's expense. Said removal or modification shall be at Licensee's sole discretion, except where otherwise provided by this Agreement. However, complete removal of all such improvements must be preceded by at least thirty (30) days written notice to any owners of land immediately adjacent to the licensed property (other than Licensee), if any. This Agreement, until its expiration or revocation shall run as a covenant on the land benefitting and burdening Licensee's Property, and the terms and conditions of this Agreement shall be binding on any subsequent owners or holders of Licensee's Property. Licensee shall cause any immediate successors in interest to have actual notice of this Agreement.
- D. License Fee. Licensee shall pay the CITY \$0.77/SF of improvements placed in the public right-of-way for a total of \$8,659.42. Payment shall be made prior to the CITY executing this Agreement. This fee is non-refundable, unless this Agreement is terminated within one (1) year following the effective date hereof.

## **VII. COMMENCEMENT; TERMINATION BY ABANDONMENT**

This Agreement shall begin with the effective date and continue thereafter for so long as the licensed property shall be used for the purposes set forth herein. If Licensee abandons the use of all or any part of the licensed property for such purposes set forth in this Agreement, then this Agreement, as to such portion or portions abandoned, shall expire and terminate following thirty (30) days written notice to Licensee if such abandonment has not been remedied by Licensee within such period; the CITY shall thereafter have the same complete title to the licensed property so abandoned as though this Agreement had never been made and shall have the right to enter on the property and terminate the rights of Licensee, its successors and assigns hereunder. All installations of Licensee not removed shall be deemed property of the CITY as of the time abandoned. For the purposes of this Agreement, Licensee shall be deemed to have abandoned its use of the licensed property if neither Licensee or its tenants, invitees, contractors, or customers makes any use of the licensed property for a period of sixty (60) consecutive days or more, excluding any periods where use of the licensed property was prevented by flood, earthquake, fire, acts of god, public emergencies or other events beyond the control of Licensee.

## **VIII. TERMINATION**

- A. Termination By Licensee. This Agreement may be terminated by Licensee by delivering written notice of termination to the CITY not later than thirty (30) days before the effective date of termination. If Licensee so terminates, then it may remove installations that it made from the licensed property within the thirty-day notice period. Any installations not removed within said period are agreed to be the property of the CITY.
- B. Termination By CITY. This Agreement may be revoked at any time by resolution of the City Council if such revocation is reasonably required by the public interest, after providing written notice to Licensee.

Subject to prior written notification to Licensee or its successors in interest, this Agreement is revocable by the CITY if:

1. The licensed improvements, or a portion of them, interfere with the City's right-of-way, and it is infeasible for the City to cooperate with Licensee to effect the relocation of Licensee's affected installations and improvements thereon, at Licensee's sole expense;
2. Use of the licensed property becomes necessary for a public purpose, and it is infeasible for the City to cooperate with Licensee to effect the relocation of Licensee's affected installations and improvements thereon, at Licensee's sole expense;
3. Any of the improvements or any material portion of thereof within the licensed property not approved in advance by the CITY constitute a danger to the public which the CITY deems not to be remediable by alteration or maintenance of such improvements;
4. Despite thirty (30) days written notice to Licensee, maintenance or alteration necessary to alleviate a danger to the public has not been made; or
5. Licensee fails to comply with the terms and conditions of this Agreement including, but not limited to, any insurance or license fee requirements specified herein, within thirty (30) days after receipt of notice from the CITY.

If Licensee abandons or fails to maintain the property, and the CITY receives no substantive response within thirty (30) days following written notification to Licensee, then the CITY may remove and/or replace all licensed improvements and collect from Licensee the CITY's actual expenses incurred in connection therewith.

#### **IX. EMINENT DOMAIN**

If eminent domain is exerted on the licensed property by paramount authority, then the CITY will, to the extent permitted by law, cooperate with Licensee to effect the relocation of Licensee's affected installations and improvements thereon, at Licensee's sole expense. Licensee shall be entitled to retain all moneys paid by the condemning authority for installations taken, if any.

#### **X. INTERPRETATION**

Although drawn by the CITY, this Agreement shall, in the event of any dispute over its meaning or application, be interpreted fairly and reasonably, and neither more strongly for or against either party.

#### **XI. APPLICATION OF LAW**

This Agreement shall be governed by the laws of the State of Texas. If the final judgment of a court of competent jurisdiction invalidates any part of this Agreement, then the remaining parts shall be enforced, to the extent possible, consistent with the intent of the parties as evidenced by this Agreement.

#### **XII. VENUE**

Venue for all lawsuits concerning this Agreement will be in the City of Schertz, Guadalupe County, Texas.

#### **XIII. COVENANT RUNNING WITH LAND; WAIVER OF DEFAULT**

This License Agreement and all of the covenants herein shall run with the land; therefore, the conditions set forth herein shall inure to and bind each party's successors and assigns. Either party



may waive any default of the other at any time, without affecting or impairing any right arising from any subsequent or other default.

#### **XIV. ASSIGNMENT**

Licensee shall not assign, sublet or transfer its interest in this Agreement without the written consent of the CITY, which consent shall not be unreasonably withheld. Subject to the assignee's compliance with the insurance and letter of credit requirements set forth herein, Licensee shall furnish to the CITY a copy of any such assignment or transfer of any of Licensee's rights in this Agreement, including the name, date, address, and contact person.

**IN WITNESS HEREOF**, the parties hereto have executed this contract:

**CITY OF SCHERTZ**

**LICENSEE**

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

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

\_\_\_\_\_ (printed name)

Title:

## CITY COUNCIL MEMORANDUM

**City Council Meeting:** September 6, 2022  
**Department:** Public Works  
**Subject:** Resolution No. 22-R-94 - Consideration and/or action approving a Resolution by the City Council of the City of Schertz, Texas approving the Management Services Agreement between the Schertz/Seguin Local Government Corporation (SSLGC), the City of Schertz, and the City of Seguin and other matters in connection therewith. (SSLGC Resolution #SSLGC R22-12) (B. James/S. Williams/Alan Cockerell).

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### BACKGROUND

The Schertz-Seguin Local Government Corporation (SSLGC) was created as a wholesale water supply system for the cities of Schertz and Seguin. The Carrizo Aquifer is utilized for this purpose to benefit both cities. SSLGC was formed in December 1998 and is governed by a board which consists of five directors and two ex-officios appointed by the city councils of Schertz and Seguin.

SSLGC began actual production in September 2002 and has continued to grow to serve the Cities of Schertz and Seguin as their primary water source. SSLGC maintains a strong wholesale water customer base including contracts with the Cities of Selma, Universal City, as well as Springs Hill Water Supply Corporation and the San Antonio Water System.

SSLGC combined the Management Services Agreement (formerly two separate agreements between each city and SSLGC) into one document effective through September 30, 2022.

It is the desire of SSLGC to have the Management Services Agreement between SSLGC, the City of Schertz, and the City of Seguin approved by the City of Schertz City Council. On August 18, 2022, the Schertz/Seguin Local Government Board of Directors approved to extend the Management Services Agreement between the SSGLC, the City of Seguin, and the City of Schertz. The only suggested changes are to the term of the agreement with the new term being October 1, 2022 through September 30, 2024.

### GOAL

To approve the Management Services Agreement.

### COMMUNITY BENEFIT

In addition to helping ensure SSLGC maintains compliance with state/local law, through this MSA, Schertz is managing costs which would impact tax rates and fees passed along to Schertz Residents, as well as maintaining our partnership with SSLGC.

### SUMMARY OF RECOMMENDED ACTION

Staff recommends approval of the Resolution approving the Management Services Agreement between SSLGC, the City of Schertz, and the City of Seguin.

**FISCAL IMPACT**

None

**RECOMMENDATION**

Staff recommends approval of 22-R-94.

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**Attachments**

Resolution 22-R-94

SSLGC Resolution

MSA

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**RESOLUTION NO. 22-R-94**

**A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF SCHERTZ,  
TEXAS AUTHORIZING AN AGREEMENT FOR MANAGEMENT  
SERVICES BETWEEN THE CITY OF SCHERTZ AND THE  
SCHERTZ/SEGUIN LOCAL GOVERNMENT CORPORATION, AND  
OTHER MATTERS IN CONNECTION THEREWITH**

WHEREAS, the City staff of the City of Schertz (the “City”) and the Schertz/Seguin Local Government (“SSLGC”) have determined that the SSLGC requires management services relating to managing the daily operations of the SSLGC; and

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

WHEREAS, the City Council has determined that it is in the best interest of the City to contract with SSLGC pursuant to the Agreement for Management Services Between the City of Schertz and the Schertz/Seguin Local Government Corporation attached hereto as Exhibit A (the “Agreement”).

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

Section 1. The City Council hereby authorizes the City Manager to execute and deliver the Agreement with SSLGC in substantially the form set forth on Exhibit A.

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

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

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

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

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

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

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

PASSED AND ADOPTED, this 6<sup>th</sup> day of September 2022.

CITY OF SCHERTZ, TEXAS

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Ralph Gutierrez, Mayor

ATTEST:

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Brenda Dennis, City Secretary

(CITY SEAL)

**EXHIBIT A**

**AGREEMENT FOR MANAGEMENT SERVICES BETWEEN THE CITY OF  
SCHERTZ AND THE SCHERTZ/SEGUIN LOCAL GOVERNMENT CORPORATION**

**SCHERTZ/SEGUIN LOCAL GOVERNMENT CORPORATION  
STATE OF TEXAS  
COUNTY OF GUADALUPE**

**A RESOLUTION AUTHORIZING A MANAGEMENT SERVICES  
AGREEMENT BETWEEN THE SCHERTZ/SEGUIN LOCAL  
GOVERNMENT CORPORATION, THE CITY OF SEGUIN AND THE CITY OF  
SCHERTZ**

**WHEREAS**, the Schertz/Seguin Local Government Corporation desires to enter into a Management Services Agreement with the City of Seguin and the City of Schertz; and

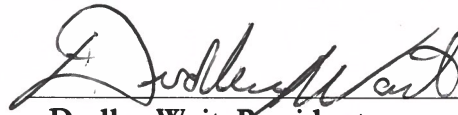
**WHEREAS**, the Agreement for Management Services between the City of Seguin, the City of Schertz and the Schertz/Seguin Local Government Corporation attached hereto and incorporated herein for all purposes represents the proposed Agreement between the parties; and

**WHEREAS**, the Agreement for Management Services between the City of Seguin, the City of Schertz and the Schertz/Seguin Local Government Corporation shall be in effect for a period of twenty-four (24) months commencing October 1, 2022 and ending September 30, 2024 unless otherwise renewed or extended at the discretion of both parties.

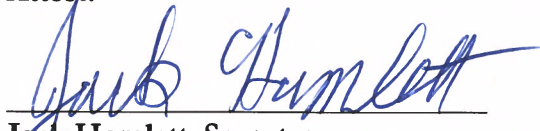
**NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE  
SCHERTZ/SEGUIN LOCAL GOVERNMENT CORPORATION:**

1. That the Schertz/Seguin Local Government Corporation hereby approves the Management Services Agreement between the Schertz/Seguin Local Government Corporation, the City of Seguin and the City of Schertz.
2. That the General Manager be authorized to execute the Management Services Agreement between the Schertz/Seguin Local Government Corporation, the City of Seguin and the City of Schertz .

**PASSED AND APPROVED THIS 18th DAY OF AUGUST, 2022.**

  
Dudley Wait, President

**Attest:**

  
Jack Hamlett, Secretary

**OR**

\_\_\_\_\_  
Richard Dziewit, Assistant Secretary

**AGREEMENT FOR MANAGEMENT SERVICES  
BETWEEN THE CITY OF SCHERTZ, CITY OF SEGUIN AND  
THE SCHERTZ/SEGUIN LOCAL GOVERNMENT CORPORATION**

<b>THE STATE OF TEXAS</b>	<b>X</b>	<b>KNOW ALL MEN BY THESE PRESENTS:</b>
	<b>X</b>	
<b>COUNTY OF GUADALUPE</b>	<b>X</b>	

THIS SERVICES AGREEMENT, effective the \_\_\_\_ day of \_\_\_\_\_, 20\_\_, by and between the **City of Schertz**, a municipal corporation, situated in Guadalupe, Comal and Bexar County, Texas, acting by and through its City Manager, (hereinafter referred to as “Schertz”); by and between the **City of Seguin**, a municipal corporation, situated in Guadalupe County, Texas, acting by and through its City Manager, (hereinafter referred to as “Seguin”) and the **Schertz/Seguin Local Government Corporation** (hereinafter referred to as the “SSLGC” or the “Corporation”) acting by and through its President and in accordance with Subchapter D of the Texas Transportation Corporation Act, Chapter 394 of the Texas Local Government Code, and the Texas Non-profit Corporations Act:

**WHEREAS**, a local government corporation may be created to aid and act on behalf of one or more local governments to accomplish any governmental purpose of those local governments; and

**WHEREAS**, the City of Seguin and the City of Schertz created the SSLGC to develop and operate a public water supply system; and

**WHEREAS**, a local government corporation may contract with a political subdivision of this state in the manner and to the same extent as any other corporation; and

**WHEREAS**, a state agency or a political subdivision may contract with a local government corporation to accomplish a governmental purpose of the sponsoring local government; and

**WHEREAS**, in 1999 the City of Seguin, the City of Schertz, and the SSLGC entered into a Regional Water Supply Contract; and

**WHEREAS**, in 2011 the SSLGC, the City of Seguin, the City of Schertz, and the City of San Antonio acting by and through its San Antonio Water System entered into a Mutual Regional Water Supply Contract; and

**WHEREAS**, in 2016 the City of Seguin, the City of Schertz, and the SSLGC entered into a Cost Allocation Agreement Relating to the Guadalupe Project; and

**WHEREAS**, in 2017 the SSLGC, the City of Seguin, the City of Schertz, and the City of San Antonio acting by and through its San Antonio Water System entered into the First Amendment to Mutual Regional Water Supply Contract; and

**WHEREAS**, in 2018 the City of Seguin, the City of Schertz, and the SSLGC entered into



a Tri-Lateral Agreement Relating to Water Sales.

**WHEREAS**, the City of Seguin, the City of Schertz, and the Schertz/Seguin Local Government Corporation desire that the SSLGC contract with the City of Schertz for the services of a General Manager, and an Assistant General Manager, to implement, administer, and carry out the duties required for the operations of the public water systems owned by SSLGC; and, that the SSLGC contract with the City of Seguin for the remainder of the employees utilized by the SSLGC and for administrative services for the SSLGC.

### **WITNESSETH:**

That for and in consideration of the covenants, promises, and agreements set forth herein, it is mutually agreed as follows:

### **I. PURPOSE**

It is the express purpose of this contract to have the SSLGC General Manager implement, administer, and carry out the duties required for the operations of the public water systems owned by SSLGC. Seguin's and Schertz's services under this agreement are subject to lawful oversight and direction by the SSLGC Board and the SSLGC General Manager. In performing its duties under this agreement, Seguin and Schertz shall act for the lawful benefit of SSLGC and not of any individual participant in the project.

### **II. EFFECTIVE DATE AND TERM**

Subject to early termination as provided in Article VI below, this agreement shall be in effect for a period of twenty-four (24) months commencing October 1, 2022 and ending September 30, 2024 unless otherwise renewed or extended at the discretion of both parties.

### **III. DUTIES AND RESPONSIBILITIES**

#### **A. SEGUIN**

Seguin agrees to provide financial, human resource, information technology, and administrative services to SSLGC according to the terms of this Agreement. For the purpose of this contract, the SSLGC General Manager shall be charged with the responsibility of carrying out SSLGC's operations and program as adopted by the Board. Direct services Seguin shall perform for SSLGC shall include, but not be limited to:

1. Providing all necessary accounting and financial management through Seguin's Finance Department for the SSLGC Budget.

2. Providing all personnel administration services for all employees except the General Manager and Assistant General Manager. The General Manager shall be responsible for hiring, evaluation, and/or termination of personnel, who shall be City of Seguin employees; assigned to SSLGC; and subject to all personnel policies thereof. Seguin agrees the General Manager and Assistant General Manager of SSLGC shall be employees of Schertz, however, shall be assigned to SSLGC and shall be charged with the responsibility of carrying out SSLGC's management, operations, and programs as adopted by the SSLGC Board. Seguin agrees the General Manager may be hired/terminated as an employee by a 2/3 majority vote of the entire SSLGC Board, but as long as this Agreement remains in effect, the SSLGC Board shall consult with the Cities of Schertz and Seguin prior to hiring/terminating the General Manager. In addition, the General Manager will receive annual performance evaluations from the SSLGC Board and may be subject to certain disciplinary action directed by the SSLGC Board subject to Schertz administrative process. The General Manager's salary, to include cost of living/merit increases, shall be set by the SSLGC Board and all adjustments approved by the SSLGC Board. The General Manager shall recommend pay scales and salary changes to include but not limited to cost of living/merit increases for all SSLGC positions to the SSLGC Board for approval.

The SSLGC Board shall establish an annual holiday schedule for all positions serving the Corporation.

3. The City of Seguin Finance Department will work with the Staff to keep complete and current books and records of all SSLGC activities and provide SSLGC quarterly reports of its revenues, expenses and fund balance as requested.

The Staff will continue to revise, as needed, the internal tracking system for all of the SSLGC's operating and project contracts to ensure requests for payment are recorded and contract amounts are not exceeded.

4. Providing IT support for SSLGC office and personnel as required.
5. Providing risk management administration services in accordance with the requirements of SSLGC's bond resolution, the water supply agreement with the Cities of Schertz and Seguin, property and liability insurance, terms of this agreement, and directives of the Board.
6. Include the General Manager and Assistant General Manager (City of Schertz employees) on the City of Seguin's authorized purchasing list for SSLGC purchases only.
7. Seguin acknowledges that the SSLGC General Manager is responsible for supervision and leadership of all SSLGC Staff. He/She will develop, with Board approval, an organization chart and lines of responsibility for all leadership positions to include but not be limited to an Assistant General Manager, Operations Manager and Water Superintendent for the efficient and appropriate operations of the Corporation. These positions and/or others not named here shall be filled or left vacant by the General Manager as they see fit with the approval of the SSLGC Board.

8. The General Manager will perform the annual review process of all SSLGC Operations Personnel, be informed of; concur with any personnel actions; and provide for the annual review of the Assistant General Manager, Operations Manager and Administrative Staff.

## **B. SCHERTZ**

Schertz agrees to provide General Manager and Assistant General Manager staffing for administrative and program support (hereinafter referred to as the "Staff") to the SSLGC as requested by the Board of Directors of the SSLGC (hereinafter referred to as the "Board"). During the term of this Agreement, the General Manager, as retained by Schertz with the consent of SSLGC and the City of Seguin, shall serve as General Manager of SSLGC as described in the SSLGC Bylaws (herein referred to as Bylaws). Direct services Schertz shall perform for SSLGC shall include, but not be limited to:

1. The General Manager will be responsible to implement, administer, and carry out the duties required for the operation of the public water systems owned by the SSLGC. Follow the provisions of the Bylaws, which are incorporated herein by reference, as may be amended from time to time, as closely as possible to ensure the SSLGC's efforts are in line with the evolving water procurement and conservation needs of the Schertz/Seguin communities and SSLGC customers. Along with the City of Seguin, provide professional development and succession planning training to the General Manager to enable them to provide long term strategic leadership to SSLGC. General Manager services under this agreement are subject to input from Schertz and Seguin regarding appropriate oversight and direction, from the SSLGC Board. All contracts and management decisions affecting SSLGC will require SSLGC approval and will be governed by the terms of this Agreement. In performing its duties under this Agreement, the General Manager shall act for the benefit of SSLGC and not of any individual City.
2. Consistent with the Bylaws, the General Manager of SSLGC shall recommend policies and procedures to the Board for adoption by the Corporation as needed, including financial, accounting, and purchasing policies and procedures. Unless otherwise stipulated, the Staff shall follow the policies and procedures of the City of Seguin's Department of Finance when conducting SSLGC financial business. The policies and procedures of the SSLGC Purchasing Policy shall be followed as closely as is feasible for any SSLGC project, except in cases where it is more advantageous to follow other permissible state law regarding bids and purchases for local government corporations.
3. The General Manager shall negotiate, administer and monitor all contracts on behalf of SSLGC with any qualified and appropriate person, association, corporation or governmental entity to perform and discharge designated tasks. The City's Internal Auditor as selected by the SSLGC Board shall conduct an annual review of this Agreement.
4. The General Manager shall prepare a budget for the forthcoming year for review and final approval by the Board and both City Councils.

5. The General Manager will provide sufficient support staff for the operation of SSLGC programs. Schertz shall be responsible for the hiring, evaluation with SSLGC input, and/or termination of personnel, who shall be City of Schertz employees and subject to all personnel policies thereof. Schertz will serve as the employer of record for the General Manager and the Assistant General Manager. The General Manager and Assistant General Manager shall be considered Schertz employees for the purposes of payroll disbursement and all fringe benefits, including retirement, medical and life insurance, vacations, sick leave, holidays, and any other benefits normally extended to Schertz and Seguin employees. Costs incurred by Schertz for these benefits, and all salary for these two positions will be reimbursed by the SSLGC. The foregoing notwithstanding, Schertz may only hire, evaluate and/or terminate the employee who will provide General Manager services under this Agreement with the concurring vote of 2/3 of the entire board of directors of SSLGC.
6. The General Manager shall maintain records of SSLGC activities in accordance with the same state-mandated records retention schedule that is followed by Schertz.
7. The General Manager shall provide information on local, state, and federal permit and licensing requirements and act as a liaison between the SSLGC and other Schertz and Seguin departments.

### **III. COMPENSATION**

- A. Seguin. To compensate Seguin for the costs it will incur to perform the services described in this Agreement, SSLGC will reimburse Seguin the actual expenditures incurred, with the exception of Finance, HR and IT services, which will be a set annual fee paid quarterly, all not to exceed the SSLGC fiscal year 2020-2021 budgeted amounts.
- B. Schertz. To compensate Schertz for the costs it will incur to perform the services described in this Agreement, SSLGC will reimburse Schertz the actual expenditures incurred, all not to exceed the SSLGC fiscal year 2020-2021 budgeted amounts.
- C. Additional funding. Seguin and Schertz will have the right at any time during a fiscal year to seek additional reimbursement if the Cities reasonably determines that the budgeted amount is inadequate to compensate for the costs they incur on behalf of SSLGC in providing services under this agreement. Projected cash shortages resulting from unplanned costs related to the services to be provided under this agreement will be brought to the immediate attention of the SSLGC Board.

### **IV. RIGHT TO AUDIT**

SSLGC Board or General Manager will have the right during normal business hours upon three business days' prior written notice, to audit, examine, or reproduce any or all books and records of Seguin and Schertz related to the performance of its duties under this agreement.

## **V. NOTICE**

### **SSLGC**

**108 W. Mountain Street**

**Seguin, Texas 78155**

**(And designated as the location of the SSLGC Administrative Office)**

### **CITY OF SEGUIN**

**205 N River St**

**Seguin, Texas 78155**

### **CITY OF SCHERTZ**

**1400 Schertz Parkway**

**Schertz, Texas 78154**

## **VI. TERMINATION**

A. Generally. This Agreement may be terminated by Seguin, Schertz or SSLGC, in whole, or from time to time, in part, whenever such termination is determined by the Board or the Cities' Governing Body, as the case may be, to be in the best interest of SSLGC or the City. Termination will be effective ninety (90) days after delivery of Notice of Termination specifying to what extent performance or work under the Agreement has been terminated and specifying that the Agreement shall be terminated ninety (90) days after receipt by the notified party.

B. After receipt of a Notice of Termination Seguin and/or Schertz shall:

1. Stop work on the date as specified in the Notice of Termination to extent possible.
2. Place no further orders or subcontracts except as may be necessary for completion of the work not terminated.
3. Terminate all orders and subcontracts to the extent that they relate to the performance of work terminated by the Notice of Termination in so far as possible.
4. SSLGC shall pay expenses incurred through the date of termination.

## **VII. DISPUTE RESOLUTION**

If a dispute arises out of or relates to this Agreement or the breach thereof, the Parties shall first in good faith seek to resolve the dispute through negotiation between designated representatives of each respective Party. If such dispute cannot be settled through negotiation, the Parties agree to try in good faith to settle the dispute by mediation under the Commercial Mediation



Rules of the American Arbitration Association before resorting to litigation. Notwithstanding the foregoing, any Party may seek immediate equitable relief, without attempting to settle a dispute through mediation, in any case where such Party is entitled to equitable relief by law, the terms of the Agreement, or otherwise. All costs of mediation shall be assessed equally between the Parties with each party bearing their own costs for attorneys' fees, experts, and other costs of mediation and any ensuing litigation.

### **VIII. LIMITATION OF LIABILITY**

The Cities of Seguin and Schertz shall have no liability whatsoever for the actions of, or failure to act by, any employees, agents, representatives, or assigns of the SSLGC in connection with this Agreement, and the SSLGC covenants and agrees, to the extent permitted by law, that the SSLGC shall be solely responsible, as between the SSLGC and the Cities of Schertz and Seguin for and with respect to any claim or cause of action arising out of or with respect to any act, omission, or failure to act by the SSLGC or its respective contracted employees for whom Schertz is not the employer of record, agents, representatives, or assigns, in connection therewith.

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

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

### **IX. OFFICIALS NOT TO BENEFIT**

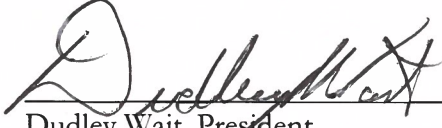
No public official of the governing bodies of Seguin; Schertz; or SSLGC who exercises any functions or responsibilities in the review or the approval of the undertaking or carrying out of any project hereunder, shall participate in any decision relating to the Agreement which affects his personal interest, nor shall he have any personal or pecuniary interest direct or indirect in this Agreement or proceeds thereof.

### **X. AGREEMENT:**

**This Agreement shall constitute the sole agreement between the Cities of Seguin, Schertz, and SSLGC relating to the object of this Agreement and correctly sets forth the complete rights, duties, and obligations of each party to the other as of its date. Any prior agreements, promises, negotiations or representations, verbal or otherwise, not expressly set forth in this Agreement are of no force and effect.**

WITNESS our hands to this AGREEMENT this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

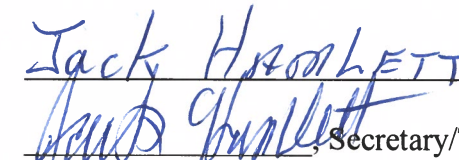
**SCHERTZ/SEGUIN LOCAL  
GOVERNMENT CORPORATION**  
108 W Mountain St  
Seguin, Texas 78155

  
\_\_\_\_\_  
Dudley Wait, President

**CITY OF SEGUIN, TEXAS**  
205 N River St  
Seguin, Texas 78155

\_\_\_\_\_  
Steve Parker, City Manager

ATTEST:

  
\_\_\_\_\_  
Jacky H. Hoolett, Secretary/Treasurer

ATTEST:

\_\_\_\_\_  
Naomi Manski, City Secretary

**CITY OF SCHERTZ**  
1400 Schertz Parkway  
Schertz, Texas 78154

\_\_\_\_\_  
Dr. Mark Browne, City Manager

ATTEST:

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

## CITY COUNCIL MEMORANDUM

**City Council Meeting:** September 6, 2022  
**Department:** Engineering  
**Subject:** Ordinance No. 22-D-38 - Consideration and/or action approving an ordinance by the City Council of the City of Schertz, Texas, providing that the Code of Ordinances of the City of Schertz, Texas be amended by revising Article II, Section 86-39, Restrictions on Turning. *First Reading* (B. James/K. Woodlee)

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### BACKGROUND

It has been observed that it is not uncommon for motorists to attempt a u-turn maneuver to change direction from north bound to south bound on Schertz Parkway at the median break at Prairie Lane. City Engineering Staff investigated and determined that the maneuver at that location cannot be made safely in almost any circumstance. Sight distance is not adequate and the width of the median and turn lane is not wide enough for the turn to be made without veering into an adjacent lane of travel and interfering with other traffic.

State law (Texas Transportation Code) grants the authority to the City to regulate turning movements and both State law and City Code Section 86-39 explicitly prohibit the making of a u-turn where unsafe and/or where a sign is erected pursuant to the authority of the City Council. On August 4, 2022, the Staff presented this case to the Transportation Safety Advisory Commission (TSAC) to request that they make a recommendation to City Council to authorize the location of such a sign. TSAC unanimously voted to recommend the placement of signs in order to explicitly prohibit u-turns in both directions on Schertz Parkway at Prairie Lane. The recommendation prohibits u-turns in both directions.

### GOAL

The goal of Ordinance 22-D-38 is to educate and discourage motorists from attempting an unsafe turning maneuver and to provide an explicit Code reference for citation of the offense.

### COMMUNITY BENEFIT

The elimination of vehicles making u-turns at this unsafe location will provide a safer experience for vehicular and pedestrian traffic on Schertz Parkway. Explicitly prohibiting u-turns by erecting signs at this location will solidify the Police Department's ability to enforce the prohibition of an unsafe turning maneuver.

### SUMMARY OF RECOMMENDED ACTION

It is recommended that Council enacts this ordinance and authorize Staff to erect signs prohibiting u-turns on Schertz Parkway at Prairie Lane.

### FISCAL IMPACT

The cost impact of this ordinance is minimal and is made up of the cost to supply, install, and maintain two no u-turn signs.

### RECOMMENDATION



Staff recommends that City Council adopt Ordinance 22-D-38 U-turns Prohibited on Schertz Parkway at Prairie Lane.

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**Attachments**

Ordinance No. 22-D-38  
Exhibit

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## **ORDINANCE NO. 22-D-38**

**AN ORDINANCE BY THE CITY COUNCIL OF THE CITY OF SCHERTZ, TEXAS, PROVIDING THAT THE CODE OF ORDINANCES OF THE CITY OF SCHERTZ, TEXAS, BE AMENDED BY REVISING ARTICLE V, SECTION 86-39, RESTRICTIONS ON TURNING; AND PROVIDING AN EFFECTIVE DATE.**

WHEREAS, it has been established that it is not safe for vehicles to make a U-turn travelling either northbound or southbound on Schertz Parkway at the intersection with Prairie Lane; and

WHEREAS, The Texas Transportation Code provides for local authority to regulate or prohibit turning in Section 542.202(a)(7); and

WHEREAS, City Engineering Staff and the City of Schertz Transportation Safety Advisory Commission recommend that the City Council establish by ordinance a prohibition on U-turns at the intersection of Schertz Parkway and Prairie Lane and direct Staff to erect the appropriate signage.

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

Section 1. Article II, Section 86-39 of the Code of Ordinances, Restrictions on turning is amended to add the following:

- (d) U-turns are specifically prohibited at the following locations:  
On Schertz Parkway at Prairie Lane, both directions

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 authorized herein are hereby repealed to the extent of such conflict, and the provisions of this Ordinance shall be and remain controlling as to the matters resolved herein.

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

Section 5. If any provision of this Ordinance or the application thereof to any person or circumstance shall be held to be invalid, the remainder of this Ordinance and the application of such provision to other persons and circumstances shall nevertheless be

valid, and the City hereby declares that this Ordinance would have been enacted without such invalid provision.

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

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

PASSED ON FIRST READING, THIS 6<sup>th</sup> DAY OF SEPTEMBER 2022.

PASSED APPROVED ON FINAL READING, THIS \_\_\_\_ DAY OF SEPTEMBER 2022,

CITY OF SCHERTZ, TEXAS

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Ralph Gutierrez, Mayor

ATTEST:

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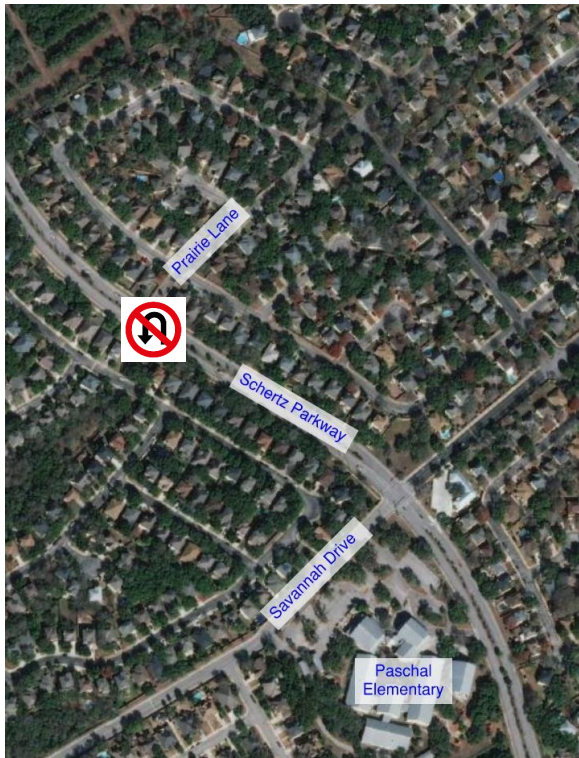
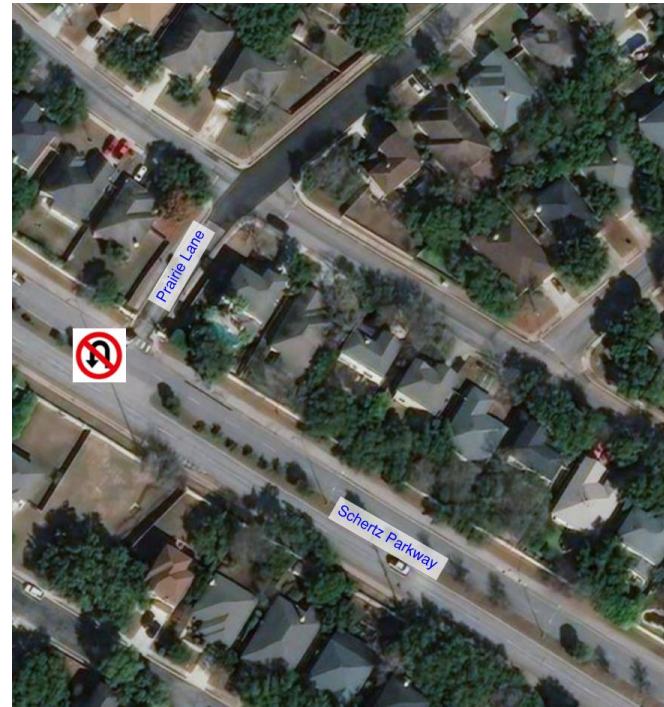
Brenda Dennis, City Secretary

(CITY SEAL)

# Ordinance 22-R-38

U turns are generally legal if they can be made safely and without interfering with other traffic and as long as there is not a sign authorized by ordinance prohibiting the action

Ordinance 22-R-38: Authorizes the erection of signs to prohibit u-turns on Schertz Parkway at Prairie Lane



**CITY COUNCIL MEMORANDUM**

**City Council Meeting:** September 6, 2022  
**Department:** Engineering  
**Subject:** Resolution No. 22-R-103 - Consideration and/or action approving a Resolution by the City Council of the City of Schertz, Texas establishing the name of the currently unnamed future extension of Cibolo Valley Drive on the north side of IH 35 as Cibolo Valley Drive. (B. James/K.Woodlee)

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**BACKGROUND**

During the regular City Council Meeting on May 3, 2022, after a workshop presentation regarding the City's process for naming streets, Council had a discussion regarding the potential name for a particular future roadway. The City's Master Thoroughfare Plan calls for extension to the north of IH 35 of the existing road currently known as Cibolo Valley Drive. The existing portion of Cibolo Valley Drive within the City of Schertz City Limits was previously named Wiederstein Road and was renamed in July 2019 (Ordinance 19-R-16) to be consistent with the longer portion of the same roadway within the City of Cibolo.

During the meeting in May, City Council requested that the Transportation Safety Advisory Commission (TSAC) research and recommend a name for the future roadway for Council's approval. TSAC discussed options for the name of the road extension during their regular meeting on August 4, 2022, and voted four (4) to two (2) to recommend that the future roadway be named Cibolo Valley Drive.

**GOAL**

The goal of this resolution is to establish a name to assign to the future north & south connector (planned secondary arterial) that will extend the existing Cibolo Valley Drive on the north side of IH 35.

**COMMUNITY BENEFIT**

The future roadway name will be established to be memorialized on future plats as right of way is dedicated to the City.

**SUMMARY OF RECOMMENDED ACTION**

It is recommended that Council establishes the name of Cibolo Valley Drive for the future extension of the existing Cibolo Valley Drive.

**FISCAL IMPACT**

There is no fiscal impact related to this resolution.

**RECOMMENDATION**

It is recommended that Resolution 22-R-103 be adopted to establish the name of the currently unnamed future extension of Cibolo Valley Drive on the north side of IH 35 as Cibolo Valley Drive.

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**Attachments**

Resolution 22-R-103

Exhibit

TSAC 8-4-22 Draft Minutes

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## **RESOLUTION NO. 22-R-103**

### **A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF SCHERTZ, TEXAS, ESTABLISHING THE NAME OF THE CURRENTLY UNNAMED FUTURE EXTENSION OF CIBOLO VALLEY DRIVE ON THE NORTH SIDE OF IH 35 AS CIBOLO VALLEY DRIVE**

WHEREAS, there are several thoroughfares on the City of Schertz Master Thoroughfare Plan on the north side of IH 35 currently designated as “North & South Connector”; and

WHEREAS, one of those thoroughfares is a planned secondary arterial that will be an extension of Cibolo Valley Drive which exists on the south side of IH 35; and

WHEREAS, City Council requested that the Transportation Safety Advisory Commission (TSAC) recommend a name for the currently unnamed arterial segment; and

WHEREAS, TSAC discussed the topic at their regular meeting on August 4, 2022, and hereby recommend that the future roadway be named Cibolo Valley Drive.

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

Section 1. The future thoroughfare to the north of IH 35 that will be the physical extension of the currently named Cibolo Valley Drive will be named Cibolo Valley Drive.

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 authorized herein are hereby repealed to the extent of such conflict, and the provisions of this Ordinance shall be and remain controlling as to the matters resolved herein.

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

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

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

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

PASSED ON FIRST READING, the 6<sup>th</sup> of September, 2022.

CITY OF SCHERTZ, TEXAS

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Ralph Gutierrez, Mayor

ATTEST:

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Brenda Dennis, City Secretary

(CITY SEAL)



## Resolution 22-R-103

Establishing name for extension of Cibolo Valley Drive on the north side of IH 35



**Transportation Safety Advisory Commission**  
**Minutes**  
**Thursday, August 4, 2022**  
**5:30 PM**

The Transportation Safety Advisory Commission (TSAC) convened for a meeting on  
Thursday, August 4, 2022 at 5:30 PM in the Council Chambers, Building #4,  
1400 Schertz Parkway, Schertz, Texas 78154

**TSAC Commissioners Present:**

*Dziewit, Richard, Chair*  
*Cornelisse, Chuck*  
*Heyward, Ferrando*  
*Ragsdale, Roy*  
*Stevens, Ronald*  
*Wiley, Paul*

**TSAC Commissioners Absent:**

*Dominguez, Andres*  
*Icke, Steven*  
*Winter, Michael*

**Staff Present:**

*Brian James, Assistant City Manager*  
*Cyndi Simmons, Administrative Assistant*  
*Suzanne Williams, Public Works Director*  
*Kathy Woodlee, City Engineer*  
*Mark Davis, City Council Liaison*

**CALL TO ORDER** at 5:30 PM by Chair Richard Dziewit.

**ROLL CALL**

**HEARING OF RESIDENTS**

There were no residents signed up to address the Commission for this meeting.

- 1. Minutes:** Consideration and/or action regarding the approval of the minutes of the May 5, 2022 meeting. Motion was made by Commissioner Ferrando Heyward to approve the minutes of the May 5, 2022 meeting. Seconded by Commissioner Ronald Stevens. *Motion passed. Vote was unanimous.*
- 2. Schertz Parkway/Prairie Lane:** Recommendation for establishing a restriction on turning/no U-turn on Schertz Parkway at Prairie Lane.

Kathy Woodlee reported that U-turns are generally legal if they can be made safely and without interfering with other traffic and as long as there is not a sign authorized by ordinance prohibiting the action. After conducting a study at this location, it was found that the sight distance, especially to the north, is not adequate and the median width is not adequate at this location for a safe U-turn. Commissioners asked for clarification as to whether staff was recommending no U-turns for only northbound traffic or southbound as well. Staff clarified it was for both directions. After discussion, it was agreed that this is a hazardous condition and that

a No U-Turn sign is recommended from both directions at Prairie Lane. Commissioner Robert Stevens motioned and Commissioner Ferrando Heyward seconded to recommend to City Council to authorize placement of a sign prohibiting U-turns on Schertz Parkway at Prairie Lane. *Motion passed. Vote was unanimous*

**3. Cibolo Valley Drive Extension:** Recommendation for naming the extension of Cibolo Valley Drive north of IH-35.

On May 3, 2022, City Council requested that TSAC provide a recommendation for the naming of the roadway to be extended north/west of IH-35 opposite Cibolo Valley Drive.

Commissioner Ferrando Heyward recommends that this extension be named after Eric White, the founder of Garden Ridge Pottery due to the proximity of the location of this extension to where the offices were located and for his contributions to the City of Schertz.

Commissioner Paul Wiley suggested that the TSAC draft a formal process for naming streets. Commissioner Ronald Stevens suggested another future street be named after Eric White. Brian James added that after further development in this area, there is a future street that will cross this extension that may be appropriate to name after Eric White.

Commissioner Chuck Cornelisse motioned and Paul Wiley seconded to recommend that this extension of Cibolo Valley Drive continue to be named Cibolo Valley Drive. *Motion passed. Vote four (4) ayes, two (2) nays.*

**4. Updates on Various Requests and Studies:** Report from Staff.

Kathy Woodlee reports that the following are the items that have been referred to the Engineering Consultant for review and recommendation:

- Request for Pedestrian Crosswalk on Savannah Drive near Willow Ranch.
- Request for Pedestrian Crossway on Homestead Parkway near Amenity Center.
- Request for Signalization of Schertz Parkway/Ashley Place intersection.
- Request for enhanced stop sign at Schertz Parkway/Curtiss Avenue intersection.

**Status:** Field data collection completed and the data analysis is underway.

Kathy Woodlee reports that the following are studies regarding request for traffic control devices:

- Misty Woods Subdivision
- Dimrock
- Woodland Oaks (east of FM 3009)
- Bench Trail
- Cliffside Drive
- Rhine Valley Subdivision

**Status:** Data collection is on hold pending diagnosis and repair of equipment issues.

The following are TSAC items with City Council involvement:

- Chapter 86 Update

- Waiting to update until inventory of all traffic control signs is completed (being collected with Pavement Condition Index (PCI) study.
- Field data collection complete, analysis underway, results expected soon
- Establishment of school speed zone and no parking/stopping/standing zones on Fairlawn near IH-35:
  - Approved by City Council on first reading May 24, 2022
  - Final reading was held June 7, 2022

Other Updates:

- Request for improved lighting at Belmont Parkway intersection with Old Wiederstein Road
  - Upgrade to LED
  - New LED light placed on existing pole

**5. Summary of New Requests:**

- a. Four-way stop sign at Aero Drive and Oak Street
- b. Speed Concerns
  - Westchester
  - Columbia
  - Wild Cherry

**6. Staff Comments and/or New Requests:**

- Speeding Concerns
  - Columbia (west of Country Club)
  - Westchester
  - Wild Cherry

**7. Future Agenda Items Requests from Commissioners:**

- Commissioner Ferrando Heyward inquired whether traffic counts will be conducted before the beginning of the school year and suggests that they begin two weeks after school starts to provide more accurate traffic counts.
- Commissioner Chuck Cornelisse requested that the white line markers at 3009 and I-35 intersection northbound be repainted. There is confusion between lanes and is creating a traffic hazard.
- Commissioner Paul Wiley noted that the white line markers at Hwy 78 and 3009 also need to be repainted. He also noted that there is a conflict between the left turn arrow traffic signals and the signage at Elbel and 3009.

**8. Adjournment:** *Meeting adjourned at 6:12 PM by Chair Richard Dziewit.*

Attest:

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Richard Dziewit, Chairperson

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Cyndi Simmons, Recording Secretary



**CITY COUNCIL MEMORANDUM**

**City Council Meeting:** September 6, 2022  
**Department:** Finance  
**Subject:** Ordinance No. 22-T-30– Conduct a Public Hearing and Consideration and/or action approving an Ordinance adopting a budget for the fiscal year beginning October 1, 2022, and ending September 30, 2023, in accordance with the Charter of the City of Schertz, Texas; providing for the filing of the Budget; providing that this Ordinance shall be cumulative of all Ordinances; providing a Severability Clause; and providing an Effective Date. *First Reading* (B. James/J. Walters)

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**BACKGROUND**

In accordance with applicable statutes and the City Charter, the City Manager submitted a budget proposal to the City Council for consideration on August 5, 2022. The City Council held public hearings for the Proposed Budget on August 23, 2022 and, tonight, September 6, 2022.

In the General Fund, Staff has proposed adding up to 24 new positions based on the recommendations of Staff and Council. The positions include:

- 3 Firefighters in preparation of station 4
- Fire Inspector to assist with annual fire inspections
- Engineer and Engineering Inspector to assist with city infrastructure projects
- Public Safety Technician and a GIS Specialist to meet the information technology needs of a growing staff and security needs
- 3 Parks Maintenance Technicians to assist with the increased number of parks being developed in the City and perform more maintenance on existing parks
- Recreation Coordinator to help provide more city sponsored activities
- Plans Examiner and a Permit Technician to meet the needs of development
- Neighborhood Services Officer to help with code compliance needs
- 2 School Police Officers requested and paid for by the School District
- Traffic Officer to help with the growing city
- Records Specialist in Police, a Parts Clerk in Fleet to help manage the vehicles
- Part Time Programing Specialist in the Library to help with the popular events held at the library
- Convert 2 10-hour positions to 2 20-hour positions at the library to help visitors
- Event Attendant to assist set up and clean the Civic and Community Centers when there are events

Also in the General Fund are the following programs, projects, and equipment that are new:

- Building 27 Parking Lot for vehicle and equipment storage space
- Additional Roadway Maintenance Funds
- Internet and fiber upgrades on the City's network due to its age
- eProcurement software to accept bids online which should allow for more competitive bids
- Replace the Police Records Management Software to meet the data driven needs of operations
- Restart the Library Hotspot program to provide a home internet solution to families,
- Acquire the Cellebrite system for Police to speed up investigation timelines by being able to review cellphone data in house
- Replace body armor for the SWAT team

- Purchase a 600 gallon Emulsion Tank that will store more oil used for road repair projects and make operations more efficient
- Purchase additional public safety radios to hand out to key employees during events or emergencies to ensure good communication
- Update and add security cameras at public safety buildings
- Purchase additional library materials
- Increase the cleaning contract for emergency cleanings at the library
- Upgrade the inventory and work order software used by public works that is no longer being supported by the developer
- purchase a hard drive shredder for IT and reduce service costs of outsourcing
- Provide Office 365 training to employees to better utilize the software
- Install noise mitigation tiles at the library to reduce sound inside the study rooms
- Provide annual trail funding to design and construct new trails
- Purchase a skid steer with a mulch head
- Purchase new breaching tools and shields for the Police
- Provide for additional job advertisements and hiring incentives
- Providing funding to start the Cibolo Creek Clean Up Program

The Emergency Medical Services team is proposing to add 8 new paramedics/EMTs to add another active ambulance on the road and to switch from 24 hours shifts to 12 hour shifts due to health concerns in the industry. These positions will be offset by increased revenue from having more ambulances on the road and savings in overtime with the change from 24 hour shifts. They are also proposing to add a mental health canine for staff to address mental health concerns caused on the job.

The Water & Sewer Fund is proposing to add utility bill text messaging services for notifications of pending bill due dates to help citizens avoid late penalties with a helpful reminder. They are also proposing to add Water/Sewer Gems software to keep an updated model of water and sewer needs as the city grows to help predict and plan for infrastructure needs. Lastly, they are proposing to purchase a mobile bypass pump to keep the water/sewer system operational if there is a mechanical or electrical failure at the existing pumps.

Staff also proposes to raise salaries for all departments by 3% across the board for inflation. In addition, staff making less than \$53,000 would get an additional 4%, staff making between \$53,000 and \$75,000 would receive an additional 2%, and staff over \$75,000 would receive 1% additional. This program will replace the standard 2% merit program this year temporarily.

A copy of the proposed budget is available for view on the City's webpage [www.schertz.com](http://www.schertz.com). This copy will include all changes included in the change memo.

## **GOAL**

Per state statutes and the City Charter, the city must adopt a budget prior to the beginning of the fiscal year beginning on October 1st.

## **COMMUNITY BENEFIT**

This budget will provide for additional resources to areas identify by citizens, city council, and staff.

## **SUMMARY OF RECOMMENDED ACTION**

Staff recommends that the City Council approve the first reading of Ordinance No. 22-T-30, adopting the budget for the fiscal year beginning October 1, 2022, and ending September 30, 2023.

**FISCAL IMPACT**

General Fund	\$44,376,036
Tax I&S Fund	8,686,248
Water & Sewer Fund	26,850,237
Capital Recovery - Water	44,000
Capital Recovery - Sewer	52,500
Drainage Fund	1,439,807
EMS Fund	11,719,662
SEDC	10,050,960
Special Events Fund	24,000
PEG Fund	60,000
Hotel Occupancy Fund	272,915
Park Fund	125,000
Tree Mitigation	70,000
Roadway Impact Fee Area1	5,000
Roadway Impact Fee Area2	55,000
Roadway Impact Fee Area3	5,000
Roadway Impact Fee Area4	3,000
Library Fund	22,200
Historical Committee	11,750
<b>Total:</b>	<b>\$103,873,315</b>

**RECOMMENDATION**

Staff recommends that the City Council approve the first reading of Ordinance No. 22-T-30, adopting the budget for the fiscal year beginning October 1, 2022 and ending September 30, 2023.

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**Attachments**

Change Memo  
Ordinance 22-T-30  
FY2022-23 Proposed Budget

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# Change Memo For the 2022-23 Budget

	Proposed Budget 8/9/2022	Changes	Revised Proposed Budget 9/6/2022	Reason For Change
<b>General Fund 101</b>				
<b>REVENUES</b>				
Taxes	30,832,900	1,472,100	32,305,000	Property Tax Rate of \$0.4950
Franchises	2,550,000	0	2,550,000	
Permits	1,717,800	0	1,717,800	
Licenses	45,620	0	45,620	
Fees	2,189,200	0	2,189,200	
Fines	9,000	0	9,000	
Inter-Jurisdictional	1,151,352	0	1,151,352	
Inter-Fund Transfers	3,121,873	0	3,121,873	
Miscellaneous	839,850	0	839,850	
<b>TOTAL Revenue</b>	<b>42,457,595</b>	<b>1,472,100</b>	<b>43,929,695</b>	
<b>EXPENSES</b>				
City Council	133,870	0	133,870	
City Manager	1,381,295	(1,638)	1,379,657	Updated Workers Comp Rate
Municipal Court	416,680	22	416,702	Updated Workers Comp Rate
Customer Relations-311	121,202	(140)	121,062	Updated Workers Comp Rate
Planning	376,123	(28)	376,095	Updated Workers Comp Rate
Legal Services	137,200	0	137,200	
City Secretary	233,796	(222)	233,574	Updated Workers Comp Rate
Non Departmental	2,585,203	0	2,585,203	
Public Affairs	662,691	(207)	662,484	Updated Workers Comp Rate
Engineering	1,310,418	(46,572)	1,263,846	Further Adjustment for Delayed Start of New Positions
Police	11,569,347	70,220	11,639,567	Updated Workers Comp Rate, Cellebrite, Equipment
Fire Rescue	7,187,622	129,356	7,316,978	Updated Workers Comp Rate, Radios
Inspections	1,239,045	32,252	1,271,297	Added a Permit Technician
Neighborhood Services	466,403	48,718	515,121	Added a new Officer, Cibolo Creek Clean Up Program
Public Works-Streets	2,438,381	149,126	2,587,507	Added a Skid Steer and 600 Gal Oil tank
Parks	1,944,449	173,627	2,118,076	Added 2 Park Workers, Recreation Coord., Mowing
Pools	558,480	22,344	580,824	Aquatic Center Cost Update
Event Facilities	414,060	52,925	466,985	Added Event Attendant
Library	1,234,276	58,519	1,292,795	Additional Staff Hours, Library Materials, HOT Spots
Information Technology	2,927,601	131,014	3,058,615	Added GIS Specialist, Software, Equipment, Training
Human Resources	750,433	16,707	767,140	Additional Hiring Advertisements and Incentives
Finance	755,716	(248)	755,468	Updated Workers Comp Rate
Purchasing	295,589	(219)	295,370	Updated Workers Comp Rate
Fleet Maintenance	1,243,327	947	1,244,274	Updated Workers Comp Rate
Facility Maintenance	1,951,258	6,517	1,957,775	Updated Workers Comp Rate
Projects	200,000	650,000	850,000	Police RMS Replacement, Trail Funding
City Assistance	335,813	0	335,813	
Court Restricted Funds	12,740	0	12,740	
<b>TOTAL EXPENSES</b>	<b>42,883,018</b>	<b>1,493,020</b>	<b>44,376,038</b>	
<b>Revenue over/(under) EXPENSES</b>	<b>(425,423)</b>	<b>(20,920)</b>	<b>(446,343)</b>	

# Change Memo For the 2022-23 Budget

	Proposed Budget 8/9/2022	Changes	Revised Proposed Budget 9/6/2022	Reason For Change
<b>Water Fund 202</b>				
<b>REVENUES</b>				
Franchises	400,000	0	400,000	
Fees	27,487,000	0	27,487,000	
Fund Transfers	150,000	0	150,000	
Miscellaneous	448,858	0	448,858	
<b>TOTAL Revenue</b>	<b>28,485,858</b>	<b>0</b>	<b>28,485,858</b>	
<b>EXPENSES</b>				
Non Departmental	-		-	
Business Office	1,280,599	1,188	1,281,787	Updated Workers Comp Rate
W & S Administration	25,567,038	1,412	25,568,450	Updated Workers Comp Rate
Projects	-		-	
<b>TOTAL EXPENSES</b>	<b>26,847,637</b>	<b>2,600</b>	<b>26,850,237</b>	
<i>Revenue over/(under) EXPENSES</i>	<b>1,638,221</b>	<b>(2,600)</b>	<b>1,635,621</b>	
<b>Drainage Fund 204</b>				
<b>REVENUES</b>				
Permits	7,000	0	7,000	
Fees	1,258,500	0	1,258,500	
Fund Transfer	182,573	0	182,573	
Miscellaneous	2,000	0	2,000	
<b>TOTAL Revenue</b>	<b>1,450,073</b>	<b>0</b>	<b>1,450,073</b>	
<b>EXPENSES</b>				
Drainage	1,437,591	2,216	1,439,807	Updated Workers Comp Rate
Projects	-		-	
<b>TOTAL EXPENSES</b>	<b>1,437,591</b>	<b>2,216</b>	<b>1,439,807</b>	
<i>Revenue over/(under) EXPENSES</i>	<b>12,482</b>	<b>(2,216)</b>	<b>10,266</b>	
<b>ALL FUND REVENUES</b>		<b>1,472,100</b>		Total Revenue Increase
<b>ALL FUND EXPENSES</b>		<b>1,497,836</b>		Total Expense Increase
<b>ALL FUND OVER/(UNDER)</b>		<b>(25,736)</b>		Total Change to All Fund Fund Balance

**ORDINANCE NO. 22-T-30**

**AN ORDINANCE ADOPTING A BUDGET FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2022, AND ENDING SEPTEMBER 30, 2023, IN ACCORDANCE WITH THE CHARTER OF THE CITY OF SCHERTZ, TEXAS; PROVIDING FOR THE FILING OF THE BUDGET; PROVIDING THAT THIS ORDINANCE SHALL BE CUMULATIVE OF ALL ORDINANCES; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.**

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

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

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

**WHEREAS**, a Public Hearing was held by the City Council of the City of Schertz, Texas on the 6th day of September 2022 and the 13<sup>th</sup> day of September; and

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

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

**SECTION 1.**

The budget of the expenditures of the City of Schertz for the ensuing fiscal year beginning October 1, 2022, and ending September 30, 2023, be, and the same is, in all things, adopted and approved as the said City of Schertz budget for the Fiscal Year beginning the first day of October 2022, and ending the thirtieth day of September 2023.

## **SECTION 2.**

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

### **2022-2023 Budget**

General Fund	\$44,376,036
Tax I&S Fund	8,686,248
Water & Sewer Fund	26,850,237
Capital Recovery - Water	44,000
Capital Recovery - Sewer	52,500
Drainage Fund	1,439,807
EMS Fund	11,719,662
SEDC	10,050,960
Special Events Fund	24,000
PEG Fund	60,000
Hotel Occupancy Fund	272,915
Park Fund	125,000
Tree Mitigation	70,000
Roadway Impact Fee Area 1	5,000
Roadway Impact Fee Area 2	55,000
Roadway Impact Fee Area 3	5,000
Roadway Impact Fee Area 4	3,000
Library Fund	22,200
Historical Committee	11,750
Total:	\$103,873,315

## **SECTION 3.**

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

## **SECTION 4.**

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

## **SECTION 5.**

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

## **SECTION 6.**

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

**PASSED AND APPROVED ON FIRST READING THIS 6th DAY OF SEPTEMBER 2022.**

**PASSED AND APPROVED ON SECOND READING THIS 13th DAY OF SEPTEMBER 2022.**

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Ralph Gutierrez, Mayor

ATTEST:

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Brenda Dennis, City Secretary

# **CITY OF SCHERTZ**



## **FY 2022-23 PROPOSED BUDGET**

**City of Schertz  
Fiscal Year 2022-23  
Budget Cover Page**

This budget will raise more total property taxes than last year's budget by \$2,541,687 or 12% increase, and of that amount, \$576,517 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>2022-23</b>	<b>2021-22</b>
Property Tax Rate:	-	\$0.5121/100
No-new-revenue	\$.04526/100	\$0.5146/100
No-new-revenue Maintenance & Operations Tax Rate:	\$0.3046/100	\$0.3515/100
Voter-approval Rate:	\$0.4968/100	\$0.5242/\$100
Debt Rate:	\$0.1480/100	\$0.1604/100
Total debt obligation for the City of Schertz secured by property taxes:		\$ 105,316,557

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

**FISCAL YEAR 2022-23  
OCTOBER 1, 2022 – SEPTEMBER 30, 2023**

CITY COUNCIL

RALPH GUTIERREZ  
Mayor

MARK DAVIS  
Council Member, Place 1

Vacant  
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  
SARAH GONZALEZ, ASSISTANT TO THE CITY MANAGER

JAMES P. WALTERS, FINANCE DIRECTOR  
BABETT MARTIN, ASSISTANT FINANCE DIRECTOR  
MIKE WALKDEN, FINANCIAL ANALYST



# **City of Schertz**

## **Our Vision**

Community. Service. Opportunity.

