



MEETING AGENDA
City Council
REGULAR SESSION CITY COUNCIL
September 13, 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 13, 2022 at 6:00 p.m.

City Council will hold its regularly scheduled meeting at 6:00 p.m., Tuesday, September 13, 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 Dahle)

Presentations

- I.T. Professionals Day. (Mayor/IT Staff)
- H.R. Professionals Appreciation Day. (Mayor/H.R. Staff)

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-84** - Consideration and/or action approving a Resolution by the City Council of the City of Schertz, Texas authorizing an agreement for Provision of Professional Services between the City of Schertz and the City of Schertz Economic Development Corporation. (M. Browne/A. Perez)
2. **Cancellation of the October 4, 2022, November 8, 2022, November 22, 2022, and December 27, 2022 Council Meetings as well as scheduling a Special Meeting on November 21, 2022 for the purpose of canvassing the results of the November 8, 2022 Election** - Consideration and/or action canceling the October 4, 2022, November 8, 2022, November 22, 2022, and the December 27, 2022 City Council meetings due to the National Night Out and the Texas Municipal League Conference in San Antonio, the City of Schertz Election, Thanksgiving week and the Christmas Holiday week; as well as scheduling a Special Meeting on November 21, 2022 for the purpose of canvassing the results of the November 8, 2022 Election. (M. Browne/B. Dennis)
3. **Resolution No. 22-R-96** - Consideration and/or action approving a Resolution by the City Council of the City of Schertz, Texas amending the Professional Services Agreement with Cobb, Fendley & Associates, Inc., relating to Engineering Services for the Woman Hollering Creek Wastewater Project. (B. James/K. Woodlee)
4. **Resolution No. 22-R-89** - Consideration and/or action approving a resolution by the City Council of the City of Schertz, Texas authorizing an interlocal agreement with the City of Midlothian, for cooperative purchasing services, and other matters in connection therewith. (M. Browne/J. Mabbitt)
5. **Resolution No. 22-R-106** - Consideration and/or action approving a Resolution by the City Council of the City of Schertz, Texas authorizing a Public Library Interlocal Agreement with Guadalupe County. (S. Gonzalez/M. Uhlhorn)

6. **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. ***Final Reading*** (B. James/K. Woodlee)
7. **Resolution No. 22-R-88** - Consideration and/or action approving a Resolution by the City Council of the City of Schertz, Texas authorizing a contract with Walsworth for Schertz Magazine and Parks & Rec Fun Guide printing services. (S. Gonzalez/L. Klepper)
8. **Resolution No. 22-R-95** - Consideration and/or Action approving a Resolution by the City Council of the City of Schertz, Texas, Authorizing an Advance Funding Agreement with the Texas Department of Transportation For Voluntary Local Government Contributions to Transportation Improvement Projects with no Required Match on System for FM 1518 Expansion (B. James/K. Woodlee)
9. **Minutes** – Consideration and/or action regarding the approval of the minutes of the meeting of August 23, 2022. (B. Dennis/S. Edmondson)

Discussion and Action Items

10. **Ordinance No. 22-T-39** - Consideration and/or action approving an ordinance by the City Council of the City of Schertz, Texas authorizing an adjustment to the Fiscal Year 2021-2022 Budget to adjust personnel budgets, repealing all ordinances or parts of ordinances in conflict with this ordinance and providing an effective date. ***First Reading*** (M. Browne/J. Walters)
11. **Resolution No. 22-R-100** - Consideration and/or action approving a Resolution by the City Council of the City of Schertz, Texas, authorizing the City Manager to issue a purchase order(s) for the purchase of various vehicles/equipment as part of the FY 2022-2023 Vehicle/Equipment replacement program. (B. James/S. Williams/C. Hernandez)
12. **Texas Municipal League Intergovernmental Risk Pool Board of Trustees Nominations** - Consideration and/or action nominating Board of Trustees Candidates for Places 6 through 9. (Mayor/Council)

Public Hearings

13. **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. ***Final Reading*** (B. James/J. Walters)
14. **Resolution No. 22-R-105** – Consideration and/or action approving a Resolution by the City Council of the City of Schertz, Texas, of ratifying the property tax increase reflected in the Adopted Budget for FY 2022-23. (M. Browne/J. Walters)

15. **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. ***Final Reading*** (B. James/J. Walters)

Roll Call Vote Confirmation

Closed Session

16. 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.

Reconvene into Regular Session

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

Roll Call Vote Confirmation

Information available in City Council Packets - NO DISCUSSION TO OCCUR

18. **Guadalupe Regional Medical Center** - Prescription Assistance report. (Mayor/Council/J. Riggs/M. Ishak)

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, SHEILA EDMONDSON, DEPUTY 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 9TH 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.

SHEILA EDMONDSON

I CERTIFY THAT THE ATTACHED NOTICE AND AGENDA OF ITEMS TO BE CONSIDERED BY THE CITY COUNCIL WAS REMOVED BY ME FROM THE OFFICIAL BULLETIN BOARD ON ____ DAY OF _____, 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

Mayor Gutierrez Audit Committee Board of Adjustments Investment Advisory Committee Main Street Committee	Councilmember Scagliola – Place 5 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
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Councilmember Davis– Place 1 Interview Committee for Boards and Commissions Main Street Committee - Chair Parks & Recreation Advisory Board Schertz Housing Authority Board Transportation Safety Advisory Commission TIRZ II Board	Councilmember – Place 2 (VACANT)
Councilmember Whittaker – Place 3 Audit Committee Historical Preservation Committee Interview Committee for Boards and Commissions Library Advisory Board TIRZ II Board	Councilmember Dahle – Place 4 Cibolo Valley Local Government Corporation Interview Committee for Boards and Commissions Planning & Zoning Commission TIRZ II Board
Councilmember Heyward – Place 6 Animal Advisory Commission Audit Committee Building and Standards Commission Economic Development Corporation - Alternate Investment Advisory Committee Main Street Committee	Councilmember Brown – Place 7 Economic Development Corporation Main Street Committee Schertz-Seguin Local Government Corporation - Alternate

CITY COUNCIL MEMORANDUM

City Council Meeting: September 13, 2022
Department: Economic Development Corporation
Subject: Resolution No. 22-R-84 - Consideration and/or action approving a Resolution by the City Council of the City of Schertz, Texas authorizing an agreement for Provision of Professional Services between the City of Schertz and the City of Schertz Economic Development Corporation. (M. Browne/A. Perez)

BACKGROUND

Resolution 22-R-84 approves an Agreement for Provisions of Professional Services between the City of Schertz and the City of Schertz Economic Development Corporation (“Service Agreement”). The Service Agreement outlines the specific services that the City of Schertz will provide to the SEDC. Services include personnel, financial reporting, budgeting, office space, fleet services, IT services, etc. The Service Agreement also enables the SEDC to receive several services at a discounted rate through the City. These include rates for software, financial services, auditing services, etc. The agreement also includes a requirement for the City Manager and/or his designee to represent the SEDC at the area chamber of commerce.

COMMUNITY BENEFIT

Approval of the resolution enables the City of Schertz and SEDC to work together by sharing staff and services which helps improve operational efficiency and reduce costs.

FISCAL IMPACT

Under the agreement, a total of \$542,221.00 will be transferred from the SEDC to the City of Schertz. The payments will be made in two equal payments on October 1, 2022, and April 1, 2023.

SUMMARY OF RECOMMENDED ACTION

The SEDC Board unanimously recommended this agreement for approval by City Council during their July 28, 2022 meeting. Staff recommends approval of CC Resolution No. 22-R-84.

Attachments

Resolution No. 22-R-84
SEDC Prof Services Agreement

RESOLUTION NO. 22-R-84

A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF SCHERTZ, TEXAS AUTHORIZING AN AGREEMENT FOR PROVISIONS OF PROFESSIONAL SERVICES BETWEEN THE CITY OF SCHERTZ AND THE CITY OF SCHERTZ ECONOMIC DEVELOPMENT CORPORATION, AND OTHER MATTERS IN CONNECTION THEREWITH

WHEREAS, the Development Corporation Act of 1979, as amended (Section 501.001 et seq, Texas Local Government Code, formerly the Development Corporation Act of 1979) (the "Act") provides a corporation those powers incidental or necessary to the purposes of the corporation; and

WHEREAS, the City of Schertz Economic Development Corporation ("SEDC") desires to engage the City for the provision of certain professional and other services to assist the SEDC in carrying out its goals and objectives; and

WHEREAS, the Act prohibits the City from providing things of value, including professional services, in aid of corporation without receiving fair value compensation in return; and

WHEREAS, the City Council has determined that it is in the best interest of the City to approve the Agreement for Provisions of Professional Services Between the City of Schertz and the City of Schertz Economic Development Corporation and that such agreement constitutes fair value for the services to be rendered under the agreement.

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

Section 1. The City Council hereby authorizes the City Manager to execute and deliver the Agreement for Provisions of Professional Services Between the City of Schertz and the City of Schertz Economic Development Corporation 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 13th day of September 2022.

CITY OF SCHERTZ, TEXAS

Ralph Gutierrez, Mayor

ATTEST:

Brenda Dennis, City Secretary

(CITY SEAL)

EXHIBIT A

**AGREEMENT FOR PROVISIONS OF PROFESSIONAL SERVICES BETWEEN THE
CITY OF SCHERTZ AND THE CITY OF SCHERTZ ECONOMIC DEVELOPMENT
CORPORATION**

SEDC RESOLUTION NO. 2022-6

A RESOLUTION BY THE CITY OF SCHERTZ ECONOMIC DEVELOPMENT CORPORATION, TEXAS ADOPTING AN AGREEMENT FOR PROVISIONS OF PROFESSIONAL SERVICES BETWEEN THE CITY OF SCHERTZ AND THE CITY OF SCHERTZ ECONOMIC DEVELOPMENT CORPORATION, AND OTHER MATTERS IN CONNECTION THEREWITH

WHEREAS, the City of Schertz Economic Development Corporation (“SEDC”) is a non-profit industrial development corporation duly established under the Development Corporation Act of 1979, as amended (Section 501.001 et seq. Texas Local Government Code, formerly the Development Corporation Act of 1979) (the “Act”);

WHEREAS, all of the powers of the corporation are vested in the SEDC Board of Directors (the “Board”) appointed by the governing body of the corporation’s authorizing unity; and

WHEREAS, the SEDC desires to engage the City of Schertz for the provision of certain professional and other services to assist the SEDC in carrying out its goals and objectives; and

WHEREAS, the Act prohibits the City from providing things of value, including professional services, in aid of the SEDC without receiving fair value compensation in return; and

WHEREAS, the SEDC Board hereby finds that it is in the best interest to enter into the Agreement for Provisions of Professional Services Between the City of Schertz and the City of Schertz Economic Development Corporation, hereto attached as Exhibit A.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE CITY OF SCHERTZ ECONOMIC DEVELOPMENT CORPORATION THAT:

Section 1. The Board hereby authorizes the Agreement for Provisions of Professional Services Between the City of Schertz and the Schertz Economic Development Corporation 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 Board.

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

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

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

PASSED AND ADOPTED, this 28th day of July, 2022.

CITY OF SCHERTZ ECONOMIC
DEVELOPMENT CORPORATION



Paul Macaluso, SEDC Board President

ATTEST:



Sammi Morrill, SEDC Board Secretary

EXHIBIT A

**AGREEMENT FOR PROVISIONS OF PROFESSIONAL SERVICES BETWEEN THE
CITY OF SCHERTZ AND THE CITY OF SCHERTZ ECONOMIC DEVELOPMENT
CORPORATION**

AGREEMENT FOR PROVISIONS OF PROFESSIONAL SERVICES
BETWEEN THE CITY OF SCHERTZ AND
THE CITY OF SCHERTZ ECONOMIC DEVELOPMENT CORPORATION

THE STATE OF TEXAS

KNOWN ALL MEN BY THESE PRESENTS:

COUNTY OF GUADALUPE

THIS AGREEMENT, executed the 28th day of July, 2022, by and between the CITY OF SCHERTZ, a municipal corporation, acting by and through its City Council, situated in Guadalupe County, Texas (hereinafter referred to as "City"), and the City of Schertz Economic Development Corporation, a Texas non-profit industrial development corporation (hereinafter referred to as "SEDC") acting by and through its President of the Board is as follows:

WITNESSETH:

I.

The City agrees to provide management, professional, administrative, financial and investment services to the SEDC according to the terms of this agreement. Direct services the City shall perform for the SEDC shall include:

1. Providing Salary, workers' compensation, health, and retirement expenses for City employees assigned to the SEDC.
2. Preparing all financial and investment reports and keeping all financial books and records required by applicable law.
3. Preparing a budget for the forthcoming year for review and approval by the Board and City Council.
4. Providing all necessary budgeting, accounting, financial management and investment management through the City's Finance Department.
5. Providing accounts payable, payroll, purchasing and other bookkeeping services with oversight and training of such services.
6. Providing for a repository of records, office and conference space.
7. Providing technology support of hardware, software and phone systems through the City's Information Technology Department.
8. Providing automotive support of vehicles through the City's Fleet Department.
9. Providing for legal services through the City Attorney's office at the rate that those services are provided to the City.

10. Providing for commercial insurance, communication equipment and services, and office equipment products and services at the rate that those products and services are provided to the City.
11. Providing for financial auditing services through the Finance Department at the rate that those services are provided to the City.
12. Provide an executive level presence in area Chambers of Commerce through the City Manager and/or his/her designee for marketing Schertz as preferred location for new and expanded business opportunities.
13. Providing executive and administrative support, review and oversight by the City Manager.

It is understood and agreed that access to City staff resources by the SEDC is secondary to the needs of the City Council of the City of Schertz.

II.

Subject to the SEDC continuing to contract with the City for management services, the SEDC will pay to the City for its services pursuant to this agreement, in the form of a flat fee (the Service Fee) in the amount of five hundred and forty-two thousand, two hundred and twenty-one dollars and zero cents (\$542,221.00) per year. Said amount to be paid in two equal payments on October 1, 2022, and April 1, 2023.

The SEDC will directly maintain the memberships necessary for the City to provide an executive level presence in area Chambers of Commerce through the City Manager and/or his/her designee for marketing Schertz as preferred location for new and expanded business opportunities.

In the event of the termination of this agreement, the SEDC will be responsible for paying the City only the portion of the cost allocated to periods prior to the effective date of the termination of the agreement.

III.

It is the express purpose of this agreement for the City to provide certain management, professional, administrative and financial services to the SEDC.

IV.

Subject to early termination as provided in Article V below, this agreement shall be in effect for a period of one year commencing October 1, 2022 and ending September 30, 2023, and said agreement shall be extended for additional one-year terms thereafter under the same terms and conditions unless one party gives to the other party written notification at least thirty (30) days prior to the end of the existing term of its desire to terminate the agreement.

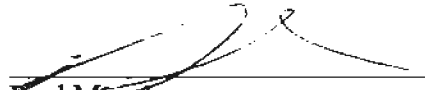
V.

1. This contract may be terminated by the City or SEDC, in whole, or from time to time, in part, upon thirty (30) days notice from the terminating party to the other party. Termination shall be effective thirty (30) days after delivery of Notice of Termination specifying to what extent performance or work under the contract shall be terminated thirty (30) days after receipt by the notified party.
2. After receipt of a Notice of Termination the City shall:
 - a. Stop work on the date as specified in the thirty (30) day Notice of Termination to the extent possible.
 - b. Place no further orders or subcontracts except as may be necessary for completion of the work not terminated.
 - c. 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.
 - d. The SEDC shall pay all expenses incurred through the date of termination.

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

CITY OF SCHERTZ ECONOMIC
DEVELOPMENT CORPORATION

CITY OF SCHERTZ, TEXAS


Paul Macaluso
President


Dr. Mark Browne
City Manager

CITY COUNCIL MEMORANDUM

City Council Meeting: September 13, 2022

Department: City Secretary

Subject: Cancellation of the October 4, 2022, November 8, 2022, November 22, 2022, and December 27, 2022 Council Meetings as well as scheduling a Special Meeting on November 21, 2022 for the purpose of canvassing the results of the November 8, 2022 Election - Consideration and/or action canceling the October 4, 2022, November 8, 2022, November 22, 2022, and the December 27, 2022 City Council meetings due to the National Night Out and the Texas Municipal League Conference in San Antonio, the City of Schertz Election, Thanksgiving week and the Christmas Holiday week; as well as scheduling a Special Meeting on November 21, 2022 for the purpose of canvassing the results of the November 8, 2022 Election. (M. Browne/B. Dennis)

BACKGROUND

It has been the past practice of City Council to cancel the City Council meetings during the week of the Texas Municipal League Conference, on the City of Schertz Election Night, during the Thanksgiving Holiday week and during the Christmas Holiday week.

It has also been the practice to cancel the City Council meeting on Election night and the practice to schedule a special meeting canvassing the results of the City of Schertz Election.

Staff recommends Council approve the cancellation of the October 4, 2022, November 8, 2022, November 22, 2022 and December 27, 2022 City Council meetings; and Scheduling a Special Meeting on November 21, 2022 for the purpose of canvassing the results of the November 8, 2022 Election.

CITY COUNCIL MEMORANDUM

City Council Meeting: September 13, 2022
Department: Engineering
Subject: Resolution No. 22-R-96 - Consideration and/or action approving a Resolution by the City Council of the City of Schertz, Texas amending the Professional Services Agreement with Cobb, Fendley & Associates, Inc., relating to Engineering Services for the Woman Hollering Creek Wastewater Project. (B. James/K. Woodlee)

BACKGROUND

The City of Schertz is currently constructing the Woman Hollering Creek Wastewater Main and Lift Station project to collect and convey wastewater to the planned Cibolo Creek Municipal Authority (CCMA) water reclamation plant nearing completion off of Trainer Hale Road in southern Schertz. The system consists of approximately 14,500 linear feet of gravity main, 6,000 linear feet of force main, and a new lift station near Woman Hollering Creek at IH 10.

While delays related to materials needed for completion of the lift station are likely to impact the overall project schedule (original substantial completion January 2023 - currently expected completion early June 2023), good progress is being made on the rest of the improvements. Progress so far includes creek and road borings, the 14-inch force main, and the start of installation of the 30-inch gravity sewer. Based on the expected delay, approximately 47% of the construction time period has passed and approximately 28% of the improvements have been installed based on cost. This is in line with the expected progress of this project.

As construction has progressed, it has become apparent that the scope of services with the City's design engineer, Cobb, Fendley & Associates, Inc., (CobbFendley) that was agreed upon in 2015 and most recently amended in February 2022, requires further updating. The scope of construction phase services updated shortly after the start of construction is not adequate to allow for the level of effort needed from the design engineer through the remainder of the anticipated period of construction.

Modifications beyond the amended scope of construction phase services include a longer construction duration than assumed - including material delays that are likely to add several months to the overall schedule, and more requests for information (RFIs) from the contractor to which the engineer must respond. The largest portion of that fee is based on an assumption that the number of RFIs will reach a total of 60 by the end of construction (35 received to date). The original 2015 scope assumed there would be 10 RFIs. That was increased to 20 RFIs expected in the February amendment, and is now further increased to 60 - some for which more complexity is expected. The increased number is attributable partly to conditions on the ground that were found to have changed more than expected during the time since the design was finalized, partly to the contractor working more than expected to identify alternative materials in order to minimize construction cost or delays or to respond to a request from the City for a change.

The total estimated fee for the modified construction phase services that exceeds the most recently approved amount is \$79,045. Staff is requesting that Council authorize a not to exceed increase to the

agreement of \$100,000. The difference between the consultant-proposed amount and the staff-requested amount will be used if needed in the event that further delays or other unanticipated obstacles occur for which design engineer services are needed.

Attached to the resolution is a copy of the original master agreement with CobbFendley and the scope and fee amendment currently proposed.

GOAL

The goal of this resolution is for the City Council to authorize the execution of an amendment to the Professional Services Agreement with CobbFendley to allow the City to continue the appropriate level of construction phase engineering services construction period of the Woman Hollering Creek Wastewater Project.

COMMUNITY BENEFIT

Providing the appropriate level of engineering construction phase services is necessary to ensure that this major capital infrastructure project is constructed with solid design control and technical oversight.

SUMMARY OF RECOMMENDED ACTION

Staff recommends authorization of the amendment to the professional services agreement with CobbFendley to establish an increased scope of services.

FISCAL IMPACT

Funding needed for the not to exceed amount requested is \$100,000. Total funding for the Woman Hollering Creek Wastewater Project including this agreement amendment comes from a combination of 2013 Bond Sales, Wastewater Capital Recovery Funds, and planned Future Bond Sales, and currently totals \$11,883,000.

RECOMMENDATION

Staff recommends Council approve Resolution 22-R-96 and authorize the amendment to the project agreement with CobbFendley for the modified scope for construction phase services related to the Woman Hollering Creek Wastewater Project.

Attachments

Resolution 22-R-96

22-R-96 Exhibit A

22-R-96 Exhibit B

RESOLUTION NO. 22-R-96

A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF SCHERTZ, TEXAS, AUTHORIZING AMENDMENT 5 TO THE PROJECT AGREEMENT WITH COBB, FENDLEY & ASSOCIATES, INC., RELATING TO CONSTRUCTION PHASE ENGINEERING SERVICES FOR THE WOMAN HOLLERING CREEK WASTEWATER LINE PROJECT, AND OTHER MATTERS IN CONNECTION THEREWITH

WHEREAS, the City staff of the City of Schertz (the "City") has determined that the City requires professional services relating to the construction phase engineering responsibilities for the Woman Hollering Creek Wastewater Line Project that exceed the original project agreement scope; and

WHEREAS, City staff has determined that Cobb, Fendley & Associates, Inc., is uniquely qualified to provide such services for the City; 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, Cobb, Fendley & Associates, Inc., is reasonably entitled to charge their current standard rates for service to the City of Schertz; and

WHEREAS, the City Council has determined that it is in the best interest of the City to amend the contract with Cobb, Fendley & Associates, Inc., pursuant to the On Call Engineering Project Agreement attached hereto as Exhibit A (the "Agreement") and its proposed amended scope and fee for construction phase services presented as Exhibit B ("Amendment 5") for an amount of \$79,045.

WHEREAS, the City Council authorizes City Staff to expend up to a not to exceed amount of \$100,000 on further amendments to the Project Agreement, if needed.

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 Amendment to the Agreement with Cobb, Fendley & Associates, Inc., in substantially the form set forth on Exhibit B and to execute further Amendments as necessary not to exceed an additional expenditure amount of \$100,000.

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

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

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

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

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

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

PASSED AND ADOPTED, this 13th day of September, 2022.

CITY OF SCHERTZ, TEXAS

Ralph Gutierrez, Mayor

ATTEST:

Brenda Dennis, City Secretary

(CITY SEAL)

EXHIBIT A
ON CALL ENGINEERING PROJECT AGREEMENT

EXHIBIT "A"

CITY OF SCHERTZ

PROJECT AGREEMENT FOR ENGINEERING SERVICES

This Agreement is entered into in the City of Schertz, Texas, between the City of Schertz, a Texas municipal corporation, hereinafter called "CITY" and/or "OWNER", and Cobb, Fendley & Associates, 1100 NW Loop 410, Suite 350, San Antonio, TX 78213.

Engineer(s), duly licensed, and practicing under the laws of the State of Texas, hereinafter called "CONSULTANT", this Agreement being executed by City pursuant to appropriate action by the City Council of CITY and by CONSULTANT, for engineering services hereinafter set forth in connection with the above designated Project for CITY.

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ARTICLE 1: DEFINITIONS

AS USED IN THIS AGREEMENT, THE FOLLOWING TERMS SHALL HAVE MEANINGS AS SET OUT BELOW:

Agreement means this Master Agreement between CITY and CONSULTANT that establishes the terms and conditions for all Projects to be carried out under this Agreement.

Application for Compensation means the form CONSULTANT uses to make a request to be paid for completed services.

Application for Payment means the form CONSTRUCTION CONTRACTOR uses to make a request to be paid for completed work.

Certificate for Payment means the form CONSULTANT uses to make recommendations on CONSTRUCTION CONTRACTOR'S Application for Payment.

CITY means the City of Schertz, Texas.

Claim means a demand or assertion by one of the parties seeking, as a matter of right, adjustment, or interpretation of the terms of this Agreement, payment of money, extension of time, or other relief with respect to the terms of this Agreement. The term "claim" also includes other disputes and matters in question between the OWNER and CONSULTANT arising out of or relating to this Agreement.

Compensation means amounts paid by CITY to CONSULTANT for completed services under this Agreement.

CONSTRUCTION CONTRACTOR means the firm hired by CITY to construct the Project.

Construction Contract Documents means the contract between the CITY and the firm contracted by CITY to construct the Project and all documents therein.

CONSULTANT means the entity named on the cover page of this Agreement and its officers, partners, employees, agents, and representatives, and all its subconsultants, if any, and all other persons or entities for which CONSULTANT is legally responsible.

ENGINEER means CITY's City Engineer.

Final Compensation means the final amounts paid by CITY to CONSULTANT for completed services under this Agreement.

Final Payment means the final amounts paid by CITY to CONSTRUCTION CONTRACTOR for completed work under the construction contract.

Opinion of Probable Construction Cost means CONSULTANT'S estimate of probable construction cost for a Project based on its experience and qualifications as a practitioner of its profession and the current costs in the local area.

OWNER means the City of Schertz, Texas.

Payment means amount paid by CITY to CONSTRUCTION CONTRACTOR for work performed under the Construction Contract Documents.

Plans and Specifications means the construction documents.

Project means the capital improvement/construction development undertaking of CITY for which CONSULTANT'S services, as stated in the Scope of Services, and to be provided pursuant to this Agreement.

Proposal means CONSULTANT'S proposal to provide services for the Project.

Schedule of Values means the fees allocated to services, reimbursable and/or various portions of the services or Work, prepared in such form, and supported by such data to substantiate its accuracy as OWNER may require.

Scope of Services means the services described in Article 4, Scope of Services.

Services means professional services performed by CONSULTANT.

Total Compensation means the amount paid to CONSULTANT under Article 2, Compensation for Basic Services, of this Agreement.

Work means the labor and materials required to complete a Project by CONSTRUCTION CONTRACTOR in accordance with the Construction Contract Documents.

ARTICLE 2: SCOPE OF SERVICES

- 2.1 CONSULTANT shall not commence work until being thoroughly briefed on the scope of the Project and being notified in writing to proceed. The scope of the Project and CONSULTANT'S Services required shall be reduced by CONSULTANT to a written summary of the scope meeting. That Scope of Services and associated time schedule, along with cost, once approved by CITY, will be included as a part of this Agreement as Attachments 1 and 2 herein. Should the scope subsequently change, either CONSULTANT or CITY may request a review of the anticipated services, with an appropriate adjustment in compensation.
- 2.2 Communications by and with CONSULTANT'S subconsultants shall be through CONSULTANT. Communications by and with subcontractors and material suppliers shall be through CONSTRUCTION CONTRACTOR.

- 2.3 CONSULTANT, in consideration for the Compensation herein provided, shall render the professional Services described in this Section that are necessary for the development of the Project, including plans and specifications, construction management services, any special and general conditions, and instructions to bidders as acceptable to the Engineer, or his or her duly authorized representative.
- 2.4 CONSULTANT shall complete a Project in accordance with the following phases and CONSULTANT'S Scope of Services attached and incorporated herein as Attachments 1 and 2.
 - 2.4.1 PROJECT DESIGN PHASES
 - 2.4.2 Preliminary Engineering Report
 - 2.4.3 60% Design
 - 2.4.4 90% Design
 - 2.4.5 Bid Documents and Services
 - 2.4.6 Construction Phase Services
 - 2.4.7 Project Close Out and Final Payment
- 2.5 Upon acceptance and approval of the plans, reports or other deliverables required for a Phase of work, as set forth in the Scope of Services, Engineer shall authorize CONSULTANT, in writing, to proceed with the next phase of Work.
- 2.6 During Design Phases CONSULTANT shall:
 - 2.6.1 Coordinate and meet with City staff and Project stakeholders as appropriate throughout the Project. Assist staff at meetings with stakeholders, workshops, and presentations to advisory commissions and City Council.
 - 2.6.2 Provide the necessary field survey services to determine the existing field conditions, including all utilities and surface features to the maximum extent possible.
 - 2.6.3 CONSULTANT shall make every effort to minimize utility adjustments, where possible.
 - 2.6.4 In the event electrical, communication, gas or other facilities are encountered, CONSULTANT shall identify and incorporate those facilities at the completion of each Project Phase in order to determine the magnitude of any potential adjustment.
 - 2.6.5 Perform the necessary testing to determine the existing site conditions and proper design for construction and methods of any necessary demolition.
 - 2.6.6 Follow and comply with the requirements for the Design Phases listed in this Agreement, CITY'S Unified Development Code, if applicable, and CITY'S Design Guidance Manual, both of which are incorporated by reference herein.

- 2.6.7 In case of conflicts, follow and comply with the most stringent requirements for the Design Phases.
- 2.6.8 Prepare documents for, and coordinate with other utilities and associated local, state, and federal agencies (including TCEQ, EPA, TxDOT, ACOE, etc.) as required for the approval of all necessary permits (determined during scoping for each individual project).
- 2.6.9 Provide detailed plans and specifications for the Project at appropriate progress intervals in requested formats (may include hard copy, .pdf, and .dwg).
- 2.6.10 Provide Opinion of Probably Construction Cost.
- 2.7 During Bid Phase CONSULTANT shall:
 - 2.7.1 Provide unit price bid quantities in City bid form format for use in bid documents.
 - 2.7.2 Provide bid sets of contract, technical specifications, plans, and any other necessary documents in hard copy and digital format.
 - 2.7.3 Attend pre-bid conference and prepare responses to questions and addenda as necessary.
 - 2.7.4 Research qualifications and references of apparent low bidder(s) and provide a letter of recommendation for contract award.
- 2.8 During Construction Phase:
 - 2.8.1 CONSULTANT shall monitor construction schedule.
 - 2.8.2 CONSULTANT will make a minimum of two visits per month to the Project Site at intervals appropriate to the Phases to (1) become generally familiar with and to keep CITY informed about the progress and quality of the portion of the Work completed, and (2) endeavor to guard CITY against defects in Work. However, CONSULTANT will not be required to make exhaustive or continuous on-site inspections to check the quality or quantity of the Work.
 - 2.8.3 CONSULTANT will neither have control over or charge of, nor be responsible for, the construction means, methods, techniques, sequences or procedures, or for the safety precautions and programs in connection with the Work since these are solely CONSTRUCTION CONTRACTOR'S rights and responsibilities under the Contract Documents. CONSULTANT'S efforts will be directed toward providing for CITY a greater degree of confidence that the completed Work will generally conform to the Contract Documents.
 - 2.8.4 CONSULTANT will not be responsible for CONSTRUCTION CONTRACTOR'S failure to perform the Work in accordance with the

requirements of the Contract Documents. CONSULTANT will not have control over or charge of and will not be responsible for acts or omissions of CONSTRUCTION CONTRACTOR, subcontractors, or their agents or employees, or any other persons or entities performing portions of the Work.

- 2.8.5 CONSULTANT and CITY have authority to reject Work that does not conform to the Contract Documents. Whenever CONSULTANT or CITY considers it necessary or advisable, either CITY or CONSULTANT may require inspection or testing of the Work whether or not such Work is fabricated, installed or completed. However, neither this authority of CONSULTANT or CITY, nor a decision made by either, in good faith, to require or not require an inspection shall give rise to a duty or responsibility of CONSULTANT or CITY to CONSTRUCTION CONTRACTOR, subcontractors, material and equipment suppliers, agents or employees, or other persons or entities performing portions of the Work.
- 2.8.6 CONSULTANT will review and approve or take other appropriate action upon CONSTRUCTION CONTRACTOR'S submittals such as Shop Drawings, Product Data and Samples, but only for the limited purpose of checking for conformance with information given and the design concept expressed in the Contract Documents. CONSULTANT will respond to submittals such as Shop Drawings, Product Data, and Samples pursuant to the procedures set forth in the Project specifications. Review of such submittals is not conducted for the purpose of determining the accuracy and completeness of equipment or systems, all of which remain the responsibility of CONSTRUCTION CONTRACTOR as required by the Contract Documents. CONSULTANT'S review of CONSTRUCTION CONTRACTOR'S submittals shall not relieve CONSTRUCTION CONTRACTOR of its obligations. CONSULTANT'S review shall not constitute approval of safety precautions or any construction means, methods, techniques, sequences or procedures unless otherwise specifically stated by CONSULTANT. CONSULTANT'S approval of a specific item shall not indicate approval of an assembly of which the item is a component.
- 2.8.7 CONSULTANT will, within three work days after receipt of CONSTRUCTION CONTRACTOR'S Application for Payment review the Application for Payment and either issue to OWNER and/or the affected utility a Certificate for Payment for such amount as CONSULTANT determines is properly due, or notify OWNER, any affected utility, and CONSTRUCTION CONTRACTOR in writing of CONSULTANT'S reasons for withholding recommendation of approval in whole or in part.
- 2.8.8 CONSULTANT'S issuance of a Certificate for Payment will constitute a representation by CONSULTANT to OWNER, based on CONSULTANT'S evaluation of the Work and the data comprising the Application for Payment, that the Work has progressed to the point indicated and that, to the best of CONSULTANT'S knowledge, information and belief, the quality of the work is

in accordance with the design agreement documents or Construction Contract Documents. The foregoing representations are subject to an evaluation of the Work for conformance with the design agreement documents, to results of subsequent tests and inspections, to correction of minor deviations from the design agreement documents prior to completion, and to any specific qualifications expressed by CONSULTANT. The issuance of a Certificate for Payment based on the CONSTRUCTION CONTRACTOR'S Application for Payment will further constitute a representation that CONSTRUCTION CONTRACTOR is entitled to payment in accordance with the Schedule of Values. The issuance of Certificate for Payment will not be a representation that CONSULTANT has (1) made exhaustive or continuous on-site inspections to check the quality or quantity of the Work, (2) reviewed construction means, methods, techniques, sequences or procedures, (3) reviewed copies of requisitions received from Subcontractors and material suppliers and other data requested by OWNER to substantiate Construction Contractor's right to payment, or (4) made any examination to ascertain how or for what purpose CONSTRUCTION CONTRACTOR has used money previously paid on account of the Application for Payment sum.

- 2.8.9 CONSULTANT may recommend withholding an approval for Payment in whole or in part, to the extent reasonably necessary to protect OWNER if, in CONSULTANT'S opinion, the representations to OWNER required by Section 4.13 cannot be made. If CONSULTANT is unable to recommend approval of payment in the amount of the Application, CONSULTANT will notify OWNER and CONSTRUCTION CONTRACTOR as provided in Section 4.12. If OWNER and CONSULTANT cannot agree on a revised amount, CONSULTANT will promptly issue a Certificate for Payment for the amount for which CONSULTANT is able to make such representations to OWNER. CONSULTANT may also recommend withholding a Payment, because of subsequently discovered evidence, may modify the whole or a part of a Certificate for Payment to such extent as may be necessary, in CONSULTANT'S opinion, to protect OWNER and the affected utility from loss for which CONSTRUCTION CONTRACTOR is responsible, including loss resulting from acts and omissions described below:

- 2.8.9.1 defective Work not remedied;
- 2.8.9.2 third party claims filed or reasonable evidence indicating probable filing of such claims for which CONSTRUCTION CONTRACTOR is responsible hereunder unless security acceptable to OWNER and the affected utility is provided by CONSTRUCTION CONTRACTOR;
- 2.8.9.3 failure of CONSTRUCTION CONTRACTOR to make payments properly to the subcontractors and/or material providers;

- 2.8.9.4 reasonable evidence that the Work cannot be completed for the unpaid balance of the agreement sum and CONSTRUCTION CONTRACTOR has failed to provide OWNER and the affected utility adequate assurance of its continued performance within a reasonable time after demand;
 - 2.8.9.5 damage to OWNER or another contractor;
 - 2.8.9.6 reasonable evidence that the Work will not be completed within the agreement time, and that the unpaid balance would not be adequate to cover actual or liquidated damages for the anticipated delay; or
 - 2.8.9.7 persistent failure by CONSTRUCTION CONTRACTOR to carry out the Work in accordance with the Construction Contract Documents.
- 2.8.10 When the above reasons for withholding payment are removed, payment will be made for amounts previously withheld. OWNER shall not be deemed in default by CONSULTANT by reason of withholding payment as provided herein.
- 2.8.11 CONSULTANT will prepare Change Orders and Field Work Directives, and, with concurrence of OWNER, OWNER'S designated representative will have authority to order minor changes in the Work not involving an adjustment in the Total Compensation or an extension of the time for construction. Such changes shall be effected by written order, which CONSTRUCTION CONTRACTOR shall carry out promptly and record on the as-built plan.
- 2.8.12 Upon written request of CITY or CONSTRUCTION CONTRACTOR, CONSULTANT will issue its interpretation of the requirements of the Plans and Specifications. CONSULTANT'S response to such requests will be made in writing within any agreed time limits or otherwise with reasonable promptness. If no agreement is made concerning the time within which interpretations required by CONSULTANT shall be furnished in compliance with Article IV, then delay shall not be recognized on account of failure by CONSULTANT to furnish such interpretations until 15 days after written request is made for CONSULTANT'S interpretation.
- 2.8.13 Interpretations of CONSULTANT will be consistent with the intent of and reasonably inferable from the Construction Contract Documents and will be in writing or in the form of drawings.
- 2.8.14 CONSULTANT will advise and consult with CITY. CITY'S instructions to CONSTRUCTION CONTRACTOR may be issued through CONSULTANT, but CITY reserves the right to issue instructions directly to CONSTRUCTION CONTRACTOR through inspectors or other designated CITY representatives.

- 2.8.15 CONSULTANT and CITY will conduct observations to determine the date of substantial completion of the Work. CONSULTANT shall provide to CITY a written recommendation of consideration of substantial completion of the Project.
- 2.8.16 CONSULTANT and CITY will conduct observations to determine the date of final completion. CONSULTANT will receive and forward to CITY, for CITY'S review and records, written warranties and related documents required by the Construction Contract Documents and assembled by CONSTRUCTION CONTRACTOR, and will issue a final Approval for Payment upon compliance with the requirements of the Construction Contract Documents. Such final Approval will be accompanied by a signed and sealed statement from the CONSULTANT'S Engineer of Record that certifies to CITY that the project was constructed in accordance with the approved plans and specifications.
- 2.8.17 CONSULTANT shall prepare record drawings from information submitted by CONSTRUCTION CONTRACTOR and from CONSULTANT'S own observations in accordance with City standards. CONSULTANT shall provide record drawings in hard copy, .pdf, and .dwg formats to CITY.

ARTICLE 3: COMPENSATION FOR SERVICES

3.1 Basic Services

- 3.1.1 Compensation for all Services included in this Agreement will be on a time and expense not-to-exceed basis in accordance with the negotiated, approved schedule of billing rates as set forth in Attachment 3. Not-to-exceed compensation amounts, to the extent they have been negotiated shall be reflected in Attachment 3. A Proposal including a not-to-exceed cost will be provided by CONSULTANT along with a Scope of Services for each Project (Attachments 1 and 2). The amount to be paid to CONSULTANT, including authorized adjustments, is the total amount payable by OWNER to CONSULTANT for performance of the Services for the Project under this Agreement. It is agreed and understood that such amount will constitute full compensation to CONSULTANT for Services included in the Scope of Services and shall meet all requirements of CITY'S design guidelines applicable to the Project. Unless and until CITY makes further appropriations for any Services not included in the Scope of Services of this Agreement, the obligation of CITY to CONSULTANT for Compensation in connection with this Agreement cannot and will not exceed the sum described in this Section without further amendment to this Agreement.
- 3.1.2 No billing rate changes from those approved as Attachment 3 of this Agreement shall be made during the term of this Agreement without the prior written approval of CITY.
- 3.1.3 CONSULTANT shall submit monthly invoices to CITY describing the Services performed the preceding month. CONSULTANT'S invoices shall include the name of the person who performed the Service, a brief description of the Service

performed and the Phase of the Project to which the Service relates, the date(s) the Service was performed, the number of hours spent on all Services billed on an hourly basis, and a description of any subconsultant fees and/or reimbursable expenditures.

- 3.1.4 CITY shall reimburse CONSULTANT only for those costs or expenses specifically approved in this Agreement, or specifically approved in advance by CITY. Unless otherwise approved, such costs shall be limited and include nothing more than the following costs incurred by CONSULTANT:

3.1.4.1 Approved reproduction charges,

3.1.4.2 Actual costs of subconsultant(s) for performance of any of the Services that CONSULTANT agrees to provide pursuant to this Agreement, which have been approved in advance by CITY and awarded in accordance with this Agreement.

3.1.4.3 Actual costs and/or other costs and/or payments specifically authorized in advance by the CITY in writing and incurred by CONSULTANT in the performance of this Agreement.

- 3.1.5 CONSULTANT shall complete the Project in accordance with the following phases. For the purpose of establishing portions of compensation for separate phases, more particularly described in the Scope of Services, Attachment 2 shall apply.

Preliminary Engineering Report
60% Design
90% Design
Bid Documents and Services
Construction Phase Services
Project Close Out and Final Payment

- 3.1.6 CONSULTANT shall, within 10 days following receipt of Compensation from OWNER, pay all bills for Services performed and furnished hereunder by subconsultant(s) of CONSULTANT in connection with the Project and the performance of services and shall, if requested, provide OWNER with evidence of such payment. CONSULTANT'S failure to make payments within such time shall constitute a material breach of this Agreement unless CONSULTANT is able to demonstrate to OWNER bona fide disputes associated with the Services of the unpaid subconsultant and its services. CONSULTANT shall include a provision in each of its sub agreements imposing the same payment obligations on its subconsultants as are applicable to CONSULTANT hereunder, and if OWNER so requests, shall provide evidence of such payments by CONSULTANT to OWNER. If CONSULTANT has failed to make payment promptly to the subconsultant for undisputed Services for which OWNER has made payment to CONSULTANT, OWNER shall be entitled to withhold future payment to

CONSULTANT to the extent remaining unpaid by CONSULTANT necessary to protect OWNER.

- 3.1.7 CONSULTANT warrants that title to all deliverables produced in the performance of Services covered by an Application for Compensation will pass to OWNER no later than the time of payment. CONSULTANT further warrants that upon submittal of an Application for Compensation, all Services for which Applications for Compensation have been previously issued and payments received from OWNER shall, to the best of CONSULTANT'S knowledge, information and belief be free and clear of liens, claims, security interests or encumbrance in favor of CONSULTANT, or other persons or entities under contract with CONSULTANT making a claim by reason of having provided labor or services relating to CONSULTANT'S Services. CONSULTANT SHALL INDEMNIFY AND HOLD OWNER HARMLESS FROM ANY LIENS, CLAIMS, SECURITY INTEREST OR ENCUMBRANCES FILED BY ANYONE CLAIMING BY, THROUGH OR UNDER THE ITEMS COVERED BY PAYMENTS MADE BY OWNER TO CONSULTANT.

3.2 Additional Services

- 3.2.1 CONSULTANT shall not receive any compensation for additional Services without prior written authorization of CITY. Compensation for duly authorized additional Services shall be paid in accordance with the approved schedule of billing rates as set forth in Attachment 3.
- 3.2.2 Examples of additional Services (not all inclusive)
- 3.2.2.1 Assistance to CITY as an expert witness in any litigation with third parties arising from the development of construction of a Project including the preparation of engineering data and reports.
- 3.2.2.2 Preparation of plats and field notes for acquisition of property.
- 3.2.2.3 Preparation of applications and supporting documents for governmental grants, loans, or advances in connection with a Project; preparation of review of environmental assessment and impact statements; review and evaluation of the effect on the design requirements of a Project of any such statements and documents prepared by others; and assistance in obtaining approval of authorities having jurisdiction over the anticipated environmental impact of a Project.
- 3.2.2.4 Making revisions in drawings, specifications, or other documents when such revisions are inconsistent with written approvals or instructions previously given, are required by the enactment or revision of codes, laws, or regulations subsequent to the preparation of such documents or are due to other causes not solely within the control of CONSULTANT.

- 3.2.2.5 Making revisions to drawings or specifications occasioned by acceptance of substitutions proposed by CONSTRUCTION CONTRACTOR; and Services after the award of each contract in evaluating and determining the acceptability of an unreasonable or excessive number of substitutions proposed by CONSTRUCTION CONTRACTOR.
- 3.2.2.6 Preparing drawings, specifications, and supporting data and providing other Services in connection with change order requests to the extent that the adjustment in the basic compensation resulting from the adjusted construction cost is not commensurate with the Services required of CONSULTANT, provided such change order requests are required by causes not solely within the control of CONSULTANT; or in connection with change orders requiring significant engineering effort to compute and document the Work effort reflected by the Change Order.
- 3.2.2.7 Investigations, surveys, valuations, inventories, or detailed appraisals of facilities, construction and/or services not required by Project scope.
- 3.2.2.8 Investigations, surveys, audit, or inventories required in connection with construction performed by CITY.
- 3.2.2.9 Additional Services during construction made necessary by:
 - 3.2.2.9.1 Work damaged by fire or other cause during construction.
 - 3.2.2.9.2 A significant amount of defective or neglected work of CONSTRUCTION CONTRACTOR.
 - 3.2.2.9.3 Failure of performance of CONSTRUCTION CONTRACTOR.
 - 3.2.2.9.4 Acceleration of the progress schedule required by CITY involving Services beyond normal working hours.
 - 3.2.2.9.5 Default by CONSTRUCTION CONTRACTOR.
- 3.2.2.10 Providing extensive assistance in the use of any equipment or system such as initial start-up or testing, adjusting and balancing, preparation of operation and maintenance manuals, training personnel for operation and maintenance, and consultation during operation.
- 3.2.2.11 Providing Services relative to future facilities, systems, and equipment which are not intended to be constructed during the Construction Phase.

- 3.2.2.12 Services after completion of the Construction Phase, such as inspections during any guarantee period and reporting observed deficiencies under guarantee called for in any contract for a Project.
- 3.2.2.13 Providing Services of geotechnical engineering firm to perform test borings and other soil or foundation investigations and related analysis not included in original Scope of Services for a Project.
- 3.2.2.14 Additional copies of Construction Contract Documents, review documents, bidding documents, reports, and or drawings over the number specified in the original Scope of Services for a Project.
- 3.2.2.15 Preparation of all documents dealing with 404 permits and railroad agreements.
- 3.2.2.16 Providing photographs, renderings, or models for CITY use.
- 3.2.2.17 Providing aerial mapping Services.
- 3.2.2.18 Providing consulting engineering Services not related to a particular design or construction Project.

3.3 All Applications for Compensation shall be submitted through Engineer's office.

ARTICLE 4: METHOD OF PAYMENT

4.1 Compensation may be made to CONSULTANT as appropriately indicated on monthly Applications for Compensation prepared based on hourly rates, not to exceed amounts estimated for each phase, as described in Article 2 and Attachments 1 and 2 hereof.

4.2 Project Close Out and Final Payment –

4.2.1 CONSULTANT shall not be entitled to final payment unless and until it submits to OWNER its affidavit that the invoices for services, and other liabilities connected with the services for which OWNER, or OWNER'S property, might be responsible have been fully paid or otherwise satisfied or will be paid from final payment; releases and waivers of liens from all CONSULTANT'S subconsultants and of any and all other parties required by OWNER that are either unconditional or conditional on receipt of final payment; certificates of insurance showing continuation of required insurance coverage; such other documents as OWNER may request; and consent of surety to final payment.

4.2.2 Final Compensation – The final compensation to be made by CITY to CONSULTANT will be payable upon submission of the "Record Drawings". CONSULTANT agrees to submit "Record Drawings: in print media, electronic format (.pdf and .dwg formats) and final billing within 45 days of final acceptance of construction. Additionally, CONSULTANT agrees to submit a statement of

release with the final billing notifying CITY that there is no further compensation owed to CONSULTANT by CITY beyond the final bill. Final billing shall indicate "Final Bill – no additional compensation is due to CONSULTANT".

- 4.3 OWNER may withhold compensation to such extent as may be necessary, in OWNER'S opinion, to protect OWNER from damage or loss for which CONSULTANT is responsible, because of,
- 4.3.1 delays in the performance of CONSULTANT'S services;
 - 4.3.2 third party claims filed or reasonable evidence indicating probable filing of such claims unless security acceptable to OWNER is provided by CONSULTANT;
 - 4.3.3 failure of CONSULTANT to make payments properly to subconsultants or vendors for labor, materials or equipment;
 - 4.3.4 reasonable evidence that CONSULTANT'S work cannot be completed for the amount unpaid under this Agreement;
 - 4.3.5 damage to OWNER or CONSTRUCTION CONTRACTOR; or
 - 4.3.6 persistent failure by CONSULTANT to carry out the performance of its Services in accordance with this Agreement.
- 4.4 When the above reasons for withholding are removed or remedied by CONSULTANT, compensation of the amount withheld will be made within a reasonable time. OWNER shall not be deemed in default by reason of withholding compensation as provided for in this Article.
- 4.5 In the event of any dispute(s) between the parties regarding the amount properly payable for any Phase or as final Compensation, or regarding any amount that may be withheld by OWNER, CONSULTANT shall be required to make a claim pursuant to and in accordance with the terms of this Agreement and follow the procedures provided herein for the resolution of such dispute. In the event CONSULTANT does not initiate and follow the claims procedures provided in this Agreement in a timely manner and as required by the terms thereof, any such claim shall be waived.
- 4.6 OWNER shall make final compensation for all sums due CONSULTANT not more than 30 days after CONSULTANT'S final Application for Compensation.
- 4.7 Acceptance of final compensation by CONSULTANT shall constitute a waiver of claims except those previously made in writing and identified by CONSULTANT as unsettled at the time of final Application for Compensation.
- 4.8 CONSULTANT agrees to maintain adequate books, payrolls and records satisfactory to OWNER and all applicable utility providers in connection with any and all Services performed hereunder. CONSULTANT agrees to retain all such books, payrolls and

records (including data stored in computer) for a period of not less than four years after completion of Work. At all reasonable times, OWNER and all applicable utility providers and their duly authorized representatives shall have access to all personnel of CONSULTANT and all such books, payrolls and records, and shall have the right to audit same.

ARTICLE 5: TIME, SCHEDULE, AND PERIOD OF SERVICE

- 5.1 Prior to commencement, CONSULTANT shall provide CITY with a schedule of Project Design Phases, Attachment 2.
- 5.2 Time is of the essence of this Agreement. CONSULTANT shall perform and complete its obligations for the various Phases of a Project under Section 4, Scope of Services, of this Agreement in a prompt and continuous manner so as to not delay the development of the design Services and so as to not delay the construction of the work for the Project in accordance with the schedules approved by CITY with CONSTRUCTION CONTRACTOR. Upon review of phase Services, if corrections, modifications, alterations, or additions are required of CONSULTANT, these items shall be completed by CONSULTANT before that Phase is approved.
- 5.3 CONSULTANT shall not proceed with the next appropriate Phase of Services without written authorization from the Engineer. CITY may elect to discontinue CONSULTANT'S Services at the end of any Phase for any reason. Notwithstanding any other provisions of this Agreement, if circumstance dictates, the Engineer may make adjustments to the scope of CONSULTANT'S obligations at any time to achieve the required design.
- 5.4 CONSULTANT shall not be liable or responsible for any delays due to strikes, riots, acts of God, national emergency, acts of the public enemy, governmental restrictions, laws or regulations, or any other causes beyond CONSULTANT'S reasonable control. Within 21 days from the occurrence of any event for which time for performance by CONSULTANT will be significantly extended under this provision, CONSULTANT shall give written notice thereof to CITY stating the reason for such extension and the actual or estimated time thereof. If CITY determines that CONSULTANT is responsible for the need for extended time, CITY shall have the right to make a Claim as provided in this Agreement.
- 5.5 Term of Agreement shall be as follows:
 - 5.5.1 This Agreement shall become effective upon execution by CITY and shall remain in effect until satisfactory completion of the Project unless terminated as provided for in this Agreement.

ARTICLE 6: COORDINATION WITH CITY

- 6.1 CONSULTANT shall hold periodic conferences with the Engineer or his or her representatives to the end that the Project as developed shall have the full benefit of

CITY'S experience and knowledge of existing needs and facilities, and be consistent with its current policies and standards. To assist CONSULTANT in this coordination, CITY shall make available for CONSULTANT'S use in planning and designing the Project all existing plans, maps, statistics, computations and other data in its possession relative to existing facilities and to this particular Project, at no cost to CONSULTANT. However, any and all such information shall remain the property of CITY and shall be returned by CONSULTANT upon termination or completion of the Project or if instructed to do so by the Engineer.

- 6.2 The Engineer will act on behalf of CITY with respect to the Services to be performed under this Agreement. The Engineer shall have complete authority to transmit instructions, receive information, interpret and define CITY'S policies and decisions with respect to materials, equipment, elements and systems pertinent to CONSULTANT'S services.
- 6.3 CITY will give prompt written notice to CONSULTANT whenever CITY observes or otherwise become aware of any defect in CONSULTANT'S Services, in the work of CONSTRUCTION CONTRACTOR, or any development that affects the scope or timing of CONSULTANT'S Services.
- 6.4 All appraisals, notices, and permits shall be furnished by CONSULTANT under the Scope of Services unless otherwise assigned to CITY in the Scope of Services, Approvals and permits assigned to CITY shall be obtained from all governmental authorities having jurisdiction over the Project and such approvals and consents from others as may be necessary for the completion of the Project. CONSULTANT will provide CITY reasonable assistance in connection with such approvals and permits such as the furnishing of data compiled by CONSULTANT pursuant to other provisions of this Agreement, but CONSULTANT shall not be obligated to develop additional data, prepare extensive reports or appear at hearings or the like unless compensated therefore under other provisions of this Agreement.

ARTICLE 7: REVISIONS TO DRAWINGS AND SPECIFICATIONS

- 7.1 CONSULTANT shall make without expense to CITY such revisions to the drawings, reports or other documents as may be required to meet the needs of CITY which are within the Scope of Services, but after the approval of drawings, reports or other documents and specifications by CITY, any revisions, additions, or other modifications made at CITY'S request which involve extra services and expenses to CONSULTANT shall be at additional compensation to CONSULTANT for such additional Services and expenses in accordance with Article 3 herein.

ARTICLE 8: OWNERSHIP OF DOCUMENTS

- 8.1 All previously owned documents, including the original drawings, estimates, specifications, and all other documents and data by CONSULTANT, will remain the property of CONSULTANT as instruments of service. However, CONSULTANT understands and agrees that CITY shall have free access to all such information with the

right to make and retain copies of previously owned drawings, estimates, specifications and all other documents and data. Any reuse without specific written verification or adaptation by CONSULTANT will be at CITY'S sole risk and without liability or legal exposure to CONSULTANT.

- 8.2 All completed documents submitted by CONSULTANT for final approval or issuance of a permit shall bear the seal with signature and date adjacent thereto of a registered professional engineer licensed to practice in the State of Texas.
- 8.3 CONSULTANT acknowledges and agrees that upon payment, CITY shall own exclusively any and all information in whatsoever form and character produced and/or maintained in accordance with, pursuant to, or as a result of this Agreement and shall be used as CITY desires and documents, including the original drawings, estimates, specifications and all other documents and data shall be delivered to CITY at no additional cost to CITY upon request or termination or completion of this Agreement without restriction on future use. However, any reuse without specific written verification or adaptation by CONSULTANT will be at CITY'S sole risk and without liability to CONSULTANT.
- 8.4 CONSULTANT agrees and covenants to protect any and all proprietary rights of CITY in any materials provided to CONSULTANT. Such protection of proprietary rights by CONSULTANT shall include, but not be limited to, the inclusion in any copy intended for publication of copyright mark reserving all rights to CITY. Additionally, any materials provided to CONSULTANT by CITY shall not be released to any third party without the written consent of CITY and shall be returned intact to CITY upon termination or completion of this Agreement or if instructed to do so by the Engineer.
- 8.5 CONSULTANT HEREBY ASSIGNS ALL STATUTORY AND COMMON LAW COPYRIGHTS TO ANY COPYRIGHTABLE WORK THAT IN PART OR IN WHOLE WAS PRODUCED FROM THIS AGREEMENT TO CITY, INCLUDING ALL EQUITABLE RIGHTS. NO REPORTS, MAPS, DOCUMENTS OR OTHER COPYRIGHTABLE WORKS PRODUCED IN WHOLE OR IN PART BY THIS AGREEMENT SHALL BE SUBJECT OF AN APPLICATION FOR COPYRIGHT BY CONSULTANT. ALL REPORTS, MAPS, PROJECT LOGOS, DRAWINGS OR OTHER COPYRIGHTABLE WORK PRODUCED UNDER THIS AGREEMENT SHALL BECOME THE PROPERTY OF CITY (EXCLUDING ANY PRIOR OWNED INSTRUMENT OF SERVICES, UNLESS OTHERWISE SPECIFIED HEREIN). CONSULTANT SHALL, AT ITS EXPENSE, INDEMNIFY CITY AND DEFEND ALL SUITS OR PROCEEDINGS INSTITUTED AGAINST CITY AND PAY ANY AWARD OF DAMAGES OR LOSS RESULTING FROM AN INJUNCTION, AGAINST CITY, INsofar AS THE SAME ARE BASED ON ANY CLAIM THAT MATERIALS OR WORK PROVIDED UNDER THIS AGREEMENT CONSTITUTE AN INFRINGEMENT OF ANY PATENT, TRADE SECRET, TRADEMARK, COPYRIGHT OR OTHER INTELLECTUAL PROPERTY RIGHTS.**

- 8.6 CONSULTANT may make copies of any and all documents and items for its files. CONSULTANT shall have no liability for changes made to or use of the drawings, specifications and other documents by other engineers, or other persons, subsequent to the completion of the Project. CONSULTANT shall appropriately mark all changes or modifications on all drawings, specifications and other documents by other engineers or other persons, including electronic copies, subsequent to the completion of the Project.
- 8.7 Copies of documents that may be relied upon by CITY are limited to the printed copies (also known as hard copies) and .pdf-format electronic versions that are sealed and signed by CONSULTANT. Files in editable electronic media format of text, data, graphics, or other types (such as .dwg) that are furnished by CONSULTANT to CITY are only for convenience of CITY or any utility. Any conclusion or information obtained or derived from such electronic files will be at the user's sole risk. Any reuse without specific written verification or adaptation by CONSULTANT will be at CITY'S sole risk and without liability to CONSULTANT.
- 8.8 Notwithstanding anything to the contrary contained herein, all previously owned intellectual property of CONSULTANT, unless expressly purchased by CITY, including but not limited to any computer software (object code and source code), tools, systems, equipment or other information used by CONSULTANT or its suppliers in the course of delivering the Services hereunder, and any know-how, methodologies, or processes used by CONSULTANT to provide the services or protect deliverables to CITY, including without limitation, all copyrights, trademarks, patents, trade secrets, and any other proprietary rights inherent therein and appurtenant thereto shall remain the sole and exclusive property of CONSULTANT or its suppliers.

ARTICLE 9: TERMINATION AND/OR SUSPENSION OF WORK

9.1 Right of Either Party to Terminate for Default

- 9.1.1 This Agreement may be terminated by either party for substantial failure by the other party to perform (through no fault of the terminating party) in accordance with the terms of this Agreement and a failure to cure as provided in this Article 9.
- 9.1.2 The party not in default must issue a signed, written notice of termination (citing this paragraph) to the other party declaring the other party to be in default and stating the reason(s) why they are in default. Upon receipt of such written notice of default, the party in receipt shall have a period of ten days to cure any failure to perform under this Agreement. Upon the completion of such 10-day period commencing upon receipt of notice of termination, if such party has not cured any failure to perform, such termination shall become effective without further written notice.

9.2 Right of CITY to Terminate

9.2.1 CITY reserves the right to terminate this Agreement for reasons other than substantial failure by CONSULTANT to perform by issuing a signed, written notice of termination (citing this paragraph) which shall take effect on the twentieth day following receipt of said notice or upon the scheduled completion date of the performance Phase in which CONSULTANT is then currently working, whichever effective termination date occurs first.

9.3 Right of CITY to Suspend Giving Rise to Right of CONSULTANT to Terminate

9.3.1 CITY reserves the right to suspend this Agreement at the end of any Phase for the convenience of CITY by issuing a signed, written notice of suspension (citing this paragraph) which shall outline the reasons for the suspension and the expected duration of the suspension, but such expected duration shall in no way guarantee what the total number of days of suspension will occur. Such suspension shall take effect immediately upon receipt of said notice of suspension by CONSULTANT.

9.3.1.1 CONSULTANT is hereby given the right to terminate this Agreement in the event such suspension extends for a period in excess of 120 days. CONSULTANT may exercise this right to terminate by issuing a signed, written notice of termination (citing this paragraph) to CITY after the expiration of 120 days from the effective date of the suspension. Termination (under this paragraph) shall become effective immediately upon receipt of said written notice by CITY.

9.4 Procedures CONSULTANT Shall Follow upon Receipt of Notice of Termination

9.4.1 Upon receipt of a notice of termination and prior to the effective date of termination, unless the notice otherwise directs or CONSULTANT immediately takes action to cure a failure to perform under the cure period set out in this Article, CONSULTANT shall immediately begin the phase-out and the discontinuance of all services in connection with the performance of this Agreement and shall proceed to promptly cancel all existing orders and contracts insofar as such orders and contracts are chargeable to this Agreement. Within 30 days after receipt of such notice of termination (unless CONSULTANT has successfully cured a failure to perform) CONSULTANT shall submit a statement showing in detail the Services performed under this Agreement prior to the effective date of termination. CITY shall have the option to grant an extension to the time period for submittal of such statement.

9.4.2 Copies of all completed or partially completed specifications and all reproductions of all completed or partially completed designs, plans and attachments prepared under this Agreement prior to the effective date of termination shall be delivered to CITY, in the form requested by CITY as a precondition to final payment. These documents shall be subject to the restrictions and conditions set forth in Article IX above.

- 9.4.3 Upon the above conditions being met, CITY shall promptly pay CONSULTANT that proportion of the prescribed Compensation which the Services actually performed under this Agreement bear to the total Services called for under this Agreement, less previous payments of the Compensation.
- 9.4.4 CITY, as a public entity, has a duty to document the expenditure of public funds. CONSULTANT acknowledges this duty on the part of CITY. To this end, CONSULTANT understands that failure of CONSULTANT to comply with the submittal of the statement and documents as required above shall constitute a waiver by CONSULTANT of any and all rights or claims for compensation for services performed under this Agreement by CONSULTANT.
- 9.4.5 Failure of CONSULTANT to comply with the submittal of the statement and documents as required above shall constitute a waiver by CONSULTANT of any and all rights or claims to collect monies that CONSULTANT may otherwise be entitled to for services performed under this Agreement.
- 9.5 Procedures CONSULTANT Shall Follow upon Receipt of Notice of Suspension
- 9.5.1 Upon receipt of written notice of suspension, which date shall also be the effective date of the suspension, CONSULTANT shall, unless the notice otherwise directs, immediately begin to phase-out and discontinue all services in connection with the performance of this Agreement and shall proceed to promptly suspend all existing orders and contracts insofar as such orders and contracts are chargeable to this Agreement.
- 9.5.2 CONSULTANT shall prepare a statement showing in detail the Services performed under this Agreement prior to the effective date of suspension.
- 9.5.3 Copies of all completed or partially completed designs, plans, and specifications prepared under this Agreement prior to the effective date of suspension shall be prepared for possible delivery to CITY but shall be retained by CONSULTANT until such time as CONSULTANT may exercise the right to terminate.
- 9.5.4 In the event that CONSULTANT exercises the right to terminate 120 days after the effective suspension date, within 30 days after receipt by CITY of CONSULTANT'S notice of termination, CONSULTANT shall promptly cancel all existing orders and contracts insofar as such orders and contracts are chargeable to this Agreement and shall submit the above referenced statement showing in detail the services performed under this Agreement prior to the effective date of suspension.
- 9.5.5 Any documents prepared in association with this Agreement shall be delivered to CITY as a precondition to final payment.
- 9.5.6 Upon the above conditions being met, CITY shall pay CONSULTANT that proportion of the prescribed Compensation which the Services actually performed

under this Agreement bear to the total Services called for under this Agreement, less previous payments of Compensation.

- 9.5.7 CITY, as a public entity, has a duty to document the expenditure of public funds. CONSULTANT acknowledges this duty on the part of CITY. To this end, CONSULTANT understands that failure of Consultant to substantially comply with the submittal of the statements and documents as required herein shall constitute a waiver by CONSULTANT of any portion of the Compensation for which CONSULTANT did not supply such necessary statements and/or documents.

ARTICLE 10: CONSULTANT'S WARRANTY

- 10.1 CONSULTANT warrants that it has not employed or retained any company or person other than a bona fide employee working solely for CONSULTANT to solicit or secure this Agreement, and that it has not, for the purpose of soliciting or securing this Agreement, paid or agreed to pay any company or person, commission, percentage, brokerage fee, gift, or any other consideration, contingent upon or resulting from the award or making of this Agreement. For breach of this warranty, CITY shall have the right to terminate this Agreement under the provisions of Article 9 above.

ARTICLE 11: ASSIGNMENT OR TRANSFER OF INTEREST

- 11.1 CONSULTANT shall not assign or transfer its interest in this Agreement without the prior written consent of CITY.

ARTICLE 12: INSURANCE REQUIREMENTS

- 12.1 Prior to the commencement of any Services under this Agreement, CONSULTANT shall furnish copies of all required endorsements and an original completed Certificate(s) of Insurance to CITY'S Engineering Department, which shall be clearly identified with the name of the Project in the Description of Operations block of the Certificate. The original Certificate(s) shall be completed by an agent and signed by a person authorized by that insurer to bind coverage on its behalf. CITY will not accept Memorandum of Insurance or Binders as proof of insurance. The original certificate(s) or form must have the agent's original signature, including the signer's company affiliation, title and phone number, and be mailed, with copies of all applicable endorsements, directly from the insurer's authorized representative to CITY. CITY shall have no duty to pay or perform under this Agreement until such certificate and endorsements have been received and approved by CITY'S Engineering Department. No officer or employee other than CITY'S Risk Manager shall have authority to waive this requirement.
- 12.2 CITY reserves the right to review the insurance requirements of this Article during the effective period of this contract and any extension or renewal hereof and to request modification of insurance coverage's and their limits when deemed necessary and prudent by CITY'S Risk Manager based upon changes in statutory law, court decisions, or

circumstances surrounding this contract. In no instance will CITY allow modification whereupon CITY may incur increased risk.

- 12.3 CONSULTANT'S financial integrity is of interest to CITY. Therefore, subject to CONSULTANT'S right to maintain reasonable deductibles in such amounts as are approved by CITY, CONSULTANT shall obtain and maintain in full force and effect for the duration of this Agreement, and any extension hereof, at CONSULTANT'S sole expense, insurance coverage written on an occurrence or claims made basis, as appropriate, by companies authorized and approved to do business in the State of Texas and with an A.M. Best's rating of no less than A- (VII), in the following types and for an amount not less than the amount listed:

INSURANCE REQUIREMENTS

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

*Alternate Plans must be approved by CITY'S Risk Manager

**If applicable

- 12.4 CITY may request and without expense to CITY, to inspect copies of the policies, declarations page and all endorsements thereto as they apply to the limits required by CITY, and may request the deletion, revision, or modification of particular policy terms, conditions, limitations or exclusions (except where policy provisions are established by

law or regulation binding upon either of the parties hereto or the underwriter of any such policies). CONSULTANT shall attempt to comply with any such requests, subject to the policy terms and conditions, and shall submit a copy of the replacement certificate of insurance to CITY at the address provided below within 10 days of the requested change, in the event the respective insurance companies approve the requested change(s). CONSULTANT shall pay any costs incurred resulting from said changes.

City of Schertz
Attn: City Engineer
10 Commercial Place
Schertz, TX 78154

12.5 CONSULTANT agrees that with respect to the above required insurance, all insurance policies are to contain or be endorsed to contain the following required provisions:

12.5.1 Name CITY and its officers, officials, employees, and elected representatives as additional insured's by endorsement, as respects operations and activities of, or on behalf of, the named insured performed under contract with CITY, with the exception of the workers' compensation and professional liability policies;

12.5.2 Provide for an endorsement that the "other insurance" clause shall not apply to the CITY where CITY is an additional insured shown on the policy if such endorsement is permitted by law and regulations;

12.5.3 Workers' compensation and employers' liability policies will provide a waiver of subrogation in favor of CITY; and

12.5.4 Provide 30 calendar days advance written notice directly to CITY of any suspension, cancellation or non-renewal or material change in coverage, and not less than 10 calendar days advance written notice for nonpayment of premium.

12.6 Within five calendar days after a suspension, cancellation or non-renewal of coverage, CONSULTANT shall provide a replacement Certificate of Insurance and applicable endorsements to CITY. CITY shall have the option to suspend CONSULTANT'S performance should there be a lapse in coverage at any time during this Agreement. Failure to provide and to maintain the required insurance shall constitute a material breach of this Agreement.

12.7 If CONSULTANT fails to maintain the aforementioned insurance, or fails to secure and maintain the aforementioned endorsements, CITY may obtain such insurance, and deduct and retain the amount of the premiums for such insurance from any sums due under the agreement; however, procuring of said insurance by CITY is an alternative to other remedies CITY may have and is not the exclusive remedy for failure of CONSULTANT to maintain said insurance or secure such endorsement. In addition to any other remedies CITY may have upon CONSULTANT'S failure to provide and maintain any insurance or policy endorsements to the extent and within the time herein required, CITY shall have the right to order CONSULTANT to stop performing services hereunder and/or withhold

any payment(s) which become due to CONSULTANT hereunder until CONSULTANT demonstrates compliance with the requirements hereof.

- 12.8 Nothing herein contained shall be construed as limiting in any way the extent to which CONSULTANT may be held responsible for payments of damages to persons or property resulting from CONSULTANT'S or its subconsultant's performance of the Services covered under this Agreement.
- 12.9 It is agreed that CONSULTANT'S insurance shall be deemed primary with respect to any insurance or self insurance carried by CITY for liability arising out of operations under this Agreement.
- 12.10 It is understood and agreed that the insurance required is in addition to and separate from any other obligation contained in this Agreement as respects additional insured's.

ARTICLE 13: INDEMNIFICATION

- 13.1 **CONSULTANT, WHOSE WORK PRODUCT AND SERVICES ARE THE SUBJECT OF THIS AGREEMENT FOR PROFESSIONAL SERVICES, AGREES TO INDEMNIFY AND HOLD CITY, ITS ELECTED OFFICIALS, OFFICERS, AGENTS AND EMPLOYEES HARMLESS AGAINST ANY AND ALL CLAIMS BY THIRD PARTIES, LAWSUITS, JUDGMENTS, COST, LIENS, LOSSES, EXPENSES, FEES (INCLUDING REASONABLE ATTORNEY'S FEES AND COSTS OF DEFENSE), PROCEEDINGS, ACTIONS, DEMANDS, CAUSES OF ACTION, LIABILITY AND SUITS OF ANY KIND AND NATURE, INCLUDING BUT NOT LIMITED TO, PERSONAL INJURY (INCLUDING DEATH), PROPERTY DAMAGE, OR OTHER HARM FOR WHICH RECOVERY OF DAMAGES IS SOUGHT THAT MAY ARISE OUT OF OR BE OCCASIONED OR CAUSED BY A NEGLIGENT ACT, ERROR, OR OMISSION OF CONSULTANT, ANY AGENT, OFFICER, ENGINEER, REPRESENTATIVE, EMPLOYEE, CONSULTANT OR SUBCONSULTANT OF CONSULTANT, AND THEIR RESPECTIVE OFFICERS, AGENTS, EMPLOYEES, ENGINEERS AND REPRESENTATIVES WHILE IN THE EXERCISE OF PERFORMANCE OF THE SERVICES, RIGHTS OR DUTIES UNDER THIS AGREEMENT. THE INDEMNITY PROVIDED FOR IN THIS PARAGRAPH SHALL NOT APPLY TO ANY LIABILITY RESULTING FROM THE NEGLIGENCE OF CITY, ITS OFFICERS OR EMPLOYEES, IN INSTANCES WHERE SUCH NEGLIGENCE CAUSES PERSONAL INJURY, DEATH, OR PROPERTY DAMAGE. IN THE EVENT CONSULTANT AND CITY ARE FOUND JOINTLY LIABLE BY A COURT OF COMPETENT JURISDICTION, LIABILITY SHALL BE APPORTIONED COMPARATIVELY IN ACCORDANCE WITH THE LAWS OF THE STATE OF TEXAS, WITHOUT, HOWEVER, WAIVING ANY GOVERNMENTAL IMMUNITY AVAILABLE TO CITY UNDER TEXAS LAW AND WITHOUT WAIVING ANY DEFENSES OF THE PARTIES UNDER TEXAS LAW.**

- 13.2 CONSULTANT shall advise CITY in writing within 24 hours of any claim or demand against CITY or CONSULTANT, known to CONSULTANT, related to or arising out of CONSULTANT'S activities under this Agreement.
- 13.3 The provisions of Article 13 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.
- 13.4 Acceptance of the final plans by CITY shall not constitute nor be deemed a release of the responsibility and liability of CONSULTANT, its employees, associates, agents or subcontractors for the accuracy and competency of their designs, work drawings, Plans and Specifications or other documents and Work; nor shall such acceptance be deemed an assumption of responsibility or liability by CITY for any defect in the designs, work drawings, Plans and Specifications or other documents and Work prepared by CONSULTANT, its employees, subconsultants, and agents.

ARTICLE 14: CLAIMS AND DISPUTES

- 14.1 Definition. A Claim is a demand or assertion by one of the parties seeking, as a matter of right, adjustment or interpretation of this Agreement's terms, payment of money, and extension of time or other relief with respect to the terms of this Agreement. The term "Claim" also includes other disputes and matters in question between OWNER and CONSULTANT arising out of or relating to this Agreement. Claims must be initiated by written notice. Every Claim of CONSULTANT, whether for additional Compensation, additional time, or other relief, shall be signed and sworn to by an authorized corporate officer (if not a corporation, then an official of the company authorized to bind CONSULTANT by signature) of CONSULTANT, verifying the truth and accuracy of the Claim. The responsibility to substantiate Claims shall rest with the party making the Claim.
- 14.2 Time Limit on Claims. Claims by CONSULTANT or by OWNER must be initiated within 30 calendar days after occurrence of the event giving rise to such Claim. Claims by CONSULTANT must be initiated by written notice to OWNER. Claims by the OWNER must be initiated by written notice to CONSULTANT.
- 14.3 Continuing Contract Performance. Pending final resolution of a Claim except as otherwise agreed in writing, CONSULTANT shall proceed diligently with performance of this Agreement and OWNER shall continue to make payments in accordance with this Agreement.
- 14.4 Claims for Additional Time. If CONSULTANT wishes to make Claim for an increase in the time for performance, written notice as provided in this Article 14 shall be given. CONSULTANT'S Claim shall include an estimate of probable effect of delay on progress of the Work. In the case of a continuing delay only one Claim is necessary.
- 14.5 Claims for Consequential Damages. Except as otherwise provided in this Agreement, in calculating the amount of any Claim or any measure of damages for breach of contract

(such provision to survive any termination following such breach), the following standards will apply both to claims by CONSULTANT and to claims by OWNER:

14.5.1 No consequential damages will be allowed.

14.5.2 Damages are limited to extra costs specifically shown to have been directly caused by a proven wrong for which the other party is claimed to be responsible.

14.5.3 No profit will be allowed on any damage claim.

14.6 No Waiver of Governmental Immunity. **NOTHING IN THIS AGREEMENT SHALL BE CONSTRUED TO WAIVE OWNER'S GOVERNMENTAL IMMUNITY FROM LAWSUIT, WHICH IMMUNITY IS EXPRESSLY RETAINED TO THE EXTENT IT IS NOT CLEARLY AND UNAMBIGUOUSLY WAIVED BY STATE LAW.**

ARTICLE 15: SEVERABILITY

15.1 If for any reason, any one or more paragraphs of this Agreement are held invalid or unenforceable, such invalidity or unenforceability shall not affect, impair or invalidate the remaining paragraphs of this Agreement but shall be confined in its effect to the specific section, sentences, clauses or parts of this Agreement held invalid or unenforceable, and the invalidity or unenforceability of any section, sentence, clause or parts of this Agreement in any one or more instance shall not affect or prejudice in any way the validity of this Agreement in any other instance.

ARTICLE 16: ESTIMATES OF COST

16.1 Since CONSULTANT has no control over the cost of labor, materials, or equipment or over CONSTRUCTION CONTRACTOR'S methods of determining prices, or over competitive bidding or market conditions, CONSULTANT'S opinions of probable Project Cost or Construction Cost provided for herein are to be made on the basis of CONSULTANT'S experience and qualifications and represent CONSULTANT'S best judgment as a design professional familiar with the construction industry but CONSULTANT cannot and does not guarantee that bids or the construction cost will not vary from opinions of probable Cost prepared by CONSULTANT.

ARTICLE 17: INTEREST IN CITY CONTRACTS PROHIBITED

17.1 No officer or employee of CITY shall have a financial interest, directly or indirectly, in any contract with CITY, or shall be financially interested, directly or indirectly, in the sale to CITY of any land, materials, supplies or service, except on behalf of CITY as an officer or employee. This prohibition extends to other CITY boards and commissions, which are more than purely advisory. The prohibition also applies to subcontracts on CITY projects.

- 17.2 CONSULTANT acknowledges that it is informed that the Charter of CITY prohibits a CITY officer or employee, as those terms are defined in the Ethics Code, from having a financial interest in any contract with CITY or any CITY agency.
- 17.3 CONSULTANT warrants and certifies, and this Agreement is made in reliance thereon, that it, its officers, employees and agents are neither officers nor employees of CITY. CONSULTANT further warrants and certifies that it has tendered to CITY a Discretionary Contracts Disclosure Statement.

ARTICLE 18: CONFLICTS OF INTEREST DISCLOSURE

- 18.1 All consultants must disclose if it is associated in any manner with a CITY official or employee in a business venture or business dealings. To be "associated" in a business venture or business dealings includes being in a partnership or joint venture with the officer or employee, having a contract with the officer or employee, being joint owners of a business, owning at least 10% of the stock in a corporation in which a CITY officer or employee also owns at least 10%, or having an established business relationship as client or customer.

ARTICLE 19: STANDARD OF CARE

- 19.1 Services provided by CONSULTANT under this Agreement will be performed in a manner consistent with that degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances.
- 19.2 CONSULTANT shall be represented by a registered professional engineer licensed to practice in the State of Texas at meetings of any official nature concerning the Project, including but not limited to scope meetings, review meetings, pre-bid meetings, and preconstruction meetings.
- 19.3 The Texas Board of Professional Engineers, 1917 IH-35 South, Austin, Texas 78741, (512) 440-7723 has jurisdiction over individuals licensed under Title 22 of the Texas Administrative Code.
- 19.4 Acceptance of the final plans by CITY shall not constitute nor be deemed a release of the responsibility and liability of CONSULTANT, its employees, associates, agents, or subcontractors for the accuracy and competency of their designs, work drawings, Plans and Specifications or other documents and Work; nor shall such acceptance be deemed an assumption of responsibility or liability by CITY for any defect in the designs, work drawings, Plans and Specifications or other documents and Work prepared by CONSULTANT, its employees, subconsultants, and agents.

ARTICLE 20: RIGHT OF REVIEW AND AUDIT

- 20.1 CONSULTANT agrees that CITY may review any and all of the work performed by CONSULTANT UNDER THIS Agreement. CITY is granted the right to audit, at CITY'S election, all of CONSULTANT'S records and billings related to performance of

this Agreement. CONSULTANT agrees to retain such records for a minimum of four years following completion of this Agreement. Any payment, settlement, satisfaction, or release provided under this Agreement shall be subject to CITY'S rights as may be disclosed by such audit.

ARTICLE 21: ENTIRE AGREEMENT

21.1 This Agreement, together with Attachments 1, 2, 3, and 4, represents the entire and integrated agreement between CITY and CONSULTANT and supersedes all prior negotiations, representations, or agreements, either oral or written. This Agreement may be amended only by written instrument signed by both CITY and CONSULTANT.

ARTICLE 22: VENUE

22.1 The obligations of the parties to this Agreement shall be performable in the City of Schertz or its Extra Territorial Jurisdiction, located in Bexar, Comal, and Guadalupe Counties, Texas, and if legal action, such as civil litigation, is necessary in connection therewith, exclusive venue shall lie in Guadalupe County, Texas.

ARTICLE 23: NOTICES

23.1 Except as may be provided elsewhere herein, all notices, communications, and reports required or permitted under this Contract shall be personally delivered or mailed to the respective party by depositing the same in the United States Postal Service addressed to the applicable address shown below, unless and until either party is otherwise notified in writing by the other party of a change of such address. Mailed notices shall be deemed communicated as of five calendar days of mailing. Notices provided via email shall be deemed communicated as of the next business day after the notice is sent.

If intended for **CITY**, to:

City of Schertz
Engineering Department
10 Commercial Place
Schertz, Texas 78154

If intended for **CONSULTANT**, to:

The address listed on the first page of this Agreement.

ARTICLE 24: INDEPENDENT CONTRACTOR

24.1 In performing services under this Agreement, the relationship between CITY and CONSULTANT is that of independent contractor. By the execution of this Agreement, CONSULTANT and CITY do not change the independent contractor status of CONSULTANT. CONSULTANT shall exercise independent judgment in performing its duties and obligations under this Agreement and is solely responsible for setting working hours, scheduling or prioritizing the work flow and determining how the Services are to be performed. No term or provision of this Agreement or act of CONSULTANT in the performance of this Agreement shall be construed as making CONSULTANT the agent,

servant or employee of CITY, or as making CONSULTANT or any of its agents or employees eligible for any fringe benefits, such as retirement, insurance and worker's compensation, which CITY provides to or for its employees.

ARTICLE 25: CAPTIONS

25.1 The captions for the individual provisions of this Agreement are for informational purposes only and shall not be construed to effect or modify the substance of the terms and conditions of this Agreement to which any caption relates.

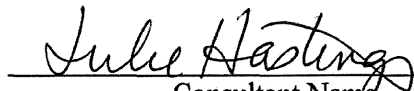
IN WITNESS WHEREOF, the parties to this Agreement hereby execute this Agreement effective as of October, 8th, 20 15 (the "Effective Date").

CITY OF SCHERTZ

CONSULTANT



CITY MANAGER



Consultant Name
Julie Hastings
Department Manager

TITLE

ATTACHMENT 1

PROJECT SCOPE OF SERVICES

PROJECT DESCRIPTION

This project is for to install a gravity wastewater line from the existing lift station at the Sedona/Crossvine Subdivision at FM 1518 near the Woman Hollering Creek (this lift station will be removed), then along said creek, approximately 11,500 feet to the intersection of Woman Hollering Creek and the IH 10 right-of-way (project would stay out of the public right-of-way). A new lift station would be installed at this location and a force main would be installed approximately 6,000 feet to the site of the proposed Cibolo Creek Municipal Authority (CCMA) new wastewater treatment plant. In addition, an approximately 1,500 foot “dog-leg” gravity main is also to be installed along an unnamed tributary and will connect to the 6,000 foot line. The attached sketch gives our general understanding of the intended route for the wastewater lines (approximately 19,000 centerline feet).

Some areas along the proposed wastewater line route are densely vegetated. Field crews will be required to clear brush and possibly small trees to perform survey, environmental, and geotechnical investigations.

It is understand that the wastewater line needs to be in place and operational by as soon as 2017. As such, this proposal encompasses preliminary engineering through construction phase in order to expedite the design process and advertise the project for bids as soon as possible.

SCOPE OF SERVICES

I. Preliminary Engineering Phase

The location of this wastewater line is generally known; however, specifics of the routing along the creek are undetermined. The Preliminary Engineering phase will focus on determining the optimal route for the wastewater interceptor to balance construction, property owner, and environmental concerns. Also, it is our understanding that a Preliminary Engineering Report (PER) was prepared in 2011 and that a “Gateway Planning” study in 2013 modified the land use assumptions made in the original PER. Our efforts will verify the necessary line sizes per the new land use for the Woman Hollering Creek sewershed.

A. Route Analysis

A1. Gather and analyze data. Download data for route analysis.

A1.1 Property owner information

A1.2 Aerial information

A1.3 Topographical information

A1.4 Environmental information

A2. Assimilate data and prepare preliminary route options.

A2.1 Using ACAD Civil3D, put together preliminary base plan with all data shown.

A2.2 Prepare preliminary route and profile.

A3. Develop a route decision matrix

CobbFendley will determine the best routing option for the wastewater line based on our expertise and experience. We will perform an internal decision analysis, evaluating parameters such as property owners, environmental impacts, construction costs, etc. We will make one alignment recommendation to the City based on this internal analysis. Multiple alignments and decision matrix evaluations are not included in this scope of services.

A4. Prepare Preliminary Engineering Technical Memorandum summarizing analysis and results.

A4.1 Route evaluation. This brief technical memo will summarize the evaluation process and significant decision factors involved in developing the recommended route.

A4.2 Preliminary construction cost estimate.

A4.3 Permitting requirements. CobbFendley will identify required permits and initiate agency coordination.

B. Land Use Assumptions/Pipe Size Verification

B1. Gather and analyze data

B1.1 Original Land Use from PER

B1.2 Updated Info from Gateway Study

B1.3 Verify Calcs and Check Pipe Sizes

B1.4 Analyze Results

B1.5 Prepare Technical Memo

II. Design Phase

During the Design Phase, CobbFendley will prepare contract and easement documents for the construction of the wastewater line. Below is a detailed scope of services.

A Coordination and Project Management

A1. Coordinate ROE discussions with affected property owners

A2. Coordination meetings with the City (assume 3)

A3. Field visits / coordination meetings with surveyor, land acquisition, geotechnical, and environmental teams (assume 2)

- A4. Develop project schedule
- A5. Project Management
- A6. Prepare and submit monthly team invoices and project updates

B. Design Plans

CobbFendley will prepare design plans for submittal to the City at the PER, 60%, 90%, and Bid Document phases. We anticipate the following sheets to be included in our design set:

- B1. Cover Sheet (1 sheet)
- B2. General Notes. Assemble a set of general notes using City of Schertz, TCEQ standards or other standards as needed (assume 2 sheets)
- B3. Wastewater Line P&Ps. Prepare Plan & Profile Sheets for the wastewater line at a scale of 1"=20' on 22"x34" plan sheets (assume 38 sheets)
- B4. Traffic Control Sheets. Traffic control is anticipated to be required for 3 possible roadway crossings (at FM 1518 at Trainer Hale Road - two locations) along the route (assume 1 sheet)
- B5. Erosion and Sedimentation Control/Tree Protection Plan. E&S and Tree Protection plan sheets will be prepared for the alignment at a scale of 1" = 40' (assume 10 sheets)
- B6. Detail Sheets. Prepare detail sheets showing invert details, standard construction details as well as special project-specific details (assume 4 sheets)
- B7. Design calculations - perform design calculations as necessary.
- B8. Easement Map (1 sheet)

C. Design of New Lift Station

It is our understanding that a new sewer lift station will be part of this project. The exact size of this lift station is currently unknown but is currently called out to be 3.6 MGD average daily flow in the Southern Sewershed Master Plan. CobbFendley will size the required lift station (per Item 1 B., Land Use Assumptions/Pipe Size Verification, above) and design the new lift station per the revised data.

- C1. Collect LS Data
- C2. Analyze Data/LS Calculations
- C3. Structural Calculations/Design
- C4. Construction Drawings (assume 5 sheets)
- C5. Coordinate w/ Pump Manufacturer

C6. Coordinate with Electrical Engineer

- C6.1 CobbFendley will coordinate with Cleary Zimmermann Engineers and provide site drawings, review reports, and provide information required for electrical design.
- C6.2 Refer to the subconsultant proposal from Cleary Zimmermann Engineers dated October 27, 2014 for a detailed scope of services.

D. Old Lift Station Demolition/Decommissioning Plans

It is also our understanding that the old lift station at the projects starting point (at the Sedona Subdivision) will need to be demolished and decommissioned. CobbFendley will provide the following services in conjunction with the old lift station:

D1. Collect Old LS Data/As-Builts

D2. Data Verification/LS Calculations

D3. Demolition Drawings (assume 2 sheets)

E. Specifications

CobbFendley will assemble standard technical specifications. A table of contents will be provided with the 60% submittal and a full set of specifications will be included with the 90% and Final submittals. City of Schertz standard contract documents will be used for front end documents, with minor modifications necessary for this project.

F. Quantity Take Off

CobbFendley will perform a quantity take off and prepare a bid form. A quantity take off will be performed at the 60%, 90% and Bid Document submittals.

G. Cost Estimate

CobbFendley will prepare an opinion of probable construction cost for the 60% (+/- 15%), 90% (+/- 10%) and 100% (+/- 5%) submittals.

H. QA/QC

CobbFendley will perform quality control reviews on the plans and specifications prior to each submittal to the City.

I. Prepare submittal packages

CobbFendley will assemble plans and specifications and submit to the City for review. This proposal assumes there will be 60%, 90%, and Bid Document Set submittals. We will provide two (2) sets of full size plans (22" x 34") and specifications for each submittal.

J. Respond to comments

CobbFendley will review comments provided by the City and review agencies and prepare a written response to the comments for inclusion with the subsequent submittal.

K. Coordination/Review meetings

This proposal assumes there will be four (4) coordination meetings with the City during the design phase.

L. Permits

Coordinate with permitting agencies as needed, to obtain required permits for construction. Some of these entities include the City of Schertz, Bexar County, TxDOT, TCEQ, THC and USACE.

M. Surveying Services

M1. Topographic and Boundary Survey

The topographic survey will involve a scope area of approximately 19,000 linear feet of centerline profile data and a width of a maximum of 75 feet along and coincident with the proposed centerline of the Woman Hollering Creek wastewater line. We will locate data points including spot elevations at pertinent grade breaks, any edges of pavement, tops of curb, gutter, road center lines, top bank, centerline and grade breaks of any creeks within the scope area described above based on 75 foot cross sections along the proposed centerline. In addition, the survey will include the location and elevation of visible utility surface features (fire hydrants, manholes, utility poles, down guys, drainage inlets, culverts and other drainage structures, ditches and detention ponds within the cross-sections. This will also include box culverts, drainage structures, bridges, and roadways.