## **Our Mission**

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

## **City Policy Values**

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

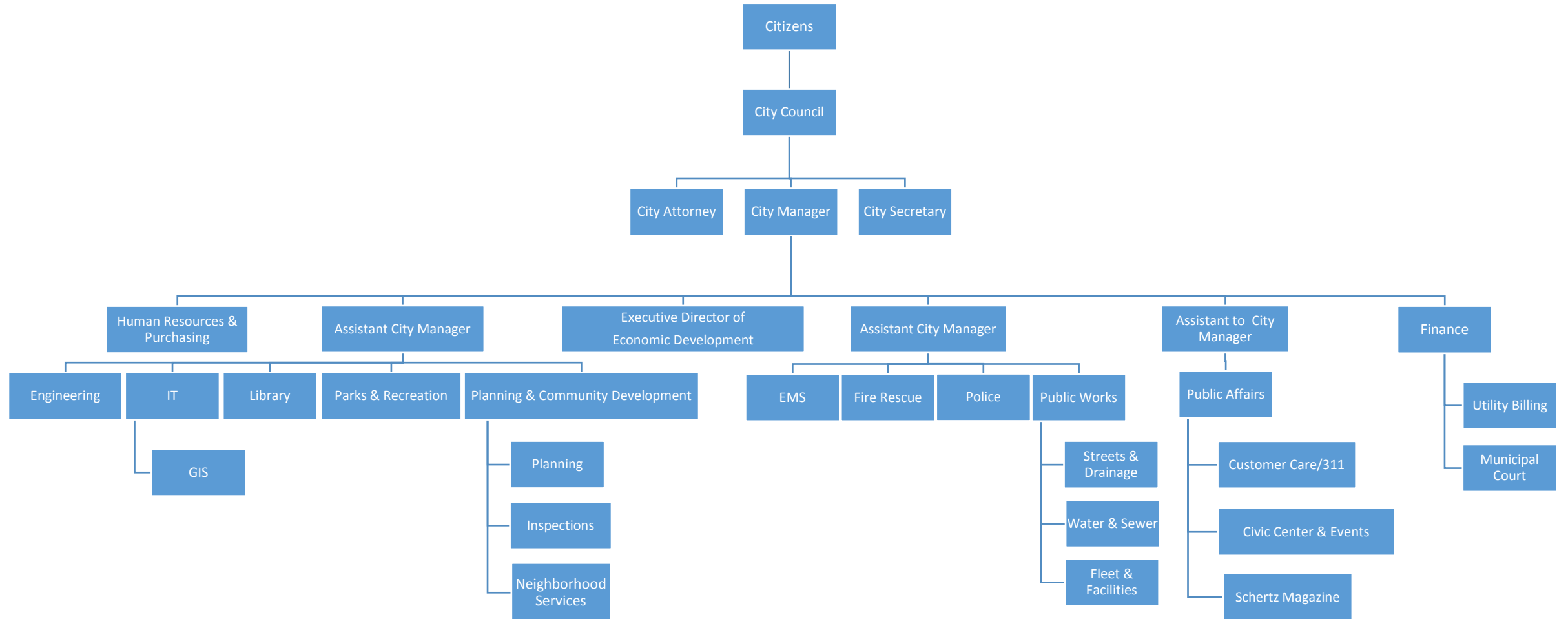
## **City Operational Values**

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

## **City Core Value**

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

# CITY OF SCHERTZ



# CITY OF SCHERTZ 2022-23 BUDGET

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# *Executive Summary*

## **General Fund**

**Revenue:** Revenues for FY 2022-23 Budget are expected to increase 7.8% from the FY 2021-22 year-end estimate. The largest contributor to this increase will be from property and sales taxes. The property taxes for FY 2022-23 are estimated to increase 6.41% and sales taxes are estimated to increase 5.63%.

These increases are offset by a projected decrease in commercial building permits and large deployment reimbursements received in 2021-22 that are not expected in 2022-23.

**Expenses:** The overall FY 2022-23 Budget increased 3.3% from the FY 2021-22 year-end estimates. This includes annual wage increases, 24 new personnel and a 3% ECI increase.

This budget also includes additional funding for street preservation and maintenance as well as a parking lot surfacing for building 27 to provide the needed additional parking and storage.

In addition, the FY 2022-23 budget includes IT upgrades for Internet and fiber to add additional high-speed connection to the internet and create better network load balancing for internet connectivity.

The IT budget will also increase with the funding for two software. A new eProcurement and Contract management software to allow for increased participation in the bidding process and more effective contract management. Funding for a joint project with IT and Police to replace the current RMS software with a more efficient system.

## **City Council**

The Proposed FY 2022-23 Budget increases 7.8% from the FY 2021-22 year-end estimates for additional funding for training and travel.

## **City Manager**

The FY 2022-23 Budget decreases 1.3% from the FY 2021-22 year-end estimates. Wages increases are offset by vehicle replacements made in 2021-22 that will not carry forward to 2022-23.

## **Municipal Court**

The FY 2022-23 Budget increased 6.7% from FY 2021-22 year-end estimates for an increase in the Judge services rates and a projected increase in prosecutor rates.

## **311 Customer Service**

The FY 2022-23 Budget decreases 3.4% from the FY 2021-22 year end estimates with no changes to operation.

## **EXECUTIVE SUMMARY**

### **Planning & Zoning**

The FY 2022-23 Budget decreased by 40.8% from the FY 2021-22 year-end estimate. \$400,000 for the master plan was originally allocated in the planning department. Because this is a multi-year project, we will be accounting for the funds in the project fund. This decrease will be offset by the addition of 2 new positions, plans examiner and permit technician.

### **Legal Services**

The FY 2022-23 Budget decreased 2.0% from the FY 2021-22 year end estimate with no changes to operation.

### **City Secretary**

The FY 2022-23 Budget decreases 0.7% from the FY 2021-22 year-end estimate with no changes to operation.

### **Non-Departmental**

The FY 2022-23 Budget increases 20.9% from the FY 2021-22 year-end estimate due to a projected 10.8% increase on commercial insurance rates and setting general contingency and personnel contingency to \$186,200 each.

### **Public Affairs**

The FY 2022-23 Budget decreases 0.2% from the FY 2021-22 year end estimate with no changes to operation.

### **Engineering**

The FY 2022-23 Engineering Budget increased 31.7% from the FY 2021-22 year end estimate for two new positions, inspector and engineer, and vehicle replacements.

### **Police**

The FY 2022-23 Budget increases 6.7% from the FY 2021-22 year-end estimates for four new positions. Two school resource officers, a traffic officer, and a records management specialist. In addition to new personnel, the police department will be adding additional funding for body armor.

### **Fire Rescue**

The FY 2022-23 Budget will decrease 6.1% from the FY 2021-22 year-end estimate. A fire inspector position and 3 new firefighter positions will be offset by less vehicle replacements/purchases and fewer state deployments.

### **Inspections**

The FY 2022-23 Budget increases 16.2% from the FY 2021-22 year-end estimate for a new Plans Examiner position, computer equipment, and a vehicle replacement.

### **Neighborhood Services**

The FY 2022-23 Budget increases 28.5% from the FY 2021-22 year end with the addition of a neighborhood services officer position, the addition of the Cibolo creek clean-up program, and vehicle replacements.

## **EXECUTIVE SUMMARY**

### **Streets**

The FY 2022-23 Budget will increase 25.2% from the FY 2021-22 year-end estimate. FY 2022-23 budget includes an additional \$250,000 for Street Preservation and Maintenance (SPAM), an emulsion tank, and a replacement skid steer.

### **Parks**

The FY 2022-23 Budget will increase 19.0% from the FY 2021-22 year-end estimate for a two new Parks maintenance technician positions, a recreation coordinator position, additional funding for contract mowing and vehicle and equipment replacements.

### **Pools**

The FY 2022-23 Budget will increase 0.8% from the FY 2021-22 year end with no change in operations.

### **Event Facilities**

The FY 2022-23 Budget will increase 11.2% from the FY 2021-22-year end estimate with the addition of a new event attendant position.

### **Library**

The Library FY 2022-23 Budget increases 8.6% from the FY 2021-22 year end for a new Part time programming specialist, wage increases, additional funding for Library materials, and noise mitigation tiles for meeting rooms.

### **Animal Services**

This budget was combined into the Police Department Budget.

### **Information Technology**

The Information Technology FY 2022-23 Budget increases approximately 16.2% from the FY 2021-2022 year-end estimates. Primary costs changes include a new Public safety technician position, a GIS specialist position, an Eprocurement software, camera replacements, and internet and fiber upgrades.

### **Human Resources**

The FY 2022-23 Budget will increase 11.1% from the FY 2021-22 year-end estimate for wage increases, an increase in expenditures for the remaining employee wellness program initiative funds, and additional funding for recruitment advertisement and incentives.

### **Finance**

The FY 2022-23 Budget will increase 4.2% from the FY 2021-22 year-end estimate due to citywide wage increases.

### **Purchasing & Asset Management**

The FY 2022-23 Budget will increase 1.8% from the FY 2021-22 year-end estimate due to the salary increase awarded to the Purchasing Manager in 2022 and the rising costs across the board for training, travel, office supplies, and operating supplies.

## **EXECUTIVE SUMMARY**

### **Fleet Services**

The FY 2022-23 Budget will decrease 2.3% from the FY 2021-22 year end estimate. Wage increases, a new parts clerk/lube technician position, and upgraded software will be offset by less vehicle replacements in 2022-23.

### **Facility Services**

The FY 2022-23 Budget decreases 3.8% from the FY 2021-22 year-end estimates. Wage increases and vehicle replacements are offset by a lower budget for maintenance services.

### **City Assistance**

The FY 2022-23 Budget will increase 5.7% from the FY 2021-22 year end estimate for the Senior Citizens meal program.

### **Court Restricted Funds**

The FY 2022-23 Budget will decrease 34.5% from the FY 2021-22 estimate to match the projected revenue for 22-23.

### **Interest & Sinking Fund**

**Revenues:** Revenues for FY 2022-23 increase 16.3% from the FY 2021-22 estimate with higher property values.

**Expenses:** The FY 2022-23 Budget will increase 31.9% from the FY 2021-22 year end estimate with the addition of new debt issuances.

### **Water & Sewer Fund**

**Revenue:** Revenues for FY 2022-23 Budget are expected to decrease 0.6% from the FY 2021-22 year-end estimate increase is fees are offset by lower fund transfers.

**Expenses:** The FY 2022-23 Budget increases 2.9% from the FY 2021-22 year-end estimates.

### **Utility Billing**

The FY 2022-23 Budget increases 5.5% from the FY 2021-22 year-end estimate for wage increases, increased charges for credit card processing fees and a customer text notification software.

### **Administration**

The FY 2022-23 Budget will increase 5.1% from the FY 2021-22 year-end estimate for wage increases, water gems software, a new mobile bypass pump and additional debt payments.

### **Capital Recovery Fund – Water**

The FY 2022-23 Budget will be set at \$44,000 for any professional services or studies that need to be completed.

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

The FY 2022-23 Budget will be set at \$52,500 for any professional services or studies that need to be completed.

## **EXECUTIVE SUMMARY**

### **Drainage Fund**

**Revenue:** The FY 2022-23 Budget increase 14.5% from the FY 2021-22 year-end estimate from a fund transfer from reserves for equipment replacements.

**Expenses:** The FY 2022-23 Budget will increase 28.5% from the FY 2021-22 year-end estimate for wage increases and equipment replacements.

### **EMS Fund**

**Revenue:** Revenues for FY 2022-23 Budget are expected to increase 1.2% from FY 2021-22 year-end estimates from an increase in transports that is offset by lower funding from the Texas Ambulance Supplemental Payment Program (TASSP).

**Expenses:** The FY 2022-23 Budget will increase 1.7% from the FY 2021-22 year-end estimate. The addition of 8 new person and wage increases is offset by debt service being paid off and vehicle replacements made in FY 2021-22.

### **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 2022-23 is projected to increase by 60.3% from the FY 2021-22 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 2022-23 are projected to increase by 67.9% to accommodate costs associated with signage on Schertz Parkway Overpass, and Master Planning for comprehensive Request for Information (RFI) responses, and continued work with the Retail Coach on site analysis and planning. Unspent Marketing and Promotion dollars may be carried forward per State statute for Marketing and Promotion purposes.

### **Special Events Fund**

**Revenue:** Revenues are set at \$24,000 each year and any additional covers event expenses.

**Expenses:** The Special Events Fund FY 2022-23 Budget is set at \$24,000 with no change in operations.

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

**Revenue:** Revenues for FY 2022-23 Budget are not expected to change from the FY 2021-22 year-end estimates



## **EXECUTIVE SUMMARY**

**Expenses:** The PEG Fund FY 2022-23 Budget decreased to \$60,000 from the FY 2021-22 year-end estimates with the continued implementation of the communication master plan

### **Hotel Motel Tax Fund**

**Revenue:** Revenue for FY 2022-23 Budget is expected to increase 0.5% from the FY 2021-22 year end estimates.

**Expenses:** The Hotel Motel Tax Fund FY 2022-23 Budget decrease 20.3% from FY 2021-22 year end estimates due to one time purchases in FY 21-22 for banquet chairs and an event management software for the civic center.

### **Park Fund**

**Revenue:** The revenue for FY 2022-23 Budget is expected to be equal to the FY 2021-22 year end estimates.

**Expenses:** The FY 2022-23 Budget is not expected to change from FY 2021-22 year end estimate.

### **Tree Mitigation**

**Revenue:** The revenue for FY 2022-23 Budget is expected to increase by 1.5% from 2021-22 year-end estimate with no changes to the operation.

**Expenses:** The FY 2022-23 Budget will not change from the FY 2021-22 year-end estimate.

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

The FY 2022-23 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 2022-23 Budget will be set at \$55,000 for any professional services or studies that need to be completed.

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

The FY 2022-23 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 2022-23 Budget will be set at \$3,000 for any professional services or studies that need to be completed.

### **Library Fund**

**Revenues:** Revenue for FY 2022-23 is expected to decrease 4.6% from the FY 2021-22 estimate due to the lower budgeted amount for fund transfers to balance the overall budget.

**Expenses:** The Library Fund's FY 2022-23 Budget will increase 0.5% from the FY 2021-22 year end estimate for the increase in operating supply purchases.

## **EXECUTIVE SUMMARY**

### **Historical Committee**

**Revenues:** Revenue for FY 2022-23 will remain at the same funding allocation as FY 2021-22.

**Expenses:** The Historical Committee's FY 2022-23 Budget will remain the same as the FY 2021-22 Budget.

# FUND: 101 GENERAL FUND

## DESCRIPTION

The General Fund is the City's primary governmental operating fund. It is used to account for all financial resources that cannot otherwise be accounted for in other funds that have specific purposes, such as the Water and Sewer Fund or Special Revenue Funds. All general tax revenues, franchise fees, permits, license fees, fine and forfeitures, interest income and any other receipts that are not allocated by law or otherwise restricted to other funds are accounted for in this fund. It accounts for the majority of City services, including General Government, public safety, public environment, parks and recreation, cultural, and internal services. Budgeted expenditures include salaries and benefits, supplies, maintenance, services, and capital outlays.

Budget	2020-21 Actual	2021-22 Estimate	2022-23 Budget
<i>Revenues</i>			
Taxes	\$27,294,411	\$28,970,311	\$32,305,000
Franchises	\$2,226,361	\$2,354,017	\$2,550,000
Permits	\$1,547,780	\$2,265,755	\$1,717,800
Licenses	\$45,600	\$38,620	\$45,620
Fees	\$1,975,216	\$2,351,312	\$2,189,200
Fines & Forfeitures	\$8,477	\$9,000	\$9,000
Inter-Jurisdictional	\$899,348	\$986,068	\$1,151,352
Fund Transfers	\$2,893,814	\$3,094,852	\$3,568,214
Miscellaneous	\$720,561	\$1,097,943	\$839,850
<i>Total</i>	<i>\$37,611,600</i>	<i>\$41,167,878</i>	<i>\$44,376,036</i>
<i>Expenses</i>			
General Government	\$6,315,829	\$6,809,346	\$7,309,692
Public Safety	\$17,489,515	\$20,199,499	\$20,742,963
Public Environment	\$1,413,809	\$2,067,417	\$2,587,507
Parks & Recreation	\$2,506,318	\$2,776,593	\$3,165,884
Cultural	\$1,040,278	\$1,190,931	\$1,292,795
Internal Service	\$6,808,023	\$7,646,072	\$8,078,642
Misc & Projects	\$2,616,394	\$2,267,230	\$1,198,553
<i>Total</i>	<i>\$38,190,165</i>	<i>\$42,957,088</i>	<i>\$44,376,036</i>

## PROGRAM JUSTIFICATION AND ANALYSIS

**Revenue:** Revenues for FY 2022-23 Budget are expected to increase 7.8% from the FY 2021-22 year-end estimate. The largest contributor to this increase will be from property and sales taxes. The property taxes for FY 2022-23 are estimated to increase 6.41% and sales taxes are estimated to increase 5.63%.

These increases are offset by a projected decrease in commercial building permits and large deployment reimbursements received in 2021-22 that are not expected in 2022-23.

**Expenses:** The overall FY 2022-23 Budget increased 3.3% from the FY 2021-22 year-end estimates. This includes annual wage increases, 24 new personnel and a 3% ECI increase.

This budget also includes additional funding for street preservation and maintenance as well as a parking lot surfacing for building 27 to provide the needed additional parking and storage.

In addition, the FY 2022-23 budget includes IT upgrades for Internet and fiber to add additional high-speed connection to the internet and create better network load balancing for internet connectivity.

The IT budget will also increase with the funding for two software. A new eProcurement and Contract management software to allow for increased participation in the bidding process and more effective contract management. Funding for a joint project with IT and Police to replace the current RMS software with a more efficient system.

101-GENERAL FUND

FINANCIAL SUMMARY

	(----- 2021-2022 -----) (----- 2022-2023 -----)						
	2019-2020 ACTUAL	2020-2021 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<u>REVENUE SUMMARY</u>							
Taxes	23,918,317	27,294,441	27,845,000	26,383,356	28,970,311	32,305,000	
Franchises	2,223,227	2,226,361	2,327,000	1,934,231	2,354,017	2,550,000	
Permits	1,701,296	1,547,780	1,718,150	1,681,214	2,265,755	1,717,800	
Licenses	49,540	45,600	49,320	34,533	38,620	45,620	
Fees	2,091,014	1,975,216	2,232,459	1,816,349	2,351,312	2,189,200	
Fines & Forfeitures	7,053	8,477	9,000	8,698	9,000	9,000	
Inter-Jurisdictional	996,174	899,348	990,598	724,943	986,068	1,151,352	
Fund Transfers	2,703,943	2,893,814	5,612,630	2,656,094	3,094,852	3,568,214	
Miscellaneous	<u>804,912</u>	<u>720,561</u>	<u>706,050</u>	<u>848,660</u>	<u>1,097,943</u>	<u>839,850</u>	
TOTAL REVENUES	34,495,476	37,611,600	41,490,207	36,088,078	41,167,878	44,376,036	
<u>EXPENDITURE SUMMARY</u>							
<u>NON PROGRAM</u>							
<u>GENERAL GOVERNMENT</u>							
CITY COUNCIL	110,886	105,989	129,252	90,253	124,152	133,870	
CITY MANAGER	1,168,026	1,249,953	1,347,229	1,068,515	1,397,216	1,379,657	
MUNICIPAL COURT	324,437	343,557	388,838	303,815	390,436	416,702	
CUSTOMER RELATIONS-311	110,238	115,148	117,235	98,932	125,300	121,062	
PLANNING & ZONING	182,850	220,517	727,715	160,608	635,491	376,095	
LEGAL SERVICES	107,722	158,366	140,000	50,714	140,000	137,200	
CITY SECRETARY	206,457	204,993	216,259	182,456	235,183	233,574	
NONDEPARTMENTAL	2,669,901	2,443,351	2,381,310	1,994,132	2,138,237	2,585,203	
PUBLIC AFFAIRS	557,109	603,792	658,486	531,436	663,917	662,484	
ENGINEERING	659,370	870,162	959,634	724,019	959,414	1,263,846	
GIS	<u>187,174</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	
TOTAL GENERAL GOVERNMENT	6,284,169	6,315,829	7,065,958	5,204,881	6,809,346	7,309,692	
<u>PUBLIC SAFETY</u>							
POLICE	7,604,159	9,955,402	10,295,516	8,563,793	10,911,513	11,639,567	
FIRE RESCUE	5,056,610	6,559,780	6,667,866	5,820,686	7,793,123	7,316,978	
INSPECTIONS	903,194	974,332	1,088,400	844,619	1,093,923	1,271,297	
NEIGHBORHOOD SERVICES	<u>0</u>	<u>0</u>	<u>377,450</u>	<u>288,257</u>	<u>400,940</u>	<u>515,121</u>	
TOTAL PUBLIC SAFETY	13,563,963	17,489,515	18,429,232	15,517,355	20,199,499	20,742,963	
<u>PUBLIC ENVIRONMENT</u>							
STREETS	<u>1,521,424</u>	<u>1,413,809</u>	<u>2,037,970</u>	<u>1,439,665</u>	<u>2,067,417</u>	<u>2,587,507</u>	
TOTAL PUBLIC ENVIRONMENT	1,521,424	1,413,809	2,037,970	1,439,665	2,067,417	2,587,507	

101-GENERAL FUND

PROPOSED BUDGET WORKSHEET  
AS OF: JULY 31ST, 2022

FINANCIAL SUMMARY

	2019-2020 ACTUAL	2020-2021 ACTUAL	(----- 2021-2022 -----) CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	(----- 2022-2023 -----) CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<u>PARKS &amp; RECREATION</u>							
PARKS	1,312,158	1,661,869	1,823,731	1,174,412	1,780,332	2,118,076	
SWIM POOL	471,528	536,674	569,878	410,216	576,378	580,824	
EVENT FACILITIES	<u>320,479</u>	<u>307,775</u>	<u>384,945</u>	<u>314,383</u>	<u>419,883</u>	<u>466,985</u>	
TOTAL PARKS & RECREATION	2,104,164	2,506,318	2,778,554	1,899,010	2,776,593	3,165,884	
<u>CULTURAL</u>							
LIBRARY	<u>1,034,433</u>	<u>1,040,278</u>	<u>1,163,373</u>	<u>937,482</u>	<u>1,190,931</u>	<u>1,292,795</u>	
TOTAL CULTURAL	1,034,433	1,040,278	1,163,373	937,482	1,190,931	1,292,795	
<u>HEALTH</u>							
ANIMAL SERVICES	<u>648,502</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	
TOTAL HEALTH	648,502	0	0	0	0	0	
<u>INTERNAL SERVICE</u>							
INFORMATION TECHNOLOGY	1,821,503	2,517,577	2,707,439	2,180,796	2,631,436	3,058,615	
HUMAN RESOURCES	668,639	666,392	748,319	527,276	690,511	767,140	
FINANCE	634,265	687,033	704,969	600,208	725,064	755,468	
PURCHASING & ASSET MGT	235,506	247,913	257,714	227,068	290,020	295,370	
FLEET SERVICE	913,882	1,025,476	1,306,111	965,337	1,273,032	1,244,274	
BUILDING MAINTENANCE	<u>1,432,009</u>	<u>1,663,632</u>	<u>1,998,339</u>	<u>1,217,804</u>	<u>2,036,009</u>	<u>1,957,775</u>	
TOTAL INTERNAL SERVICE	5,705,803	6,808,023	7,722,891	5,718,488	7,646,072	8,078,642	
<u>MISC &amp; PROJECTS</u>							
PROJECTS	4,000,000	2,314,007	1,645,112	505,411	1,645,112	850,000	
CITY'S ASSISTANCE	287,962	290,617	342,666	222,581	317,666	335,813	
SEWER PROJECTS	0	0	285,000	0	285,000	0	
COURT-RESTRICTED FUNDS	<u>0</u>	<u>11,770</u>	<u>19,452</u>	<u>5,985</u>	<u>19,452</u>	<u>12,740</u>	
TOTAL MISC & PROJECTS	<u>4,287,962</u>	<u>2,616,394</u>	<u>2,292,230</u>	<u>733,977</u>	<u>2,267,230</u>	<u>1,198,553</u>	
TOTAL EXPENDITURES	35,150,421	38,190,165	41,490,208	31,450,858	42,957,088	44,376,036	
REVENUE OVER/(UNDER) EXPENDITURES	( 654,945)	( 578,566)	( 1)	4,637,220	( 1,789,210)	0	
	=====	=====	=====	=====	=====	=====	=====

101-GENERAL FUND

PROPOSED BUDGET WORKSHEET  
AS OF: JULY 31ST, 2022

REVENUES

	2019-2020 ACTUAL	2020-2021 ACTUAL	(----- 2021-2022 -----) CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	(----- 2022-2023 -----) CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<u>Taxes</u>							
000-411100 Advalorem Tax-Current	14,102,255	14,762,219	15,420,000	15,564,559	15,500,000	17,965,000	
000-411110 Disable Veterans Assist Pymnt	0	1,064,592	1,100,000	897,969	897,696	1,100,000	
000-411200 Advalorem Tax-Delinquent	46,115	68,737	50,000	18,374	63,702	50,000	
000-411300 Advalorem Tax-P&I	86,945	107,361	70,000	99,433	93,830	80,000	
000-411500 Sales Tax Revenue-Gen Fund	9,612,864	11,222,803	11,135,000	9,737,381	12,345,083	13,040,000	
000-411600 Bingo Tax	28	0	0	0	0	0	
000-411700 Mixed Beverage Tax	<u>70,111</u>	<u>68,730</u>	<u>70,000</u>	<u>65,641</u>	<u>70,000</u>	<u>70,000</u>	
TOTAL Taxes	23,918,317	27,294,441	27,845,000	26,383,356	28,970,311	32,305,000	

Franchises

000-421200 Center Point/Entex Energy	90,533	103,058	94,000	102,194	120,671	120,000	
000-421220 City Public Service	946,815	1,039,100	980,000	878,628	1,100,000	1,200,000	
000-421240 Guadalupe Valley Elec Co-op	441,211	457,842	460,000	384,818	450,000	475,000	
000-421250 New Braunfels Utilities	65,991	71,296	70,000	57,633	75,000	80,000	
000-421300 Spectrum-State Franchise	317,421	317,385	325,000	260,692	300,000	325,000	
000-421460 DIRECT TV Franchise Fee	92,736	27,032	100,000	69,076	75,059	75,000	
000-421480 Other Telecom Franchise - ROW	107,819	44,206	130,000	36,044	63,286	100,000	
000-421500 Solid Waste Franchise Fee	<u>160,702</u>	<u>166,443</u>	<u>168,000</u>	<u>145,146</u>	<u>170,000</u>	<u>175,000</u>	
TOTAL Franchises	2,223,227	2,226,361	2,327,000	1,934,231	2,354,017	2,550,000	

Permits

000-431100 Home Occupation Permit	560	665	525	350	525	550	
000-431205 Bldg Permit-Residential	588,824	475,336	601,400	251,415	350,000	513,000	
000-431210 Bldg Permit-Commercial	181,831	210,053	250,000	636,158	800,000	347,000	
000-431215 Bldg Permit-General	377,725	356,641	350,000	228,428	350,000	328,000	
000-431300 Mobile Home Permit	300	400	375	50	50	0	
000-431400 Signs Permit	4,875	6,668	5,000	5,031	5,000	5,500	
000-431500 Food Establishmnt Permit	69,780	73,410	70,000	51,535	70,000	71,000	
000-431700 Plumbing Permit	130,330	121,196	130,000	73,315	120,000	123,000	
000-431750 Electrical Permit	69,460	75,500	75,000	47,560	65,000	70,000	
000-431800 Mechanical Permit	68,640	53,800	68,000	36,040	55,000	60,000	
000-431900 Solicitor/Peddler Permit	2,256	2,890	2,000	1,960	2,227	2,000	
000-431950 Animal/Pet Permit	45	100	250	200	267	250	
000-432000 Cert of Occupancy Prmt	7,150	11,350	7,600	7,550	10,000	9,500	
000-432100 Security Alarm Permit	43,736	31,662	43,000	34,270	39,499	43,000	
000-432300 Grading/Clearing Permit	9,795	12,943	10,000	19,380	24,166	15,000	
000-432400 Development Permit	110,297	87,450	75,000	263,471	345,044	100,000	
000-435000 Fire Permit	<u>35,693</u>	<u>27,718</u>	<u>30,000</u>	<u>24,502</u>	<u>28,978</u>	<u>30,000</u>	
TOTAL Permits	1,701,296	1,547,780	1,718,150	1,681,214	2,265,755	1,717,800	

Licenses

000-441000 Alcohol Beverage License	7,783	9,620	8,200	6,233	8,500	8,500	
000-441300 Mobile Home License	120	80	120	120	120	120	
000-442000 Contractors License	40,680	35,900	41,000	28,180	30,000	37,000	
000-444000 Pet License	<u>957</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	
TOTAL Licenses	49,540	45,600	49,320	34,533	38,620	45,620	

Fees

101-GENERAL FUND

PROPOSED BUDGET WORKSHEET  
AS OF: JULY 31ST, 2022

REVENUES

			(----- 2021-2022 -----) (----- 2022-2023 -----)				
	2019-2020 ACTUAL	2020-2021 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
000-451000 Municipal Court Fines	625,820	481,067	625,000	399,674	529,000	525,000	
000-451010 Texas Motor Carrier Fines	0	0	0	21,704	37,700	30,000	
000-451015 CVE Out of Service	0	250	0	1,900	2,453	3,000	
000-451100 Arrest Fee	21,404	14,040	21,300	12,810	17,160	12,000	
000-451110 Expunction Fee	100	0	100	0	0	0	
000-451200 Warrant Fees	67,368	56,474	67,400	46,334	63,000	53,000	
000-451220 Officer Jury Fee	91	0	200	0	200	0	
000-451310 Restitution Fee-Local	126	103	100	0	0	0	
000-451340 Judicial Fee-City	1,531	544	1,524	304	432	300	
000-451400 Traffic Fine Costs TTL	9,930	5,839	9,924	5,474	7,349	6,000	
000-451510 Juvenile Case Mgmt Fee	12,774	4,543	12,768	2,540	3,664	3,000	
000-451520 Truancy Fees	13,592	12,459	13,584	12,498	16,000	14,000	
000-451530 Local Municipal Jury Fund	227	238	225	243	317	150	
000-451600 Technology Fund Fee	19,459	13,233	19,452	11,840	15,916	13,000	
000-451700 Security Fee	18,904	14,437	18,900	13,505	18,050	15,000	
000-451800 Time Payment Fee-City	4,148	2,617	4,140	4,041	5,583	4,000	
000-451850 State Fines 10% Service Fee	32,615	27,691	32,612	24,548	21,200	15,000	
000-451900 DPS Payment-Local	5,059	4,353	5,052	3,782	4,947	4,000	
000-452000 Child Safety Fee	5,890	4,800	5,880	3,856	5,917	5,000	
000-452100 Platting Fees	31,250	44,500	54,000	41,250	54,000	54,000	
000-452200 Site Plan Fee	10,500	19,000	23,000	18,500	23,000	23,000	
000-452300 Plan Check Fee	552,174	462,928	600,000	457,155	700,000	570,000	
000-452320 Tree Mitigation Admin Fee	10,707	38,738	15,000	11,550	15,000	15,000	
000-452400 BOA/Variance Fees	1,000	1,500	2,500	2,500	3,000	2,500	
000-452600 Specific Use/Zone Chng Fee	22,090	34,300	26,450	33,000	35,000	26,450	
000-452710 Zoning Ltr & Dev Rights	3,300	2,700	2,550	4,350	5,000	2,550	
000-453100 Reinspection Fees	202,351	179,625	190,000	155,825	190,000	190,000	
000-453110 Swim Pool Inspection Fee	2,970	3,410	2,500	660	2,500	2,900	
000-453200 Lot Abatement	8,552	6,525	5,000	6,025	5,000	6,700	
000-453211 Admin Fee-Inspections	11,200	3,000	10,000	10,000	10,000	10,000	
000-453310 Misc Inspection Fees	300	0	0	0	0	0	
000-453710 Foster Care	600	300	500	50	300	500	
000-454200 Pool Gate Admission Fee	12,339	21,545	22,000	19,015	22,000	22,000	
000-454300 Seasonal Pool Pass Fee	1,380	6,730	4,000	6,495	6,500	4,000	
000-456110 Senior Center Memberships	0	0	0	19,957	25,000	16,000	
000-456120 Senior Center Meal Fee	19,371	28,205	20,000	21,226	20,000	20,000	
000-456500 HAZ MAT Fees	0	0	5,000	0	5,000	5,000	
000-456600 Fire Re-inspection Fee	650	300	750	50	100	700	
000-458000 Sale of General Fixed Assets	0	0	0	37,572	37,572	0	
000-458100 Sale of Merchandise	360	90	0	0	0	0	
000-458110 Sale of Mdse - GovDeals	53,563	126,933	100,000	5,391	9,700	100,000	
000-458350 Gain on Sale of Fixed Assets	0	3,800	0	0	0	0	
000-458400 Civic Center Rental Fees	5,275	42,904	140,000	242,322	215,000	225,000	
000-458401 Capital Recovery Fee-Civic C	11,500	7,775	0	2,275	0	0	
000-458402 Civic Center Ancillary Fees	200	210	0	1,040	0	0	
000-458450 North Center Rental Fees	15,875	26,094	18,000	31,938	31,000	28,000	
000-458460 Senior Center Rental	3,500	0	7,000	1,400	1,867	7,000	
000-458500 Community Center Rental Fees	16,778	32,505	25,000	46,032	46,000	40,000	
000-458501 Community Center Service Fees	550	500	0	800	0	0	
000-458510 Grand Ballroom Rental Fees	115,336	51,501	0	30,694	0	0	



## 101-GENERAL FUND

PROPOSED BUDGET WORKSHEET  
AS OF: JULY 31ST, 2022

## REVENUES

	2019-2020 ACTUAL	2020-2021 ACTUAL	(----- 2021-2022 -----) CURRENT BUDGET	(----- 2021-2022 -----) Y-T-D ACTUAL	(----- 2021-2022 -----) PROJECTED YEAR END	(----- 2022-2023 -----) CITY ADMIN. RECOMMENDED	(----- 2022-2023 -----) ADOPTED BUDGET
000-458520 Cut-Off Hall Rental Fees	10,568	8,016	0	600	0	0	
000-458530 Conference Hall Rental Fees	1,963	506	0	0	0	0	
000-458540 Bluebonnet Hall Rental Fees	25,726	19,974	0	( 2,938)	0	0	
000-458550 Pavilion Rental Fees	4,590	24,308	20,000	20,820	23,933	25,000	
000-458551 Equipment Rentals-Parks	0	0	0	40	53	0	
000-458560 Chamber of Comm Rent	7,800	7,800	7,800	5,850	7,800	7,800	
000-458570 Non-Resident SYSA League	8,590	9,160	10,000	7,500	10,000	10,000	
000-458580 HOA Meeting Rental Fees	1,125	825	0	0	0	0	
000-458581 Funeral Reception Rental Fees	600	675	0	0	0	0	
000-458582 Quality of Life Rental Fees	5,430	6,150	0	0	0	0	
000-458590 Cancellation Fees-Event Renta	6,445	1,600	0	1,900	2,000	1,500	
000-458650 NonResident User Fee-BVYA	6	12,600	10,000	8,240	10,000	0	
000-458660 BVYA Utility Reimbursement	0	18,338	15,000	6,486	15,000	15,000	
000-458670 SYSA Utility Reimbursement	4,494	5,863	7,500	6,651	7,500	7,500	
000-458675 Lions Futbol Utility Reimbrsm	16,098	22,580	15,000	12,032	15,000	15,000	
000-458685 Recreation Programs	0	2,431	1,000	( 25)	50	1,000	
000-458685.Rec Prgrm-Kickball Leagues	84	7,105	2,600	5,055	6,000	2,600	
000-458700 Vehicle Impoundment	14,060	11,580	11,000	9,930	12,500	0	
000-459200 NSF Check Fee	125	0	100	0	0	0	
000-459300 Notary Fee	48	84	48	48	50	50	
000-459400 Maps,Copies,UDC & Misc Fees	5	0	0	0	0	0	
000-459600 Animal Adoption Fee	14,075	10,955	9,000	9,005	12,000	12,000	
000-459700 Pet Impoundment Fee	11,227	9,436	7,000	9,993	13,000	13,000	
000-459800 Police Reports Fee	<u>5,248</u>	<u>6,924</u>	<u>5,000</u>	<u>4,425</u>	<u>5,000</u>	<u>5,000</u>	
TOTAL Fees	2,091,014	1,975,216	2,232,459	1,816,349	2,351,312	2,189,200	
<u>Fines &amp; Forfeitures</u>							
000-463000 Library Fines	<u>7,053</u>	<u>8,477</u>	<u>9,000</u>	<u>8,698</u>	<u>9,000</u>	<u>9,000</u>	
TOTAL Fines & Forfeitures	7,053	8,477	9,000	8,698	9,000	9,000	
<u>Inter-Jurisdictional</u>							
000-473100 Bexar Co - Fire	21,078	35,130	21,077	7,026	21,077	21,077	
000-473200 City of Seguin-Fire Contract	30,108	33,453	30,107	22,302	30,107	30,107	
000-473300 Guadalupe Co-Library	217,152	203,191	217,000	180,960	217,152	220,000	
000-474200 Library Services-Cibolo	40,030	40,000	40,000	40,000	40,000	40,000	
000-474210 Library Services-Selma	26,505	25,020	26,000	24,825	24,825	25,000	
000-474400 Dispatch Service-Cibolo	160,000	83,000	160,000	163,000	163,000	160,000	
000-474600 School Crossing Guard-Bexar C	39,171	41,212	36,000	30,172	36,000	36,000	
000-474610 School Cross Guard-Guadalupe	43,821	47,822	41,000	39,581	46,822	41,000	
000-474620 School Crossing Guards - Coma	0	1,813	1,900	14,571	14,571	1,900	
000-474700 School Officer Funding	355,810	363,708	367,514	183,756	367,514	551,268	
000-474750 Crime Victim Liaison Agreemen	<u>62,500</u>	<u>25,000</u>	<u>50,000</u>	<u>18,750</u>	<u>25,000</u>	<u>25,000</u>	
TOTAL Inter-Jurisdictional	996,174	899,348	990,598	724,943	986,068	1,151,352	
<u>Fund Transfers</u>							
000-480000 Indirect Costs-EMS	179,100	182,682	212,740	177,283	212,735	216,994	
000-480100 Indirect Costs-Hotel/Motel	74,428	72,464	74,443	62,036	74,441	69,915	
000-481000 Transfer In - Reserves	0	0	2,289,008	0	0	446,341	
000-482300 Transfer In-Resrv Child Safet	0	0	25,000	0	0	0	
000-485000 Interfund Charges-Drainage-5%	243,112	285,506	308,010	256,675	308,002	320,073	

101-GENERAL FUND

PROPOSED BUDGET WORKSHEET  
AS OF: JULY 31ST, 2022

REVENUES

(----- 2021-2022 -----) (----- 2022-2023 -----)							
	2019-2020 ACTUAL	2020-2021 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
000-486000 Interfund Chrges-Admin W&S	1,385,000	1,450,827	1,478,230	1,231,858	1,478,193	1,493,620	
000-486202 Transfer In-Water&Sewer Fund	0	0	4,000	0	4,000	4,000	
000-486203 Transfer In-EMS	0	0	4,000	0	4,000	4,000	
000-486204 Transfer In-Drainage	0	0	1,000	0	1,000	1,000	
000-487000 Interfund Charges-Fleet	360,667	397,666	505,509	421,258	505,496	470,050	
000-488000 Interfund Charges-4B	461,636	504,669	506,984	506,984	506,984	542,221	
000-489000 Transfer In	<u>0</u>	<u>0</u>	<u>203,706</u>	<u>0</u>	<u>0</u>	<u>0</u>	
TOTAL Fund Transfers	2,703,943	2,893,814	5,612,630	2,656,094	3,094,852	3,568,214	
<u>Miscellaneous</u>							
000-491000 Interest Earned	26,057	7,536	15,000	7,616	10,000	25,000	
000-491200 Investment Income	251,154	52,592	120,000	65,565	75,000	150,000	
000-491900 Unrealized Gain/Loss-CapOne	22,942	( 30,999)	0	( 57,115)	( 40,000)	0	
000-493000 Donations-Others	100	500	0	0	0	0	
000-493120 Donations-Public Library	2,166	1,798	10,000	1,145	3,000	10,000	
000-493400 Donations-Animal Control	3,978	2,905	5,000	3,821	5,000	5,000	
000-493401 Donations-A/C Microchip	1,080	1,045	0	85	0	0	
000-493402 Donations-Spay&Neuter	0	0	0	70	0	0	
000-493460 Donations- Parks	500	0	10,000	0	0	0	
000-493465 Donations-Senior Center	6,068	1,711	10,000	4,619	5,000	10,000	
000-493502 Donations-PD	200	450	500	0	0	0	
000-493503 Donation-Fire Rescue	2,200	800	1,000	0	1,000	1,000	
000-493618 Donation - Veteran's Memorial	1,350	2,100	1,250	2,630	3,000	1,250	
000-493700 July 4th Activities	249	27,721	26,000	27,750	27,750	26,000	
000-493701 Proceeds-Holidazzle	12,320	3,290	12,500	21,600	21,600	12,500	
000-493704 Moving on Main	100	9,950	4,000	8,700	8,700	4,000	
000-493706 Music, Movies in the Park	8,000	0	0	8,000	8,000	8,000	
000-493707 Cornhole League	0	2,260	0	580	0	2,000	
000-494481 LawEnforcemtOfficersStnd&Educ	5,082	4,489	5,000	4,152	4,152	5,000	
000-494482 Grants-Police, Fire, Gen Fund	0	541	12,500	0	0	0	
000-495100 Mobile Stage Rental Fees	1,550	0	0	3,600	3,600	0	
000-497000 Misc Income-Gen Fund	60,081	176,674	50,000	47,007	40,759	60,000	
000-497005 Schertz Magazine Advertising	133,575	155,537	140,000	117,993	142,000	145,000	
000-497100 Misc Income-Police	7,545	15,738	9,000	6,859	9,676	9,000	
000-497150 Misc Income-Fire Department	0	0	0	0	0	0	
000-497200 Misc Income-Library	2,236	4,785	3,000	3,251	3,000	3,000	
000-497210 Misc Income-Library Copier	9,674	9,021	15,000	11,532	14,000	14,000	
000-497300 Misc Income-Animal Control	224	721	800	330	500	500	
000-497400 Misc Income-Streets Dept	22,532	13,207	50,000	31,148	40,000	50,000	
000-497460 Misc Income-Parks	11,037	288	0	75	75	0	
000-497500 Misc Income-TML Ins. Claims	36,015	62,834	25,000	7,492	12,000	25,000	
000-497550 Misc Income-TML WC Reimbursmn	11,129	45,649	10,000	50,461	60,000	10,000	
000-497600 Misc Income-Vending Mach	1,382	800	2,500	965	1,200	1,600	
000-497610 Misc Income-Muni Court	0	0	0	2	0	0	
000-498000 Reimbursmnt-Gen Fund	47,542	0	20,000	0	0	20,000	
000-498105 Reimbursmt Police OT-DEA	30,802	38,501	35,000	22,517	35,000	35,000	
000-498110 Reimbursmnt Fire-Emg Acti-OT	72,533	88,294	100,000	446,209	594,931	200,000	
000-498150 Reimbursement - Library	<u>13,509</u>	<u>19,824</u>	<u>13,000</u>	<u>0</u>	<u>9,000</u>	<u>7,000</u>	
TOTAL Miscellaneous	<u>804,912</u>	<u>720,561</u>	<u>706,050</u>	<u>848,660</u>	<u>1,097,943</u>	<u>839,850</u>	
TOTAL REVENUES	<u>34,495,476</u>	<u>37,611,600</u>	<u>41,490,207</u>	<u>36,088,078</u>	<u>41,167,878</u>	<u>44,376,036</u>	<u>=====</u>

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

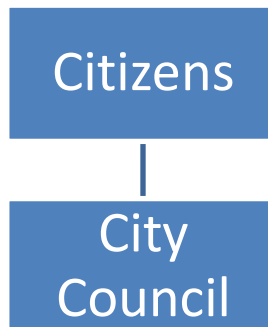
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**DEPARTMENT DESCRIPTION**

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	2020-21 Actual	2021-22 Estimate	2022-23 Budget
Number of ordinances passed	61	41	43
Number of resolutions passed	131	140	140
Requests for Information	14	11	11

## CITY COUNCIL

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Number of Council Meetings	40	40	41
Requests for Agenda Items	7	7	10
Council on the Go Meetings	1	1	1
Council HOA Presidents Meeting	2	1	0

	2020-21 Actual	2021-22 Estimate	2022-23 Budget
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Meeting Attendance rate	95	95	98
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	2020-21 Actual	2021-22 Estimate	2022-23 Budget
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Personnel	\$37,823	\$38,102	\$41,750
Supplies	259	750	1,078
City Support Services	45,985	52,500	54,880
Operations Support	86	300	343
Staff Support	19,838	26,500	31,899
Professional Services	2,000	6,000	3,920
Operating Equipment	0	0	0
<i>Total</i>	<i>\$105,989</i>	<i>\$124,152</i>	<i>\$133,870</i>

## PROGRAM JUSTIFICATION AND ANALYSIS

The Proposed FY 2022-23 Budget increases 7.8% from the FY 2021-22 year-end estimates for additional funding for training and travel.

## 101-GENERAL FUND

GENERAL GOVERNMENT  
EXPENDITURES

	(----- 2021-2022 -----) (----- 2022-2023 -----)						
	2019-2020 ACTUAL	2020-2021 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
CITY COUNCIL =====							
<u>Personnel Services</u>							
150-511110 Regular	26,714	25,189	25,423	20,418	25,423	28,054	
150-511240 Allowances	9,659	9,940	9,971	8,172	9,971	10,729	
150-511310 FICA-Employer	<u>2,699</u>	<u>2,694</u>	<u>2,708</u>	<u>2,198</u>	<u>2,708</u>	<u>2,967</u>	
TOTAL Personnel Services	39,072	37,823	38,102	30,788	38,102	41,750	
<u>Supplies</u>							
150-521000 Operating Supplies	312	54	500	137	500	735	
150-521100 Office Supplies	<u>98</u>	<u>205</u>	<u>250</u>	<u>166</u>	<u>250</u>	<u>343</u>	
TOTAL Supplies	410	259	750	303	750	1,078	
<u>City Support Services</u>							
150-532350 Software Maintenance	4,500	0	4,500	0	0	0	
150-532600 City Elections	30,680	39,127	42,000	31,652	42,000	44,100	
150-532800 Special Events	<u>7,297</u>	<u>6,857</u>	<u>10,500</u>	<u>6,724</u>	<u>10,500</u>	<u>10,780</u>	
TOTAL City Support Services	42,476	45,985	57,000	38,376	52,500	54,880	
<u>Utility Services</u>							
<u>Operations Support</u>							
150-534200 Printing & Binding	<u>212</u>	<u>86</u>	<u>300</u>	<u>188</u>	<u>300</u>	<u>343</u>	
TOTAL Operations Support	212	86	300	188	300	343	
<u>Staff Support</u>							
150-535100 Uniforms	268	308	400	162	300	392	
150-535200 Awards	75	1,874	0	0	1,500	1,470	
150-535300 Memberships	12,028	12,413	13,000	8,118	13,000	12,740	
150-535400 Publications	57	0	200	139	200	147	
150-535500 Training/Travel	<u>12,338</u>	<u>5,243</u>	<u>13,500</u>	<u>10,029</u>	<u>11,500</u>	<u>17,150</u>	
TOTAL Staff Support	24,765	19,838	27,100	18,448	26,500	31,899	
<u>Professional Services</u>							
150-541300 Other Consl/Prof Services	<u>3,950</u>	<u>2,000</u>	<u>6,000</u>	<u>2,150</u>	<u>6,000</u>	<u>3,920</u>	
TOTAL Professional Services	3,950	2,000	6,000	2,150	6,000	3,920	
<u>Rental/Leasing</u>							
<u>Operating Equipment</u>							
TOTAL CITY COUNCIL	110,886	105,989	129,252	90,253	124,152	133,870	

## 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**

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CITY MANAGER	2020-21	2021-22	2022-23
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	2020-21	2021-22	2022-23
Executive Director	1	1	1
Deputy Director	0	1	1
Business Retention Manager	1	1	1
Economic Development Analyst	1	0	0
Executive Assistant	1	1	1
<b>TOTAL POSITIONS</b>	<b>4</b>	<b>4</b>	<b>4</b>

Budget	2020-21 Actual	2021-22 Estimate	2022-23 Budget
Personnel	\$1,232,491	\$1,314,229	\$1,351,878
Supplies	1,064	1,200	1,470
City Support Services	3,697	2,000	1,960
Professional Services	0	13,641	0
Staff Support	11,502	22,146	24,349
Operating Equipment	1,200	0	0
Capital Outlay	0	44,000	0
<i>Total</i>	<i>\$1,249,953</i>	<i>\$1,397,216</i>	<i>\$1,379,657</i>

**PROGRAM JUSTIFICATION AND ANALYSIS**

The FY 2022-23 Budget decreases 1.3% from the FY 2021-22 year-end estimates. Wages increases are offset by vehicle replacements made in 2021-22 that will not carry forward to 2022-23.

101-GENERAL FUND

GENERAL GOVERNMENT  
EXPENDITURES

	(----- 2021-2022 -----) (----- 2022-2023 -----)						
	2019-2020 ACTUAL	2020-2021 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
CITY MANAGER							
=====							
<u>Personnel Services</u>							
151-511110 Regular	859,271	909,335	919,010	777,660	970,225	990,123	
151-511120 Overtime	1,063	499	240	1,428	2,000	239	
151-511180 LTD	555	0	0	0	0	0	
151-511210 Longevity	6,332	6,696	7,461	3,841	3,841	5,354	
151-511230 Certification Allowance	0	2,205	1,170	1,675	2,025	1,820	
151-511240 Allowances	7,200	7,200	6,912	6,092	7,477	6,894	
151-511310 FICA - Employer	59,328	64,896	70,956	53,846	75,396	76,288	
151-511350 TMRS-Employer	139,795	151,271	153,086	112,061	157,839	164,576	
151-511410 Health-Employer	79,541	89,103	100,468	74,634	94,075	104,808	
151-511500 Workers' Compensation	<u>951</u>	<u>1,286</u>	<u>1,460</u>	<u>1,351</u>	<u>1,351</u>	<u>1,776</u>	
TOTAL Personnel Services	1,154,036	1,232,491	1,260,763	1,032,588	1,314,229	1,351,878	
<u>Supplies</u>							
151-521100 Office Supplies	<u>1,481</u>	<u>1,064</u>	<u>1,607</u>	<u>929</u>	<u>1,200</u>	<u>1,470</u>	
TOTAL Supplies	1,481	1,064	1,607	929	1,200	1,470	
<u>City Support Services</u>							
151-532800 Special Events	<u>3,809</u>	<u>3,697</u>	<u>2,000</u>	<u>1,328</u>	<u>2,000</u>	<u>1,960</u>	
TOTAL City Support Services	3,809	3,697	2,000	1,328	2,000	1,960	
<u>Utility Services</u>							
<u>Operations Support</u>							
151-534200 Printing & Binding	<u>0</u>	<u>0</u>	<u>50</u>	<u>0</u>	<u>0</u>	<u>0</u>	
TOTAL Operations Support	0	0	50	0	0	0	
<u>Staff Support</u>							
151-535100 Uniforms	887	35	775	384	775	760	
151-535200 Employee Recognition	1,383	755	2,500	1,484	5,000	4,900	
151-535300 Memberships	2,336	3,182	4,322	3,804	4,000	3,920	
151-535400 Publications	399	295	500	305	500	490	
151-535500 Training/Travel	3,053	6,143	14,400	13,018	11,500	11,270	
151-535510 Meeting Expenses	571	1,091	2,600	963	300	2,940	
151-535600 Professional Certification	<u>71</u>	<u>0</u>	<u>71</u>	<u>71</u>	<u>71</u>	<u>70</u>	
TOTAL Staff Support	8,700	11,502	25,168	20,030	22,146	24,349	
<u>Professional Services</u>							
151-541300 Other Cons1/Prof Services	<u>0</u>	<u>0</u>	<u>13,641</u>	<u>13,641</u>	<u>13,641</u>	<u>0</u>	
TOTAL Professional Services	0	0	13,641	13,641	13,641	0	



101-GENERAL FUND

GENERAL GOVERNMENT  
EXPENDITURES

	2019-2020 ACTUAL	2020-2021 ACTUAL	(----- CURRENT BUDGET	2021-2022 Y-T-D ACTUAL	(----- PROJECTED YEAR END	(----- CITY ADMIN. RECOMMENDED	2022-2023 ADOPTED BUDGET
<u>Rental/Leasing</u>							
<u>Operating Equipment</u>							
151-571000 Furniture & Fixtures	0	1,200	0	0	0	0	
TOTAL Operating Equipment	0	1,200	0	0	0	0	
<u>Capital Outlay</u>							
151-581200 Vehicles & Access. Over \$5,00	0	0	44,000	0	44,000	0	
TOTAL Capital Outlay	0	0	44,000	0	44,000	0	
TOTAL CITY MANAGER	1,168,026	1,249,953	1,347,229	1,068,515	1,397,216	1,379,657	

## 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

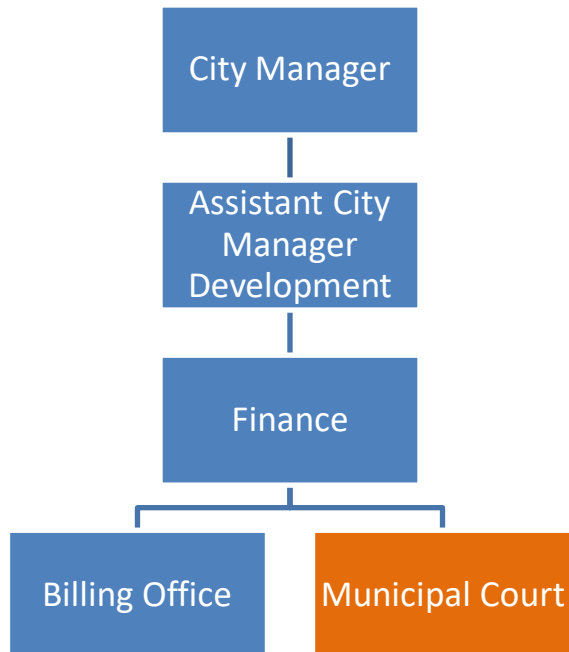
- Promote respect for the administration of justice through improvements in the Court's customer service and the physical attributes of the Municipal Court building.
- Implement the use of new technology and other innovative practices to maintain efficient and security.

## MUNICIPAL COURT

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- 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 an efficient workstation for clerks and defendants.

## ORGANIZATIONAL CHART



MUNICIPAL COURT	2020-21	2021-22	2022-23
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	2020-21 Actual	2021-22 Estimate	2022-23 Budget
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Traffic Citations Filed	2,239	3,235	4,235
State Law Citations Filed	1,098	1,001	1,500
Municipal Ordinances Filed	232	218	250

Efficiency	2020-21 Actual	2021-22 Estimate	2022-23 Budget
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Cases Disposed	2,454	2,440	2,425
Charges Processed per Clerk	818	813	808

Effectiveness	2020-21 Actual	2021-22 Estimate	2022-23 Budget
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Cases Disposed per Clerk	33%	33%	33%
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Budget	2020-21 Actual	2021-22 Estimate	2022-23 Budget
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Personnel Services	\$293,161	\$334,459	\$329,472
Supplies	1,403	1,100	1,568
City Support Services	472	300	980
Operations Support	302	2,000	1,960
Staff Support	2,777	4,669	7,262
Court Support	0	540	980
Professional Services	43,379	42,000	65,954
Maintenance Services	2,065	1,868	8,526
Operating Equipment	0	3,500	0
<i>Total</i>	<i>\$343,557</i>	<i>\$390,436</i>	<i>\$416,702</i>

**PROGRAM JUSTIFICATION AND ANALYSIS**

The FY 2022-23 Budget increased 6.7% from FY 2021-22 year-end estimates for an increase in the Judge services rates and a projected increase in prosecutor rates.