In addition, land records will be researched to determine ownership of all land being crossed by the proposed construction and Primary Survey Control of the Alignment Route will be set. A boundary strip map will be prepared for use in easement determination and acquisition.

M1.1 Topo & Trees (8" and greater) for Gravity Main

M1.2 Topo & Trees (8" and greater) for Force Main

M1.3 Topo & Trees (8" and greater) for Lift Station Site

M1.4 Boundary Survey for both Gravity & Force Main Routes

M1.5 Boundary Strip Map

M1.6 Brush Clearing

M2. Easement Metes & Bounds

Once the design centerline alignment has been finalized, we will produce the required Easement Exhibits which shall include Easements drawings and Legal Descriptions for each Permanent and Temporary Construction Easement (TCE) required from land owners. Each Easement will consist of printed, signed and sealed drawings with accompanying legal description in Metes and Bounds delineation per Texas Statutory requirements. This proposal assumes that twenty-five (25) permanent and temporary easements will be required, for a total of fifty (50) easements and one (1) Metes and Bounds Description for the Lift Station site.

M2.1 Easements - Gravity

Estimated at 21 Permanent + 21 Temporary for a total of 42

M2.2 Easements - Force Main

Estimated at 4 Permanent + 4 Temporary for a total of 8

M3.3 Metes & Bounds – Lift Station Site (1 total)

Survey proposed lift station site and set four (4) corners. Prepare Metes and Bounds for site in preparation for purchase (assumed fee simple purchase and not an easement).

N. Geotechnical Investigation

Arias & Associates, Inc., will perform a geotechnical analysis, drilling soil borings for sampling approximately eight (8) total borings as such: one (1) at the proposed Lift Station site, four (4) at the proposed creek crossings and three (3) at the proposed roadway crossings.

N1. CobbFendley will coordinate with Arias & Associates to determine the appropriate location for eighteen soil borings, survey in the boring locations, and incorporate the soil boring information into the contract documents.

N2. Refer to the revised subconsultant proposal from Arias & Associates, Inc., dated January 6, 2015 for a detailed scope of services.

O. Environmental Investigation

Cox|McLain will perform environmental investigations for the project to include Archeological Resources, Jurisdictional Waters of the U.S. Assessment, Biological Resources, Hazardous Materials Screen and will prepare an Environmental Technical Memorandum summarizing the results and recommendations.

O1. CobbFendley will coordinate with Cox|McLain, provide alignment drawings, review reports, and provide information required for permitting.

O2. Refer to the revised subconsultant proposal from Cox|McLain, dated January 7, 2015 for a detailed scope of services.

III. Bid Phase

CobbFendley will assist in the bidding of the project. This proposal assumes that the City will use a bidding assistance center and all contract documents will be distributed through the center. CobbFendley may retain a copy for viewing, if desired, but will not be managing the document distribution. Below is a detailed scope of services for bid phase.

A. Assist the City in preparing the advertisement for bids. This proposal assumes that the City will coordinate with the local newspapers and pay the fee for the advertisement.

B. Attend and conduct a pre-bid conference. Prepare the meeting agenda and meeting minutes.

C. Respond to contractors questions during the bidding process.

D. Prepare addenda (assume 2) to address contractor questions.

- E. Attend and conduct the bid-opening.
- F. Prepare bid tabulation and check calculations.
- G. Check Contractor References.
- H. Prepare Recommendation of Award
- I. Assist the City in obtaining executed contract documents.

IV. Construction Phase

The City proposes to bid this project utilizing the Competitive Sealed Bid method. CobbFendley will provide construction administration and observation assistance the City. This proposal does not include inspection services. This proposal assumes a construction duration of nine (9) months. Below is a detailed scope of services.

- A. Attend and conduct a preconstruction conference. CobbFendley will prepare the agenda, take notes, and prepare the meeting minutes.
- B. Attend periodic progress meetings. Assume monthly progress meetings for a total of nine (9).
- C. Attend periodic site visits. Assume monthly site visits (not coincident with progress meetings) for a total of nine (9).
- D. Review project submittals/shop drawings. CobbFendley will review each submittal twice. If the Contractor requires a third submittal, it will be reviewed as an additional service and at the Contractor's expense, as will be written in the contract documents. This proposal assumes 20 (20) submittals.
- E. Review pay estimates. CobbFendley will coordinate with the City's inspector on accurate quantities and review the pay estimates for accuracy. Assume nine (9).
- F. Respond to Requests for Information (RFI). CobbFendley will coordinate with the City and Contractor on RFIs and respond with clarifications as needed. This proposal assumes ten (10) RFIs.
- G. Change Orders. CobbFendley will assist the City in negotiation and preparation of change order documents, should they be necessary. This proposal assumes three (3) change orders.
- H. Final Walk Through and Punch List. CobbFendley will attend the final walk through and coordinate with the City's inspector on the punch list items.
- I. Project Close Out. CobbFendley will assist the City on closing out the contract, reviewing the final pay application and affidavits, and preparing the Concurrence Letter.
- J. Record Drawings. CobbFendley will prepare a set of record drawings based on the Contractor's redlines in the field.
- K. Construction Materials Testing (CMT) for this project is not been included in this contract.

Easement Acquisition

CobbFendley will provide easement acquisition services on an as needed basis. These services include all activities required to acquire each easement including gathering information concerning each property, meeting with the property owners, negotiating with the property owners, any necessary release of liens and judgments, etc., presenting offers to property owners and negotiating final offer, and taking easement to closing. All negotiations will follow rules and regulations of SB18.

The following services are anticipated in the parcel acquisition and fees for such are shown on the attached exhibit. These services will be charged at an hourly rate and not to exceed the stated fee without prior City Staff approval.

- Right of Entry (ROE) Coordination:
 - Prepare ROE letters for each affected property and send to each landowner by Certified Mail.
 - Compile and maintain a list of affected property owners.
- Coordinate with the land owner, City of Schertz, survey, geotechnical and archeology field crews regarding property visitation schedule.
- Title Commitments
- Easement Acquisition:
 - Prepare a property value, based on the current tax rolls and then send an offer package to each landowner by Certified Mail (as required by law).
 - Attempt to meet in person with each Owner so as to build rapport with them.
 - Be the point of contact for any questions that they have. We will coordinate with the City to obtain the information that they are requesting, but will handle all interactions with the Owners. We will pass on any requests to the City but will continue to be the one that responds to them so as to limit the City's time spent dealing with the Owners.
 - Provide a recommendation to the City for all counters/requests of property owners based on our experience on similar projects/parcels.
 - Coordinate with all conflicting property interest holders to obtain the necessary releases/subordinations. For instance, if there is a mortgage and lien on the property, we will coordinate with the lender to obtain the Subordination of Lien and handle the recordation of that document with the signed Easement.
 - Should we be unable to reach an agreement, then we will coordinate with the Appraiser to get the property appraised and will provide the Owner with a Final Offer by Certified Mail (as required by law).
- Appraisals:
 - Only needed if we are unable to reach an agreement with any property owners using the approach mentioned above.

Should Condemnations be needed, the City may retain CobbFendley for condemnation support at an hourly rate to be determined at that time.

ATTACHMENT 2

PROJECT COST

Task	Fee
<u>Preliminary Engineering</u>	\$23,150.00
<u>Design Phase</u>	
Design Plans	\$300,610.00
Topographic & Boundary Survey	\$111,610.00
Easement Metes and Bounds	\$44,500.00
Geotechnical Investigation	\$28,075.00
Environmental Investigation	\$15,132.00
Total Design Phase	\$499,927.00
<u>Bid Phase</u>	\$13,295.00
<u>Construction Phase</u>	\$46,430.00
<u>Expenses</u>	\$7,045.40
Engineering Services Total	\$589,847.40
<u>Easement Acquisition Services</u>	assuming 26 parcels
Right of Entry Coordination	\$500/parcel (not to exceed) \$13,000.00
Title Commitments	\$750/parcel (not to exceed) \$19,500.00
Easement Acquisition Services	\$4,000/parcel (not to exceed) \$104,000.00
Appraisal (if needed)	\$1,800/parcel (not to exceed) \$46,800.00
Easement Acquisition Services Total (not to exceed)	\$183,300.00
Total Fee (not to exceed)	\$773,147.40

Woman Hollering Wastewater Line
Fee Estimate Worksheet
05/29/15

Task	Labor Rates										Total Hours	Subconsultant Expense	Total Fee
	\$250.00 per hour	\$200.00 per hour	\$180.00 per hour	\$145.00 per hour	\$125.00 per hour	\$120.00 per hour	\$125.00 per hour	\$95.00 per hour	\$150.00 per hour	\$110.00 per hour	\$65.00 per hour		
	Principal	Senior Project Manager QA/QC	Project Manager	Project Engineer III	Project Engineer II	Senior Technician	RPLS	SIT	2 Man Survey Crew	ROW Agent	Clerical		
	Sande Khoury	Julie Hastings	Abel Guzman	Travis McCoy	Karen Wang	Rafael Rodriguez	Bud Thompson	Carey Johnson		Arthur West	Peggy Wheeler		
I. Preliminary Engineering Phase													
A. Route Analysis													
A1. Gather and analyze data													
A1.1 Property owner			2	1							3		\$505.00
A1.2 Aerial				1							1		\$145.00
A1.3 Topo				1							1		\$145.00
A1.4 Environmental				1		2					3		\$385.00
A2. Assemble data and prepare routes											0		
A2.1 Preliminary base plan				4		8					12		\$1,540.00
A2.2 Prepare preliminary route and profile			2	4		8					14		\$1,900.00
A3. Develop route recommendation						8				2			\$1,180.00
A3.1 Develop decision criteria			2	4							6		\$940.00
A3.2 Determine criteria values			2	4							6		\$940.00
A3.2a Property owners			2								2		\$360.00
A3.2b Easement acquisition costs				4							4		\$580.00
A3.2c Environmental impacts				4							4		\$580.00
A3.2d Preliminary construction costs			2	4		8					14		\$1,300.00
A3.3 Populate matrix				4							4		\$580.00
A3.4 Analyze results		1	2	2							5		\$650.00
A4. Prepare Preliminary Tech Memo		1											
A4.1 Route evaluation discussion and recommendation		1	2	4		8					15		\$2,100.00
A4.2 Prelim construction cost estimate		1	2	2		4					9		\$1,330.00
A4.3 Research Permitting requirements				4							4		\$580.00
B. Land Use Assumptions/Pipe Size Verification													
B1. Gather and analyze data													
B1.1 Original Land Use Data from PER				8							8		\$1,180.00
B1.2 Updated info from Gateway Study				4							4		\$580.00
B1.3 Verify Cuts and Check Pipe Sizes				12							12		\$1,740.00
B1.4 Analyze Results		2	2	2							6		\$1,050.00
B1.5 Prepare Technical Memo		1	4	8							13		\$2,080.00
Total - Preliminary Engineering Phase		7	24	82		46				2	160		\$23,160.00
II. Design Phase													
A. Coordination and Project Management													
A1. Coordinate ROE discussions/exhibits				2		8					10		\$1,250.00
A2. Coordination meetings with City (Assume 3)			6	6							12		\$1,950.00
A3. Design field visits (Assume 2)			4	4							8		\$1,100.00
A4. Develop project schedule		2	4								6		\$1,120.00
A5. Project Management			30	45							75		\$11,925.00
A6. Monthly Invoicing/Project Updates			30								30		\$5,400.00
<i>Note: Assumed project life of 15 months (6 months design + 9 months construction)</i>													
B. Design Plans													
B1. Cover Sheet (1 sheet)				2		5					8		\$1,010.00
B2. General Notes (2 sheets)			2	4		8					14		\$1,950.00
B3. P&Ps (1"-20', 38 sheets)			80	304		608					992		\$131,440.00
B4. Traffic Control Sheets (1 sheet)			2	8		16					26		\$3,440.00
B5. Erosion and Sedimentation Control/Tree Protection Sheets (1" = 40', 10 sheets)			8	60		80					138		\$18,280.00
B6. Detail sheets (4 sheets)				16		32					48		\$6,150.00
B7. Design calculations		2	4	24							30		\$4,000.00
B8. Easement Map (1 sheet)			2			12					14		\$1,800.00
C. Design of New Lift Station													
C1. Collect LS Data				8							8		\$1,180.00
C2. Analyze Detail S. Calculations			4	24							28		\$4,220.00
C3. Structural Calculations/Design (in-house)				8	60						68		\$8,860.00
C4. Construction Drawings (5 sheets)				40		120					160		\$20,200.00
C5. Coordinate w/ Pump Manufacturer				16							16		\$2,320.00
C6. Electrical Design													
C6.1. CF coordination			16								16		\$2,880.00
C6.2. Cleary Zimmermann fee												\$ 44,500.00	\$44,500.00
D. Old Lift Station Demolition/Decommissioning Plans													
D1. Collect Old LS Data/As-Built				8		16					24		\$3,080.00
D2. Data Verification/LS Calculations				2	4						6		\$840.00
D3. Demolition Drawings (2 sheets)				2	8	32					42		\$5,360.00
E. Specifications													
E1. 60% Phase		1	2	24							4		\$4,300.00

Woman Hollering Wastewater Line
Fee Estimate Worksheet
05/29/15

Task	Principal	Senior Project Manager QA/QC	Project Manager	Project Engineer III	Project Engineer II	Senior Technician	RPLS	SIT	2 Man Survey Crew	ROW Agent	Clerical	Total Hours	Subconsultant/Expense	Total Fee
	Sandeef Khoury	Julie Hastings	Abel Guzman	Travis McCoy	Karen Wang	Rafael Rodriguez	Bud Thompson	Carey Johnson		Arthur West	Peggy Wheeler			
E2, 90% Phase		1	1	8							2	12		\$1,670.00
E3, Final Bid Set submittal		1	1	4							2	8		\$1,060.00
F, Quantity Take-off												0		
F1, 60% submittal		0.5	2	8		18						28.5		\$3,540.00
F2, 90% submittal		0.5	1	4		8						13.5		\$1,820.00
F3, Final Bid Set submittal		0.5	1	4		4						9.5		\$1,340.00
G, Cost Estimate												0		
G1, 60% submittal		0.5	1	8								9.5		\$1,440.00
G2, 90% submittal		0.5	1	4								5.5		\$860.00
G3, Final Bid Set submittal		0.5	1	4								5.5		
H, QA/QC												0		
H1, 60% submittal		8	16									24		\$4,480.00
H2, 90% submittal		4	8									10		\$1,880.00
H3, Final Bid Set submittal		2	4									6		\$1,120.00
I, Prepare submittal packages												0		
I1, 60% submittal		0.5	1	2		8						11.5		\$1,630.00
I2, 90% submittal		0.5	1	2		4						7.5		\$1,050.00
I3, Final Bid Set submittal		0.5	1	2		4								\$1,050.00
J, Respond to comments												0		
J1, 60% submittal		0.5	1	8		8					4	21.5		\$2,660.00
J2, 90% submittal		0.5	1	2		4					4	11.5		\$1,310.00
J3, Final Bid Set submittal		0.5	1	2		4					4	11.5		\$1,310.00
K, Review Meetings														\$0.00
K1, Review Meetings (Assume 4)			8	8								16		\$2,600.00
L, Permits														
L1, Permit Coordination/Approvals			4	20								24		\$3,820.00
Subtotal - Design Phase		25	177	638	60	990	0	0	0	0	20	1910		\$300,610.00
M, Surveying Services														
M1, Topographic & Boundary Survey														
M1.1, Topo & Trees for Gravity Main			22				38	112	150			322		\$41,820.00
M1.2, Topo & Trees for Force Main			12				22	56	69			162		\$20,605.00
M1.3, Topo & Trees for Lift Station Site			3				3	7	10			23		\$3,080.00
M1.4, Boundary Survey for both Gravity & Force Main Routes			18				63	85	100			266		\$34,190.00
M1.5, Boundary Strip Map			2				4	17				23		\$2,475.00
M1.6, Brush Clearing			5				10					15	\$ 7,000.00	\$9,150.00
M2, Easement Notes and Bounds														
M2.1, Easements - Gravity (Estimated at 21 Permanent + 21 Temporary = 42 @ \$850 each)														\$ 35,700.00
M2.2, Easements - Force Main (Estimated at 4 Permanent + 4 Temporary = 8 @ \$850 each)														\$ 6,800.00
M2.3, Notes & Bounds Description - Lift Station Site (Estimated at 1 @ \$2,000 each plus tax)														\$ 2,000.00
Subtotal - Surveying Services		0	62	0	0	0	140	280	329	0	0	811		\$166,110.00
N, Geotechnical Investigation														
N1, CF coordination			34									34		\$6,120.00
N2, Arise fee													\$21,955.00	\$21,955.00
Subtotal - Geotechnical Investigation														\$28,075.00
O, Environmental Investigation														
O1, CF coordination			12									12		\$2,160.00
O2, Cox I Misc/Claim fee													\$ 12,975.00	\$12,975.00
Subtotal - Environmental Investigation														\$15,135.00
Subtotal Investigations (Geotechnical and Environmental)														\$43,210.00
Total Design Phase (Design, Surveying + Investigations)														\$499,930.00
III. Bid Phase														
A, Advertisement				2								2		\$290.00
B, Pre-bid			2	4								6		\$940.00
C, Respond to questions			2	4								6		\$940.00
D, Addenda			2	16		8					2	28		\$3,770.00
E, Bid opening			2	2							2	6		\$780.00
F, Bid tab			1	2							4	7		\$730.00
G, Check references/Competitive Sealed Bid Process		4	8	16								28		\$4,660.00

[illegible]



ID	Task Name	Assignment address and formal letters	Duration	Start	Finish	Predecessor
46	Mail letters	0 days	Thu 5/24/16	Wed 5/24/16		
47	Receive RFI	2 wks	Thu 5/24/16	Wed 5/27/16 47		
48	Survey	6 wks	Thu 5/24/16	Wed 5/26/16 48		
49	Geotech	6 wks	Thu 5/24/16	Wed 5/26/16		
50	Environmental	5 wks	Thu 5/24/16	Wed 5/26/16		
51	60% Design	54 days	Thu 5/24/16	Wed 5/26/16		
52	Plans	6 wks	Thu 5/24/16	Wed 5/26/16		
53	Spec (100)	5 days	Thu 5/24/16	Wed 5/26/16		
54	Cost Estimate	5 days	Wed 5/26/16	Tue 5/26/16		
55	QC	5 days	Wed 5/26/16	Tue 5/26/16 57		
56	Prepare Final Package	1 wk	Wed 5/26/16	Tue 5/26/16 58		
57	Submit	0 days	Tue 5/26/16	Tue 5/26/16 59		
58	City Review	2 wks	Wed 5/26/16	Tue 5/26/16 60		
59	Coordination Meeting	0 days	Wed 5/26/16	Wed 5/26/16		
60	80% Design	35 days	Thu 5/26/16	Thu 7/14/16		
61	Plans	4 wks	Thu 5/26/16	Wed 6/22/16		
62	Specs	5 days	Thu 6/22/16	Wed 6/22/16		
63	Cost Estimate	5 days	Thu 6/22/16	Wed 6/22/16 66		
64	QC	5 days	Thu 6/22/16	Wed 6/22/16		
65	Prepare Final Package	5 days	Thu 6/22/16	Wed 7/6/16 68		
66	Submit	0 days	Wed 7/6/16	Wed 7/6/16 69		
67	City Review	1 wk	Thu 7/13/16	Wed 7/13/16 70		
68	Coordination Meeting	0 days	Thu 7/14/16	Thu 7/14/16		
69	100% Plans	25 days	Fri 7/15/16	Fri 8/12/16		
70	Plans	1 wk	Fri 7/15/16	Thu 7/21/16		
71	Specs	5 days	Fri 7/22/16	Thu 7/28/16		
72	Cost Estimate	5 days	Fri 7/29/16	Thu 8/4/16 76		
73	QC	5 days	Fri 7/29/16	Thu 8/4/16		
74	Prepare Final Package	5 days	Fri 8/5/16	Thu 8/11/16 78		
75	Submit	0 days	Thu 8/11/16	Thu 8/11/16 79		
76	City Review	1 wk	Fri 8/12/16	Thu 8/18/16 80		
77	Coordination Meeting	0 days	Fri 8/19/16	Fri 8/19/16		
78	100% Plans	6 wks	Mon 8/22/16	Fri 9/9/16 81		
79	Construction Phase	10 mons	Mon 8/22/16	Fri 7/7/17 84		

ATTACHMENT 3 BILLING RATE SCHEDULE

COBB, FENDLEY & ASSOCIATES, INC.

2014 STANDARD RATE SCHEDULE #660

January 1, 2014 – December 31, 2014

Principal / Chief Engineer	(Professional VIII)*	\$250.00/HR
Senior Engineer	(Professional VII)*	\$235.00/HR
Senior Project Manager	(Professional VI)*	\$200.00/HR
Project Manager	(Professional V)*	\$180.00/HR
Senior Hydrologist	(Professional V)*	\$180.00/HR
Project Engineer III	(Professional III)*	\$145.00/HR
Project Engineer II	(Professional II)*	\$125.00/HR
Project Engineer I	(Professional I)*	\$105.00/HR
Senior Technician	(Technician IV)*	\$120.00/HR
Technician III	(Technician III)*	\$105.00/HR
Technician II	(Technician II)*	\$95.00/HR
Technician I	(Technician I)*	\$75.00/HR
Licensed State Land Surveyor	(Professional VI)*	\$200.00/HR
Registered Professional Land Surveyor	(Professional III)*	\$145.00/HR
4-Man Survey Crew		\$165.00/HR
3-Man Survey Crew		\$145.00/HR
2-Man Survey Crew		\$125.00/HR
1-Man Survey Crew		\$105.00/HR
Construction Manager	(Professional IV)*	\$165.00/HR
Senior Field Construction Observer	(Professional I)*	\$105.00/HR
Field Construction Observer	(Technician II)*	\$90.00/HR
Utility Specialist	(Professional II)*	\$125.00/HR
Telecommunications Designer	(Technician II)*	\$95.00/HR
Telecommunications Fieldman	(Technician I)*	\$75.00/HR
GIS Manager	(Professional III)*	\$145.00/HR
GIS Analyst	(Technician II)*	\$95.00/HR
Right-of-Way Agent		\$110.00/HR
Administrative		\$90.00/HR
Clerical		\$65.00/HR

* Category labels "Professional xx" etc. are interim designations for 2014 and are to be implemented in lieu of previous position titles in 2015.

EXHIBIT B to CITY OF SCHERTZ ON-CALL ENGINEERING SERVICES MASTER AGREEMENT

COBB, FENDLEY & ASSOCIATES, INC.

2014 STANDARD RATE SCHEDULE #660

January 1, 2014 – December 31, 2014

(Continued)

SUBSURFACE UTILITY ENGINEERING

Level C & D (Without Level B)	\$0.45/Foot
Level B – Designation (Without Level C & D)	\$1.43/Foot
Level A – Location (Non-Destructive Excavation):	
➤ Vertical Depth: 0 Ft. – 5 Ft.	\$1,125/Hole
5 Ft. – 8 Ft.	\$1,580/Hole
8 Ft. – 13 Ft.	\$1,825/Hole
13 Ft. – 20 Ft.	\$2,510/Hole
> 20 Ft.	\$3,600/Hole
Ground Penetrating Radar	\$250/HR
SUE Technician (With Equipment)	\$98/HR
Vacuum Excavation Truck with 2 Technicians	\$250/HR
Traffic Control Officer	@ Cost + 10%
Traffic Control (Lane Closures, etc.)	To Be Negotiated
Permits (Local, State, etc.)	@ Cost + 10%
Designation & Traffic Control Vehicles	\$3.40/Mile
Location Vehicles	\$6.80/Mile

REIMBURSABLE EXPENSES

Technology Fee (*)	\$3.75/HR
Consultant or Specialty Contractor (Outside Firm)	@ Cost + 10%
Courier, Special Equipment Rental	@ Cost + 10%
Reasonable Out of Town Travel Expenses (Air, Hotel, Rental, etc.)	@ Cost
Mileage (Standard Car or Truck)	IRS Approved Rate
Per Diem for Out of Town Travel (Per Day/Person)	\$35/Day
Title Plant Charges	@ Cost + 10%
Other Misc. Expenses Related to the Project	@ Cost + 10%
In-House Reproduction:	
➤ Copies (Up to 11" x 17")	\$0.15/Each
➤ Color Prints (Up to 11" x 17")	\$1.50/Each
➤ Color Prints (Larger than 11" x 17")	\$3.00/Sq. Ft.
➤ Bluelines (All Sizes)	\$1.00/Each
➤ Bond Prints (All Sizes)	\$2.00/Each
➤ Mylar Prints	\$12.00/Each
➤ Vellum Prints	\$9.00/Each

(*) Technology charges added to each billable man-hour.

RESOLUTION 22-R-96 EXHIBIT B
AMMENDMENT 5 TO WOMAN HOLLERING CREEK PROJECT AGREEMENT
MODIFIED SCOPE AND FEE OF CONSTRUCTION PHASE SERVICES

I. Construction Phase Additional Services

- A. Respond to Requests for Information (RFIs). CobbFendley will coordinate with the City and Contractor on RFIs and respond with clarifications as needed. The total number of RFIs is assumed to be sixty (60).
- B. Additional Engineering services related to revisions requested on Site Plan for proposed lift station.
- C. Survey update to match updated conditions at tie in locations.

Basis of Compensation

Description	Cost
Respond to Requests for Information	\$63,951
Lift Station Site Plan Revisions	\$5,666
Survey and Design Update	\$9,428
Total Modification to Construction Phase Services	\$79,045

IN WITNESS WHEREOF, the parties to this Agreement hereby execute this Amendment to the Agreement effective as of _____, 2022 (the “Effective Date”).

CITY OF SCHERTZ

CONSULTANT

CITY MANAGER

Consultant

TITLE

Woman Hollering Wastewater Line
SA5 Additional Construction Tasks
Fee Estimate Worksheet
6/15/2022

	Labor Rates							
	\$278.00	\$227.00	\$135.00	\$170.00	\$65.00			
Task	Senior PM	Sr Engr	PE I	Senior Tech	Clerical	Total Hours	Survey	Total Budget
IV. Construction Phase - SA5 - Add'l RFIs								
RFIs (Assume 60)	12	120	240		15	387		\$63,951.00
Additional Design for Halie's Cove and WWTP	2	16	24			42		\$7,428.00
Survey updates to match Halie's Cove Parcel							\$2,000.00	\$2,000.00
Subtotal - Add'l RFIs								\$73,379.00
Address Permit Comments	1	4	8	20		33		\$5,666.00
Total SA5	15		272	20	15	462		\$79,045.00

CITY COUNCIL MEMORANDUM

City Council Meeting: September 13, 2022
Department: Emergency Medical Services
Subject: Resolution No. 22-R-89 - Consideration and/or action approving a resolution by the City Council of the City of Schertz, Texas authorizing an interlocal agreement with the City of Midlothian, for cooperative purchasing services, and other matters in connection therewith. (M. Browne/J. Mabbitt)

BACKGROUND

The purpose of cooperative purchasing groups is to obtain the benefits and efficiencies that can accrue to members, comply with State bidding requirements, and identify qualified vendors of commodities, goods, and services. The City of Schertz currently participates in several purchasing cooperatives, such as BuyBoard and HGAC. Authority for such participation is granted under Texas Government Code §§ 791.001 et seq as amended. Cooperative Purchasing Services under this interlocal agreement (ILA) are extended to all Texas State, City or County Government Agencies, or any other Local Government Entity as defined in the Texas Government Code § 791.003. In accordance with the Interlocal Cooperation Act, all ILAs must be approved by an entity's governing body.

Additionally, Subchapter F, Chapter 271.102 of the Texas Local Government Code, "Cooperative Purchasing Program Participation," provides that a local government may participate in a cooperative purchasing program with other local governments or a local cooperative organization established to provide local governments access to contracts with vendors for the purchase of materials, supplies, services or equipment. Simply, purchasing cooperatives allow for substantial savings to be realized by volume purchasing of specific commodity items.

In researching opportunities for purchasing medical supplies for Schertz EMS, we found that Bound Tree Medical provides a significant number of the supplies needed by EMS. BoundTree participates in several group purchasing cooperative contracts but in a review of the discounts offered on those contracts, it was found that the City of Midlothian had the most cost effective pricing. As such, the City of Schertz desires to enter into an agreement with the City of Midlothian to utilize their pricing related to EMS medical supplies.

GOAL

The City has reviewed the benefits of participating in this cooperative and has concluded that these programs will provide the best value to the City through volume discounts.

COMMUNITY BENEFIT

Purchasing cooperatives assist local governments in reducing costs through volume purchasing. Additionally, City resources are conserved and purchasing efficiencies are maximized through use of a streamlined procurement process.

SUMMARY OF RECOMMENDED ACTION

Consideration and/or action approving a resolution by the City Council of the City of Schertz, Texas authorizing an interlocal agreement with the City of Midlothian, for cooperative purchasing services.

FISCAL IMPACT

There is no cost to enter into an interlocal agreement with the City of Midlothian.

RECOMMENDATION

Staff recommends Council approval of Resolution 22-R-89 authorizing an interlocal agreement with the City of Midlothian, for cooperative purchasing services.

Attachments

Midlothian Supply Agreement

ILA

Resolution 22-R-89

STATE OF TEXAS §
§ AGREEMENT FOR EMS FIRE DEPT MEDICAL
SUPPLIES
COUNTY OF ELLIS §

This Agreement for EMS Fire Dept. Medical Supplies ("Agreement") is made by and between the City of Midlothian, Texas ("City") and Bound Tree Medical, LLC ("Supplier") (each a "Party" and collectively the "Parties"), acting by and through their authorized representatives.

RECITALS:

WHEREAS, City desires to engage the services of Contractor as an independent contractor and not as an employee in accordance with the terms and conditions set forth in this Agreement; and

WHEREAS, Contractor desires to render manufacturing and delivery services for the purchase of various medical supplies to support the fire department in emergency calls, as more fully described in Exhibit "A" and Exhibit "B" attached hereto and made a part herein by reference (the "Services"), and in accordance with the terms and conditions set forth in this Agreement;

NOW THEREFORE, in exchange for the mutual covenants set forth herein and other valuable consideration, the sufficiency and receipt of which are hereby acknowledged, the Parties agree as follows:

Article I
Term

The Term of this Agreement shall commence upon Contractor's receipt of the City's Notice to Proceed, and shall continue until completion of the Services, unless sooner terminated as provided here.

Article II
Contract Documents

- 2.1. This Agreement consists of the following items:
- (a) This Agreement;
 - (b) City's Request for Bid Solicitation for Purchase of a 2020-28 EMS Fire Dept. Medical Supplies RFP ("City's Bid") (attached as Exhibit "A"); and
 - (c) Supplier's Response to City's Bid (attached as Exhibit "B").

2.2 In the event there exists a conflict in interpretation, the documents shall control in the order listed above. These documents shall be referred to collectively as "Contract Documents."

Article III Scope of Services

The Parties agree that Contractor shall perform the Services specifically set forth under Exhibit "A" and Exhibit "B" attached hereto and incorporated herein by reference.

Article IV Compensation

4.1 City shall compensate Contractor in the total amount as set forth in Exhibit "B".

4.2 City shall pay Contractor within thirty (30) days after receiving an invoice for the Services. Contractor must submit a proper invoice with no errors or discrepancies and that all Services noted on the invoice has been completed. Any errors, discrepancies or the invoicing of Services not completed may result in a delay in payment.

4.3 Contractor shall be responsible for all expenses related to the Services provided pursuant to this Agreement including, but not limited to, travel, copying and facsimile charges, reproduction charges, and telephone, internet and e-mail charges.

Article V Devotion of Time; Personnel; and Equipment

5.1 Contractor shall devote such time as reasonably necessary for the satisfactory performance of the Services under this Agreement. Should City require additional services not included under this Agreement, Contractor shall make reasonable efforts to provide such additional services at mutually agreed charges or rates, and within the time schedule prescribed by City, and without decreasing the effectiveness of the performance of Services required under this Agreement.

5.2 To the extent reasonably necessary for Contractor to perform the Services under this Agreement, Contractor shall be authorized to engage the services of any agents, assistants, persons, or corporations that Contractor may deem proper to aid or assist in the performance of the Services under this Agreement. The cost of such personnel and assistance shall be borne exclusively by Contractor.

Article VI Suspension of Work

The City shall have the right to immediately suspend work by Contractor if the City determines in its sole discretion that Contractor has, or will fail to perform, in accordance with

this Agreement. In such event, any payments due Company shall be suspended until Contractor has taken satisfactory corrective action.

Article VII Availability of Funds

If monies are not appropriated or otherwise made available to support continuation of performance in a subsequent fiscal period, this Agreement shall be canceled and Contractor may only be reimbursed for the Services performed and goods delivered up to the effective date of the cancellation.

Article VIII Insurance

Contractor shall provide and maintain for the duration of this Agreement, and for the benefit of the City (naming the City and its officers, agents and employees as additional insureds), insurance coverage in full force and effect as set forth in Exhibit "A".

Article IX Termination

9.1 Termination for Cause. City may terminate this Agreement, with or without cause, by giving Contractor thirty (30) days prior written notice. Upon receipt of a notice of termination, Contractor shall promptly cease placing orders and all further work pursuant to the Agreement, with such exceptions, if any, specified in the notice of termination. City shall pay Contractor, to the extent funds are appropriated or otherwise legally available for such purposes, for all goods delivered and services performed and obligations incurred prior to the date of termination in accordance with the terms hereof.

9.2 Termination for Default. City reserves the right to terminate this Agreement without prior notice in the event Contractor defaults or breaches any of the terms and conditions of the Agreement, or otherwise fails to perform in accordance with the bid specifications. In the event of termination, City reserves the right to complete the work or services in any manner it deems desirable, including engaging the services of other parties therefore and/or awarding the bid to the next lowest responsible respondent. Any such act by the City shall not be deemed a waiver of any other right or remedy of the City. If, after exercising any such remedy, the cost to City of the performance of the balance of the work or services is in excess of that part of the Agreement sum, which has not therefore been paid to Contractor hereunder, Contractor shall be liable for and shall reimburse the City for such excess.

Article X Indemnification

10.1 CONTRACTOR AGREES TO INDEMNIFY, HOLD HARMLESS AND DEFEND THE CITY, ITS OFFICERS, AGENTS AND EMPLOYEES, BOTH PAST AND

PRESENT, FROM AND AGAINST LIABILITY FOR ANY AND ALL CLAIMS, LIENS, SUITS, DEMANDS, AND ACTIONS FOR DAMAGES, INJURIES TO PERSONS (INCLUDING DEATH), PROPERTY DAMAGE (INCLUDING LOSS OF USE), AND EXPENSES, (INCLUDING COURT COSTS, ATTORNEYS' FEES AND OTHER REASONABLE COSTS OF LITIGATION) ARISING OUT OF OR RESULTING FROM CONTRACTOR'S WORK AND ACTIVITIES CONDUCTED IN CONNECTION WITH OR INCIDENTAL TO THIS CONTRACT AND FROM ANY LIABILITY ARISING OUT OF OR RESULTING FROM INTENTIONAL ACTS OR NEGLIGENCE OF THE CONTRACTOR, INCLUDING ALL SUCH CAUSES OF ACTION BASED UPON COMMON, CONSTITUTIONAL, OR STATUTORY LAW, OR BASED IN WHOLE OR IN PART UPON THE NEGLIGENT OR INTENTIONAL ACTS OR OMISSIONS OF CONTRACTOR, INCLUDING BUT NOT LIMITED TO ITS OFFICERS, AGENTS, EMPLOYEES, SUBCONTRACTORS, LICENSEES, INVITEES, AND OTHER PERSONS.

10.2 IT IS THE EXPRESS INTENTION OF THE PARTIES HERETO, BOTH THE CITY AND THE CONTRACTOR, THAT THE INDEMNITY PROVIDED FOR IN THIS AGREEMENT INDEMNIFIES AND PROTECTS THE CITY FROM THE CONSEQUENCES OF THE CONTRACTOR'S OWN NEGLIGENCE.

10.3 CONTRACTOR FURTHER AGREES THAT IT SHALL AT ALL TIMES EXERCISE REASONABLE PRECAUTIONS ON BEHALF OF, AND BE SOLELY RESPONSIBLE FOR, THE SAFETY OF ITS OFFICERS, AGENTS, EMPLOYEES, SUBCONTRACTORS, LICENSEES, INVITEES, AND OTHER PERSONS, AS WELL AS THEIR PROPERTY, WHILE IN THE VICINITY WHERE THE WORK IS BEING DONE. IT IS EXPRESSLY UNDERSTOOD AND AGREED THAT CITY SHALL NOT BE LIABLE OR RESPONSIBLE FOR THE NEGLIGENCE OR OTHER FAULT OF THE CONTRACTOR, ITS OFFICERS, AGENTS, EMPLOYEES, SUBCONTRACTORS, LICENSEES, INVITEES, OR OTHER PERSONS ASSOCIATED WITH THE CONTRACTOR.

10.4 CONTRACTOR AGREES TO INDEMNIFY AND SAVE THE CITY HARMLESS FROM ALL CLAIMS GROWING OUT OF ANY DEMANDS OF SUBCONTRACTORS, LABORERS, WORKERS, MECHANICS, MATERIALMEN, AND FURNISHERS OF SUPPLIES, EQUIPMENT, FINANCING OR ANY OTHER GOODS OR SERVICES, TANGIBLE OR INTANGIBLE. WHEN THE CITY SO DESIRES, THE CONTRACTOR SHALL FURNISH SATISFACTORY EVIDENCE THAT ALL OBLIGATIONS OF THE NATURE HEREINABOVE DESIGNATED HAVE BEEN PAID, DISCHARGED OR WAIVED.

Article XI Miscellaneous

11.1 Entire Agreement. This Agreement constitutes the sole and only agreement between the Parties and supersedes any prior understandings written or oral agreements between the Parties with respect to this subject matter.

11.2 Assignment. Contractor may not assign this Agreement in whole or in part without the prior written consent of the City. In the event of an assignment by Contractor to which the City has consented, the assignee shall agree in writing with the City to personally assume, perform, and be bound by all the covenants, and obligations contained in this Agreement.

11.3 Successors and Assigns. Subject to the provisions regarding assignment, this Agreement shall be binding on and inure to the benefit of the Parties to it and their respective heirs, executors, administrators, legal representatives, successors and assigns.

11.4 Governing Law. The laws of the State of Texas shall govern this Agreement; and venue for any action concerning this Agreement shall be in Ellis County, Texas. The Parties agree to submit to the personal and subject matter jurisdiction of said Court.

11.5 Amendments. This Agreement may be amended by the mutual written agreement of the Parties.

11.6 Severability. In the event any one or more of the provisions contained in this Agreement shall for any reason be held to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality or unenforceability shall not affect any other provisions, and the Agreement shall be construed as if such invalid, illegal, or unenforceable provision had never been contained in it.

11.7 Independent Contractor. It is understood and agreed by and between the Parties that Contractor, in satisfying the conditions of this Agreement, is acting independently, and that the City assumes no responsibility or liabilities to any third party in connection with these actions. All services to be performed by Contractor pursuant to this Agreement shall be in the capacity of an independent contractor, and not as an agent or employee of the City. Contractor shall supervise the performance of its services and shall be entitled to control the manner and means by which its services are to be performed, subject to the terms of this Agreement.

11.8 Notice. Any notice required or permitted to be delivered hereunder may be sent by first class mail, overnight courier or by confirmed telefax or facsimile to the address specified below, or to such other party or address as either party may designate in writing, and shall be deemed received three (3) days after delivery set forth herein:

If intended for City, to:

City of Midlothian, Texas
Attn: Chris Dick
City Manager
104 West Avenue E
Midlothian, Texas 76065
Phone: 972-775-3481

With a copy to:

Joseph J. Gorfida, Jr.
Nichols, Jackson, Dillard, Hager & Smith, L.L.P.
1800 Ross Tower
500 North Akard
Dallas, Texas 75201
Phone: (214) 965-9900

If intended for Supplier:

Bound Tree Medical, LLC
Attn: Brian LaDuke, President, Emergency Preparedness
5000 Tuttle Crossing Blvd
Dublin, OH 43016
Phone: (800) 533-0523

11.9 Counterparts. This Agreement may be executed by the Parties hereto in separate counterparts, each of which when so executed and delivered shall be an original, but all such counterparts shall together constitute one and the same instrument. Each counterpart may consist of any number of copies hereof each signed by less than all, but together signed by all of the Parties hereto.

11.10 Exhibits. The exhibits attached hereto are incorporated herein and made a part hereof for all purposes.

11.11 Audits and Records. Contractor agrees that during the term hereof, the City and its representatives may, during normal business hours and as often as deemed necessary, inspect, audit, examine and reproduce any and all of Contractor's records relating to the services provided pursuant to this Agreement for a period of one year following the date of completion of services as determined by City or date of termination if sooner.

11.12 Conflicts of Interests. Contractor represents that no official or employee of City has any direct or indirect pecuniary interest in this Agreement.

11.13 Compliance with Federal, State & Local Laws. Contractor shall comply in performance of services under the terms of this Agreement with all applicable laws, ordinances and regulations, judicial decrees or administrative orders, ordinances, and codes of federal, state and local governments, including all applicable federal clauses.

11.14 Force Majeure. No Party will be liable for any default or delay in the performance of its obligations under this Agreement if and to the extent such default or delay is caused, directly or indirectly, by fire, flood, earthquake, elements of nature or acts of God, riots, civil disorders, acts of terrorism or any similar cause beyond the reasonable control of such party, provided that the non-performing party is without fault in causing such default or delay.

The non-performing Party agrees to use commercially reasonable efforts to recommence performance as soon as possible.

11.15 Prohibition of Boycott Israel. Contractor verifies that it does not Boycott Israel, and agrees that during the term of this Agreement will not Boycott Israel as that term is defined in Texas Government Code Section 808.001, as amended.

(signature page to follow)

EXECUTED this 8th day of December, 2020

City of Midlothian, Texas

By: [Signature]
Chris Dick, City Manager

Approved as to form:

By: [Signature]
Joseph J. Gorfida, Jr., City Attorney



EXECUTED this 10th day of February, 2021.

Bound Tree Medical, LLC

By: [Signature]
Name: Shawn P. Saylor
Title: CFO

EXHIBIT “A”
City’s Bid



**CITY OF MIDLOTHIAN
INVITATION TO BID
BID# 2020-28 EMS Fire Dept.
Medical Supplies**

The City of Midlothian is now accepting sealed bids for Medical Supplies for the City of Midlothian Fire Department. Forms furnished by the City of Midlothian may be obtained without deposit by downloading from:

City of Midlothian Website at
www.midlothian.tx.us
Purchasing Department

All sealed bids shall be submitted including one marked original, one (1) duplicate on the original forms and one (1) electronic copy clearly marked with bid number and description. Bids sent via courier must be sealed in a separate envelope inside of the mailer. Bids cannot be received by email at this time.

Bids will be received at the City of Midlothian, Purchasing Office, 104 W Avenue E, Midlothian, TX 76065 until 11:00 a.m. Wednesday, November 18, 2020.

No late bids will be considered.

The bids will be publicly opened after the closing on the said date.

The City of Midlothian reserves the right to reject any and all proposals, to waive irregularities, and to accept the bid(s) deemed to provide the best value for the City. The City reserves the right to award the contract to a single contractor or to split the contract between contractors if it is deemed this will be the best value for the City.

All inquiries about this bid or specifications must be made to Cheryl Allison, Purchasing Agent at cheryl.allison@midlothian.tx.us prior to Monday, November 16, 2020 at 11:00 AM.

PUBLISHED: 10-29-20
11-05-20

TERMS AND CONDITIONS

1. The City of Midlothian will accept **sealed bids** Monday through Friday, 8:00 a.m. – 5:00 p.m. Bids must be received before the specified hour and date of the opening. **Bids will be publicly opened and read aloud.**
2. All sealed bids should be submitted on the original forms provided. Each bid must be sealed and should be placed in a properly identified envelope with bid number, time and date of bid opening.
3. Late bids will be UNOPENED. Late bids will not be considered under any circumstances.
4. Bids CANNOT be altered or amended after opening time. Any alterations made before opening time must be initialed by bidder or his authorized agent. No bid may be withdrawn after opening without approval, and based on a written acceptable reason.
5. The City of Midlothian reserves the right to revise or amend the specifications prior to date set for opening bids. Such revisions or amendments, if any, will be announced by amendments or addendum to these specifications. Copies of such amendments or addendum so issued will be furnished to all prospective bidders by City website. If bidder demonstrates just reason for a change, the City of Midlothian must have at least five working days' notice prior to bid opening date.
6. **Should bidder find discrepancies in or omissions from the specifications or other documents or be in doubt as to their meaning, bidder should at once notify the Purchasing Department and obtain clarification prior to submitting a bid.**
7. **QUOTE F.O.B. destination.** Price should include all costs including shipping, handling, and other related costs. Bid unit price on quantity specified – extend and show total. In case of errors in extension, **UNIT prices shall govern.** Bids subject to unlimited price increases will not be considered.
8. Bid offered shall be valid for ninety (90) days from opening date.
9. The City of Midlothian is exempt from taxes. **DO NOT INCLUDE TAX IN BID.**
10. The City of Midlothian reserves the right to terminate this contract for any reason by notifying the Contractor/Supplier in writing thirty (30) days prior to the termination of this agreement.
11. Bidder **MUST** give full firm name and address. Person signing bid should show **TITLE** or **AUTHORITY TO BIND HIS FIRM IN A CONTRACT.** Authorized signature should appear on each page of the bid, in the space provided.
12. Any catalog, brand name or manufacturer's reference used in bid invitation is descriptive – NOT restrictive – it is to indicate type and quality desired. Bids on brands of like nature and quality will be considered. If bidding on other than reference specifications, bidder must show manufacturer, brand or trade name, lot number, etc., of article offered. If other than brand(s) specified is offered, illustrations and complete description should be made part of the bid. If bidder takes no exceptions to specifications or reference data, he will be required to furnish brand names, numbers, etc., as specified. All items bid shall be new, in first class condition and manufacturer's latest model and design including containers suitable for shipment and storage, unless otherwise indicated in bid invitation. Verbal agreements to the contrary will not be recognized.
13. If the brochure or information included with your bid **does not exactly** describe the item to be furnished, then notes in the attached form, "EXCEPTIONS TO BIDDER'S PROPOSAL," must explain the difference. Comments in this form signify that your proposal takes exception to the stated specifications. Exceptions taken may be just cause to disqualify bid.
14. NO substitutions or cancellations permitted without written approval of the City of Midlothian.
15. All bidders **must meet or exceed the minimum specifications** to be considered as a valid bid. The City of Midlothian reserves the right to accept or reject all or any part of any bid, waive minor technicalities and award the bid either to the lowest responsible bidder or to the bidder who provides goods or services at the best value for the City of Midlothian. The City reserves the right to select one contractor or to split by North and South regions to two contractors.
16. **DELIVERY:** Specifications indicate number of days required to place material in receiving department designated location under normal conditions. A difference in delivery promise may break a tie bid. Unrealistically short or long delivery promises may cause bid to be disregarded. Consistent failure to meet delivery promises without valid reason may cause removal from bid list. Delivery shall be made during normal working hours only, 8:00 a.m. to 5:00 p.m. unless prior approval for late delivery has been obtained.
17. Consistent and continued tie bidding could cause rejection of bids by the City of Midlothian and/or investigation for Anti-Trust violations.
18. If a bid contains proprietary information, the Bidder must declare such information as proprietary if Bidder does not want information to become public.
19. The Contractor/Supplier agrees to protect the City of Midlothian from claims involving infringement of patents or copyrights.
20. Purchase order number should be on original invoice and invoice sent to the City of Midlothian, 104 W Avenue E, Midlothian, TX 76065; Attn: Accounts Payable.
21. The City of Midlothian shall pay for the product/service within thirty (30) days of receipt and acceptance. Acceptance by the City of Midlothian shall constitute all items bid being received and in good working order to the City of Midlothian's satisfaction.

stated. **BIDDER SHALL INCLUDE CERTIFICATE OF INSURANCE WITH THE INVITATION TO BID, OR PRIOR TO AWARD OF BID. BIDDER OR BIDDER'S INSURANCE AGENT SHALL INCLUDE BID NUMBER AND DESCRIPTION OF BID ON THE CERTIFICATE OF INSURANCE.** THE COMPANIES AFFORDING COVERAGE AND THE PRODUCER OF THE CERTIFICATE OF INSURANCE SHALL BE LICENSED WITH THE STATE BOARD OF INSURANCE TO DO BUSINESS IN THE STATE OF TEXAS.

- (a) Workman's Compensation Insurance as required by laws and regulations applicable to and covering employees of Contract engaged in the performance of the work under this agreement;
- (b) Employers Liability Insurance protecting contractor against common law liability, in the absence of statutory liability, for employee bodily injury arising out of the master-servant relationship with a limit of not less than \$500,000.
- (b) Comprehensive General Liability Insurance including products/completed operation with limits of liability of not less than: Bodily Injury \$1,000,000 per each person, \$1,000,000 per each occurrence/aggregate; Property Damage \$1,000,000 per each occurrence;
- (c) Excess Liability Insurance, Comprehensive general Liability, Comprehensive Automobile Liability and coverages afforded by the policies above, with the minimum limits of \$1,000,000 excess of specified limits.

INDEMNITY AGREEMENT:

THE CONTRACTOR HEREBY AGREES TO AND SHALL INDEMNIFY, HOLD HARMLESS, AND DEFEND THE CITY, ITS OFFICERS, AGENTS AND EMPLOYEES FROM AND AGAINST ANY AND ALL CLAIMS, LOSSES, DAMAGES, DEMANDS, CAUSES OF ACTION, SUITS AND LIABILITY OF EVERY KIND, INCLUDING ALL EXPENSES OF LITIGATION, COURT COSTS AND ATTORNEYS' FEES, FOR INJURY TO OR DEATH OF ANY PERSON, FOR LOSS OF USE OR REVENUE, OR FOR DAMAGE TO ANY PROPERTY ARISING OUT OF OR IN CONNECTION WITH THE ACTUAL OR ALLEGED MALFUNCTION, DESIGN OR WORKMANSHIP IN THE MANUFACTURE OF EQUIPMENT, THE FULFILLMENT OF CONTRACT, OR THE BREACH OF ANY EXPRESS OR IMPLIED WARRANTIES UNDER THIS CONTRACT. SUCH INDEMNITY SHALL APPLY WHERE THE CLAIMS, LOSSES, DAMAGES, CAUSES OF ACTION, SUITS OR LIABILITY ARISE IN PART FROM (I) THE JOINT NEGLIGENCE OF THE CITY AND THE CONTRACTOR, AND/OR THEIR RESPECTIVE OFFICERS, AGENTS AND/OR EMPLOYEES OR (II) THE SOLE NEGLIGENCE OF THE CONTRACTOR, ITS OFFICERS, AGENTS AND EMPLOYEES. IT IS THE EXPRESSED INTENTION OF THE PARTIES HERETO, BOTH CONTRACTOR AND THE CITY, THAT THE INDEMNITY PROVIDED FOR IN THIS PARAGRAPH IS INDEMNITY BY CONTRACTOR TO INDEMNIFY AND PROTECT THE CITY FROM THE CONSEQUENCE OF (I) THE CITY'S OWN NEGLIGENCE WHERE THAT NEGLIGENCE IS A CONCURRING CAUSE WITH THAT OF THE CONTRACTOR OF THE INJURY, DEATH OR DAMAGE AND/OR (II) THE CONTRACTOR'S OWN NEGLIGENCE WHERE THAT NEGLIGENCE IS THE SOLE CAUSE OF THE INJURY, DEATH, OR DAMAGE. FURTHERMORE, THE INDEMNITY PROVIDED FOR IN THIS PARAGRAPH SHALL HAVE NO APPLICATION TO ANY CLAIM, LOSS, DAMAGE, CAUSE OF ACTION, SUIT AND LIABILITY WHERE IN INJURY, DEATH OR DAMAGE RESULTS FROM THE SOLE NEGLIGENCE OF THE CITY UNMIXED WITH THE FAULT OF ANY OTHER PERSON OR ENTITY. IN THE EVENT ANY ACTION OR PROCEEDING IS BROUGHT AGAINST THE CITY BY REASON OF ANY OF THE ABOVE, THE CONTRACTOR AGREES AND COVENANTS TO DEFEND THE ACTION OR PROCEEDING BY COUNSEL ACCEPTABLE TO THE CITY. THE INDEMNITY PROVIDED FOR HEREIN SHALL SURVIVE THE TERMINATION OR EXPIRATION OF THIS AGREEMENT. (REVISED 9-15-04)

COMPLIANCE WITH LAWS: Bidder shall comply with all Federal and State laws and City Ordinances and Codes applicable to the Bidder's operation under this contract. These Specifications and the contract resulting here from shall be fully governed by the laws of the State of Texas, and shall be fully performable in Ellis County, Texas, where venue for any proceeding arising hereunder will lie.

SILENCE OF SPECIFICATIONS: The apparent silence of specifications as to any detail, or the apparent omission from it of a detailed description concerning any point, shall be regarded as meaning that only the best commercial practice is to prevail and that only material and workmanship of the finest quality shall be used. All

EMS FIRE DEPARTMENT
MEDICAL SUPPLIES
BID 2020-28 SPECIFICATIONS

INTENT

It is the intention of these specifications that the successful vendor shall furnish the City of Midlothian, Texas, with medical supplies covered by the Bid Specification which the City may require during the period of time specified. The products included in this bid represent many of the products ordered most frequently by the City and are listed for bid evaluation purposes only. Actual usage and quantities will vary and ordering will be based on actual requirements. The City of Midlothian has interlocal agreements with other cities for the purchase of supplies and it is believed that these cities will wish to join and have expressed such interest.

MEDICAL SUPPLIES REQUIREMENTS/EXPECTATIONS

The items included on the medical supplies requirement sheet represent many of the products ordered most frequently by the City and are listed for bid evaluation purposes. The City also desires to purchase from the successful bidder other medical supplies not listed on the requirement sheet. Bid award may be made in whole or part as deemed most advantageous to the City of Midlothian.

The contract awarded to the successful bidder shall be for a period of (2) years. The City of Midlothian reserves the right to renew this contract for (3) additional one-year periods under the same terms, condition and should the City so desire and the current vendor agree.

At the end of the two-year obligation, if the City and successful vendor wish to renew, the vendor shall submit a letter addressed to, City of Midlothian, Purchasing, 104 W. Ave E, Midlothian TX 76065.

A). 75 days in advance of contract termination a bona-fide manufacturer's documents directed to the City of Midlothian Purchasing Agent, of price listing (itemized) reflecting the anticipated changes (both increases and decreases) in prices, if any. Increase for the extension shall be limited to the actual cost increases to the current vendor and must be the guidelines outlined in the contract.

Product acceptability will be at the sole discretion of the City of Midlothian. Any product delivered which does not meet the City's specifications, or otherwise found to be defective, will be returned at the vendor's expense for replacement or credit. All products shall be of condition and quality "TO MEET ACCEPTABLE STANDARDS OF CARE".

Any reference to requirements in the specifications that are brand or process specific is purely for the establishment of intended quality expectations and is not to be considered a disqualifying standard.

The successful bidder shall make delivery of ordered supplies within 48 hours of the time the order is placed. Delivery must be made during normal working hours, Monday through Friday, 8:00 a.m. to 5 p.m. F.O.B. Destination: City of Midlothian has specified delivery locations. All unit and extensions shall include freight and other delivery charges. No med shall be shipped with an expiration date that is less than one year from the month the med was shipped. There are no minimum purchase amounts for an order and no service charges/delivery will be applied. Failure to deliver as required will result in the purchase of said order from the next highest bidder. Delivery tickets must accompany each delivery. Invoices must be legibly prepared showing the full description and price of items(s) delivered.

10. Delivery or Contract Completion Time: Must be shown, as the date may, where time is of the essence, determines the contract award. Failure to state delivery time may cause bid to be rejected. Successful bidder shall notify the Purchasing Department immediately if delivery schedule cannot be met. If delay is foreseen, successful bidder shall give written notice to the Purchasing Agent and EMS Chief. The City of Midlothian has the right to extend delivery time if reason appears valid. In the event delivery is not made within the stated time period (without acceptable reason for delay and written consent from the City, the City reserves the right to place the order with the next available vendor and the successful bidder shall be liable for any increase in price as liquidated damages, if being agreed that said sum is a fair and reasonable estimate of actual damages the City will incur. Bidder will not be held liable for failure to make delivery because of strikes, conscriptions of property, governmental regulations, acts of God, or any other causes beyond its control; provided and extension of time is obtained from the Purchasing Department or EMS Chief.
11. Bid Closing & Bid Preparation: Sealed bids received after the bid opening date and time will not be considered. It will be the SOLE RESPONSIBILITY of bidders to ensure bids are in the possession of the City of Midlothian Purchasing Department by the appointed date and time. The City will not be responsible for bids which are mismarked, delivered to the wrong place, or delayed in delivery. Electronic and Facsimile transmitted bids will not be accepted in the bid process. Each bid must be submitted in a sealed envelope bearing on the outside the name of the Bidder, his address, the name of the bid title, and bid number if any. If forwarded by mail, the sealed envelope containing the bid must be enclosed in another envelope addressed as specified in the bid form and as above.
12. Item Bid: Each bidder shall describe (per specification requirements) each item bid as to Manufacture, Brand Name, Model, etc. Items shall be NEW unless stated otherwise in the City's specification. Any reference to model and/or make/manufacture used in bid specification is descriptive, not restrictive. It is used to indicate the type and quality desired. Bids on like quality will be considered.
13. Samples: Samples of items, when required, must be furnished free, and, if not called for within 30 days from date of bid opening, will be disposed of by the City.
14. Alternates: Must clearly state "ALTERNATE: and shown on the bid form with complete information attached. Alternate bids may or may not be considered in the bid process in the sole discretion of the City of Midlothian.
15. Exception/Substitutions: All bids meeting the intent of this invitation to bid will be considered for award. Bidders taking exception to the specifications, or offering considered for award. Bidders taking exception to the specification, or offering substitutions, shall state exceptions in the section provided or by attachment as part of the bid. The absence of such a list shall indicate that the bidder has not taken exceptions and City shall hold the bidder responsible to perform in strict accordance with the specification of the invitation.
16. Pharmaceutical Requirements:
 - a) Vendor must be licensed with the Drug Enforcement Administration to sell and distribute Schedule II, Schedule III, and Schedule IV controlled substances.
 - b) Vendor must be able to provide the Drug Enforcement Administration's electronic Controlled Substances ordering System (CSOS).
 - c) Vendor must be in, and remain in compliance with the Drug Supply Chain Security Act and the Prescription Drug Marketing Act. Vendor must provide transaction reports with each shipment of pharmaceuticals.
17. Ambiguity in Bids: Any ambiguity in any bid as the result of omission, error, lack of clarity, or non-compliance by the bidder with specification, instruction, and all condition of bidding shall be construed in the light most favorable to the City.

employees, unless such clarification or change is provided to bidders in written addendum form from the City Purchasing Agent.

26. Collusion: Any evidence of agreement or collusion among bidders and prospective bidders acting to restrain freedom of competition by agreement to bid a fixed price, or otherwise, will render the bids of such bidders' void.
27. All pages of this document packet, taken together comprise the Bid. Omission of or failure to complete or return any portion of the required document, at the time of bid opening, may be cause to reject the entire bid.
28. The City of Midlothian, as a governmental agency of the State of Texas, may not award a governmental contract to a nonresident bidder unless the nonresident underbids the lowest bid submitted by a responsible resident bidder by an amount that is not less than the bidder to obtain a comparable contract in the state in which the nonresident principal place of business is located. (Government Code, section 2242.002) Bidder shall make answer to the following questions by encircling the appropriate response or completing the blank provided.
- 1.) Is your principle place of business in the State of Texas? YES _____ NO _____
- 2.) If the answer to question (1) is "yes", no further information is necessary; if "no" please indicate:
- a.) In which state is your principle place of business located? _____
- b.) Does that state favor resident bidders (bidders in your state) by some dollar increment or percentage? YES _____ NO _____
- c.) If yes, what is that dollar increment or percentage? _____

The State Purchasing and General Services Commission defines Principal Place of Business as follows:

Principle Place of Business means, for any type of business entity recognized in the State of Texas, that the business entity;

Has at least one permanent office located within the State of Texas, from which business activities other than submitting bids to governmental agencies are conducted and from which the bid is submitted, and has at least one employee who works in the Texas office.

29. Award: Unless stipulated in these bid specifications, the contract will be awarded to the lowest responsible bidder or to the bidder who provides the goods or services specified herein at the best value for the City.
30. Preference: Will be given to the vendor who is able to provide the most supplies/materials, at the most economical price.
31. Split Award: The City of Midlothian reserves the right to award a separate contract to separate vendors for each item/group or to award one contract for the entire bid. The vendor who is able to provide a large majority of items will be looked upon favorably.
32. No Prohibited Interest: Bidder acknowledges and represent that they are aware of the laws, City Charter, and City Code of Conduct regarding conflicts of interest. The City Charter states that "No officer or employee of the City shall have a financial interest, direct or indirect, in any contract with the City, to the extent prohibited by state law, or shall be financially interested, directly or indirectly, in the sale to the City of any land, materials, supplies, or service, where such financial interest is prohibited by state law.

4. Is vendor able to provide high-quality, lower-cost, private label product alternatives?

Yes _____ No _____

5. During an emergency (natural or man-made) situations, is the vendor able to provide a comprehensive disaster response program, and are you able to supply requested merchandise within a thirty-six (36) hour time frame, twenty-four (24) hours a day, seven (7) days a week?

Yes _____ No _____

Provide a copy of this program if available.

REFERENCES

Each Offeror is to provide a minimum of three (3) verifiable references in which the offeror has sold, maintained or provided this or similar product or service.

Company Name: _____

Address: _____

Contact Person: _____

Telephone: () _____

Email: _____

Product Purchased by Reference: _____

Company Name: _____

Address: _____

Contact Person: _____

Telephone: () _____

Email: _____

Product Purchased by Reference: _____

Company Name: _____

Address: _____

Contact Person: _____

**FOR MINORITY AND/OR WOMAN
OWNED BUSINESS ENTERPRISES**
(To be completed only if applicable)

Minority and/or Woman Owned Business Enterprises are encouraged to participate in the Midlothian procurement process. The Purchasing Division will provide additional clarification of specifications, assistance with Bids Forms, and further explanation of procedures to those who request it. The City of Midlothian recognizes the certifications of both the State of Texas Building and Procurement Commission Historical Underutilized Business (HUB) Program and the North Central Texas Regional Certification Agency. All companies seeking information concerning certification are urged to contact:

State of Texas HUB Program
Texas Building and Procurement Commission
P.O. Box 13047
Austin TX 78711-3047
(512) 463-5872
<http://www.tbpc.state.tx.us/hubbid>

North Central Texas Regional
Certification Agency
616 Six Flags Drive, #416-LB 24
Arlington TX 76011
(817) 640-0606
<http://www.nctrca.org>

In order to be identified as a Qualified Minority and/or Woman Owned Business Enterprise in the City of Midlothian vendor database, this form, along with a copy of your certification, must be returned to the City of Midlothian Purchasing Department. You should return these documents with this response, or if you have already submitted this form and a copy of your certification to the Purchasing Division, it is not necessary to re-send certification. If you meet the criteria and are not currently certified, you may contact one of the above agencies for instructions to be certified. Upon receipt of certification, you may then return this form and a copy of your certification to: City of Midlothian, Purchasing Division, 104 West Avenue E., Midlothian, Texas 76065.

COMPANY NAME: _____

REPRESENTATIVE: _____

ADDRESS: _____

CITY, STATE, ZIP: _____

EMAIL: _____

TELEPHONE NO.: _____ **FAX NO.:** _____

Failure to submit a bid or no-bid notification may result in removal from future bidders' lists.

~~~~~  
If you wish to remain on the City's bid list for this item, please indicate:

\_\_\_\_\_ I wish to remain. \_\_\_\_\_ I do not wish to remain.



Purchasing Division

*Cheryl Allison  
Purchasing Agent*

**ADDENDUM #1, November 13, 2020  
BID NO. 2020-28**

|                                        |
|----------------------------------------|
| <b>EMS FIRE DEPT. MEDICAL SUPPLIES</b> |
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**1. ATTACHMENT**

- A. Usage Spreadsheet
- B. Revised List of Items for RFP Spreadsheet

**2. CLARIFICATION**

- A. Will you consider price adjustments after the 1st 12 months with documentation, during this time many of the manufacturers we are working with will not guarantee two-year pricing, and in fact are now changing pricing within less than a year. It has just become almost impossible to predict, so checking if this could be a consideration during these uncertain times. **These terms should be outlined on page 2 item #19 of the bid.**
- B. Also, during this time everyone is working remotely. Your bid requires signatures of our VP, will you allow an electronic signature? **Yes**
- C. Do you anticipate extending the bid due date? **Not at this time.**
- D. Was this bid posted to the nationwide free bid notification website at [www.mygovwatch.com/free](http://www.mygovwatch.com/free)? **No**
- E. Other than your own website, where was this bid posted? **The Midlothian News Mirror**
- F. Could the City provide estimated annual usage/quantities for the items being requested in the bid? **Attached is our usage report. This information is based on usage for Midlothian only and does not include usage by additional Cities which might utilize the cooperative agreement.**
- G. If there are bid terms and conditions Vendor may not be able to agree to, will the City allow Vendor to include clarifications or exceptions as part of its bid submission? **Clarifications and/or exceptions can be included as part of bid submission. The City will take these exceptions into consideration when determining the Best Value for the City.**
- H. If there are insurance requirements that Vendor may not be able to agree to, will the City consider exceptions to insurance terms and conditions? **Insurance exceptions can be included as part of bid submission. The City will take these exceptions into consideration when determining the Best Value for the City.**
- I. Could you clarify the meaning of the last sentence in Section 7 on Page 8 (Conditions of Bidding, Escalation/De-Escalation)? "Any contract awarded with an escalation clause shall be subject to de-escalation in the event of cost reduction." **Vendor requests for price adjustments**

- S. Line number 194: Personal Wipes, FireWipes, for Soot Removal, 8 in x 12 in Textured, Disposable 12/bx. Can you supply the manufacturer name and part number? **No part number available: Contact # for Fire Wipes at: (844) 947-3483**
- T. Line number 271: Multi-Function Defib Pads, Physio-Control Adult/Child or equivalent. Can you supply the manufacturer part number? **It does not say it has to be physio-control brand pads 326 5000units. A different part number can be provided.**
- U. Line number 272: Multi-Function Defib Pads, Physio-Control Pediatric/Infant or equivalent. Can you supply the manufacturer part number? **It does not say it has to be physio-control brand pads 326 5000units. A different part number can be provided.**
- V. Line number 326: Heparin pre-mixed 250 or 500cc bag. Need the strength (how many units of heparin)? **5000 units**
- W. Line number 403: Certa Dose PALS Syringe Holder Kit 1/KT 4KT/BX. Can you supply the manufacturer part number?  
**For Certi-Dose line 403 see below.**  
**Due to the nature of this product, orders must be made through:**  
**Concordance Healthcare Solutions Purchasing**  
**www.concordancehealthcare.com**  
**Item: 278950**  
**Call 800-473-2332 to set up an account if you are not a current Concordance customer.**  
**Cardinal Health Purchasing**  
**www.orderexpress.cardinalhealth.com**  
**Item: 5513643**  
**Call 800-926-3161 to set up an account if you are not a current Cardinal customer.**  
**Bound Tree Purchasing**  
**www.boundtree.com**  
**Item: 0001-05**  
**Email contactcustomerservice@boundtree.com to set up an account if you are not a current Boundtree customer.**  
**McKesson Pharmaceutical**  
**www.connect.mckesson.com**  
**NDC # 71754-0001-05**  
**Call 855-571-2100 to set up an account if you are not a current McKesson Pharmaceutical customer.**
- X. Line number 432: Stop The Bleed Sticker Kit (10 Stickers/Kit). This item is an exclusive item. Please remove this item from the bid.  
**Will not remove from the bid. An alternative can be presented. The Stop the Bleed goes with our city kits.**

**ACKNOWLEDGING RECEIPT OF THIS ADDENDUM SHOULD BE SIGNED AND RETURNED WITH YOUR BID**

**NAME AND ADDRESS OF COMPANY: AUTHORIZED REPRESENTATIVE**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Signature \_\_\_\_\_  
 Name \_\_\_\_\_  
 Title \_\_\_\_\_  
 Tel. No. \_\_\_\_\_



**Purchasing Division**

*Cheryl Allison  
Purchasing Agent*

**ADDENDUM #2, November 13, 2020  
BID NO. 2020-28**

|                                        |
|----------------------------------------|
| <b>EMS FIRE DEPT. MEDICAL SUPPLIES</b> |
|----------------------------------------|

**1. ANNOUNCEMENT OF CHANGE TO BID OPENING DATE**

- A. The bid opening has been extended to Friday, November 20, 2020 at 11:00 AM. No other exceptions to the bid opening have been made.

**2. REMINDER AS STATED IN RFP**

- A. All sealed bids shall be submitted including one marked original, one (1) duplicate on the original forms and one (1) electronic copy clearly marked with bid number and description. Bids sent via courier must be sealed in a separate envelope inside of the mailer. Bids cannot be received by email at this time.
- B. All inquiries about this bid or specifications must be made to Cheryl Allison, Purchasing Agent at [cheryl.allison@midlothian.tx.us](mailto:cheryl.allison@midlothian.tx.us) prior to Monday, November 16, 2020 at 11:00 AM.

**ACKNOWLEDGING RECEIPT OF THIS ADDENDUM SHOULD BE SIGNED AND  
RETURNED WITH YOUR BID**

**NAME AND ADDRESS OF COMPANY:    AUTHORIZED REPRESENTATIVE**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature \_\_\_\_\_  
Name \_\_\_\_\_  
Title \_\_\_\_\_  
Tel. No. \_\_\_\_\_



**EXHIBIT "B"**  
**Contractor's Response to City's Bid**



# Bound Tree

**CITY OF MIDLOTHIAN**

**EMS MEDICAL SUPPLIES**

**BID NO. 2020-28**

**DUE – NOVEMBER 20, 2020 11:00AM**



Purchasing Division

*Cheryl Allison*  
*Purchasing Agent*

**ADDENDUM #2, November 13, 2020**  
**BID NO. 2020-28**

**EMS FIRE DEPT. MEDICAL SUPPLIES**

**1. ANNOUNCEMENT OF CHANGE TO BID OPENING DATE**

- A. The bid opening has been extended to Friday, November 20, 2020 at 11:00 AM. No other exceptions to the bid opening have been made.

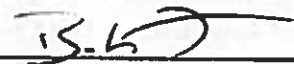
**2. REMINDER AS STATED IN RFP**

- A. All sealed bids shall be submitted including one marked original, one (1) duplicate on the original forms and one (1) electronic copy clearly marked with bid number and description. Bids sent via courier must be sealed in a separate envelope inside of the mailer. Bids cannot be received by email at this time.
- B. All inquiries about this bid or specifications must be made to Cheryl Allison, Purchasing Agent at [cheryl.allison@midlothian.tx.us](mailto:cheryl.allison@midlothian.tx.us) prior to Monday, November 16, 2020 at 11:00 AM.

**ACKNOWLEDGING RECEIPT OF THIS ADDENDUM SHOULD BE SIGNED AND RETURNED WITH YOUR BID**

**NAME AND ADDRESS OF COMPANY:    AUTHORIZED REPRESENTATIVE**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature   
Name Brian LaDuke  
Title President, Emergency Preparedness  
Tel. No. 800.533.0523

will be evaluated based on cost increases and cost reductions in supplies that the vendor may have experienced.

- J. Can the City please provide vendors with the most recent bid tabulation for awarded pricing and Unit of Measure for the items in the current bid? The City of Midlothian has utilized another City's contract in the past and does not have a bid tabulation to provide.
- K. Bidder MUST give full firm name and address. Person signing bid should show TITLE or AUTHORITY TO BIND HIS FIRM IN A CONTRACT. Authorized signature should appear on each page of the bid, in the space provided. I only find one place for signature on P2, and didn't find any other provided space for signatures. For this RFP, P2 is the only required signature page.
- L. Stated in RFP- "REQUIREMENTS: Any variance in any item(s) must be specified clearly under the Exceptions to Bidder's Proposal by Bidder in order to have a valid bid. Any exceptions taken may be just cause for disqualification. All unit pricing shall be specified on the attached pricing sheets. Bidder shall indicate Grand Total pricing on Invitation to Bid for attached line items, if applicable." Again, this talks about Exceptions to Bidder's Proposal which is not available. Also, I didn't find Total or Unit pricing column on the excel sheet. Where are we supposed to input pricing? The List of Items Spreadsheet has been amended and is attached. The only changes to the Spreadsheet where to include the word Price above the "Each", "per Box", & "per Case" columns to indicate where the pricing should be listed. There was a column included on this Spreadsheet for Vendors Comments to be utilized for exceptions. An additional area has been added to the bottom for Exceptions should it be necessary.
- M. Stated in RFP- "Signature: This bid must be signed by a company representative authorized to bind the offer contractually." Does it have to be signed in wet, or electronic/scanned signature also works? Electronic/Scanned Signature is fine.
- N. Need manufacturer item numbers for the items below marked as No Substitutions  
Nebulizer, AeroEclipse II BAN, W/O ELBOW, breath actuated, SM volume, w/mouthpiece, tubing  
Nebulizer, AeroEclipse II BAN, with ELBOW, breath actuated, SM volume, w/mouthpiece, tubing  
The only information we have been given is  
64594050 AeroEclipse Face Mask 58-65750 ea.
- O. Need to know if the Ohmeda and DISS fittings are male or female, manufacturer part#. Also, this item is repeated, line 69 and 423.  
Quick Connect Coupler, Oxygen, Ohmeda x DISS Hex Nut  
Quick Connect Coupler, Oxygen, Ohmeda x DISS Hex Nut  
This is male and not subject to a particular brand.
- P. Line number 122: Curaplex Stop the Bleed, Basic Kit Vacuum Sealed. This item is an exclusive item with no substitutions allowed. Please remove this item from the bid. An alternative can be presented, but the requested Stop the Bleed kit is what is currently used in the city. This would maintain conformity.
- Q. Line number 123: Curaplex TOCS: Tactical Occlusive Chest Seal, 6 in x 6 in; 2/PK This item is an exclusive item with no substitutions allowed. Please remove this item from the bid. No Substitutions was a typo. It says to the side or equivalent on the main line.
- R. Line number 141: Israeli Emergency Bandage, Green 8in. This item has been discontinued by the manufacturer and no substitutions allowed. Please remove this item from the bid. This can be substituted with the 6in.



**CITY OF MIDLOTHIAN  
INVITATION TO BID  
BID# 2020-28 EMS Fire Dept.  
Medical Supplies**

The City of Midlothian is now accepting sealed bids for Medical Supplies for the City of Midlothian Fire Department. Forms furnished by the City of Midlothian may be obtained without deposit by downloading from:

City of Midlothian Website at  
[www.midlothian.tx.us](http://www.midlothian.tx.us)  
Purchasing Department

All sealed bids shall be submitted including one marked original, one (1) duplicate on the original forms and one (1) electronic copy clearly marked with bid number and description. Bids sent via courier must be sealed in a separate envelope inside of the mailer. Bids cannot be received by email at this time.

Bids will be received at the City of Midlothian, Purchasing Office, 104 W Avenue E, Midlothian, TX 76065 until 11:00 a.m. Wednesday, November 18, 2020.

**No late bids will be considered.**

The bids will be publicly opened after the closing on the said date.

The City of Midlothian reserves the right to reject any and all proposals, to waive irregularities, and to accept the bid(s) deemed to provide the best value for the City. The City reserves the right to award the contract to a single contractor or to split the contract between contractors if it is deemed this will be the best value for the City.

All inquiries about this bid or specifications must be made to Cheryl Allison, Purchasing Agent at [cheryl.allison@midlothian.tx.us](mailto:cheryl.allison@midlothian.tx.us) prior to Thursday, November 12, 2020 at 11:00 AM.

PUBLISHED: 10-29-20  
11-05-20

## TERMS AND CONDITIONS

1. The City of Midlothian will accept sealed bids Monday through Friday, 8:00 a.m. – 5:00 p.m. Bids must be received before the specified hour and date of the opening. Bids will be publicly opened and read aloud.
2. All sealed bids should be submitted on the original forms provided with one (1) duplicate and one (1) electronic copy. No email copies will be accepted. Each bid must be sealed and should be placed in a properly identified envelope with bid number, time and date of bid opening.
3. Late bids will be UNOPENED. Late bids will not be considered under any circumstances.
4. Bids CANNOT be altered or amended after opening time. Any alterations made before opening time must be initialed by bidder or his authorized agent. No bid may be withdrawn after opening without approval, and based on a written acceptable reason.
5. The City of Midlothian reserves the right to revise or amend the specifications prior to date set for opening bids. Such revisions or amendments, if any, will be announced by amendments or addendum to these specifications. Copies of such amendments or addendum so issued will be furnished to all prospective bidders by City website. If bidder demonstrates just reason for a change, the City of Midlothian must have at least five working days' notice prior to bid opening date.
6. Should bidder find discrepancies in or omissions from the specifications or other documents or be in doubt as to their meaning, bidder should at once notify the Purchasing Department and obtain clarification prior to submitting a bid.
7. QUOTE F.O.B. destination. Price should include all costs including shipping, handling, and other related costs. Bid unit price on quantity specified – extend and show total. In case of errors in extension, UNIT prices shall govern. Bids subject to unlimited price increases will not be considered.
8. Bid offered shall be valid for ninety (90) days from opening date.
9. The City of Midlothian is exempt from taxes. DO NOT INCLUDE TAX IN BID.
10. The City of Midlothian reserves the right to terminate this contract for any reason by notifying the Contractor/Supplier in writing thirty (30) days prior to the termination of this agreement.
11. Bidder MUST give full firm name and address. Person signing bid should show TITLE or AUTHORITY TO BIND HIS FIRM IN A CONTRACT. Authorized signature should appear on each page of the bid, in the space provided.
12. Any catalog, brand name or manufacturer's reference used in bid invitation is descriptive – NOT restrictive – it is to indicate type and quality desired. Bids on brands of like nature and quality will be considered. If bidding on other than reference specifications, bidder must show manufacturer, brand or trade name, lot number, etc., of article offered. If other than brand(s) specified is offered, illustrations and complete description should be made part of the bid. If bidder takes no exceptions to specifications or reference data, he will be required to furnish brand names, numbers, etc., as specified. All items bid shall be new, in first class condition and manufacturer's latest model and design including containers suitable for shipment and storage, unless otherwise indicated in bid invitation. Verbal agreements to the contrary will not be recognized.
13. If the brochure or information included with your bid does not exactly describe the item to be furnished, then notes in the attached form, "EXCEPTIONS TO BIDDER'S PROPOSAL," must explain the difference. Comments in this form signify that your proposal takes exception to the stated specifications. Exceptions taken may be just cause to disqualify bid.
14. NO substitutions or cancellations permitted without written approval of the City of Midlothian.
15. All bidders must meet or exceed the minimum specifications to be considered as a valid bid. The City of Midlothian reserves the right to accept or reject all or any part of any bid, waive minor technicalities and award the bid either to the lowest responsible bidder or to the bidder who provides goods or services at the best value for the City of Midlothian. The City reserves the right to select one contractor or to split by North and South regions to two contractors.
16. DELIVERY: Specifications indicate number of days required to place material in receiving department designated location under normal conditions. A difference in delivery promise may break a tie bid. Unrealistically short or long delivery promises may cause bid to be disregarded. Consistent failure to meet delivery promises without valid reason may cause removal from bid list. Delivery shall be made during normal working hours only, 8:00 a.m. to 5:00 p.m. unless prior approval for late delivery has been obtained.
17. Consistent and continued tie bidding could cause rejection of bids by the City of Midlothian and/or investigation for Anti-Trust violations.
18. If a bid contains proprietary information, the Bidder must declare such information as proprietary if Bidder does not want information to become public.
19. The Contractor/Supplier agrees to protect the City of Midlothian from claims involving infringement of patents or copyrights.
20. Purchase order number should be on original invoice and invoice sent to the City of Midlothian, 104 W Avenue E, Midlothian, TX 76065; Attn: Accounts Payable.
21. The City of Midlothian shall pay for the product/service within thirty (30) days of receipt and acceptance. Acceptance by the City of Midlothian shall constitute all items bid being received and in good working order to the City of Midlothian's satisfaction.

stated. **BIDDER SHALL INCLUDE CERTIFICATE OF INSURANCE WITH THE INVITATION TO BID, OR PRIOR TO AWARD OF BID. BIDDER OR BIDDER'S INSURANCE AGENT SHALL INCLUDE BID NUMBER AND DESCRIPTION OF BID ON THE CERTIFICATE OF INSURANCE. THE COMPANIES AFFORDING COVERAGE AND THE PRODUCER OF THE CERTIFICATE OF INSURANCE SHALL BE LICENSED WITH THE STATE BOARD OF INSURANCE TO DO BUSINESS IN THE STATE OF TEXAS.**

- (a) Workman's Compensation Insurance as required by laws and regulations applicable to and covering employees of Contract engaged in the performance of the work under this agreement;
- (b) Employers Liability Insurance protecting contractor against common law liability, in the absence of statutory liability, for employee bodily injury arising out of the master-servant relationship with a limit of not less than \$500,000.
- (b) Comprehensive General Liability Insurance including products/completed operation with limits of liability of not less than: Bodily Injury \$1,000,000 per each person, \$1,000,000 per each occurrence/aggregate; Property Damage \$1,000,000 per each occurrence;
- (c) Excess Liability Insurance, Comprehensive general Liability, Comprehensive Automobile Liability and coverages afforded by the policies above, with the minimum limits of \$1,000,000 excess of specified limits.

**INDEMNITY AGREEMENT:**

**THE CONTRACTOR HEREBY AGREES TO AND SHALL INDEMNIFY, HOLD HARMLESS, AND DEFEND THE CITY, ITS OFFICERS, AGENTS AND EMPLOYEES FROM AND AGAINST ANY AND ALL CLAIMS, LOSSES, DAMAGES, DEMANDS, CAUSES OF ACTION, SUITS AND LIABILITY OF EVERY KIND, INCLUDING ALL EXPENSES OF LITIGATION, COURT COSTS AND ATTORNEYS' FEES, FOR INJURY TO OR DEATH OF ANY PERSON, FOR LOSS OF USE OR REVENUE, OR FOR DAMAGE TO ANY PROPERTY ARISING OUT OF OR IN CONNECTION WITH THE ACTUAL OR ALLEGED MALFUNCTION, DESIGN OR WORKMANSHIP IN THE MANUFACTURE OF EQUIPMENT, THE FULFILLMENT OF CONTRACT, OR THE BREACH OF ANY EXPRESS OR IMPLIED WARRANTIES UNDER THIS CONTRACT. SUCH INDEMNITY SHALL APPLY WHERE THE CLAIMS, LOSSES, DAMAGES, CAUSES OF ACTION, SUITS OR LIABILITY ARISE IN PART FROM (I) THE JOINT NEGLIGENCE OF THE CITY AND THE CONTRACTOR, AND/OR THEIR RESPECTIVE OFFICERS, AGENTS AND/OR EMPLOYEES OR (II) THE SOLE NEGLIGENCE OF THE CONTRACTOR, ITS OFFICERS, AGENTS AND EMPLOYEES. IT IS THE EXPRESSED INTENTION OF THE PARTIES HERETO, BOTH CONTRACTOR AND THE CITY, THAT THE INDEMNITY PROVIDED FOR IN THIS PARAGRAPH IS INDEMNITY BY CONTRACTOR TO INDEMNIFY AND PROTECT THE CITY FROM THE CONSEQUENCE OF (I) THE CITY'S OWN NEGLIGENCE WHERE THAT NEGLIGENCE IS A CONCURRING CAUSE WITH THAT OF THE CONTRACTOR OF THE INJURY, DEATH OR DAMAGE AND/OR (II) THE CONTRACTOR'S OWN NEGLIGENCE WHERE THAT NEGLIGENCE IS THE SOLE CAUSE OF THE INJURY, DEATH, OR DAMAGE. FURTHERMORE, THE INDEMNITY PROVIDED FOR IN THIS PARAGRAPH SHALL HAVE NO APPLICATION TO ANY CLAIM, LOSS, DAMAGE, CAUSE OF ACTION, SUIT AND LIABILITY WHERE IN INJURY, DEATH OR DAMAGE RESULTS FROM THE SOLE NEGLIGENCE OF THE CITY UNMIXED WITH THE FAULT OF ANY OTHER PERSON OR ENTITY. IN THE EVENT ANY ACTION OR PROCEEDING IS BROUGHT AGAINST THE CITY BY REASON OF ANY OF THE ABOVE, THE CONTRACTOR AGREES AND COVENANTS TO DEFEND THE ACTION OR PROCEEDING BY COUNSEL ACCEPTABLE TO THE CITY. THE INDEMNITY PROVIDED FOR HEREIN SHALL SURVIVE THE TERMINATION OR EXPIRATION OF THIS AGREEMENT. (REVISED 9-15-04)**

**COMPLIANCE WITH LAWS:** Bidder shall comply with all Federal and State laws and City Ordinances and Codes applicable to the Bidder's operation under this contract. These Specifications and the contract resulting here from shall be fully governed by the laws of the State of Texas, and shall be fully performable in Ellis County, Texas, where venue for any proceeding arising hereunder will lie.

**SILENCE OF SPECIFICATIONS:** The apparent silence of specifications as to any detail, or the apparent omission from it of a detailed description concerning any point, shall be regarded as meaning that only the best commercial practice is to prevail and that only material and workmanship of the finest quality shall be used. All interpretations of

**EMS FIRE DEPARTMENT**  
**MEDICAL SUPPLIES**  
**BID 2020-28 SPECIFICATIONS**

**INTENT**

It is the intention of these specifications that the successful vendor shall furnish the City of Midlothian, Texas, with medical supplies covered by the Bid Specification which the City may require during the period of time specified. The products included in this bid represent many of the products ordered most frequently by the City and are listed for bid evaluation purposes only. Actual usage and quantities will vary and ordering will be based on actual requirements. The City of Midlothian has interlocal agreements with other cities for the purchase of supplies and it is believed that these cities will wish to join and have expressed such interest.

**MEDICAL SUPPLIES REQUIREMENTS/EXPECTATIONS**

The items included on the medical supplies' requirement sheet represent many of the products ordered most frequently by the City and are listed for bid evaluation purposes. The City also desires to purchase from the successful bidder other medical supplies not listed on the requirement sheet. Bid award may be made in whole or part as deemed most advantageous to the City of Midlothian.

The contract awarded to the successful bidder shall be for a period of (2) years. The City of Midlothian reserves the right to renew this contract for (3) additional one-year periods under the same terms, condition and should the City so desire and the current vendor agree.

At the end of the two-year obligation, if the City and successful vendor wish to renew, the vendor shall submit a letter addressed to, City of Midlothian, Purchasing, 104 W. Ave E, Midlothian TX 76065.

A). 75 days in advance of contract termination a bona-fide manufacturer's documents directed to the City of Midlothian Purchasing Agent, of price listing (itemized) reflecting the anticipated changes (both increases and decreases) in prices, if any. Increase for the extension shall be limited to the actual cost increases to the current vendor and must be the guidelines outlined in the contract.

Product acceptability will be at the sole discretion of the City of Midlothian. Any product delivered which does not meet the City's specifications, or otherwise found to be defective, will be returned at the vendor's expense for replacement or credit. All products shall be of condition and quality "TO MEET ACCEPTABLE STANDARDS OF CARE".

Any reference to requirements in the specifications that are brand or process specific is purely for the establishment of intended quality expectations and is not to be considered a disqualifying standard.

The successful bidder shall make delivery of ordered supplies within 48 hours of the time the order is placed. Delivery must be made during normal working hours, Monday through Friday, 8:00 a.m. to 5 p.m. F.O.B. Destination: City of Midlothian has specified delivery locations. All unit and extensions shall include freight and other delivery charges. No med shall be shipped with an expiration date that is less than one year from the month the med was shipped. There are no minimum purchase amounts for an order and no service charges/delivery will be applied. Failure to deliver as required will result in the purchase of said order from the next highest bidder. Delivery tickets must accompany each delivery. Invoices must be legibly prepared showing the full description and price of items(s) delivered.



period (without acceptable reason for delay and written consent from the City, the City reserves the right to place the order with the next available vendor and the successful bidder shall be liable for any increase in price as liquidated damages, if being agreed that said sum is a fair and reasonable estimate of actual damages the City will incur. Bidder will not be held liable for failure to make delivery because of strikes, conscriptions of property, governmental regulations, acts of God, or any other causes beyond its control; provided and extension of time is obtained from the Purchasing Department or EMS Chief.

11. **Bid Closing & Bid Preparation:** Sealed bids received after the bid opening date and time will not be considered. It will be the **SOLE RESPONSIBILITY** of bidders to ensure bids are in the possession of the City of Midlothian Purchasing Department by the appointed date and time. The City will not be responsible for bids which are mismarked, delivered to the wrong place, or delayed in delivery. Electronic and Facsimile transmitted bids will not be accepted in the bid process. Each bid must be submitted in a sealed envelope bearing on the outside the name of the Bidder, his address, the name of the bid title, and bid number if any. If forwarded by mail, the sealed envelope containing the bid must be enclosed in another envelope addressed as specified in the bid form and as above.
12. **Item Bid:** Each bidder shall describe (per specification requirements) each item bid as to Manufacture, Brand Name, Model, etc. Items shall be **NEW** unless stated otherwise in the City's specification. Any reference to model and/or make/manufacture used in bid specification is descriptive, not restrictive. It is used to indicate the type and quality desired. Bids on like quality will be considered.
13. **Samples:** Samples of items, when required, must be furnished free, and, if not called for within 30 days from date of bid opening, will be disposed of by the City.
14. **Alternates:** Must clearly state "ALTERNATE: and shown on the bid form with complete information attached. Alternate bids may or may not be considered in the bid process in the sole discretion of the City of Midlothian.
15. **Exception/Substitutions:** All bids meeting the intent of this invitation to bid will be considered for award. Bidders taking exception to the specifications, or offering considered for award. Bidders taking exception to the specification, or offering substitutions, shall state exceptions in the section provided or by attachment as part of the bid. The absence of such a list shall indicate that the bidder has not taken exceptions and City shall hold the bidder responsible to perform in strict accordance with the specification of the invitation.
16. **Pharmaceutical Requirements:**
  - a) Vendor must be licensed with the Drug Enforcement Administration to sell and distribute Schedule II, Schedule III, and Schedule IV controlled substances.
  - b) Vendor must be able to provide the Drug Enforcement Administration's electronic Controlled Substances ordering System (CSOS).
  - c) Vendor must be in, and remain in compliance with the Drug Supply Chain Security Act and the Prescription Drug Marketing Act. Vendor must provide transaction reports with each shipment of pharmaceuticals.
17. **Ambiguity in Bids:** Any ambiguity in any bid as the result of omission, error, lack of clarity, or non-compliance by the bidder with specification, instruction, and all condition of bidding shall be construed in the light most favorable to the City.
18. **Changes of Additions:** No Changes or additions will be allowed after bid opening. Changes or addition submitted prior to bid opening must be in accordance with paragraph 11 above.
19. **Funding:** Funds for payment have been provided through the requesting entity. The State of Texas statutes prohibit the obligation and expenditure of public funds beyond the fiscal year for which a budget has been approved.

28. The City of Midlothian, as a governmental agency of the State of Texas, may not award a governmental contract to a nonresident bidder unless the nonresident underbids the lowest bid submitted by a responsible resident bidder by an amount that is not less than the bidder to obtain a comparable contract in the state in which the nonresident principal place of business is located. (Government Code, section 2242.002) Bidder shall make answer to the following questions by encircling the appropriate response or completing the blank provided.

- 1.) Is your principle place of business in the State of Texas? YES \_\_\_\_\_ NO x
- 2.) If the answer to question (1) is "yes", no further information is necessary; if "no" please indicate:
  - a.) In which state is your principle place of business located? Ohio
  - b.) Does that state favor resident bidders (bidders in your state) by some dollar increment or percentage? YES \_\_\_\_\_ NO x
  - c.) If yes, what is that dollar increment or percentage? \_\_\_\_\_

The State Purchasing and General Services Commission defines Principal Place of Business as follows:

Principle Place of Business means, for any type of business entity recognized in the State of Texas, that the business entity;

Has at least one permanent office located within the State of Texas, from which business activities other than submitting bids to governmental agencies are conducted and from which the bid is submitted, and has at least one employee who works in the Texas office.

29. Award: Unless stipulated in these bid specifications, the contract will be awarded to the lowest responsible bidder or to the bidder who provides the goods or services specified herein at the best value for the City.
30. Preference: Will be given to the vendor who is able to provide the most supplies/materials, at the most economical price.
31. Split Award: The City of Midlothian reserves the right to award a separate contract to separate vendors for each item/group or to award one contract for the entire bid. The vendor who is able to provide a large majority of items will be looked upon favorably.
32. No Prohibited Interest: Bidder acknowledges and represent that they are aware of the laws, City Charter, and City Code of Conduct regarding conflicts of interest. The City Charter states that "No officer or employee of the City shall have a financial interest, direct or indirect, in any contract with the City, to the extent prohibited by state law, or shall be financially interested, directly or indirectly, in the sale to the City of any land, materials, supplies, or service, where such financial interest is prohibited by state law.
33. Cooperative Purchasing: The City of Midlothian actively participates in cooperative purchasing opportunities. If it is determined to be in the best interest, the City reserves the right to reject any and all bids and purchase the services and/or goods through cooperative means.
34. Inter-Local Agreement: Successful bidder agrees to extend prices to all entities that have entered into or will enter into joint purchasing interlocal cooperation agreements with cooperative purchasing agreements with the City of Midlothian. The City of Midlothian is a participating member of several interlocal cooperative purchasing agreements. As such, the City of Midlothian has executed interlocal agreements, as permitted under Chapter 791 of the Texas Government Code, with certain other political subdivision, authorizing participation in a cooperative purchasing program. The successful vendor may be asked to provide products/services based on

## REFERENCES

*Each Offeror is to provide a minimum of three (3) verifiable references in which the offeror has sold, maintained or provided this or similar product or service.*

Company Name: Medstar Ambulance

Address: 2900 Alta Mere Drive, Fort Worth, Texas 76116

Contact Person: Shaun Curtis, Logistics Manager

Telephone: ( 817 ) 923-3700

Email: scurtis@medstar911.org

Product Purchased by Reference: Supplies and pharmaceuticals

Company Name: City of Columbus Fire Department

Address: 2028 Williams Road, Columbus, Ohio 43207

Contact Person: Rick Meadows

Telephone: ( 614 ) 221-3132

Email: \_\_\_\_\_

Product Purchased by Reference: Supplies and pharmaceuticals

Company Name: New Orleans EMS

Address: 1300 Perdido Street, Ste 4W07, New Orleans, LA 70112

Contact Person: Carl Flores, Director of Logistics

Telephone: ( 504 ) 658-1552

Email: cflores@cityofno.com

Product Purchased by Reference: Supplies and pharmaceuticals

**FOR MINORITY AND/OR WOMAN  
OWNED BUSINESS ENTERPRISES**  
(To be completed only if applicable)

\*Not Applicable

Minority and/or Woman Owned Business Enterprises are encouraged to participate in the Midlothian procurement process. The Purchasing Division will provide additional clarification of specifications, assistance with Bids Forms, and further explanation of procedures to those who request it. The City of Midlothian recognizes the certifications of both the State of Texas Building and Procurement Commission Historical Underutilized Business (HUB) Program and the North Central Texas Regional Certification Agency. All companies seeking information concerning certification are urged to contact:

State of Texas HUB Program  
Texas Building and Procurement Commission  
P.O. Box 13047  
Austin TX 78711-3047  
(512) 463-5872  
<http://www.tbpc.state.tx.us/hubbid>

North Central Texas Regional  
Certification Agency  
616 Six Flags Drive, #416-LB 24  
Arlington TX 76011  
(817) 640-0606  
<http://www.nctrca.org>

In order to be identified as a Qualified Minority and/or Woman Owned Business Enterprise in the City of Midlothian vendor database, this form, along with a copy of your certification, must be returned to the City of Midlothian Purchasing Department. You should return these documents with this response, or if you have already submitted this form and a copy of your certification to the Purchasing Division, it is not necessary to re-send certification. If you meet the criteria and are not currently certified, you may contact one of the above agencies for instructions to be certified. Upon receipt of certification, you may then return this form and a copy of your certification to: City of Midlothian, Purchasing Division, 104 West Avenue E., Midlothian, Texas 76065.

**COMPANY NAME:** \_\_\_\_\_

**REPRESENTATIVE:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**CITY, STATE, ZIP:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_

**TELEPHONE NO.:** \_\_\_\_\_ **FAX NO.:** \_\_\_\_\_

**INDICATE ALL THAT APPLY**

\_\_\_\_\_ Minority Owned Business Enterprise

\_\_\_\_\_ Woman Owned Business Enterprise

Item List for City of Midlothian  
EMS Medical Supplies  
Bid No.: 2020-28

| Item # | Quantity | Bound Tree Medical Item #                                                                                                                                                    | Bound Tree Medical Item Description | Bound Tree Medical Item #                                                                                                                         | Bound Tree Medical Item Description | Quantity   | Quoted Price | Unit |
|--------|----------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|------------|--------------|------|
| 1      | Airway   | BVM, Airflow Manual Resuscitator, (Infant) Manual Resuscitator, Exhalation Filter, Manometer, BVM, Airflow Manual Resuscitator, (Pediatric), Manometer, 3 mask or equivalent | B7-AF3140MBEA                       | Airflow BVM, Infant, Mask, Reservoir O2 Bag, Pop-Off, Manometer, Exhalation Filter, Blow-By Tubing                                                | VENTLAB CORPORATION                 | AF3140MB   | \$ 9.50      | 1/EA |
| 2      | Airway   | BVM, Airflow Manual Resuscitator, (Adult) Manometer, Exhalation Filter or equivalent                                                                                         | B7-AF2100MBEA                       | Airflow BVM, Pediatric, Mask, Reservoir O2 Bag, Manometer                                                                                         | VENTLAB CORPORATION                 | AF2100MB   | \$ 12.50     | 1/EA |
| 3      | Airway   | BVM, Airflow Manual Resuscitator, (Adult) Manometer, Exhalation Filter or equivalent                                                                                         | B7-AF5140MBEA                       | Airflow BVM, SM Adult, Mask, Reservoir O2 Bag, Exhalation Filter, Manometer                                                                       | VENTLAB CORPORATION                 | AF5140MB   | \$ 9.50      | 1/EA |
| 4      | Airway   | BVM, SPUR II, ADULT, BAG RESERVOIR MEDIUM MASK w/MANOMETER                                                                                                                   | 2442-011701                         | SPUR II BVM, Adult, w/Bag Reservoir, Exp Filter, Manometer, Pressure Limiting Valve, MED Adult Mask                                               | AMBU                                | 523611017  | \$ 12.25     | 1/EA |
| 5      | Airway   | BVM, SPUR II, Child, w/child mask, bag reservoir, med port, disp                                                                                                             | 2442-53213                          | Pediatric SPUR II BVM w/Toddler Mask (size 1 and size 2), Oxygen Reservoir Bag, Pressure Limiting Valve                                           | AMBU                                | 530213000  | \$ 8.80      | 1/EA |
| 6      | Airway   | BVM, SPUR II, infant, w/infant mask, bag reservoir, med port, disp                                                                                                           | 065-540212000EA                     | SPUR II BVM, Infant, w/Bag Reservoir, Infant Mask                                                                                                 | AMBU                                | 540212000  | \$ 8.58      | 1/EA |
| 7      | Airway   | Curaplex Nebulizer w/Mask, Adult or equivalent                                                                                                                               | 301-202EA                           | Curaplex Select Nebulizer, Small Volume, Hand Held, with Adult Aerosol Mask, 7ft Kink Resistant Tubing                                            | CURAPLEX BY BOUND TREE              | 202        | \$ 0.70      | 1/EA |
| 8      | Airway   | Curaplex Oxygen Mask, Adult, Elongated, High Conc, Total NRB w/o Vent, Reservoir Bag, Tubing                                                                                 | 533-M5-25060EA                      | Total Non-Rebreather Elongated High Concentration Mask without Vent, 7ft Oxygen Tube, Reservoir Bag, Nose Clip, Check Valve, Elastic Strap, Adult | CURAPLEX BY BOUND TREE              | BT-25060   | \$ 0.70      | 1/EA |
| 9      | Airway   | Curaplex Oxygen Mask, Adult, Elongated, Partial NRB w/Vent, Reservoir Bag, 7 ft Tubing or equivalent                                                                         | 30051                               | Curaplex Partial Non Rebreather, Adult                                                                                                            | CURAPLEX BY BOUND TREE              | 30051      | \$ 0.70      | 1/EA |
| 10     | Airway   | Curaplex Oxygen Mask, Pediatric, Elongated, Total NRB, w/o Safety vent, 7 ft Tubing or equivalent                                                                            | 30053                               | Curaplex Partial Non Rebreather, Pediatric                                                                                                        | CURAPLEX BY BOUND TREE              | 30053      | \$ 0.70      | 1/EA |
| 11     | Airway   | Curaplex Oxygen Nasal Cannula, Adult, Conventional, Clear, Non-Flared Prongs, 7 ft tubing, or equivalent                                                                     | 301-107EA                           | Oxygen Nasal Cannula, Conventional, Non-Flared Nasal Prongs, Clear, 7ft Tubing, Adult                                                             | CURAPLEX BY BOUND TREE              | BT-24003   | \$ 0.25      | 1/EA |
| 12     | Airway   | Curaplex Oxygen Nasal Cannula, Pediatric, Over-the-Ear, 7 ft Star Lumen Tubing or equivalent                                                                                 | 533-M5-24101EA                      | Oxygen Nasal Cannula, Pediatric, Over-The-Ear Style, 7 foot Star Lumen Tubing                                                                     | CURAPLEX BY BOUND TREE              | BT-24101   | \$ 0.25      | 1/EA |
| 13     | Airway   | Curaplex Oxygen Regulator, Brass Core, 2 DISS Outlets, 1 Barb, 0-25 LPM, Black or equivalent                                                                                 | 14288                               | Curaplex All Brass Regulator, Click-Style                                                                                                         | CURAPLEX BY BOUND TREE              | BTM        | \$ 41.50     | 1/EA |
| 14     | Airway   | Curaplex Select CPR Pocket Mask, O2 Inlet or equivalent                                                                                                                      | 36045                               | Curaplex CPR Mask with O2 Inlet                                                                                                                   | CURAPLEX BY BOUND TREE              | 36045      | \$ 2.20      | 1/EA |
| 15     | Airway   | Curaplex Select Endotracheal Tube with Stylette, 2.5mm, Cuffed or equivalent                                                                                                 | 2113-10225                          | Endotracheal Tubes, Cuffed w/Stylet, 2.5mm                                                                                                        | CURAPLEX BY BOUND TREE              | 2113-10225 | \$ 1.42      | 1/EA |
| 16     | Airway   | Curaplex Select Endotracheal Tube with Stylette, 3.0mm, Cuffed or equivalent                                                                                                 | 2113-10230                          | Endotracheal Tubes, Cuffed w/Stylet, 3.0mm                                                                                                        | CURAPLEX BY BOUND TREE              | 2113-10230 | \$ 1.42      | 1/EA |
| 17     | Airway   | Curaplex Select Endotracheal Tube with Stylette, 4.0mm, Cuffed or equivalent                                                                                                 | 2113-10240                          | Endotracheal Tubes, Cuffed w/Stylet, 4.0mm                                                                                                        | CURAPLEX BY BOUND TREE              | 2113-10240 | \$ 1.42      | 1/EA |
| 18     | Airway   | Curaplex Select Endotracheal Tube with Stylette, 4.5mm, Cuffed or equivalent                                                                                                 | 2113-10245                          | Endotracheal Tubes, Cuffed w/Stylet, 4.5mm                                                                                                        | CURAPLEX BY BOUND TREE              | 2113-10245 | \$ 1.42      | 1/EA |
| 19     | Airway   | Curaplex Select Endotracheal Tube with Stylette, 5.0mm, Cuffed or equivalent                                                                                                 | 2113-10250                          | Endotracheal Tubes, Cuffed w/Stylet, 5.0mm                                                                                                        | CURAPLEX BY BOUND TREE              | 2113-10250 | \$ 1.42      | 1/EA |
| 20     | Airway   | Curaplex Select Endotracheal Tube with Stylette, 5.5mm, Cuffed or equivalent                                                                                                 | 2113-10255                          | Endotracheal Tubes, Cuffed w/Stylet, 5.5mm                                                                                                        | CURAPLEX BY BOUND TREE              | 2113-10255 | \$ 1.42      | 1/EA |
| 21     | Airway   | Curaplex Select Endotracheal Tube with Stylette, 6.0mm, Cuffed or equivalent                                                                                                 | 2113-10260                          | Endotracheal Tubes, Cuffed w/Stylet, 6.0mm                                                                                                        | CURAPLEX BY BOUND TREE              | 2113-10260 | \$ 1.42      | 1/EA |
| 22     | Airway   | Curaplex Select Endotracheal Tube with Stylette, 6.5mm, Cuffed or equivalent                                                                                                 | 2113-10265                          | Endotracheal Tubes, Cuffed w/Stylet, 6.5mm                                                                                                        | CURAPLEX BY BOUND TREE              | 2113-10265 | \$ 1.42      | 1/EA |

Item List for City of Midlothian  
EMS Medical Supplies  
Bid No.: 2020-28

| Item # | Qty of Item to be Purchased | Bound Tree Medical Item #                                                                                | Bound Tree Medical Description | Bound Tree Medical Item #                                                                              | Bound Tree Medical Description | Vendor Name  | Vendor Part # | Quoted Price | Selling Unit |
|--------|-----------------------------|----------------------------------------------------------------------------------------------------------|--------------------------------|--------------------------------------------------------------------------------------------------------|--------------------------------|--------------|---------------|--------------|--------------|
| 42     | Airway                      | Curaplex Select Nasopharyngeal Airway, 32 Fr, 8.0mm, Robertazzi Style, Latex Free, Sterile or equivalent | 2021-18132                     | Curaplex Select Nasopharyngeal Airway, Neoprene, Robertazzi Style, 32 French                           | TREE                           | 2-0211-8132  | \$            | 2.12         | 1/EA         |
| 43     | Airway                      | Curaplex Select Nasopharyngeal Airway, 34 Fr, 8.5mm, Robertazzi Style, Latex Free, Sterile or equivalent | 2021-18134                     | Curaplex Select Nasopharyngeal Airway, Neoprene, Robertazzi Style, 34 French                           | TREE                           | 2-0211-8134  | \$            | 2.12         | 1/EA         |
| 44     | Airway                      | Curaplex Select Nasopharyngeal Airway, 36 Fr, 9.0mm, Robertazzi Style, Latex Free, Sterile or equivalent | 2021-18136                     | Curaplex Select Nasopharyngeal Airway, Neoprene, Robertazzi Style, 36 French                           | TREE                           | 2-0211-8136  | \$            | 2.12         | 1/EA         |
| 45     | Airway                      | Curaplex Select Nebulizer, Small Volume, Hand-held, Adult Aerosol Mask, 7 ft Tubing or equivalent        | 301-202EA                      | Curaplex Select Nebulizer, Small Volume, Hand Held, with Adult Aerosol Mask, 7ft Kink Resistant Tubing | TREE                           | 202          | \$            | 0.80         | 1/EA         |
| 46     | Airway                      | CurView LED Laryngoscope Blade & Handle, Disposable, Mac 2 or equivalent                                 | 301-LED-0205                   | CurView LED Laryngoscope Blade & Handle, Disposable, Mac 2 1/EA 20EA/BX 3BX/CS                         | TRI-ANIM HEALTH SERVICES       | 301-LED-0205 | \$            | 6.98         | 1/EA         |
| 47     | Airway                      | CurView LED Laryngoscope Blade & Handle, Disposable, Mac 3 or equivalent                                 | 301-LED-0305                   | CurView LED Laryngoscope Blade & Handle, Disposable, Mac 3 1/EA 20EA/BX 3BX/CS                         | TRI-ANIM HEALTH SERVICES       | 301-LED-0305 | \$            | 6.98         | 1/EA         |
| 48     | Airway                      | CurView LED Laryngoscope Blade & Handle, Disposable, Mac 4 or equivalent                                 | 301-LED-0405                   | CurView LED Laryngoscope Blade & Handle, Disposable, Mac 4 1/EA 20EA/BX 3BX/CS                         | TRI-ANIM HEALTH SERVICES       | 301-LED-0405 | \$            | 6.98         | 1/EA         |
| 49     | Airway                      | CurView LED Laryngoscope Blade & Handle, Disposable, Miller 0 or equivalent                              | 301-LED-0005                   | CurView LED Laryngoscope Blade & Handle, Disposable, Miller 0 1/EA 20EA/BX 3BX/CS                      | TRI-ANIM HEALTH SERVICES       | 301-LED-0005 | \$            | 6.98         | 1/EA         |
| 50     | Airway                      | CurView LED Laryngoscope Blade & Handle, Disposable, Miller 1 or equivalent                              | 301-LED-1015                   | CurView LED Laryngoscope Blade & Handle, Disposable, Miller 1 1/EA 20EA/BX 3BX/CS                      | TRI-ANIM HEALTH SERVICES       | 301-LED-1015 | \$            | 6.98         | 1/EA         |
| 51     | Airway                      | CurView LED Laryngoscope Blade & Handle, Disposable, Miller 2 or equivalent                              | 301-LED-1025                   | CurView LED Laryngoscope Blade & Handle, Disposable, Miller 2 1/EA 20EA/BX 3BX/CS                      | TRI-ANIM HEALTH SERVICES       | 301-LED-1025 | \$            | 6.98         | 1/EA         |
| 52     | Airway                      | CurView LED Laryngoscope Blade & Handle, Disposable, Miller 3 or equivalent                              | 301-LED-1035                   | CurView LED Laryngoscope Blade & Handle, Disposable, Miller 3 1/EA 20EA/BX 3BX/CS                      | TRI-ANIM HEALTH SERVICES       | 301-LED-1035 | \$            | 6.98         | 1/EA         |
| 53     | Airway                      | Disposable Guedel Oral Airway, 40mm (Pink)                                                               | 2010-35040                     | Curaplex&reg; Guedel Airway, 40mm, Pink                                                                | TREE                           | 12990        | \$            | 0.21         | 1/EA         |
| 54     | Airway                      | Disposable Guedel Oral Airway, 50mm (Blue)                                                               | 2010-35050                     | Curaplex&reg; Guedel Airway, 50mm, Blue                                                                | TREE                           | 13057M5      | \$            | 0.21         | 1/EA         |
| 55     | Airway                      | Disposable Guedel Oral Airway, 60mm (Black)                                                              | 2010-35060                     | Curaplex&reg; Guedel Airway, 60mm, Black                                                               | TREE                           | 13058        | \$            | 0.21         | 1/EA         |
| 56     | Airway                      | Disposable Guedel Oral Airway, 70mm (White)                                                              | 2010-35070                     | Curaplex&reg; Guedel Airway, 70mm, White                                                               | TREE                           | 13059        | \$            | 0.21         | 1/EA         |
| 57     | Airway                      | Disposable Guedel Oral Airway, 80mm (Green)                                                              | 2010-35080                     | Curaplex&reg; Guedel Airway, 80mm, Green                                                               | TREE                           | 13060        | \$            | 0.21         | 1/EA         |
| 58     | Airway                      | Disposable Guedel Oral Airway, 90mm (Yellow)                                                             | 2010-35090                     | Curaplex&reg; Guedel Airway, 90mm, Yellow                                                              | TREE                           | 13061        | \$            | 0.21         | 1/EA         |
| 59     | Airway                      | Disposable Guedel Oral Airway, 100mm (Red)                                                               | 2010-35100                     | Curaplex&reg; Guedel Airway, 100mm, Red                                                                | TREE                           | 13062        | \$            | 0.21         | 1/EA         |
| 60     | Airway                      | Endotracheal Tube Holder, Thomas Select, Adult, for ET/SGA Tubes 6.5mm ID to 42mm OD                     | 2130-42560                     | Endotracheal Tube Holder, Thomas Select, Adult, for ET/SGA Tubes 6.5mm ID to 42mm OD                   | LAERDAL MEDICAL CORP.          | 600-42500    | \$            | 3.60         | 1/EA         |
| 61     | Airway                      | Endotracheal Tube Holder, Thomas Select, Pediatric                                                       | 020400                         | Thomas Endotracheal Tube Holder, Pediatric, Pink                                                       | LAERDAL MEDICAL CORP.          | 600-20000    | \$            | 2.75         | 1/EA         |
| 62     | Airway                      | ET TUBE INTRODUCER PEDIATRIC 10 FR X 70 CM W/ COUDE TIP                                                  | 2120-17010                     | ET Tube Disp Introducer, Blue Coude Tip, 10 French x 70cm, Pediatric                                   | SUN MED                        | 9-0211-70    | \$            | 4.22         | 1/EA         |
| 63     | Airway                      | ET TUBE INTRODUCER W/COUDE TIP 15FR X 70CM                                                               | 9-01212-70                     | ET Tube Disp Introducer, Blue Coude Tip, 15 French x 70cm, Adult                                       | SUN MED                        | 9-0212-70    | \$            | 4.22         | 1/EA         |
| 64     | Airway                      | FLOWMETER OXYGEN WITH OHMEDA QC ADAPTER 0-15 LPM                                                         | 020631                         | Oxygen Flowmeter, Aluminium, 0-15 LPM, w/Ohmeda Quick Connect                                          | PRECISION MEDICAL              | 8MFA1005     | \$            | 33.76        | 1/EA         |
| 65     | Airway                      | GO-PAP with BITrac ED - Adult Medium                                                                     | 313-4602EA                     | GO-PAP with BITrac ED - Adult MED                                                                      | PULMONEDYNE                    | 313-4602EA   | \$            | 39.50        | 1/EA         |

Item List for City of Midlothian  
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| Item # | City of Midlothian Item Description                                                                                       | Bound Tree Medical Item # | Bound Tree Medical Item Description                                                                  | Vendor Name                    | Part #                         | Quoted Price | Selling UOM |
|--------|---------------------------------------------------------------------------------------------------------------------------|---------------------------|------------------------------------------------------------------------------------------------------|--------------------------------|--------------------------------|--------------|-------------|
| 90     | Alway UEScope 2 Blade Size D2                                                                                             | 2146-03020                | Single Use Blade Size D2 for UESCOPE 2                                                               | UE MEDICAL DEVICES INC.        | 010-3020                       | \$ 40.65     | 1/EA        |
| 91     | Alway UEScope 2 Blade Size D3                                                                                             | 2146-03030                | Single Use Blade Size D3 for UESCOPE 2                                                               | UE MEDICAL DEVICES INC.        | 010-3030                       | \$ 40.65     | 1/EA        |
| 92     | Alway UEScope 2 Blade Size D4                                                                                             | 2146-03040                | Single Use Blade Size D4 for UESCOPE 2                                                               | UE MEDICAL DEVICES INC.        | 010-3040                       | \$ 40.65     | 1/EA        |
| 93     | Alway UEScope 2 VI460 Kit                                                                                                 | 2146-01200                | UEScope 2 VI460 Starter Kit                                                                          | UE MEDICAL DEVICES INC.        | 460-1200                       | \$ 1,600.00  | 1/EA        |
| 94     | Alway ViaOne Small Volume Nebulizer or equivalent                                                                         | A911203                   | ViaOne Nebulizer w/Mouthpiece, Tee, Flex Hose, and 7 Foot Kink Resistant Tubing                      | WESTMED, INC.                  | 0210                           | \$ 0.95      | 1/EA        |
| 95     | Bandaging/Sp ABDOMINAL PADS STERILE 8 IN X 10 IN                                                                          | 1212-12111                | Curaplex Abdominal Combine Dressing, Sterile, Bin x 10in                                             | CURAPLEX BY BOUND TREE         | 1212-12111                     | \$ 3.40      | 20/BX       |
| 96     | Bandaging/Sp BANDAGE ROLL STERILE 2 1/4 IN 96EA/CS KERLIX Bandage, Multi-Trauma Dressing, 10 in x 30 in, Sterile, 25ea/cs | 150030                    | Kerlix Gauze Bandage Roll, Sterile, Soft Pouch, Small, 2.25inch x 3.0 yards                          | CARDINAL HEALTH                | 6720                           | \$ 0.75      | 1/EA        |
| 97     | Bandaging/Sp Board splint, padded, 3x18 in. long, orange vinyl cover                                                      | 16353                     | Curaplex Multi-Trauma Dressing, 12inch x 30inch, Sterile                                             | UE MEDICAL DEVICES INC.        | STORM-GZM00150                 | \$ 0.78      | 1/EA        |
| 98     | Bandaging/Sp Board splint, padded, 3x36in long, orange vinyl cover                                                        | 660012                    | Sp Splint, Padded Board, 3inch x 15inch, Orange Vinyl Cover                                          | DMS                            | 60015                          | \$ 2.45      | 1/EA        |
| 99     | Bandaging/Sp Board splint, padded, 3x54in long, orange vinyl cover                                                        | 660013                    | Sp Splint, Padded Board, 3inch x 36inch, Orange Vinyl Cover                                          | DMS                            | 60036M                         | \$ 4.15      | 1/EA        |
| 100    | Bandaging/Sp Board splint, padded, 3x54in long, orange vinyl cover                                                        | 660014                    | Sp Splint, Padded Board, 3inch x 54inch, Orange Vinyl Cover                                          | DMS                            | 60054M                         | \$ 5.55      | 1/EA        |
| 101    | Bandaging/Sp Combat Application Tourniquet (CAT) Tactical Black, Gen 7, One-handed Tourniquet - Windlass System           | 1880-13022                | Combat Application Tourniquet (CAT), One-handed Tourniquet Utilizing Windlass System, Tactical Black | NORTH AMERICAN RESCUE PRODUCTS | 30-0001                        | \$ 24.70     | 1/EA        |
| 102    | Bandaging/Sp Cohesive Elastic Bandage 2in (Blue)                                                                          | 1121-36571                | Curaplex Cohesive Elastic Bandage, 2in, Blue                                                         | UE MEDICAL DEVICES INC.        | 1121-36571                     | \$ 16.55     | 36/BX       |
| 103    | Bandaging/Sp Cohesive Elastic Bandage 3in (Blue)                                                                          | 1121-36572                | Curaplex Cohesive Elastic Bandage, 3in, Blue                                                         | UE MEDICAL DEVICES INC.        | 1121-36572                     | \$ 15.90     | 24/BX       |
| 104    | Bandaging/Sp Conforming stretch bandage, gauze, 3 in., non-sterile, clean wrap or equivalent                              | 1121-36559                | Curaplex Conforming Stretch Gauze Bandage, Non-Sterile, 3in, 12in/box 8bx/cs                         | UE MEDICAL DEVICES INC.        | 1121-36559                     | \$ 0.80      | 12/BG       |
| 105    | Bandaging/Sp CONT SHARPS SHAFT 6.37"X1.22" TRANSPORTABLE CLEAR or equivalent                                              | 64750                     | Curaplex Sharps Solo                                                                                 | UE MEDICAL DEVICES INC.        | BT-64250                       | \$ 1.25      | 1/EA        |
| 106    | Bandaging/Sp Curaplex Alcohol Prep Pad, Large, Sterile 100/BX or equivalent                                               | 1330-86100                | Curaplex Sterile Alcohol Prep Pads, Large                                                            | UE MEDICAL DEVICES INC.        | 1330-86100                     | \$ 1.60      | 100/BX      |
| 107    | Bandaging/Sp Curaplex Alcohol Prep Pad, Medium, Sterile 200/BX or equivalent                                              | 1330-85300                | Curaplex Sterile Alcohol Prep Pad, Medium                                                            | UE MEDICAL DEVICES INC.        | 1330-85300                     | \$ 1.52      | 200/BX      |
| 108    | Bandaging/Sp Curaplex Backboard Strap, Blue, 5 ft, Side Release Buckle, Loop Lock, Polypropylene or equivalent            | 16685                     | Curaplex Backboard Strap, Side Release Buckle, 2 Piece w/ Loop Lock, Polypropylene, Blue, 5 feet     | UE MEDICAL DEVICES INC.        | 168 STRAP BLUE (ND) DO NOT CUT | \$ 2.35      | 1/EA        |
| 109    | Bandaging/Sp Curaplex Bandage, Cohesive, 2 in., non-sterile, blue, self adhesive wrap or equivalent                       | 1121-36572                | Curaplex Cohesive Elastic Bandage, 3in, Blue                                                         | UE MEDICAL DEVICES INC.        | 1121-36572                     | \$ 16.45     | 24/BX       |
| 110    | Bandaging/Sp Curaplex Blanket, Navy Blue, Fleece, 60 in x 90 in, 10ea/cs or equivalent                                    | 17100MS                   | Curaplex Blanket, Fleece, 60inch x 90inch, Navy Blue                                                 | UE MEDICAL DEVICES INC.        | 17100MS                        | \$ 3.50      | 1/EA        |
| 111    | Bandaging/Sp Curaplex Fluff Bandage Roll 4.5"x4.1yds, Sterile, 100r/cs                                                    | 1121-36645                | Curaplex Fluff Bandage Roll, 6ply, Sterile, 4.5" by 4.1yd                                            | UE MEDICAL DEVICES INC.        | 1121-36645                     | \$ 0.60      | 1/RL        |
| 112    | Bandaging/Sp Curaplex Head Immobilizer, Adult, Incl Head and Chin Straps, 20ea/cs                                         | 3141-91010                | Curaplex Instant Head Immobilizer, Adult                                                             | UE MEDICAL DEVICES INC.        | BT-91010                       | \$ 3.12      | 1/EA        |
| 113    | Bandaging/Sp Curaplex Hot Pack - Small - 5in x 5in or equivalent                                                          | 1432-56000                | Curaplex Hot Pack, Small                                                                             | UE MEDICAL DEVICES INC.        | H5050                          | \$ 0.22      | 1/EA        |
| 114    | Bandaging/Sp Curaplex Stop the Bleed, Basic Kit Vacuum Sealed                                                             | 8600-STB001B              | Curaplex Stop the Bleed/Bleeding, Basic Kit                                                          | UE MEDICAL DEVICES INC.        | 8600-STB001B                   | \$ 39.50     | 1/EA        |



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| Item ID | City of Midlothian Item Description                                                                                                              | Bound Tree Medical Item # | Bound Tree Medical Item Description                                                          | Vendor Name                 | Vendor Item # | Quoted Price | Selling UOM |
|---------|--------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|----------------------------------------------------------------------------------------------|-----------------------------|---------------|--------------|-------------|
| 140     | Bandaging/Sp<br>Paramedic Shears, Yellow, 5.5 In                                                                                                 | 68008                     | Paramedic Shears, 5.5, Yellow                                                                | CURAPLEX BY BOUND TREE      | 182-YELLOW    | \$ 0.75      | 1/PR        |
| 141     | Bandaging/Sp<br>Pediatric/Infant Immobilization Board                                                                                            | 36111                     | Curaplex Pedit Board, w/ Case                                                                | CURAPLEX BY BOUND TREE      | STORM-PIBS    | \$ 85.00     | 1/EA        |
| 142     | Bandaging/Sp<br>Perfit Ace Enrichment Collar Adult                                                                                               | 260281                    | Perfit ACE Adjustable Collar, Adult                                                          | AMBU                        | 000281000     | \$ 3.20      | 1/EA        |
| 143     | Bandaging/Sp<br>Perfit Ace Enrichment Collar pediatric                                                                                           | 260280                    | Perfit Mini ACE Adjustable Collar, Pediatric                                                 | AMBU                        | 000281106     | \$ 3.20      | 1/EA        |
| 144     | Bandaging/Sp<br>QuickClot EMS Rolled Gauze, 3 inch x 48 inch, Sterile, White, Nonwoven w/tacolin                                                 | 1214-00572                | QuickClot Bleeding Control Dressing, Roll (3 IN x 4 Feet)                                    | Z-MEDICA LLC                | 572           | \$ 18.55     | 1/EA        |
| 145     | Bandaging/Sp<br>SAM Pelvic Sling II                                                                                                              | 665566                    | SAM Pelvic Sling II, Standard, 32-50inch Hip                                                 | SAM MEDICAL                 | P3301-OB-EN   | \$ 62.55     | 1/EA        |
| 146     | Bandaging/Sp<br>SWAT-TOURNIQUET, TACTICAL BLACK                                                                                                  | G1092                     | SWAT-Tourniquet, Tactical Black                                                              | H & H MEDICAL CORPORATION   | SWAT-T BLK-CA | \$ 8.55      | 1/EA        |
| 147     | Bandaging/Sp<br>TAPE ADHESIVE CLOTH 1 IN X 10 YARDS                                                                                              | 1110-14007                | Curaplex&reg; Cloth Tape, 1 In X 10 Yds                                                      | CURAPLEX BY BOUND TREE      | 1841-14007    | \$ 7.90      | 12/BX       |
| 148     | Bandaging/Sp<br>TAPE ADHESIVE CLOTH 3 IN X 10 YARDS                                                                                              | 1110-14009                | Curaplex&reg; Cloth Tape, 3 In X 10 Yds                                                      | CURAPLEX BY BOUND TREE      | 1841-14009    | \$ 7.90      | 4/BX        |
| 149     | Bandaging/Sp<br>VACUUM MATTRESS DELUXE WITH 6 HANDLES CARRY CASE AND LARGE PUMP EVAC-U-SPLINT                                                    | MT90001                   | Air Transport Vacuum Spine Board Set, 8 Handles w/Ribs Incl Case, Pump and Pelvic Strap, 6ft | CURAPLEX BY BOUND TREE      | MT90001       | \$ 857.50    | 1/EA        |
| 150     | Bandaging/Sp<br>Vacuum Splint, EVAC-U-SPLINT, Large Extremity                                                                                    | 560103                    | Evac-U-Splint Vacuum Extremity Splint (splint only), LG                                      | HARTWELL MEDICAL LLC        | EY 103        | \$ 140.50    | 1/EA        |
| 151     | Bandaging/Sp<br>Vacuum Splint, EVAC-U-SPLINT, Medium Extremity                                                                                   | 560102                    | Evac-U-Splint Vacuum Extremity Splint (splint only), MED                                     | HARTWELL MEDICAL LLC        | EY 102        | \$ 99.90     | 1/EA        |
| 152     | Bandaging/Sp<br>Vacuum Splint, EVAC-U-SPLINT, Small Extremity                                                                                    | 560101                    | Evac-U-Splint Vacuum Extremity Splint (splint only), SM                                      | HARTWELL MEDICAL LLC        | EY 101        | \$ 75.00     | 1/EA        |
| 153     | Control/Clean<br>Inflection<br>Biohazard Bag Red 7-10 GAL 23 X 23 1.2MIL 500/CS                                                                  | 290116                    | Biohazard Waste Bag, 1.2 mil, Red w/Black Print, 23inch x 23inch, 7-10gal                    | MEDEGEN MEDICAL PRODUCTS    | F116          | \$ 0.09      | 1/EA        |
| 154     | Control/Clean<br>Inflection<br>Cleaning agent that will kill COVID 19 (Spray bottle)                                                             | 1061-82830                | Clorox Hydrogen Peroxide Green Label Disinfectant Cleaner, 32 oz Spray Bottle                | ESSENDANT                   | 30828         | \$ 6.90      | 1/EA        |
| 155     | Control/Clean<br>Inflection<br>Cleaning agent that will kill COVID 19 (wipes canister)                                                           | 1061-100                  | CaviWipes Surface Disinfectant Wipes, 6inch x 6 3/4inch                                      | METREX RESEARCH CORPORATION | 13-1100       | \$ 9.25      | 160/TB      |
| 156     | Control/Clean<br>Inflection<br>Clorox Healthcare Hydrogen Peroxide Wipes Tub 95                                                                  | 1061-82403                | Clorox Hydrogen Peroxide Disinfectant Wipes, 6.75inch x 9inch                                | ESSENDANT                   | CLO30824      | \$ 47.77     | 6/CS        |
| 157     | Control/Clean<br>Inflection<br>Clorox Healthcare Hydrogen Peroxide Green Label Disinfectant Cleaner Spray Bottle, 32oz                           | 1061-82830                | Clorox Hydrogen Peroxide Green Label Disinfectant Cleaner, 32 oz Spray Bottle                | ESSENDANT                   | 30828         | \$ 7.55      | 1/EA        |
| 158     | Control/Clean<br>Inflection<br>COMT SHARPS SHAFT 6.37"X1.22" TRANSPORTABLE CLEAR or equivalent                                                   | 64250                     | Curaplex Sharps Solo                                                                         | CURAPLEX BY BOUND TREE      | 8T-64250      | \$ 1.79      | 1/EA        |
| 159     | Control/Clean<br>Inflection<br>Curaplex Infection Control Kit, Latex Free, Incl Gloves, Gown, Mask w/Shield, Alcohol Wipes, BioBag or equivalent | 670202-KIT                | Curaplex PPE Kit- Basic+ Faceshield                                                          | CURAPLEX BY BOUND TREE      | 670202-KIT    | \$ 9.55      | 1/EA        |
| 160     | Control/Clean<br>Inflection<br>GERMICIDAL SOLUTION 32 OZ BOTTLE 6/CS SANIZIDE 34810                                                              | R3127                     | Sanizide Plus Disinfectant/Deodorizer, Spray Bottle, 32oz                                    | SAFETEC                     | 34810         | \$ 8.15      | 1/EA        |



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| Item # | Quantity                | Unit of Measure | Item Description                                                                     | Bound Tree Medical Item # | Bound Tree Medical Item Description                                                                      | Vendor Name                | Vendor Part #   | Quoted Price | Spine # |
|--------|-------------------------|-----------------|--------------------------------------------------------------------------------------|---------------------------|----------------------------------------------------------------------------------------------------------|----------------------------|-----------------|--------------|---------|
| 178    | Inflection              | Control/Clean   | Microdot Bleach Wipes                                                                | CS600-12                  | *MEG B/O * WIPES BLEACH MICRODOT (160/TUB)                                                               | Cambridge Sensors USA, LLC | 600-12          | \$ 10.22     | 160/TB  |
| 179    | Inflection              | Control/Clean   | Multi-Purpose Collection Bag with Hook                                               | 1071-17367                | Curaplex Multi-Purpose Collection Bag with Hook 12/PK 40PK/CS                                            | CURAPLEX BY BOUND TREE     | 1071-17367      | \$ 8.75      | 12/PK   |
| 180    | Inflection              | Control/Clean   | Particulate Respirator, N95 Mask, Large Size                                         | 1513                      | N95 1500 Series Respirator Mask, Disposable, Molded Nose Bridge, LG                                      | MOLDEX-METRIC, INC.        | 1513            | \$ 21.99     | 20/BX   |
| 181    | Inflection              | Control/Clean   | Particulate Respirator, N95 Mask, Tecmol, Regular Size 35/bx 6bx/CS                  | 8618                      | FLUIDSHIELD N95 Particulate Filter Respirator and Surgical Mask, w/Headband, Orange, Safety Seal Regular | O&M Hayward, Inc.          | 46767           | \$ 0.74      | 1/EA    |
| 182    | Inflection              | Control/Clean   | Particulate Respirator, N95 Mask, XL Size                                            | 1031-46827                | FluidShield, N95 Respirator, Small Size, 35/BX, 6BX/CS                                                   | O&M Hayward, Inc.          | 46827           | \$ 109.99    | 35/BX   |
| 183    | Inflection              | Control/Clean   | Personal Wipes, FireWipes, for Soot Removal, 8 in x 12 in Textured, Disposable 12/bx | 1063-20763                | FireWipes, Personal Wipes, for Soot Removal, 8in x 12in, Textured, Disposable                            | Firewipes                  | FW0207CA        | \$ 10.10     | 12/BX   |
| 184    | Inflection              | Control/Clean   | SAFETY GLASSES, V20 PURITY, CLEAR ANTI-FOG LENS KIMBERLY CLARK or equivalent         | 660274                    | Kimberly Clark V20 Safety Glasses, Clear Anti-Fog Lens                                                   | MED PLUS SERVICES USA      | 25654           | \$ 1.95      | 1/PR    |
| 185    | Inflection              | Control/Clean   | SCALPEL DISPOSABLE STERILE 11 10EA/BX 4111                                           | 400012                    | Medicut Scalpel, Sterile, Disposable Size 11                                                             | DYNAREX CORPORATION        | 4111            | \$ 0.45      | 1/EA    |
| 186    | Inflection              | Control/Clean   | SHARPS CONTAINER IN ROOM RED 5 QUART 12.5 IN X 5.5 IN X 10.75 IN 20/CS               | 1860-08708                | Curaplex Sharps Container, Mailbox/Rotating Lid, 10.5in x 3.5in x 10.5in, 5.4 Quart                      | CURAPLEX BY BOUND TREE     | 1860-08708      | \$ 3.37      | 1/EA    |
| 187    | Inflection              | Control/Clean   | SHARPS CONTAINER OLD STYLE SQUARE RED 4.7 QUART 10 IN X 6 IN X 7.75 IN 12/CS         | 1860-08706                | Curaplex Sharps Container, Flat, 10in L x 7in W x 6.75in H, 4 Quart                                      | CURAPLEX BY BOUND TREE     | 1860-08706      | \$ 3.35      | 1/EA    |
| 188    | Inflection              | Control/Clean   | SHARPS CONTAINER STACK RED WITH CLEAR LID 1 QUART 6.25 IN H X 4.25 IN D X 4.5 IN     | 1860-08702                | Curaplex Sharps Container, Flip, 3.5in L x 3.5in W x 7in H, 1 Quart                                      | CURAPLEX BY BOUND TREE     | 1860-08702      | \$ 1.15      | 1/EA    |
| 189    | Inflection              | Control/Clean   | SLEEVE WHITE GAUNTLET, ELASTIC OPENINGS, 18 IN (arm coverings)                       | 295502                    | *NON-RETURNABLE* SLEEVE COVERS YELLOW 18 IN 100PAIR/CS                                                   | SAFETY TODAY               | 002501-YPE      | \$ 1.47      | 1/PR    |
| 190    | Inflection              | Control/Clean   | SPLIT SOCK FACE COVER TO PREVENT PATIENT SPITTING                                    | 1033-15311                | Split Sock Hood, to Prevent Spitting                                                                     | STEARNS WEAR               | SPIT SOCK WHITE | \$ 3.10      | 1/EA    |
| 191    | IV Supplies and Needles |                 | Curaplex Dart w/vial adapter kit                                                     | 670212-KIT                | Curaplex Dart w/ Vial Adapter Kit (3CC Syringe)                                                          | CURAPLEX BY BOUND TREE     | 670212-KIT      | \$ 7.55      | 1/EA    |
| 192    | IV Supplies and Needles |                 | CATHETER INTRAVENOUS (IV) 16 ga x 1/4 IN 50/BX                                       | 353062                    | Protectiv Plus IV Catheters, 16ga x 1/4inch                                                              | SMITHS MEDICAL ASD, INC.   | 306201          | \$ 1.54      | 1/EA    |
| 193    | IV Supplies and Needles |                 | CATHETER INTRAVENOUS (IV) 18 GAUGE X 1.25 IN 50/BX PROTECTIV PLUS                    | 353065                    | Protectiv Plus IV Catheters, 18ga x 1/4inch                                                              | SMITHS MEDICAL ASD, INC.   | 306501          | \$ 1.54      | 1/EA    |
| 194    | IV Supplies and Needles |                 | CATHETER INTRAVENOUS (IV) 20 GAUGE X 1.25 IN 50/BX PROTECTIV PLUS                    | 353067                    | Protectiv Plus IV Catheters, 20ga x 1/4inch                                                              | SMITHS MEDICAL ASD, INC.   | 306701          | \$ 1.54      | 1/EA    |

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EMS Medical Supplies  
Bid No.: 2020-28

| Line # | City of Midlothian Item Description                                                                      | Bound Tree Medical Item # | Bound Tree Medical Item Description                                                          | Vendor Name              | Vendor Item #    | Quoted Price | Selling Unit |
|--------|----------------------------------------------------------------------------------------------------------|---------------------------|----------------------------------------------------------------------------------------------|--------------------------|------------------|--------------|--------------|
| 212    | IV Supplies and Needles<br>Lancets, Unistik 3 Comfort Safety, 28 ga x 1.8 mm, Single Use, Purple         | 2764-70728                | Curaplex&reg; Safety Lancet, 28 Gauge, Orange                                                | CURAPLEX BY BOUND TREE   | SL28G-2764-70728 | \$ 6.25      | 100/BX       |
| 213    | IV Supplies and Needles<br>Lancets, Unistik 3 Normal Safety, 23 ga x 1.8 mm, Single Use, Yellow          | 675-ATT1002               | Unistik 3 Normal Safety Lancet, 1.8mm, 23ga, 100/Box                                         | OWEN MUMFORD INC         | AT 1002          | \$ 17.25     | 100/BX       |
| 214    | IV Supplies and Needles<br>Needle Hypodermic, SafetyGlide, 18 ga x 1.5 inch, with shielding mechanism    | 1641-76618                | BD Eclipse Safety Needles, 18ga x 1 1/2Inch                                                  | BECTON DICKINSON         | 305766           | \$ 22.35     | 100/BX       |
| 215    | IV Supplies and Needles<br>Needle Hypodermic, SafetyGlide, 21 ga x 1 inch, with shielding mechanism      | 62305916                  | Safety Glide Hypodermic Needle, 25ga x 1inch                                                 | Becton Dickinson         | 305916           | \$ 0.40      | 1/EA         |
| 216    | IV Supplies and Needles<br>Syringe and Needle, 10cc, 21 ga x 1 1/2 inch                                  | 11297                     | Syringe with Needle, Luer-lock Tip, 3cc, 21ga x 1-1/2In, Deep Green Hub                      | EXEL INTERNATIONAL, INC. | 26107            | \$ 0.09      | 1/EA         |
| 217    | IV Supplies and Needles<br>Syringe and Needle, EXEL, 1cc Tuberculin, 25 ga x 5/8 inch                    | 11278                     | Tuberculin Syringe w/ Needle, Luer-Slip, 1cc, 25ga x 5/8In                                   | EXEL INTERNATIONAL, INC. | 26044            | \$ 0.10      | 1/EA         |
| 218    | IV Supplies and Needles<br>Syringe and Needle, EXEL, 1cc Tuberculin, 26 ga x 1/2 inch                    | 30-260408X                | Tuberculin Syringe w/ Needle, Luer-Slip, 1cc, 27ga x 1/2In                                   | EXEL INTERNATIONAL, INC. | 26040            | \$ 10.40     | 100/BX       |
| 219    | IV Supplies and Needles<br>Syringe and Safety Needle, BD 3cc LL w/Eclipse 21 ga x 1 in Detachable Needle | 625779                    | Syringe, Detachable Eclipse Needle, 21ga x 1inch, 3cc                                        | BECTON DICKINSON         | 305779           | \$ 0.26      | 1/EA         |
| 220    | IV Supplies and Needles<br>Syringe and Safety Needle, BD 5cc LL w/Eclipse 22 ga x 1 in Detachable Needle | C012350                   | Safety Glide Hypodermic Needle, 22ga x 1 1/2inch                                             | BECTON DICKINSON         | 305900           | \$ 15.90     | 50/BX        |
| 221    | IV Supplies and Needles<br>SYRINGE ONLY LUER LOCK 30CC                                                   | 1633-30430                | Syringe Only, Luer Lock, 30cc                                                                | B. BRAUN MEDICAL, INC    | 4617304F-02      | \$ 0.44      | 1/EA         |
| 222    | IV Supplies and Needles<br>SYRINGE ONLY LUER LOCK 60CC                                                   | 620300                    | Syringe (Only), Luer Lock w/cap, 50-60cc                                                     | EXEL INTERNATIONAL, INC. | 26300            | \$ 16.12     | 25/BX        |
| 223    | IV Supplies and Needles<br>Syringe, Luer Lock, 30-35cc                                                   | 1633-29030                | Syringe, Luer Lock w/cap, 30-35cc                                                            | EXEL INTERNATIONAL, INC. | 26290            | \$ 0.42      | 1/EA         |
| 224    | IV Supplies and Needles<br>Tourniquet (non latex) individual rolled                                      | 1841-14000                | Curaplex Tourniquet, Latex Free 1In x 18In, Rolled, Blue                                     | CURAPLEX BY BOUND TREE   | 1841-14000       | \$ 19.98     | 250/BG       |
| 225    | IV Supplies and Needles<br>VIAL ACCESS CANNULA 100/BX 10BX/CS INTERLINK                                  | 353367                    | Interlink Vial Access Cannula, 15ga                                                          | BECTON DICKINSON         | 303367           | \$ 0.35      | 1/EA         |
| 226    | Supplies<br>4 WIRE LIMB LEAD WITH 12 LEAD CAPABILITY ECG 8 FT TRUNK CABLE-RT ANGLE CONNECTOR-LP12 LP15   | 2743-02011                | 4 WIRE LIMB LEAD WITH 12 LEAD CAPABILITY ECG 8 FT TRUNK CABLE-RT ANGLE CONNECTOR-LP12 LP15   | STRYKER                  | 11111-000020     | \$ 345.70    | 1/EA         |
| 227    | Supplies<br>6-WIRE PRECORDIAL LEADS FOR A 12-LEAD ECG CABLE FOR LIFEPAK 15                               | 2743-02211                | 6-Wire Precordial Leads for a 12-Lead ECG Cable                                              | STRYKER                  | 11111-000022     | \$ 131.25    | 1/EA         |
| 228    | Supplies<br>ECG Chart Paper, Thermal, 108mm, Red Grid, for Physio-Control LP15 or equivalent             | 2745-10108                | Curaplex&reg; ECG Chart Paper, Thermal, 108mm, red grid, for Physio-Control LP11, LP12, LP15 | CURAPLEX BY BOUND TREE   | LP12             | \$ 1.40      | 1/RL         |

Item List for City of Middleton  
EMS Medical Supplies  
Bid No.: 2020-28

| Item # | City of Middleton Item Description | Bound Tree Medical Item # | Bound Tree Medical Description                                                                      | Vendor Name            | Vendor Item # | Quoted Price | Selling Unit |
|--------|------------------------------------|---------------------------|-----------------------------------------------------------------------------------------------------|------------------------|---------------|--------------|--------------|
| 246    | LP-15 and Lucas Supplies           | 4510-04676                | Lucas 2 Section Cuff, Disposable, 3/pack                                                            | STRYKER                | 11576-000046  | \$ 125.90    | 3/PK         |
| 247    | LP-15 and Lucas Supplies           | 2743-02406                | Masimo SET Rainbow Compatible Cable, 4 ft                                                           | MASIMO                 | 2406          | \$ 94.35     | 1/EA         |
| 248    | LP-15 and Lucas Supplies           | 2712-04971                | Masimo Rainbow DCI Adult Reusable SpO2, SpCO, SpMet Sensor, 3ft, for use with RC Patient Cable      | STRYKER                | 11171-000049  | \$ 557.75    | 1/EA         |
| 249    | Lucas Supplies                     | 2743-02069                | Masimo Rainbow, DCIP Pediatric Reusable SpO2, SpCO, SpMet Sensor, 3ft for use with RC Patient Cable | MASIMO                 | 2069          | \$ 779.00    | 1/EA         |
| 250    | Lucas Supplies                     | 2750-57711                | Mobile Battery Charger (Physio) Includes AC and DC power cords                                      | STRYKER                | 11577-000011  | \$ 1,889.47  | 1/EA         |
| 251    | Lucas Supplies                     | 16384                     | Multi-Function Defib Pads, Physio-Control Adult/Child or equivalent                                 | CURAPLEX BY BOUND TREE | 6600205H      | \$ 15.55     | 1/PK         |
| 252    | Lucas Supplies                     | 16384                     | Multi-Function Defib Pads, Physio-Control Pediatric/Infant or equivalent                            | CURAPLEX BY BOUND TREE | 6600205H      | \$ 15.55     | 1/PK         |
| 253    | Lucas Supplies                     | 2615-63501                | NIBP Cuff-Reusable, Adult                                                                           | SPACE LABS HEALTHCARE  | US7635HP-05   | \$ 13.28     | 1/EA         |
| 254    | Lucas Supplies                     | 2615-32003                | NIBP Cuff-Reusable, Child                                                                           | SPACE LABS HEALTHCARE  | US1320HP-05   | \$ 8.95      | 1/EA         |
| 255    | Lucas Supplies                     | 2615-81409                | NIBP Cuff-Reusable, Infant                                                                          | SPACE LABS HEALTHCARE  | US0814HP-05   | \$ 7.95      | 1/EA         |
| 256    | LP-15 and Lucas Supplies           | 2615-24212                | NIBP Cuff-Reusable, Large Adult                                                                     | SPACE LABS HEALTHCARE  | US3242HP-05   | \$ 14.95     | 1/EA         |
| 257    | LP-15 and Lucas Supplies           | 2615-82619                | NIBP Cuff-Reusable, Small Adult                                                                     | SPACE LABS HEALTHCARE  | US1826HP-05   | \$ 10.35     | 1/EA         |
| 258    | LP-15 and Lucas Supplies           | 2613-28148                | NIBP Tubing Coiled (Physio)                                                                         | STRYKER                | 21300-008148  | \$ 82.25     | 1/EA         |
| 259    | LP-15 and Lucas Supplies           | 2746-11541                | REDI-CHARGE Base                                                                                    | STRYKER                | 11141-000115  | \$ 1,389.90  | 1/EA         |
| 260    | LP-15 and Lucas Supplies           | 2712-04126                | SENSOR, MASIMO LINC ADTX, ADULT 18 IN ADHESIVE DISPOSABLE SPO2, GREATER THAN 30KG                   | MASIMO                 | 1859          | \$ 12.92     | 1/EA         |
| 261    | LP-15 and Lucas Supplies           | 2712-03911                | Sensors, Masimo SET M-LINC Adult, Adhesive, Disp, for use w/RC (Rainbow or SpO2 only) Pt Cable      | STRYKER                | 11171-000039  | \$ 13.90     | 1/EA         |
| 262    | LP-15 and Lucas Supplies           | 2712-41171                | Sensors, Masimo SET M-LINC, Infant, Adh, Disp, for use w/RC (Rainbow or SpO2 only) Pt Cable         | STRYKER                | 11171-000041  | \$ 18.18     | 1/EA         |

Item List for City of Midlothian  
EMS Medical Supplies  
Bid No.: 2020-28

| Line # | City of Midlothian Item Description | Bound Tree Medical Item # | Bound Tree Medical Item Description                                      | Vendor Name                                  | Vendor Item #  | Quoted Price | Set & Join |
|--------|-------------------------------------|---------------------------|--------------------------------------------------------------------------|----------------------------------------------|----------------|--------------|------------|
| 283    | Medications                         | 373304                    | CALCIUM CHLORIDE 1GM 10ML LUERJET                                        | IMS LIMITED                                  | 7632933041     | \$ 110.15    | 10/BX      |
| 284    | Medications                         | 373304                    | Calcium Chloride 1gm, 10ml Luer Jet 10108                                | IMS LIMITED CERTA DOSE - SPECIALTY PHARM SVC | 7632933041     | \$ 111.42    | 10/BX      |
| 285    | Medications                         | 00001-05                  | Certa Dose Epinephrine Convenience Kit                                   | PFIZER INC. (HOSPIRA)                        | CD-EPI-005     | \$ 96.75     | 1/EA       |
| 286    | Medications                         | 377515                    | DEXTROSE 50% 25GM, 50ML ANSYR SYRINGE 1013C                              | IMS LIMITED                                  | 0409751716     | \$ 108.70    | 10/BX      |
| 287    | Medications                         | 373301                    | DEXTROSE 50% 25GM, 50ML LUER JET 1013B                                   | IMS LIMITED                                  | 7632933011     | \$ 151.70    | 10/PK      |
| 288    | Medications                         | 7520-20                   | Dextrose D10 250cc                                                       | B. BRAUN MEDICAL, INC. Hikma                 | L5202          | \$ 2.72      | 1/EA       |
| 289    | Medications                         | 6013-10                   | Diliazem, 25mg, 5ml Vial *Refrigerate*                                   | Pharmaceuticals USA Inc                      | 0641601310     | \$ 35.15     | 10/BX      |
| 290    | Medications                         | 1000200                   | DIPHENHYDRAMINE 50MG/ML 1ML SDV 2035 - BENADRYL                          | HF Acquisition CO, LL (HealthFirst)          | 1000200        | \$ 4.35      | 1/EA       |
| 291    | Medications                         | 374921                    | Epinephrine 1:10000 1MG 10ML LIFESHIELD SYRINGE 1019A                    | PFIZER INC. (HOSPIRA)                        | 0409492134     | \$ 61.15     | 10/BX      |
| 292    | Medications                         | 374921                    | Epinephrine 1:10000, 1mg, 10ml                                           | PFIZER INC. (HOSPIRA)                        | 0409492134     | \$ 61.15     | 10/BX      |
| 293    | Medications                         | 373316                    | Epinephrine 1:10000, 1mg, 10ml Luer Jet 1019B                            | IMS LIMITED                                  | 7632933161     | \$ 95.75     | 10/PK      |
| 294    | Medications                         | 0159-25EA                 | Epinephrine 1:1000                                                       | CARDINAL HEALTH RX                           | 995914         | \$ 455.75    | 25/PK      |
| 295    | Medications                         | 379094                    | Fentanyl 100mcg/1ml vial                                                 | PFIZER INC. (HOSPIRA)                        | 0409909422     | \$ 32.80     | 25/BX      |
| 296    | Medications                         | 0593-03                   | Glucagon 1mg, 1ml vial kit with 1ml Sterile Water                        | OTHER MANUFACTURER                           | 63323-0593-03  | \$ 147.50    | 1/EA       |
| 297    | Medications                         | 000002145001              | Glucagon, 1mg Lily Red Kit                                               | CARDINAL HEALTH-PHARMA                       | 2858090        | \$ 349.50    | 1/EA       |
| 298    | Medications                         | 662248                    | Glucose Gel, 15 gm, Strawberry Flavor 3/pk (Transcend)                   | UFE NUTRITION LLC                            | 6379           | \$ 3.55      | 3/PK       |
| 299    | Medications                         | UN7637                    | Glucose Gel, 15gm, Orange Flavor 3/pk (Transcend)                        | UFE NUTRITION LLC OTHER                      | 7637           | \$ 3.55      | 3/PK       |
| 300    | Medications                         | 373474                    | HALOPERIDOL 5MG 1ML VIAL                                                 | MANUFACTURER                                 | 437401 (25/PK) | \$ 187.70    | 25/PK      |
| 301    | Medications                         | AB2723-01C                | Heparin 5000u/1ml vial                                                   | PFIZER INC. (HOSPIRA)                        | 0409-2723-01   | \$ 34.90     | 25/BX      |
| 302    | Medications                         | 7620-03                   | Heparin pre-mixed 250 or 500cc bag                                       | PFIZER INC. (HOSPIRA)                        | 0409762003     | \$ 74.75     | 18/CS      |
| 303    | Medications                         | 379801                    | IPRATROPIUM BROMIDE 0.02%, 0.5MG/2.5ML INDIVIDUALLY WRAPPED              | NEPHRON PHARMACEUTICALS CORP                 | 9801-01        | \$ 5.90      | 30/BX      |
| 304    | Medications                         | 600-10                    | IV Flush Syringe, Normal Saline, 10 ml, Prefilled 12 cc Syringe, Sterile | AQUABIITI                                    | 270806         | \$ 0.33      | 1/EA       |
| 305    | Medications                         | 1921-16217                | IV Solution, Dextrose 10% 250ml Bag 36cm/cs Baxter                       | BAXTER HEALTHCARE DMG                        | 280162Q        | \$ 5.52      | 1/EA       |

Item List for City of Midlothian  
EMS Medical Supplies  
Bid No.: 2020-28

| Item ID | City of Midlothian Item Description | Bound Tree Medical Item #                                                      | Bound Tree Medical Item Description                                                                      | Vendor Name              | Vendor Item # | Quoted Price | Selling Unit |
|---------|-------------------------------------|--------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------|--------------------------|---------------|--------------|--------------|
| 330     | Medications                         | 376625                                                                         | SODIUM BICARBONATE 8.4%                                                                                  | PFIZER INC.              | 0409662502    | \$ 280.00    | 25/BX        |
| 331     | Medications                         | 371035                                                                         | Sodium Bicarbonate 8.4% 50ml Luer Jet 1035B                                                              | IMS LIMITED              | 7632933521    | \$ 147.12    | 10/PK        |
| 332     | Medications                         | 376637                                                                         | SODIUM BICARBONATE 8.4% LIFESHIELD SYRINGE 1035A                                                         | PFIZER INC.              | 0409663734    | \$ 115.90    | 10/BX        |
| 333     | Medications                         | 0409-0047-22                                                                   | Solu-Medrol, 125mg, 2ml ACT-O-VIAL or equivalent                                                         | PFIZER INC.              | 0009-0047-22  | \$ 242.35    | 25/BX        |
| 334     | Medications                         | 9746-10EA                                                                      | Terbutaline 1mg, 1ml Vial                                                                                | Huma Pharmaceuticals USA | 0143974610    | \$ 47.55     | 10/BX        |
| 335     | Medications                         | 0166-41                                                                        | Tranexamic Acid 100mg/ml, 10ml vial                                                                      | CARDINAL HEALTH          | 5099510       | \$ 117.50    | 10/BX        |
| 336     | Medications                         | 0931-44                                                                        | Vecuronium 10mg/10ml vial                                                                                | CARDINAL HEALTH          | 5058045       | \$ 91.15     | 10/BX        |
| 337     | SUCTION                             | 533-MS-YK20EA                                                                  | Curaplex Yankauer Suction Kit, Bulb Tip and Tubing w/Control Vent, 1/4 in ID x 6 ft Tubing or equivalent | PHARMA                   | 8T-YK20       | \$ 1.04      | 1/EA         |
| 338     | SUCTION                             | 2212-11200                                                                     | Curaplex Disposable Suction Canister, 1200cc or equivalent                                               | LAERDAL MEDICAL          | 484410        | \$ 2.48      | 1/EA         |
| 339     | SUCTION                             | 2743-80422                                                                     | Laerdal Medical Coaxial Vacuum Connector 33cm 12/PK                                                      | LAERDAL MEDICAL          | 780422        | \$ 11.65     | 12/PK        |
| 340     | SUCTION                             | 1780020                                                                        | LSU SUCTION UNIT LF W/ DISPOSABLE CANISTER AND TUBING LAERDAL                                            | LAERDAL MEDICAL          | 78002001      | \$ 887.85    | 1/EA         |
| 341     | SUCTION                             | 1200ml                                                                         | Medi-Vac Guardian Disposable Hard Suction Canister                                                       | LAERDAL MEDICAL          | 484410        | \$ 2.48      | 1/EA         |
| 342     | SUCTION                             | control port, sterile, disp, LF                                                | Suction Catheter, 6 Fr, coiled, w/whistle tip and thumb                                                  | LAERDAL MEDICAL          | 78002001      | \$ 887.85    | 1/EA         |
| 343     | SUCTION                             | control port, sterile, disp, LF                                                | Suction Catheter, 8 Fr, coiled, w/whistle tip and thumb                                                  | LAERDAL MEDICAL          | 78002001      | \$ 887.85    | 1/EA         |
| 344     | SUCTION                             | control port, sterile, disp, LF                                                | Suction Catheter, 10 Fr, coiled, w/whistle tip and thumb                                                 | LAERDAL MEDICAL          | 78002001      | \$ 887.85    | 1/EA         |
| 345     | SUCTION                             | control port, sterile, disp, LF                                                | Suction Catheter, 12 Fr, coiled, w/whistle tip and thumb                                                 | LAERDAL MEDICAL          | 78002001      | \$ 887.85    | 1/EA         |
| 346     | SUCTION                             | control port, sterile, disp, LF                                                | Suction Catheter, 14 Fr, coiled, w/whistle tip and thumb                                                 | LAERDAL MEDICAL          | 78002001      | \$ 887.85    | 1/EA         |
| 347     | SUCTION                             | control port, sterile, disp, LF                                                | Suction Catheter, 16 Fr, coiled, w/whistle tip and thumb                                                 | LAERDAL MEDICAL          | 78002001      | \$ 887.85    | 1/EA         |
| 348     | SUCTION                             | control port, sterile, disp, LF                                                | Suction Catheter, 18 Fr, coiled, w/whistle tip and thumb                                                 | LAERDAL MEDICAL          | 78002001      | \$ 887.85    | 1/EA         |
| 349     | STRETCHER                           | Curaplex Blanket, Fleece 60x90 blue                                            | Curaplex Blanket, Fleece 60x90 blue                                                                      | LAERDAL MEDICAL          | 78002001      | \$ 887.85    | 1/EA         |
| 350     | SUPPLIES                            | Curaplex Blanket, Polyester 40x80 grey                                         | Curaplex Blanket, Polyester 40x80 grey                                                                   | LAERDAL MEDICAL          | 78002001      | \$ 887.85    | 1/EA         |
| 351     | SUPPLIES                            | Curaplex Patient Transporter 1200lb or greater capacity or equivalent          | Curaplex Patient Transporter 1200lb or greater capacity or equivalent                                    | LAERDAL MEDICAL          | 78002001      | \$ 887.85    | 1/EA         |
| 352     | SUPPLIES                            | Curaplex XPS Fitted Stretcher Sheet, 36 x 90, Fluid Resist 30/cs or equivalent | Curaplex XPS Fitted Stretcher Sheet, 36 x 90, Fluid Resist 30/cs or equivalent                           | LAERDAL MEDICAL          | 78002001      | \$ 887.85    | 1/EA         |
| 353     | SUPPLIES                            | Pillow, disposable, 18 x 24, 12 oz., polyester fill, non-allergenic, 12ea/cs   | Pillow, disposable, 18 x 24, 12 oz., polyester fill, non-allergenic, 12ea/cs                             | LAERDAL MEDICAL          | 78002001      | \$ 887.85    | 1/EA         |
| 354     | SUPPLIES                            | Restraint Strap, Black, 2 pc, 5 ft, Nylon, Metal Push Button Buckle, Loop Ends | Restraint Strap, Black, 2 pc, 5 ft, Nylon, Metal Push Button Buckle, Loop Ends                           | LAERDAL MEDICAL          | 78002001      | \$ 887.85    | 1/EA         |



Item List for City of Midlothian  
EMS Medical Supplies  
Bid No.: 2020-28

| Item # | City of Midlothian Item Description | Bound Tree Medical Item # | Bound Tree Medical Item Description                                                        | Manufacturer                | Manufacturer P/N | Quoted Price | Selling Unit |
|--------|-------------------------------------|---------------------------|--------------------------------------------------------------------------------------------|-----------------------------|------------------|--------------|--------------|
| 383    | Various                             | 5000-68821                | Lumify L12-4 System                                                                        | PHILIPS MEDICAL SYSTEMS HSG | FUS6882          | \$ 5,119.00  | 1/EA         |
| 384    | Various                             | 5000-68840                | Lumify S4-1 Bundle                                                                         | PHILIPS MEDICAL SYSTEMS HSG | FUS6884          | \$ 5,119.00  | 1/EA         |
| 385    | Various                             | 5000-68811                | Lumify CS-2 Bundle                                                                         | PHILIPS MEDICAL SYSTEMS HSG | FUS6881          | \$ 5,119.00  | 1/EA         |
| 386    | Various                             | 1151200                   | MANIKIN FACE SHIELD 36/RL 68L/CS                                                           | LAERAL MEDICAL CORP         | 15120303         | \$ 10.96     | 36/RL        |
| 387    | Various                             | 444001                    | OB Kit, poly bagged with scalpel                                                           | CURAPLEX BY BOUND TREE      | 444001           | \$ 11.45     | 1/EA         |
| 388    | Various                             | 540104                    | Palm Aneroid Replacement Gauge for 703, 705, 731, 732, 740 and 788 Series, Next Generation | AMERICAN DIAGNOSTIC CORP.   | 804N             | \$ 35.00     | 1/EA         |
| 389    | Various                             | 2733-53175                | Probe Covers for SureTemp Thermometers 690, Disposable                                     | WELCH ALLYN, INC.           | 05031-750        | \$ 10.40     | 250/BX       |
| 390    | Various                             | 2320-14180                | Quick Connect Coupler, Oxygen, Ohmeda x DISS Hex Nut                                       | PRECISION MEDICAL           | HA-U1C4-00180    | \$ 51.25     | 1/EA         |
| 391    | Various                             | 61511                     | Ring Cutter                                                                                | CURAPLEX BY BOUND TREE      | 47-373           | \$ 4.25      | 1/EA         |
| 392    | Various                             | 61512                     | Ring Cutter, Replacement blades Magnum Medical Ring                                        | CURAPLEX BY BOUND TREE      | 816              | \$ 1.60      | 1/EA         |
| 393    | Various                             | 400012                    | SCALPEL DISPOSABLE STERILE 11 10EA/BX 4111                                                 | DYNAREX CORPORATION         | 4111             | \$ 0.45      | 1/EA         |
| 394    | Various                             | 1880-61810                | Single-Use Transport Bubble Bag, 4 in x 5.5 in, 100/pkg                                    | HEALTH CARE LOGISTICS       | 7618-10          | \$ 21.70     | 100/PK       |
| 395    | Various                             | 607112                    | Sterile Water for Irrigation, 250ml Plastic Pour Bottle                                    | BAXTER HEALTHCARE           | 267112           | \$ 2.77      | 1/EA         |
| 396    | Various                             | 355001                    | Sterile Water for Irrigation, 500ml Plastic Pour Bottle                                    | B. BRAUN MEDICAL, INC       | RS001-01         | \$ 1.84      | 1/EA         |
| 397    | Various                             | 2621-61922                | Stethoscope (Adscope-Lite 619 30 in length Red)                                            | AMERICAN DIAGNOSTIC CORP.   | 619BK            | \$ 19.55     | 1/EA         |
| 398    | Various                             | 2621-01115                | Stethoscope (disposable single head)                                                       | DUKAL CORP.                 | 1115             | \$ 10.70     | 10/BX        |
| 399    | Various                             | 670156-KIT                | Stop The Bleed Sticker Kit (10 Stickers/Kit)                                               | CURAPLEX BY BOUND TREE      | 670156-KIT       | \$ 25.65     | 10/EA        |



# Bound Tree

Your Partner In EMS

5000 Tuttle Crossing Blvd.

Dublin, OH 43018

614.760.5000

[www.boundtree.com](http://www.boundtree.com)

11/18/2020

City of Midlothian

RE: Price Increase Policy

To Whom It May Concern:

As you are well aware, the COVID-19 pandemic has had a considerable impact on the global supply chain of emergency medical products, leading to limited access of personal protective equipment ("PPE") and other crucial supplies for the EMS market. While the supply chain looks to be improving in some areas, Bound Tree is still experiencing extended lead times and product shortages on PPE and other critical supplies. Additionally, there have been significant shipping costs imposed by manufacturers. Despite the current market dynamics, Bound Tree has been working daily with our supplier partners to secure additional inventory at reasonable costs.

Even with our proactive efforts to source inventory, many of our key supplier partners have increased prices and others have signaled additional price updates will be coming, some of which may be significant. In the event such a price increase occurs after the bid award, Bound Tree will notify you of such increase and will make all efforts to provide adequate documentation from the supplier as evidence of the price modifications. The new contract pricing will then go into effect based on the notification period provided in the contract. If the price increase is not accepted, Bound Tree reserves the right to remove the product(s) from the contract or provide an alternative product, which may come at a different price.

Sincerely,

Brian LaDuke, President, Emergency Preparedness

# Partners in EMS



## In-Service Training

Our EMS-experienced Account Managers can provide quality in-service training and support to you and your department. Since they live in your area, they understand state and local requirements and protocols.



## Advanced Online Tools

From free online continuing education courses at [www.BoundTreeUniversity.com](http://www.BoundTreeUniversity.com) to elaborate online ordering tools at [www.boundtree.com](http://www.boundtree.com), we are focused on the most cutting edge technology that will streamline your day-to-day operations.



## 24-Hour Disaster Support

Our Emergency Disaster Support Program can provide relief efforts to agencies that require immediate deployment of emergency medical supplies. To activate the program, call 800-863-0953 and identify your needs.



## Grants Support

Safety and patient care should never be compromised because of inadequate budgets. Our experienced grant writers can help you find funding opportunities for equipment, training, personnel and vehicles at [www.boundtreegrants.com](http://www.boundtreegrants.com).



## Passion and Perspective

At the heart of Bound Tree Medical is a team of employees who are passionate about EMS and the communities they serve. We have the experience required to meet your needs.



Bound Tree Medical is a specialty distributor of emergency medical equipment, supplies, pharmaceuticals and product expertise for fire departments, military, government institutions and other EMS organizations that provide pre-hospital, emergency care. We support our customers with our team of EMS-experienced product specialists, customer service representatives and local account managers, backed by strong vendors and a national distribution network.

From everyday disposable items to extensive capital equipment, we offer thousands of quality products from leading manufacturers to help our customers save lives. Our cutting-edge distribution model and five nationwide distribution centers allow us to provide prompt and accurate delivery anywhere in the United States. We are passionate about EMS and have developed specialty programs to demonstrate our dedication, including scholarships, grants support and disaster support. We strive to truly understand the needs and demands of EMS providers and deliver the products and services that address those needs.



# Bound Tree

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## Customer Service

Bound Tree Medical is focused on providing service to meet the needs of our customers throughout the United States. We have a deep commitment to help those that help others. The specialized market that we serve drives us to create the best possible solutions for our customers. We are here to serve you.

Our nationwide toll-free Customer Service line is 800-533-0523. Bound Tree Medical routes calls by origin of the zip code of the caller which, results in more customer awareness among those agents responding to customer calls.

There are a variety of methods to place orders and verify pricing:

- 1) Internet: Customers have access to real-time pricing and stock availability 24 hours a day, 7 days a week. [www.boundtree.com](http://www.boundtree.com)
- 2) Email: Orders may be emailed to customer service at [customerservice@boundtree.com](mailto:customerservice@boundtree.com).
- 3) Phone: Our dedicated team of customer service representatives can answer questions or take your orders from 7:30 AM to 8:00 pm EST.
- 4) Fax: Our nationwide toll-free fax line is available 24 hours a day at 800-257-5713.
- 5) Mail: Orders may be mailed to our corporate office. An order form is included in the back of our catalog for convenience.

The Customer Service Department is comprised of 27 staff members. Customer Service Representatives respond to inbound calls and make outbound calls to customers to provide information regarding product availability, shipment and delivery schedule changes. These same representatives are available to answer questions about shipments or process returns when necessary.

If an item goes onto a long term backorder, Bound Tree will work to find equivalent substitute items for the backorder. If it is the customer preference to approve all substituted items, Bound Tree Customer Service will seek approval prior to shipping sub items.

Bound Tree Medical is proud to offer our customers access to an Emergency Disaster Support line at 800-863-0953, which operates 24 hours a day, 7 days per week. It is staffed by on-call managers, who are accessible through routing of calls to cell phones. After leaving a message, a return call is originated within 20 minutes.

Bound Tree Medical allows customers to purchase on open account. The proper account application must be completed and submitted. Bound Tree Medical will assign an account number to each application. Each account has one billing/payables address but may have several shipping/receiving addresses.

In addition, the Federal Drug Administration (FDA) requires Bound Tree Medical to retain a Medical Director (physician) signature, contact information and license photocopy when purchasing legend items and/or pharmaceuticals.

Customers may purchase by Master Card, VISA, Discover or American Express. Prepaid orders are also accepted



# Bound Tree

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5000 Tuttle Crossing Blvd

Dublin, OH 43018

614 760 5000

[www.boundtree.com](http://www.boundtree.com)

## Product Return Information

### NON-WARRANTY PRODUCT RETURN POLICY

Prior to returning a product, please contact the Bound Tree Medical Customer Service Department at 800-533-0523 to obtain a return merchandise authorization (RMA) number. This will help us to expedite your return and allow us to give you the proper credit. Once you have received your RMA number please follow the return policy guidelines.

All pharmaceuticals, items with expiration dates, and items that are subject to FDA tracking requirements are not returnable. Bound Tree Medical will only accept returns for pharmaceuticals if it was an error on our part. If so, please contact us within 7 calendar days of receipt of the product to obtain an RMA number. Items received without an RMA or after 15 calendar days will not receive credit.

If Bound Tree Medical makes an error in fulfilling or shipping your order, we will promptly rectify the mistake at no cost to you. If we have made an error and you wish to return the product(s) to us, notification must be received within 15 days of invoice. Following the initial error notification, please follow the return policy guidelines:

#### Non-returnable Items Include:

1. Items that are special order items.
2. Items that are buy-to-order (BTO) items.
3. Items that have been marked or engraved.
4. Items returned with broken packaging or not in original packaging.
5. Customized items, any sterile product that has been opened or items determined by Bound Tree Medical not to be in resalable condition.
6. Product that is more than 60 days older than the invoice date.

#### Return Policy Guidelines:

1. Items returned within 30 days of the invoice date will not be subject to a restocking fee.
2. Items returned 31 - 60 days than the invoice date will be subject to a 15% restocking fee.
3. Items older than 60 days from the invoice date will not be accepted in our warehouse and will be returned to the customer.
4. Please write the RMA number clearly on the package label.
5. Enclose a copy of the original invoice or packing list in the box.
6. Send the package freight prepaid.



## Online Ordering Capabilities

- a. Bound Tree Medical provides a user-friendly online ordering system with advanced features that restrict user access to predefined products that can be approved for purchase using a predefined purchasing path with maximum or minimum users as defined by the contracted customer.
- b. The advanced user platform of BoundTree.com allows customers to self-administer (add/delete) their specific product offering based on the entire Bound Tree Medical online catalog.
- c. Users on BoundTree.com can gather information and prepare self-administered reports based on up to two years of historical data.
  - Trends can be tracked by running reports that can include all shipping locations, or that can be tailored to a specific shipping address.
  - A purchase summary report can be self-generated to view total products purchased over a selected period of time.
  - The purchase summary report can be sorted in ascending order by total sales per item.
  - Purchase summary reports and items per month reports can be self-exported in spreadsheet format for additional evaluation.
  - The purchase summary report provides item usage totals based on monthly, quarterly and yearly expenditures.
  - Reports can be self-exported in spreadsheet format.
- d. Product name, short description and detailed descriptions are maintained for items on BoundTree.com. Product photography is uploaded to the website based on manufacturer availability. Custom photography is also available to supplement manufacturer-supplied items.
- e. A "sold by" column is available on product detail pages to clearly describe available units of measure.
- f. Purchase requisition and order processing paths are predefined and self-administered by an online administrator. User roles include "order submitters" and "order approvers". Multiple-levels of approvers can be established with the option to auto-forward orders awaiting approval with no activity.
- g. Unit and total price for each order are displayed in the shopping cart checkout process.
- h. A web administrator can setup and self-administer user IDs which trigger an e-mail to the user for password setup. Self-administered password reset tools are available to users.
- i. The system does permit an administrator to specify maximum quantities that can be ordered for a given item on a single order. Quotas provide a way for an administrator to self-administer total purchases. To maintain maximum item thresholds, order approvers can monitor and adjust each item on purchase requests throughout the approving and purchasing process.
- j. The purchase requisition process provides date and time stamps for all purchase requisition activities.
- k. Invoice history is posted on BoundTree.com for user access.

## **INTERLOCAL AGREEMENT**

This Interlocal Agreement ("Agreement") is made and entered into this 13<sup>th</sup> day of September, 2022, by and between the CITY OF SCHERTZ, Texas (hereinafter called "SCHERTZ"), and the CITY OF MIDLOTHIAN, Texas (hereinafter called "CITY"), each acting by and through its duly authorized officials:

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

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

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

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

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

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



6. This Agreement shall become effective on the day and year first written above (the "Effective Date"). The primary term of this Agreement shall be for one (1) year, commencing on the Effective Date and terminating on September 30, 2023, and shall thereafter automatically renew for successive one-year terms, unless terminated according to the terms set forth in Paragraph 3.
7. To the extent allowed by law, each party agrees to release, defend, indemnify, and hold harmless the other (and its officers, agents, and employees) from and against all claims or causes of action for injuries (including death), property damages (including loss of use), and any other losses, demands, suits, judgments and costs, including reasonable attorneys' fees and expenses, in any way arising out of, related to, or resulting from its performance under this agreement, or caused by its negligent acts or omissions (or those of its respective officers, agents, employees, or any other third parties for whom it is legally responsible) in connection with performing this agreement.
8. The laws of the State of Texas shall govern the interpretation, validity, performance and enforcement of this Agreement.
9. The provisions of this Agreement are severable. If any paragraph, section, subdivision, sentence, clause, or phrase of this Agreement is for any reason held by a court of competent jurisdiction to be contrary to law or contrary to any rule or regulation having the force and effect of the law, the remaining portions of the Agreement shall be enforced as if the invalid provision had never been included.
10. This Agreement embodies the entire agreement between the parties and may only be modified in writing executed by both parties.
11. This Agreement shall be binding upon the parties hereto, their successors, heirs, personal representatives and assigns. Neither party will assign or transfer an interest in this Agreement without the written consent of the other party.
12. It is expressly understood and agreed that, in the execution of this Agreement, neither party waives, nor shall be deemed hereby to have waived any immunity or defense that would otherwise be available to it against claims arising in the exercise of governmental powers and functions. By entering into this Agreement, the parties do not create any obligations, express or implied other than those set forth herein, and this Agreement shall not create any rights in parties not signatories hereto.
13. The declarations, determinations and findings declared, made and found in the preamble to this Agreement are hereby adopted, restated and made part of the operative provisions hereof.

**EXECUTED** on this the 13th day of September, 2022.

**CITY OF SCHERTZ:**

By: \_\_\_\_\_  
Name: Dr. Mark Browne  
Title: City Manager

**CITY OF MIDLOTHIAN:**

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_

**ADDRESS FOR NOTICE:**

**CITY OF SCHERTZ:**

City of Schertz  
Attn: Dr. Mark Brown, City Manager  
1400 Schertz Parkway  
Schertz, Texas 78154

**CITY OF MIDLOTHIAN**

City of Midlothian  
104 W Ave E  
Midlothian, TX 76065



## **RESOLUTION NO. 22-R-89**

### **A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF SCHERTZ, TEXAS AUTHORIZING AN INTERLOCAL AGREEMENT WITH THE CITY OF MIDLOTHIAN, FOR COOPERATIVE PURCHASING SERVICES, AND OTHER MATTERS IN CONNECTION THEREWITH**

WHEREAS, it is the desire of the aforesaid parties to comply with and further the policies and purposes of the Interlocal Cooperation Act; and

WHEREAS, Subchapter C, Chapter 791.025 of the Texas Government Code, provides in relevant parts as follows:

- (a) A local government, including a council of governments, may agree with another local government or with the state or a state agency, including the comptroller, to purchase goods and services.
- (b) A local government, including a council of governments, may agree with another local government, including a nonprofit corporation that is created and operated to provide one or more governmental functions and services, or with the state or a state agency, including the comptroller, to purchase goods and any services reasonably required for the installation, operation, or maintenance of the goods. This subsection does not apply to services provided by firefighters, police officers, or emergency medical personnel.