## 101-GENERAL FUND

PROPOSED BUDGET WORKSHEET  
AS OF: JULY 31ST, 2022

## GENERAL GOVERNMENT

EXPENDITURES	(----- 2021-2022 -----) (----- 2022-2023 -----)						
	2019-2020 ACTUAL	2020-2021 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<u>MUNICIPAL COURT</u>							
=====							
<u>Personnel Services</u>							
152-511110 Regular	179,388	192,215	198,234	174,229	218,816	210,621	
152-511120 Overtime	169	210	192	223	250	958	
152-511180 LTD	139	0	0	0	0	0	
152-511210 Longevity	7,402	7,978	8,739	8,739	8,739	9,635	
152-511230 Certification Allowance	485	1,186	1,152	2,056	2,553	2,471	
152-511310 FICA - Employer	13,039	14,584	15,895	13,451	17,622	17,007	
152-511350 TMRS-Employer	29,978	32,909	34,070	27,674	36,892	36,595	
152-511410 Health-Employer	39,532	43,808	47,619	40,341	49,284	51,789	
152-511500 Workers' Compensation	<u>87</u>	<u>270</u>	<u>327</u>	<u>303</u>	<u>303</u>	<u>396</u>	
TOTAL Personnel Services	270,220	293,161	306,228	267,016	334,459	329,472	
<u>Supplies</u>							
152-521000.Operating Supplies - CVE	0	0	0	0	0	98	
152-521100 Office Supplies	<u>1,559</u>	<u>1,403</u>	<u>1,500</u>	<u>806</u>	<u>1,100</u>	<u>1,470</u>	
TOTAL Supplies	1,559	1,403	1,500	806	1,100	1,568	
<u>City Support Services</u>							
152-532800 Special Events	<u>741</u>	<u>472</u>	<u>500</u>	<u>234</u>	<u>300</u>	<u>980</u>	
TOTAL City Support Services	741	472	500	234	300	980	
<u>Utility Services</u>							
<u>Operations Support</u>							
152-534200 Printing & Binding	<u>38</u>	<u>302</u>	<u>2,000</u>	<u>0</u>	<u>2,000</u>	<u>1,960</u>	
TOTAL Operations Support	38	302	2,000	0	2,000	1,960	
<u>Staff Support</u>							
152-535100 Uniforms	579	489	600	0	600	588	
152-535300 Memberships	545	655	810	520	590	794	
152-535400 Publications	0	15	500	353	279	490	
152-535500 Training/Travel	1,955	978	3,500	1,273	2,000	3,920	
152-535500.Training/Travel - Juv Case Mg	109	0	0	0	0	0	
152-535510 Meeting Expenses	<u>977</u>	<u>639</u>	<u>1,500</u>	<u>224</u>	<u>1,200</u>	<u>1,470</u>	
TOTAL Staff Support	4,164	2,777	6,910	2,370	4,669	7,262	
<u>Court Support</u>							
152-536500 Court/Jury Cost	<u>372</u>	<u>0</u>	<u>3,000</u>	<u>132</u>	<u>540</u>	<u>980</u>	
TOTAL Court Support	372	0	3,000	132	540	980	

## 101-GENERAL FUND

GENERAL GOVERNMENT  
EXPENDITURES

	2019-2020 ACTUAL	2020-2021 ACTUAL	(----- 2021-2022 -----) CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	(----- 2022-2023 -----) CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<u>Professional Services</u>							
152-541310 Judges Services	30,475	27,000	37,000	19,825	27,000	36,260	
152-541320 Prosecutor Services	15,219	16,298	24,000	9,735	15,000	29,204	
152-541330 Interpreter Services	<u>0</u>	<u>81</u>	<u>700</u>	<u>0</u>	<u>0</u>	<u>490</u>	
TOTAL Professional Services	45,694	43,379	61,700	29,560	42,000	65,954	
<u>Maintenance Services</u>							
152-551800 Other Maintenance Agreements	<u>1,650</u>	<u>2,065</u>	<u>3,000</u>	<u>2,060</u>	<u>1,868</u>	<u>8,526</u>	
TOTAL Maintenance Services	1,650	2,065	3,000	2,060	1,868	8,526	
<u>Rental/Leasing</u>							
<u>Operating Equipment</u>							
152-571000 Furniture & Fixtures	<u>0</u>	<u>0</u>	<u>4,000</u>	<u>1,637</u>	<u>3,500</u>	<u>0</u>	
TOTAL Operating Equipment	0	0	4,000	1,637	3,500	0	
<u>Capital Outlay</u>							
TOTAL MUNICIPAL COURT	324,437	343,557	388,838	303,815	390,436	416,702	

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

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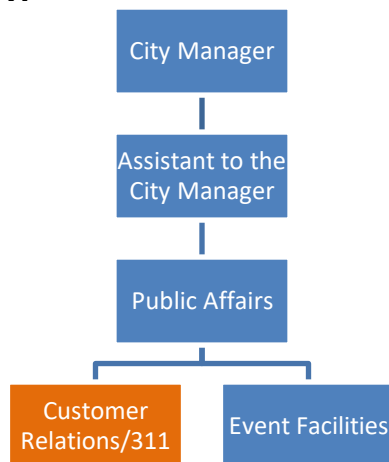
**DEPARTMENT DESCRIPTION**

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	2020-21	2021-22	2022-23
Customer Relations/311 Rep	2	2	2
Customer Relations/311 Rep (PT)	1	1	1
<b>TOTAL POSITIONS</b>	<b>3</b>	<b>3</b>	<b>3</b>

**PERFORMANCE INDICATORS**

Workload/Output	2020-21 Actual	2021-22 Estimate	2022-23 Budget
-----------------	-------------------	---------------------	-------------------

Work Orders (initiated for other depts.)	519	500	500
Calls Received	22,963	15,000	18,000
Calls Not Answered	3070	1,500	1,700
Average Calls Per Day Received	81	62	73

Budget	2020-21 Actual	2021-22 Estimate	2022-23 Budget
--------	-------------------	---------------------	-------------------

Personnel	\$114,658	\$124,770	\$120,518
Supplies	149	100	123
Staff Support	342	430	421
Operating Equipment	0	0	0
<i>Total</i>	<i>\$115,148</i>	<i>\$125,300</i>	<i>\$121,062</i>

**PROGRAM JUSTIFICATION AND ANALYSIS**

The FY 2022-23 Budget decreases 3.4% from the FY 2021-22 year end estimates with no changes to operation.



101-GENERAL FUND

GENERAL GOVERNMENT  
EXPENDITURES

	(----- 2021-2022 -----) (----- 2022-2023 -----)						
	2019-2020 ACTUAL	2020-2021 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
CUSTOMER RELATIONS-311							
=====							
<u>Personnel Services</u>							
153-511110 Regular	80,642	84,225	84,512	71,965	90,910	86,669	
153-511120 Overtime	127	379	239	242	225	246	
153-511180 LTD	47	0	0	0	0	0	
153-511210 Longevity	1,774	2,038	2,302	2,302	2,302	2,627	
153-511310 FICA - Employer	6,043	6,545	6,652	5,615	7,140	6,841	
153-511350 TMRS-Employer	13,200	14,151	14,246	11,109	14,948	14,658	
153-511410 Health-Employer	7,406	7,203	8,617	7,371	9,118	9,318	
153-511500 Workers' Compensation	<u>99</u>	<u>117</u>	<u>137</u>	<u>127</u>	<u>127</u>	<u>159</u>	
TOTAL Personnel Services	109,338	114,658	116,705	98,731	124,770	120,518	
<u>Supplies</u>							
153-521100 Office Supplies	<u>99</u>	<u>149</u>	<u>100</u>	<u>53</u>	<u>100</u>	<u>123</u>	
TOTAL Supplies	99	149	100	53	100	123	
<u>Staff Support</u>							
153-535100 Uniforms	196	70	180	148	180	176	
153-535300 Memberships	0	97	0	0	0	0	
153-535500 Training/Travel	<u>604</u>	<u>175</u>	<u>250</u>	<u>0</u>	<u>250</u>	<u>245</u>	
TOTAL Staff Support	800	342	430	148	430	421	
<u>Operating Equipment</u>							
TOTAL CUSTOMER RELATIONS-311	110,238	115,148	117,235	98,932	125,300	121,062	

**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**

- 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 flowcharts, providing information on current residential and commercial developments, providing information guides on how to apply for planning applications, and providing information on public hearing on the city's webpage.
-

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- 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 “What’s Developing in Schertz” to ensure residents are provided information on current development projects within the City.

## ACCOMPLISHMENTS

- Implemented new permitting/planning/Code Enforcement software to provide increased customer service, transparency, and efficiency on all development projects.
- Received the 2021 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 eighth year in a row.
- 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 2022/2023.
- Completed UDC amendments in relation to Article 15 Section 21.15.4 *Easements and Utilities*, Article 9 Section 21.9.9 *Tree Preservation and Mitigation*, Article 4 subsection 21.4.5 *Post Decision Procedures*, Article 8 subsection 21.8.9 in relation to allowing parking surface alternatives for a 6 month period, Article 9 subsection 21.9.10 in relation to Private Park requirements and Article 10 subsection 21.10.2 and 21.10.4 in relation to parking along Main Street and required spaces for mailbox kiosks in residential subdivisions.
- Attended various continuing education classes including American Planning Association- Texas Chapter conference, Certified Floodplain Manager training, Tony Koriath Supervisor Academy and Cybersecurity Training.
- 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	2020-21	2021-22	2022-23
Senior Planner	2	2	2
Planner I	2	2	2
<b>TOTAL POSITIONS</b>	<b>4</b>	<b>4</b>	<b>4</b>

## PERFORMANCE INDICATORS

Workload/Output	2020-21 Actual	2021-22 Estimate	2022-23 Budget
Plats	29	32	32
Site Plans and Master Plan	15	18	18
Variances/Waivers	6	5	5
Zone Changes and Specific Use Permits	19	15	15
UDC/ Comp. Plan Revisions	3	5	5
Annexation	2	4	4
All Plats	\$44,500	\$54,000	\$54,000
Site Plan, Master Plan	\$19,000	\$23,000	\$23,000
Variance	\$1,500	\$2,500	\$2,500
Zone Change, Specific Use Permit	\$34,300	\$26,450	\$26,450
Other (Zoning Letters and Additional Admin fees)	\$2,700	\$2,550	\$2,550
<b>Total Revenue</b>	<b>\$102,000</b>	<b>\$108,500</b>	<b>\$108,500</b>

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Budget	2020-21 Actual	2021-22 Estimate	2022-23 Budget
Personnel	\$210,013	\$197,545	\$338,774
Supplies	807	2,020	1,980
Operations Support	129	248	243
Staff Support	3,174	33,939	34,584
Professional Services	20	400,100	196
Operating Equipment	6,375	1,639	319
<i>Total</i>	<i>\$220,517</i>	<i>\$635,491</i>	<i>\$376,095</i>

## PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2022-23 Budget decreased by 40.8% from the FY 2021-22 year-end estimate. \$400,000 for the master plan was originally allocated in the planning department. Because this is a multi-year project, we will be accounting for the funds in the project fund. This decrease will be offset by the addition of 2 new positions, plans examiner and permit technician.

101-GENERAL FUND

GENERAL GOVERNMENT  
EXPENDITURES

	2019-2020 ACTUAL	2020-2021 ACTUAL	(----- 2021-2022 -----) CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	(----- 2022-2023 -----) CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<b>PLANNING &amp; ZONING</b>							
=====							
<u>Personnel Services</u>							
154-511110 Regular	127,131	140,148	184,062	102,375	127,985	224,508	
154-511120 Overtime	1,365	3,748	4,922	3,839	4,922	5,562	
154-511180 LTD	92	0	0	0	0	0	
154-511210 Longevity	1,296	1,055	1,016	926	926	1,198	
154-511230 Certification Allowance	104	0	0	0	0	0	
154-511310 FICA - Employer	9,494	10,641	15,220	7,600	10,238	17,688	
154-511350 TMRS-Employer	20,895	23,698	32,595	14,435	21,433	37,896	
154-511410 Health-Employer	18,932	30,471	42,648	26,795	31,758	51,520	
154-511500 Workers' Compensation	<u>162</u>	<u>252</u>	<u>306</u>	<u>283</u>	<u>283</u>	<u>402</u>	
TOTAL Personnel Services	179,471	210,013	280,769	156,253	197,545	338,774	
<u>Supplies</u>							
154-521000 Operating Supplies	225	89	620	301	620	608	
154-521100 Office Supplies	530	718	1,200	999	1,200	1,176	
154-521600 Equip Maint Supplies	<u>0</u>	<u>0</u>	<u>200</u>	<u>0</u>	<u>200</u>	<u>196</u>	
TOTAL Supplies	755	807	2,020	1,300	2,020	1,980	
<u>City Support Services</u>							
154-532400 Computer Fees & Licenses	<u>0</u>	<u>0</u>	<u>9,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	
TOTAL City Support Services	0	0	9,000	0	0	0	
<u>Utility Services</u>							
<u>Operations Support</u>							
154-534200 Printing & Binding	<u>81</u>	<u>129</u>	<u>248</u>	<u>0</u>	<u>248</u>	<u>243</u>	
TOTAL Operations Support	81	129	248	0	248	243	
<u>Staff Support</u>							
154-535100 Uniforms	150	306	850	300	850	833	
154-535300 Memberships	1,013	1,128	2,073	1,270	2,073	2,411	
154-535400 Publications	254	0	500	89	500	490	
154-535500 Training/Travel Staff	( 297)	790	22,626	0	22,626	23,118	
154-535500.Training/Travel Commission	794	950	7,390	714	7,390	7,242	
154-535510 Meeting Expenses	<u>0</u>	<u>0</u>	<u>500</u>	<u>347</u>	<u>500</u>	<u>490</u>	
TOTAL Staff Support	1,914	3,174	33,939	2,719	33,939	34,584	
<u>Professional Services</u>							
154-541400 Consulting	0	0	400,000	0	400,000	0	
154-541500 State/County Admin Fees	<u>36</u>	<u>20</u>	<u>100</u>	<u>50</u>	<u>100</u>	<u>196</u>	
TOTAL Professional Services	36	20	400,100	50	400,100	196	

101-GENERAL FUND

GENERAL GOVERNMENT  
EXPENDITURES

	(----- 2021-2022 -----) (----- 2022-2023 -----)						
	2019-2020 ACTUAL	2020-2021 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<u>Rental/Leasing</u>	_____	_____	_____	_____	_____	_____	_____
<u>Operating Equipment</u>	_____	_____	_____	_____	_____	_____	_____
154-571000 Furniture & Fixtures	593	6,375	1,639	285	1,639	319	_____
TOTAL Operating Equipment	593	6,375	1,639	285	1,639	319	_____
<u>Capital Outlay</u>	_____	_____	_____	_____	_____	_____	_____
TOTAL PLANNING & ZONING	182,850	220,517	727,715	160,608	635,491	376,095	

## 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	2020-21 Actual	2021-22 Estimate	2022-23 Budget
Operations Support	\$8,120	\$10,000	\$9,800
Professional Services	\$150,246	\$130,000	\$127,400
<i>Total</i>	<i>\$158,366</i>	<i>\$140,000</i>	<i>\$137,200</i>

**PROGRAM JUSTIFICATION AND ANALYSIS**

The FY 2022-23 Budget decreased 2.0% from the FY 2021-22 year end estimate with no changes to operation.

101-GENERAL FUND

GENERAL GOVERNMENT  
 EXPENDITURES

	(----- 2021-2022 -----) (----- 2022-2023 -----)						
	2019-2020 ACTUAL	2020-2021 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	<u>4,342</u>	<u>8,120</u>	<u>10,000</u>	<u>2,494</u>	<u>10,000</u>	<u>9,800</u>	<u></u>
TOTAL Operations Support	4,342	8,120	10,000	2,494	10,000	9,800	
<u>Professional Services</u>							
155-541200 Legal Svcs	<u>103,379</u>	<u>150,246</u>	<u>130,000</u>	<u>48,221</u>	<u>130,000</u>	<u>127,400</u>	<u></u>
TOTAL Professional Services	103,379	150,246	130,000	48,221	130,000	127,400	
TOTAL LEGAL SERVICES	107,722	158,366	140,000	50,714	140,000	137,200	

## 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:

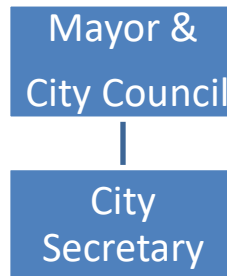
- Public Information requests.
- Agendas and minutes for public meetings.
- Ordinances and resolutions.
- Election administration.
- Publication of legal notices.
- Alcohol permits for businesses.
- Process Liens (filed and released)
- Provides for the identification, maintenance, retention, security, 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.

## CITY SECRETARY

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- 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	2020-21	2021-22	2022-23
City Secretary	1	1	1
Deputy City Secretary	1	1	1
TOTAL POSITIONS	2	2	2

## PERFORMANCE INDICATORS

Workload	2020-21 Actual	2021-22 Estimated	2022-23 Budget
Ordinances Passed and Processed	61	41	40
Resolutions Passed and Processed	131	140	140
Council Meetings Attended	39	40	40
Open Records	571	450	425

Efficiency	2020-21 Actual	2021-22 Estimated	2022-23 Budget
Ordinances & Resolutions Executed within 72 hours of Council Meeting	98%	98%	98%
Documents completed, signed, scanned within 48 hours of council approval	98%	98%	98%
Council meeting minutes transcribed within 48 hours following Council meeting	98%	98%	98%
Agendas available to citizens within legally required timeframe - Posted on website	100%	100%	100%
Alcohol permits processed within the month of expiration	96%	97%	98%

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Education Initiatives	2020-21 Actual	2021-22 Estimated	2022-23 Budget
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Student Mayor/Councilmember for the Day  
Program

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Budget	2020-21 Actual	2021-22 Estimated	2022-23 Budget
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Personnel	\$194,552	\$218,933	\$213,949
Supplies	1,082	1,150	1,127
City Support Services	5,921	10,000	11,760
Operations Support	43	150	147
Staff Support	3,144	4,950	6,591
Operating Equipment	250	0	0
<i>Total</i>	<i>\$204,993</i>	<i>\$235,183</i>	<i>\$233,574</i>

## PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2022-23 Budget decreases 0.7% from the FY 2021-22 year-end estimate with no changes to operation.

## 101-GENERAL FUND

PROPOSED BUDGET WORKSHEET  
AS OF: JULY 31ST, 2022GENERAL GOVERNMENT  
EXPENDITURES

	2019-2020 ACTUAL	2020-2021 ACTUAL	(----- 2021-2022 -----) CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	(----- 2022-2023 -----) CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
CITY SECRETARY =====							
<u>Personnel Services</u>							
164-511110 Regular	139,068	142,073	143,010	128,946	160,045	154,730	
164-511180 LTD	95	0	0	0	0	0	
164-511210 Longevity	1,804	2,125	2,072	2,072	2,072	2,336	
164-511230 Certification Allowance	0	0	600	0	0	0	
164-511310 FICA - Employer	10,069	10,810	11,092	9,837	12,402	12,008	
164-511350 TMRS-Employer	22,526	23,546	23,754	19,523	25,963	25,727	
164-511410 Health-Employer	19,391	15,806	17,353	14,777	18,240	18,868	
164-511500 Workers' Compensation	148	193	228	211	211	280	
TOTAL Personnel Services	193,102	194,552	198,109	175,366	218,933	213,949	
<u>Supplies</u>							
164-521100 Office Supplies	910	1,082	1,150	778	1,150	1,127	
TOTAL Supplies	910	1,082	1,150	778	1,150	1,127	
<u>City Support Services</u>							
164-532700 Records Management	7,213	5,921	9,400	3,523	10,000	11,760	
TOTAL City Support Services	7,213	5,921	9,400	3,523	10,000	11,760	
<u>Utility Services</u>							
<u>Operations Support</u>							
164-534200 Printing & Binding	0	43	150	139	150	147	
TOTAL Operations Support	0	43	150	139	150	147	
<u>Staff Support</u>							
164-535100 Uniforms	0	0	100	0	100	98	
164-535300 Memberships	370	722	750	713	750	1,005	
164-535400 Publications	901	476	600	464	600	588	
164-535500 Training/Travel	3,962	1,945	5,000	1,473	3,500	4,900	
TOTAL Staff Support	5,232	3,144	6,450	2,650	4,950	6,591	
<u>Professional Services</u>							
<u>Maintenance Services</u>							
<u>Operating Equipment</u>							
164-571000 Furniture & Fixtures	0	250	1,000	0	0	0	
TOTAL Operating Equipment	0	250	1,000	0	0	0	

101-GENERAL FUND

GENERAL GOVERNMENT  
EXPENDITURES

			(----- 2021-2022 -----)	(----- 2022-2023 -----)			
	2019-2020 ACTUAL	2020-2021 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<u>Capital Outlay</u>							
TOTAL CITY SECRETARY	206,457	204,993	216,259	182,456	235,183	233,574	

**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	2020-21 Actual	2021-22 Estimated	2022-23 Budget
City Support Services	\$779,549	\$565,000	\$949,620
Utility Services	7,123	0	0
Operations Support	141,919	123,000	126,420
City Assistance	1,406,900	1,324,233	1,367,604
Professional Services	100,288	98,025	113,803
Fund Charges/Transfers	122	27,979	27,757
Land Purchase	7,450	0	0
<i>Total</i>	<i>\$2,443,351</i>	<i>\$2,138,237</i>	<i>\$2,585,203</i>

**PROGRAM JUSTIFICATION AND ANALYSIS**

The FY 2022-23 Budget increases 20.9% from the FY 2021-22 year-end estimate due to a projected 10.8% increase on commercial insurance rates and setting general contingency and personnel contingency to \$186,200 each.



## 101-GENERAL FUND

PROPOSED BUDGET WORKSHEET  
AS OF: JULY 31ST, 2022

## GENERAL GOVERNMENT

EXPENDITURES	2019-2020 ACTUAL	2020-2021 ACTUAL	CURRENT BUDGET	2021-2022 Y-T-D ACTUAL	2021-2022 PROJECTED YEAR END	2022-2023 CITY ADMIN. RECOMMENDED	2022-2023 ADOPTED BUDGET
NONDEPARTMENTAL							
=====							
Supplies							
City Support Services							
167-532200 County Appraisal District	240,279	228,143	245,000	184,697	245,000	240,100	
167-532500 City Insurance-Commercial	243,251	260,108	265,000	310,747	320,000	337,120	
167-532900 Contingencies	3,494	291,297	108,411	14,740	0	186,200	
167-532901 Contingencies-Personnel	<u>0</u>	<u>0</u>	<u>190,500</u>	<u>0</u>	<u>0</u>	<u>186,200</u>	
TOTAL City Support Services	487,024	779,549	808,911	510,184	565,000	949,620	
Utility Services							
167-533200 Electric Utility Services	<u>0</u>	<u>7,123</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	
TOTAL Utility Services	0	7,123	0	0	0	0	
Operations Support							
167-534000 Postage	8,096	6,841	8,000	5,994	8,000	8,820	
167-534300 Equipment Maint - Copiers	106,910	113,791	110,000	97,904	110,000	112,700	
167-534500 Memberships - Organizations	8,900	0	0	0	0	0	
167-534810 Electronic Filing Services	386	21,286	22,000	1,110	5,000	4,900	
167-534999 Misc. Expense	<u>70,086</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	
TOTAL Operations Support	194,378	141,919	140,000	105,008	123,000	126,420	
Staff Support							
City Assistance							
167-537100 Medical Services-EMS Contract	602,583	667,049	695,645	695,644	695,645	711,004	
167-537200 Main Street Local Program	88,588	118,115	50,000	37,196	50,000	49,000	
167-537450 Tax Reimbursements/Abatements	<u>1,223,379</u>	<u>621,736</u>	<u>570,000</u>	<u>578,588</u>	<u>578,588</u>	<u>607,600</u>	
TOTAL City Assistance	1,914,550	1,406,900	1,315,645	1,311,428	1,324,233	1,367,604	
Professional Services							
167-541500 State/County Admin Fees	0	126	125	35	125	123	
167-541600 Misc Bank Charges	746	971	750	823	900	980	
167-541800 Credit Card Service Fee	69,943	94,440	85,000	50,407	85,000	98,000	
167-541810 Credit Cards Fees - AMEX	<u>2,886</u>	<u>4,751</u>	<u>2,900</u>	<u>16,247</u>	<u>12,000</u>	<u>14,700</u>	
TOTAL Professional Services	73,575	100,288	88,775	67,512	98,025	113,803	
Fund Charges/Transfers							
167-548000 Transfer Out	0	( 1,516)	0	0	0	0	
167-548106 Transfer Out- Special Events	205	( 1,472)	0	0	0	0	
167-548204 Transfer Out - Drainage	0	0	17,229	0	17,229	17,222	
167-548615 Transfer Out - Hist. Committe	<u>169</u>	<u>3,109</u>	<u>10,750</u>	<u>0</u>	<u>10,750</u>	<u>10,535</u>	
TOTAL Fund Charges/Transfers	374	122	27,979	0	27,979	27,757	

101-GENERAL FUND

GENERAL GOVERNMENT  
EXPENDITURES

EXPENDITURES			(----- 2021-2022 -----)	(----- 2022-2023 -----)			
	2019-2020 ACTUAL	2020-2021 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
Maintenance Services							
Operating Equipment							
Capital Outlay							
167-581010 Land Purchase	0	7,450	0	0	0	0	
TOTAL Capital Outlay	0	7,450	0	0	0	0	
TOTAL NONDEPARTMENTAL	2,669,901	2,443,351	2,381,310	1,994,132	2,138,237	2,585,203	

## 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.

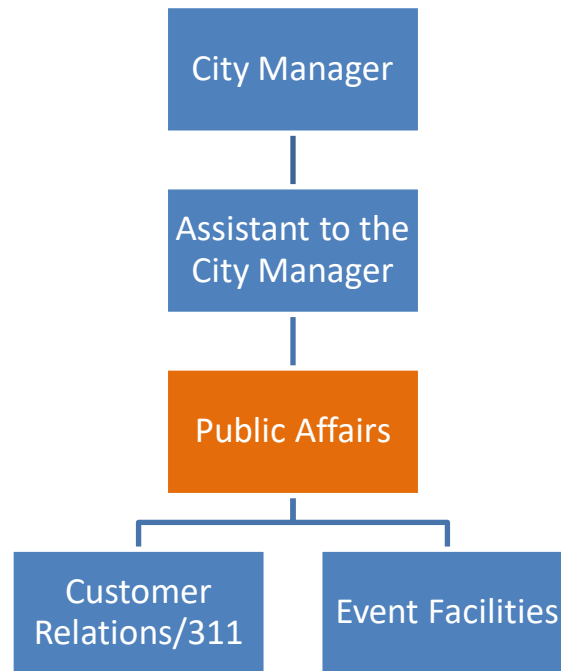
Public Affairs creates photographic/video/audio recording of City events and activities, designs City marketing materials, documents, hiring packets, graphics, logos, plaques, trophies, proclamations, etc.

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	2020-21	2021-22	2022-23
Public Affairs Director	1	1	1
Communications Manager	1	1	1
Marketing and Communications Specialist	1	1	1
Administrative Assistant	1	1	1
TOTAL POSITIONS	4	4	4

**PERFORMANCE INDICATORS**

Workload/Output Measures	2020-21 Actual	2021-22 Estimate	2022-23 Budget
Press Releases/News Flash/City Headlines	65	70	70
Marketing Materials Produced	82	150	125
Completed website work orders	68	70	70
Number of customers served (advertisers)	42	45	45
Number of Magazines Printed	190,000	191,400	192,000

## PUBLIC AFFAIRS

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Efficiency	2020-21 Actual	2021-22 Estimate	2022-23 Budget
Percentage of Magazine Contracted	50%	50%	50%
Average cost per Advertising Run outside of the magazine	200	200	200

Effectiveness	2020-21 Actual	2021-22 Estimate	2022-23 Budget
Schertz Magazine Ad revenue	155,537	142,000	145,000
City Sponsored/Non-revenue			
Percentage open rate for e-newsletter	30%	40%	45%
Percentage click rate for e-newsletter	3%	3%	5%

Budget	2020-21 Actual	2021-22 Estimate	2022-23 Budget
Personnel	\$313,029	\$352,636	\$348,144
Supplies	1,663	1,100	1,078
City Support Services	0	1,000	490
Operations Support	39,119	40,755	48,172
Staff Support	3,163	3,926	7,840
Professional Services	246,818	263,900	256,760
Operating Equipment	0	600	0
<i>Total</i>	<i>\$603,792</i>	<i>\$663,917</i>	<i>\$662,484</i>

## PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2022-23 Budget decreases 0.2% from the FY 2021-22 year end estimate with no changes to operation.

## 101-GENERAL FUND

PROPOSED BUDGET WORKSHEET  
AS OF: JULY 31ST, 2022

## GENERAL GOVERNMENT

EXPENDITURES	(----- 2021-2022 -----) (----- 2022-2023 -----)						
	2019-2020 ACTUAL	2020-2021 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<b>PUBLIC AFFAIRS</b>							
=====							
<u>Personnel Services</u>							
170-511110 Regular	212,791	222,760	227,341	198,539	249,138	241,050	
170-511120 Overtime	247	206	1,010	488	500	1,035	
170-511180 LTD	149	0	0	0	0	0	
170-511210 Longevity	3,808	4,336	5,290	4,990	4,990	5,597	
170-511230 Certification Allowance	650	0	1,248	0	0	0	
170-511310 FICA - Employer	15,738	16,938	17,953	15,095	19,479	18,929	
170-511350 TMRS-Employer	34,775	37,119	38,446	30,387	40,779	40,556	
170-511410 Health-Employer	28,640	31,365	33,825	30,248	37,410	40,538	
170-511500 Workers' Compensation	<u>228</u>	<u>305</u>	<u>368</u>	<u>340</u>	<u>340</u>	<u>439</u>	
TOTAL Personnel Services	297,026	313,029	325,481	280,088	352,636	348,144	
<u>Supplies</u>							
170-521000 Operating Supplies	146	973	400	305	400	392	
170-521100 Office Supplies	<u>418</u>	<u>689</u>	<u>700</u>	<u>502</u>	<u>700</u>	<u>686</u>	
TOTAL Supplies	564	1,663	1,100	807	1,100	1,078	
<u>City Support Services</u>							
170-532800 Other Events	<u>990</u>	<u>0</u>	<u>1,000</u>	<u>528</u>	<u>1,000</u>	<u>490</u>	
TOTAL City Support Services	990	0	1,000	528	1,000	490	
<u>Operations Support</u>							
170-534000 Postage	6,784	17,219	18,800	9,152	12,000	14,700	
170-534100 Advertising	6,549	7,604	8,300	3,862	8,300	8,428	
170-534200 Printing & Binding	13,633	13,801	19,715	13,384	20,000	24,500	
170-534500 Memberships - Organizations	255	255	340	255	255	270	
170-534550 Business Meetings/Networking	<u>144</u>	<u>240</u>	<u>280</u>	<u>160</u>	<u>200</u>	<u>274</u>	
TOTAL Operations Support	27,366	39,119	47,435	26,813	40,755	48,172	
<u>Staff Support</u>							
170-535100 Uniforms	76	197	240	82	200	196	
170-535400 Publications	88	0	200	60	50	49	
170-535500 Training/Travel	2,278	2,734	10,330	2,970	3,500	7,350	
170-535510 Meeting Expenses	<u>341</u>	<u>232</u>	<u>350</u>	<u>176</u>	<u>176</u>	<u>245</u>	
TOTAL Staff Support	2,782	3,163	11,120	3,288	3,926	7,840	
<u>Professional Services</u>							
170-541300 Other/Consl/Prof Services	14,620	24,076	32,500	25,667	24,900	16,660	
170-541305 Prof Services-Writers/Photogr	6,360	11,714	10,000	7,948	10,000	9,800	
170-541350 Magazine-Printing Services	90,962	94,369	114,000	91,065	114,000	117,600	
170-541355 Design Services	63,304	62,208	65,000	57,024	65,000	63,700	
170-541360 Magazine-Postage	52,383	54,451	50,000	38,208	50,000	49,000	
170-541365 Delivery Services	<u>750</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	
TOTAL Professional Services	228,379	246,818	271,500	219,912	263,900	256,760	

101-GENERAL FUND

GENERAL GOVERNMENT  
EXPENDITURES

			(----- 2021-2022 -----)		(----- 2022-2023 -----)		
	2019-2020	2020-2021	CURRENT	Y-T-D	PROJECTED	CITY ADMIN.	ADOPTED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	RECOMMENDED	BUDGET
<hr/>							
<u>Operating Equipment</u>							
170-571000 Furniture & Fixtures	0	0	150	0	0	0	<hr/>
170-571500 Operating Equipment	<u>0</u>	<u>0</u>	<u>700</u>	<u>0</u>	<u>600</u>	<u>0</u>	<u><hr/></u>
TOTAL Operating Equipment	0	0	850	0	600	0	<u><hr/></u>
<hr/>							
TOTAL PUBLIC AFFAIRS	557,109	603,792	658,486	531,436	663,917	662,484	

## 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.

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**ORGANIZATIONAL CHART**

ENGINEERING	2020-21	2021-22	2022-23
City Engineer	1	1	1
Engineer	3	3	4
Senior Graduate Engineer	1	1	1
Graduate Engineer	1	1	1
Engineering Inspector	2	2	3
<b>TOTAL POSITIONS</b>	<b>8</b>	<b>8</b>	<b>10</b>

**ACCOMPLISHMENTS AND GOALS****FY 2021-2022 Accomplishments**

- Along with other Departments, successfully managed the following Capital Improvement Projects (in various stages of completion):
    - 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
    - East Live Oak to IH 35 Tank 24" Dedicated Transmission Main
  - Update of Water and Wastewater Master Plans and updated Impact Fee Ordinance
-

- Update of Lift Station Design Guide
- Update of Public Works Design Guide
- Update of Pavement Condition Index and Roadway System Assessment
- Permit Application and Implementation of Municipal Separate Storm Sewer (MS4) Program
- Maintained strategic partnership with Texas Department of Transportation

### FY 2021-2022 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	2020-21 Actual	2021-22 Estimate	2022-23 Budget
Capital Improvement Projects (number active)	17	20	20
Capital Improvement Projects dollar value	\$4.8 million	\$11.5 million	\$12.0 million
Nonresidential and Subdivision-Wide Grading and Clearing Permits Issued*	51	35	15
Single Family Nonresidential Grading and Clearing Permits Issued*	-	120	300
Grading and Clearing Permits Active (Average Monthly Concurrent Maximum)*	53	120	140
Grading and Clearing Permits Active (Concurrent Maximum)*	64	125	150
Grading and Clearing Permits Issued – acreage	505	510	500
Number of Non-Construction Plan Reviews (includes master plans, plats, site plans, etc.)	39	65	60

## ENGINEERING

Residential Subdivision Construction – number of projects (completed projects)	4	6	8
Residential Subdivision Construction – dollar value of public improvements (completed projects)	\$6.0 million	\$13.0 million	\$13.5 million
Commercial Subdivision Construction – number of projects (completed projects)	2	6	2
Commercial Subdivision Construction – dollar value of public improvements (completed projects)	\$4.1 million	\$2.0 million	\$2.0 million

\* Numbers appear inconsistent due to transition to new process for issuance of Grading and Clearing Permits for single family residential projects with mid-year implementation of CityView software.

Budget	2020-21 Actual	2021-22 Estimate	2022-23 Budget
Personnel	\$824,117	\$882,324	\$1,078,273
Supplies	979	2,250	1,715
City Support Services	0	1,265	0
Utility Services	5,212	5,500	7,938
Operations Support	93	150	147
Staff Support	6,084	13,810	15,651
Professional Services	34,465	53,115	49,000
Operating Equipment	(788)	1,000	11,122
Capital Outlay	0	0	100,000
<i>Total</i>	<i>\$870,162</i>	<i>\$959,414</i>	<i>\$1,263,846</i>

### PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2022-23 Engineering Budget increased 31.7% from the FY 2021-22 year end estimate for two new positions, inspector and engineer, and vehicle replacements.

## 101-GENERAL FUND

PROPOSED BUDGET WORKSHEET  
AS OF: JULY 31ST, 2022

## GENERAL GOVERNMENT

## EXPENDITURES

	2019-2020 ACTUAL	2020-2021 ACTUAL	(----- 2021-2022 -----) CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	(----- 2022-2023 -----) CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<b>ENGINEERING</b>							
=====							
<u>Personnel Services</u>							
173-511110 Regular	441,514	578,498	608,934	499,526	631,110	760,547	
173-511120 Overtime	210	349	500	422	500	750	
173-511180 LTD	318	0	0	0	0	0	
173-511210 Longevity	6,246	7,483	8,532	6,114	6,114	7,421	
173-511230 Certification Allowance	2,377	2,066	3,288	2,539	2,377	2,873	
173-511310 FICA - Employer	31,334	43,131	47,498	37,617	48,968	59,000	
173-511350 TMRS-Employer	72,013	98,700	101,718	75,006	102,512	126,407	
173-511410 Health-Employer	72,666	90,849	96,514	70,030	87,407	118,229	
173-511500 Workers' Compensation	<u>2,228</u>	<u>3,041</u>	<u>3,606</u>	<u>3,336</u>	<u>3,336</u>	<u>3,046</u>	
TOTAL Personnel Services	628,907	824,117	870,590	694,590	882,324	1,078,273	
<u>Supplies</u>							
173-521000 Operating Supplies	260	315	500	154	500	490	
173-521100 Office Supplies	877	575	2,000	340	1,500	980	
173-521300 Motor Vehicle Supplies	<u>37</u>	<u>89</u>	<u>250</u>	<u>21</u>	<u>250</u>	<u>245</u>	
TOTAL Supplies	1,173	979	2,750	516	2,250	1,715	
<u>City Support Services</u>							
173-532400 Computer Fees & Licenses	<u>432</u>	<u>0</u>	<u>1,265</u>	<u>1,265</u>	<u>1,265</u>	<u>0</u>	
TOTAL City Support Services	432	0	1,265	1,265	1,265	0	
<u>Utility Services</u>							
173-533330 Telephone/Internet	2,044	0	0	0	0	0	
173-533500 Vehicle Fuel	<u>4,259</u>	<u>5,212</u>	<u>5,500</u>	<u>3,962</u>	<u>5,500</u>	<u>7,938</u>	
TOTAL Utility Services	6,302	5,212	5,500	3,962	5,500	7,938	
<u>Operations Support</u>							
173-534000 Postage	0	0	50	31	50	49	
173-534200 Printing & Binding	<u>31</u>	<u>93</u>	<u>100</u>	<u>31</u>	<u>100</u>	<u>98</u>	
TOTAL Operations Support	31	93	150	62	150	147	
<u>Staff Support</u>							
173-535100 Uniforms	1,153	1,339	4,630	435	4,630	4,047	
173-535300 Memberships	1,207	1,880	2,550	1,660	2,550	2,499	
173-535400 Publications	310	109	500	0	500	490	
173-535500 Training/Travel	1,538	2,230	7,235	2,105	5,000	7,350	
173-535510 Meeting Expenses	541	294	480	167	480	627	
173-535600 Professional Certification	<u>231</u>	<u>231</u>	<u>650</u>	<u>495</u>	<u>650</u>	<u>637</u>	
TOTAL Staff Support	4,981	6,084	16,045	4,862	13,810	15,651	

101-GENERAL FUND

GENERAL GOVERNMENT  
EXPENDITURES

	2019-2020 ACTUAL	2020-2021 ACTUAL	(----- 2021-2022 -----) CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	(----- 2022-2023 -----) CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<u>Professional Services</u>							
173-541100 Engineering Services	8,000	19,075	21,934	9,293	13,115	0	
173-541300 Other Professional Services	<u>7,791</u>	<u>15,390</u>	<u>40,000</u>	<u>9,350</u>	<u>40,000</u>	<u>49,000</u>	
TOTAL Professional Services	15,791	34,465	61,934	18,643	53,115	49,000	
<u>Maintenance Services</u>							
<u>Rental/Leasing</u>							
<u>Operating Equipment</u>							
173-571000 Furniture & Fixtures	285	387	900	119	500	5,632	
173-571300 Computer & Periphe. < \$5000	<u>1,470</u>	( <u>1,175</u> )	<u>500</u>	<u>0</u>	<u>500</u>	<u>5,490</u>	
TOTAL Operating Equipment	1,755	( 788 )	1,400	119	1,000	11,122	
<u>Capital Outlay</u>							
173-581200 Vehicles & Access. Over \$5,00	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>100,000</u>	
TOTAL Capital Outlay	0	0	0	0	0	100,000	
TOTAL ENGINEERING	659,370	870,162	959,634	724,019	959,414	1,263,846	

## 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

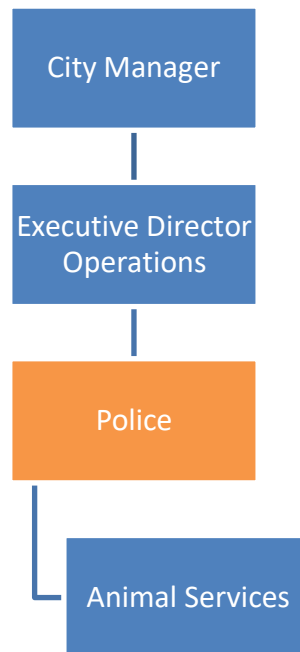
- Promoting a safe community through public education, community involvement, criminal investigations, enforcement action and other essential services.
- Enhance our citizens' quality of life by promoting a feeling of safety for all citizens and visitors to the city, including neighborhoods, commercial areas, parks and public facilities.

## POLICE

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

## ORGANIZATIONAL CHART



## POLICE

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<b>POLICE</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>
Chief of Police	1	1	1
Assistant Chief of Police	1	1	1
Captain	1	1	1
Lieutenants	4	4	4
Sergeants	7	7	7
Corporals	14	13	14
Officers	36	37	40
Administrative Assistant	2	2	2
Records Manager	1	1	1
Records Clerk	2	2	3
Civilian Evidence Technician	1	2	2
Crime Victim Liaison	1	1	1
Animal Services Manager	1	1	1
Animal Services Officer	4	4	4
Animal Services Kennel Tech	3	3	4
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>120</b>	<b>116</b>	<b>122</b>

<b>LAW ENFORCEMENT COMMISSIONS</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</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	2020-21 Actual	2021-22 Estimate	2022-23 Budget
Dispatch-911 Calls	26,492	29,072	31,929
Patrol-Citations/Warnings Issued	6,575	10,768	11,845
Inv-Criminal Cases Filed w/ Prosecutor	106	75	110
Inv-Cases Investigated per Investigator	155	160	175
Inv-Total Cases Cleared	110	155	170
Records-Total Active Alarm Permits	133	166	200
Records-Open Records Requests	1,667	1,571	1,780
Crime Victim Liaison-Assigned Cases	40	200	225

Workload/Output Marshals Division	2020-21 Actual	2021-22 Estimate	2022-23 Budget
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**Marshals**

Warrants Issued	2095	1650	2100
Warrants Cleared	1448	1625	1800
Animal Services	1070	925	1025
Animals Taken In	329	325	325
Adoptions	284	300	300
Return to Owner	152	110	215
Transferred Out	91	75	80
Wildlife Release	93	55	85
Euthanized			

## POLICE

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Budget	2020-21 Actual	2021-22 Estimate	2022-23 Budget
Personnel	\$8,793,001	\$9,290,452	\$9,599,285
Supplies	81,817	106,862	110,150
City Support Services	32,422	34,000	33,810
Utility Services	142,160	199,516	302,232
Operations Support	11,714	30,271	16,836
Staff Support	185,170	162,864	267,954
City Assistance	49,923	57,589	65,170
Professional Services	58,082	82,544	79,309
Maintenance Services	63,918	74,575	78,405
Rental/Leasing	0	0	0
Operating Equipment	292,746	151,303	408,115
Capital Outlay	244,451	521,537	678,300
<i>Total</i>	<i>\$9,955,402</i>	<i>\$10,911,513</i>	<i>\$11,639,567</i>

### PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2022-23 Budget increases 6.7% from the FY 2021-22 year-end estimates for four new positions. Two school resource officers, a traffic officer, and a records management specialist. In addition to new personnel, the police department will be adding additional funding for body armor.

## 101-GENERAL FUND

## PROPOSED BUDGET WORKSHEET

AS OF: JULY 31ST, 2022

PUBLIC SAFETY EXPENDITURES	(----- 2021-2022 -----) (----- 2022-2023 -----)						
	2019-2020 ACTUAL	2020-2021 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
POLICE =====							
<u>Personnel Services</u>							
256-511110 Regular	3,850,341	5,797,035	5,802,519	4,832,731	6,032,895	6,141,427	
256-511120 Overtime	271,725	253,306	229,719	432,595	600,000	308,986	
256-511180 LTD	3,497	0	0	0	0	0	
256-511210 Longevity	110,398	108,667	113,900	110,263	113,900	109,633	
256-511220 Clothing Allowance	64,078	71,870	71,635	55,400	66,560	63,333	
256-511230 Certification Allowance	45,407	46,778	56,189	37,628	44,746	108,791	
256-511310 FICA - Employer	385,589	475,446	468,561	397,466	509,345	501,874	
256-511350 TMRS-Employer	843,649	1,043,504	1,011,718	793,878	1,066,295	1,085,487	
256-511410 Health-Employer	696,388	940,831	994,993	809,456	997,978	1,161,243	
256-511500 Workers' Compensation	<u>38,662</u>	<u>55,564</u>	<u>63,481</u>	<u>58,733</u>	<u>58,733</u>	<u>118,511</u>	
TOTAL Personnel Services	6,309,734	8,793,001	8,812,715	7,528,149	9,490,452	9,599,285	
<u>Supplies</u>							
256-521000 Operating Supplies	40,977	44,995	41,143	25,708	51,593	52,796	
256-521100 Office Supplies	6,102	7,009	7,500	4,151	6,969	7,350	
256-521150 Child Safety Supplies	2,835	2,497	5,245	0	5,000	3,112	
256-521200 Medical/Chem Supplies	308	18,258	28,510	18,149	26,148	27,636	
256-521300 Motor Veh. Supplies	<u>17,290</u>	<u>9,058</u>	<u>17,160</u>	<u>17,152</u>	<u>17,152</u>	<u>19,257</u>	
TOTAL Supplies	67,512	81,817	99,558	65,161	106,862	110,150	
<u>City Support Services</u>							
256-532500 City Insurance-Commercial	<u>26,401</u>	<u>32,422</u>	<u>26,500</u>	<u>33,970</u>	<u>34,000</u>	<u>33,810</u>	
TOTAL City Support Services	26,401	32,422	26,500	33,970	34,000	33,810	
<u>Utility Services</u>							
256-533200 Electric Utility Service	571	24,460	29,400	23,004	28,827	28,812	
256-533310 Telephone/Cell Phone	5,936	0	0	0	0	0	
256-533410 Water Utility Service	0	6,026	15,000	4,744	12,784	14,700	
256-533500 Vehicle Fuel	<u>77,402</u>	<u>111,674</u>	<u>148,800</u>	<u>126,141</u>	<u>157,905</u>	<u>258,720</u>	
TOTAL Utility Services	83,909	142,160	193,200	153,889	199,516	302,232	
<u>Operations Support</u>							
256-534100 Advertising	1,654	400	2,650	31	2,650	4,410	
256-534200 Printing & Binding	3,889	5,109	7,666	2,805	7,621	7,526	
256-534800 Temp Staff Services	<u>0</u>	<u>6,205</u>	<u>17,000</u>	<u>12,832</u>	<u>20,000</u>	<u>4,900</u>	
TOTAL Operations Support	5,543	11,714	27,316	15,668	30,271	16,836	
<u>Staff Support</u>							
256-535100 Uniforms	35,923	63,056	80,378	34,882	59,839	87,465	
256-535200 Awards	3,046	14	6,250	0	3,250	0	
256-535210 Employee Recognition-Morale	4,625	4,023	5,900	2,167	5,262	9,114	
256-535300 Memberships	2,876	2,824	3,525	2,115	3,290	3,528	
256-535400 Publications	74	264	490	390	390	260	
256-535500 Training/Travel	46,736	110,132	94,477	90,178	87,477	163,667	
256-535510 Meeting Expenses	<u>1,311</u>	<u>4,857</u>	<u>3,550</u>	<u>1,606</u>	<u>3,356</u>	<u>3,920</u>	
TOTAL Staff Support	94,590	185,170	194,570	131,338	162,864	267,954	

## 101-GENERAL FUND

PROPOSED BUDGET WORKSHEET  
AS OF: JULY 31ST, 2022

PUBLIC SAFETY							
EXPENDITURES							
	2019-2020	2020-2021	(----- 2021-2022 -----)		(----- 2022-2023 -----)		
	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<u>City Assistance</u>							
256-537100 Medical Services	1,278	42,247	55,800	46,229	47,310	55,272	
256-537800 Community Outreach	<u>8,676</u>	<u>7,676</u>	<u>10,500</u>	<u>6,669</u>	<u>10,279</u>	<u>9,898</u>	
TOTAL City Assistance	9,954	49,923	66,300	52,898	57,589	65,170	
<u>Professional Services</u>							
256-541300 Prof Services/Consulting	68,118	54,244	74,186	45,162	73,245	70,700	
256-541310 Contract Service - Crematory	0	513	1,300	819	684	980	
256-541700 Microchip Service	<u>0</u>	<u>3,325</u>	<u>3,780</u>	<u>3,325</u>	<u>8,615</u>	<u>7,629</u>	
TOTAL Professional Services	68,118	58,082	79,266	49,306	82,544	79,309	
<u>Fund Charges/Transfers</u>							
<u>Maintenance Services</u>							
256-551400 Minor & Other Equip Maint	2,542	1,315	4,500	3,080	4,004	4,900	
256-551700 Abatement/Lot Cleaning	8,943	10,828	5,000	872	4,872	4,900	
256-551800 Other Maintenance Agreements	5,280	0	825	775	775	809	
256-551810 Maintenance Agr. - Radios	<u>46,410</u>	<u>51,775</u>	<u>66,980</u>	<u>33,775</u>	<u>64,925</u>	<u>67,796</u>	
TOTAL Maintenance Services	63,176	63,918	77,305	38,502	74,575	78,405	
<u>Debt Service</u>							
<u>Rental/Leasing</u>							
256-561200 Lease/Purchase Payments	<u>44,544</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	
TOTAL Rental/Leasing	44,544	0	0	0	0	0	
<u>Operating Equipment</u>							
256-571000 Furniture & Fixtures	6,014	5,728	13,585	11,717	13,000	13,693	
256-571200 Vehicles & Access. LESS \$5,00	176,783	137,761	135,660	105,418	97,789	248,200	
256-571300 Computer & Periphe. < \$5000	67,147	29,327	15,260	13,008	15,000	19,541	
256-571600 Donation-Expense	125	552	0	0	0	0	
256-571800 Equipment under \$5,000	47,040	118,568	29,183	18,428	23,514	121,782	
256-571800.Operating Equipment CVE	<u>0</u>	<u>810</u>	<u>3,000</u>	<u>460</u>	<u>2,000</u>	<u>4,900</u>	
TOTAL Operating Equipment	297,109	292,746	196,688	149,031	151,303	408,115	
<u>Capital Outlay</u>							
256-581200 Vehicles & Access. Over \$5,00	324,804	158,300	374,392	293,253	360,650	417,000	
256-581300 Computer & Periphe. > \$5,000	0	0	24,961	18,144	38,144	12,900	
256-581800 Equipment Over \$5,000	<u>208,765</u>	<u>86,151</u>	<u>122,745</u>	<u>34,486</u>	<u>122,743</u>	<u>248,400</u>	
TOTAL Capital Outlay	533,569	244,451	522,098	345,882	521,537	678,300	
<u>TOTAL POLICE</u>							
	7,604,159	9,955,402	10,295,516	8,563,793	10,911,513	11,639,567	

## 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.
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## FIRE RESCUE

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- Encourage diverse applicants through career fairs and public education.
- Continue to apply for staffing grants through Department of Homeland Security.

### ORGANIZATIONAL CHART



FIRE RESCUE	2020-21	2021-22	2022-23
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
Inspector	0	0	1
Battalion Chief	4	4	4
Lieutenant	9	9	9
Fire Apparatus Operator	9	9	9
Firefighter	18	18	21
Administrative Assistant	1	1	1
TOTAL POSITIONS	46	46	50

**PERFORMANCE INDICATORS**

Input	2020-21 Actual	2021-22 Estimate	2022-23 Budget
Number of Commercial Occupancies	1030	1050	1065
Total staffing	46	46	46
Suppression staffing	39	39	39
Prevention staffing	2	2	2
Support staffing (command/training/admin)	5	5	5
Number of fire stations	3	3	3
Number of full-time engine companies	3	3	3

Workload/Output	2020-21 actual	2021-22 Estimate	2022-23 Budget
Number of incidents	4516	4848	4950
Unit Responses (# calls for all units responding to all emergencies)	5700	6178	6300
Buildings preplan contacts			
Community Contact (citizen contact)	10000	10656	11500
Fire Inspections Conducted	450	350	430
Plan Reviews Completed	260	340	350
Training Hours Provided	6144	5320	7500

Efficiency	2020-21 Actual	2021-22 Estimate	2022-23 Budget
Average Drive Time (Minutes)	5.70	5.70	5.65
% Drive Time < 5 Minutes	30%	31%	31%
% of Buildings Preplanned	100%	100%	100%
% Prevention Contacts	29%	29%	29%
Inspections per Inspector	262/233	100/250	150/300
Training Hours/Employee	205	220	235

## FIRE RESCUE

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Budget	2020-21 Actual	2021-22 Estimate	2022-23 Budget
Personnel	\$5,703,001	\$6,581,806	\$6,410,107
Supplies	\$11,647	\$25,975	\$23,084
City Support Services	\$86,881	\$124,170	\$145,040
Utility Services	0	0	0
Operations Support	\$375	\$4,500	\$4,436
Staff Support	\$174,585	\$204,690	\$195,241
City Assistance	\$21,575	\$25,000	\$24,694
Professional Services	\$73,052	\$63,600	\$62,328
Maintenance Services	\$53,861	\$81,000	\$83,868
Other Costs	\$6,895	\$50,000	\$9,800
Rental/Leasing	\$0	\$39,745	\$26,460
Operating Equipment	\$341,500	\$119,000	\$101,920
Capital Outlay	\$86,409	\$473,637	\$230,000
<i>Total</i>	<i>\$6,559,780</i>	<i>\$7,793,123</i>	<i>\$7,316,978</i>

### PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2022-23 Budget will decrease 6.1% from the FY 2021-22 year-end estimate. A fire inspector position and 3 new firefighter positions will be offset by less vehicle replacements/purchases and fewer state deployments.



## 101-GENERAL FUND

## PROPOSED BUDGET WORKSHEET

AS OF: JULY 31ST, 2022

PUBLIC SAFETY EXPENDITURES	(----- 2021-2022 -----) (----- 2022-2023 -----)						
	2019-2020 ACTUAL	2020-2021 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
FIRE RESCUE =====							
<u>Personnel Services</u>							
257-511110 Regular	2,660,168	3,739,439	3,595,049	3,410,849	4,294,855	3,996,365	
257-511120 Overtime	245,103	341,523	268,674	451,472	425,000	420,793	
257-511180 LTD	2,149	0	0	0	0	0	
257-511210 Longevity	65,678	74,217	74,460	70,980	80,000	79,121	
257-511220 Clothing Allowance	13,800	13,356	13,478	11,520	13,478	14,340	
257-511230 Certification Allowance	38,035	19,705	47,597	17,225	21,290	59,298	
257-511310 FICA - Employer	255,633	308,626	304,702	288,171	369,849	347,780	
257-511350 TMRS-Employer	583,915	678,380	652,521	590,462	774,265	745,114	
257-511410 Health-Employer	446,229	496,330	543,697	461,225	569,300	651,601	
257-511500 Workers' Compensation	<u>21,768</u>	<u>31,424</u>	<u>36,499</u>	<u>33,769</u>	<u>33,769</u>	<u>95,695</u>	
TOTAL Personnel Services	4,332,478	5,703,001	5,536,677	5,335,672	6,581,806	6,410,107	
<u>Supplies</u>							
257-521000 Operating Supplies	4,342	6,943	10,375	5,522	10,375	6,860	
257-521100 Office Supplies	3,179	1,739	3,400	1,335	3,400	3,332	
257-521200 Medical/Chem Supplies	9,046	2,447	10,955	4,412	10,000	10,736	
257-521300 Motor Veh. Supplies	469	349	1,000	124	1,000	980	
257-521600 Equip Maint Supplies	<u>627</u>	<u>168</u>	<u>1,200</u>	<u>1,004</u>	<u>1,200</u>	<u>1,176</u>	
TOTAL Supplies	17,662	11,647	26,930	12,399	25,975	23,084	
<u>City Support Services</u>							
<u>Utility Services</u>							
257-533100 Gas Utility Service	5,513	5,553	7,000	4,582	7,500	6,860	
257-533200 Electric Utility Service	20,846	24,659	25,000	18,887	23,000	24,500	
257-533320 Telephone/Air Cards	0	2,778	0	494	470	5,880	
257-533330 Telephone/Internet	0	556	0	4,038	5,200	0	
257-533410 Water Utility Service	20,173	8,943	10,000	6,544	8,000	9,800	
257-533500 Vehicle Fuel	<u>30,183</u>	<u>44,393</u>	<u>38,000</u>	<u>53,252</u>	<u>80,000</u>	<u>98,000</u>	
TOTAL Utility Services	76,715	86,881	80,000	87,797	124,170	145,040	
<u>Operations Support</u>							
257-534200 Printing & Binding	<u>770</u>	<u>375</u>	<u>4,527</u>	<u>2,290</u>	<u>4,500</u>	<u>4,436</u>	
TOTAL Operations Support	770	375	4,527	2,290	4,500	4,436	
<u>Staff Support</u>							
257-535100 Uniforms	84,987	88,976	108,772	61,344	108,700	100,181	
257-535210 Employee Recognition-Morale	4,561	4,035	5,700	5,619	5,190	4,606	
257-535300 Memberships	3,307	1,750	3,800	1,396	3,800	3,724	
257-535400 Publications	1,472	1,969	2,500	2,966	3,000	2,450	
257-535500 Training/Travel	69,897	66,845	75,000	55,841	75,000	73,500	
257-535510 Meeting Expenses	2,783	3,475	3,000	2,040	3,000	2,940	
257-535600 Professional Certification	<u>7,493</u>	<u>7,535</u>	<u>8,000</u>	<u>2,534</u>	<u>6,000</u>	<u>7,840</u>	
TOTAL Staff Support	174,502	174,585	206,772	131,741	204,690	195,241	

## 101-GENERAL FUND

P U B L I C S A F E T Y							
E X P E N D I T U R E S							
	2019-2020	2020-2021	(----- 2021-2022 -----)	(----- 2022-2023 -----)			
	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<u>City Assistance</u>							
257-537800 Community Outreach	23,618	21,575	25,198	7,397	25,000	24,694	
TOTAL City Assistance	23,618	21,575	25,198	7,397	25,000	24,694	
<u>Professional Services</u>							
257-541300 Other Professional Services	61,221	73,052	63,600	40,189	63,600	62,328	
TOTAL Professional Services	61,221	73,052	63,600	40,189	63,600	62,328	
<u>Fund Charges/Transfers</u>							
<u>Maintenance Services</u>							
257-551400 Minor & Other Equip Maint	882	( 457)	1,500	0	1,000	1,470	
257-551800 Other maintenance agreement	19,393	27,234	40,000	38,614	40,000	39,200	
257-551810 Maintenance Agr. - Radios	13,440	12,320	15,000	8,120	15,000	18,698	
257-551900 Construction	6,408	14,764	25,000	371	25,000	24,500	
TOTAL Maintenance Services	40,123	53,861	81,500	47,105	81,000	83,868	
<u>Other Costs</u>							
257-554200 Deployment-Reimb-TIFMAS	16,321	6,895	10,000	54,349	50,000	9,800	
TOTAL Other Costs	16,321	6,895	10,000	54,349	50,000	9,800	
<u>Debt Service</u>							
<u>Rental/Leasing</u>							
257-561200 Lease/Purchase Payments	8,990	0	39,025	38,745	39,745	26,460	
TOTAL Rental/Leasing	8,990	0	39,025	38,745	39,745	26,460	
<u>Operating Equipment</u>							
257-571000 Furniture & Fixtures	15,050	15,861	12,000	5,443	12,000	7,840	
257-571200 Vehicles & Access. LESS \$5,00	55,242	76,281	11,000	555	11,000	9,800	
257-571300 Computer & Periphe. < \$5000	18,923	15,961	8,000	4,059	8,000	7,840	
257-571310 Computer Software	7,167	11,894	8,000	108	7,000	7,840	
257-571400 Communication Equip LESS \$500	43,315	158,950	10,000	8,539	10,000	9,800	
257-571600 Police/Fire/Medical Equipment	39,021	49,371	55,000	15,544	55,000	53,900	
257-571800 Equipment under \$5,000	9,089	13,182	16,000	373	16,000	4,900	
TOTAL Operating Equipment	187,806	341,500	120,000	34,621	119,000	101,920	
<u>Capital Outlay</u>							
257-581200 Vehicles & Access. Over \$5,00	79,649	35,924	405,137	29,006	405,137	93,000	
257-581400 Communication Equip Over \$500	0	163	50,000	0	50,000	55,000	
257-581600 Donation-Expense	21,798	457	1,000	( 625)	1,000	1,000	
257-581800 Equipment Over \$5,000	14,957	49,865	17,500	0	17,500	81,000	
TOTAL Capital Outlay	116,405	86,409	473,637	28,381	473,637	230,000	
TOTAL FIRE RESCUE	5,056,610	6,559,780	6,667,866	5,820,686	7,793,123	7,316,978	

**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.

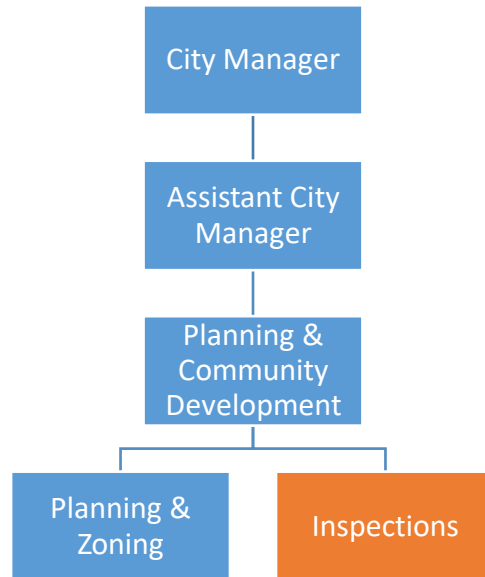
**GOALS AND OBJECTIVES**

- 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.
  - Promote and educate contractors and citizens on the newly implemented CityView software which has streamlined the process and provides transparency on construction projects.
  - Continue to make website improvements to help educate the public on 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

- Successfully implemented CityView a new permitting/planning/Code Enforcement software which has improved the service to customers, transparency, and efficiency on all development projects.
- 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.
- Updated the website with the implementation of the CityView software related to permits, inspections, code complaints, and items related to construction projects.
- 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.
- Implemented the new CityView customer portal which is a one location for to improve communication contractors and citizens and provide that one stop for submitting permits, make payments, request online inspections for customers.
- Continued to provide flexibility in meeting types by offering in-person or virtual meetings through Microsoft Teams to continue daily business with contractors and developers.
- Increased the use of the Residential Video Inspection Program which allows residents, contractors, and the city inspectors the ability to conduct virtual inspections on certain building projects.