- (c) A local government that purchases goods and services under this section satisfies the requirement of the local government to seek competitive bids for the purchase of the goods and services.

WHEREAS, Subchapter F, Chapter 271.102 of the Texas Local Government Code, "Cooperative Purchasing Program Participation," provides that a local government may participate in a cooperative purchasing program with other local governments or a local cooperative organization established to provide local governments access to contracts with vendors for the purchase of materials, supplies, services or equipment; and

WHEREAS, the City of Schertz desires to contract with the City of Midlothian for pricing related to medical supplies; and

WHEREAS, the City of Schertz has reviewed the benefits of participating in these cooperatives and has concluded that the programs will provide the best value to the City through volume purchasing.

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

Section 1. The City Council hereby authorizes execution and delivery of the Agreement with the City of Midlothian in substantially the forms 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 13<sup>th</sup> day of September 2022.

CITY OF SCHERTZ, TEXAS

\_\_\_\_\_  
RALPH GUTIERREZ, Mayor

ATTEST:

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

## EXHIBIT A

## CITY COUNCIL MEMORANDUM

**City Council Meeting:** September 13, 2022  
**Department:** Library  
**Subject:** Resolution No. 22-R-106 - Consideration and/or action approving a Resolution by the City Council of the City of Schertz, Texas authorizing a Public Library Interlocal Agreement with Guadalupe County. (S. Gonzalez/M. Uhlhorn)

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### BACKGROUND

The City of Schertz and Guadalupe County have had an interlocal agreement regarding the provision of library service to County residents since 1981. The Commissioners' Court has long held the view that library services are beneficial to all County residents and has entered into agreements with each of the three public libraries in the County to provide library service to all its residents for many years. The proposed Interlocal Agreement is for one fiscal year, from October 1, 2022 through September 30, 2023. The agreement can be terminated by either party with written notice not less than 30 days prior to the agreement's end.

The majority of Schertz Library cardholders (72.23%) live in Guadalupe County within the city limits of the cities of Schertz, Cibolo, and Selma, and are entitled to use the Schertz Library as a result of Schertz resident status, or as a result of agreements the City of Schertz has with the other cities. Library cardholders living in other areas of Guadalupe County account for 3.52% of total library cardholders.

As a reminder, the City of Cibolo has provided funding for the Schertz Library since the late 1990s. The FY 2023 agreement is anticipated to be in the amount of \$40,000. The City of Selma has provided funding since 2009 and the FY 2023 amount will be approximately \$24,000.

One other item of note—it has been the Schertz Library's practice to allow residents of the State of Texas to use the library free of charge. Out-of-state residents pay \$15.00 per person per year to have full access to all resources. The Texas State Library has a program called Texshare in which Schertz participates. The program allows Schertz Library cardholders to have access to resources, though often on a limited basis, at other participating libraries, including the San Antonio Public Library System, Seguin Library and the New Braunfels Library System.

### GOAL

The goal is to eliminate digital divide and provide educational opportunities for all County residents by providing access to library services without duplication of effort on the County's part. Contracting with existing library service providers is an efficient way to provide service, while at the same time, it helps offset our own operational costs.

### COMMUNITY BENEFIT

The Schertz Public Library fills a significant community need by providing quality of life opportunities for area families and individuals. Services include circulation of books and other media, access to digital content, public computers and Internet, educational programs, and reference services. This Interlocal agreement is mutually advantageous to both the County and the City. It allows the County to efficiently and economically provide library service to its residents who would not otherwise have it, and the City receives funds that help offset operating costs for its residents.

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

Staff recommends re-authorizing the Public Library Interlocal Agreement with Guadalupe County as it is mutually beneficial.

#### **FISCAL IMPACT**

The County will pay the City \$217,152.00 in monthly installments of \$18,096.00 for Library Services as outlined in the ILA under section III, Consideration. The proposed Schertz Library budget is \$1,292,795 for FY23.

#### **RECOMMENDATION**

Staff recommends adoption of Resolution 22-R-106 authorizing the Public Library Interlocal Agreement with Guadalupe County to permit all citizens of the County to utilize the City's library facilities.

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#### **Attachments**

Guadalupe Co ILA Resolution

Guadalupe Co ILA

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**RESOLUTION NO. 22-R-106**

**A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF SCHERTZ, TEXAS  
AUTHORIZING A PUBLIC LIBRARY INTERLOCAL AGREEMENT WITH  
GUADALUPE COUNTY, TEXAS, AND OTHER MATTERS IN CONNECTION  
THEREWITH**

WHEREAS, the City Council (the "City Council") of the City of Schertz (the "City") has determined that it is in the best interest of the City to enter into a Public Library Interlocal Agreement with the Guadalupe County, Texas (the "County"), permitting the citizens of the County to utilize the services of the City's public library; now, therefore,

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

Section 1. The City Council hereby authorizes the City Manager to execute and deliver the Public Library Interlocal Agreement with Guadalupe County 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 13th day of September, 2022

CITY OF SCHERTZ, TEXAS

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Ralph Gutierrez, Mayor

ATTEST:

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Brenda Dennis, TRMC, CMC City Secretary

(CITY SEAL)

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

**See attached**

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**PUBLIC LIBRARY INTERLOCAL AGREEMENT BETWEEN  
GUADALUPE COUNTY AND  
THE CITY OF SCHERTZ**

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This Public Library InterLocal Agreement, effective as of the date of final execution (hereinafter referred to as "Agreement"), is between Guadalupe County (hereinafter referred to as "County"), Texas, and the City of Schertz, (hereinafter referred to as "City"), Texas.

**WHEREAS**, the City has an established public library and has for several years provided free public library services to all citizens of the County residing in or near the City by informal agreement with the County; and

**WHEREAS**, the County and the City have determined to enter into this Agreement relating to the provision of free public library services (hereinafter referred to as "Library Services"), to the citizens of the County, and to set out the purposes, terms, rights, objectives, duties, and responsibilities of the County and the City with respect thereto; and

**WHEREAS**, the County and the City have determined that the provision of the Library Services is a public purpose and within their statutory powers of government; and

**WHEREAS**, the County and City are political subdivisions of the State of Texas, and are authorized to execute this Agreement pursuant to *Texas Government Code* 791.001 et. seq. as amended, and *Local Government Code* Section 323, as amended (the "Act").

**NOW, THEREFORE**, the County and the City, acting by and through their duly authorized officers, hereby covenant and agree as follows:

**I. Purpose**

1. The City agrees that the established library of the City shall assume the functions of a county library within the County, all as permitted by the Act.
2. The Librarian of the City's established library holds a county librarian's certificate from the Texas Library and Archives Commission, as required by the Act.
3. All public library facilities, books, reading material, and other equipment in the possession of the City's library shall be equally accessible to all residents of the County during the term of this Agreement.
4. All public library facilities, books, reading material, and other equipment currently owned by the City of acquired for use in its established public library during the term of this Agreement shall remain the property of the City.

**II. Term and Renewal**

This agreement shall be for a term commencing with effective date of this Agreement through and including October 1, 2022 to September 30, 2023 (the "Initial Term"), unless either party to this Agreement notifies the other party in writing that it wishes to terminate this Agreement. Such notice shall



be provided not less than thirty (30) days prior to the end of the Initial Term or any Renewal Term.

### **III. Consideration**

1. In consideration of the City's provision of the Library Services during the Initial Term, the county agrees to pay the City a monthly sum of \$18,096.00 (Eighteen Thousand, Ninety-six Dollars and 00/100) on the 15<sup>th</sup> day of each month following the effective date of this Agreement.
2. The County and the City agree that the monthly amount payable by the County to the City shall be determined by good faith negotiations between the County and City and that such amount shall be determined not less than thirty (30) days before the end of the Initial Term and each Renewal Term.

### **IV. Authorization**

The governing bodies of the County and the City have duly authorized this Agreement.

### **V. Severability**

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

### **VI. Amendments**

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

**IN WITNESS WHEREOF**, the undersigned have entered into the Public Library InterLocal Agreement, effective as stated herein.

**GUADALUPE COUNTY, TEXAS**

**ATTEST**

By: \_\_\_\_\_  
**Kyle Kutscher**  
**Guadalupe County Judge**

By: \_\_\_\_\_  
**Teresa Kiel**  
**Guadalupe County Clerk**  
Date: \_\_\_\_\_

**CITY OF SCHERTZ, TEXAS**

**ATTEST**

By: \_\_\_\_\_  
**Mark Browne**  
**City Manager**

By: \_\_\_\_\_  
**Brenda Dennis**  
**City Secretary**  
Date: \_\_\_\_\_

## CITY COUNCIL MEMORANDUM

**City Council Meeting:** September 13, 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. *Final 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.

City Council approved this at their meeting of September 6, 2022.

### 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 on Final Reading regarding 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

---

Ralph Gutierrez, Mayor

ATTEST:

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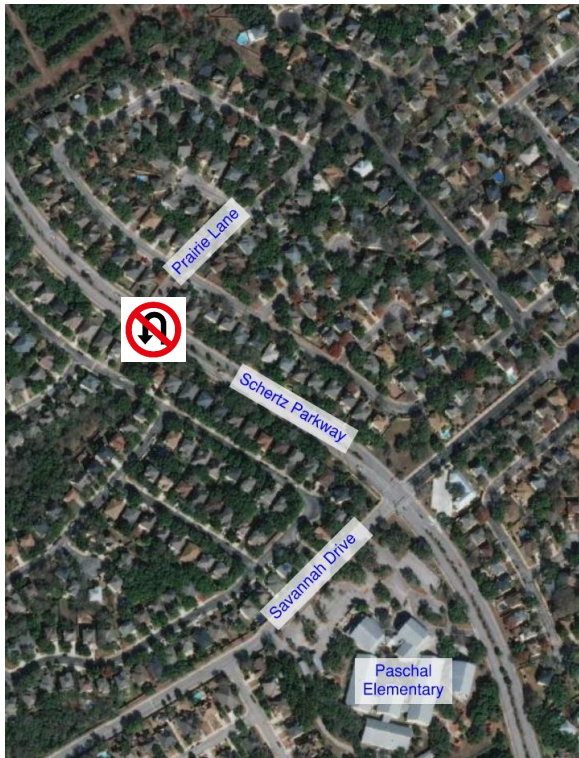
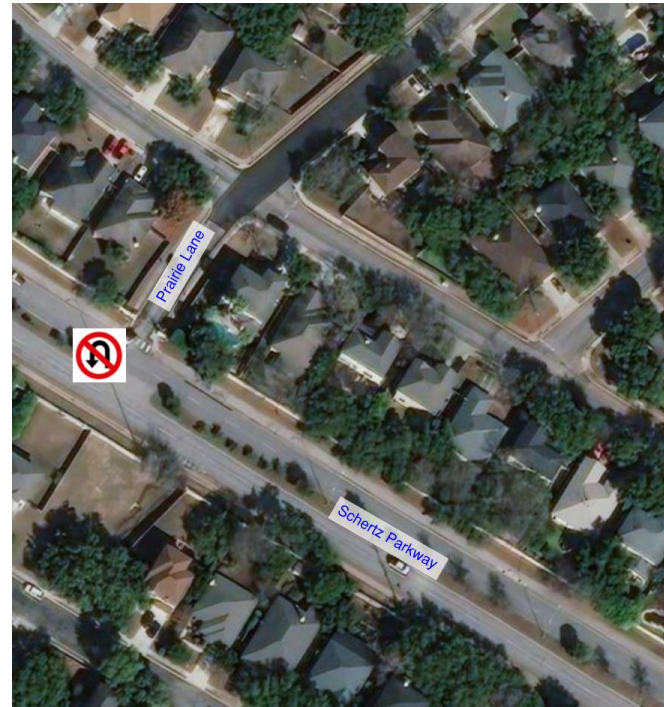
Brenda Dennis, City Secretary

(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 13, 2022  
**Department:** Public Affairs  
**Subject:** Resolution No. 22-R-88 - Consideration and/or action approving a Resolution by the City Council of the City of Schertz, Texas authorizing a contract with Walsworth for Schertz Magazine and Parks & Rec Fun Guide printing services. (S. Gonzalez/L. Klepper)

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**BACKGROUND**

Created in 2008, Schertz Magazine is a monthly popular lifestyle/entertainment/community events publication wholly owned and operated by the City of Schertz and produced internally by the Schertz Public Affairs Department. It serves as the primary dissemination source for government information in the community.

The Parks and Rec Fun Guide was created in the spring of 2018 and highlights all the exciting events, programs, and recreational opportunities in the City of Schertz. The Guide is polybagged and mailed with the magazine.

The current printing agreement with Walsworth for printing services expires on September 30, 2022. In order to secure a new agreement for printing a formal procurement (RFP) for printing services was published on June 1, 2022 with a closing date of July 7, 2022. Due to rising printing costs, staff included multiple printing specs in the RFP to evaluate pricing and see where costs could be minimized. A total of three firms submitted bids and City staff from Public Affairs, Parks & Recreation and the City Manager's Office evaluated the bids.

The bids were scored on several criteria including the firm's qualifications, abilities, and references, the quality of proposed services, the responsiveness of the proposal, and the overall price. After evaluation, the scores were compiled, and Walsworth was the highest scoring firm with a proposed price for Schertz Magazine printing of \$0.43 per print per issue or \$81,984.00 annually and a proposed price of \$0.30 per print per issue or \$14,400.00 annually for the printing/polybagging of three Parks and Rec Fun Guides plus an annual shipping charge estimated at \$15,000.00 for a Grand Total of \$111,384.00. Magazine costs are offset by advertising revenue which is projected to be \$125,000.00 annually.

These two print projects (Schertz Magazine and the Parks & Rec Fun Guide) are funded through separate line items in the Public Affairs budget. The Parks and Rec Fun Guide is based on a 16-page print publication and is funded by the Public Affairs Printing and Binding budget. Schertz Magazine pricing is based on a 32-page print publication and is funded through the Printing Services budget. As discussed at the City Council Budget Retreat on August 5, staff recommends the reduced magazine page count to mitigate the rising costs associated with paper. Schertz Magazine will be redesigned in the new 32-page format for the November issue.

City staff believes that Walsworth offers the best qualified proposal based on the evaluation criteria and recommends City Council authorize the City Manager to enter into a contract with Walsworth for printing services. Staff is only seeking to contract for Schertz Magazine and the Parks and Rec

Fun Guide print services as this firm specializes in catalog publication printing. For smaller print jobs City staff will continue to seek informal quotes and award the project to the lowest bidder.

#### **GOAL**

The City desires to enter into an agreement with Walsworth for the printing and shipping of Schertz Magazine and the Parks and Rec Fun Guides. Scope of work will include proper printing and assembly of monthly editions of Schertz Magazine and 2 to 3 issues of the Parks and Rec Fun Guide.

#### **COMMUNITY BENEFIT**

Staff will continue to communicate the City's message(s) to Schertz residents through Schertz Magazine, the City's most successful communication tool. Schertz residents will continue to receive both Schertz Magazine and the Parks and Rec Fun Guides at a reduced cost overall.

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

Staff recommends Council approval of Resolution 22-R-88 authorizing the City Manager to enter into a three-year agreement with the option to renew for two (2) additional terms of one (1) year each with Walsworth for Schertz Magazine and Parks and Rec Fun Guide printing services.

#### **FISCAL IMPACT**

Expenditures under this agreement will be based on the price list included in the attached agreement. The printing of Schertz Magazine will be funded through available and approved funding in the Public Affairs Printing Services budget and shipping costs will be funded through the Public Affairs Postage Services budget. The Parks and Rec Fun Guides will be funded through available and approved funding in the Public Affairs Printing and Binding budget.

#### **RECOMMENDATION**

Staff recommends Council approval of Resolution 22-R-88.

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#### **Attachments**

Service Agreement Walsworth  
Resolution 22-R-88

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# **CITY OF SCHERTZ**

## **SERVICE AGREEMENT**

**THE STATE OF TEXAS   §**  
**§**  
**GUADALUPE COUNTY   §**

This Service Agreement (“Agreement”) is made and entered by and between the City of Schertz, Texas, (the “City”) a Texas municipality, and Walsworth Publishing Company, Inc (“Contractor”).

### **Section 1.     Duration**

This Agreement shall become effective upon the date of the final signature affixed hereto and shall remain in effect through September 30, 2025 with the option to renew for two (2) additional terms of one (1) year each, based on mutual agreement between City and Contractor, unless terminated as provided for in this Agreement.

### **Section 2.     Scope of Work**

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

### **Section 3.     Compensation**

- (A) The Contractor shall be paid in full upon completion of the project or in the manner set forth in Exhibit “A” and as provided herein.
- (B) *Billing Period.* Subject to Chapter 2251, Texas Government Code (the “Prompt Payment Act”), payment is due within thirty (30) days of the City’s receipt of the Contractor’s invoice. Interest on overdue payments shall be calculated in accordance with the Prompt Payment Act.
- (C) *Reimbursable Expenses.* Any and all reimbursable expenses related to the Project shall be included in the scope of Work (Exhibit A) and accounted for in the total contract amount.
- (D) *Payments Subject to Future Appropriation.* This Agreement shall not be construed as a commitment, issue, pledge or obligation of any specific taxes or tax revenues for payment to Contractor.

- (1) All payments or expenditures made by the City under this Agreement are subject to the City's appropriation of funds for such payments or expenditures to be paid in the budget year for which they are made.
- (2) The payments to be made to Contractor, or other expenditures under this Agreement, if paid, shall be made solely from annual appropriations of the City as may be legally set aside for the implementation of Article III, Section 52-a of the Texas Constitution or Chapter 380 of the Texas Local Government Code or any other economic development or financing program authorized by statute or home rule powers of the City under applicable Texas law, subject to any applicable limitations or procedural requirements.
- (3) In the event the City does not appropriate funds in any fiscal year for payments due or expenditures under this Agreement, the City shall not be liable to Contractor for such payments or expenditures unless and until appropriation of said funds is made; provided, however, that Contractor, in its sole discretion, shall have the right but not the obligation to terminate this Agreement and shall have no obligations under this Agreement for the year in respect to which said unappropriated funds relate.
- (4) To the extent there is a conflict of this Section and any other language or covenants in this Agreement, this Section 3 shall control.

#### **Section 4. Time of Completion**

The prompt completion of the Work under the Scope of Work relates is critical to the City. Unnecessary delays in providing Work under a Scope of Work shall be grounds for dismissal of the Contractor and termination of this Agreement without any or further liability to the City other than a prorated payment for necessary, timely, and conforming work done by Contractor prior to the time of termination.

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

Before commencing work under this Agreement, Contractor shall obtain and maintain the liability insurance provided for below throughout the term of the Project plus an additional two years. Contractor shall provide evidence of such insurance to the City. Such documentation shall meet the requirements noted in Exhibit B.

Contractor shall maintain the following limits and types of insurance:

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

**General Liability Insurance:** Contractor shall carry and maintain during the term of this Agreement, general liability insurance on a per occurrence basis with limits of liability not less than \$1,000,000 for each occurrence and for fire damage. For Bodily Injury and Property Damage, coverage shall be no less than \$1,000,000. As a minimum, coverage for Premises, Operations, Products and Completed Operations shall be \$2,000,000. This coverage shall protect the public or any person from injury or property damages sustained by reason of the Contractor or its employees carrying out the work involved in this Agreement. The general aggregate shall be no less than \$2,000,000.

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

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

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

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

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

#### **Section 6. Miscellaneous Provisions**

- (A) *Subletting.* The Contractor shall not sublet or transfer any portion of the work under this Agreement or any Scope of Work issued pursuant to this Agreement unless specifically approved in writing by the City, which approval shall not be unreasonably withheld. Subcontractors shall comply with all provisions of this Agreement and the applicable Scope of Work. The approval or acquiescence of the City in the subletting of any work shall not relieve the Contractor of any responsibility for work done by such subcontractor.
- (B) *Compliance with Laws.* The Contractor shall comply with all federal, state and local laws, statutes, ordinances, rules and regulations, and the orders and decrees of any courts, administrative, or regulatory bodies in any matter affecting the performance of this Agreement, including, without limitation, worker's compensation laws, minimum and maximum salary and wage statutes and regulations, and licensing laws and regulations. When required, the Contractor shall furnish the City with satisfactory proof of compliance.
- (C) *Independent Contractor.* Contractor acknowledges that Contractor is an independent contractor of the City and is not an employee, agent, official or representative of the City. Contractor shall not represent, either expressly or through implication, that Contractor is an employee, agent, official or representative of the City. Income taxes, self-employment taxes, social security taxes and the like are the sole responsibility of the Contractor.
- (D) *Non-Collusion.* Contractor represents and warrants that Contractor has not given, made, promised or paid, nor offered to give, make, promise or pay any gift, bonus, commission, money or other consideration to any person as an inducement to or in order to obtain the work to be provided to the City under this Agreement. Contractor further agrees that Contractor shall not accept any gift, bonus, commission, money, or other consideration from any person (other than from the City pursuant to this Agreement) for any of the Work performed by Contractor under or related to this Agreement. If any such gift, bonus, commission, money,

or other consideration is received by or offered to Contractor, Contractor shall immediately report that fact to the City and, at the sole option of the City, the City may elect to accept the consideration for itself or to take the value of such consideration as a credit against the compensation otherwise owing to Contractor under or pursuant to this Agreement.

- (E) *Force Majeure.* If the performance of any covenant or obligation to be performed hereunder by any party is delayed as a result of circumstances which are beyond the reasonable control of such party (which circumstances may include, without limitation, pending litigation, acts of God, war, acts of civil disobedience, fire or other casualty, shortage of materials, adverse weather conditions [such as, by way of illustration and not of limitation, severe rain storms or below freezing temperatures, or tornados] labor action, strikes or similar acts, moratoriums or regulations or actions by governmental authorities), the time for such performance shall be extended by the amount of time of such delay, but no longer than the amount of time reasonably occasioned by the delay. The party claiming delay of performance as a result of any of the foregoing force majeure events shall deliver written notice of the commencement of any such delay resulting from such force majeure event not later than seven (7) days after the claiming party becomes aware of the same, and if the claiming party fails to so notify the other party of the occurrence of a force majeure event causing such delay and the other party shall not otherwise be aware of such force majeure event, the claiming party shall not be entitled to avail itself of the provisions for the extension of performance contained in this subsection.

- (F) *Conflict of Terms.*

*Scope of work:*

In the case of any conflicts between the terms of this Agreement within the Scope of Work, this Agreement shall govern. The Scope of Work is intended to detail the technical scope of Work, fee schedule, and contract time only and shall not dictate Agreement terms.

*Other Agreements between parties:*

In the case of any conflicts between the terms of this Agreement and wording contained within any other attachment, amendment, and agreement executed between the parties in conjunction with this Agreement, this Agreement shall govern.

- (G) *Non-Boycott of Israel.* Pursuant to Section 2270.002 of the Texas Government Code, Contractor certifies that either (i) it meets an exemption criterion under Section 2270.002; or (ii) it does not boycott Israel and will not boycott Israel during the term of the contract resulting from this solicitation. Contractor shall state any facts that make it exempt from the boycott certification as an attachment to this agreement.

Relevant definitions from the bill:

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

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

purposes.

- (H) *Non-Boycott of Energy*. Pursuant to Texas Senate Bill 13 (2021), Contractor certifies that either (i) it does not boycott Israel and will not boycott energy companies; and (2) will not boycott energy companies during the term of the contract resulting from this solicitation. Contractor shall state any facts that make it exempt from the boycott certification as an attachment to this agreement.
- (I) *Non-Boycott of Firearm Entity*. Pursuant to Texas Senate Bill 19 (2021), Contractor certifies that it: (a) does not have a practice, policy, guidance, or directive that discriminates against a firearm entity or firearm trade association; and (b) will not discriminate during the term of the contract against a firearm entity or firearm trade association.
- (J) *Access to Premises*. Authorized representatives of the Contractor will be allowed access to the facilities on City premises at reasonable times to perform the obligations of the Contractor regarding such facilities. Contractor shall adhere to all City rules, regulations, and guidelines while on City property. It is expressly understood that the City may limit or restrict the right of access herein granted in any manner considered necessary (e.g., national security, public safety).

(K) **INTERLOCAL PARTICIPATION**

The City may enter into Interlocal Cooperation Purchasing Agreements with other governmental entities or governmental cooperatives (hereafter collectively referred to as “Entity” or “Entities”) to enhance the City’s purchasing power. At the City’s sole discretion and option, City may inform other Entities that they may acquire items listed in this IFB. Such acquisition(s) shall be at the prices stated herein, and shall be subject to bidder’s acceptance. Entities desiring to acquire items listed in this IFB shall be listed on a rider attached hereto, if known at the time of issuance of the IFB. City may issue subsequent riders after contract award setting forth additional Entities desiring to utilize this bid. VENDOR shall sign and return any subsequently issued riders within ten calendar days of receipt.

In no event shall City be considered a dealer, re-marketer, agent or other representative of Vendor or Entity. Further, City shall not be considered and is not an agent; partner or representative of the Entity making purchases hereunder, and shall not be obligated or liable for any such order.

Entity purchase orders shall be submitted to Vendor by the Entity. City will not be liable or responsible for any obligations, including, but not limited to, payment, and for any item ordered by an entity other than City.

Vendor authorizes City’s use of Vendor’s name, trademarks and Vendor provided materials in City’s presentations and promotions regarding the availability of use of this contract. The City makes no representation or guarantee as to any minimum amount being purchased by City or Entities, or whether Entity will purchase utilizing City’s contract.

## **Section 7. Termination**

(A) This Agreement may be terminated:

- (1) By the mutual agreement and consent of both Contractor and City;
  - (2) By either party, upon the failure of the other party to fulfill its obligations as set forth in either this Agreement or a Scope of Work issued under this Agreement;
  - (3) By the City, immediately upon notice in writing to the Contractor, as consequence of the failure of Contractor to perform the Work contemplated by this Agreement in a timely or satisfactory manner;
  - (4) By the City, at will and without cause upon not less than ten (10) days written notice to the Contractor.
- (B) If the City terminates this Agreement pursuant to subsection 7(A)(2) or (3), above, the Contractor shall not be entitled to any fees or reimbursable expenses other than the fees and reimbursable expenses then due and payable as of the time of termination and only then for those Work that have been timely and adequately performed by the Contractor considering the actual costs incurred by the Contractor in performing work to date of termination, the value of the work that is nonetheless usable to the City, the cost to the City of employing another Contractor to complete the work required and the time required to do so, and other factors that affect the value to the City of the work performed at time of termination. In the event of termination not the fault of the Contractor, the Contractor shall be compensated for all basic, special, and additional Work actually performed prior to termination, together with any reimbursable expenses then due.

## **Section 8. Indemnification**

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

## **Section 9. Notices**

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

of such change is actually received by the other party, the last address of such party designated for notice shall remain such party's address for notice.

**Section 10. No Assignment**

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

**Section 11. Severability**

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

**Section 12. Waiver**

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

**Section 13. Governing Law; Venue**

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

**Section 14. Paragraph Headings; Construction**

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

**Section 15. Binding Effect**

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

**Section 16. Gender**

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

**Section 17. Counterparts**

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

**Section 18. Exhibits & Attachments**

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

**Section 19. Entire Agreement**

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

**Section 20. Relationship of Parties**

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

**Section 21. Right To Audit**

City shall have the right to examine and audit the books and records of Contractor with regards to the work described in Exhibit A, or any subsequent changes, at any reasonable time. Such books and records will be maintained in accordance with generally accepted principles of accounting and will be adequate to enable determination of: (1) the substantiation and accuracy of any payments required to be made under this Agreement; and (2) compliance with the provisions of this Agreement.

**Section 22. Dispute Resolution**

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

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

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

**Certificate of Interested Parties**

Effective January 1, 2016, pursuant to House Bill 1295 passed by the 84th Texas Legislature (Section 2252.908, Texas Government Code, as amended) and formal rules released by the Texas Ethics Commission (TEC), all contracts with private business entities requiring approval by the Schertz City Council will require the on-line completion of Form 1295 "Certificate of Interested



Parties." Form 1295 is also required for any and all contract amendments, extensions or renewals. Contractors are required to complete and file electronically with the Texas Ethics Commission using the online filing application.

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

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

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

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

**CITY:**

**CONTRACTOR:**

By: \_\_\_\_\_  
Name: Dr. Mark Browne  
Title: City Manager

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_

**ADDRESS FOR NOTICE:**

**CITY:**

**CONTRACTOR:**

City of Schertz  
Attn: Dr. Mark Brown, City Manager  
1400 Schertz Parkway  
Schertz, Texas 78154

Walsworth Publishing Company, Inc  
Attn: Bryan Atterbury  
306 N Kansas Ave  
Marceline, MO 64658

# **Exhibit “A”**

## **SCOPE OF WORK**

### **Scope of Work**

The contractor shall provide all equipment, materials, and personnel necessary to complete the following minimum requirements.

### **Standard Requirements:**

1. Printing and assembling of approximately 16,000 copies of Schertz Magazine
2. Approximately 14,500 copies of the magazine are mailed individually to resident
3. Approximately 1,500 copies are packaged and shipped to the City
4. Magazine must be printed and assembled using flat 11x17, finished 8.5x11 stock.
5. The Cover Stock shall be Silk Cover-4/4 with Satin UV or specified equivalent commodity stock held by printer.
6. Text Pages Stock shall be silk text-4/4 with Satin UV or specified equivalent commodity stock held by printer.
7. The magazine must be saddle stitched and trimmed to size.
8. The magazine must be Web Press or Sheet Fed.
9. Ability to print the publication within eight (8) days of upload from the City. On publications that include the Parks Guide, the print shall occur within nine (9) days of upload from the City.
10. Guaranteed ship/delivery to post office within eight (8) days of upload from the City. On publications that include the Parks Guide, the print shall occur within nine (9) days of upload from the City.
11. Must be able to provide mail prep/inkjet services.
12. Provide tracking information for shipments to City within twenty-four (24) hours of shipment.

### **Monthly Magazine Format:**

1. Number of Issues: Twelve (12) (one (1) per month)
2. Number of Pages: Thirty-Two (32)
3. Paper shall be 60# matte, self-cover

### **Schertz Parks Guide**

1. Printing and assembling of approximately 15,000 copies of the Schertz Parks and Rec Guide two (2) or three (3) times per year, typically during the months of January, April, and August with the final schedule to be determined.

2. Parks Guide must be sixteen (16) pages printed and assembled using 60# gloss paper, flat 11x17, finished 8.5x11.
3. The Cover Stock shall be Silk Cover-4/4 with Satin UV or specified equivalent commodity stock held by printer.
4. Text Pages Stock shall be silk text-4/4 with Satin UV or specified equivalent commodity stock held by printer.
5. The Parks Guide must be saddle stitched and trimmed to size.
6. The Parks Guide must be Web Press or Sheet Fed.
7. Ability to print the publication within nine (9) days of upload from the City.
8. Guaranteed ship/delivery to post office within nine (9) days of upload from the City.
9. Must be able to provide mail prep/inkjet services.
10. Provide tracking information for shipments to City within twenty-four (24) hours of shipment.

## Pricing Schedule

### 1. Printing Services

| <b>OPTION</b>                                                                  | <b>PRICE FOR 80# PAPER<br/>(Per Issue Price)</b> | <b>PRICE FOR 60# PAPER<br/>(Per Issue Price)</b> |
|--------------------------------------------------------------------------------|--------------------------------------------------|--------------------------------------------------|
| Option 1: Monthly Format<br>(12 issues) – 48 Page                              | <b>\$0.680</b>                                   | <b>\$0.590</b>                                   |
| Option 2: Reduced Issue (6<br>issues) – 48 Page                                | <b>\$0.680</b>                                   | <b>\$0.590</b>                                   |
| Option 3: Reduced Page<br>Count (12 issues) – 32 Page                          | <b>\$0.488</b>                                   | <b>\$0.427</b>                                   |
| Option 4: Reduced Issue<br>Quantity & Page Count (6<br>issues) – 32 page count | <b>\$0.488</b>                                   | <b>\$0.427</b>                                   |
| Parks Guide                                                                    |                                                  | <b>\$0.223 w/ UV<br/>\$0.186 w/o UV</b>          |

2. Magazine Shipping Cost is estimated at \$1200.00 per month. Contractor shall provide invoice for actual shipping costs.
3. Poly-Bagging Price per Parks Guide \$0.123 ea
4. Paper Price Modifications: Contractor shall provide a minimum of thirty (30) days advance notice of all Paper Pricing Modifications.

# Exhibit “B”

## REQUIREMENTS FOR ALL INSURANCE DOCUMENTS

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

### INSTRUCTIONS FOR COMPLETION OF INSURANCE DOCUMENT

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

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

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

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



# CERTIFICATE OF LIABILITY INSURANCE

A

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

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

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

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

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

| TYPE OF INSURANCE                                                                                                                                                                       | ADDITIONAL INSURED | POLICY NUMBER | POLICY EFF. DATE (MM/DD/YYYY) | POLICY EXP. DATE (MM/DD/YYYY) | LIMITS                                                                                                                                                                                                                                  |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|---------------|-------------------------------|-------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| GENERAL LIABILITY<br><input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY<br><input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR                 | Y Y                | X123458       | 01/01/1000                    | 01/01/1000                    | EACH OCCURRENCE \$ 1,000,000<br>DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000<br>MED EXP (Any one person) \$ 6,000<br>PERSONAL & ADV INJURY \$ 1,000,000<br>GENERAL AGGREGATE \$ 2,000,000<br>PRODUCTS - COMMOD AGG \$ 1,000,000 |
| GEN'L AGGREGATE LIMIT APPLIES PER:<br>POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC                                                                              |                    |               |                               |                               |                                                                                                                                                                                                                                         |
| AUTOMOBILE LIABILITY<br><input checked="" type="checkbox"/> ANY AUTO<br>ALL OWNED AUTOS<br>HIRE AUTOS                                                                                   | Y Y                | 123458700     | 01/01/1000                    | 01/01/1000                    | COURTESY SINGLE LIMIT (Ea accident) \$ 1,000,000<br>BODILY INJURY (Per person) \$<br>BODILY INJURY (Per accident) \$<br>PROPERTY DAMAGE (Per accident) \$                                                                               |
| UMBRELLA LIAB<br>EXCESS LIAB                                                                                                                                                            | Y Y                |               |                               |                               | EACH OCCURRENCE \$<br>AGGREGATE \$                                                                                                                                                                                                      |
| DED RETENTION \$                                                                                                                                                                        |                    |               |                               |                               |                                                                                                                                                                                                                                         |
| WORKERS COMPENSATION AND EMPLOYERS' LIABILITY<br>ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICEMEMBER EXCLUDED?<br>(Mandatory in HI)<br>If yes, describe under DESCRIPTION OF OPERATIONS below | Y N                | 01234         | 01/01/1000                    | 01/01/1000                    | <input checked="" type="checkbox"/> NO STATUTORY LIMITS<br>E.L. EACH ACCIDENT \$ 500,000<br>E.L. DISEASE - EA EMPLOYEE \$ 500,000<br>E.L. DISEASE - POLICY LIMIT \$ 500,000                                                             |
| BUILDER'S RISK<br>Professional Services                                                                                                                                                 | Y Y                | 123450        | 01/01/1000                    | 01/01/1000                    | 100% Insurable Value, replacement cost basis<br>\$1,000,000 each claim / \$1,000,000 aggregate                                                                                                                                          |

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

Effective January 1, 2012 must be compliant with Chapter 1811, Tex. Ins. Code (SB 426 enacted by Texas Legislature 82(7) session in 2011).

|                                                                                                                  |                                                                                                                                                                                                                                                               |
|------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| CERTIFICATE HOLDER<br><br>City of Schertz<br>1400 Schertz Parkway<br>Schertz, Tx 78154<br>Attn: Purchasing Dept. | CANCELLATION<br><br>SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.<br><br>AUTHORIZED REPRESENTATIVE<br><br>AUTHORIZED SIGNATURE REQUIRED HERE |
|------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

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ACORD 26 (2010/05)

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

Complete the certificate of insurance with the information listed below:

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



## **Exhibit “C”**

### **EVIDENCE OF INSURANCE**

## **RESOLUTION NO. 22-R-88**

### **A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF SCHERTZ, TEXAS AUTHORIZING A CONTRACT WITH WALSWORTH FOR SCHERTZ MAGAZINE AND PARKS AND REC FUN GUIDE PRINTING SERVICES AND OTHER MATTERS IN CONNECTION THEREWITH**

WHEREAS, the Public Affairs Department is charged with the responsibility of maintaining City publications such as *Schertz Magazine* and the Parks and Rec Fun Guide; and

WHEREAS, in order to fulfill its responsibility as set forth above, the City has identified a need for printing services; and

WHEREAS, bids were received through the sealed bidding process and Walsworth was the highest rated firm based on the evaluation criteria and is the best overall value for the City;

WHEREAS, The City staff of the City of Schertz (the "City") has recommended that the City accept the bid proposal from Walsworth for printing services; and

WHEREAS, the City Council has determined that it is in the best interest of the City to contract with Walsworth pursuant to the recommendation made by Public Affairs Staff.

**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 contract with Walsworth for printing services in substantially the form set forth on Attachment 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 13th day of September, 2022

CITY OF SCHERTZ, TEXAS

Ralph Gutierrez, Mayor

ATTEST:

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Brenda Dennis, City Secretary

(CITY SEAL)

**ATTACHMENT A**  
**SERVICE AGREEMENT**

## CITY COUNCIL MEMORANDUM

**City Council Meeting:** September 13, 2022  
**Department:** Engineering  
**Subject:** Resolution No. 22-R-95 - Consideration and/or Action approving a Resolution by the City Council of the City of Schertz, Texas, Authorizing an Advance Funding Agreement with the Texas Department of Transportation For Voluntary Local Government Contributions to Transportation Improvement Projects with no Required Match on System for FM 1518 Expansion (B. James/K. Woodlee)

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### BACKGROUND

Since 2015, the City of Schertz has been working with the Texas Department of Transportation (TxDOT) in support of their plan to expand and improve FM 1518 from IH 10 to FM 78 from a two-lane section, to a four-lane, divided section with sidewalks and multi-use paths. The citizens of Schertz initially voted to approve the issuance of \$5 million in general obligation bonds for the purpose of contributing to the planned improvements. In 2017, the City learned that due to the increasing cost of construction, an additional \$5 million contribution toward the effort would be needed. The City Council committed to providing that requested funding through the approval of Resolution 17-R-108.

Preparations for the actual construction of the improvements are nearing completion. Right-of-way has been secured, design is mostly complete, and utility relocations are underway. The expansion project construction contract is currently scheduled for a letting in September 2023. The City's cost contribution of \$10 million is expected to be made to TxDOT at least 60 days prior to that letting.

In order to formalize the arrangement with TxDOT, the City must enter into an Advance Funding Agreement (AFA) for Voluntary Local Government Contributions to Transportation Improvement Projects with No Required Match On-System. A copy of that AFA is included as Exhibit A to Resolution 22-R-95.

### GOAL

The goal of Resolution 22-R-95 is Council authorization for the City Manager to execute the AFA with TxDOT for a Voluntary Local Government Contribution to the FM 1518 improvement project.

### COMMUNITY BENEFIT

The agreement with TxDOT to maintain a partnership in the improvements to FM 1518 supports the City's policy values of a Safe City with strong Essential Services, and also contributes to Fiscal Sustainability by leveraging City funds of \$10 million dollars for the estimated \$60 million project. Improvements to FM 1518 within the City of Schertz will provide a significant improvement to travel safety and ease along an arterial roadway segment through which more than an estimated 15,000 vehicle trips are made each day.

### SUMMARY OF RECOMMENDED ACTION

It is recommended that Council authorize execution of an AFA with TxDOT for the funding contribution of \$10 million toward the FM 1518 improvement project.

**FISCAL IMPACT**

Funding from bond proceeds of \$4,395,000 from GO 2022 and \$5,605,000 from CO 2022A received on August 24, 2022, makes up the \$10 million total contribution.

**RECOMMENDATION**

Staff recommends that Council authorize the Advance Funding Agreement for Voluntary Local Government Contributions to Transportation Improvement Projects with No Required Match On-System for the FM 1518 Expansion.

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**Attachments**

Resolution 22-R-95

22-R-95 Exhibit A TxDOT AFA for FM 1518

Resolution 15-R-104 Canvass of Election

Resolution 17-R-108 Commitment of Additional Funds

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## **RESOLUTION NO. 22-R-95**

### **A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF SCHERTZ, TEXAS, AUTHORIZING AN ADVANCE FUNDING AGREEMENT WITH THE TEXAS DEPARTMENT OF TRANSPORTATION FOR VOLUNTARY LOCAL GOVERNMENT CONTRIBUTIONS TO TRANSPORTATION IMPROVEMENT PROJECTS WITH NO REQUIRED MATCH ON SYSTEM FOR FM 1518 EXPANSION**

WHEREAS, the Texas Department of Transportation (TxDOT) has been authorized to undertake and complete an improvement project generally described as an expansion of FM 1518 between IH 10 and FM 78; and

WHEREAS, the voters of the City of Schertz (City) passed a bond measure on November 3, 2015, authorizing the City Council to issue bonds in the amount of \$5 million for the purpose of making public improvements to FM 1518; and

WHEREAS, The City Council resolved through 17-R-108 to further support TxDOT's efforts to make improvements to FM 1518 by committing an additional \$5 million; and

WHEREAS, the City Council finds that it is in the best interest of the City to enter into the Advance Funding Agreement with TxDOT for Voluntary Local Government Contribution to the FM 1518 improvement project (Exhibit A).

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

Section 1. The City Council hereby authorizes the City Manager to execute and deliver the Advance Funding Agreement with TxDOT in substantially the form set forth on Exhibit A and authorizes payment to TxDOT of \$10,000,000 60 days prior to the letting of the project for construction.

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 13<sup>th</sup> day of September, 2022.

CITY OF SCHERTZ, TEXAS

---

Ralph Gutierrez, Mayor

ATTEST:

---

City Secretary, Brenda Dennis

(CITY SEAL)



# 22-R-95 Exhibit A

|                 |         |                                             |           |
|-----------------|---------|---------------------------------------------|-----------|
| CSJ #           |         | 0465-02-027                                 |           |
| District #      | SA - 15 | AFA ID                                      | Z00002967 |
| Code Chart 64 # |         | 38440                                       |           |
| Project Name    |         | FM 1518 Expansion, Bike Lanes and Sidewalks |           |

STATE OF TEXAS       §

COUNTY OF TRAVIS   §

## **ADVANCE FUNDING AGREEMENT FOR VOLUNTARY LOCAL GOVERNMENT CONTRIBUTIONS TO TRANSPORTATION IMPROVEMENT PROJECTS WITH NO REQUIRED MATCH ON-SYSTEM**

**THIS AGREEMENT** is made by and between the State of Texas, acting by and through the **Texas Department of Transportation** called the “State”, and the **City of Schertz**, acting by and through its duly authorized officials, called the “Local Government”. The State and Local Government shall be collectively referred to as “the parties” hereinafter.

### **WITNESSETH**

**WHEREAS**, federal law establishes federally funded programs for transportation improvements to implement its public purposes, and

**WHEREAS**, Transportation Code, Chapters 201 and 221, authorize the State to lay out, construct, maintain, and operate a system of streets, roads, and highways that comprise the State Highway System; and

**WHEREAS**, Government Code, Chapter 791, and Transportation Code, §201.209 and Chapter 221, authorize the State to contract with municipalities and political subdivisions; and

**WHEREAS**, the Texas Transportation Commission passed Minute Order Number **115291 and 115814** authorizing the State to undertake and complete a highway improvement generally described as expanding FM 1518 from 2 lanes to four lanes with raised median or center turn lanes, bike lanes and sidewalks from FM 78 to I 10 East; and

**WHEREAS**, the Local Government has requested that the State allow the Local Government to participate in said improvement by funding that portion of the improvement described as **by contributing a fixed amount of funds towards the project**; and

**WHEREAS**, the State has determined that such participation is in the best interest of the citizens of the state;

**NOW, THEREFORE**, in consideration of the premises and of the mutual covenants and agreements of the parties, to be by them respectively kept and performed as set forth in this Agreement, it is agreed as follows:

|                 |         |                                             |           |
|-----------------|---------|---------------------------------------------|-----------|
| CSJ #           |         | 0465-02-027                                 |           |
| District #      | SA - 15 | AFA ID                                      | Z00002967 |
| Code Chart 64 # |         | 38440                                       |           |
| Project Name    |         | FM 1518 Expansion, Bike Lanes and Sidewalks |           |

## **AGREEMENT**

### **1. Period of the Agreement**

This Agreement becomes effective when signed by the last party whose signing makes the Agreement fully executed. This Agreement shall remain in full force and effect until the Project has been completed and accepted by all parties or unless terminated as provided below.

### **2. Project Funding and Work Responsibilities**

- A. The State will authorize the performance of only those Project items of work which the Local Government has requested and has agreed to pay for as described in Attachment A, Payment Provision and Work Responsibilities (Attachment A) which is attached to and made a part of this contract. In addition to identifying those items of work paid for by payments to the State, Attachment A also specifies those Project items of work that are the responsibility of the Local Government and will be carried out and completed by the Local Government, at no cost to the State.
- B. At least sixty (60) days prior to the date set for receipt of the construction bids, the Local Government shall remit its financial share for the State's estimated construction oversight and construction costs.
- C. In the event that the State determines that additional funding by the Local Government is required at any time during the Project, the State will notify the Local Government in writing. The Local Government shall make payment to the State within thirty (30) days from receipt of the State's written notification.
- D. Whenever funds are paid by the Local Government to the State under this Agreement, the Local Government shall remit a check or warrant made payable to the "Texas Department of Transportation" or may use the State's Automated Clearing House (ACH) system for electronic transfer of funds in accordance with instructions provided by TxDOT's Finance Division. The funds shall be deposited and managed by the State and may only be applied by the State to the Project.

### **3. Right of Access**

If the Local Government is the owner of any part of the Project site, the Local Government shall permit the State or its authorized representative access to the site to perform any activities required to execute the work.

### **4. Adjustments Outside the Project Site**

The Local Government will provide for all necessary right of way and utility adjustments needed for performance of the work on sites not owned or to be acquired by the State.

### **5. Responsibilities of the Parties**

The State and the Local Government agree that neither party is an agent, servant, or employee of the other party and each party agrees it is responsible for its individual acts and deeds as well as the acts and deeds of its contractors, employees, representatives, and agents.

|                 |         |                                             |           |
|-----------------|---------|---------------------------------------------|-----------|
| CSJ #           |         | 0465-02-027                                 |           |
| District #      | SA - 15 | AFA ID                                      | Z00002967 |
| Code Chart 64 # |         | 38440                                       |           |
| Project Name    |         | FM 1518 Expansion, Bike Lanes and Sidewalks |           |

**6. Document and Information Exchange**

The Local Government agrees to electronically deliver to the State all general notes, specifications, contract provision requirements and related documentation in a Microsoft® Word or similar document. If requested by the State, the Local Government will use the State's document template. The Local Government shall also provide a detailed construction time estimate including types of activities and month in the format required by the State. This requirement applies whether the local government creates the documents with its own forces or by hiring a consultant or professional provider. At the request of the State, the Local Government shall submit any information required by the State in the format directed by the State.

**7. Interest**

The State will not pay interest on funds provided by the Local Government. Funds provided by the Local Government will be deposited into, and retained in, the State Treasury.

**8. Inspection and Conduct of Work**

Unless otherwise specifically stated in Attachment A, the State will supervise and inspect all work performed hereunder and provide such engineering inspection and testing services as may be required to ensure that the Project is accomplished in accordance with the approved plans and specifications. All correspondence and instructions to the contractor performing the work will be the sole responsibility of the State. Unless otherwise specifically stated in Attachment A to this contract, all work will be performed in accordance with the *Standard Specifications for Construction and Maintenance of Highways, Streets, and Bridges* adopted by the State and incorporated in this agreement by reference, or special specifications approved by the State.

**9. Increased Costs**

If any existing or future local ordinances, commissioners court orders, rules, policies, or other directives, including but not limited to outdoor advertising billboards and storm water drainage facility requirements, are more restrictive than State or Federal Regulations, or if any other locally proposed changes, including but not limited to plats or replats, result in increased cost to the department for a highway improvement project, then any increased costs associated with the ordinances or changes will be paid by the Local Government. The cost of providing right of way acquired by the State shall mean the total expenses in acquiring the property interests either through negotiations or eminent domain proceedings, including but not limited to expenses related to relocation, removal, and adjustment of eligible utilities.

**10. Insurance**

If this Agreement authorizes the Local Government or its contractor to perform any work on State right of way, before beginning work the entity performing the work shall provide the State with a fully executed copy of the State's Form 1560 Certificate of Insurance verifying the existence of coverage in the amounts and types specified on the Certificate of Insurance for all persons and entities working on State right of way. This coverage shall be maintained until all work on the State right of way is complete. If coverage is not

|                 |         |                                             |           |
|-----------------|---------|---------------------------------------------|-----------|
| CSJ #           |         | 0465-02-027                                 |           |
| District #      | SA - 15 | AFA ID                                      | Z00002967 |
| Code Chart 64 # |         | 38440                                       |           |
| Project Name    |         | FM 1518 Expansion, Bike Lanes and Sidewalks |           |

maintained, all work on State right of way shall cease immediately, and the State may recover damages and all costs of completing the work.

#### 11. Project Maintenance

The Local Government shall be responsible for maintenance of locally owned roads and locally owned facilities after completion of the work. The State shall be responsible for maintenance of the State highway system after completion of the work if the work was on the State highway system, unless otherwise provided for in Attachment A or existing maintenance agreements with the Local Government.

#### 12. Termination

- A. This agreement may be terminated in the following manner:
  - 1. By mutual written agreement and consent of both parties;
  - 2. By either party upon the failure of the other party to fulfill the obligations set forth in this agreement; or
  - 3. By the State if it determines that the performance of the Project is not in the best interest of the State.
- B. If the agreement is terminated in accordance with the above provisions, the Local Government will be responsible for the payment of Project costs incurred by the State on behalf of the Local Government up to the time of termination.
- C. Upon completion of the Project, the State will perform an audit of the Project costs. Any funds due to the Local Government, the State, or the Federal Government will be promptly paid by the owing party.

#### 13. Notices

All notices to either party by the other required under this agreement shall be delivered personally or sent by certified or U.S. mail, postage prepaid or sent by electronic mail, (electronic notice being permitted to the extent permitted by law but only after a separate written consent of the parties), addressed to such party at the following addresses:

| Local Government:                                                                  | State:                                                                                                                          |
|------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------|
| City of Schertz<br>ATTN: City Manager<br>1400 Schertz Parkway<br>Schertz, TX 78154 | Texas Department of Transportation<br>ATTN: Director of Contract Services<br>125 E. 11 <sup>th</sup> Street<br>Austin, TX 78701 |

All notices shall be deemed given on the date so delivered or so deposited in the mail, unless otherwise provided in this agreement. Either party may change the above address by sending written notice of the change to the other party. Either party may request in writing that such notices shall be delivered personally or by certified U.S. mail and such request shall be honored and carried out by the other party.

|                 |         |                                             |           |
|-----------------|---------|---------------------------------------------|-----------|
| CSJ #           |         | 0465-02-027                                 |           |
| District #      | SA - 15 | AFA ID                                      | Z00002967 |
| Code Chart 64 # |         | 38440                                       |           |
| Project Name    |         | FM 1518 Expansion, Bike Lanes and Sidewalks |           |

**14. Sole Agreement**

In the event the terms of the agreement are in conflict with the provisions of any other existing agreements between the Local Government and the State, the latest agreement shall take precedence over the other agreements in matters related to the Project.

**15. Successors and Assigns**

The State and the Local Government each binds itself, its successors, executors, assigns, and administrators to the other party to this agreement and to the successors, executors, assigns, and administrators of such other party in respect to all covenants of this agreement.

**16. Amendments**

By mutual written consent of the parties, this agreement may be amended in writing prior to its expiration.

**17. State Auditor**

Pursuant to Texas Government Code § 2262.154, the state auditor may conduct an audit or investigation of any entity receiving funds from the state directly under the contract or indirectly through a subcontract under the contract. Acceptance of funds directly under the contract or indirectly through a subcontract under this contract acts as acceptance of the authority of the state auditor, under the direction of the legislative audit committee, to conduct an audit or investigation in connection with those funds. An entity that is the subject of an audit or investigation must provide the state auditor with access to any information the state auditor considers relevant to the investigation or audit.

**18. Signatory Warranty**

Each signatory warrants that the signatory has necessary authority to execute this Agreement on behalf of the entity represented.

|                 |         |                                             |           |
|-----------------|---------|---------------------------------------------|-----------|
| CSJ #           |         | 0465-02-027                                 |           |
| District #      | SA - 15 | AFA ID                                      | Z00002967 |
| Code Chart 64 # |         | 38440                                       |           |
| Project Name    |         | FM 1518 Expansion, Bike Lanes and Sidewalks |           |

**THIS AGREEMENT IS EXECUTED** by the State and the Local Government.

**THE STATE OF TEXAS**

**THE LOCAL GOVERNMENT**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Gina Gallegos, P.E.

\_\_\_\_\_  
Mark Browne

\_\_\_\_\_  
Typed or Printed Name

\_\_\_\_\_  
Typed or Printed Name

\_\_\_\_\_  
San Antonio District Engineer

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

\_\_\_\_\_  
Typed or Printed Title

\_\_\_\_\_  
Typed or Printed Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

|                   |       |                                              |           |
|-------------------|-------|----------------------------------------------|-----------|
| CSJ # 0465-02-027 |       |                                              |           |
| District #        | SA 15 | AFA ID                                       | Z00002967 |
| Code Chart 64 #   |       | 38440                                        |           |
| Project Name      |       | FM 1518 Expansion, Bikes Lanes and Sidewalks |           |

**ATTACHMENT A  
PAYMENT PROVISION AND WORK RESPONSIBILITIES**

For the Local Government's participation on the Project, the Local Government shall contribute a fixed amount of \$10,000,000.00 to the State as required in Article 2.B.

The State is responsible for the following:

1. Construction
2. Acquisition of right of way and real property
3. Adjustment, removal, or relocation of utility facilities
4. Performance of architectural and engineering services
5. Environmental assessment and mitigation

The State will perform the work for the Project. Any changes, additions, or deletions to the Project will be at the State's sole discretion.

The Project may include any combination of Federal and State funds in addition to Local Government funds. After the Local Government funds are expended, Federal and State funds will be used to complete the Project. The total amount of Local Government participation shall not exceed the fixed amount stated above.

**RESOLUTION NO. 15-R-104**

**A RESOLUTION CANVASSING THE RETURNS AND DECLARING THE RESULTS OF A BOND ELECTION; AND OTHER MATTERS IN CONNECTION THEREWITH**

\*\*\*\*\*

WHEREAS, on August 4, 2015, the City Council (the *Council*) of the City of Schertz, Texas (the *City*) ordered an election to be held on November 3, 2015 for the purpose of determining whether the resident, qualified voters of the City would authorize the issuance of general obligation bonds by the City; and

WHEREAS, the Council has reviewed and investigated all matters pertaining to this election, including the resolving, notices, election officers, holding, and returns thereof; and

WHEREAS, the Council hereby canvasses the returns of this election, at which there were submitted to all resident, qualified voters of the City for their action thereupon, the following propositions:

PROPOSITION NO. 1

“Shall the City Council of the City of Schertz, Texas be authorized to issue and sell one or more series of general obligation bonds of the City in the aggregate principal amount of not more than \$7,000,000 for the purpose of making permanent public improvements or other public purposes, to wit: designing, acquiring, constructing, renovating, improving, and equipping City street (primarily FM 1103 and FM 1518), curb, sidewalk, and gutter improvements, demolition, repair, and rebuilding of new and existing streets, completing necessary or incidental utility relocation and drainage in connection with the foregoing and the purchase of land, easements, rights-of-way, and other real property interests necessary therefor or incidental thereto, such bonds to mature serially or otherwise (not more than forty (40) years from their date) in accordance with law; and any issue or series of said bonds to bear interest at such rate or rates (fixed, floating, variable or otherwise) as may be determined within the discretion of the City Council, provided that such rate of interest shall not exceed the maximum rate per annum authorized by law at the time of the issuance of any issue or series of said bonds; and shall the City Council of the City be authorized to levy and pledge, and cause to be assessed and collected, annual ad valorem taxes, within the limitations prescribed by law, on all taxable property in said City sufficient to pay the annual interest and provide a sinking fund to pay the bonds at maturity and the cost of any credit agreements executed in connection with the bonds?”;

and

PROPOSITION NO. 2

“Shall the City Council of the City of Schertz, Texas be authorized to issue and sell one or more series of general obligation bonds of the City in the aggregate principal amount of not more than \$8,000,000 for the purpose of making permanent public improvements



or other public purposes, to wit: acquiring, constructing, improving, renovating, and equipping public safety facilities (to include a new fire station), acquiring lands and rights-of-way necessary thereto, and completing related landscaping, such bonds to mature serially or otherwise (not more than forty (40) years from their date) in accordance with law; and any issue or series of said bonds to bear interest at such rate or rates (fixed, floating, variable or otherwise) as may be determined within the discretion of the City Council, provided that such rate of interest shall not exceed the maximum rate per annum authorized by law at the time of the issuance of any issue or series of said bonds; and shall the City Council of the City be authorized to levy and pledge, and cause to be assessed and collected, annual ad valorem taxes, within the limitations prescribed by law, on all taxable property in said City sufficient to pay the annual interest and provide a sinking fund to pay the bonds at maturity and the cost of any credit agreements executed in connection with the bonds?";

and

WHEREAS, the Council has diligently inquired into the poll lists and the official election returns which were duly and lawfully made to the Council by the judges and clerks holding and conducting such election; the poll lists and the official election returns showing separately the votes cast in the election; and

WHEREAS, from these returns, this Council hereby finds that the following votes were cast in the election by voters who were resident, qualified voters of the City:

PROPOSITION NO. 1

"THE ISSUANCE OF NOT TO EXCEED \$7,000,000 OF CITY OF SCHERTZ, TEXAS GENERAL OBLIGATION BONDS FOR STREETS (PRIMARILY FM 1103 AND FM 1518), BRIDGES, AND SIDEWALK IMPROVEMENTS, AND THE LEVYING OF A TAX IN PAYMENT THEREOF"

|                      | <u>For</u>  | <u>Against</u> |
|----------------------|-------------|----------------|
| Early Votes*         | <b>1141</b> | 434            |
| Election Day Votes** | <b>914</b>  | 326            |
| TOTAL                | <b>2055</b> | 760            |

\*Includes 4 provisional ballots

\*\* Includes 2 provisional ballots

PROPOSITION NO. 2

"THE ISSUANCE OF NOT TO EXCEED \$8,000,000 OF CITY OF SCHERTZ, TEXAS GENERAL OBLIGATION BONDS FOR PUBLIC SAFETY FACILITIES, INCLUDING A NEW FIRE STATION, AND THE LEVYING OF A TAX IN PAYMENT THEREOF"

|                      | <u>For</u>  | <u>Against</u> |
|----------------------|-------------|----------------|
| Early Votes*         | <b>1135</b> | 434            |
| Election Day Votes** | <b>907</b>  | 331            |
| <b>TOTAL</b>         | <b>2042</b> | 765            |

\*Includes 4 provisional ballots

\*\* Includes 2 provisional ballots

NOW, THEREFORE,

IT IS ACCORDINGLY FOUND, DECLARED, AND ORDAINED BY  
THE CITY COUNCIL OF  
THE CITY OF SCHERTZ, TEXAS THAT:

SECTION 1: The Council officially finds, determines, and declares that the election was duly and properly ordered, that proper legal notice of such election was duly given in the English language and the Spanish language (to the extent required by law), that proper election officers were duly appointed prior to the election, that the election was duly and legally held, that all resident, qualified voters of the City were permitted to vote at the election, that due returns of the results of the election had been made and delivered, and that the Council has duly canvassed such returns, all in accordance with the laws of the State of Texas and of the United States of America, and the order calling the election.

SECTION 2: A MAJORITY of the resident, qualified voters of the City of Schertz, Texas voting in such election, having voted FOR the authorization and issuance of \$7,000,000 of bonds and the levy and pledge of the tax in payment thereof as provided in Proposition No. 1, the Council hereby finds and determines that Proposition No. 1 carried at the election, that the election was duly called, that proper notice was given, and that the election was held in all aspects in conformity with the law, and that the Council is hereby accordingly authorized to issue the bonds and to levy the tax in accordance with the authority granted in the Proposition and with law.

SECTION 3: A MAJORITY of the resident, qualified voters of the City of Schertz, Texas voting in such election, having voted FOR the authorization and issuance of \$8,000,000 of bonds and the levy and pledge of the tax in payment thereof as provided in Proposition No. 2, the Council hereby finds and determines that Proposition No. 2 carried at the election, that the election was duly called, that proper notice was given, and that the election was held in all aspects in conformity with the law, and that the Council is hereby accordingly authorized to issue the bonds and to levy the tax in accordance with the authority granted in the Proposition and with law.

SECTION 4: 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 Council.

SECTION 5: All ordinances and 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 6: This Resolution shall be construed and enforced in accordance with the laws of the State of Texas and the United States of America.

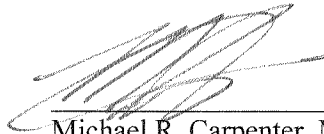
SECTION 7: If any provision of this Resolution or the application thereof to any person or circumstance shall be held to be invalid, the remainder of this Resolution and the application of such provision to other persons and circumstances shall nevertheless be valid, and the Council hereby declares that this Resolution would have been enacted without such invalid provision.

SECTION 8: 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, as amended, Texas Government Code.

SECTION 9: This Resolution shall be in force and effect from and after its final passage and it is so resolved.

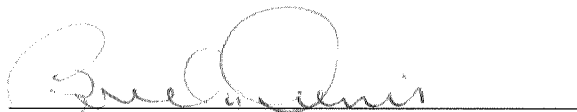
PASSED, ADOPTED AND APPROVED this, 16th day of November, 2015.

CITY OF SCHERTZ, TEXAS



Michael R. Carpenter, Mayor

ATTEST:

  
Brenda Dennis, City Secretary

(SEAL)

**RESOLUTION NO. 17-R-108**

**A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF SCHERTZ, TEXAS, SUPPORTING THE FILING BY THE TEXAS DEPARTMENT OF TRANSPORTATION OF AN APPLICATION WITH THE ALAMO AREA METROPOLITAN PLANNING ORGANIZATION TRANSPORTATION IMPROVEMENT PROGRAM FUNDED THROUGH THE SURFACE TRANSPORTATION PROGRAM – METRO MOBILITY; PLEDGING THAT IF AN AWARD IS RECEIVED THE CITY OF SCHERTZ IS COMMITTED TO PROVIDING FUNDING; AUTHORIZING THE CITY MANAGER TO ACT ON BEHALF OF THE CITY OF SCHERTZ IN ALL MATTERS RELATED TO THE APPLICATION; AND OTHER MATTERS IN CONNECTION THEREWITH**

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

WHEREAS, the AAMPO TIP Project - FM 1518 from IH 10 to FM 78 is being submitted by TXDOT for advanced funding of Phase 2; and

WHEREAS, the City of Schertz understands the importance of building community partnerships and working with all interested public and private organizations and citizens in developing successful local and regional plans, priorities and funding strategies; and

WHEREAS, the 2040 Metropolitan Transportation Plan Vision includes enhancing the safety of the traveling public, advancing alternative modes of transportation, ensuring environmental quality, and increasing accessibility for all users; and

WHEREAS, the 2040 Metropolitan Transportation Plan Goals include identify opportunities to improve and enhance the regional transportation system, increasing the efficiency of the transportation system and decrease traffic congestion, supporting economic activity, employment growth and encouraging innovative partnerships, ensuring that transportation planning efforts are coordinated with local land use plans to support future growth and development patterns, and maintaining a focus on safety; and

WHEREAS, the Alamo Area Council of Governments (AACOG) is pursuing a Joint Base San Antonio Regional Joint Land Use Study Implementation Strategy that seeks to integrate the JBSA-Randolph Joint Land Use Study from July 2015 into a combined JLUS for all of JBSA; and

WHEREAS, the Regional JLUS Implementation Strategy (RJIS) #2 is to utilize capital improvement and infrastructure systems planning for stronger interagency communication/coordination on regional growth and management; and

WHEREAS, the movement of people and freight are critical to the metropolitan area's economic vitality and quality of life, as well as to the on-going mission at Joint Base San Antonio-Randolph, and the military community in the AACOG region; and

WHEREAS, FM 1518 currently has significant congestion and the land uses will continue to develop along the FM 1518 corridor between FM 78 and I-10; and

WHEREAS, FM 1518 is an access corridor for JBSA-Randolph; and

WHEREAS, Alamo Area Metropolitan Planning Organization, TXDOT, and the City of Schertz have partnered to address the transportation needs of the traveling public and the military along the FM 1518 corridor; and

WHEREAS, FM 1518 is currently under design and has funding for right of way acquisition and limited operational improvements but would require a future phase 2 to be completed; and

WHEREAS, the costs increases associated with delaying FM 1518 construction are significant due to inflation and increased congestion impacting the roadway during construction; and

WHEREAS, the voters of the City of Schertz passed a bond measure on November 3, 2015, authorizing the City Council to issue bonds for the purpose of making Phase 1 public improvements to FM 1518 in the amount of \$5 million; and

WHEREAS, the City of Schertz has allocated sufficient bond capacity within the City's Bond Capacity Model for Phase 2 over match funding; and

WHEREAS, the City of Schertz is determined to support the FM 1518 improvements project being submitted by TXDOT and to provide an additional over match in the amount of \$5 million, bringing the total over match amount to \$10 million from the City of Schertz, in order to advance the Phase 2 project into a single phased construction project in order to lower overall cost and more quickly address traffic congestion;

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

The voters of the City of Schertz passed a bond measure on November 3, 2015, authorizing the City Council to issue bonds for the purpose of making Phase 1 public improvements to FM 1518 in the amount of \$5 million; and

The City of Schertz has allocated sufficient bond capacity within the City's Bond Capacity Model for Phase 2 over match funding; and

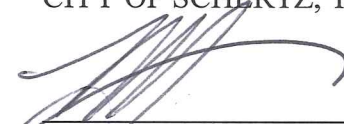
The City of Schertz is determined to support the FM 1518 improvements project being submitted by TXDOT and to provide an additional over match in the amount of \$5 million, bringing the total over match amount to \$10 million from the City of Schertz, in order to advance the Phase 2

project into a single phased construction project in order to lower overall cost and more quickly address traffic congestion; and

Authorizing the City Manager to act on behalf of the City of Schertz in all matters related to the application.

PASSED AND APPROVED, this 28<sup>th</sup> day of November, 2017.

CITY OF SCHERTZ, TEXAS

  
\_\_\_\_\_  
Michael R. Carpenter, Mayor

ATTEST:

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

(CITY SEAL)

**CITY COUNCIL MEMORANDUM**

**City Council Meeting:** September 13, 2022  
**Department:** City Secretary  
**Subject:** Minutes – Consideration and/or action regarding the approval of the minutes of the meeting of August 23, 2022. (B. Dennis/S. Edmondson)

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**BACKGROUND**

The City Council held a Regular City Council meeting on August 23, 2022.

**RECOMMENDATION**

Recommend Approval.

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**Attachments**

08-23-2022 Minutes

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MINUTES  
REGULAR MEETING  
August 23, 2022

A Regular Meeting was held by the Schertz City Council of the City of Schertz, Texas, on August 23, 2022, at 6:00 p.m. in the Hal Baldwin Municipal Complex Council Chambers, 1400 Schertz Parkway, Building #4, Schertz, Texas. The following members present to-wit:

Present: Mayor Ralph Gutierrez; Mayor Pro-Tem Allison Heyward; Councilmember Mark Davis; Councilmember Jill Whittaker; Councilmember Michael Dahle; Councilmember David Scagliola; Councilmember Tim Brown

Absent: City Council Place 2 - Vacant

City      City Manager Dr. Mark Browne; Assistant City Manager Brian James; City Attorney  
Staff:    Adolfo Ruiz; Assistant to the City Manager Sarah Gonzalez; Deputy City Secretary  
            Sheila Edmondson

### **Call to Order**

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

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

Mayor Gutierrez recognized Councilmember Mark Davis who provided the opening prayer followed by the Pledges of Allegiance to the Flags of the United States and the State of Texas.

### **Presentations**

- Proclamation recognizing Building Code and Staff Appreciation Day

Mayor Gutierrez recognized Director of Planning and Community Development Lesa Wood and presented the Building and Code and Staff Appreciation Day proclamation to her and the staff.

### **City Events and Announcements**

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

Mayor Gutierrez recognized Assistant to the City Manager Sarah Gonzalez who provided the following information:

#### **Monday, September 5**

Labor Day

City Offices Closed



## **Tuesday, September 6**

Next regular scheduled Council meeting

6:00 PM

Council Chambers

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

No announcements

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

No announcements

### **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.***

Mayor Pro-Tem Allison Heyward recognized the following:

Maggie Titterington, 1730 Schertz Parkway-Ms. Titterington wanted to thank the City of Schertz for participating in the Chamber Bow last Friday. It was a successful event and at their September Luncheon, the Chamber will be awarding scholarships to students with the DECA program from Clemens and Steele High Schools. Ms. Titterington wanted to remind everyone that the September Luncheon is also the Civic Leaders Luncheon. Candidates who are running this in elections will be given the opportunity to have a table to put their promotional items on. Ms. Titterington asked for City Council's support on Resolution No. 22-R-90 Local Flavor Grant.

Ray Hernandez, 380 Frobose Lane-Mr. Hernandez wanted to address water issues near the subdivisions the Parklands. He stated that they were promised at the beginning of the development they would get a main water line, so they could purchase a water meter and tie into it. Assistant City Manager Brian James got his information to look into it.

### **Consent Agenda Items**

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

Mayor Gutierrez read Consent Agenda Items 1,2 and 4 for the record. Consent Agenda Item 3 was pulled for correction and will be under Discussion.

1. **Minutes** – Consideration and/or action regarding the approval of the minutes of the special meeting of August 5th, 2022 and the minutes of the regular meeting of August 9th, 2022. (B. Dennis)
2. **Resignations to various Boards, Commissions and Committees** - Consideration and/or action approving the Resignation of Mr. Patrick Naughton as a Regular Member of the Historic Preservation Committee. (B. Dennis/Mayor-Council)
3. **Resolution No. 22-R-90** - 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 Grants for 409 and 815 Main Street. (M. Browne/B. James)
4. **Resolution No. 22-R-83** - Consideration and/or action approving a Resolution by the City Council of the City of Schertz, Texas authorizing the purchase of a sewer camera through Visual Imaging Resources a HGACBUY Purchasing Cooperative and other matters in connection therewith. (B. James/S. Williams/S. Mayfield)

Mayor Gutierrez asked if any other items needed to be removed. There were no additional items, so Mayor Gutierrez asked for a motion to approve Consent Agenda Items 1,2 and 4.

Moved by Mayor Pro-Tem Allison Heyward, seconded by Councilmember Jill Whittaker

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

Passed

### **Discussion and Action Items**

3. Mayor Gutierrez moved Consent Agenda Item 3 to Discussion and Action: Correct the address-815 Main Street to 817 Main Street.

**Resolution No. 22-R-90 - 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 Grants for 409 and 817 Main Street. (M. Browne/B. James)**

Mayor Gutierrez read the following into record:

**RESOLUTION NO. 22-R-90**  
**A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF SCHERTZ,**  
**TEXAS APPROVING REQUESTS FOR A SCHERTZ MAIN STREET LOCAL**  
**FLAVOR ECONOMIC DEVELOPMENT GRANTS FOR 409 MAIN and 817**

## **MAIN STREET IN THE CITY OF SCHERTZ, TEXAS, AND RELATED MATTERS IN CONNECTION THEREWITH**

Mayor Gutierrez asked City Council if a discussion was needed or just approve the correction. Mayor Pro-Tem Heyward stated a discussion was not necessary only the correction.

Mayor Gutierrez asked for a motion to approve Resolution No. 22-R-90.

Moved by Councilmember Jill Whittaker, seconded by Mayor Pro-Tem Allison Heyward

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

Passed

5. **Resolution No. 22-R-81** - Consideration and/or action approving a Resolution by the City Council of the City of Schertz, Texas creating a Neighborhood Empowerment Zone for the Main Street area. (M. Browne/B. James)

Mayor Gutierrez read the following into record:

### **RESOLUTION NO. 22-R-81**

#### **A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF SCHERTZ, TEXAS CREATING THE SCHERTZ MAIN STREET AREA NEIGHBORHOOD EMPOWERMENT ZONE OF SCHERTZ, TEXAS, AND RELATED MATTERS IN CONNECTION THEREWITH**

Mayor Gutierrez recognized Assistant City Manager Brian James who reminded City Council that there was a work session on this item months ago. City Council wanted to talk about a few of the remaining fees that we do charge: tap fees, street-cut-out fees, impact and tree mitigation fees. The City Attorney recommended that the first step is to create the Neighborhood Empowerment Zone. All this does is designate this area as being special due to some of the conditions in this area that has held it back from redeveloping. It is a designation for the city's focus.

Councilmember Whittaker stated that when they talked about this before, it was mentioned that possibly bringing in parts of FM 78 that need attention. ACM Brian James said that the idea staff is looking at is to bring back the parts of FM 78 as a separate Empowerment Zone. He explained that the Empowerment Zone becomes the basis of the justification to possibly waive fees, but that will be a separate action will be brought back next week with those actual fee waivers.

The area being discussed is the same outline as the Main Street Grant outline.

Mayor Gutierrez asked for a motion to approve Resolution No. 22-R-81.

Moved by Councilmember Jill Whittaker, seconded by Mayor Pro-Tem Allison Heyward

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

Passed

6. **Resolution No. 22-R-87**-Consideration and/or action approving a Resolution by the City Councils, respectively, for the City of Schertz, City of Live Oak, and the City of Universal City, Texas approving an application for a Defense Economic Adjustment Assistance Grant (DEAAG) related to the provision of goods and services to Joint Base San Antonio (JBSA); authorizing the Alamo Area Council of Governments (AACOG) to submit the application and if awarded, administer the Grant on behalf of the cities; and authorizing the procurement and installation of a Traffic Signal Pre-Emption System. The grant must be applied for by September 1, 2022. (M. Browne/G.Rodgers)

Mayor Gutierrez read the following into record:

**RESOLUTION NO. 22-R-87**

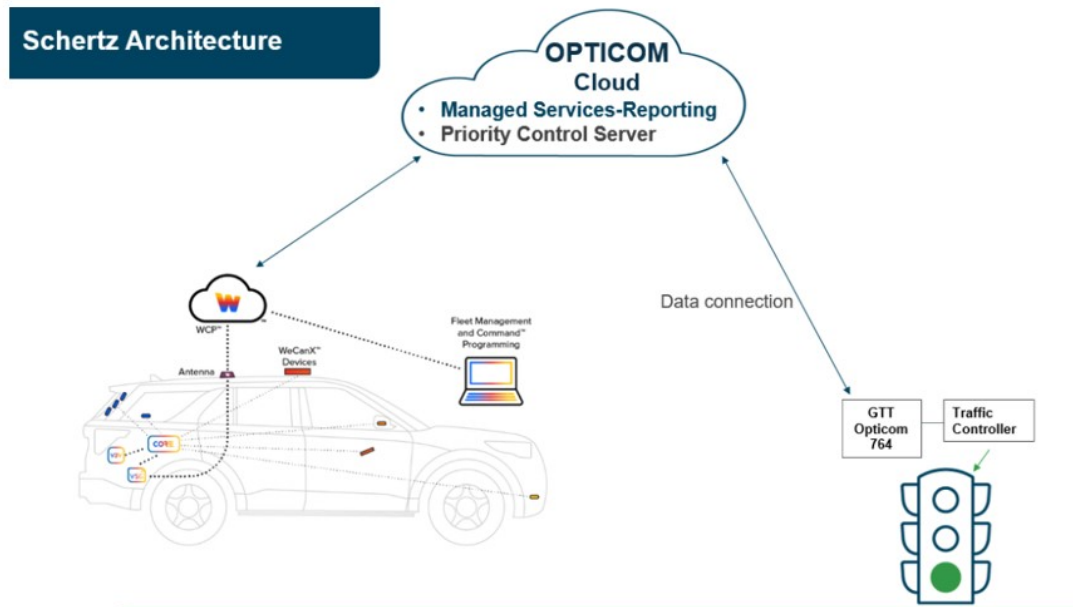
**A RESOLUTION BY THE CITY COUNCILS, RESPECTIVELY, FOR THE CITY OF SCHERTZ, LIVE OAK, AND UNIVERSAL CITY, TEXAS APPROVING AN APPLICATION FOR A DEFENSE ECONOMIC ADJUSTMENT ASSISTANCE GRANT (DEAAG) RELATED TO THE PROVISION OF GOODS AND SERVICES TO JOINT BASE SAN ANTONIO (JBSA); AUTHORIZING THE ALAMO AREA COUNCIL OF GOVERNMENTS (AACOG) TO SUBMIT THE APPLICATION, AND IF AWARDED, ADMINISTER THE GRANT ON BEHALF OF THE CITIES; AND AUTHORIZING THE PROCUREMENT AND INSTALLATION OF A TRAFFIC SIGNAL PRE-EMPTION SYSTEM.**

Mayor Gutierrez recognized Fire Chief Greg Rodgers who presented a PowerPoint presentation on a joint venture with the City of Universal City and the Opticom Traffic Preemption System.

What is Opticom?

- Cloud based – GPS Driven Traffic Preemption system
- Provides priority control at intersections
- Monitors locations, speed, and mapping to time intersection preemption for continual travel
- Sends vehicle information from the vehicle to the cloud
- Info then goes from the cloud to the intersection control box
- The control box then turns your direction of travel green while others turn red

# How This Works Together.....



Chief Rodgers continued his presentation to how this will benefit the City of Schertz.

- Improve outcomes – up to 25% faster response times
- Regional response improvements to/from partners
- Improve responder and citizen safety
- Reduce vehicle maintenance
- Reduce fuel consumption
- Eliminate system maintenance and support costs
- No replacement part costs

How do we get it? Defense Economic Adjustment Assistance Grant

- DEAAG would be for 10 year agreement
- 50% of cost would be covered
- Working with Universal City (Lead)
- Grant would allow for fire and EMS units to be equipped

Cost of the Project is based on 3 components:

- Cost for the Cloud
- Cost Per Intersection (21 intersections)
- Cost Per Vehicle (24 vehicles)

Cost would vary depending on number of participants and technology employed

Total project cost estimated to be between:  
\$256,000 and \$232,000

Chief Rodgers answered questions City Council had and City Manager Dr. Mark Browne explained that the \$250,000 could come from un-obligated ARPA funds.

Mayor Gutierrez asked for a motion to approve Resolution No. 22-R-87.

Moved by Mayor Pro-Tem Allison Heyward, seconded by Councilmember Mark Davis

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

Passed

7. **Resolution No. 22-R-86** - Consideration and/or action approving a Resolution by the City Council of the City of Schertz, Texas, authorizing a preliminary maximum tax rate for Fiscal Year 2022-23 and setting the Public Hearing dates, and other matters in connection therewith. (M. Browne/B. James/J. Walters)

Mayor Gutierrez read the following into record:

**RESOLUTION NO. 22-R-86**

**A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF SCHERTZ, TEXAS AUTHORIZING A PRELIMINARY MAXIMUM TAX RATE FOR FISCAL YEAR 2022-23, AND OTHER MATTERS IN CONNECTION THEREWITH**

Mayor Gutierrez recognized Finance Director James Walters who requested that Resolution No. 22-R-86 be presented after Item 9-Public Hearing: Proposed FY 2022-23 Budget and Tax Rate.

8. **Resolution 22-R-78** - Consideration and/or action approving a Resolution by the City Council of the City of Schertz, Texas indicating the intent to acquire a 10.5-acre property on Dry Comal Creek generally at FM 482 and Bunker Street if the outlined conditions are met and a subsequent Resolution is approved specifically authorizing the purchase. (M. Browne/B. James/L. Shrum)

Mayor Gutierrez read the following into record:

**RESOLUTION NO. 22-R-78**

**A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF SCHERTZ, TEXAS INDICATING THE INTENT TO ACQUIRE A 10.5-ACRE PROPERTY ON DRY COMAL CREEK GENERALLY AT FM 482 AND BUNKER STREET IF THE OUTLINED CONDITIONS ARE MET AND A SUBSEQUENT RESOLUTION IS APPROVED SPECIFICALLY AUTHORIZING THE PURCHASE, AND OTHER MATTERS IN CONNECTION THEREWITH.**

Mayor Gutierrez recognized Director of Parks, Recreation and Community Services Lauren Shrum. Ms Shrum stated she came before City Council approximate a month ago to discuss an opportunity to purchase a tract on the Northern Schertz of the Dry Comal Creek Trail to serve as a trailhead for that future trail.

To fund this purchase:

- \$150,000 CIP Funds for Parks and Trails Infrastructure
- \$37,000 Park Funds available
- \$188,000 Reserve alone

Ms. Shrum stated we would not purchase this at this time. The appraisal for this property just came back today for \$390,000. An environmental assessment still needs to be done and work on the deed restrictions. Great Springs would close on the property and hold it until June 1, 2023. We would take acquisition of the property at that time with specific Council approval. There is another grant that the City of Schertz can apply for to develop the park, and we will apply for it and hopefully use that funding as a match for the grant.

Council David Scagliola asked about the appraisal that came in a \$390,000 and stated that \$375,000 sounds like a good price.

Councilmember Dahle stated that on our Citizen Satisfaction Surveys, the need for additional trail systems is mentioned. He is glad to see that we can do something to add another piece that could possibly tie into the super regional trail coming down from Austin to San Antonio.

Mayor Gutierrez expressed that he has reservations about this because it would task staff with another park, it wasn't part of the strategic plan from February 2022.

Mayor Gutierrez asked for a motion to approve Resolution 22-R-78.

Moved by Councilmember David Scagliola, seconded by Councilmember Michael Dahle

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

Passed

## **Public Hearings**

### **9. Proposed FY 2022-23 Budget and Tax Rate-Public Hearing and Workshop and Discussion on the Proposed FY 2022-23 Budget and Tax Rate. (M. Browne/B. James/J. Walters)**

Mayor Gutierrez recognized Finance Director James Walters who presented an update on the proposed budget as well as our standard programs and information that affects our tax rates.

Tax Rate Recap

- \$0.4999 - Maximum Tax Rate Set at 8/9/22 City Council Meeting
- Update regarding Guadalupe Tax Assessor/Collector numbers

Mr. James stated we received an update from Guadalupe Tax Assessor Collector correcting the upper number. The \$0.4999 was over the voter approval rate. We realized that Council can set another preliminary tax rate tonight and won't affect our adoption schedule. The new rate will \$0.4968. Staff originally proposed \$0.4665 when we set \$0.4999 and staff during our review of the expanded programs as asked by Council and the updated information from the tax assessor collector, we do have recommendations tonight for a \$04950.

## Tax Rate Recap

| Tax Rate Name                         | Tax Rate per \$100 | Est. Tax Bill     | Bill Increase   | % Increase  |
|---------------------------------------|--------------------|-------------------|-----------------|-------------|
| No-new-revenue                        | \$0.4526           | \$1,334.45        | -               | -           |
| Voter Approval                        | \$0.4721           | \$1,392.23        | \$57.78         | 4.3%        |
| <b>w/Increment</b>                    | <b>\$0.4968</b>    | <b>\$1,464.45</b> | <b>\$130.29</b> | <b>9.8%</b> |
| Current                               | \$0.5121           | \$1,509.55        | \$175.10        | 13.1%       |
|                                       |                    |                   |                 |             |
| Proposed at Retreat                   | \$0.4665           | \$1,375.13        | \$40.68         | 3.0%        |
|                                       |                    |                   |                 |             |
| Max Tax Rate set at 8-9-22 CC Meeting | \$0.4999           | \$1,473.59        | \$139.42        | 10.5%       |
| <b>New Proposed Tax Rate</b>          | <b>\$0.4950</b>    | <b>\$1,459.14</b> | <b>\$124.99</b> | <b>9.4%</b> |

Mr. James provided a FY 2022-23 Budget changes.

### Personnel: Changes Since Budget Retreat

- Removed Trail Development Coordinator
- Removed Admin. Assistants for Engineering and Library
- Removed Detective

### Going into Budget Retreat – Proposed Programs:

- Building 27 Parking Lot/Vehicle Storage - \$200,000
- Additional SPAM Funding - \$250,000
- Internet Upgrades - \$16,400
- Fiber Upgrades - \$10,500
- eProcurement Software - \$10,000
- Start-Up Funding for RMS - \$50,000
- Library Board – 50/50 Split over 3 years to Purchase 11 Hotspots
- Enterprise Funds: EMS - Mental Health Canine Service Dog



## Post Budget Retreat – Additional Programs funded with \$0.4950 tax rate

- Fund remainder of RMS - \$400,000
- Cellebrite System - \$12,000
- Body Armor - \$25,000
- Emulsion Tank - \$12,500
- Communication/Radio Program - \$81,000
- Additional Contract Mowing - \$50,000
- Fire Station #3 Cameras - \$8,500
- Replace Public Safety Cameras - \$4,800
- Additional Library Materials - \$15,000
- Increase Contract Cleaning - \$3,000
- Upgrade Manager Plus - \$25,000
- Hard Drive Shredder - \$15,000
- Office 365 Software Training - \$15,000
- Noise Mitigation Tiles - \$15,000
- Trail Funding - \$250,000
- Skid Steer with Mulch Head - \$140,000
- Cibolo Creek Clean-Up Program - \$5,000
- Breaching Tools and Shield - \$12,000
- Recruitment Ads and Incentives - \$17,000

## Changes Since Budget Retreat

- Library Advisory Board
- Match \$5,000 for audiobooks
- Phase in 33 hotspots by 2025
- Reduction in Communication/Radio Program
- Liability Insurance increased \$100,000

Mayor Gutierrez asked if anyone in attendance would like to speak at the Public Hearing. No one spoke, so Mayor Gutierrez closed the public hearing and opened it up for Council comments.

Councilmember David Scagliola asked Finance Director Walters how much did City of Schertz expect to put in our reserves this year vs. the actual amount. Mr. Walters stated he could get the exact numbers for him that would include all the budget adjustments for the year. Councilmember Scagliola had concerns that a new budget that authorized new personnel to be hired on October 1, 2022, but would probably be hired several months later, and we could have saved one-cent on the tax roll. Mr. Walters stated that the budget and tax rate adoption rates are separate, so we could adopt a budget including all the things we discussed and then adopt a different tax rate based on council's goals and staff would work with the budget and the tax rate Council had authorized.

Mayor Gutierrez was pleased to see the tax rate at \$0.4950 and appreciate all the work Mr. Walters has done on this year's proposed budget and tax rate.

Mayor Gutierrez introduced Item 7-Resolution 22-R-86 and read the following into

record:

**RESOLUTION NO. 22-R-86**

**A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF SCHERTZ,  
TEXAS AUTHORIZING A PRELIMINARY MAXIMUM TAX RATE FOR  
FISCAL YEAR 2022-23, AND OTHER MATTERS IN  
CONNECTION THEREWITH**

Mayor Gutierrez asked if Council had any additional comments. No one spoke, so Mayor Gutierrez asked for a motion to approve Resolution No. 22-R-86.

Councilmember Dahle made a motion to authorize a preliminary maximum tax rate for FY 2022-23 at \$0.4950.

Mayor Pro-Tem Heyward seconded the motion.

Moved by Councilmember Michael Dahle, seconded by Mayor Pro-Tem Allison Heyward

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

NAY: Councilmember David Scagliola

Passed

**Roll Call Vote Confirmation**

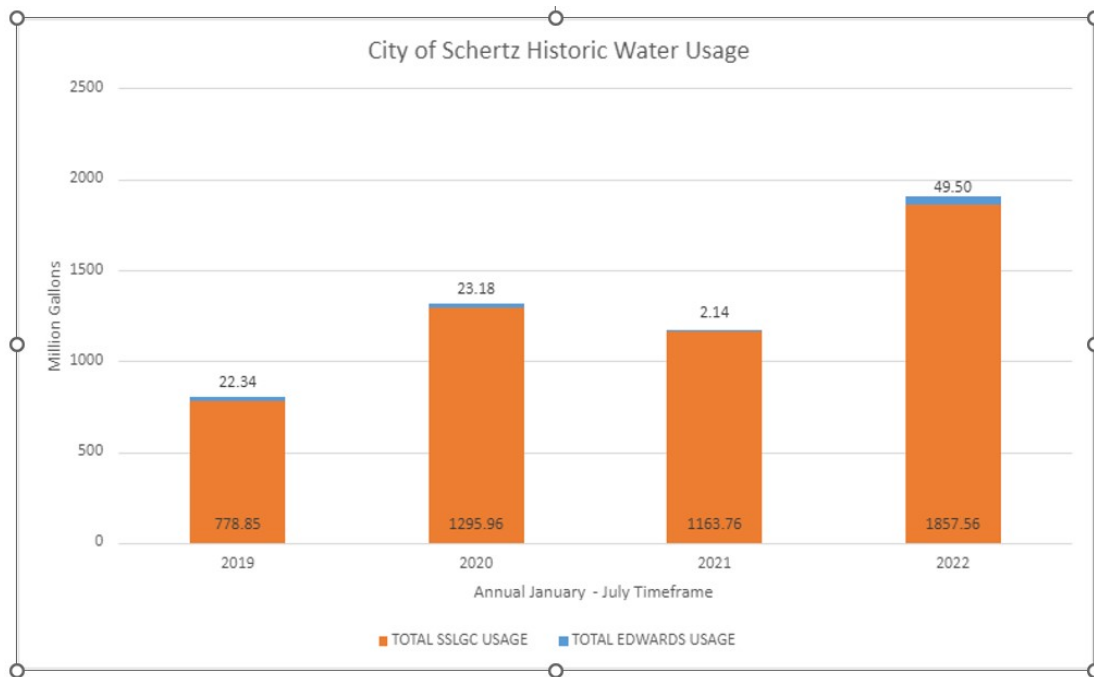
Mayor Gutierrez recognized Deputy City Secretary Sheila Edmondson provided roll call confirmation on Consent Agenda Items 1,2 and 4, and Discussion Items 3,5-8.

**Workshop**

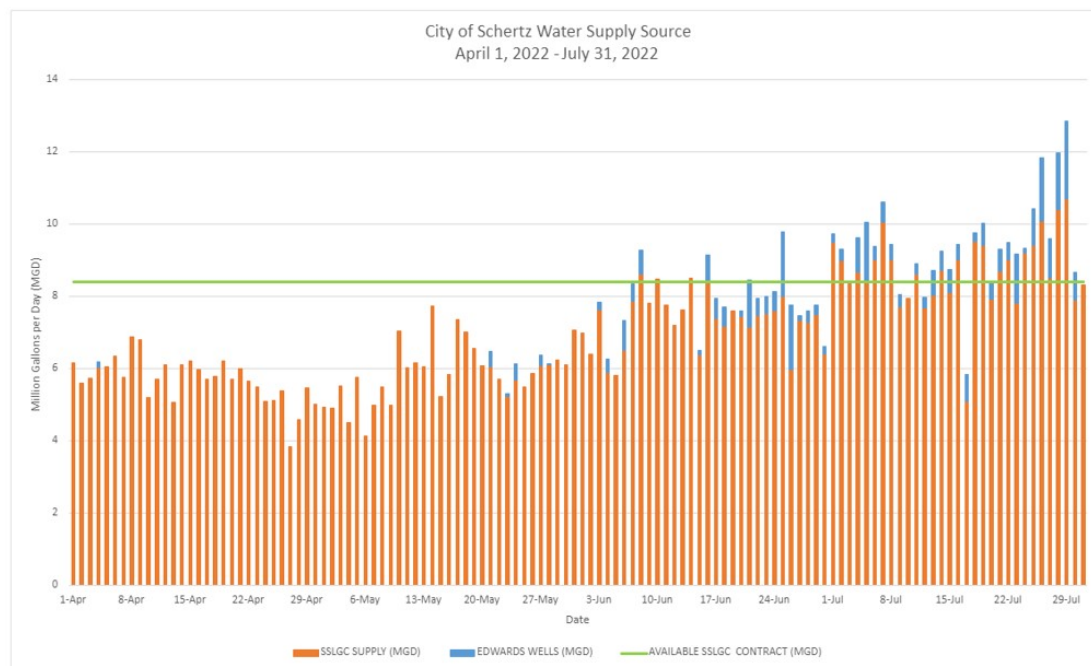
10. Workshop discussion regarding the demands on the Schertz water supply. (B. James/S. Williams)

Mayor Gutierrez recognized Public Works Director Suzanne Williams who presented the City of Schertz Water Workshop.

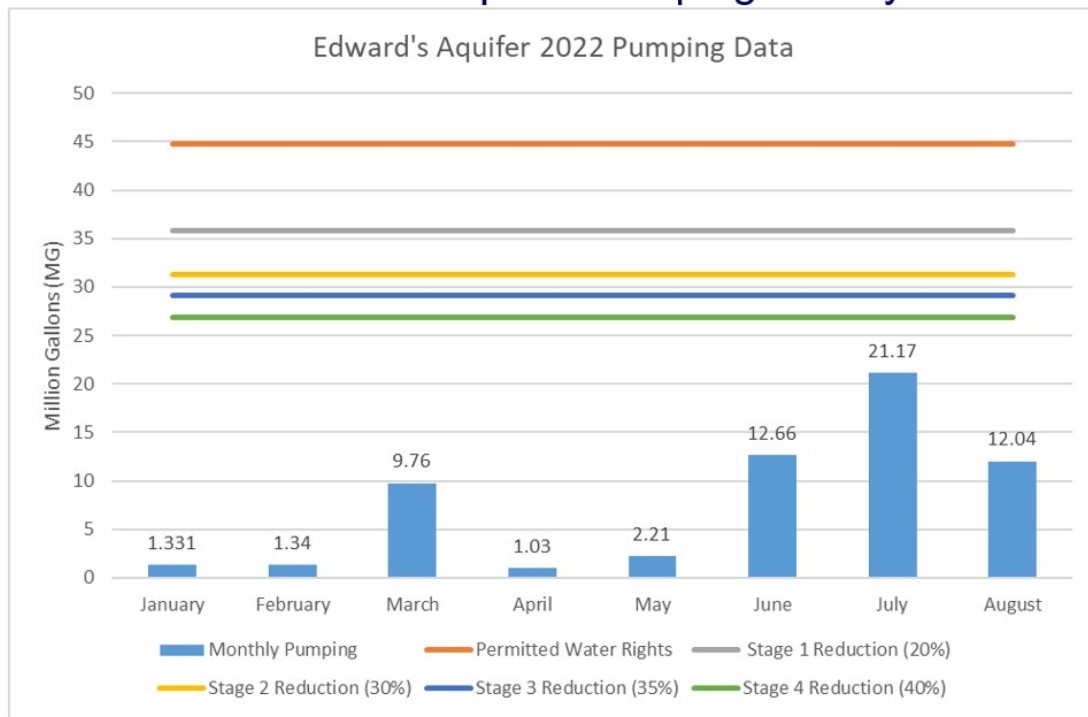
The first slide presented: Historic Water Usage by Source. This slide shows the water we use from SSLGC (orange) and Edwards Aquifer (blue).



Daily Water Supply by Source Chart shows how much water we pulled daily from April 1, 2022, to July 29, 2022.



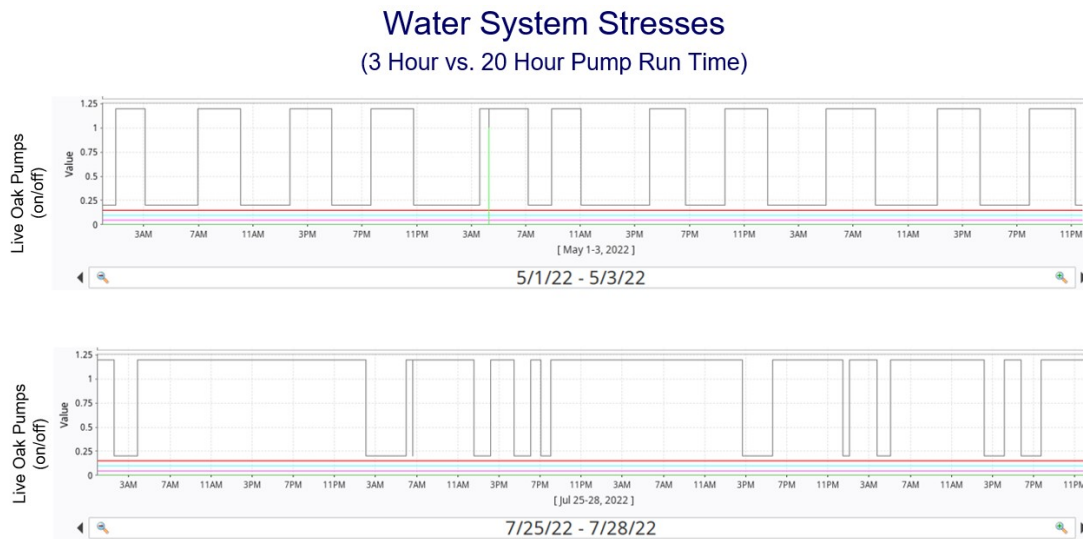
Edwards Aquifer Pumping History chart shows the amount of water we can pull from the Edward's Aquifer, but that amount changes when the Edward's Aquifer goes into water drought restriction stages.



### Water System Stresses

This chart shows a 3-days in May and 3-days in July the difference on how long the pumps run.

In May, they average 3 hours a day vs. 20 hours in July.



Ms. Williams answered Council's questions about the pumps, low water in tanks, water pressure, if pumps died and other water issues. She recommended we launch an awareness campaign and focus on conservation and eliminate water waste. Educational campaigns and videos to help residents conserve water would be helpful, and bring this topic to the forefront. Councilmember Davis would like the awareness campaign to have stronger language to say "Do not water" vs. "avoid watering". Clearer language, so residents understand the concern. Councilmember Whittaker would like to have the HOA's notified and ask residents to be mindful of watering.

## 11. Workshop Discussion Regarding Status of Residential Development Projects in Schertz:

- A. NRP Workforce housing
- B. Heritage Oaks
- C. Saddlebrook
- D. Carmel
- E. Oatmont (Rumpf Property)

Mayor Gutierrez stated that Councilmember Dahle has a conflict of interest and has stepped down from the dais for the first update: NRP Workforce Housing

Mayor Gutierrez stated Council had some concerns with the development in Schertz and asked for an update with the following projects.

Mayor Gutierrez recognized Assistant City Manager Brian James presented an update on the following projects.

### **A. NRP Workforce Housing on FM 1518**

Application for Zone Change Planned Development District (PDD)  
submitted/deemed complete on June 2, 2022

- First round comments sent July 18th, 2022
- Waiting on resubmittals as of August 18th, 2022

Certification Application for Preliminary Plat (PP) submitted/deemed  
complete on July 28th, 2022

- Staff is working through first-round comments
- Woman Hollering Creek Sanitary Sewer Trunk Line is under construction and required to be operational prior to final plat approval. The developer has verbally requested to record the final plat prior to sanitary sewer service being provided to the property.
- TxDOT concurrence is required prior to approval of the preliminary plat. A right turn lane may be required by TxDOT.

Application for Zone Change Planned Development District (PDD)

- Mostly cleanup comments
- Staff had requested cross access due to future limited median opening – Code does not require so applicant does not have to provide.

Certification Application for Preliminary Plat (PP)

- Staff is working through first-round comments but primarily center around sewer connection and water service due to FM 1518 project. TxDOT approval needed. Stormwater comments.

Staff reviewing combined fire and domestic line due to water quality concerns.

### **B. Heritage Oaks**

The developer has submitted their Master Development Plan

- MDP first submittal received 09/03/2022, comments provided by all departments by 11/19/2020
- MDP second submittal received 01/21/2022, comments provided by all departments by 02/25/2022
- MDP third submittal received 05/19/2022, comments provided on 06/30/2022
- MDP fourth submittal received on 08/12/2022 and is under review.

#### Design challenges:

- Difficult to meet the PDD and City of Schertz requirements with the provided land plan: trails, roads, stormwater management, alleys. Things are just tight.
- Coordination with CCMA for relocation of their reclaimed water main
- Coordination with LCRA for trail easement

### **C. Saddlebrook**

The developer has 7 units being reviewed

- The developer submitted plats that did not conform to the approved Master Development Plan (MDP).
- Developer has submitted a revised MDP for review and approval.
- Developer has indicated they want to deviate from the revised MDP currently under review.
- Plan was to take Croton lift station offline and build new lift station with more capacity.
- Staff waiting since March on comments from developer on amended Croton Agreement – needed to take Croton lift station offline.
- Need offsite easements
- As of last week, the developer is wanting to not take Croton lift station offline and reroute force main.

- Saddlebrook Unit 1A (this is the plat for the lift station):

Certification Application for Preliminary Plat Unit 1A submitted/deemed complete on July 12, 2022

Waiting on revisions as of July 26, 2022

- Saddlebrook Unit 1B:

Certification Application for Preliminary Plat Unit 1B submitted/deemed complete on November 8, 2021

Staff provided comments back requesting changes to show an offsite drainage easement they are relying on

- Saddlebrook Unit 2:

Certification Application for Preliminary Plat Unit 2 submitted/deemed complete on November 24, 2021

Just requires revised MDP

- Saddlebrook Unit 3:

Certification Application for Preliminary Plat Unit 3 submitted/deemed complete on November 24, 2021

In Fire review there are comments from other depts (minor)

- Saddlebrook Unit 4:

Certification Application for Preliminary Plat Unit 4 submitted/deemed complete on April 12, 2022

Just requires revised MDP

- Saddlebrook Unit 5:

Certification Application for Preliminary Plat Unit 5 submitted/deemed complete on April 12, 2022

Just requires revised MDP

- Saddlebrook Unit 6:

Certification Application for Preliminary Plat Unit 6 submitted/deemed complete on April 12, 2022

Resubmittals provided July 22, 2022 – hopefully is clean but then waiting on revised MDP

#### **D. Carmel Ranch**

Developer is Final Platting entire project in one phase

- Certification Application for Final Plat submitted/deemed complete December 16, 2021
- Staff has completed reviews of the final plat

Major Issue:

- Final plat cannot be approved until construction documents for the off-site sewer is approved. Developer of Carmel Ranch is not wanting to complete plans/do work – rather is relying on Saddlebrook to do it.

#### **E. Oakmont (Rumpf Tract)**

- Annexation - Application for Annexation submitted/deemed complete on February 8, 2022
- The annexation has gone through 2 rounds of comments.
- Oakmont Place Zoning
- Application for Zone Change submitted/deemed complete on February 8, 2022
- The zoning has gone through 3 rounds of review and is currently pending due to ongoing conversations for the FM 3009 alignment
- Applicant is also seeking offsite easements from SCUCISD and wanting the City to maintain some of their drainage
- As with Carmel Ranch is relying on Saddlebrook for sewer

Assistant City Manager Brian James answered questions from Council about timelines, department reviews, communication improvements and the new CityView software improving the process. He acknowledged improvements can be made in communicating

with the developers the steps with the Schertz process prior to submitting plans and improving the information on the website. Staffing issues and Covid absences have also impacted some these issues, and can slow down the process.

Mayor Gutierrez recognized the developers who were at the meeting and invited them to address the Council.

**NRP Workforce Housing-** (Councilmember Dahle stepped down off the dais for this discussion)

Mr. Jason Arechiga from the NRP Group explained that this project has partnered with Schertz Housing Authority and have a MOU to partner with them. He explained that if timelines are not met, state government funding can be lost, so time is critical for projects to meet certain timelines.

Mr. Raymond Tarin, MTR Engineers explained some of the biggest hurdles they have are timelines related when things certain codes or changes are not known upfront.

### **Heritage Oaks**

Mr. Tony Eugenio's main concern is spending a lot of money on engineering and drawings and the plan is not approved. The city wanted them to do a PDD/MDP at the same time, so the city requested a drainage plan, a utility plan, tree preservation plan, TIA and without a development plan, all of these could have to change. He is asking the format for the process be logical. A process with a preliminary layout approval.

### **Saddlebrook**

Mr. Raymond Tarin stated this is a very large project. Concerns are the changes having to make after the initial direction from staff continues to be a concern as it extends timelines out. The main issue is the sanitary sewer. We have struggled with getting easements from SCUCISD, and unable to get those easements we cannot get the connections needed as the original plan was.

### **Carmel Ranch**

ACM Brian James stated that the developer is final platting in one phase. Carmel Ranch is south of Saddlebrook development. Currently, the developer has not submitted construction documents for providing sewer. Mr. Raymond Tarin agreed that this project has the same issue with the sanitary system as in Saddlebrook. They currently have clearing and grading permit to continue work on the project.

### **Oakmont (Rumpf Property)**

Mr. Raymond Tarin stated the developer has withdrawn to develop this property.

City Council and Staff's spoke about creating an ad-hoc subcommittee to discuss the city's views and policy on lifts stations and force mains.



Mayor Gutierrez will discuss with the City Manager Dr. Browne and determine the number of individuals and who will be needed on that subcommittee.

## **Closed Session**

Mayor Gutierrez read the following into record.

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 pursuant to Section 551.071 of the Texas Government Code, regarding consultation with attorney, to discuss pending or contemplated litigation in the matter of EEOC Charge No. 451-2022-01720.
14. City Council will meet in Closed Session under Section 551.087 of the Texas Government Code, Deliberation Regarding Economic Development Negotiations; Closed Meeting. The governmental body is not required to conduct an open meeting (1) to discuss or deliberate regarding commercial or financial information that the governmental body has received from a business prospect that the governmental body seeks to have locate, stay, or expand in or near the territory of the governmental body and with which the governmental body is conducting economic development negotiations; or (2) to deliberate the offer of a financial or other incentive to a business prospect.
  - Project E-079
  - Project E-080
  - Project E-084
  - Project E-085

Mayor Gutierrez recessed the Regular Meeting at 9:57 p.m. into closed session.

## **Reconvene into Regular Session**

Mayor Gutierrez reconvened into Regular Session at 11:16 p.m.

15. Take any action based on discussions held in Closed Session under Agenda Item 12.  
No action taken.
16. Take any action based on discussions held in Closed Session under Agenda Item 13.  
No action taken.

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

No action taken.

### **Requests and Announcements**

- Announcements by the City Manager.

No further announcements.

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

No requests from Mayor and Councilmembers

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

No requests from Mayor and Councilmembers for items placed on a future City Council agenda.

- Announcements by Mayor and Councilmembers.

Councilmember Jill Whittaker attended the Chamber Luncheon and ribbon cuttings at Kellum Family Medical and Modern Touch Dentistry.

Councilmember David Scagliola attended the Chamber Luncheon, SSLGC Meeting, the Chamber Bowling Event.

### **Adjournment**

Mayor Gutierrez adjourned the meeting at 11:18 p.m.

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Ralph Gutierrez, Mayor

ATTEST:

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Sheila Edmondson, Deputy City Secretary

**CITY COUNCIL MEMORANDUM**

**City Council Meeting:** September 13, 2022  
**Department:** Finance  
**Subject:** Ordinance No. 22-T-39 - Consideration and/or action approving an ordinance by the City Council of the City of Schertz, Texas authorizing an adjustment to the Fiscal Year 2021-2022 Budget to adjust personnel budgets, repealing all ordinances or parts of ordinances in conflict with this ordinance and providing an effective date. *First Reading* (M. Browne/J. Walters)

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**BACKGROUND**

During the budget process, all departments' personnel budgets are reduced in anticipation of having some positions vacant due to turnover or new hires. At the end of the year, not all departments had vacant positions and could be over budget.

This ordinance is to adjust personnel lines for departments without turnover savings or that didn't have enough personnel savings. These overages will be covered by other departments with more than estimated turnover savings, departmental savings, contingency funds for personnel. and additional sales taxes.

Fire also will be over in their personnel lines due to high state deployments. These expenditures will all be reimbursed by the state and this adjustment will reflect that anticipated additional reimbursement.

**GOAL**

To adjust the budget for non-vacancy costs.

**COMMUNITY BENEFIT**

These procedures allow for a higher execution rate on the adopted budget.

**SUMMARY OF RECOMMENDED ACTION**

Adjust the budget to cover personnel overages due to low vacancy and state deployments.

**FISCAL IMPACT**

| Department         | Adjustment |
|--------------------|------------|
| City Manager       | +\$50,000  |
| Court              | +\$15,700  |
| Customer Relations | +\$7,150   |
| Planning & Zoning  | -\$50,000  |
| City Secretary     | +\$7,900   |
| Non-Departmental   | -\$220,500 |

|                   |            |
|-------------------|------------|
| Public Affairs    | +\$23,500  |
| Engineering       | +\$31,400  |
| Police            | +\$342,800 |
| Fire              | +\$550,000 |
| Inspections       | -\$43,400  |
| Streets           | -\$35,000  |
| Event Facilities  | +\$29,300  |
| Library           | +\$26,400  |
| Information Tech. | +\$35,700  |
| Human Resources   | +\$7,150   |
| Finance           | +\$33,600  |
| Purchasing        | +\$24,200  |
| Facilities Maint  | -\$68,600  |
| Senior Center     | -\$30,000  |

State Reimbursements will be increased \$550,000 to offset Fire Deployments.  
Sales Taxes estimate will be increased \$187,800 to cover the remaining adjustment balance.

#### **RECOMMENDATION**

Staff recommends approval of ordinance 22-T-39

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#### **Attachments**

Ordinance 22-T-39

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## **ORDINANCE NO. 22-T-39**

### **AN ORDINANCE BY THE CITY COUNCIL OF THE CITY OF SCHERTZ, TEXAS AUTHORIZING AN ADJUSTMENT TO THE FISCAL YEAR 2021-2022 BUDGET TO ADJUST PERSONNEL BUDGETS, REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT WITH THIS ORDINANCE; AND PROVIDING AN EFFECTIVE DATE**

WHEREAS, pursuant to Ordinance 21-T-38, the City of Schertz (the “City”) adopted the budget for the City for the fiscal year 2021-2022 (the “Budget”), which provides funding for the City’s operations throughout the 2021-2022 fiscal year; and

WHEREAS, the City needs to authorized budget amounts of \$737,800.00 for greater than anticipated personnel costs; and

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

WHEREAS, the City Council of the City has determined that it is in the best interest of the City to adjust the Budget and approve the personnel budget adjustment as more fully set forth in this Ordinance.

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

Section 1. The City shall increase the budget of \$737,800.00 for personnel and recognize and additional \$550,000.00 in State Reimbursements for deployments and \$187,800.00 in additional sales taxes.

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

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

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

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

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

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

PASSED ON FIRST READING, the 13<sup>th</sup> day of September, 2022.

PASSED, APPROVED and ADOPTED ON SECOND READING, the 27<sup>th</sup> day of September, 2022.

CITY OF SCHERTZ, TEXAS

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Mayor

ATTEST:

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City Secretary

(CITY SEAL)

**CITY COUNCIL MEMORANDUM**

**City Council Meeting:** September 13, 2022  
**Department:** Public Works  
**Subject:** Resolution No. 22-R-100 - Consideration and/or action approving a Resolution by the City Council of the City of Schertz, Texas, authorizing the City Manager to issue a purchase order(s) for the purchase of various vehicles/equipment as part of the FY 2022-2023 Vehicle/Equipment replacement program. (B. James/S. Williams/C. Hernandez)

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**BACKGROUND**

Within each fiscal budget year, the Fleet Department requests to purchase vehicles/equipment to add to or replace aging vehicles to maintain a reliable working fleet of City owned vehicles/equipment for the 2022-2023 budget year and in accordance with the Vehicle Replacement Plan previously approved by Council.

The City's vehicles/equipment will be purchased from various vendors via group purchasing cooperatives and or sole source vendors. Each group purchasing cooperative contract was competitively bid by the awarding entity. In addition to that level of competition, City staff also obtained multiple contract quotes to ensure the overall best value for the City was obtained.

Two final quotes for an F150 and F250 have not been received at this time. However, the final quotes are expected to come from either Silsbee Ford or Caldwell County as they have provided the lowest prices on Fords, They are estimated to cost no more than \$45,000 and \$50,000 respectively. Given the rapid increase in pricing, staff is seeking Council approval to purchase these vehicles after final pricing is obtained. Exhibit A of the attached resolution indicates those two vehicles as potentially being purchased from Silsbee Ford and Calwell County. As the note makes clear only one of each vehicle will be purchased.

**GOAL**

To authorize the City Manager to execute the purchase orders for the purchase of the vehicles listed in the Vehicle/Equipment replacement program.

**COMMUNITY BENEFIT**

Having a current and operational Fleet will provide all departments with the necessary vehicles and equipment to perform their assigned duties within the City of Schertz and reduce the maintenance cost of an aging fleet.

**SUMMARY OF RECOMMENDED ACTION**

Approval of this resolution will allow the purchase of the vehicles/equipment listed in the vehicle replacement program.

**FISCAL IMPACT**

The purchase of the vehicles and equipment will be funded through the city’s general fund and emergency services funds. The fiscal impact of this project will be approximately \$1,602,697.

**RECOMMENDATION**

Staff recommends approval of Resolution No. 22-R-100.

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**Attachments**

Res 22 R 100

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## **RESOLUTION NO. 22-R-100**

### **A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF SCHERTZ, TEXAS AUTHORIZING EXPENDITURES IN AN AMOUNT NOT TO EXCEED \$1,602,697 FOR THE FY 22-23 VEHICLE/EQUIPMENT REPLACEMENT PROGRAM**

WHEREAS, Schertz Fleet Department has a need to purchase multiple vehicles, equipment as part of the Vehicle/Equipment Replacement Program; and

WHEREAS, City Staff has done due diligence in researching what vehicle best fits the needs of the department, to obtain the best pricing and to provide the best quality of vehicles; and

WHEREAS, the City of Schertz has chosen various Group Purchasing Cooperative Vendors, for the purchase the vehicles; and

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

WHEREAS, the City Council has determined that it is in the best interest of the City to authorize the City Manager to issue Purchase Orders to the awarded vendors.

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

Section 1. The City Council hereby authorizes expenditures of up to: \$722,504 with Silsbee Ford, \$446,344 with Caldwell Country, \$184,491 with John Deere, \$85,039 with ROMCO Equipment Company, \$19,780 with Buyers Barricades, \$40,000 with Closner, \$15,539 with Hill Country Outdoor Power, \$150,000 with Servs, and \$34,000 with Gillman Honda for a total amount not to exceed ONE MILLION SIX HUNDERED TWO THOUSAND SIX HUNDRED NINETY SEVEN DOLLARS for the vehicle and equipment replacement program as detailed 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, September 13, 2022.

CITY OF SCHERTZ, TEXAS

Ralph Gutierrez, Mayor

ATTEST:

Brenda Dennis, City Secretary

(CITY SEAL)

## EXHIBIT A

| Silsbee Ford               |               | Caldwell County |               | ROMCO Equipment Company |               |
|----------------------------|---------------|-----------------|---------------|-------------------------|---------------|
| Explorer                   | \$ 37,500.00  | Ford Explorers  | \$ 43,918.00  | Rotary Brom             | \$ 85,039.00  |
| Explorer                   | \$ 37,500.00  | Ford Explorers  | \$ 43,918.00  | Total                   | \$ 85,039.00  |
| F150 and fittings          | \$ 52,034.00  | Ford Explorers  | \$ 43,918.00  |                         |               |
| F150 Ext Cab               | \$ 40,014.00  | Ford Explorers  | \$ 43,918.00  | Closner                 |               |
| Sign Shop F350 & fittings  | \$ 70,467.00  | Ford Explorers  | \$ 43,918.00  | Emulsion Tank           | \$ 40,000.00  |
| Plumber's truck & fitting  | \$ 75,600.00  | Ford Explorers  | \$ 43,918.00  | Total                   | \$ 40,000.00  |
| F150                       | \$ 41,391.00  | Ford Explorers  | \$ 43,918.00  |                         |               |
| F150 Crew Cabs-black       | \$ 48,235.00  | Ford Explorers  | \$ 43,918.00  | Buyers Barricades       |               |
| F150 Crew Cabs-gray        | \$ 48,485.00  | F150            | \$ 45,000.00  | Message Board           | \$ 19,780.00  |
| F150 Crew Cab              | \$ 48,371.00  | F250 Four Door  | \$ 50,000.00  |                         | \$ 19,780.00  |
| Dump Bed                   | \$ 83,500.00  | Total           | \$ 446,344.00 |                         |               |
| F150 Crew Cab & fittings   | \$ 44,407.00  |                 |               | SERVS                   |               |
| F150                       | \$ 45,000.00  | John Deere      |               | Remount                 | \$ 150,000.00 |
| F250 Four Door             | \$ 50,000.00  | Shredder        | \$ 22,180.00  | Total                   | \$ 150,000.00 |
| Total                      | \$ 722,504.00 | Tractor         | \$ 47,559.00  |                         |               |
|                            |               | Backhoe         | \$ 114,752.00 | Gillman Honda           |               |
| Hill Country Outdoor Power |               | Total           | \$ 184,491.00 | Honda P1320             | \$ 17,000.00  |
| Mower                      | \$ 15,539.00  |                 |               | Honda P1419             | \$ 17,000.00  |
| Total                      | \$ 15,539.00  |                 |               | Total                   | \$ 34,000.00  |

Note that only one F150 and one F250 Four Door are to be purchased. They listed at the bottom of the columns under Silsbee Ford and Caldwell County to reflect that staff may purchase them from either vendor and for up to that amount.

**CITY COUNCIL MEMORANDUM**

**City Council Meeting:** September 13, 2022  
**Department:** City Secretary  
**Subject:** Texas Municipal League Intergovernmental Risk Pool Board of Trustees Nominations - Consideration and/or action nominating Board of Trustees Candidates for Places 6 through 9. (Mayor/Council)

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**BACKGROUND**

The officials listed on the attached ballot have been nominated to serve a six-year term on the TML Intergovernmental Risk Pool (Workers' Compensation, Property and Liability) Board of Trustees. Each member city is entitled to vote for only one Board of Trustee Member Candidate for Places 6 through 9.