**ORGANIZATIONAL CHART**

INSPECTIONS	2020-21	2021-22	2022-23
Dir. of Planning & Comm. Dev.	1	1	1
Administrative Assistant	1	1	1
Chief Building Official	1	1	1
Plans Examiner	1	1	2
Building Inspector	3	5	5
Permit Technician	2	2	3
Development Specialists	0	1	1
<b>TOTAL POSITIONS</b>	<b>9</b>	<b>12</b>	<b>14</b>

**PERFORMANCE INDICATORS**

Workload/Output	2020-21 Actual	2021-22 Estimate	2022-23 Budget
New Residential Construction	286	240	250
New Commercial Construction	15	30	30
Reroof Permits	302	400	400
Accessory/Temporary Building Permits	39	50	50
Deck/Patio Permits	105	100	100
Sign Permits	96	75	75
Other Permits	1701	1700	1700
Mechanical Permits	688	680	680
Electric Permits	700	750	750
Plumbing Permits	1122	1300	1,300
Total Permit/License/Fee Revenue	\$1,960,572	\$2,696,862	\$2,696,862

Effectiveness	2020-21 Actual	2021-22 Estimate	2022-23 Budget
Standard Inspections (i.e. framing) and Re-Inspections	12,538	12,000	12,000

## INSPECTIONS

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Budget	2020-21 Actual	2021-22 Estimate	2022-23 Budget
Personnel	\$884,169	\$967,417	\$1,091,750
Supplies	\$2,548	\$5,100	\$4,998
Utility Services	\$5,659	\$8,400	\$8,232
Operations Support	\$176	\$850	\$833
Staff Support	\$20,210	\$41,506	\$45,497
Professional Services	\$32,988	\$70,000	\$68,600
Operating Equipment	\$1,202	\$650	\$7,637
Capital Outlay	\$27,381	0	\$43,750
<i>Total</i>	<i>\$974,332</i>	<i>\$1,093,923</i>	<i>\$1,271,297</i>

### PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2022-23 Budget increases 16.2% from the FY 2021-22 year-end estimate for a new Plans Examiner position, computer equipment, and a vehicle replacement.

101-GENERAL FUND

PROPOSED BUDGET WORKSHEET  
AS OF: JULY 31ST, 2022

PUBLIC SAFETY							
EXPENDITURES							
	2019-2020	2020-2021	(----- 2021-2022 -----)		(----- 2022-2023 -----)		
	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
INSPECTIONS							
=====							
<u>Personnel Services</u>							
258-511110 Regular	584,720	609,349	644,618	530,102	655,190	735,923	
258-511120 Overtime	7,943	6,418	15,666	10,463	15,666	12,179	
258-511180 LTD	438	0	0	0	0	0	
258-511210 Longevity	13,073	11,506	11,025	11,692	11,692	11,710	
258-511230 Certification Allowance	300	1,781	288	2,275	2,700	2,116	
258-511310 FICA - Employer	43,092	46,519	51,343	40,672	53,422	58,249	
258-511350 TMRS-Employer	96,045	101,286	109,952	81,513	109,743	124,798	
258-511410 Health-Employer	90,583	105,488	126,884	94,711	116,989	144,722	
258-511500 Workers' Compensation	<u>1,335</u>	<u>1,822</u>	<u>2,178</u>	<u>2,015</u>	<u>2,015</u>	<u>2,053</u>	
TOTAL Personnel Services	837,530	884,169	961,954	773,444	967,417	1,091,750	
<u>Supplies</u>							
258-521000 Operating Supplies	532	569	1,300	422	1,300	1,274	
258-521100 Office Supplies	808	1,034	2,400	229	2,400	2,352	
258-521300 Motor Vehicle Supplies	175	322	900	217	900	882	
258-521600 Equip Maint Supplies	<u>0</u>	<u>623</u>	<u>500</u>	<u>0</u>	<u>500</u>	<u>490</u>	
TOTAL Supplies	1,516	2,548	5,100	868	5,100	4,998	
<u>City Support Services</u>							
<u>Utility Services</u>							
258-533500 Vehicle Fuel	<u>4,285</u>	<u>5,659</u>	<u>8,400</u>	<u>4,704</u>	<u>8,400</u>	<u>8,232</u>	
TOTAL Utility Services	4,285	5,659	8,400	4,704	8,400	8,232	
<u>Operations Support</u>							
258-534200 Printing & Binding	<u>155</u>	<u>176</u>	<u>850</u>	<u>31</u>	<u>850</u>	<u>833</u>	
TOTAL Operations Support	155	176	850	31	850	833	
<u>Staff Support</u>							
258-535100 Uniforms	4,195	5,279	8,900	1,717	8,900	8,722	
258-535300 Memberships	408	285	705	115	765	750	
258-535400 Publications	93	2,225	2,400	1,182	2,400	2,352	
258-535500 Training/Travel Staff	9,444	7,965	23,341	5,081	23,341	26,935	
258-535510 Meeting Expenses	430	799	1,900	1,326	1,900	1,862	
258-535600 Professional Certification	<u>1,586</u>	<u>3,657</u>	<u>4,200</u>	<u>1,080</u>	<u>4,200</u>	<u>4,876</u>	
TOTAL Staff Support	16,155	20,210	41,446	10,501	41,506	45,497	
<u>City Assistance</u>							



101-GENERAL FUND

PUBLIC SAFETY EXPENDITURES	(----- 2021-2022 -----) (----- 2022-2023 -----)						
	2019-2020 ACTUAL	2020-2021 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<u>Professional Services</u>							
258-541300 Other Cons1/Prof Services	<u>42,475</u>	<u>32,988</u>	<u>70,000</u>	<u>54,500</u>	<u>70,000</u>	<u>68,600</u>	
TOTAL Professional Services	42,475	32,988	70,000	54,500	70,000	68,600	
<u>Maintenance Services</u>							
<u>Rental/Leasing</u>							
<u>Operating Equipment</u>							
258-571000 Furniture & Fixtures	1,079	1,202	650	571	650	4,637	
258-571300 Computer & Periphe. < \$5,000	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>3,000</u>	
TOTAL Operating Equipment	1,079	1,202	650	571	650	7,637	
<u>Capital Outlay</u>							
258-581200 Vehicles & Access. Over \$5,00	<u>0</u>	<u>27,381</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>43,750</u>	
TOTAL Capital Outlay	0	27,381	0	0	0	43,750	
TOTAL INSPECTIONS	903,194	974,332	1,088,400	844,619	1,093,923	1,271,297	

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

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**DEPARTMENT DESCRIPTION**

The Neighborhood Services Division works with the community to engage, educate, protect and promote the health, safety and keep Schertz a beautiful place to live. The Division is committed to providing outstanding service in order to help revitalize and enhance the community by performing inspections and providing services to create a sense of community and by promoting regular maintenance on residential and commercial properties. Environmental Health focuses on inspection services to promote public health and uses health safety best practices to ensure compliance with state and local health codes to include, but not limited to, food establishments, all public and semi-public aquatic facilities, and responds to complaints and concerns.

**GOALS AND OBJECTIVES**

- Foster resident pride in their neighborhood and create a sense of community.
  - Encourage and improve property maintenance in residential and commercial areas.
  - Seek to engage residents to change how residents see code enforcement.
  - Work hand-in-hand with community stakeholders to increase and maintain a high quality of life and feeling of safety.
  - Build programs and seek interdepartmental assistance to support the community.
  - Start a volunteer program to assist with residential property maintenance, creek clean up, etc.
  - Seek grants to support community programs such as add to community tool shed, tire disposal, and more.
-

## ACCOMPLISHMENTS

- Successfully worked with the Love Where You Live volunteers to help residents and remediate code violations.
- Created an awareness video on Mosquito prevention “Fight the Bite”.
- Work with Public Affairs to brand the Division and post programs and regulations on social media including high grass and weed information, tree regulations, and junk and debris regulations.
- Attended HOA meetings to help foster relationships with neighborhood residents.
- Implemented a community tool shed to lend equipment to residents.
- Successfully worked with Utility companies to get cable lines buried in easements behind homes in multiple neighborhoods.
- Collaborate with the Parks Department on events to ensure the health and safety of food vendors and
- Attend a variety of events to promote Neighborhood Services.

## ORGANIZATIONAL CHART



Neighborhood Services	2020-21	2021-22	2022-23
Manager	1	1	1
Code Enforcement Officers	3	3	4
Sanitarian	1	1	1
<b>TOTAL POSITIONS</b>	<b>5</b>	<b>5</b>	<b>6</b>

## NEIGHBORHOOD SERVICES

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### PERFORMANCE INDICATORS

Workload/Output	2020-21 Actual	2021-22 Estimate	2022-23 Budget
Code Enforcement cases	2,822	3,002	3,500
Other permit (food/foster/pool)		215	225
Health Inspections		265	275

Budget	2020-21 Actual	2021-22 Estimate	2022-23 Budget
Personnel	\$0	\$341,309	\$374,203
Supplies	0	3,994	8,914
Utility Services	0	10,000	8,624
Operations Support	0	3,419	3,351
Staff Support	0	23,393	26,561
Professional Services	0	2,500	2,450
Maintenance Services	0	15,000	14,700
Operating Equipment	0	1,325	319
Capital Outlay	0	0	76,000
<i>Total</i>	<i>\$0</i>	<i>\$400,940</i>	<i>\$515,121</i>

### PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2022-23 Budget increases 28.5% from the FY 2021-22 year end with the addition of a neighborhood services officer position, the addition of the Cibolo creek clean-up program, and vehicle replacements.

## 101-GENERAL FUND

PUBLIC SAFETY		(----- 2021-2022 -----) (----- 2022-2023 -----)					
EXPENDITURES		2019-2020	2020-2021	CURRENT	Y-T-D	PROJECTED	CITY ADMIN.
		ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	RECOMMENDED
							ADOPTED
							BUDGET
NEIGHBORHOOD SERVICES							
=====							
<u>Personnel Services</u>							
259-511110 Regular	0	0	225,346	191,644	241,011	255,371	
259-511120 Overtime	0	0	4,664	2,224	4,664	6,910	
259-511210 Longevity	0	0	2,721	1,480	1,480	1,886	
259-511220 Clothing Allowance	0	0	3,506	1,469	1,469	0	
259-511230 Certification Allowance	0	0	1,090	1,650	2,025	1,445	
259-511310 FICA - Employer	0	0	18,026	14,645	19,175	20,280	
259-511350 TMRS-Employer	0	0	38,880	32,229	40,141	43,450	
259-511410 Health-Employer	0	0	16,645	23,928	30,034	43,891	
259-511500 Worker' Compensation	0	0	1,416	1,310	1,310	970	
TOTAL Personnel Services	0	0	312,294	270,578	341,309	374,203	
<u>Supplies</u>							
259-521000 Operating Supplies	0	0	1,044	545	1,044	6,023	
259-521100 Office Supplies	0	0	1,000	516	1,000	980	
259-521300 Motor Vehicle Supplies	0	0	1,725	431	1,200	1,176	
259-521600 Equip Maint Supplies	0	0	2,155	151	750	735	
TOTAL Supplies	0	0	5,924	1,644	3,994	8,914	
<u>Utility Services</u>							
259-533500 Vehicle Fuel	0	0	12,595	3,563	10,000	8,624	
TOTAL Utility Services	0	0	12,595	3,563	10,000	8,624	
<u>Operations Support</u>							
259-534200 Printing & Binding	0	0	3,419	31	3,419	3,351	
TOTAL Operations Support	0	0	3,419	31	3,419	3,351	
<u>Staff Support</u>							
259-535100 Uniforms	0	0	6,100	1,698	6,100	6,076	
259-535300 Memberships	0	0	450	75	450	441	
259-535400 Publications	0	0	1,190	0	1,190	980	
259-535500 Training/Travel	0	0	13,550	2,406	13,550	16,219	
259-535510 Meeting Expenses	0	0	1,200	194	200	980	
259-535600 Professional Certification	0	0	1,903	235	1,903	1,865	
TOTAL Staff Support	0	0	24,393	4,607	23,393	26,561	
<u>City Assistance</u>							
<u>Professional Services</u>							
259-541300 Other Cons'l/Prof Services	0	0	2,500	0	2,500	2,450	
TOTAL Professional Services	0	0	2,500	0	2,500	2,450	

101-GENERAL FUND

PUBLIC SAFETY EXPENDITURES	(----- 2021-2022 -----) (----- 2022-2023 -----)						
	2019-2020 ACTUAL	2020-2021 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<u>Maintenance Services</u>							
259-551700 Abatement/Lot Cleaning	<u>0</u>	<u>0</u>	<u>15,000</u>	<u>6,675</u>	<u>15,000</u>	<u>14,700</u>	<u></u>
TOTAL Maintenance Services	0	0	15,000	6,675	15,000	14,700	
<u>Operating Equipment</u>							
259-571000 Furniture & Fixtures < \$5,000	0	0	325	285	325	319	<u></u>
259-571800 Equipment Less \$5,000	<u>0</u>	<u>0</u>	<u>1,000</u>	<u>874</u>	<u>1,000</u>	<u>0</u>	<u></u>
TOTAL Operating Equipment	0	0	1,325	1,159	1,325	319	
<u>Capital Outlay</u>							
259-581200 Vehicles & Access. Over \$5,00	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>76,000</u>	<u></u>
TOTAL Capital Outlay	0	0	0	0	0	76,000	
TOTAL NEIGHBORHOOD SERVICES	0	0	377,450	288,257	400,940	515,121	
TOTAL PUBLIC SAFETY	13,563,963	17,489,515	18,429,232	15,517,355	20,199,499	20,742,963	

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

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**DEPARTMENT DESCRIPTION**

The Street Division provides high quality service in design, construction, and renovation of streets to provide safe and efficient movement of people and goods through a well-designed, operated, and maintained transportation network. As part of the Streets division's focus to offer the highest level of customer service while being stewards of tax dollars, the division evaluates affordability and efficiency options for providing street maintenance service, including a weekly chipping service.

**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, streetlights, street signs, street sweeping, and crosswalk signals.
- Emphasize safety 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 repair/construction.

## ORGANIZATIONAL CHART



STREETS	2020-21	2021-22	2022-23
Director	1	1	1
Assistant Director	1	1	1
Streets/Drainage Manager	1	1	1
Street Superintendent	1	1	1
Street Supervisor	1	1	1
Street Worker II	5	5	5
Street Worker I	7	7	7
TOTAL POSITIONS	15	15	15

## PERFORMANCE INDICATORS

Workload/Output	2020-21 Actual	2021-22 Estimate	2022-23 Budget
Street Sweeping hours	2173	3752	3900
Number of signs produced	1207	2110	2520
Quantity of asphalt purchased (tons)	482	2050	2050
Special projects (Hours)	1433	2100	2250
Street centerline miles	165	172	180



## PUBLIC WORKS-STREETS

Efficiency	2020-21 Actual	2021-22 Estimate	2022-23 Budget
Annual cost to operate street sweepers (operators and fuel)	120,500	125,000	135,000
Cost per ton of asphalt	45	65	75
Approved daily budget expenditures for operation	5,583	8,165	9,630

Effectiveness	2020-21 Actual	2021-22 Estimate	2022-23 Budget
Hours spent on roadway maintenance	3788	8037	6000

Budget	2020-21 Actual	2021-22 Estimate	2022-23 Budget
Personnel	\$815,232	\$1,012,792	\$1,107,287
Supplies	100,222	157,950	178,850
City Support	133	6,000	5,880
Utility Services	188,189	195,000	196,000
Staff Support	18,944	22,200	22,050
Professional Services	12,495	16,000	30,380
Maintenance Services	213,778	485,500	725,790
Rental/Leasing	2,612	5,000	4,900
Operating Equipment	30,581	6,000	6,370
Capital Outlay	31,623	160,975	310,000
<i>Total</i>	<i>\$1,413,809</i>	<i>\$2,067,417</i>	<i>\$2,587,507</i>

## PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2022-23 Budget will increase 25.2% from the FY 2021-22 year-end estimate. FY 2022-23 budget includes an additional \$250,000 for Street Preservation and Maintenance (SPAM), an emulsion tank, and a replacement skid steer.

101-GENERAL FUND

PUBLIC ENVIRONMENT  
EXPENDITURES

	2019-2020 ACTUAL	2020-2021 ACTUAL	(----- 2021-2022 -----) CURRENT BUDGET	(----- 2021-2022 -----) Y-T-D ACTUAL	(----- 2021-2022 -----) PROJECTED YEAR END	(----- 2022-2023 -----) CITY ADMIN. RECOMMENDED	(----- 2022-2023 -----) ADOPTED BUDGET
<b>STREETS</b>							
<b>=====</b>							
<u>Personnel Services</u>							
359-511110 Regular	491,757	513,176	640,785	523,261	655,150	712,687	
359-511120 Overtime	8,099	15,870	18,240	14,539	15,000	18,192	
359-511180 LTD	389	0	0	0	0	0	
359-511210 Longevity	16,786	12,628	18,074	18,070	17,823	18,628	
359-511230 Certification Allowance	1,685	1,985	4,656	2,539	3,116	2,873	
359-511310 FICA - Employer	37,636	40,486	50,805	41,689	52,868	56,290	
359-511350 TMRS-Employer	82,680	90,140	109,409	82,850	110,678	123,059	
359-511410 Health-Employer	97,233	119,622	154,187	110,437	134,616	152,310	
359-511500 Workers' Compensation	<u>15,678</u>	<u>21,325</u>	<u>25,444</u>	<u>23,541</u>	<u>23,541</u>	<u>23,248</u>	
TOTAL Personnel Services	751,943	815,232	1,021,600	816,926	1,012,792	1,107,287	
<u>Supplies</u>							
359-521000 Operating Supplies	2,323	3,791	3,750	2,139	3,750	3,675	
359-521050 Operating Supplies-Sign	37,663	27,714	49,450	29,640	60,000	58,800	
359-521052 Operating Supplies-Dept Sign	0	0	10,000	3,448	10,000	9,800	
359-521055 Operating Supplies-StreetMain	58,311	65,470	69,625	39,471	80,000	88,200	
359-521100 Office Supplies	398	179	950	214	400	3,675	
359-521200 Medical/Chem Supplies	625	1,980	2,000	1,637	2,000	4,900	
359-521300 Motor Veh. Supplies	<u>1,657</u>	<u>1,087</u>	<u>3,700</u>	<u>2,557</u>	<u>1,800</u>	<u>9,800</u>	
TOTAL Supplies	100,976	100,222	139,475	79,107	157,950	178,850	
<u>City Support Services</u>							
359-532800 EMPLOYEE APPRECIATION EVENTS	<u>2,478</u>	<u>133</u>	<u>6,000</u>	<u>1,794</u>	<u>6,000</u>	<u>5,880</u>	
TOTAL City Support Services	2,478	133	6,000	1,794	6,000	5,880	
<u>Utility Services</u>							
359-533200 Electric Utility Service	148,268	149,738	140,000	123,564	150,000	137,200	
359-533410 Water Utility Service	562	144	600	0	0	0	
359-533500 Vehicle Fuel	<u>30,504</u>	<u>38,307</u>	<u>52,000</u>	<u>39,899</u>	<u>45,000</u>	<u>58,800</u>	
TOTAL Utility Services	179,334	188,189	192,600	163,463	195,000	196,000	
<u>Operations Support</u>							
<u>Staff Support</u>							
359-535100 Uniforms	14,355	12,447	14,500	7,315	14,500	14,210	
359-535500 Training/Travel	1,187	5,279	10,720	7,406	6,500	7,840	
359-535510 Meeting Expenses	541	1,141	700	234	1,200	0	
359-535600 Professional Certification	<u>0</u>	<u>77</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	
TOTAL Staff Support	16,083	18,944	25,920	14,954	22,200	22,050	

## 101-GENERAL FUND

PROPOSED BUDGET WORKSHEET  
AS OF: JULY 31ST, 2022PUBLIC ENVIRONMENT  
EXPENDITURES

	2019-2020 ACTUAL	2020-2021 ACTUAL	(----- 2021-2022 -----) CURRENT BUDGET	(----- 2021-2022 -----) Y-T-D ACTUAL	(----- 2021-2022 -----) PROJECTED YEAR END	(----- 2022-2023 -----) CITY ADMIN. RECOMMENDED	(----- 2022-2023 -----) ADOPTED BUDGET
<u>City Assistance</u>							
<u>Professional Services</u>							
359-541310 Contractual Services	9,765	12,495	58,600	7,536	16,000	30,380	
TOTAL Professional Services	9,765	12,495	58,600	7,536	16,000	30,380	
<u>Maintenance Services</u>							
359-551100 Building Maintenance	0	0	0	0	500	0	
359-551400 Minor & Other Equip Maint	0	316	500	0	0	490	
359-551600 Outsourced Street Maintenance	151,779	213,462	297,000	233,935	400,000	642,000	
359-551650 Sidewalk Maintenance	0	0	86,000	10,872	85,000	83,300	
TOTAL Maintenance Services	151,779	213,778	383,500	244,807	485,500	725,790	
<u>Debt Service</u>							
<u>Rental/Leasing</u>							
359-561100 Rental-Equipment	1,900	2,612	5,000	4,285	5,000	4,900	
TOTAL Rental/Leasing	1,900	2,612	5,000	4,285	5,000	4,900	
<u>Operating Equipment</u>							
359-571000 Furniture & Fixtures	240	236	200	112	2,000	1,470	
359-571200 Vehicles & Access under \$5,00	0	1,190	0	0	0	0	
359-571750 Street Crossing Minor Imprvmn	55,194	22,517	41,000	0	0	0	
359-571800 Equipment under \$5,000	1,201	6,638	4,000	4,764	4,000	4,900	
TOTAL Operating Equipment	56,635	30,581	45,200	4,876	6,000	6,370	
<u>Capital Outlay</u>							
359-581200 Vehicles & Access. Over \$5,00	250,025	31,623	0	0	0	51,250	
359-581750 Street Crossing Improvements	506	0	0	0	0	0	
359-581800 Equipment Over \$5,000	0	0	160,075	101,917	160,975	258,750	
TOTAL Capital Outlay	250,531	31,623	160,075	101,917	160,975	310,000	
TOTAL STREETS	1,521,424	1,413,809	2,037,970	1,439,665	2,067,417	2,587,507	
TOTAL PUBLIC ENVIRONMENT	1,521,424	1,413,809	2,037,970	1,439,665	2,067,417	2,587,507	

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

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**DEPARTMENT DESCRIPTION**

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

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- 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	2020-21	2021-22	2022-23
Director of Parks, Recreation & Community Services	1	1	1
Administrative Assistant	1	1	1
Recreation Coordinator	0	0	1
Parks Manager	1	1	1
Park Maintenance Crew Supervisor	1	1	1
Park Maintenance Technician I	5	5	8
Park Worker I, Part Time	1	1	1
Seasonal Park Workers	1	1	1
Recreation Manager	1	1	1
Events Specialist	1	1	1
<b>TOTAL POSITIONS</b>	<b>13</b>	<b>13</b>	<b>17</b>

## PARKS, RECREATION AND COMMUNITY SERVICES

### PERFORMANCE INDICATORS

Workload/Outputs	2020-21 Actual	2021-22 Estimate	2022-23 Budget
Total Acres of Park Land Managed	425.31	438.97	438.97
Total Acres of City Campuses Managed	36.03	36.03	36.03
Total Acres of Land Managed Per FTE	76.89	79.17	79.17
Total Miles of Trails Managed	25	25	25.6
Special Events, Programs & Parades	50	50	50

Efficiency	2020-21 Actual	2021-22 Estimate	2022-23 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	2020-21 actual	2021-22 Estimate	2022-23 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	15,000	25,000	25,000
Youth Sports Registrations (BVYA & SYSA)	3,800	1,900	3,800

Budget	2020-21 Actual	2021-22 Estimate	2022-23 Budget
Personnel	\$669,997	\$729,822	\$975,812
Supplies	122,154	113,148	83,643
City Support Services	153,879	141,749	156,800
Utility Services	260,988	256,000	250,880
Operations Support	1,049	2,000	1,960
Staff Support	15,958	19,670	19,277
Professional Services	146,145	147,946	194,987
Maintenance Services	76,649	14,000	13,720
Rental/Leasing	10,038	10,000	9,800
Operating Equipment	52,345	65,000	63,700
Capital Outlay	152,667	280,997	347,497
<i>Total</i>	<i>\$1,661,869</i>	<i>\$1,780,332</i>	<i>\$2,118,076</i>

**PROGRAM JUSTIFICATION AND ANALYSIS**

The FY 2022-23 Budget will increase 19.0% from the FY 2021-22 year-end estimate for a two new Parks maintenance technician positions, a recreation coordinator position, additional funding for contract mowing and vehicle and equipment replacements.

101-GENERAL FUND

PROPOSED BUDGET WORKSHEET  
AS OF: JULY 31ST, 2022

PARKS & RECREATION

EXPENDITURES	2019-2020 ACTUAL	2020-2021 ACTUAL	(----- 2021-2022 -----) CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	(----- 2022-2023 -----) CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<b>PARKS</b>							
=====							
<u>Personnel Services</u>							
460-511110 Regular	402,157	440,047	498,671	394,513	484,401	632,489	
460-511120 Overtime	13,716	19,562	18,245	19,671	20,000	26,866	
460-511180 LTD	237	0	0	0	0	0	
460-511210 Longevity	3,157	3,208	4,156	5,140	5,140	2,318	
460-511230 Certification Allowance	1,319	4,337	9,069	5,233	6,335	4,740	
460-511310 FICA - Employer	30,038	34,462	40,543	31,493	39,465	50,973	
460-511350 TMRS-Employer	65,428	74,854	84,482	63,265	82,618	106,803	
460-511410 Health-Employer	71,605	88,767	97,967	72,968	86,463	143,450	
460-511500 Workers' Compensation	<u>3,428</u>	<u>4,760</u>	<u>5,837</u>	<u>5,400</u>	<u>5,400</u>	<u>8,173</u>	
TOTAL Personnel Services	591,086	669,997	758,970	597,684	729,822	975,812	
<u>Supplies</u>							
460-521000 Operating Supplies	33,624	34,029	32,750	26,286	32,750	32,095	
460-521100 Office Supplies	1,617	2,038	1,500	1,840	1,500	1,470	
460-521200 Medical/Chem Supplies	2,819	3,254	4,100	4,131	4,100	4,018	
460-521300 Motor Vehicle Supplies	190	532	500	74	500	490	
460-521310 Landscaping Supplies-Parks	19,806	38,610	18,500	19,608	18,500	18,130	
460-521315 Landscaping Supplies-Campus	19,636	32,273	22,500	27,142	22,500	22,050	
460-521400 Plumbing Supplies	3,544	11,208	32,798	1,794	32,798	4,900	
460-521610 Building Maintenance Supplies	<u>256</u>	<u>211</u>	<u>500</u>	<u>5</u>	<u>500</u>	<u>490</u>	
TOTAL Supplies	81,491	122,154	113,148	80,879	113,148	83,643	
<u>City Support Services</u>							
460-532601 Holidazzle	25,559	54,351	26,000	34,137	34,137	34,300	
460-532604 4th of July Jubilee	12,316	47,254	26,000	29,968	26,000	34,300	
460-532619 Schertz Sweetheart	2,862	2,142	10,000	7,126	10,000	9,800	
460-532620 Sweetheart Scholarships	4,000	4,000	8,500	1,500	8,500	4,410	
460-532626 Other Events	12,309	25,370	73,500	29,718	43,500	52,430	
460-532629 MOVING ON MAIN	375	13,964	12,000	10,519	9,612	11,760	
460-532800 Music, Movies in the Park	<u>3,263</u>	<u>6,798</u>	<u>10,000</u>	<u>1,950</u>	<u>10,000</u>	<u>9,800</u>	
TOTAL City Support Services	60,684	153,879	166,000	114,918	141,749	156,800	
<u>Utility Services</u>							
460-533200 Electric Utility Service	61,651	74,419	76,000	59,328	76,000	74,480	
460-533410 Water Utility Service	151,922	174,257	160,000	91,823	160,000	156,800	
460-533500 Vehicle Fuel	<u>8,043</u>	<u>12,312</u>	<u>10,000</u>	<u>16,170</u>	<u>20,000</u>	<u>19,600</u>	
TOTAL Utility Services	221,616	260,988	246,000	167,320	256,000	250,880	



## 101-GENERAL FUND

PROPOSED BUDGET WORKSHEET  
AS OF: JULY 31ST, 2022

## PARKS &amp; RECREATION

EXPENDITURES	(----- 2021-2022 -----) (----- 2022-2023 -----)						
	2019-2020 ACTUAL	2020-2021 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<u>Operations Support</u>							
460-534100 Advertising	1,571	927	1,000	50	1,000	980	
460-534800 Temporary Empl. Services	<u>106</u>	<u>123</u>	<u>1,000</u>	<u>0</u>	<u>1,000</u>	<u>980</u>	
TOTAL Operations Support	1,677	1,049	2,000	50	2,000	1,960	
<u>Staff Support</u>							
460-535100 Uniforms	7,511	7,519	7,195	4,558	7,195	7,051	
460-535300 Memberships	1,657	1,864	1,625	1,261	1,625	1,593	
460-535500 Training/Travel	8,666	5,401	10,000	7,016	10,000	9,800	
460-535510 Meeting Expenses	<u>571</u>	<u>1,175</u>	<u>850</u>	<u>838</u>	<u>850</u>	<u>833</u>	
TOTAL Staff Support	18,406	15,958	19,670	13,673	19,670	19,277	
<u>City Assistance</u>							
<u>Professional Services</u>							
460-541300 Other Cons'l/Prof Services	11,819	26,913	42,018	3,113	6,000	5,880	
460-541310 Contract Services	<u>120,573</u>	<u>119,233</u>	<u>141,946</u>	<u>93,895</u>	<u>141,946</u>	<u>189,107</u>	
TOTAL Professional Services	132,392	146,145	183,964	97,008	147,946	194,987	
<u>Maintenance Services</u>							
460-551100 Building Maintenance	2,486	14,443	2,500	1,813	2,500	2,450	
460-551400 Minor & Other Equip Maint	3,388	7,373	5,000	4,599	5,000	4,900	
460-551600 Street Maintenance Materials	0	51,183	0	0	0	0	
460-551618 Veteran's Memorial Maint.	29,964	3,650	4,000	3,199	4,000	3,920	
460-551710 Landscaping	<u>4,838</u>	<u>0</u>	<u>2,500</u>	<u>2,746</u>	<u>2,500</u>	<u>2,450</u>	
TOTAL Maintenance Services	40,676	76,649	14,000	12,357	14,000	13,720	
<u>Rental/Leasing</u>							
460-561100 Rental-Equipment	<u>10,210</u>	<u>10,038</u>	<u>10,000</u>	<u>5,268</u>	<u>10,000</u>	<u>9,800</u>	
TOTAL Rental/Leasing	10,210	10,038	10,000	5,268	10,000	9,800	
<u>Operating Equipment</u>							
460-571000 Furniture & Fixtures	2,002	0	0	0	0	0	
460-571700 Improvements under \$5,000	45,741	39,194	50,000	17,475	50,000	49,000	
460-571800 Equipment under \$5,000	<u>13,364</u>	<u>13,151</u>	<u>15,000</u>	<u>8,607</u>	<u>15,000</u>	<u>14,700</u>	
TOTAL Operating Equipment	61,108	52,345	65,000	26,081	65,000	63,700	
<u>Capital Outlay</u>							
460-581200 Vehicles & Access. Over \$5,00	0	0	32,000	0	32,000	87,500	
460-581700 Improvements Over \$5,000	56,298	141,028	206,979	59,173	242,997	242,997	
460-581800 Equipment Over \$5,000	<u>36,514</u>	<u>11,639</u>	<u>6,000</u>	<u>0</u>	<u>6,000</u>	<u>17,000</u>	
TOTAL Capital Outlay	92,813	152,667	244,979	59,173	280,997	347,497	
TOTAL PARKS	1,312,158	1,661,869	1,823,731	1,174,412	1,780,332	2,118,076	

**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	2020-21 Actual	2021-22 Estimate	2022-23 Budget
Revenue per year Outdoor Pools	\$28,275	\$25,000	\$28,500
Days open per year Outdoor Pools	72	72	72
Daily Admissions Pickrell Pool	\$21,545	\$22,024	\$22,000
Total Attendance Pickrell Pool	9,736	11,651	11,000
Season Pool Pass Sales	\$6,730	\$6,495	\$4,000
Total Attendance Schertz Aquatics Ctr	78,000	78,000	78,000

Efficiency	2020-21 Actual	2021-22 Estimate	2022-23 Budget
Cost per resident for Pool Operations (Includes Schertz Aquatics Center)	\$14.25	\$14.25	\$13.16

POOL

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Budget	2020-21 Actual	2021-22 Estimate	2022-23 Budget
Supplies	\$23,107	\$25,500	\$24,990
Utility Services	22,616	23,000	16,170
Professional Services	0	0	0
Maintenance Services	490,950	527,878	539,664
Operating Equipment	0	0	0
<i>Total</i>	<i>\$536,674</i>	<i>\$576,378</i>	<i>\$580,824</i>

**PROGRAM JUSTIFICATION AND ANALYSIS**

The FY 2022-23 Budget will increase 0.8% from the FY 2021-22 year end with no change in operations.

## 101-GENERAL FUND

PROPOSED BUDGET WORKSHEET  
AS OF: JULY 31ST, 2022

## PARKS &amp; RECREATION

EXPENDITURES	(----- 2021-2022 -----) (----- 2022-2023 -----)						
	2019-2020 ACTUAL	2020-2021 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
SWIM POOL							
=====							
<u>Personnel Services</u>							
<u>Supplies</u>							
463-521000 Operating Supplies	3,809	3,806	4,500	2,506	4,500	4,410	
463-521200 Chem/Med/Lab Supplies	13,655	17,459	18,000	20,092	18,000	17,640	
463-521600 Equip Maint Supplies	<u>0</u>	<u>1,842</u>	<u>3,000</u>	<u>1,730</u>	<u>3,000</u>	<u>2,940</u>	
TOTAL Supplies	17,464	23,107	25,500	24,328	25,500	24,990	
<u>City Support Services</u>							
<u>Utility Services</u>							
463-533200 Electric Utility Service	16,809	14,916	10,000	11,900	15,000	9,800	
463-533410 Water Utility Service	<u>3,272</u>	<u>7,701</u>	<u>6,500</u>	<u>6,323</u>	<u>8,000</u>	<u>6,370</u>	
TOTAL Utility Services	20,082	22,616	16,500	18,224	23,000	16,170	
<u>Operations Support</u>							
<u>Staff Support</u>							
<u>Professional Services</u>							
<u>Maintenance Services</u>							
463-551100 Building Maintenance	95	( 2)	0	0	0	0	
463-551400 Minor & Other Equip Maint	17,484	9,418	10,000	0	10,000	9,800	
463-551700 Contract Maintenance	<u>416,404</u>	<u>481,534</u>	<u>517,878</u>	<u>367,664</u>	<u>517,878</u>	<u>529,864</u>	
TOTAL Maintenance Services	433,983	490,950	527,878	367,664	527,878	539,664	
<u>Rental/Leasing</u>							
<u>Operating Equipment</u>							
<u>Capital Outlay</u>							
TOTAL SWIM POOL	471,528	536,674	569,878	410,216	576,378	580,824	

**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).

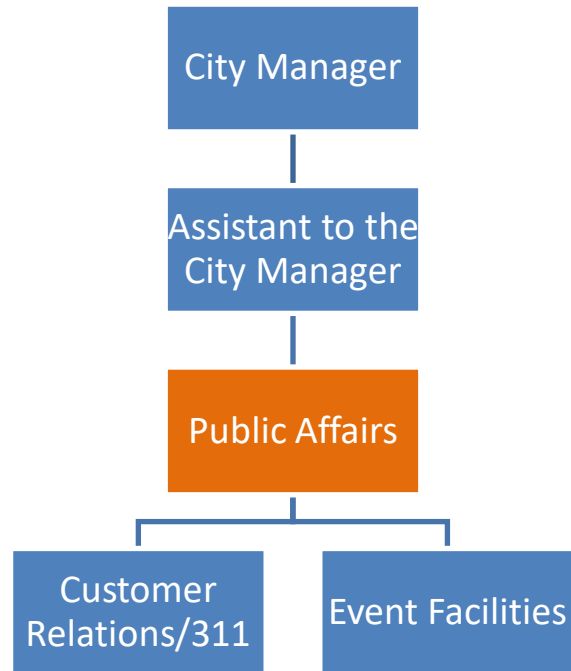
**GOALS AND OBJECTIVES**

- 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.

## EVENT FACILITIES

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### ORGANIZATIONAL CHART



EVENT FACILITIES	2020-21	2021-22	2022-23
Civic Center Manager	1	1	1
Civic and Community Centers Coordinator	1	1	1
Event Attendant	2	2	3
P/T Event Attendant	2	2	1
TOTAL POSITIONS	6	6	6

### PERFORMANCE INDICATORS

Workload/Output	2020-21 Actual	2021-22 Estimate	2022-23 Budget
Number of events booked	837	850	850
Number of events cancelled	128	125	50
Number of facility tours	250	300	300
Number of web inquiries answered	126	150	150

## EVENT FACILITIES

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Efficiency	2020-21 Actual	2021-22 Estimate	2022-23 Budget
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Revenue	198,771	320,000	300,000
Comp'd Value	55,000	38,000	30,000

Effectiveness	2020-21 Actual	2021-22 Estimate	2022-23 Budget
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Tradeshows/conventions	9	14	12
Customer satisfaction Rating	95%	100%	100%

Budget	2020-21 Actual	2021-22 Estimate	2022-23 Budget
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Personnel Services	\$216,037	\$337,833	\$380,583
Supplies	5,606	3,650	4,410
Utility Services	40,363	39,350	48,588
Operations Support	30,114	7,400	15,298
Staff Support	2,362	8,252	4,876
Professional Services	907	0	0
Maintenance Services	5,641	8,898	2,450
Operating Equipment	6,745	14,500	10,780
<i>Total</i>	<i>\$307,775</i>	<i>\$419,883</i>	<i>\$466,985</i>

## PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2022-23 Budget will increase 11.2% from the FY 2021-22-year end estimate with the addition of a new event attendant position.



101-GENERAL FUND

PARKS & RECREATION

EXPENDITURES	(----- 2021-2022 -----) (----- 2022-2023 -----)						
	2019-2020 ACTUAL	2020-2021 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<b>EVENT FACILITIES</b>							
=====							
<u>Personnel Services</u>							
464-511110 Regular	191,255	155,721	201,164	186,242	236,636	261,922	
464-511120 Overtime	1,041	790	5,375	4,866	5,000	5,558	
464-511180 LTD	115	0	0	0	0	0	
464-511210 Longevity	3,629	3,467	3,996	3,979	3,979	6,301	
464-511310 FICA - Employer	14,501	12,178	15,943	14,686	18,790	20,926	
464-511350 TMRS-Employer	31,422	24,664	34,141	28,533	39,335	44,834	
464-511410 Health-Employer	21,505	18,940	25,788	27,107	33,802	37,030	
464-511500 Workers' Compensation	<u>216</u>	<u>277</u>	<u>315</u>	<u>291</u>	<u>291</u>	<u>4,012</u>	
TOTAL Personnel Services	263,684	216,037	286,722	265,705	337,833	380,583	
<u>Supplies</u>							
464-521000 Operating Supplies	3,163	4,814	4,000	2,693	2,500	3,136	
464-521050 Ancillary Products	240	166	450	135	450	490	
464-521100 Office Supplies	<u>409</u>	<u>626</u>	<u>700</u>	<u>453</u>	<u>700</u>	<u>784</u>	
TOTAL Supplies	3,812	5,606	5,150	3,281	3,650	4,410	
<u>Utility Services</u>							
464-533100 Gas Utility Service	594	696	850	836	850	1,058	
464-533200 Electric Utility Service	27,951	32,673	39,250	23,057	30,000	39,200	
464-533410 Water Utility Service	7,222	6,429	7,000	4,800	7,000	6,860	
464-533500 Vehicle Fuel	<u>0</u>	<u>565</u>	<u>1,500</u>	<u>844</u>	<u>1,500</u>	<u>1,470</u>	
TOTAL Utility Services	35,767	40,363	48,600	29,537	39,350	48,588	
<u>Operations Support</u>							
464-534100 Advertising	1,220	989	3,800	0	3,800	3,920	
464-534200 Printing & Binding	0	1,527	1,500	124	2,000	1,470	
464-534550 Business Meetings/Networking	72	0	108	0	100	108	
464-534800 Temporary Empl. Services	<u>215</u>	<u>27,599</u>	<u>8,000</u>	<u>1,199</u>	<u>1,500</u>	<u>9,800</u>	
TOTAL Operations Support	1,507	30,114	13,408	1,323	7,400	15,298	
<u>Staff Support</u>							
464-535100 Uniforms	1,132	462	1,500	883	1,500	1,470	
464-535300 Memberships	202	243	315	249	209	270	
464-535500 Training/Travel	2,006	1,478	2,850	308	2,741	2,891	
464-535510 Meeting Expenses	<u>169</u>	<u>179</u>	<u>200</u>	<u>156</u>	<u>3,802</u>	<u>245</u>	
TOTAL Staff Support	3,508	2,362	4,865	1,596	8,252	4,876	
<u>Professional Services</u>							
464-541300 Professional Services	<u>0</u>	<u>907</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	
TOTAL Professional Services	0	907	0	0	0	0	

101-GENERAL FUND

PARKS & RECREATION

EXPENDITURES	2019-2020 ACTUAL	2020-2021 ACTUAL	(----- 2021-2022 -----) CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	(----- 2022-2023 -----) CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<u>Maintenance Services</u>							
464-551800 Other Maintenance Agreements	<u>6,312</u>	<u>5,641</u>	<u>12,700</u>	<u>3,258</u>	<u>8,898</u>	<u>2,450</u>	
TOTAL Maintenance Services	6,312	5,641	12,700	3,258	8,898	2,450	
<u>Rental/Leasing</u>							
<u>Operating Equipment</u>							
464-571000 Furniture and Fixtures < \$500	1,565	1,014	2,300	1,025	3,300	980	
464-571401 Audio/Visual Equipment	0	264	0	0	0	0	
464-571500 Operating Equipment <\$5,000	<u>4,324</u>	<u>5,467</u>	<u>11,200</u>	<u>8,658</u>	<u>11,200</u>	<u>9,800</u>	
TOTAL Operating Equipment	5,889	6,745	13,500	9,683	14,500	10,780	
<u>Capital Outlay</u>							
TOTAL EVENT FACILITIES	320,479	307,775	384,945	314,383	419,883	466,985	

101-GENERAL FUND

PARKS & RECREATION  
EXPENDITURES

	(----- 2021-2022 -----) (----- 2022-2023 -----)						
	2019-2020 ACTUAL	2020-2021 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
SENIOR CITIZEN CENTER =====							
<u>Personnel Services</u>	_____	_____	_____	_____	_____	_____	_____
<u>Supplies</u>	_____	_____	_____	_____	_____	_____	_____
<u>Utility Services</u>	_____	_____	_____	_____	_____	_____	_____
<u>Operations Support</u>	_____	_____	_____	_____	_____	_____	_____
<u>City Assistance</u>	_____	_____	_____	_____	_____	_____	_____
<u>Professional Services</u>	_____	_____	_____	_____	_____	_____	_____
<u>Maintenance Services</u>	_____	_____	_____	_____	_____	_____	_____
<u>Operating Equipment</u>	_____	_____	_____	_____	_____	_____	_____
TOTAL PARKS & RECREATION	2,104,164	2,506,318	2,778,554	1,899,010	2,776,593	3,165,884	

## 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 Cibolo and Guadalupe County.

#### 2022-23 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.
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- 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 was again delayed due to COVID and staff vacancy).
- Re-establish technology classes and programming.
- Expand job and career development program offerings.
- Expand outreach efforts in Schertz, Cibolo and Selma.
- Test a trial homebound delivery program in cooperation with Neighborhood Services.

## 2021-22 HIGHLIGHTS AND ACCOMPLISHMENTS

Received Texas Municipal Library Directors 2021 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 59 public libraries in Texas to receive this award.

### Operations and Collections

- Added approximately 6,000 new and replacement items to library's physical collections and withdrew more than 2,000 dated, worn, lost and damaged items from library's physical collections.
- Resumed using teen and adult volunteers in the library.

### Programming

Programming in FY22 was a mixture of virtual and in-person programming.

- Youth and Adult Services revamped winter and summer reading program formats to include creative activities and exploration activities in addition to reading activities.
- Revised summer reading program for Schertz Area Sr. Center and Forest Ridge Assisted Living Community to be simpler.
- Added new health and wellness adult programming including Qigong and meditation practice.
- More than 5,400 people attended 170 recorded or in-person programs in the first half of FY2022. Programs included weekly storytimes, outreach events, health programs, STEM and game programs, genealogy presentations, book clubs, craft sessions, and poetry programs.

### Outreach and Partnerships

- Continued to partner with the Texas State Library to provide service as a Texas Talking Books Program Demo Library.

## LIBRARY

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- Continued to place a bi-weekly 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 Family Night literacy programs, school visits, and working with the district's Bilingual Coordinator to provide a Salsa Garden event.
- Partnered with various organizations to provide programming and services to the community including TexasRxCard for discount medications cards, National Alliance on Mental Illness for programs, workshop and support groups, ACOG, Texas Medicare Solutions for programs, South Texas Blood and Tissue for quarterly blood drives, and YMCA for Story & Swim and holiday programs.
- Provided training to Primrose School staff on using puppets in their programs and Zoom Library 101 training to Schertz School of Science and Technology.
- Continued partnerships with other City departments to provide programming to community, including Parks & Rec's Candy Cruise, Movin' on Main, and a Library Discovery Garden, and a summer reading program and Large Print circulation collection for Senior Center.

## ORGANIZATION CHART



LIBRARY	2020-21	2021-22	2022-23
Library Director	1	1	1
Librarian	3	3	3
Library Technician	2	2	2
Library Assistant	3	3	3
Library Assistant (20 hours)	7	7	7
Library Assistant (10 hours)	2	2	4
Programming Specialist (20 hours)	1	1	4
Library Page (10 hours)	2	2	0
Temp Part-time Library Clerk (Unfunded)	1	1	1
<b>TOTAL POSITIONS</b>	<b>22</b>	<b>22</b>	<b>25</b>

**PERFORMANCE INDICATORS**

	2020-21	2021-22	2022-23
Input	Actual	Estimate	Budget
Service population (determined by TSLAC)	116,207	121,766	125,000
Total Staffing FTE	14.0	14.0	14.0
Circulation Staffing FTE	9.0	9.0	9.0
Total Operating Budget	\$1,040,278	\$1,190,931	\$1,162,891
Total Materials Collection	149,956	153,000	159,000
Registered Borrowers	30,291	31,000	32,000
Materials Budget	\$125,472	\$130,000	\$136,000

	2020-21	2021-22	2022-23
Workload/Output	Actual	Estimate	Budget
Circulation per Capita	2.42	2.64	2.56
Library Visits per Capita	0.79	1.07	1.04
Program Attendance per Capita	0.02	0.07	0.07
Collection Turnover Rate	1.88	2.10	2.01
Total Circulation	281,659	322,000	320,000
Total Library Visits	91,291	130,000	130,000
Total Program Attendance			

	2020-21	2021-22	2022-23
Efficiency	Actual	Estimate	Budget
Cost per Person Served	\$8.95	\$9.78	\$9.30
Cost per Circulation	\$3.63	\$3.70	\$3.69
Circulation per Circulation FTE	31,295	35,778	35,556

	2020-21	2021-22	2022-23
Effectiveness	Actual	Estimate	Budget
Percentage of Service Population With Library Cards	26.07%	25.46%	25.60%
Materials Expenditures per Capita	\$1.08	\$1.07	\$1.09
Materials Expenditures as a Percentage of Operating Budget (striving for 15% min.)	12.06%	10.92%	11.69%
Items per Capita (striving to meet 1.53 items per capita standard)	1.29	1.26	1.27

## LIBRARY

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	2020-21	2021-22	2022-23
Budget	Actual	Estimate	Budget
Personnel Services	\$847,827	\$948,877	\$993,719
Supplies	11,347	15,000	18,130
Utility Services	48,117	62,000	60,760
Operations Support	2,168	5,900	4,018
Staff Support	3,655	7,025	7,874
Professional Services	1,656	3,129	2,254
Operating Equipment	125,508	149,000	176,040
Capital Outlay	0	0	30,000
<i>Total</i>	<i>\$1,040,278</i>	<i>\$1,190,931</i>	<i>\$1,292,795</i>

### PROGRAM JUSTIFICATION AND ANALYSIS

The Library FY 2022-23 Budget increases 8.6% from the FY 2021-22 year end for a new Part time programming specialist, wage increases, additional funding for Library materials, and noise mitigation tiles for meeting rooms.



## 101-GENERAL FUND

PROPOSED BUDGET WORKSHEET  
AS OF: JULY 31ST, 2022

CULTURAL EXPENDITURES	(----- 2021-2022 -----) (----- 2022-2023 -----)						
	2019-2020 ACTUAL	2020-2021 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
LIBRARY =====							
<u>Personnel Services</u>							
665-511110 Regular	572,642	590,588	624,324	537,407	665,759	702,528	
665-511120 Overtime	245	288	1,056	237	1,056	1,053	
665-511180 LTD	317	0	0	0	0	0	
665-511210 Longevity	12,863	14,401	17,944	16,817	16,817	17,404	
665-511230 Certification Allowance	1,200	1,463	1,152	1,814	2,310	2,471	
665-511310 FICA - Employer	41,449	44,426	49,248	41,010	52,475	55,288	
665-511350 TMRS-Employer	89,735	94,463	99,552	77,054	109,854	109,556	
665-511410 Health-Employer	91,090	101,393	110,129	82,658	99,698	103,786	
665-511500 Workers' Compensation	<u>601</u>	<u>805</u>	<u>981</u>	<u>908</u>	<u>908</u>	<u>1,633</u>	
TOTAL Personnel Services	810,141	847,827	904,386	757,904	948,877	993,719	
<u>Supplies</u>							
665-521000 Operating Supplies	8,417	8,930	12,000	7,664	12,000	15,190	
665-521100 Office Supplies	<u>2,152</u>	<u>2,417</u>	<u>3,000</u>	<u>1,349</u>	<u>3,000</u>	<u>2,940</u>	
TOTAL Supplies	10,568	11,347	15,000	9,012	15,000	18,130	
<u>City Support Services</u>							
<u>Utility Services</u>							
665-533100 Gas Utility Service	2,274	2,942	4,000	2,385	3,000	2,940	
665-533200 Electric Utility Service	35,667	33,309	45,000	26,977	38,000	37,240	
665-533410 Water Utility Service	<u>20,367</u>	<u>11,866</u>	<u>21,000</u>	<u>15,672</u>	<u>21,000</u>	<u>20,580</u>	
TOTAL Utility Services	58,308	48,117	70,000	45,034	62,000	60,760	
<u>Operations Support</u>							
665-534000 Postage	2,430	1,916	3,000	1,888	3,000	2,940	
665-534200 Printing & Binding	<u>2,314</u>	<u>252</u>	<u>2,900</u>	<u>0</u>	<u>2,900</u>	<u>1,078</u>	
TOTAL Operations Support	4,744	2,168	5,900	1,888	5,900	4,018	
<u>Staff Support</u>							
665-535100 Uniforms	7	429	400	21	400	392	
665-535200 Awards	154	0	300	172	300	294	
665-535300 Memberships	1,252	1,557	1,325	1,336	1,325	1,357	
665-535500 Training/Travel	4,993	1,567	4,700	4,350	4,700	5,537	
665-535510 Meeting Expenses	<u>111</u>	<u>103</u>	<u>300</u>	<u>20</u>	<u>300</u>	<u>294</u>	
TOTAL Staff Support	6,517	3,655	7,025	5,899	7,025	7,874	
<u>Professional Services</u>							
665-541300 Other Cons/Prof Services	0	0	1,000	0	1,000	0	
665-541365 Courier/Delivery Services	<u>1,984</u>	<u>1,656</u>	<u>2,300</u>	<u>2,129</u>	<u>2,129</u>	<u>2,254</u>	
TOTAL Professional Services	1,984	1,656	3,300	2,129	3,129	2,254	

101-GENERAL FUND

CULTURAL EXPENDITURES	(----- 2021-2022 -----) (----- 2022-2023 -----)						
	2019-2020 ACTUAL	2020-2021 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<u>Maintenance Services</u>							
<u>Operating Equipment</u>							
665-571000 Furniture & Fixtures < \$5,000	1,161	0	16,000	12,520	16,000	26,460	
665-571400 Library Materials	138,929	125,472	130,000	103,096	130,000	139,780	
665-571600 Donation-Expense	<u>2,081</u>	<u>36</u>	<u>11,762</u>	<u>0</u>	<u>3,000</u>	<u>9,800</u>	
TOTAL Operating Equipment	142,171	125,508	157,762	115,616	149,000	176,040	
<u>Capital Outlay</u>							
665-581400 Library Materials Over \$5,000	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>30,000</u>	
TOTAL Capital Outlay	0	0	0	0	0	30,000	
TOTAL LIBRARY	1,034,433	1,040,278	1,163,373	937,482	1,190,931	1,292,795	
TOTAL CULTURAL	1,034,433	1,040,278	1,163,373	937,482	1,190,931	1,292,795	

## 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

INFORMATION TECHNOLOGY	2020-21	2021-22	2022-23
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 I	3	3	3
Public Safety Administrator	1	1	1
Public Safety Technician	0	0	2
GIS Administrator	1	1	1
GIS Specialist	1	1	2
<b>TOTAL POSITIONS</b>	<b>10</b>	<b>10</b>	<b>13</b>

Workload	2020-21 Actual	2021-22 Estimate	2022-23 Budget
Average Annual Work Orders Completed	2,550	3,084	3,200
Average Monthly Hours to Complete Work Orders	1.25	1.5	1.25
Total Projects	45	62	67
Average Monthly Project Hours	455	620	750
Total Emails Received	1,122,550	1,116,600	1,239,530
Total Sent Good Email	452,550	454,875	475,000
Total Teams Meetings	1,675	1,452	1,575
Total Teams Interoffice Chats	14,500	23,450	25,000

Efficiency	2020-21 Actual	2021-22 Estimate	2022-23 Budget
% Work Orders Completed 0-1 Day	46%	45%	55%
% Work Orders Completed 2-3 Days	8%	12%	15%
% Work Orders Completed 4-6 Days	11%	11%	10%
% Work Orders Completed 7-10 Days	7%	9%	5%
% Work Orders Completed >11 Days	28%	23%	15%
Average Number of Days to Work Orders			
% Time on GIS Specific Projects	52%	53%	55%
% Time on GIS Customer Assistance	8%	9%	17%
% Time on Training/Conferences	0%	8%	8%
% Time on Non-Department Projects	20%	16%	8%
% Time on Administrative Overhead	20%	14%	12%

Budget	2020-21 Actual	2021-22 Estimate	2022-23 Budget
Personnel	\$847,553	\$981,852	\$1,109,865
Supplies	4,351	7,540	8,624
City Support Services	863,873	922,975	1,128,274
Utility Services	318,226	347,750	342,896
Staff Support	22,059	50,000	87,334
Professional Services	118,813	38,075	25,970
Maintenance Services	9,948	10,000	14,700
Rental/Leasing	3,477	3,650	3,577
Operating Equipment	302,387	269,594	269,325
Capital Outlay	26,889	0	68,050
<i>Total</i>	<i>\$2,517,577</i>	<i>\$2,631,436</i>	<i>\$3,058,615</i>

**PROGRAM JUSTIFICATION AND ANALYSIS**

The Information Technology FY 2022-23 Budget increases approximately 16.2% from the FY 2021-2022 year-end estimates. Primary costs changes include a new Public safety technician position, a GIS specialist position, an Eprocurement software, camera replacements, and internet and fiber upgrades.