On August 24th, 2022, at the NEP Workshop Mayor's Meeting, a discussion was held about the candidates on the TML Risk Pool Ballot. NEP Mayors agreed on the selections for Place 6 and Place 7, but were unfamiliar with the candidates for Place 8 and Place 9. Mayor Mary Dennis, City of Live Oak is familiar with many of the candidates running for Place 8 and Place 9 and made recommendations for Place 8 and Place 9.

The nominations for Place 6-9 are as follows:

- Place 6- Allison Heyward, Mayor Pro-Tem, City of Schertz
- Place 7- Mary Dennis, Mayor, City of Live Oak
- Place 8- Marian Mendoza, City Administrator for the City of Helotes
- Place 9- Opal Mauldin-Jones, City Manager for the City of Lancaster

**GOAL**

To nominate Candidates in Places 6 through 9 for the TML Intergovernmental Risk Pool Board of Trustees for a six-year term.

**COMMUNITY BENEFIT**

The creation of the TML Risk Pool allows cities to join forces by pooling funds together and managing the risks of worker's compensation as a unified team. The members (cities) of the TML Risk Pool appoint their own Board of Trustees.

**SUMMARY OF RECOMMENDED ACTION**

To nominate Candidates to fill Places 6-9 on the TML Intergovernmental Risk Pool Board of Trustees for a six-year term.

**FISCAL IMPACT**

None.

**RECOMMENDATION**

Staff makes the following recommendations for Board of Trustee Member Candidate for Place 6 through 9:

- Place 6- Allison Heyward, Mayor Pro-Tem, City of Schertz
- Place 7- Mary Dennis, Mayor, City of Live Oak
- Place 8- Marian Mendoza, City Administrator for the City of Helotes
- Place 9- Opal Mauldin-Jones, City Manager for the City of Lancaster

**In the motion, the Councilmember will need to state the place and name of the candidate and authorize Mayor Gutierrez to cast the ballot on behalf of the City of Schertz.**

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**Attachments**

TML RISK BALLOT

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# OFFICIAL BALLOT

## Texas Municipal League Intergovernmental Risk Pool Board of Trustees Election

This is the official ballot for the election of Places 6 – 9 of the Board of Trustees for the Texas Municipal League Intergovernmental Risk Pool. Each Member of the Pool is entitled to vote for Board of Trustee members. Please record your organization's choices by placing an "X" in the square beside the candidate's name or writing in the name of an eligible person in the space provided. You can only vote for one candidate for each place.

The officials listed on this ballot have been nominated to serve a six-year term on the TML Intergovernmental Risk Pool (Workers' Compensation, Property and Liability) Board of Trustees. The names of the candidates for each Place on the Board of Trustees are listed in alphabetical order on this ballot.

Ballots must reach the office of David Reagan, Secretary of the Board, no later than September 30, 2022. Ballots received after September 30, 2022, cannot be counted. **The ballot must be properly signed and all pages of the ballot must be mailed to: Trustee Election, David Reagan, Secretary of the Board, P.O. Box 149194, Austin, Texas 78714-9194. If the ballot is not signed, it will not be counted.**

**PLACE 6**

- ☐ **Allison Heyward.** Councilmember for the City of Schertz (Region 7) since 2018. She also serves as the Mayor Pro Tem. Mrs. Heyward was appointed to represent the Texas Municipal League Board of Directors as an ex-officio non-voting member of the Board of Trustees of the Texas Municipal League Intergovernmental Risk Pool. She earned a Bachelor's Degree in Accounting from Texas Southern University in 1990 and is a 2020 graduate of the Chamber Leadership Core Program. She is a TML Leadership Fellow, a Certified Municipal Officer (CMO), as well as a member of the TMRS Advisory Board on Benefit Design.
- ☐ **Kimberly Meisner.** Assistant City Manager for the City of Kerrville (Region 7). Ms. Meisner has over 25 years of public service, which includes serving Kerrville and La Porte. She earned a Master's Degree in Public Administration from the University of Texas at Arlington and a Bachelor's Degree in Human Resource Management from Columbia Southern University. She is a member of TCMA and serves on the Ethics Committee as the Region 8 Representative. She is also serving a second year as the Chair of the Ethics and Integrity Award subcommittee.

**WRITE IN CANDIDATE:**

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## PLACE 7

- ☐ **Mary Dennis** (Incumbent). Mayor for the City of Live Oak (Region 7) since 2010. Mayor Dennis has served on the TML Risk Pool Board since 2018. She is currently Vice-Chair of the TML Risk Pool Board, and on October 1, 2022, will begin a two-year term as Chair. Among her numerous civic activities are serving as 2016/2017 President for the Texas Municipal League, 2021-2023 NLC Board Director, Treasurer of the Greater Bexar County Council of Governments, Chair of the Judson ISD Facilities Committee, Chair of the Bexar County Suburban Cities Committee, and President of the Live Oak Economic Development Corporation. She is also a 2019 Inductee of the San Antonio Women's Hall of Fame and the 2019 San Antonio Women's Chamber of Commerce "Comet Award."
- ☐ **James A. Douglas, Ph.D.** City Councilmember for the City of Kenedy (Region 7). Dr. Douglas is a current criminal justice instructor at Kenedy ISD. He is a national Law and Public Safety Education Network (LAPSEN) Honor Teacher who, along with some of his students, recently participated in the Washington, D.C. National Academy of Law and Justice. The LAPSEN Honor Teachers were identified from a national application process to identify educators with a passion for law and justice, excellence in leadership and teaching.
- ☐ **Rebecca (Becky) Haas.** Mayor of Richmond (Region 14). Mayor Haas is a business-owner in the historic downtown district of Richmond. She is a direct descendant of one of Stephen F. Austin's first settlers in Texas who are known as the Old Three Hundred. She is Chaplain for and a charter board member of the Descendants of Austin's Old Three Hundred organization. She is passionate about Texas history, a member of the Fort Bend County Historical Commission, a former member of the Richmond Historical Commission, a member of the Fort Bend County Museum, a board member of the Black Cowboy Museum, member of Historic Richmond Association, and is a Fort Bend Docent.
- ☐ **James Hotopp.** City Manager for Weatherford (Region 8) since 2019. Mr. Hotopp joined the City in 2007 as its Director of Water/Wastewater and Engineering and served the City in several capacities, including Utility Engineer, Director of Planning and Development, and Assistant City Manager. He serves as a voting member of Region C Water Planning Group for Texas, which prepares a regional water plan for a 16-county group in North Texas. Mr. Hotopp is a member of the North Texas City Manager's Association, the North Texas Commission, and a board member of the Texas Public Power Association. Previously, he worked in consulting engineering where he designed water treatment plants, wastewater treatment plants, water pump stations, wastewater lift stations, and distribution/collection lines.

**WRITE IN CANDIDATE:**

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## PLACE 8

- ☐ **Chris Coffman.** City Manager of Granbury (Region 8). Mr. Coffman has 24 years in public management. He has served as City Manager for Sealy, Borger, the Village of Timbercreek Canyon, and Panhandle. He has also served as the Director of Local Government Services of the Panhandle Regional Planning Commission and served as Interim City Manager for the Cities of Fritch and Stratford. During his time at the Panhandle Regional Planning Commission, he served 26 counties and 62 cities in the Panhandle. He is a past President of the TCMA. Mr. Coffman holds a Bachelor of Science Degree in Public Administration from West Texas A&M University and has a Certified Public Manager designation through Texas Tech University.
- ☐ **Brett Haney.** City Administrator for the City of Cockrell Hill (Region 13) since 2015. Mr. Haney has been with Cockrell Hill since 2006 and was promoted to Assistant City Administrator in 2011. He is originally from Southern California and moved to North Texas in 2000. Mr. Haney earned Bachelor of Applied Arts and Sciences and Master of Public Administration degrees from the University of North Texas. He is a member of TCMA and currently serves on the Public Policy Committee and has served on the TCMA Advocacy Committee in recent years. He is very active as Cubmaster and Den Leader for Cub Scout Pack 717 in Keller, Texas.
- ☐ **Mike Land.** City Manager for the City of Coppell (Region 13) since 2017, and Deputy City Manager from 2012-2017. Previously, he was Town Manager for Prosper, City Manager for Gainesville, and Executive Director for the Southwestern Diabetic Foundation. Mr. Land has served on the International City/County Management (ICMA) Board of Directors, ICMA's Advisory Board on Graduate Education, Texas A&M University's Development Industry Advisory Council, School Board Trustee for Gainesville Independent School District, and President of TCMA. Currently, he serves on the Texas Women's Leadership Institute Advisory Board and the UTA MPA Advisory Board.
- ☐ **Marian Mendoza.** City Administrator for the City of Helotes (Region 7) since 2020. Ms. Mendoza has held positions with the City of Alamo Heights, as Assistant to the City Manager (2005-2020), and with the City of San Antonio as a Management Analyst (2003-2005). Previously she served as a Director overseeing homeless transition housing programs for the Salvation Army. She also serves as the Ex-Officio Board Member of the Helotes Economic Development Corporation. Ms. Mendoza earned a Bachelor's Degree from St. Mary's University and is part of the Certified Public Management program at Texas State University. She is a member of the ICMA, TCMA, and the International Hispanic Network.
- ☐ **Louis R. Rigby.** Mayor of the City of La Porte (Region 14) since 2010. Mayor Rigby previously served as the District 5 Councilperson from 2004 until 2010, before being elected Mayor. He is a member and past Director of the La Porte-Bayshore Chamber of Commerce and has held the offices of Treasurer, Vice-President, and President of the Harris County Mayors and Councils Association. He graduated from San Jacinto College and the University of Houston before earning an MPA from the University of Houston-Clear Lake. Mayor Rigby served in the U.S. Airforce from 1968-1972. He has actively advocated for the La Porte region on issues including heavy haul and solutions for hurricane damage and management.

**WRITE IN CANDIDATE:**

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## PLACE 9

- ☐ **Barry Beard.** Commissioner for the City of Richmond (Region 14) since 2016. Mr. Beard retired from Moody National Bank where he was the Senior Vice President. He has served on many civic and community boards. He was President of the Board for Oak Bend Hospital, past Chair of the Central Fort Bend Chamber Alliance, past Chair of Arc of Fort Bend, Congressman Olson's Service Academy Interview Committee and Fort Bend Partnership for Youth. He also served on the original Richmond Charter Commission, Richmond Parks Commission, Richmond Development Corporation, Richmond Historical Commission, Richmond Comprehensive Planning Advisory Committee, and the Richmond Rosenberg Local Government Corporation.
- ☐ **Stephanie Fisher.** Councilmember for Johnson City (Region 7). In 2021, she was appointed as the Johnson City representative to the General Assembly of the Capital Area Council of Governments. The Executive Committee of the Capital Area COG appointed her to represent the COG on the Unified Scoring Committee of the Texas Department of Agriculture's Community Block Grant program. She serves on the Board of Directors for the Hill Country 100 Club and the Johnson City Community Education Foundation. She also is the Commissioner for the Johnson City Youth Football program and sits on an advisory committee for the Johnson City Youth Sports Association. She is active in her church, as well as multiple activities within Johnson City ISD, and is a member of the Blanco County Eclipse Task Force.
- ☐ **Carl Joiner.** Mayor for the City of Kemah (Region 14) since 2015. Prior to that, he served as a Kemah City Councilmember for three years. He has served as President of the Kemah Community Development Corporation, Chairman of the Bay Area Houston Transportation Partnership, member of the Convention and Visitors Bureau Board, Chairman of the Clear Creek Education Foundation, board member of the Chris Reed Foundation, Chairman of the Clear Lake Area Chamber, and Treasurer of the League City Regional Chamber of Commerce. He has received awards such as the Chairman's Award in 2020 for the League City Regional Chamber of Commerce and the Sam Walton Award for Integrity in Business.
- ☐ **Opal Mauldin-Jones (Incumbent).** City Manager for the City of Lancaster (Region 13) since 2011, and in various other roles for Lancaster since 2003. Under her leadership, the City has experienced two consecutive bond rating increases without issuing debt. The City has been designated a 2019 All-America City and received the CiCi Award. It is one of less than 25 communities with all five Transparency Stars awarded by the Texas Comptroller. Ms. Mauldin-Jones earned her Bachelor Business Administration and Master Public Administration degrees from the University of Texas at Arlington. She currently serves on the TCMA Board as Director-at-Large and as Vice President-Elect, and on the Board of the TML Intergovernmental Risk Pool.
- ☐ **William Linn.** City Manager of Kenedy (Region 7). Mr. Linn is a member of TCMA and ICMA. He earned a Bachelor of Science Degree in Business from Indiana University's Southeast campus. Thereafter, he was accepted to several law schools where he intended to specialize in business and intellectual property law. However, Mr. Linn opted to enroll in Southern New Hampshire University where he earned a Master of Business Administration and Master of Science in Organizational Leadership concurrently. He is a Certified Fraud Examiner and a Certified Public Manager. He is working to complete the Lean Six Sigma Black Belt and Project Manager Professional Certifications.

**WRITE IN CANDIDATE:**

## **Certificate**

I certify that the vote cast above has been cast in accordance with the will of the majority of the governing body of the public entity named below.

Witness my hand, this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

\_\_\_\_\_  
Signature of Authorized Official

\_\_\_\_\_  
Title

\_\_\_\_\_  
Printed Name of Authorized Official

\_\_\_\_\_  
Printed Name of Political Entity

CITY COUNCIL MEMORANDUM

**City Council Meeting:** September 13, 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. *Final 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.

**\*UPDATE- Retirement flag purchases were moved from Facilities to HR and the Water/Sewer Gems software was moved to Capital Recovery Water and Sewer, respectively. No change in the overall budget.**

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       | 26,826,741           |
| Capital Recovery - Water | 55,748               |
| Capital Recovery - Sewer | 64,248               |
| 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  
FY 2022-23 Proposed Budget

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# Change Memo For the 2022-23 Budget

|                                      | Revised Proposed<br>Budget 9/6/2022 | Changes  | Revised Proposed<br>Budget 8/25/2015 | Reason<br>For<br>Change |
|--------------------------------------|-------------------------------------|----------|--------------------------------------|-------------------------|
| <b>General Fund 101</b>              |                                     |          |                                      |                         |
| <b>REVENUES</b>                      |                                     |          |                                      |                         |
| Taxes                                | 32,305,000                          | 0        | 32,305,000                           |                         |
| 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>43,929,695</b>                   | <b>0</b> | <b>43,929,695</b>                    |                         |
| <b>EXPENSES</b>                      |                                     |          |                                      |                         |
| City Council                         | 133,870                             | 0        | 133,870                              |                         |
| City Manager                         | 1,379,657                           | 0        | 1,379,657                            |                         |
| Municipal Court                      | 416,702                             | 0        | 416,702                              |                         |
| Customer Relations-311               | 121,062                             | 0        | 121,062                              |                         |
| Planning                             | 376,095                             | 0        | 376,095                              |                         |
| Legal Services                       | 137,200                             | 0        | 137,200                              |                         |
| City Secretary                       | 233,574                             | 0        | 233,574                              |                         |
| Non Departmental                     | 2,585,203                           | 0        | 2,585,203                            |                         |
| Public Affairs                       | 662,484                             | 0        | 662,484                              |                         |
| Engineering                          | 1,263,846                           | 0        | 1,263,846                            |                         |
| Police                               | 11,639,567                          | 0        | 11,639,567                           |                         |
| Fire Rescue                          | 7,316,978                           | 0        | 7,316,978                            |                         |
| Inspections                          | 1,271,297                           | 0        | 1,271,297                            |                         |
| Neighborhood Services                | 515,121                             |          | 515,121                              |                         |
| Public Works-Streets                 | 2,587,507                           | 0        | 2,587,507                            |                         |
| Parks                                | 2,118,076                           | 0        | 2,118,076                            |                         |
| Pools                                | 580,824                             | 0        | 580,824                              |                         |
| Event Facilities                     | 466,985                             | 0        | 466,985                              |                         |
| Library                              | 1,292,795                           | 0        | 1,292,795                            |                         |
| Information Technology               | 3,058,615                           | 0        | 3,058,615                            |                         |
| Human Resources                      | 767,140                             | 0        | 767,140                              | Flags from Facilities   |
| Finance                              | 755,468                             | 0        | 755,468                              |                         |
| Purchasing                           | 295,370                             | 0        | 295,370                              |                         |
| Fleet Maintenance                    | 1,244,274                           | 0        | 1,244,274                            |                         |
| Facility Maintenance                 | 1,957,775                           | 0        | 1,957,775                            | Flags to HR             |
| Projects                             | 850,000                             |          | 850,000                              |                         |
| City Assistance                      | 335,813                             | 0        | 335,813                              |                         |
| Court Restricted Funds               | 12,740                              | 0        | 12,740                               |                         |
| <b>TOTAL EXPENSES</b>                | <b>44,376,038</b>                   | <b>0</b> | <b>44,376,038</b>                    |                         |
| <b>Revenue over/(under) EXPENSES</b> | <b>(446,343)</b>                    | <b>0</b> | <b>(446,343)</b>                     |                         |



# Change Memo For the 2022-23 Budget

|                                      | Revised Proposed<br>Budget 9/6/2022 | Changes         | Revised Proposed<br>Budget 8/25/2015 | Reason<br>For<br>Change          |
|--------------------------------------|-------------------------------------|-----------------|--------------------------------------|----------------------------------|
| <b>Water Fund 202</b>                |                                     |                 |                                      |                                  |
| <b>REVENUES</b>                      |                                     |                 |                                      |                                  |
| Franchises                           | 400,000                             | 0               | 400,000                              |                                  |
| Permits                              | -                                   |                 | -                                    |                                  |
| 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                      | 1,281,787                           | 0               | 1,281,787                            |                                  |
| W & S Administration                 | 25,568,450                          | (23,496)        | 25,544,954                           | Water/Sewer gems to cap rec      |
| Projects                             | -                                   |                 | -                                    |                                  |
| <b>TOTAL EXPENSES</b>                | <b>26,850,237</b>                   | <b>(23,496)</b> | <b>26,826,741</b>                    |                                  |
| <i>Revenue over/(under) EXPENSES</i> | <b>1,635,621</b>                    | <b>23,496</b>   | <b>1,659,117</b>                     |                                  |
| <b>Capital Recovery Water</b>        |                                     |                 |                                      |                                  |
| <b>REVENUES</b>                      |                                     |                 |                                      |                                  |
| Fees                                 | 1,100,000                           |                 |                                      |                                  |
| Fund Transfers                       | 51,500                              |                 |                                      |                                  |
| Miscellaneous                        |                                     |                 |                                      |                                  |
| <b>TOTAL Revenue</b>                 | <b>1,151,500</b>                    | <b>0</b>        | <b>-</b>                             |                                  |
| <b>EXPENSES</b>                      |                                     |                 |                                      |                                  |
| Non-Departmental                     | 44,000                              | 11,748          | 55,748                               | Water Gems from Water/Sewer Fund |
| Misc. & Projects                     |                                     |                 |                                      |                                  |
| <b>TOTAL EXPENSES</b>                | <b>44,000</b>                       | <b>11,748</b>   | <b>11,748</b>                        |                                  |
| <i>Revenue over/(under) EXPENSES</i> | <b>1,107,500</b>                    | <b>(11,748)</b> | <b>(11,748)</b>                      |                                  |
| <b>Capital Recovery Sewer</b>        |                                     |                 |                                      |                                  |
| <b>REVENUES</b>                      |                                     |                 |                                      |                                  |
| Fees                                 | 550,000                             |                 |                                      |                                  |
| Fund Transfers                       | 51,500                              |                 |                                      |                                  |
| Miscellaneous                        |                                     |                 |                                      |                                  |
| <b>TOTAL Revenue</b>                 | <b>601,500</b>                      | <b>0</b>        | <b>-</b>                             |                                  |
| <b>EXPENSES</b>                      |                                     |                 |                                      |                                  |
| Non-Departmental                     | 52,500                              | 11,748          | 64,248                               | Sewer Gems From Water/Sewer Fund |
| Misc. & Projects                     |                                     |                 |                                      |                                  |
| <b>TOTAL EXPENSES</b>                | <b>52,500</b>                       | <b>11,748</b>   | <b>11,748</b>                        |                                  |
| <i>Revenue over/(under) EXPENSES</i> | <b>549,000</b>                      | <b>(11,748)</b> | <b>(11,748)</b>                      |                                  |
| <br>ALL FUND REVENUES                |                                     | <b>0</b>        |                                      |                                  |
| <br>ALL FUND EXPENSES                |                                     | <b>0</b>        |                                      |                                  |
| <br>ALL FUND OVER/(UNDER)            |                                     | <b>0</b>        |                                      |                                  |



**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        | 26,826,741    |
| Capital Recovery - Water  | 55,748        |
| Capital Recovery - Sewer  | 64,248        |
| 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.**

---

Ralph Gutierrez, Mayor

ATTEST:

---

Brenda Dennis, City Secretary

# **CITY OF SCHERTZ**



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

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

The City Council hereby ratifies the 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

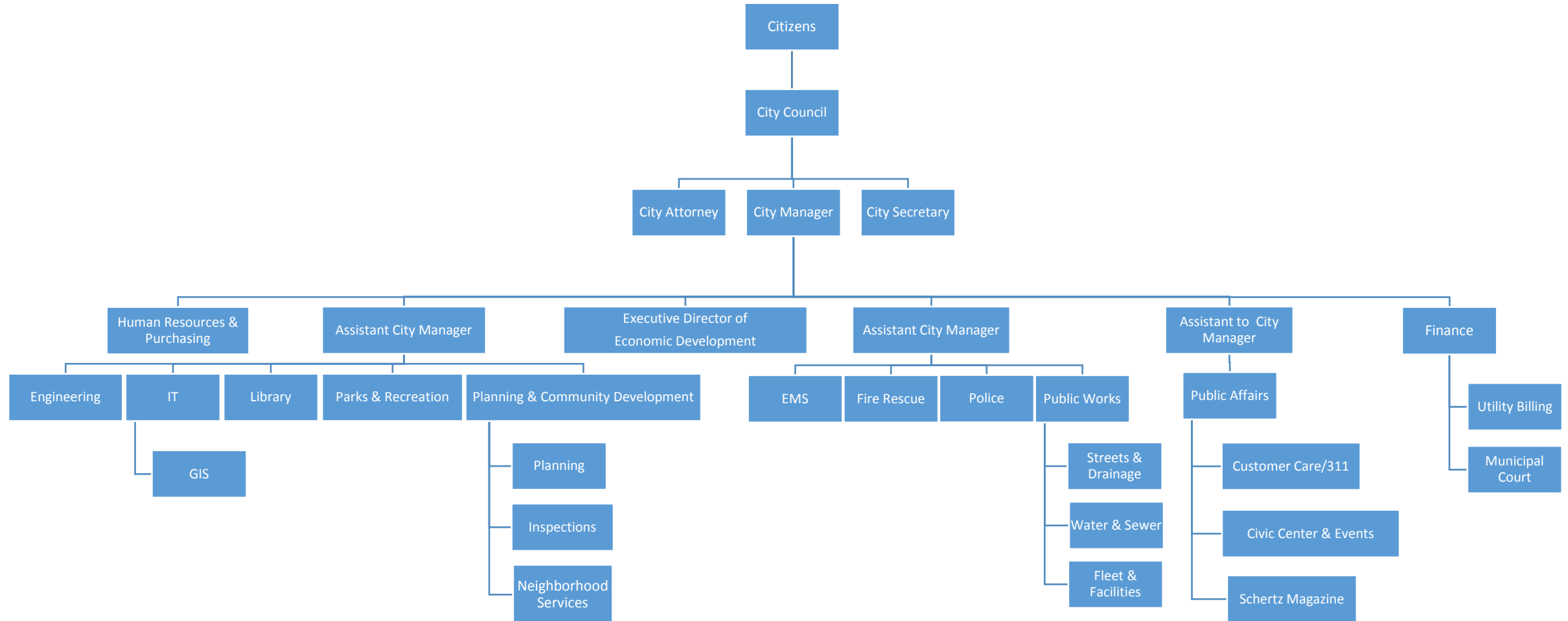
## **City Operational Values**

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 11.3% 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 3.9% 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 5.0% 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 \$55,748 for any professional services or studies that need to be completed.

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

The FY 2022-23 Budget will be set at \$64,248 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<br>Actual   | 2021-22<br>Estimate | 2022-23<br>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

PROPOSED BUDGET WORKSHEET  
AS OF: JULY 31ST, 2022

## FINANCIAL SUMMARY

|                            |                     |                     | (----- 2021-2022 -----) |                 | (----- 2022-2023 -----) |                            |                   |
|----------------------------|---------------------|---------------------|-------------------------|-----------------|-------------------------|----------------------------|-------------------|
|                            | 2019-2020<br>ACTUAL | 2020-2021<br>ACTUAL | CURRENT<br>BUDGET       | Y-T-D<br>ACTUAL | PROJECTED<br>YEAR END   | CITY ADMIN.<br>RECOMMENDED | ADOPTED<br>BUDGET |
| <u>REVENUE SUMMARY</u>     |                     |                     |                         |                 |                         |                            |                   |
| Taxes                      | 23,918,317          | 27,294,441          | 27,845,000              | 26,383,357      | 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               | 1,682,870       | 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               | 1,816,972       | 2,351,312               | 2,189,200                  |                   |
| Fines & Forfeitures        | 7,053               | 8,477               | 9,000                   | 8,742           | 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>803,832</u>      | <u>719,516</u>      | <u>706,050</u>          | <u>848,573</u>  | <u>1,097,943</u>        | <u>839,850</u>             |                   |
| TOTAL REVENUES             | 34,494,396          | 37,610,555          | 41,490,207              | 36,090,315      | 41,167,878              | 44,376,036                 |                   |
| <u>EXPENDITURE SUMMARY</u> |                     |                     |                         |                 |                         |                            |                   |
| <u>NON PROGRAM</u>         |                     |                     |                         |                 |                         |                            |                   |
| NON DEPARTMENTAL           | <u>0</u>            | <u>0</u>            | <u>0</u>                | <u>0</u>        | <u>0</u>                | <u>0</u>                   |                   |
| TOTAL NON PROGRAM          | 0                   | 0                   | 0                       | 0               | 0                       | 0                          |                   |
| <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                 |                   |

## 101-GENERAL FUND

## FINANCIAL SUMMARY

|                                    | 2019-2020<br>ACTUAL | 2020-2021<br>ACTUAL | (----- 2021-2022 -----)<br>CURRENT<br>BUDGET | Y-T-D<br>ACTUAL  | PROJECTED<br>YEAR END | (----- 2022-2023 -----)<br>CITY ADMIN.<br>RECOMMENDED | ADOPTED<br>BUDGET |
|------------------------------------|---------------------|---------------------|----------------------------------------------|------------------|-----------------------|-------------------------------------------------------|-------------------|
| <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                                             |                   |
| <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>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               | 768,340                                               |                   |
| 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>1,956,575</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             | 0                   | 11,770              | 19,452                                       | 5,985            | 19,452                | 12,740                                                |                   |
| NORTHCLIFF COMM CTR                | 0                   | 0                   | 0                                            | 0                | 0                     | 0                                                     |                   |
| CITY HALL WING                     | 0                   | 0                   | 0                                            | 0                | 0                     | 0                                                     |                   |
| LAND PURCHASE                      | 0                   | 0                   | 0                                            | 0                | 0                     | 0                                                     |                   |
| CITY HALL REMODEL                  | 0                   | 0                   | 0                                            | 0                | 0                     | 0                                                     |                   |
| ECONOMIC DEVELOPMENT               | 0                   | 0                   | 0                                            | 0                | 0                     | 0                                                     |                   |
| LIBRARY CAMPAIGN PROJECT           | <u>0</u>            | <u>0</u>            | <u>0</u>                                     | <u>0</u>         | <u>0</u>              | <u>0</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                 | 34,501,919          | 38,190,165          | 41,490,208                                   | 31,450,858       | 42,957,088            | 44,376,036                                            |                   |
| REVENUE OVER/ (UNDER) EXPENDITURES | ( 7,523)            | ( 579,611)          | ( 1)                                         | 4,639,457        | ( 1,789,210)          | 0                                                     |                   |
|                                    | =====               | =====               | =====                                        | =====            | =====                 | =====                                                 | =====             |

101-GENERAL FUND

PROPOSED BUDGET WORKSHEET  
AS OF: JULY 31ST, 2022

REVENUES

|                                          | 2019-2020<br>ACTUAL | 2020-2021<br>ACTUAL | (----- 2021-2022 -----)<br>CURRENT<br>BUDGET | Y-T-D<br>ACTUAL | PROJECTED<br>YEAR END | (----- 2022-2023 -----)<br>CITY ADMIN.<br>RECOMMENDED | ADOPTED<br>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                                                |                   |
| 000-411400 Roll Back Property Tax        | 0                   | 0                   | 0                                            | 0               | 0                     | 0                                                     |                   |
| 000-411500 Sales Tax Revenue-Gen Fund    | 9,612,864           | 11,222,803          | 11,135,000                                   | 9,737,382       | 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                                   | 26,383,357      | 28,970,311            | 32,305,000                                            |                   |
| <u>Franchises</u>                        |                     |                     |                                              |                 |                       |                                                       |                   |
| 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                                             |                   |
| <u>Permits</u>                           |                     |                     |                                              |                 |                       |                                                       |                   |
| 000-431100 Home Occupation Permit        | 560                 | 665                 | 525                                          | 350             | 525                   | 550                                                   |                   |
| 000-431205 Bldg Permit-Residential       | 588,824             | 475,336             | 601,400                                      | 252,660         | 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                                      | 73,526          | 120,000               | 123,000                                               |                   |
| 000-431750 Electrical Permit             | 69,460              | 75,500              | 75,000                                       | 47,660          | 65,000                | 70,000                                                |                   |
| 000-431800 Mechanical Permit             | 68,640              | 53,800              | 68,000                                       | 36,140          | 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                                    | 1,682,870       | 2,265,755             | 1,717,800                                             |                   |
| <u>Licenses</u>                          |                     |                     |                                              |                 |                       |                                                       |                   |
| 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                                                |                   |

## 101-GENERAL FUND

PROPOSED BUDGET WORKSHEET  
AS OF: JULY 31ST, 2022

## REVENUES

|                                         | (----- 2021-2022 -----) (----- 2022-2023 -----) |                     |                   |                 |                       |                            |                   |
|-----------------------------------------|-------------------------------------------------|---------------------|-------------------|-----------------|-----------------------|----------------------------|-------------------|
|                                         | 2019-2020<br>ACTUAL                             | 2020-2021<br>ACTUAL | CURRENT<br>BUDGET | Y-T-D<br>ACTUAL | PROJECTED<br>YEAR END | CITY ADMIN.<br>RECOMMENDED | ADOPTED<br>BUDGET |
| <b>Fees</b>                             |                                                 |                     |                   |                 |                       |                            |                   |
| 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                     |                   |
| 000-451210 Court-Claims & Judgements    | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          |                   |
| 000-451220 Officer Jury Fee             | 91                                              | 0                   | 200               | 0               | 200                   | 0                          |                   |
| 000-451310 Restitution Fee-Local        | 126                                             | 103                 | 100               | 0               | 0                     | 0                          |                   |
| 000-451320 Civil Justice Fee-Court      | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          |                   |
| 000-451321 Civil Justice Fee-State      | 0                                               | 0                   | 0                 | 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                      |                   |
| 000-451500 Teen Court Admin Fee         | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          |                   |
| 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                      |                   |
| 000-452050 Indigent Defense Fee         | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          |                   |
| 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           | 457,778         | 700,000               | 570,000                    |                   |
| 000-452310 Misc Review Fee              | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          |                   |
| 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                      |                   |
| 000-452520 Fire Training Classes        | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          |                   |
| 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                    |                   |

## 101-GENERAL FUND

PROPOSED BUDGET WORKSHEET  
AS OF: JULY 31ST, 2022

## REVENUES

|                                          |                     |                     | (----- 2021-2022 -----) (----- 2022-2023 -----) |                 |                       |                            |                   |
|------------------------------------------|---------------------|---------------------|-------------------------------------------------|-----------------|-----------------------|----------------------------|-------------------|
|                                          | 2019-2020<br>ACTUAL | 2020-2021<br>ACTUAL | CURRENT<br>BUDGET                               | Y-T-D<br>ACTUAL | PROJECTED<br>YEAR END | CITY ADMIN.<br>RECOMMENDED | ADOPTED<br>BUDGET |
| 000-458300 Sale of Property/Auction      | 0                   | 0                   | 0                                               | 0               | 0                     | 0                          |                   |
| 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                          |                   |
| 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                     |                   |
| 000-458680 Tournament Fees               | 0                   | 0                   | 0                                               | 0               | 0                     | 0                          |                   |
| 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            | 5,248               | 6,924               | 5,000                                           | 4,425           | 5,000                 | 5,000                      |                   |
| 000-459990 Fire - False Alarm Fee        | 0                   | 0                   | 0                                               | 0               | 0                     | 0                          |                   |
| TOTAL Fees                               | 2,091,014           | 1,975,216           | 2,232,459                                       | 1,816,972       | 2,351,312             | 2,189,200                  |                   |
| <u>Fines &amp; Forfeitures</u>           |                     |                     |                                                 |                 |                       |                            |                   |
| 000-463000 Library Fines                 | 7,053               | 8,477               | 9,000                                           | 8,742           | 9,000                 | 9,000                      |                   |
| TOTAL Fines & Forfeitures                | 7,053               | 8,477               | 9,000                                           | 8,742           | 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                    |                   |
| 000-473400 Randolph AFB-Animal Control   | 0                   | 0                   | 0                                               | 0               | 0                     | 0                          |                   |
| 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                    |                   |

## 101-GENERAL FUND

PROPOSED BUDGET WORKSHEET  
AS OF: JULY 31ST, 2022

## REVENUES

|                                          |                     |                     | (----- 2021-2022 -----) |                 | (----- 2022-2023 -----) |                            |                   |
|------------------------------------------|---------------------|---------------------|-------------------------|-----------------|-------------------------|----------------------------|-------------------|
|                                          | 2019-2020<br>ACTUAL | 2020-2021<br>ACTUAL | CURRENT<br>BUDGET       | Y-T-D<br>ACTUAL | PROJECTED<br>YEAR END   | CITY ADMIN.<br>RECOMMENDED | ADOPTED<br>BUDGET |
| 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 | 62,500              | 25,000              | 50,000                  | 18,750          | 25,000                  | 25,000                     |                   |
| TOTAL Inter-Jurisdictional               | 996,174             | 899,348             | 990,598                 | 724,943         | 986,068                 | 1,151,352                  |                   |

Fund Transfers

|                                          |           |           |           |           |           |           |  |
|------------------------------------------|-----------|-----------|-----------|-----------|-----------|-----------|--|
| 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   |  |
| 000-482050 Transfer In-Equipment Reserve | 0         | 0         | 0         | 0         | 0         | 0         |  |
| 000-482100 Transfer In-Reserves-Ct Tech  | 0         | 0         | 0         | 0         | 0         | 0         |  |
| 000-482150 Transfer In-Court Security    | 0         | 0         | 0         | 0         | 0         | 0         |  |
| 000-482200 Transfer In-Vehicle Replace   | 0         | 0         | 0         | 0         | 0         | 0         |  |
| 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   |  |
| 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 |  |
| 000-486100 Transfer In                   | 0         | 0         | 0         | 0         | 0         | 0         |  |
| 000-486106 Transfer In-Special Events    | 0         | 0         | 0         | 0         | 0         | 0         |  |
| 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     |  |
| 000-486314 Transfer In Hotel/Motel       | 0         | 0         | 0         | 0         | 0         | 0         |  |
| 000-486317 Transfer from Park Fund       | 0         | 0         | 0         | 0         | 0         | 0         |  |
| 000-486322 Transfer-In-Library Grants    | 0         | 0         | 0         | 0         | 0         | 0         |  |
| 000-486402 Transfer from City Wide Projt | 0         | 0         | 0         | 0         | 0         | 0         |  |
| 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                   | 0         | 0         | 203,706   | 0         | 0         | 0         |  |
| 000-489620 Contribution-SEDC             | 0         | 0         | 0         | 0         | 0         | 0         |  |
| TOTAL Fund Transfers                     | 2,703,943 | 2,893,814 | 5,612,630 | 2,656,094 | 3,094,852 | 3,568,214 |  |

Miscellaneous

|                                        |         |           |         |           |           |         |  |
|----------------------------------------|---------|-----------|---------|-----------|-----------|---------|--|
| 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 |  |
| 000-491800 Gain/Loss                   | 0       | 0         | 0       | 0         | 0         | 0       |  |
| 000-491900 Unrealized Gain/Loss-CapOne | 22,942  | ( 30,999) | 0       | ( 57,115) | ( 40,000) | 0       |  |
| 000-492100 Proceeds-Sale of Land       | 0       | 0         | 0       | 0         | 0         | 0       |  |
| 000-492500 Proceeds from Capital Lease | 0       | 0         | 0       | 0         | 0         | 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   |  |
| 000-493404 Donations-TNR Program       | 0       | 0         | 0       | 0         | 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 Donations-Fire Rescue       | 2,200   | 800       | 1,000   | 0         | 1,000     | 1,000   |  |
| 000-493504 Donations-PD 100 Club       | 0       | 0         | 0       | 0         | 0         | 0       |  |
| 000-493505 Donations-Police Events     | 0       | 0         | 0       | 0         | 0         | 0       |  |



101-GENERAL FUND

PROPOSED BUDGET WORKSHEET  
AS OF: JULY 31ST, 2022

REVENUES

|                                          | 2019-2020<br>ACTUAL | 2020-2021<br>ACTUAL | (----- 2021-2022 -----)<br>CURRENT<br>BUDGET | (----- 2022-2023 -----)<br>Y-T-D<br>ACTUAL | PROJECTED<br>YEAR END | CITY ADMIN.<br>RECOMMENDED | ADOPTED<br>BUDGET |
|------------------------------------------|---------------------|---------------------|----------------------------------------------|--------------------------------------------|-----------------------|----------------------------|-------------------|
| 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                     |                   |
| 000-493703 Schertz Young Leaders         | 0                   | 0                   | 0                                            | 0                                          | 0                     | 0                          |                   |
| 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                          |                   |
| 000-494495 Other Financing-Capital Lease | 0                   | 0                   | 0                                            | 0                                          | 0                     | 0                          |                   |
| 000-494500 Lease Proceeds                | 0                   | 0                   | 0                                            | 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                    |                   |
| 000-497006 Misc Income-Kept Deposits     | 0                   | 0                   | 0                                            | 0                                          | 0                     | 0                          |                   |
| 000-497007 Misc Income-Schertz Artz      | 0                   | 0                   | 0                                            | 0                                          | 0                     | 0                          |                   |
| 000-497100 Misc Income-Police            | 7,545               | 15,738              | 9,000                                        | 6,859                                      | 9,676                 | 9,000                      |                   |
| 000-497106 Misc Income-Special Events    | 0                   | 0                   | 0                                            | 0                                          | 0                     | 0                          |                   |
| 000-497150 Misc Income-Fire Department   | 0                   | 0                   | 0                                            | 0                                          | 0                     | 0                          |                   |
| 000-497200 Misc Income-Library           | 2,236               | 4,785               | 3,000                                        | 3,282                                      | 3,000                 | 3,000                      |                   |
| 000-497210 Misc Income-Library Copier    | 9,674               | 9,021               | 15,000                                       | 11,569                                     | 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                     |                   |
| 000-498100 Reimburmnt Fire-Training      | 0                   | 0                   | 0                                            | 0                                          | 0                     | 0                          |                   |
| 000-498105 Reimbursmt Police OT-DEA      | 30,802              | 38,501              | 35,000                                       | 22,517                                     | 35,000                | 35,000                     |                   |
| 000-498107 Reimbrsmnt-Police OT-Events   | 0                   | 0                   | 0                                            | 0                                          | 0                     | 0                          |                   |
| 000-498110 Reimburmnt Fire-Emg Acti-OT   | 72,533              | 88,294              | 100,000                                      | 446,209                                    | 594,931               | 200,000                    |                   |
| 000-498150 Reimbursement - Library       | 13,509              | 19,824              | 13,000                                       | 0                                          | 9,000                 | 7,000                      |                   |
| 000-498300 Reimburmnt-City Property      | 0                   | 0                   | 0                                            | 0                                          | 0                     | 0                          |                   |
| 000-498500 Settlement-Litigation         | 0                   | 0                   | 0                                            | 0                                          | 0                     | 0                          |                   |
| TOTAL Miscellaneous                      | <u>803,832</u>      | <u>719,516</u>      | <u>706,050</u>                               | <u>848,573</u>                             | <u>1,097,943</u>      | <u>839,850</u>             |                   |
| TOTAL REVENUES                           | <u>34,494,396</u>   | <u>37,610,555</u>   | <u>41,490,207</u>                            | <u>36,090,315</u>                          | <u>41,167,878</u>     | <u>44,376,036</u>          |                   |

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

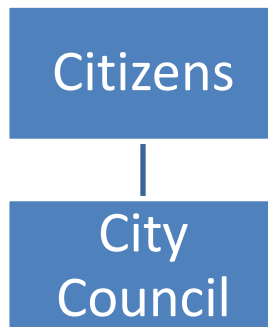
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**DEPARTMENT DESCRIPTION**

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<br>Actual | 2021-22<br>Estimate | 2022-23<br>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<br>Actual | 2021-22<br>Estimate | 2022-23<br>Budget |
|--|-------------------|---------------------|-------------------|
|--|-------------------|---------------------|-------------------|

|                         |    |    |    |
|-------------------------|----|----|----|
| Meeting Attendance rate | 95 | 95 | 98 |
|-------------------------|----|----|----|

|  | 2020-21<br>Actual | 2021-22<br>Estimate | 2022-23<br>Budget |
|--|-------------------|---------------------|-------------------|
|--|-------------------|---------------------|-------------------|

|                       |                  |                  |                  |
|-----------------------|------------------|------------------|------------------|
| 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<br>ACTUAL                             | 2020-2021<br>ACTUAL | CURRENT<br>BUDGET | Y-T-D<br>ACTUAL | PROJECTED<br>YEAR END | CITY ADMIN.<br>RECOMMENDED | ADOPTED<br>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                 | 2,699                                           | 2,694               | 2,708             | 2,198           | 2,708                 | 2,967                      |                   |
| 150-511500 Workers' Compensation         | <u>0</u>                                        | <u>0</u>            | <u>0</u>          | <u>0</u>        | <u>0</u>              | <u>0</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>                  |                                                 |                     |                   |                 |                       |                            |                   |
| 150-533330 Telephone/Internet            | <u>0</u>                                        | <u>0</u>            | <u>0</u>          | <u>0</u>        | <u>0</u>              | <u>0</u>                   |                   |
| TOTAL Utility Services                   | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          |                   |
| <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 Cons'l/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>Operating Equipment</u>               |                                                 |                     |                   |                 |                       |                            |                   |
| 150-571000 Furniture & Fixtures          | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          |                   |
| 150-571300 Computer & Periphe. < \$5,000 | <u>0</u>                                        | <u>0</u>            | <u>0</u>          | <u>0</u>        | <u>0</u>              | <u>0</u>                   |                   |
| TOTAL Operating Equipment                | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          |                   |
| 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<br>Actual  | 2021-22<br>Estimate | 2022-23<br>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

PROPOSED BUDGET WORKSHEET  
AS OF: JULY 31ST, 2022

## GENERAL GOVERNMENT

| EXPENDITURES                             | (----- 2021-2022 -----) (----- 2022-2023 -----) |                     |                   |                 |                       |                            |                   |
|------------------------------------------|-------------------------------------------------|---------------------|-------------------|-----------------|-----------------------|----------------------------|-------------------|
|                                          | 2019-2020<br>ACTUAL                             | 2020-2021<br>ACTUAL | CURRENT<br>BUDGET | Y-T-D<br>ACTUAL | PROJECTED<br>YEAR END | CITY ADMIN.<br>RECOMMENDED | ADOPTED<br>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                      |                   |
| 151-511220 Clothing Allowance            | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          |                   |
| 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                    |                   |
| 151-511355 ICMA Contributions - Employer | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          |                   |
| 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               | 1,481                                           | 1,064               | 1,607             | 929             | 1,200                 | 1,470                      |                   |
| 151-521300 Motor Veh. Supplies           | <u>0</u>                                        | <u>0</u>            | <u>0</u>          | <u>0</u>        | <u>0</u>              | <u>0</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>                  |                                                 |                     |                   |                 |                       |                            |                   |
| 151-533500 Vehicle Fuel                  | <u>0</u>                                        | <u>0</u>            | <u>0</u>          | <u>0</u>        | <u>0</u>              | <u>0</u>                   |                   |
| TOTAL Utility Services                   | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          |                   |
| <u>Operations Support</u>                |                                                 |                     |                   |                 |                       |                            |                   |
| 151-534200 Printing & Binding            | <u>0</u>                                        | <u>0</u>            | <u>50</u>         | <u>0</u>        | <u>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                     |                   |

101-GENERAL FUND

GENERAL GOVERNMENT  
EXPENDITURES

|                                           | 2019-2020<br>ACTUAL | 2020-2021<br>ACTUAL | (----- 2021-2022 -----)<br>CURRENT<br>BUDGET | Y-T-D<br>ACTUAL | PROJECTED<br>YEAR END | (----- 2022-2023 -----)<br>CITY ADMIN.<br>RECOMMENDED | ADOPTED<br>BUDGET |
|-------------------------------------------|---------------------|---------------------|----------------------------------------------|-----------------|-----------------------|-------------------------------------------------------|-------------------|
| <u>Professional Services</u>              |                     |                     |                                              |                 |                       |                                                       |                   |
| 151-541300 Other Cons'l/Prof Services     | 0                   | 0                   | 13,641                                       | 13,641          | 13,641                | 0                                                     |                   |
| TOTAL Professional Services               | 0                   | 0                   | 13,641                                       | 13,641          | 13,641                | 0                                                     |                   |
| <u>Operating Equipment</u>                |                     |                     |                                              |                 |                       |                                                       |                   |
| 151-571000 Furniture & Fixtures           | 0                   | 1,200               | 0                                            | 0               | 0                     | 0                                                     |                   |
| 151-571300 Computer & Periphe. < \$5000   | 0                   | 0                   | 0                                            | 0               | 0                     | 0                                                     |                   |
| 151-571500 Operating Equipment            | 0                   | 0                   | 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

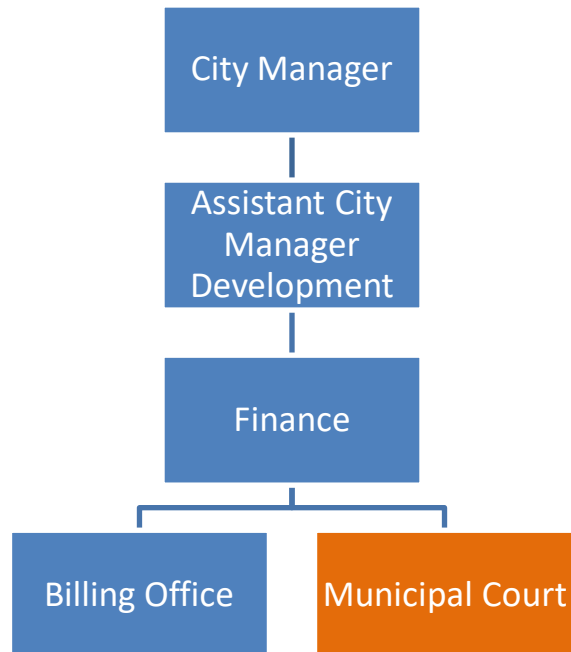
- Promote respect for the administration of justice through improvements in the Court's customer service and the physical attributes of the Municipal Court building.
- Implement the use of new technology and other innovative practices to maintain efficient and security.

## 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<br>Actual | 2021-22<br>Estimate | 2022-23<br>Budget |
|-----------------|-------------------|---------------------|-------------------|
|-----------------|-------------------|---------------------|-------------------|

|                            |       |       |       |
|----------------------------|-------|-------|-------|
| 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<br>Actual | 2021-22<br>Estimate | 2022-23<br>Budget |
|------------|-------------------|---------------------|-------------------|
|------------|-------------------|---------------------|-------------------|

|                             |       |       |       |
|-----------------------------|-------|-------|-------|
| Cases Disposed              | 2,454 | 2,440 | 2,425 |
| Charges Processed per Clerk | 818   | 813   | 808   |

| Effectiveness | 2020-21<br>Actual | 2021-22<br>Estimate | 2022-23<br>Budget |
|---------------|-------------------|---------------------|-------------------|
|---------------|-------------------|---------------------|-------------------|

|                          |     |     |     |
|--------------------------|-----|-----|-----|
| Cases Disposed per Clerk | 33% | 33% | 33% |
|--------------------------|-----|-----|-----|

| Budget | 2020-21<br>Actual | 2021-22<br>Estimate | 2022-23<br>Budget |
|--------|-------------------|---------------------|-------------------|
|--------|-------------------|---------------------|-------------------|

|                       |                  |                  |                  |
|-----------------------|------------------|------------------|------------------|
| 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

|                                          | 2019-2020<br>ACTUAL | 2020-2021<br>ACTUAL | (----- 2021-2022 -----)<br>CURRENT<br>BUDGET | Y-T-D<br>ACTUAL | PROJECTED<br>YEAR END | (----- 2022-2023 -----)<br>CITY ADMIN.<br>RECOMMENDED | ADOPTED<br>BUDGET |
|------------------------------------------|---------------------|---------------------|----------------------------------------------|-----------------|-----------------------|-------------------------------------------------------|-------------------|
| <b>MUNICIPAL COURT</b>                   |                     |                     |                                              |                 |                       |                                                       |                   |
| <b>=====</b>                             |                     |                     |                                              |                 |                       |                                                       |                   |
| <u><b>Personnel Services</b></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><b>Supplies</b></u>                   |                     |                     |                                              |                 |                       |                                                       |                   |
| 152-521000.Operating Supplies - CVE      | 0                   | 0                   | 0                                            | 0               | 0                     | 98                                                    |                   |
| 152-521100 Office Supplies               | 1,559               | 1,403               | 1,500                                        | 806             | 1,100                 | 1,470                                                 |                   |
| 152-521300 Motor Vehicle Supplies        | 0                   | 0                   | 0                                            | 0               | 0                     | 0                                                     |                   |
| 152-521600 Equip Maint Supplies          | <u>0</u>            | <u>0</u>            | <u>0</u>                                     | <u>0</u>        | <u>0</u>              | <u>0</u>                                              |                   |
| TOTAL Supplies                           | 1,559               | 1,403               | 1,500                                        | 806             | 1,100                 | 1,568                                                 |                   |
| <u><b>City Support Services</b></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><b>Utility Services</b></u>           |                     |                     |                                              |                 |                       |                                                       |                   |
| 152-533500 Vehicle Fuel                  | <u>0</u>            | <u>0</u>            | <u>0</u>                                     | <u>0</u>        | <u>0</u>              | <u>0</u>                                              |                   |
| TOTAL Utility Services                   | 0                   | 0                   | 0                                            | 0               | 0                     | 0                                                     |                   |
| <u><b>Operations Support</b></u>         |                     |                     |                                              |                 |                       |                                                       |                   |
| 152-534100 Advertising                   | 0                   | 0                   | 0                                            | 0               | 0                     | 0                                                     |                   |
| 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><b>Staff Support</b></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              | 977                 | 639                 | 1,500                                        | 224             | 1,200                 | 1,470                                                 |                   |
| 152-535600 Professional Certification    | <u>0</u>            | <u>0</u>            | <u>0</u>                                     | <u>0</u>        | <u>0</u>              | <u>0</u>                                              |                   |
| TOTAL Staff Support                      | 4,164               | 2,777               | 6,910                                        | 2,370           | 4,669                 | 7,262                                                 |                   |

## 101-GENERAL FUND

GENERAL GOVERNMENT  
EXPENDITURES

|                                           | 2019-2020<br>ACTUAL | 2020-2021<br>ACTUAL | (----- 2021-2022 -----)<br>CURRENT<br>BUDGET | Y-T-D<br>ACTUAL | PROJECTED<br>YEAR END | (----- 2022-2023 -----)<br>CITY ADMIN.<br>RECOMMENDED | ADOPTED<br>BUDGET |
|-------------------------------------------|---------------------|---------------------|----------------------------------------------|-----------------|-----------------------|-------------------------------------------------------|-------------------|
| <u>Court Support</u>                      |                     |                     |                                              |                 |                       |                                                       |                   |
| 152-536500 Court/Jury Cost                | 372                 | 0                   | 3,000                                        | 132             | 540                   | 980                                                   |                   |
| TOTAL Court Support                       | 372                 | 0                   | 3,000                                        | 132             | 540                   | 980                                                   |                   |
| <u>Professional Services</u>              |                     |                     |                                              |                 |                       |                                                       |                   |
| 152-541300 Other Cons/Prof Services       | 0                   | 0                   | 0                                            | 0               | 0                     | 0                                                     |                   |
| 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           | 0                   | 81                  | 700                                          | 0               | 0                     | 490                                                   |                   |
| TOTAL Professional Services               | 45,694              | 43,379              | 61,700                                       | 29,560          | 42,000                | 65,954                                                |                   |
| <u>Maintenance Services</u>               |                     |                     |                                              |                 |                       |                                                       |                   |
| 152-551100 Building Maintenance           | 0                   | 0                   | 0                                            | 0               | 0                     | 0                                                     |                   |
| 152-551400 Minor & Other Equip. Maint.    | 0                   | 0                   | 0                                            | 0               | 0                     | 0                                                     |                   |
| 152-551800 Other Maintenance Agreements   | 1,650               | 2,065               | 3,000                                        | 2,060           | 1,868                 | 8,526                                                 |                   |
| TOTAL Maintenance Services                | 1,650               | 2,065               | 3,000                                        | 2,060           | 1,868                 | 8,526                                                 |                   |
| <u>Operating Equipment</u>                |                     |                     |                                              |                 |                       |                                                       |                   |
| 152-571000 Furniture & Fixtures           | 0                   | 0                   | 4,000                                        | 1,637           | 3,500                 | 0                                                     |                   |
| 152-571200 Vehicles & Access. LESS \$5,00 | 0                   | 0                   | 0                                            | 0               | 0                     | 0                                                     |                   |
| 152-571300 Computer & Periphe. < \$5000   | 0                   | 0                   | 0                                            | 0               | 0                     | 0                                                     |                   |
| 152-571400 Communication Equip LESS \$500 | 0                   | 0                   | 0                                            | 0               | 0                     | 0                                                     |                   |
| 152-571800 Equipment Under \$5,000        | 0                   | 0                   | 0                                            | 0               | 0                     | 0                                                     |                   |
| TOTAL Operating Equipment                 | 0                   | 0                   | 4,000                                        | 1,637           | 3,500                 | 0                                                     |                   |
| <u>Capital Outlay</u>                     |                     |                     |                                              |                 |                       |                                                       |                   |
| 152-581200 Vehicles & Access. OVER \$5,00 | 0                   | 0                   | 0                                            | 0               | 0                     | 0                                                     |                   |
| TOTAL Capital Outlay                      | 0                   | 0                   | 0                                            | 0               | 0                     | 0                                                     |                   |
| 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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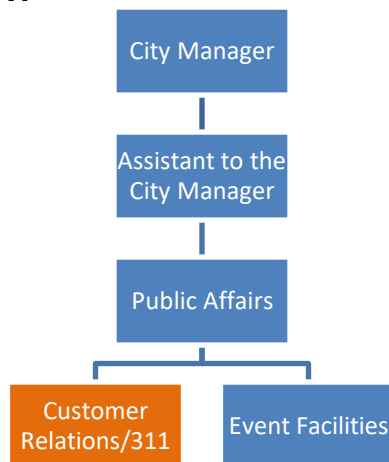
**DEPARTMENT DESCRIPTION**

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<br>Actual | 2021-22<br>Estimate | 2022-23<br>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<br>Actual | 2021-22<br>Estimate | 2022-23<br>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

PROPOSED BUDGET WORKSHEET  
AS OF: JULY 31ST, 2022

## GENERAL GOVERNMENT

## EXPENDITURES

|                                         | (----- 2021-2022 -----) (----- 2022-2023 -----) |                     |                   |                 |                       |                            |                   |
|-----------------------------------------|-------------------------------------------------|---------------------|-------------------|-----------------|-----------------------|----------------------------|-------------------|
|                                         | 2019-2020<br>ACTUAL                             | 2020-2021<br>ACTUAL | CURRENT<br>BUDGET | Y-T-D<br>ACTUAL | PROJECTED<br>YEAR END | CITY ADMIN.<br>RECOMMENDED | ADOPTED<br>BUDGET |
| <u>CUSTOMER RELATIONS-311</u>           |                                                 |                     |                   |                 |                       |                            |                   |
| =====                                   |                                                 |                     |                   |                 |                       |                            |                   |
| <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>              |                                                 |                     |                   |                 |                       |                            |                   |
| 153-571000 Furniture & Fixtures         | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          |                   |
| 153-571300 Computer & Periphe. < \$5000 | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          |                   |
| 153-571500 Operating Equipment          | <u>0</u>                                        | <u>0</u>            | <u>0</u>          | <u>0</u>        | <u>0</u>              | <u>0</u>                   |                   |
| TOTAL Operating Equipment               | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          |                   |
| 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<br>Actual | 2021-22<br>Estimate | 2022-23<br>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                 |
| <br>                                             |                   |                     |                   |
| 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<br>Actual | 2021-22<br>Estimate | 2022-23<br>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

PROPOSED BUDGET WORKSHEET  
AS OF: JULY 31ST, 2022

## GENERAL GOVERNMENT

## EXPENDITURES

|                                       | 2019-2020<br>ACTUAL | 2020-2021<br>ACTUAL | (----- 2021-2022 -----)<br>CURRENT<br>BUDGET | Y-T-D<br>ACTUAL | PROJECTED<br>YEAR END | (----- 2022-2023 -----)<br>CITY ADMIN.<br>RECOMMENDED | ADOPTED<br>BUDGET |
|---------------------------------------|---------------------|---------------------|----------------------------------------------|-----------------|-----------------------|-------------------------------------------------------|-------------------|
| <b>PLANNING &amp; ZONING</b>          |                     |                     |                                              |                 |                       |                                                       |                   |
| <b>=====</b>                          |                     |                     |                                              |                 |                       |                                                       |                   |
| <u><b>Personnel Services</b></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><b>Supplies</b></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><b>City Support Services</b></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><b>Operations Support</b></u>      |                     |                     |                                              |                 |                       |                                                       |                   |
| 154-534000 Postage                    | 0                   | 0                   | 0                                            | 0               | 0                     | 0                                                     |                   |
| 154-534100 Advertising                | 0                   | 0                   | 0                                            | 0               | 0                     | 0                                                     |                   |
| 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><b>Staff Support</b></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><b>Professional Services</b></u>   |                     |                     |                                              |                 |                       |                                                       |                   |
| 154-541300 Other Cons'l/Prof Services | 0                   | 0                   | 0                                            | 0               | 0                     | 0                                                     |                   |
| 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

|                                           | 2019-2020 | 2020-2021 | (----- 2021-2022 -----) | (----- 2022-2023 -----) |                       |                            |                   |
|-------------------------------------------|-----------|-----------|-------------------------|-------------------------|-----------------------|----------------------------|-------------------|
|                                           | ACTUAL    | ACTUAL    | CURRENT<br>BUDGET       | Y-T-D<br>ACTUAL         | PROJECTED<br>YEAR END | CITY ADMIN.<br>RECOMMENDED | ADOPTED<br>BUDGET |
| <u>Operating Equipment</u>                |           |           |                         |                         |                       |                            |                   |
| 154-571000 Furniture & Fixtures           | 593       | 6,375     | 1,639                   | 285                     | 1,639                 | 319                        |                   |
| 154-571200 Office Equipment               | 0         | 0         | 0                       | 0                       | 0                     | 0                          |                   |
| 154-571300 Computer & Periphe. LESS \$500 | <u>0</u>  | <u>0</u>  | <u>0</u>                | <u>0</u>                | <u>0</u>              | <u>0</u>                   |                   |
| TOTAL Operating Equipment                 | 593       | 6,375     | 1,639                   | 285                     | 1,639                 | 319                        |                   |
| <u>Capital Outlay</u>                     |           |           |                         |                         |                       |                            |                   |
| 154-581200 Vehicles & Access. Over \$5,00 | <u>0</u>  | <u>0</u>  | <u>0</u>                | <u>0</u>                | <u>0</u>              | <u>0</u>                   |                   |
| TOTAL Capital Outlay                      | 0         | 0         | 0                       | 0                       | 0                     | 0                          |                   |
| 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<br>Actual | 2021-22<br>Estimate | 2022-23<br>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<br>ACTUAL                             | 2020-2021<br>ACTUAL | CURRENT<br>BUDGET | Y-T-D<br>ACTUAL | PROJECTED<br>YEAR END | CITY ADMIN.<br>RECOMMENDED | ADOPTED<br>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:

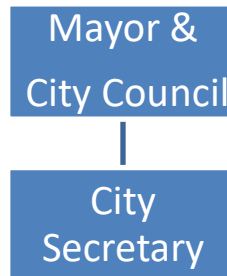
- Public Information requests.
  - Agendas and minutes for public meetings.
  - Ordinances and resolutions.
  - Election administration.
  - Publication of legal notices.
  - Alcohol permits for businesses.
  - Process Liens (filed and released)
  - Provides for the identification, maintenance, retention, 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<br>Actual | 2021-22<br>Estimated | 2022-23<br>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<br>Actual | 2021-22<br>Estimated | 2022-23<br>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<br>Actual | 2021-22<br>Estimated | 2022-23<br>Budget |
|-----------------------|-------------------|----------------------|-------------------|
|-----------------------|-------------------|----------------------|-------------------|

|                                                 |   |   |   |
|-------------------------------------------------|---|---|---|
| Student Mayor/Councilmember for the Day Program | 0 | 1 | 1 |
|-------------------------------------------------|---|---|---|

| Budget | 2020-21<br>Actual | 2021-22<br>Estimated | 2022-23<br>Budget |
|--------|-------------------|----------------------|-------------------|
|--------|-------------------|----------------------|-------------------|

|                       |                  |                  |                  |
|-----------------------|------------------|------------------|------------------|
| 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

GENERAL GOVERNMENT  
EXPENDITURES

|                                         | 2019-2020<br>ACTUAL | 2020-2021<br>ACTUAL | (----- 2021-2022 -----)<br>CURRENT<br>BUDGET | Y-T-D<br>ACTUAL | PROJECTED<br>YEAR END | (----- 2022-2023 -----)<br>CITY ADMIN.<br>RECOMMENDED | ADOPTED<br>BUDGET |
|-----------------------------------------|---------------------|---------------------|----------------------------------------------|-----------------|-----------------------|-------------------------------------------------------|-------------------|
| CITY SECRETARY<br>=====                 |                     |                     |                                              |                 |                       |                                                       |                   |
| <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        | <u>148</u>          | <u>193</u>          | <u>228</u>                                   | <u>211</u>      | <u>211</u>            | <u>280</u>                                            |                   |
| TOTAL Personnel Services                | 193,102             | 194,552             | 198,109                                      | 175,366         | 218,933               | 213,949                                               |                   |
| <u>Supplies</u>                         |                     |                     |                                              |                 |                       |                                                       |                   |
| 164-521100 Office Supplies              | <u>910</u>          | <u>1,082</u>        | <u>1,600</u>                                 | <u>778</u>      | <u>1,150</u>          | <u>1,127</u>                                          |                   |
| TOTAL Supplies                          | 910                 | 1,082               | 1,600                                        | 778             | 1,150                 | 1,127                                                 |                   |
| <u>City Support Services</u>            |                     |                     |                                              |                 |                       |                                                       |                   |
| 164-532700 Records Management           | <u>7,213</u>        | <u>5,921</u>        | <u>9,400</u>                                 | <u>3,523</u>    | <u>10,000</u>         | <u>11,760</u>                                         |                   |
| TOTAL City Support Services             | 7,213               | 5,921               | 9,400                                        | 3,523           | 10,000                | 11,760                                                |                   |
| <u>Operations Support</u>               |                     |                     |                                              |                 |                       |                                                       |                   |
| 164-534100 Advertising                  | 0                   | 0                   | 0                                            | 0               | 0                     | 0                                                     |                   |
| 164-534200 Printing & Binding           | <u>0</u>            | <u>43</u>           | <u>150</u>                                   | <u>139</u>      | <u>150</u>            | <u>147</u>                                            |                   |
| 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              | <u>3,962</u>        | <u>1,945</u>        | <u>4,550</u>                                 | <u>1,473</u>    | <u>3,500</u>          | <u>4,900</u>                                          |                   |
| TOTAL Staff Support                     | 5,232               | 3,144               | 6,000                                        | 2,650           | 4,950                 | 6,591                                                 |                   |
| <u>Maintenance Services</u>             |                     |                     |                                              |                 |                       |                                                       |                   |
| 164-551800 Other Maintenance Agreements | <u>0</u>            | <u>0</u>            | <u>0</u>                                     | <u>0</u>        | <u>0</u>              | <u>0</u>                                              |                   |
| TOTAL Maintenance Services              | 0                   | 0                   | 0                                            | 0               | 0                     | 0                                                     |                   |
| <u>Operating Equipment</u>              |                     |                     |                                              |                 |                       |                                                       |                   |
| 164-571000 Furniture & Fixtures         | <u>0</u>            | <u>250</u>          | <u>1,000</u>                                 | <u>0</u>        | <u>0</u>              | <u>0</u>                                              |                   |
| TOTAL Operating Equipment               | 0                   | 250                 | 1,000                                        | 0               | 0                     | 0                                                     |                   |
| 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<br>Actual  | 2021-22<br>Estimated | 2022-23<br>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<br>ACTUAL | 2020-2021<br>ACTUAL | (----- 2021-2022 -----)<br>CURRENT<br>BUDGET | Y-T-D<br>ACTUAL | PROJECTED<br>YEAR END | (----- 2022-2023 -----)<br>CITY ADMIN.<br>RECOMMENDED | ADOPTED<br>BUDGET |
|-------------------------------------------|---------------------|---------------------|----------------------------------------------|-----------------|-----------------------|-------------------------------------------------------|-------------------|
| <b>NONDEPARTMENTAL</b>                    |                     |                     |                                              |                 |                       |                                                       |                   |
| =====                                     |                     |                     |                                              |                 |                       |                                                       |                   |
| <u>City Support Services</u>              |                     |                     |                                              |                 |                       |                                                       |                   |
| 167-532200 County Appraisal District      | 240,279             | 228,143             | 245,000                                      | 184,697         | 245,000               | 240,100                                               |                   |
| 167-532210 Tax Assessor/Collector-Service | 0                   | 0                   | 0                                            | 0               | 0                     | 0                                                     |                   |
| 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        | 0                   | 0                   | 190,500                                      | 0               | 0                     | 186,200                                               |                   |
| TOTAL City Support Services               | 487,024             | 779,549             | 808,911                                      | 510,184         | 565,000               | 949,620                                               |                   |
| <u>Utility Services</u>                   |                     |                     |                                              |                 |                       |                                                       |                   |
| 167-533200 Electric Utility Services      | 0                   | 7,123               | 0                                            | 0               | 0                     | 0                                                     |                   |
| TOTAL Utility Services                    | 0                   | 7,123               | 0                                            | 0               | 0                     | 0                                                     |                   |
| <u>Operations Support</u>                 |                     |                     |                                              |                 |                       |                                                       |                   |
| 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                  | 70,086              | 0                   | 0                                            | 0               | 0                     | 0                                                     |                   |
| TOTAL Operations Support                  | 194,378             | 141,919             | 140,000                                      | 105,008         | 123,000               | 126,420                                               |                   |
| <u>Staff Support</u>                      |                     |                     |                                              |                 |                       |                                                       |                   |
| 167-535500 Training/Travel                | 0                   | 0                   | 0                                            | 0               | 0                     | 0                                                     |                   |
| 167-535510 Meeting Expenses               | 0                   | 0                   | 0                                            | 0               | 0                     | 0                                                     |                   |
| TOTAL Staff Support                       | 0                   | 0                   | 0                                            | 0               | 0                     | 0                                                     |                   |
| <u>City Assistance</u>                    |                     |                     |                                              |                 |                       |                                                       |                   |
| 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  | 1,223,379           | 621,736             | 570,000                                      | 578,588         | 578,588               | 607,600                                               |                   |
| TOTAL City Assistance                     | 1,914,550           | 1,406,900           | 1,315,645                                    | 1,311,428       | 1,324,233             | 1,367,604                                             |                   |
| <u>Professional Services</u>              |                     |                     |                                              |                 |                       |                                                       |                   |
| 167-541400 Auditor/Accounting Service     | 0                   | 0                   | 0                                            | 0               | 0                     | 0                                                     |                   |
| 167-541500 State/County Admin Fees        | 0                   | 126                 | 125                                          | 35              | 125                   | 123                                                   |                   |
| 167-541600 Misc Bank Charges              | 746                 | 971                 | 750                                          | 823             | 900                   | 980                                                   |                   |
| 167-541650 Investment Management Fee      | 0                   | 0                   | 0                                            | 0               | 0                     | 0                                                     |                   |
| 167-541800 Credit Card Service Fee        | 69,943              | 94,440              | 85,000                                       | 50,407          | 85,000                | 98,000                                                |                   |
| 167-541810 Credit Cards Fees - AMEX       | 2,886               | 4,751               | 2,900                                        | 16,247          | 12,000                | 14,700                                                |                   |
| TOTAL Professional Services               | 73,575              | 100,288             | 88,775                                       | 67,512          | 98,025                | 113,803                                               |                   |

## 101-GENERAL FUND

PROPOSED BUDGET WORKSHEET  
AS OF: JULY 31ST, 2022

## GENERAL GOVERNMENT

| EXPENDITURES                             | (----- 2021-2022 -----) (----- 2022-2023 -----) |                     |                   |                 |                       |                            |                   |
|------------------------------------------|-------------------------------------------------|---------------------|-------------------|-----------------|-----------------------|----------------------------|-------------------|
|                                          | 2019-2020<br>ACTUAL                             | 2020-2021<br>ACTUAL | CURRENT<br>BUDGET | Y-T-D<br>ACTUAL | PROJECTED<br>YEAR END | CITY ADMIN.<br>RECOMMENDED | ADOPTED<br>BUDGET |
| <u>Fund Charges/Transfers</u>            |                                                 |                     |                   |                 |                       |                            |                   |
| 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                     | _____             |
| 167-548401 Transfer Out - Bond Fund      | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          | _____             |
| 167-548615 Transfer Out - Hist. Committe | 169                                             | 3,109               | 10,750            | 0               | 10,750                | 10,535                     | _____             |
| 167-548700 Bad Debt Expense              | <u>0</u>                                        | <u>0</u>            | <u>0</u>          | <u>0</u>        | <u>0</u>              | <u>0</u>                   | <u>_____</u>      |
| TOTAL Fund Charges/Transfers             | 374                                             | 122                 | 27,979            | 0               | 27,979                | 27,757                     | _____             |
| <u>Operating Equipment</u>               |                                                 |                     |                   |                 |                       |                            |                   |
| 167-571500 Operating Equipment           | <u>0</u>                                        | <u>0</u>            | <u>0</u>          | <u>0</u>        | <u>0</u>              | <u>0</u>                   | <u>_____</u>      |
| TOTAL Operating Equipment                | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          | _____             |
| <u>Capital Outlay</u>                    |                                                 |                     |                   |                 |                       |                            |                   |
| 167-581010 Land Purchase                 | 0                                               | 7,450               | 0                 | 0               | 0                     | 0                          | _____             |
| 167-581800 Equipment Over \$5,000        | <u>0</u>                                        | <u>0</u>            | <u>0</u>          | <u>0</u>        | <u>0</u>              | <u>0</u>                   | <u>_____</u>      |
| TOTAL Capital Outlay                     | 0                                               | 7,450               | 0                 | 0               | 0                     | 0                          | _____             |
| <u>TOTAL NONDEPARTMENTAL</u>             |                                                 |                     |                   |                 |                       |                            |                   |
|                                          | 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.

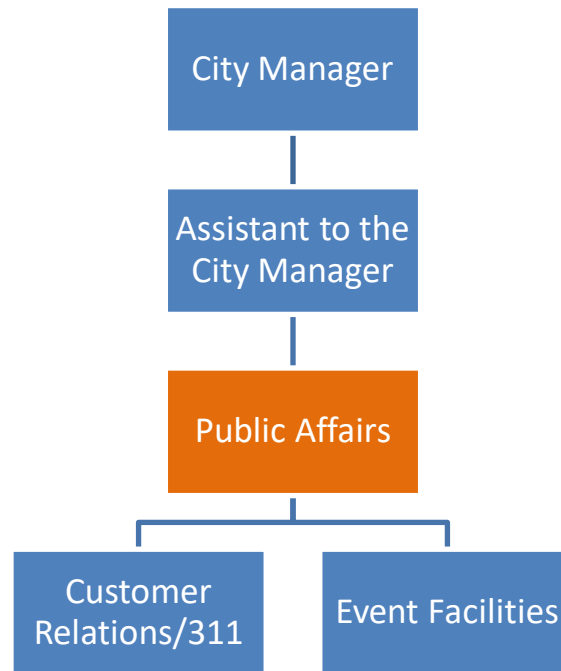
Public Affairs creates photographic/video/audio recording of City events and activities, designs City marketing materials, documents, hiring packets, graphics, logos, plaques, trophies, proclamations, etc.

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        |
| <b>TOTAL POSITIONS</b>                  | <b>4</b> | <b>4</b> | <b>4</b> |

**PERFORMANCE INDICATORS**

| Workload/Output Measures                 | 2020-21<br>Actual | 2021-22<br>Estimate | 2022-23<br>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<br>Actual | 2021-22<br>Estimate | 2022-23<br>Budget |
|-------------------------------------------------------------|-------------------|---------------------|-------------------|
| Percentage of Magazine Contracted                           | 50%               | 50%                 | 50%               |
| Average cost per Advertising Run outside<br>of the magazine | 200               | 200                 | 200               |

| Effectiveness                          | 2020-21<br>Actual | 2021-22<br>Estimate | 2022-23<br>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<br>Actual | 2021-22<br>Estimate | 2022-23<br>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<br>ACTUAL                             | 2020-2021<br>ACTUAL | CURRENT<br>BUDGET | Y-T-D<br>ACTUAL | PROJECTED<br>YEAR END | CITY ADMIN.<br>RECOMMENDED | ADOPTED<br>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                        |                   |
| 170-521010 Operating Supplies-Events    | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          |                   |
| 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>            |                                                 |                     |                   |                 |                       |                            |                   |
| 170-532700 Records Management           | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          |                   |
| 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                        |                   |
| 170-535300 Memberships                  | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          |                   |
| 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             | 341                                             | 232                 | 350               | 176             | 176                   | 245                        |                   |
| 170-535600 Professional Certification   | <u>0</u>                                        | <u>0</u>            | <u>0</u>          | <u>0</u>        | <u>0</u>              | <u>0</u>                   |                   |
| TOTAL Staff Support                     | 2,782                                           | 3,163               | 11,120            | 3,288           | 3,926                 | 7,840                      |                   |

101-GENERAL FUND

GENERAL GOVERNMENT  
EXPENDITURES

|                                           | 2019-2020<br>ACTUAL | 2020-2021<br>ACTUAL | (----- 2021-2022 -----)<br>CURRENT<br>BUDGET | Y-T-D<br>ACTUAL | PROJECTED<br>YEAR END | (----- 2022-2023 -----)<br>CITY ADMIN.<br>RECOMMENDED | ADOPTED<br>BUDGET |
|-------------------------------------------|---------------------|---------------------|----------------------------------------------|-----------------|-----------------------|-------------------------------------------------------|-------------------|
| <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>                                              | <u>_____</u>      |
| TOTAL Professional Services               | 228,379             | 246,818             | 271,500                                      | 219,912         | 263,900               | 256,760                                               |                   |
| <u>Operating Equipment</u>                |                     |                     |                                              |                 |                       |                                                       |                   |
| 170-571000 Furniture & Fixtures           | 0                   | 0                   | 150                                          | 0               | 0                     | 0                                                     | _____             |
| 170-571300 Computer & Perriph under \$500 | 0                   | 0                   | 0                                            | 0               | 0                     | 0                                                     | _____             |
| 170-571310 Computer Software              | 0                   | 0                   | 0                                            | 0               | 0                     | 0                                                     | _____             |
| 170-571500 Operating Equipment            | <u>0</u>            | <u>0</u>            | <u>700</u>                                   | <u>0</u>        | <u>600</u>            | <u>0</u>                                              | <u>_____</u>      |
| TOTAL Operating Equipment                 | 0                   | 0                   | 850                                          | 0               | 600                   | 0                                                     |                   |
| 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<br>Actual | 2021-22<br>Estimate | 2022-23<br>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<br>Actual | 2021-22<br>Estimate | 2022-23<br>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                          | ((----- 2021-2022 -----)) ((----- 2022-2023 -----)) |                     |                   |                 |                       |                            |                   |
|---------------------------------------|-----------------------------------------------------|---------------------|-------------------|-----------------|-----------------------|----------------------------|-------------------|
|                                       | 2019-2020<br>ACTUAL                                 | 2020-2021<br>ACTUAL | CURRENT<br>BUDGET | Y-T-D<br>ACTUAL | PROJECTED<br>YEAR END | CITY ADMIN.<br>RECOMMENDED | ADOPTED<br>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

PROPOSED BUDGET WORKSHEET  
AS OF: JULY 31ST, 2022

## GENERAL GOVERNMENT

## EXPENDITURES

|                                           | 2019-2020<br>ACTUAL | 2020-2021<br>ACTUAL | (----- 2021-2022 -----)<br>CURRENT<br>BUDGET | Y-T-D<br>ACTUAL | PROJECTED<br>YEAR END | (----- 2022-2023 -----)<br>CITY ADMIN.<br>RECOMMENDED | ADOPTED<br>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    | 7,791               | 15,390              | 40,000                                       | 9,350           | 40,000                | 49,000                                                |                   |
| 173-541500 Surveying Service              | 0                   | 0                   | 0                                            | 0               | 0                     | 0                                                     |                   |
| 173-541650 Misc Expenses                  | <u>0</u>            | <u>0</u>            | <u>0</u>                                     | <u>0</u>        | <u>0</u>              | <u>0</u>                                              |                   |
| TOTAL Professional Services               | 15,791              | 34,465              | 61,934                                       | 18,643          | 53,115                | 49,000                                                |                   |
| <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

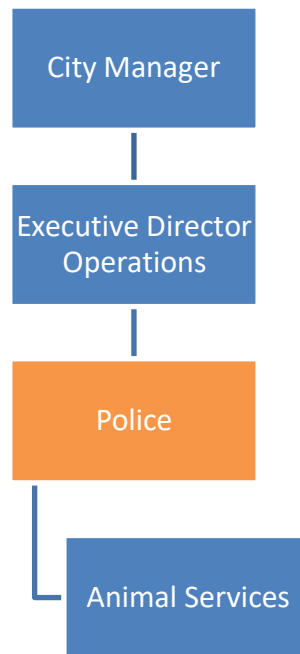
- Promoting a safe community through public education, community involvement, criminal investigations, enforcement action and other essential services.
- Enhance our citizens' quality of life by promoting a feeling of safety for all citizens and visitors to the city, including neighborhoods, commercial 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 lends to an attractive, safe community and promotes economic prosperity.
- To enhance the recruitment of high quality officers/personnel to serve the citizens of Schertz and to retain those employees in which the City has already invested with an engaged workforce.

## ORGANIZATIONAL CHART



## 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<br>Actual | 2021-22<br>Estimate | 2022-23<br>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<br>Actual | 2021-22<br>Estimate | 2022-23<br>Budget |
|-----------------------------------|-------------------|---------------------|-------------------|
|-----------------------------------|-------------------|---------------------|-------------------|

**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<br>Actual  | 2021-22<br>Estimate | 2022-23<br>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<br>ACTUAL                             | 2020-2021<br>ACTUAL | CURRENT<br>BUDGET | Y-T-D<br>ACTUAL | PROJECTED<br>YEAR END | CITY ADMIN.<br>RECOMMENDED | ADOPTED<br>BUDGET |
| <b>POLICE</b>                        |                                                 |                     |                   |                 |                       |                            |                   |
| =====                                |                                                 |                     |                   |                 |                       |                            |                   |
| <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       | 17,290                                          | 9,058               | 17,160            | 17,152          | 17,152                | 19,257                     |                   |
| 256-521600 Equip Maint Supplies      | <u>0</u>                                        | <u>0</u>            | <u>0</u>          | <u>0</u>        | <u>0</u>              | <u>0</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                     |                   |
| 256-533300 Telephone                 | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          |                   |
| 256-533310 Telephone/Cell Phone      | 5,936                                           | 0                   | 0                 | 0               | 0                     | 0                          |                   |
| 256-533330 Telephone/Internet        | 0                                               | 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                     |                   |

## 101-GENERAL FUND

PROPOSED BUDGET WORKSHEET  
AS OF: JULY 31ST, 2022

## PUBLIC SAFETY

| EXPENDITURES                             | (----- 2021-2022 -----) (----- 2022-2023 -----) |                     |                   |                 |                       |                            |                   |
|------------------------------------------|-------------------------------------------------|---------------------|-------------------|-----------------|-----------------------|----------------------------|-------------------|
|                                          | 2019-2020<br>ACTUAL                             | 2020-2021<br>ACTUAL | CURRENT<br>BUDGET | Y-T-D<br>ACTUAL | PROJECTED<br>YEAR END | CITY ADMIN.<br>RECOMMENDED | ADOPTED<br>BUDGET |
| <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                    |                   |
| 256-535500.T-Class Training              | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          |                   |
| 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                    |                   |
| <u>City Assistance</u>                   |                                                 |                     |                   |                 |                       |                            |                   |
| 256-537100 Medical Services              | 1,278                                           | 42,247              | 55,800            | 46,229          | 47,310                | 55,272                     |                   |
| 256-537500 Citizen's Police Academy      | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          |                   |
| 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>            |                                                 |                     |                   |                 |                       |                            |                   |
| 256-548404 Transfer Out- Capital Project | <u>0</u>                                        | <u>0</u>            | <u>0</u>          | <u>0</u>        | <u>0</u>              | <u>0</u>                   |                   |
| TOTAL Fund Charges/Transfers             | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          |                   |
| <u>Maintenance Services</u>              |                                                 |                     |                   |                 |                       |                            |                   |
| 256-551100 Building Maintenance          | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          |                   |
| 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>                      |                                                 |                     |                   |                 |                       |                            |                   |
| 256-555900 Debt Service                  | <u>0</u>                                        | <u>0</u>            | <u>0</u>          | <u>0</u>        | <u>0</u>              | <u>0</u>                   |                   |
| TOTAL Debt Service                       | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          |                   |
| <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                          |                   |

## 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<br>BUDGET       | Y-T-D<br>ACTUAL | PROJECTED<br>YEAR END   | CITY ADMIN.<br>RECOMMENDED | ADOPTED<br>BUDGET |
| <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                     |                   |
| 256-571310 Computer Software              | 0              | 0             | 0                       | 0               | 0                       | 0                          |                   |
| 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                     |                   |
| 256-581600 Donation-Capital               | 0              | 0             | 0                       | 0               | 0                       | 0                          |                   |
| 256-581700 Improvements Over \$5,000      | 0              | 0             | 0                       | 0               | 0                       | 0                          |                   |
| 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                    |                   |
| TOTAL POLICE                              |                |               |                         |                 |                         |                            |                   |
|                                           | 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<br>Actual | 2021-22<br>Estimate | 2022-23<br>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<br>(command/training/admin) | 5                 | 5                   | 5                 |
| Number of fire stations                      | 3                 | 3                   | 3                 |
| Number of full-time engine<br>companies      | 3                 | 3                   | 3                 |

| Workload/Output                                                         | 2020-21<br>actual | 2021-22<br>Estimate | 2022-23<br>Budget |
|-------------------------------------------------------------------------|-------------------|---------------------|-------------------|
| Number of incidents                                                     | 4516              | 4848                | 4950              |
| Unit Responses (# calls for all units<br>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<br>Actual | 2021-22<br>Estimate | 2022-23<br>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<br>Actual  | 2021-22<br>Estimate | 2022-23<br>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, 2022PUBLIC SAFETY  
EXPENDITURES

|                                     |                     |                     | (----- 2021-2022 -----) |                 | (----- 2022-2023 -----) |                            |                   |
|-------------------------------------|---------------------|---------------------|-------------------------|-----------------|-------------------------|----------------------------|-------------------|
|                                     | 2019-2020<br>ACTUAL | 2020-2021<br>ACTUAL | CURRENT<br>BUDGET       | Y-T-D<br>ACTUAL | PROJECTED<br>YEAR END   | CITY ADMIN.<br>RECOMMENDED | ADOPTED<br>BUDGET |
| <b>FIRE RESCUE</b>                  |                     |                     |                         |                 |                         |                            |                   |
| =====                               |                     |                     |                         |                 |                         |                            |                   |
| <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>        |                     |                     |                         |                 |                         |                            |                   |
| 257-532350 Software Maintenance     | <u>0</u>            | <u>0</u>            | <u>0</u>                | <u>0</u>        | <u>0</u>                | <u>0</u>                   |                   |
| TOTAL City Support Services         | 0                   | 0                   | 0                       | 0               | 0                       | 0                          |                   |
| <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>           |                     |                     |                         |                 |                         |                            |                   |
| 257-534100 Advertising              | 0                   | 0                   | 0                       | 0               | 0                       | 0                          |                   |
| 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                      |                   |



## 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>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                 |                |
| <u>City Assistance</u>                   |               |               |                         |                         |                    |                         |                |
| 257-537800 Community Outreach            | <u>23,618</u> | <u>21,575</u> | <u>25,198</u>           | <u>7,397</u>            | <u>25,000</u>      | <u>24,694</u>           |                |
| 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                  |                |
| 257-541500 Fire Class Instructors        | <u>0</u>      | <u>0</u>      | <u>0</u>                | <u>0</u>                | <u>0</u>           | <u>0</u>                |                |
| TOTAL Professional Services              | 61,221        | 73,052        | 63,600                  | 40,189                  | 63,600             | 62,328                  |                |
| <u>Fund Charges/Transfers</u>            |               |               |                         |                         |                    |                         |                |
| 257-548404 Transfer Out- Capital Project | <u>0</u>      | <u>0</u>      | <u>0</u>                | <u>0</u>                | <u>0</u>           | <u>0</u>                |                |
| TOTAL Fund Charges/Transfers             | 0             | 0             | 0                       | 0                       | 0                  | 0                       |                |
| <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                  | <u>6,408</u>  | <u>14,764</u> | <u>25,000</u>           | <u>371</u>              | <u>25,000</u>      | <u>24,500</u>           |                |
| TOTAL Maintenance Services               | 40,123        | 53,861        | 81,500                  | 47,105                  | 81,000             | 83,868                  |                |
| <u>Other Costs</u>                       |               |               |                         |                         |                    |                         |                |
| 257-554100 Deployment-Reimb-STRAC        | 0             | 0             | 0                       | 0                       | 0                  | 0                       |                |
| 257-554200 Deployment-Reimb-TIFMAS       | <u>16,321</u> | <u>6,895</u>  | <u>10,000</u>           | <u>54,349</u>           | <u>50,000</u>      | <u>9,800</u>            |                |
| TOTAL Other Costs                        | 16,321        | 6,895         | 10,000                  | 54,349                  | 50,000             | 9,800                   |                |
| <u>Debt Service</u>                      |               |               |                         |                         |                    |                         |                |
| 257-555900 Debt Service                  | <u>0</u>      | <u>0</u>      | <u>0</u>                | <u>0</u>                | <u>0</u>           | <u>0</u>                |                |
| TOTAL Debt Service                       | 0             | 0             | 0                       | 0                       | 0                  | 0                       |                |
| <u>Rental/Leasing</u>                    |               |               |                         |                         |                    |                         |                |
| 257-561200 Lease/Purchase Payments       | <u>8,990</u>  | <u>0</u>      | <u>39,025</u>           | <u>38,745</u>           | <u>39,745</u>      | <u>26,460</u>           |                |
| TOTAL Rental/Leasing                     | 8,990         | 0             | 39,025                  | 38,745                  | 39,745             | 26,460                  |                |

101-GENERAL FUND

PROPOSED BUDGET WORKSHEET  
AS OF: JULY 31ST, 2022

| PUBLIC SAFETY<br>EXPENDITURES             | (----- 2021-2022 -----) (----- 2022-2023 -----) |                     |                   |                 |                       |                            |                   |
|-------------------------------------------|-------------------------------------------------|---------------------|-------------------|-----------------|-----------------------|----------------------------|-------------------|
|                                           | 2019-2020<br>ACTUAL                             | 2020-2021<br>ACTUAL | CURRENT<br>BUDGET | Y-T-D<br>ACTUAL | PROJECTED<br>YEAR END | CITY ADMIN.<br>RECOMMENDED | ADOPTED<br>BUDGET |
| <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        | <u>9,089</u>                                    | <u>13,182</u>       | <u>16,000</u>     | <u>373</u>      | <u>16,000</u>         | <u>4,900</u>               |                   |
| 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                     |                   |
| 257-581800.Other Equipment-SR2003         | <u>0</u>                                        | <u>0</u>            | <u>0</u>          | <u>0</u>        | <u>0</u>              | <u>0</u>                   |                   |
| 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**

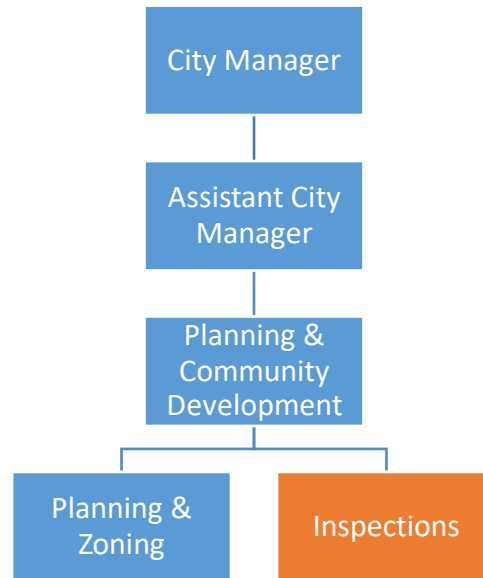
The Building Inspections Division assists customers seeking permits and inspections for various residential and commercial construction projects. The Division is responsible for maintaining health, safety, and welfare through professional review of building plans, permits and performing inspections to 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       |
| TOTAL POSITIONS               | 9       | 12      | 14      |

**PERFORMANCE INDICATORS**

| Workload/Output                      | 2020-21<br>Actual | 2021-22<br>Estimate | 2022-23<br>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<br>Actual | 2021-22<br>Estimate | 2022-23<br>Budget |
|--------------------------------------------------------|-------------------|---------------------|-------------------|
| Standard Inspections (i.e. framing) and Re-Inspections | 12,538            | 12,000              | 12,000            |

## INSPECTIONS

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| Budget                | 2020-21<br>Actual | 2021-22<br>Estimate | 2022-23<br>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<br>EXPENDITURES         | ((----- 2021-2022 -----)) ((----- 2022-2023 -----)) |                     |                   |                 |                       |                            |                   |
|---------------------------------------|-----------------------------------------------------|---------------------|-------------------|-----------------|-----------------------|----------------------------|-------------------|
|                                       | 2019-2020<br>ACTUAL                                 | 2020-2021<br>ACTUAL | CURRENT<br>BUDGET | Y-T-D<br>ACTUAL | PROJECTED<br>YEAR END | CITY ADMIN.<br>RECOMMENDED | ADOPTED<br>BUDGET |
| INSPECTIONS<br>=====                  |                                                     |                     |                   |                 |                       |                            |                   |
| <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>          |                                                     |                     |                   |                 |                       |                            |                   |
| 258-532400 Computer Fees & Licenses   | <u>0</u>                                            | <u>0</u>            | <u>0</u>          | <u>0</u>        | <u>0</u>              | <u>0</u>                   |                   |