## 101-GENERAL FUND

PROPOSED BUDGET WORKSHEET  
AS OF: JULY 31ST, 2022

## INTERNAL SERVICE

EXPENDITURES	(----- 2021-2022 -----) (----- 2022-2023 -----)						
	2019-2020 ACTUAL	2020-2021 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
INFORMATION TECHNOLOGY							
=====							
<u>Personnel Services</u>							
853-511110 Regular	434,772	571,869	624,572	528,043	663,284	740,579	
853-511120 Overtime	48,223	42,071	30,985	35,671	42,000	38,173	
853-511180 LTD	320	0	0	0	0	0	
853-511210 Longevity	5,080	9,389	9,835	8,414	8,251	9,889	
853-511230 Certificate Allowance	0	0	0	600	810	747	
853-511310 FICA - Employer	35,091	46,173	50,144	42,099	54,647	60,356	
853-511350 TMRS-Employer	77,894	101,812	108,943	96,397	114,402	129,312	
853-511410 Health-Employer	43,841	75,140	90,770	77,536	97,247	129,422	
853-511500 Workers' Compensation	<u>488</u>	<u>1,100</u>	<u>1,309</u>	<u>1,211</u>	<u>1,211</u>	<u>1,387</u>	
TOTAL Personnel Services	645,709	847,553	916,558	789,971	981,852	1,109,865	
<u>Supplies</u>							
853-521100 Office Supplies	1,978	2,174	4,000	3,907	4,000	3,430	
853-521300 Motor Vehicle Supplies	36	365	800	13	40	539	
853-521600 Equip Maint Supplies	<u>1,223</u>	<u>1,812</u>	<u>3,500</u>	<u>3,079</u>	<u>3,500</u>	<u>4,655</u>	
TOTAL Supplies	3,236	4,351	8,300	6,999	7,540	8,624	
<u>City Support Services</u>							
853-532300 Computer Consulting	9,600	8,780	10,000	0	0	9,800	
853-532350 Software Maintenance	0	0	0	0	0	50,000	
853-532355 Software Maint-City Wide	376,748	483,520	510,574	501,370	495,000	550,298	
853-532360 Software Maint-Dept Specific	158,438	337,022	475,548	328,488	400,000	509,219	
853-532400 Computer Fees & Licenses	<u>39,803</u>	<u>34,552</u>	<u>27,975</u>	<u>10,191</u>	<u>27,975</u>	<u>8,956</u>	
TOTAL City Support Services	584,589	863,873	1,024,097	840,049	922,975	1,128,274	
<u>Utility Services</u>							
853-533300 Telephone/Land Line	39,167	40,258	66,995	49,503	60,000	54,194	
853-533310 Telephone/Cell Phones	87,243	93,249	113,900	88,856	100,000	92,153	
853-533320 Telephone/Air Cards	51,836	92,388	87,100	63,775	87,000	82,670	
853-533330 Telephone/Internet	83,957	91,671	98,470	77,539	100,000	112,899	
853-533500 Vehicle Fuel	<u>402</u>	<u>660</u>	<u>1,000</u>	<u>634</u>	<u>750</u>	<u>980</u>	
TOTAL Utility Services	262,605	318,226	367,465	280,307	347,750	342,896	
<u>Operations Support</u>							
<u>Staff Support</u>							
853-535100 Uniforms	931	541	1,500	1,211	1,500	1,470	
853-535300 Memberships	577	340	1,250	165	500	490	
853-535500 Training/Travel	<u>22,771</u>	<u>21,178</u>	<u>51,950</u>	<u>24,650</u>	<u>48,000</u>	<u>85,374</u>	
TOTAL Staff Support	24,279	22,059	54,700	26,026	50,000	87,334	

## 101-GENERAL FUND

INTERNAL SERVICE  
EXPENDITURES

	2019-2020 ACTUAL	2020-2021 ACTUAL	(----- 2021-2022 -----) CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	(----- 2022-2023 -----) CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<u>Professional Services</u>							
853-541300 Other Cons'l/Prof Services	101,448	118,813	25,000	1,406	25,000	4,900	
853-541800 IT Services-Web Design/Maint	<u>0</u>	<u>0</u>	<u>13,075</u>	<u>0</u>	<u>13,075</u>	<u>21,070</u>	
TOTAL Professional Services	101,448	118,813	38,075	1,406	38,075	25,970	
<u>Fund Charges/Transfers</u>							
<u>Maintenance Services</u>							
853-551300 Computer Maintenance	<u>7,413</u>	<u>9,948</u>	<u>10,000</u>	<u>1,777</u>	<u>10,000</u>	<u>14,700</u>	
TOTAL Maintenance Services	7,413	9,948	10,000	1,777	10,000	14,700	
<u>Rental/Leasing</u>							
853-561200 Lease/Purchase Payments	<u>0</u>	<u>3,477</u>	<u>3,650</u>	<u>3,042</u>	<u>3,650</u>	<u>3,577</u>	
TOTAL Rental/Leasing	0	3,477	3,650	3,042	3,650	3,577	
<u>Operating Equipment</u>							
853-571000 Furniture & Fixtures	697	0	1,200	1,163	1,200	1,176	
853-571300 Computer & Periphe. < \$5000	142,460	282,527	235,784	193,459	220,784	218,050	
853-571401 Communication Equip LESS \$500	25,374	19,860	47,610	36,596	47,610	36,799	
853-571800 Equipment under \$5,000	<u>895</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>13,300</u>	
TOTAL Operating Equipment	169,426	302,387	284,594	231,218	269,594	269,325	
<u>Capital Outlay</u>							
853-581200 Vehicles & Access. > \$5000	0	26,889	0	0	0	0	
853-581300 Computer & Periphe. > \$5000	22,797	0	0	0	0	42,550	
853-581800 Equipment Over \$5,000	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>25,500</u>	
TOTAL Capital Outlay	22,797	26,889	0	0	0	68,050	
TOTAL INFORMATION TECHNOLOGY	1,821,503	2,517,577	2,707,439	2,180,796	2,631,436	3,058,615	

# DEPARTMENT: 866 HUMAN RESOURCES

## FUND: 101 GENERAL FUND

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### DEPARTMENT DESCRIPTION

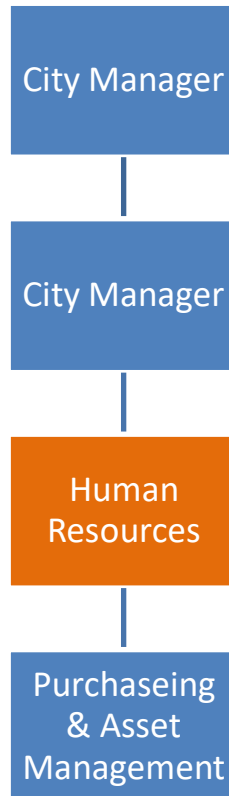
The Human Resources Department provides services and support in the areas of recruitment, selection, staffing, benefits administration, labor law compliance, performance management, employee development and relations, health and wellness, and policy administration.

### 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**



HUMAN RESOURCES	2020-21	2021-22	2022-23
Director	1	1	1
HR Manger	1	1	1
Senior Generalist	1	1	1
Generalist	1	1	1
Administrative Assistant	1	1	1
<b>TOTAL POSITIONS</b>	<b>5</b>	<b>5</b>	<b>5</b>

**PERFORMANCE INDICATORS**

Workload/Output Measures	2020-21 Actual	2021-22 Estimate	2022-23 Budget
Total No. of Employees (Avg.)	430	430	440
# Full Time Employees (Avg.)	395	395	405
Job Announcements Posted	84	115	100
# Applications received	5,288	5,000	5,000
# Full Time Positions Filled	77	90	80
# Part Time Positions Filled	11	12	10
# Total Turnover	88	95	85
# Full Time Turnover	81	81	75
# Part Time Turnover	7	14	10
# Retirements	6	12	10
# FMLA Claims	37	40	40
# General Training Courses	15	15	15
# of tuition reimbursements	24	15	20

Budget	2020-21 Actual	2021-22 Estimate	2022-23 Budget
Personnel	\$451,403	\$468,079	\$510,089
Supplies	1,055	2,200	2,646
Human Services	159,426	154,600	173,558
Operations Support	4,018	3,981	22,390
Staff Support	33,547	36,650	38,367
City Assistance	16,430	20,000	14,700
Professional Services	0	5,000	4,900
Operating Equipment	513	0	490
<i>Total</i>	<i>\$666,392</i>	<i>\$690,511</i>	<i>\$767,140</i>

**PROGRAM JUSTIFICATION AND ANALYSIS**

The FY 2022-23 Budget will increase 11.1% from the FY 2021-22 year-end estimate for wage increases, an increase in expenditures for the remaining employee wellness program initiative funds, and additional funding for recruitment advertisement and incentives.

## 101-GENERAL FUND

PROPOSED BUDGET WORKSHEET  
AS OF: JULY 31ST, 2022

## INTERNAL SERVICE

EXPENDITURES	(----- 2021-2022 -----) (----- 2022-2023 -----)						
	2019-2020 ACTUAL	2020-2021 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<b>HUMAN RESOURCES</b>							
=====							
<u>Personnel Services</u>							
866-511110 Regular	301,811	317,331	316,873	243,602	313,268	341,027	
866-511120 Overtime	684	139	276	365	465	299	
866-511180 LTD	204	0	0	0	0	0	
866-511210 Longevity	3,772	4,851	5,372	4,872	4,872	5,482	
866-511230 Certificate Allowance	0	1,820	2,246	2,530	3,105	1,743	
866-511310 FICA - Employer	21,865	24,118	24,828	18,637	24,611	26,646	
866-511350 TMRS-Employer	48,963	53,000	53,170	36,855	51,522	57,089	
866-511410 Health-Employer	39,567	41,257	44,793	40,332	50,404	57,183	
866-511500 Workers' Compensation	325	430	511	473	473	620	
866-511600 Unemployment Compensation	<u>9,789</u>	<u>8,457</u>	<u>20,000</u>	<u>11,802</u>	<u>19,359</u>	<u>20,000</u>	
TOTAL Personnel Services	426,981	451,403	468,069	359,468	468,079	510,089	
<u>Supplies</u>							
866-521000 Operating Supplies	1,728	517	2,000	394	1,500	1,960	
866-521100 Office Supplies	<u>705</u>	<u>537</u>	<u>700</u>	<u>531</u>	<u>700</u>	<u>686</u>	
TOTAL Supplies	2,433	1,055	2,700	926	2,200	2,646	
<u>Human Services</u>							
866-531100 Pre-employment Check	3,004	2,843	2,500	1,786	2,500	2,450	
866-531150 Interview Expenses	124	0	1,500	1,432	1,500	2,450	
866-531160 COBRA FSA/HSA Adm Services	5,628	6,019	6,000	4,524	6,000	5,880	
866-531170 Broker Services	68,750	81,250	75,000	62,500	75,000	73,500	
866-531200 Medical Co-pay	645	1,646	3,000	2,030	3,000	2,940	
866-531300 Employee Assistance	12,757	9,320	9,600	7,033	9,600	9,408	
866-531400 Tuition Reimbursement	18,214	24,197	18,000	9,874	13,000	17,640	
866-531500 Employee Wellness Program	14,956	20,993	50,000	7,723	9,000	40,180	
866-531600 Training Classes	<u>1,214</u>	<u>13,159</u>	<u>47,800</u>	<u>28,886</u>	<u>35,000</u>	<u>19,110</u>	
TOTAL Human Services	125,292	159,426	213,400	125,788	154,600	173,558	
<u>City Support Services</u>							
<u>Utility Services</u>							
<u>Operations Support</u>							
866-534100 Advertising	775	2,631	2,500	965	1,650	19,450	
866-534200 Printing & Binding	<u>1,342</u>	<u>1,386</u>	<u>3,000</u>	<u>1,360</u>	<u>2,331</u>	<u>2,940</u>	
TOTAL Operations Support	2,117	4,018	5,500	2,325	3,981	22,390	

## 101-GENERAL FUND

INTERNAL SERVICE  
EXPENDITURES

	2019-2020 ACTUAL	2020-2021 ACTUAL	(----- 2021-2022 -----) CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	(----- 2022-2023 -----) CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<u>Staff Support</u>							
866-535100 Uniforms	440	373	500	314	500	490	
866-535210 Employee Recognition-Morale	15,614	28,417	28,150	21,763	28,150	27,587	
866-535300 Memberships	1,718	2,498	2,500	1,058	2,500	2,450	
866-535400 Publications	947	0	0	0	2,000	0	
866-535500 Training/Travel	<u>1,363</u>	<u>2,258</u>	<u>3,000</u>	<u>433</u>	<u>3,500</u>	<u>7,840</u>	
TOTAL Staff Support	20,082	33,547	34,150	23,568	36,650	38,367	
<u>City Assistance</u>							
866-537100 Medical Services	<u>13,121</u>	<u>16,430</u>	<u>19,000</u>	<u>14,707</u>	<u>20,000</u>	<u>14,700</u>	
TOTAL City Assistance	13,121	16,430	19,000	14,707	20,000	14,700	
<u>Professional Services</u>							
866-541300 Other Cons/Prof Services	<u>78,265</u>	<u>0</u>	<u>5,000</u>	<u>495</u>	<u>5,000</u>	<u>4,900</u>	
TOTAL Professional Services	78,265	0	5,000	495	5,000	4,900	
<u>Maintenance Services</u>							
<u>Operating Equipment</u>							
866-571000 Furniture & Fixtures	<u>349</u>	<u>513</u>	<u>500</u>	<u>0</u>	<u>0</u>	<u>490</u>	
TOTAL Operating Equipment	349	513	500	0	0	490	
TOTAL HUMAN RESOURCES	668,639	666,392	748,319	527,276	690,511	767,140	

## DEPARTMENT: 868 FINANCE

### FUND: 101 GENERAL FUND

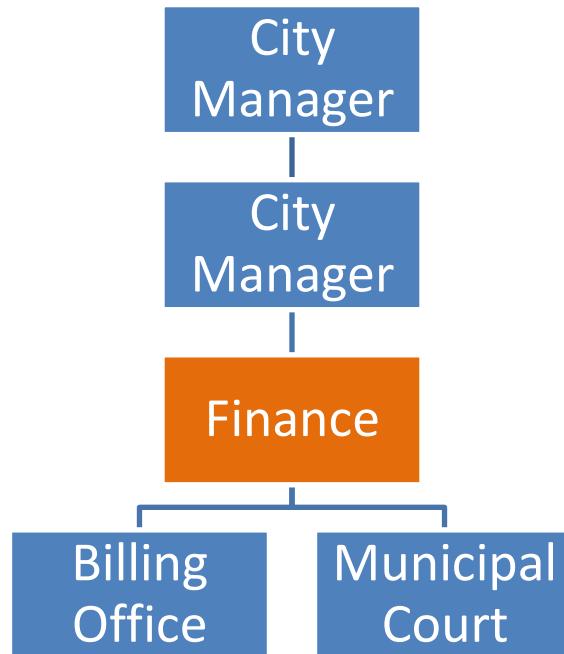
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#### DEPARTMENT DESCRIPTION

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 Certification of Excellence in Financial Reporting for the 36th consecutive year.
  - Improve the 5 year budgeting and forecasting plan.
  - Update long term debt service plan.
-

**ORGANIZATIONAL CHART**

	2020-21	2021-22	2022-23
ACCOUNTING			
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
TOTAL POSITIONS	7	7	7

**PERFORMANCE INDICATORS**

Workload/Output	2020-21 Actual	2021-22 Estimate	2022-23 Budget
Accounts payable checks	6,039	6,100	6,200
Number of Purchase Orders Processed	7,322	7,600	7,750

Effectiveness	2020-21 Actual	2021-22 Estimate	2022-23 Budget
Certificate of Achievement for Excellence in Financial Reporting, Accumulative	36	37	38
Quarterly Financials completed within 30 days	0	1	4

Budget	2020-21 Actual	2021-22 Estimate	2022-23 Budget
Personnel	\$641,054	\$673,832	\$699,363
Supplies	3,125	2,700	2,646
Staff Support	3,384	3,744	4,263
Professional Services	38,884	44,539	48,216
Operating Equipment	586	250	980
<i>Total</i>	<i>\$687,033</i>	<i>\$725,064</i>	<i>\$755,468</i>

**PROGRAM JUSTIFICATION AND ANALYSIS**

The FY 2022-23 Budget will increase 4.2% from the FY 2021-22 year-end estimate due to citywide wage increases.

## 101-GENERAL FUND

PROPOSED BUDGET WORKSHEET  
AS OF: JULY 31ST, 2022

## INTERNAL SERVICE

EXPENDITURES	(----- 2021-2022 -----) (----- 2022-2023 -----)						
	2019-2020 ACTUAL	2020-2021 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
FINANCE							
=====							
<u>Personnel Services</u>							
868-511110 Regular	413,035	441,045	445,706	381,301	461,834	472,828	
868-511120 Overtime	2,182	2,965	924	1,348	1,500	924	
868-511180 LTD	295	0	0	0	0	0	
868-511210 Longevity	9,457	10,770	11,994	12,117	12,117	12,746	
868-511230 Certification Allowance	500	1,701	2,659	1,980	2,430	2,528	
868-511310 FICA - Employer	30,301	33,586	35,251	29,065	36,558	37,369	
868-511350 TMRS-Employer	67,965	74,547	75,491	58,955	76,533	80,063	
868-511410 Health-Employer	63,788	75,842	83,830	68,332	82,190	92,037	
868-511500 Workers' Compensation	<u>442</u>	<u>600</u>	<u>724</u>	<u>670</u>	<u>670</u>	<u>868</u>	
TOTAL Personnel Services	587,965	641,054	656,579	553,768	673,832	699,363	
<u>Supplies</u>							
868-521000 Operating Supplies	1,985	2,142	2,000	1,050	2,000	1,960	
868-521100 Office Supplies	<u>614</u>	<u>984</u>	<u>700</u>	<u>593</u>	<u>700</u>	<u>686</u>	
TOTAL Supplies	2,599	3,125	2,700	1,643	2,700	2,646	
<u>City Support Services</u>							
<u>Utility Services</u>							
<u>Operations Support</u>							
<u>Staff Support</u>							
868-535100 Uniforms	0	465	354	354	354	343	
868-535300 Memberships	1,385	1,240	1,390	935	1,390	0	
868-535500 Training/Travel	<u>4,505</u>	<u>1,679</u>	<u>4,966</u>	<u>1,325</u>	<u>2,000</u>	<u>3,920</u>	
TOTAL Staff Support	5,890	3,384	6,710	2,614	3,744	4,263	
<u>Professional Services</u>							
868-541300 Other Cons'l/Prof Services	13,887	16,349	15,000	24,477	20,839	17,640	
868-541400 Auditor/Accounting Service	18,500	19,500	20,000	15,000	20,000	26,950	
868-541650 Investment Management Fee	<u>3,590</u>	<u>3,035</u>	<u>3,700</u>	<u>2,707</u>	<u>3,700</u>	<u>3,626</u>	
TOTAL Professional Services	35,977	38,884	38,700	42,183	44,539	48,216	
<u>Maintenance Services</u>							
<u>Rental/Leasing</u>							



101-GENERAL FUND

INTERNAL SERVICE  
 EXPENDITURES

			(----- 2021-2022 -----)		(----- 2022-2023 -----)		
	2019-2020 ACTUAL	2020-2021 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<u>Operating Equipment</u>							
868-571000 Furniture & Fixtures	742	250	280	0	250	980	
868-571200 Office Equipment	<u>1,093</u>	<u>336</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	
TOTAL Operating Equipment	1,835	586	280	0	250	980	
<hr/>							
TOTAL FINANCE	634,265	687,033	704,969	600,208	725,064	755,468	

**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**

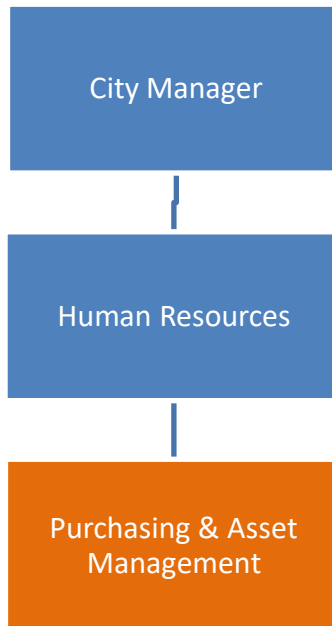
- Maintain the highest levels of ethical practices for all department functions.
  - All City departments receive their orders in a timely manner to effectively perform their job functions in an efficient manner.
  - Procure quality goods and services for all City departments, from appropriate sources, 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.
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## PURCHASING & ASSET MANAGEMENT

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- 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.	2020-21	2021-22	2022-23
Purchasing Manager	1	1	1
Purchasing Specialist	1	1	1
Risk & Safety Specialist	1	1	1
TOTAL POSITIONS	3	3	3

**PERFORMANCE INDICATORS**

Workload/Output	2020-21 Actual	2021-22 Estimate	2022-23 Budget
Bids and Proposals Drafted	44	24	30
Bids and Proposals Responses	127	78	100
Contracts Reviewed	211	90	125
Meetings with Vendors	42	20	30
Research Requests	135	75	100
Workers Comp Claims Processed	84	144	120
Accident and Incident Investigated	309	210	250
Training Classes Held	6	12	12
Vehicles Processed (Titles, Gas Cards, Plates)	422	237	300
Fixed Asset Modifications	350	150	275
GovDeals Items Processed	148	113	125
GovDeals Total Sales	\$333,459.74	\$9110.00	\$10,000.00

Budget	2020-21 Actual	2021-22 Estimate	2022-23 Budget
Personnel	\$235,535	\$272,737	\$268,812
Supplies	559	3,400	3,724
City Support Services	378	0	0
Operating Support	3,757	4,303	7,497
Staff Support	4,885	6,835	9,947
City Assistance	1,342	2,145	2,940
Operating Equipment	1,457	600	2,450
<i>Total</i>	<i>\$247,913</i>	<i>\$290,020</i>	<i>\$295,370</i>

**PROGRAM JUSTIFICATION AND ANALYSIS**

The FY 2022-23 Budget will increase 1.8% from the FY 2021-22 year-end estimate due to the salary increase awarded to the Purchasing Manager in 2022 and the rising costs across the board for training, travel, office supplies, and operating supplies.

101-GENERAL FUND

INTERNAL SERVICE  
EXPENDITURES

			(----- 2021-2022 -----)		(----- 2022-2023 -----)		
	2019-2020 ACTUAL	2020-2021 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
PURCHASING & ASSET MGT							
=====							
<u>Personnel Services</u>							
872-511110 Regular	164,182	171,990	170,604	155,594	194,744	188,467	
872-511120 Overtime	5	238	0	150	200	0	
872-511180 LTD	117	0	0	0	0	0	
872-511210 Longevity	3,602	4,010	4,418	4,418	4,418	4,826	
872-511230 Certification Allowance	1,000	1,160	2,400	990	1,215	1,120	
872-511310 FICA - Employer	12,446	13,557	13,462	12,288	15,344	14,857	
872-511350 TMRS-Employer	26,992	28,970	28,828	23,466	32,122	31,831	
872-511410 Health-Employer	14,892	15,376	17,190	19,469	24,438	27,365	
872-511500 Workers' Compensation	<u>176</u>	<u>233</u>	<u>277</u>	<u>256</u>	<u>256</u>	<u>346</u>	
TOTAL Personnel Services	223,413	235,535	237,179	216,632	272,737	268,812	
<u>Supplies</u>							
872-521000 Operating Supplies	300	334	350	249	350	392	
872-521005 Supplies-Inspections	0	0	2,900	1,647	2,700	2,940	
872-521100 Office Supplies	<u>1,688</u>	<u>225</u>	<u>350</u>	<u>127</u>	<u>350</u>	<u>392</u>	
TOTAL Supplies	1,988	559	3,600	2,022	3,400	3,724	
<u>City Support Services</u>							
872-532350 Software Maintenance	<u>0</u>	<u>378</u>	<u>500</u>	<u>0</u>	<u>0</u>	<u>0</u>	
TOTAL City Support Services	0	378	500	0	0	0	
<u>Utility Services</u>							
<u>Operations Support</u>							
872-534000 Postage	43	0	0	0	0	0	
872-534100 Advertising	3,404	2,273	4,500	1,373	2,753	5,880	
872-534200 Printing & Binding	0	0	0	0	0	49	
872-534740 Business Memberships	<u>1,436</u>	<u>1,484</u>	<u>1,550</u>	<u>1,299</u>	<u>1,550</u>	<u>1,568</u>	
TOTAL Operations Support	4,883	3,757	6,050	2,672	4,303	7,497	
<u>Staff Support</u>							
872-535100 Uniforms	215	232	250	161	250	294	
872-535300 Memberships	1,280	1,236	1,235	789	1,235	1,421	
872-535500 Training/Travel	810	3,417	6,000	2,716	5,200	7,840	
872-535510 Meeting Expenses	<u>222</u>	<u>0</u>	<u>300</u>	<u>20</u>	<u>150</u>	<u>392</u>	
TOTAL Staff Support	2,527	4,885	7,785	3,687	6,835	9,947	
<u>City Assistance</u>							
872-537100 Medical Services	<u>1,264</u>	<u>1,342</u>	<u>2,000</u>	<u>1,675</u>	<u>2,145</u>	<u>2,940</u>	
TOTAL City Assistance	1,264	1,342	2,000	1,675	2,145	2,940	

101-GENERAL FUND

INTERNAL SERVICE  
EXPENDITURES

	2019-2020 ACTUAL	2020-2021 ACTUAL	(----- 2021-2022 -----) CURRENT BUDGET	(----- 2021-2022 -----) Y-T-D ACTUAL	(----- 2021-2022 -----) PROJECTED YEAR END	(----- 2022-2023 -----) CITY ADMIN. RECOMMENDED	(----- 2022-2023 -----) ADOPTED BUDGET
<u>Professional Services</u>	_____	_____	_____	_____	_____	_____	_____
<u>Rental/Leasing</u>	_____	_____	_____	_____	_____	_____	_____
<u>Operating Equipment</u>	_____	_____	_____	_____	_____	_____	_____
872-571000 Furniture & Fixtures	218	478	600	380	600	1,960	_____
872-571300 Computer & Periphe. < \$5,000	1,213	0	0	0	0	490	_____
872-571500 Operating Equipment	<u>0</u>	<u>979</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>_____</u>
TOTAL Operating Equipment	1,431	1,457	600	380	600	2,450	_____
<u>Capital Outlay</u>	_____	_____	_____	_____	_____	_____	_____
TOTAL PURCHASING & ASSET MGT	235,506	247,913	257,714	227,068	290,020	295,370	_____

DEPARTMENT: PUBLIC WORKS  
DIVISION: 877 FLEET SERVICES  
FUND: 101 GENERAL FUND

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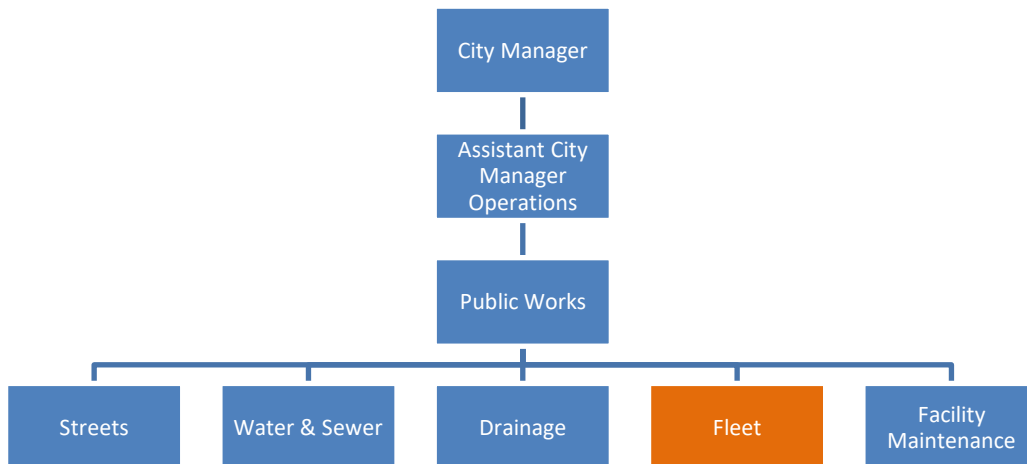
**DEPARTMENT DESCRIPTION**

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

**GOALS AND OBJECTIVES**

- Maintain and repair vehicles and equipment to increase their lifespan.
- Optimize fleet availability with minimal turn-around times.
- Develop and implement fleet utilization guidelines and procedures.
- Maintain and improve vehicle and equipment safety

**ORGANIZATIONAL CHART**



## FLEET MAINTENANCE

---

FLEET MAINTENANCE	2020-21	2021-22	2022-23
Director	1	1	1
Assistant Director	1	1	1
Administrative Assistant	1	1	1
Fleet Manager	1	1	1
Fleet Crew Supervisor	1	1	1
Mechanic	4	4	4
Parts/Lube Tech	0	0	1
<b>TOTAL POSITIONS</b>	<b>9</b>	<b>9</b>	<b>10</b>

## PERFORMANCE INDICATORS

Workload/Output	2020-21 Actual	2021-22 Estimate	2022-23 Budget
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### Work Orders:

-Police Department vehicles and equipment	471	450	460
-EMS vehicles and equipment	449	425	430
-Streets vehicles and equipment	213	200	210
-Administration vehicles	5	8	0
-Animal Control vehicles	46	35	40
-Facilities Services vehicles	67	80	75
-Fire vehicles and equipment	247	215	230
-Fleet Service vehicles	19	25	25
-I.T	8	15	10
-Inspection vehicles	0	0	0
-Marshal Service vehicles	0	0	0
-Parks vehicles and equipment	164	120	135
-Water & Sewer vehicles and equipment	237	185	190
-Utility Billing vehicles	28	40	20
-Drainage vehicles and equipment	183	205	195
-Economic Development vehicles	4	7	10
Engineering vehicles	28	25	25
-Purchasing vehicles	2	2	2
-Operations (non-asset specific)	16	15	10
-Motor Pool vehicles	75	80	65

Work Orders(in-house)

Work Orders(outside vendors)

*Total Work Orders Issued*

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## FLEET MAINTENANCE

Efficiency	2020-21 Actual	2021-22 Estimate	2022-23 Budget
Hours Worked			
Public Safety	2369.80	2300	2500
Public Works	1458.3	2000	2200
Administration Vehicles	4.25	5	5
Facilities Services Vehicles	64	70	65
Fleet Service Vehicles	30.50	35	30
I.T	12.10	10	10
Inspections vehicles	0	0	0
Parks vehicles and equipment	153	165	170
Economic Development vehicles	4	5	5
Engineering vehicles	44.95	50	55
Purchasing vehicles	9	7	7
Motor Pool vehicles	54.30	70	65
Fleet Operations	220	220	220
<i>Total Hours Worked</i>	4424.2	4937	5332

Effectiveness	2020-21 Actual	2021-22 Estimate	2022-23 Budget
% of all vehicles and equipment issues resolved without recall	97%	97%	98%

Budget	2020-21 Actual	2021-22 Estimate	2022-23 Budget
Personnel	\$532,884	\$534,332	\$681,919
Supplies	166,116	202,700	211,680
City Support Services	2,497	5,000	13,720
Utility Services	8,518	8,000	11,760
Operations Support	0	20,000	0
Staff Support	16,358	33,000	37,240
Maintenance Services	232,179	235,000	227,360
Operating Equipment	39,249	14,000	13,720
Capital Outlay	27,675	221,000	46,875
<i>Total</i>	1,025,476	\$1,273,032	\$1,244,274

## **PROGRAM JUSTIFICATION AND ANALYSIS**

The FY 2022-23 Budget will decrease 2.3% from the FY 2021-22 year end estimate. Wage increases, a new parts clerk/lube technician position, and upgraded software will be offset by less vehicle replacements in 2022-23.

## 101-GENERAL FUND

PROPOSED BUDGET WORKSHEET  
AS OF: JULY 31ST, 2022

## INTERNAL SERVICE

EXPENDITURES	(----- 2021-2022 -----) (----- 2022-2023 -----)						
	2019-2020 ACTUAL	2020-2021 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<b>FLEET SERVICE</b>							
=====							
<u>Personnel Services</u>							
877-511110 Regular	251,309	364,668	373,646	284,885	355,944	440,662	
877-511120 Overtime	12,302	10,638	14,181	8,937	11,000	17,545	
877-511180 LTD	147	0	0	0	0	0	
877-511210 Longevity	2,180	3,134	3,579	2,812	2,649	3,597	
877-511230 Certificate Allowance	0	1,110	1,123	1,540	1,890	622	
877-511310 FICA - Employer	19,313	28,246	30,018	21,705	28,418	35,364	
877-511350 TMRS-Employer	42,336	59,568	64,283	42,808	59,493	75,767	
877-511410 Health-Employer	38,871	61,064	68,254	56,482	69,966	100,907	
877-511500 Workers' Compensation	<u>3,201</u>	<u>4,458</u>	<u>5,374</u>	<u>4,972</u>	<u>4,972</u>	<u>7,455</u>	
TOTAL Personnel Services	369,660	532,884	560,458	424,141	534,332	681,919	
<u>Supplies</u>							
877-521000 Operating Supplies	7,553	3,480	9,500	6,435	10,000	11,760	
877-521005 Supplies - Inspection Sticker	2,537	2,409	0	0	0	0	
877-521100 Office Supplies	578	556	700	337	700	490	
877-521200 Oil Lube Suppl, Chem Supplies	13,915	14,304	18,500	7,311	10,000	17,640	
877-521300 Motor Veh. Supplies	172,141	144,427	197,878	158,391	180,000	179,340	
877-521600 Equip Maint Supplies	<u>239</u>	<u>939</u>	<u>1,500</u>	<u>1,488</u>	<u>2,000</u>	<u>2,450</u>	
TOTAL Supplies	196,962	166,116	228,078	173,962	202,700	211,680	
<u>City Support Services</u>							
877-532400 Computer Fees & Licenses	<u>5,517</u>	<u>2,497</u>	<u>4,700</u>	<u>4,689</u>	<u>5,000</u>	<u>13,720</u>	
TOTAL City Support Services	5,517	2,497	4,700	4,689	5,000	13,720	
<u>Utility Services</u>							
877-533500 Vehicle Fuel	<u>5,731</u>	<u>8,518</u>	<u>11,500</u>	<u>6,406</u>	<u>8,000</u>	<u>11,760</u>	
TOTAL Utility Services	5,731	8,518	11,500	6,406	8,000	11,760	
<u>Operations Support</u>							
877-534800 Temporary Empl. Services	<u>0</u>	<u>0</u>	<u>0</u>	<u>21,824</u>	<u>20,000</u>	<u>0</u>	
TOTAL Operations Support	0	0	0	21,824	20,000	0	
<u>Staff Support</u>							
877-535100 Uniforms	8,139	3,572	5,000	2,938	8,000	7,840	
877-535200 Awards	150	0	500	466	1,000	0	
877-535500 Training/Travel	2,223	12,069	24,000	10,552	24,000	29,400	
877-535510 Meeting Expenses	<u>263</u>	<u>717</u>	<u>17</u>	<u>16</u>	<u>0</u>	<u>0</u>	
TOTAL Staff Support	10,775	16,358	29,517	13,973	33,000	37,240	

## 101-GENERAL FUND

PROPOSED BUDGET WORKSHEET  
AS OF: JULY 31ST, 2022

## INTERNAL SERVICE

EXPENDITURES	2019-2020 ACTUAL	2020-2021 ACTUAL	(----- 2021-2022 -----) CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	(----- 2022-2023 -----) CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<u>City Assistance</u>							
<u>Professional Services</u>							
<u>Maintenance Services</u>							
877-551000 Outside Fleet Repair	133,448	189,071	185,450	170,143	170,000	166,600	
877-551050 Outside Collision Repair	31,871	30,972	33,953	22,424	37,000	33,320	
877-551800 Other Maintenance Agreements	<u>3,862</u>	<u>12,136</u>	<u>28,000</u>	<u>12,744</u>	<u>28,000</u>	<u>27,440</u>	
TOTAL Maintenance Services	169,182	232,179	247,403	205,312	235,000	227,360	
<u>Rental/Leasing</u>							
<u>Operating Equipment</u>							
877-571200 Vehicles & Access. < \$5,000	0	11,221	16,600	3,852	4,000	3,920	
877-571500 Operating Equipment	<u>4,413</u>	<u>28,028</u>	<u>10,688</u>	<u>8,854</u>	<u>10,000</u>	<u>9,800</u>	
TOTAL Operating Equipment	4,413	39,249	27,288	12,706	14,000	13,720	
<u>Capital Outlay</u>							
877-581200 Vehicles & Access. Over \$5,00	151,643	21,325	109,050	57,428	131,100	46,875	
877-581500 Equipment Over \$5,000	<u>0</u>	<u>6,350</u>	<u>88,117</u>	<u>44,895</u>	<u>89,900</u>	<u>0</u>	
TOTAL Capital Outlay	151,643	27,675	197,167	102,323	221,000	46,875	
TOTAL FLEET SERVICE	913,882	1,025,476	1,306,111	965,337	1,273,032	1,244,274	

**DEPARTMENT: PUBLIC WORKS**  
**DIVISION: 878 Facility Services**  
**FUND: 101 GENERAL FUND**

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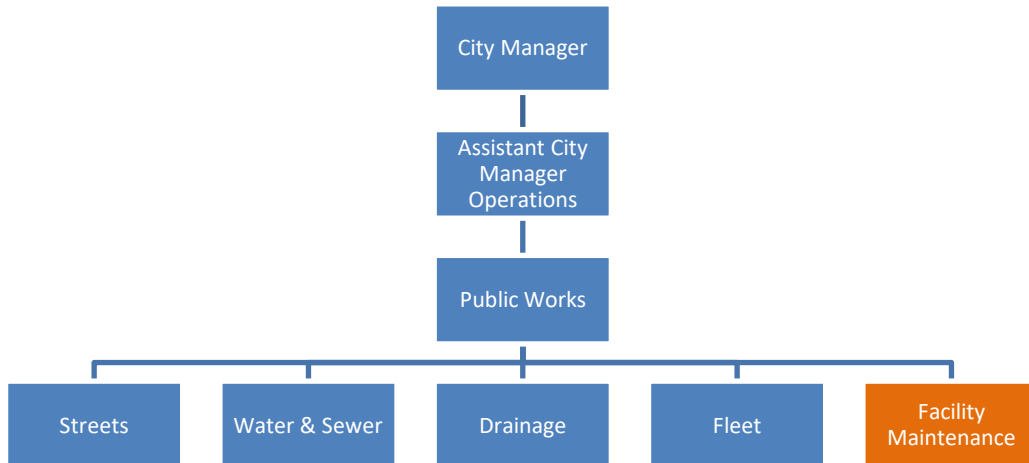
**DEPARTMENT DESCRIPTION**

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

**GOALS AND OBJECTIVES**

- Deliver exceptional customer services.
- Provide preventative maintenance to extend the life of facilities.
- Maintain safe and clean facilities.

ORGANIZATION CHART



FACILITY SERVICES	2020-21	2021-22	2022-23
Director	1	1	1
Assistant Director	1	1	1
Facility Services Manager	0	1	1
Assistant Facility Services Manager	1	1	1
Facility Services Supervisor	1	0	0
Facilities Leader	0	1	1
Facilities Technician	4	1	1
Grounds Maintenance Technician	1	1	1
HVAC Technician	1	1	1
HVAC Apprentice	1	1	1
Master Electrician	1	1	1
Electric Apprentice	0	1	1
Plumber	0	1	1
Plumber Apprentice	0	1	1
TOTAL POSITIONS	12	13	13

**PERFORMANCE INDICATORS**

Workload/Output	2020-21 Actual	2021-22 Estimate	2022-23 Budget
Square footage maintained	301,656	301,656	301,656
City Buildings Maintained	27	27	27
Completed work orders	238	1560	1800
Internal Pest Control Services	22	35	41

Workload/Output	2020-21 Actual	2021-22 Estimate	2022-23 Budget
Electrical Repairs	22	154	178
Plumbing Repairs	31	165	190
HVAC Repairs	27	93	107
Carpentry	17	161	188
Misc. / other	119	952	1095

Budget	2020-21 Actual	2021-22 Estimate	2022-23 Budget
Personnel	\$767,106	\$782,826	\$879,776
Supplies	57,240	158,750	159,985
City Support Services	355	0	0
Utility Services	185,012	173,000	189,140
Staff Support	11,542	18,400	18,620
Professional Services	94,954	190,000	193,904
Maintenance Services	517,295	683,000	419,440
Rental Equipment	0	500	490
Operating Equipment	2,861	3,500	3,920
Capital Outlay	27,266	26,033	92,500
<i>Total</i>	<i>\$1,663,632</i>	<i>\$2,036,009</i>	<i>\$1,957,775</i>

**PROGRAM JUSTIFICATION AND ANALYSIS**

The FY 2022-23 Budget decreases 3.8% from the FY 2021-22 year-end estimates. Wage increases and vehicle replacements are offset by a lower budget for maintenance services.

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## 101-GENERAL FUND

PROPOSED BUDGET WORKSHEET  
AS OF: JULY 31ST, 2022

## INTERNAL SERVICE

EXPENDITURES	2021-2022							2022-2023	
	2019-2020 ACTUAL	2020-2021 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET		
BUILDING MAINTENANCE									
=====									
<u>Personnel Services</u>									
878-511110 Regular	470,860	493,589	501,293	396,554	495,251	532,758			
878-511120 Overtime	21,467	12,605	26,336	8,830	11,000	26,996			
878-511180 LTD	329	0	0	0	0	0			
878-511210 Lonegevity	11,992	14,169	15,444	14,425	14,425	12,025			
878-511230 Certification Allowance	900	854	2,048	2,048	2,538	3,753			
878-511310 FICA-Employer	34,885	36,489	40,252	29,423	40,026	44,028			
878-511350 TMRS-Employer	81,438	84,631	89,184	63,316	83,793	94,330			
878-511410 Health-Employer	101,872	117,259	138,542	104,764	127,861	153,397			
878-511500 Workman's Compensation	<u>4,857</u>	<u>7,510</u>	<u>8,573</u>	<u>7,932</u>	<u>7,932</u>	<u>12,489</u>			
TOTAL Personnel Services	728,601	767,106	821,672	627,291	782,826	879,776			
<u>Supplies</u>									
878-521000 Operating Supplies	52,228	53,044	103,342	62,361	128,000	125,440			
878-521100 Office Supplies	455	212	1,500	55	750	735			
878-521200 Medical/Chem Supplies	4,633	3,466	13,000	3,132	10,000	12,740			
878-521300 Motor Vehicle Supplies	0	0	500	0	500	0			
878-521315 Landscaping Supplies-Campus	0	0	15,000	6,019	18,000	19,600			
878-521600 Equip Maint Supplies	<u>0</u>	<u>519</u>	<u>1,500</u>	<u>0</u>	<u>1,500</u>	<u>1,470</u>			
TOTAL Supplies	57,316	57,240	134,842	71,566	158,750	159,985			
<u>City Support Services</u>									
878-532400 Computer Fees & Licenses	<u>100</u>	<u>355</u>	<u>5,000</u>	<u>0</u>	<u>0</u>	<u>0</u>			
TOTAL City Support Services	100	355	5,000	0	0	0			
<u>Utility Services</u>									
878-533100 Gas Utility Service	4,022	4,827	5,000	8,457	10,000	9,800			
878-533200 Electric Utility Service	111,192	119,019	118,000	90,235	100,000	115,640			
878-533310 Telephone/Cell Phones	22	0	0	0	0	0			
878-533410 Water Utility Service	60,302	52,465	55,000	34,958	50,000	53,900			
878-533500 Vehicle Fuel	<u>6,602</u>	<u>8,700</u>	<u>13,000</u>	<u>11,134</u>	<u>13,000</u>	<u>9,800</u>			
TOTAL Utility Services	182,140	185,012	191,000	144,784	173,000	189,140			
<u>Operations Support</u>									
<u>Staff Support</u>									
878-535100 Uniforms	4,027	4,818	7,000	2,807	5,000	4,900			
878-535200 Awards	81	0	6,400	1,650	6,400	7,840			
878-535300 Memberships	373	156	0	0	0	0			
878-535500 Training/Travel	1,860	5,500	6,000	5,329	5,500	5,880			
878-535510 Meeting Expense	<u>247</u>	<u>1,067</u>	<u>1,500</u>	<u>132</u>	<u>1,500</u>	<u>0</u>			
TOTAL Staff Support	6,588	11,542	20,900	9,919	18,400	18,620			



101-GENERAL FUND

PROPOSED BUDGET WORKSHEET  
AS OF: JULY 31ST, 2022

INTERNAL SERVICE

		(----- 2021-2022 -----) (----- 2022-2023 -----)					
EXPENDITURES		2019-2020	2020-2021	CURRENT	Y-T-D	PROJECTED	CITY ADMIN.
		ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	RECOMMENDED
							ADOPTED
							BUDGET
<u>Professional Services</u>							
878-541300 Prof Services/Consultng	( 581)	0	0	0	0	0	0
878-541310 Contractual Services	92,091	94,954	160,000	107,890	190,000	193,904	
TOTAL Professional Services	91,510	94,954	160,000	107,890	190,000	193,904	
<u>Maintenance Services</u>							
878-551100 Building Maint Misc	161,636	246,689	575,000	3,559	650,000	387,100	
878-551100.Builing Maint Misc - CH	0	7,619	0	824	0	0	
878-551100.Building Maint Misc - ADM	0	1,002	0	601	0	0	
878-551100.Building Maint Misc - COMM CT	0	346	0	514	0	0	
878-551100.Building Maint Misc - CIVIC C	42	2,630	0	740	0	0	
878-551100.Building Maint Misc - PD	853	415	0	0	0	0	
878-551100.Building Maint Misc - EMS1	158	577	0	0	0	0	
878-551100.Building Maint Misc - FD1	264	346	0	0	0	0	
878-551100.Building Maint Misc -F&F/PARK	280	984	0	150	0	0	
878-551100.Building Maint Misc - 11CP	0	250	0	150	0	0	
878-551100.Building Maint Misc - PW	0	349	0	0	0	0	
878-551100.Building Maint Misc - SENIOR	658	766	0	0	0	0	
878-551100.Buildings Maint Misc -BORGFEL	0	1,121	0	0	0	0	
878-551100.Building Maint Misc - FD2	0	437	0	0	0	0	
878-551100.Building Maint Misc - LIB	2,140	1,883	0	4,461	0	0	
878-551100.Building Maint Misc - AAC	196	0	0	0	0	0	
878-551100.Building Maint Misc-PICKRELL	0	349	0	0	0	0	
878-551100.Building Maint Misc - FD3	0	565	0	0	0	0	
878-551100.Building Maint Misc - BUNKER	600	0	0	0	0	0	
878-551110.Sitework - CIVIC C	0	121	0	0	0	0	
878-551110.Sitework - FD2	1,195	1,742	0	0	0	0	
878-551110.Sitework - LIB	4,608	0	0	0	0	0	
878-551110.Sitework - YMCA	2,500	0	0	1,174	0	0	
878-551110.Sitework - AAC	0	0	0	40,000	0	0	
878-551120.Roofing - CH	4,029	0	0	0	0	0	
878-551120.Roofing - ADM	0	275	0	0	0	0	
878-551120.Roofing - FD1	0	625	0	0	0	0	
878-551120.Roofing - CHAMBER CM	0	225	0	0	0	0	
878-551120.Roofing - BORGFELD	0	2,760	0	0	0	0	
878-551120.Roofing - EMS4	0	0	0	425	0	0	
878-551120.Roofing - YMCA	0	2,350	0	2,650	0	0	
878-551120.Roofing - SOCCER C	0	3,025	0	0	0	0	
878-551130 Plumbing - Misc.	62	2,304	0	420	0	0	
878-551130.Plumbing - CH	0	893	0	0	0	0	
878-551130.Plumbing - ADM	1,638	3,019	0	0	0	0	
878-551130.Plumbing - COMM CTR	215	2,348	0	1,574	0	0	
878-551130.Plumbing - CIVIC C	0	2,193	0	716	0	0	
878-551130.Plumbing - PD	1,510	1,832	0	334	0	0	
878-551130.Plumbing - EMS1	290	1,570	0	851	0	0	
878-551130.Plumbing - FD1	0	986	0	3,575	0	0	
878-551130.Plumbing - F&F/PARKS	0	187	0	0	0	0	
878-551130.Plumbing - 11CP	132	2,260	0	152	0	0	
878-551130.Plumbing - PW	0	2,824	0	179	0	0	

101-GENERAL FUND

PROPOSED BUDGET WORKSHEET  
AS OF: JULY 31ST, 2022

INTERNAL SERVICE  
EXPENDITURES

	2019-2020	2020-2021	(----- 2021-2022 -----)	(----- 2022-2023 -----)		
	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED
878-551130.Plumbing - SENIOR C	217	0	0	845	0	0
878-551130.Plumbing - FD2	921	1,711	0	8,335	0	0
878-551130.Plumbing - EMS4	6	0	0	522	0	0
878-551130.Plumbing - LIB	9,830	1,113	0	1,002	0	0
878-551130.Plumbing - YMCA	1,683	0	0	0	0	0
878-551130.Plumbing - NORTH C	0	113	0	0	0	0
878-551130.Plumbing - AAC	700	4,233	2,000	2,152	0	0
878-551130.Plumbing - AQUATIC C	0	11,676	0	0	0	0
878-551130.Plumbing - PICKRELL P	0	0	0	411	0	0
878-551130.Plumbing - 27CP	0	0	0	2,350	0	0
878-551130.Plumbing - FD3	0	247	0	412	0	0
878-551140.Electric - Misc.	9,846	1,722	0	3,010	0	0
878-551140.Electric - CH	491	8,480	0	128	0	0
878-551140.Electric - ADM	193	46	0	133	0	0
878-551140.Electric - COMM CTR	0	560	0	0	0	0
878-551140.Electric - C CHAMBERS	0	34	0	194	0	0
878-551140.Electric - CIVIC C	1,318	1,027	0	1,035	0	0
878-551140.Electric - PD	538	1,205	0	242	0	0
878-551140.Electric - EMS1	210	1,546	0	240	0	0
878-551140.Electric - FD1	446	1,537	0	1,201	0	0
878-551140.Electric - EMS/PURCH	711	10	0	0	0	0
878-551140.Electric - F&F/PARKS	168	0	0	228	0	0
878-551140.Electric - 11CP	1,966	219	0	0	0	0
878-551140.Electric - PW	25	675	0	1,761	0	0
878-551140.Electric - CHAMBER CM	0	9	0	0	0	0
878-551140.Electric - FD2	347	465	0	485	0	0
878-551140.Electric - EMS4	72	0	0	3,032	0	0
878-551140.Electric - LIB	9,292	1,857	0	253	0	0
878-551140.Electric - YMCA	424	0	0	77	0	0
878-551140.Electric - AAC	28	653	0	907	0	0
878-551140.Electric - AQUATIC C	0	382	0	0	0	0
878-551140.Electric - PICKRELL P	0	0	0	419	0	0
878-551140.Electric - 27CP	0	0	0	905	0	0
878-551140.Electric - FD3	181	50	0	265	0	0
878-551150.HVAC - Misc.	2,744	10,038	0	6,728	0	0
878-551150.HVAC - CH	0	818	0	0	0	0
878-551150.HVAC - ADM	0	2,798	0	0	0	0
878-551150.HVAC - COMM CTR	0	0	0	410	0	0
878-551150.HVAC - C CHAMBERS	0	935	0	192	0	0
878-551150.HVAC - CIVIC C	5,822	4,048	0	0	0	0
878-551150.HVAC - PD	644	593	0	10,792	0	0
878-551150.HVAC - EMS1	523	22,307	0	500	0	0
878-551150.HVAC - FD1	0	38,654	0	66	0	0
878-551150.HVAC - 11CP	464	162	0	0	0	0
878-551150.HVAC - PW	0	2,093	0	0	0	0
878-551150.HVAC - SENIOR C	0	0	0	15,080	0	0
878-551150.HVAC - FD2	0	8,027	0	8,113	0	0
878-551150.HVAC - EMS4	395	0	0	0	0	0
878-551150.HVAC - LIB	1,074	1,227	0	1,351	0	0
878-551150.HVAC - YMCA	331	2,735	0	0	0	0

101-GENERAL FUND

PROPOSED BUDGET WORKSHEET  
AS OF: JULY 31ST, 2022

INTERNAL SERVICE  
EXPENDITURES

	2019-2020	2020-2021	(----- 2021-2022 -----) (----- 2022-2023 -----)				
	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
878-551150.HVAC - NORTH C	0	0	0	15,500	0	0	
878-551150.HVAC - AAC	3,077	4,072	0	0	0	0	
878-551150.HVAC - AQUATIC C	15,406	2,020	0	0	0	0	
878-551150.HVAC - FD3	199	0	0	0	0	0	
878-551160.Windows, Doors - Misc.	0	55	0	1,408	0	0	
878-551160.Windows, Doors - CH	0	220	0	0	0	0	
878-551160.Windows, Doors - ADM	404	721	0	0	0	0	
878-551160.Windows, Doors - COMM CTR	0	26	0	0	0	0	
878-551160.Windows, Doors - C CHAMBERS	0	106	0	0	0	0	
878-551160.Windows, Doors - CIVIC C	429	1,247	0	615	0	0	
878-551160.Windows, Doors - PD	1,176	9,114	0	2,204	0	0	
878-551160.Windows, Doors - EMS1	1,523	2,900	0	3,861	0	0	
878-551160.Windows, Doors - FD1	602	3,544	0	5,772	0	0	
878-551160.Windows, Doors - EMS/PURCH	235	0	0	0	0	0	
878-551160.Windows, Doors - 11CP	2,223	76	0	0	0	0	
878-551160.Windows, Doors - PW	280	0	0	0	0	0	
878-551160.Windows, Doors - BORGFELD	0	283	0	0	0	0	
878-551160.Windows, Doors -FD2	277	5,579	0	3,917	0	0	
878-551160.Windows, Doors - LIB	1,509	3,663	0	0	0	0	
878-551160.Windows, Doors - YMCA	0	3,014	0	0	0	0	
878-551160.Windows, Doors - NORTH C	0	11	0	0	0	0	
878-551160.Windows, Doors - AAC	186	1,122	0	0	0	0	
878-551160.Windows, Doors - 27CP	0	21	0	81	0	0	
878-551160.Windows, Doors - FD3	0	419	0	2,325	0	0	
878-551170.Finishes - Misc.	0	( 2)	0	0	0	0	
878-551170.Finishes - CH	5,466	400	0	0	0	0	
878-551170.Finishes - ADM	1,055	5,277	0	4,815	0	0	
878-551170.Finishes - COMM CTR	0	4,556	0	0	0	0	
878-551170.Finishes - C CHAMBERS	0	1,200	0	24,417	0	0	
878-551170.Finishes - CIVIC C	1,140	640	0	3,058	0	0	
878-551170.Finishes - PD	22,125	60	0	1,229	0	0	
878-551170.Finishes - EMS1	17,926	19	0	0	0	0	
878-551170.Finishes - EMS/PURCH	0	2,470	0	0	0	0	
878-551170.Finishes - F&F/PARKS	379	0	0	0	0	0	
878-551170.Finishes - 11CP	1,432	660	0	0	0	0	
878-551170.Finishes - PW	259	1,033	0	52	0	0	
878-551170.Finishes - CHAMBER CM	0	0	0	22	0	0	
878-551170.Finishes - FD2	182	805	0	0	0	0	
878-551170.Finishes - LIB	0	0	0	322	0	0	
878-551170.Finishes - AAC	45	168	0	0	0	0	
878-551400 Minor & Other Equip Maint	3,692	0	0	320	0	0	
878-551800 Other Maintenance Agreements	<u>15,897</u>	<u>29,925</u>	<u>38,800</u>	<u>23,228</u>	<u>33,000</u>	<u>32,340</u>	
TOTAL Maintenance Services	331,736	517,295	615,800	229,971	683,000	419,440	

101-GENERAL FUND

INTERNAL SERVICE  
EXPENDITURES

			(----- 2021-2022 -----)		(----- 2022-2023 -----)		
	2019-2020 ACTUAL	2020-2021 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<u>Rental/Leasing</u>							
878-561100 Rental-Equipment	<u>767</u>	<u>0</u>	<u>500</u>	<u>0</u>	<u>500</u>	<u>490</u>	
TOTAL Rental/Leasing	767	0	500	0	500	490	
<u>Operating Equipment</u>							
878-571200 Vehicles & Access. Less \$5,00	5,758	0	0	0	0	0	
878-571600 Police/Fire/Medical Equipment	150	0	5,000	350	2,500	3,430	
878-571800 Equipment Less \$5,000	<u>650</u>	<u>2,861</u>	<u>1,000</u>	<u>0</u>	<u>1,000</u>	<u>490</u>	
TOTAL Operating Equipment	6,558	2,861	6,000	350	3,500	3,920	
<u>Capital Outlay</u>							
878-581200 Vehicles & Access. Over \$5,00	26,694	27,266	32,000	26,033	26,033	92,500	
878-581800 Equipment Over \$5,000	<u>0</u>	<u>0</u>	<u>10,625</u>	<u>0</u>	<u>0</u>	<u>0</u>	
TOTAL Capital Outlay	26,694	27,266	42,625	26,033	26,033	92,500	
<hr/>							
TOTAL BUILDING MAINTENANCE	1,432,009	1,663,632	1,998,339	1,217,804	2,036,009	1,957,775	
<hr/>							
TOTAL INTERNAL SERVICE	5,705,803	6,808,023	7,722,891	5,718,488	7,646,072	8,078,642	

**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	2020-21 Actual	2021-22 Estimate	2022-23 Budget
City Assistance	\$290,617	\$307,666	\$326,013
Operating Equipment	0	10,000	9,800
<i>Total</i>	<i>\$290,617</i>	<i>\$317,666</i>	<i>\$335,813</i>

**PROGRAM JUSTIFICATION & ANALYSIS**

The FY 2022-23 Budget will increase 5.7% from the FY 2021-22 year end estimate for the Senior Citizens meal program.

101-GENERAL FUND

MISC & PROJECTS

EXPENDITURES	2019-2020 ACTUAL	2020-2021 ACTUAL	(----- 2021-2022 -----) CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	(----- 2022-2023 -----) CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
CITY'S ASSISTANCE =====							
<u>Utility Services</u>							
<u>City Assistance</u>							
901-537300 Patient Assistance	5,000	5,000	5,000	5,000	5,000	4,900	
901-537400 Transportation Assistance	42,666	42,666	42,666	42,666	42,666	41,813	
901-537500 Children's Advocacy Assistanc	5,000	5,000	5,000	5,000	5,000	4,900	
901-537600 Schertz Housing Authority	5,000	5,000	5,000	0	5,000	4,900	
901-537700 Senior Citizens Program	<u>225,974</u>	<u>232,951</u>	<u>275,000</u>	<u>169,915</u>	<u>250,000</u>	<u>269,500</u>	
TOTAL City Assistance	283,640	290,617	332,666	222,581	307,666	326,013	
<u>Operating Equipment</u>							
901-571600 Donation-Expense Sr. Center	<u>4,322</u>	<u>0</u>	<u>10,000</u>	<u>0</u>	<u>10,000</u>	<u>9,800</u>	
TOTAL Operating Equipment	4,322	0	10,000	0	10,000	9,800	
TOTAL CITY'S ASSISTANCE	287,962	290,617	342,666	222,581	317,666	335,813	

**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.

	2020-21	2021-22	2022-23
Budget	Actual	Estimate	Budget
Operating Equipment	\$11,770	\$19,452	\$12,740
<i>Total</i>	<i>\$11,770</i>	<i>\$19,452</i>	<i>\$12,740</i>

**PROGRAM JUSTIFICATION & ANALYSIS**

The FY 2022-23 Budget will decrease 34.5% from the FY 2021-22 estimate to match the projected revenue for 22-23.