| TOTAL City Support Services           | 0                                                   | 0                   | 0                 | 0               | 0                     | 0                          |                   |
| <u>Utility Services</u>               |                                                     |                     |                   |                 |                       |                            |                   |
| 258-533310 Telephone/Cell Phones      | 0                                                   | 0                   | 0                 | 0               | 0                     | 0                          |                   |
| 258-533330 Telephone/Internet         | 0                                                   | 0                   | 0                 | 0               | 0                     | 0                          |                   |
| 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>             |                                                     |                     |                   |                 |                       |                            |                   |
| 258-534100 Advertising                | 0                                                   | 0                   | 0                 | 0               | 0                     | 0                          |                   |
| 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                     |                   |
| 258-535500.Training/Travel B.O.A.     | 0                                                   | 0                   | 0                 | 0               | 0                     | 0                          |                   |
| 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                     |                   |



101-GENERAL FUND

| PUBLIC SAFETY<br>EXPENDITURES             | (----- 2021-2022 -----) (----- 2022-2023 -----) |                     |                   |                 |                       |                            |                   |
|-------------------------------------------|-------------------------------------------------|---------------------|-------------------|-----------------|-----------------------|----------------------------|-------------------|
|                                           | 2019-2020<br>ACTUAL                             | 2020-2021<br>ACTUAL | CURRENT<br>BUDGET | Y-T-D<br>ACTUAL | PROJECTED<br>YEAR END | CITY ADMIN.<br>RECOMMENDED | ADOPTED<br>BUDGET |
| <u>Professional Services</u>              |                                                 |                     |                   |                 |                       |                            |                   |
| 258-541300 Other Cons1/Prof Services      | 42,475                                          | 32,988              | 70,000            | 54,500          | 70,000                | 68,600                     |                   |
| TOTAL Professional Services               | 42,475                                          | 32,988              | 70,000            | 54,500          | 70,000                | 68,600                     |                   |
| <u>Operating Equipment</u>                |                                                 |                     |                   |                 |                       |                            |                   |
| 258-571000 Furniture & Fixtures           | 1,079                                           | 1,202               | 650               | 571             | 650                   | 4,637                      |                   |
| 258-571200 Vehicles&Access. LESS \$5,000  | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          |                   |
| 258-571300 Computer & Periphe. < \$5,000  | 0                                               | 0                   | 0                 | 0               | 0                     | 3,000                      |                   |
| 258-571800 Equipment Less \$5000          | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          |                   |
| TOTAL Operating Equipment                 | 1,079                                           | 1,202               | 650               | 571             | 650                   | 7,637                      |                   |
| <u>Capital Outlay</u>                     |                                                 |                     |                   |                 |                       |                            |                   |
| 258-581200 Vehicles & Access. Over \$5,00 | 0                                               | 27,381              | 0                 | 0               | 0                     | 43,750                     |                   |
| 258-581250 Vehicle Replacement Reserve    | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          |                   |
| 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> |

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## NEIGHBORHOOD SERVICES

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### PERFORMANCE INDICATORS

| Workload/Output                 | 2020-21<br>Actual | 2021-22<br>Estimate | 2022-23<br>Budget |
|---------------------------------|-------------------|---------------------|-------------------|
| Code Enforcement cases          | 2,822             | 3,002               | 3,500             |
| Other permit (food/foster/pool) |                   | 215                 | 225               |
| Health Inspections              |                   | 265                 | 275               |

| Budget                | 2020-21<br>Actual | 2021-22<br>Estimate | 2022-23<br>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 Cibola creek clean-up program, and vehicle replacements.

## 101-GENERAL FUND

## PROPOSED BUDGET WORKSHEET

AS OF: JULY 31ST, 2022

| 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      |
| <u>NEIGHBORHOOD SERVICES</u>          |   |                                                 |           |         |         |           |             |
| =====                                 |   |                                                 |           |         |         |           |             |
| <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     |             |
| 259-511180 LTD                        | 0 | 0                                               | 0         | 0       | 0       | 0         |             |
| 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>Professional Services</u>          |   |                                                 |           |         |         |           |             |
| 259-541300 Other Cons1/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                             |            | (----- 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>Maintenance Services</u>               |            |                                                 |              |            |              |            |             |
| 259-551700 Abatement/Lot Cleaning         | 0          | 0                                               | 15,000       | 6,675      | 15,000       | 14,700     |             |
| 259-551810 Maintenance Agr. - Radios      | <u>0</u>   | <u>0</u>                                        | <u>0</u>     | <u>0</u>   | <u>0</u>     | <u>0</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        |             |
| 259-571200 Vehicles & Access. > \$5,000   | 0          | 0                                               | 0            | 0          | 0            | 0          |             |
| 259-571300 Computer & Periphe. < \$5,000  | 0          | 0                                               | 0            | 0          | 0            | 0          |             |
| 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>   |             |
| TOTAL Operating Equipment                 | 0          | 0                                               | 1,325        | 1,159      | 1,325        | 319        |             |
| <u>Capital Outlay</u>                     |            |                                                 |              |            |              |            |             |
| 259-581200 Vehicles & Access. Over \$5,00 | 0          | 0                                               | 0            | 0          | 0            | 76,000     |             |
| 259-581300 Computer & Periphe. Over \$500 | 0          | 0                                               | 0            | 0          | 0            | 0          |             |
| 259-581800 Equipment Over \$5,000         | <u>0</u>   | <u>0</u>                                        | <u>0</u>     | <u>0</u>   | <u>0</u>     | <u>0</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<br>Actual | 2021-22<br>Estimate | 2022-23<br>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<br>Actual | 2021-22<br>Estimate | 2022-23<br>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<br>Actual | 2021-22<br>Estimate | 2022-23<br>Budget |
|------------------------------------|-------------------|---------------------|-------------------|
| Hours spent on roadway maintenance | 3788              | 8037                | 6000              |

| Budget                | 2020-21<br>Actual  | 2021-22<br>Estimate | 2022-23<br>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

PROPOSED BUDGET WORKSHEET  
AS OF: JULY 31ST, 2022PUBLIC ENVIRONMENT  
EXPENDITURES

|                                          | 2019-2020<br>ACTUAL | 2020-2021<br>ACTUAL | (----- 2021-2022 -----)<br>CURRENT<br>BUDGET | Y-T-D<br>ACTUAL | PROJECTED<br>YEAR END | (----- 2022-2023 -----)<br>CITY ADMIN.<br>RECOMMENDED | ADOPTED<br>BUDGET |
|------------------------------------------|---------------------|---------------------|----------------------------------------------|-----------------|-----------------------|-------------------------------------------------------|-------------------|
| <b>STREETS</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                                                |                   |
| 359-511220 Clothing Allowance            | 0                   | 0                   | 0                                            | 0               | 0                     | 0                                                     |                   |
| 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                                               |                   |
| 359-533210 Utilities - Poles             | 0                   | 0                   | 0                                            | 0               | 0                     | 0                                                     |                   |
| 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>                |                     |                     |                                              |                 |                       |                                                       |                   |
| 359-534000 Postage                       | 0                   | 0                   | 0                                            | 0               | 0                     | 0                                                     |                   |
| 359-534200 Printing & Binding            | 0                   | 0                   | 0                                            | 0               | 0                     | 0                                                     |                   |
| 359-534300 Copy Services                 | <u>0</u>            | <u>0</u>            | <u>0</u>                                     | <u>0</u>        | <u>0</u>              | <u>0</u>                                              |                   |
| TOTAL Operations Support                 | 0                   | 0                   | 0                                            | 0               | 0                     | 0                                                     |                   |

## 101-GENERAL FUND

PROPOSED BUDGET WORKSHEET  
AS OF: JULY 31ST, 2022

## PUBLIC ENVIRONMENT

| EXPENDITURES                              | (----- 2021-2022 -----) (----- 2022-2023 -----) |                     |                   |                 |                       |                            |                   |
|-------------------------------------------|-------------------------------------------------|---------------------|-------------------|-----------------|-----------------------|----------------------------|-------------------|
|                                           | 2019-2020<br>ACTUAL                             | 2020-2021<br>ACTUAL | CURRENT<br>BUDGET | Y-T-D<br>ACTUAL | PROJECTED<br>YEAR END | CITY ADMIN.<br>RECOMMENDED | ADOPTED<br>BUDGET |
| <u>Staff Support</u>                      |                                                 |                     |                   |                 |                       |                            |                   |
| 359-535100 Uniforms                       | 14,355                                          | 12,447              | 14,500            | 7,315           | 14,500                | 14,210                     |                   |
| 359-535200 Awards                         | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          |                   |
| 359-535300 Memberships                    | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          |                   |
| 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                     |                   |
| <u>City Assistance</u>                    |                                                 |                     |                   |                 |                       |                            |                   |
| 359-537100 Medical Services               | <u>0</u>                                        | <u>0</u>            | <u>0</u>          | <u>0</u>        | <u>0</u>              | <u>0</u>                   |                   |
| TOTAL City Assistance                     | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          |                   |
| <u>Professional Services</u>              |                                                 |                     |                   |                 |                       |                            |                   |
| 359-541310 Contractual Services           | <u>9,765</u>                                    | <u>12,495</u>       | <u>58,600</u>     | <u>7,536</u>    | <u>16,000</u>         | <u>30,380</u>              |                   |
| 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                          |                   |
| 359-551300 Computer Maintenance           | 0                                               | 0                   | 0                 | 0               | 0                     | 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           | <u>0</u>                                        | <u>0</u>            | <u>86,000</u>     | <u>10,872</u>   | <u>85,000</u>         | <u>83,300</u>              |                   |
| TOTAL Maintenance Services                | 151,779                                         | 213,778             | 383,500           | 244,807         | 485,500               | 725,790                    |                   |
| <u>Debt Service</u>                       |                                                 |                     |                   |                 |                       |                            |                   |
| 359-555900 Debt Service                   | <u>0</u>                                        | <u>0</u>            | <u>0</u>          | <u>0</u>        | <u>0</u>              | <u>0</u>                   |                   |
| TOTAL Debt Service                        | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          |                   |
| <u>Rental/Leasing</u>                     |                                                 |                     |                   |                 |                       |                            |                   |
| 359-561100 Rental-Equipment               | 1,900                                           | 2,612               | 5,000             | 4,285           | 5,000                 | 4,900                      |                   |
| 359-561200 Lease/Purchase Payments        | <u>0</u>                                        | <u>0</u>            | <u>0</u>          | <u>0</u>        | <u>0</u>              | <u>0</u>                   |                   |
| 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        | <u>1,201</u>                                    | <u>6,638</u>        | <u>4,000</u>      | <u>4,764</u>    | <u>4,000</u>          | <u>4,900</u>               |                   |
| TOTAL Operating Equipment                 | 56,635                                          | 30,581              | 45,200            | 4,876           | 6,000                 | 6,370                      |                   |

101-GENERAL FUND

PUBLIC ENVIRONMENT  
EXPENDITURES

|                                           |                     |                     | (----- 2021-2022 -----) |                 | (----- 2022-2023 -----) |                            |                   |
|-------------------------------------------|---------------------|---------------------|-------------------------|-----------------|-------------------------|----------------------------|-------------------|
|                                           | 2019-2020<br>ACTUAL | 2020-2021<br>ACTUAL | CURRENT<br>BUDGET       | Y-T-D<br>ACTUAL | PROJECTED<br>YEAR END   | CITY ADMIN.<br>RECOMMENDED | ADOPTED<br>BUDGET |
| <hr/>                                     |                     |                     |                         |                 |                         |                            |                   |
| <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         | <u>0</u>            | <u>0</u>            | <u>160,075</u>          | <u>101,917</u>  | <u>160,975</u>          | <u>258,750</u>             | <u>_____</u>      |
| TOTAL Capital Outlay                      | 250,531             | 31,623              | 160,075                 | 101,917         | 160,975                 | 310,000                    |                   |
| <hr/>                                     |                     |                     |                         |                 |                         |                            |                   |
| TOTAL STREETS                             | 1,521,424           | 1,413,809           | 2,037,970               | 1,439,665       | 2,067,417               | 2,587,507                  |                   |
| <hr/>                                     |                     |                     |                         |                 |                         |                            |                   |
| 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<br>Actual | 2021-22<br>Estimate | 2022-23<br>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<br>Actual | 2021-22<br>Estimate | 2022-23<br>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<br>actual | 2021-22<br>Estimate | 2022-23<br>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<br>Actual  | 2021-22<br>Estimate | 2022-23<br>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 &amp; RECREATION

| EXPENDITURES                             |                     | (----- 2021-2022 -----) (----- 2022-2023 -----) |                   |                 |                       |                            |                   |
|------------------------------------------|---------------------|-------------------------------------------------|-------------------|-----------------|-----------------------|----------------------------|-------------------|
|                                          | 2019-2020<br>ACTUAL | 2020-2021<br>ACTUAL                             | CURRENT<br>BUDGET | Y-T-D<br>ACTUAL | PROJECTED<br>YEAR END | CITY ADMIN.<br>RECOMMENDED | ADOPTED<br>BUDGET |
| <b>PARKS</b>                             |                     |                                                 |                   |                 |                       |                            |                   |
| <b>=====</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                     |                   |
| 460-532602 Employee Appreciation Events  | 0                   | 0                                               | 0                 | 0               | 0                     | 0                          |                   |
| 460-532604 4th of July Jubilee           | 12,316              | 47,254                                          | 26,000            | 29,968          | 26,000                | 34,300                     |                   |
| 460-532607 National Night Out            | 0                   | 0                                               | 0                 | 0               | 0                     | 0                          |                   |
| 460-532619 Schertz Young Leaders         | 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>                  |                     |                                                 |                   |                 |                       |                            |                   |
| 460-533100 Gas Utility Service           | 0                   | 0                                               | 0                 | 0               | 0                     | 0                          |                   |
| 460-533200 Electric Utility Service      | 61,651              | 74,419                                          | 76,000            | 59,328          | 76,000                | 74,480                     |                   |
| 460-533300 Telephone                     | 0                   | 0                                               | 0                 | 0               | 0                     | 0                          |                   |
| 460-533310 Telephone/Cell Phones         | 0                   | 0                                               | 0                 | 0               | 0                     | 0                          |                   |
| 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<br>ACTUAL                             | 2020-2021<br>ACTUAL | CURRENT<br>BUDGET | Y-T-D<br>ACTUAL | PROJECTED<br>YEAR END | CITY ADMIN.<br>RECOMMENDED | ADOPTED<br>BUDGET |
| <u>Operations Support</u>                |                                                 |                     |                   |                 |                       |                            |                   |
| 460-534100 Advertising                   | 1,571                                           | 927                 | 1,000             | 50              | 1,000                 | 980                        |                   |
| 460-534200 Printing & Binding            | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          |                   |
| 460-534800 Temporary Empl. Services      | 106                                             | 123                 | 1,000             | 0               | 1,000                 | 980                        |                   |
| 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              | 571                                             | 1,175               | 850               | 838             | 850                   | 833                        |                   |
| TOTAL Staff Support                      | 18,406                                          | 15,958              | 19,670            | 13,673          | 19,670                | 19,277                     |                   |
| <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             | 120,573                                         | 119,233             | 141,946           | 93,895          | 141,946               | 189,107                    |                   |
| 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                      |                   |
| 460-551500 Water & Sewer Maintenance     | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          |                   |
| 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                   | 4,838                                           | 0                   | 2,500             | 2,746           | 2,500                 | 2,450                      |                   |
| TOTAL Maintenance Services               | 40,676                                          | 76,649              | 14,000            | 12,357          | 14,000                | 13,720                     |                   |
| <u>Rental/Leasing</u>                    |                                                 |                     |                   |                 |                       |                            |                   |
| 460-561100 Rental-Equipment              | 10,210                                          | 10,038              | 10,000            | 5,268           | 10,000                | 9,800                      |                   |
| 460-561200 Lease Payments - Principal    | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          |                   |
| 460-561200. Lease Payments - Interest    | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          |                   |
| 460-561201 Lease payments - Interest     | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          |                   |
| 460-561210 Lease - Principal Payments    | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          |                   |
| 460-561211 Lease - Interest Payments     | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          |                   |
| 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                          |                   |
| 460-571200 Vehiles & Acess under \$5,000 | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          |                   |
| 460-571600 Donation-Expense              | 0                                               | 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       | 13,364                                          | 13,151              | 15,000            | 8,607           | 15,000                | 14,700                     |                   |
| TOTAL Operating Equipment                | 61,108                                          | 52,345              | 65,000            | 26,081          | 65,000                | 63,700                     |                   |

101-GENERAL FUND

PARKS & RECREATION  
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>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> | <u>_____</u> |
| TOTAL Capital Outlay                      | 92,813        | 152,667       | 244,979                 | 59,173    | 280,997                 | 347,497       | _____        |
| <hr/>                                     |               |               |                         |           |                         |               |              |
| 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<br>Actual | 2021-22<br>Estimate | 2022-23<br>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<br>Actual | 2021-22<br>Estimate | 2022-23<br>Budget |
|-----------------------------------------------------------------------------|-------------------|---------------------|-------------------|
| Cost per resident for Pool Operations<br>(Includes Schertz Aquatics Center) | \$14.25           | \$14.25             | \$13.16           |

POOL

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| Budget                | 2020-21<br>Actual | 2021-22<br>Estimate | 2022-23<br>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

## PARKS &amp; RECREATION

| EXPENDITURES                          | (----- 2021-2022 -----) (----- 2022-2023 -----) |                     |                   |                 |                       |                            |                   |
|---------------------------------------|-------------------------------------------------|---------------------|-------------------|-----------------|-----------------------|----------------------------|-------------------|
|                                       | 2019-2020<br>ACTUAL                             | 2020-2021<br>ACTUAL | CURRENT<br>BUDGET | Y-T-D<br>ACTUAL | PROJECTED<br>YEAR END | CITY ADMIN.<br>RECOMMENDED | ADOPTED<br>BUDGET |
| <u>SWIM POOL</u>                      |                                                 |                     |                   |                 |                       |                            |                   |
| =====                                 |                                                 |                     |                   |                 |                       |                            |                   |
| <u>Supplies</u>                       |                                                 |                     |                   |                 |                       |                            |                   |
| 463-521000 Operating Supplies         | 3,809                                           | 3,806               | 4,500             | 2,506           | 4,500                 | 4,410                      |                   |
| 463-521100 Office Supplies            | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          |                   |
| 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>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>Staff Support</u>                  |                                                 |                     |                   |                 |                       |                            |                   |
| 463-535500 Training/Travel            | <u>0</u>                                        | <u>0</u>            | <u>0</u>          | <u>0</u>        | <u>0</u>              | <u>0</u>                   |                   |
| TOTAL Staff Support                   | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          |                   |
| <u>Professional Services</u>          |                                                 |                     |                   |                 |                       |                            |                   |
| 463-541300 Other Consol/Prof Services | <u>0</u>                                        | <u>0</u>            | <u>0</u>          | <u>0</u>        | <u>0</u>              | <u>0</u>                   |                   |
| TOTAL Professional Services           | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          |                   |
| <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       | 416,404                                         | 481,534             | 517,878           | 367,664         | 517,878               | 529,864                    |                   |
| 463-551710 Landscaping                | <u>0</u>                                        | <u>0</u>            | <u>0</u>          | <u>0</u>        | <u>0</u>              | <u>0</u>                   |                   |
| TOTAL Maintenance Services            | 433,983                                         | 490,950             | 527,878           | 367,664         | 527,878               | 539,664                    |                   |
| <u>Rental/Leasing</u>                 |                                                 |                     |                   |                 |                       |                            |                   |
| 463-561200 Lease/Purchase Payments    | <u>0</u>                                        | <u>0</u>            | <u>0</u>          | <u>0</u>        | <u>0</u>              | <u>0</u>                   |                   |
| TOTAL Rental/Leasing                  | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          |                   |
| <u>Operating Equipment</u>            |                                                 |                     |                   |                 |                       |                            |                   |
| 463-571000 Furniture & Fixtures       | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          |                   |
| 463-571700 Improvements Under \$5,000 | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          |                   |
| 463-571800 Equipment Under \$5,000    | <u>0</u>                                        | <u>0</u>            | <u>0</u>          | <u>0</u>        | <u>0</u>              | <u>0</u>                   |                   |
| TOTAL Operating Equipment             | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          |                   |
| <u>Capital Outlay</u>                 |                                                 |                     |                   |                 |                       |                            |                   |
| 463-581700 Improvements over \$5,000  | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          |                   |
| 463-581800 Equipment over \$5,000     | <u>0</u>                                        | <u>0</u>            | <u>0</u>          | <u>0</u>        | <u>0</u>              | <u>0</u>                   |                   |
| TOTAL Capital Outlay                  | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          |                   |
| <hr/>                                 |                                                 |                     |                   |                 |                       |                            |                   |
| 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**

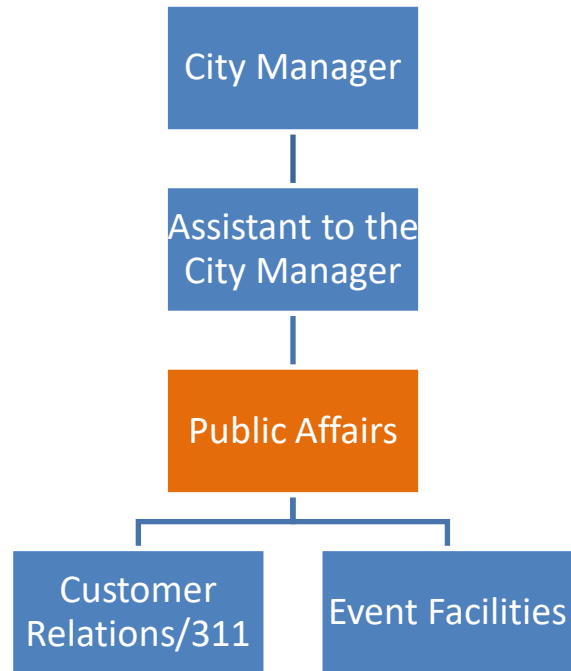
- Promotes community involvement by attracting public events such as fundraisers, tradeshow/conventions, and performing arts events.
- Promotes high quality of life for residents and other customers by providing an affordable, friendly, and safe gathering place for special events.
- Promotes relationships 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<br>Actual | 2021-22<br>Estimate | 2022-23<br>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<br>Actual | 2021-22<br>Estimate | 2022-23<br>Budget |
|------------|-------------------|---------------------|-------------------|
|------------|-------------------|---------------------|-------------------|

|              |         |         |         |
|--------------|---------|---------|---------|
| Revenue      | 198,771 | 320,000 | 300,000 |
| Comp'd Value | 55,000  | 38,000  | 30,000  |

| Effectiveness | 2020-21<br>Actual | 2021-22<br>Estimate | 2022-23<br>Budget |
|---------------|-------------------|---------------------|-------------------|
|---------------|-------------------|---------------------|-------------------|

|                              |     |      |      |
|------------------------------|-----|------|------|
| Tradeshows/conventions       | 9   | 14   | 12   |
| Customer satisfaction Rating | 95% | 100% | 100% |

| Budget | 2020-21<br>Actual | 2021-22<br>Estimate | 2022-23<br>Budget |
|--------|-------------------|---------------------|-------------------|
|--------|-------------------|---------------------|-------------------|

|                       |                  |                  |                  |
|-----------------------|------------------|------------------|------------------|
| 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

PROPOSED BUDGET WORKSHEET  
AS OF: JULY 31ST, 2022

## PARKS &amp; RECREATION

| EXPENDITURES                            | (----- 2021-2022 -----) (----- 2022-2023 -----) |                     |                   |                 |                       |                            |                   |
|-----------------------------------------|-------------------------------------------------|---------------------|-------------------|-----------------|-----------------------|----------------------------|-------------------|
|                                         | 2019-2020<br>ACTUAL                             | 2020-2021<br>ACTUAL | CURRENT<br>BUDGET | Y-T-D<br>ACTUAL | PROJECTED<br>YEAR END | CITY ADMIN.<br>RECOMMENDED | ADOPTED<br>BUDGET |
| <u>EVENT FACILITIES</u>                 |                                                 |                     |                   |                 |                       |                            |                   |
| =====                                   |                                                 |                     |                   |                 |                       |                            |                   |
| <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              | 409                                             | 626                 | 700               | 453             | 700                   | 784                        |                   |
| 464-521200 Medical/Chemical Supplies    | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          |                   |
| 464-521400 Plumbing Supplies            | <u>0</u>                                        | <u>0</u>            | <u>0</u>          | <u>0</u>        | <u>0</u>              | <u>0</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                     |                   |
| 464-533330 Telephone/Internet           | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          |                   |
| 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                      |                   |
| 464-534450 Security Services            | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          |                   |
| 464-534550 Business Meetings/Networking | 72                                              | 0                   | 108               | 0               | 100                   | 108                        |                   |
| 464-534800 Temporary Empl. Services     | 215                                             | 27,599              | 8,000             | 1,199           | 1,500                 | 9,800                      |                   |
| 464-534999 Misc Expense                 | <u>0</u>                                        | <u>0</u>            | <u>0</u>          | <u>0</u>        | <u>0</u>              | <u>0</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                      |                   |

## 101-GENERAL FUND

## PARKS &amp; RECREATION

| EXPENDITURES                              | (----- 2021-2022 -----) (----- 2022-2023 -----) |                     |                   |                 |                       |                            |                   |
|-------------------------------------------|-------------------------------------------------|---------------------|-------------------|-----------------|-----------------------|----------------------------|-------------------|
|                                           | 2019-2020<br>ACTUAL                             | 2020-2021<br>ACTUAL | CURRENT<br>BUDGET | Y-T-D<br>ACTUAL | PROJECTED<br>YEAR END | CITY ADMIN.<br>RECOMMENDED | ADOPTED<br>BUDGET |
| <u>Professional Services</u>              |                                                 |                     |                   |                 |                       |                            |                   |
| 464-541300 Professional Services          | 0                                               | 907                 | 0                 | 0               | 0                     | 0                          |                   |
| TOTAL Professional Services               | 0                                               | 907                 | 0                 | 0               | 0                     | 0                          |                   |
| <u>Maintenance Services</u>               |                                                 |                     |                   |                 |                       |                            |                   |
| 464-551800 Other Maintenance Agreements   | 6,312                                           | 5,641               | 12,700            | 3,258           | 8,898                 | 2,450                      |                   |
| TOTAL Maintenance Services                | 6,312                                           | 5,641               | 12,700            | 3,258           | 8,898                 | 2,450                      |                   |
| <u>Rental/Leasing</u>                     |                                                 |                     |                   |                 |                       |                            |                   |
| 464-561200 Lease/Purchase Payments        | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          |                   |
| TOTAL Rental/Leasing                      | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          |                   |
| <u>Operating Equipment</u>                |                                                 |                     |                   |                 |                       |                            |                   |
| 464-571000 Furniture and Fixtures < \$500 | 1,565                                           | 1,014               | 2,300             | 1,025           | 3,300                 | 980                        |                   |
| 464-571400 Communication Equip LESS \$500 | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          |                   |
| 464-571401 Audio/Visual Equipment         | 0                                               | 264                 | 0                 | 0               | 0                     | 0                          |                   |
| 464-571500 Operating Equipment <\$5,000   | 4,324                                           | 5,467               | 11,200            | 8,658           | 11,200                | 9,800                      |                   |
| 464-571550 Capital Recovery Equipment     | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          |                   |
| TOTAL Operating Equipment                 | 5,889                                           | 6,745               | 13,500            | 9,683           | 14,500                | 10,780                     |                   |
| <u>Capital Outlay</u>                     |                                                 |                     |                   |                 |                       |                            |                   |
| 464-581550 Capital Recovery-Capital Repl  | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          |                   |
| 464-581800 Equipment Over \$5,000         | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          |                   |
| TOTAL Capital Outlay                      | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          |                   |
| TOTAL EVENT FACILITIES                    | 320,479                                         | 307,775             | 384,945           | 314,383         | 419,883               | 466,985                    |                   |
| 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.
- 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.

## LIBRARY

### Outreach and Partnerships

- Continued to partner with the Texas State Library to provide service as a Texas Talking Books Program Demo Library.
- Continued to place a 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       |

## LIBRARY

|                 |    |    |    |
|-----------------|----|----|----|
| TOTAL POSITIONS | 22 | 22 | 25 |
|-----------------|----|----|----|

## 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<br>EXPENDITURES              | (----- 2021-2022 -----) (----- 2022-2023 -----) |                     |                   |                 |                       |                            |                   |
|---------------------------------------|-------------------------------------------------|---------------------|-------------------|-----------------|-----------------------|----------------------------|-------------------|
|                                       | 2019-2020<br>ACTUAL                             | 2020-2021<br>ACTUAL | CURRENT<br>BUDGET | Y-T-D<br>ACTUAL | PROJECTED<br>YEAR END | CITY ADMIN.<br>RECOMMENDED | ADOPTED<br>BUDGET |
| LIBRARY<br>=====                      |                                                 |                     |                   |                 |                       |                            |                   |
| <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            | 7,980           | 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            | 9,328           | 15,000                | 18,130                     |                   |
| <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                     |                   |
| 665-533330 Telephone/Internet         | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          |                   |
| 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'l/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<br>EXPENDITURES                  | (----- 2021-2022 -----) (----- 2022-2023 -----) |                     |                   |                 |                       |                            |                   |
|-------------------------------------------|-------------------------------------------------|---------------------|-------------------|-----------------|-----------------------|----------------------------|-------------------|
|                                           | 2019-2020<br>ACTUAL                             | 2020-2021<br>ACTUAL | CURRENT<br>BUDGET | Y-T-D<br>ACTUAL | PROJECTED<br>YEAR END | CITY ADMIN.<br>RECOMMENDED | ADOPTED<br>BUDGET |
| <u>Maintenance Services</u>               |                                                 |                     |                   |                 |                       |                            |                   |
| 665-551400 Minor & Other Equip Maint      | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          |                   |
| 665-551800 Other Maintenance Agreements   | <u>0</u>                                        | <u>0</u>            | <u>0</u>          | <u>0</u>        | <u>0</u>              | <u>0</u>                   |                   |
| TOTAL Maintenance Services                | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          |                   |
| <u>Operating Equipment</u>                |                                                 |                     |                   |                 |                       |                            |                   |
| 665-571000 Furniture & Fixtures < \$5,000 | 1,161                                           | 0                   | 16,000            | 12,520          | 16,000                | 26,460                     |                   |
| 665-571300 Computer & Periphe. < \$5000   | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          |                   |
| 665-571400 Library Materials              | 138,929                                         | 125,472             | 130,000           | 102,780         | 130,000               | 139,780                    |                   |
| 665-571600 Donation-Expense               | 2,081                                           | 36                  | 11,762            | 0               | 3,000                 | 9,800                      |                   |
| 665-571800 Equipment Under \$5,000        | <u>0</u>                                        | <u>0</u>            | <u>0</u>          | <u>0</u>        | <u>0</u>              | <u>0</u>                   |                   |
| TOTAL Operating Equipment                 | 142,171                                         | 125,508             | 157,762           | 115,300         | 149,000               | 176,040                    |                   |
| <u>Capital Outlay</u>                     |                                                 |                     |                   |                 |                       |                            |                   |
| 665-581300 Computer & Periphe. Over \$500 | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          |                   |
| 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<br>Actual | 2021-22<br>Estimate | 2022-23<br>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<br>Actual | 2021-22<br>Estimate | 2022-23<br>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%               |

## INFORMATION TECHNOLOGY

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| Budget                | 2020-21<br>Actual  | 2021-22<br>Estimate | 2022-23<br>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                            | 2019-2020<br>ACTUAL | 2020-2021<br>ACTUAL | (----- 2021-2022 -----)<br>CURRENT<br>BUDGET | Y-T-D<br>ACTUAL | PROJECTED<br>YEAR END | (----- 2022-2023 -----)<br>CITY ADMIN.<br>RECOMMENDED | ADOPTED<br>BUDGET |
|-----------------------------------------|---------------------|---------------------|----------------------------------------------|-----------------|-----------------------|-------------------------------------------------------|-------------------|
| <u>INFORMATION TECHNOLOGY</u>           |                     |                     |                                              |                 |                       |                                                       |                   |
| =====                                   |                     |                     |                                              |                 |                       |                                                       |                   |
| <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>               |                     |                     |                                              |                 |                       |                                                       |                   |
| 853-534200 Printing & Binding           | <u>0</u>            | <u>0</u>            | <u>0</u>                                     | <u>0</u>        | <u>0</u>              | <u>0</u>                                              |                   |
| TOTAL Operations Support                | 0                   | 0                   | 0                                            | 0               | 0                     | 0                                                     |                   |
| <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                                                   |                   |
| 853-535400 Publications                 | 0                   | 0                   | 0                                            | 0               | 0                     | 0                                                     |                   |
| 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<br>ACTUAL | 2020-2021<br>ACTUAL | (----- 2021-2022 -----)<br>CURRENT<br>BUDGET | Y-T-D<br>ACTUAL | PROJECTED<br>YEAR END | (----- 2022-2023 -----)<br>CITY ADMIN.<br>RECOMMENDED | ADOPTED<br>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>             |                     |                     |                                              |                 |                       |                                                       |                   |
| 853-548404 Transfer Out-Capital Projects  | <u>0</u>            | <u>0</u>            | <u>0</u>                                     | <u>0</u>        | <u>0</u>              | <u>0</u>                                              |                   |
| TOTAL Fund Charges/Transfers              | 0                   | 0                   | 0                                            | 0               | 0                     | 0                                                     |                   |
| <u>Maintenance Services</u>               |                     |                     |                                              |                 |                       |                                                       |                   |
| 853-551300 Computer Maintenance           | 7,413               | 9,948               | 10,000                                       | 1,777           | 10,000                | 14,700                                                |                   |
| 853-551800 Other Maintenance Agreements   | <u>0</u>            | <u>0</u>            | <u>0</u>                                     | <u>0</u>        | <u>0</u>              | <u>0</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                                                 |                   |
| 853-571200 Vehicles & Access Under \$5000 | 0                   | 0                   | 0                                            | 0               | 0                     | 0                                                     |                   |
| 853-571300 Computer & Periphe. < \$5000   | 142,460             | 282,527             | 235,784                                      | 193,459         | 220,784               | 218,050                                               |                   |
| 853-571300.Fleet Hardward Upgrade         | 0                   | 0                   | 0                                            | 0               | 0                     | 0                                                     |                   |
| 853-571300.Internal Network Upgrade       | 0                   | 0                   | 0                                            | 0               | 0                     | 0                                                     |                   |
| 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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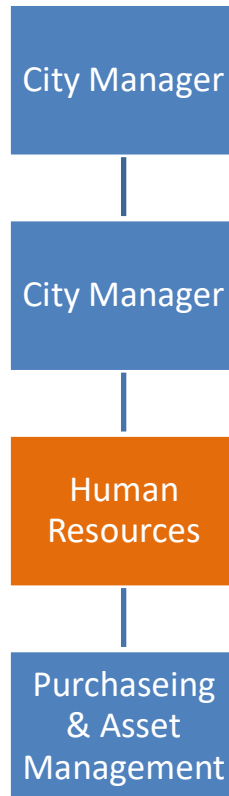
### DEPARTMENT DESCRIPTION

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**



|                          | 2020-21 | 2021-22 | 2022-23 |
|--------------------------|---------|---------|---------|
| HUMAN RESOURCES          |         |         |         |
| Director                 | 1       | 1       | 1       |
| HR Manger                | 1       | 1       | 1       |
| Senior Generalist        | 1       | 1       | 1       |
| Generalist               | 1       | 1       | 1       |
| Administrative Assistant | 1       | 1       | 1       |
| TOTAL POSITIONS          | 5       | 5       | 5       |

**PERFORMANCE INDICATORS**

| Workload/Output Measures      | 2020-21<br>Actual | 2021-22<br>Estimate | 2022-23<br>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<br>Actual | 2021-22<br>Estimate | 2022-23<br>Budget |
|-----------------------|-------------------|---------------------|-------------------|
| Personnel             | \$451,403         | \$468,079           | \$510,089         |
| Supplies              | 1,055             | 2,200               | 3,846             |
| 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>\$768,340</i>  |

**PROGRAM JUSTIFICATION AND ANALYSIS**

The FY 2022-23 Budget will increase 11.3% 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

|                                       | 2019-2020    | 2020-2021     | (----- 2021-2022 -----) (----- 2022-2023 -----) |                 |                       |                            |                   |
|---------------------------------------|--------------|---------------|-------------------------------------------------|-----------------|-----------------------|----------------------------|-------------------|
|                                       | ACTUAL       | ACTUAL        | CURRENT<br>BUDGET                               | Y-T-D<br>ACTUAL | PROJECTED<br>YEAR END | CITY ADMIN.<br>RECOMMENDED | ADOPTED<br>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                 | 3,160                      |                   |
| 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                 | 3,846                      |                   |
| <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>          |              |               |                                                 |                 |                       |                            |                   |
| 866-532400 Computer Fees & Licenses   | <u>0</u>     | <u>0</u>      | <u>0</u>                                        | <u>0</u>        | <u>0</u>              | <u>0</u>                   |                   |
| TOTAL City Support Services           | 0            | 0             | 0                                               | 0               | 0                     | 0                          |                   |
| <u>Utility Services</u>               |              |               |                                                 |                 |                       |                            |                   |
| 866-533320 Telepohne/Air Card         | <u>0</u>     | <u>0</u>      | <u>0</u>                                        | <u>0</u>        | <u>0</u>              | <u>0</u>                   |                   |
| TOTAL Utility Services                | 0            | 0             | 0                                               | 0               | 0                     | 0                          |                   |
| <u>Operations Support</u>             |              |               |                                                 |                 |                       |                            |                   |
| 866-534000 Postage                    | 0            | 0             | 0                                               | 0               | 0                     | 0                          |                   |
| 866-534100 Advertising                | 775          | 2,631         | 2,500                                           | 965             | 1,650                 | 19,450                     |                   |
| 866-534200 Printing & Binding         | 1,342        | 1,386         | 3,000                                           | 1,360           | 2,331                 | 2,940                      |                   |
| 866-534800 Temporary Empl. Services   | <u>0</u>     | <u>0</u>      | <u>0</u>                                        | <u>0</u>        | <u>0</u>              | <u>0</u>                   |                   |
| TOTAL Operations Support              | 2,117        | 4,018         | 5,500                                           | 2,325           | 3,981                 | 22,390                     |                   |

## 101-GENERAL FUND

INTERNAL SERVICE  
EXPENDITURES

|                                         | 2019-2020<br>ACTUAL | 2020-2021<br>ACTUAL | (----- 2021-2022 -----)<br>CURRENT<br>BUDGET | Y-T-D<br>ACTUAL | PROJECTED<br>YEAR END | (----- 2022-2023 -----)<br>CITY ADMIN.<br>RECOMMENDED | ADOPTED<br>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>Operating Equipment</u>              |                     |                     |                                              |                 |                       |                                                       |                   |
| 866-571000 Furniture & Fixtures         | 349                 | 513                 | 500                                          | 0               | 0                     | 490                                                   |                   |
| 866-571300 Computer & Periphe. < \$5000 | 0                   | 0                   | 0                                            | 0               | 0                     | 0                                                     |                   |
| 866-571500 Operating Equipment          | 0                   | 0                   | 0                                            | 0               | 0                     | 0                                                     |                   |
| 866-571800 Equipment Under \$5,000      | <u>0</u>            | <u>0</u>            | <u>0</u>                                     | <u>0</u>        | <u>0</u>              | <u>0</u>                                              |                   |
| TOTAL Operating Equipment               | 349                 | 513                 | 500                                          | 0               | 0                     | 490                                                   |                   |
| TOTAL HUMAN RESOURCES                   | 668,639             | 666,392             | 748,319                                      | 527,276         | 690,511               | 768,340                                               |                   |

## DEPARTMENT: 868 FINANCE

### FUND: 101 GENERAL FUND

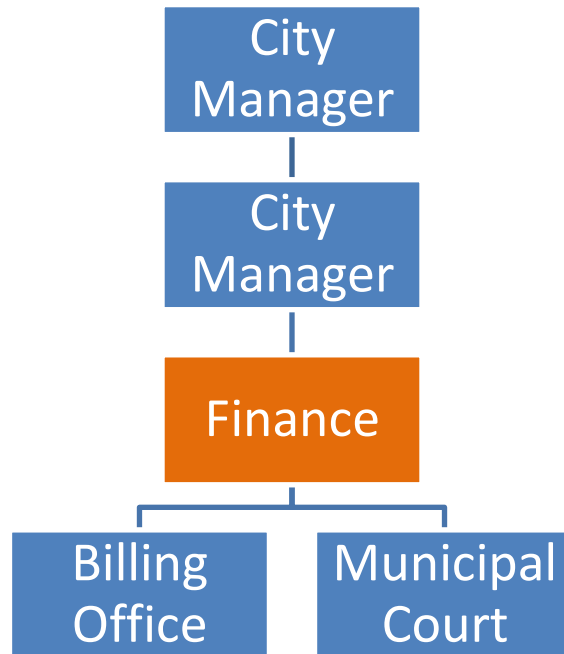
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#### DEPARTMENT DESCRIPTION

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<br>Actual | 2021-22<br>Estimate | 2022-23<br>Budget |
|-------------------------------------|-------------------|---------------------|-------------------|
| Accounts payable checks             | 6,039             | 6,100               | 6,200             |
| Number of Purchase Orders Processed | 7,322             | 7,600               | 7,750             |

| Effectiveness                                                                  | 2020-21<br>Actual | 2021-22<br>Estimate | 2022-23<br>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<br>Actual | 2021-22<br>Estimate | 2022-23<br>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<br>ACTUAL                             | 2020-2021<br>ACTUAL | CURRENT<br>BUDGET | Y-T-D<br>ACTUAL | PROJECTED<br>YEAR END | CITY ADMIN.<br>RECOMMENDED | ADOPTED<br>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>          |                                                 |                     |                   |                 |                       |                            |                   |
| 868-532350 Software Maintenance       | <u>0</u>                                        | <u>0</u>            | <u>0</u>          | <u>0</u>        | <u>0</u>              | <u>0</u>                   |                   |
| TOTAL City Support Services           | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          |                   |
| <u>Operations Support</u>             |                                                 |                     |                   |                 |                       |                            |                   |
| 868-534100 Advertising                | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          |                   |
| 868-534200 Printing & Binding         | <u>0</u>                                        | <u>0</u>            | <u>0</u>          | <u>0</u>        | <u>0</u>              | <u>0</u>                   |                   |
| TOTAL Operations Support              | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          |                   |
| <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                          |                   |
| 868-535400 Publications               | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          |                   |
| 868-535500 Training/Travel            | 4,505                                           | 1,679               | 4,966             | 1,325           | 2,000                 | 3,920                      |                   |
| 868-535600 Professional Certification | <u>0</u>                                        | <u>0</u>            | <u>0</u>          | <u>0</u>        | <u>0</u>              | <u>0</u>                   |                   |
| TOTAL Staff Support                   | 5,890                                           | 3,384               | 6,710             | 2,614           | 3,744                 | 4,263                      |                   |
| <u>Professional Services</u>          |                                                 |                     |                   |                 |                       |                            |                   |
| 868-541300 Other Cons/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                     |                   |

101-GENERAL FUND

INTERNAL SERVICE  
EXPENDITURES

|                                         | 2019-2020<br>ACTUAL | 2020-2021<br>ACTUAL | (----- 2021-2022 -----)<br>CURRENT<br>BUDGET | Y-T-D<br>ACTUAL | PROJECTED<br>YEAR END | (----- 2022-2023 -----)<br>CITY ADMIN.<br>RECOMMENDED | ADOPTED<br>BUDGET |
|-----------------------------------------|---------------------|---------------------|----------------------------------------------|-----------------|-----------------------|-------------------------------------------------------|-------------------|
| <u>Maintenance Services</u>             |                     |                     |                                              |                 |                       |                                                       |                   |
| 868-551800 Other Maintenance Agreements | <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                                                     |                   |
| <u>Rental/Leasing</u>                   |                     |                     |                                              |                 |                       |                                                       |                   |
| 868-561200 Lease-Equipment              | <u>0</u>            | <u>0</u>            | <u>0</u>                                     | <u>0</u>        | <u>0</u>              | <u>0</u>                                              | <u></u>           |
| TOTAL Rental/Leasing                    | 0                   | 0                   | 0                                            | 0               | 0                     | 0                                                     |                   |
| <u>Operating Equipment</u>              |                     |                     |                                              |                 |                       |                                                       |                   |
| 868-571000 Furniture & Fixtures         | 742                 | 250                 | 280                                          | 0               | 250                   | 980                                                   | <u></u>           |
| 868-571200 Office Equipment             | 1,093               | 336                 | 0                                            | 0               | 0                     | 0                                                     | <u></u>           |
| 868-571300 Computer & Periphe. < \$5000 | <u>0</u>            | <u>0</u>            | <u>0</u>                                     | <u>0</u>        | <u>0</u>              | <u>0</u>                                              | <u></u>           |
| TOTAL Operating Equipment               | 1,835               | 586                 | 280                                          | 0               | 250                   | 980                                                   |                   |
| 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<br>Actual | 2021-22<br>Estimate | 2022-23<br>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<br>Actual | 2021-22<br>Estimate | 2022-23<br>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

PROPOSED BUDGET WORKSHEET  
AS OF: JULY 31ST, 2022

## INTERNAL SERVICE

| EXPENDITURES                       | (----- 2021-2022 -----) (----- 2022-2023 -----) |                     |                   |                 |                       |                            |                   |
|------------------------------------|-------------------------------------------------|---------------------|-------------------|-----------------|-----------------------|----------------------------|-------------------|
|                                    | 2019-2020<br>ACTUAL                             | 2020-2021<br>ACTUAL | CURRENT<br>BUDGET | Y-T-D<br>ACTUAL | PROJECTED<br>YEAR END | CITY ADMIN.<br>RECOMMENDED | ADOPTED<br>BUDGET |
| <b>PURCHASING &amp; ASSET MGT</b>  |                                                 |                     |                   |                 |                       |                            |                   |
| =====                              |                                                 |                     |                   |                 |                       |                            |                   |
| <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         | 1,688                                           | 225                 | 350               | 127             | 350                   | 392                        |                   |
| 872-521300 Motor Veh. Supplies     | <u>0</u>                                        | <u>0</u>            | <u>0</u>          | <u>0</u>        | <u>0</u>              | <u>0</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>            |                                                 |                     |                   |                 |                       |                            |                   |
| 872-533320 Telephone/Air Card      | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          |                   |
| 872-533500 Vehicle Fuel            | <u>0</u>                                        | <u>0</u>            | <u>0</u>          | <u>0</u>        | <u>0</u>              | <u>0</u>                   |                   |
| TOTAL Utility Services             | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          |                   |
| <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                         |                   |
| 872-534700 Service Fees            | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          |                   |
| 872-534710 Service Fees - GovDeals | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          |                   |
| 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                      |                   |

101-GENERAL FUND

INTERNAL SERVICE  
EXPENDITURES

|                                          | 2019-2020<br>ACTUAL | 2020-2021<br>ACTUAL | (----- 2021-2022 -----)<br>CURRENT<br>BUDGET | Y-T-D<br>ACTUAL | PROJECTED<br>YEAR END | (----- 2022-2023 -----)<br>CITY ADMIN.<br>RECOMMENDED | ADOPTED<br>BUDGET |
|------------------------------------------|---------------------|---------------------|----------------------------------------------|-----------------|-----------------------|-------------------------------------------------------|-------------------|
| <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                                                 |                   |
| <u>Professional Services</u>             |                     |                     |                                              |                 |                       |                                                       |                   |
| 872-541300 Professional Services         | <u>0</u>            | <u>0</u>            | <u>0</u>                                     | <u>0</u>        | <u>0</u>              | <u>0</u>                                              |                   |
| TOTAL Professional Services              | 0                   | 0                   | 0                                            | 0               | 0                     | 0                                                     |                   |
| <u>Rental/Leasing</u>                    |                     |                     |                                              |                 |                       |                                                       |                   |
| 872-561100 Rental-Equipment              | <u>0</u>            | <u>0</u>            | <u>0</u>                                     | <u>0</u>        | <u>0</u>              | <u>0</u>                                              |                   |
| TOTAL Rental/Leasing                     | 0                   | 0                   | 0                                            | 0               | 0                     | 0                                                     |                   |
| <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>                                              |                   |
| TOTAL Operating Equipment                | 1,431               | 1,457               | 600                                          | 380             | 600                   | 2,450                                                 |                   |
| <u>Capital Outlay</u>                    |                     |                     |                                              |                 |                       |                                                       |                   |
| 872-581200 Vehicles & Access. > \$5,000  | 0                   | 0                   | 0                                            | 0               | 0                     | 0                                                     |                   |
| 872-581300 Computer & Periphe. > \$5,000 | 0                   | 0                   | 0                                            | 0               | 0                     | 0                                                     |                   |
| 872-581800 Equipment Over \$5,000        | <u>0</u>            | <u>0</u>            | <u>0</u>                                     | <u>0</u>        | <u>0</u>              | <u>0</u>                                              |                   |
| TOTAL Capital Outlay                     | 0                   | 0                   | 0                                            | 0               | 0                     | 0                                                     |                   |
| 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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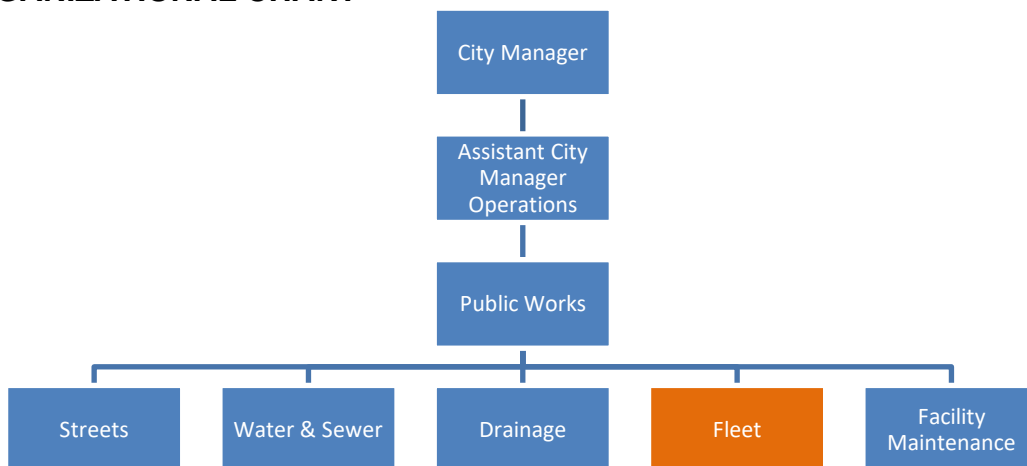
**DEPARTMENT DESCRIPTION**

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

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| 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<br>Actual | 2021-22<br>Estimate | 2022-23<br>Budget |
|-----------------|-------------------|---------------------|-------------------|
|-----------------|-------------------|---------------------|-------------------|

### 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<br>Actual | 2021-22<br>Estimate | 2022-23<br>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<br>Actual | 2021-22<br>Estimate | 2022-23<br>Budget |
|----------------------------------------------------------------|-------------------|---------------------|-------------------|
| % of all vehicles and equipment issues resolved without recall | 97%               | 97%                 | 98%               |

| Budget                | 2020-21<br>Actual | 2021-22<br>Estimate | 2022-23<br>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<br>ACTUAL                             | 2020-2021<br>ACTUAL | CURRENT<br>BUDGET | Y-T-D<br>ACTUAL | PROJECTED<br>YEAR END | CITY ADMIN.<br>RECOMMENDED | ADOPTED<br>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              | 20,100            | 7,311           | 10,000                | 17,640                     |                   |
| 877-521300 Motor Veh. Supplies           | 172,141                                         | 144,427             | 203,078           | 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             | 234,878           | 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>                |                                                 |                     |                   |                 |                       |                            |                   |
| 877-534200 Printing & Binding            | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          |                   |
| 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

INTERNAL SERVICE  
EXPENDITURES

|                                           | (----- 2021-2022 -----) (----- 2022-2023 -----) |                     |                   |                 |                       |                            |                   |
|-------------------------------------------|-------------------------------------------------|---------------------|-------------------|-----------------|-----------------------|----------------------------|-------------------|
|                                           | 2019-2020<br>ACTUAL                             | 2020-2021<br>ACTUAL | CURRENT<br>BUDGET | Y-T-D<br>ACTUAL | PROJECTED<br>YEAR END | CITY ADMIN.<br>RECOMMENDED | ADOPTED<br>BUDGET |
| <u>City Assistance</u>                    |                                                 |                     |                   |                 |                       |                            |                   |
| 877-537100 Medical Services               | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          |                   |
| TOTAL City Assistance                     | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          |                   |
| <u>Professional Services</u>              |                                                 |                     |                   |                 |                       |                            |                   |
| 877-541300 Other Professional Services    | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          |                   |
| TOTAL Professional Services               | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          |                   |
| <u>Maintenance Services</u>               |                                                 |                     |                   |                 |                       |                            |                   |
| 877-551000 Outside Fleet Repair           | 133,448                                         | 189,071             | 185,959           | 170,143         | 170,000               | 166,600                    |                   |
| 877-551050 Outside Collision Repair       | 31,871                                          | 30,972              | 33,953            | 22,424          | 37,000                | 33,320                     |                   |
| 877-551100 Building Maintenance           | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          |                   |
| 877-551400 Minor & Other Equip Maint      | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          |                   |
| 877-551800 Other Maintenance Agreements   | 3,862                                           | 12,136              | 28,000            | 12,744          | 28,000                | 27,440                     |                   |
| TOTAL Maintenance Services                | 169,182                                         | 232,179             | 247,912           | 205,312         | 235,000               | 227,360                    |                   |
| <u>Rental/Leasing</u>                     |                                                 |                     |                   |                 |                       |                            |                   |
| 877-561100 Rental-Equipment               | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          |                   |
| 877-561200 Lease/Purchase Payments        | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          |                   |
| TOTAL Rental/Leasing                      | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          |                   |
| <u>Operating Equipment</u>                |                                                 |                     |                   |                 |                       |                            |                   |
| 877-571200 Vehicles & Access. < \$5,000   | 0                                               | 11,221              | 10,800            | 3,852           | 4,000                 | 3,920                      |                   |
| 877-571500 Operating Equipment            | 4,413                                           | 28,028              | 10,688            | 8,854           | 10,000                | 9,800                      |                   |
| TOTAL Operating Equipment                 | 4,413                                           | 39,249              | 21,488            | 12,706          | 14,000                | 13,720                     |                   |
| <u>Capital Outlay</u>                     |                                                 |                     |                   |                 |                       |                            |                   |
| 877-581200 Vehicles & Access. Over \$5,00 | 151,643                                         | 21,325              | 107,541           | 57,428          | 131,100               | 46,875                     |                   |
| 877-581500 Equipment Over \$5,000         | 0                                               | 6,350               | 88,117            | 44,895          | 89,900                | 0                          |                   |
| 877-581700 Improvements Over \$5,000      | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          |                   |
| TOTAL Capital Outlay                      | 151,643                                         | 27,675              | 195,658           | 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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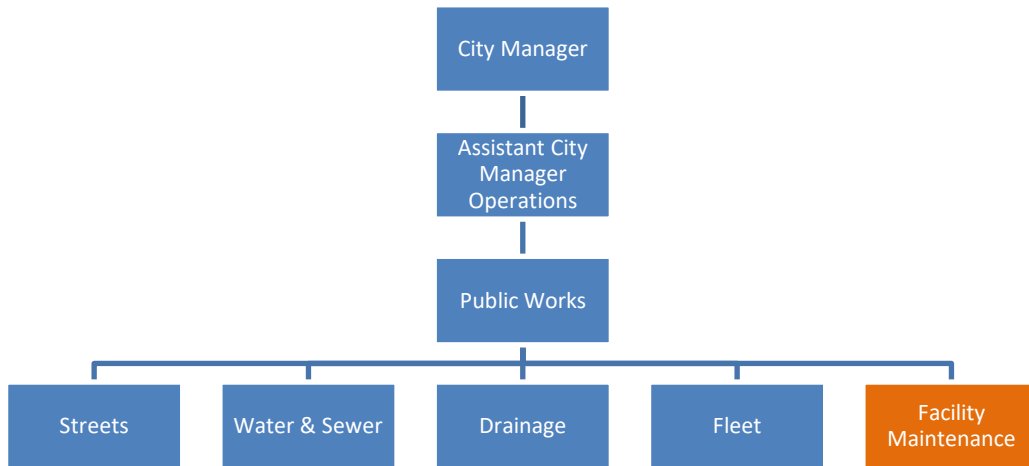
**DEPARTMENT DESCRIPTION**

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      |

## FACILITY SERVICES

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### PERFORMANCE INDICATORS

| Workload/Output                | 2020-21<br>Actual | 2021-22<br>Estimate | 2022-23<br>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<br>Actual | 2021-22<br>Estimate | 2022-23<br>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<br>Actual  | 2021-22<br>Estimate | 2022-23<br>Budget  |
|-----------------------|--------------------|---------------------|--------------------|
| Personnel             | \$767,106          | \$782,826           | \$879,776          |
| Supplies              | 57,240             | 158,750             | 158,785            |
| 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>\$1,956,575</i> |

### PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2022-23 Budget decreases 3.9% from the FY 2021-22 year-end estimates. Wage increases and vehicle replacements are offset by a lower budget for maintenance services.



## 101-GENERAL FUND

PROPOSED BUDGET WORKSHEET  
AS OF: JULY 31ST, 2022

## INTERNAL SERVICE

| EXPENDITURES                           | (----- 2021-2022 -----) (----- 2022-2023 -----) |                     |                   |                 |                       |                            |                   |
|----------------------------------------|-------------------------------------------------|---------------------|-------------------|-----------------|-----------------------|----------------------------|-------------------|
|                                        | 2019-2020<br>ACTUAL                             | 2020-2021<br>ACTUAL | CURRENT<br>BUDGET | Y-T-D<br>ACTUAL | PROJECTED<br>YEAR END | CITY ADMIN.<br>RECOMMENDED | ADOPTED<br>BUDGET |
| <b>BUILDING MAINTENANCE</b><br>=====   |                                                 |                     |                   |                 |                       |                            |                   |
| <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               | 124,240                    |                   |
| 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               | 158,785                    |                   |
| <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>              |                                                 |                     |                   |                 |                       |                            |                   |
| 878-534800 Temporary Empl. Services    | <u>0</u>                                        | <u>0</u>            | <u>0</u>          | <u>0</u>        | <u>0</u>              | <u>0</u>                   |                   |
| TOTAL Operations Support               | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          |                   |
| <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

| EXPENDITURES                             | (----- 2021-2022 -----) (----- 2022-2023 -----) |                     |                   |                 |                       |                            |                   |
|------------------------------------------|-------------------------------------------------|---------------------|-------------------|-----------------|-----------------------|----------------------------|-------------------|
|                                          | 2019-2020<br>ACTUAL                             | 2020-2021<br>ACTUAL | CURRENT<br>BUDGET | Y-T-D<br>ACTUAL | PROJECTED<br>YEAR END | CITY ADMIN.<br>RECOMMENDED | ADOPTED<br>BUDGET |
| <u>Professional Services</u>             |                                                 |                     |                   |                 |                       |                            |                   |
| 878-541300 Prof Services/Consultng (     | 581)                                            | 0                   | 0                 | 0               | 0                     | 0                          |                   |
| 878-541310 Contractual Services          | 92,091                                          | 94,954              | 160,000           | 107,890         | 190,000               | 193,904                    |                   |
| 878-541340 Temporary Staffing Services   | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          |                   |
| 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.Building 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 - C CHAMBERS   | 0                                               | 0                   | 0                 | 0               | 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 -EMS/PURC | 0                                               | 0                   | 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-CHAMBER C | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          |                   |
| 878-551100.Building Maint Misc - SENIOR  | 658                                             | 766                 | 0                 | 0               | 0                     | 0                          |                   |
| 878-551100.Buildings Maint Misc -BORGFE  | 0                                               | 1,121               | 0                 | 0               | 0                     | 0                          |                   |
| 878-551100.Building Maint Misc - FD2     | 0                                               | 437                 | 0                 | 0               | 0                     | 0                          |                   |
| 878-551100.Building Maint Misc - EMS4    | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          |                   |
| 878-551100.Building Maint Misc - LIB     | 2,140                                           | 1,883               | 0                 | 4,461           | 0                     | 0                          |                   |
| 878-551100.Building Maint Misc - YMCA    | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          |                   |
| 878-551100.Building Maint Misc - SOCCER  | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          |                   |
| 878-551100.Building Maint Misc - NORTH   | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          |                   |
| 878-551100.Building Maint Misc - AAC     | 196                                             | 0                   | 0                 | 0               | 0                     | 0                          |                   |
| 878-551100.Building Maint Misc -AQUATIC  | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          |                   |
| 878-551100.Building Maint Misc-PICKRELL  | 0                                               | 349                 | 0                 | 0               | 0                     | 0                          |                   |
| 878-551100.Building Maint Misc-S PLAYSCP | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          |                   |
| 878-551100.Building Maint Misc - WENDY S | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          |                   |
| 878-551100.Building Maint Misc - 27CP    | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          |                   |
| 878-551100.Building Maint Misc - FD3     | 0                                               | 565                 | 0                 | 0               | 0                     | 0                          |                   |
| 878-551100.Building Maint Misc - EMS2    | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          |                   |
| 878-551100.Building Maint Misc - BUNKER  | 600                                             | 0                   | 0                 | 0               | 0                     | 0                          |                   |
| 878-551110 Sitework - Misc.              | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          |                   |
| 878-551110.Sitework - CH                 | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          |                   |
| 878-551110.Sitework - ADM                | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          |                   |
| 878-551110.Sitework - COMM CTR           | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          |                   |
| 878-551110.Sitework - C CHAMBERS         | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          |                   |
| 878-551110.Sitework - CIVIC C            | 0                                               | 121                 | 0                 | 0               | 0                     | 0                          |                   |
| 878-551110.Sitework - PD                 | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          |                   |
| 878-551110.Sitework - EMS1               | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          |                   |
| 878-551110.Sitework - FD1                | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          |                   |
| 878-551110.Sitework - EMS/PURCH          | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          |                   |
| 878-551110.Sitework - F&F/PARKS          | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          |                   |

## 101-GENERAL FUND

PROPOSED BUDGET WORKSHEET  
AS OF: JULY 31ST, 2022

## INTERNAL SERVICE

| EXPENDITURES                     | (----- 2021-2022 -----) (----- 2022-2023 -----) |                     |                   |                 |                       |                            |
|----------------------------------|-------------------------------------------------|---------------------|-------------------|-----------------|-----------------------|----------------------------|
|                                  | 2019-2020<br>ACTUAL                             | 2020-2021<br>ACTUAL | CURRENT<br>BUDGET | Y-T-D<br>ACTUAL | PROJECTED<br>YEAR END | CITY ADMIN.<br>RECOMMENDED |
| 878-551110.Sitework - 11CP       | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          |
| 878-551110.Sitework - PW         | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          |
| 878-551110.Sitework - CHAMBER CM | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          |
| 878-551110.Sitework - SENIOR C   | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          |
| 878-551110.Sitework - BORGFIELD  | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          |
| 878-551110.Sitework - FD2        | 1,195                                           | 1,742               | 0                 | 0               | 0                     | 0                          |
| 878-551110.Sitework - EMS4       | 0                                               | 0                   | 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 - SOCCER C   | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          |
| 878-551110.Sitework - NORTH C    | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          |
| 878-551110.Sitework - AAC        | 0                                               | 0                   | 0                 | 40,000          | 0                     | 0                          |
| 878-551110.Sitework - AQUATIC C  | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          |
| 878-551110.Sitework - PICKRELL P | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          |
| 878-551110.Sitework - S PLAYSCPE | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          |
| 878-551110.Sitework - WENDY SP   | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          |
| 878-551110.Sitework - 27CP       | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          |
| 878-551110.Sitework - FD3        | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          |
| 878-551110.Sitework - EMS2       | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          |
| 878-551110.Sitework - BUNKER     | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          |
| 878-551120.Roofing - Misc.       | 0                                               | 0                   | 0                 | 0               | 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 - COMM CTR    | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          |
| 878-551120.Roofing - C CHAMBERS  | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          |
| 878-551120.Roofing - CIVIC C     | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          |
| 878-551120.Roofing - PD          | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          |
| 878-551120.Roofing - EMS1        | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          |
| 878-551120.Roofing - FD1         | 0                                               | 625                 | 0                 | 0               | 0                     | 0                          |
| 878-551120.Roofing - EMS/PURCH   | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          |
| 878-551120.Roofing - F&F/ PARKS  | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          |
| 878-551120.Roofing - 11CP        | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          |
| 878-551120.Roofing - PW          | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          |
| 878-551120.Roofing - CHAMBER CM  | 0                                               | 225                 | 0                 | 0               | 0                     | 0                          |
| 878-551120.Roofing - SENIOR C    | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          |
| 878-551120.Roofing - BORGFIELD   | 0                                               | 2,760               | 0                 | 0               | 0                     | 0                          |
| 878-551120.Roofing - FD2         | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          |
| 878-551120.Roofing - EMS4        | 0                                               | 0                   | 0                 | 425             | 0                     | 0                          |
| 878-551120.Roofing - LIB         | 0                                               | 0                   | 0                 | 0               | 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                          |
| 878-551120.Roofing - NORTH C     | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          |
| 878-551120.Roofing - AAC         | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          |
| 878-551120.Roofing - AQUATIC C   | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          |
| 878-551120.Roofing - PICKRELL P  | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          |
| 878-551120.Roofing - S PLAYSCPE  | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          |
| 878-551120.Sitework - WENDY SP   | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          |
| 878-551120.Roofing - 27CP        | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          |
| 878-551120.Roofing - FD3         | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          |
| 878-551120.Roofing - EMS2        | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          |

## 101-GENERAL FUND

## PROPOSED BUDGET WORKSHEET

AS OF: JULY 31ST, 2022

## INTERNAL SERVICE

## EXPENDITURES

|                                  |           |           | (----- 2021-2022 -----) | (----- 2022-2023 -----) |           |             |
|----------------------------------|-----------|-----------|-------------------------|-------------------------|-----------|-------------|
|                                  | 2019-2020 | 2020-2021 | CURRENT                 | Y-T-D                   | PROJECTED | CITY ADMIN. |
|                                  | ACTUAL    | ACTUAL    | BUDGET                  | ACTUAL                  | YEAR END  | RECOMMENDED |
|                                  |           |           |                         |                         |           | ADOPTED     |
|                                  |           |           |                         |                         |           | BUDGET      |
| 878-551120.Roofing - BUNKER      | 0         | 0         | 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 - C CHAMBERS | 0         | 0         | 0                       | 0                       | 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 - EMS/PURCH  | 0         | 0         | 0                       | 0                       | 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           |
| 878-551130.Plumbing - CHAMBER CM | 0         | 0         | 0                       | 0                       | 0         | 0           |
| 878-551130.Plumbing - SENIOR C   | 217       | 0         | 0                       | 845                     | 0         | 0           |
| 878-551130.Plumbing - BORGFELD   | 0         | 0         | 0                       | 0                       | 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 - SOCCER C   | 0         | 0         | 0                       | 0                       | 0         | 0           |
| 878-551130.Plumbing - NORTHC 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 - S PLAYSCPE | 0         | 0         | 0                       | 0                       | 0         | 0           |
| 878-551130.Plumbing - WENDY SP   | 0         | 0         | 0                       | 0                       | 0         | 0           |
| 878-551130.Plumbing - 27CP       | 0         | 0         | 0                       | 2,350                   | 0         | 0           |
| 878-551130.Plumbing - FD3        | 0         | 247       | 0                       | 412                     | 0         | 0           |
| 878-551130.Plumbing - EMS2       | 0         | 0         | 0                       | 0                       | 0         | 0           |
| 878-551130.Plumbing - BUNKER     | 0         | 0         | 0                       | 0                       | 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 - SENIOR C   | 0         | 0         | 0                       | 0                       | 0         | 0           |
| 878-551140.Electric - BORGFELD   | 0         | 0         | 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           |

## 101-GENERAL FUND

PROPOSED BUDGET WORKSHEET  
AS OF: JULY 31ST, 2022

## INTERNAL SERVICE

| EXPENDITURES                           | (----- 2021-2022 -----) (----- 2022-2023 -----) |                     |                   |                 |                       |                            |
|----------------------------------------|-------------------------------------------------|---------------------|-------------------|-----------------|-----------------------|----------------------------|
|                                        | 2019-2020<br>ACTUAL                             | 2020-2021<br>ACTUAL | CURRENT<br>BUDGET | Y-T-D<br>ACTUAL | PROJECTED<br>YEAR END | CITY ADMIN.<br>RECOMMENDED |
| 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 - SOCCER C         | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          |
| 878-551140.Electric - NORTH C          | 0                                               | 0                   | 0                 | 0               | 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 - S PLAYSCPE       | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          |
| 878-551140.Electric - WENDY SP         | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          |
| 878-551140.Electric - 27CP             | 0                                               | 0                   | 0                 | 905             | 0                     | 0                          |
| 878-551140.Electric - FD3              | 181                                             | 50                  | 0                 | 265             | 0                     | 0                          |
| 878-551140.Electric - EMS2             | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          |
| 878-551140.Electric - BUNKER           | 0                                               | 0                   | 0                 | 0               | 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 - EMS/PURCH            | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          |
| 878-551150.HVAC - F&F/PARKS            | 0                                               | 0                   | 0                 | 0               | 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 - CHAMBER CM           | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          |
| 878-551150.HVAC - SENIOR C             | 0                                               | 0                   | 0                 | 15,080          | 0                     | 0                          |
| 878-551150.HVAC - BORGFELD             | 0                                               | 0                   | 0                 | 0               | 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                          |
| 878-551150.HVAC - SOCCER C             | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          |
| 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 - PICKRELL P           | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          |
| 878-551150.HVAC - S PLAYSCPE           | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          |
| 878-551150.HVAC - WENDY SP             | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          |
| 878-551150.HVAC - 27CP                 | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          |
| 878-551150.HVAC - FD3                  | 199                                             | 0                   | 0                 | 0               | 0                     | 0                          |
| 878-551150.HVAC - EMS2                 | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          |
| 878-551150.HVAC - BUNKER               | 0                                               | 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                          |

## 101-GENERAL FUND

PROPOSED BUDGET WORKSHEET  
AS OF: JULY 31ST, 2022

## INTERNAL SERVICE

| EXPENDITURES                           | (----- 2021-2022 -----) (----- 2022-2023 -----) |                     |                   |                 |                       |                            |
|----------------------------------------|-------------------------------------------------|---------------------|-------------------|-----------------|-----------------------|----------------------------|
|                                        | 2019-2020<br>ACTUAL                             | 2020-2021<br>ACTUAL | CURRENT<br>BUDGET | Y-T-D<br>ACTUAL | PROJECTED<br>YEAR END | CITY ADMIN.<br>RECOMMENDED |
| 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 - F&F/PARKS  | 0                                               | 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 - CHAMBER CM | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          |
| 878-551160.Windows, Doors - SENIOR C   | 0                                               | 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 - EMS4       | 0                                               | 0                   | 0                 | 0               | 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 - SOCCER C   | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          |
| 878-551160.Windows, Doors - NORTHC C   | 0                                               | 11                  | 0                 | 0               | 0                     | 0                          |
| 878-551160.Windows, Doors - AAC        | 186                                             | 1,122               | 0                 | 0               | 0                     | 0                          |
| 878-551160.Windows, Doors - AQUATIC C  | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          |
| 878-551160.Windows, Doors - PICKRELL P | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          |
| 878-551160.Windows, Doors - S PLAYSCPE | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          |
| 878-551160.Windows, Doors - WENDY SP   | 0                                               | 0                   | 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                          |
| 878-551160.Windows, Doors - EMS2       | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          |
| 878-551160.Windows, Doors - BUNKER     | 0                                               | 0                   | 0                 | 0               | 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 - FD1              | 0                                               | 0                   | 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 - SENIOR C         | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          |
| 878-551170.Finishes - BORGFELD         | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          |
| 878-551170.Finishes - FD2              | 182                                             | 805                 | 0                 | 0               | 0                     | 0                          |
| 878-551170.Finishes - EMS4             | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          |
| 878-551170.Finishes - LIB              | 0                                               | 0                   | 0                 | 322             | 0                     | 0                          |
| 878-551170.Finishes - YMCA             | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          |
| 878-551170.Finishes - SOCCER C         | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          |
| 878-551170.Finishes - NORTHC C         | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          |
| 878-551170.Finishes - AAC              | 45                                              | 168                 | 0                 | 0               | 0                     | 0                          |
| 878-551170.Finishes - AQUATIC C        | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          |
| 878-551170.Finishes - PICKRELL P       | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          |

## 101-GENERAL FUND

PROPOSED BUDGET WORKSHEET  
AS OF: JULY 31ST, 2022

## INTERNAL SERVICE

| EXPENDITURES                              | (----- 2021-2022 -----) (----- 2022-2023 -----) |                     |                   |                 |                       |                            |                   |
|-------------------------------------------|-------------------------------------------------|---------------------|-------------------|-----------------|-----------------------|----------------------------|-------------------|
|                                           | 2019-2020<br>ACTUAL                             | 2020-2021<br>ACTUAL | CURRENT<br>BUDGET | Y-T-D<br>ACTUAL | PROJECTED<br>YEAR END | CITY ADMIN.<br>RECOMMENDED | ADOPTED<br>BUDGET |
| 878-551170.Finishes - S PLAYSCPE          | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          |                   |
| 878-551170.Finishes - WENDY SP            | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          |                   |
| 878-551170.Finishes - 27CP                | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          |                   |
| 878-551170.Finishes - FD3                 | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          |                   |
| 878-551170.Finishes - EMS2                | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          |                   |
| 878-551170.Finishes - BUNKER              | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          |                   |
| 878-551400 Minor & Other Equip Maint      | 3,692                                           | 0                   | 0                 | 320             | 0                     | 0                          |                   |
| 878-551800 Other Maintenance Agreements   | 15,897                                          | 29,925              | 38,800            | 23,228          | 33,000                | 32,340                     |                   |
| 878-551810 Maintenance Agr - Radios       | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          |                   |
| TOTAL Maintenance Services                | 331,736                                         | 517,295             | 615,800           | 229,971         | 683,000               | 419,440                    |                   |
| <u>Rental/Leasing</u>                     |                                                 |                     |                   |                 |                       |                            |                   |
| 878-561100 Rental-Equipment               | 767                                             | 0                   | 500               | 0               | 500                   | 490                        |                   |
| 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                      |                   |
| 878-571700 Improvement Under \$5,000      | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          |                   |
| 878-571800 Equipment Less \$5,000         | 650                                             | 2,861               | 1,000             | 0               | 1,000                 | 490                        |                   |
| 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                     |                   |
| 878-581700 Improvements Over \$5,000      | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          |                   |
| 878-581800 Equipment Over \$5,000         | 0                                               | 0                   | 10,625            | 0               | 0                     | 0                          |                   |
| 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             | 1,956,575                  |                   |
| <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<br>Actual | 2021-22<br>Estimate | 2022-23<br>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.

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## PROPOSED BUDGET WORKSHEET

AS OF: JULY 31ST, 2022

101-GENERAL FUND

MISC &amp; PROJECTS

EXPENDITURES

|                                          | 2019-2020      | 2020-2021      | (----- 2021-2022 -----) | (----- 2022-2023 -----) |                       |                            |                   |
|------------------------------------------|----------------|----------------|-------------------------|-------------------------|-----------------------|----------------------------|-------------------|
|                                          | ACTUAL         | ACTUAL         | CURRENT<br>BUDGET       | Y-T-D<br>ACTUAL         | PROJECTED<br>YEAR END | CITY ADMIN.<br>RECOMMENDED | ADOPTED<br>BUDGET |
| CITY'S ASSISTANCE                        |                |                |                         |                         |                       |                            |                   |
| =====                                    |                |                |                         |                         |                       |                            |                   |
| <u>Utility Services</u>                  |                |                |                         |                         |                       |                            |                   |
| 901-533200 Electric Utility Service      | 0              | 0              | 0                       | 0                       | 0                     | 0                          |                   |
| 901-533410 Water Utility Service         | <u>0</u>       | <u>0</u>       | <u>0</u>                | <u>0</u>                | <u>0</u>              | <u>0</u>                   |                   |
| TOTAL Utility Services                   | 0              | 0              | 0                       | 0                       | 0                     | 0                          |                   |
| <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

|                                          | 2019-2020<br>ACTUAL | 2020-2021<br>ACTUAL | (----- 2021-2022 -----)<br>CURRENT<br>BUDGET | (----- 2021-2022 -----)<br>Y-T-D<br>ACTUAL | (----- 2021-2022 -----)<br>PROJECTED<br>YEAR END | (----- 2022-2023 -----)<br>CITY ADMIN.<br>RECOMMENDED | (----- 2022-2023 -----)<br>ADOPTED<br>BUDGET |
|------------------------------------------|---------------------|---------------------|----------------------------------------------|--------------------------------------------|--------------------------------------------------|-------------------------------------------------------|----------------------------------------------|
| COURT-RESTRICTED FUNDS<br>=====          |                     |                     |                                              |                                            |                                                  |                                                       |                                              |
| <u>Fund Charges/Transfers</u>            |                     |                     |                                              |                                            |                                                  |                                                       |                                              |
| 910-548404.Transfer Out - Court Security | 0                   | 0                   | 0                                            | 0                                          | 0                                                | 0                                                     |                                              |
| 910-548404.Transfer Out - Court Technolo | <u>0</u>            | <u>0</u>            | <u>0</u>                                     | <u>0</u>                                   | <u>0</u>                                         | <u>0</u>                                              | <u></u>                                      |
| TOTAL Fund Charges/Transfers             | 0                   | 0                   | 0                                            | 0                                          | 0                                                | 0                                                     |                                              |
| <u>Operating Equipment</u>               |                     |                     |                                              |                                            |                                                  |                                                       |                                              |
| 910-571600 Court Technology Expenditure  | 0                   | 11,770              | 19,452                                       | 5,985                                      | 19,452                                           | 12,740                                                |                                              |
| 910-571700 Court Security Expenditure    | <u>0</u>            | <u>0</u>            | <u>0</u>                                     | <u>0</u>                                   | <u>0</u>                                         | <u>0</u>                                              | <u></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                                                |                                              |

101-GENERAL FUND

MISC & PROJECTS

| EXPENDITURES                             | 2019-2020<br>ACTUAL | 2020-2021<br>ACTUAL | (----- 2021-2022 -----)<br>CURRENT<br>BUDGET | Y-T-D<br>ACTUAL     | PROJECTED<br>YEAR END | (----- 2022-2023 -----)<br>CITY ADMIN.<br>RECOMMENDED | ADOPTED<br>BUDGET |
|------------------------------------------|---------------------|---------------------|----------------------------------------------|---------------------|-----------------------|-------------------------------------------------------|-------------------|
| LIBRARY CAMPAIGN PROJECT<br>=====        |                     |                     |                                              |                     |                       |                                                       |                   |
| <u>Supplies</u>                          |                     |                     |                                              |                     |                       |                                                       |                   |
| 968-521000 Operating Cost-LibraryCapCamp | 0                   | 0                   | 0                                            | 0                   | 0                     | 0                                                     |                   |
| TOTAL Supplies                           | 0                   | 0                   | 0                                            | 0                   | 0                     | 0                                                     |                   |
| <u>Professional Services</u>             |                     |                     |                                              |                     |                       |                                                       |                   |
| 968-541300 Consulting-Library CapCampaig | 0                   | 0                   | 0                                            | 0                   | 0                     | 0                                                     |                   |
| TOTAL Professional Services              | 0                   | 0                   | 0                                            | 0                   | 0                     | 0                                                     |                   |
| TOTAL LIBRARY CAMPAIGN PROJECT           | 0                   | 0                   | 0                                            | 0                   | 0                     | 0                                                     |                   |
| TOTAL MISC & PROJECTS                    | 4,287,962           | 2,616,394           | 2,292,230                                    | 733,977             | 2,267,230             | 1,198,553                                             |                   |
| TOTAL EXPENDITURES                       | 34,501,919<br>===== | 38,190,165<br>===== | 41,490,208<br>=====                          | 31,450,858<br>===== | 42,957,088<br>=====   | 44,376,036<br>=====                                   | =====             |

# 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<br>Actual  | 2021-22<br>Estimate | 2022-23<br>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

|                                   | 2019-2020<br>ACTUAL | 2020-2021<br>ACTUAL | (----- 2021-2022 -----)<br>CURRENT<br>BUDGET | Y-T-D<br>ACTUAL  | PROJECTED<br>YEAR END | (----- 2022-2023 -----)<br>CITY ADMIN.<br>RECOMMENDED | ADOPTED<br>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 &amp;S

PROPOSED BUDGET WORKSHEET  
AS OF: JULY 31ST, 2022

## REVENUES

|                                          | 2019-2020        | 2020-2021        | (----- 2021-2022 -----) | (----- 2022-2023 -----) |                       |                            |                   |
|------------------------------------------|------------------|------------------|-------------------------|-------------------------|-----------------------|----------------------------|-------------------|
|                                          | ACTUAL           | ACTUAL           | CURRENT<br>BUDGET       | Y-T-D<br>ACTUAL         | PROJECTED<br>YEAR END | CITY ADMIN.<br>RECOMMENDED | ADOPTED<br>BUDGET |
| <hr/>                                    |                  |                  |                         |                         |                       |                            |                   |
| <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>Fund Transfers</u>                    |                  |                  |                         |                         |                       |                            |                   |
| 000-481000 Transfer In - Reserves        | 0                | 0                | 0                       | 0                       | 0                     | 814,143                    | <u>          </u> |
| 000-486000.Transfer In SED for DebtSrvce | 0                | 0                | 0                       | 0                       | 0                     | 0                          | <u>          </u> |
| 000-486100 Transfer In                   | 0                | 6,585            | 0                       | 0                       | 0                     | 0                          | <u>          </u> |
| 000-486203 Transfer In-EMS (SR2003)      | 0                | 0                | 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>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> |
| 000-495015 Contribution from SED         | 0                | 0                | 0                       | 0                       | 0                     | 0                          | <u>          </u> |
| 000-495020 Contribution From YMCA        | 75,000           | 125,000          | 100,000                 | 50,000                  | 100,000               | 100,000                    | <u>          </u> |
| 000-497000 Misc Income                   | 0                | 0                | 0                       | 0                       | 0                     | 0                          | <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 &amp;S

## PROPOSED BUDGET WORKSHEET

AS OF: JULY 31ST, 2022

## GENERAL GOVERNMENT

## EXPENDITURES

|                                          | 2019-2020<br>ACTUAL | 2020-2021<br>ACTUAL | CURRENT<br>BUDGET | Y-T-D<br>ACTUAL | PROJECTED<br>YEAR END | CITY ADMIN.<br>RECOMMENDED | ADOPTED<br>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>                      |                     |                     |                   |                 |                       |                            |                   |
| 101-555550 Capital Leases - Principal    | 0                   | 0                   | 0                 | 0               | 0                     | 0                          |                   |
| 101-555550.Capital Leases - Interest     | 0                   | 0                   | 0                 | 0               | 0                     | 0                          |                   |
| 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                    |                   |



505-TAX I &S

GENERAL GOVERNMENT  
EXPENDITURES

|                                      | (----- 2021-2022 -----) (----- 2022-2023 -----) |                     |                   |                  |                       |                            |                   |
|--------------------------------------|-------------------------------------------------|---------------------|-------------------|------------------|-----------------------|----------------------------|-------------------|
|                                      | 2019-2020<br>ACTUAL                             | 2020-2021<br>ACTUAL | CURRENT<br>BUDGET | Y-T-D<br>ACTUAL  | PROJECTED<br>YEAR END | CITY ADMIN.<br>RECOMMENDED | ADOPTED<br>BUDGET |
| 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                    |                   |
| 101-555654.Bond-CO 2022A - Interest  | 0                                               | 0                   | 0                 | 0                | 0                     | 0                          |                   |
| 101-555655 Bond-GO 2022 - Principal  | 0                                               | 0                   | 0                 | 0                | 0                     | 1,333,900                  |                   |
| 101-555655.Bond-GO 2022 - Interest   | 0                                               | 0                   | 0                 | 0                | 0                     | 0                          |                   |
| 101-555800 Bond Premium              | 0                                               | 0                   | 0                 | 0                | 0                     | 0                          |                   |
| 101-555900 Debt Service              | <u>0</u>                                        | <u>0</u>            | <u>0</u>          | <u>0</u>         | <u>0</u>              | <u>0</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>       |                                                 |                     |                   |                  |                       |                            |                   |
| 101-556300 Payment To Refund Debt    | <u>0</u>                                        | <u>0</u>            | <u>0</u>          | <u>0</u>         | <u>0</u>              | <u>0</u>                   |                   |
| TOTAL Other Financing Sources        | 0                                               | 0                   | 0                 | 0                | 0                     | 0                          |                   |
| 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<br>Actual   | 2021-22<br>Estimate | 2022-23<br>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

PROPOSED BUDGET WORKSHEET  
AS OF: JULY 31ST, 2022

## REVENUES

|                                          | 2019-2020<br>ACTUAL | 2020-2021<br>ACTUAL | (----- 2021-2022 -----)<br>CURRENT<br>BUDGET | Y-T-D<br>ACTUAL | PROJECTED<br>YEAR END | (----- 2022-2023 -----)<br>CITY ADMIN.<br>RECOMMENDED | ADOPTED<br>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>                           |                     |                     |                                              |                 |                       |                                                       |                   |
| 000-432400 Development Permit            | 0                   | 0                   | 0                                            | 0               | 0                     | 0                                                     |                   |
| 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                                       | 11,191          | 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                                                |                   |
| 000-457130 Water Transfer Charge-UC      | 0                   | 0                   | 0                                            | 0               | 0                     | 0                                                     |                   |
| 000-457140 Water Transfer Charge-Convers | 0                   | 0                   | 0                                            | 0               | 0                     | 0                                                     |                   |
| 000-457200 Sale of Meters                | 110,222             | 95,185              | 120,000                                      | 61,035          | 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                                               |                   |
| 000-458000 Sales of General Fixed Assets | 0                   | 0                   | 0                                            | 0               | 0                     | 0                                                     |                   |
| 000-458110 Sale of Merchandise - GovDeal | 0                   | 41,000              | 2,500                                        | 0               | 2,500                 | 2,500                                                 |                   |
| 000-458300 Sale of Property/Auction      | 0                   | 0                   | 0                                            | 0               | 0                     | 0                                                     |                   |
| 000-458400 Building Rental Fee           | 0                   | 0                   | 0                                            | 0               | 0                     | 0                                                     |                   |
| 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                                   | 23,309,859      | 27,455,000            | 27,487,000                                            |                   |
| <b>Fund Transfers</b>                    |                     |                     |                                              |                 |                       |                                                       |                   |
| 000-486000 Transfer In - Reserves        | 0                   | 0                   | 91,000                                       | 0               | 0                     | 0                                                     |                   |
| 000-486100 Transfer In                   | 0                   | 0                   | 0                                            | 0               | 0                     | 0                                                     |                   |
| 000-486101 Transfer In-General Fund      | 0                   | 0                   | 285,000                                      | 0               | 285,000               | 0                                                     |                   |
| 000-486102 Transfer In-Equipment Replace | 0                   | 0                   | 0                                            | 0               | 0                     | 0                                                     |                   |
| 000-486103 Transfer In-Vehicle Replacemn | 0                   | 0                   | 0                                            | 0               | 0                     | 0                                                     |                   |
| 000-486204 Interfnd Chrg-Drainage Billin | 146,400             | 146,400             | 150,000                                      | 125,000         | 150,000               | 150,000                                               |                   |
| 000-486406 Transfer In - Pblc Imprvmnt   | 0                   | 25,004              | 0                                            | 0               | 0                     | 0                                                     |                   |
| 000-486411 Transfer In-Capital Recovery  | 0                   | 0                   | 0                                            | 0               | 0                     | 0                                                     |                   |
| 000-486431 Transfer In-Cap Rcvry-Rdwys F | 0                   | 0                   | 0                                            | 0               | 0                     | 0                                                     |                   |
| 000-486432 Transfer In-Cap Rcvry-Rdwys F | 0                   | 0                   | 0                                            | 0               | 0                     | 0                                                     |                   |
| 000-486433 Transfer In-Cap Rcvry-Rdwys F | 0                   | 0                   | 0                                            | 0               | 0                     | 0                                                     |                   |
| 000-486434 Transfer In-Vap Rcvry-Rdwys F | 0                   | 0                   | 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                                               |                   |

202-WATER & SEWER

REVENUES

|                                          | 2019-2020         | 2020-2021         | (----- 2021-2022 -----) |                   | (----- 2022-2023 -----) |                            |                   |
|------------------------------------------|-------------------|-------------------|-------------------------|-------------------|-------------------------|----------------------------|-------------------|
|                                          | ACTUAL            | ACTUAL            | CURRENT<br>BUDGET       | Y-T-D<br>ACTUAL   | PROJECTED<br>YEAR END   | CITY ADMIN.<br>RECOMMENDED | ADOPTED<br>BUDGET |
| 000-493130 Library donations             | 0                 | 0                 | 0                       | 0                 | 0                       | 0                          |                   |
| 000-493400 Donations-Christmas Activitie | 0                 | 0                 | 0                       | 0                 | 0                       | 0                          |                   |
| 000-494495 Other Financing-Capital Lease | 0                 | 0                 | 0                       | 0                 | 0                       | 0                          |                   |
| 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                          |                   |
| 000-496050 SSLG - SAWS RESERVATION       | 0                 | 0                 | 0                       | 0                 | 0                       | 0                          |                   |
| 000-497000 Misc Income-W&S               | 2,963,406         | 66,295            | 25,000                  | 2,953             | 18,000                  | 18,000                     |                   |
| 000-497550 TML Re-imbursements           | 0                 | 0                 | 0                       | 0                 | 0                       | 0                          |                   |
| 000-498100 Reimbursmnt-EMS Loan          | 0                 | 0                 | 0                       | 0                 | 0                       | 0                          |                   |
| 000-498110 Salary Reimb-SSLGC            | 150,614           | 251,437           | 297,736                 | 309,557           | 297,736                 | 295,358                    |                   |
| 000-498200 Reimbursmnt-W&S Project       | 0                 | 0                 | 0                       | 0                 | 0                       | 0                          |                   |
| 000-498300 Reimbumnt-City Property       | 0                 | 0                 | 0                       | 0                 | 0                       | 0                          |                   |
| 000-499100 Distribution- GSE Bond Settln | 0                 | 0                 | 0                       | ( 0)              | 0                       | 0                          |                   |
| TOTAL 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                           | <u>30,404,026</u> | <u>32,008,163</u> | <u>28,758,723</u>       | <u>24,162,229</u> | <u>28,663,236</u>       | <u>28,485,858</u>          |                   |

**DEPARTMENT: FINANCE**  
**DIVISION: 176 WATER AND SEWER UTILITY BILLING**  
**FUND: 202 WATER AND SEWER**

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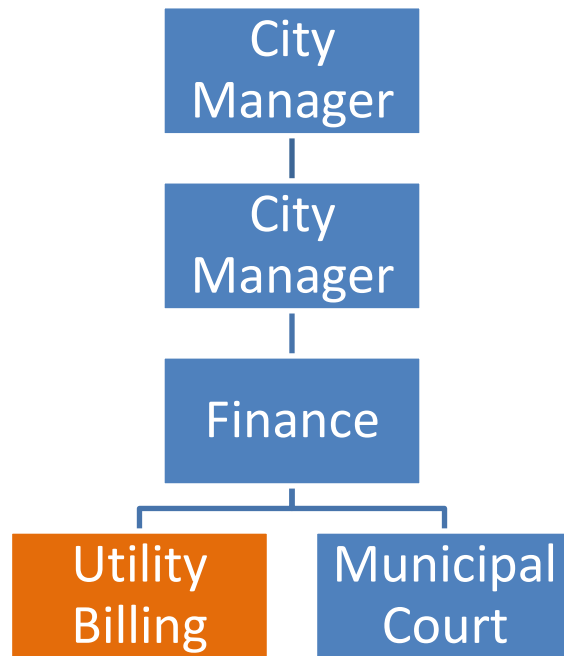
**DEPARTMENT DESCRIPTION**

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<br>Actual  | 2021-22<br>Estimate | 2022-23<br>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, 2022GENERAL GOVERNMENT  
EXPENDITURES

|                                          | (----- 2021-2022 -----) (----- 2022-2023 -----) |                     |                   |                 |                       |                            |                   |
|------------------------------------------|-------------------------------------------------|---------------------|-------------------|-----------------|-----------------------|----------------------------|-------------------|
|                                          | 2019-2020<br>ACTUAL                             | 2020-2021<br>ACTUAL | CURRENT<br>BUDGET | Y-T-D<br>ACTUAL | PROJECTED<br>YEAR END | CITY ADMIN.<br>RECOMMENDED | ADOPTED<br>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                      |                   |
| 176-521200 Medical/Chem Supplies         | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          |                   |
| 176-521300 Motor Vehicle Supplies        | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          |                   |
| 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>                    |                                                 |                     |                   |                 |                       |                            |                   |
| 176-531100 Pre-employment Check          | <u>0</u>                                        | <u>0</u>            | <u>0</u>          | <u>0</u>        | <u>0</u>              | <u>0</u>                   |                   |
| TOTAL Human Services                     | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          |                   |
| <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 | 416                                             | 6,161               | 10,000            | 6,161           | 6,500                 | 0                          |                   |
| 176-534800 Temporary Empl. Services      | <u>0</u>                                        | <u>0</u>            | <u>0</u>          | <u>0</u>        | <u>0</u>              | <u>0</u>                   |                   |
| TOTAL Operations Support                 | 98,370                                          | 112,212             | 102,500           | 90,703          | 118,500               | 120,000                    |                   |



## 202-WATER &amp; SEWER

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    |
| <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         |           |
| <u>Professional Services</u>              |              |              |              |              |              |               |           |
| 176-541600 Misc bank charges              | 0            | 0            | 0            | 0            | 0            | 0             |           |
| 176-541650 Misc Expenses                  | 0            | 0            | 0            | 0            | 0            | 0             |           |
| 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>Maintenance Services</u>               |              |              |              |              |              |               |           |
| 176-551100 Building Maintenance           | 0            | 0            | 0            | 0            | 0            | 0             |           |
| 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>Operating Equipment</u>                |              |              |              |              |              |               |           |
| 176-571000 Furniture & Fixtures           | 430          | 0            | 0            | 0            | 0            | 600           |           |
| 176-571200 Vehicles & Access. LESS \$5,00 | 0            | 0            | 0            | 0            | 0            | 0             |           |
| 176-571300 Computer & Periphe. LESS \$500 | 0            | 0            | 0            | 0            | 0            | 0             |           |
| 176-571400 Communication Equip LESS \$500 | 0            | 0            | 0            | 0            | 0            | 0             |           |
| 176-571500 Equipment under \$5,000        | <u>0</u>     | <u>0</u>     | <u>0</u>     | <u>0</u>     | <u>0</u>     | <u>0</u>      |           |
| TOTAL Operating Equipment                 | 430          | 0            | 0            | 0            | 0            | 600           |           |
| <u>Capital Outlay</u>                     |              |              |              |              |              |               |           |
| 176-581200 Vehicles & Access. Over \$5,00 | 0            | 0            | 64,000       | 58,280       | 58,280       | 0             |           |
| 176-581700 IMPROVEMENTS OVER \$5,000      | 0            | 0            | 0            | 0            | 0            | 0             |           |
| 176-581800 Equipment Over \$5,000         | <u>0</u>     | <u>0</u>     | <u>0</u>     | <u>0</u>     | <u>0</u>     | <u>0</u>      |           |
| TOTAL Capital Outlay                      | 0            | 0            | 64,000       | 58,280       | 58,280       | 0             |           |
| <hr/>                                     |              |              |              |              |              |               |           |
| TOTAL BUSINESS OFFICE                     | 974,558      | 1,088,932    | 1,247,318    | 997,612      | 1,214,937    | 1,281,787     |           |
| <hr/>                                     |              |              |              |              |              |               |           |
| 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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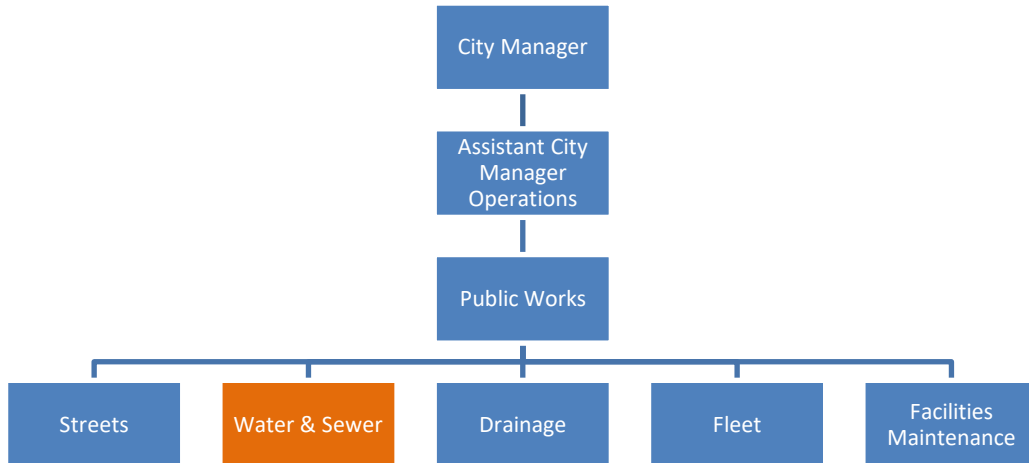
**DEPARTMENT DESCRIPTION**

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.

## 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        |
| <b>TOTAL POSITIONS</b>                                 | <b>23</b> | <b>24</b> | <b>25</b> |

**PERFORMANCE INDICATORS**

| Workload/Output     | 2020-21<br>Actual | 2021-22<br>Estimate | 2022-23<br>Budget |
|---------------------|-------------------|---------------------|-------------------|
| Water Accounts      | 16734             | 17235               | 17335             |
| Miles of Water Main | 230               | 234                 | 240               |
| Miles of Sewer Main | 118               | 175                 | 200               |

| Efficiency                          | 2020-21<br>Actual | 2021-22<br>Estimate | 2022-23<br>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<br>Actual | 2021-22<br>Estimate | 2022-23<br>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<br>Actual   | 2021-22<br>Estimate | 2022-23<br>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              | 190,500             |
| 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>\$25,544,954</i> |
| Projects                | \$0                 | \$570,000           | \$0                 |

### PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2022-23 Budget will increase 5.0% 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, 2022PUBLIC WORKS  
EXPENDITURES

|                                         | 2019-2020<br>ACTUAL | 2020-2021<br>ACTUAL | (----- 2021-2022 -----)<br>CURRENT<br>BUDGET | Y-T-D<br>ACTUAL | PROJECTED<br>YEAR END | (----- 2022-2023 -----)<br>CITY ADMIN.<br>RECOMMENDED | ADOPTED<br>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             | 138,143             | 0                   | 0                                            | 0               | 0                     | 0                                                     |                   |
| 575-521600 Equip Maint Supplies         | <u>0</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>                   |                     |                     |                                              |                 |                       |                                                       |                   |
| 575-531100 Pre-employment Check         | <u>0</u>            | <u>0</u>            | <u>0</u>                                     | <u>0</u>        | <u>0</u>              | <u>0</u>                                              |                   |
| TOTAL Human Services                    | 0                   | 0                   | 0                                            | 0               | 0                     | 0                                                     |                   |
| <u>City Support Services</u>            |                     |                     |                                              |                 |                       |                                                       |                   |
| 575-532400 Computer Fees & Licenses     | 0                   | 0                   | 0                                            | 0               | 0                     | 0                                                     |                   |
| 575-532410 Computer Consulting          | 0                   | 0                   | 0                                            | 0               | 0                     | 0                                                     |                   |
| 575-532500 City Insurance-Commercial    | 58,697              | 65,833              | 67,000                                       | 70,562          | 70,562                | 78,000                                                |                   |
| 575-532700 Records Management Service   | 0                   | 0                   | 0                                            | 0               | 0                     | 0                                                     |                   |
| 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                | 190,500                                               |                   |
| <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                                                     |                   |
| 575-533330 Telephone/Internet           | 0                   | 0                   | 0                                            | 0               | 0                     | 0                                                     |                   |
| 575-533350 Pager service                | 0                   | 0                   | 0                                            | 0               | 0                     | 0                                                     |                   |
| 575-533400 Water Purchase               | 3,460,169           | 3,293,664           | 3,200,000                                    | 2,750,929       | 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                                    | 3,076,391       | 3,585,500             | 3,585,500                                             |                   |

## 202-WATER &amp; SEWER

## PROPOSED BUDGET WORKSHEET

AS OF: JULY 31ST, 2022

## PUBLIC WORKS

## EXPENDITURES

|                                          | 2019-2020<br>ACTUAL | 2020-2021<br>ACTUAL | (----- 2021-2022 -----)<br>CURRENT<br>BUDGET | Y-T-D<br>ACTUAL | PROJECTED<br>YEAR END | (----- 2022-2023 -----)<br>CITY ADMIN.<br>RECOMMENDED | ADOPTED<br>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 | 6,838               | 6,688               | 6,500                                        | 5,826           | 6,500                 | 6,500                                                 |                   |
| 575-534710 Service Fees - GovDeals       | <u>0</u>            | <u>0</u>            | <u>0</u>                                     | <u>0</u>        | <u>0</u>              | <u>0</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                                                |                   |
| 575-535200 Awards                        | 0                   | 0                   | 0                                            | 0               | 0                     | 0                                                     |                   |
| 575-535300 Memberships                   | 5,701               | 5,683               | 0                                            | 0               | 0                     | 0                                                     |                   |
| 575-535400 Publications                  | 0                   | 0                   | 0                                            | 0               | 0                     | 0                                                     |                   |
| 575-535500 Training/Travel               | 12,270              | 15,000              | 21,000                                       | 11,782          | 23,000                | 23,000                                                |                   |
| 575-535510 Meeting Expenses              | 1,235               | 1,999               | 2,000                                        | 143             | 0                     | 0                                                     |                   |
| 575-535520 Meetings - Water Symposium    | 0                   | 0                   | 0                                            | 0               | 0                     | 0                                                     |                   |
| 575-535600 Professional Certification    | <u>0</u>            | <u>0</u>            | <u>0</u>                                     | <u>0</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                                               |                   |
| 575-541310 Contractual Services          | 0                   | 0                   | 0                                            | 0               | 0                     | 0                                                     |                   |
| 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         | 0                   | 0                   | 0                                            | 20,499          | 40,000                | 0                                                     |                   |
| 575-541650 Misc Expenses                 | 0                   | 0                   | 0                                            | 0               | 0                     | 0                                                     |                   |
| 575-541800 Credit Card Fees              | <u>0</u>            | <u>0</u>            | <u>0</u>                                     | <u>0</u>        | <u>0</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                                                 |                   |
| 575-548106 Transfer Out- Special Events  | 0                   | 0                   | 0                                            | 0               | 0                     | 0                                                     |                   |
| 575-548204 Transfer Out - Drainage       | 0                   | 0                   | 0                                            | 0               | 0                     | 0                                                     |                   |
| 575-548402 Transfer Out-City Wide Projec | 0                   | 0                   | 0                                            | 0               | 0                     | 0                                                     |                   |
| 575-548411 Transfer Out to Capital Recov | 0                   | 0                   | 0                                            | 0               | 0                     | 0                                                     |                   |
| 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                                                     |                   |
| 575-548750 Contributions Expense         | 0                   | 0                   | 0                                            | 0               | 0                     | 0                                                     |                   |
| 575-548800 Depreciation Expense          | 2,288,708           | 2,313,943           | 0                                            | 0               | 0                     | 0                                                     |                   |

## 202-WATER &amp; SEWER

PROPOSED BUDGET WORKSHEET  
AS OF: JULY 31ST, 2022

## PUBLIC WORKS

| EXPENDITURES                              | (----- 2021-2022 -----) (----- 2022-2023 -----) |                     |                   |                 |                       |                            |                   |
|-------------------------------------------|-------------------------------------------------|---------------------|-------------------|-----------------|-----------------------|----------------------------|-------------------|
|                                           | 2019-2020<br>ACTUAL                             | 2020-2021<br>ACTUAL | CURRENT<br>BUDGET | Y-T-D<br>ACTUAL | PROJECTED<br>YEAR END | CITY ADMIN.<br>RECOMMENDED | ADOPTED<br>BUDGET |
| 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                     |                   |
| 575-551720 Low Flow Rebate Program        | 300                                             | 0                   | 400               | 50              | 400                   | 400                        |                   |
| 575-551740 Rebate-UB Customer             | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          |                   |
| 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                      |                   |
| 575-571200 Vehicles & Access. LESS \$5,00 | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          |                   |
| 575-571300 Computer & Periphe. < \$5000   | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          |                   |
| 575-571400 Communication Equip LESS \$500 | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          |                   |
| 575-571500 Minor Equipment                | 6,364                                           | 2,588               | 5,000             | 3,005           | 4,000                 | 4,000                      |                   |
| 575-571800 Equipment Under \$5,000        | <u>0</u>                                        | <u>0</u>            | <u>0</u>          | <u>0</u>        | <u>0</u>              | <u>0</u>                   |                   |
| TOTAL Operating Equipment                 | 8,719                                           | 6,950               | 9,000             | 3,284           | 7,000                 | 7,000                      |                   |



## 202-WATER &amp; SEWER

PROPOSED BUDGET WORKSHEET  
AS OF: JULY 31ST, 2022

## PUBLIC WORKS

| EXPENDITURES                              | (----- 2021-2022 -----) (----- 2022-2023 -----) |                     |                   |                 |                       |                            |                   |
|-------------------------------------------|-------------------------------------------------|---------------------|-------------------|-----------------|-----------------------|----------------------------|-------------------|
|                                           | 2019-2020<br>ACTUAL                             | 2020-2021<br>ACTUAL | CURRENT<br>BUDGET | Y-T-D<br>ACTUAL | PROJECTED<br>YEAR END | CITY ADMIN.<br>RECOMMENDED | ADOPTED<br>BUDGET |
| <u>Capital Outlay</u>                     |                                                 |                     |                   |                 |                       |                            |                   |
| 575-581000 MAJOR PROJECTS-water & sewer   | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          |                   |
| 575-581010 LAND/ROW                       | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          |                   |
| 575-581200 Vehicles & Access. Over \$5,00 | 0                                               | 0                   | 58,000            | 0               | 58,000                | 52,500                     |                   |
| 575-581300 Computer & Periphe. Over \$500 | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          |                   |
| 575-581400 Communication Equip MORE \$500 | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          |                   |
| 575-581750 A/C Unit Replacement           | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          |                   |
| 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>              |                                                 |                     |                   |                 |                       |                            |                   |
| 575-588500 FM3009-WaterLineRelocation     | <u>0</u>                                        | <u>0</u>            | <u>0</u>          | <u>0</u>        | <u>0</u>              | <u>0</u>                   |                   |
| TOTAL Water Line Relocation               | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          |                   |
| <u>Aviation Heights</u>                   |                                                 |                     |                   |                 |                       |                            |                   |
| 575-589000 Aviation Heights Water Line    | <u>0</u>                                        | <u>0</u>            | <u>0</u>          | <u>0</u>        | <u>0</u>              | <u>0</u>                   |                   |
| TOTAL Aviation Heights                    | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          |                   |
| <br>TOTAL W & S ADMINISTRATION            | <br>25,336,076                                  | <br>27,262,779      | <br>24,104,044    | <br>20,423,943  | <br>24,320,087        | <br>25,544,954             |                   |
| <br>TOTAL PUBLIC WORKS                    | <br>25,336,076                                  | <br>27,262,779      | <br>24,104,044    | <br>20,423,943  | <br>24,320,087        | <br>25,544,954             |                   |

# 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<br>Actual  | 2021-22<br>Estimate | 2022-23<br>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            | \$55,748           |
| Projects         | 512,000            | 0                   | 0                  |
| <i>Total</i>     | <i>\$558,922</i>   | <i>\$31,000</i>     | <i>\$55,748</i>    |

**PROGRAM JUSTIFICATION AND ANALYSIS**

The FY 2022-23 Budget will be set at \$55,748 for any professional services or studies that need to be completed.

411-CAPITAL RECOVERY - WATER

## FINANCIAL SUMMARY

|                                   | 2019-2020<br>ACTUAL | 2020-2021<br>ACTUAL | (----- 2021-2022 -----)<br>CURRENT<br>BUDGET | (----- 2021-2022 -----)<br>Y-T-D<br>ACTUAL | (----- 2021-2022 -----)<br>PROJECTED<br>YEAR END | (----- 2022-2023 -----)<br>CITY ADMIN.<br>RECOMMENDED | (----- 2022-2023 -----)<br>ADOPTED<br>BUDGET |
|-----------------------------------|---------------------|---------------------|----------------------------------------------|--------------------------------------------|--------------------------------------------------|-------------------------------------------------------|----------------------------------------------|
| <u>REVENUE SUMMARY</u>            |                     |                     |                                              |                                            |                                                  |                                                       |                                              |
| Fees                              | 1,244,813           | 1,079,712           | 1,100,000                                    | 719,023                                    | 1,000,000                                        | 1,100,000                                             | _____                                        |
| Fund Transfers                    | 0                   | 0                   | 0                                            | 0                                          | 0                                                | 0                                                     | _____                                        |
| 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                    | 1,328,264           | 1,090,022           | 1,116,000                                    | 742,768                                    | 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>55,748</u>                                         | <u>_____</u>                                 |
| TOTAL GENERAL GOVERNMENT          | 58,301              | 46,922              | 51,000                                       | 17,033                                     | 31,000                                           | 55,748                                                |                                              |
| <u>MISC &amp; PROJECTS</u>        |                     |                     |                                              |                                            |                                                  |                                                       |                                              |
| PROJECTS                          | 0                   | 512,000             | 4,230,819                                    | 0                                          | 0                                                | 0                                                     | _____                                        |
| SEWER PROJECTS                    | 0                   | 0                   | 0                                            | 0                                          | 0                                                | 0                                                     | _____                                        |
| SCHAEFER RD WATER IMPR            | <u>0</u>            | <u>0</u>            | <u>0</u>                                     | <u>0</u>                                   | <u>0</u>                                         | <u>0</u>                                              | <u>_____</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>                                              | <u>_____</u>                                 |
| TOTAL EXPENDITURES                | 58,301              | 558,922             | 4,281,819                                    | 17,033                                     | 31,000                                           | 55,748                                                |                                              |
| REVENUE OVER/(UNDER) EXPENDITURES | <u>1,269,963</u>    | <u>531,100</u>      | <u>( 3,165,819)</u>                          | <u>725,735</u>                             | <u>989,750</u>                                   | <u>1,095,752</u>                                      | <u>=====</u>                                 |

## 411-CAPITAL RECOVERY - WATER

PROPOSED BUDGET WORKSHEET  
AS OF: JULY 31ST, 2022

## REVENUES

|                                          | 2019-2020        | 2020-2021        | (----- 2021-2022 -----) | (----- 2022-2023 -----) |                       |                            |                   |
|------------------------------------------|------------------|------------------|-------------------------|-------------------------|-----------------------|----------------------------|-------------------|
|                                          | ACTUAL           | ACTUAL           | CURRENT<br>BUDGET       | Y-T-D<br>ACTUAL         | PROJECTED<br>YEAR END | CITY ADMIN.<br>RECOMMENDED | ADOPTED<br>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>719,023</u>          | <u>1,000,000</u>      | <u>1,100,000</u>           | <u>          </u> |
| TOTAL Fees                               | 1,244,813        | 1,079,712        | 1,100,000               | 719,023                 | 1,000,000             | 1,100,000                  |                   |
| <hr/>                                    |                  |                  |                         |                         |                       |                            |                   |
| <u>Fund Transfers</u>                    |                  |                  |                         |                         |                       |                            |                   |
| 000-481000 Transfer In - Reserves        | 0                | 0                | 0                       | 0                       | 0                     | 0                          | <u>          </u> |
| 000-482000 Schertz/Seg Corp (Loan)       | 0                | 0                | 0                       | 0                       | 0                     | 0                          | <u>          </u> |
| 000-483000 Transfer In-Capital Recovery  | 0                | 0                | 0                       | 0                       | 0                     | 0                          | <u>          </u> |
| 000-486100 Transfer In                   | 0                | 0                | 0                       | 0                       | 0                     | 0                          | <u>          </u> |
| 000-486202 Transfer In-Water&Sewer Fund  | 0                | 0                | 0                       | 0                       | 0                     | 0                          | <u>          </u> |
| 000-486406 Transfer In-Public Improvmnt  | <u>0</u>         | <u>0</u>         | <u>0</u>                | <u>0</u>                | <u>0</u>              | <u>0</u>                   | <u>          </u> |
| TOTAL Fund Transfers                     | 0                | 0                | 0                       | 0                       | 0                     | 0                          |                   |
| <hr/>                                    |                  |                  |                         |                         |                       |                            |                   |
| <u>Miscellaneous</u>                     |                  |                  |                         |                         |                       |                            |                   |
| 000-491000 Interest Earned               | 2,843            | 237              | 1,000                   | 333                     | 750                   | 1,500                      | <u>          </u> |
| 000-491200 Investment Income             | 80,608           | 10,073           | 15,000                  | 23,412                  | 20,000                | 50,000                     | <u>          </u> |
| 000-494495 Other Financing-Capital Lease | 0                | 0                | 0                       | 0                       | 0                     | 0                          | <u>          </u> |
| 000-495013 Capital Contribution-W&S      | 0                | 0                | 0                       | 0                       | 0                     | 0                          | <u>          </u> |
| 000-497000 Misc Income                   | 0                | 0                | 0                       | 0                       | 0                     | 0                          | <u>          </u> |
| 000-498000 Reimbursements                | 0                | 0                | 0                       | 0                       | 0                     | 0                          | <u>          </u> |
| 000-498100 Reimbursmnt-FM 78 Project     | 0                | 0                | 0                       | 0                       | 0                     | 0                          | <u>          </u> |
| 000-498200 Reimbursement-Water Meters    | 0                | 0                | 0                       | 0                       | 0                     | 0                          | <u>          </u> |
| 000-498300 Reimbursement-Town Crk Sewer  | <u>0</u>         | <u>0</u>         | <u>0</u>                | <u>0</u>                | <u>0</u>              | <u>0</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> |
| <hr/>                                    |                  |                  |                         |                         |                       |                            |                   |
| TOTAL REVENUES                           | <u>1,328,264</u> | <u>1,090,022</u> | <u>1,116,000</u>        | <u>742,768</u>          | <u>1,020,750</u>      | <u>1,151,500</u>           | <u>          </u> |
|                                          | =====            | =====            | =====                   | =====                   | =====                 | =====                      | =====             |

## 411-CAPITAL RECOVERY - WATER

PROPOSED BUDGET WORKSHEET  
AS OF: JULY 31ST, 2022

## GENERAL GOVERNMENT

## EXPENDITURES

|                                          | (----- 2021-2022 -----) (----- 2022-2023 -----) |                     |                   |                 |                       |                            |                   |
|------------------------------------------|-------------------------------------------------|---------------------|-------------------|-----------------|-----------------------|----------------------------|-------------------|
|                                          | 2019-2020<br>ACTUAL                             | 2020-2021<br>ACTUAL | CURRENT<br>BUDGET | Y-T-D<br>ACTUAL | PROJECTED<br>YEAR END | CITY ADMIN.<br>RECOMMENDED | ADOPTED<br>BUDGET |
| NON DEPARTMENTAL                         |                                                 |                     |                   |                 |                       |                            |                   |
| =====                                    |                                                 |                     |                   |                 |                       |                            |                   |
| <u>Supplies</u>                          |                                                 |                     |                   |                 |                       |                            |                   |
| 101-521000 Operating Supplies            | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          |                   |
| TOTAL Supplies                           | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          |                   |
| <u>City Support Services</u>             |                                                 |                     |                   |                 |                       |                            |                   |
| 101-532400 Computer Fees & Licenses      | 0                                               | 0                   | 0                 | 0               | 0                     | 11,748                     |                   |
| TOTAL City Support Services              | 0                                               | 0                   | 0                 | 0               | 0                     | 11,748                     |                   |
| <u>Utility Services</u>                  |                                                 |                     |                   |                 |                       |                            |                   |
| 101-533400 Water Purchase                | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          |                   |
| 101-533500 Water Utility Service         | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          |                   |
| TOTAL Utility Services                   | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          |                   |
| <u>Operations Support</u>                |                                                 |                     |                   |                 |                       |                            |                   |
| 101-534100 Advertising                   | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          |                   |
| 101-534999 Misc Expense                  | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          |                   |
| TOTAL Operations Support                 | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          |                   |
| <u>Professional Services</u>             |                                                 |                     |                   |                 |                       |                            |                   |
| 101-541100 Engineering                   | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          |                   |
| 101-541200 Legal Svcs-Water              | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          |                   |
| 101-541200.Legal Svcs-Sewer              | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          |                   |
| 101-541300 Professional Services-Cap Pla | 57,301                                          | 45,922              | 50,000            | 16,033          | 30,000                | 43,000                     |                   |
| 101-541300.Professional Services-Sewer   | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          |                   |
| 101-541305 CCMA- Connection Fees         | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          |                   |
| 101-541400 Auditor/Accounting Service    | 1,000                                           | 1,000               | 1,000             | 1,000           | 1,000                 | 1,000                      |                   |
| 101-541600 Misc Bank Charges             | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          |                   |
| 101-541650 Investment Mgt Fee-Sewer      | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          |                   |
| TOTAL Professional Services              | 58,301                                          | 46,922              | 51,000            | 17,033          | 31,000                | 44,000                     |                   |
| <u>Fund Charges/Transfers</u>            |                                                 |                     |                   |                 |                       |                            |                   |
| 101-548000 Transfer Out                  | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          |                   |
| 101-548202 Transfer Out-Water & Sewer    | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          |                   |
| 101-548406 Transfer Out-Water/Sewer Proj | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          |                   |
| 101-548421 Transfer Out - Cap Rcvry Sewe | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          |                   |
| 101-548600 Interfund Transfer            | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          |                   |
| 101-548620 Contribution-EDC              | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          |                   |
| 101-548650 Interest Expense              | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          |                   |
| 101-548700 Bad Debt Expense              | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          |                   |
| 101-548800 Depreciation Expense          | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          |                   |
| 101-548900 Amortization Expense          | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          |                   |
| TOTAL Fund Charges/Transfers             | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          |                   |

411-CAPITAL RECOVERY - WATER

GENERAL GOVERNMENT  
EXPENDITURES

|                                          | 2019-2020<br>ACTUAL | 2020-2021<br>ACTUAL | (----- 2021-2022 -----)<br>CURRENT<br>BUDGET | Y-T-D<br>ACTUAL | PROJECTED<br>YEAR END | (----- 2022-2023 -----)<br>CITY ADMIN.<br>RECOMMENDED | ADOPTED<br>BUDGET |
|------------------------------------------|---------------------|---------------------|----------------------------------------------|-----------------|-----------------------|-------------------------------------------------------|-------------------|
| <u>Maintenance Services</u>              |                     |                     |                                              |                 |                       |                                                       |                   |
| 101-551900 Construction                  | 0                   | 0                   | 0                                            | 0               | 0                     | 0                                                     |                   |
| TOTAL Maintenance Services               | 0                   | 0                   | 0                                            | 0               | 0                     | 0                                                     |                   |
| <u>Debt Service</u>                      |                     |                     |                                              |                 |                       |                                                       |                   |
| 101-555628 Bond-CO SR2007-Principal      | 0                   | 0                   | 0                                            | 0               | 0                     | 0                                                     |                   |
| 101-555628.Bond-CO SR2007-Interest       | 0                   | 0                   | 0                                            | 0               | 0                     | 0                                                     |                   |
| TOTAL Debt Service                       | 0                   | 0                   | 0                                            | 0               | 0                     | 0                                                     |                   |
| <u>Operating Equipment</u>               |                     |                     |                                              |                 |                       |                                                       |                   |
| 101-571600 Main/Valves/Pump less \$5,000 | 0                   | 0                   | 0                                            | 0               | 0                     | 0                                                     |                   |
| TOTAL Operating Equipment                | 0                   | 0                   | 0                                            | 0               | 0                     | 0                                                     |                   |
| <u>Capital Outlay</u>                    |                     |                     |                                              |                 |                       |                                                       |                   |
| 101-581000 MAJOR PROJECTS-Cap Rec        | 0                   | 0                   | 0                                            | 0               | 0                     | 0                                                     |                   |
| 101-581600 Mains/Valves/Pumps            | 0                   | 0                   | 0                                            | 0               | 0                     | 0                                                     |                   |
| 101-581700 Improvements > S/S/L/Govt     | 0                   | 0                   | 0                                            | 0               | 0                     | 0                                                     |                   |
| TOTAL Capital Outlay                     | 0                   | 0                   | 0                                            | 0               | 0                     | 0                                                     |                   |
| TOTAL NON DEPARTMENTAL                   | 58,301              | 46,922              | 51,000                                       | 17,033          | 31,000                | 55,748                                                |                   |
| TOTAL GENERAL GOVERNMENT                 | 58,301              | 46,922              | 51,000                                       | 17,033          | 31,000                | 55,748                                                |                   |

411-CAPITAL RECOVERY - WATER

MISC & PROJECTS  
EXPENDITURES

|                                          | 2019-2020<br>ACTUAL | 2020-2021<br>ACTUAL | (----- 2021-2022 -----)<br>CURRENT<br>BUDGET | Y-T-D<br>ACTUAL | PROJECTED<br>YEAR END | (----- 2022-2023 -----)<br>CITY ADMIN.<br>RECOMMENDED | ADOPTED<br>BUDGET |
|------------------------------------------|---------------------|---------------------|----------------------------------------------|-----------------|-----------------------|-------------------------------------------------------|-------------------|
| SCHAEFER RD WATER IMPR<br>=====          |                     |                     |                                              |                 |                       |                                                       |                   |
| <u>Professional Services</u>             |                     |                     |                                              |                 |                       |                                                       |                   |
| 907-541100 Engineering-SchaeferRd W L    | 0                   | 0                   | 0                                            | 0               | 0                     | 0                                                     |                   |
| TOTAL Professional Services              | 0                   | 0                   | 0                                            | 0               | 0                     | 0                                                     |                   |
| <u>Fund Charges/Transfers</u>            |                     |                     |                                              |                 |                       |                                                       |                   |
| 907-548406 Transfer Out-Public Imprvment | 0                   | 0                   | 0                                            | 0               | 0                     | 0                                                     |                   |
| TOTAL Fund Charges/Transfers             | 0                   | 0                   | 0                                            | 0               | 0                     | 0                                                     |                   |
| <u>Maintenance Services</u>              |                     |                     |                                              |                 |                       |                                                       |                   |
| 907-551900 Construction-SchaeferRd W L   | 0                   | 0                   | 0                                            | 0               | 0                     | 0                                                     |                   |
| TOTAL Maintenance Services               | 0                   | 0                   | 0                                            | 0               | 0                     | 0                                                     |                   |
| TOTAL SCHAEFER RD WATER IMPR             | 0                   | 0                   | 0                                            | 0               | 0                     | 0                                                     |                   |
| TOTAL MISC & PROJECTS                    | 0                   | 512,000             | 4,230,819                                    | 0               | 0                     | 0                                                     |                   |
| TOTAL EXPENDITURES                       | 58,301<br>=====     | 558,922<br>=====    | 4,281,819<br>=====                           | 17,033<br>===== | 31,000<br>=====       | 55,748<br>=====                                       | =====             |



# 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<br>Actual  | 2021-22<br>Estimate | 2022-23<br>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            | \$64,248          |
| <i>Total</i>     | <i>\$7,855,487</i> | <i>\$40,500</i>     | <i>\$64,248</i>   |

**PROGRAM JUSTIFICATION AND ANALYSIS**

The FY 2022-23 Budget will be set at \$64,248 for any professional services or studies that need to be completed.

421-CAPITAL RECOVERY - SEWER

FINANCIAL SUMMARY

|                                   | 2019-2020<br>ACTUAL | 2020-2021<br>ACTUAL | (----- 2021-2022 -----)<br>CURRENT<br>BUDGET | Y-T-D<br>ACTUAL | PROJECTED<br>YEAR END | (----- 2022-2023 -----)<br>CITY ADMIN.<br>RECOMMENDED | ADOPTED<br>BUDGET |
|-----------------------------------|---------------------|---------------------|----------------------------------------------|-----------------|-----------------------|-------------------------------------------------------|-------------------|
| <u>REVENUE SUMMARY</u>            |                     |                     |                                              |                 |                       |                                                       |                   |
| Fees                              | 641,746             | 611,659             | 600,000                                      | 305,877         | 500,000               | 550,000                                               | _____             |
| Fund Transfers                    | 0                   | 0                   | 0                                            | 0               | 0                     | 0                                                     | _____             |
| 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>                                         | <u>_____</u>      |
| TOTAL REVENUES                    | 733,531             | 621,523             | 660,250                                      | 329,538         | 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>64,248</u>                                         | <u>_____</u>      |
| TOTAL GENERAL GOVERNMENT          | 164,536             | 7,855,487           | 55,500                                       | 20,242          | 40,500                | 64,248                                                |                   |
| <u>MISC &amp; PROJECTS</u>        |                     |                     |                                              |                 |                       |                                                       |                   |
| SEWER PROJECTS                    | <u>0</u>            | <u>0</u>            | <u>0</u>                                     | <u>0</u>        | <u>0</u>              | <u>0</u>                                              | <u>_____</u>      |
| TOTAL MISC & PROJECTS             | <u>0</u>            | <u>0</u>            | <u>0</u>                                     | <u>0</u>        | <u>0</u>              | <u>0</u>                                              | <u>_____</u>      |
| TOTAL EXPENDITURES                | 164,536             | 7,855,487           | 55,500                                       | 20,242          | 40,500                | 64,248                                                |                   |
| REVENUE OVER/(UNDER) EXPENDITURES | <u>568,996</u>      | <u>( 7,233,964)</u> | <u>604,750</u>                               | <u>309,296</u>  | <u>480,000</u>        | <u>537,252</u>                                        | <u>=====</u>      |

## 421-CAPITAL RECOVERY - SEWER

PROPOSED BUDGET WORKSHEET  
AS OF: JULY 31ST, 2022

## REVENUES

|                                          | 2019-2020     | 2020-2021    | (----- 2021-2022 -----) |                 | (----- 2022-2023 -----) |                            |                   |
|------------------------------------------|---------------|--------------|-------------------------|-----------------|-------------------------|----------------------------|-------------------|
|                                          | ACTUAL        | ACTUAL       | CURRENT<br>BUDGET       | Y-T-D<br>ACTUAL | PROJECTED<br>YEAR END   | CITY ADMIN.<br>RECOMMENDED | ADOPTED<br>BUDGET |
| <u>Fees</u>                              |               |              |                         |                 |                         |                            |                   |
| 000-455910 Cap Rcvry-Waste Water         | 641,746       | 611,659      | 600,000                 | 305,877         | 500,000                 | 550,000                    |                   |
| 000-455911 Cap Rcvry-WasteWtr Zone 1     | 0             | 0            | 0                       | 0               | 0                       | 0                          |                   |
| 000-455912 Cap Rcvry-Waste Wtr Zone 2    | 0             | 0            | 0                       | 0               | 0                       | 0                          |                   |
| 000-455913 Cap Rcvry-North Sewer Treat   | <u>0</u>      | <u>0</u>     | <u>0</u>                | <u>0</u>        | <u>0</u>                | <u>0</u>                   |                   |
| TOTAL Fees                               | 641,746       | 611,659      | 600,000                 | 305,877         | 500,000                 | 550,000                    |                   |
| <u>Fund Transfers</u>                    |               |              |                         |                 |                         |                            |                   |
| 000-481000 Transfer In - Reserves        | 0             | 0            | 0                       | 0               | 0                       | 0                          |                   |
| 000-486100 Transfer In                   | 0             | 0            | 0                       | 0               | 0                       | 0                          |                   |
| 000-486202 Transfer In-Water & Sewer     | 0             | 0            | 0                       | 0               | 0                       | 0                          |                   |
| 000-486411 Transfer In-Cap Rcvry Water   | <u>0</u>      | <u>0</u>     | <u>0</u>                | <u>0</u>        | <u>0</u>                | <u>0</u>                   |                   |
| TOTAL Fund Transfers                     | 0             | 0            | 0                       | 0               | 0                       | 0                          |                   |
| <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                     |                   |
| 000-491800 Gain/Loss Capital One Sewer   | 0             | 0            | 0                       | 0               | 0                       | 0                          |                   |
| 000-491900 Unrealize Gain/Loss-Captl On( | 8,972)        | ( 30,080)    | 0                       | ( 10,311)       | 0                       | 0                          |                   |
| 000-497000 Misc Income                   | 0             | 0            | 0                       | 0               | 0                       | 0                          |                   |
| 000-498000 Reimbursements                | <u>0</u>      | <u>0</u>     | <u>0</u>                | <u>0</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                           | 733,531       | 621,523      | 660,250                 | 329,538         | 520,500                 | 601,500                    |                   |
|                                          | =====         | =====        | =====                   | =====           | =====                   | =====                      | =====             |

## 421-CAPITAL RECOVERY - SEWER

PROPOSED BUDGET WORKSHEET  
AS OF: JULY 31ST, 2022

## GENERAL GOVERNMENT

| EXPENDITURES                             | (----- 2021-2022 -----) (----- 2022-2023 -----) |                     |                   |                 |                       |                            |                   |
|------------------------------------------|-------------------------------------------------|---------------------|-------------------|-----------------|-----------------------|----------------------------|-------------------|
|                                          | 2019-2020<br>ACTUAL                             | 2020-2021<br>ACTUAL | CURRENT<br>BUDGET | Y-T-D<br>ACTUAL | PROJECTED<br>YEAR END | CITY ADMIN.<br>RECOMMENDED | ADOPTED<br>BUDGET |
| NON DEPARTMENTAL                         |                                                 |                     |                   |                 |                       |                            |                   |
| =====                                    |                                                 |                     |                   |                 |                       |                            |                   |
| <u>Supplies</u>                          |                                                 |                     |                   |                 |                       |                            |                   |
| 101-521000 Operating Supplies            | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          |                   |
| TOTAL Supplies                           | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          |                   |
| <u>City Support Services</u>             |                                                 |                     |                   |                 |                       |                            |                   |
| 101-532400 Computer Fees & Licenses      | 0                                               | 0                   | 0                 | 0               | 0                     | 11,748                     |                   |
| TOTAL City Support Services              | 0                                               | 0                   | 0                 | 0               | 0                     | 11,748                     |                   |
| <u>Operations Support</u>                |                                                 |                     |                   |                 |                       |                            |                   |
| 101-534999 Misc Expense                  | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          |                   |
| TOTAL Operations Support                 | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          |                   |
| <u>Professional Services</u>             |                                                 |                     |                   |                 |                       |                            |                   |
| 101-541200 Legal Services-Sewer          | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          |                   |
| 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                      |                   |
| 101-541600 Misc Bank Charges             | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          |                   |
| 101-541650 Investment Mgt Fee-Sewer      | 4,531                                           | 3,789               | 4,500             | 3,426           | 4,500                 | 1,500                      |                   |
| 101-541700 Over/Short                    | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          |                   |
| TOTAL Professional Services              | 164,536                                         | 60,487              | 55,500            | 20,242          | 40,500                | 52,500                     |                   |
| <u>Fund Charges/Transfers</u>            |                                                 |                     |                   |                 |                       |                            |                   |
| 101-548000 Transfer Out                  | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          |                   |
| 101-548202 Transfer Out-Water & Sewer    | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          |                   |
| 101-548406 Transfer Out-Water/Sewer Prjc | 0                                               | 7,795,000           | 0                 | 0               | 0                     | 0                          |                   |
| 101-548411 Transfer Out-Cap Recvry Water | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          |                   |
| TOTAL Fund Charges/Transfers             | 0                                               | 7,795,000           | 0                 | 0               | 0                     | 0                          |                   |
| <u>Maintenance Services</u>              |                                                 |                     |                   |                 |                       |                            |                   |
| 101-551520 Sewer Treatment               | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          |                   |
| TOTAL Maintenance Services               | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          |                   |
| TOTAL NON DEPARTMENTAL                   |                                                 |                     |                   |                 |                       |                            |                   |
|                                          | 164,536                                         | 7,855,487           | 55,500            | 20,242          | 40,500                | 64,248                     |                   |
| TOTAL GENERAL GOVERNMENT                 |                                                 |                     |                   |                 |                       |                            |                   |
|                                          | 164,536                                         | 7,855,487           | 55,500            | 20,242          | 40,500                | 64,248                     |                   |

421-CAPITAL RECOVERY - SEWER

MISC &amp; PROJECTS

| EXPENDITURES                             | (----- 2021-2022 -----) (----- 2022-2023 -----) |                     |                   |                 |                       |                            |                   |
|------------------------------------------|-------------------------------------------------|---------------------|-------------------|-----------------|-----------------------|----------------------------|-------------------|
|                                          | 2019-2020<br>ACTUAL                             | 2020-2021<br>ACTUAL | CURRENT<br>BUDGET | Y-T-D<br>ACTUAL | PROJECTED<br>YEAR END | CITY ADMIN.<br>RECOMMENDED | ADOPTED<br>BUDGET |
| SEWER PROJECTS                           |                                                 |                     |                   |                 |                       |                            |                   |
| =====                                    |                                                 |                     |                   |                 |                       |                            |                   |
| <u>City Support Services</u>             |                                                 |                     |                   |                 |                       |                            |                   |
| 902-532900 Contingency - Sewer           | <u>0</u>                                        | <u>0</u>            | <u>0</u>          | <u>0</u>        | <u>0</u>              | <u>0</u>                   | <u></u>           |
| TOTAL City Support Services              | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          |                   |
| <u>Operations Support</u>                |                                                 |                     |                   |                 |                       |                            |                   |
| 902-534100 Advertising - Sewer           | <u>0</u>                                        | <u>0</u>            | <u>0</u>          | <u>0</u>        | <u>0</u>              | <u>0</u>                   | <u></u>           |
| TOTAL Operations Support                 | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          |                   |
| <u>Professional Services</u>             |                                                 |                     |                   |                 |                       |                            |                   |
| 902-541100 Engineering - Sewer           | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          | <u></u>           |
| 902-541200 Legal Services - Sewer        | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          | <u></u>           |
| 902-541300 Professional Services - Sewer | <u>0</u>                                        | <u>0</u>            | <u>0</u>          | <u>0</u>        | <u>0</u>              | <u>0</u>                   | <u></u>           |
| TOTAL Professional Services              | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          |                   |
| <u>Maintenance Services</u>              |                                                 |                     |                   |                 |                       |                            |                   |
| 902-551900 Construction - Sewer          | <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                          |                   |
| <u>Rental/Leasing</u>                    |                                                 |                     |                   |                 |                       |                            |                   |
| 902-561300 Land Purchases - Sewer        | <u>0</u>                                        | <u>0</u>            | <u>0</u>          | <u>0</u>        | <u>0</u>              | <u>0</u>                   | <u></u>           |
| TOTAL Rental/Leasing                     | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          |                   |
| TOTAL SEWER PROJECTS                     | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          |                   |
| TOTAL MISC & PROJECTS                    | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          |                   |
| TOTAL EXPENDITURES                       | <u>164,536</u>                                  | <u>7,855,487</u>    | <u>55,500</u>     | <u>20,242</u>   | <u>40,500</u>         | <u>64,248</u>              | <u>=====</u>      |

# FUND: 204 DRAINAGE FUND

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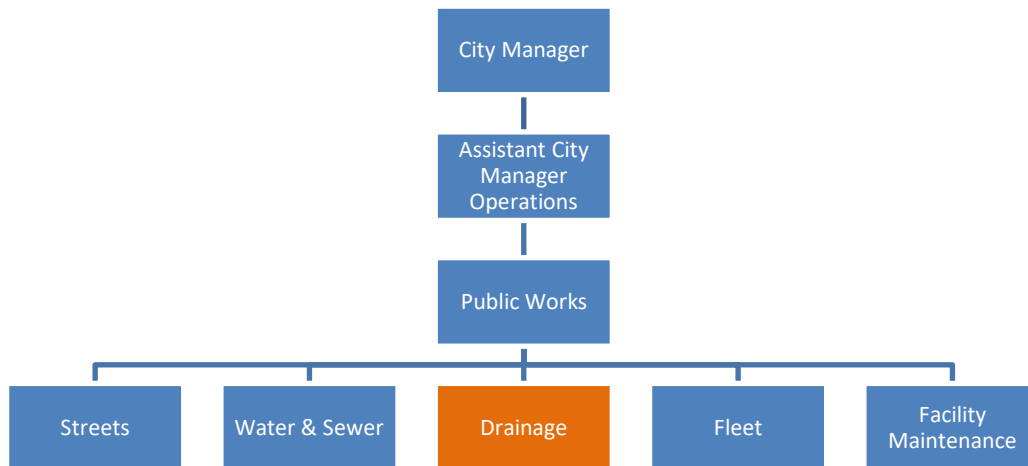
## DEPARTMENT DESCRIPTION

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<br>Actual | 2021-22<br>Estimate | 2022-23<br>Budget |
|---------------------------------------|-------------------|---------------------|-------------------|
| Acres of Alleys Mowed                 | 5.15              | 5.15                | 5.15              |
| Acres of Rights-of-Way (ROW)<br>Mowed | 66.46             | 66.46               | 66.46             |
| Acres of Drainage Ditches Mowed       | 158.75            | 158.75              | 158.75            |
| Efficiency                            | 2020-21<br>Actual | 2021-22<br>Estimate | 2022-23<br>Budget |
| Monthly Operating Expenditures        | 79,252.85         | 95,103.01           | 119,799           |



## PUBLIC WORKS DRAINAGE

| Effectiveness                            | 2020-21<br>Actual | 2021-22<br>Estimate | 2022-23<br>Budget |
|------------------------------------------|-------------------|---------------------|-------------------|
|                                          | 4250              | 4500                | 4750              |
| ROW Maintenance & Mowing,<br>Hours       |                   |                     |                   |
| Drainage Mowing, Hours                   | 1080              | 1180                | 1280              |
| Drainage Structure Maintenance,<br>Hours | 1640              | 1720                | 1820              |

| Budget                 | 2020-21<br>Actual  | 2021-22<br>Estimate | 2022-23<br>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

|                                    | (----- 2021-2022 -----) (----- 2022-2023 -----) |                     |                   |                 |                       |                            |                   |
|------------------------------------|-------------------------------------------------|---------------------|-------------------|-----------------|-----------------------|----------------------------|-------------------|
|                                    | 2019-2020<br>ACTUAL                             | 2020-2021<br>ACTUAL | CURRENT<br>BUDGET | Y-T-D<br>ACTUAL | PROJECTED<br>YEAR END | CITY ADMIN.<br>RECOMMENDED | ADOPTED<br>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<br>ACTUAL | 2020-2021<br>ACTUAL | (----- 2021-2022 -----)<br>CURRENT<br>BUDGET | Y-T-D<br>ACTUAL | PROJECTED<br>YEAR END | (----- 2022-2023 -----)<br>CITY ADMIN.<br>RECOMMENDED | ADOPTED<br>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                                             |                   |
| 000-458110 Sale of Merchandise - GovDeal | 0                   | 0                   | 0                                            | 0               | 0                     | 0                                                     |                   |
| 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                                                |                   |
| 000-486202 Transfer In-Water&Sewer Fund  | 0                   | 0                   | 0                                            | 0               | 0                     | 0                                                     |                   |
| 000-486405 Transfer-In Grant Fund        | 0                   | 0                   | 0                                            | 0               | 0                     | 0                                                     |                   |
| 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                                                 |                   |
| 000-493204 Donations- Drainage Projects  | 0                   | 0                   | 0                                            | 0               | 0                     | 0                                                     |                   |
| 000-494495 Other Financing-Capital Lease | 0                   | 0                   | 0                                            | 0               | 0                     | 0                                                     |                   |
| 000-495000 Grant Reimbursement           | 0                   | 0                   | 0                                            | 0               | 0                     | 0                                                     |                   |
| 000-495013 Capital Contributions-Drainag | 0                   | 0                   | 0                                            | 0               | 0                     | 0                                                     |                   |
| 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                                                     |                   |
| 000-498300 Reimburmnt-City Property      | 0                   | 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

|                                         | (----- 2021-2022 -----) (----- 2022-2023 -----) |                     |                   |                 |                       |                            |                   |
|-----------------------------------------|-------------------------------------------------|---------------------|-------------------|-----------------|-----------------------|----------------------------|-------------------|
|                                         | 2019-2020<br>ACTUAL                             | 2020-2021<br>ACTUAL | CURRENT<br>BUDGET | Y-T-D<br>ACTUAL | PROJECTED<br>YEAR END | CITY ADMIN.<br>RECOMMENDED | ADOPTED<br>BUDGET |
| <b>DRAINAGE</b>                         |                                                 |                     |                   |                 |                       |                            |                   |
| <b>=====</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       | 0                                               | 0                   | 200               | 0               | 0                     | 200                        |                   |
| 579-521600 Equip Maint Supplies         | <u>0</u>                                        | <u>0</u>            | <u>0</u>          | <u>0</u>        | <u>0</u>              | <u>0</u>                   |                   |
| TOTAL Supplies                          | 6,202                                           | 3,717               | 8,500             | 4,779           | 6,750                 | 6,950                      |                   |
| <u>Human Services</u>                   |                                                 |                     |                   |                 |                       |                            |                   |
| 579-531100 Pre-employment Check         | <u>0</u>                                        | <u>0</u>            | <u>0</u>          | <u>0</u>        | <u>0</u>              | <u>0</u>                   |                   |
| TOTAL Human Services                    | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          |                   |
| <u>City Support Services</u>            |                                                 |                     |                   |                 |                       |                            |                   |
| 579-532400 Computer Fees & Licenses     | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          |                   |
| 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>                 |                                                 |                     |                   |                 |                       |                            |                   |
| 579-533300 Telephone/Land Line          | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          |                   |
| 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                          |                   |
| 579-534100 Advertising                  | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          |                   |
| 579-534200 Printing & Binding           | 0                                               | 31                  | 1,000             | 0               | 0                     | 0                          |                   |
| 579-534300 Copy Services                | <u>0</u>                                        | <u>0</u>            | <u>0</u>          | <u>0</u>        | <u>0</u>              | <u>0</u>                   |                   |
| TOTAL Operations Support                | 0                                               | 31                  | 1,050             | 0               | 0                     | 0                          |                   |

## 204-DRAINAGE

PROPOSED BUDGET WORKSHEET  
AS OF: JULY 31ST, 2022

## PUBLIC WORKS

## EXPENDITURES

|                                          | 2019-2020<br>ACTUAL | 2020-2021<br>ACTUAL | (----- 2021-2022 -----)<br>CURRENT<br>BUDGET | Y-T-D<br>ACTUAL | PROJECTED<br>YEAR END | (----- 2022-2023 -----)<br>CITY ADMIN.<br>RECOMMENDED | ADOPTED<br>BUDGET |
|------------------------------------------|---------------------|---------------------|----------------------------------------------|-----------------|-----------------------|-------------------------------------------------------|-------------------|
| <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                                                |                   |
| <u>City Assistance</u>                   |                     |                     |                                              |                 |                       |                                                       |                   |
| 579-537100 Medical Services              | <u>150</u>          | <u>120</u>          | <u>500</u>                                   | <u>40</u>       | <u>40</u>             | <u>200</u>                                            |                   |
| 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                                                 |                   |
| 579-541502 Cost of Bond Issuance         | <u>0</u>            | <u>0</u>            | <u>0</u>                                     | <u>0</u>        | <u>0</u>              | <u>0</u>                                              |                   |
| 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                                                 |                   |
| 579-548106 Transfer Out- Special Events  | 0                   | 0                   | 0                                            | 0               | 0                     | 0                                                     |                   |
| 579-548202 Transfer Out to Water & Sewer | 0                   | 0                   | 0                                            | 0               | 0                     | 0                                                     |                   |
| 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                                               |                   |
| 579-548650 Interest Expense              | 0                   | 0                   | 0                                            | 0               | 0                     | 0                                                     |                   |
| 579-548700 Bad Debt Expense              | 4,839               | 0                   | 0                                            | 0               | 0                     | 0                                                     |                   |
| 579-548750 Loss on Sale of Fixed Asset   | 0                   | 0                   | 0                                            | 0               | 0                     | 0                                                     |                   |
| 579-548800 Depreciation Expense          | 123,578             | 95,611              | 0                                            | 0               | 0                     | 0                                                     |                   |
| 579-548900 Amortization Expense          | <u>0</u>            | <u>0</u>            | <u>0</u>                                     | <u>0</u>        | <u>0</u>              | <u>0</u>                                              |                   |
| 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                                                |                   |
| 579-551615 De-Silting                    | <u>0</u>            | <u>0</u>            | <u>0</u>                                     | <u>0</u>        | <u>0</u>              | <u>0</u>                                              |                   |
| 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    | <u>100</u>          | <u>0</u>            | <u>100</u>                                   | <u>100</u>      | <u>100</u>            | <u>100</u>                                            |                   |
| TOTAL Other Costs                        | 100                 | 0                   | 100                                          | 100             | 100                   | 100                                                   |                   |

## 204-DRAINAGE

PUBLIC WORKS  
EXPENDITURES

|                                           | 2019-2020<br>ACTUAL | 2020-2021<br>ACTUAL | (----- 2021-2022 -----)<br>CURRENT<br>BUDGET | Y-T-D<br>ACTUAL | PROJECTED<br>YEAR END | (----- 2022-2023 -----)<br>CITY ADMIN.<br>RECOMMENDED | ADOPTED<br>BUDGET |
|-------------------------------------------|---------------------|---------------------|----------------------------------------------|-----------------|-----------------------|-------------------------------------------------------|-------------------|
| <u>Debt Service</u>                       |                     |                     |                                              |                 |                       |                                                       |                   |
| 579-555900 Debt Service                   | 0                   | 120,000             | 0                                            | 0               | 0                     | 0                                                     |                   |
| 579-555900. Interest Expense              | <u>3,827</u>        | <u>1,740</u>        | <u>0</u>                                     | <u>0</u>        | <u>0</u>              | <u>0</u>                                              |                   |
| 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                                                     |                   |
| 579-561200 Lease/Purchase Payments        | <u>0</u>            | <u>0</u>            | <u>0</u>                                     | <u>0</u>        | <u>0</u>              | <u>0</u>                                              |                   |
| 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                                                     |                   |
| 579-571300 Computer & Periphe. < \$5,000  | 0                   | 0                   | 0                                            | 0               | 0                     | 0                                                     |                   |
| 579-571500 Equipment Under \$5,000        | <u>1,944</u>        | <u>6,737</u>        | <u>2,500</u>                                 | <u>2,459</u>    | <u>2,500</u>          | <u>2,500</u>                                          |                   |
| TOTAL Operating Equipment                 | 1,944               | 6,867               | 2,500                                        | 2,459           | 2,500                 | 2,500                                                 |                   |
| <u>Capital Outlay</u>                     |                     |                     |                                              |                 |                       |                                                       |                   |
| 579-581010 Land Purchase                  | 0                   | 0                   | 0                                            | 0               | 0                     | 0                                                     |                   |
| 579-581200 Vehicles & Access. Over \$5,00 | 0                   | 0                   | 0                                            | 0               | 0                     | 165,000                                               |                   |
| 579-581500 Machinery/Equipment            | 0                   | 0                   | 14,000                                       | 13,903          | 13,903                | 0                                                     |                   |
| 579-581700 Improvements Over \$5,000      | <u>0</u>            | <u>0</u>            | <u>0</u>                                     | <u>0</u>        | <u>0</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

PROPOSED BUDGET WORKSHEET  
AS OF: JULY 31ST, 2022

## MISC &amp; PROJECTS

| EXPENDITURES                            | 2019-2020<br>ACTUAL | 2020-2021<br>ACTUAL | (----- 2021-2022 -----)<br>CURRENT<br>BUDGET | Y-T-D<br>ACTUAL | PROJECTED<br>YEAR END | (----- 2022-2023 -----)<br>CITY ADMIN.<br>RECOMMENDED | ADOPTED<br>BUDGET |
|-----------------------------------------|---------------------|---------------------|----------------------------------------------|-----------------|-----------------------|-------------------------------------------------------|-------------------|
| PROJECTS                                |                     |                     |                                              |                 |                       |                                                       |                   |
| =====                                   |                     |                     |                                              |                 |                       |                                                       |                   |
| <u>City Support Services</u>            |                     |                     |                                              |                 |                       |                                                       |                   |
| 900-532900 Contingency                  | 0                   | 0                   | 0                                            | 0               | 0                     | 0                                                     |                   |
| TOTAL City Support Services             | 0                   | 0                   | 0                                            | 0               | 0                     | 0                                                     |                   |
| <u>Operations Support</u>               |                     |                     |                                              |                 |                       |                                                       |                   |
| 900-534100 Advertising                  | 0                   | 0                   | 0                                            | 0               | 0                     | 0                                                     |                   |
| TOTAL Operations Support                | 0                   | 0                   | 0                                            | 0               | 0                     | 0                                                     |                   |
| <u>Professional Services</u>            |                     |                     |                                              |                 |                       |                                                       |                   |
| 900-541100 Engineering                  | 0                   | 0                   | 0                                            | 0               | 0                     | 0                                                     |                   |
| 900-541200 Legal Services               | 0                   | 0                   | 0                                            | 0               | 0                     | 0                                                     |                   |
| 900-541300 Professional Services        | 0                   | 0                   | 0                                            | 0               | 0                     | 0                                                     |                   |
| TOTAL Professional Services             | 0                   | 0                   | 0                                            | 0               | 0                     | 0                                                     |                   |
| <u>Maintenance Services</u>             |                     |                     |                                              |                 |                       |                                                       |                   |
| 900-551900 Construction                 | 0                   | 0                   | 0                                            | 26,517          | 0                     | 0                                                     |                   |
| 900-551910 Construction - Contingencies | 0                   | 0                   | 0                                            | 0               | 0                     | 0                                                     |                   |
| TOTAL Maintenance Services              | 0                   | 0                   | 0                                            | 26,517          | 0                     | 0                                                     |                   |
| <u>Capital Outlay</u>                   |                     |                     |                                              |                 |                       |                                                       |                   |
| 900-581800 Equipment Over \$5,000       | 0                   | 0                   | 0                                            | 0               | 0                     | 0                                                     |                   |
| TOTAL Capital Outlay                    | 0                   | 0                   | 0                                            | 0               | 0                     | 0                                                     |                   |
| 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         |
| <b>TOTAL POSITIONS</b>       | <b>75</b> | <b>78</b> | <b>86</b> |

**PERFORMANCE INDICATORS**

| Workload/Output                                   | 2020-21<br>Actual | 2021-22<br>Estimate | 2022-23<br>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<br>Certification Classes | 135               | 140                 | 140               |
| Trips billed for Alamo Heights                    | 546               | 550                 | 600               |
| Members of EMS Passport                           | 432               | 440                 | 450               |

| Efficiency                                           | 2020-21<br>Actual | 2021-22<br>Estimate | 2022-23<br>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<br>Certification Classes | 63                | 70                  | 70                |

| Effectiveness                        | 2020-21<br>Actual | 2021-22<br>Estimate | 2022-23<br>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<br>Rate | 85.7%             | 90%                 | 90%               |

## EMERGENCY MEDICAL SERVICES (EMS)

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| Budget                 | 2020-21<br>Actual   | 2021-22<br>Estimate | 2022-23<br>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<br>BUDGET       | Y-T-D<br>ACTUAL         | PROJECTED<br>YEAR END | CITY ADMIN.<br>RECOMMENDED | ADOPTED<br>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>         |                  |                   |                         |                         |                       |                            |                   |
| PROJECTS                           | <u>0</u>         | <u>0</u>          | <u>0</u>                | <u>0</u>                | <u>0</u>              | <u>0</u>                   |                   |
| TOTAL MISC & PROJECTS              | <u>0</u>         | <u>0</u>          | <u>0</u>                | <u>0</u>                | <u>0</u>              | <u>0</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 | <u>626,184</u>   | <u>771,505</u>    | <u>58,501</u>           | <u>669,573</u>          | <u>49,556</u>         | <u>1,319</u>               |                   |

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      |           |  |
| 000-456125 Paramedic Class - Fees        | 0         | 0          | 0          | 0          | 0          | 0           |           |  |
| 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      |           |  |
| 000-458110 Sale of Merchandise - GovDeal | 0         | 0          | 0          | 0          | 0          | 0           |           |  |
| 000-459200 NSF Check Fee                 | 100       | 25         | 100        | 50         | 50         | 0           |           |  |
| 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                 | 96,365    | 148,177    | 219,000    | 466,757    | 466,757    | 140,000     |           |  |
| 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        | 0         | 409,606    | 0          | 0          | 0          | 0           |           |  |
| 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           |           |  |
| 000-495100 MIH Contracts                 | 0         | 0          | 0          | 0          | 0          | 0           |           |  |
| 000-496200 Gain on Disposal on Asset     | 0         | 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    | 136,205   | 53,891     | 70,000     | 26,882     | 30,000     | 50,000      |           |  |
| 000-498300 Reimburmnt-City Property      | 0         | 0          | 0          | 0          | 0          | 0           |           |  |
| TOTAL Miscellaneous                      | 339,324   | 115,705    | 174,500    | 65,371     | 63,800     | 137,500     |           |  |
| TOTAL REVENUES                           | 8,794,906 | 10,893,569 | 11,794,594 | 10,511,354 | 11,578,588 | 11,720,982  |           |  |

203-EMS

## PROPOSED BUDGET WORKSHEET

AS OF: JULY 31ST, 2022

## PUBLIC SAFETY

## 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    |
| 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>                   |               |               |               |                |                |                |           |
| 280-531100 Pre-employment Check         | <u>0</u>      | <u>0</u>      | <u>0</u>      | <u>0</u>       | <u>0</u>       | <u>0</u>       |           |
| TOTAL Human Services                    | 0             | 0             | 0             | 0              | 0              | 0              |           |
| <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         |           |
| 280-532840 Golf Tournament-Dilworth     | 0             | 0             | 0             | 0              | 0              | 0              |           |
| 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              |           |
| 280-533350 Pager Service                | 0             | 0             | 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, 2022PUBLIC SAFETY  
EXPENDITURES

|                                          | 2019-2020<br>ACTUAL | 2020-2021<br>ACTUAL | (----- 2021-2022 -----)<br>CURRENT<br>BUDGET | Y-T-D<br>ACTUAL | PROJECTED<br>YEAR END | (----- 2022-2023 -----)<br>CITY ADMIN.<br>RECOMMENDED | ADOPTED<br>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                                                |                   |
| 280-535200 Awards                        | 0                   | 0                   | 0                                            | 0               | 0                     | 0                                                     |                   |
| 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 Cons'l/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                                                     |                   |
| 280-541502 Cost of Bond Issuance         | 0                   | 0                   | 0                                            | 0               | 0                     | 0                                                     |                   |
| 280-541600 Misc Bank Charges             | 0                   | 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>            |                     |                     |                                              |                 |                       |                                                       |                   |
| 280-548000 Transfer Out                  | 0                   | 0                   | 0                                            | 0               | 0                     | 0                                                     |                   |
| 280-548101 Transfer Out - General Fund   | 0                   | 0                   | 0                                            | 0               | 0                     | 4,000                                                 |                   |
| 280-548106 Transfer Out- Special Events  | 0                   | 0                   | 0                                            | 0               | 0                     | 0                                                     |                   |
| 280-548402 Transfer Out-City Wide Projec | 0                   | 0                   | 0                                            | 0               | 0                     | 0                                                     |                   |
| 280-548505 Contribution I&S              | 0                   | 0                   | 0                                            | 0               | 0                     | 0                                                     |                   |
| 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                                                     |                   |

203-EMS

PROPOSED BUDGET WORKSHEET  
AS OF: JULY 31ST, 2022

## PUBLIC SAFETY

| EXPENDITURES                             | (----- 2021-2022 -----) (----- 2022-2023 -----) |                     |                   |                 |                       |                            |                   |
|------------------------------------------|-------------------------------------------------|---------------------|-------------------|-----------------|-----------------------|----------------------------|-------------------|
|                                          | 2019-2020<br>ACTUAL                             | 2020-2021<br>ACTUAL | CURRENT<br>BUDGET | Y-T-D<br>ACTUAL | PROJECTED<br>YEAR END | CITY ADMIN.<br>RECOMMENDED | ADOPTED<br>BUDGET |
| 280-548700 Bad Debt Expense              | 2,305,991                                       | 2,621,818           | 2,224,890         | 2,090,066       | 2,200,000             | 2,665,302                  |                   |
| 280-548750 Loss on Sale of Fixed Asset   | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          |                   |
| 280-548800 Depreciation Expense          | 329,219                                         | 286,344             | 0                 | 0               | 0                     | 0                          |                   |
| 280-548900 Amortization Expense          | 0                                               | 0                   | 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                  |                   |
| <u>Maintenance Services</u>              |                                                 |                     |                   |                 |                       |                            |                   |
| 280-551100 Building Maintenance          | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          |                   |
| 280-551800 Other Maintenance Agreements  | 8,440                                           | 0                   | 0                 | 0               | 0                     | 0                          |                   |
| 280-551810 Maintenance Agr. - Radios     | 11,520                                          | 10,560              | 13,000            | 6,720           | 13,000                | 13,000                     |                   |
| 280-551900 Construction-Office Spaces    | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          |                   |
| TOTAL Maintenance Services               | 19,960                                          | 10,560              | 13,000            | 6,720           | 13,000                | 13,000                     |                   |
| <u>Other Costs</u>                       |                                                 |                     |                   |                 |                       |                            |                   |
| 280-554100 Deployment-Reimb-STRAC        | 51                                              | 0                   | 0                 | 0               | 0                     | 0                          |                   |
| 280-554200 Deployment Reimb-TIFMAS       | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          |                   |
| TOTAL Other Costs                        | 51                                              | 0                   | 0                 | 0               | 0                     | 0                          |                   |
| <u>Debt Service</u>                      |                                                 |                     |                   |                 |                       |                            |                   |
| 280-555600 Principal-CO Bond 2007        | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          |                   |
| 280-555600.Interest-CO Bond 2007         | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          |                   |
| 280-555633 Tax Notes SR2014 - Principal  | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          |                   |
| 280-555633.Tax Notes SR2014 - Interest   | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          |                   |
| 280-555639 Tax Notes SR2015 - Principal  | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          |                   |
| 280-555639.Tax Notes SR2015 - Interest   | 2,877                                           | 0                   | 0                 | 0               | 0                     | 0                          |                   |
| 280-555900 Debt Service                  | 0                                               | 115,100             | 118,120           | 116,725         | 116,725               | 0                          |                   |
| TOTAL Debt Service                       | 2,877                                           | 115,100             | 118,120           | 116,725         | 116,725               | 0                          |                   |
| <u>Rental/Leasing</u>                    |                                                 |                     |                   |                 |                       |                            |                   |
| 280-561200 Lease/Purchase Payments       | 0                                               | 65,118              | 150,000           | 145,103         | 150,000               | 150,000                    |                   |
| 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                      |                   |
| 280-571510 Specialized Medical Equipment | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          |                   |
| 280-571520 Operating Equipment- MIH      | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          |                   |
| 280-571800 Equipment Under \$5,000       | 37,495                                          | 36,781              | 60,727            | 10,111          | 40,000                | 25,000                     |                   |
| TOTAL Operating Equipment                | 47,573                                          | 74,513              | 115,298           | 30,526          | 75,528                | 53,500                     |                   |



203-EMS

| PUBLIC SAFETY<br>EXPENDITURES             | (----- 2021-2022 -----) (----- 2022-2023 -----) |                     |                   |                 |                       |                            |                   |
|-------------------------------------------|-------------------------------------------------|---------------------|-------------------|-----------------|-----------------------|----------------------------|-------------------|
|                                           | 2019-2020<br>ACTUAL                             | 2020-2021<br>ACTUAL | CURRENT<br>BUDGET | Y-T-D<br>ACTUAL | PROJECTED<br>YEAR END | CITY ADMIN.<br>RECOMMENDED | ADOPTED<br>BUDGET |
| <u>Capital Outlay</u>                     |                                                 |                     |                   |                 |                       |                            |                   |
| 280-581200 Vehicles & Access. Over \$5,00 | 0                                               | 0                   | 1,376,490         | 680,825         | 725,000               | 450,000                    | _____             |
| 280-581520 Capital Outlay-UH Grant        | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          | _____             |
| 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>              | <u>_____</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

|                                         | 2019-2020<br>ACTUAL | 2020-2021<br>ACTUAL | (----- 2021-2022 -----)<br>CURRENT<br>BUDGET | (----- 2021-2022 -----)<br>Y-T-D<br>ACTUAL | (----- 2021-2022 -----)<br>PROJECTED<br>YEAR END | (----- 2022-2023 -----)<br>CITY ADMIN.<br>RECOMMENDED | (----- 2022-2023 -----)<br>ADOPTED<br>BUDGET |
|-----------------------------------------|---------------------|---------------------|----------------------------------------------|--------------------------------------------|--------------------------------------------------|-------------------------------------------------------|----------------------------------------------|
| PROJECTS<br>=====                       |                     |                     |                                              |                                            |                                                  |                                                       |                                              |
| <u>Maintenance Services</u>             |                     |                     |                                              |                                            |                                                  |                                                       |                                              |
| 900-551910 Construction - Contingencies | 0                   | 0                   | 0                                            | 0                                          | 0                                                | 0                                                     |                                              |
| TOTAL Maintenance Services              | 0                   | 0                   | 0                                            | 0                                          | 0                                                | 0                                                     |                                              |
| TOTAL PROJECTS                          | 0                   | 0                   | 0                                            | 0                                          | 0                                                | 0                                                     |                                              |
| TOTAL MISC & PROJECTS                   | 0                   | 0                   | 0                                            | 0                                          | 0                                                | 0                                                     |                                              |
| TOTAL EXPENDITURES                      | 8,168,722<br>=====  | 10,122,063<br>===== | 11,736,094<br>=====                          | 9,841,781<br>=====                         | 11,529,032<br>=====                              | 11,719,662<br>=====                                   | =====                                        |

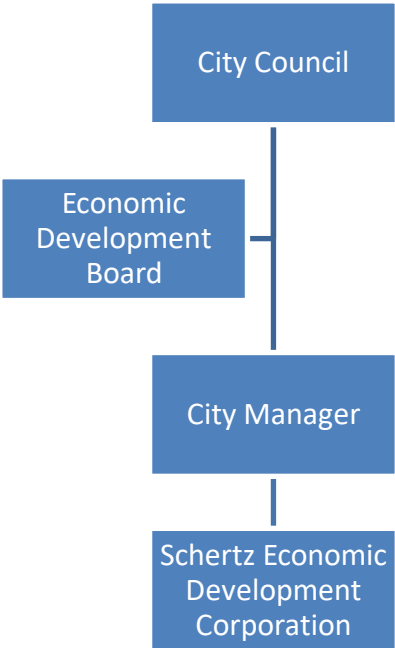
# FUND: 620 CITY OF SCHERTZ ECONOMIC DEVELOPMENT CORPORATION

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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<br>(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<br>Actual | 2021-22<br>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<br>Actual  | 2021-22<br>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>  |
| <br>                                      |                    |                    |                     |
| <i>Annual and Infrastructure Grants</i>   | <i>\$4,274,385</i> | <i>\$1,240,000</i> | <i>\$8,750,079</i>  |
| <br>                                      |                    |                    |                     |
| <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

|                                   | 2019-2020<br>ACTUAL | 2020-2021<br>ACTUAL | (----- 2021-2022 -----)<br>CURRENT<br>BUDGET | Y-T-D<br>ACTUAL | PROJECTED<br>YEAR END | (----- 2022-2023 -----)<br>CITY ADMIN.<br>RECOMMENDED | ADOPTED<br>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<br>ACTUAL                             | 2020-2021<br>ACTUAL | CURRENT<br>BUDGET | Y-T-D<br>ACTUAL  | PROJECTED<br>YEAR END | CITY ADMIN.<br>RECOMMENDED | ADOPTED<br>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

|                                       | (----- 2021-2022 -----) (----- 2022-2023 -----) |                     |                   |                 |                       |                            |                   |
|---------------------------------------|-------------------------------------------------|---------------------|-------------------|-----------------|-----------------------|----------------------------|-------------------|
|                                       | 2019-2020<br>ACTUAL                             | 2020-2021<br>ACTUAL | CURRENT<br>BUDGET | Y-T-D<br>ACTUAL | PROJECTED<br>YEAR END | CITY ADMIN.<br>RECOMMENDED | ADOPTED<br>BUDGET |
| NON DEPARTMENTAL<br>=====             |                                                 |                     |                   |                 |                       |                            |                   |
| <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<br>ACTUAL                             | 2020-2021<br>ACTUAL | CURRENT<br>BUDGET | Y-T-D<br>ACTUAL | PROJECTED<br>YEAR END | CITY ADMIN.<br>RECOMMENDED | ADOPTED<br>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<br>ACTUAL                             | 2020-2021<br>ACTUAL | CURRENT<br>BUDGET | Y-T-D<br>ACTUAL | PROJECTED<br>YEAR END | CITY ADMIN.<br>RECOMMENDED | ADOPTED<br>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<br>ACTUAL | 2020-2021<br>ACTUAL | (----- 2021-2022 -----)<br>CURRENT<br>BUDGET | Y-T-D<br>ACTUAL | PROJECTED<br>YEAR END | (----- 2022-2023 -----)<br>CITY ADMIN.<br>RECOMMENDED | ADOPTED<br>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                          | 2019-2020<br>ACTUAL | 2020-2021<br>ACTUAL | (----- 2021-2022 -----)<br>CURRENT<br>BUDGET | Y-T-D<br>ACTUAL  | PROJECTED<br>YEAR END | (----- 2022-2023 -----)<br>CITY ADMIN.<br>RECOMMENDED | ADOPTED<br>BUDGET |
|---------------------------------------|---------------------|---------------------|----------------------------------------------|------------------|-----------------------|-------------------------------------------------------|-------------------|
| FM3009 RD&BRIDGE EXPNDSN<br>=====     |                     |                     |                                              |                  |                       |                                                       |                   |
| <u>Maintenance Services</u>           |                     |                     |                                              |                  |                       |                                                       |                   |
| 994-551900 FM3009 Rd&Bridge Expansion | 0                   | 0                   | 0                                            | 0                | 0                     | 0                                                     |                   |
| 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                    | 5,866,159<br>=====  | 4,884,467<br>=====  | 5,540,707<br>=====                           | 691,451<br>===== | 2,015,015<br>=====    | 10,050,960<br>=====                                   | =====             |

# 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<br>Actual | 2021-22<br>Estimate | 2022-23<br>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<br>ACTUAL | 2020-2021<br>ACTUAL | (----- 2021-2022 -----)<br>CURRENT<br>BUDGET | Y-T-D<br>ACTUAL | PROJECTED<br>YEAR END | (----- 2022-2023 -----)<br>CITY ADMIN.<br>RECOMMENDED | ADOPTED<br>BUDGET |
|------------------------------------|---------------------|---------------------|----------------------------------------------|-----------------|-----------------------|-------------------------------------------------------|-------------------|
| <u>REVENUE SUMMARY</u>             |                     |                     |                                              |                 |                       |                                                       |                   |
| Fees                               | 0                   | 0                   | 0                                            | 0               | 0                     | 0                                                     |                   |
| 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>          |                     |                     |                                              |                 |                       |                                                       |                   |
| NON DEPARTMENTAL                   | <u>0</u>            | <u>0</u>            | <u>0</u>                                     | <u>0</u>        | <u>0</u>              | <u>0</u>                                              |                   |
| TOTAL GENERAL GOVERNMENT           | 0                   | 0                   | 0                                            | 0               | 0                     | 0                                                     |                   |
| <u>CULTURAL</u>                    |                     |                     |                                              |                 |                       |                                                       |                   |
| FESTIVAL OF ANGELS                 | 0                   | 0                   | 0                                            | 0               | 0                     | 0                                                     |                   |
| EMPLOYEE APPRECIATION EV           | 0                   | 0                   | 0                                            | 0               | 0                     | 0                                                     |                   |
| RETIREMENT BANQUET                 | 0                   | 0                   | 0                                            | 0               | 0                     | 0                                                     |                   |
| 4th OF JULY JUBILEE                | 0                   | 0                   | 0                                            | 0               | 0                     | 0                                                     |                   |
| NATIONAL NIGHT OUT                 | 0                   | 0                   | 0                                            | 0               | 0                     | 0                                                     |                   |
| KICK CANCER                        | 9,813               | 4,284               | 10,000                                       | 9,849           | 9,849                 | 10,000                                                |                   |
| SCHERTZ FEST                       | 0                   | 0                   | 0                                            | 0               | 0                     | 0                                                     |                   |
| TML EVENTS                         | 0                   | 0                   | 0                                            | 0               | 0                     | 0                                                     |                   |
| 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

PROPOSED BUDGET WORKSHEET  
AS OF: JULY 31ST, 2022

## REVENUES

|                                          | 2019-2020<br>ACTUAL | 2020-2021<br>ACTUAL | (----- 2021-2022 -----)<br>CURRENT<br>BUDGET | Y-T-D<br>ACTUAL | PROJECTED<br>YEAR END | (----- 2022-2023 -----)<br>CITY ADMIN.<br>RECOMMENDED | ADOPTED<br>BUDGET |
|------------------------------------------|---------------------|---------------------|----------------------------------------------|-----------------|-----------------------|-------------------------------------------------------|-------------------|
| <u>Fees</u>                              |                     |                     |                                              |                 |                       |                                                       |                   |
| 000-48100 Sale of Merchandise            | 0                   | 0                   | 0                                            | 0               | 0                     | 0                                                     |                   |