101-GENERAL FUND

MISC & PROJECTS  
EXPENDITURES

		(----- 2021-2022 -----) (----- 2022-2023 -----)					
	2019-2020 ACTUAL	2020-2021 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
COURT-RESTRICTED FUNDS							
=====							
<u>Fund Charges/Transfers</u>							
<u>Operating Equipment</u>							
910-571600 Court Technology Expenditure	<u>0</u>	<u>11,770</u>	<u>19,452</u>	<u>5,985</u>	<u>19,452</u>	<u>12,740</u>	
TOTAL Operating Equipment	0	11,770	19,452	5,985	19,452	12,740	
TOTAL COURT-RESTRICTED FUNDS	0	11,770	19,452	5,985	19,452	12,740	



# 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	2020-21 Actual	2021-22 Estimate	2022-23 Budget
<i>Revenue</i>			
Taxes	\$7,102,016	\$7,329,862	\$7,696,355
Fund Transfers	7,915	2,737	814,143
Miscellaneous	126,592	136,118	175,750
<i>Total</i>	<i>\$7,236,523</i>	<i>\$7,468,717</i>	<i>\$8,686,248</i>
<i>Expenses</i>			
Professional Service	\$178,600	\$84,000	84,000
Debt Service	6,756,465	6,502,457	8,602,248
<i>Total</i>	<i>\$6,935,065</i>	<i>\$6,586,457</i>	<i>\$8,686,248</i>

## PROGRAM JUSTIFICATION AND ANALYSIS

**Revenues:** Revenues for FY 2022-23 increase 16.3% from the FY 2021-22 estimate with higher property values.

**Expenses:** The FY 2022-23 Budget will increase 31.9% from the FY 2021-22 year end estimate with the addition of new debt issuances.

505-TAX I &S

FINANCIAL SUMMARY

	(----- 2021-2022 -----) (----- 2022-2023 -----)						
	2019-2020 ACTUAL	2020-2021 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<u>REVENUE SUMMARY</u>							
Taxes	6,714,516	7,102,016	7,329,862	7,146,125	7,329,862	7,696,355	_____
Fund Transfers	0	7,915	0	2,737	2,737	814,143	_____
Miscellaneous	<u>94,896</u>	<u>126,592</u>	<u>105,000</u>	<u>79,288</u>	<u>136,118</u>	<u>175,750</u>	<u>_____</u>
TOTAL REVENUES	6,809,411	7,236,523	7,434,862	7,228,150	7,468,717	8,686,248	
<u>EXPENDITURE SUMMARY</u>							
<u>GENERAL GOVERNMENT</u>							
NON DEPARTMENTAL	<u>7,025,720</u>	<u>6,935,065</u>	<u>6,676,915</u>	<u>6,632,248</u>	<u>6,586,457</u>	<u>8,686,248</u>	<u>_____</u>
TOTAL GENERAL GOVERNMENT	<u>7,025,720</u>	<u>6,935,065</u>	<u>6,676,915</u>	<u>6,632,248</u>	<u>6,586,457</u>	<u>8,686,248</u>	<u>_____</u>
TOTAL EXPENDITURES	7,025,720	6,935,065	6,676,915	6,632,248	6,586,457	8,686,248	
REVENUE OVER/(UNDER) EXPENDITURES	( 216,308)	301,458	757,947	595,902	882,260	0	_____
	=====	=====	=====	=====	=====	=====	=====

505-TAX I &S

REVENUES

	2019-2020 ACTUAL	2020-2021 ACTUAL	(----- 2021-2022 -----) CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	(----- 2022-2023 -----) CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<u>Taxes</u>							
000-411900 Property Tax Revenue	<u>6,714,516</u>	<u>7,102,016</u>	<u>7,329,862</u>	<u>7,146,125</u>	<u>7,329,862</u>	<u>7,696,355</u>	<u>                    </u>
TOTAL Taxes	6,714,516	7,102,016	7,329,862	7,146,125	7,329,862	7,696,355	<u>                    </u>
<u>Fund Transfers</u>							
000-481000 Transfer In - Reserves	0	0	0	0	0	814,143	<u>                    </u>
000-486100 Transfer In	0	6,585	0	0	0	0	<u>                    </u>
000-486401 Transfer In -Bond Project Fun	<u>0</u>	<u>1,330</u>	<u>0</u>	<u>2,737</u>	<u>2,737</u>	<u>0</u>	<u>                    </u>
TOTAL Fund Transfers	0	7,915	0	2,737	2,737	814,143	<u>                    </u>
<u>Miscellaneous</u>							
000-491000 Interest Earned	1,694	277	1,000	329	500	750	<u>                    </u>
000-491200 Investment Income	18,202	1,315	4,000	23,342	30,000	75,000	<u>                    </u>
000-495020 Contribution From YMCA	75,000	125,000	100,000	50,000	100,000	100,000	<u>                    </u>
000-498000 Proceeds From Refunding Debt	<u>0</u>	<u>0</u>	<u>0</u>	<u>5,618</u>	<u>5,618</u>	<u>0</u>	<u>                    </u>
TOTAL Miscellaneous	<u>94,896</u>	<u>126,592</u>	<u>105,000</u>	<u>79,288</u>	<u>136,118</u>	<u>175,750</u>	<u>                    </u>
TOTAL REVENUES	<u>6,809,411</u>	<u>7,236,523</u>	<u>7,434,862</u>	<u>7,228,150</u>	<u>7,468,717</u>	<u>8,686,248</u>	<u>                    </u>

505-TAX I &S

PROPOSED BUDGET WORKSHEET  
AS OF: JULY 31ST, 2022

GENERAL GOVERNMENT

EXPENDITURES

	2019-2020 ACTUAL	2020-2021 ACTUAL	(----- 2021-2022 -----) CURRENT BUDGET	(----- 2022-2023 -----) Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
NON DEPARTMENTAL							
=====							
<u>Professional Services</u>							
101-541500 Paying Agent	4,200	3,800	5,000	3,400	4,000	4,000	
101-541502 Cost of Bond Issuance	<u>0</u>	<u>174,800</u>	<u>45,000</u>	<u>44,693</u>	<u>80,000</u>	<u>80,000</u>	
TOTAL Professional Services	4,200	178,600	50,000	48,093	84,000	84,000	
<u>Debt Service</u>							
101-555629 Bond-GO 2007 Principal	315,000	325,000	340,000	340,000	340,000	355,000	
101-555629.Bond-GO 2007 Interest	111,468	98,579	85,267	85,151	85,267	71,123	
101-555633 Bond-GO SR2011 Principal	260,000	270,000	0	0	0	0	
101-555633.Bond-GO SR2011 Interest	308,888	6,750	0	0	0	0	
101-555634 Bond-GO 2011A Refund-Principa	475,000	485,000	0	0	0	0	
101-555634.Bond-GO 2011A Refund-Interest	63,428	5,462	0	0	0	0	
101-555635 Bond-GO 2012 - Principal	355,000	365,000	375,000	375,000	375,000	0	
101-555635.Bond-GO 2012 - Interest	149,170	138,370	128,677	4,219	4,219	0	
101-555638 Bond-GO 2014 Refund-Principal	100,000	100,000	750,000	750,000	750,000	775,000	
101-555638.Bond-GO 2014 Refund-Interest	283,775	280,775	268,025	268,025	268,025	245,150	
101-555639 Tax Note - SR2015 - Principal	35,000	40,000	0	0	0	0	
101-555639.Tax Note - SR2015 - Interest	1,308	694	0	0	0	0	
101-555640 Bond-Ref 2015 Bond-Principal	675,000	690,000	0	0	0	0	
101-555640.Bond-GO Ref 2015-Interest	66,188	47,400	37,050	37,050	37,050	37,050	
101-555641 Tax Note - SR2015A-Principal	150,000	150,000	155,000	155,000	155,000	0	
101-555641.Tax Note - SR2015A - Interest	7,007	4,697	2,387	2,387	2,387	0	
101-555642 Bond-GO SR2016-Principal	225,000	235,000	245,000	245,000	245,000	255,000	
101-555642.Bond-GO SR2016-Interest	150,406	141,206	131,607	131,606	131,607	121,606	
101-555643 Bond-TaxableB CO SR2016-Princ	60,000	60,000	60,000	60,000	60,000	65,000	
101-555643.Bond-Taxable CO SR2016-Intere	43,863	42,063	40,263	40,263	40,263	38,388	
101-555644 Bond-NonTaxA CO SR2016-Princi	180,000	190,000	195,000	195,000	195,000	205,000	
101-555644.Bond-NonTax CO SR2016-Interes	55,569	48,169	40,469	40,469	40,469	32,469	
101-555645 Bond-CO SR2017-Principal	290,000	295,000	420,000	305,000	420,000	315,000	
101-555645.Bond-CO SR2017 - Interest	130,475	121,700	114,425	112,700	114,425	103,400	
101-555646 Bond-GO SR2017 - Principal	155,000	160,000	165,000	165,000	165,000	170,000	
101-555646.Bond-GO SR2017 - Interest	109,650	104,925	100,050	100,050	100,050	95,025	
101-555647 Bond-GO 2018 Refund- Principa	560,000	570,000	585,000	585,000	585,000	595,000	
101-555647.Bond-GO 2018 Refund - Interes	110,346	98,368	86,125	86,125	86,125	73,617	
101-555648 Bond-CO SR2018 - Principal	220,000	235,000	245,000	245,000	245,000	260,000	
101-555648.Bond-CO 2018 - Interest	187,263	175,888	163,888	163,888	163,888	151,263	
101-555649 Bond-GO 2018 Ref - Principal	580,000	530,000	185,000	185,000	185,000	205,000	
101-555649.Bond-GO 2018 Ref - Interest	227,444	199,694	181,819	181,819	181,819	172,069	
101-555650 Bond-CO 2019-Principal	250,000	255,000	265,000	265,000	265,000	275,000	
101-555650.Bond-CO 2019-Interest	130,275	122,700	114,900	114,900	114,900	106,800	
101-555651 Bond-GO 2020-Principal	0	0	935,000	935,000	935,000	960,000	
101-555651.Bond-GO 2020-Interest	0	164,027	211,963	211,963	211,963	174,063	
101-555652 Bond-GO 2021 Ref - Principal	0	0	0	0	0	350,000	
101-555652.Bond-GO 2021 Ref - Interest	0	0	0	98,850	0	124,800	
101-555653 Bond-CO 2022 - Principal	0	0	0	0	0	175,000	
101-555653.Bond-CO 2022 - Interest	0	0	0	99,692	0	166,525	
101-555654 Bond-CO 2022A - Principal	0	0	0	0	0	595,000	

505-TAX I &S

GENERAL GOVERNMENT  
EXPENDITURES

	(----- 2021-2022 -----)						(----- 2022-2023 -----)
	2019-2020 ACTUAL	2020-2021 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
101-555655 Bond-GO 2022 - Principal	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>1,333,900</u>	
TOTAL Debt Service	7,021,520	6,756,465	6,626,915	6,584,155	6,502,457	8,602,248	
<u>Other Financing Sources</u>							
TOTAL NON DEPARTMENTAL	7,025,720	6,935,065	6,676,915	6,632,248	6,586,457	8,686,248	
TOTAL GENERAL GOVERNMENT	7,025,720	6,935,065	6,676,915	6,632,248	6,586,457	8,686,248	
TOTAL EXPENDITURES	<u>7,025,720</u> =====	<u>6,935,065</u> =====	<u>6,676,915</u> =====	<u>6,632,248</u> =====	<u>6,586,457</u> =====	<u>8,686,248</u> =====	=====

# FUND: 202 WATER & SEWER

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## DESCRIPTION

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

Budget	2020-21 Actual	2021-22 Estimate	2022-23 Budget
<i>Revenues</i>			
Franchises	\$296,913	\$400,000	\$400,000
Fees	25,922,940	27,455,000	27,487,000
Fund Transfers	171,404	435,000	150,000
Miscellaneous	5,616,906	373,236	448,858
<i>Total</i>	<i>\$32,008,163</i>	<i>\$28,663,236</i>	<i>\$28,485,858</i>
<i>Expenses</i>			
Non-Departmental	\$2,405,230	\$0	\$0
Business Office	1,088,932	1,214,937	1,281,787
W&S Administration	27,262,779	24,320,087	25,568,450
Projects	0	570,000	0
<i>Total</i>	<i>\$30,756,941</i>	<i>\$26,105,024</i>	<i>\$26,850,237</i>

## PROGRAM JUSTIFICATION AND ANALYSIS

**Revenue:** Revenues for FY 2022-23 Budget are expected to decrease 0.6% from the FY 2021-22 year-end estimate increase is fees are offset by lower fund transfers.

**Expenses:** The FY 2022-23 Budget increases 2.9% from the FY 2021-22 year-end estimates.

202-WATER &amp; SEWER

## FINANCIAL SUMMARY

	2019-2020 ACTUAL	2020-2021 ACTUAL	(----- 2021-2022 -----) CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	(----- 2022-2023 -----) CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<u>REVENUE SUMMARY</u>							
Franchises	272,118	296,913	304,487	360,419	400,000	400,000	
Permits	3,000	0	0	0	0	0	
Fees	26,403,587	25,922,940	27,485,000	23,309,529	27,455,000	27,487,000	
Fund Transfers	146,400	171,404	526,000	125,000	435,000	150,000	
Miscellaneous	<u>3,578,921</u>	<u>5,616,906</u>	<u>443,236</u>	<u>366,950</u>	<u>373,236</u>	<u>448,858</u>	
TOTAL REVENUES	30,404,026	32,008,163	28,758,723	24,161,899	28,663,236	28,485,858	
<u>EXPENDITURE SUMMARY</u>							
<u>GENERAL GOVERNMENT</u>							
NON DEPARTMENTAL	2,900,000	2,405,230	0	0	0	0	
BUSINESS OFFICE	<u>974,558</u>	<u>1,088,932</u>	<u>1,247,318</u>	<u>997,612</u>	<u>1,214,937</u>	<u>1,281,787</u>	
TOTAL GENERAL GOVERNMENT	3,874,558	3,494,162	1,247,318	997,612	1,214,937	1,281,787	
<u>PUBLIC WORKS</u>							
W & S ADMINISTRATION	<u>25,336,076</u>	<u>27,262,779</u>	<u>24,104,044</u>	<u>20,311,871</u>	<u>24,320,087</u>	<u>25,568,450</u>	
TOTAL PUBLIC WORKS	25,336,076	27,262,779	24,104,044	20,311,871	24,320,087	25,568,450	
<u>MISC &amp; PROJECTS</u>							
PROJECTS	<u>0</u>	<u>0</u>	<u>570,000</u>	<u>5,000,000</u>	<u>570,000</u>	<u>0</u>	
TOTAL MISC & PROJECTS	<u>0</u>	<u>0</u>	<u>570,000</u>	<u>5,000,000</u>	<u>570,000</u>	<u>0</u>	
TOTAL EXPENDITURES	29,210,634	30,756,941	25,921,362	26,309,483	26,105,024	26,850,237	
REVENUE OVER/(UNDER) EXPENDITURES	<u>1,193,392</u>	<u>1,251,223</u>	<u>2,837,361</u>	<u>( 2,147,584)</u>	<u>2,558,212</u>	<u>1,635,621</u>	

202-WATER & SEWER

REVENUES

	2019-2020 ACTUAL	2020-2021 ACTUAL	(----- 2021-2022 -----) CURRENT BUDGET	(----- 2021-2022 -----) Y-T-D ACTUAL	(----- 2021-2022 -----) PROJECTED YEAR END	(----- 2022-2023 -----) CITY ADMIN. RECOMMENDED	(----- 2022-2023 -----) ADOPTED BUDGET
<b>Franchises</b>							
000-421490 Cell Tower Leasing	272,118	296,913	304,487	360,419	400,000	400,000	
TOTAL Franchises	272,118	296,913	304,487	360,419	400,000	400,000	
<b>Permits</b>							
000-436010 Network Nodes	3,000	0	0	0	0	0	
TOTAL Permits	3,000	0	0	0	0	0	
<b>Fees</b>							
000-455200 Garbage Collection Fee	5,220,775	5,157,312	5,300,000	4,657,809	5,340,000	5,300,000	
000-455600 Fire Line Fees	0	0	0	0	0	22,000	
000-455700 Recycle Fee Revenue	335,561	333,131	345,000	288,627	345,000	340,000	
000-455800 W&S Line Constructn Reimbur	30,995	26,565	25,000	11,126	25,000	25,000	
000-457100 Sale of Water	12,343,795	11,566,510	12,600,000	10,347,539	12,600,000	12,600,000	
000-457110 Edwards Water Lease	55,616	26,700	40,000	0	0	40,000	
000-457120 Water Transfer Charge-Selma	17,169	13,882	30,000	0	0	15,000	
000-457200 Sale of Meters	110,222	95,185	120,000	60,770	90,000	100,000	
000-457400 Sewer Charges	8,154,074	8,608,375	8,770,000	7,680,052	8,800,000	8,800,000	
000-457500 Water Penalties	132,355	52,254	250,000	261,357	250,000	240,000	
000-458110 Sale of Merchandise - GovDeal	0	41,000	2,500	0	2,500	2,500	
000-459200 NSF Check Fee-Water&Sewer	3,025	2,025	2,500	2,250	2,500	2,500	
TOTAL Fees	26,403,587	25,922,940	27,485,000	23,309,529	27,455,000	27,487,000	
<b>Fund Transfers</b>							
000-486000 Transfer In - Reserves	0	0	91,000	0	0	0	
000-486101 Transfer In-General Fund	0	0	285,000	0	285,000	0	
000-486204 Interfnd Chrg-Drainage Billin	146,400	146,400	150,000	125,000	150,000	150,000	
000-486406 Transfer In - Pblic Imprvmnt	0	25,004	0	0	0	0	
TOTAL Fund Transfers	146,400	171,404	526,000	125,000	435,000	150,000	
<b>Miscellaneous</b>							
000-490000 Misc Charges	6,012	15,964	10,500	10,055	10,500	10,500	
000-491000 Interest Earned	22,693	8,479	20,000	15,512	12,000	25,000	
000-491200 Investment Income	143,787	30,912	90,000	28,874	35,000	100,000	
000-495013 Capital Contribution-W&S	292,408	5,243,820	0	0	0	0	
000-496000 Water Construction Reserve Ac	1	0	0	0	0	0	
000-497000 Misc Income-W&S	2,963,406	66,295	25,000	2,953	18,000	18,000	
000-498110 Salary Reimb-SSLGC	150,614	251,437	297,736	309,557	297,736	295,358	
000-499100 Distribution- GSE Bond Settln	0	0	0	(0)	0	0	
TOTAL Miscellaneous	3,578,921	5,616,906	443,236	366,950	373,236	448,858	
TOTAL REVENUES	30,404,026	32,008,163	28,758,723	24,161,899	28,663,236	28,485,858	



202-WATER & SEWER

GENERAL GOVERNMENT  
EXPENDITURES

	2019-2020 ACTUAL	2020-2021 ACTUAL	(----- 2021-2022 -----) CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	(----- 2022-2023 -----) CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
NON DEPARTMENTAL =====							
<u>Professional Services</u>							
<u>Fund Charges/Transfers</u>							
101-548406 Transfer To Public Improvemen	2,900,000	1,805,230	0	0	0	0	
101-548406.Transfer Out-Water/Sewer Prjc	<u>0</u>	<u>600,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u></u>
TOTAL Fund Charges/Transfers	2,900,000	2,405,230	0	0	0	0	
<u>Maintenance Services</u>							
<u>Other Financing Sources</u>							
<u>Capital Outlay</u>							
TOTAL NON DEPARTMENTAL	2,900,000	2,405,230	0	0	0	0	

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

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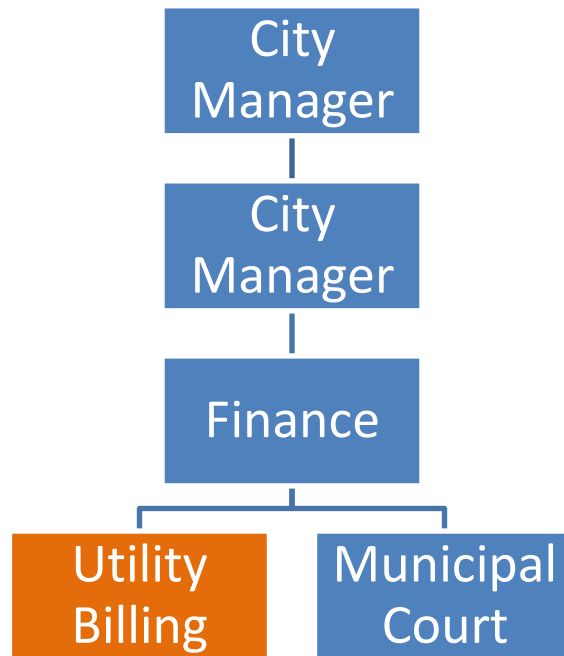
**DEPARTMENT DESCRIPTION**

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	2020-21	2021-22	2022-23
Utility Billing Manager	1	1	1
Utility Billing Asst. Manager	1	1	1
Utility Billing Clerk II	2	0	0
Utility Billing Clerk	2	4	5
Meter Tech	2	3	2
Meter Tech II	1	0	0
<b>TOTAL POSITIONS</b>	<b>9</b>	<b>9</b>	<b>9</b>

## UTILITY BILLING

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Budget	2020-21 Actual	2021-22 Estimate	2022-23 Budget
Personnel Services	\$504,675	\$538,555	\$568,896
Supplies	146,984	182,100	210,391
City Support Services	33,151	37,262	70,000
Utility Services	10,787	9,800	11,500
Operations Support	112,212	118,500	120,000
Staff Support	3,230	6,400	8,700
Professional Services	272,853	259,000	273,000
Maintenance Services	5,040	5,040	18,700
Operating Equipment	0	0	600
Capital Outlay	0	58,280	0
<i>Total</i>	<i>\$1,088,932</i>	<i>\$1,214,937</i>	<i>\$1,281,787</i>

## PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2022-23 Budget increases 5.5% from the FY 2021-22 year-end estimate for wage increases, increased charges for credit card processing fees and a customer text notification software.

## 202-WATER &amp; SEWER

## PROPOSED BUDGET WORKSHEET

AS OF: JULY 31ST, 2022

## GENERAL GOVERNMENT

## EXPENDITURES

	(----- 2021-2022 -----) (----- 2022-2023 -----)						
	2019-2020 ACTUAL	2020-2021 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<b>BUSINESS OFFICE</b>							
=====							
<u>Personnel Services</u>							
176-511110 Regular	307,855	328,735	346,860	283,670	350,017	364,889	
176-511120 Overtime	5,687	5,411	7,451	4,614	7,000	7,078	
176-511180 LTD	221	0	0	0	0	0	
176-511210 Longevity	5,546	6,226	7,384	7,514	7,514	6,450	
176-511230 Certification Allowance	0	1,521	1,170	3,016	3,621	3,150	
176-511310 FICA - Employer	23,446	24,724	27,670	21,985	28,164	29,190	
176-511350 TMRS-Employer	69,264	55,330	59,255	35,538	58,960	62,539	
176-511410 Health-Employer	103,885	80,873	95,326	67,269	81,186	93,574	
176-511500 Workers' Compensation	<u>1,420</u>	<u>1,856</u>	<u>2,262</u>	<u>2,093</u>	<u>2,093</u>	<u>2,026</u>	
TOTAL Personnel Services	517,323	504,675	547,378	425,698	538,555	568,896	
<u>Supplies</u>							
176-521000 Operating Supplies	1,537	1,737	3,000	1,584	0	291	
176-521100 Office Supplies	1,501	1,659	2,100	2,113	2,100	2,100	
176-521405 Water Meters-New	<u>0</u>	<u>143,588</u>	<u>180,000</u>	<u>125,014</u>	<u>180,000</u>	<u>208,000</u>	
TOTAL Supplies	3,038	146,984	185,100	128,711	182,100	210,391	
<u>Human Services</u>							
-----							
<u>City Support Services</u>							
176-532355 Software Maintenance	0	0	65,000	36,065	36,065	65,000	
176-532400 Computer Fees & Licenses	67,064	33,151	0	0	0	0	
176-532900 Contingencies	<u>984</u>	<u>0</u>	<u>3,500</u>	<u>1,197</u>	<u>1,197</u>	<u>5,000</u>	
TOTAL City Support Services	68,048	33,151	68,500	37,262	37,262	70,000	
<u>Utility Services</u>							
176-533310 Telephone/Cell Phone	2,414	1,732	2,400	556	1,800	1,500	
176-533500 Vehicle Fuel	<u>6,682</u>	<u>9,055</u>	<u>7,000</u>	<u>8,099</u>	<u>8,000</u>	<u>10,000</u>	
TOTAL Utility Services	9,095	10,787	9,400	8,655	9,800	11,500	
<u>Operations Support</u>							
176-534000 Postage	77,290	84,973	74,500	56,906	90,000	95,000	
176-534200 Printing & Binding	20,664	21,078	18,000	27,635	22,000	25,000	
176-534300 Equipment Maintenance - Copie	<u>416</u>	<u>6,161</u>	<u>10,000</u>	<u>6,161</u>	<u>6,500</u>	<u>0</u>	
TOTAL Operations Support	98,370	112,212	102,500	90,703	118,500	120,000	
<u>Staff Support</u>							
176-535100 Uniforms	2,423	2,163	2,300	2,178	2,300	3,200	
176-535200 Awards	0	108	200	200	200	1,000	
176-535300 Memberships	37	0	100	70	100	500	
176-535500 Training/Travel	1,636	763	3,500	1,343	3,500	3,500	
176-535510 Meeting Expenses	<u>222</u>	<u>195</u>	<u>300</u>	<u>187</u>	<u>300</u>	<u>500</u>	
TOTAL Staff Support	4,318	3,230	6,400	3,978	6,400	8,700	

## 202-WATER &amp; SEWER

GENERAL GOVERNMENT  
EXPENDITURES

	2019-2020 ACTUAL	2020-2021 ACTUAL	(----- 2021-2022 -----) CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	(----- 2022-2023 -----) CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<u>Professional Services</u>							
176-541800 Credit Card Fees	266,429	268,102	256,000	239,127	256,000	270,000	
176-541810 Credit Cards Fees - AMEX	<u>2,886</u>	<u>4,751</u>	<u>3,000</u>	<u>1,419</u>	<u>3,000</u>	<u>3,000</u>	
TOTAL Professional Services	269,315	272,853	259,000	240,546	259,000	273,000	
<u>Fund Charges/Transfers</u>							
<u>Maintenance Services</u>							
176-551800 Other Maintenance Agreements	<u>4,620</u>	<u>5,040</u>	<u>5,040</u>	<u>3,780</u>	<u>5,040</u>	<u>18,700</u>	
TOTAL Maintenance Services	4,620	5,040	5,040	3,780	5,040	18,700	
<u>Rental/Leasing</u>							
<u>Operating Equipment</u>							
176-571000 Furniture & Fixtures	<u>430</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>600</u>	
TOTAL Operating Equipment	430	0	0	0	0	600	
<u>Capital Outlay</u>							
176-581200 Vehicles & Access. Over \$5,00	<u>0</u>	<u>0</u>	<u>64,000</u>	<u>58,280</u>	<u>58,280</u>	<u>0</u>	
TOTAL Capital Outlay	0	0	64,000	58,280	58,280	0	
TOTAL BUSINESS OFFICE	974,558	1,088,932	1,247,318	997,612	1,214,937	1,281,787	
TOTAL GENERAL GOVERNMENT	3,874,558	3,494,162	1,247,318	997,612	1,214,937	1,281,787	

**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 conducts department training, education, and planning.

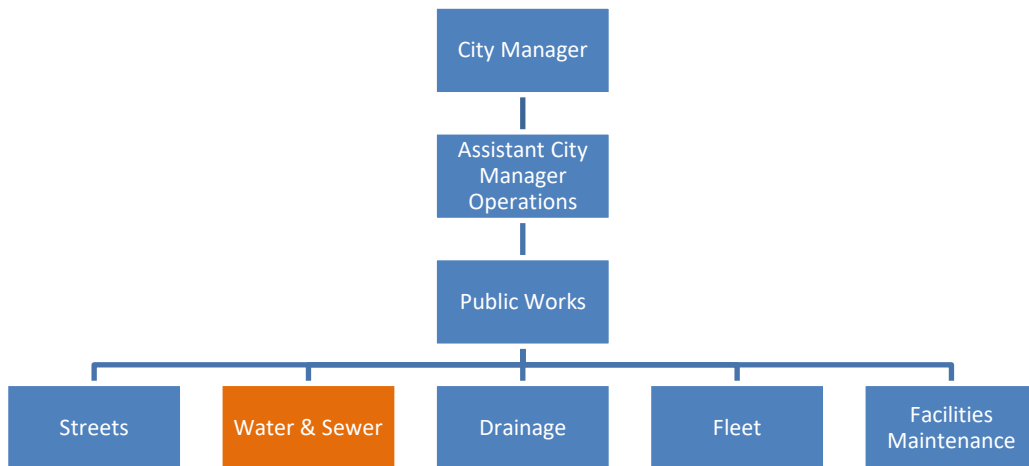
**GOALS AND OBJECTIVES**

- Provide an efficient and reliable water and wastewater system that meets all of the State rules and regulations.
- Ensure an adequate future water supply.
- Empower personnel to strengthen ability to respond promptly to daily and emergency events.
- Emphasize safety to reduce preventable accidents.
- Deliver quality services and providing accurate and timely responses to customer requests.

## WATER AND SEWER ADMINISTRATION

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### ORGANIZATION CHART



WATER & SEWER ADMINISTRATION	2020-21	2021-22	2022-23
Director	1	1	1
Assistant Director	1	1	1
Water & Sewer Manager	1	1	1
Customer Relations Representative	1	1	1
SCADA Technician	0	1	1
Schertz-Seguin Local Government Corp Gen Mgr	1	1	1
Schertz-Seguin Local Government Corp Assistant Gen Mgr	1	1	1
Water & Sewer Superintendent	1	1	1
Water & Sewer Supervisor	1	1	2
Service Worker II	5	5	5
Service Worker I	10	10	10
TOTAL POSITIONS	23	24	25



**PERFORMANCE INDICATORS**

Workload/Output	2020-21 Actual	2021-22 Estimate	2022-23 Budget
Water Accounts	16734	17235	17335
Miles of Water Main	230	234	240
Miles of Sewer Main	118	175	200

Efficiency	2020-21 Actual	2021-22 Estimate	2022-23 Budget
Gallons Pumped (Edwards), acre feet	52	180	260
Gallons Received (SSLGC), acre feet	6000	6207	6000
Gallons Distributed, acre feet	5300	5630	6000

Effectiveness	2020-21 Actual	2021-22 Estimate	2022-23 Budget
New Meter Installed	260	80	150
New Service Taps	0	1	5
Water Service Calls	2212	1858	2000
Water Main Break, Service Repair Calls	1806	1506	1800
Sewer Backup and Repair Calls	792	765	775

## WATER AND SEWER ADMINISTRATION

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Budget	2020-21 Actual	2021-22 Estimate	2022-23 Budget
Personnel Services	\$1,801,986	\$1,846,546	\$2,027,484
Supplies	78,926	88,000	63,000
City Support Services	68,258	74,062	213,996
Utility Services	3,773,667	3,585,500	3,585,500
Operations Support	9,450	7,050	10,050
Staff Support	37,795	43,000	43,000
City Assistance	200	0	0
Professional Services	465,999	463,400	428,400
Fund Charges/Transfers	8,615,455	6,741,826	6,746,368
Maintenance Services	10,195,253	9,570,200	9,570,200
Other Costs	40,000	40,000	40,000
Debt Service	2,072,273	1,518,228	2,499,777
Other Financing Sources	0	100,000	0
Rental/Leasing	96,568	72,275	72,275
Operating Equipment	6,950	7,000	7,000
Capital Outlay	0	\$163,000	261,400
<i>Total</i>	<i>\$27,262,779</i>	<i>\$24,320,087</i>	<i>\$25,568,450</i>
Projects	\$0	\$570,000	\$0

### PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2022-23 Budget will increase 5.1% from the FY 2021-22 year-end estimate for wage increases, water gems software, a new mobile bypass pump and additional debt payments.

## 202-WATER &amp; SEWER

PROPOSED BUDGET WORKSHEET  
AS OF: JULY 31ST, 2022

## PUBLIC WORKS

## EXPENDITURES

	2019-2020	2020-2021	(----- 2021-2022 -----) (----- 2022-2023 -----)				
	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<b>W &amp; S ADMINISTRATION</b>							
=====							
<u>Personnel Services</u>							
575-511110 Regular	1,060,790	1,182,237	1,260,314	990,713	1,209,413	1,305,491	
575-511120 Overtime	55,522	52,807	66,909	59,016	65,000	68,801	
575-511180 LTD	719	0	0	0	0	0	
575-511210 Longevity	22,381	30,266	13,589	11,426	11,426	13,861	
575-511230 Certification Allowance	13,856	10,761	13,880	14,278	16,688	13,791	
575-511240 Vehicle/phone Allowance	727	900	900	762	935	900	
575-511310 FICA - Employer	81,682	92,185	103,400	78,757	99,715	107,008	
575-511350 TMRS-Employer	247,839	203,588	221,431	158,400	208,749	229,263	
575-511410 Health-Employer	223,819	218,247	256,968	181,967	221,145	265,624	
575-511500 Workers' Compensation	<u>8,543</u>	<u>10,995</u>	<u>14,564</u>	<u>13,475</u>	<u>13,475</u>	<u>22,745</u>	
TOTAL Personnel Services	1,715,878	1,801,986	1,951,955	1,508,794	1,846,546	2,027,484	
<u>Supplies</u>							
575-521000 Operating Supplies	8,638	8,469	12,000	10,063	10,000	10,000	
575-521100 Office Supplies	1,398	962	1,500	1,144	1,500	1,500	
575-521200 Medical/Chem Supplies	1,158	1,391	1,500	1,129	1,500	1,500	
575-521400 Plumbing Supplies	13,032	68,105	50,000	2,284	75,000	50,000	
575-521405 Water Meters-New	<u>138,143</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	
TOTAL Supplies	162,369	78,926	65,000	14,620	88,000	63,000	
<u>Human Services</u>							
-----							
<u>City Support Services</u>							
575-532400 Computer Fees & Licenses	0	0	0	0	0	23,496	
575-532500 City Insurance-Commercial	58,697	65,833	67,000	70,562	70,562	78,000	
575-532800 Employee Appreciation Events	2,343	2,500	2,500	1,436	3,500	3,500	
575-532900 Contingencies	<u>0</u>	<u>( 76 )</u>	<u>101,000</u>	<u>0</u>	<u>0</u>	<u>109,000</u>	
TOTAL City Support Services	61,040	68,258	170,500	71,998	74,062	213,996	
<u>Utility Services</u>							
575-533100 Gas Utility Service	1,503	2,064	2,000	2,636	3,000	3,000	
575-533200 Electric Utility Service	274,727	428,361	320,000	271,777	325,000	325,000	
575-533300 Telephone/Land Line	0	0	0	0	2,000	0	
575-533310 Telephone/Cell Phones	1,979	429	3,500	81	0	2,000	
575-533320 Telephone/Air Cards	124	0	200	0	0	0	
575-533400 Water Purchase	3,460,169	3,293,664	3,200,000	2,638,857	3,200,000	3,200,000	
575-533410 Water Utility Service	1,730	1,936	2,500	1,652	2,500	2,500	
575-533500 Vehicle Fuel	<u>40,396</u>	<u>47,213</u>	<u>55,000</u>	<u>49,316</u>	<u>53,000</u>	<u>53,000</u>	
TOTAL Utility Services	3,780,627	3,773,667	3,583,200	2,964,319	3,585,500	3,585,500	

## 202-WATER &amp; SEWER

PROPOSED BUDGET WORKSHEET  
AS OF: JULY 31ST, 2022

## PUBLIC WORKS

EXPENDITURES	(----- 2021-2022 -----) (----- 2022-2023 -----)						
	2019-2020 ACTUAL	2020-2021 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<u>Operations Support</u>							
575-534000 Postage	188	306	300	224	300	300	
575-534100 Advertising	3,350	2,455	5,000	0	0	3,000	
575-534200 Printing & Binding	86	0	250	117	250	250	
575-534300 Equipment Maintenance - Copie	<u>6,838</u>	<u>6,688</u>	<u>6,500</u>	<u>5,826</u>	<u>6,500</u>	<u>6,500</u>	
TOTAL Operations Support	10,462	9,450	12,050	6,167	7,050	10,050	
<u>Staff Support</u>							
575-535100 Uniforms	19,761	15,113	20,000	7,014	20,000	20,000	
575-535300 Memberships	5,701	5,683	0	0	0	0	
575-535500 Training/Travel	12,270	15,000	21,000	11,782	23,000	23,000	
575-535510 Meeting Expenses	<u>1,235</u>	<u>1,999</u>	<u>2,000</u>	<u>143</u>	<u>0</u>	<u>0</u>	
TOTAL Staff Support	38,967	37,795	43,000	18,938	43,000	43,000	
<u>City Assistance</u>							
575-537100 Medical Services	<u>227</u>	<u>200</u>	<u>250</u>	<u>40</u>	<u>0</u>	<u>0</u>	
TOTAL City Assistance	227	200	250	40	0	0	
<u>Professional Services</u>							
575-541200 Legal Svcs	304,299	225,226	200,000	55,073	150,000	150,000	
575-541300 Other Consl/Prof Services	31,319	121,249	145,000	44,566	145,000	145,000	
575-541305 Cell Tower Management Fees	80,753	92,124	106,570	108,128	108,000	108,000	
575-541400 Auditor/Accounting Service	24,000	26,000	24,000	19,000	19,000	24,000	
575-541500 Paying Agent	1,400	1,400	1,400	397	1,400	1,400	
575-541502 Cost of Bond Issuance	<u>0</u>	<u>0</u>	<u>0</u>	<u>20,499</u>	<u>40,000</u>	<u>0</u>	
TOTAL Professional Services	441,771	465,999	476,970	247,663	463,400	428,400	
<u>Fund Charges/Transfers</u>							
575-548040 Contribution To CVLGC	100,000	99,999	300,000	300,000	300,000	400,000	
575-548050 Contribution to SSLG	3,892,799	3,908,231	4,000,000	3,608,532	4,000,000	3,898,064	
575-548060 Contribution to CCMA	717,400	714,450	800,000	223,120	800,000	800,000	
575-548101 Transfer Out - General Fund	0	0	4,000	0	0	4,000	
575-548600 Inter-fund Charges-Admin	1,385,000	1,450,827	1,478,230	1,231,858	1,478,230	1,493,620	
575-548610 Interfund Charge-Fleet	132,937	116,624	163,596	136,330	163,596	150,684	
575-548700 Bad Debt Expense	293,911	0	80,000	0	0	0	
575-548800 Depreciation Expense	2,288,708	2,313,943	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	8,822,137	8,615,455	6,825,826	5,499,840	6,741,826	6,746,368	
<u>Maintenance Services</u>							
575-551100 Building Maintenance	1,639	2,451	5,000	2,741	5,000	5,000	
575-551300 Computer Maintenance	9,656	11,004	17,500	4,750	17,500	17,500	
575-551400 Minor & Other Equip Maint	1,124	2,127	5,100	906	5,100	5,100	
575-551500 Water Maintenance	119,625	70,211	155,000	76,540	200,000	200,000	
575-551510 Waste Contractor Expense	5,018,537	5,206,801	4,800,000	3,860,203	5,000,000	5,000,000	
575-551520 Sewer Treatment-CCMA/MUD	3,843,403	4,708,982	4,100,000	4,112,730	4,182,000	4,182,000	
575-551530 Sewer Maintenance	428,425	129,617	84,000	67,257	90,000	90,000	
575-551540 I&I Maintenance	16,735	45,429	46,800	2,008	50,000	50,000	
575-551600 Street Maintenance Materials	21,059	18,411	20,000	12,434	20,000	20,000	

## 202-WATER &amp; SEWER

## PUBLIC WORKS

EXPENDITURES	(----- 2021-2022 -----) (----- 2022-2023 -----)						
	2019-2020 ACTUAL	2020-2021 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
575-551720 Low Flow Rebate Program	300	0	400	50	400	400	
575-551800 Other Maintenance Agreements	<u>240</u>	<u>220</u>	<u>240</u>	<u>140</u>	<u>200</u>	<u>200</u>	
TOTAL Maintenance Services	9,460,743	10,195,253	9,234,040	8,139,759	9,570,200	9,570,200	
<u>Other Costs</u>							
575-554100 State Water Fees-TCEQ	<u>36,605</u>	<u>40,000</u>	<u>38,500</u>	<u>36,616</u>	<u>40,000</u>	<u>40,000</u>	
TOTAL Other Costs	36,605	40,000	38,500	36,616	40,000	40,000	
<u>Debt Service</u>							
575-555900 Debt Service	0	1,560,000	1,025,000	1,024,675	1,024,675	1,912,700	
575-555900. Interest Expense	<u>636,763</u>	<u>512,273</u>	<u>493,553</u>	<u>592,737</u>	<u>493,553</u>	<u>587,077</u>	
TOTAL Debt Service	636,763	2,072,273	1,518,553	1,617,412	1,518,228	2,499,777	
<u>Other Financing Sources</u>							
575-556000 Issuance Costs	<u>0</u>	<u>0</u>	<u>0</u>	<u>57,095</u>	<u>100,000</u>	<u>0</u>	
TOTAL Other Financing Sources	0	0	0	57,095	100,000	0	
<u>Rental/Leasing</u>							
575-561000 Rental-Building & Land	2,952	3,041	3,200	3,132	3,275	3,275	
575-561100 Rental-Equipment	0	0	9,000	8,133	1,000	1,000	
575-561200 Lease/Purchase Payments	<u>133,300</u>	<u>93,527</u>	<u>0</u>	<u>68,000</u>	<u>68,000</u>	<u>68,000</u>	
TOTAL Rental/Leasing	136,252	96,568	12,200	79,265	72,275	72,275	
<u>Operating Equipment</u>							
575-571000 Furniture & Fixtures	2,355	4,361	4,000	279	3,000	3,000	
575-571500 Minor Equipment	<u>6,364</u>	<u>2,588</u>	<u>5,000</u>	<u>3,005</u>	<u>4,000</u>	<u>4,000</u>	
TOTAL Operating Equipment	8,719	6,950	9,000	3,284	7,000	7,000	
<u>Capital Outlay</u>							
575-581200 Vehicles & Access. Over \$5,00	0	0	58,000	0	58,000	52,500	
575-581800 Equipment Over \$5,000	<u>23,516</u>	<u>0</u>	<u>105,000</u>	<u>46,061</u>	<u>105,000</u>	<u>208,900</u>	
TOTAL Capital Outlay	23,516	0	163,000	46,061	163,000	261,400	
<u>Water Line Relocation</u>							
<u>Aviation Heights</u>							
TOTAL W & S ADMINISTRATION	25,336,076	27,262,779	24,104,044	20,311,871	24,320,087	25,568,450	
TOTAL PUBLIC WORKS	25,336,076	27,262,779	24,104,044	20,311,871	24,320,087	25,568,450	

# 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	2020-21 Actual	2021-22 Estimate	2022-23 Budget
<i>Revenue</i>			
Fees	\$1,079,712	\$1,000,000	\$1,100,000
Miscellaneous	10,310	20,750	51,500
<i>Total</i>	<i>\$1,090,022</i>	<i>\$1,020,750</i>	<i>\$1,151,500</i>
<i>Expenses</i>			
Non Departmental	\$46,922	\$31,000	\$44,000
Projects	512,000	0	0
<i>Total</i>	<i>\$558,922</i>	<i>\$31,000</i>	<i>\$44,000</i>

**PROGRAM JUSTIFICATION AND ANALYSIS**

The FY 2022-23 Budget will be set at \$44,000 for any professional services or studies that need to be completed.

411-CAPITAL RECOVERY - WATER

FINANCIAL SUMMARY

	2019-2020	2020-2021	(----- 2021-2022 -----)	(----- 2022-2023 -----)			
	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<u>REVENUE SUMMARY</u>							
Fees	1,244,813	1,079,712	1,100,000	716,089	1,000,000	1,100,000	
Miscellaneous	<u>83,451</u>	<u>10,310</u>	<u>16,000</u>	<u>23,745</u>	<u>20,750</u>	<u>51,500</u>	
TOTAL REVENUES	1,328,264	1,090,022	1,116,000	739,834	1,020,750	1,151,500	
<u>EXPENDITURE SUMMARY</u>							
<u>GENERAL GOVERNMENT</u>							
NON DEPARTMENTAL	<u>58,301</u>	<u>46,922</u>	<u>51,000</u>	<u>17,033</u>	<u>31,000</u>	<u>44,000</u>	
TOTAL GENERAL GOVERNMENT	58,301	46,922	51,000	17,033	31,000	44,000	
<u>MISC &amp; PROJECTS</u>							
PROJECTS	<u>0</u>	<u>512,000</u>	<u>4,230,819</u>	<u>0</u>	<u>0</u>	<u>0</u>	
TOTAL MISC & PROJECTS	<u>0</u>	<u>512,000</u>	<u>4,230,819</u>	<u>0</u>	<u>0</u>	<u>0</u>	
TOTAL EXPENDITURES	58,301	558,922	4,281,819	17,033	31,000	44,000	
REVENUE OVER/ (UNDER) EXPENDITURES	<u>1,269,963</u>	<u>531,100</u>	<u>( 3,165,819)</u>	<u>722,801</u>	<u>989,750</u>	<u>1,107,500</u>	
	=====	=====	=====	=====	=====	=====	=====



411-CAPITAL RECOVERY - WATER

REVENUES

			(----- 2021-2022 -----)	(----- 2022-2023 -----)			
	2019-2020	2020-2021	CURRENT	Y-T-D	PROJECTED	CITY ADMIN.	ADOPTED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	RECOMMENDED	BUDGET
<hr/>							
<u>Fees</u>							
000-455900 Cap Rcvry-Water	<u>1,244,813</u>	<u>1,079,712</u>	<u>1,100,000</u>	<u>716,089</u>	<u>1,000,000</u>	<u>1,100,000</u>	<u>          </u>
TOTAL Fees	1,244,813	1,079,712	1,100,000	716,089	1,000,000	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	2,843	237	1,000	333	750	1,500	<u>          </u>
000-491200 Investment Income	<u>80,608</u>	<u>10,073</u>	<u>15,000</u>	<u>23,412</u>	<u>20,000</u>	<u>50,000</u>	<u>          </u>
TOTAL Miscellaneous	<u>83,451</u>	<u>10,310</u>	<u>16,000</u>	<u>23,745</u>	<u>20,750</u>	<u>51,500</u>	<u>          </u>
TOTAL REVENUES	<u>1,328,264</u>	<u>1,090,022</u>	<u>1,116,000</u>	<u>739,834</u>	<u>1,020,750</u>	<u>1,151,500</u>	<u>          </u>

411-CAPITAL RECOVERY - WATER

GENERAL GOVERNMENT  
EXPENDITURES

	(----- 2021-2022 -----) (----- 2022-2023 -----)						
	2019-2020 ACTUAL	2020-2021 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
NON DEPARTMENTAL =====							
<u>Supplies</u>							
<u>City Support Services</u>							
<u>Utility Services</u>							
<u>Operations Support</u>							
<u>Professional Services</u>							
101-541300 Professional Services-Cap Pla	57,301	45,922	50,000	16,033	30,000	43,000	
101-541400 Auditor/Accounting Service	<u>1,000</u>	<u>1,000</u>	<u>1,000</u>	<u>1,000</u>	<u>1,000</u>	<u>1,000</u>	
TOTAL Professional Services	58,301	46,922	51,000	17,033	31,000	44,000	
<u>Fund Charges/Transfers</u>							
<u>Maintenance Services</u>							
<u>Debt Service</u>							
<u>Operating Equipment</u>							
<u>Capital Outlay</u>							
TOTAL NON DEPARTMENTAL	58,301	46,922	51,000	17,033	31,000	44,000	

411-CAPITAL RECOVERY - WATER

GENERAL GOVERNMENT  
EXPENDITURES

	2019-2020 ACTUAL	2020-2021 ACTUAL	CURRENT BUDGET	2021-2022 Y-T-D ACTUAL	(----- 2021-2022 -----) (----- 2022-2023 -----) PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
NONDEPARTMENTAL =====							
<u>Professional Services</u>							
TOTAL GENERAL GOVERNMENT	58,301	46,922	51,000	17,033	31,000	44,000	

411-CAPITAL RECOVERY - WATER

MISC & PROJECTS

EXPENDITURES	2019-2020 ACTUAL	2020-2021 ACTUAL	(----- 2021-2022 -----) CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	(----- 2022-2023 -----) 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	512,000	4,230,819	0	0	0	
TOTAL Fund Charges/Transfers	0	512,000	4,230,819	0	0	0	
<u>Maintenance Services</u>	_____	_____	_____	_____	_____	_____	_____
<u>Rental/Leasing</u>	_____	_____	_____	_____	_____	_____	_____
<u>Capital Outlay</u>	_____	_____	_____	_____	_____	_____	_____
TOTAL PROJECTS	0	512,000	4,230,819	0	0	0	

411-CAPITAL RECOVERY - WATER

MISC & PROJECTS  
EXPENDITURES

	(----- 2021-2022 -----) (----- 2022-2023 -----)						
	2019-2020 ACTUAL	2020-2021 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
LIVE OAK ELEVATED TANK =====							
<u>Operations Support</u>							
<u>Professional Services</u>							
<u>Maintenance Services</u>							
<u>Rental/Leasing</u>							
<u>Capital Outlay</u>							
TOTAL MISC & PROJECTS	0	512,000	4,230,819	0	0	0	
TOTAL EXPENDITURES	58,301 =====	558,922 =====	4,281,819 =====	17,033 =====	31,000 =====	44,000 =====	=====

# 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	2020-21 Actual	2021-22 Estimate	2022-23 Budget
<i>Revenue</i>			
Fees	\$611,659	\$500,000	\$550,000
Miscellaneous	9,865	20,500	51,500
<i>Total</i>	<i>\$621,523</i>	<i>\$520,500</i>	<i>\$601,500</i>
<i>Expenses</i>			
Non-Departmental	\$7,855,487	\$40,500	\$52,500
<i>Total</i>	<i>\$7,855,487</i>	<i>\$40,500</i>	<i>\$52,500</i>

**PROGRAM JUSTIFICATION AND ANALYSIS**

The FY 2022-23 Budget will be set at \$52,500 for any professional services or studies that need to be completed.

421-CAPITAL RECOVERY - SEWER

FINANCIAL SUMMARY

	2019-2020 ACTUAL	2020-2021 ACTUAL	(----- 2021-2022 -----) CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	(----- 2022-2023 -----) CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<u>REVENUE SUMMARY</u>							
Fees	641,746	611,659	600,000	304,209	500,000	550,000	
Miscellaneous	<u>91,786</u>	<u>9,865</u>	<u>60,250</u>	<u>23,662</u>	<u>20,500</u>	<u>51,500</u>	
TOTAL REVENUES	733,531	621,523	660,250	327,870	520,500	601,500	
<u>EXPENDITURE SUMMARY</u>							
<u>GENERAL GOVERNMENT</u>							
NON DEPARTMENTAL	<u>164,536</u>	<u>7,855,487</u>	<u>55,500</u>	<u>20,242</u>	<u>40,500</u>	<u>52,500</u>	
TOTAL GENERAL GOVERNMENT	164,536	7,855,487	55,500	20,242	40,500	52,500	
<u>MISC &amp; PROJECTS</u>							
TOTAL EXPENDITURES	164,536	7,855,487	55,500	20,242	40,500	52,500	
REVENUE OVER/ (UNDER) EXPENDITURES	<u>568,996</u>	<u>( 7,233,964)</u>	<u>604,750</u>	<u>307,628</u>	<u>480,000</u>	<u>549,000</u>	<u>=====</u>



421-CAPITAL RECOVERY - SEWER

REVENUES

	2019-2020	2020-2021	(----- 2021-2022 -----)	(----- 2022-2023 -----)			
	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<u>Fees</u>							
000-455910 Cap Rcvry-Waste Water	<u>641,746</u>	<u>611,659</u>	<u>600,000</u>	<u>304,209</u>	<u>500,000</u>	<u>550,000</u>	
TOTAL Fees	641,746	611,659	600,000	304,209	500,000	550,000	
<u>Fund Transfers</u>							
<u>Miscellaneous</u>							
000-491000 Interest Earned	1,655	195	250	1,291	500	1,500	
000-491200 Investment Income	99,102	39,750	60,000	32,682	20,000	50,000	
000-491900 Unrealize Gain/Loss-Captl On (	<u>8,972)</u>	<u>( 30,080)</u>	<u>0</u>	<u>( 10,311)</u>	<u>0</u>	<u>0</u>	
TOTAL Miscellaneous	<u>91,786</u>	<u>9,865</u>	<u>60,250</u>	<u>23,662</u>	<u>20,500</u>	<u>51,500</u>	
TOTAL REVENUES	<u>733,531</u>	<u>621,523</u>	<u>660,250</u>	<u>327,870</u>	<u>520,500</u>	<u>601,500</u>	

421-CAPITAL RECOVERY - SEWER

GENERAL GOVERNMENT  
EXPENDITURES

	2019-2020 ACTUAL	2020-2021 ACTUAL	(----- 2021-2022 -----) CURRENT BUDGET	(----- 2021-2022 -----) Y-T-D ACTUAL	(----- 2021-2022 -----) PROJECTED YEAR END	(----- 2022-2023 -----) CITY ADMIN. RECOMMENDED	(----- 2022-2023 -----) ADOPTED BUDGET
NON DEPARTMENTAL =====							
<u>Supplies</u>							
<u>Operations Support</u>							
<u>Professional Services</u>							
101-541300 Professional Services-Cap Pla	159,005	55,698	50,000	15,816	35,000	50,000	
101-541400 Auditor/Accounting Service	1,000	1,000	1,000	1,000	1,000	1,000	
101-541650 Investment Mgt Fee-Sewer	<u>4,531</u>	<u>3,789</u>	<u>4,500</u>	<u>3,426</u>	<u>4,500</u>	<u>1,500</u>	
TOTAL Professional Services	164,536	60,487	55,500	20,242	40,500	52,500	
<u>Fund Charges/Transfers</u>							
101-548406 Transfer Out-Water/Sewer Prjc	<u>0</u>	<u>7,795,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	
TOTAL Fund Charges/Transfers	0	7,795,000	0	0	0	0	
<u>Maintenance Services</u>							
TOTAL NON DEPARTMENTAL	164,536	7,855,487	55,500	20,242	40,500	52,500	
TOTAL GENERAL GOVERNMENT	164,536	7,855,487	55,500	20,242	40,500	52,500	

421-CAPITAL RECOVERY - SEWER

MISC & PROJECTS  
EXPENDITURES

	(----- 2021-2022 -----) (----- 2022-2023 -----)						
	2019-2020 ACTUAL	2020-2021 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
SEWER PROJECTS =====							
<u>City Support Services</u>							
<u>Operations Support</u>							
<u>Professional Services</u>							
<u>Maintenance Services</u>							
<u>Rental/Leasing</u>							
TOTAL EXPENDITURES	164,536 =====	7,855,487 =====	55,500 =====	20,242 =====	40,500 =====	52,500 =====	 =====

# FUND: 204 DRAINAGE FUND

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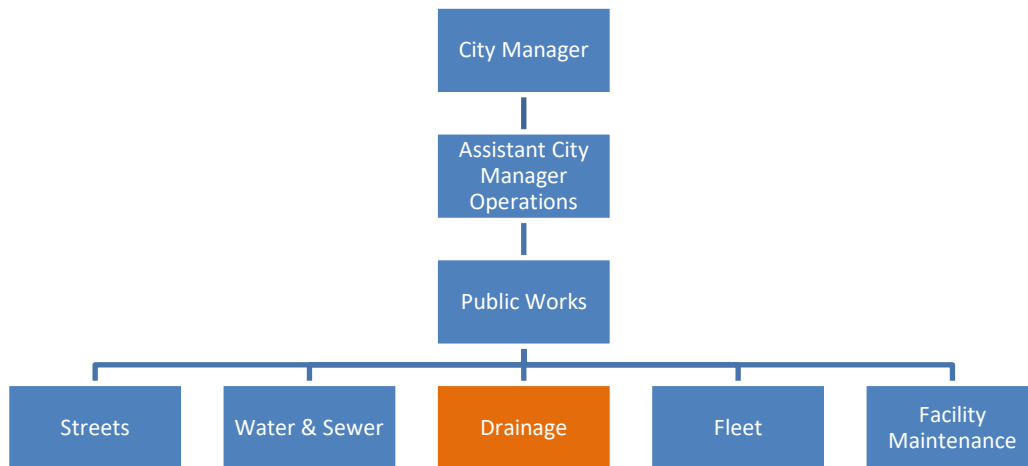
## DEPARTMENT DESCRIPTION

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

## GOALS AND OBJECTIVES

- Protect lives and property.
- Adhere to best management practices in the maintenance of natural creek waterways 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
- Continue to evaluate, consider, and pursue all available resources for improving management of the drainage infrastructure.

## ORGANIZATIONAL CHART



DRAINAGE	2020-21	2021-22	2022-23
Director	1	1	1
Assistant Director	1	1	1
Streets/Drainage Manager	1	1	1
Drainage Superintendent	1	1	1
Drainage Worker II	2	2	2
Drainage Worker I	5	5	5
<b>TOTAL POSITIONS</b>	<b>11</b>	<b>11</b>	<b>11</b>

## PERFORMANCE INDICATORS

Workload/Output	2020-21 Actual	2021-22 Estimate	2022-23 Budget
Acres of Alleys Mowed	5.15	5.15	5.15
Acres of Rights-of-Way (ROW) Mowed	66.46	66.46	66.46
Acres of Drainage Ditches Mowed	158.75	158.75	158.75

Efficiency	2020-21 Actual	2021-22 Estimate	2022-23 Budget
Monthly Operating Expenditures	79,252.85	95,103.01	119,799

## PUBLIC WORKS DRAINAGE

Effectiveness	2020-21 Actual	2021-22 Estimate	2022-23 Budget
	4250	4500	4750
ROW Maintenance & Mowing, Hours			
Drainage Mowing, Hours	1080	1180	1280
Drainage Structure Maintenance, Hours	1640	1720	1820

Budget	2020-21 Actual	2021-22 Estimate	2022-23 Budget
<i>Revenue</i>			
Permits	\$6,670	\$7,000	\$7,000
Fees	1,211,192	1,258,500	1,258,500
Fund Transfers	0	0	182,573
Miscellaneous	59,975	1,200	2,000
<i>Total</i>	<i>\$1,277,838</i>	<i>\$1,266,700</i>	<i>\$1,450,073</i>
<i>Expenses</i>			
Personnel	\$379,237	\$369,167	\$525,214
Supplies	3,717	6,750	6,950
City Support Services	4,474	6,399	16,000
Utility Services	20,288	16,900	16,900
Operations Support	31	0	0
Staff Support	13,042	14,000	14,000
City Assistance	120	40	200
Professional Services	2,720	41,500	42,500
Fund Charges/Transfers	647,133	573,817	575,443
Maintenance Services	10,728	75,000	75,000
Other Costs	0	100	100
Debt Services	121,740	0	0
Rental/Leasing	0	0	0
Operating Equipment	6,867	2,500	2,500
Capital Outlay	0	13,903	165,000
Projects	0	0	0
<i>Total</i>	<i>\$1,210,097</i>	<i>\$1,120,076</i>	<i>\$1,439,807</i>

## PROGRAM JUSTIFICATION AND ANALYSIS

**Revenue:** The FY 2022-23 Budget increase 14.5% from the FY 2021-22 year-end estimate from a fund transfer from reserves for equipment replacements.

**Expenses:** The FY 2022-23 Budget will increase 28.5% from the FY 2021-22 year-end estimate for wage increases and equipment replacements.

204-DRAINAGE

FINANCIAL SUMMARY

	2019-2020	2020-2021	(----- 2021-2022 -----)	(----- 2022-2023 -----)			
	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<u>REVENUE SUMMARY</u>							
Permits	3,220	6,670	4,000	7,700	7,000	7,000	
Fees	1,230,623	1,211,192	1,260,000	1,046,517	1,258,500	1,258,500	
Fund Transfers	0	0	17,229	0	0	182,573	
Miscellaneous	<u>13,209</u>	<u>59,975</u>	<u>3,000</u>	<u>1,305</u>	<u>1,200</u>	<u>2,000</u>	
TOTAL REVENUES	1,247,052	1,277,838	1,284,229	1,055,522	1,266,700	1,450,073	
<u>EXPENDITURE SUMMARY</u>							
<u>PUBLIC WORKS</u>							
DRAINAGE	<u>1,051,332</u>	<u>1,210,097</u>	<u>1,272,024</u>	<u>838,119</u>	<u>1,120,076</u>	<u>1,439,807</u>	
TOTAL PUBLIC WORKS	1,051,332	1,210,097	1,272,024	838,119	1,120,076	1,439,807	
<u>MISC &amp; PROJECTS</u>							
PROJECTS	<u>0</u>	<u>0</u>	<u>0</u>	<u>26,517</u>	<u>0</u>	<u>0</u>	
TOTAL MISC & PROJECTS	<u>0</u>	<u>0</u>	<u>0</u>	<u>26,517</u>	<u>0</u>	<u>0</u>	
TOTAL EXPENDITURES	1,051,332	1,210,097	1,272,024	864,637	1,120,076	1,439,807	
REVENUE OVER/ (UNDER) EXPENDITURES	<u>195,720</u>	<u>67,741</u>	<u>12,205</u>	<u>190,885</u>	<u>146,624</u>	<u>10,266</u>	

204-DRAINAGE

## REVENUES

	2019-2020 ACTUAL	2020-2021 ACTUAL	(----- 2021-2022 -----) CURRENT BUDGET	(----- 2021-2022 -----) Y-T-D ACTUAL	(----- 2021-2022 -----) PROJECTED YEAR END	(----- 2022-2023 -----) CITY ADMIN. RECOMMENDED	(----- 2022-2023 -----) ADOPTED BUDGET
<u>Permits</u>							
000-432400 Floodplain Permit	3,220	6,670	4,000	7,700	7,000	7,000	
TOTAL Permits	3,220	6,670	4,000	7,700	7,000	7,000	
<u>Fees</u>							
000-457500 Drainage Penalties	4,250	1,540	10,000	8,241	8,500	8,500	
000-457600 Drainage Fee	1,226,373	1,209,653	1,250,000	1,038,275	1,250,000	1,250,000	
TOTAL Fees	1,230,623	1,211,192	1,260,000	1,046,517	1,258,500	1,258,500	
<u>Fund Transfers</u>							
000-481000 Transfer In - Reserves	0	0	0	0	0	165,000	
000-486100 Transfer In	0	0	17,229	0	0	0	
000-486101 Transfer In - General Fund	0	0	0	0	0	17,573	
TOTAL Fund Transfers	0	0	17,229	0	0	182,573	
<u>Miscellaneous</u>							
000-491000 Interest Earned	413	82	1,000	274	200	500	
000-491200 Investment Income	9,294	738	2,000	1,031	1,000	1,500	
000-497000 Misc Income-Drainage	( 229)	59,155	0	0	0	0	
000-497100 MISC INCOME-SCRAP METAL SALES	3,730	0	0	0	0	0	
TOTAL Miscellaneous	13,209	59,975	3,000	1,305	1,200	2,000	
TOTAL REVENUES	1,247,052	1,277,838	1,284,229	1,055,522	1,266,700	1,450,073	



## 204-DRAINAGE

PROPOSED BUDGET WORKSHEET  
AS OF: JULY 31ST, 2022PUBLIC WORKS  
EXPENDITURES

	2019-2020 ACTUAL	2020-2021 ACTUAL	(----- 2021-2022 -----) CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	(----- 2022-2023 -----) CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<b>DRAINAGE</b> =====							
<u>Personnel Services</u>							
579-511110 Regular	225,927	234,047	280,825	176,132	228,098	319,184	
579-511120 Overtime	3,296	8,883	6,782	3,075	4,000	7,174	
579-511180 LTD	144	0	0	0	0	0	
579-511210 Longevity	8,616	9,876	9,902	9,935	9,935	9,558	
579-511230 Certification Allowance	1,962	1,985	2,400	1,906	2,377	2,450	
579-511310 FICA - Employer	15,272	18,135	23,764	13,612	18,697	25,885	
579-511350 TMRS-Employer	7,131	41,806	50,892	28,196	39,142	55,458	
579-511410 Health-Employer	46,266	60,674	77,281	49,247	62,224	99,305	
579-511500 Workers' Compensation	<u>3,166</u>	<u>3,831</u>	<u>5,074</u>	<u>4,694</u>	<u>4,694</u>	<u>6,200</u>	
TOTAL Personnel Services	311,779	379,237	456,920	286,797	369,167	525,214	
<u>Supplies</u>							
579-521000 Operating Supplies	3,154	2,318	4,900	1,893	2,500	2,500	
579-521100 Office Supplies	468	237	500	30	250	250	
579-521200 Medical/Chem Supplies	2,579	1,162	2,900	2,855	4,000	4,000	
579-521300 Motor Vehicle Supplies	<u>0</u>	<u>0</u>	<u>200</u>	<u>0</u>	<u>0</u>	<u>200</u>	
TOTAL Supplies	6,202	3,717	8,500	4,779	6,750	6,950	
<u>Human Services</u>							
<u>City Support Services</u>							
579-532500 City Insurance-Commercial	4,924	2,974	3,500	3,111	3,500	3,500	
579-532800 EMPLOYEE APPRECIATION EVENTS	1,202	1,500	1,500	914	2,500	2,500	
579-532900 Contingencies	<u>869</u>	<u>0</u>	<u>15,500</u>	<u>399</u>	<u>399</u>	<u>10,000</u>	
TOTAL City Support Services	6,995	4,474	20,500	4,424	6,399	16,000	
<u>Utility Services</u>							
579-533310 Telephone/Cell Phones	679	805	1,200	383	900	900	
579-533500 Vehicle Fuel	<u>11,169</u>	<u>19,483</u>	<u>25,500</u>	<u>16,960</u>	<u>16,000</u>	<u>16,000</u>	
TOTAL Utility Services	11,847	20,288	26,700	17,343	16,900	16,900	
<u>Operations Support</u>							
579-534000 Postage	0	0	50	0	0	0	
579-534200 Printing & Binding	<u>0</u>	<u>31</u>	<u>1,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	
TOTAL Operations Support	0	31	1,050	0	0	0	
<u>Staff Support</u>							
579-535100 Uniforms	5,618	6,306	6,000	3,578	6,000	6,000	
579-535300 Memberships	500	( 14)	500	0	0	0	
579-535500 Training/Travel	1,252	5,000	6,000	5,833	8,000	8,000	
579-535510 Meeting Expenses	0	1,200	1,200	33	0	0	
579-535600 Professional Certification	<u>0</u>	<u>550</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	
TOTAL Staff Support	7,370	13,042	13,700	9,444	14,000	14,000	

## 204-DRAINAGE

PROPOSED BUDGET WORKSHEET  
AS OF: JULY 31ST, 2022PUBLIC WORKS  
EXPENDITURES

	2019-2020 ACTUAL	2020-2021 ACTUAL	(----- 2021-2022 -----) CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	(----- 2022-2023 -----) CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<u>City Assistance</u>							
579-537100 Medical Services	150	120	500	40	40	200	
TOTAL City Assistance	150	120	500	40	40	200	
<u>Professional Services</u>							
579-541200 Legal Svcs	0	59	5,000	0	0	1,000	
579-541310 Contractual Services	2,107	1,161	62,737	12,041	40,000	40,000	
579-541400 Auditor/Accounting Service	1,500	1,500	1,500	1,500	1,500	1,500	
TOTAL Professional Services	3,607	2,720	69,237	13,541	41,500	42,500	
<u>Fund Charges/Transfers</u>							
579-548000 Transfer Out	0	20,355	0	0	0	0	
579-548101 Transfer Out - General Fund	0	0	1,000	0	0	1,000	
579-548500 Interfund Charges-Admin	243,112	285,506	308,010	256,675	308,010	320,073	
579-548600 Interfund Charges-Water	146,400	146,400	150,000	125,000	150,000	150,000	
579-548610 Interfund Charge-Fleet	89,145	99,261	115,807	96,506	115,807	104,370	
579-548700 Bad Debt Expense	4,839	0	0	0	0	0	
579-548800 Depreciation Expense	123,578	95,611	0	0	0	0	
TOTAL Fund Charges/Transfers	607,074	647,133	574,817	478,181	573,817	575,443	
<u>Maintenance Services</u>							
579-551300 Computer Maintenance	0	( 623)	0	0	0	0	
579-551610 Drainage Channel Maintenance	90,436	11,351	83,000	7,109	75,000	75,000	
TOTAL Maintenance Services	90,436	10,728	83,000	7,109	75,000	75,000	
<u>Other Costs</u>							
579-554100 State Storm Water Fee-TCEQ	100	0	100	100	100	100	
TOTAL Other Costs	100	0	100	100	100	100	
<u>Debt Service</u>							
579-555900 Debt Service	0	120,000	0	0	0	0	
579-555900. Interest Expense	3,827	1,740	0	0	0	0	
TOTAL Debt Service	3,827	121,740	0	0	0	0	
<u>Rental/Leasing</u>							
579-561100 Rental-Equipment	0	0	500	0	0	0	
TOTAL Rental/Leasing	0	0	500	0	0	0	
<u>Operating Equipment</u>							
579-571200 Vehicles & Access Less \$5,000	0	130	0	0	0	0	
579-571500 Equipment Under \$5,000	1,944	6,737	2,500	2,459	2,500	2,500	
TOTAL Operating Equipment	1,944	6,867	2,500	2,459	2,500	2,500	

204-DRAINAGE

PUBLIC WORKS EXPENDITURES	(----- 2021-2022 -----) (----- 2022-2023 -----)						
	2019-2020 ACTUAL	2020-2021 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<u>Capital Outlay</u>							
579-581200 Vehicles & Access. Over \$5,00	0	0	0	0	0	165,000	
579-581500 Machinery/Equipment	<u>0</u>	<u>0</u>	<u>14,000</u>	<u>13,903</u>	<u>13,903</u>	<u>0</u>	
TOTAL Capital Outlay	0	0	14,000	13,903	13,903	165,000	
TOTAL DRAINAGE	1,051,332	1,210,097	1,272,024	838,119	1,120,076	1,439,807	
TOTAL PUBLIC WORKS	1,051,332	1,210,097	1,272,024	838,119	1,120,076	1,439,807	

204-DRAINAGE

MISC & PROJECTS  
EXPENDITURES

	(----- 2021-2022 -----) (----- 2022-2023 -----)						
	2019-2020 ACTUAL	2020-2021 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
PROJECTS							
=====							
City Support Services	_____	_____	_____	_____	_____	_____	_____
Operations Support	_____	_____	_____	_____	_____	_____	_____
Professional Services	_____	_____	_____	_____	_____	_____	_____
Maintenance Services							
900-551900 Construction	_____0	_____0	_____0	_____26,517	_____0	_____0	=====
TOTAL Maintenance Services	0	0	0	26,517	0	0	
Capital Outlay	_____	_____	_____	_____	_____	_____	_____
TOTAL PROJECTS	0	0	0	26,517	0	0	
TOTAL MISC & PROJECTS	0	0	0	26,517	0	0	
TOTAL EXPENDITURES	1,051,332 =====	1,210,097 =====	1,272,024 =====	864,637 =====	1,120,076 =====	1,439,807 =====	=====

# 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
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## EMERGENCY MEDICAL SERVICES (EMS)

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- 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	2020-21	2021-22	2022-23
Director	1	1	1
Division Chief - Operations	1	1	1
Division Chief - Clinical	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	3	3	3
MIH Paramedic	1	1	1
Paramedic	28	30	32
EMT	6	6	12
P/T Paramedics	15	15	15
P/T EMT	5	5	5
P/T Supply Coordinator	1	1	1
TOTAL POSITIONS	75	78	86

## EMERGENCY MEDICAL SERVICES (EMS)

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### PERFORMANCE INDICATORS

Workload/Output	2020-21 Actual	2021-22 Estimate	2022-23 Budget
Requests for EMS Service	12,269	13,230	13,618
Transports to Hospitals	7,443	8,103	8,366
Hospital to Hospital Transports	795	850	900
Collections per Transport	\$459	\$470	\$500
Students Enrolled in EMT Certification Classes	135	140	140
Trips billed for Alamo Heights	546	550	600
Members of EMS Passport	432	440	450

Efficiency	2020-21 Actual	2021-22 Estimate	2022-23 Budget
Response Time 90% Reliability	13:59	13:00	13:00
Total Time on Task (Minutes)	58:30	57:00	57:00
Transport Percentage	61%	62%	62%
Days Sales Outstanding	45.78	45	45
Mutual Aid Requested	28	25	20
Students Graduated from EMT Certification Classes	63	70	70

Effectiveness	2020-21 Actual	2021-22 Estimate	2022-23 Budget
Critical Failures / 100,000 miles	7.0	6	6
Fleet Accidents / 100,000 miles	5.0	4	4
Cardiac Arrest Save %	7.1%	8%	10%
Correct recognition of STEMI	64.6%	70%	75%
EMT Class Certification Pass Rate	85.7%	90%	90%

## EMERGENCY MEDICAL SERVICES (EMS)

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Budget	2020-21 Actual	2021-22 Estimate	2022-23 Budget
<i>Revenue</i>			
Fees	\$7,164,000	\$7,300,307	\$7,605,302
Inter-Jurisdictional	3,204,108	4,214,481	3,978,179
Fund Transfers	409,606	0	0
Miscellaneous	115,705	63,800	137,500
<i>Total</i>	<i>\$10,893,569</i>	<i>\$11,578,588</i>	<i>\$11,720,982</i>
<i>Expenses</i>			
Personnel	\$5,087,531	\$6,024,715	\$6,238,590
Supplies	356,297	396,250	398,525
City Support Services	71,113	143,430	160,000
Utility Services	130,473	172,000	176,000
Operations Support	152,744	33,550	31,500
Staff Support	55,329	83,000	88,000
City Assistance	616,862	624,489	624,989
Professional Services	113,798	152,500	125,500
Fund Charges/Transfers	3,272,625	2,638,846	3,145,058
Maintenance Services	10,560	13,000	13,000
Debt Service	115,10	116,725	0
Rental/Leasing	65,118	150,000	150,000
Operating Equipment	74,513	75,528	53,500
Capital Outlay	0	905,000	515,000
<i>Total</i>	<i>\$10,122,063</i>	<i>\$11,529,032</i>	<i>\$11,719,662</i>

### PROGRAM JUSTIFICATION AND ANALYSIS

**Revenue:** Revenues for FY 2022-23 Budget are expected to increase 1.2% from FY 2021-22 year-end estimates from an increase in transports that is offset by lower funding from the Texas Ambulance Supplemental Payment Program (TASSP).

**Expenses:** The FY 2022-23 Budget will increase 1.7% from the FY 2021-22 year-end estimate. The addition of 8 new person and wage increases is offset by debt service being paid off and vehicle replacements made in FY 2021-22.



203-EMS

FINANCIAL SUMMARY

	2019-2020	2020-2021	(----- 2021-2022 -----)	(----- 2022-2023 -----)			
	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<u>REVENUE SUMMARY</u>							
Fees	5,608,246	7,164,150	6,545,490	6,535,970	7,300,307	7,605,302	
Inter-Jurisdictional	2,847,335	3,204,108	3,985,933	3,910,014	4,214,481	3,978,179	
Fund Transfers	0	409,606	1,088,672	0	0	0	
Miscellaneous	<u>339,324</u>	<u>115,705</u>	<u>174,500</u>	<u>65,371</u>	<u>63,800</u>	<u>137,500</u>	
TOTAL REVENUES	8,794,906	10,893,569	11,794,594	10,511,354	11,578,588	11,720,982	
<u>EXPENDITURE SUMMARY</u>							
<u>PUBLIC SAFETY</u>							
SCHERTZ EMS	<u>8,168,722</u>	<u>10,122,063</u>	<u>11,736,094</u>	<u>9,841,781</u>	<u>11,529,032</u>	<u>11,719,662</u>	
TOTAL PUBLIC SAFETY	8,168,722	10,122,063	11,736,094	9,841,781	11,529,032	11,719,662	
<u>MISC &amp; PROJECTS</u>							
TOTAL EXPENDITURES	8,168,722	10,122,063	11,736,094	9,841,781	11,529,032	11,719,662	
REVENUE OVER/ (UNDER) EXPENDITURES	626,184	771,505	58,501	669,573	49,556	1,319	
	=====	=====	=====	=====	=====	=====	=====

203-EMS

PROPOSED BUDGET WORKSHEET  
AS OF: JULY 31ST, 2022

## REVENUES

			2021-2022		2022-2023		
	2019-2020	2020-2021	CURRENT	Y-T-D	PROJECTED	CITY ADMIN.	ADOPTED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	RECOMMENDED	BUDGET
<u>Fees</u>							
000-456100 Ambulance/Mileage Transprt Fe	5,365,449	6,844,294	6,206,890	6,221,171	6,967,257	7,248,302	
000-456110 Passport Membership Fees	25,065	25,765	28,000	26,240	26,000	26,000	
000-456120 EMT Class - Fees	90,825	134,600	137,500	136,525	140,000	140,000	
000-456122 CE Class - Fees	19,443	19,745	24,000	18,523	22,000	20,000	
000-456130 Immunization Fees	7,936	2,149	3,000	2,227	2,500	3,000	
000-456140 Billing Fees-External	23,514	20,157	26,000	18,773	22,500	28,000	
000-456150 Standby Fees	16,849	39,826	30,000	41,989	50,000	50,000	
000-456155 Community Services Support	24,366	40,176	50,000	36,850	30,000	50,000	
000-456160 MIH Services	34,699	37,413	40,000	33,621	40,000	40,000	
000-459200 NSF Check Fee	<u>100</u>	<u>25</u>	<u>100</u>	<u>50</u>	<u>50</u>	<u>0</u>	
TOTAL Fees	5,608,246	7,164,150	6,545,490	6,535,970	7,300,307	7,605,302	
<u>Inter-Jurisdictional</u>							
000-473500 Seguin/Guadalupe Co Support	843,578	1,005,263	927,935	773,279	927,934	927,935	
000-474200 JBSA Support	0	0	635,706	476,780	635,706	654,778	
000-474300 Cibolo Support	439,612	473,115	529,044	529,044	529,043	557,334	
000-475100 Comal Co ESD #6	132,439	141,411	148,871	159,667	150,557	132,247	
000-475200 Live Oak Support	237,775	246,256	280,241	259,351	259,350	273,764	
000-475300 Universal City Support	305,996	321,566	335,885	335,885	335,884	345,554	
000-475400 Selma Support	161,001	171,441	180,290	180,290	180,290	186,132	
000-475500 Schertz Support	602,583	667,049	695,644	695,644	695,644	725,514	
000-475600 Santa Clara Support	11,137	11,455	11,953	11,953	11,953	12,236	
000-475800 Marion Support	16,849	18,375	21,364	21,364	21,363	22,685	
000-475910 TASPP Program	<u>96,365</u>	<u>148,177</u>	<u>219,000</u>	<u>466,757</u>	<u>466,757</u>	<u>140,000</u>	
TOTAL Inter-Jurisdictional	2,847,335	3,204,108	3,985,933	3,910,014	4,214,481	3,978,179	
<u>Fund Transfers</u>							
000-486000 Transfer In-Reserves	0	0	755,172	0	0	0	
000-486100 Transfer In	0	0	333,500	0	0	0	
000-486405 Transfer In-Grant Fund	<u>0</u>	<u>409,606</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	
TOTAL Fund Transfers	0	409,606	1,088,672	0	0	0	
<u>Miscellaneous</u>							
000-491000 Interest Earned	1,077	489	2,500	393	600	1,500	
000-491200 Investment Income	9,562	959	5,000	1,801	2,000	4,000	
000-493203 Donations-EMS	5,727	925	2,000	650	1,200	2,000	
000-493205 Donations-Golf Tournament ( 150)		0	0	0	0	0	
000-497000 Misc Income	178,631	48,218	75,000	27,001	20,000	60,000	
000-497100 Recovery of Bad Debt	8,272	11,223	20,000	8,643	10,000	20,000	
000-497110 Collection Agency-Bad Debt	<u>136,205</u>	<u>53,891</u>	<u>70,000</u>	<u>26,882</u>	<u>30,000</u>	<u>50,000</u>	
TOTAL Miscellaneous	<u>339,324</u>	<u>115,705</u>	<u>174,500</u>	<u>65,371</u>	<u>63,800</u>	<u>137,500</u>	
TOTAL REVENUES	<u>8,794,906</u>	<u>10,893,569</u>	<u>11,794,594</u>	<u>10,511,354</u>	<u>11,578,588</u>	<u>11,720,982</u>	

203-EMS

PROPOSED BUDGET WORKSHEET  
AS OF: JULY 31ST, 2022

PUBLIC SAFETY							
EXPENDITURES							
	2019-2020	2020-2021	(----- 2021-2022 -----)	(----- 2022-2023 -----)			
	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
SCHERTZ EMS							
=====							
<u>Personnel Services</u>							
280-511110 Regular	1,985,359	2,770,929	3,034,440	2,677,720	3,300,000	3,337,737	
280-511120 Overtime	783,376	864,024	923,247	888,001	1,000,000	1,000,000	
280-511180 LTD	1,598	0	0	0	0	0	
280-511210 Longevity	46,492	48,698	41,121	37,929	39,000	45,351	
280-511220 Clothing Allowance	12,340	12,972	14,978	14,764	16,000	14,976	
280-511230 Certification Allowance	13,310	11,645	16,060	13,425	15,000	20,410	
280-511310 FICA - Employer	230,373	272,255	297,912	265,846	320,000	350,838	
280-511350 TMRS-Employer	545,961	564,709	592,108	511,171	675,000	707,043	
280-511410 Health-Employer	430,081	474,438	592,549	514,469	600,000	686,029	
280-511500 Workers' Compensation	<u>57,936</u>	<u>67,862</u>	<u>64,543</u>	<u>59,715</u>	<u>59,715</u>	<u>76,206</u>	
TOTAL Personnel Services	4,106,826	5,087,531	5,576,958	4,983,039	6,024,715	6,238,590	
<u>Supplies</u>							
280-521000 Operating Supplies	1,171	629	2,000	1,667	2,000	2,000	
280-521010 Operating Supplies-EMT Class	19,822	29,950	41,000	39,063	30,000	30,000	
280-521020 Operating Supplies-CE Class	2,799	6,852	11,000	526	8,500	17,275	
280-521025 Community Support Supplies	23,066	23,480	35,323	32,595	23,000	25,000	
280-521030 Operating Supplies- MIH	0	0	1,000	174	500	2,000	
280-521100 Office Supplies	2,096	2,813	3,500	2,785	3,500	4,000	
280-521200 Medical/Chem Supplies	217,249	280,902	290,140	309,932	310,000	300,000	
280-521250 Immunization Supplies	12,135	7,998	21,287	809	15,000	14,000	
280-521300 Motor Veh. Supplies	2,293	2,480	2,800	1,479	2,000	2,500	
280-521600 Equip Maint Supplies	<u>0</u>	<u>1,194</u>	<u>2,500</u>	<u>136</u>	<u>1,750</u>	<u>1,750</u>	
TOTAL Supplies	280,631	356,297	410,550	389,165	396,250	398,525	
<u>Human Services</u>							
<u>City Support Services</u>							
280-532350 Software Maintenance	38,812	46,396	72,000	43,478	72,000	75,000	
280-532500 City Insurance-Commercial	24,979	24,718	26,000	31,430	31,430	35,000	
280-532900 Contingencies	<u>0</u>	<u>0</u>	<u>40,000</u>	<u>798</u>	<u>40,000</u>	<u>50,000</u>	
TOTAL City Support Services	63,791	71,113	138,000	75,706	143,430	160,000	
<u>Utility Services</u>							
280-533100 Gas Utility Service	7,105	6,538	7,000	6,399	7,000	7,000	
280-533200 Electric Utility Service	8,611	10,138	12,000	6,937	8,500	12,000	
280-533300 Telephone/Land Line	995	0	0	0	0	0	
280-533310 Telephone/Cell Phones	12,843	7,731	0	586	0	0	
280-533320 Telephone/Air Cards	4,134	261	0	0	0	0	
280-533330 Telephone/Internet	4,667	1,587	0	0	0	0	
280-533410 Water Utility Service	6,747	5,162	7,000	4,234	6,500	7,000	
280-533500 Vehicle Fuel	<u>65,790</u>	<u>99,055</u>	<u>80,000</u>	<u>118,079</u>	<u>150,000</u>	<u>150,000</u>	
TOTAL Utility Services	110,894	130,473	106,000	136,236	172,000	176,000	

203-EMS

PROPOSED BUDGET WORKSHEET  
AS OF: JULY 31ST, 2022

PUBLIC SAFETY  
EXPENDITURES

	2019-2020 ACTUAL	2020-2021 ACTUAL	(----- 2021-2022 -----) CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	(----- 2022-2023 -----) CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<u>Operations Support</u>							
280-534000 Postage	6,761	2,427	7,500	3,259	5,000	6,500	
280-534100 Advertising	0	0	0	485	485	0	
280-534200 Printing & Binding	2,799	2,609	6,500	2,514	4,000	3,000	
280-534300 Equipment Maintenance - Copie	4,829	4,654	7,500	4,054	7,500	5,000	
280-534400 EMT Class Instructors	12,080	13,440	15,000	10,640	10,000	8,000	
280-534410 CE Class Instructors	960	640	1,500	0	750	1,500	
280-534420 Community Support-Instructors	2,400	3,680	3,000	1,920	2,000	3,000	
280-534500 Memberships - Organizations	3,750	3,815	4,000	3,815	3,815	4,500	
280-534800 Temporary Empl. Services	4,389	0	0	0	0	0	
280-534999 Misc Expenses	0	121,479	0	0	0	0	
TOTAL Operations Support	37,967	152,744	45,000	26,686	33,550	31,500	
<u>Staff Support</u>							
280-535100 Uniforms	20,023	21,157	25,265	21,052	30,000	30,000	
280-535210 Employee Recognition-Morale	3,904	5,115	6,000	4,549	6,000	6,500	
280-535300 Memberships	0	0	500	40	0	0	
280-535400 Publications	200	0	500	0	0	500	
280-535500 Training/Travel	24,890	25,066	38,000	37,299	44,000	48,000	
280-535510 Meeting Expenses	1,351	2,933	3,000	2,470	3,000	3,000	
280-535600 Professional Certification	3,025	1,058	0	0	0	0	
TOTAL Staff Support	53,394	55,329	73,265	65,411	83,000	88,000	
<u>City Assistance</u>							
280-537100 Medical Services	1,876	1,738	4,000	845	2,000	2,000	
280-537110 EMS Outsourcing	548,867	611,113	618,489	463,867	618,489	618,489	
280-537800 Community Outreach	3,328	4,011	4,500	4,021	4,000	4,500	
TOTAL City Assistance	554,071	616,862	626,989	468,733	624,489	624,989	
<u>Professional Services</u>							
280-541200 Legal Svcs	195	351	5,000	983	2,000	5,000	
280-541300 Other Cons1/Prof Services	105,049	93,028	103,000	111,508	130,000	100,000	
280-541400 Auditor/Accounting Service	3,000	3,000	3,000	3,000	3,000	3,000	
280-541501 Bond Issuance Costs/Paying A(	188,568)	0	0	0	0	0	
280-541800 Credit Card Fees	16,452	17,419	12,500	16,814	17,500	17,500	
TOTAL Professional Services	( 63,872)	113,798	123,500	132,305	152,500	125,500	
<u>Fund Charges/Transfers</u>							
280-548101 Tranfer Out - General Fund	0	0	0	0	0	4,000	
280-548600 Interfund Charges-G/F Admin	179,100	182,682	212,740	177,283	212,740	216,994	
280-548610 Interfund Charges-Admin Fleet	138,585	181,781	226,106	188,422	226,106	258,762	
280-548650 Interest Expense	1,664	0	0	0	0	0	
280-548700 Bad Debt Expense	2,305,991	2,621,818	2,224,890	2,090,066	2,200,000	2,665,302	
280-548800 Depreciation Expense	329,219	286,344	0	0	0	0	
TOTAL Fund Charges/Transfers	2,954,559	3,272,625	2,663,736	2,455,771	2,638,846	3,145,058	

203-EMS

PUBLIC SAFETY EXPENDITURES	(----- 2021-2022 -----) (----- 2022-2023 -----)						
	2019-2020 ACTUAL	2020-2021 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	
<u>Maintenance Services</u>							
280-551800 Other Maintenance Agreements	8,440	0	0	0	0	0	
280-551810 Maintenance Agr. - Radios	<u>11,520</u>	<u>10,560</u>	<u>13,000</u>	<u>6,720</u>	<u>13,000</u>	<u>13,000</u>	
TOTAL Maintenance Services	19,960	10,560	13,000	6,720	13,000	13,000	
<u>Other Costs</u>							
280-554100 Deployment-Reimb-STRAC	<u>51</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	
TOTAL Other Costs	51	0	0	0	0	0	
<u>Debt Service</u>							
280-555639.Tax Notes SR2015 - Interest	2,877	0	0	0	0	0	
280-555900 Debt Service	<u>0</u>	<u>115,100</u>	<u>118,120</u>	<u>116,725</u>	<u>116,725</u>	<u>0</u>	
TOTAL Debt Service	2,877	115,100	118,120	116,725	116,725	0	
<u>Rental/Leasing</u>							
280-561200 Lease/Purchase Payments	<u>0</u>	<u>65,118</u>	<u>150,000</u>	<u>145,103</u>	<u>150,000</u>	<u>150,000</u>	
TOTAL Rental/Leasing	0	65,118	150,000	145,103	150,000	150,000	
<u>Operating Equipment</u>							
280-571000 Furniture & Fixtures	3,097	1,569	6,528	6,399	6,528	5,000	
280-571200 Vehicles&Access. < \$5,000	0	15,535	6,754	1,780	4,500	4,500	
280-571300 Computer&Periphe. < \$5000	2,787	12,154	20,000	11,563	15,000	15,000	
280-571400 Communication Equip < \$5000	4,194	8,475	21,289	673	9,500	4,000	
280-571800 Equipment Under \$5,000	<u>37,495</u>	<u>36,781</u>	<u>60,727</u>	<u>10,111</u>	<u>40,000</u>	<u>25,000</u>	
TOTAL Operating Equipment	47,573	74,513	115,298	30,526	75,528	53,500	
<u>Capital Outlay</u>							
280-581200 Vehicles & Access. Over \$5,00	0	0	1,376,490	680,825	725,000	450,000	
280-581800 Equipment Over \$5,000	<u>0</u>	<u>0</u>	<u>199,188</u>	<u>128,832</u>	<u>180,000</u>	<u>65,000</u>	
TOTAL Capital Outlay	0	0	1,575,678	809,657	905,000	515,000	
TOTAL SCHERTZ EMS	8,168,722	10,122,063	11,736,094	9,841,781	11,529,032	11,719,662	
TOTAL PUBLIC SAFETY	8,168,722	10,122,063	11,736,094	9,841,781	11,529,032	11,719,662	

203-EMS

MISC & PROJECTS  
EXPENDITURES

	(----- 2021-2022 -----)				(----- 2022-2023 -----)		
	2019-2020	2020-2021	CURRENT	Y-T-D	PROJECTED	CITY ADMIN.	ADOPTED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	RECOMMENDED	BUDGET
DONATIONS							
=====							
City Support Services							
TOTAL EXPENDITURES	8,168,722	10,122,063	11,736,094	9,841,781	11,529,032	11,719,662	
	=====	=====	=====	=====	=====	=====	=====

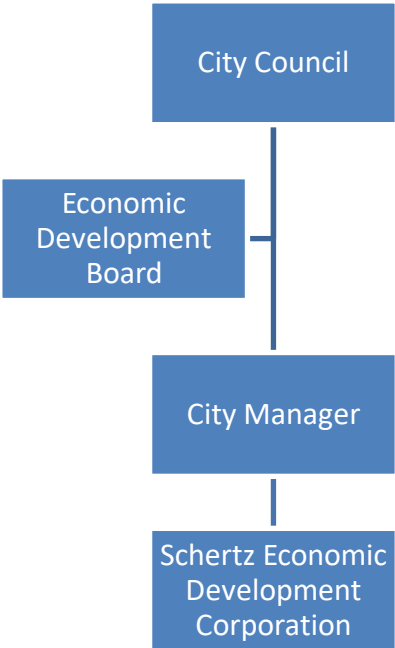
# FUND: 620 CITY OF SCHERTZ ECONOMIC DEVELOPMENT CORPORATION

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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

ECONOMIC DEVELOPMENT	2020-21	2021-22	2022-23
Executive Director	1	1	1
Deputy Director (reclassified Analyst position 2021)	0	1	1
Economic Development Analyst	1	0	0
Business Retention Manager	1	1	1
Executive Assistant	1	1	1
TOTAL POSITIONS	4	4	4

## PERFORMANCE INDICATORS

Workload/Output	2020-21 Actual	2021-22 Estimate	2022-23 Budget
Number of inquiries	94	121	155
Number of Schertz BRE visits	7	18	40
Number of recruitment events	6	8	12
Number of new prospects	15	35	45
Number of active performance agreements	14	15	18

Budget	2020-21 Actual	2021-22 Estimate	2022-23 Budget
<i>Revenue</i>			
Taxes	\$5,615,928	\$6,177,520	\$6,548,000
Fund Transfers	0	0	3,320,960
Miscellaneous	56,144	92,900	182,000
<i>Total</i>	<i>\$5,672,073</i>	<i>\$6,270,420</i>	<i>\$10,050,960</i>
<i>Expenses</i>			
Supplies	\$577	\$1000	\$1,000
Human Services	0	0	0
City Support Services	3,322	10,336	21,200
Utility Services	1,836	2,450	2,975
Operations Support	68,826	185,660	437,610
Staff Support	7,077	21,125	24,575



## ECONOMIC DEVELOPMENT

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City Assistance	0	2,500	205,000
Professional Services	21,267	41,000	61,300
Fund Charges/Transfers	504,669	506,984	542,221
Maintenance Services	0	0	0
Operating Equipment	2,508	3,960	5,000
<i>Total Economic Development</i>	<i>\$610,082</i>	<i>\$775,015</i>	<i>\$1,300,881</i>
<i>Annual and Infrastructure Grants</i>	<i>\$4,274,385</i>	<i>\$1,240,000</i>	<i>\$8,750,079</i>
<i>Total Schertz Economic Development</i>	<i>\$4,884,467</i>	<i>\$2,015,015</i>	<i>\$10,050,960</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 2022-23 is projected to increase by 60.3% from the FY 2021-22 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 2022-23 are projected to increase by 67.9% to accommodate costs associated with signage on Schertz Parkway Overpass, and Master Planning for comprehensive Request for Information (RFI) responses, and continued work with the Retail Coach on site analysis and planning. Unspent Marketing and Promotion dollars may be carried forward per State statute for Marketing and Promotion purposes.

**Project Expenses:** The SEDC is funding improvements to Lookout Rd, signalization, and upsizing of wastewater facilities in FY 2022-23. The SEDC also has performance agreements with 6 companies that are eligible to receive funds during the FY 2022-23 year. These projects include: Kellum Development, Closner Equipment Co., Phelan-Bennett, Schertz 312 LLC, Schertz Medical Office Building (MOB), and Ace Mart Food Supply.

620-SED CORPORATION

## FINANCIAL SUMMARY

	(----- 2021-2022 -----) (----- 2022-2023 -----)						
	2019-2020 ACTUAL	2020-2021 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<u>REVENUE SUMMARY</u>							
Taxes	4,819,288	5,615,928	5,408,000	4,869,381	6,177,520	6,548,000	_____
Fund Transfers	0	0	1,240,000	0	0	3,320,960	_____
Miscellaneous	<u>288,241</u>	<u>56,144</u>	<u>141,000</u>	<u>57,161</u>	<u>92,900</u>	<u>182,000</u>	<u>_____</u>
TOTAL REVENUES	5,107,529	5,672,073	6,789,000	4,926,542	6,270,420	10,050,960	
<u>EXPENDITURE SUMMARY</u>							
<u>GENERAL GOVERNMENT</u>							
NON DEPARTMENTAL	<u>5,252,997</u>	<u>4,274,385</u>	<u>4,379,038</u>	<u>0</u>	<u>1,240,000</u>	<u>8,750,079</u>	<u>_____</u>
TOTAL GENERAL GOVERNMENT	5,252,997	4,274,385	4,379,038	0	1,240,000	8,750,079	
<u>MISC &amp; PROJECTS</u>							
PROJECTS	0	0	0	0	0	0	_____
ECONOMIC DEVELOPMENT	613,162	610,082	1,161,669	691,451	775,015	1,300,881	_____
FM3009 RD&BRIDGE EXPNSN	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>_____</u>
TOTAL MISC & PROJECTS	<u>613,162</u>	<u>610,082</u>	<u>1,161,669</u>	<u>691,451</u>	<u>775,015</u>	<u>1,300,881</u>	<u>_____</u>
TOTAL EXPENDITURES	5,866,159	4,884,467	5,540,707	691,451	2,015,015	10,050,960	
REVENUE OVER/(UNDER) EXPENDITURES	( 758,629)	787,606	1,248,293	4,235,091	4,255,405	0	=====

620-SED CORPORATION

PROPOSED BUDGET WORKSHEET  
AS OF: JULY 31ST, 2022

## REVENUES

	(----- 2021-2022 -----) (----- 2022-2023 -----)						
	2019-2020 ACTUAL	2020-2021 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<u>Taxes</u>							
000-411500 Sales Tax Revenue (4B)	<u>4,819,288</u>	<u>5,615,928</u>	<u>5,408,000</u>	<u>4,869,381</u>	<u>6,177,520</u>	<u>6,548,000</u>	
TOTAL Taxes	4,819,288	5,615,928	5,408,000	4,869,381	6,177,520	6,548,000	
<u>Fund Transfers</u>							
000-486000 Transfer In	0	0	0	0	0	0	
000-486010 Transfer In-Reserves	0	0	1,240,000	0	0	3,320,960	
000-486101 Transfer In-General Fund	0	0	0	0	0	0	
000-486402 Transfer from City Wide Projt	0	0	0	0	0	0	
000-486411 Contribution Received-Cap Rec	0	0	0	0	0	0	
000-486505 Transfer From Debt Service	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	
TOTAL Fund Transfers	0	0	1,240,000	0	0	3,320,960	
<u>Miscellaneous</u>							
000-491000 Interest Earned-Bank	2,045	431	1,000	734	900	2,000	
000-491200 Investment Income	286,695	55,713	140,000	56,427	92,000	180,000	
000-497000 Misc Income	( 499)	0	0	0	0	0	
000-498000 Reimbursements	0	0	0	0	0	0	
000-499000 Transfer From Reserves	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	
TOTAL Miscellaneous	<u>288,241</u>	<u>56,144</u>	<u>141,000</u>	<u>57,161</u>	<u>92,900</u>	<u>182,000</u>	
TOTAL REVENUES	<u>5,107,529</u>	<u>5,672,073</u>	<u>6,789,000</u>	<u>4,926,542</u>	<u>6,270,420</u>	<u>10,050,960</u>	

620-SED CORPORATION

GENERAL GOVERNMENT  
 EXPENDITURES

	2019-2020 ACTUAL	2020-2021 ACTUAL	(----- 2021-2022 -----) CURRENT BUDGET	(----- 2021-2022 -----) Y-T-D ACTUAL	(----- 2021-2022 -----) PROJECTED YEAR END	(----- 2022-2023 -----) CITY ADMIN. RECOMMENDED	(----- 2022-2023 -----) ADOPTED BUDGET
NON DEPARTMENTAL =====							
<u>City Assistance</u>							
101-537600 Development Incentive Fund	<u>4,752,997</u>	<u>224,385</u>	<u>3,139,038</u>	<u>0</u>	<u>0</u>	<u>3,000,079</u>	
TOTAL City Assistance	4,752,997	224,385	3,139,038	0	0	3,000,079	
<u>Fund Charges/Transfers</u>							
101-548000 Contributions	<u>500,000</u>	<u>4,050,000</u>	<u>1,240,000</u>	<u>0</u>	<u>1,240,000</u>	<u>5,750,000</u>	
TOTAL Fund Charges/Transfers	500,000	4,050,000	1,240,000	0	1,240,000	5,750,000	
TOTAL NON DEPARTMENTAL	5,252,997	4,274,385	4,379,038	0	1,240,000	8,750,079	
TOTAL GENERAL GOVERNMENT	5,252,997	4,274,385	4,379,038	0	1,240,000	8,750,079	

620-SED CORPORATION

PROPOSED BUDGET WORKSHEET  
AS OF: JULY 31ST, 2022

## MISC &amp; PROJECTS

EXPENDITURES	(----- 2021-2022 -----) (----- 2022-2023 -----)						
	2019-2020 ACTUAL	2020-2021 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<b>ECONOMIC DEVELOPMENT</b>							
=====							
<u>Personnel Services</u>							
966-511110 Regular	0	0	0	0	0	0	
966-511120 Overtime	0	0	0	0	0	0	
966-511180 LTD	0	0	0	0	0	0	
966-511210 Longevity	0	0	0	0	0	0	
966-511240 Allowance	0	0	0	0	0	0	
966-511310 FICA-Employer	0	0	0	0	0	0	
966-511350 TMRS-Employer	0	0	0	0	0	0	
966-511410 Health-Employer	0	0	0	0	0	0	
966-511500 Workers' Compensation	0	0	0	0	0	0	
TOTAL Personnel Services	0	0	0	0	0	0	
<u>Supplies</u>							
966-521100 Office Supplies	448	577	1,000	982	1,000	1,000	
966-521110 Office Supplies-Refreshments	0	0	0	0	0	0	
966-521300 Motor Veh. Supplies	0	0	0	0	0	0	
TOTAL Supplies	448	577	1,000	982	1,000	1,000	
<u>Human Services</u>							
966-531100 Pre-employment Check	0	0	0	0	0	0	
966-531150 Interview Expenses	0	0	0	0	0	0	
TOTAL Human Services	0	0	0	0	0	0	
<u>City Support Services</u>							
966-532500 City Insurance-Commercial	1,477	1,469	1,700	1,461	1,461	1,700	
966-532800 Promotional Events	4,676	1,853	9,500	2,530	5,000	9,500	
966-532900 Contingencies	0	0	0	0	3,875	10,000	
TOTAL City Support Services	6,153	3,322	11,200	3,990	10,336	21,200	
<u>Utility Services</u>							
966-533200 Electric Utility Service	0	0	0	0	0	0	
966-533300 Telephone/Land Line	139	0	0	0	0	0	
966-533310 Telephone/Cell Phones	1,847	1,660	2,000	1,754	2,000	2,000	
966-533320 Telephone/Air Cards	0	0	0	0	0	0	
966-533410 Water Utility Service	0	0	0	0	0	0	
966-533500 Vehicle Fuel	199	119	750	347	400	750	
966-533550 Vehicle Maintenance	35	57	225	0	50	225	
TOTAL Utility Services	2,220	1,836	2,975	2,101	2,450	2,975	

620-SED CORPORATION

PROPOSED BUDGET WORKSHEET  
AS OF: JULY 31ST, 2022

## MISC &amp; PROJECTS

EXPENDITURES	(----- 2021-2022 -----) (----- 2022-2023 -----)						
	2019-2020 ACTUAL	2020-2021 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<u>Operations Support</u>							
966-534000 Postage	28	75	500	65	500	500	
966-534100 Advertising	18,230	5,718	252,375	70,076	100,000	315,850	
966-534105 Goodwill	821	995	1,750	1,551	1,750	1,750	
966-534150 TexasOne	0	0	0	0	0	0	
966-534190 Recruitment Events	7,935	13,484	30,000	21,035	24,000	35,000	
966-534200 Printing & Binding	340	1,054	1,500	852	1,500	1,500	
966-534300 Equipment Maintenance-Copier	3,333	3,323	4,000	2,895	3,500	3,500	
966-534400 Computer Licenses-Software	26,903	29,903	30,025	22,329	30,025	50,675	
966-534500 Memberships-Organization	13,550	14,275	26,835	24,385	24,385	28,835	
966-534510 Membership-Commuter Rail Brd	0	0	0	0	0	0	
TOTAL Operations Support	71,140	68,826	346,985	143,188	185,660	437,610	
<u>Staff Support</u>							
966-535100 Uniforms	408	643	725	676	725	800	
966-535210 Employee Recognition-Morale	447	1,514	600	405	600	600	
966-535300 Memberships-Staff Support	665	0	2,250	0	1,000	2,525	
966-535400 Publications	238	230	800	0	800	800	
966-535500 Training/Travel	4,033	2,413	12,000	10,141	12,000	12,000	
966-535510 Meeting Expenses-EDC Board	2,208	2,278	7,850	3,190	6,000	7,850	
TOTAL Staff Support	7,999	7,077	24,225	14,412	21,125	24,575	
<u>City Assistance</u>							
966-537600 Development Incentive Fund	0	0	0	0	0	0	
966-537610 Impact Fee Matching Fund	0	0	0	0	0	0	
966-537615 Small Business Grant Fund	45,000	0	200,000	0	0	200,000	
966-537650 Prospect Services	317	0	2,500	0	2,500	5,000	
TOTAL City Assistance	45,317	0	202,500	0	2,500	205,000	
<u>Professional Services</u>							
966-541200 Legal Svcs	11,135	12,920	15,000	6,102	15,000	15,000	
966-541300 Professional Services	0	0	0	0	0	0	
966-541400 Auditor/Accounting Service	6,000	6,000	6,300	6,000	6,000	6,300	
966-541450 Consulting Services	0	2,348	40,000	3,732	20,000	40,000	
966-541500 Paying Agent	0	0	0	0	0	0	
TOTAL Professional Services	17,135	21,267	61,300	15,834	41,000	61,300	
<u>Fund Charges/Transfers</u>							
966-548000 Contributions	0	0	0	0	0	0	
966-548101 Contributions to General Fund	0	0	0	0	0	0	
966-548505 Contribution to I & S	0	0	0	0	0	0	
966-548600 Interfund Charges-Admin	461,636	504,669	506,984	506,984	506,984	542,221	
966-548610 Interfund Charge-Fleet	0	0	0	0	0	0	
TOTAL Fund Charges/Transfers	461,636	504,669	506,984	506,984	506,984	542,221	

620-SED CORPORATION

## MISC &amp; PROJECTS

EXPENDITURES	2019-2020 ACTUAL	2020-2021 ACTUAL	(----- 2021-2022 -----) CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	(----- 2022-2023 -----) CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<u>Fund Replenish</u>							
966-549000 Fund Replenish-Fund Balance	0	0	0	0	0	0	
TOTAL Fund Replenish	0	0	0	0	0	0	
<u>Maintenance Services</u>							
966-551700 Grounds Maintenance	0	0	0	0	0	0	
TOTAL Maintenance Services	0	0	0	0	0	0	
<u>Debt Service</u>							
966-555632 Tax Notes SR2010-Principal	0	0	0	0	0	0	
966-555632.Tax Notes SR2010-Interest	0	0	0	0	0	0	
966-555650 Bond-CO 2007-Principal	0	0	0	0	0	0	
966-555650.Bond-CO 2007-Interest	0	0	0	0	0	0	
TOTAL Debt Service	0	0	0	0	0	0	
<u>Operating Equipment</u>							
966-571100 Furniture & Fixtures	288	2,145	2,500	2,180	2,180	2,500	
966-571300 Computer & Periphe < \$5000	825	362	2,000	1,780	1,780	2,500	
966-571800 Operating Equipmt under \$5,00	0	0	0	0	0	0	
TOTAL Operating Equipment	1,113	2,508	4,500	3,960	3,960	5,000	
<u>Capital Outlay</u>							
966-581200 Vehicles&Access Over \$5,000	0	0	0	0	0	0	
TOTAL Capital Outlay	0	0	0	0	0	0	
TOTAL ECONOMIC DEVELOPMENT	613,162	610,082	1,161,669	691,451	775,015	1,300,881	

620-SED CORPORATION

MISC & PROJECTS  
EXPENDITURES

	(----- 2021-2022 -----) (----- 2022-2023 -----)						
	2019-2020 ACTUAL	2020-2021 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
FM3009 RD&BRIDGE EXPNDSN							
=====							
<u>Maintenance Services</u>							
994-551900 FM3009 Rd&Bridge Expansion	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u></u>
TOTAL Maintenance Services	0	0	0	0	0	0	
TOTAL FM3009 RD&BRIDGE EXPNDSN	0	0	0	0	0	0	
TOTAL MISC & PROJECTS	613,162	610,082	1,161,669	691,451	775,015	1,300,881	
TOTAL EXPENDITURES	<u>5,866,159</u>	<u>4,884,467</u>	<u>5,540,707</u>	<u>691,451</u>	<u>2,015,015</u>	<u>10,050,960</u>	<u></u>



# FUND: 106 SPECIAL EVENTS

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## 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	2020-21 Actual	2021-22 Estimate	2022-23 Budget
<i>Revenues</i>			
Fund Transfers	\$(1,472)	\$0	\$0
Miscellaneous	31,793	45,266	24,000
<i>Total</i>	<i>\$30,793</i>	<i>\$45,266</i>	<i>\$24,000</i>
<i>Expenses</i>			
Festival of Angels	\$0	\$0	\$0
Jubilee	0	0	0
Kick Cancer	4,284	9,849	10,000
SchertzQ/Fest	0	0	0
Sweetheart Court Program	0	0	0
Hal Baldwin Scholarship	16,632	14,707	14,000
Other Events	0	0	0
<i>Total</i>	<i>\$20,915</i>	<i>\$24,556</i>	<i>\$24,000</i>

## PROGRAM JUSTIFICATION AND ANALYSIS

**Revenue:** Revenues are set at \$24,000 each year and any additional covers event expenses.

**Expenses:** The Special Events Fund FY 2022-23 Budget is set at \$24,000 with no change in operations.

106-SPECIAL EVENTS FUND

FINANCIAL SUMMARY

	2019-2020 ACTUAL	2020-2021 ACTUAL	(----- 2021-2022 -----) CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	(----- 2022-2023 -----) CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<u>REVENUE SUMMARY</u>							
Fund Transfers	205	( 1,472)	0	0	0	0	
Miscellaneous	<u>34,379</u>	<u>31,793</u>	<u>24,000</u>	<u>45,268</u>	<u>45,266</u>	<u>24,000</u>	
TOTAL REVENUES	34,585	30,321	24,000	45,268	45,266	24,000	
<u>EXPENDITURE SUMMARY</u>							
<u>GENERAL GOVERNMENT</u>							
<u>PUBLIC WORKS</u>							
<u>CULTURAL</u>							
KICK CANCER	9,813	4,284	10,000	9,849	9,849	10,000	
SWEETHEART EVENT	( 1,950)	0	0	0	0	0	
HAL BALDWIN SCHOLARSHIP	21,867	16,632	14,000	19,707	14,707	14,000	
OTHER EVENTS	<u>1,961</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	
TOTAL CULTURAL	<u>31,690</u>	<u>20,915</u>	<u>24,000</u>	<u>29,556</u>	<u>24,556</u>	<u>24,000</u>	
TOTAL EXPENDITURES	31,690	20,915	24,000	29,556	24,556	24,000	
REVENUE OVER/(UNDER) EXPENDITURES	<u>2,894</u>	<u>9,406</u>	<u>0</u>	<u>15,712</u>	<u>20,710</u>	<u>0</u>	

106-SPECIAL EVENTS FUND

REVENUES

	(----- 2021-2022 -----) (----- 2022-2023 -----)						
	2019-2020 ACTUAL	2020-2021 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<u>Fees</u>							
<u>Fund Transfers</u>							
000-486101 Transfer In-General Fund	<u>205</u>	( <u>1,472</u> )	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u></u>
TOTAL Fund Transfers	205	( 1,472 )	0	0	0	0	
<u>Miscellaneous</u>							
000-491200 Investment Income	216	18	0	47	45	0	
000-492200 Kick Cancer	9,813	2,795	10,000	9,595	9,595	10,000	
000-493621 Hal Baldwin Scholarship	<u>24,350</u>	<u>28,980</u>	<u>14,000</u>	<u>35,626</u>	<u>35,626</u>	<u>14,000</u>	<u></u>
TOTAL Miscellaneous	<u>34,379</u>	<u>31,793</u>	<u>24,000</u>	<u>45,268</u>	<u>45,266</u>	<u>24,000</u>	<u></u>
TOTAL REVENUES	34,585	30,321	24,000	45,268	45,266	24,000	
	=====	=====	=====	=====	=====	=====	=====

106-SPECIAL EVENTS FUND

CULTURAL EXPENDITURES	(----- 2021-2022 -----) (----- 2022-2023 -----)						
	2019-2020 ACTUAL	2020-2021 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
KICK CANCER =====							
<u>City Support Services</u>							
608-532800 Kick Cancer	<u>9,813</u>	<u>4,284</u>	<u>10,000</u>	<u>9,849</u>	<u>9,849</u>	<u>10,000</u>	<u></u>
TOTAL City Support Services	9,813	4,284	10,000	9,849	9,849	10,000	
<u>Operations Support</u>	<u></u>	<u></u>	<u></u>	<u></u>	<u></u>	<u></u>	<u></u>
TOTAL KICK CANCER	9,813	4,284	10,000	9,849	9,849	10,000	

106-SPECIAL EVENTS FUND

CULTURAL EXPENDITURES	(----- 2021-2022 -----) (----- 2022-2023 -----)						
	2019-2020 ACTUAL	2020-2021 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
SWEETHEART EVENT =====							
<u>City Support Services</u>							
619-532800 Schertz Sweetheart	( 450)	0	0	0	0	0	
619-532850 Scholarships-Sweethearts	( <u>1,500</u> )	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u></u>
TOTAL City Support Services	( 1,950)	0	0	0	0	0	
TOTAL SWEETHEART EVENT	( 1,950)	0	0	0	0	0	

106-SPECIAL EVENTS FUND

CULTURAL EXPENDITURES	(----- 2021-2022 -----) (----- 2022-2023 -----)						
	2019-2020 ACTUAL	2020-2021 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
HAL BALDWIN SCHOLARSHIP =====							
<u>City Support Services</u>							
621-532800 Golf Tournament	11,845	12,868	14,000	14,707	14,707	14,000	
621-532850 Hal Baldwin Scholarship	<u>10,021</u>	<u>3,763</u>	<u>0</u>	<u>5,000</u>	<u>0</u>	<u>0</u>	
TOTAL City Support Services	21,867	16,632	14,000	19,707	14,707	14,000	
<u>Fund Charges/Transfers</u>							
TOTAL HAL BALDWIN SCHOLARSHIP	21,867	16,632	14,000	19,707	14,707	14,000	

106-SPECIAL EVENTS FUND

CULTURAL EXPENDITURES	2019-2020 ACTUAL	2020-2021 ACTUAL	(----- 2021-2022 -----) CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	(----- 2022-2023 -----) CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
OTHER EVENTS =====							
<u>City Support Services</u>							
626-532800 Other Events	<u>1,961</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u></u>
TOTAL City Support Services	1,961	0	0	0	0	0	
<u>Operations Support</u>	<u></u>	<u></u>	<u></u>	<u></u>	<u></u>	<u></u>	<u></u>
TOTAL OTHER EVENTS	1,961	0	0	0	0	0	
TOTAL CULTURAL	31,690	20,915	24,000	29,556	24,556	24,000	
TOTAL EXPENDITURES	<u>31,690</u> =====	<u>20,915</u> =====	<u>24,000</u> =====	<u>29,556</u> =====	<u>24,556</u> =====	<u>24,000</u> =====	<u></u> =====

# 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	2020-21 Actual	2021-22 Estimate	2022-23 Budget
<i>Revenues</i>	\$78,746	\$90,000	\$90,000
<i>Expenses</i>			
Operating Equipment	0	350,000	0
Capital Outlay	0	517,521	0
Projects	0	0	60,000
<i>Total</i>	\$0	\$867,521	\$60,000

## PROGRAM JUSTIFICATION AND ANALYSIS

**Revenue:** Revenues for FY 2022-23 Budget are not expected to change from the FY 2021-22 year-end estimates

**Expenses:** The PEG Fund FY 2022-23 Budget decreased to \$60,000 from the FY 2021-22 year-end estimates with the continued implementation of the communication master plan.