| TOTAL Fees                               | 0                   | 0                   | 0                                            | 0               | 0                     | 0                                                     |                   |
| <u>Fund Transfers</u>                    |                     |                     |                                              |                 |                       |                                                       |                   |
| 000-481000 Transfer In - Reserves        | 0                   | 0                   | 0                                            | 0               | 0                     | 0                                                     |                   |
| 000-481314 Transfer In-Hotel/Motel Fund  | 0                   | 0                   | 0                                            | 0               | 0                     | 0                                                     |                   |
| 000-485000 Interfund Transfer In         | 0                   | 0                   | 0                                            | 0               | 0                     | 0                                                     |                   |
| 000-486100 Transfer In                   | 0                   | 0                   | 0                                            | 0               | 0                     | 0                                                     |                   |
| 000-486101 Transfer In-General Fund      | 205                 | ( 1,472)            | 0                                            | 0               | 0                     | 0                                                     |                   |
| 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                                                |                   |
| 000-493000 July 4th Activities           | 0                   | 0                   | 0                                            | 0               | 0                     | 0                                                     |                   |
| 000-493018 TML DINNER                    | 0                   | 0                   | 0                                            | 0               | 0                     | 0                                                     |                   |
| 000-493100 Employee picnic               | 0                   | 0                   | 0                                            | 0               | 0                     | 0                                                     |                   |
| 000-493105 50th Anniversary              | 0                   | 0                   | 0                                            | 0               | 0                     | 0                                                     |                   |
| 000-493150 SchertzQ                      | 0                   | 0                   | 0                                            | 0               | 0                     | 0                                                     |                   |
| 000-493256 Donations - Police Events     | 0                   | 0                   | 0                                            | 0               | 0                     | 0                                                     |                   |
| 000-493400 Donations-Christmas Activitie | 0                   | 0                   | 0                                            | 0               | 0                     | 0                                                     |                   |
| 000-493455 Proceeds-Festival of Angels   | 0                   | 0                   | 0                                            | 0               | 0                     | 0                                                     |                   |
| 000-493460 Schertz Sweetheart            | 0                   | 0                   | 0                                            | 0               | 0                     | 0                                                     |                   |
| 000-493470 Moving on Main                | 0                   | 0                   | 0                                            | 0               | 0                     | 0                                                     |                   |
| 000-493621 Hal Baldwin Scholarship       | 24,350              | 28,980              | 14,000                                       | 35,626          | 35,626                | 14,000                                                |                   |
| 000-493900 Donations - Retirement Banque | 0                   | 0                   | 0                                            | 0               | 0                     | 0                                                     |                   |
| 000-497000 Misc Income - Special Events  | 0                   | 0                   | 0                                            | 0               | 0                     | 0                                                     |                   |
| TOTAL Miscellaneous                      | 34,379              | 31,793              | 24,000                                       | 45,268          | 45,266                | 24,000                                                |                   |
| TOTAL REVENUES                           | 34,585              | 30,321              | 24,000                                       | 45,268          | 45,266                | 24,000                                                |                   |

106-SPECIAL EVENTS FUND

| CULTURAL<br>EXPENDITURES     | (----- 2021-2022 -----) (----- 2022-2023 -----) |                     |                   |                 |                       |                            |                   |
|------------------------------|-------------------------------------------------|---------------------|-------------------|-----------------|-----------------------|----------------------------|-------------------|
|                              | 2019-2020<br>ACTUAL                             | 2020-2021<br>ACTUAL | CURRENT<br>BUDGET | Y-T-D<br>ACTUAL | PROJECTED<br>YEAR END | CITY ADMIN.<br>RECOMMENDED | ADOPTED<br>BUDGET |
| KICK CANCER<br>=====         |                                                 |                     |                   |                 |                       |                            |                   |
| <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>    |                                                 |                     |                   |                 |                       |                            |                   |
| 608-534100 Advertising       | <u>0</u>                                        | <u>0</u>            | <u>0</u>          | <u>0</u>        | <u>0</u>              | <u>0</u>                   | <u></u>           |
| TOTAL Operations Support     | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          |                   |
| TOTAL KICK CANCER            | 9,813                                           | 4,284               | 10,000            | 9,849           | 9,849                 | 10,000                     |                   |



106-SPECIAL EVENTS FUND

| CULTURAL<br>EXPENDITURES               | (----- 2021-2022 -----) (----- 2022-2023 -----) |                     |                   |                 |                       |                            |                   |
|----------------------------------------|-------------------------------------------------|---------------------|-------------------|-----------------|-----------------------|----------------------------|-------------------|
|                                        | 2019-2020<br>ACTUAL                             | 2020-2021<br>ACTUAL | CURRENT<br>BUDGET | Y-T-D<br>ACTUAL | PROJECTED<br>YEAR END | CITY ADMIN.<br>RECOMMENDED | ADOPTED<br>BUDGET |
| HAL BALDWIN SCHOLARSHIP<br>=====       |                                                 |                     |                   |                 |                       |                            |                   |
| <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>          |                                                 |                     |                   |                 |                       |                            |                   |
| 621-548101 Transfer Out - General Fund | <u>0</u>                                        | <u>0</u>            | <u>0</u>          | <u>0</u>        | <u>0</u>              | <u>0</u>                   |                   |
| TOTAL Fund Charges/Transfers           | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          |                   |
| TOTAL HAL BALDWIN SCHOLARSHIP          | 21,867                                          | 16,632              | 14,000            | 19,707          | 14,707                | 14,000                     |                   |

106-SPECIAL EVENTS FUND

| CULTURAL<br>EXPENDITURES                 | (----- 2021-2022 -----) (----- 2022-2023 -----) |                     |                   |                 |                       |                            |                   |
|------------------------------------------|-------------------------------------------------|---------------------|-------------------|-----------------|-----------------------|----------------------------|-------------------|
|                                          | 2019-2020<br>ACTUAL                             | 2020-2021<br>ACTUAL | CURRENT<br>BUDGET | Y-T-D<br>ACTUAL | PROJECTED<br>YEAR END | CITY ADMIN.<br>RECOMMENDED | ADOPTED<br>BUDGET |
| OTHER EVENTS<br>=====                    |                                                 |                     |                   |                 |                       |                            |                   |
| <u>City Support Services</u>             |                                                 |                     |                   |                 |                       |                            |                   |
| 626-532600 Other Events-Baldwin Memorial | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          |                   |
| 626-532800 Other Events                  | 1,961                                           | 0                   | 0                 | 0               | 0                     | 0                          |                   |
| 626-532810 Police Events                 | <u>0</u>                                        | <u>0</u>            | <u>0</u>          | <u>0</u>        | <u>0</u>              | <u>0</u>                   |                   |
| TOTAL City Support Services              | 1,961                                           | 0                   | 0                 | 0               | 0                     | 0                          |                   |
| <u>Operations Support</u>                |                                                 |                     |                   |                 |                       |                            |                   |
| 626-534100 Advertising                   | <u>0</u>                                        | <u>0</u>            | <u>0</u>          | <u>0</u>        | <u>0</u>              | <u>0</u>                   |                   |
| TOTAL Operations Support                 | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          |                   |
| 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                       | 31,690<br>=====                                 | 20,915<br>=====     | 24,000<br>=====   | 29,556<br>===== | 24,556<br>=====       | 24,000<br>=====            | =====             |

# 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<br>Actual | 2021-22<br>Estimate | 2022-23<br>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.

110-PUBLIC, EDU, GOVMNT FEE

FINANCIAL SUMMARY

|                                   | 2019-2020<br>ACTUAL | 2020-2021<br>ACTUAL | (----- 2021-2022 -----)<br>CURRENT<br>BUDGET | Y-T-D<br>ACTUAL | PROJECTED<br>YEAR END | (----- 2022-2023 -----)<br>CITY ADMIN.<br>RECOMMENDED | ADOPTED<br>BUDGET |
|-----------------------------------|---------------------|---------------------|----------------------------------------------|-----------------|-----------------------|-------------------------------------------------------|-------------------|
| <u>REVENUE SUMMARY</u>            |                     |                     |                                              |                 |                       |                                                       |                   |
| Franchises                        | 82,000              | 78,746              | 110,000                                      | 59,813          | 90,000                | 90,000                                                |                   |
| Fund Transfers                    | 0                   | 0                   | 757,521                                      | 0               | 0                     | 0                                                     |                   |
| Miscellaneous                     | <u>0</u>            | <u>0</u>            | <u>0</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 | <u>82,000</u>       | <u>78,746</u>       | <u>0</u>                                     | <u>59,813</u>   | <u>( 777,521)</u>     | <u>30,000</u>                                         |                   |

110-PUBLIC, EDU, GOVMNT FEE

## REVENUES

|                                          | (----- 2021-2022 -----) (----- 2022-2023 -----) |                     |                   |                 |                       |                            |                   |
|------------------------------------------|-------------------------------------------------|---------------------|-------------------|-----------------|-----------------------|----------------------------|-------------------|
|                                          | 2019-2020<br>ACTUAL                             | 2020-2021<br>ACTUAL | CURRENT<br>BUDGET | Y-T-D<br>ACTUAL | PROJECTED<br>YEAR END | CITY ADMIN.<br>RECOMMENDED | ADOPTED<br>BUDGET |
| <hr/>                                    |                                                 |                     |                   |                 |                       |                            |                   |
| <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                     |                   |
| <hr/>                                    |                                                 |                     |                   |                 |                       |                            |                   |
| <u>Fund Transfers</u>                    |                                                 |                     |                   |                 |                       |                            |                   |
| 000-481000 Transfer In - Reserves        | 0                                               | 0                   | 757,521           | 0               | 0                     | 0                          |                   |
| 000-486406 Transfer In - W&S Projects Fn | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          |                   |
| 000-489000 Transfer In                   | <u>0</u>                                        | <u>0</u>            | <u>0</u>          | <u>0</u>        | <u>0</u>              | <u>0</u>                   |                   |
| TOTAL Fund Transfers                     | 0                                               | 0                   | 757,521           | 0               | 0                     | 0                          |                   |
| <hr/>                                    |                                                 |                     |                   |                 |                       |                            |                   |
| <u>Miscellaneous</u>                     |                                                 |                     |                   |                 |                       |                            |                   |
| 000-491000 Interest Earned               | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          |                   |
| 000-497000 Misc Income                   | <u>0</u>                                        | <u>0</u>            | <u>0</u>          | <u>0</u>        | <u>0</u>              | <u>0</u>                   |                   |
| TOTAL Miscellaneous                      | <u>0</u>                                        | <u>0</u>            | <u>0</u>          | <u>0</u>        | <u>0</u>              | <u>0</u>                   |                   |
| <hr/>                                    |                                                 |                     |                   |                 |                       |                            |                   |
| TOTAL REVENUES                           | 82,000                                          | 78,746              | 867,521           | 59,813          | 90,000                | 90,000                     |                   |
|                                          | =====                                           | =====               | =====             | =====           | =====                 | =====                      | =====             |

110-PUBLIC, EDU, GOVMNT FEE

GENERAL GOVERNMENT  
EXPENDITURES

|                                          | (----- 2021-2022 -----) (----- 2022-2023 -----) |                     |                   |                 |                       |                            |                   |
|------------------------------------------|-------------------------------------------------|---------------------|-------------------|-----------------|-----------------------|----------------------------|-------------------|
|                                          | 2019-2020<br>ACTUAL                             | 2020-2021<br>ACTUAL | CURRENT<br>BUDGET | Y-T-D<br>ACTUAL | PROJECTED<br>YEAR END | CITY ADMIN.<br>RECOMMENDED | ADOPTED<br>BUDGET |
| NON DEPARTMENTAL<br>=====                |                                                 |                     |                   |                 |                       |                            |                   |
| <u>Utility Services</u>                  |                                                 |                     |                   |                 |                       |                            |                   |
| 101-533300 Telephone                     | <u>0</u>                                        | <u>0</u>            | <u>0</u>          | <u>0</u>        | <u>0</u>              | <u>0</u>                   | <u></u>           |
| TOTAL Utility Services                   | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          |                   |
| <u>Professional Services</u>             |                                                 |                     |                   |                 |                       |                            |                   |
| 101-541600 Bank Charges                  | <u>0</u>                                        | <u>0</u>            | <u>0</u>          | <u>0</u>        | <u>0</u>              | <u>0</u>                   | <u></u>           |
| TOTAL Professional Services              | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          |                   |
| <u>Rental/Leasing</u>                    |                                                 |                     |                   |                 |                       |                            |                   |
| 101-561200 Lease/Purchse Payments        | <u>0</u>                                        | <u>0</u>            | <u>0</u>          | <u>0</u>        | <u>0</u>              | <u>0</u>                   | <u></u>           |
| TOTAL Rental/Leasing                     | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          |                   |
| <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<br>ACTUAL | 2020-2021<br>ACTUAL | (----- 2021-2022 -----)<br>CURRENT<br>BUDGET | Y-T-D<br>ACTUAL | PROJECTED<br>YEAR END | (----- 2022-2023 -----)<br>CITY ADMIN.<br>RECOMMENDED | ADOPTED<br>BUDGET |
|------------------------------------------|---------------------|---------------------|----------------------------------------------|-----------------|-----------------------|-------------------------------------------------------|-------------------|
| PROJECTS                                 |                     |                     |                                              |                 |                       |                                                       |                   |
| =====                                    |                     |                     |                                              |                 |                       |                                                       |                   |
| <u>Supplies</u>                          |                     |                     |                                              |                 |                       |                                                       |                   |
| 900-521700 Materials                     | 0                   | 0                   | 0                                            | 0               | 0                     | 0                                                     |                   |
| TOTAL Supplies                           | 0                   | 0                   | 0                                            | 0               | 0                     | 0                                                     |                   |
| <u>Operations Support</u>                |                     |                     |                                              |                 |                       |                                                       |                   |
| 900-534100 Advertising                   | 0                   | 0                   | 0                                            | 0               | 0                     | 0                                                     |                   |
| TOTAL Operations Support                 | 0                   | 0                   | 0                                            | 0               | 0                     | 0                                                     |                   |
| <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<br>=====          | 0<br>=====          | 867,521<br>=====                             | 0<br>=====      | 867,521<br>=====      | 60,000<br>=====                                       | =====             |

# 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<br>Actual | 2021-22<br>Estimate | 2022-23<br>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<br>ACTUAL | 2020-2021<br>ACTUAL | (----- 2021-2022 -----)<br>CURRENT<br>BUDGET | Y-T-D<br>ACTUAL  | PROJECTED<br>YEAR END | (----- 2022-2023 -----)<br>CITY ADMIN.<br>RECOMMENDED | ADOPTED<br>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

|                                   | 2019-2020<br>ACTUAL | 2020-2021<br>ACTUAL | (----- 2021-2022 -----)<br>CURRENT<br>BUDGET | Y-T-D<br>ACTUAL | PROJECTED<br>YEAR END | (----- 2022-2023 -----)<br>CITY ADMIN.<br>RECOMMENDED | ADOPTED<br>BUDGET |
|-----------------------------------|---------------------|---------------------|----------------------------------------------|-----------------|-----------------------|-------------------------------------------------------|-------------------|
| <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>          </u> |
| <u>Fund Transfers</u>             |                     |                     |                                              |                 |                       |                                                       |                   |
| 000-480620 Indirect Cost - EDC    | 0                   | 0                   | 0                                            | 0               | 0                     | 0                                                     | <u>          </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>          </u> |
| <u>Miscellaneous</u>              |                     |                     |                                              |                 |                       |                                                       |                   |
| 000-491000 Interest Earned        | 502                 | 80                  | 250                                          | 154             | 150                   | 500                                                   | <u>          </u> |
| 000-491200 Investment Income      | 25,722              | 2,015               | 5,000                                        | 5,631           | 5,000                 | 8,000                                                 | <u>          </u> |
| 000-497000 Misc Income            | <u>0</u>            | <u>0</u>            | <u>0</u>                                     | <u>0</u>        | <u>0</u>              | <u>0</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

PROPOSED BUDGET WORKSHEET  
AS OF: JULY 31ST, 2022

## GENERAL GOVERNMENT

## EXPENDITURES

|                                           | 2019-2020<br>ACTUAL | 2020-2021<br>ACTUAL | (----- 2021-2022 -----)<br>CURRENT<br>BUDGET | Y-T-D<br>ACTUAL | PROJECTED<br>YEAR END | (----- 2022-2023 -----)<br>CITY ADMIN.<br>RECOMMENDED | ADOPTED<br>BUDGET |
|-------------------------------------------|---------------------|---------------------|----------------------------------------------|-----------------|-----------------------|-------------------------------------------------------|-------------------|
| NON DEPARTMENTAL<br>=====                 |                     |                     |                                              |                 |                       |                                                       |                   |
| <u>Supplies</u>                           |                     |                     |                                              |                 |                       |                                                       |                   |
| 101-521000 Operating Expense              | 0                   | 6,995               | 0                                            | 0               | 0                     | 0                                                     |                   |
| 101-521700 Materials                      | <u>0</u>            | <u>0</u>            | <u>0</u>                                     | <u>0</u>        | <u>0</u>              | <u>0</u>                                              |                   |
| 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             | <u>17,993</u>       | <u>0</u>            | <u>50,000</u>                                | <u>0</u>        | <u>50,000</u>         | <u>50,000</u>                                         |                   |
| 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         | <u>11,996</u>       | <u>17,459</u>       | <u>17,000</u>                                | <u>13,780</u>   | <u>16,000</u>         | <u>16,000</u>                                         |                   |
| TOTAL Operations Support                  | 11,996              | 17,459              | 31,000                                       | 17,675          | 24,000                | 31,000                                                |                   |
| <u>Professional Services</u>              |                     |                     |                                              |                 |                       |                                                       |                   |
| 101-541200 Legal Services                 | 0                   | 0                   | 0                                            | 0               | 0                     | 0                                                     |                   |
| 101-541300 Other Professional Services    | 500                 | 3,565               | 500                                          | 712             | 750                   | 500                                                   |                   |
| 101-541400 Auditor/Accounting Service     | <u>3,000</u>        | <u>3,000</u>        | <u>3,000</u>                                 | <u>3,000</u>    | <u>3,000</u>          | <u>3,500</u>                                          |                   |
| TOTAL Professional Services               | 3,500               | 6,565               | 3,500                                        | 3,712           | 3,750                 | 4,000                                                 |                   |
| <u>Fund Charges/Transfers</u>             |                     |                     |                                              |                 |                       |                                                       |                   |
| 101-548000 Transfer Out                   | 0                   | 0                   | 0                                            | 0               | 0                     | 0                                                     |                   |
| 101-548100 Interfund Transfer Out         | 74,428              | 72,464              | 74,443                                       | 62,036          | 74,443                | 69,915                                                |                   |
| 101-548106 Transfer Out-Special Events    | 0                   | 0                   | 0                                            | 0               | 0                     | 0                                                     |                   |
| 101-548614 Contribution-Park & Rec Fundt  | <u>0</u>            | <u>0</u>            | <u>0</u>                                     | <u>0</u>        | <u>0</u>              | <u>0</u>                                              |                   |
| TOTAL Fund Charges/Transfers              | 74,428              | 72,464              | 74,443                                       | 62,036          | 74,443                | 69,915                                                |                   |
| <u>Maintenance Services</u>               |                     |                     |                                              |                 |                       |                                                       |                   |
| 101-551100 Building Maintenance           | <u>0</u>            | <u>164,304</u>      | <u>50,000</u>                                | <u>54,677</u>   | <u>54,677</u>         | <u>50,000</u>                                         |                   |
| TOTAL Maintenance Services                | 0                   | 164,304             | 50,000                                       | 54,677          | 54,677                | 50,000                                                |                   |
| <u>Operating Equipment</u>                |                     |                     |                                              |                 |                       |                                                       |                   |
| 101-571200 Vehicles & Access. LESS \$5,00 | 0                   | 0                   | 0                                            | 0               | 0                     | 0                                                     |                   |
| 101-571500 Operating Equipment            | 0                   | 0                   | 44,888                                       | 42,388          | 44,888                | 0                                                     |                   |
| 101-571700 Improvements Under \$5,000     | 0                   | 0                   | 0                                            | 0               | 0                     | 0                                                     |                   |
| 101-571810 Event Banners                  | <u>0</u>            | <u>0</u>            | <u>0</u>                                     | <u>0</u>        | <u>0</u>              | <u>0</u>                                              |                   |
| TOTAL Operating Equipment                 | 0                   | 0                   | 44,888                                       | 42,388          | 44,888                | 0                                                     |                   |

314-HOTEL TAX

GENERAL GOVERNMENT  
 EXPENDITURES

|                                           | (----- 2021-2022 -----) (----- 2022-2023 -----) |                     |                   |                 |                       |                            |                   |
|-------------------------------------------|-------------------------------------------------|---------------------|-------------------|-----------------|-----------------------|----------------------------|-------------------|
|                                           | 2019-2020<br>ACTUAL                             | 2020-2021<br>ACTUAL | CURRENT<br>BUDGET | Y-T-D<br>ACTUAL | PROJECTED<br>YEAR END | CITY ADMIN.<br>RECOMMENDED | ADOPTED<br>BUDGET |
| <u>Capital Outlay</u>                     |                                                 |                     |                   |                 |                       |                            |                   |
| 101-581200 Vehicles & Access. Over \$5,00 | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          | _____             |
| 101-581700 Improvements Over \$5,000      | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          | _____             |
| 101-581750 Civic Center Improvements      | 223,189                                         | 0                   | 20,000            | 28,200          | 28,200                | 0                          | _____             |
| 101-581800 Equipment Over \$5,000         | <u>0</u>                                        | <u>0</u>            | <u>0</u>          | <u>0</u>        | <u>0</u>              | <u>0</u>                   | =====             |
| 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<br>ACTUAL | 2020-2021<br>ACTUAL | (----- 2021-2022 -----)<br>CURRENT<br>BUDGET | Y-T-D<br>ACTUAL | PROJECTED<br>YEAR END | (----- 2022-2023 -----)<br>CITY ADMIN.<br>RECOMMENDED | ADOPTED<br>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<br>Actual | 2021-22<br>Estimate | 2022-23<br>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

|                                   | 2019-2020<br>ACTUAL | 2020-2021<br>ACTUAL | (----- 2021-2022 -----)<br>CURRENT<br>BUDGET | Y-T-D<br>ACTUAL  | PROJECTED<br>YEAR END | (----- 2022-2023 -----)<br>CITY ADMIN.<br>RECOMMENDED | ADOPTED<br>BUDGET |
|-----------------------------------|---------------------|---------------------|----------------------------------------------|------------------|-----------------------|-------------------------------------------------------|-------------------|
| <u>REVENUE SUMMARY</u>            |                     |                     |                                              |                  |                       |                                                       |                   |
| Fees                              | 4,000               | 0                   | 318,000                                      | 0                | 318,000               | 318,000                                               | _____             |
| Fund Transfers                    | 0                   | 0                   | 0                                            | 0                | 0                     | 0                                                     | _____             |
| 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                    | 7,326               | 294                 | 319,025                                      | 743              | 319,025               | 319,025                                               |                   |
| <u>EXPENDITURE SUMMARY</u>        |                     |                     |                                              |                  |                       |                                                       |                   |
| <u>GENERAL GOVERNMENT</u>         |                     |                     |                                              |                  |                       |                                                       |                   |
| NON DEPARTMENTAL                  | <u>0</u>            | <u>0</u>            | <u>0</u>                                     | <u>0</u>         | <u>0</u>              | <u>0</u>                                              | <u>_____</u>      |
| TOTAL GENERAL GOVERNMENT          | 0                   | 0                   | 0                                            | 0                | 0                     | 0                                                     | _____             |
| <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>                                        | <u>_____</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>                                        | <u>_____</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>                                        | <u>=====</u>      |

317-PARK FUND

## REVENUES

|                                          | 2019-2020<br>ACTUAL | 2020-2021<br>ACTUAL | (----- 2021-2022 -----)<br>CURRENT<br>BUDGET | Y-T-D<br>ACTUAL | PROJECTED<br>YEAR END | (----- 2022-2023 -----)<br>CITY ADMIN.<br>RECOMMENDED | ADOPTED<br>BUDGET |
|------------------------------------------|---------------------|---------------------|----------------------------------------------|-----------------|-----------------------|-------------------------------------------------------|-------------------|
| <u>Fees</u>                              |                     |                     |                                              |                 |                       |                                                       |                   |
| 000-458800 Parkland Dedication           | 4,000               | 0                   | 318,000                                      | 0               | 318,000               | 318,000                                               |                   |
| TOTAL Fees                               | 4,000               | 0                   | 318,000                                      | 0               | 318,000               | 318,000                                               |                   |
| <u>Fund Transfers</u>                    |                     |                     |                                              |                 |                       |                                                       |                   |
| 000-481000 Transfer In- Reserves         | 0                   | 0                   | 0                                            | 0               | 0                     | 0                                                     |                   |
| TOTAL Fund Transfers                     | 0                   | 0                   | 0                                            | 0               | 0                     | 0                                                     |                   |
| <u>Miscellaneous</u>                     |                     |                     |                                              |                 |                       |                                                       |                   |
| 000-491000 Interest Earned               | 375                 | 10                  | 25                                           | 1               | 25                    | 25                                                    |                   |
| 000-491200 Investment Income             | 2,950               | 284                 | 1,000                                        | 742             | 1,000                 | 1,000                                                 |                   |
| 000-493700 Donations                     | 1                   | 0                   | 0                                            | 0               | 0                     | 0                                                     |                   |
| 000-495014 Woodland Oaks Park-Match      | 0                   | 0                   | 0                                            | 0               | 0                     | 0                                                     |                   |
| 000-495015 FRIENDS OF NORTH-Matching Fun | 0                   | 0                   | 0                                            | 0               | 0                     | 0                                                     |                   |
| 000-497000 Misc Income                   | 0                   | 0                   | 0                                            | 0               | 0                     | 0                                                     |                   |
| 000-499100 Transfer From Parks Reserves  | 0                   | 0                   | 0                                            | 0               | 0                     | 0                                                     |                   |
| TOTAL Miscellaneous                      | 3,326               | 294                 | 1,025                                        | 743             | 1,025                 | 1,025                                                 |                   |
| TOTAL REVENUES                           | 7,326               | 294                 | 319,025                                      | 743             | 319,025               | 319,025                                               |                   |
|                                          | =====               | =====               | =====                                        | =====           | =====                 | =====                                                 | =====             |



317-PARK FUND

PUBLIC ENVIRONMENT  
EXPENDITURES

|                                       | 2019-2020<br>ACTUAL | 2020-2021<br>ACTUAL | (----- 2021-2022 -----)<br>CURRENT<br>BUDGET | (----- 2021-2022 -----)<br>Y-T-D<br>ACTUAL | (----- 2021-2022 -----)<br>PROJECTED<br>YEAR END | (----- 2022-2023 -----)<br>CITY ADMIN.<br>RECOMMENDED | (----- 2022-2023 -----)<br>ADOPTED<br>BUDGET |
|---------------------------------------|---------------------|---------------------|----------------------------------------------|--------------------------------------------|--------------------------------------------------|-------------------------------------------------------|----------------------------------------------|
| PARKLAND DEDICATION<br>=====          |                     |                     |                                              |                                            |                                                  |                                                       |                                              |
| <u>Supplies</u>                       |                     |                     |                                              |                                            |                                                  |                                                       |                                              |
| 301-521000 Operating Supplies         | 0                   | 0                   | 0                                            | 0                                          | 0                                                | 0                                                     |                                              |
| TOTAL Supplies                        | 0                   | 0                   | 0                                            | 0                                          | 0                                                | 0                                                     |                                              |
| <u>Utility Services</u>               |                     |                     |                                              |                                            |                                                  |                                                       |                                              |
| 301-533300 Utilities                  | 0                   | 0                   | 0                                            | 0                                          | 0                                                | 0                                                     |                                              |
| TOTAL Utility Services                | 0                   | 0                   | 0                                            | 0                                          | 0                                                | 0                                                     |                                              |
| <u>Professional Services</u>          |                     |                     |                                              |                                            |                                                  |                                                       |                                              |
| 301-541300 Other Consl/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>         |                     |                     |                                              |                                            |                                                  |                                                       |                                              |
| 301-548000 Transfer Out               | 0                   | 0                   | 0                                            | 0                                          | 0                                                | 0                                                     |                                              |
| 301-548101 Transfer To General Fund   | 0                   | 0                   | 0                                            | 0                                          | 0                                                | 0                                                     |                                              |
| TOTAL Fund Charges/Transfers          | 0                   | 0                   | 0                                            | 0                                          | 0                                                | 0                                                     |                                              |
| <u>Maintenance Services</u>           |                     |                     |                                              |                                            |                                                  |                                                       |                                              |
| 301-551110 Trees                      | 0                   | 0                   | 0                                            | 0                                          | 0                                                | 0                                                     |                                              |
| 301-551710 Landscaping                | 0                   | 0                   | 0                                            | 0                                          | 0                                                | 0                                                     |                                              |
| TOTAL Maintenance Services            | 0                   | 0                   | 0                                            | 0                                          | 0                                                | 0                                                     |                                              |
| <u>Operating Equipment</u>            |                     |                     |                                              |                                            |                                                  |                                                       |                                              |
| 301-571000 Sign/Fixtures              | 0                   | 0                   | 0                                            | 0                                          | 0                                                | 0                                                     |                                              |
| 301-571700 Improvements Under \$5,000 | 0                   | 0                   | 0                                            | 0                                          | 0                                                | 0                                                     |                                              |
| TOTAL Operating Equipment             | 0                   | 0                   | 0                                            | 0                                          | 0                                                | 0                                                     |                                              |
| <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                                               |                                              |
| TOTAL PUBLIC ENVIRONMENT              | 5,760               | 5,512               | 125,000                                      | 25,140                                     | 125,000                                          | 125,000                                               |                                              |
| TOTAL EXPENDITURES                    | 5,760<br>=====      | 5,512<br>=====      | 125,000<br>=====                             | 25,140<br>=====                            | 125,000<br>=====                                 | 125,000<br>=====                                      | =====                                        |

# 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<br>Actual | 2021-22<br>Estimate | 2022-23<br>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<br>ACTUAL                             | 2020-2021<br>ACTUAL | CURRENT<br>BUDGET | Y-T-D<br>ACTUAL | PROJECTED<br>YEAR END | CITY ADMIN.<br>RECOMMENDED | ADOPTED<br>BUDGET |
| <u>REVENUE SUMMARY</u>            |                                                 |                     |                   |                 |                       |                            |                   |
| Fees                              | 52,427                                          | 219,513             | 70,000            | 63,950          | 70,000                | 70,000                     | _____             |
| Fund Transfers                    | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          | _____             |
| 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>      |
| 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>              | <u>_____</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>              | <u>_____</u>      |
| TOTAL EXPENDITURES                | 28,675                                          | 35,495              | 70,000            | 64,160          | 70,000                | 70,000                     |                   |
| REVENUE OVER/(UNDER) EXPENDITURES | 29,821                                          | 184,668             | 1,400             | 1,516           | 2,540                 | 1,400                      |                   |
|                                   | =====                                           | =====               | =====             | =====           | =====                 | =====                      | =====             |

319-TREE MITIGATION

REVENUES

|                                  | 2019-2020     | 2020-2021      | (----- 2021-2022 -----) | (----- 2022-2023 -----) |                       |                            |                   |
|----------------------------------|---------------|----------------|-------------------------|-------------------------|-----------------------|----------------------------|-------------------|
|                                  | ACTUAL        | ACTUAL         | CURRENT<br>BUDGET       | Y-T-D<br>ACTUAL         | PROJECTED<br>YEAR END | CITY ADMIN.<br>RECOMMENDED | ADOPTED<br>BUDGET |
| <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                     |                   |
| <u>Fund Transfers</u>            |               |                |                         |                         |                       |                            |                   |
| 000-481000 Transfer In- Reserves | <u>0</u>      | <u>0</u>       | <u>0</u>                | <u>0</u>                | <u>0</u>              | <u>0</u>                   | <u></u>           |
| TOTAL Fund Transfers             | 0             | 0              | 0                       | 0                       | 0                     | 0                          |                   |
| <u>Miscellaneous</u>             |               |                |                         |                         |                       |                            |                   |
| 000-491000 Interest Earned       | 446           | 21             | 200                     | 37                      | 40                    | 200                        |                   |
| 000-491200 Investment Income     | 5,123         | 630            | 1,200                   | 1,689                   | 2,500                 | 1,200                      |                   |
| 000-497000 Misc Income           | 500           | 0              | 0                       | 0                       | 0                     | 0                          |                   |
| 000-499000 Transfer In           | <u>0</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>           |
| TOTAL REVENUES                   | 58,496        | 220,163        | 71,400                  | 65,676                  | 72,540                | 71,400                     |                   |
|                                  | =====         | =====          | =====                   | =====                   | =====                 | =====                      | =====             |

## 319-TREE MITIGATION

PUBLIC ENVIRONMENT  
EXPENDITURES

|                                       | 2019-2020<br>ACTUAL | 2020-2021<br>ACTUAL | (----- 2021-2022 -----)<br>CURRENT<br>BUDGET | (----- 2021-2022 -----)<br>Y-T-D<br>ACTUAL | (----- 2021-2022 -----)<br>PROJECTED<br>YEAR END | (----- 2022-2023 -----)<br>CITY ADMIN.<br>RECOMMENDED | (----- 2022-2023 -----)<br>ADOPTED<br>BUDGET |
|---------------------------------------|---------------------|---------------------|----------------------------------------------|--------------------------------------------|--------------------------------------------------|-------------------------------------------------------|----------------------------------------------|
| TREE MITIGATION<br>=====              |                     |                     |                                              |                                            |                                                  |                                                       |                                              |
| <u>Supplies</u>                       |                     |                     |                                              |                                            |                                                  |                                                       |                                              |
| 302-521000 Operating Supplies         | 0                   | 0                   | 0                                            | 0                                          | 0                                                | 0                                                     |                                              |
| TOTAL Supplies                        | 0                   | 0                   | 0                                            | 0                                          | 0                                                | 0                                                     |                                              |
| <u>Professional Services</u>          |                     |                     |                                              |                                            |                                                  |                                                       |                                              |
| 302-541300 Other Cons'l/Prof Services | 0                   | 0                   | 0                                            | 0                                          | 0                                                | 0                                                     |                                              |
| TOTAL Professional Services           | 0                   | 0                   | 0                                            | 0                                          | 0                                                | 0                                                     |                                              |
| <u>Fund Charges/Transfers</u>         |                     |                     |                                              |                                            |                                                  |                                                       |                                              |
| 302-548000 Transfer Out               | 0                   | 0                   | 0                                            | 0                                          | 0                                                | 0                                                     |                                              |
| 302-548101 Transfer to General Fund   | 0                   | 0                   | 0                                            | 0                                          | 0                                                | 0                                                     |                                              |
| TOTAL Fund Charges/Transfers          | 0                   | 0                   | 0                                            | 0                                          | 0                                                | 0                                                     |                                              |
| <u>Maintenance Services</u>           |                     |                     |                                              |                                            |                                                  |                                                       |                                              |
| 302-551110 Trees                      | 28,675              | 35,495              | 70,000                                       | 64,160                                     | 70,000                                           | 70,000                                                |                                              |
| 302-551710 Landscaping                | 0                   | 0                   | 0                                            | 0                                          | 0                                                | 0                                                     |                                              |
| TOTAL Maintenance Services            | 28,675              | 35,495              | 70,000                                       | 64,160                                     | 70,000                                           | 70,000                                                |                                              |
| <u>Operating Equipment</u>            |                     |                     |                                              |                                            |                                                  |                                                       |                                              |
| 302-571000 Signs/Fixtures             | 0                   | 0                   | 0                                            | 0                                          | 0                                                | 0                                                     |                                              |
| 302-571700 Improvements Under \$5,000 | 0                   | 0                   | 0                                            | 0                                          | 0                                                | 0                                                     |                                              |
| TOTAL Operating Equipment             | 0                   | 0                   | 0                                            | 0                                          | 0                                                | 0                                                     |                                              |
| <u>Capital Outlay</u>                 |                     |                     |                                              |                                            |                                                  |                                                       |                                              |
| 302-581700 Improvements Over \$5,000  | 0                   | 0                   | 0                                            | 0                                          | 0                                                | 0                                                     |                                              |
| 302-581800 Equipment Over \$5,000     | 0                   | 0                   | 0                                            | 0                                          | 0                                                | 0                                                     |                                              |
| TOTAL Capital Outlay                  | 0                   | 0                   | 0                                            | 0                                          | 0                                                | 0                                                     |                                              |
| 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                    | 28,675<br>=====     | 35,495<br>=====     | 70,000<br>=====                              | 64,160<br>=====                            | 70,000<br>=====                                  | 70,000<br>=====                                       | =====                                        |

# 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<br>Actual | 2021-22<br>Estimate | 2022-23<br>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<br>ACTUAL | 2020-2021<br>ACTUAL | (----- 2021-2022 -----)<br>CURRENT<br>BUDGET | Y-T-D<br>ACTUAL | PROJECTED<br>YEAR END | (----- 2022-2023 -----)<br>CITY ADMIN.<br>RECOMMENDED | ADOPTED<br>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<br>BUDGET       | Y-T-D<br>ACTUAL         | PROJECTED<br>YEAR END | CITY ADMIN.<br>RECOMMENDED | ADOPTED<br>BUDGET |
| <hr/>                                   |                |                |                         |                         |                       |                            |                   |
| <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>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

|                                          | 2019-2020<br>ACTUAL | 2020-2021<br>ACTUAL | (----- 2021-2022 -----)<br>CURRENT<br>BUDGET | (----- 2021-2022 -----)<br>Y-T-D<br>ACTUAL | (----- 2021-2022 -----)<br>PROJECTED<br>YEAR END | (----- 2022-2023 -----)<br>CITY ADMIN.<br>RECOMMENDED | (----- 2022-2023 -----)<br>ADOPTED<br>BUDGET |
|------------------------------------------|---------------------|---------------------|----------------------------------------------|--------------------------------------------|--------------------------------------------------|-------------------------------------------------------|----------------------------------------------|
| NON DEPARTMENTAL<br>=====                |                     |                     |                                              |                                            |                                                  |                                                       |                                              |
| <u>Professional Services</u>             |                     |                     |                                              |                                            |                                                  |                                                       |                                              |
| 101-541300 Professional Services         | 0                   | 1,979               | 5,000                                        | 1,359                                      | 2,000                                            | 5,000                                                 |                                              |
| TOTAL Professional Services              | 0                   | 1,979               | 5,000                                        | 1,359                                      | 2,000                                            | 5,000                                                 |                                              |
| <u>Fund Charges/Transfers</u>            |                     |                     |                                              |                                            |                                                  |                                                       |                                              |
| 101-548202 Transfer Out-Water & Sewer Fn | 0                   | 0                   | 0                                            | 0                                          | 0                                                | 0                                                     |                                              |
| 101-548404 Transfer Out - Capital Projec | 0                   | 0                   | 0                                            | 0                                          | 0                                                | 0                                                     |                                              |
| TOTAL Fund Charges/Transfers             | 0                   | 0                   | 0                                            | 0                                          | 0                                                | 0                                                     |                                              |
| 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 &amp; PROJECTS

| EXPENDITURES                             | 2019-2020<br>ACTUAL | 2020-2021<br>ACTUAL | (----- 2021-2022 -----)<br>CURRENT<br>BUDGET | Y-T-D<br>ACTUAL | PROJECTED<br>YEAR END | (----- 2022-2023 -----)<br>CITY ADMIN.<br>RECOMMENDED | ADOPTED<br>BUDGET |
|------------------------------------------|---------------------|---------------------|----------------------------------------------|-----------------|-----------------------|-------------------------------------------------------|-------------------|
| PROJECTS                                 |                     |                     |                                              |                 |                       |                                                       |                   |
| =====                                    |                     |                     |                                              |                 |                       |                                                       |                   |
| <u>City Support Services</u>             |                     |                     |                                              |                 |                       |                                                       |                   |
| 900-532900 Contingency - Service Area 1  | 0                   | 0                   | 0                                            | 0               | 0                     | 0                                                     |                   |
| TOTAL City Support Services              | 0                   | 0                   | 0                                            | 0               | 0                     | 0                                                     |                   |
| <u>Operations Support</u>                |                     |                     |                                              |                 |                       |                                                       |                   |
| 900-534100 Advertising - Service Area 1  | 0                   | 0                   | 0                                            | 0               | 0                     | 0                                                     |                   |
| TOTAL Operations Support                 | 0                   | 0                   | 0                                            | 0               | 0                     | 0                                                     |                   |
| <u>Professional Services</u>             |                     |                     |                                              |                 |                       |                                                       |                   |
| 900-541100 Engineering - Service Area 1  | 0                   | 0                   | 0                                            | 0               | 0                     | 0                                                     |                   |
| 900-541200 Legal Services-Service Area 1 | 0                   | 0                   | 0                                            | 0               | 0                     | 0                                                     |                   |
| 900-541300 Professional Services-SrvArea | 0                   | 0                   | 0                                            | 0               | 0                     | 0                                                     |                   |
| TOTAL Professional Services              | 0                   | 0                   | 0                                            | 0               | 0                     | 0                                                     |                   |
| <u>Maintenance Services</u>              |                     |                     |                                              |                 |                       |                                                       |                   |
| 900-551510 Construction-Contingencies    | 0                   | 0                   | 0                                            | 0               | 0                     | 0                                                     |                   |
| 900-551900 Construction - Service Area 1 | 0                   | 0                   | 88,173                                       | 0               | 88,173                | 0                                                     |                   |
| TOTAL Maintenance Services               | 0                   | 0                   | 88,173                                       | 0               | 88,173                | 0                                                     |                   |
| <u>Capital Outlay</u>                    |                     |                     |                                              |                 |                       |                                                       |                   |
| 900-581010 ROW/Easements                 | 0                   | 0                   | 0                                            | 0               | 0                     | 0                                                     |                   |
| TOTAL Capital Outlay                     | 0                   | 0                   | 0                                            | 0               | 0                     | 0                                                     |                   |
| 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<br>Actual | 2021-22<br>Estimate | 2022-23<br>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<br>ACTUAL | 2020-2021<br>ACTUAL | (----- 2021-2022 -----)<br>CURRENT<br>BUDGET | Y-T-D<br>ACTUAL | PROJECTED<br>YEAR END | (----- 2022-2023 -----)<br>CITY ADMIN.<br>RECOMMENDED | ADOPTED<br>BUDGET |
|------------------------------------|---------------------|---------------------|----------------------------------------------|-----------------|-----------------------|-------------------------------------------------------|-------------------|
| <u>REVENUE SUMMARY</u>             |                     |                     |                                              |                 |                       |                                                       |                   |
| Fees                               | 130,495             | 163,823             | 120,000                                      | 296,689         | 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                                      | 297,785         | 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>         |                     |                     |                                              |                 |                       |                                                       |                   |
| PROJECTS                           | <u>0</u>            | <u>0</u>            | <u>0</u>                                     | <u>0</u>        | <u>0</u>              | <u>0</u>                                              |                   |
| TOTAL MISC & PROJECTS              | <u>0</u>            | <u>0</u>            | <u>0</u>                                     | <u>0</u>        | <u>0</u>              | <u>0</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>245,301</u>  | <u>297,703</u>        | <u>146,600</u>                                        |                   |
|                                    | =====               | =====               | =====                                        | =====           | =====                 | =====                                                 | =====             |

432-CAP RCVRY-RDWYS AREA 2

REVENUES

|                                         | 2019-2020<br>ACTUAL | 2020-2021<br>ACTUAL | (----- 2021-2022 -----)<br>CURRENT<br>BUDGET | (----- 2021-2022 -----)<br>Y-T-D<br>ACTUAL | (----- 2021-2022 -----)<br>PROJECTED<br>YEAR END | (----- 2022-2023 -----)<br>CITY ADMIN.<br>RECOMMENDED | (----- 2022-2023 -----)<br>ADOPTED<br>BUDGET |
|-----------------------------------------|---------------------|---------------------|----------------------------------------------|--------------------------------------------|--------------------------------------------------|-------------------------------------------------------|----------------------------------------------|
| <u>Fees</u>                             |                     |                     |                                              |                                            |                                                  |                                                       |                                              |
| 000-455922 CapitalRcvry-RoadwaysSrvArea | <u>130,495</u>      | <u>163,823</u>      | <u>120,000</u>                               | <u>296,689</u>                             | <u>350,000</u>                                   | <u>200,000</u>                                        | <u>          </u>                            |
| TOTAL Fees                              | 130,495             | 163,823             | 120,000                                      | 296,689                                    | 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                                      | 297,785                                    | 350,850                                          | 201,600                                               | <u>          </u>                            |
|                                         | =====               | =====               | =====                                        | =====                                      | =====                                            | =====                                                 | =====                                        |

432-CAP RCVRY-RDWYS AREA 2

GENERAL GOVERNMENT  
EXPENDITURES

|                                          | 2019-2020 | 2020-2021 | (----- 2021-2022 -----) | (----- 2022-2023 -----) |                       |                            |                   |
|------------------------------------------|-----------|-----------|-------------------------|-------------------------|-----------------------|----------------------------|-------------------|
|                                          | ACTUAL    | ACTUAL    | CURRENT<br>BUDGET       | Y-T-D<br>ACTUAL         | PROJECTED<br>YEAR END | CITY ADMIN.<br>RECOMMENDED | ADOPTED<br>BUDGET |
| NON DEPARTMENTAL<br>=====                |           |           |                         |                         |                       |                            |                   |
| <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>            |           |           |                         |                         |                       |                            |                   |
| 101-548202 Transfer Out-Water & Sewer Fn | 0         | 0         | 0                       | 0                       | 0                     | 0                          |                   |
| 101-548404 Transfer Out - Capital Projec | 0         | 0         | 0                       | 0                       | 0                     | 0                          |                   |
| TOTAL Fund Charges/Transfers             | 0         | 0         | 0                       | 0                       | 0                     | 0                          |                   |
| 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 &amp; PROJECTS

| EXPENDITURES                             | (----- 2021-2022 -----) (----- 2022-2023 -----) |                     |                   |                 |                       |                            |                   |
|------------------------------------------|-------------------------------------------------|---------------------|-------------------|-----------------|-----------------------|----------------------------|-------------------|
|                                          | 2019-2020<br>ACTUAL                             | 2020-2021<br>ACTUAL | CURRENT<br>BUDGET | Y-T-D<br>ACTUAL | PROJECTED<br>YEAR END | CITY ADMIN.<br>RECOMMENDED | ADOPTED<br>BUDGET |
| <b>PROJECTS</b>                          |                                                 |                     |                   |                 |                       |                            |                   |
| =====                                    |                                                 |                     |                   |                 |                       |                            |                   |
| <u>City Support Services</u>             |                                                 |                     |                   |                 |                       |                            |                   |
| 900-532900 Contingency - Service Area 2  | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          | =====             |
| TOTAL City Support Services              | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          | =====             |
| <u>Operations Support</u>                |                                                 |                     |                   |                 |                       |                            |                   |
| 900-534100 Advertising - Service Area 2  | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          | =====             |
| TOTAL Operations Support                 | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          | =====             |
| <u>Professional Services</u>             |                                                 |                     |                   |                 |                       |                            |                   |
| 900-541100 Engineering - Service Area 2  | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          | =====             |
| 900-541200 Legal Services-Service Area 2 | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          | =====             |
| 900-541300 Professional Services-SrvArea | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          | =====             |
| TOTAL Professional Services              | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          | =====             |
| <u>Maintenance Services</u>              |                                                 |                     |                   |                 |                       |                            |                   |
| 900-551510 Construction-Contingencies    | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          | =====             |
| 900-551900 Construction - Service Area 2 | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          | =====             |
| TOTAL Maintenance Services               | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          | =====             |
| <u>Capital Outlay</u>                    |                                                 |                     |                   |                 |                       |                            |                   |
| 900-581010 ROW/Easements                 | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          | =====             |
| TOTAL Capital Outlay                     | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          | =====             |
| TOTAL PROJECTS                           | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          |                   |
| TOTAL MISC & PROJECTS                    | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          |                   |
| 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<br>Actual | 2021-22<br>Estimate | 2022-23<br>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<br>ACTUAL | 2020-2021<br>ACTUAL | (----- 2021-2022 -----)<br>CURRENT<br>BUDGET | Y-T-D<br>ACTUAL | PROJECTED<br>YEAR END | (----- 2022-2023 -----)<br>CITY ADMIN.<br>RECOMMENDED | ADOPTED<br>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>         |                     |                     |                                              |                 |                       |                                                       |                   |
| PROJECTS                           | <u>0</u>            | <u>0</u>            | <u>0</u>                                     | <u>0</u>        | <u>0</u>              | <u>0</u>                                              |                   |
| TOTAL MISC & PROJECTS              | <u>0</u>            | <u>0</u>            | <u>0</u>                                     | <u>0</u>        | <u>0</u>              | <u>0</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>                                        |                   |
|                                    | =====               | =====               | =====                                        | =====           | =====                 | =====                                                 | =====             |

433-CAP RCVRY-RDWYS AREA 3

REVENUES

|                                         | 2019-2020      | 2020-2021      | (----- 2021-2022 -----) | (----- 2022-2023 -----) |                       |                            |                   |
|-----------------------------------------|----------------|----------------|-------------------------|-------------------------|-----------------------|----------------------------|-------------------|
|                                         | ACTUAL         | ACTUAL         | CURRENT<br>BUDGET       | Y-T-D<br>ACTUAL         | PROJECTED<br>YEAR END | CITY ADMIN.<br>RECOMMENDED | ADOPTED<br>BUDGET |
| <hr/>                                   |                |                |                         |                         |                       |                            |                   |
| <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

|                                          | 2019-2020<br>ACTUAL | 2020-2021<br>ACTUAL | (----- 2021-2022 -----)<br>CURRENT<br>BUDGET | (----- 2021-2022 -----)<br>Y-T-D<br>ACTUAL | (----- 2021-2022 -----)<br>PROJECTED<br>YEAR END | (----- 2022-2023 -----)<br>CITY ADMIN.<br>RECOMMENDED | (----- 2022-2023 -----)<br>ADOPTED<br>BUDGET |
|------------------------------------------|---------------------|---------------------|----------------------------------------------|--------------------------------------------|--------------------------------------------------|-------------------------------------------------------|----------------------------------------------|
| NON DEPARTMENTAL<br>=====                |                     |                     |                                              |                                            |                                                  |                                                       |                                              |
| <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>            |                     |                     |                                              |                                            |                                                  |                                                       |                                              |
| 101-548202 Transfer Out-Water & Sewer Fn | 0                   | 0                   | 0                                            | 0                                          | 0                                                | 0                                                     |                                              |
| 101-548404 Transfer Out - Capital Projec | 0                   | 0                   | 0                                            | 0                                          | 0                                                | 0                                                     |                                              |
| TOTAL Fund Charges/Transfers             | 0                   | 0                   | 0                                            | 0                                          | 0                                                | 0                                                     |                                              |
| 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 &amp; PROJECTS

| EXPENDITURES                             | 2019-2020<br>ACTUAL | 2020-2021<br>ACTUAL | (----- 2021-2022 -----)<br>CURRENT<br>BUDGET | Y-T-D<br>ACTUAL | PROJECTED<br>YEAR END | (----- 2022-2023 -----)<br>CITY ADMIN.<br>RECOMMENDED | ADOPTED<br>BUDGET |
|------------------------------------------|---------------------|---------------------|----------------------------------------------|-----------------|-----------------------|-------------------------------------------------------|-------------------|
| PROJECTS                                 |                     |                     |                                              |                 |                       |                                                       |                   |
| =====                                    |                     |                     |                                              |                 |                       |                                                       |                   |
| <u>City Support Services</u>             |                     |                     |                                              |                 |                       |                                                       |                   |
| 900-532900 Contingency - Service Area 3  | 0                   | 0                   | 0                                            | 0               | 0                     | 0                                                     |                   |
| TOTAL City Support Services              | 0                   | 0                   | 0                                            | 0               | 0                     | 0                                                     |                   |
| <u>Operations Support</u>                |                     |                     |                                              |                 |                       |                                                       |                   |
| 900-534100 Advertising - Service Area 3  | 0                   | 0                   | 0                                            | 0               | 0                     | 0                                                     |                   |
| TOTAL Operations Support                 | 0                   | 0                   | 0                                            | 0               | 0                     | 0                                                     |                   |
| <u>Professional Services</u>             |                     |                     |                                              |                 |                       |                                                       |                   |
| 900-541100 Engineering - Service Area 3  | 0                   | 0                   | 0                                            | 0               | 0                     | 0                                                     |                   |
| 900-541200 Legal Services-Service Area 3 | 0                   | 0                   | 0                                            | 0               | 0                     | 0                                                     |                   |
| 900-541300 Professional Services-SrvArea | 0                   | 0                   | 0                                            | 0               | 0                     | 0                                                     |                   |
| TOTAL Professional Services              | 0                   | 0                   | 0                                            | 0               | 0                     | 0                                                     |                   |
| <u>Maintenance Services</u>              |                     |                     |                                              |                 |                       |                                                       |                   |
| 900-551510 Construction - Contingencies  | 0                   | 0                   | 0                                            | 0               | 0                     | 0                                                     |                   |
| 900-551900 Construction - Service Area 3 | 0                   | 0                   | 0                                            | 0               | 0                     | 0                                                     |                   |
| TOTAL Maintenance Services               | 0                   | 0                   | 0                                            | 0               | 0                     | 0                                                     |                   |
| <u>Capital Outlay</u>                    |                     |                     |                                              |                 |                       |                                                       |                   |
| 900-581010 ROW/Easements                 | 0                   | 0                   | 0                                            | 0               | 0                     | 0                                                     |                   |
| TOTAL Capital Outlay                     | 0                   | 0                   | 0                                            | 0               | 0                     | 0                                                     |                   |
| TOTAL PROJECTS                           | 0                   | 0                   | 0                                            | 0               | 0                     | 0                                                     |                   |
| TOTAL MISC & PROJECTS                    | 0                   | 0                   | 0                                            | 0               | 0                     | 0                                                     |                   |
| 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<br>Actual | 2021-22<br>Estimate | 2022-23<br>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<br>ACTUAL | 2020-2021<br>ACTUAL | (----- 2021-2022 -----)<br>CURRENT<br>BUDGET | Y-T-D<br>ACTUAL | PROJECTED<br>YEAR END | (----- 2022-2023 -----)<br>CITY ADMIN.<br>RECOMMENDED | ADOPTED<br>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>         |                     |                     |                                              |                 |                       |                                                       |                   |
| PROJECTS                           | <u>0</u>            | <u>0</u>            | <u>0</u>                                     | <u>0</u>        | <u>0</u>              | <u>0</u>                                              |                   |
| TOTAL MISC & PROJECTS              | <u>0</u>            | <u>0</u>            | <u>0</u>                                     | <u>0</u>        | <u>0</u>              | <u>0</u>                                              |                   |
| TOTAL EXPENDITURES                 | 0                   | 0                   | 5,000                                        | 3,338           | 3,338                 | 3,000                                                 |                   |
| REVENUE OVER/ (UNDER) EXPENDITURES | 2,725               | 3,042               | 65                                           | ( 3,314)        | ( 1,313)              | 40                                                    |                   |
|                                    | =====               | =====               | =====                                        | =====           | =====                 | =====                                                 | =====             |

434-CAP RCVRY-RDWYS AREA 4

REVENUES

|                                         | 2019-2020    | 2020-2021    | (----- 2021-2022 -----) | (----- 2022-2023 -----) |                       |                            |                   |
|-----------------------------------------|--------------|--------------|-------------------------|-------------------------|-----------------------|----------------------------|-------------------|
|                                         | ACTUAL       | ACTUAL       | CURRENT<br>BUDGET       | Y-T-D<br>ACTUAL         | PROJECTED<br>YEAR END | CITY ADMIN.<br>RECOMMENDED | ADOPTED<br>BUDGET |
| <hr/>                                   |              |              |                         |                         |                       |                            |                   |
| <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                      |                   |
| <br>                                    |              |              |                         |                         |                       |                            |                   |
| <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>           |
| <br>                                    |              |              |                         |                         |                       |                            |                   |
| TOTAL REVENUES                          | 2,725        | 3,042        | 5,065                   | 24                      | 2,025                 | 3,040                      |                   |
|                                         | =====        | =====        | =====                   | =====                   | =====                 | =====                      | =====             |

434-CAP RCVRY-RDWYS AREA 4

GENERAL GOVERNMENT  
EXPENDITURES

|                                          | 2019-2020<br>ACTUAL | 2020-2021<br>ACTUAL | (----- 2021-2022 -----)<br>CURRENT<br>BUDGET | (----- 2021-2022 -----)<br>Y-T-D<br>ACTUAL | (----- 2021-2022 -----)<br>PROJECTED<br>YEAR END | (----- 2022-2023 -----)<br>CITY ADMIN.<br>RECOMMENDED | (----- 2022-2023 -----)<br>ADOPTED<br>BUDGET |
|------------------------------------------|---------------------|---------------------|----------------------------------------------|--------------------------------------------|--------------------------------------------------|-------------------------------------------------------|----------------------------------------------|
| NON DEPARTMENTAL<br>=====                |                     |                     |                                              |                                            |                                                  |                                                       |                                              |
| <u>Professional Services</u>             |                     |                     |                                              |                                            |                                                  |                                                       |                                              |
| 101-541300 Professional Services         | 0                   | 0                   | 5,000                                        | 3,338                                      | 3,338                                            | 3,000                                                 |                                              |
| TOTAL Professional Services              | 0                   | 0                   | 5,000                                        | 3,338                                      | 3,338                                            | 3,000                                                 |                                              |
| <u>Fund Charges/Transfers</u>            |                     |                     |                                              |                                            |                                                  |                                                       |                                              |
| 101-548202 Transfer Out-Water & Sewer Fn | 0                   | 0                   | 0                                            | 0                                          | 0                                                | 0                                                     |                                              |
| 101-548404 Transfer Out - Capital Projec | 0                   | 0                   | 0                                            | 0                                          | 0                                                | 0                                                     |                                              |
| TOTAL Fund Charges/Transfers             | 0                   | 0                   | 0                                            | 0                                          | 0                                                | 0                                                     |                                              |
| 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 &amp; PROJECTS

| (----- 2021-2022 -----) (----- 2022-2023 -----) |                     |                     |                   |                 |                       |                            |                   |
|-------------------------------------------------|---------------------|---------------------|-------------------|-----------------|-----------------------|----------------------------|-------------------|
| EXPENDITURES                                    | 2019-2020<br>ACTUAL | 2020-2021<br>ACTUAL | CURRENT<br>BUDGET | Y-T-D<br>ACTUAL | PROJECTED<br>YEAR END | CITY ADMIN.<br>RECOMMENDED | ADOPTED<br>BUDGET |
| <hr/>                                           |                     |                     |                   |                 |                       |                            |                   |
| PROJECTS                                        |                     |                     |                   |                 |                       |                            |                   |
| =====                                           |                     |                     |                   |                 |                       |                            |                   |
| <u>City Support Services</u>                    |                     |                     |                   |                 |                       |                            |                   |
| 900-532900 Contingency - Service Area 4         | 0                   | 0                   | 0                 | 0               | 0                     | 0                          | =====             |
| TOTAL City Support Services                     | 0                   | 0                   | 0                 | 0               | 0                     | 0                          | =====             |
| <u>Operations Support</u>                       |                     |                     |                   |                 |                       |                            |                   |
| 900-534100 Advertising - Service Area 4         | 0                   | 0                   | 0                 | 0               | 0                     | 0                          | =====             |
| TOTAL Operations Support                        | 0                   | 0                   | 0                 | 0               | 0                     | 0                          | =====             |
| <u>Professional Services</u>                    |                     |                     |                   |                 |                       |                            |                   |
| 900-541100 Engineering - Service Area 4         | 0                   | 0                   | 0                 | 0               | 0                     | 0                          | =====             |
| 900-541200 Legal Services-Service Area 4        | 0                   | 0                   | 0                 | 0               | 0                     | 0                          | =====             |
| 900-541300 Professional Services-SrvArea        | 0                   | 0                   | 0                 | 0               | 0                     | 0                          | =====             |
| TOTAL Professional Services                     | 0                   | 0                   | 0                 | 0               | 0                     | 0                          | =====             |
| <u>Maintenance Services</u>                     |                     |                     |                   |                 |                       |                            |                   |
| 900-551510 Construction - Contingencies         | 0                   | 0                   | 0                 | 0               | 0                     | 0                          | =====             |
| 900-551900 Construction - Service Area 4        | 0                   | 0                   | 0                 | 0               | 0                     | 0                          | =====             |
| TOTAL Maintenance Services                      | 0                   | 0                   | 0                 | 0               | 0                     | 0                          | =====             |
| <u>Capital Outlay</u>                           |                     |                     |                   |                 |                       |                            |                   |
| 900-581010 ROW/Easements                        | 0                   | 0                   | 0                 | 0               | 0                     | 0                          | =====             |
| TOTAL Capital Outlay                            | 0                   | 0                   | 0                 | 0               | 0                     | 0                          | =====             |
| <hr/>                                           |                     |                     |                   |                 |                       |                            |                   |
| TOTAL PROJECTS                                  | 0                   | 0                   | 0                 | 0               | 0                     | 0                          |                   |
| <hr/>                                           |                     |                     |                   |                 |                       |                            |                   |
| TOTAL MISC & PROJECTS                           | 0                   | 0                   | 0                 | 0               | 0                     | 0                          |                   |
| <hr/>                                           |                     |                     |                   |                 |                       |                            |                   |
| 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<br>Actual | 2021-22<br>Estimate | 2022-23<br>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

|                                   | 2019-2020<br>ACTUAL | 2020-2021<br>ACTUAL | (----- 2021-2022 -----)<br>CURRENT<br>BUDGET | (----- 2021-2022 -----)<br>Y-T-D<br>ACTUAL | (----- 2021-2022 -----)<br>PROJECTED<br>YEAR END | (----- 2022-2023 -----)<br>CITY ADMIN.<br>RECOMMENDED | (----- 2022-2023 -----)<br>ADOPTED<br>BUDGET |
|-----------------------------------|---------------------|---------------------|----------------------------------------------|--------------------------------------------|--------------------------------------------------|-------------------------------------------------------|----------------------------------------------|
| <u>REVENUE SUMMARY</u>            |                     |                     |                                              |                                            |                                                  |                                                       |                                              |
| Fees                              | 9,204               | 9,104               | 16,000                                       | 13,590                                     | 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                                       | 14,299                                     | 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                                            | 1,580                                      | 1,173                                            | 0                                                     |                                              |
|                                   | =====               | =====               | =====                                        | =====                                      | =====                                            | =====                                                 | =====                                        |

609-LIBRARY BOARD

## REVENUES

|                                        | 2019-2020<br>ACTUAL | 2020-2021<br>ACTUAL | (----- 2021-2022 -----)<br>CURRENT<br>BUDGET | Y-T-D<br>ACTUAL | PROJECTED<br>YEAR END | (----- 2022-2023 -----)<br>CITY ADMIN.<br>RECOMMENDED | ADOPTED<br>BUDGET |
|----------------------------------------|---------------------|---------------------|----------------------------------------------|-----------------|-----------------------|-------------------------------------------------------|-------------------|
| <u>Fees</u>                            |                     |                     |                                              |                 |                       |                                                       |                   |
| 000-458100 Sale of Merchandise         | 9,204               | 9,104               | 16,000                                       | 13,590          | 16,000                | 17,000                                                |                   |
| 000-458200 Sale of Recyclying Material | <u>0</u>            | <u>0</u>            | <u>0</u>                                     | <u>0</u>        | <u>0</u>              | <u>0</u>                                              |                   |
| TOTAL Fees                             | 9,204               | 9,104               | 16,000                                       | 13,590          | 16,000                | 17,000                                                |                   |
| <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>                                          |                   |
| TOTAL Fund Transfers                   | 0                   | 0                   | 7,200                                        | 0               | 7,200                 | 5,165                                                 |                   |
| <u>Miscellaneous</u>                   |                     |                     |                                              |                 |                       |                                                       |                   |
| 000-491000 Interest Earned             | 272                 | 63                  | 100                                          | 79              | 50                    | 25                                                    |                   |
| 000-491200 Investment Income           | 578                 | 48                  | 100                                          | 125             | 20                    | 10                                                    |                   |
| 000-493000 Donations                   | 0                   | 0                   | 0                                            | 500             | 0                     | 0                                                     |                   |
| 000-495000 Grant-TxCommOnTheArts       | 0                   | 0                   | 0                                            | 0               | 0                     | 0                                                     |                   |
| 000-497000 Misc. Income - Library      | <u>4</u>            | <u>13</u>           | <u>0</u>                                     | <u>5</u>        | <u>3</u>              | <u>0</u>                                              |                   |
| TOTAL Miscellaneous                    | <u>854</u>          | <u>124</u>          | <u>200</u>                                   | <u>709</u>      | <u>73</u>             | <u>35</u>                                             |                   |
| TOTAL REVENUES                         | 10,058              | 9,228               | 23,400                                       | 14,299          | 23,273                | 22,200                                                |                   |
|                                        | =====               | =====               | =====                                        | =====           | =====                 | =====                                                 | =====             |

609-LIBRARY BOARD

GENERAL GOVERNMENT  
EXPENDITURES

|                                       | (----- 2021-2022 -----) (----- 2022-2023 -----) |                     |                   |                 |                       |                            |                   |
|---------------------------------------|-------------------------------------------------|---------------------|-------------------|-----------------|-----------------------|----------------------------|-------------------|
|                                       | 2019-2020<br>ACTUAL                             | 2020-2021<br>ACTUAL | CURRENT<br>BUDGET | Y-T-D<br>ACTUAL | PROJECTED<br>YEAR END | CITY ADMIN.<br>RECOMMENDED | ADOPTED<br>BUDGET |
| NON DEPARTMENTAL<br>=====             |                                                 |                     |                   |                 |                       |                            |                   |
| <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>                |                                                 |                     |                   |                 |                       |                            |                   |
| 101-537300 Contributions              | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          |                   |
| TOTAL City Assistance                 | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          |                   |
| <u>Fund Charges/Transfers</u>         |                                                 |                     |                   |                 |                       |                            |                   |
| 101-548101 Transfer Out- General Fund | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          |                   |
| TOTAL Fund Charges/Transfers          | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          |                   |
| <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                     |                   |
| 101-571500 Improvement Under \$5,000  | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          |                   |
| TOTAL Operating Equipment             | 4,000                                           | 8,551               | 11,200            | 4,890           | 10,000                | 10,000                     |                   |
| <u>Capital Outlay</u>                 |                                                 |                     |                   |                 |                       |                            |                   |
| 101-581500 Improvements over \$5,000  | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          |                   |
| TOTAL Capital Outlay                  | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          |                   |
| 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<br>=====                                 | 19,708<br>=====     | 23,400<br>=====   | 12,719<br>===== | 22,100<br>=====       | 22,200<br>=====            | =====             |

# 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<br>Actual | 2021-22<br>Estimate | 2022-23<br>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<br>BUDGET       | Y-T-D<br>ACTUAL         | PROJECTED<br>YEAR END | CITY ADMIN.<br>RECOMMENDED |
|                                   |            |              |                         |                         |                       | ADOPTED<br>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

## 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                |
| <hr/>                                 |            |              |                         |              |                         |              |                       |
| <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>          </u>     |
| <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>          </u>     |
| <u>Miscellaneous</u>                  |            |              |                         |              |                         |              |                       |
| 000-493617 Donations                  | 0          | 0            | 0                       | 0            | 0                       | 0            | <u>          </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>     |
| <br>TOTAL REVENUES                    | <br>212    | <br>3,702    | <br>11,750              | <br>1,943    | <br>12,693              | <br>11,750   | <br><u>          </u> |
|                                       | =====      | =====        | =====                   | =====        | =====                   | =====        | =====                 |



615-HISTORICAL COMMITTEE

| CULTURAL<br>EXPENDITURES              | (----- 2021-2022 -----) (----- 2022-2023 -----) |                     |                   |                 |                       |                            |                   |
|---------------------------------------|-------------------------------------------------|---------------------|-------------------|-----------------|-----------------------|----------------------------|-------------------|
|                                       | 2019-2020<br>ACTUAL                             | 2020-2021<br>ACTUAL | CURRENT<br>BUDGET | Y-T-D<br>ACTUAL | PROJECTED<br>YEAR END | CITY ADMIN.<br>RECOMMENDED | ADOPTED<br>BUDGET |
| HISTORICAL COMMITTEE<br>=====         |                                                 |                     |                   |                 |                       |                            |                   |
| <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                      |                   |
| 609-541500 State/County Fees          | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          |                   |
| TOTAL Professional Services           | 0                                               | 100                 | 1,600             | 0               | 1,600                 | 1,600                      |                   |
| <u>Operating Equipment</u>            |                                                 |                     |                   |                 |                       |                            |                   |
| 609-571000 Furniture & Fixtures       | 0                                               | 0                   | 0                 | 0               | 0                     | 0                          |                   |
| 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 13, 2022  
**Department:** Finance  
**Subject:** Resolution No. 22-R-105 – Consideration and/or action approving a Resolution by the City Council of the City of Schertz, Texas, of ratifying the property tax increase reflected in the Adopted Budget for FY 2022-23. (M. Browne/J. Walters)

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**BACKGROUND**

In accordance with the Local Government Code Section 102.007(c) with the adoption of a budget that will require raising more revenue from property taxes than in the previous year, a separate vote must be taken to ratify the property tax increase reflected in the budget.

This vote must be separate from the vote to approve the budget or adopt the tax rate.

**GOAL**

To be in compliance with state regulations and to ratify the property tax increase reflected in the Adopted Budget for FY 2022-23

**COMMUNITY BENEFIT**

The increase in taxes will pay for new positions to address areas where workload is negatively impacting productivity. Additionally, new program expenditures will result in added capability to meet the mission requirements necessary to better serve our citizens.

**SUMMARY OF RECOMMENDED ACTION**

Staff recommends City Council ratify the property tax increase as voted on and approved with the adoption of the FY 2022-23 Budget.

**FISCAL IMPACT**

The City Council hereby ratifies the 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.

**RECOMMENDATION**

Staff recommends City Council ratify the property tax increase as voted on and approved with the adoption of the FY 2022-23 Budget.

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**Attachments**

Resolution 22-R-105

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## **RESOLUTION NO. 22-R-105**

### **A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF SCHERTZ, TEXAS RATIFYING THE PROPERTY TAX INCREASE REFLECTED IN THE ADOPTED BUDGET FOR FISCAL YEAR 2022-23, AND OTHER MATTERS IN CONNECTION THEREWITH**

WHEREAS, the Local Government Code Section 102.007(c) states when a budget will require raising more property taxes than in the previous year a vote separate from adopting the budget or tax rate must be taken to ratify the property tax increase; and

WHEREAS, the City staff of the City of Schertz (the "City") has recommended that the City ratify the property tax increase in accordance with the Local Government Code; and

WHEREAS, the City Council has determined that it is in the best interest of the City to ratify the property tax increase.

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

Section 1. The City Council hereby ratifies the budget will raise more total property taxes than last year's budget by \$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.

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 13<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)

CITY COUNCIL MEMORANDUM

**City Council Meeting:** September 13, 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. *Final 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 was conducted, 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 13, 2022  
**Department:** City Secretary  
**Subject:** Guadalupe Regional Medical Center - Prescription Assistance report.  
(Mayor/Council/J. Riggs/M. Ishak)

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**BACKGROUND**

On March 5, 2013, City Council approved an Interlocal Agreement with Guadalupe Regional Medical Center (the Hospital) relating to a prescription access program. This program offers assistance to qualified citizens of the city that enables them to purchase prescription medication at a significantly reduced price. The provision of a prescription assistance program is a public purpose and preserves and protects these qualified citizens' health and safety.

The Hospital will provide prescription medications free of charge or at a low cost to citizens who qualify for assistance under the guidelines established by each drug manufacturer and as described to the City by the Hospital. The Hospital will comply with all federal, state, county, and City laws, rules, ordinances, and regulations which may affect the agreement.

A written report will be provided by the Hospital to the City Council of the City on or about March 1 and September 1 of each year. This report will document that the payments made by the City have primarily benefited citizens of the City and will include such information as total number of resident patients served, number of prescriptions filled, retail dollar value of prescriptions, and sources of program funds.

**GOAL**

Continue to support the Prescription Assistance Program with Guadalupe Regional Medical Center.

**COMMUNITY BENEFIT**

The Hospital will provide prescription medications free of charge or at a low cost to citizens who qualify for assistance under the guidelines established by each drug manufacturer and as described to the City by the Hospital.

**SUMMARY OF RECOMMENDED ACTION**

Council to accept the Report Information.

**FISCAL IMPACT**

The fiscal impact to the City is \$5,000 annually. This is a budgeted item. The City's contribution helps pay for the cost of administering the program.

**RECOMMENDATION**

Council to accept the Report Information.



**Exhibit A**  
**Report Information**  
**Guadalupe Regional Medical Center**  
**Prescription Assistance Program for Schertz Enrollees**

**March 1, 2022 thru August 31, 2022**

## **BENEFIT**

|                                                                           |                        |
|---------------------------------------------------------------------------|------------------------|
| Total number of patients served by the program                            | <b>816</b>             |
| Total number of Schertz residents served by the program                   | <b>24</b>              |
| Total number of prescriptions provided by the program                     | <b>17794</b>           |
| Retail dollar value of prescriptions provided by the PAP                  | <b>\$ 3,166,169.00</b> |
| Retail dollar value of prescriptions provided to Schertz residents by PAP | <b>\$ 137,562.16</b>   |
| Number of prescriptions per Schertz patient per month                     | <b>3.4</b>             |
| Average prescription retail price (3 month supply) per Schertz patient    | <b>\$ 838.80</b>       |
| Average annual retail prescription benefit per Schertz patient            | <b>\$ 13,452.00</b>    |

### **SOURCES OF PROGRAM FUNDS (ANNUAL)**

|                                                                                   |                        |
|-----------------------------------------------------------------------------------|------------------------|
| Schertz contribution to the program                                               | <b>\$ 5,000.00</b>     |
| Seguin contribution to the program                                                | <b>\$ 5,000.00</b>     |
| Contributions to program by individuals                                           | <b>\$ 8,729.00</b>     |
| Payments by patients (\$15.00/month/patient)                                      | <b>\$ 101,698.00</b>   |
| Grants received for the program (I (ST. LUKE'S LUTHERIN MINISTRIES<br>united way, | <b>\$ 15,500.00</b>    |
| <b>TOTAL REVENUE</b>                                                              | <b>\$ 135,927.00</b>   |
| <b>TOTAL EXPENSES</b>                                                             | <b>\$ 352,590.00</b>   |
| <b>TOTAL NET</b>                                                                  | <b>\$ (216,663.00)</b> |

NOTE: WE HAVE EXPANDED THE IMMUNIZASTION SERVICES FOR HEPATITIS, PNEUMONIA AND SHINGEL

.S THIS PAST 6 MONTH FOR NO COST.