FINANCIAL SUMMARY

	2019-2020	2020-2021	(----- 2021-2022 -----)	(----- 2022-2023 -----)			
	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<u>REVENUE SUMMARY</u>							
Franchises	82,000	78,746	110,000	59,813	90,000	90,000	
Fund Transfers	<u>0</u>	<u>0</u>	<u>757,521</u>	<u>0</u>	<u>0</u>	<u>0</u>	
TOTAL REVENUES	82,000	78,746	867,521	59,813	90,000	90,000	
<u>EXPENDITURE SUMMARY</u>							
<u>GENERAL GOVERNMENT</u>							
NON DEPARTMENTAL	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>867,521</u>	<u>0</u>	
TOTAL GENERAL GOVERNMENT	0	0	0	0	867,521	0	
<u>MISC &amp; PROJECTS</u>							
PROJECTS	<u>0</u>	<u>0</u>	<u>867,521</u>	<u>0</u>	<u>0</u>	<u>60,000</u>	
TOTAL MISC & PROJECTS	<u>0</u>	<u>0</u>	<u>867,521</u>	<u>0</u>	<u>0</u>	<u>60,000</u>	
TOTAL EXPENDITURES	0	0	867,521	0	867,521	60,000	
REVENUE OVER/ (UNDER) EXPENDITURES	82,000	78,746	0	59,813	( 777,521)	30,000	
	=====	=====	=====	=====	=====	=====	=====

110-PUBLIC, EDU, GOVMNT FEE

REVENUES

	2019-2020	2020-2021	(----- 2021-2022 -----)	(----- 2022-2023 -----)			
	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<u>Franchises</u>							
000-421350 Spectrum-PEG Fee	63,408	46,224	60,000	46,627	60,000	60,000	
000-421465 Direct TV PEG Fee	<u>18,592</u>	<u>32,522</u>	<u>50,000</u>	<u>13,186</u>	<u>30,000</u>	<u>30,000</u>	
TOTAL Franchises	82,000	78,746	110,000	59,813	90,000	90,000	
<u>Fund Transfers</u>							
000-481000 Transfer In - Reserves	<u>0</u>	<u>0</u>	<u>757,521</u>	<u>0</u>	<u>0</u>	<u>0</u>	
TOTAL Fund Transfers	0	0	757,521	0	0	0	
<u>Miscellaneous</u>							
TOTAL REVENUES	<u>82,000</u>	<u>78,746</u>	<u>867,521</u>	<u>59,813</u>	<u>90,000</u>	<u>90,000</u>	

110-PUBLIC, EDU, GOVMNT FEE

GENERAL GOVERNMENT  
EXPENDITURES

	(----- 2021-2022 -----) (----- 2022-2023 -----)						
	2019-2020 ACTUAL	2020-2021 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
NON DEPARTMENTAL =====							
<u>Utility Services</u>	_____	_____	_____	_____	_____	_____	_____
<u>Professional Services</u>	_____	_____	_____	_____	_____	_____	_____
<u>Rental/Leasing</u>	_____	_____	_____	_____	_____	_____	_____
<u>Operating Equipment</u>							
101-571400 Communications Equipmnt -Mino	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>350,000</u>	<u>0</u>	<u>_____</u>
TOTAL Operating Equipment	0	0	0	0	350,000	0	_____
<u>Capital Outlay</u>							
101-581400 Communications Equipment	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>517,521</u>	<u>0</u>	<u>_____</u>
TOTAL Capital Outlay	0	0	0	0	517,521	0	_____
TOTAL NON DEPARTMENTAL	0	0	0	0	867,521	0	
TOTAL GENERAL GOVERNMENT	0	0	0	0	867,521	0	

110-PUBLIC, EDU, GOVMNT FEE

MISC & PROJECTS

EXPENDITURES	2019-2020 ACTUAL	2020-2021 ACTUAL	(----- 2021-2022 -----) CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	(----- 2022-2023 -----) CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
PROJECTS							
=====							
<u>Supplies</u>							
<u>Operations Support</u>							
<u>Professional Services</u>							
900-541110 COMMUNICATION PLAN	0	0	0	0	0	60,000	
TOTAL Professional Services	0	0	0	0	0	60,000	
<u>Operating Equipment</u>							
900-571400 Communications Equipmnt-Minor	0	0	350,000	0	0	0	
TOTAL Operating Equipment	0	0	350,000	0	0	0	
<u>Capital Outlay</u>							
900-581400 Communication Equipment	0	0	517,521	0	0	0	
TOTAL Capital Outlay	0	0	517,521	0	0	0	
TOTAL PROJECTS	0	0	867,521	0	0	60,000	
TOTAL MISC & PROJECTS	0	0	867,521	0	0	60,000	
TOTAL EXPENDITURES	0 =====	0 =====	867,521 =====	0 =====	867,521 =====	60,000 =====	 =====

# 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	2020-21 Actual	2021-22 Estimate	2022-23 Budget
<i>Revenue</i>			
Taxes	\$518,925	\$640,000	\$640,000
Miscellaneous	2,095	5,150	8,500
<i>Total</i>	<i>\$521,016</i>	<i>\$645,150</i>	<i>\$648,500</i>
<i>Expenses</i>			
City Support Services	\$67,977	\$112,466	\$118,000
Operations Support	17,459	24,000	31,000
Professional Services	6,565	3,750	4,000
Fund Charges/Transfers	72,464	74,443	69,915
Building Maintenance	164,304	54,677	50,000
Operating Equipment	0	44,888	0
Capital Outlay	0	28,200	0
<i>Total</i>	<i>\$335,764</i>	<i>\$342,424</i>	<i>\$272,915</i>

## PROGRAM JUSTIFICATION AND ANALYSIS

**Revenue:** Revenue for FY 2022-23 Budget is expected to increase 0.5% from the FY 2021-22 year end estimates.

**Expenses:** The Hotel Motel Tax Fund FY 2022-23 Budget decrease 20.3% from FY 2021-22 year end estimates due to one time purchases in FY 21-22 for banquet chairs and an event management software for the civic center.

314-HOTEL TAX

FINANCIAL SUMMARY

	2019-2020 ACTUAL	2020-2021 ACTUAL	(----- 2021-2022 -----) CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	(----- 2022-2023 -----) CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<u>REVENUE SUMMARY</u>							
Taxes	268,946	518,921	520,000	598,118	640,000	640,000	_____
Fund Transfers	0	0	1,150,000	0	0	0	_____
Miscellaneous	<u>26,223</u>	<u>2,095</u>	<u>5,250</u>	<u>5,785</u>	<u>5,150</u>	<u>8,500</u>	<u>_____</u>
TOTAL REVENUES	295,169	521,016	1,675,250	603,903	645,150	648,500	
<u>EXPENDITURE SUMMARY</u>							
<u>GENERAL GOVERNMENT</u>							
NON DEPARTMENTAL	<u>393,571</u>	<u>335,764</u>	<u>336,297</u>	<u>267,663</u>	<u>342,424</u>	<u>272,915</u>	<u>_____</u>
TOTAL GENERAL GOVERNMENT	393,571	335,764	336,297	267,663	342,424	272,915	
<u>MISC &amp; PROJECTS</u>							
PROJECTS	<u>0</u>	<u>0</u>	<u>1,243,500</u>	<u>1,043,686</u>	<u>1,152,500</u>	<u>0</u>	<u>_____</u>
TOTAL MISC & PROJECTS	<u>0</u>	<u>0</u>	<u>1,243,500</u>	<u>1,043,686</u>	<u>1,152,500</u>	<u>0</u>	<u>_____</u>
TOTAL EXPENDITURES	393,571	335,764	1,579,797	1,311,349	1,494,924	272,915	
REVENUE OVER/(UNDER) EXPENDITURES	( 98,402)	185,251	95,453	( 707,446)	( 849,774)	375,585	=====

314-HOTEL TAX

REVENUES

	(----- 2021-2022 -----) (----- 2022-2023 -----)						
	2019-2020 ACTUAL	2020-2021 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<hr/>							
<u>Taxes</u>							
000-411800 Hotel Occupancy Tax	<u>268,946</u>	<u>518,921</u>	<u>520,000</u>	<u>598,118</u>	<u>640,000</u>	<u>640,000</u>	<u>        </u>
TOTAL Taxes	268,946	518,921	520,000	598,118	640,000	640,000	
<u>Fund Transfers</u>							
000-481000 Transfer In - Reserves	<u>0</u>	<u>0</u>	<u>1,150,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>        </u>
TOTAL Fund Transfers	0	0	1,150,000	0	0	0	
<u>Miscellaneous</u>							
000-491000 Interest Earned	502	80	250	154	150	500	<u>        </u>
000-491200 Investment Income	<u>25,722</u>	<u>2,015</u>	<u>5,000</u>	<u>5,631</u>	<u>5,000</u>	<u>8,000</u>	<u>        </u>
TOTAL Miscellaneous	<u>26,223</u>	<u>2,095</u>	<u>5,250</u>	<u>5,785</u>	<u>5,150</u>	<u>8,500</u>	<u>        </u>
TOTAL REVENUES	295,169	521,016	1,675,250	603,903	645,150	648,500	<u>        </u>
	=====	=====	=====	=====	=====	=====	=====

314-HOTEL TAX

GENERAL GOVERNMENT  
EXPENDITURES

	2019-2020 ACTUAL	2020-2021 ACTUAL	(----- 2021-2022 -----) CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	(----- 2022-2023 -----) CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
NON DEPARTMENTAL =====							
<u>Personnel Services</u>							
<u>Supplies</u>							
101-521000 Operating Expense	0	6,995	0	0	0	0	
TOTAL Supplies	0	6,995	0	0	0	0	
<u>City Support Services</u>							
101-532800 Special Events	62,465	67,977	62,466	58,976	62,466	68,000	
101-532820 Community Programs	17,993	0	50,000	0	50,000	50,000	
TOTAL City Support Services	80,458	67,977	112,466	58,976	112,466	118,000	
<u>Operations Support</u>							
101-534100 Advertising	0	0	14,000	3,895	8,000	15,000	
101-534120 Advertising-Billboards	11,996	17,459	17,000	13,780	16,000	16,000	
TOTAL Operations Support	11,996	17,459	31,000	17,675	24,000	31,000	
<u>City Assistance</u>							
<u>Professional Services</u>							
101-541300 Other Professional Services	500	3,565	500	712	750	500	
101-541400 Auditor/Accounting Service	3,000	3,000	3,000	3,000	3,000	3,500	
TOTAL Professional Services	3,500	6,565	3,500	3,712	3,750	4,000	
<u>Fund Charges/Transfers</u>							
101-548100 Interfund Transfer Out	74,428	72,464	74,443	62,036	74,443	69,915	
TOTAL Fund Charges/Transfers	74,428	72,464	74,443	62,036	74,443	69,915	
<u>Maintenance Services</u>							
101-551100 Building Maintenance	0	164,304	50,000	54,677	54,677	50,000	
TOTAL Maintenance Services	0	164,304	50,000	54,677	54,677	50,000	
<u>Operating Equipment</u>							
101-571500 Operating Equipment	0	0	44,888	42,388	44,888	0	
TOTAL Operating Equipment	0	0	44,888	42,388	44,888	0	
<u>Capital Outlay</u>							
101-581750 Civic Center Improvements	223,189	0	20,000	28,200	28,200	0	
TOTAL Capital Outlay	223,189	0	20,000	28,200	28,200	0	
TOTAL NON DEPARTMENTAL	393,571	335,764	336,297	267,663	342,424	272,915	
TOTAL GENERAL GOVERNMENT	393,571	335,764	336,297	267,663	342,424	272,915	



314-HOTEL TAX

MISC & PROJECTS

EXPENDITURES	2019-2020 ACTUAL	2020-2021 ACTUAL	(----- 2021-2022 -----) CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	(----- 2022-2023 -----) CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
PROJECTS							
=====							
<u>Professional Services</u>							
900-541100 Engineering	0	0	93,500	52,183	52,500	0	
TOTAL Professional Services	0	0	93,500	52,183	52,500	0	
<u>Maintenance Services</u>							
900-551900 Construction	0	0	1,150,000	991,503	1,100,000	0	
TOTAL Maintenance Services	0	0	1,150,000	991,503	1,100,000	0	
TOTAL PROJECTS	0	0	1,243,500	1,043,686	1,152,500	0	
TOTAL MISC & PROJECTS	0	0	1,243,500	1,043,686	1,152,500	0	
TOTAL EXPENDITURES	393,571	335,764	1,579,797	1,311,349	1,494,924	272,915	
	=====	=====	=====	=====	=====	=====	=====

# 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	2020-21 Actual	2021-22 Estimate	2022-23 Budget
<i>Revenue</i>			
Fees	\$0	\$318,000	\$318,000
Fund Transfers	0	0	0
Miscellaneous	294	1,025	1,025
<i>Total</i>	<i>\$294</i>	<i>\$319,025</i>	<i>\$319,025</i>
<i>Expenses</i>			
Professional Services	\$4,500	\$25,000	\$25,000
Operating Equipment	0	0	0
Capital Outlay	0	100,000	100,000
<i>Total</i>	<i>\$4,500</i>	<i>\$125,000</i>	<i>\$125,000</i>

## PROGRAM JUSTIFICATION AND ANALYSIS

**Revenue:** The revenue for FY 2022-23 Budget is expected to be equal to the FY 2021-22 year end estimates.

**Expenses:** The FY 2022-23 Budget is not expected to change from FY 2021-22 year end estimate.

317-PARK FUND

FINANCIAL SUMMARY

		(----- 2021-2022 -----)	(----- 2022-2023 -----)				
	2019-2020 ACTUAL	2020-2021 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<u>REVENUE SUMMARY</u>							
Fees	4,000	0	318,000	0	318,000	318,000	
Miscellaneous	<u>3,326</u>	<u>294</u>	<u>1,025</u>	<u>743</u>	<u>1,025</u>	<u>1,025</u>	
TOTAL REVENUES	7,326	294	319,025	743	319,025	319,025	
<u>EXPENDITURE SUMMARY</u>							
<u>GENERAL GOVERNMENT</u>							
<u>PUBLIC ENVIRONMENT</u>							
PARKLAND DEDICATION	<u>5,760</u>	<u>5,512</u>	<u>125,000</u>	<u>25,140</u>	<u>125,000</u>	<u>125,000</u>	
TOTAL PUBLIC ENVIRONMENT	<u>5,760</u>	<u>5,512</u>	<u>125,000</u>	<u>25,140</u>	<u>125,000</u>	<u>125,000</u>	
TOTAL EXPENDITURES	5,760	5,512	125,000	25,140	125,000	125,000	
REVENUE OVER/ (UNDER) EXPENDITURES	<u>1,566</u>	<u>( 5,218)</u>	<u>194,025</u>	<u>( 24,397)</u>	<u>194,025</u>	<u>194,025</u>	

317-PARK FUND

REVENUES

	2019-2020	2020-2021	(----- 2021-2022 -----)	(----- 2022-2023 -----)			
	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<u>Fees</u>							
000-458800 Parkland Dedication	<u>4,000</u>	<u>0</u>	<u>318,000</u>	<u>0</u>	<u>318,000</u>	<u>318,000</u>	<u></u>
TOTAL Fees	<u>4,000</u>	<u>0</u>	<u>318,000</u>	<u>0</u>	<u>318,000</u>	<u>318,000</u>	<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	375	10	25	1	25	25	<u></u>
000-491200 Investment Income	2,950	284	1,000	742	1,000	1,000	<u></u>
000-493700 Donations	<u>1</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u></u>
TOTAL Miscellaneous	<u>3,326</u>	<u>294</u>	<u>1,025</u>	<u>743</u>	<u>1,025</u>	<u>1,025</u>	<u></u>
TOTAL REVENUES	<u>7,326</u>	<u>294</u>	<u>319,025</u>	<u>743</u>	<u>319,025</u>	<u>319,025</u>	<u></u>

317-PARK FUND

PUBLIC ENVIRONMENT  
EXPENDITURES

	2019-2020 ACTUAL	2020-2021 ACTUAL	(----- 2021-2022 -----) CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	(----- 2022-2023 -----) CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
PARKLAND DEDICATION =====							
<u>Supplies</u>							
<u>Utility Services</u>							
<u>Professional Services</u>							
301-541300 Other Cons'l/prof Services	5,760	4,500	25,000	7,490	25,000	25,000	
TOTAL Professional Services	5,760	4,500	25,000	7,490	25,000	25,000	
<u>Fund Charges/Transfers</u>							
<u>Maintenance Services</u>							
<u>Operating Equipment</u>							
<u>Capital Outlay</u>							
301-581010 Land Purchase	0	1,012	0	0	0	0	
301-581700 Improvements Over \$5,000	0	0	100,000	17,650	100,000	100,000	
TOTAL Capital Outlay	0	1,012	100,000	17,650	100,000	100,000	
TOTAL PARKLAND DEDICATION	5,760	5,512	125,000	25,140	125,000	125,000	

317-PARK FUND

PUBLIC ENVIRONMENT  
EXPENDITURES

	(----- 2021-2022 -----) (----- 2022-2023 -----)						
	2019-2020 ACTUAL	2020-2021 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>	_____	_____	_____	_____	_____	_____	_____
<u>Operating Equipment</u>	_____	_____	_____	_____	_____	_____	_____
<u>Capital Outlay</u>	_____	_____	_____	_____	_____	_____	_____
TOTAL PUBLIC ENVIRONMENT	5,760	5,512	125,000	25,140	125,000	125,000	
TOTAL EXPENDITURES	5,760 =====	5,512 =====	125,000 =====	25,140 =====	125,000 =====	125,000 =====	=====

# 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	2020-21 Actual	2021-22 Estimate	2022-23 Budget
<i>Revenue</i>			
Fees	\$219,513	\$70,000	\$70,000
Miscellaneous	650	2,540	1,400
<i>Total</i>	<i>\$220,163</i>	<i>\$72,540</i>	<i>\$71,400</i>
<i>Expenses</i>			
Maintenance Services	\$35,495	\$70,000	\$70,000
<i>Total</i>	<i>\$35,495</i>	<i>\$70,000</i>	<i>\$70,000</i>

## PROGRAM JUSTIFICATION AND ANALYSIS

**Revenue:** The revenue for FY 2022-23 Budget is expected to increase by 1.5% from 2021-22 year-end estimate with no changes to the operation.

**Expenses:** The FY 2022-23 Budget will not change from the FY 2021-22 year-end estimate.

319-TREE MITIGATION

FINANCIAL SUMMARY

	(----- 2021-2022 -----) (----- 2022-2023 -----)						
	2019-2020 ACTUAL	2020-2021 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<u>REVENUE SUMMARY</u>							
Fees	52,427	219,513	70,000	63,950	70,000	70,000	
Miscellaneous	<u>6,069</u>	<u>650</u>	<u>1,400</u>	<u>1,726</u>	<u>2,540</u>	<u>1,400</u>	
TOTAL REVENUES	58,496	220,163	71,400	65,676	72,540	71,400	
<u>EXPENDITURE SUMMARY</u>							
<u>PUBLIC ENVIRONMENT</u>							
TREE MITIGATION	<u>28,675</u>	<u>35,495</u>	<u>70,000</u>	<u>64,160</u>	<u>70,000</u>	<u>70,000</u>	
TOTAL PUBLIC ENVIRONMENT	<u>28,675</u>	<u>35,495</u>	<u>70,000</u>	<u>64,160</u>	<u>70,000</u>	<u>70,000</u>	
TOTAL EXPENDITURES	28,675	35,495	70,000	64,160	70,000	70,000	
REVENUE OVER/(UNDER) EXPENDITURES	<u>29,821</u>	<u>184,668</u>	<u>1,400</u>	<u>1,516</u>	<u>2,540</u>	<u>1,400</u>	



319-TREE MITIGATION

REVENUES

		(----- 2021-2022 -----) (----- 2022-2023 -----)					
	2019-2020	2020-2021	CURRENT	Y-T-D	PROJECTED	CITY ADMIN.	ADOPTED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	RECOMMENDED	BUDGET
<hr/>							
<u>Fees</u>							
000-458900 Tree Mitigation	<u>52,427</u>	<u>219,513</u>	<u>70,000</u>	<u>63,950</u>	<u>70,000</u>	<u>70,000</u>	<u>          </u>
TOTAL Fees	52,427	219,513	70,000	63,950	70,000	70,000	
<hr/>							
<u>Fund Transfers</u>							
<hr/>							
<u>Miscellaneous</u>							
000-491000 Interest Earned	446	21	200	37	40	200	<u>          </u>
000-491200 Investment Income	5,123	630	1,200	1,689	2,500	1,200	<u>          </u>
000-497000 Misc Income	<u>500</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>          </u>
TOTAL Miscellaneous	<u>6,069</u>	<u>650</u>	<u>1,400</u>	<u>1,726</u>	<u>2,540</u>	<u>1,400</u>	<u>          </u>
<hr/>							
TOTAL REVENUES	58,496	220,163	71,400	65,676	72,540	71,400	<u>          </u>
	=====	=====	=====	=====	=====	=====	=====

319-TREE MITIGATION

PUBLIC ENVIRONMENT  
EXPENDITURES

	(----- 2021-2022 -----) (----- 2022-2023 -----)						
	2019-2020 ACTUAL	2020-2021 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>28,675</u>	<u>35,495</u>	<u>70,000</u>	<u>64,160</u>	<u>70,000</u>	<u>70,000</u>	<u>      </u>
TOTAL Maintenance Services	28,675	35,495	70,000	64,160	70,000	70,000	
<u>Operating Equipment</u>	_____	_____	_____	_____	_____	_____	_____
<u>Capital Outlay</u>	_____	_____	_____	_____	_____	_____	_____
TOTAL TREE MITIGATION	28,675	35,495	70,000	64,160	70,000	70,000	
TOTAL PUBLIC ENVIRONMENT	28,675	35,495	70,000	64,160	70,000	70,000	
TOTAL EXPENDITURES	<u>28,675</u> =====	<u>35,495</u> =====	<u>70,000</u> =====	<u>64,160</u> =====	<u>70,000</u> =====	<u>70,000</u> =====	<u>      </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	2020-21 Actual	2021-22 Estimate	2022-23 Budget
<i>Revenue</i>			
Fees	\$211,937	\$220,000	\$250,000
Miscellaneous	592	1,550	5,200
<i>Total</i>	<i>\$212,529</i>	<i>\$221,550</i>	<i>\$255,200</i>
<i>Expenses</i>			
Non Departmental	\$1,979	\$2,000	\$5,000
Projects	0	88,173	0
<i>Total</i>	<i>\$1,979</i>	<i>\$90,173</i>	<i>\$5,000</i>

## PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2022-23 Budget will be set at \$5,000 for any professional services or studies that need to be completed.

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431-CAP RCVRY-RDWYS AREA 1

FINANCIAL SUMMARY

	2019-2020 ACTUAL	2020-2021 ACTUAL	(----- 2021-2022 -----) CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	(----- 2022-2023 -----) CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<u>REVENUE SUMMARY</u>							
Fees	305,384	211,937	200,000	175,419	220,000	250,000	
Miscellaneous	<u>730</u>	<u>592</u>	<u>900</u>	<u>1,740</u>	<u>1,550</u>	<u>5,200</u>	
TOTAL REVENUES	306,114	212,529	200,900	177,160	221,550	255,200	
<u>EXPENDITURE SUMMARY</u>							
<u>GENERAL GOVERNMENT</u>							
NON DEPARTMENTAL	<u>0</u>	<u>1,979</u>	<u>5,000</u>	<u>1,359</u>	<u>2,000</u>	<u>5,000</u>	
TOTAL GENERAL GOVERNMENT	0	1,979	5,000	1,359	2,000	5,000	
<u>MISC &amp; PROJECTS</u>							
PROJECTS	<u>0</u>	<u>0</u>	<u>88,173</u>	<u>0</u>	<u>88,173</u>	<u>0</u>	
TOTAL MISC & PROJECTS	<u>0</u>	<u>0</u>	<u>88,173</u>	<u>0</u>	<u>88,173</u>	<u>0</u>	
TOTAL EXPENDITURES	0	1,979	93,173	1,359	90,173	5,000	
REVENUE OVER/ (UNDER) EXPENDITURES	<u>306,114</u>	<u>210,550</u>	<u>107,727</u>	<u>175,801</u>	<u>131,377</u>	<u>250,200</u>	
	=====	=====	=====	=====	=====	=====	=====

431-CAP RCVRY-RDWYS AREA 1

REVENUES

	2019-2020	2020-2021	(----- 2021-2022 -----)	(----- 2022-2023 -----)			
	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<u>Fees</u>							
000-455921 CapitalRcvry-RoadwaysSrvArea	<u>305,384</u>	<u>211,937</u>	<u>200,000</u>	<u>175,419</u>	<u>220,000</u>	<u>250,000</u>	<u>          </u>
TOTAL Fees	305,384	211,937	200,000	175,419	220,000	250,000	<u>          </u>
<u>Miscellaneous</u>							
000-491000 Interest Earned	730	195	300	28	50	200	<u>          </u>
000-491200 Investment Income	<u>0</u>	<u>397</u>	<u>600</u>	<u>1,712</u>	<u>1,500</u>	<u>5,000</u>	<u>          </u>
TOTAL Miscellaneous	<u>730</u>	<u>592</u>	<u>900</u>	<u>1,740</u>	<u>1,550</u>	<u>5,200</u>	<u>          </u>
TOTAL REVENUES	306,114	212,529	200,900	177,160	221,550	255,200	<u>          </u>
	=====	=====	=====	=====	=====	=====	=====

431-CAP RCVRY-RDWYS AREA 1

GENERAL GOVERNMENT  
EXPENDITURES

	(----- 2021-2022 -----) (----- 2022-2023 -----)						
	2019-2020 ACTUAL	2020-2021 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	<u>0</u>	<u>1,979</u>	<u>5,000</u>	<u>1,359</u>	<u>2,000</u>	<u>5,000</u>	<u></u>
TOTAL Professional Services	0	1,979	5,000	1,359	2,000	5,000	
<u>Fund Charges/Transfers</u>							
TOTAL NON DEPARTMENTAL	0	1,979	5,000	1,359	2,000	5,000	
TOTAL GENERAL GOVERNMENT	0	1,979	5,000	1,359	2,000	5,000	

431-CAP RCVRY-RDWYS AREA 1

MISC & PROJECTS  
EXPENDITURES

	(----- 2021-2022 -----) (----- 2022-2023 -----)						
	2019-2020 ACTUAL	2020-2021 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
PROJECTS							
=====							
<u>City Support Services</u>	_____	_____	_____	_____	_____	_____	_____
<u>Operations Support</u>	_____	_____	_____	_____	_____	_____	_____
<u>Professional Services</u>	_____	_____	_____	_____	_____	_____	_____
<u>Maintenance Services</u>							
900-551900 Construction - Service Area 1	<u>0</u>	<u>0</u>	<u>88,173</u>	<u>0</u>	<u>88,173</u>	<u>0</u>	<u>          </u>
TOTAL Maintenance Services	0	0	88,173	0	88,173	0	
<u>Capital Outlay</u>	_____	_____	_____	_____	_____	_____	_____
TOTAL PROJECTS	0	0	88,173	0	88,173	0	
TOTAL MISC & PROJECTS	0	0	88,173	0	88,173	0	
TOTAL EXPENDITURES	0 =====	1,979 =====	93,173 =====	1,359 =====	90,173 =====	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	2020-21 Actual	2021-22 Estimate	2022-23 Budget
<i>Revenue</i>			
Fees	\$163,823	\$350,000	\$200,000
Miscellaneous	249	850	1,600
<i>Total</i>	<i>\$164,071</i>	<i>\$350,850</i>	<i>\$201,600</i>
<i>Expenses</i>			
Non Departmental	\$39,148	\$53,147	\$55,000
<i>Total</i>	<i>\$39,148</i>	<i>\$53,147</i>	<i>\$55,000</i>

## PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2022-23 Budget will be set at \$55,000 for any professional services or studies that need to be completed.



432-CAP RCVRY-RDWYS AREA 2

FINANCIAL SUMMARY

	2019-2020 ACTUAL	2020-2021 ACTUAL	(----- 2021-2022 -----) CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	(----- 2022-2023 -----) CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<u>REVENUE SUMMARY</u>							
Fees	130,495	163,823	120,000	293,993	350,000	200,000	
Miscellaneous	<u>377</u>	<u>249</u>	<u>400</u>	<u>1,096</u>	<u>850</u>	<u>1,600</u>	
TOTAL REVENUES	130,871	164,071	120,400	295,089	350,850	201,600	
<u>EXPENDITURE SUMMARY</u>							
<u>GENERAL GOVERNMENT</u>							
NON DEPARTMENTAL	<u>0</u>	<u>39,148</u>	<u>29,000</u>	<u>52,484</u>	<u>53,147</u>	<u>55,000</u>	
TOTAL GENERAL GOVERNMENT	0	39,148	29,000	52,484	53,147	55,000	
<u>MISC &amp; PROJECTS</u>							
TOTAL EXPENDITURES	0	39,148	29,000	52,484	53,147	55,000	
REVENUE OVER/ (UNDER) EXPENDITURES	<u>130,871</u>	<u>124,923</u>	<u>91,400</u>	<u>242,605</u>	<u>297,703</u>	<u>146,600</u>	<u>=====</u>

432-CAP RCVRY-RDWYS AREA 2

REVENUES

	2019-2020	2020-2021	(----- 2021-2022 -----)	(----- 2022-2023 -----)			
	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<hr/>							
<u>Fees</u>							
000-455922 CapitalRcvry-RoadwaysSrvArea	<u>130,495</u>	<u>163,823</u>	<u>120,000</u>	<u>293,993</u>	<u>350,000</u>	<u>200,000</u>	<u>          </u>
TOTAL Fees	130,495	163,823	120,000	293,993	350,000	200,000	<u>          </u>
<u>Miscellaneous</u>							
000-491000 Interest Earned	377	89	200	31	50	100	<u>          </u>
000-491200 Investment Income	<u>0</u>	<u>159</u>	<u>200</u>	<u>1,066</u>	<u>800</u>	<u>1,500</u>	<u>          </u>
TOTAL Miscellaneous	<u>377</u>	<u>249</u>	<u>400</u>	<u>1,096</u>	<u>850</u>	<u>1,600</u>	<u>          </u>
TOTAL REVENUES	130,871	164,071	120,400	295,089	350,850	201,600	<u>          </u>
	=====	=====	=====	=====	=====	=====	=====

432-CAP RCVRY-RDWYS AREA 2

GENERAL GOVERNMENT  
EXPENDITURES

	2019-2020 ACTUAL	2020-2021 ACTUAL	(----- 2021-2022 -----) CURRENT BUDGET	(----- 2021-2022 -----) Y-T-D ACTUAL	(----- 2021-2022 -----) PROJECTED YEAR END	(----- 2022-2023 -----) CITY ADMIN. RECOMMENDED	(----- 2022-2023 -----) ADOPTED BUDGET
NON DEPARTMENTAL =====							
<u>City Assistance</u>							
101-537600 Development Incentive Fund	0	39,148	24,000	49,147	49,147	50,000	
TOTAL City Assistance	0	39,148	24,000	49,147	49,147	50,000	
<u>Professional Services</u>							
101-541300 Professional Services	0	0	5,000	3,338	4,000	5,000	
TOTAL Professional Services	0	0	5,000	3,338	4,000	5,000	
<u>Fund Charges/Transfers</u>							
TOTAL NON DEPARTMENTAL	0	39,148	29,000	52,484	53,147	55,000	
TOTAL GENERAL GOVERNMENT	0	39,148	29,000	52,484	53,147	55,000	

432-CAP RCVRY-RDWYS AREA 2

MISC & PROJECTS  
EXPENDITURES

	(----- 2021-2022 -----) (----- 2022-2023 -----)						
	2019-2020 ACTUAL	2020-2021 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
PROJECTS							
=====							
<u>City Support Services</u>							
<u>Operations Support</u>							
<u>Professional Services</u>							
<u>Maintenance Services</u>							
<u>Capital Outlay</u>							
TOTAL EXPENDITURES	0	39,148	29,000	52,484	53,147	55,000	
	=====	=====	=====	=====	=====	=====	=====

# 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	2020-21 Actual	2021-22 Estimate	2022-23 Budget
<i>Revenue</i>			
Fees	\$523,919	\$240,000	\$375,000
Miscellaneous	977	3,535	5,050
<i>Total</i>	<i>\$524,896</i>	<i>\$243,535</i>	<i>\$380,050</i>
<i>Expenses</i>			
Non Departmental	\$0	\$4,000	\$5,000
<i>Total</i>	<i>\$0</i>	<i>\$4,000</i>	<i>\$5,000</i>

## PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2022-23 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

	2019-2020 ACTUAL	2020-2021 ACTUAL	(----- 2021-2022 -----) CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	(----- 2022-2023 -----) CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<u>REVENUE SUMMARY</u>							
Fees	411,629	523,919	400,000	187,583	240,000	375,000	
Miscellaneous	<u>837</u>	<u>977</u>	<u>1,500</u>	<u>3,034</u>	<u>3,535</u>	<u>5,050</u>	
TOTAL REVENUES	412,466	524,896	401,500	190,617	243,535	380,050	
<u>EXPENDITURE SUMMARY</u>							
<u>GENERAL GOVERNMENT</u>							
NON DEPARTMENTAL	<u>0</u>	<u>0</u>	<u>5,000</u>	<u>3,338</u>	<u>4,000</u>	<u>5,000</u>	
TOTAL GENERAL GOVERNMENT	0	0	5,000	3,338	4,000	5,000	
<u>MISC &amp; PROJECTS</u>							
TOTAL EXPENDITURES	0	0	5,000	3,338	4,000	5,000	
REVENUE OVER/ (UNDER) EXPENDITURES	<u>412,466</u>	<u>524,896</u>	<u>396,500</u>	<u>187,280</u>	<u>239,535</u>	<u>375,050</u>	<u>=====</u>

433-CAP RCVRY-RDWYS AREA 3

REVENUES

	2019-2020	2020-2021	(----- 2021-2022 -----)	(----- 2022-2023 -----)			
	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<u>Fees</u>							
000-455923 CapitalRcvry-RoadwaysSrvArea	<u>411,629</u>	<u>523,919</u>	<u>400,000</u>	<u>187,583</u>	<u>240,000</u>	<u>375,000</u>	<u>          </u>
TOTAL Fees	411,629	523,919	400,000	187,583	240,000	375,000	
<u>Miscellaneous</u>							
000-491000 Interest Earned	837	442	900	17	35	50	<u>          </u>
000-491200 Investment Income	<u>0</u>	<u>535</u>	<u>600</u>	<u>3,018</u>	<u>3,500</u>	<u>5,000</u>	<u>          </u>
TOTAL Miscellaneous	<u>837</u>	<u>977</u>	<u>1,500</u>	<u>3,034</u>	<u>3,535</u>	<u>5,050</u>	<u>          </u>
TOTAL REVENUES	412,466	524,896	401,500	190,617	243,535	380,050	<u>          </u>
	=====	=====	=====	=====	=====	=====	=====

433-CAP RCVRY-RDWYS AREA 3

GENERAL GOVERNMENT  
EXPENDITURES

	(----- 2021-2022 -----) (----- 2022-2023 -----)						
	2019-2020 ACTUAL	2020-2021 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	<u>0</u>	<u>0</u>	<u>5,000</u>	<u>3,338</u>	<u>4,000</u>	<u>5,000</u>	<u></u>
TOTAL Professional Services	0	0	5,000	3,338	4,000	5,000	
<u>Fund Charges/Transfers</u>							
TOTAL NON DEPARTMENTAL	0	0	5,000	3,338	4,000	5,000	
TOTAL GENERAL GOVERNMENT	0	0	5,000	3,338	4,000	5,000	



433-CAP RCVRY-RDWYS AREA 3

MISC & PROJECTS  
EXPENDITURES

	(----- 2021-2022 -----) (----- 2022-2023 -----)						
	2019-2020 ACTUAL	2020-2021 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
PROJECTS							
=====							
<u>City Support Services</u>							
<u>Operations Support</u>							
<u>Professional Services</u>							
<u>Maintenance Services</u>							
<u>Capital Outlay</u>							
TOTAL EXPENDITURES	0	0	5,000	3,338	4,000	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	2020-21 Actual	2021-22 Estimate	2022-23 Budget
<i>Revenue</i>			
Fees	\$3,033	\$2,000	\$3,000
Miscellaneous	9	25	40
<i>Total</i>	<i>\$3,042</i>	<i>\$2,025</i>	<i>\$3,040</i>
<i>Expenses</i>			
Non Departmental	\$0	\$3,338	\$3,000
<i>Total</i>	<i>\$0</i>	<i>\$3,338</i>	<i>\$3,000</i>

## PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2022-23 Budget will be set at \$3,000 for any professional services or studies that need to be completed.

434-CAP RCVRY-RDWYS AREA 4

FINANCIAL SUMMARY

	2019-2020 ACTUAL	2020-2021 ACTUAL	(----- 2021-2022 -----) CURRENT BUDGET	2021-2022 Y-T-D ACTUAL	(----- 2022-2023 -----) PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<u>REVENUE SUMMARY</u>							
Fees	2,696	3,033	5,000	0	2,000	3,000	
Miscellaneous	<u>29</u>	<u>9</u>	<u>65</u>	<u>24</u>	<u>25</u>	<u>40</u>	
TOTAL REVENUES	2,725	3,042	5,065	24	2,025	3,040	
<u>EXPENDITURE SUMMARY</u>							
<u>GENERAL GOVERNMENT</u>							
NON DEPARTMENTAL	<u>0</u>	<u>0</u>	<u>5,000</u>	<u>3,338</u>	<u>3,338</u>	<u>3,000</u>	
TOTAL GENERAL GOVERNMENT	0	0	5,000	3,338	3,338	3,000	
<u>MISC &amp; PROJECTS</u>							
TOTAL EXPENDITURES	0	0	5,000	3,338	3,338	3,000	
REVENUE OVER/ (UNDER) EXPENDITURES	<u>2,725</u>	<u>3,042</u>	<u>65</u>	<u>( 3,314)</u>	<u>( 1,313)</u>	<u>40</u>	

434-CAP RCVRY-RDWYS AREA 4

REVENUES

	2019-2020 ACTUAL	2020-2021 ACTUAL	(----- 2021-2022 -----) CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	(----- 2022-2023 -----) CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<u>Fees</u>							
000-455924 CapitalRcvry-RoadwaysSrvArea	<u>2,696</u>	<u>3,033</u>	<u>5,000</u>	<u>0</u>	<u>2,000</u>	<u>3,000</u>	<u>          </u>
TOTAL Fees	2,696	3,033	5,000	0	2,000	3,000	<u>          </u>
<u>Miscellaneous</u>							
000-491000 Interest Earned	29	3	15	2	5	10	<u>          </u>
000-491200 Investment Income	<u>0</u>	<u>6</u>	<u>50</u>	<u>22</u>	<u>20</u>	<u>30</u>	<u>          </u>
TOTAL Miscellaneous	<u>29</u>	<u>9</u>	<u>65</u>	<u>24</u>	<u>25</u>	<u>40</u>	<u>          </u>
TOTAL REVENUES	2,725	3,042	5,065	24	2,025	3,040	<u>          </u>
	=====	=====	=====	=====	=====	=====	=====

434-CAP RCVRY-RDWYS AREA 4

GENERAL GOVERNMENT  
EXPENDITURES

	(----- 2021-2022 -----) (----- 2022-2023 -----)						
	2019-2020 ACTUAL	2020-2021 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	<u>0</u>	<u>0</u>	<u>5,000</u>	<u>3,338</u>	<u>3,338</u>	<u>3,000</u>	<u></u>
TOTAL Professional Services	0	0	5,000	3,338	3,338	3,000	
<u>Fund Charges/Transfers</u>							
TOTAL NON DEPARTMENTAL	0	0	5,000	3,338	3,338	3,000	
TOTAL GENERAL GOVERNMENT	0	0	5,000	3,338	3,338	3,000	

434-CAP RCVRY-RDWYS AREA 4

MISC & PROJECTS  
EXPENDITURES

	(----- 2021-2022 -----) (----- 2022-2023 -----)						
	2019-2020 ACTUAL	2020-2021 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
PROJECTS							
=====							
<u>City Support Services</u>							
<u>Operations Support</u>							
<u>Professional Services</u>							
<u>Maintenance Services</u>							
<u>Capital Outlay</u>							
TOTAL EXPENDITURES	0	0	5,000	3,338	3,338	3,000	
	=====	=====	=====	=====	=====	=====	=====

# 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	2020-21 Actual	2021-22 Estimate	2022-23 Budget
<i>Revenue</i>			
Fees	\$9,104	\$16,000	\$17,000
Fund Transfers	0	7,200	5,165
Miscellaneous	124	73	35
<i>Total</i>	<i>\$9,228</i>	<i>\$23,273</i>	<i>\$22,200</i>
<i>Expenses</i>			
Supplies	\$210	\$100	\$200
City Support Services	10,947	12,000	12,000
Operating Equipment	8,551	10,000	10,000
<i>Total</i>	<i>\$19,708</i>	<i>\$22,100</i>	<i>\$22,200</i>

## PROGRAM JUSTIFICATION AND ANALYSIS

**Revenues:** Revenue for FY 2022-23 is expected to decrease 4.6% from the FY 2021-22 estimate due to the lower budgeted amount for fund transfers to balance the overall budget.

**Expenses:** The Library Fund's FY 2022-23 Budget will increase 0.5% from the FY 2021-22 year end estimate for the increase in operating supply purchases.

609-LIBRARY BOARD

FINANCIAL SUMMARY

	(----- 2021-2022 -----) (----- 2022-2023 -----)						
	2019-2020 ACTUAL	2020-2021 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<u>REVENUE SUMMARY</u>							
Fees	9,204	9,104	16,000	13,527	16,000	17,000	_____
Fund Transfers	0	0	7,200	0	7,200	5,165	_____
Miscellaneous	<u>854</u>	<u>124</u>	<u>200</u>	<u>709</u>	<u>73</u>	<u>35</u>	<u>_____</u>
TOTAL REVENUES	10,058	9,228	23,400	14,236	23,273	22,200	
<u>EXPENDITURE SUMMARY</u>							
<u>GENERAL GOVERNMENT</u>							
NON DEPARTMENTAL	<u>10,456</u>	<u>19,708</u>	<u>23,400</u>	<u>12,719</u>	<u>22,100</u>	<u>22,200</u>	<u>_____</u>
TOTAL GENERAL GOVERNMENT	<u>10,456</u>	<u>19,708</u>	<u>23,400</u>	<u>12,719</u>	<u>22,100</u>	<u>22,200</u>	<u>_____</u>
TOTAL EXPENDITURES	10,456	19,708	23,400	12,719	22,100	22,200	
REVENUE OVER/(UNDER) EXPENDITURES	( 399)	( 10,480)	0	1,516	1,173	0	_____
	=====	=====	=====	=====	=====	=====	=====



609-LIBRARY BOARD

REVENUES

	2019-2020	2020-2021	(----- 2021-2022 -----)	(----- 2022-2023 -----)			
	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<u>Fees</u>							
000-458100 Sale of Merchandise	<u>9,204</u>	<u>9,104</u>	<u>16,000</u>	<u>13,527</u>	<u>16,000</u>	<u>17,000</u>	<u>          </u>
TOTAL Fees	9,204	9,104	16,000	13,527	16,000	17,000	<u>          </u>
<u>Fund Transfers</u>							
000-481000 Transfer In - Reserves	<u>0</u>	<u>0</u>	<u>7,200</u>	<u>0</u>	<u>7,200</u>	<u>5,165</u>	<u>          </u>
TOTAL Fund Transfers	0	0	7,200	0	7,200	5,165	<u>          </u>
<u>Miscellaneous</u>							
000-491000 Interest Earned	272	63	100	79	50	25	<u>          </u>
000-491200 Investment Income	578	48	100	125	20	10	<u>          </u>
000-493000 Donations	0	0	0	500	0	0	<u>          </u>
000-497000 Misc. Income - Library	<u>4</u>	<u>13</u>	<u>0</u>	<u>5</u>	<u>3</u>	<u>0</u>	<u>          </u>
TOTAL Miscellaneous	<u>854</u>	<u>124</u>	<u>200</u>	<u>709</u>	<u>73</u>	<u>35</u>	<u>          </u>
TOTAL REVENUES	10,058	9,228	23,400	14,236	23,273	22,200	<u>          </u>
	=====	=====	=====	=====	=====	=====	=====

## 609-LIBRARY BOARD

GENERAL GOVERNMENT  
EXPENDITURES

	(----- 2021-2022 -----) (----- 2022-2023 -----)						
	2019-2020 ACTUAL	2020-2021 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
NON DEPARTMENTAL =====							
<u>Supplies</u>							
101-521000 Operating Supplies	63	210	200	112	100	200	
TOTAL Supplies	63	210	200	112	100	200	
<u>City Support Services</u>							
101-532800 Special Events	6,393	10,947	12,000	7,717	12,000	12,000	
TOTAL City Support Services	6,393	10,947	12,000	7,717	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	1,200	0	0	0	
101-571400 Library Materials	4,000	8,551	10,000	4,890	10,000	10,000	
TOTAL Operating Equipment	4,000	8,551	11,200	4,890	10,000	10,000	
<u>Capital Outlay</u>							
TOTAL NON DEPARTMENTAL	10,456	19,708	23,400	12,719	22,100	22,200	
TOTAL GENERAL GOVERNMENT	10,456	19,708	23,400	12,719	22,100	22,200	
TOTAL EXPENDITURES	10,456 =====	19,708 =====	23,400 =====	12,719 =====	22,100 =====	22,200 =====	=====

# 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	2020-21 Actual	2021-22 Estimate	2022-23 Budget
<i>Revenue</i>			
Fees	\$590	\$1,943	\$1,000
Fund Transfers	3,109	10,750	10,750
<i>Total</i>	<i>\$3,702</i>	<i>\$12,693</i>	<i>\$11,750</i>
<i>Expenses</i>			
Supplies	\$247	\$1,500	\$1,500
Operations Support	0	500	500
Staff Support	0	5,871	5,150
Professional Services	100	1,600	1,600
Operating Equipment	2,762	3,000	3,000
<i>Total</i>	<i>\$3,109</i>	<i>\$12,471</i>	<i>\$11,750</i>

## PROGRAM JUSTIFICATION AND ANALYSIS

**Revenues:** Revenue for FY 2022-23 will remain at the same funding allocation as FY 2021-22.

**Expenses:** The Historical Committee's FY 2022-23 Budget will remain the same as the FY 2021-22 Budget.

615-HISTORICAL COMMITTEE

FINANCIAL SUMMARY

	2019-2020	2020-2021	(----- 2021-2022 -----)	(----- 2022-2023 -----)		
	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED
						ADOPTED BUDGET
<u>REVENUE SUMMARY</u>						
Fees	43	590	1,000	1,943	1,943	1,000
Fund Transfers	169	3,109	10,750	0	10,750	10,750
Miscellaneous	<u>0</u>	<u>2</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL REVENUES	212	3,702	11,750	1,943	12,693	11,750
<u>EXPENDITURE SUMMARY</u>						
<u>CULTURAL</u>						
HISTORICAL COMMITTEE	<u>169</u>	<u>3,109</u>	<u>11,750</u>	<u>3,001</u>	<u>12,471</u>	<u>11,750</u>
TOTAL CULTURAL	<u>169</u>	<u>3,109</u>	<u>11,750</u>	<u>3,001</u>	<u>12,471</u>	<u>11,750</u>
TOTAL EXPENDITURES	169	3,109	11,750	3,001	12,471	11,750
REVENUE OVER/(UNDER) EXPENDITURES	43	592	0	( 1,058)	222	0
	=====	=====	=====	=====	=====	=====

615-HISTORICAL COMMITTEE

REVENUES

	2019-2020	2020-2021	(----- 2021-2022 -----)	(----- 2022-2023 -----)			
	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<u>Fees</u>							
000-458100 Sale of Merchandise	<u>43</u>	<u>590</u>	<u>1,000</u>	<u>1,943</u>	<u>1,943</u>	<u>1,000</u>	<u></u>
TOTAL Fees	43	590	1,000	1,943	1,943	1,000	
<u>Fund Transfers</u>							
000-486101 Transfer In-General Fund	0	0	10,750	0	10,750	10,750	<u></u>
000-486106 Transfer In-Special Events	<u>169</u>	<u>3,109</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u></u>
TOTAL Fund Transfers	169	3,109	10,750	0	10,750	10,750	
<u>Miscellaneous</u>							
000-497000 Misc. Income	<u>0</u>	<u>2</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u></u>
TOTAL Miscellaneous	<u>0</u>	<u>2</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u></u>
TOTAL REVENUES	212	3,702	11,750	1,943	12,693	11,750	
	=====	=====	=====	=====	=====	=====	=====

## 615-HISTORICAL COMMITTEE

CULTURAL EXPENDITURES	(----- 2021-2022 -----) (----- 2022-2023 -----)						
	2019-2020 ACTUAL	2020-2021 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
HISTORICAL COMMITTEE =====							
<u>Supplies</u>							
609-521000 Operating Supplies	100	247	1,500	1,281	1,500	1,500	
TOTAL Supplies	100	247	1,500	1,281	1,500	1,500	
<u>Operations Support</u>							
609-534200 Printing & Binding	0	0	500	0	500	500	
TOTAL Operations Support	0	0	500	0	500	500	
<u>Staff Support</u>							
609-535200 Awards	69	0	1,000	1,721	1,721	1,000	
609-535300 Memberships	0	0	150	0	150	150	
609-535500 Training/Travel	0	0	4,000	0	4,000	4,000	
TOTAL Staff Support	69	0	5,150	1,721	5,871	5,150	
<u>Professional Services</u>							
609-541300 Other Cons'l/Prof Services	0	100	1,600	0	1,600	1,600	
TOTAL Professional Services	0	100	1,600	0	1,600	1,600	
<u>Operating Equipment</u>							
609-571810 Event Banners	0	2,762	3,000	0	3,000	3,000	
TOTAL Operating Equipment	0	2,762	3,000	0	3,000	3,000	
TOTAL HISTORICAL COMMITTEE	169	3,109	11,750	3,001	12,471	11,750	
TOTAL CULTURAL	169	3,109	11,750	3,001	12,471	11,750	
TOTAL EXPENDITURES	169	3,109	11,750	3,001	12,471	11,750	

## **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:** September 6, 2022  
**Department:** Finance  
**Subject:** Ordinance No. 22-T-31 – Conduct a Public Hearing and consideration and/or action approving an Ordinance approving the appraisal roll; setting the tax rate; levying and assessing general and special ad valorem taxes for the use and support of the municipal government of the city of Schertz, Texas. *First Reading* (B. James/J. Walters)

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**BACKGROUND**

At the August 9, 2022 regular session, the City Council, by record vote, established a proposed preliminary maximum tax rate of \$0.4999 , per \$100 of value, with the M&O rate at \$0.3519 and the I&S portion of \$0.1480. This rate was under the Voter-Approval rate but greater than the No-New-Revenue rate.

On August 12, staff received a new Voter-Approval rate from the Guadalupe Tax Assessor Collector of \$0.4968. Due to this change staff brought this change to council on August 23rd, where council set a new preliminary tax rate of \$0.4950. This rate is under the new Voter-Approval rate and is greater than the No-New-Revenue rate.

In accordance with Chapter 26.05(d) of the State’s Property Tax Code, a governing body must hold a public hearing on the tax rate if the proposed tax rate exceeds the lower of the No-New-Revenue or Voter-Approval Tax Rate. In this case a hearing is required as the proposed rate does exceed the No-New-Revenue rate.

A public hearing was held on August 23, 2022 regular session of City Council. A second public hearing will be conducted tonight, September 6, 2022.

During the tax rate adoption process Council can approve a lower rate, however they will not be able to approve a rate higher than this without republishing the notices and holding additional public hearings. Due to timing constraints set by the State Tax Code 26.05(a), the latest council could set a new preliminary rate was August 23, 2022 without calling special meetings or declaring an emergency.

Per Sec 26.05(b) of the Tax Code, the tax rate can only be adopted with more than 60% of the votes in favor of the proposed tax rate. Since Schertz has 6 voting councilmembers, 4 members must vote in favor of the tax rate for it to pass.

**GOAL**

To adopt a tax rate in compliance with state statues and the City Charter.

**COMMUNITY BENEFIT**

The programs funded by this tax rate will provide additional benefits and service levels to the community.

#### **SUMMARY OF RECOMMENDED ACTION**

Staff recommends adoption of the tax rate of \$0.4950

#### **FISCAL IMPACT**

The proposed maximum rate maintains quality service to residents and businesses and provides growth in service offerings based on input staff received from Citizens and Council from Retreats, Community Meetings, Citizen Survey, and elections. The current property tax rate is \$0.5121 per \$100 valuation. The proposed maximum tax rate will be \$0.4950 per \$100 valuation. The M&O portion of the property tax rate will decrease to \$0.3470 from \$0.3517 per \$100 valuation. The I&S portion will decrease to \$0.1480 from \$0.1604 per \$100 valuation.

This tax rate will raise more taxes for Maintenance and Operations than last year's tax rate. The tax rate will effectively be raised by 9.4% and will raise taxes for maintenance and operations on a \$100,000 home by approximately \$42.40.

#### **RECOMMENDATION**

Staff recommends that the City Council approve Ordinance No. 22-T-31 approving the Fiscal Year 2022-23 Proposed Tax Rate on first reading.

**MOTION LANGUAGE: "I move that the property tax rate be increased by the adoption of a tax rate of 0.4950, which is effectively a 9.4% increase in the tax rate."**

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#### **Attachments**

Motion to Adopt Tax Rate  
Ordinance 22-T-31

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## Motion to Adopt the Tax Rate:

“I move that the property tax rate be increased by the adoption of a tax rate of 0.4950, which is effectively a 9.4% increase in the tax rate.”\*

\* §26.05(b) of Property Tax Code, Steps Required for Adoption of Tax Rate

## **ORDINANCE NO. 22-T-31**

**AN ORDINANCE APPROVING THE APPRAISAL ROLL; SETTING THE TAX RATE; LEVYING AND ASSESSING GENERAL AND SPECIAL AD VALOREM TAXES FOR THE USE AND SUPPORT OF THE MUNICIPAL GOVERNMENT OF THE CITY OF SCHERTZ, TEXAS; APPORTIONING THE LEVIES FOR SPECIFIC PURPOSES; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the City Manager of the City of Schertz submitted a tax rate proposal to the City Council prior to the beginning of the fiscal year, and in said tax rate proposal set forth the estimated necessary tax rate required to provide adequate revenues for the general use and support of the Municipal Government of the City of Schertz Texas; and

**WHEREAS**, the City Council finds that all provisions pertaining to the adoption of an ad valorem tax rate have been in all things complied with; and

**WHEREAS**, a Public hearing was held by the City Council of the City of Schertz on the 23rd day of August 2022 and a second Public Hearing was held on the 6<sup>th</sup> day of September 2022; and

**WHEREAS**, after a full and final consideration, the City Council is of the opinion the tax rate and ad valorem tax appraisal roll should be approved and adopted; and

**WHEREAS**, the taxes have been levied in accordance with the adopted 2022-23 budget as required by state law;

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

### **SECTION 1.**

The ad valorem tax appraisal roll and effective tax rate information as presented by the tax assessor for the tax year 2022, be and is hereby in all things approved and adopted.

### **SECTION 2.**

This tax rate will raise more taxes for Maintenance and Operations than last year's tax rate.

### **SECTION 3.**

The tax rate will effectively be raised by 9.4% and will raise taxes for maintenance and operations on a \$100,000 home by approximately \$42.40.

### **SECTION 4.**



There is hereby levied and assessed and there shall be collected for the tax year 2022 for the general use and support of the Municipal Government of the City of Schertz, Texas a total ad valorem tax of Forty-Nine Fifty Cents (\$0.4950) on each One Hundred Dollars (\$100.00) of valuation of property – real and personal – within the corporate limits of the City of Schertz, Texas, subject to taxation. The assessment ratio shall be One Hundred percent (100%).

#### **SECTION 5.**

The City Council of the City of Schertz, Texas, does hereby levy or adopt the tax rate on \$100.00 valuation for this city for tax year 2022 as follows:

1. 0.3470 for the purpose of maintenance and operation
1. 0.1480 for the payment of principal and interest on debt
2. 0.4950 total tax rate

#### **SECTION 6.**

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

#### **SECTION 7.**

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

#### **SECTION 8.**

Ad valorem taxes for the year are due and payable on October 1, 2022 and shall become delinquent after January 31, 2023. A delinquent tax shall incur all penalty and interest authorized by state law, Section 33.01 of the Property Tax Code. Taxes that remain delinquent on and after July 1, 2023, incur an additional penalty of 15% of the amount of the taxes, penalty and interest due, such additional penalty to defray the cost of collection as authorized in Section 6.30 of the Property Tax Code. The City shall have available all rights and remedies provided by law for the enforcement of the collection of taxes levied under this ordinance.

#### **SECTION 9.**

Taxes are payable at the office of the counties of Comal, Bexar and Guadalupe.

**PASSED AND APPROVED ON FIRST READING THIS 6th DAY OF SEPTEMBER 2022.**

**PASSED AND APPROVED ON SECOND READING THIS 13th DAY OF SEPTEMBER 2022.**

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Ralph Gutierrez, Mayor

ATTEST:

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Brenda Dennis, City Secretary

**CITY COUNCIL MEMORANDUM**

**City Council Meeting:** September 6, 2022  
**Department:** Parks, Recreation & Community Service  
**Subject:** Schertz Young Leaders Program - Workshop Discussion on the new Schertz Young Leaders Program. (B. James/L. Shrum/C. Paddock)

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**BACKGROUND**

Schertz Young Leaders provides high school students an opportunity to learn about their community more in-depth and promote personal growth. Students will interact with community leaders, decision makers, and professionals to increase students' community awareness and prepare them to make positive impacts in the future. More information is available at [Schertz.com/Youngleaders](http://Schertz.com/Youngleaders).

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**CITY COUNCIL MEMORANDUM**

**City Council Meeting:** September 6, 2022  
**Department:** Parks, Recreation & Community Service  
**Subject:** Trunk or Treat at the Station - Information item regarding the changes to the Trunk or Treat event, now re-named Trunk or Treat at the Station. (B. James/L. Shrum)

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**BACKGROUND**

Trunk-or-Treat was an event that started at Fire Station #1 many years ago where local children could come by the Fire Station as a safe alternative to traditional trick-or-treating. In 2017 Schertz Fire Rescue staff teamed up with Schertz Parks & Recreation staff, the Schertz Family YMCA, and local businesses, to create a larger and more involved event that drew thousands of visitors. The last few years it was held in this fashion it drew such large crowds - folks from a lot of cities in the area that it detracted from the event - despite trying different things, folks spent a lot of time standing in long lines for a piece of candy.

In 2020 when the COVID-19 pandemic hit, the decision was made to cancel Trunk-or-Treat and go to a drive-thru candy event, called the Candy Cruise. Due to another COVID surge in 2021, Trunk-or-Treat did not return in its original format, and city staff again hosted the Candy Cruise. While the Candy Cruise was successful, it was so successful it created traffic issues around town and the need for additional police officer presence to manage the traffic. At previous council retreats over 2022 staff and council had discussions to consider retiring the Trunk-or-Treat and Candy Cruise iterations of the event and go back to the hometown feel of the original Trunk-or-Treat.

Thus, Trunk or Treat at the Station is the new name of the event, and it will be a smaller, more local affair, at each individual Fire Station. The event is back on Halloween night where it started, and will cater to the neighborhoods surrounding the stations, and promote that community feel similar to National Night Out. Moving it back to Halloween night also avoids any future conflicts with the Remax Skylight Balloon Fest (though we have been able to avoid that the last few years, it was on the same weekend for a couple of years.) Schertz Fire Rescue, under the leadership of Chief Rodgers, will be the lead on planning the event each year and the plan is to invite council members to join Fire Rescue staff at each station and help hand out candy to the community youth.

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**Attachments**

Trunk or Treat at the Station flyer

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# Trunk or Treat

AT THE  
STATION



MONDAY  
OCTOBER 31

5 - 8 PM

## Fire Station #1

1400 Schertz Pkwy #8

## Fire Station #2

19085 N Interstate 35 Frontage Rd

## Fire Station #3

11917 Lower Seguin Rd

[SCHERTZ.COM](http://SCHERTZ.COM)

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